

# REQUEST FOR PROPOSALS

**DEVELOPMENT OF VACANT LOTS ON LAKE AND LUCERNE AVENUES:  
DOWNTOWN LAKE WORTH**

**RFP #01-1819**



**RELEASE DATE:  
FEBRUARY 16, 2019**

**SUBMISSION DEADLINE:  
3:00PM // MARCH 27, 2019**

LAKE WORTH COMMUNITY REDEVELOPMENT AGENCY  
1121 LUCERNE AVE.  
LAKE WORTH, FL 33460  
561 493-2550

[WWW.LAKEWORTHCRA.ORG](http://WWW.LAKEWORTHCRA.ORG)

## Overview of the City

The City of Lake Worth is located on the southeast coast of Florida, in Palm Beach County, just south of West Palm Beach and north of Delray Beach, FL. Although development in Lake Worth has been sporadic for the last 50 years, development pressure from both the north and south have made the City a focal point for new investment. The City is determined to attract new residents, businesses and activities while still remaining quaint, distinctive and authentic. Lake Worth is known as the place where art is created due to the many artists who call Lake Worth home. It is home to such cultural institutions as the Cultural Council of Palm Beach County, the historic Lake Worth Playhouse, Benzaiten Center for Creative Arts and hosts the annual Street Painting Festival, Pride Fest and Dia de los Muertos cultural fest. It is also well known for its inclusive environment and its diverse ethnic make-up.

The available sites are just west of the downtown, in an area undergoing significant redevelopment. Values in this area have been steadily rising in recent years as more residents move to the area for its close proximity to everything Lake Worth has to offer, including the arts district, recreational activities, live entertainment and the beach, which is less than a mile away.

## Purpose

The purpose of this Request for Proposals (RFP) is to solicit proposals for the development of vacant, CRA-owned parcels along both Lake and Lucerne Avenues in the mixed-use east zoning district (corresponding *land development regulations, future land use policies, density bonuses and economic incentive opportunity* are included as appendixes A, B, C & D). A total of eleven lots located along Lake and Lucerne Avenues between “F” and “C” Street and west of the FEC tracks were purchased by the CRA by either Federal Neighborhood Stabilization or Line of Credit funds. The CRA is seeking proposals for all of the parcels available. Although different proposals may be submitted for each of the lots and blocks, the intent of the RFP is to create a unified vision with similar uses in the District that complement the existing landscape as well as each other. A proposal from one developer, willing to develop all of the parcels is preferred. It is the CRA’s intention to competitively select a Developer with the proven ability and interest to construct a development or developments, and also, to own the property once constructed. Projects must be at least two to three stories in height. Each project must have a mix of uses.

## Background

The Lake Worth CRA has undertaken both housing and commercial property development over the last decade. The goal of the CRA is to spur private investment and improve property values in the District. In 2010 the CRA was awarded \$23M from the U. S. Department of Housing and Urban Development for the development of at least 100 new or rehabilitated affordable housing units. The Lake Worth CRA and its partners, far exceeded this goal and, to date, created over 175 residential units. Other projects associated with the purchase of formerly blighted properties has also lead to the development of over 12,000 square feet of commercial space. With the development of commercial space, local jobs were created, meeting a NSP-2 National Objective. The CRA is seeking to continue the development of housing choices while also creating additional local job opportunities.

With that in mind, the CRA bought properties with NSP-2 funds and land-banked them for further development. Realizing that the development of single parcel, 25 foot lots, would not produce the project we envision, additional lots were bought a few years later, due in part, to a line-of-credit the CRA was able to secure. The CRA is now seeking to collectively develop these parcels in the burgeoning arts district, in close proximity to the very successful Urban Arts Lofts, West Village and HATCH 1121.

## This Proposal

The selected developer will, at a minimum;

- Be an experienced, stable and financed developer who has completed similar projects in the south Florida area.
- Be able to develop aesthetically-pleasing, well-designed units incorporating innovative features and amenities such as green, sustainable building techniques while meeting the City's mixed-use zoning regulations and thoroughfare design guidelines.
- Work with CRA/City Staff to identify and incorporate the design objectives for the area.
- May include some affordable units for sale or rental; however, the majority of residential units should be at or above market rate. Mixed-income units are preferred. A market study that supports the proposed project is encouraged.
- Develop commercial space that will be leased or sold at market rents or value; however, the end user should include uses that will help provide new job opportunities for local residents. Please note that the CRA is seeking active ground floor uses. Although all units are not expected to be open at night, some should be available in the evening to provide goods and services to the surrounding community.
- Must list a price the developer is ready and willing to pay for all the lots involved. The total CRA cost, including closing costs, totals \$1.4M. Although the Agency is not expecting to be reimbursed 100%, some contribution for the lots is expected and will earn the Proposer additional consideration. No additional grant monies are available from the CRA for the development of these lots.
- Only development proposals that provide for ownership required to pay ad-valorem taxes will be accepted.
- Some of the available CRA lots were bought with Neighborhood Stabilization Funds. These properties must meet at least one national objective. To do this, the project proposed must include a structure or structures that must either provide housing for households making less than 120% Area Medium Income (AMI) or create or retain jobs for local individuals.

The Project Area includes lots that are zoned mixed-use east and also have a future land use designation as mixed-use east. The addresses and parcel control numbers include:

Between "F" and "E" Streets

- 1216 Lake Ave.; PCN: 38-43-44-21-15-505-0120
- 1207 Lucerne Ave.; PCN: 38-43-44-21-15-505-0050

- 1209 Lucerne Ave.; PCN: 38-43-44-21-15-505-0040
- 1211 Lucerne Ave.; PCN: 38-43-44-21-15-505-0030
- 1213 Lucerne Ave.; PCN: 38-43-44-21-15-505-0020
- 1215 Lucerne Ave.; PCN: 38-43-44-21-15-505-0010
- 1230 Lake Ave.; PCN: 38-43-44-21-15-505-0160
- 1220 Lake Ave.; PCN: 38-43-44-21-15-505-0130

Between “E” and “D” Streets

- 15 N. E Street; PCN: 38-43-44-21-15-504-0080
- 1310 Lake Ave.; PCN: 38-43-44-21-15-504-0130

Between “D” and “C” Streets

- 1401 Lucerne Ave.: PCN: 38-43-44-21-15-503-0050

Property	Address	Size in Acres	Sales Price	Closing Cost	Purchase Price	Funding Source
1	1216 Lake Ave	0.0803	\$ 215,000.00	\$ 12,526.60	\$ 227,526.60	LOC
2	1207 Lucerne Ave	0.0803	\$ 235,000.00	\$ 14,522.60	\$ 249,522.60	LOC
3	1209 Lucerne Ave	0.0803	\$ 55,440.00	\$ 2,733.13	\$ 58,173.13	NSP2
4	1211 Lucerne Ave	0.0803	\$ 249,000.00	\$ 13,124.55	\$ 262,124.55	LOC
5	1213 Lucerne Ave	0.0803	\$ 260,000.00	\$ 15,847.60	\$ 275,847.60	LOC
6	1215 Lucerne Ave	0.0803	\$ 43,560.00	\$ 2,249.00	\$ 45,809.00	NSP2
7	1230 Lake Ave	0.0803	\$ 245,000.00	\$ 2,867.60	\$ 247,867.60	LOC
8	1220 Lake Ave	0.0803	\$ 38,000.00	\$ 2,632.50	\$ 40,632.50	NSP2
9	15 N E St	0.0803	\$ 87,500.00	\$ 2,928.50	\$ 90,428.50	NSP2
10	1310 Lake Ave	0.1527	\$ 83,160.00	\$ 2,154.90	\$ 85,314.90	NSP2
11	1401 Lucerne Ave	0.3056	\$ 287,000.00	\$ 8,811.16	\$ 295,811.16	NSP2
		<u>1.181</u>	<u>\$ 1,798,660.00</u>	<u>\$ 80,398.14</u>	<u>\$ 1,879,058.14</u>	

Boundary surveys are available for all advertised lots. Lots have been cleared for development.

### Relevant Experience and Past Performance

Proposers are required to identify related work performed that has been successfully completed to date, or is actively underway. Most notably, identify work that most closely resembles the type of development sought in this proposal. For each project, please list:

- Project name and address
- Photos of development (renderings if under construction)
- Contact person, title, phone number and email
- Detailed description of the type of project
- The duration of the project including start and completion (or anticipated) date
- Value of each project

### Developer's Financial Capacity and Capability

- Financial Statements – in order to demonstrate access to equity and debt capital and other financing resources to carry out the proposed project, the developer must provide in a separate submittal, one set of audited financial statements for the past two years for each principal and joint venture partner. Each entity must submit separate financial statements.
- Pipeline Projects – list and describe all projects currently in the pipeline, including statuses, development budget, schedule and financial commitment.
- Sources and Availability of Capital – identify sources of debt/ equity capital, including relationship of lender/investor to the developer and contact information. Also, provide a written statement from each financing source that the equity and or debt capital is available or will be made available for funding the proposed project. Written statements must detail the amount of capital, the size of the project and any other pertinent information to assist the CRA in determining the availability of equity and debt capital to the proposed project.

Please provide at least three business related references for projects that are submitted as part of the proposers past performance who can be contacted for an independent evaluation of your work.

All responses must be delivered or mailed to:

Lake Worth Community Redevelopment Agency  
1121 Lucerne Avenue  
Lake Worth, FL 33460  
Attn: Chris Dabros  
561 493-2550  
[cdabros@lakeworth.org](mailto:cdabros@lakeworth.org)

**ENVELOPE MUST BE IDENTIFIED AS RFP #01-1819 AND RECEIVED AT THE CRA OFFICE NO LATER THAN 3:00pm March 27<sup>th</sup>, 2019**

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.

### **Proposal Process**

A Selection Committee, led by CRA Staff, will evaluate all proposals that meet the requirements. The Panel will conduct interviews, if desired, with the top finalists and select a qualified developer based on the selection criteria included in this RFP. Following this process, Staff will recommend a development team for review and approval by the CRA Board of Commissioners.

Once a development team has been selected by the Board, the selected proposer and CRA Staff will negotiate the terms of a binding agreement for the sale and development of the property. Exact duration and financial terms of the sale are to be negotiated. The selected development team will be required to provide a non-refundable deposit of \$5,000 before execution of a purchase and sale and a development agreement.

### **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  
1121 Lucerne Ave  
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:

- Non Mandatory Pre-submittal Meeting: March 6, 2019
- Proposals Due: March 27, 2019
- Ranking of firms by Committee: No later than April 17, 2019
- Firm Approved by CRA Board: No later than May15, 2019

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 Firms 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 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 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

### SUBMITTAL REQUIREMENTS:

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

#### **Executive Letter of Transmittal**

Each submittal must include an executive letter of transmittal containing the Firm's interest in developing the sites 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.

In addition, the following items shall be provided in the order specified. Written submittals should be concise and clearly outlined and include:

- The Firm's owners and management team and the ability to produce a quality development
- A narrative description of the residential and commercial project being proposed
- Sketches/renderings of proposed project
- Green building elements and amenities to be included
- Type and number of units (affordable, workforce, market and commercial rent estimates)
- Estimated timeframe for development
- Overall benefit to the community
- A description of the proposer's ability to mobilize the necessary team to commence design and construction
- A description of the Proposer's existing financial capacity and/or ability to secure necessary financing
- Detail of how the space will be marketed to tenants or users
- List of additional properties owned or to be added to the project
- All related licenses and/or certifications
- Confirmation of a Drug-Free Workplace

Each proposer is asked to submit one original and five bound copies plus one electronic copy of the submittal on a portable drive or CD.

#### **Financing the Development**

As stated earlier, the CRA may contribute a portion of the land costs to help facilitate quality development. Some compensation for the land will earn the proposer additional consideration. The proposer is expected to fully fund their development without any additional funding coming from the CRA.

#### **Process for Consideration of Proposals**

##### Selection Criteria and Maximum Points

**Proposed Project Details with Renderings** – 25 points

**Skill** – Firm's understanding of this proposed project, financial capacity and development skills – 20 points

**Ability to assemble additional neighboring parcels** – 5 points

**Purchase Price from the CRA** – 5 points

**Background/Experience & References** – Firms references evidencing record of performance and ability to successfully complete projects on time and within budget (a minimum of three are required) – *20 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 proposal packets 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.**