# CRA PROJECT NO.: CRA2011-05 REQUEST FOR PROPOSALS WEST ATLANTIC AVENUE PROPERTIES

#### A REDEVELOPMENT OPPORTUNITY IN DOWNTOWN DELRAY BEACH



RELEASE DATE: December 19, 2010\_\_\_\_\_ SUBMISSION DEADLINE: March 9, 2011 @ 2:00 pm

THE DELRAY BEACH COMMUNITY REDEVELOPMENT AGENCY

Howard Lewis, Chair Tom Carney, Vice Chair Peter Arts, First Vice-Chair William "Bill" Branning, Treasurer Veronica Covington Herman Stevens Cathy Balestriere

#### INVITATION

The Delray Beach Community Redevelopment Agency (CRA) hereby requests proposals from interested parties for the lease or purchase and redevelopment of properties owned by the Delray Beach CRA, or under contract for purchase by the CRA. The redevelopment sites are located on the south side of West Atlantic Avenue, between SW 6<sup>th</sup> and 10<sup>th</sup> Avenues, within the West Atlantic Avenue business corridor. The majority of the redevelopment sites are zoned CBD (Central Business District – West Atlantic Neighborhood) with a portion zoned RM (Medium Density Residential). The sites that are currently under the ownership of the CRA contain 7.7 acres more or less. A legal description of the individual parcels is provided in Appendix "C" of this RFP. Proposers may submit development proposals which include a portion of or all of the sites, depending upon their particular needs.

The CRA has prepared a conceptual master plan (Appendix "A") indicating a development pattern of structures along the West Atlantic Avenue frontage with a combination of surface and structured parking to the rear of the properties fronting W. Atlantic Avenue. A shared parking arrangement will serve as the desired development program for this project with parking available to the general public that could be shared by future developments. The development program includes the construction of multi-story single or mixed-use buildings. The desired uses include office, retail, hotel and neighborhood-oriented uses. Residential uses are acceptable, but not a priority. It is the CRA's intent to ensure that the project is designed and constructed in general accord with the conceptual design and, as such, the CRA is also open to participating with the developer on the project.

The CRA is vested by the State of Florida pursuant to its powers under Florida Statutes, Chapter 163, Part III, the Community Redevelopment Act of 1969 as amended, with the authority to request proposals for the redevelopment of any area within its district in order to effectuate redevelopment pursuant to the goals and objectives of the CRA Redevelopment Plan.

Factors that the CRA will use in judging the proposals include, but are not limited to, the proposer's experience and financing capabilities, the number of new jobs being created, the quality of planning, urban design and architecture, the services and/or economic benefit made available by the project to the surrounding community, the percentage and pricing structure of the residential component (if proposed), and the proposal's consistency with the Community Redevelopment Plan (CRA Plan), Downtown Master Plan, Southwest Area Neighborhood Redevelopment Plan, West Atlantic Avenue Redevelopment Plan and the recently updated Downtown Cluster Study. Selection criteria are discussed in more detail within this RFP. In addition, the CRA will also consider the proposer's ability to implement the project in an expeditious manner.

Upon receipt of an acceptable proposal and a negotiated contract with the successful proposer, as well as the applicant's compliance with conditions precedent to closing, the CRA will close on the property as described in the Request for Proposals (RFP), or as

agreed to pursuant to the contract negotiated between the proposer and the CRA. Please note that the CRA typically does not close on property until the development has received all of the necessary approvals, including building permits, and financing for the construction is fully in place.

Proposers are required to submit one (1) unbound original and ten (10) copies, sealed and marked on the outside of the package "West Atlantic Avenue Redevelopment Proposal", delivered to the City of Delray Beach Purchasing Division in City Hall, 100 NW 1<sup>st</sup> Avenue, Delray Beach, FL 33444 on or before 2:00 pm on March 9, 2011.

#### A. Development Objectives

The CRA's preference for redevelopment of the properties is a <u>single-phased</u> project with a mix of uses consisting of Class "A" office space with retail and restaurant use components on the ground floor and/or a hotel use as well as public/shared parking. Residential units are not considered to be a priority use for the properties; however proposals including a residential use in conjunction with a non-residential use will be considered.

Proposals must be consistent with the City of Delray Beach's Land Development Regulations, Community Redevelopment Plan (CRA Plan), West Atlantic Avenue Redevelopment Plan (WAARP), Downtown Master Plan, Southwest Area Neighborhood Redevelopment Plan, and the Downtown Cluster Study. The Downtown Master Plan and the West Atlantic Redevelopment Plan call for "gradual redevelopment, with an emphasis on the preservation and enhancement of existing neighborhoods, while promoting a pedestrian friendly corridor that has a mix of residential, commercial, and civic functions." The West Atlantic Redevelopment Plan also suggests that the area is, in the long term, "well suited to absorb office space demand". In addition, WAARP promotes the shared parking concept. The properties are located in the area designated as "Cluster 1" in the Downtown Cluster Analysis and Retail Strategy. The study and its most recent update suggest that successful retail uses in this cluster may not only serve the surrounding neighborhoods, but the entire city and its visitors as well. An urban-style grocery store (up to approximately 28,000 sq. ft.), a pharmacy, specialty apparel, restaurants, gift shops, as well as nonretail services may be appropriate. The site's proximity to I-95 and "Cluster 2", which contains numerous government facilities and the tennis stadium, also lend support for office and hotel uses. The CRA Plan recognizes the downtown as a strategic location for office space, and it emphasizes the importance of the creation of highpaying jobs as an important complement to service sector jobs. The Plan states that downtown workers would support and strengthen other downtown businesses and would strengthen the residential real estate market.

#### Development Design

Buildings on Atlantic Avenue should be no more than four-stories, situated adjacent to the public right-of-way, with lighted, wide and uninterrupted pedestrian sidewalks. The proposed project should have on-street parking along the public right-of-way, as

well as on-site parking lots (or garages) located at the rear of the development. Opportunities for shared parking with adjacent uses are desired. Wide arcades that promote pedestrian friendliness and activities along Atlantic Avenue are encouraged. Refer to the CBD Development Standards/Design Guidelines (LDR Section 4.4.13(F).

The proposer must state the anticipated uses within the redevelopment project. The uses must be currently permissible under the City of Delray Beach Land Development Regulations. The proposer must specify the total square footage of the project and the breakdown of each proposed use.

Buildings that incorporate sustainable design concepts as outlined by the Florida Green Building Coalition (FGBC) are encouraged. FGBC offers a voluntary statewide "Green Commercial Building Designation Standard" that is achievable by anyone willing to make an effort. For additional information visit: www.floridagreenbuilding.org.

The proposer must submit floor plans of the proposed buildings on a sheet or sheets measuring 24" by 36". The proposer may choose an architectural scale appropriate to communicate the concept of the proposed project. In addition, the proposer should reduce the floor plans to a format measuring 11" by 17" for ease of review.

In addition to the plans and documents listed above, the CRA's objective for redevelopment of the site is for consistency with the CRA's Conceptual Master Plan enclosed as Appendix "A" of this RFP and described below.

#### B. Properties

The subject properties are located within portions of the blocks located between SW 6<sup>th</sup> Avenue and SW 10<sup>th</sup> Avenue, as shown on the attached maps (Appendix "B"). Associated map reference number, Palm Beach County Property Appraiser Property Control Numbers, and legal descriptions are also included (Appendix "C"). The CRA does not make any representations or warranties regarding the status of title with respect to any of the real property which is the subject of this RFP. The properties contain approximately 7.7 acres.

In addition, the CRA is in the process of obtaining site plan approval for a proposed 13-space parking lot to be located on the property located at the northwest corner of SW 9<sup>th</sup> Avenue and SW 1<sup>st</sup> Street (46 SW 9<sup>th</sup> Avenue). This parking will be available to the residents of the apartment located on the east side of SW 9<sup>th</sup> Avenue. While this property is available within this RFP, the redevelopment proposal must include shared parking arrangements.

#### C. Land Use Regulations

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

The property is zoned both CBD (Central Business District – West Atlantic Neighborhood) and RM (Medium Density Residential). For a list of Permitted, Conditional, and Accessory Uses allowed in these districts, see <u>www.mydelraybeach.com</u>, Planning and Zoning Department, Land Development Regulations, Sections 4.4.6 and 4.4.13.

The CBD zoning in the West Atlantic area allows a variety of retail uses, business and professional office uses, and dwelling units with restrictions. Residential densities are permitted at twelve (12) units per acre with increases up to thirty (30) units per acre allowed as a conditional use subject to the standards and limitations outlined in Section 4.4.13(I) (CBD – Performance Standards) of the City's Land Development Regulations (LDRs) and provided a minimum of 20% of the dwelling units above twelve (12) units per acre are Workforce Housing units. The design of the building will be further regulated by the City's Design Guidelines (CBD Development Standards), which require certain "stepbacks" in the upper levels of the building(s). Within the West Atlantic Avenue portion of the CBD, a maximum height of 48 feet is allowed.

The RM zoning district allows multi-family residential dwelling units up to twelve (12) units per acre as a permitted use and up to twenty-four (24) units per acre as a conditional use when workforce housing units are provided in accordance with Article 4.7 of the LDRs.

Each district prescribes a review and approval process for development as well as development standards. Proposers should confer with the Delray Beach Planning and Zoning Department for information on current regulations that apply to the properties as well as any changes or contemplated changes to the Land Development Regulations.

#### D. Plans and Studies

In addition to the Land Development Regulations and the Community Redevelopment (CRA) Plan, development of the site is addressed in the West Atlantic Redevelopment Plan (amended 2000), the Downtown Delray Beach Master Plan (adopted 2002) and the Downtown Cluster Analysis and Retail Strategy (completed July 2005), also known as the "Downtown Cluster Study", and the Southwest Area Neighborhood Redevelopment Plan (adopted 2003) In general, these plans call for development and redevelopment projects to consist of retail, restaurant or service uses on the ground floor, with office and or residential components occupying secondary floors. Office space may also be developed on the ground floor. Copies of the CRA Plan, Downtown Master Plan and the recently updated Downtown Cluster Study may be downloaded at <u>www.delraycra.org.</u> The West Atlantic Avenue Redevelopment Plan and Southwest Area Neighborhood Redevelopment Plan may be downloaded at:

http://mydelraybeach.com/Delray/Departments/Planning+and+Zoning/Quick+Link s/LDRs.htm.

#### E. Economic Development Incentives & Public/Private Partnership Opportunities

#### State and County Incentives:

A company that brings jobs to the State of Florida and to Palm Beach County may qualify for certain incentives depending on the wage scale and number of jobs created. Local and State government provide various types of assistance to new and expanding businesses that create employment. The Level of assistance depends on the number of jobs created and the wage/benefits provided. For more information on County and State Incentives contact the Business Development Board of Palm Beach County at www.bdb.org

#### CRA Incentives:

In 2010, the CRA Board established economic development incentives to catalyze investment, to promote opportunities for new and expanding businesses, to create jobs, and for the creation of Class "A" office as follows: Job Creation Bonus (JCB) Program, Relocation and Development Incentive (RDI) Program, Land Value Investment (LVI) Program, Real Estate Development Partnership (REDP) Program, Loan Interest Subsidy (LIS) Program, and Development Infrastructure Assistance (DIA) Program. These programs may be utilized in response to the RFP. A detailed description and brochure of each program may be downloaded at www.delraycra.org.

The incentives are contingent on CRA funding availability, CRA Board approval, and the execution of an Agreement by the CRA and the Applicant. Incentives are not to be construed as an entitlement, or right of a property owner or applicant. The Delray Beach CRA has the right to approve or deny any grant and/or incentive application in its sole discretion and absolute determination and evaluation. Application is not a guarantee of assistance.

#### Public-Private Partnership Opportunities:

In addition to the CRA Incentives outlined above, the Delray Beach CRA may consider partnership opportunities where the CRA would become co-owner of the development project. The CRA would own a limited area of office and/or retail space in the development, and the CRA would lease such space in order to fulfill the CRA Plan Objectives.

#### F. Real Estate Broker Opportunities

The CRA is willing to cooperate with Florida licensed real estate brokers and pay them a commission of \$50,000 in which the broker is a procuring cause, subject to conditions as outlined in the attached Broker Registration Statement. The Commission payments shall be made by the CRA at the time of closing of the sales or lease transaction and after all conditions required of the purchaser or lessee have been met in the sole discretion of the CRA.

#### G. Survey

Surveys of the identified properties are available for viewing at the CRA offices and are available electronically upon request

#### H. Streets and Alleyways

According to the Palm Beach County Traffic Division, the peak season daily traffic volume for 2009 on West Atlantic Avenue between I-95 and SW 8<sup>th</sup> Avenue was 37,389 trips, and between SW 8<sup>th</sup> and Swinton Avenues was 22,814 trips. Within the blocks between SW 8<sup>th</sup> and 10<sup>th</sup> Avenues there are existing alleyways that run north to south and are shown on the conceptual plan being used for driveway access. It is noted the site is located within the City's Transportation Concurrency Exception Area (TCEA). The TCEA exempts the above-described areas from complying with the Palm Beach County Traffic Performance Standards Ordinance.

#### I. Palm Beach County Impact Fees

Development of the property will be subject to Palm Beach County Impact Fees. Please contact the Impact Fee Manager for PBC, Willie Swoope at 561-233-5025 for additional information or go to <u>www.pbcgov.com/pzb/impactfees/</u> to download relevant information.

#### J. Appraisal

Appraisals of the subject properties have been completed and are available in electronic form upon written request to the City of Delray Beach Purchasing Division. The appraised value of all of the properties included in the RFP is \$12 million. Bidders should not rely solely on the information in the appraisals when compiling a proposal. The appraised value should be considered with all offers and requests for economic development incentives.

#### K. Environmental Study

Environmental Site Assessments were conducted and electronic copies are available upon written request to the City of Delray Beach Purchasing Division.

#### L. Bid Bond

The proposer must submit with the proposal, a Bid Bond from an acceptable surety or cash sum represented by a cashier's check in favor of the CRA in an amount equal to ten (10) percent of the offered price. In no case shall the Bid Bond be less than fifteen thousand dollars (\$15,000). The initial bid bond will be returned after one hundred twenty (120) days from the date of delivery (submission deadline) to any proposer who has not been selected to negotiate a contract with the CRA during that period or with any proposer, the bid bond will be returned at the time of execution of the contract for sale and purchase of the property and a deposit has been made as part of the contract.

#### M. Deposits

A non-refundable application fee of \$250 will be required to cover processing costs. Checks should be made out to the Delray Beach Community Redevelopment Agency.

#### N. Proposal Content

The following describes certain information that the CRA will require for the proposal. Failure to provide any of the information may be cause for reject of the proposal at the sole and absolute discretion of the CRA.

The proposer shall submit one (1) unbound original and ten (10) copies of the proposal describing the project and the proposer's qualifications in the following format with each section tabbed for ease of review:

- 1) The proposer must identify what portion or portions of the redevelopment site they are seeking to acquire and develop (i.e., entire site, west portion, east portion).
- 2) The proposer must state the anticipated uses within the redevelopment project. The uses must be currently permissible under the City of Delray Beach Land Development Regulations. Specify the total square footage of the project and the breakdown of each proposed use. Proposer may submit letters of intent from committed and/or potential tenants if possible.
- 3) The proposer must submit a conceptual site plan and one or two conceptual elevations on a sheet or sheets measuring 24" by 36" at a scale of one inch equals twenty feet (1" = 20'). The site plan should include, at a minimum, the location of proposed building(s) and the public streets surrounding the site. The plans must indicate the height(s) of all proposed buildings. Parking, sidewalks, and major landscaping features should be illustrated. In addition the Proposer should reduce the site plan

to a format measuring 8  $\frac{1}{2}$ " by 11" or 11" by 17" for ease of distribution, and an electronic version of the same on .PDF format.

- 4) The proposer must submit basic floor plans of the proposed buildings on a sheet or sheets measuring 24" by 36", primarily for the purpose of indicating the square footage of each use. The Proposer may choose an architectural scale appropriate to communicate the concept of the proposed project. In addition the Proposer should reduce the floor plans to a format measuring 8 ½" by 11" or 11" by 17" for ease of distribution, and an electronic version of the same on PDF format.
- 5) The Proposer must state the offering price or lease amount for the property. The offering should state the terms of payment, the anticipated closing date if applicable, and any conditions, contingencies, and additional requirements that affect the purchase. Any offers for less than appraised market value or current lease rates for the area must compensate for the reduced value in the form of benefits to the public or the local community (i.e., a program for providing jobs to local residents, etc.)

The sale or lease of the property by the CRA for less than the market value may require approval of the City Commission, depending upon a determination of the value of any alternative benefits provided.

Proposers pursuing the Land Value Incentive (LVI) Program must submit a completed LVI Program Application form.

- 6) Proposers need to identify the proposed CRA incentive programs, amount of funding requested, details of the costs and financial benefits to the CRA as well as details of how the proposed incentive is consistent with the objectives of the Community Redevelopment Plan and the applicable plans adopted by the City of Delray Beach. If a joint venture with the CRA is contemplated, the terms of such an arrangement must be specified, including the proposed financing arrangements, ownership structure, the responsibilities of each entity, and other pertinent information.
- 7) If additional property/properties are to be incorporated into the development, the RFP response must include proof of ownership of that property, or a valid, signed sales contract indicating the owner's agreement to sell the property to the proposer. If additional property is to be used to meet the minimum requirements for off-site parking, a valid, signed agreement for the use of the property in compliance with the Land <u>Development Regulations</u> must be included in the RFP response. In the absence of such documentation the additional property(ies) or parking will not be considered in evaluating the proposal.

- 8) The Proposer must submit a time schedule for the completion of the project including the building, parking, and off-site improvements. The CRA's preference is single-phase development. Phased projects will be evaluated less favorably. However if the project is proposed to be developed in phases, then the time schedule should reflect the phases based upon realistic development time frames.
- 9) The Proposer must submit a total project cost analysis stating, by category, the major elements of the project. The major cost items shall include, at a minimum, land costs, site development costs (including but not limited to paving, grading, drainage, landscaping, site lighting, right-of-way improvement, and surface parking) building construction costs (including parking garages, if applicable), permit and impact fees, tenant improvement allowances, architectural and engineering costs, marketing costs, financing costs, and any other significant costs. Proposers must indicate if any of the Economic Development Incentives identified in Section "D" are to the utilized and the approximate cost to the CRA for each of the programs that will be utilized, if any.

The intent of this preliminary development budget is to assist in evaluating the financial feasibility of the project at this conceptual stage and it should be realistic given the proposers experience.

- 10) A preliminary operating pro forma should estimate the development's operating income and expenses for a period of time (minimum 10 years) after completion to demonstrate financial feasibility, and should include the following:
  - Projections of sales and/or leases over time. This should also provide information on anticipated sale/lease rates for the commercial and residential uses, including vacancy contingency through time.
  - Estimates of project operating expenses (including property taxes, insurance and maintenance costs), annual debt service, and marketing and sales costs.
  - Gross Income, Net Operating Income, Developer Cash-Flow before taxes, and Return on Investment to project partners and investors.
- 11) The Proposer must submit a financing plan which includes a proposal for securing construction and permanent financing for the project. The financing plan should account for all debt and equity investment required to fund the project as well as an analysis of the project's return on investment, debt service coverage ratio and other financial information that will indicate the financial strength of the proposed development. Third party evidence of an ability to secure financing such as a preliminary financing commitment letter or letter of interest from a lending institution or other primary source of investment financing must accompany the RFP

response. A firm financing commitment from a lending institution or other source of investment financing will be required prior to the closing of the sale of the land and within sixty (60) days after the execution of the contract.

- 12) The Proposer must submit information which permits an understanding of the Proposer's organizational structure, its members, qualifications, and financial strength. The CRA reserves the right to research the background of each principal with respect to both credit and police records. The Proposer must submit a signed consent form, attached herein, as part of the proposal. The following information is required in the submission for this paragraph.
  - a. Description of the legal organizational structure of the Proposer (and its parent entity, if it is a subsidiary). If the Proposer intends to create a separate entity solely for the purpose of developing the proposed project, then each partner or stockholder or member should describe their respective legal organizational structure.
  - b. Identification of the Proposer's principals, partners, officers, or coventurers, including names, addresses, telephone and fax numbers and federal business identification numbers.
  - c. Information concerning the relevant experience of the Proposer and key project personnel, including a listing and description of past projects.
  - d. A minimum of three (3) professional references.
  - e. In addition, the proposer must make available for inspection **at his or her place of business**, a current (audited, if available) financial statement of the proposing entity which includes a balance sheet, a three-year statement of past income, and a projected one-year income statement for the current fiscal year for the proposer (and its parent entity if it is a subsidiary). If the proposing entity is to be created specifically for the intended project or if the proposing entity is less than three years old, then each partner or stockholder must submit its own financial statement as described above. Information regarding any legal or administrative actions, past or pending, that might impact the capacity of the proposer (or its principals or affiliates) to complete the project must be disclosed. Disclosure of any bankruptcies and legal actions by any of the above or related entities during the past ten years must be made with the RFP.

#### O. Buy-Back Provision

The CRA will require a buy-back provision to be negotiated as part of the final contract in the event the purchaser fails to complete its obligations for the commencement of the project within an agreed upon time.

#### P. Registration and Addenda

All interested parties must register their name, address, telephone number and email address at the City of Delray Beach Purchasing Division in order to receive any changes, additions, addendums or other notices concerning this project.

#### Q. Pre-Submittal Meeting

A pre-submittal meeting will be held at 10:00 am January 11, 2011, at Delray Beach City Hall, First Floor Conference Room, located at 100 NW 1<sup>st</sup> Avenue, Delray Beach, FL 33444. Attendance is on a voluntary basis. PLEASE NOTE: This will be the only opportunity for applicants to directly address CRA staff regarding the RFP.

#### R. Site Visits

Any interested party may visit the site at any time.

#### S. Selection Criteria

Factors that the CRA will use in evaluating proposals include, but are not limited to, the following (factors are NOT listed in priority order):

- 1. The qualifications (previous experience and capabilities) and financial capacity of the proposer as they would indicate its ability to complete the project in a timely manner.
- 2. The extent to which the proposal complies with the criteria set forth under Sections "A" (Development Objectives) and "C" (Plans & Studies).
- 3. The quality of site planning and building design proposed for the project.
- 4. Consistency of the proposal with the City's LDRs and applicable plans and studies.
- 5. The extent to which the proposed land uses are compatible with and support the other uses in the surrounding commercial and residential neighborhoods.
- 6. The prospects for market and financial feasibility of the proposed project.

- 7. The ability of the development to create a combination of high-paying jobs and service sector jobs; and the number and quality of jobs created.
- 8. The ability of the development to attract corporate headquarters, green jobs and/or jobs in the following targeted industries: communications/information technology; life science; business/financial services; clean energy; emerging technologies; and aviation/aerospace
- 9. Letters of commitment from proposed commercial tenants/users.
- 10. The quality and thoroughness of the Development's Operating Pro Forma
- 11. The potential tax revenues generated by the project.
- 12. The level of commitment of financing sources.

#### T. Proposals and Disposition Process

Sealed proposals must be filed with the City of Delray Beach Purchasing Division at its offices located at 100 NW 1<sup>st</sup> Avenue, Delray Beach, FL 33444, no later than 2:00 pm March 9, 2011. Purchasing staff will open the proposals after that time and review them for compliance with submission requirements. The CRA will establish a Review Committee to review and rank all qualified proposals in accordance with the selection criteria listed above and the redevelopment objectives of the CRA.

Up to three (3) of the top ranked proposers will be invited to make presentations at a scheduled advertised CRA board meeting, at which time the CRA board may select a development proposal. The CRA Board will select the top ranking proposal no later than their regular meeting on April 28, 2011.

The CRA reserves the right to negotiate such terms and conditions with the successful proposer as it deems in the public interest at its sole and absolute discretion. In the event a contract is not negotiated to the CRA's satisfaction, the CRA may abandon such negotiations, and at its sole and absolute discretion may commence negotiations with the next ranked proposer. All proposers should be familiar with the requirements of Florida Statutes Chapter 163.380 to which this solicitation is subject.

Proposals submitted to the CRA in response to this RFP shall be considered irrevocable until after a bidder is selected to enter into contract with the CRA. Withdrawal during this period or a failure to participate in the requirements of the bid process shall result in a forfeiture of the deposit.

Any and all decisions by the CRA to modify the schedule described herein, requests for additional information, reject insufficient or unclear proposals,

formulate an objective point system for review, rate and rank proposals, negotiate agreements, abandon negotiations, approve agreements, etc., shall be at the CRA's sole and absolute discretion and no protests whatsoever shall be considered by the CRA. Submittal of a reply to this solicitation on the part of any and all proposers constitutes acceptance of this policy.

#### U. Right to Withdraw

Chapter 163.380 requires that once a contract is negotiated, the same must be filed with the City of Delray Beach Clerk with the Notice of Intent to Award such contract thirty (30) days prior to the execution of such contract. The CRA specifically reserves the right to refrain from awarding a contract for the sale of any or all of the subject property to any persons and to withdraw from the process and/or negotiations at any time at its sole and absolute discretion. The CRA reserves the right to enter into a contract with any of the proposers on the basis of the impact on redevelopment by the proposed project at the CRA's sole and absolute discretion and not necessarily to the proposer offering the highest purchase price. The CRA expressly reserves the right to obtain economic feasibility studies or third party evaluation with regard to any part of the subject proposals.

#### V. Questions

Questions and inquiries concerning the proposal and specifications of the solicitation shall be submitted in writing and directed to the City of Delray Beach Purchasing Division, 100 N.W. 1<sup>st</sup> Avenue, Delray Beach, FL 33444 (or at <u>nadal@mydelraybeach.com</u>) for receipt no later than ten (10) calendar days prior to the date set for receiving proposals. 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.

#### W. Minimum Offer

As indicated in Section "J" above, the appraised value of all of the properties included in the RFP is \$12 million. Any offers to lease or acquire the property for less than the appraised value must indicate the value of other items of a public benefit, such as creation of jobs, parking and open space, provision of affordable housing, etc as well as stating the specific benefits that the proposed project would bring to the surrounding area. Pursuant to Section 163.380(2), Florida Statutes, offers for the acquisition of the properties for less than fair value shall require approval by the Delray Beach City Commission.

# Anticipated Schedule for RFP

RFP Advertised: December 19, 2010

<u>Pre-submittal meeting</u>: January 11, 2011 @ 10:00 am, Delray Beach City Hall, First Floor Conference Room, 100 NW 1<sup>st</sup> Avenue, Delray Beach, FL 33444. (Attendance is on a voluntary basis. PLEASE NOTE: This will be the only opportunity for applicants to directly address CRA staff regarding the RFP.)

<u>RFP Response Deadline:</u> March 9, 2011 @ 2:00 pm, City of Delray Beach Purchasing Division office located at 100 NW 1<sup>st</sup> Avenue, Delray Beach, FL 33444.

<u>Review, ranking, and selection</u> of top respondents by Selection Committee no later than: March 30, 2011

<u>Presentations</u> made by top respondents to CRA Board of Commissioners: Starting at 6:00 pm April 14, 2011 – Delray Beach City Hall, City Commission Chambers, 100 NW 1<sup>st</sup> Avenue, Delray Beach, FL 33444

<u>Approval of selected respondent</u> by the CRA Board of Commissioners no later than: April 28, 2011.

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

#### DISCLOSURE AND DISCLAIMER

This request for proposal ("RFP") is being issued by the Delray Beach Community Redevelopment Agency (hereinafter known as the "CRA"). As more fully set forth in this RFP, any action taken by the CRA in response to proposals made pursuant to this RFP, or in making any award or failure or refusal to make any award pursuant to such proposals, 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.

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 this RFP. In its sole discretion, the CRA may determine the qualifications and acceptability of any party or parties submitting proposals in response to this RFP (each such party being hereinafter a "Proposer").

Following submission of a proposal, the Proposer agrees to promptly deliver such further details, information and assurances including, but not limited to, financial and disclosure data, relating to the proposal and/or the Proposer, including the Proposer's affiliates, officers, directors, shareholders, 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. Neither the CRA, nor its representatives, provide any assurances as to the accuracy of any information in this proposal. Any reliance on the contents of this RFP, 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. This RFP is being provided by the CRA without any warranty or representations, 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.

The CRA shall have no obligation or liability with respect to this RFP, or the selection and award process contemplated hereunder. The CRA does not warrant or represent that any award or recommendation will be made as a result of the issuance of this RFP. All costs incurred by a Proposer in preparing and responding to this RFP are the sole responsibility of the Proposer. Any recipient of this RFP who responds hereto fully acknowledges all the provisions of this Disclosure and Disclaimer and agrees to be bound by the terms hereof. Any proposal submitted pursuant to this RFP is at the sole risk and responsibility of the party submitting such proposal. This RFP is made subject to correction of errors, omissions, or withdrawal without notice. Information contained in the RFP is for guidance only and each recipient hereof is cautioned and advised to independently verify all of such information. In the event of any differences between this Disclosure and Disclaimer and the balance of the RFP, the provisions of this Disclosure and Disclaimer shall govern.

The CRA reserves the right to select the proposal which, in the opinion and sole discretion of the CRA, will be in the best interest and/or most advantageous to the CRA. The CRA reserves the right to waive any irregularities and technicalities and may, at its discretion, request re-submittal of proposals. All expenses in preparing the proposal and any re-submittals shall be borne by the Proposer.

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 agreements pertaining thereto are approved, executed and delivered by the Proposer to the CRA, and then only pursuant to the terms of the agreements executed by the Proposer and the CRA. All or any responses to this RFP may be accepted or rejected by the CRA for any reason, or for no reason, without any resultant liability to the CRA.

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.

### ACKNOWLEDGMENT LETTER

## PROPOSERS SHALL INCORPORATE THIS ACKNOWLEDGEMENT LETTER IN THEIR SUBMITTAL PACKAGE

- Re: City of Delray Beach Community Redevelopment Agency West Atlantic Avenue Request for Proposals dated December 19, 2010
- To: Procurement Official,

The undersigned has read the Delray Beach Community Redevelopment Agency's ("CRA") Request for Proposal ("RFP") for West Atlantic Avenue dated December 19, 2010. 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 CRA's disclosure and disclaimer, which is fully incorporated by reference into this letter, and certify that the following requirements as further described in Section "M" of the RFP are enclosed:

- 1. Identification of the portion or portions of the redevelopment site that the proposer is seeking to acquire
- 2. Identification of a use or combination of uses that meets or exceeds the project goals including parking ratios, and provides economic impact to the West Atlantic Redevelopment Area
- 3. A conceptual site plan including one or two conceptual elevations that visually describe the project, as well as basic floor plans.
- 4. Provide a development plan and timeframe for project development and construction
- 5. Price or lease amount that is being offered for the property, including the terms of payment, anticipated closing date, and any contingencies or requirements that would affect the acquisition
- 6. Identification of CRA economic development incentives, if being requested, and details about how much funding is being requested, and how the incentives are consistent with objectives of the CRA plan and applicable plans for the area
- 7. If additional property(ies) are being included, submit proof of ownership or valid signed sales contract indicating owner's agreement to sell the property to the proposer
- 8. Time schedule for completion of project including building, parking, and off-site improvement
- 9. Total project cost analysis stating major elements of the project, including at a minimum, costs for land, buildings, parking, plans, marketing, financing, etc. Include projections of sales and/or lease over time, and estimates of project expenses including debt, marketing and sales, and return on investment
- 10. A plan for securing construction and permanent financing, including a preliminary financing commitment letter or letter of interest from a lending institution.
- 11. Information which permits an understanding of the Proposer's organizational structure and applicable information indicating the Proposer's financial strength as detailed in the RFP

- 12. A Bid Bond from an acceptable surety or cash sum represented by a cashier's check in favor of the CRA in an amount equal to ten (10) percent of the offered price. In no case shall the Bid Bond be less than fifteen thousand dollars (\$15,000).
- 13. A non-refundable application fee of \$250 to cover processing costs, check made payable to the Delray Beach CRA.
- 14. This Acknowledgment Letter properly signed in ink by the individual having the authority to bind the Proposer to this application
- 15. Required proposal documents delivered to the City of Delray Beach Purchasing Division office at 100 NW 1<sup>st</sup> Avenue Delray Beach Florida on or before the due time and date

And further certifies warrants and represents:

- The only person(s) designated as principal(s) is (are) named therein and that no other person(s) other than those therein mentioned has (have) any interest in the proposal or in the contract to be entered into.
- The proposal is made in good faith and without collusion or fraud.
- The submission of a proposal signifies that the Proposer understands and agrees to all elements of the proposal, and that such proposal may become part of any contract entered into between the CRA and the Proposer.
- The selected Proposer will be precluded from assigning, transferring, conveying, subletting or otherwise disposing of the selection rights and ensuing contracts, if any, or of any or all of the rights, titles or interest therein, if any, without prior written consent of the CRA.
- All proposals shall become the property of the CRA. Proposals become public record ten days after opening by the procurement office.
- This RFP is for guiding each response; it is not to be construed as an offer by the CRA. The contents of this RFP are neither warranted nor guaranteed by the CRA.
- The selected Proposer agrees that it is required to make a binding commitment to the project and agreed timetable supported by project completion guarantees and penalties for late completion.
- All Proposers must disclose with their proposals the name of any officer, director, or agent who is an employee of the CRA or City of Delray Beach or who owns, directly or indirectly, interest of 10% or more in Proposer's firm or any affiliate.
- Pursuant to Fla. Stat. 287.133 any person or firm placed on the convicted vendor list maintained by the State of Florida may not submit a proposal to the CRA for 36 months following the date of being placed on the list.
- The selected Proposer agrees that it does not now, and will not during the term of any agreement resulting from this RFP, employ, pay for services or have any business or legal relationship with any officer, director or employee of the CRA.
- No-Lobbying Permitted: As to any matter relating to this RFP, 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 RFP. 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. All oral or written inquiries are to be directed to the Procurement Official. Any violation of this condition may result in rejection and/or disqualification of the Proposer.

This "No-Lobbying Provision" is in effect from the date of publication of the RFP and shall terminate at the time the CRA selects a proposal, rejects all proposals, or otherwise takes action which ends the solicitation process.

Sincerely,

Name of Firm

Print Name and Title

Authorized Signature (Must be able to legally bind the Firm)

Date

#### **BROKER REGISTRATION STATEMENT**

The City of Delray Beach Community Redevelopment Agency ("CRA") anticipates offering for sale or lease a tract of land ("Property") as described in the Request for Proposals ("RFP") for "West Atlantic Avenue Properties" dated December 19, 2010 attached herein. The CRA is willing to cooperate with Florida licensed real estate brokers and pay them a commission equal to \$50,000.00 in which the broker is a procuring cause, under the following additional conditions. The broker must have registered as the broker for the proposed purchaser on this form, and the proposed purchaser must have also signed this form. By signing this form the proposed purchaser represents and warrants to the CRA that it has not previously registered or allowed itself to be registered with the CRA with another broker or without a broker. The CRA has no responsibility to determine or confirm that the proposed purchaser has not been previously registered by another broker, and in any event the CRA shall only be responsible for the payment of one commission. In the event of a duplication of registrations, the CRA will determine in its sole discretion which broker is entitled to a commission.

Commission payments shall be made by the CRA at the time of closing of the sales or lease transaction and after all conditions required of the purchaser or lessee have been met in the sole discretion of the CRA. The broker or broker's sales associate shall not be a relative of the proposer, if the proposer is an individual. If the proposer is a corporation or partnership, the broker or sales associate shall not be related to any officer of the corporation or any member of the partnership, nor have any financial or business interest in the entity submitting the proposal.

Broker's signature	Purchaser's signature
Broker's name printed	Purchaser's name printed
Florida license number Broker's Address:	
Telephone No.:	Telephone No.:
Email:	Email:
Date:	Date:

#### AUTHORIZATION FOR RELEASE OF INFORMATION

To whom it may concern:

The undersigned hereby authorizes you to release to the Community Redevelopment Agency of the City of Delray Beach any information in your possession regarding the undersigned either of a professional credit or personal nature including the statement of your opinions with regard to the undersigned's professional credit and personal character.

By:\_\_\_\_\_

STATE OF FLORIDA COUNTY OF PALM BEACH

THE FOREGO	ING IN	ISTRUMEN	T was a	.ckr	nowle	edg	jed be	efore	me this		
day of			_, 2011,	by	_						
\	who is	personally	known	to	me	or	who	has	respectively	produced	as
identification a	nd did i	not take an	oath.								

	Notary Public: Print Name:
	Commission No:
(Seal)	My Commission Expires:

Name:

Home Address:

Home Telephone Number:

Business Telephone Number:

Fax Number:

Date of Birth:

Professional License Number:

### CITY BACKGROUND AND INFORMATION



**Delray Beach Information** 

Delray Beach is truly a unique city! From its award winning public beaches and downtown nightlife to its excellent neighborhoods, bustling economy, and abunda cultural activities, Delray Beach offers an unparalleled quality of life.

Located in the southern end of Palm Beach County, Delray Beach was settled agricultural community in 1895. First incorporated in 1911, it became the City of Delray on May 11, 1927. The City has experienced substantial growth from 1,015 people in 1 64,000 people today.

Delray Beach encompasses slightly over 16 square miles of land area, of which 90% ha developed. As the City approaches "build-out," growth management has shifted fo renewal and redevelopment.

Delray Beach is a vibrant, growing town, and a great place to do business. It is well in transition from a seasonal beachside destination to a diverse year-around communit Delray Beach Community Redevelopment Agency, the City of Delray Beach, Greater Beach Chamber of Commerce, Delray Marketing Cooperative and Downtown Develo Authority work to ensure that Delray Beach is business-friendly.

Our dynamic, evolving community is constantly energized by the rich diversity of its peop their determined efforts to shape a promising future for themselves, their childrer neighbors and their city. The City's educational system is constantly growing and imp each year, providing our children with unequaled opportunities. We have earned a deserved reputation as a city whose citizens take an active role in our neighborhood community associations and in the affairs of City government. The City was recognized All-America City in 1993, was a finalist in the 1998 competition, and was recognized ac an All-America City in 2001. This makes Delray Beach the only Florida city to ever v designation twice. The Delray Beach Community Redevelopment Agency (CRA) was established by the City Commission in 1985 to guide the City in its redevelopment efforts. The Agency has been proactive in its mission to create and sustain safe, attractive neighborhoods and vibrant commercial districts to live, work and play. The CRA's activities are designed to solve the underlying problems of slum and blighted conditions through planning, redevelopment, historic preservation and affordable housing so that the tax base can be protected and enhanced by these mutually supportive activities. Results of the CRA's efforts are visible throughout its redevelopment area – from the revitalization of the commercial areas to the stabilization and preservation efforts of the neighborhoods throughout the district.

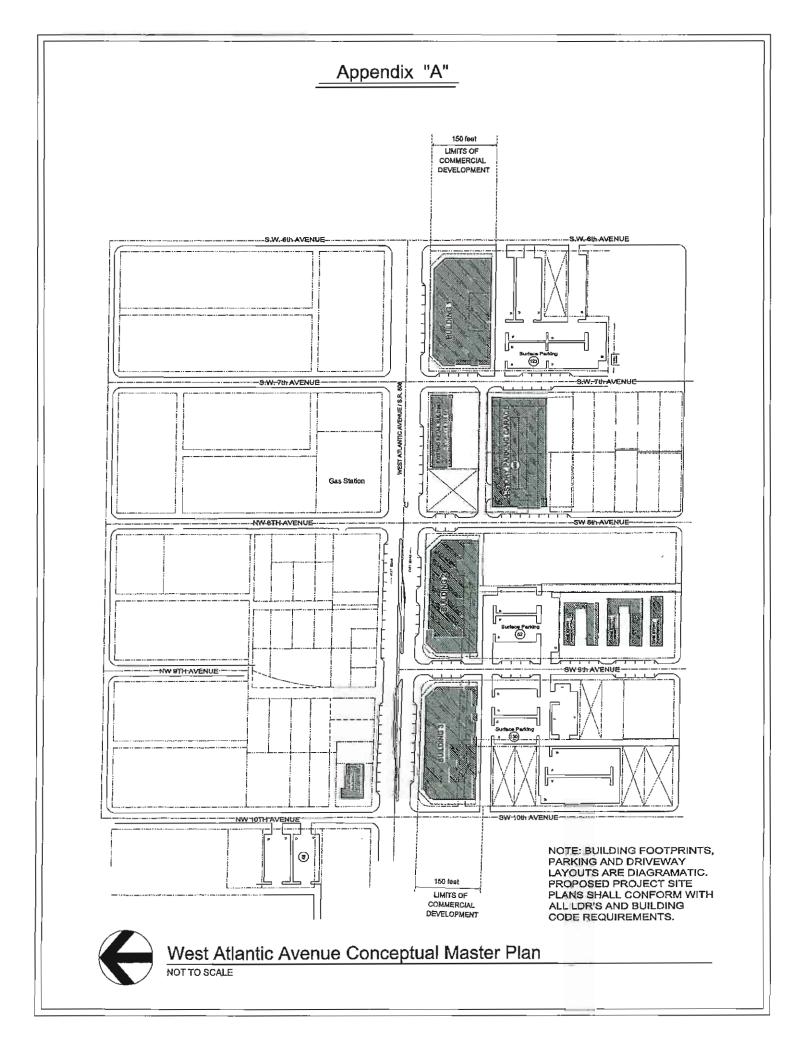
Downtown Delray Beach has grown tremendously in recent years. Many new mixed-use development projects have been completed in the downtown and include luxury, market rate, and workforce housing units. In the City's southwest neighborhood, a public/private partnership is being formed for the redevelopment of the Delray Beach Housing Authority's former rental housing community.

The Community Redevelopment Agency has been a major participant in many of the redevelopment projects in Delray Beach. The following are some of the recent projects located along the West Atlantic Avenue business corridor:

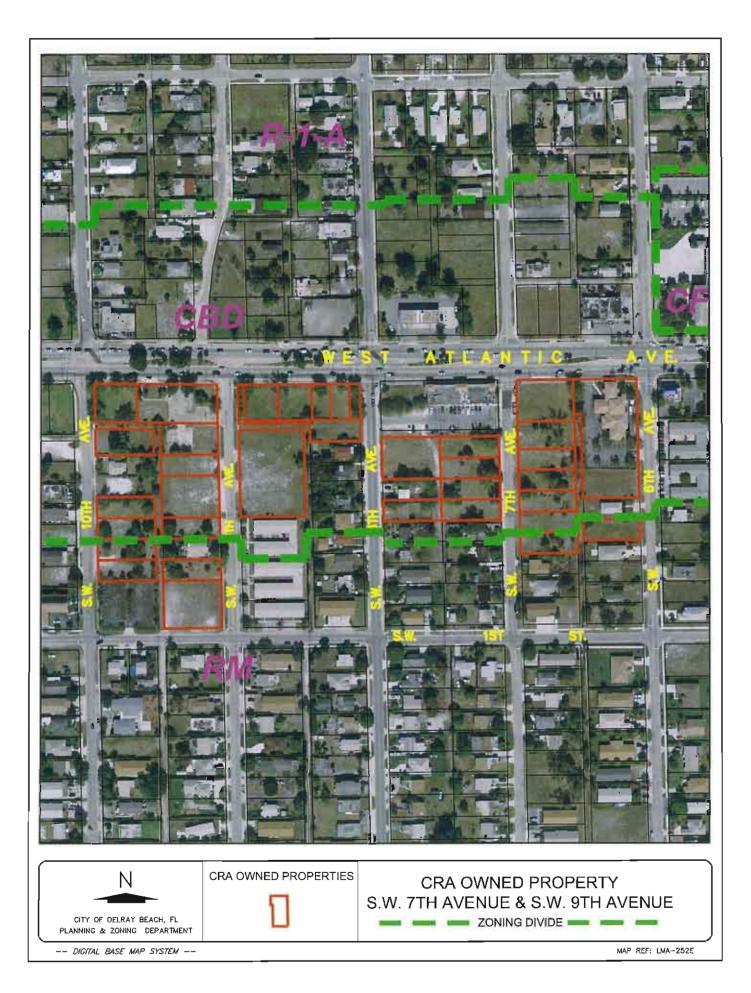
- Expansion of the South County Courthouse, which has more than doubled in size and will potentially hold jury trials in the future.
- Delray Beach Public Library building, which is adjacent to the South County Courthouse and also share a high-capacity parking garage facility.
- Atlantic Grove Development, on Atlantic Ave. directly across from the South County Courthouse, which is the most recent mixed-use building with retail, professional offices and residential units, all in one facility. Businesses in this niche building are restaurants like Ziree-Thai and Sushi, to professional office solutions like Delray Executive Suites.
- New West Atlantic Avenue Public Plaza, at the southwest corner of West Atlantic Avenue and SW 5<sup>th</sup> Avenue.
- Renovations to the Palm Manor Apartments on SW 9<sup>th</sup> Avenue, adjacent to the subject properties.
- West Atlantic Avenue and NW/SW 5<sup>th</sup> Avenue Street Beautification Projects.

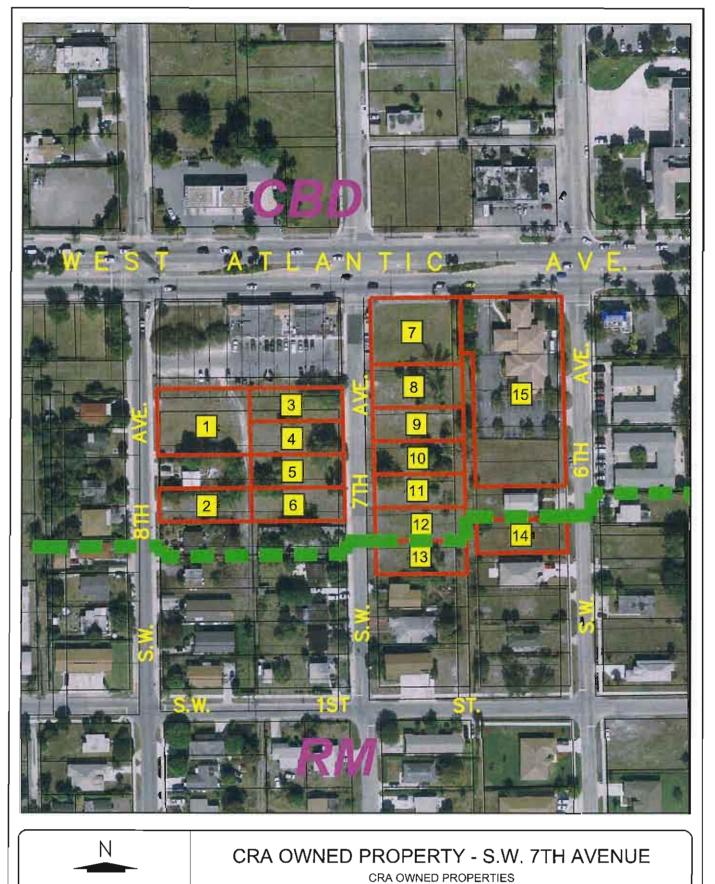
In the Downtown's Central Core, the CRA has been a major partner in the expansion of the Old School Square Cultural Complex, including the construction of the 500+ space Old School Square parking garage and Urban Park. In addition, a developer has been selected through the RFP process for the redevelopment of the Old Library site and Chamber of Commerce building in the heart of downtown. These projects will complement the redevelopment efforts and will be catalysts for future redevelopment and investment in the Delray Beach community.

## APPENDIX "A" CONCEPTUAL MASTER PLAN



APPENDIX "B" MAPS





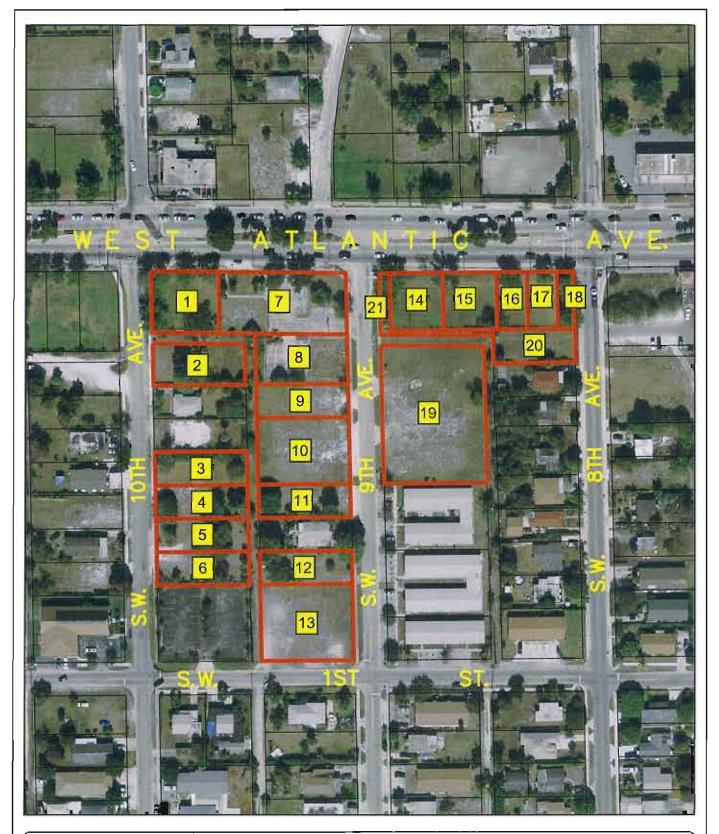
CITY OF DELRAY BEACH, FL PLANNING & ZONING DEPARTMENT

-- DIGITAL BASE MAP SYSTEM --

MAP REF: LMA-252B

AERIAL MAP

1





# CRA OWNED PROPERTY - S.W. 9TH AVENUE

AERIAL MAP

-- DIGITAL BASE MAP SYSTEM --

MAP REF: LMA-252A

# APPENDIX "C"

# SW 7<sup>TH</sup> AVENUE PROPERTIES (CRA - OWNED) - LEGAL DESCRIPTIONS

MAP NO.	PCN	LEGAL DESCRIPTION
1	12-43-46-17-02-005-0120	SUB OF BLK 5 DELRAY BEACH, LTS 12 & 13, BLK 5
2	12-43-46-17-02-005-0150	SUB OF BLK 5 DELRAY BEACH, LT 15, BLK 5
3	12-43-46-17-02-005-0210	SUBDIV OF BLK 5, DELRAY BEACH, LT 21, BLK 5
4	12-43-46-17-02-005-0220	SUBDIV OF BLK 5, DELRAY BEACH, LT 22, BLK 5
5	12-43-46-17-02-005-0230	SUBDIV OF BLK 5, DELRAY BEACH, LT 23, BLK 5
6	12-43-46-17-02-005-0240	SUBDIV OF BLK 5, DELRAY BEACH, LT 24, BLK 5
7	12-43-46-16-01-013-0011	TOWN OF DELRAY, S 100 FT OF N 120 FT OF W 135 FT OF BLK 13
8	12-43-46-16-01-013-0010	TOWN OF DELRAY, S 65 FT OF N 185 FT OF W 135 FT OF BLK 13
9	12-43-46-16-01-013-0020	TOWN OF DELRAY, S 50 FT OF N 235 FT OF W 135 FT OF BLK 13
10	12-43-46-16-01-013-0030	TOWN OF DELRAY, S 50 FT OF N 285 FT OF W 135 FT OF BLK 13
11	12-43-46-16-01-013-0031	TOWN OF DELRAY, S 50 FT OF N 335 FT OF W 135 FT OF BLK 13
12	12-43-46-16-01-013-0040	TOWN OF DELRAY, S 50 FT OF N 385 FT OF W 135 FT OF BLK 13
13	12-43-46-16-01-013-0050	TOWN OF DELRAY, S 50 FT OF N 435 FT OF W 135 FT OF BLK 13
14	12-43-46-16-01-013-0160	TOWN OF DELRAY, N 50 FT OF S 250 FT OF E 135 FT OF BLK 13
15	12-43-46-16-01-013-0090	TOWN OF DELRAY, S 80 FT OF N 100 FT OF E 150 FT & S 200 FT OF N 300 FT OF E 135 FT OF BLK 13

# SW 9<sup>TH</sup> AVENUE PROPERTIES (CRA - OWNED) - LEGAL DESCRIPTIONS

MAP NO.	PCN	LEGAL DESCRIPTION
1	12-43-46-17-35-001-0010	BELAIR HEIGHTS, DELRAY, LTS 1 & 2, BLK 1
2	12-43-46-17-35-001-0070	BELAIR HEIGHTS, DELRAY, LT 7, BLK 1
3	12-43-46-17-35-001-0100	BELAIR HEIGHTS, LT 10, BLK 1
4	12-43-46-17-35-001-0110	BELAIR HEIGHTS, DELRAY, LT 11, BLK 1
5	12-43-46-17-35-001-0120	BELAIR HEIGHTS, DELRAY, LT 12, BLK 1
6	12-43-46-17-35-001-0130	BELAIR HEIGHTS, DELRAY, LT 13, BLK 1
7	12-43-46-17-57-002-0000	BELAIR HEIGHTS, REPL, TR B
8	12-43-46-17-57-003-0000	BELAIR HEIGHTS, REPL, TR C
9	12-43-43-17-35-001-0170	BELAIR HEIGHTS, DELRAY, LT 17, BLK 1
10	12-43-46-17-35-001-0180	BELAIR HEIGHTS, DELRAY, LTS 18 & 19, BLK 1
11	12-43-46-17-35-001-0200	BELAIR HEIGHTS, DELRAY, LT 20, BLK 1
12	12-43-46-17-35-001-0220	BELAIR HEIGHTS, DELRAY LT 22, BLK 1
13	12-43-46-17-35-001-0230	BELAIR HEIGHTS, DELRAY, LTS 23 & 24, BLK 1
14	12-43-46-17-42-009-0080	SUB 17-46-43 W 80 FT OF E 300 FT OF S 130 FT OF N 145 FT OF LT 9 /LES
15	12-43-46-17-34-000-0040	MYRICKS SUB, LTS 4 & 5 /LESS R/W SR 806/
16	12-43-46-17-34-000-0022	MYRICKS SUB, W 5 FT OF LT 2 & LT 3 /LESS R/W SR 806/
17	12-43-46-17-34-000-0021	MYRICKS SUB, LT 2 /LESS R/W SR 806 & W 5 FT/
18	12-43-46-17-34-000-0010	MYRICKS SUB, LT 1 /LESS R/W SR 806/
19	12-43-46-17-35-002-0010	BELAIR HEIGHTS, DELRAY LTS 1 TO 4 INC BLK 2
20	12-43-46-17-42-009-0070	17-46-43, S 50 FT OF N 195 FT OF E 147 FT OF E 1/2 OF LT 9
21	12-43-46-17-35-002-0100	BELAIR HEIGHTS, DELRAY, LT A, BLK 2