

**CRA PROJECT NO.: CRA2015-01**

**REQUEST FOR PROPOSALS**

**CRA DISTRICT TIF ANALYSIS**



RELEASE DATE: Sunday, May 31, 2015

SUBMISSION DEADLINE: Tuesday, June 30, 2015 at 2:00 pm

**THE DELRAY BEACH COMMUNITY REDEVELOPMENT AGENCY**

Herman Stevens, Chair  
Annette Gray, Vice-Chair  
Cathy Balestriere, First Vice-Chair  
William "Bill" Branning, Treasurer  
Reginald Cox  
Joseph Bernadel  
Paul Zacks

## **Purpose**

The Delray Beach CRA is requesting proposals from individuals, partnerships, or firms interested in working with the Agency to conduct an analysis of the Increment Revenue generated by each of the eight (8) CRA District geographical sub-areas (Sub-Area Map Attached) identified in the Community Redevelopment Plan, since the establishment of the CRA in 1985, and projected increment revenues until the 2045 sunset date of the CRA. This information will be utilized to determine future projects and funding allocations throughout the CRA District; develop a funding plan for City Services, Programs, and Capital Improvements within CRA District, pursuant to the Community Redevelopment Plan; and potential modifications to the CRA Boundaries, including expansion and/or contraction.

Interested parties must submit a proposal on the entire scope of services listed within this RFP. In general, the CRA is seeking proposals from experienced firms with knowledge of Florida Municipal Government Budgeting and Financing, Tax Increment Financing, analysis of Property Appraiser Tax Information/Data, and Florida Statutes Chapter 163 pertaining to Community Redevelopment Act of 1969.

CRA staff will work closely with the selected respondent to provide general direction, and data in the CRA's possession to assist with the analysis. Interested parties must bid on the entire scope of services listed within this RFP, unless otherwise stated. The CRA reserves the right to select different respondents for portions of this RFP; however it is the desire of the CRA to negotiate a contract with a single respondent.

Proposers are required to submit one (1) unbound printed original and ten (10) copies, along with an electronic version (PDF) of the full response, sealed and marked on the outside of the package "CRA Project No. – CRA2015-01 - CRA District TIF Analysis" and, delivered to the Delray Beach CRA Offices, 20 N. Swinton Avenue, Delray Beach, FL 33444, on or before **2:00 pm on Tuesday, June 30, 2015.** Proposals submitted after that time will not be accepted.

## **Background**

The City of Delray Beach City Commission established the Delray Beach Community Redevelopment Agency on June 18, 1985, with the adoption of Ordinance 46-85. The CRA is a quasi-public agency that operates under Florida State Statue 163, Part III. A Community Redevelopment Plan was produced in 1989 to outline the community's desired public and private improvements along with a funding program, including the use of tax increment funds. The Community Redevelopment Area contains 1,960 acres with eight (8) subareas located east of I-95 and within the older portion of the City of Delray Beach. The current sunset year for the CRA is 2045.

The mission of the Delray Beach Community Redevelopment Agency is to foster and directly assist in the redevelopment of the Community Redevelopment Area in order to eliminate slum and blight, create a sustainable downtown, and encourage economic growth, thus improving the attractiveness and quality of life for the benefit of the CRA District and the City of Delray Beach as a whole.

The CRA works to fulfill its mission through a variety of strategic programs and improvement plans that eliminate slum and prevent blighted conditions, stabilize the tax base by supporting job creation and business development initiatives, maintain a viable downtown, and improve neighborhoods throughout the CRA District. Working in conjunction with the City of Delray

Beach and other community partners, the CRA has made significant progress since its establishment in 1985.

The CRA funds its programs and projects primarily through Tax Increment Financing (TIFs), which uses the increased property tax revenues collected by the City of Delray Beach and Palm Beach County within the CRA district. The taxable value of all real property in the redevelopment area is determined at the initial year of the CRA's inception, also known as the "base year." Ninety-five percent of any increase in ad valorem revenue above the base year value is deposited into the CRA's redevelopment trust fund and used to carry out redevelopment activities. Each fiscal year, the CRA reinvests its TIF dollars, along with other revenue from sources such as grants, bond financing, and property sales, back into redevelopment activities within the CRA district.

## **1. Scope of Services**

The goal of this TIF Analysis is to complete an assessment of the entire CRA District since its inception in 1985, forecast TIF revenues until the 2045 sunset date of the CRA to determine future projects and funding allocations through the District, and develop a funding plan for City Services, Programs, and Capital Improvements within CRA District. The scope of services consists of the following:

- A. TIF Study of the eight (8) sub-areas of the CRA District
  - 1. Establish the base year value of each subarea
  - 2. Establish the current fiscal year value of each subarea
  - 3. Compare the base year value to the current year value of each subarea
  - 4. Identify each contributing taxing authority's contribution over the past 30 years for each subarea
  - 5. Prepare a projected TIF for each subarea for the next 30 years, until FY 2045
  - 6. Prepare a CRA contribution report of expenditures for the last five fiscal years related to capital projects, maintenance, and contribution towards City services/employees for work pertaining to the adopted Community Redevelopment Plan.
  - 7. Interview all City and CRA Commissioners and each of their respective managers or directors
  - 8. Interview the CRA bond counsel
  - 9. Interview the CRA legal counsel
  - 10. Provide recommendations for the CRA to assist the City with other expenditures, including establishing a guideline for amount of funding the CRA would contribute each fiscal year for the areas of capital improvements, maintenance, and contribution towards City services/employees for work contained in the adopted Community Redevelopment Plan.
  - 11. Publish a report and PowerPoint presentation to be delivered to the CRA
  - 12. Present report and findings to the CRA Board and to the City Commissioners (2 public meetings)

Proposed Fee: \_\_\_\_\_

- B. Provide a Comparative Analysis of CRAs in Palm Beach County (Boca Raton, Delray Beach, Lake Worth, West Palm Beach, and Riviera Beach) and Broward County (Pompano Beach, Ft. Lauderdale, Hollywood, and Hallandale), and other similar in size and budget in the State of Florida (maximum of ten CRAs) as follows:

1. Compare the date of creation, date of expected termination, current annual budget, property value information, economic impact data, including but not limited to, TIF data, sales tax collected, jobs created, and/or building permits issued

Proposed Fee: \_\_\_\_\_

- C. (Optional) Provide Economic Impact Analysis of the Contribution to the Delray Beach Economy from CRA Investments as well as other relevant information, including but not limited to, demographic data, property value information, sales tax collected, jobs created, and/or building permits issued:
1. Impact from creation to present
  2. Projected impact from present to termination
  3. Impact on surrounding areas outside the CRA

Proposed Fee: \_\_\_\_\_

## **2. Mandatory Qualification Requirements**

Proposals must demonstrate the ability to comply with each of the items identified below. Inability to do so may result in disqualification of the submittal.

1. Demonstrated knowledge of and at least five (5) years of relevant experience of the firm or lead individual or team member with Florida Municipal Government Budgeting and Financing, Tax Increment Financing, analysis of Property Appraiser Tax Information/Data, and Florida Statutes Chapter 163 pertaining to Community Redevelopment Act of 1969.
2. Demonstrated ability to direct or contract team members assigned to this project with relevant experience and qualifications to complete the project within scheduled time.

## **3. Submittal Requirements**

Responses to this Request for Proposals must include one (1) original (unbound) and ten (10) copies of the response which addresses the requirements below, along with an electronic version (PDF) of the full response. The response shall, at a minimum, include the following components in the following order:

- A) Company Information – A summary of the company/firm history and experience of the proposed service provider, including descriptions of any proposed partnerships, and location at which the services will be performed.
  - a. Specify who would serve as the primary contact and his/her contact information.
  - b. Specify number of dedicated staff or team members required for this project.
- B) Summary of Qualifications – Resumes of each key team member shall identify required knowledge, skills, and experience necessary to complete the scopes of services of this project.
- C) Approach to Providing Scope of Services – include project management strategy, project schedule/timeline and methodology to successfully complete the items listed in the Scopes of Services.
- D) Proposed Fee Schedule – Fee schedule should be described according to the format specified within this RFP.
- E) Professional References – A minimum of three (3) verifiable references for projects of a similar nature completed in the last five (5) years. Verifiable references shall include

scope of work, budget, contact names, addresses, phone numbers and dates of service. A contact person shall be someone who has personal knowledge of the proposer's performance for the specific requirements listed. Contact person must have been informed that they are being used as a reference and that the CRA may be contacting them. DO NOT list persons who are unable to answer specific questions regarding the requirement.

- F) Provide three (3) examples of similar reports or projects completed within the past five (5) years which provide demonstrated knowledge of relevant experience with Florida Municipal Government Budgeting and Financing and Economic Development, Tax Increment Financing, analysis of Property Appraiser Tax Information/Data, and Florida Statutes Chapter 163 pertaining to Community Redevelopment Act of 1969.
- Provide summaries of the measurable outcomes from the reports or projects. If recommended actions to client or governing body were not supported, provide explanation.
  - Identify number of staff or contracted team member needed for each project, each individual's experience and qualifications, roles and responsibilities, and percentage of time contributed to the project.
  - Provide total project time frame for each report with date of commencement and completion.

Proposers are required to submit one (1) unbound printed original and ten (10) copies, along with an electronic version (PDF) of the full response, sealed and marked on the outside of the package "CRA Project No. – CRA2015-01 - CRA District TIF Analysis", to the CRA offices at 20 N. Swinton Avenue, Delray Beach, Florida 33444, **no later than Tuesday, June 30, 2015 at 2:00 PM**. Proposals received after the deadline will be disqualified. CRA staff will open the proposals after that time and conduct a sufficiency review of all RFP submittals to ensure compliance with submission requirements in order to determine the "responsive" submissions. The CRA will establish an Evaluation Committee to review the proposals and rank them according to the point system specified below. The evaluation committee will then make a formal recommendation to the CRA Board for approval.

The CRA reserves the right to reject any or all responses submitted, and to disqualify any responses that do not contain the documentation requested in this Request for Proposals. There is no expressed or implied obligation for the CRA to reimburse firms for any expenses incurred in preparing submittals in response to this request.

#### **4. Selection Criteria/Evaluation**

Proposals will be scored based on the following criteria:

- Statement of Qualifications - Related past experience of the firm and partners with similar studies & quality of work sample (30 Points)
- Organizational Capacity - Experience of the representative/project team who will be assigned to the CRA and available staff/resources to complete the assignment in a timely and professional manner (25 Points)
- Quality of Approach and Methodology – Respondent demonstrates a clear understanding of the services to be provided. The accompanying schedule/timeline must support the approach and (25 Points)

methodology.

- D. Project Costs, for Deliverables & Fee Schedule – quotation of rates, fees, or charges and other detailed cost-proposal or cost-breakdown information is reasonable and within budget for the services to be rendered within the proposed schedule. (20 Points)

## **5. Questions**

Questions and inquiries concerning the proposal and specifications of the solicitation shall be submitted in writing and directed to Jeff Costello, Executive Director, Delray Beach CRA, 20 North Swinton Avenue, Delray Beach, Florida, 33444 (or at [costelloj@mydelraybeach.com](mailto:costelloj@mydelraybeach.com)) for receipt no later than seven (7) 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.

## **6. CRA Offices**

The Delray Beach Community Redevelopment Agency (CRA) is located at 20 North Swinton Avenue, Delray Beach, Florida, 33444. The telephone number is (561) 276-8640 and the fax number is (561) 276-8558.

## **7. No Lobbying/Contact 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, Evaluation Committee members, 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 written inquiries related to the RFP are to be directed to the Jeff Costello, Executive Director, Delray Beach CRA. Oral inquiries are not permitted and will not be acknowledged. 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.

### **Anticipated Schedule for RFP**

**RFP Advertised:** May 31, 2015

**RFP Response Deadline:** June 30, 2015 @ 2:00 pm, Delray Beach Community Redevelopment Agency offices located at 20 N. Swinton Avenue, Delray Beach, FL 33444.

**Review, ranking, and selection** of top respondents by Selection Committee: No later than July 15, 2015.

**Presentations** made by top respondents to CRA Board of Commissioners: Starting at 5:00 pm July 23, 2015 – Delray Beach City Hall, City Commission Chambers, 100 NW 1<sup>st</sup> Avenue, Delray Beach, FL 33444

**Approval of selected respondent** by the CRA Board of Commissioners no later than: August 27, 2015.

*(Note: Dates above are subject to change—registered respondents 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.

## ACKNOWLEDGEMENT LETTER

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

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Re: City of Delray Beach Community Redevelopment Agency  
CRA District TIF Analysis Request for Proposals dated May 31, 2015

To: Jeff Costello, CRA Executive Director

The undersigned has read the Delray Beach Community Redevelopment Agency's ("CRA") Request for Proposal ("RFP") for CRA District TIF Analysis dated May 31, 2015. 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 3 of the RFP are enclosed (**please initial each item**):

- \_\_\_\_\_ 1. Company Information – A summary of the company/firm history of the proposed service provider, including descriptions of any proposed partnerships, and location at which the services will be performed
  - a. Specify who would serve as the primary contact and his/her contact information
  - b. Specify number of dedicated staff or team members required for this project
- \_\_\_\_\_ 2. Summary of Qualifications – Resumes of each key team member shall identify required knowledge, skills, and experience necessary to complete the scopes of services of this project.
- \_\_\_\_\_ 3. Approach to Providing Scope of Services - include project management strategy, project schedule/timeline and methodology to successfully complete the items listed in the Scopes of Service.
- \_\_\_\_\_ 4. Proposed Fee Schedule – Fee schedule should be described according to the format specified within this RFP.
- \_\_\_\_\_ 5. Professional References – A minimum of three (3) verifiable references for projects of a similar nature completed in the last five (5) years. Verifiable references shall include scope of work, budget, contact names, addresses, phone numbers and dates of service. A contact person shall be someone who has personal knowledge of the proposer's performance for the specific requirements listed. Contact person must have been informed that they are being used as a reference and that the CRA may be contacting them. DO NOT list persons who are unable to answer specific questions regarding the requirement.
- \_\_\_\_\_ 6. Provide three (3) examples of similar reports or projects completed within the past five (5) years which provide demonstrated knowledge of relevant experience with Florida Municipal Government Budgeting and Financing and Economic Development, Tax Increment Financing, analysis of Property Appraiser Tax Information/Data, and Florida Statutes Chapter 163 pertaining to Community Redevelopment Act of 1969.

- a. Provide summaries of the measurable outcomes from the reports or projects. If recommended actions to client or governing body was not supported, provide explanation.
- b. Identify number of staff or contracted team member needed for each project, each individual's experience and qualifications, roles and responsibilities, and percentage of time contributed to the project.
- c. Provide total project time frame for each report with date of commencement and completion.

And further certifies warrants and represents:

- \_\_\_\_\_ 7. 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.
- \_\_\_\_\_ 8. The proposal is made in good faith and without collusion or fraud.
- \_\_\_\_\_ 9. 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.
- \_\_\_\_\_ 10. 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.
- \_\_\_\_\_ 11. All proposals shall become the property of the CRA. Proposals become public record ten days after opening by the procurement office.
- \_\_\_\_\_ 12. 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.
- \_\_\_\_\_ 13. 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.
- \_\_\_\_\_ 14. 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.
- \_\_\_\_\_ 15. 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.
- \_\_\_\_\_ 16. 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.
- \_\_\_\_\_ 17. **No-Lobbying or Contact 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,

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Name of Firm

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Print Name and Title

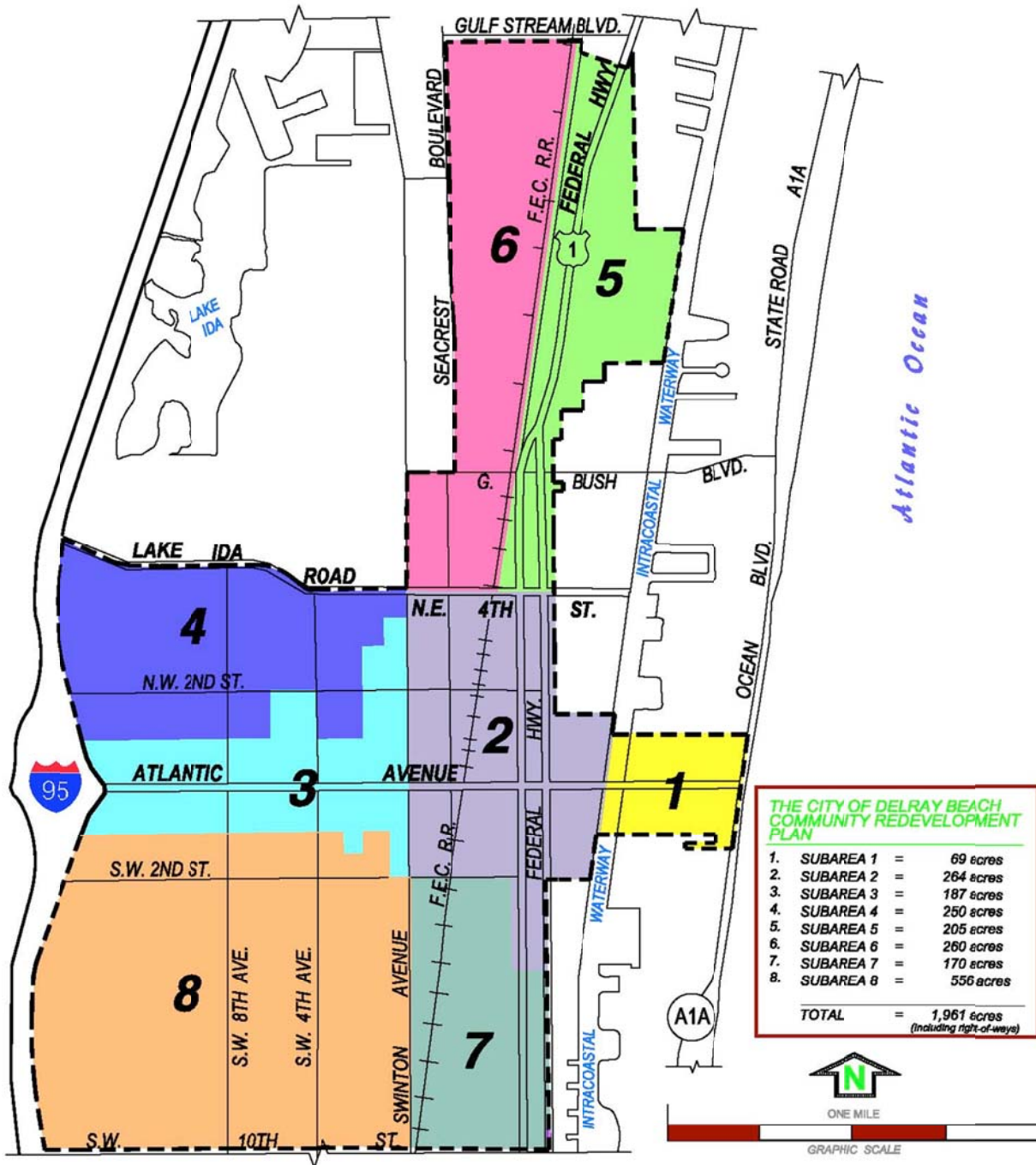
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Authorized Signature (Must be able to legally bind the Firm)

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Date

# GEOGRAPHIC SUB-AREAS COMMUNITY REDEVELOPMENT PLAN



CITY OF DELRAY BEACH, FL  
PLANNING & ZONING DEPARTMENT  
FEBRUARY 2013

-- DIGITAL BASE MAP SYSTEM --