



**REQUEST FOR PROPOSALS**

**FOR**

**LYNN HAVEN CRA PLAN UPDATE**

**November 18, 2015**

**Lynn Haven Community Redevelopment Agency  
909 Pennsylvania Ave.  
Lynn Haven, FL 32444  
(850) 265-2961**

## INDEX

### **Request for Proposals Lynn Haven CRA Feasibility Study and Redevelopment Plan Updates**

Notice To Proposers.....	Page 3
Scope of Work and Evaluation Criteria.....	Page 4
Proposal Guidelines and Other Requirements.....	Page 9
Schedule.....	Page 16
Attachment A: Proposed Study Area.....	Page 24

***The following documents must be returned with your bid:***

Proposal Form/Anti-Collusion Statement.....	Page 17
Drug-free Workplace Certification.....	Page 18
Disputes Disclosure Form.....	Page 19
Conflict of Statement.....	Page 20
Public Entity Crimes Statement .....	Page 22

**Supplemental information requested in the Proposal Guidelines and Other Requirements and/or Scope of Services and Evaluation Criteria**

## **NOTICE TO PROPOSERS**

The Lynn Haven Community Redevelopment Agency (CRA) seeks proposals from qualified firms with extensive experience in the preparation of Feasibility Study and Redevelopment Plan Updates. Only firms with extensive experience in preparing a CRA Plan amendment should apply.

Qualified firms who are interested in providing this service may obtain a Request for Proposals at Lynn Haven CRA, 909 Pennsylvania Avenue, Lynn Haven, FL 32444 between the hours of 7:30 AM and 4:30 PM, Monday through Friday. You may also call (850) 265-2961 or e-mail [bjanke@cityoflynnhaven.com](mailto:bjanke@cityoflynnhaven.com) with "CRA Plan Update" in the subject line of the e-mail.

Sealed proposals must be received by the CRA no later than 2:00 PM CST, Tuesday, December 22, 2015, at which time they will be opened and the names of the respondents read aloud.

The CRA reserves the right to reject any and all proposals, in whole or in part, to waive minor defects in the process and to accept the proposal deemed by the CRA to be in its best interest.

# **LYNN HAVEN COMMUNITY REDEVELOPMENT AGENCY**

## **Request for Proposals**

### **Lynn Haven CRA Feasibility Study and Redevelopment Plan Updates**

The Lynn Haven Community Redevelopment Agency (CRA) seeks proposals from qualified firms with extensive experience in the preparation of Feasibility Study and Redevelopment Plan Updates. Only firms with extensive experience in preparing a CRA Plan amendment should apply.

The purpose of this update is

- to conduct a legislative Finding of Necessity Study to determine eligibility of study area's inclusion in the Lynn Haven Community Redevelopment Agency (CRA) area and update the Feasibility Study to reflect the new CRA boundaries;
- to develop a new Capital Projects and Programs list and update the Community Redevelopment Plan;
- and to extend the life of the CRA from 30 years to 40 years.

## **SCOPE OF WORK**

### **Project Overview**

The Lynn Haven CRA Community Redevelopment Agency (CRA) was established in 2003, following a decline in the Central Business District, and the emergence of strip commercial development. A study was conducted which determined that a CRA was feasible within the Lynn Haven CRA. The CRA is now proposing a new Feasibility Study be conducted to determine if additional parcels should be included in the Lynn Haven CRA. A proposed Study Area (Attachment A) has been defined by CRA staff for analysis. To determine if the parcels in the Study Area are eligible for inclusion in the Lynn Haven CRA, a Finding of Necessity shall be conducted on the parcels, and a recommendation shall be developed for the CRA Board.

In addition to the update of the Feasibility Study, the CRA is proposing to amend the Community Redevelopment Plan. The Community Redevelopment Plan was designed to address public concerns related to economic development, future land use, transportation, downtown development, housing, recreation, and community aesthetics. The consultant shall complete an update of all sections of the Redevelopment Plan to include the Study Area parcels, as well as to reflect changes within the CRA area since the plan's adoption in 2003. The consultant should update the site inventory, land use, and area analyses, and also conduct a gap analysis between the original concept plan and a completed projects list, which shall be developed as part of this project. This information as well as input from the community meeting and public survey shall be used to develop a new Concept Plan and Capital Projects and Programs list for the Community Redevelopment Plan.

During the update of the Community Redevelopment Plan, the CRA also intends to amend the time period of the CRA, pursuant to Florida Statutes 163.361, increasing the effective time of the CRA from 30 years to 40 years from the date that the plan was adopted (2003).

## **PART I: UPDATE FEASIBILITY STUDY**

### **Task One: Finding of Necessity for Study Area parcels**

The consultant shall conduct a Finding of Necessity on the parcels in the Lynn Haven CRA Update Study Area (Attachment A), and determine if there is a legislative finding of the conditions of slum or blight (according to FS 163.340), which is a requirement for inclusion in the Community Redevelopment Area.

#### *Deliverables:*

Map 1: Current Community Redevelopment Area and Proposed New Parcels

Report 1: Finding of Necessity Analysis on Study Area Parcels

### **Task Two: Present Results of Finding of Necessity to CRA Board**

The consultant shall present the results of the Finding of Necessity to the CRA Board. This presentation will include an overview on the methodology used to determine if there was a legislative finding of the conditions slum or blight, as well as the presence of any conditions within the Study Area. The requested action from the CRA Board will be to provide direction to the consultant on whether to include the Study Area parcels in the update of the Community Redevelopment Plan, based on the Finding of Necessity.

#### *Deliverables:*

Presentation 1: Presentation to the CRA Board of the Results of the Finding of Necessity

Report 2: Updated Feasibility Study to Reflect Study Area Parcels

## **PART II: UPDATE COMMUNITY REDEVELOPMENT PLAN**

### **Task Three: Review of Community Redevelopment Plan and Analysis of Completed Projects from Capital Projects and Programs List**

Lynn Haven CRA staff will provide a list of projects completed to date. The consultant shall develop a map of these projects, and compare the completed projects to the concept plan proposed in the current Community Redevelopment Plan. The consultant should identify the gaps between the concept plan and completed project lists, which will be utilized during community meetings and visioning sessions, discussed in more detail in Task Four.

#### *Deliverables:*

Map 2: Completed Projects to Date

Technical Memo 1: Gap Analysis between Concept Plan and Completed Project List

### **Task Four: Public Involvement for Update of Community Redevelopment Plan and Visioning for Study Area Parcels and State Road 390 Corridor**

Any future planning will necessarily impact the local community. It is essential to include their input as plans are being developed. Additionally, it is important to engage the community and update their vision for the Lynn Haven CRA area, considering the changes that have occurred since the plan was original adopted, and to account for planned changes in the CRA area. One planned change that will affect the CRA is the Florida Department of Transportation (FDOT) road widening project that is being developed for State Road 390. This will affect the commercial businesses currently fronting on this corridor, and a vision for the future of this corridor should be developed by the consultant.

In order to collect and incorporate community feedback into the Community Redevelopment Plan update, the following tasks shall be completed by the consultant:

- Creation of public survey, in conjunction with CRA staff, to gather feedback about priority projects and vision for Study Area parcels and State Road 390 corridor
- Promotion of public survey via news releases to a wide variety of area media, and on Lynn Haven CRA Facebook page
- Plan, conduct, and analyze results from three community meetings to gather input on priority projects, and vision for the Study Area parcels and State Road 390 corridor

*Deliverables:*

Technical Memo 2: Community Meeting Results Analysis, Vision for Study Area Parcels and SR 390 Corridor, and Public Survey Results Analysis

**Task Five: Update the Community Redevelopment Plan**

The consultant should complete an update of all sections of the Community Redevelopment Plan to include the Study Area parcels and to include changes within the CRA area since the plan's adoption in 2003. Update of the site inventory, land use, and area analyses should also be included in this task. The consultant may utilize the gap analysis between original concept plan and completed project list, updated inventory, land use, area analyses, and gap analysis, as well as input from the community meeting and public survey, to develop a new Concept Plan and Capital Projects and Programs list for the Community Redevelopment Plan.

Any comments from the CRA will be incorporated into the amended plan, as appropriate.

*Deliverables:*

Report 3: Draft Updated Community Redevelopment Plan

**Task Six: CRA Board Initial Review of Updated Community Redevelopment Plan**

Following the update of the Community Redevelopment Plan, the consultant shall present the updated plan draft to the CRA Board. The presentation will address how the analyses conducted during the update of the Community Redevelopment Plan, and the community outreach and visioning sessions, were utilized in the updated Concept Plan and Capital Project's list.

At the CRA's direction, consultant shall forward the updated Community Redevelopment Plan to local planning agencies for their 60-day review and comment period. Any comments received by the local planning agency following their review will be documented. At CRA staff's direction, the consultant shall incorporate comments in the final updated Community Redevelopment Plan.

*Deliverables:*

Presentation 2: Initial presentation to the CRA Board of the Update Community Redevelopment Plan.

Report 4: Final Updated Community Redevelopment Plan

**Task Seven: Coordinate Notice, Review, and Action on Amended Community Redevelopment Plan**

The consultant shall present the final updated Community Redevelopment Plan to the CRA Board at a public hearing, after appropriate public notice. The proposed amendment shall be sent in writing, by registered mail, to each taxing authority which levies ad valorem taxes within the geographic boundary of the redevelopment area, pursuant to Florida Statutes 163.346. A

proposed resolution shall also be provided for adopting the amended Community Redevelopment Plan, and extending the effective period of the CRA from 30 to 40 years from the date that the plan was adopted (2003). Following the CRA's adoption of the updated Community Redevelopment Plan, five color hard copies and five CDs of the report shall be submitted to the CRA.

*Deliverables:*

Presentation 3: Presentation to the CRA Board at a public hearing to present the updated Community Redevelopment Plan and propose a Resolution to adopt the updated Community Redevelopment Plan, and extend the effective period of the CRA from 30 to 40 years.

Resolution 1: Resolution to adopt the updated Community Redevelopment Plan, and extend the effective period of the CRA from 30 to 40 years

**Project Coordination**

The consultant and CRA staff will hold monthly meetings by conference call to discuss the status of the project. These meetings will occur on a regular date determined by both groups following the execution of Agreement for Professional Staff Services.

**Deliverables Submission**

Deliverables as shown below shall be submitted to the CRA Director:

*Map 1:* Current Community Redevelopment Area and Proposed New Parcels

*Report 1:* Finding of Necessity Analysis on Study Area Parcels

*Presentation 1:* Presentation to the CRA Board of the Results of the Finding of Necessity

*Report 2:* Updated Feasibility Study to Reflect Study Area Parcels

*Map 2:* Completed Projects to Date

*Technical Memo 1:* Gap Analysis between Concept Plan and Completed Project List

*Technical Memo 2:* Community Meeting Results Analysis, Vision for Study Area Parcels and SR 390 Corridor, and Public Survey Results Analysis

*Report 3:* Draft Updated Community Redevelopment Plan

*Presentation 2:* Initial presentation to the CRA Board of the Update Community Redevelopment Plan.

*Report 4:* Final Updated Community Redevelopment Plan

*Presentation 3:* Presentation to the CRA Board at a public hearing to present the updated Community Redevelopment Plan and propose a Resolution to adopt the updated Community Redevelopment Plan, and extend the effective period of the CRA from 30 to 40 years

*Resolution 1:* Resolution to adopt the updated Community Redevelopment Plan, and extend the effective period of the CRA from 30 to 40 years

## **QUALIFICATIONS**

Interested and qualified firms desiring consideration should submit to the CRA one (1) original and five (5) copies of their proposal which should include:

1. Name and principal address of firm.
2. Address of the office to which this project will be assigned.
3. Names, experience, educational background and qualifications of principal firm personnel.
4. Names, experience, educational background and qualifications of staff members who will be assigned to the project.
5. Relevant experience managing similar projects with public sector clients, especially CRA Plan updates.
6. References for CRA Plan updates to include name of company/entity, contact name, address, telephone number, e-mail address and date the project was completed.
7. Availability of proposed staff members; current and projected work load of Consultant; ability to provide time for on-site meetings, training and cooperative review of work products. List other studies currently underway and names of personnel assigned.
8. Provide a proposed timeline indicating milestones necessary to accomplish all aspects of the project.
9. Knowledge of and approach to the proposed work; ability to suggest and apply new technologies or approaches that may either reduce project costs and/or time frame, or improve the quality of the work products/service. Ability to use GIS.
10. Familiarity with the Lynn Haven CRA's CRA Plan and/or Planning Department.
11. Fee for all aspects of work to include travel expenses.

## **EVALUATION CRITERIA**

Selection will be made from the proposer who was deemed to be the best suited among those submitting proposals on the basis of the evaluation factors listed below as recommended by the selection committee:

1. Qualifications and experience of the firm and assigned personnel. (20 points)
2. Familiarity and experience with similar projects, especially EAR-based amendments. (30 points)
3. Ability to perform services on time and within budget. (10 points)
4. Knowledge and approach to the proposed work, including new technologies or approaches. Ability to use GIS. (15 points)
5. Fee (15 points)
6. Familiarity with the Lynn Haven CRA's CRA Plan and/or Planning Department. (10 points)

Maximum Score: 100 points

## **PROPOSAL GUIDELINES AND OTHER REQUIREMENTS**

### **Public Opening**

**Proposals shall be received at the Lynn Haven CRA, 909 Pennsylvania Avenue, Lynn Haven, FL 32444, until 2:00 P. M., CST, on December 22, 2015.** As soon as possible thereafter the names of the proposers shall be read in public.

In accordance with the Americans with Disabilities Act and Florida Statutes, 286.26, persons with disabilities needing special accommodation to participate in this proceeding should contact Ben Janke no later than three days prior to the proceeding at telephone (850) 265-2961 for assistance; if hearing impaired, telephone the Florida Relay Service Numbers (800) 955-8771 (TDD) or (800) 955-8770 (voice) for assistance.

### **Response Withdrawal**

Proposers may withdraw their proposal by notifying the CRA in writing at any time prior to the time set for the proposal deadline. Proposers may withdraw their proposal in person or through an authorized representative. Proposers and authorized representatives must disclose their identity and provide a signed receipt for the proposal. Proposals, once opened, become the property of the CRA and will not be returned to the proposer.

### **Delays**

The CRA, at its sole discretion, may delay the scheduled due dates if it is to the advantage of the CRA to do so. The CRA will notify proposers of all changes in scheduled due dates by written addendum.

### **Inquiries**

All Proposers shall carefully examine the RFP documents. Any ambiguities or inconsistencies shall be brought to the attention of the CRA Director in writing prior to the due date. Failure to do so, on the part of the Proposer, will constitute an acceptance by the Proposer of any subsequent decision. Any questions concerning the intent, meaning and interpretations of the RFP documents shall be requested in writing and received by the CRA Director at least five (5) business days prior to the due date. The CRA will provide answers to the questions by written addendum to all Proposers who requested the RFP. The CRA will not be responsible for any oral instructions made by any employee(s) of the CRA in regard to this RFP.

### **Addendum**

The CRA will record its responses to inquiries and any supplemental instructions in the form of written addenda. The CRA will send written addenda to all Proposers who requested the RFP directly from the CRA's Office. All Proposers should contact the CRA Director at least **five (5) business days** before the date fixed for receiving the proposals to ascertain whether any addenda have been issued. Failure to do so could result in rejection of the proposal as unresponsive. The CRA shall not be responsible for providing said addenda to Proposers who receive RFP packages from other sources.

Proposer shall sign, date, and return the latest addendum with his/her Proposal. Previous addenda will be deemed received. It is the Proposer's responsibility to contact the CRA in the event that a previous addendum is not received.

### **Proposer Registration**

Proposers who obtain RFP documents from other sources must officially register with the CRA's CRA Office in order to be placed on the mailing list for any forthcoming addendum or other official communications. Failure to register as a prospective Proposer may cause your proposal to be rejected as non-responsive if you have failed to submit a proposal without an addendum acknowledgment for the most current addendum.

### **Selection Process**

The selection criterion is included in the RFP package. A Selection Committee will be appointed. At its discretion, a selected group of firms may be required to make oral presentations to the Selection Committee. These presentations shall provide an opportunity for the Proposer to clarify his/her qualifications and ability to furnish the required services. The final decision of the Selection Committee will be based on the overall tabulation from the oral presentation. The Selection Committee will present its recommendations to the CRA Board, which has the authority to make the final determination and award a contract.

### **Pre-Award**

The Proposer understands that this RFP does not constitute an agreement or a contract with the Proposer.

The proposal shall be firm for a period of ninety (90) days from the date of bid opening.

### **Proposal Preparation Costs**

Neither the CRA nor its representatives shall be liable for any expenses incurred in connection with preparation of a response to this RFP. Proposers should prepare their proposals simply and economically, providing a straightforward and concise description of the Proposer's ability to meet the requirements of the RFP documents.

All costs incurred by prospective firms in preparation of submissions, presentations, related travel costs, and expenses are the responsibility of the Proposer.

### **Accuracy of Submittal Information**

Any Proposer which submits in its submittal to the CRA any information which is determined to be substantially inaccurate, misleading, exaggerated, or incorrect, shall be disqualified from consideration.

## **Insurance**

The awarded Proposer shall maintain insurance coverage reflecting the minimum amounts and conditions specified. Misrepresentation of any material fact, whether intentional or not, regarding the Proposer's insurance coverage, policies or capabilities may be grounds for rejection of the submittal and rescission of any ensuing contract.

A ***Certificate of Insurability*** shall accompany each proposal in the amounts as prescribed by the CRA or State.

The successful Proposer shall procure and maintain the following described insurance on policies and with insurers acceptable to the CRA. Except with respect to the worker's compensation insurance, the successful Proposer shall name the CRA as an additional insured on all required insurance.

- Worker's Compensation Insurance Coverage

\$1,000,000	Limit Each Accident
\$1,000,000	Limit Disease Aggregate
\$1,000,000	Limit Disease Each Employee

If requested by the CRA, the successful Proposer shall provide the CRA with an affidavit stating that it meets all the requirements of Florida Statute 440.02 (15) (d).

- Commercial General Liability Coverage

Bodily Injury, Property Damage & Personal Injury Liability	\$1,000,000 Combined Single Limit Each Occurrence, and
	\$2,000,000 Aggregate Limit

- Business Automobile Liability Coverage

Bodily Injury & Property Damage	\$1,000,000 Combined Single Limit Each Accident
---------------------------------	---

- Professional Liability Coverage

\$1,000,000	Limit Each Occurrence
-------------	-----------------------

Certificates of Insurance acceptable to the CRA shall be filed with the CRA prior to commencement of the work and periodically thereafter upon any renewals during the term of the contract.

Proposer shall include each of its subcontractors performing work on CRA projects as insured under the policies of insurance required herein.

## **Licenses/Charters**

If the firm offering services is a corporation, it must be properly chartered with the Department of State to operate in Florida. Include a copy of the current registration statement.

The successful proposer must comply with all relevant federal, state, and local regulations and licensing requirements.

## **Public Records**

Proposers shall comply with the Florida Public Records laws expressed in Chapter 119, Florida Statutes (2013), specifically including to:

1. Keep and maintain public records that ordinarily and necessarily would be required by the CRA in order to perform the service.
2. Provide the public with access to public records on the same terms and conditions that the CRA would provide the records and at a cost that does not exceed the cost provided in this chapter or as otherwise provided by law.
3. Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law.
4. Meet all requirements for retaining public records and transfer, at no cost to the CRA, all public records in possession of the Proposer upon termination of the contract and destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. All records stored electronically must be provided to the CRA in a format that is compatible with the information technology systems of the CRA.

Upon opening, proposals become public records and shall be subject to public disclosure consistent with Chapter 119, Florida Statutes. Proposers must invoke the exemptions to disclosure provided by law in the response to the RFP, and must identify the data or other materials to be protected, and must state the reasons why such exclusion from public disclosure is necessary.

## **Public Entity Crimes**

In accordance with paragraph (2) (a) of Section 287.133, Florida Statutes, "A person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a bid on a contract to provide any goods or services to a public entity, may not submit a bid on a contract with a public entity for the construction or repair of a public building or public work, may not submit bids on leases of real property to a public entity, may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity, and may not transact business with any public entity in excess of the threshold amount provided in Section 287.017, for CATEGORY TWO for a period of 36 months from the date of being placed on the convicted vendor list."

### **Discrimination Clause**

An entity or affiliate who has been placed on the discriminatory vendor list may not submit a bid on a contract to provide goods or services to a public entity, may not submit a bid on a contract with a public entity for the construction or repair of a public building or public work, may not submit bids on leases of real property to a public entity, may not award or perform work as a contractor, supplier, subcontractor, or consultant under contract with any public entity, and may not transact business with any public entity.

### **Acceptance/Rejection**

The CRA reserves the right to accept or reject any or all proposals and to make the award to that Proposer, who in the opinion of the CRA, will be in the best interest of and/or the most advantageous to the CRA. The CRA also reserves the right to reject the proposal of any firm(s) who has previously failed in the proper performance of an award or to deliver on time contracts of a similar nature or who, in the CRA's opinion, is not in a position to perform properly under this award. The Lynn Haven CRA reserves the right to waive any irregularities, informalities, and technicalities and may, at its discretion, request a re-procurement.

### **Annual Appropriation and Invoices**

The Lynn Haven CRA's performance and obligation to pay under this contract is contingent upon an annual appropriation by the CRA Board. If the contract extends beyond the current fiscal year, which ends on September 30th, the contract shall be contingent upon the availability of funds appropriated for such purposes in the CRA's annual budget for the next succeeding fiscal year.

Invoices for services must be submitted to the CRA in detail sufficient for a proper pre-audit and post-audit. Invoices must be received by the CRA no later than the 20<sup>th</sup> of each month for payment by the 31<sup>th</sup>. Such invoices shall be for all services rendered during the preceding calendar month.

### **Errors and Omissions**

The CRA and its representatives shall not be responsible for any error or omission in this RFP. Due care and diligence has been exercised in the preparation of this RFP, and all information contained herein is believed to be substantially correct.

The data compiled is based on information maintained by the Lynn Haven CRA. Information is subject to review by the successful Proposer.

### **No Solicitation**

Respondents to this solicitation or persons acting on their behalf may not contact, between the release of the solicitation and the end of the 72-hour period following the agency posting the notice of intended award, excluding Saturdays, Sundays, and City holidays, any employee or

member of the CRA Board concerning any aspect of this solicitation, except in writing to the CRA Director or as provided in the solicitation documents. Violation of this provision may be grounds for rejecting a response.

### **Affirmation**

By submission of a proposal, Proposer affirms that his/her proposal is made without prior understanding, agreement or connection with any corporation, firm, or person submitting a proposal for the same materials, supplies, equipment or services, and in all respects fair and without collusion or fraud. Proposer agrees to abide by all conditions of this Request for Qualifications and the resulting contract.

### **Contract and Termination**

The contents of the proposal of the successful firm(s) will become part of the contractual obligations.

Contracts will be executed by all parties upon selection of the firms to service the CRA's needs. Either party will have the right to terminate the agreement upon giving the other party at least 30 days' notice in writing of their intent to terminate.

The contract(s) will be unilaterally canceled by the CRA for refusal by the Proposer(s) to allow public access to all documents, papers, letters, or other materials made or received by the Proposer in conjunction with this contract, unless the records are exempt from Section 24(a) of Article I of the State Constitution and Section 119.07(1).

### **SUBMISSION OF PROPOSALS**

All proposals shall be in a spiral binding or stapled in the upper left hand corner with all pages 8.5" x 11". **No hard cover or 3-ring binders, please.**

1. Include in one sealed package, labeled:

*CRA Plan Update*

*Response to RFP*

*Opening date and time: December 22, 2015 – 2:00 PM CST*

- a. One (1) original proposal clearly marked as ORIGINAL on the front page and manually signed by an officer or employee having authority to legally bind the firm.
- b. Five (5) photocopies of the entire proposal.

2. Proposals should be delivered to:

Bernd "Ben" Janke, CRA Director  
Lynn Haven CRA  
909 Pennsylvania Ave.  
Lynn Haven, FL 32444

For additional information, please call (850) 265-2961 or e-mail [bjanke@cityoflynnhaven.com](mailto:bjanke@cityoflynnhaven.com).

The CRA will receive proposals at the above stated address. **The outside of the sealed envelope/container must be identified as “Request for Proposals – Lynn Haven CRA Plan Update, December 22, 2015 at 2:00 P. M.” The sealed envelope/container must also include the Proposer's name and return address.**

Receipt of the proposals after the date and time specified due to failure by the Proposer to provide the above information on the outside of the envelope/container shall result in the rejection of the proposal.

Address all of the criteria and specific questions asked under **SCOPE OF SERVICES AND EVALUATION CRITERIA** (Pages 4 thru 8 of this RFP).

The following format shall be utilized. Each of the required sections (Items 1. thru 12.) must begin on a new page and be separately tabbed or identified.

1. Proposal Form (with original signature in blue ink)
2. Qualifications and Experience of Firm and Personnel
3. Familiarity and Experience with Similar Projects
4. Ability to Perform Services on Time and Within Budget - A signed statement that your firm will work with the CRA to meet deadline dates
5. Knowledge and Approach to the Proposed Work
6. Fee
7. Familiarity with the Lynn Haven CRA's CRA Plan
8. Certificate of Insurability
9. Drug-Free Work Place Form
10. Disputes Disclosure Form
11. Conflict of Interest Statement
12. Public Entity Crimes Statement

**Proposals received after the specified time and date will not be considered.**

The date and time will be scrupulously observed. The CRA will not be responsible for late deliveries or delayed mail. The CRA cautions Proposers to ensure actual delivery of mailed or hand-delivered proposals prior to the deadline set for receiving proposals. Telephone confirmation of timely receipt of the Proposals may be made by calling (850) 265-2961 before the 2:00 P. M. deadline.

Submissions by fax or other electronic media will not be accepted under any circumstances. Bids will be held in the CRA Office. Late submissions will not be accepted, and will be returned, unopened, to the sender at the sender's expense.

No additional information may be submitted or follow-up performed by any proposer after the stated due date outside of a formal presentation to the CRA.

## **SCHEDULE**

### **Request for Proposals Lynn Haven CRA Feasibility Study and Redevelopment Plan Updates**

<b><u>Action</u></b>	<b><u>Date</u></b>
Distribution/advertisement of RFP	November 18, 2015
Deadline for clarifications to RFP	December 15 2015
RFP responses due	December 22, 2015
Oral Presentations (if required by the City)	January 11, 2016
CRA Board to approve award of contract	January 26, 2016

**Lynn Haven CRA reserves the right to change any of the above dates without prior notice.**

## **PROPOSAL FORM**

### **Request for Proposals**

#### **Lynn Haven CRA Feasibility Study and Redevelopment Plan Updates**

This proposal must be submitted to Bernd "Ben" Janke, CRA Director, Lynn Haven CRA, 909 Pennsylvania Avenue, Lynn Haven, Florida 32444, on or before 2:00 P. M. CST on December 22, 2015.

#### **Anti-Collusion Statement**

The bidder by affixing his/her signature to this form agrees to the following: "Bidder certifies that his/her bid is made without previous understanding, agreement, or connection with any person, firm, or corporation making a bid for the same items and is in all respects fair, without outside control, collusion, fraud, or otherwise illegal action".

Vendor acknowledges that all information contained herein is part of the public domain as defined by the State of Florida Sunshine Laws.

#### **Proposal Submitted by**

Company: \_\_\_\_\_

Street Address: \_\_\_\_\_

City, State & Zip Code: \_\_\_\_\_

Telephone: \_\_\_\_\_

Fax Number: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Contact e-mail address: \_\_\_\_\_

Print Name of Authorized Representative: \_\_\_\_\_

Signature of Authorized Representative: \_\_\_\_\_

Title: \_\_\_\_\_ Date: \_\_\_\_\_

***Proposals submitted without an authorized signature will not be considered.***

## **DRUG-FREE WORK PLACE FORM**

### **Request for Proposals Lynn Haven CRA Feasibility Study and Redevelopment Plan Updates**

The undersigned vendor in accordance with Florida Statute 287.087 hereby certifies that \_\_\_\_\_  
\_\_\_\_\_ does:  
(Name of Business)

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 proposed 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 bid, 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 five (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 the statement, I certify that this firm complies fully with the above requirements.

\_\_\_\_\_  
Firm

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Printed Name and Title

\_\_\_\_\_  
Date

***This Form Must Be Completed and Returned with your Proposal***

**DISPUTES DISCLOSURE FORM**

**Request for Proposals  
Lynn Haven CRA Feasibility Study and Redevelopment Plan Updates**

**Answer the following questions by placing an "X" after "YES" or "NO". If you answer "YES", please explain in the space provided, or via attachment.**

Has your firm, or any of its officers, received a reprimand of any nature or been suspended by the Department of Professional Regulation or any other regulatory agency or professional association within the last five (5) years?  
**YES** \_\_\_\_\_ **NO** \_\_\_\_\_

Has your firm, or any member of your firm, been declared in default, terminated or removed from a contract or job related to the services your firm provides in the regular course of business within the last five (5) years? **YES**  
\_\_\_\_\_ **NO** \_\_\_\_\_

Has your firm had filed against it or filed any requests for equitable adjustment, contract claims or litigation in the past five (5) years that is related to the services your firm provides in the regular course of business?  
**YES** \_\_\_\_\_ **NO** \_\_\_\_\_

If yes, state the nature of the request for equitable adjustment, contract claim or litigation, a brief description of the case, the outcome or status of suit and the monetary amounts or extended contract time involved.

I hereby certify that all statements made are true and agree and understand that any misstatement or misrepresentation or falsification of facts shall be cause for forfeiture of rights for further consideration of this project: **Lynn Haven CRA Feasibility Study and Redevelopment Plan Updates**

\_\_\_\_\_  
Firm

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Printed Name and Title

\_\_\_\_\_  
Date

***This Form Must Be Completed and Returned with your Proposal.***

# Request for Proposals

## Lynn Haven CRA Feasibility Study and Redevelopment Plan Updates

- 20 -

\_\_\_\_\_  
(Affiant)

\_\_\_\_\_  
Typed Name of Affiant

\_\_\_\_\_  
Title

Sworn to and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

Personally known to me \_\_\_\_\_

\_\_\_\_\_  
(Notary)

OR Produced identification:

Notary Public in the State of \_\_\_\_\_

\_\_\_\_\_  
(Type of Identification)

My commission expires: \_\_\_\_\_

***This Form Must Be Completed and Returned with your Proposal***

**SWORN STATEMENT PURSUANT TO SECTION 287.133(3)(A), FLORIDA STATUTES,  
ON PUBLIC ENTITY CRIMES**

**Request for Proposals  
Lynn Haven CRA Feasibility Study and Redevelopment Plan Updates**

THIS FORM MUST BE SIGNED AND SWORN TO IN THE PRESENCE OF A NOTARY PUBLIC OR OTHER OFFICIAL AUTHORIZED TO ADMINISTER OATHS.

1. THIS SWORN STATEMENT IS SUBMITTED TO Lynn Haven CRA  
(Print Name of the Public Entity)  
by \_\_\_\_\_  
(Print Individual's Name and Title)  
for \_\_\_\_\_  
(Print Name of Company Submitting Sworn Statement)  
whose business \_\_\_\_\_  
and (if applicable) its Federal Employer Identification Number (FEIN) is \_\_\_\_\_

(If the entity has no FEIN, include the Social Security Number of the individual signing this sworn statement.)

2. I understand that a "public entity crime" as defined in Paragraph 287.133 (1)(g), Florida Statutes, means a violation of any state or federal law by a person with respect to and directly related to the transaction of business with any public entity or with an agency or political subdivision of any other state or of the United States, including, but not limited to, any bid or contract for goods or services to be provided to any public entity or an agency or political subdivision of any other state or of the United States and involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, or material misrepresentation.
3. I understand that "convicted" or "conviction" as defined in Paragraph 287.133(1)(b), Florida Statutes, means a finding of guilt or a conviction of a public entity crime, with or without an adjudication of guilt, in any federal or state trial court of record relating to charges brought by indictment or information after July 1, 1989, as a result of a jury verdict, nonjury trial, or entry of a plea of guilty or nolo contendere.
4. I understand that an "affiliate" as defined in Paragraph 287.133(1)(a), Florida Statutes, means:
- A. A predecessor or successor of a person convicted of a public entity crime; or
- B. An entity under the control of any natural person who is active in the management of the entity and who has been convicted of a public crime. The term "affiliate" includes those officers, directors, executives, partners, shareholders, employees, members and agents who are active in the management of an affiliate. The ownership by one person of shares constituting a controlling interest in another person, or a pooling of equipment or income among persons when not for fair market value under an arm's length agreement, shall be a prima facie case that one person controls another person. A person who knowingly enters into a joint venture with a person who has been convicted of a public entity crime in Florida during the preceding 36 months shall be considered an affiliate.
5. I understand that a "person" as defined in Paragraph 287.133(1)(e), Florida Statutes, means any natural person or entity organized under the laws of any state or of the United States with the legal power to enter into a binding contract and which bids or applies to bid on contracts for the provisions of goods or services let by a public entity, or which otherwise transacts or applies to transact business with a public entity. The term "person" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in management of an entity.
6. Based on information and belief, the statement which I have marked below is true in relation to the entity submitting this sworn statement. (Indicate which statement applies).

\_\_\_\_\_ Neither the entity submitting this sworn statement, nor any of its officers, directors, executives, partners, shareholders, employees, members, and agents who are active in management of an entity, nor any affiliates of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989.

\_\_\_\_\_ The entity submitting this sworn statement, or one or more of its officers, directors, executives, partners, shareholders, employees, members, and agents who are active in management of an entity, or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989.

\_\_\_\_\_ The entity submitting this sworn statement, or one or more of its officers, directors, executives, partners, shareholders, employees, members, and agents who are active in management of an entity, or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989. However, there has been a subsequent proceeding before a Hearing Officer of the State of Florida, Division of Administrative Hearings and the Final Order entered by the Hearing Officer determined that it was not in the public interest to place the entity submitting this sworn statement on the convicted vendor list. (Attach a copy of the final order).

I UNDERSTAND THAT THE SUBMISSION OF THIS FORM TO THE CONTRACTING OFFICER FOR THE PUBLIC ENTITY IDENTIFIED IN PARAGRAPH 1 (ONE) ABOVE IS FOR THAT PUBLIC ENTITY ONLY AND, THAT THIS FORM IS VALID THROUGH DECEMBER 31 OF THE CALENDAR YEAR IN WHICH IT IS FILED. I ALSO UNDERSTAND THAT I AM REQUIRED TO INFORM THE PUBLIC ENTITY PRIOR TO ENTERING INTO A CONTRACT IN EXCESS OF THE THRESHOLD AMOUNT PROVIDED IN SECTION 287.017, FLORIDA STATUTES, FOR A CATEGORY TWO OF ANY CHANGE IN THE INFORMATION CONTAINED IN THIS FORM.

\_\_\_\_\_  
(Signature)

Sworn and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

Personally known \_\_\_\_\_  
(Notary)

OR produced identification \_\_\_\_\_  
\_\_\_\_\_  
Identification)

Notary Public State of \_\_\_\_\_  
My commission expires: \_\_\_\_\_

(Type of

***This Form Must Be Completed and Returned with your Proposal***

## ATTACHMENT A

Proposed Study Area to be included in the current CRA:

