



**DELRAY BEACH
COMMUNITY REDEVELOPMENT AGENCY (CRA)**

REQUEST FOR PROPOSALS (RFP)

CRA NO. 2023-03

**PROPERTY MANAGEMENT SERVICES FOR
CRA-OWNED RESIDENTIAL PROPERTIES – COURTYARDS ON 12TH**

ISSUE DATE

Monday, May 1, 2023

VOLUNTARY PRE-PROPOSAL MEETING

Monday, May 8, 2023

11:00AM EST

QUESTION SUBMITTAL DEADLINE

Monday, May 15, 2023

5:00PM EST

PROPOSAL SUBMISSION DEADLINE

Thursday, June 1, 2023

3:00PM EST

CONTACT

**CHRISTINE TIBBS, ASSISTANT DIRECTOR
DELRAY BEACH COMMUNITY REDEVELOPMENT AGENCY
20 NORTH SWINTON AVENUE
DELRAY BEACH, FL 33444
tibbsc@mydelraybeach.com
561-276-8640**

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I. INVITATION

The Delray Beach Community Redevelopment Agency (“CRA”) is seeking proposals from qualified non-profit entities located within the City of Delray Beach specializing in leasing and management of affordable residential rental properties, including single-family homes, multi-family homes, and apartments, to provide property management services for CRA-owned affordable residential rental properties (“Property Management Services”), more specifically described in Article III and Article IV of this RFP.

Interested non-profit entities, hereinafter referred to as Proposers, are invited to submit a complete Proposal for consideration. Any submitted Proposal must clearly address and contain all items and forms requested. The CRA reserves the right to accept any Proposal deemed to be in the best interest of the CRA, to waive any minor irregularities, scrivener’s errors, omissions, deviations, and/or technicalities in any Proposal(s), or to reject any or all Proposal(s), and to re-advertise for new Proposal(s).

Proposers are advised that Proposals submitted with irregularities, omissions, errors, deviations, and/or technicalities that, at the sole discretion of the CRA, do not meet the minimum requirements of the RFP, may result in a non-responsive determination. Proposers will not be given the opportunity to cure any irregularity, omission, error, deviation, and/or technicality. It is at the sole discretion of the CRA to waive or not waive any irregularity, omission, error, deviation, and/or technicality.

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 (<https://delraycra.org/wp-content/uploads/2019/04/Community-Redevelopment-Plan.pdf>).

Proposals will be evaluated based on the procedures and criteria stated within Article VI of this RFP.

The CRA intends to negotiate an Agreement for Property Management Services upon the award of this RFP to a Proposer that best satisfies the evaluation criteria, *and* the selection of that Proposer is deemed to serve in the best interest of the CRA.

Proposers are required to submit one (1) original hard copy of their full Proposal in a hard cover binder, and one (1) electronic, searchable .pdf file of the full Proposal on a USB drive in a sealed package with the outside of the package marked “Request for Proposals CRA No. 2023-03, Property Management Services for CRA-Owned Residential Properties – Courtyards on 12th”. All Proposals shall be delivered (mailed or hand-delivered) to the CRA at:

**Delray Beach CRA – 20 N Swinton Avenue, Delray Beach, Florida 33444
on or before 3:00PM EST on Thursday, June 1, 2023.**

The responsibility for submitting a Proposal at the correct location on or before the stated time and date is solely and strictly that of the Proposer. The CRA is not responsible for any delayed, late, misdelivered, or non-delivered Proposal(s), no matter the cause.

II. RFP OVERVIEW

RFP Issued	Monday, May 1, 2023
Pre-Proposal Meeting Date and Location	Monday May 8, 2023, at 11:00AM EST
Attendance is VOLUNTARY and is recommended but is not mandatory.	In person at: Delray Beach CRA 20 N Swinton Avenue Delray Beach, FL 33444
Question Submittal Deadline	Monday, May 15, 2023, at 5:00PM EST Questions must be submitted in writing via email to: Christine Tibbs, Assistant Director tibbsc@mydelraybeach.com
Proposal Submission Due Date and Location	Thursday, June 1, 2023, at 3:00PM EST Drop-Off or Mail Proposals to: Delray Beach CRA Attention: Christine Tibbs 20 N Swinton Avenue Delray Beach, FL 33444
Evaluation Committee	TBD
CRA Board Meeting	TBD

- The CRA reserves the right to advance or delay the above scheduled dates.
- Mailed Proposals will be considered timely when **received** by the CRA at the stated Location on or before the stated Due Date. All Proposals will be timestamped by the CRA when received. Proposals not received by the CRA by the Due Date at the stated Location shall not be reviewed or considered by the CRA.

BROADCAST

All documents related to this RFP, including any addenda, can be obtained from: (a) BidSync – www.bidsync.com; and (b) the CRA’s website: www.delraycra.org.

Proposers who obtain solicitation information from sources other than those named above are cautioned that the RFP package may be incomplete and incomplete Proposal submittals may be deemed non-responsive by the CRA. BidSync is an independent entity and is not an agent or representative of the CRA. Communications to any independent entities does not constitute communications to the CRA. The CRA is not responsible for errors and omissions occurring in the transmission or downloading of any documents, addenda, plans, or specifications from these websites.

CONTACT PERSON

Any questions regarding the RFP documents and/or solicitation process must be submitted in writing to Christine Tibbs, Assistant Director at tibbsc@mydelraybeach.com. Questions must be received prior to the Question Submittal Deadline. 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.

III. PROPERTY INFORMATION

The CRA plays an active role in addressing and meeting the affordable housing needs of the current and projected population within the CRA District. The CRA owns residential rental properties including single-family homes, multi-family homes, and apartments, which are available to individuals, families, and seniors that the CRA aims to keep affordable for the long-term.

The properties for which the Successful Proposer will be providing Property Management Services, hereinafter known as the Subject Properties, are described below, including any applicable rental restrictions.

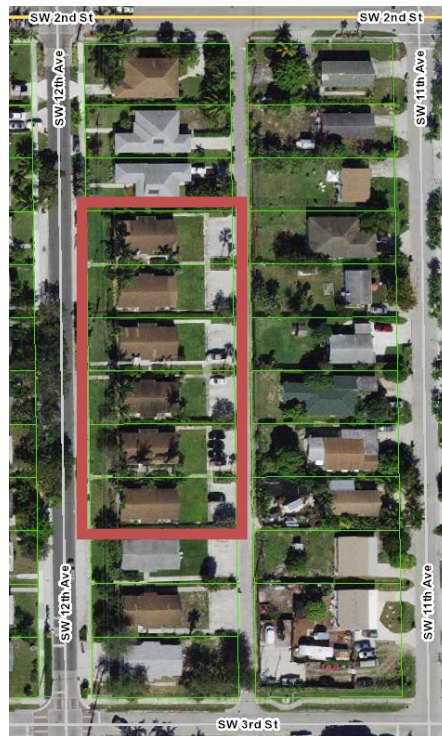
SUBJECT PROPERTIES:

Courtyards on 12th consists of six (6) duplexes (two (2) individual units within each duplex for a total of 12 units) that are located south of Atlantic Avenue on the east side of Southwest 12th Avenue, between Southwest 2nd Street and Southwest 3rd Street. Each duplex is approximately 1,352 square feet (each unit within each duplex is approximately 676 square feet). Each duplex has four (4) parking spaces that back-out onto the adjacent alley. Along Southwest 12th Avenue, streetscape improvements adjacent to the Subject Properties include on-street (parallel) parking with landscape nodes and sidewalks.

While the Subject Properties are not subject to Florida’s State Housing Initiatives Program (“SHIP”) guidelines, the intent of the CRA is to provide affordable housing with the maximum rent to be established consistent with the Florida Housing Finance Corporation’s income and rent guidelines for Palm Beach County, which will be more specifically stated in the Agreement between the Successful Proposer and the CRA.

Aerial Overview:

Subject Properties are outlined in red.





Property Addresses, Parcel Control Numbers (PCN), and Legal Descriptions:

1. **213-215 SW 12th Avenue**
PCN: 12434617230070040
Legal Description:
ATLANTIC GARDENS DELRAY LOT 4 BLK 7
2. **217-219 SW 12th Avenue**
PCN: 12434617230070050
Legal Description:
ATLANTIC GARDENS DELRAY LOT 5 BLK 7
3. **221-223 SW 12th Avenue**
PCN: 12434617230070060
Legal Description:
ATLANTIC GARDENS DELRAY LOT 6 BLK 7
4. **225-227 SW 12th Avenue**
PCN: 12434617230070070
Legal Description:
ATLANTIC GARDENS DELRAY LOT 7 BLK 7
5. **229-231 SW 12th Avenue**
PCN: 12434617230070080
Legal Description:
ATLANTIC GARDENS DELRAY LOT 8 BLK 7
6. **233-235 SW 12th Avenue**
PCN: 12434617230070090
Legal Description:
ATLANTIC GARDENS DELRAY LOT 9 BLK 7

IV. PROPERTY MANAGEMENT SERVICES

A. Objective

The CRA intends to enter into a Property Services Management Agreement (Agreement) with one (1) non-profit entity based in the City of Delray Beach specializing in the leasing and management of affordable residential rental properties, including single family homes, multi-family homes, and apartments.

The Property Management Services will assist in furthering the goals and objectives of the CRA, particularly the CRA's goals and objectives that support affordable housing initiatives, as contained in the CRA's Redevelopment Plan.

Proposers must propose Property Management Services for all of the Subject Properties to be considered responsive by the CRA.

The CRA Board may elect to award one (1) Agreement to one (1) Proposer that covers Property Management Services for all the Subject Properties, and the selected Proposer shall be non-profit entity based in the City of Delray Beach.

B. Property Services Agreement (Agreement)

The Agreement will be negotiated between the Successful Proposer (a Proposer who is awarded an Agreement by the CRA Board) and the CRA. The specifications, terms, and conditions of the Agreement will be subject to the mutual written agreement of both parties.

Subject to CRA Board approval, the term of the Agreement between the CRA and the Successful Proposer will be for an **initial five (5) year period and may be renewed for up to one (1) additional five (5) period thereafter**, subject to the mutual written agreement of both parties. Expenses incurred by the CRA as the Property Owner during the term of the Agreement, including, but not limited to property insurance, real estate taxes, legal fees, etc., will be paid by the Successful Proposer (Lessee).

C. Lessee's/Successful Proposer's Responsibilities

The responsibilities of the Lessee include, but are not limited to, the following:

To manage and maintain units, advertise units, to lease units, to perform screening of prospective tenants in conformance with CRA policies, to prepare leases, to execute new leases, to renew and/or cancel existing leases, to collect rents and deposits, to institute and prosecute actions and recover possession of leased units and rents due and/or to settle, compromise, or reinstate tenancies when in the best interest of the CRA, to hire, discharge, and pay all administrators, janitors, and other employees, to make all necessary repairs and replacements in a timely manner, to enter in all agreements for utility services, supplies, and maintenance, to pay all related repair, replacement, maintenance, and utility bills, maintain ongoing contracts for security, monthly pest control, landscaping, elevator (if applicable), and fire inspections, to manage and maintain operating account for expenses and use all funds collected pursuant to the Agreement, to provide quarterly financial and property reports, to pay property taxes and property insurance (the Lessor shall pay as the Property Owner and shall be reimbursed by the Lessee), to have an employee available 24

hours a day, seven (7) days a week during the entirety of the term of the Agreement, to establish procedures for tenant complaints and requests, to notify the CRA of all paid invoices that are paid on behalf of the CRA as the Owner of the Subject Properties.

The Lessee's Responsibilities will be more particularly described within the Agreement between the Successful Proposer and the CRA.

D. Lessor's/Property Owner's/CRA's Responsibilities

The responsibilities of the Lessor include, but are not limited to the following:

To refer prospective tenants who contact the CRA to the Lessee, to provide Lessee with copies of all current lease agreements that will be assigned to the Lessee, to provide Lessee with keys and access to units, to provide Lessee with copies of warranties and contracts related to the Subject Properties, to maintain and pay for property insurance on Subject Properties and pay property taxes for the Subject Properties (which shall be reimbursed to the Lessor by the Lessee).

The Lessor's Responsibilities will be more particularly described within the Agreement between the Successful Proposer and the CRA.

E. Assignment of Existing Leases

The existing lease agreements between the CRA and any current tenants, or between the current property management provider (on behalf of the CRA) and any current tenants, shall be assigned to the Lessee/Successful Proposer during the term of the Agreement.

THIS SECTION IS INTENTIONALLY BLANK.

V. PROPOSER'S MINIMUM QUALIFICATION AND EXPERIENCE REQUIREMENTS AND PROPOSAL SUBMITTAL REQUIREMENTS

The following information and documents must be submitted with each Proposal. Failure to provide any of the information or documents, or failure to provide the information in the required format, may be cause for determination that the Proposer is non-responsive, at the sole and absolute discretion of the CRA. Proposals deemed non-responsive may be disqualified, rejected, and receive no further consideration at the sole and absolute discretion of the CRA.

Proposers must submit all documents and forms as required- fully completed and signed. Proposers shall prepare their Proposal utilizing the same format as outlined below in Article V, Section B, Proposal Submission Format. Each Proposal must contain a "Table of Contents" and each item listed within the Table of Contents must be separated by labelled tabbed divider.

The Proposer shall submit one (1) original hard copy of the full Proposal containing in a hard cover binder, and one (1) electronic, searchable .pdf file of the full Proposal on a USB drive. Double-sided printing is permitted, provided that the Proposal complies with the format set forth in Article V, Section B, Proposal Submission Format.

Do not include additional information not requested in this RFP, unless specified in an Addendum. Proposers are not to submit any information in response to this RFP that has not been specifically requested or which the Proposer considers confidential. Submission of any confidential information will be deemed a waiver of any confidentiality or other such protection, which would otherwise be available to the Proposer, except as specifically permitted under the State of Florida Statutes. The submission of such documentation may adversely affect the evaluation of the Proposal by the Evaluation Committee.

This RFP requires the use and submission of specific CRA forms. The CRA forms shall not be expanded or altered. Failure to utilize the CRA's forms will result in the rejection of the Proposal as non-responsive at the sole and absolute discretion of the CRA.

The CRA reserves the right to validate any and all information submitted by a Proposer. At its sole and absolute discretion, the CRA may disqualify any Proposer if the CRA determines that their Proposal does not sufficiently document qualifications and experience. Further, at its sole and absolute discretion, the CRA may request and require that additional information be provided by a Proposer.

The Proposal must be manually and duly signed by an authorized agent with an original signature in full. Anyone signing the Proposal as an agent, must submit evidence of signature authority with it.

Proposers understand that submitting a Proposal to this RFP does not constitute an agreement between the CRA and the Proposer. Proposer has no contract right or expectation by submitting to the CRA a response to this RFP.

The following describes the information that must be provided to the CRA in order for the CRA to consider a Proposal. Failure of the non-profit entity to provide any of the information or failure to provide the information in the required format may be cause for the CRA to reject the Proposal. The CRA retains the right at its sole and absolute discretion to reject any Proposal that does not meet the requirements of this RFP.

A. Proposal Requirements

1. **Table of Contents:**

The Table of Contents should follow in sequential order as specified in Article V, Section B, Proposal Submission Format. All pages of the Proposal must be consecutively numbered and correspond to the Table of Contents.

2. **Proposer's Information:**

Proposers shall complete and submit the Proposal Acknowledgment Form provided in Article IX, Required Forms.

3. **Narrative:**

Proposers shall include a general introduction statement, and a brief overview and description of the non-profit entity. In addition, Proposers shall provide a thorough explanation of its qualifications and experience managing similar affordable residential rental properties and why it is the most qualified to provide the required Property Management Services to the CRA.

4. **Proposal:**

Proposals shall include a thorough explanation of the Property Management Services that the Proposer will provide to the CRA and for the Subject Properties. Proposals shall also include a thorough explanation of how the Proposer intends to provide the Property Management Services and fulfill the Lessee's Responsibilities.

Proposers should include any and all information they believe would be beneficial for the Evaluation Committee to consider when reviewing the Proposer's Proposal.

5. **Qualifications of the Proposer:**

Proposers shall be non-profit entities located within the City of Delray Beach specializing and experienced in the leasing and management of affordable residential rental properties, including single-family homes, multi-family homes, and apartments.

Proposers shall be licensed and authorized to conduct business in the State of Florida for the last five (5) years under its current business name (current business name means the actual official name on file with the State of Florida of the entity submitting the Proposal). Proposers shall provide the necessary documentation to support the above.

Additionally, Proposers shall provide the following information within their Proposal:

- Description of the Proposer's entity, including the legal organizational structure and copies of appropriate certifications and licenses.
- Provide a copy of its City of Delray Beach Business Tax Receipt.
- A copy of the not-for-profit determination letter, or a copy of the application for 501(c)(3), tax exempt status submitted to the Internal Revenue Service.

- The full name, address, and phone number of the Proposer. Additionally, a complete list of the Proposer's Board of Directors including names, addresses and phone numbers and the name of the Proposer's Executive Director. If the Proposer is affiliated with another entity, please provide a statement representing the nature of the affiliation along with the other entity's name, address, phone number, and a listing of that entity's Board of Directors.
- Proposers must make available for inspection at its place of business, a current (audited, if available) financial statement 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). Tax returns may be substituted for financial statements. Information regarding any legal or administrative actions, past or pending, that might impact the capacity of the Proposer to provide the required Property Management Services must be disclosed.
- Proposer must submit a detailed disclosure of any prior or pending bankruptcies and legal and/or administrative actions which occurred during the past ten (10) years with the Proposal including case style, case number, where case was filed, nature of the case, and case disposition status.

Note: The Successful Proposer must provide their own work facilities and support staff to provide the required Property Management Services for the term of the Agreement.

Note: The Successful Proposer must have sufficient insurance coverage in types and amounts, as required and approved by the CRA, to be in force at the time the Agreement takes effect, and the Successful Proposer must maintain the insurance for the term of the Agreement. The CRA shall be named as an additional insured on all applicable policies.

6. Experience of the Proposer:

Proposers **MUST** have a minimum of five (5) years of experience as a Property Manager specializing in the leasing and management of affordable residential rental properties, including single-family homes, multi-family homes, and apartments.

Proposers shall provide the following information concerning the relevant experience of the Proposer as a Property Manager of affordable residential properties, including experience leasing and managing residential properties for seniors and residential properties with leasing restrictions, and the Proposer's Key Employees who will be directly involved in executing the Property Management Services:

- Information on the Proposer's Key Employees, which shall include leasing agents, management personnel, and an onsite resident manager, and what these Key Employees' roles and responsibilities will be as they relate to the Subject Properties. If Key Employees have not been selected, Proposers must describe its method of selection and general approach to the hiring and development of the Key Employees as it relates to the Subject Properties.
- Information on any Sub-Consultants that the Proposer has or will have a contract with, other than the employees of the Proposer, who assist in the performance of the Property Management Services required under this RFP.

- Proposers shall provide a minimum of three (3) examples of existing affordable residential rental properties under their ownership and/or management, similar in size, scope, and complexity as the Subject Properties described in this RFP. Submitted examples shall include the name and address of the property, years under the Proposer's ownership or management, a brief description of the property, including number of units, number of residents, and any rental restrictions, and a brief description of the services provided by the Proposer.
- Proposers shall provide a minimum of three (3) references. Submitted references shall include the reference's name, address, phone number, any comments from the reference, and the reference's signature and date signed. The CRA reserves the ability to contact submitted references.

7. Financial Information:

Proposers shall provide a preliminary budget and project pro forma for the proposed Property Management Services.

The Proposer must provide a copy of its most recent financial statements, which shall include a current (audited, if available) financial statement, a balance sheet, and a projected one-year income statement for the current fiscal year for of the Proposer and their partner(s), if applicable. The CRA reserves the right to conduct its own research, investigation, background checks, and credit checks on the proposing entity, and its officers, agents, and representatives.

B. Proposal Submission Format

Proposers shall prepare and submit their Proposals in the format below. Failure to comply with this format may result in the Proposal being deemed non-responsive. All original hardcopy Proposal submissions shall be bound in a hard cover binder and tabbed, and all electronic Proposal submissions need to be in bookmarked and searchable .pdf file format on a USB drive. To ensure that all Proposals can be evaluated on an equitable basis, this RFP requires each Proposer to provide the required information in a prescribed format and organization.

Required Proposal Submission Format:

- Table of Contents
- Proposer's Information
 - Proposal Acknowledgement Form
- Narrative
- Proposal
- Qualifications of the Proposer
 - All information requested as listed in Article V, Section A of this RFP.
- Experience of the Proposer
 - All information requested as listed in Article V, Section A of this RFP.
 - Property Reference Forms (minimum of three (3))
 - Proposer Reference Form (minimum of three (3))
- Financial Information
 - Preliminary Budget and Project Pro Forma
 - Requested Financial Information

- RFP Required Forms
 - Conflict of Interest Disclosure Form
 - Scrutinized Companies Certification Pursuant to Florida Statutes § 287.135
 - Notification of Public Entity Crimes Law
 - Notification of Public Records Law
 - Drug-Free Workplace
 - Non-Collusion Affidavit

C. Proposal Submission Due Date and Location

A complete Proposal for this RFP shall be delivered (by hand or via mail) in accordance with the following:

Proposal Submission Due Date: Thursday, June 1, 2023, by 3:00PM EST.
Proposal Submission Location: Delray Beach CRA Office
20 N Swinton Avenue
Delray Beach, Florida 33484

Proposals must be submitted in a sealed package and clearly marked on the outside with:

**RFP CRA NO. 2023-03
PROPERTY MANAGEMENT SERVICES FOR
CRA-OWNED RESIDENTIAL PROPERTIES – COURTYARDS ON 12TH**

Proposals received at any other location than the aforementioned, or after the Proposal Submission Due Date, shall be deemed non-responsive, and shall not be considered. The responsibility for submitting a Proposal at the correct location before the stated Due Date is solely and strictly that of the Proposer. The CRA is not responsible for any delayed, late, misdelivered, or non-delivered Proposal(s), no matter the cause. Proposals not received by the CRA by the Due Date at the stated Location shall not be reviewed or considered by the CRA and will be returned to the Proposer unopened.

D. Additional Submittal Guidelines

Only one (1) Proposal from a non-profit entity will be considered in response to this RFP. Sub-consultants/sub-contractors may be included in Proposals, and they may be included in more than one (1) Proposal submitted by more than one (1) Proposer. A non-profit entity that submits a Proposal shall not be a sub-consultant/sub-contractor on another Proposal submitted under this RFP.

It is the policy of the CRA that as a condition of award of an Agreement, the Successful Proposer and all sub-consultants/sub-contractors obtain a City of Delray Beach Business Tax Receipt. It is the sole responsibility of Proposers to supply copies of all required Business Tax Receipts.

E. Changes/Modifications/Alterations to Submitted Proposals

A Proposer may submit a modified Proposal to replace all or any portion of a previously submitted Proposal or withdraw a Proposal at any time prior to the Proposal Submission Due Date. All modifications or withdrawals shall be made in writing to Christine Tibbs, Assistant Director, via email at tibbsc@mydelraybeach.com. Oral/Verbal modifications are prohibited, and they will be disregarded. Written modifications will not be accepted after the Proposal Submission Due Date. The CRA will only consider the latest version of the Proposal.

THIS SECTION IS INTENTIONALLY BLANK.

VI. EVALUATION AND SELECTION

A. Evaluation and Selection Procedures

Sealed proposals may be submitted to the **Delray Beach CRA Office at 20 N Swinton Avenue, Delray Beach, Florida, 33444** until **3:00PM EST on Thursday, June 1, 2023**. CRA Staff will open the Proposals immediately after that time and review them for responsiveness and compliance with submission requirements, including verification that each Proposal includes all information, documentation, and forms required. CRA Staff is responsible for the review of all Proposals for responsiveness before distributing them to the Evaluation Committee. However, responsiveness determinations may be made at any time prior to contract award.

Proposers are advised that Proposals submitted with irregularities, omissions, errors, deviations, and/or technicalities that, at the sole discretion of the CRA, do not meet the minimum requirements of the RFP, may result in a non-responsive determination. Proposers will not be given the opportunity to cure any irregularity, omission, error, deviation, and/or technicality. It is at the sole discretion of the CRA to waive or not waive any irregularity, omission, error, deviation, and/or technicality. At any time during the evaluation process, the CRA may conduct any investigations, inquiries, or any other action it deems necessary to fairly review a Proposal.

The CRA will establish an Evaluation Committee to review and score all responsive Proposals in accordance with the requirements of this RFP and criteria listed below. The Evaluation Committee will determine whether a Proposer is responsible, has the capacity to fully perform the Property Management Services as stated in this RFP, and has the integrity and reliability that will ensure good faith performance. CRA Staff will calculate the total score for each responsive Proposal reviewed and scored by the Evaluation Committee.

The Evaluation Committee may shortlist Proposers deemed the most highly qualified to perform the required Property Management Services and ask those Proposers to hold brief oral presentations at a later date.

Subsequent to oral presentations with the shortlisted Proposers, the Evaluation Committee will re-evaluate and re-score the Proposals, in conjunction with the oral presentations. CRA Staff will calculate the final score for each shortlisted Proposer and finalize the composite scores.

Please note that the Evaluation Committee does not need to request oral presentations. For this reason, each Proposer should ensure that its Proposal contains all the information and documentation requested in this RFP.

The final scores will be forwarded to the CRA Executive Director. If the CRA Executive Director determines that there are any scoring irregularities, errors, deviations, technicalities, or any issue that may result in unfair scoring of the proposals, the CRA Executive Director, in her sole and absolute direction, may request that the Evaluation Committee reconvene and rescore the Proposals. After which, the CRA Executive Director will place the RFP onto a CRA Board meeting agenda and the CRA Board will have the following options:

- a) Accept the Evaluation Committee's scores and the CRA Board may elect to award one (1) Agreement to one (1) Proposer that covers Property Management Services for all the Subject Properties; or

- b) Reject the Evaluation Committee’s scores and select the Proposer that the CRA Board believes will serve in the CRA’s best interests; or
- c) Cancel the RFP at any time, and/or reject all submitted Proposals, and/or direct CRA Staff to re-issue the RFP.

The CRA reserves the right to negotiate such terms and conditions with the Successful Proposer as it is determined to be in the CRA’s best interest, which is determined at the CRA’s 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. However, the CRA is under no obligation to enter into or continue contract negotiations with any Proposer. All Proposers should be familiar with the requirements of Florida Statutes Chapter 163.380 to which this solicitation is subject.

Any and all decisions by the CRA to modify the schedule described herein, to request additional information from Proposers, to reject insufficient or unclear Proposals, to formulate an objective point system for review, to form the Evaluation Committee, to calculate the scores of the proposals, to negotiate an agreement, to abandon negotiations, to approve an agreement, etc., shall be at the CRA’s sole and absolute discretion. The CRA reserves its right to cancel this RFP at any time, and/or reject all submitted Proposals, and/or re-issue the RFP. Submittal of a Proposal to this solicitation on the part of any and all Proposers constitutes acceptance of this policy.

B. Evaluation Criteria

Proposals have the possibility to receive a total maximum of 100 points. Proposals will be reviewed and scored by the Evaluation Committee according to the following requirements and respective weight:

REQUIREMENTS	POINTS
Qualifications the Proposer (including References)	25 Points
Experience of the Proposer (including References)	35 Points
Proposer’s Narrative	15 Points
Proposer’s Proposal	25 Points
	100 Total Points

VII. GENERAL TERMS AND CONDITIONS

A. Inspection of Site

Any interested party may arrange, by appointment, to visit the Subject Properties that will require the Property Management Services that are the subject of this RFP. Please contact Christine Tibbs, Assistant Director, at (561) 276-8640 or via email: tibbsc@mydelraybeach.com to schedule an appointment.

Potential Proposers should carefully examine the Subject Properties before submission of a Proposal and make all necessary investigations to inform themselves thoroughly as to all difficulties involved in the completion of all services required pursuant to the mandates and requirements of this RFP. No plea of ignorance of conditions or difficulties that may hereafter exist, or of conditions or difficulties that may be encountered in the execution of the Property Management Services pursuant to the Proposal as a result of failure to make the necessary examinations and investigations, will be accepted as an excuse for a failure or omission on the part of the Successful Proposer to fulfill, in every detail, all of the requirements, as defined in the subsequent Agreement, nor will they be accepted as a basis for any claims whatsoever for extra compensation or for an extension of time.

B. Cone of Silence/No Lobbying

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 Proposer'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. There will be an opportunity for inquiries to be made of CRA Staff during the scheduled Voluntary Pre-Proposal Meeting. All inquiries must be in writing and directed to the CRA Assistant Director, Christine Tibbs, at (tibbsc@mydelraybeach.com). Any violation of this condition may result in rejection and/or disqualification of the Proposer. This "Cone of Silence/No Lobbying" is in effect from the date of issuance of this RFP and shall terminate at the time the CRA Board selects a Proposer and awards an Agreement, rejects all Proposals, or otherwise takes action which ends the solicitation process.

C. Questions

Questions and inquiries concerning this RFP and the specifications contained herein shall be submitted in writing via email to Christine Tibbs, Assistant Director, at tibbsc@mydelraybeach.com no later than Monday, May 15, 2023, 5:00 PM EST. Late or misdelivered questions may not receive a response in a subsequent addendum.

Any discrepancies, errors, or ambiguities in the RFP or addendum (if any) should also be reported in writing. If applicable, the CRA will issue a written addendum to the RFP clarifying such conflicts or ambiguities. It is agreed that any such alleged discrepancies, errors, or omissions will not be construed against the drafting party.

CRA Staff will issue responses to timely received questions and any other clarifications the CRA deems necessary via written addendum prior to the Proposal Submission Due Date. Proposers should not rely on any representations, statements, or explanations other than those made in this RFP and in any written addendum to this RFP. Oral explanations, information and instructions shall not be considered binding on the CRA. Neither the CRA nor any of its agents or employees shall be responsible for the accuracy of any oral information provided to any Proposer.

Where there appears to be conflict between the RFP and any addendum issued, the last addendum issued shall prevail.

Any issued addendum will only be made available on the CRA webpage, www.delraycra.org, and at www.bidsync.com. It is the Proposer's sole responsibility to ensure its review and receipt of all addendum(s).

D. Agreement Terms and Conditions

Proposers should note that certain provisions contained within a potential Agreement with the CRA are non-negotiable. These include, without limitation, applicability, and compliance with applicable laws (e.g., Federal Statutes, State Statutes, County and City Codes), venue, hold harmless, duty to defend, indemnity and insurance, and cancellation for convenience or due to lack of funding by the CRA.

E. Award of Agreement

An Agreement may be awarded to the Successful Proposer for the Project by the CRA Board. The CRA reserves the right to execute or not execute, as applicable, an Agreement with the Successful Proposer, when it is determined to be in the CRA's best interest. The CRA does not represent that any award will be made. The award and execution of an Agreement shall comply with the CRA's Purchasing Policies, and the terms and specifications stated herein.

F. Unauthorized Work

The Successful Proposer shall not begin work until the CRA issues a written Notice to Proceed ("NTP"). Such NTP shall constitute the CRA's authorization to begin work. Any unauthorized work performed by the Successful Proposer, prior to receiving the NTP, or during the term of the Agreement, shall be deemed non-compensable by the CRA. The Successful Proposer shall not have any recourse against the CRA for prematurely performing any unauthorized work.

G. Sub-Contractor(s)/Sub-Consultant(s)

For purposes of this RFP, the terms "Sub-Consultant" and "Sub-Contractor" are used interchangeably. A Sub-Consultant or Sub-Contractor is any individual, firm, entity, or organization, other than the employees of the Proposer, who has or will have a contract with the Proposer to assist in the performance of the Property Management Services required under this RFP. A Sub-Consultant shall be paid directly by the Proposer and shall not be paid directly by the CRA. The Proposer must clearly identify in its Proposal the Sub-Consultants to be utilized to perform the Property Management Services. The CRA retains the right to accept or reject any Sub-Consultant proposed in accordance with Article V, "Proposer's Minimum Qualification and Experience Requirements and Proposal Submittal Requirements," or proposed prior to execution of the Agreement. Any and all liabilities regarding the use of a Sub-Consultant shall be borne solely by the

Successful Proposer, and insurance for each Sub-Consultant must be approved by the CRA and maintained in good standing throughout the duration of the Agreement. Neither the Successful Proposer nor any of its Sub-Consultants are considered employees, partners, affiliates, or agents of the CRA. Failure to list all Sub-Consultants and provide the required information may disqualify any unidentified Sub-Consultants from performing work under this RFP. Proposers shall include in their Proposal the requested Sub-Consultant information.

H. Insurance

The CRA reserves the right to ensure and require that the insurance coverages provided by the Successful Proposer are proper and that the insurers are licensed or otherwise qualified to do business in the State of Florida. If at any time during the term of the Agreement, the CRA should determine that it is in its best interests to insist on an alternative insurance provider, it may do so and the Successful Proposer agrees to comply with the CRA's decision. The CRA also reserves the right to review, modify, or amend any required coverages, limits, and endorsements during the life of a contract and any extensions thereof. The CRA further reserves the right, but not the obligation, to review and reject any insurer providing coverage on the firms' behalf because of the insurer's poor financial condition or due to the insurer's failure to operate legally in the State of Florida.

I. Protest

A recommendation for award or rejection of award may be protested by a Proposer through filing a type-written protest with the CRA office. The Proposer shall file its type-written protest with the CRA, Monday through Friday, between the hours of 8:00 AM EST and 5:00 PM EST, excluding legal holidays. Protests shall contain the name, address, and phone number of the petitioner, name of the petitioner's representative (if any), and the title and number of the solicitation. Additionally, the protest shall be signed by an authorized agent of the Proposer and notarized. The protest shall specifically describe the subject matter, facts giving rise to the protest, and the action requested from the CRA. The protest shall be limited to 15 type-written pages. The written protest must be received within three (3) business days from the time of initial posting of the intended award. Notice of Intent to Award shall be posted on the CRA's website, www.delraycra.org, and on BidSync, www.bidsync.com. Failure to file a timely formal written protest within the time period specified shall constitute a waiver by the Proposer of all rights of protest.

The letter of protest shall be accompanied by a non-refundable protest application fee of five thousand dollars (\$5,000). The protest application fee must be a cashier's check, a certified check, or an attorney's trust account check made payable to the Delray Beach Community Redevelopment Agency. Failure to provide the required protest application fee shall deem the protest as incomplete and invalid.

THIS SECTION IS INTENTIONALLY BLANK.

VIII. DISCLOSURE AND DISCLAIMERS

This RFP is being issued by 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 and absolute 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 Proposer submitting Proposals in response to this RFP.

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 the 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 RFP. 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 evaluation and selection, and award processes 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 Proposer by submitting such a 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 Disclaimers and the balance of the RFP, the provisions of this Disclosure and Disclaimers 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 Successful 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 form and shall remain confidential to the extent permitted by the Public Record Law until the date and time selected for opening responses.

THIS SECTION IS INTENTIONALLY BLANK.

IX. REQUIRED FORMS

The forms listed below must be completed by an official having legal authorization to contractually bind the Proposer and must be submitted with the Proposal. Each signature represents a binding commitment upon the Proposer to provide the goods and/or services stated within this RFP and the Proposer's Proposal to the CRA if the Proposer is awarded an Agreement and an Agreement is successfully negotiated and executed.

- Proposal Acknowledgement Form
- Conflict of Interest Disclosure Form
- Scrutinized Companies Certification Pursuant to Florida Statutes § 287.135
- Notification of Public Entity Crimes Law
- Notification of Public Records Law
- Drug-Free Workplace
- Non-Collusion Affidavit
- Property Reference Form
- Proposer Reference Form

PROPOSAL ACKNOWLEDGEMENT FORM

The Proposer hereby acknowledges and affirms to the contents of this RFP, its response thereto, including without limitation, all addenda have been read, understood, and agreed to by assigning and completing the spaces provided below:

A. RFP Addendum Acknowledgment

Addendum No. 1, Dated _____
Addendum No. 2, Dated _____
Addendum No. 3, Dated _____
Addendum No. 4, Dated _____
Addendum No. 5, Dated _____

B. The undersigned certifies that they are authorized to sign for the Proposer.

C. The undersigned certifies that any and all information contained in response to this RFP is true and correct.

D. THE EXECUTION OF THIS FORM CONSTITUTES THE UNEQUIVOCAL OFFER OF PROPOSER TO BE BOUND BY THE TERMS OF ITS PROPOSAL, FOR NOT LESS THAN 90 DAYS, AND THE PROPOSER'S UNEQUIVOCAL OFFER TO BE BOUND BY THE TERMS AND CONDITIONS SET FORTH IN THIS SOLICITATION. FAILURE TO SIGN THIS SOLICITATION WHERE INDICATED, BY AN AUTHORIZED AGENT, SHALL RENDER THE PROPOSAL NON-RESPONSIVE. THE CRA MAY, HOWEVER, IN ITS SOLE DISCRETION, ACCEPT ANY PROPOSAL THAT INCLUDES AN EXECUTED DOCUMENT WHICH UNEQUIVOCALLY BINDS THE PROPOSER TO THE TERMS OF ITS PROPOSAL.

**RFP CRA NO. 2023-03:
PROPERTY MANAGEMENT SERVICES FOR
CRA-OWNED RESIDENTIAL PROPERTIES – COURTYARDS ON 12TH**

Proposer's Name: _____

Federal Employer Identification Number: _____

Principal Business Address: _____

Mailing Address: _____

Telephone Number(s): _____

Fax Number(s): _____

Email Address: _____

Authorized Agent Name and Title: _____

Signature of Authorized Agent

Date: _____

CONFLICT OF INTEREST DISCLOSURE FORM

The award of this contract is subject to the provisions of Chapter 112, *Florida Statutes*. All Proposers must disclose within their Proposals: the name of any officer, director, or agent who is also an employee of Delray Beach Community Redevelopment Agency ("CRA").

Furthermore, all Proposers must disclose the name of any CRA employee who owns, directly, or indirectly, an interest of more than five percent (5%) in the Proposer's entity or any of its branches.

The purpose of this disclosure form is to give the CRA the information needed to identify potential conflicts of interest for evaluation team members and other key personnel involved in the award of this contract.

The term "conflict of interest" refers to situations in which financial or other personal considerations may adversely affect, or have the appearance of adversely affecting, an employee's professional judgment in exercising any CRA duty or responsibility in administration, management, instruction, research, or other professional activities.

Please check one of the following statements and attach additional documentation if necessary:

_____ To the best of our knowledge, the undersigned firm has no potential conflict of interest due to any other Cities, Counties, contracts, or property interest for this Proposal.

_____ The undersigned entity, by attachment to this form, submits information which may be a potential conflict of interest due to other Cities, Counties, contracts, or property interest for this Proposal.

Acknowledged by:

Proposer Name

Authorized Agent Signature

Authorized Agent Name and Title (Print or Type)

Date

**SCRUTINIZED COMPANIES CERTIFICATION PURSUANT TO
FLORIDA STATUTES § 287.135**

I, _____, on behalf of _____,
Print Name and Title Proposer Name

certify that _____ does not:
Proposer Name

1. Participate in a boycott of Israel; and
2. Is not on the Scrutinized Companies that Boycott Israel List; and
3. Is not on the Scrutinized Companies with Activities in Sudan List; and
4. Is not on the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List; and
5. Has not engaged in business operations in Syria.

Submitting a false certification shall be deemed a material breach of contract. The Delray Beach Community Redevelopment Agency (“DBCRA”) shall provide notice, in writing, to the Proposer of the DBCRA’s determination concerning the false certification. The Proposer shall have ninety (90) days following receipt of the notice to respond in writing and demonstrate that the determination of false certification was made in error. If the Proposer does not demonstrate that the DBCRA’s determination of false certification was made in error, then the DBCRA shall have the right to terminate the contract and seek civil remedies pursuant to *Florida Statutes § 287.135*.

Section 287.135, *Florida Statutes*, prohibits the DBCRA from:

- 1) Contracting with companies for goods or services in any amount if at the time of bidding on, submitting a proposal for, or entering into or renewing a contract if the company is on the Scrutinized Companies that Boycott Israel List, created pursuant to Section 215.4725, F.S. or is engaged in a boycott of Israel; and
- 2) Contracting with companies, for goods or services over \$1,000,000.00 that are on either the Scrutinized Companies with activities in the Iran Petroleum Energy Sector List, created pursuant to s. 215.473, or are engaged in business operations in Syria.

As the person authorized to sign on behalf of the Proposer, I hereby certify that the company/entity identified above in the section entitled "Proposer Name" does not participate in any boycott of Israel, is not listed on the Scrutinized Companies that Boycott Israel List, is not listed on either the Scrutinized Companies with activities in the Iran Petroleum Energy Sector List, and is not engaged in business operations in Syria. I understand that pursuant to section 287.135, Florida Statutes, the submission of a false certification may subject the company to civil penalties, attorney's fees, and/or costs. I further understand that any contract with the DBCRA for goods or services may be terminated at the option of the DBCRA if the company is found to have submitted a false certification or has been placed on the Scrutinized Companies with Activities in Sudan list or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List.

PROPOSER NAME

AUTHORIZED AGENT SIGNATURE

AUTHORIZED AGENT NAME (PRINT OR TYPE)

TITLE

Must be executed and returned with the submitted Proposal to be considered.

NOTIFICATION OF PUBLIC ENTITY CRIMES LAW

Pursuant to Section 287.133, *Florida Statutes*, you are hereby notified that a person or affiliate who has been placed on the convicted contractors list following a conviction for a public entity crime may not submit a Bid/Proposal on a contract to provide any goods or services to a public entity, may not submit a Bid/Proposal on a contract with a public entity for the construction or repair of a public building or public work, may not submit Bids/Proposals on leases or real property to a public entity, may not be awarded or perform work as a contractor, supplier, sub-vendor, 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 [F.S.] for Category Two [\$35,000.00] for a period of thirty-six (36) months from the date of being placed on the convicted contractors list.

Acknowledged by:

Proposer/Firm Name

Authorized Agent Signature

Authorized Agent Name and Title (Print or Type)

Date

PUBLIC RECORDS LAW

Notification of Public Records Law Pertaining to Public Contracts and Requests for Contractor Records Pursuant to Chapter 119, Florida Statutes

Pursuant to Chapter 119, *Florida Statutes*, Contractor shall comply with the public records law by keeping and maintaining public records required by the Delray Beach Community Redevelopment Agency ("CRA") in order to perform the service. Upon request from the CRA custodian of public records, contract shall provide the CRA with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in Chapter 119, *Florida Statutes* or as otherwise provided by law. Contractor shall ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the contract term and following completion of the contract. If the Contractor does not transfer the records to the CRA. Contractor upon completion of the contract, shall transfer, at no cost, to the CRA all public records in possession of the Contractor or keep and maintain public records required by the CRA in order to perform the service. If the Contractor transfers all public records to the CRA upon completion of the contract, the Contractor shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If the Contractor keeps and maintains public records upon completion of the contract, the Contractor shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to the CRA, upon request from the CRA custodian of public records, in a format that is compatible with the information technology systems of the CRA.

IF THE AWARDED PROPOSER HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE AWARDED PROPOSER'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS AGREEMENT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS, KIM PHAN, ESQ., AT THE DELRAY BEACH COMMUNITY REDEVELOPMENT AGENCY, 20 N. SWINTON AVE., DELRAY BEACH FLORIDA AND MAY BE CONTACTED BY PHONE AT 561-276-8640 OR VIA EMAIL AT KIMP@MYDELRAYBEACH.COM.

Acknowledged by:

Proposer/Firm Name

Authorized Agent Signature

Authorized Agent Name and Title (Print or Type)

Date

DRUG-FREE WORKPLACE

_____ is a drug-free workplace and has
(Proposer/Firm Name)
a substance abuse policy in accordance with and pursuant to Section 440.102, *Florida Statutes*.

Acknowledged by:

Proposer/Firm Name

Authorized Agent Signature

Authorized Agent Name and Title (Print or Type)

Date

NON-COLLUSION AFFIDAVIT

STATE OF _____
COUNTY OF _____

Before me, the undersigned authority, personally appeared _____, who, after being by me first duly sworn, deposes and says of his/her personal knowledge that:

a. He / She is _____ of _____, the Proposer that has submitted a Proposal to perform work for the following:

RFP No.: _____ Title: _____

b. He / She is fully informed respecting the preparation and contents of the attached Request for Proposals, and of all pertinent circumstances respecting such Solicitation.

Such Proposal is genuine and is not a collusive or sham Proposal.

c. Neither the said Proposer nor any of its officers, partners, owners, agents, representatives, employees, or parties in interest, including this affiant, has in any way colluded, conspired, connived, or agreed, directly or indirectly, with any other Proposer, firm, or person to submit a collusive or sham Proposal in connection with the Solicitation and contract for which the attached Proposal has been submitted or to refrain from proposing in connection with such Solicitation and contract, or has in any manner, directly or indirectly, sought by agreement or collusion or communication or conference with any other Proposer, firm, or person to fix the price or prices in the attached Proposal or any other Proposal, or to fix any overhead, profit, or cost element of the Proposal price or the Proposal price of any other Proposer, or to secure through any collusion, conspiracy, connivance, or unlawful agreement any advantage against the Delray Beach Community Redevelopment Agency or any person interested in the proposed contract.

d. The price or prices quoted in the attached Proposal are fair and proper and are not tainted by any collusion, conspiracy, connivance, or unlawful agreement on the part of the Proposer or any of its agents, representatives, owners, employees, or parties in interest, including this affiant.

Authorized Agent Signature

Subscribed and sworn to (or affirmed) before me this _____ day of _____ 20__, by _____, who is personally known to me or who has produced _____ as identification.

SEAL

Notary Signature _____
Notary Name: _____
Notary Public (State): _____
My Commission No: _____
Expires on: _____

PROPERTY REFERENCE FORM

INSTRUCTIONS

Proposers shall provide a minimum of three (3) examples of existing affordable residential rental properties under their ownership and/or management, similar in size, scope, and complexity as the Subject Properties described in this RFP. Submitted examples shall include the name and address of the property, years under the Proposer's ownership or management, a brief description of the property, including number of units, number of residents, and any rental restrictions, and a brief description of the services provided by the Proposer.

The reference provided below should be for one (1) property reference.

FAILURE TO COMPLETE AND SUBMIT THIS FORM MAY RESULT IN THE PROPOSAL BEING REJECTED AS NON-RESPONSIVE.

Name of Property:
Property Address:
Property Owner/ Contact Information:
Years Under Proposer's Ownership or Management:
Brief Description of the Property:
Brief Description of the Property Management Services Provided by Proposer:
Compensation Received:

Proposer's Certification of Information

By signing below, I certify that all information stated above is true and correct to the best of my knowledge.

Authorized Agent Signature: _____
Authorized Agent Name and Title: _____
Date: _____

PROPOSER REFERENCE FORM

INSTRUCTIONS

Proposers shall provide a minimum of three (3) references. Submitted references shall include the reference's name, address, phone number, any comments from the reference, and the reference's signature and date signed. The CRA reserves the ability to contact submitted references.

The reference provided below should be for one (1) reference and shall be completed by the reference, not the Proposer.

FAILURE TO COMPLETE AND SUBMIT THIS FORM MAY RESULT IN THE PROPOSAL BEING REJECTED AS NON-RESPONSIVE.

Reference Name
Reference Address:
Reference Organization/Company:
Reference Title:
Reference Phone Number:
Reference Email:
Comments

Reference Certification of Information

By signing below, I certify that all information stated above is true and correct to the best of my knowledge.

Signature: _____
Name and Title: _____
Date: _____