



**Mandatory Pre-Bid Conference Minutes**  
Town of Lake Park, Florida  
Lease Arrangement for a Town of Lake Park  
Community Redevelopment Agency Owned  
Building Located at 800 Park Avenue  
Tuesday, April 10, 2018 at 2:00 p.m.  
Commission Chamber, Town Hall, 535 Park Avenue

The mandatory pre-bid conference meeting was conducted on Tuesday, April 10, 2018 at 2:00 p.m. Present were Assistant Town Manager/Human Resources Director Bambi McKibbon-Turner and Town Clerk Vivian Mendez.

Assistant Town Manager/Human Resources Director Turner called the mandatory pre-bid conference meeting of the Lease Arrangement for a Town of Lake Park CRA owned building located at 800 Park Ave to order at 2:02 p.m. She began with some announcements. All questions will be heard at the end of the presentation. The Offeror should go to the podium, state their name and affiliation when speaking directly into the microphone, state their question clearly for the record and have signed in.

She announced that Request for Proposals packets (see Exhibit "A") were available for pickup at the Town Clerk's Office after the meeting adjourned. She explained what the Community Redevelopment Agency consists of and its purpose. She explained the submittal process and what documents were expected as part of the submittal. She reviewed the evaluation criteria, the cone of silence, and the sample lease agreement.

Members of the audience asked questions:

Mr. Lee Lilienthal, Secretary of the Artist of Palm Beach County and a member of the Board of Directors suggested that the CRA Board convene a meeting to review the details placed in the Request for Proposals. He stated that the vision of the CRA was to have an art mecca with a gallery or co-op occupying the building and all indications are that the Request for Proposals has abandoned that vision. He expressed concern that another organization has been vocal about being the new occupants of the building. He asked if a decision had already been determined as to who will occupy the building.

Assistant Town Manager/Human Resources Director Turner explained that there has been no decision made as to who will be the successful proposer in response to this Request for Proposals. This is a fully competitive Request for Proposals process conducted pursuant to the Town's requirements. Regardless of who the proposer is, the Town will rate based on the criteria established in the Request for Proposals. She stated that the CRA has not abandoned its vision. She educated the audience regarding how the CRA acquired the building. She explained that it was a 2009 Public Improvement Revenue Note by which the Town entered into a loan agreement for certain improvements. The Town has to remain using the building for a public purpose, not necessarily an arts purpose, otherwise the Town has to contact the lender and remove the property from the Bond. This would mean that the Town would have

to pay off the pro rata remaining balance of the loan which was allocated for the purchase of the 800 Park Avenue building. She explained that it is for this reason that the CRA Board decided to go through this Request for Proposals process and charge a \$550.00 a month rent, which is a nominal rental which is lower than market value, which meets the requirement of the Bond, and to limit this Request for Proposals process solely to non-profit 501(c)(3) organizations

Ms. Carol Pichny, Artist of Palm Beach County member, asked for clarification on the criteria number 4 – Documentation of Endorsement and Funding by the Palm Beach County Cultural Council and Statewide Recognition, listed as part of the Evaluation (see Exhibit “A” page 37 of 37). She asked for clarification on the hours of operation. Human Resources Director/Assistant Town Manager Turner read the criteria number 4 and stated that the hours of operation were (as listed on page 14 of 37 in Exhibit “A”) seven (7) days per week for at least eight (8) hours per day. Ms. Pichny felt those hours of operation were unreasonable. Human Resources Director/Assistant Town Manager Turner stated that the CRA Board determined the hours of operation.

**ADJOURNMENT:**

There was no further business to be discussed, and the mandatory pre-bid conference meeting adjourned at 2:27 p.m.

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Town Clerk Vivian Mendez