



AGENDA SPECIAL CALL

**Community Redevelopment Agency Board Meeting
Wednesday, October 21, 2020, 6:30 P.M.
Commission Chamber, Town Hall
535 Park Avenue, Lake Park, 33403**

Michael O'Rourke	—	Chair
Kimberly Glas-Castro	—	Vice-Chair
Erin Flaherty	—	Board Member
Christiane Francois	—	Board Member
John Linden	—	Board Member
Roger Michaud	—	Board Member
John O. D'Agostino	—	Executive Director
Thomas J. Baird, Esq.	—	Agency Attorney
Vivian Mendez, MMC	—	Agency Clerk

PLEASE TAKE NOTICE AND BE ADVISED, that if any interested person desires to appeal any decision of the Town Commission, with respect to any matter considered at this meeting, such interested person will need a record of the proceedings, and for such purpose, may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based. *Persons with disabilities requiring accommodations in order to participate in the meeting should contact the Town Clerk's office by calling 881-3311 at least 48 hours in advance to request accommodations.*

A. CALL TO ORDER/ ROLL CALL:

B. PLEDGE OF ALLEGIANCE:

C. SPECIAL PRESENTATION/REPORT:

None

D. CONSENT AGENDA:

1. September 2, 2020 Special Call Community Redevelopment Agency Meeting Minutes.

Tab 1

E. PUBLIC COMMENT

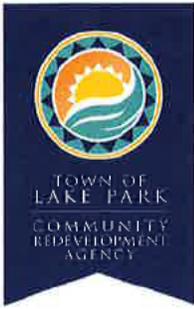
This time is provided for addressing items that do not appear on the Agenda. Please complete a comment card and provide it to the Agency Clerk so speakers may be announced. Please remember comments are limited to a TOTAL of three minutes.

- F. **NEW BUSINESS:**
2. **The Community Redevelopment Agency Board Recommending the Town Commission to Approve CRA Parking Lot Project 107-2020.** Tab
3. **Resolution 72-10-20 Authorizing and Directing the Chairman to Sign a Grant Agreement with D and J Laundromat and Dry Cleaning Services, LLC** Tab
- G. **BOARD MEMBER COMMENTS**
- H. **REQUEST FOR FUTURE AGENDA ITEMS:**
- I. **ADJOURNMENT**

The next scheduled Community Redevelopment Agency Board Meeting will be conducted on December 2, 2020.

Consent Agenda

TAB 1



Community Redevelopment Agency

Agenda Request Form

Meeting Date: [REDACTED]
October 21, 2020

Agenda Item No. Tab 1

Agenda Title: September 2, 2020 Virtual Community Redevelopment Agency Board Meeting Minutes.

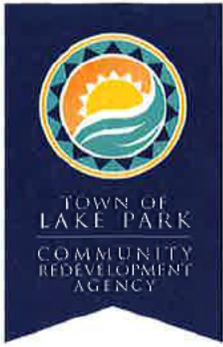
- | | | | |
|--------------------------|------------------------------|-------------------------------------|--------------------------|
| <input type="checkbox"/> | SPECIAL PRESENTATION/REPORT | <input checked="" type="checkbox"/> | CONSENT AGENDA |
| <input type="checkbox"/> | OLD BUSINESS | <input type="checkbox"/> | NEW BUSINESS: Resolution |
| <input type="checkbox"/> | DISCUSSION FOR FUTURE ACTION | <input type="checkbox"/> | OTHER: General Business |

Approved by Executive Director: [Signature] **Date:** 9-9-2020

[Signature] 9/14/20
Shaquita Edwards, MPA, MMC

Originating Department: Agency Clerk	Costs: \$ 0.00	Attachments: -Minutes -Exhibit "A"
	Funding Source:	
	Acct. #	
	<input type="checkbox"/> Finance _____	

Recommended Motion: I move to approve the September 2, 2020 Virtual Community Redevelopment Agency Board Meeting Minutes.



**Minutes
Town of Lake Park, Florida
Virtual Community Redevelopment
Agency Board Meeting
Wednesday, September 2, 2020, 6:30 p.m.**

The Community Redevelopment Agency (CRA) Board met for a Virtual Budget Meeting on Wednesday, September 2, 2020 at 6:30 p.m. Present were Chair Michael O'Rourke, Vice-Chair Kimberly Glas-Castro, Board Members Erin Flaherty, Christine Francois, John Linden, and Roger Michaud. Executive Director John D'Agostino, Agency Attorney Thomas Baird, and Agency Clerk Vivian Mendez.

Agency Clerk Mendez performed the roll call and Vice-Chair Glas-Castro led the pledge of allegiance.

CONSENT AGENDA:

1. June 3, 2020 Community Redevelopment Agency Board Meeting Minutes

Motion: Vice-Chair Glas-Castro moved to approve the Consent Agenda; Board Member Francois seconded the motion.

Vote on Motion:

Board Member	Aye	Nay	Other
Board Member Erin Flaherty	X		
Board Member Christiane Francois	X		
Board Member Roger Michaud	X		
Board Member John Linden	X		
Vice-Chair Kimberly Glas-Castro	X		
Chair Michael O'Rourke	X		

Motion passed 6-0.

NEW BUSINESS:

2. Resolution No. 57-09-20 Authorizing and Directing the Executive Director to Obtain Property and Casualty Insurance Coverage for the Community Redevelopment Agency for Fiscal Year 2021.

Executive Director D'Agostino provided a summary explanation of the item.

Motion: Commissioner Michaud moved to approve Resolution No. 57-09-20; Commissioner Flaherty seconded the motion.

Vote on Motion:

Board Member	Aye	Nay	Other
Board Member Erin Flaherty	X		

Board Member Christiane Francois	X		
Board Member Roger Michaud	X		
Board Member John Linden	X		
Vice-Chair Kimberly Glas-Castro	X		
Chair Michael O'Rourke	X		

Motion passed 6-0.

3. Discussion establishing a Loan-Servicing Contract with a Lending Institution.

Executive Director D’Agostino provided a summary explanation of the item. He read Exhibit “A” for the record; (see Exhibit “A”). Board Member Flaherty questioned if the CRA would collect interest on the loan-servicing contract. Executive Director D’Agostino explained the purpose of the revolving loan program, and the CRA Board would establish a nominal interest rate. Board Member Francois disclosed that in the past she was the recipient of a CRA Loan and questioned if it were necessary to establish a loan-servicing contract. Executive Director D’Agostino explained that future loans might be efficiently serviced by banks who specialize in loan-servicing contractual agreements. Discussion ensued regarding interest rates. Executive Director D’Agostino explained that there would be no penalties to the CRA if the account were established and funds were not expended. Finance Director Lourdes Cariseo explained that the funds would be held in an interest bearing account. She explained CRA would fund the account as needed per the processing of loans. Per consensus, the CRA Board authorized Executive Director D’Agostino to proceed with establishing a Loan-Servicing Contract with a Lending Institution.

Public Comment:

None

EXECUTIVE DIRECTOR REPORT: announced an update regarding 754 Park Avenue as follows: 754 Park Avenue (Dedicated IT/NOBO): On September 1, staff was informed that the contractor was paying the County impact fees and would have the plans back to us in a couple of days. Assuming this is so, the master permit can be issued at the end of this week and full build-out can commence.

BOARD MEMBERS COMMENTS:

Board Member Francois had no comments.

Board Member Linden had no comments.

Board Member Flaherty was absent.

Board Member Michaud had no comments.

Vice-Chair Glas-Castro had no comments.

Chair O'Rourke had no comments.

ADJOURNMENT

There being no further business to come before the CRA Board and by unanimous vote, the meeting adjourned at 7:00 p.m.

Chair, Michael O'Rourke

Agency Clerk, Vivian Mendez, MMC

Agency Deputy Clerk, Shaquita Edwards, MPA, MMC

Town Seal

Approved on this _____ of _____, 2020



Exhibit "A"

**CRA
Agenda Request Form**

Meeting Date: September 2, 2020

Agenda Item No.

Agenda Title: Discussion establishing a Loan-Servicing Contract with a Lending Institution

- SPECIAL PRESENTATION/REPORT
- OLD BUSINESS
- DISCUSSION FOR FUTURE ACTION
- CONSENT AGENDA
- NEW BUSINESS:
- OTHER

Approved by Executive Director:

Date: 8-17-2020

John O. D'Agostino, Executive Director

Name/Title

Originating Department:	Costs: \$	Attachments:
	Funding Source:	
	Acct. #	
	<input type="checkbox"/> Finance _____	

Summary Explanation/Background: Staff has discussed the need to have a financial institution service any future CRA loans. Financial Institutions that are small enough to provide personal services to the CRA and yet have the experience servicing loans that a staff less CRA Agency does not. In our preliminary discussions, the charge by the Bank to the CRA for servicing such loans would be 2% of the total loan.

The CRA would deposit the amount of funding appropriated for CRA loans to the Bank. The funds would remain in deposit with the Bank. As the Board of Directors decided to provide funding to eligible businesses, the release of funds would follow a vote by the Board of Directors. Conceivably, the CRA may charge zero percent requiring the CRA to write down the servicing charges upon a vote of the Board of Directors.

The CRA deposit with the bank is a revolving loan account. The monthly loan proceeds are re-deposited back into the account.

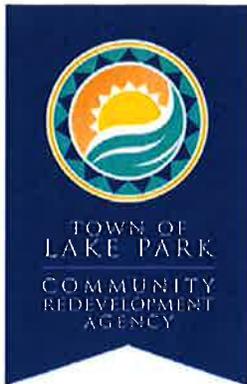
For example, the proposed budget for the CRA for FY 21 earmarks \$147,891.00 for revolving loans. While the budget is balanced, there is a desire for some members of the Commission to reduce the millage rate. If there is a reduction in the millage rate, the CRA budget is reduced by the proposed new millage rate. The Executive Director would recommend that the revolving loan line item be reduced by the funds necessary to rebalance the CRA budget. Lastly, given the amount on deposit and the Town's procurement ordinance, the CRA would be bound to bid this out to procure such services for the CRA.

As a matter of disclosure, we have spoken with Flagler Bank preliminarily to understand how such a program is structured from a bank perspective.

Recommended Motion; No motion at this time is required.

New Business

TAB 2



Town of Lake Park Town CRA Meeting

Agenda Request Form

Meeting Date: October 21, 2020 Agenda Item No. Tab 2

Agenda Title: The Community Redevelopment Agency (CRA) Board Recommending the Town Commission to Approve CRA Parking Lot Project # 107-2020

- SPECIAL PRESENTATION/REPORTS
- BOARD APPOINTMENT
- PUBLIC HEARING ORDINANCE ON _____ READING
- NEW BUSINESS**
- OTHER: _____

Approved by Town Manager *[Signature]* Date: 10/9/2020
Mitch Abdelmessih/Project Manager
 Name/Title

Originating Department: Public Works	Costs: \$724,580.00 Funding Source: Public Funds Acct. # 301-52-521-301-63100 <input type="checkbox"/> Finance <u>Lourdes Cariseo</u>	Attachments: *Evaluation committee minutes
Advertised: Date: _____ Paper: _____ <input checked="" type="checkbox"/> Not Required	All parties that have an interest in this agenda item must be notified of meeting date and time. The following box must be filled out to be on agenda.	Yes I have notified everyone _____ OR Not applicable in this case <u>MA</u> Please initial one.

Summary Explanation/Background: The Town of Lake Park sought proposals from qualified firms that can provide design/build services for the construction of a surface parking lot in the Lake Park CRA Downtown area. The project site is an approximately 1.32-acre lot wholly owned by the Town of Lake Park, and is located off Foresteria Drive, behind the 700 block of Park Avenue.

An evaluation committee comprised of then-Public Works Director Richard Scherle, Project Manager Michel Abdelmessih, Finance Director Lourdes Cariseo, and Assistant Town Manager/Human Resources Director Bambi Turner reviewed and rated the proposals. The evaluation forms are attached as part of the evaluation committee minutes. The final scores were as follows:

ACE Development, LLC. 180 points
Bofam Construction, Inc. 159 points
Heavy Civil Inc. 247 points
West Construction, Inc. 280 points

The evaluation committee recommended West Construction, Inc. as the highest-scoring bidder for the CRA Parking Lot Project.

 The purpose of this agenda item is to ask the CRA Board to recommend to the Town Commission to authorize and direct the Mayor to sign such agreement with West Construction, Inc. 

Recommended Motion: I move to approve the recommendation to the Board of Commissioners to adopt the CRA Parking Lot project # 107-2020.



Minutes
Evaluation Committee Meeting
Town of Lake Park, Florida
Request for Proposal (RFP) 107-2020
Design and Build of Downtown CRA Parking Lot Project
July 28, 2020 10:00 a.m.
Via Zoom

The Evaluation Committee meeting for RFP 107-2020 Design and Build of Downtown CRA Parking Lot Project was conducted on Thursday, July 28, 2020 at 10:00 a.m. Present were Public Works Director Richard Scherle, Project Manager Michel Abdelmessih, Finance Director Lourdes Cariseo, Assistant Town Manager/Human Resources Director Bambi Turner, and Town Clerk Vivian Mendez.

Public Works Director Scherle called the meeting to order at 10:00 a.m. and introduced the Evaluation Committee members. Public Works Director Scherle explained the purpose of the meeting was to evaluate the four (4) submittals for the RFP 107-2020.

The Evaluation Committee explained their evaluations of the submittals. See attached each members evaluation forms.

Public Works Director Scherle announced the total evaluation scores for each submittal as follows:

ACE Development, LLC .	180 points
Bofam Construction, Inc.	159 points
Heavy Civil Inc.	247 points
West Construction, Inc.	280 points

The Evaluation Scoring Sheets created by each member was attached as Exhibit "A". Public Works Director Scherle announced that the next phase would be to begin negotiations with West Construction, Inc. and a recommendation to the Community Redevelopment Agency would be placed on a future agenda.

Motion: Finance Director Cariseo moved to recommend the CRA design parking lot to the Community Redevelopment Agency (CRA) Board for West Construction and move forward with a letter of Intent; Public Works Director Scherle seconded the motion. The motion carried unanimously 3/0.

ADJOURNMENT:

The meeting adjourned at 10:30 a.m.

Town Clerk Vivian Mendez, MMC

RFP 107-2020 – CRA PARKING LOT DESIGN/BUILD - EVALUATION COMMITTEE SCORING SHEET

NAME OF EVALUATOR: Richard Scherle

NAME OF PROPOSER: Ace Development

INSTRUCTIONS TO EVALUATORS: After thorough review of the complete RFP and each proposal, please rank each proposal according to the following evaluation criteria. There is a total maximum of 100 points able to be awarded. The proposals will then be ranked according to the total number of points awarded by the committee.

TECHNICAL CRITERIA

- a. Proposer's organization, structure, and philosophy, including adequacy and qualifications of the Proposer's professional staff to be assigned to the project.
Maximum Points = 5 **Awarded Points = 2**

- b. Proposer's references, past experience, and performance on comparable Municipal or public projects
Maximum Points = 20 **Awarded Points = 5**

- c. Schedule of Implementation (with more points awarded for a faster, more aggressive schedule)
Maximum Points = 20 **Awarded Points = 10**

- d. Proposer's design and approach to constructing the public surface parking lot, including demonstrated alignment with design criteria per Exhibit D. In addition, points may be awarded generally for the level of creativeness and innovation displayed in the proposed Design.
Maximum Points = 25 **Awarded Points = 10**

PRICE CRITERIA POINTS

- e. Proposer's proposed price (Guaranteed Maximum Price)
Maximum Points = 30 **Awarded Points = 20**

TOTAL POINTS: 47/100

Evaluation Notes : Ace Development

By: Richard Scherle

A. - Difficult to ascertain qualifications of proposers professional staff. no resumes were included. Difficult to determine qualifications of staff to work on project.

B. – while some public projects are included, the listed projects are not as extensive as other proposers. Seems to be more of a private housing developer with no experience as a prime contractor.

C. – lists construction end date of February 2021. However, schedule as provided is not detailed, which makes it difficult to follow the logic of the schedule in terms of how it will be accomplished.

- aggressive schedule but does not show how it will be adhered to or accomplished.

D. – showed “inspirations” for GI implementation but I didn’t see specific inclusions on the conceptual layout. Not as much specific details included.

- approach relies upon more extensive use of subs. It didn’t seem some of the design criteria were included. For example, pg. 30 shows “as-builts” as optional services but this was required.

E. Price is included as \$820,647.29. However, this is represented as the total project cost and not a “guaranteed maximum price.”

RFP 107-2020 – CRA PARKING LOT DESIGN/BUILD - EVALUATION COMMITTEE SCORING SHEET

NAME OF EVALUATOR: Richard Scherle

NAME OF PROPOSER: Bofam Construction

INSTRUCTIONS TO EVALUATORS: After thorough review of the complete RFP and each proposal, please rank each proposal according to the following evaluation criteria. There is a total maximum of 100 points able to be awarded. The proposals will then be ranked according to the total number of points awarded by the committee.

TECHNICAL CRITERIA

- a. Proposer's organization, structure, and philosophy, including adequacy and qualifications of the Proposer's professional staff to be assigned to the project.
Maximum Points = 5 **Awarded Points = 5**

- b. Proposer's references, past experience, and performance on comparable Municipal or public projects
Maximum Points = 20 **Awarded Points = 20**

- c. Schedule of Implementation (with more points awarded for a faster, more aggressive schedule)
Maximum Points = 20 **Awarded Points = 0**

- d. Proposer's design and approach to constructing the public surface parking lot, including demonstrated alignment with design criteria per Exhibit D. In addition, points may be awarded generally for the level of creativeness and innovation displayed in the proposed Design.
Maximum Points = 25 **Awarded Points = 18**

PRICE CRITERIA POINTS

- e. Proposer's proposed price (Guaranteed Maximum Price)
Maximum Points = 30 **Awarded Points = 5**

TOTAL POINTS = 48/100

Evaluation Notes – Bofam Construction

Evaluator – Richard Scherle

Technical Criteria:

- A. – local and municipal project experience (with emphasis on South Florida region).
 - qualifications of key personnel included with detailed project references listed.

- B. – specifically included references to previously completed parking lot and drainage projects.

- C. – No schedule included. Could not find schedule of any kind.

- D. – liked approach of conceptual design as a “garden parking lot” with acknowledgement that this lot abuts residential homes, and thus there is an aesthetic that was considered and built into concept.
 - Lighting concept was well thought-out with concern for adjacent properties. Interesting and creative use of energy saving technology which will also reduce unnecessary light pollution.
 - The primary GI solution referenced is pervious pavement. There is specific focus on not using exfil trenches, but I have concern if pervious pavement would be enough to satisfy the site’s needs. It would have been helpful to include a basic, very preliminary model that illustrates the adequacy of the capacity of the pervious pavement.

- E. Price included of \$852,295.00, but this is referenced as a “base price” as opposed to a “guaranteed maximum price.”

RFP 107-2020 – CRA PARKING LOT DESIGN/BUILD - EVALUATION COMMITTEE SCORING SHEET

NAME OF EVALUATOR: Richard Scherle

NAME OF PROPOSER: Heavy Civil

INSTRUCTIONS TO EVALUATORS: After thorough review of the complete RFP and each proposal, please rank each proposal according to the following evaluation criteria. There is a total maximum of 100 points able to be awarded. The proposals will then be ranked according to the total number of points awarded by the committee.

TECHNICAL CRITERIA

- a. Proposer's organization, structure, and philosophy, including adequacy and qualifications of the Proposer's professional staff to be assigned to the project.
Maximum Points = 5 **Awarded Points = 5**

- b. Proposer's references, past experience, and performance on comparable Municipal or public projects
Maximum Points = 20 **Awarded Points = 17**

- c. Schedule of Implementation (with more points awarded for a faster, more aggressive schedule)
Maximum Points = 20 **Awarded Points = 15**

- d. Proposer's design and approach to constructing the public surface parking lot, including demonstrated alignment with design criteria per Exhibit D. In addition, points may be awarded generally for the level of creativeness and innovation displayed in the proposed Design.
Maximum Points = 25 **Awarded Points = 15**

PRICE CRITERIA POINTS

- e. Proposer's proposed price (Guaranteed Maximum Price)
Maximum Points = 30 **Awarded Points = 25**

TOTAL POINTS = 77/100

Evaluation Notes – Heavy Civil

Evaluator – Richard Scherle

Technical Criteria:

- A. - Qualifications of staff to be assigned is clearly listed and represented. Licenses/certifications included as requested.

- B. – FDOT and municipal work referenced with respect to past projects.

- C. – Schedule shows completion of April 2021, but fails to account for procurement timeline as included in RFP, with award not being made until August. However, a detailed schedule is included.

- D. – 2 concepts provided. Both appear interesting with reference to GI/swale areas. However, specific GI solutions are not included and this area is left vague. Therefore, difficult to determine level of creativity. However, the information provided generally aligns with other aspects of the design criteria exhibit D of RFP.

- E. Total project cost of \$760,500.00. However, not identified as a “guaranteed maximum price.”

RFP 107-2020 – CRA PARKING LOT DESIGN/BUILD - EVALUATION COMMITTEE SCORING SHEET

NAME OF EVALUATOR: Richard Scherle

NAME OF PROPOSER: West Construction

INSTRUCTIONS TO EVALUATORS: After thorough review of the complete RFP and each proposal, please rank each proposal according to the following evaluation criteria. There is a total maximum of 100 points able to be awarded. The proposals will then be ranked according to the total number of points awarded by the committee.

TECHNICAL CRITERIA

- a. Proposer’s organization, structure, and philosophy, including adequacy and qualifications of the Proposer’s professional staff to be assigned to the project.
Maximum Points = 5 **Awarded Points = 5**

- b. Proposer’s references, past experience, and performance on comparable Municipal or public projects
Maximum Points = 20 **Awarded Points = 20**

- c. Schedule of Implementation (with more points awarded for a faster, more aggressive schedule)
Maximum Points = 20 **Awarded Points = 19**

- d. Proposer’s design and approach to constructing the public surface parking lot, including demonstrated alignment with design criteria per Exhibit D. In addition, points may be awarded generally for the level of creativeness and innovation displayed in the proposed Design.
Maximum Points = 25 **Awarded Points = 25**

PRICE CRITERIA POINTS

- e. Proposer’s proposed price (Guaranteed Maximum Price)
Maximum Points = 30 **Awarded Points = 30**

TOTAL = 99 POINTS/100POINTS

Evaluation Notes – West Construction

Evaluator – Richard Scherle

Technical Criteria:

- A. – LEED accredited staff; team of qualified/credentialed professionals
 - well documented professional staff with long tenures at West. Staff appears capable.
- B. – Extensive list of past public projects, with design/build experience listed.
 - Lots of local experience. History of projects in Palm beach County.
 - Interesting range of projects from small to large scale.
 - awards won for design/build work – with recent timelines; especially noteworthy are awards won from Florida Stormwater Association for Stuart memorial Park project, which included Green Infrastructure (i.e., bioswales)
 - extensive experience working with federal, state, and local governments
- C. – Substantial completion = May 2020
 - Design phase starts later 2020, with construction starting in January 2021.
 - project completed less than 12 months from very start.
- D. – part of approach includes assuming the financial risk of the project.
 - through approach to planning, pre-con and construction phases. Well-conceived approach. (pps, 45-47)
 - includes several different GI features, including rain garden and bioswale.
 - some other drainage elements may require long-term maintenance by Town, including baffle boxes with trash separators and exfil trenches.
 - It was clear that GI elements were features of the preliminary conceptual plan.
 - All drainage handled on-site – not directed offsite.
- E. Guaranteed maximum price = \$724,285.00

Town of Lake Park Evaluation Committee Meeting for RFP 107-2020

28-Jul-20

	ACE	BOFAM CONST	KEITH/Heavy	WEST
Lourdes	45	58	80	96
Mitch	88	53	90	85
Richard	47	48	77	99
	180	159	247	280

RFP 107-2020 – CRA PARKING LOT DESIGN/BUILD - EVALUATION COMMITTEE SCORING SHEET

NAME OF EVALUATOR: Lourdes Cariseo

NAME OF PROPOSER: ACE

INSTRUCTIONS TO EVALUATORS: After thorough review of the complete RFP and each proposal, please rank each proposal according to the following evaluation criteria. There is a total maximum of 100 points able to be awarded. The proposals will then be ranked according to the total number of points awarded by the committee.

TECHNICAL CRITERIA

- a. Proposer's organization, structure, and philosophy, including adequacy and qualifications of the Proposer's professional staff to be assigned to the project.
Maximum Points = 5 **Awarded Points =** 0
* Staff not listed
- b. Proposer's references, past experience, and performance on comparable Municipal or public projects
Maximum Points = 20 **Awarded Points =** 10
* Combination of 3 companies submitted under ACE. Municipal Missing desc. & cost on Public Projects
- c. Schedule of Implementation (with more points awarded for a faster, more aggressive schedule)
Maximum Points = 20 **Awarded Points =** 10
* Vague only a few dates listed.
- d. Proposer's design and approach to constructing the public surface parking lot, including demonstrated alignment with design criteria per Exhibit D. In addition, points may be awarded generally for the level of creativeness and innovation displayed in the proposed Design.
Maximum Points = 25 **Awarded Points =** 15
* Insufficient labeling on design submitted.

PRICE CRITERIA POINTS

- e. Proposer's proposed price (Guaranteed Maximum Price)
Maximum Points = 30 **Awarded Points =** 10

Price is \$ 820,647.29

45 pt

RFP 107-2020 – CRA PARKING LOT DESIGN/BUILD - EVALUATION COMMITTEE SCORING SHEET

NAME OF EVALUATOR: Lourdes Cariseo
Bofam Construction

NAME OF PROPOSER: _____

INSTRUCTIONS TO EVALUATORS: After thorough review of the complete RFP and each proposal, please rank each proposal according to the following evaluation criteria. There is a total maximum of 100 points able to be awarded. The proposals will then be ranked according to the total number of points awarded by the committee.

TECHNICAL CRITERIA

- a. Proposer’s organization, structure, and philosophy, including adequacy and qualifications of the Proposer’s professional staff to be assigned to the project.
* Maximum Points = 5 **Awarded Points =** 3
* Philosophy not in submittal
- b. Proposer’s references, past experience, and performance on comparable Municipal or public projects
* Maximum Points = 20 **Awarded Points =** 20
* Past experience and performance detailed in submittal
- c. Schedule of Implementation (with more points awarded for a faster, more aggressive schedule)
* Maximum Points = 20 **Awarded Points =** 0
* not provided
- d. Proposer’s design and approach to constructing the public surface parking lot, including demonstrated alignment with design criteria per Exhibit D. In addition, points may be awarded generally for the level of creativeness and innovation displayed in the proposed Design.
* Maximum Points = 25 **Awarded Points =** 25

PRICE CRITERIA POINTS

- e. Proposer’s proposed price (Guaranteed Maximum Price)
* Maximum Points = 30 **Awarded Points =** 10
Cost * \$852,295

RFP 107-2020 – CRA PARKING LOT DESIGN/BUILD - EVALUATION COMMITTEE SCORING SHEET

NAME OF EVALUATOR: Lourdes Cariseo
 NAME OF PROPOSER: KEITH / Heavy Const

INSTRUCTIONS TO EVALUATORS: After thorough review of the complete RFP and each proposal, please rank each proposal according to the following evaluation criteria. There is a total maximum of 100 points able to be awarded. The proposals will then be ranked according to the total number of points awarded by the committee.

TECHNICAL CRITERIA

- a. Proposer’s organization, structure, and philosophy, including adequacy and qualifications of the Proposer’s professional staff to be assigned to the project.
 Maximum Points = 5 **Awarded Points =** 5
 KEITH does not do const, does project Mgmt Const performed by Heavy CCivil Inc. in Business 2015.
- b. Proposer’s references, past experience, and performance on comparable Municipal or public projects
 Maximum Points = 20 **Awarded Points =** 10
 Experience on mgmt Keith. None listed for Heavy Const
- c. Schedule of Implementation (with more points awarded for a faster, more aggressive schedule)
 Maximum Points = 20 **Awarded Points =** 15
 March 21, 2021 Hard to read schedule
- d. Proposer’s design and approach to constructing the public surface parking lot, including demonstrated alignment with design criteria per Exhibit D. In addition, points may be awarded generally for the level of creativeness and innovation displayed in the proposed Design.
 Maximum Points = 25 **Awarded Points =** 25

PRICE CRITERIA POINTS

- e. Proposer’s proposed price (Guaranteed Maximum Price) 25
 Maximum Points = 30 **Awarded Points =** _____
 Cost \$760,500

RFP 107-2020 – CRA PARKING LOT DESIGN/BUILD - EVALUATION COMMITTEE SCORING SHEET

NAME OF EVALUATOR: Lourdes Cariseo

NAME OF PROPOSER: West Construction

INSTRUCTIONS TO EVALUATORS: After thorough review of the complete RFP and each proposal, please rank each proposal according to the following evaluation criteria. There is a total maximum of 100 points able to be awarded. The proposals will then be ranked according to the total number of points awarded by the committee.

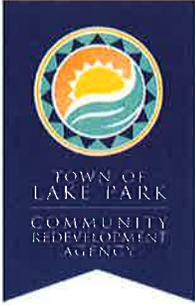
TECHNICAL CRITERIA

- a. Proposer's organization, structure, and philosophy, including adequacy and qualifications of the Proposer's professional staff to be assigned to the project.
Maximum Points = 5 **Awarded Points =** 3
* Organization listed * philosophy (design)
- b. Proposer's references, past experience, and performance on comparable Municipal or public projects
Maximum Points = 20 **Awarded Points =** 20
- c. Schedule of Implementation (with more points awarded for a faster, more aggressive schedule)
Maximum Points = 20 **Awarded Points =** 18
* May 21, 2021 very detailed
- d. Proposer's design and approach to constructing the public surface parking lot, including demonstrated alignment with design criteria per Exhibit D. In addition, points may be awarded generally for the level of creativeness and innovation displayed in the proposed Design.
Maximum Points = 25 **Awarded Points =** 25
* Everything labeled on design plan

PRICE CRITERIA POINTS

- e. Proposer's proposed price (Guaranteed Maximum Price) 30
Maximum Points = 30 **Awarded Points =** _____
* \$724,285

TAB 3



**CRA
Agenda Request Form**

Meeting Date: October 21, 2020

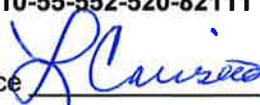
Agenda Item No. Tab 3

Agenda Title: A RESOLUTION OF THE COMMUNITY REDEVELOPMENT AGENCY OF THE TOWN OF LAKE PARK, FLORIDA, AUTHORIZING AND DIRECTING THE CHAIRMAN TO SIGN A GRANT AGREEMENT WITH D AND J LAUNDROMAT AND DRY CLEANING SERVICES, LLC; AND PROVIDING FOR AN EFFECTIVE DATE

- | | |
|---|---|
| <input type="checkbox"/> SPECIAL PRESENTATION/REPORT | <input type="checkbox"/> CONSENT AGENDA |
| <input type="checkbox"/> OLD BUSINESS | <input checked="" type="checkbox"/> NEW BUSINESS |
| <input type="checkbox"/> DISCUSSION FOR FUTURE ACTION | <input type="checkbox"/> OTHER: General Business |

Approved by Executive Director:  Date: 10/15/2020

Nadia Di Tommaso, Community Development Director 

<p>Originating Department:</p> <p align="center">CRA Executive Director/Community Development</p>	<p>Costs: \$ 5,000 & Legal Review</p> <p>Funding Source:</p> <p>CRA-Grants-Business Development / Legal</p> <p>Acct. #110-55-552-520-82111 / #108</p> <p><input type="checkbox"/> Finance </p>	<p>Attachments:</p> <p>-Resolution ¹²⁻¹⁰⁻²⁰ and redevelopment grant agreement</p> <p>-CRA Plan Excepts allowing the expenditure</p> <p>-D&J cover letter and invoice</p>
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Background and Summary

D and J Laundromat and Dry Cleaning Services, LLC is a business located at 1306 10th Street. The business owner, Dawana Earl, took over the space after it suffered fire damage in late 2018. Historically, the unit has been utilized as a laundromat however, the unit was dated and did not receive any significant improvements under previous ownership.

Ms. Earl invested well over \$75,000 throughout 2019 to restore and improve the unit. Ms. Earl has indicated that the services they provide are essential not only to their commercial clients, but the Lake Park residential community as well. Unfortunately, timing could have not been worse for Ms. Earl, since shortly after investing a large sum of money towards the redevelopment of the unit, COVID fell upon everyone and her revenue ceased. While she was considered 'essential' and not forced to shut down, COVID resulted in heightened public concern and patrons did not frequent her business for laundry services. This resulted in quite a few outstanding invoices remaining unpaid, including those associated with the redevelopment of the unit. Consequently, Ms. Earl is requesting \$5,000 in grant assistance for the remaining balance owed for the mechanical air conditioning system that was installed in her unit to improve her business and overall operations. Pursuant to the enclosed agreement, if approved by the CRA Board, the grant would be paid as a one-time payment and D&J would be required to remain in business at this location in the Town for a period of at least 5 years (*equivalent to \$1,000 each year until the 5 years expires – or D&J would need to pay back the remaining funds to the CRA*). An excerpt of the CRA Plan has also been included since it identifies the Town's ability to offer this type of redevelopment grant. 1306 10th Street is located in a target area, also identified as Sub-Area 3 in the CRA Plan.

Recommended Motion: I move to APPROVE Resolution 72-10-20 for the grant agreement with D&J.

RESOLUTION NO. 72-10-20

A RESOLUTION OF THE COMMUNITY REDEVELOPMENT AGENCY OF THE TOWN OF LAKE PARK, FLORIDA, AUTHORIZING AND DIRECTING THE CHAIRMAN TO SIGN A GRANT AGREEMENT WITH D AND J LAUNDROMAT AND DRY CLEANING SERVICES, LLC; AND PROVIDING FOR AN EFFECTIVE DATE

WHEREAS, the Town of Lake Park's Community Redevelopment Agency (CRA) has such powers and authority as have been conferred upon it by the Florida Constitution and Chapter 163, Part III, Florida Statutes; and

WHEREAS, D and J Laundromat and Dry Cleaning Services (D&J) is seeking a grant from the CRA in the amount of \$5,000 (the Grant) to D&J to be used its for final payment for a new mechanical air conditioning system that it previously installed to improve its property and business operations; and

WHEREAS, the CRA's Executive Director recommends that the CRA's Board of Commissioners (the Commission) provide the Grant to D&J so that it can make its final payment for a new mechanical air conditioning system it previously contracted for to improve its property and business operations.

WHEREAS, the Commission is willing to make the Grant available to D&J on the terms set forth in the Agreement which is attached hereto and incorporated herein.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE TOWN OF LAKE PARK COMMUNITY REDEVELOPMENT AGENCY:

Section 1. The foregoing recitals are incorporated herein.

Section 2. The Commission hereby directs and authorizes the Chairman of the Commission to execute the Grant Agreement with D&J, a copy of which is attached hereto and made a part hereof.

Section 3. This Resolution shall become effective upon its execution.

REDEVELOPMENT GRANT AGREEMENT

THIS GRANT AGREEMENT ("Agreement") is made this ____ day of _____, 2020, by and between The Town of Lake Park's Community Redevelopment Agency ("CRA"), having an address at 535 Park Avenue, Lake Park, Florida 33403, and D and J Laundromat and Dry Cleaning Services, LLC ("D&J") having an address at 1306 10th Street, Lake Park, FL 33403 (the Property).

RECITALS

WHEREAS, the CRA has such powers and authority as have been conferred upon it by the Florida Constitution and Chapter 163, Part III, Florida Statutes; and

WHEREAS, D&J is seeking a grant from the CRA in the amount of \$5,000 (the Grant) to D&J to be used its for final payment for a new mechanical air conditioning system that it previously installed to improve its property and business operations; and

WHEREAS, the CRA's Executive Director recommends that the CRA's Board of Commissioners (the Commission) provide the Grant to D&J so that it can make its final payment for a new mechanical air conditioning system it previously contracted for to improve its property and business operations.

WHEREAS, the CRA is willing to make the Grant available to D&J on the terms set forth in this Agreement.

NOW THEREFORE, in consideration of the above recitals and for other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties hereto, intending to be legally bound, hereby agree as follows:

- 1. Recitals.** The recitals are incorporated herein.
- 2. CRA Grant.** The Town's Community Redevelopment Agency (CRA) agrees to provide D&J with a one-time Grant in the amount of \$5,000. The grant shall be amortized over the five years of the Term. Each year of the anniversary date of this Agreement that D&J remains in business during the Term, its obligation to repay the entire grant shall be reduced by \$1,000.
- 3. Use of Funds.** The funds shall only be used by D&J to make final payment for the new mechanical air conditioning system. A one-time payment of \$5,000 shall be made to D&J within two business days following approval of this agreement.
- 4. Term.** The Term of the Grant shall be five years with \$1,000 considered paid by the CRA annually on the anniversary date of the execution of this Agreement for the next four year in equal amounts each year thereof. D&J shall remain in business at the Property during the Term.
- 5. Repayment.** Should D&J close or relocate, it agrees to pay back to the CRA the amount of the funds which the CRA has paid to it up until the date it ceases operations on the Property.

6. Assignment. This Agreement shall not be assigned without the CRA's prior written approval.

7. Amendment. This Agreement shall not be revised, changed or amended except by a written amendment executed by both parties.

8. Governing Law/Venue. This Agreement shall be construed in accordance with and governed by the laws of the state of Florida. Venue shall be in the federal or state courts located in Palm Beach County, Florida.

9. Counterparts. This Agreement may be executed in duplicate counterparts which when construed together shall constitute a single instrument.

10. Severability. Any provision of this Agreement which is deemed by a court of competent jurisdiction shall, as to such jurisdiction, be ineffective only to the extent of such prohibition or unenforceability without invalidating the remainder of such provision or the remaining provisions hereof or affecting the validity or enforceability of such provision in any other jurisdiction.

11. Indemnification. D&J agrees to indemnify and save harmless the CRA its elected or appointed officers, employees, agents, and consultants from and against any and all liability, expense, or damage of any kind or nature and from any suits or claims, including reasonable legal fees and expenses, on account of any matter, whether in suit or not, arising out of this Agreement.

12. Attorney Fees. In the event either party is required to enforce this Agreement, the prevailing party shall be entitled to the reimbursement of its attorney fees.

The parties hereto have duly executed this Agreement on the day and year first above written.

CRA

By: _____
Michael O'Rourke, Chairman

**APPROVED AS TO FORM AND
LEGAL SUFFICIENCY**

By: _____
Thomas J. Baird, General Counsel

**D and J Laundromat and Dry Cleaning
Services, LLC**

By: _____
Dawana Earl, Business Owner

Its: _____

buildings could be expanded. In addition, multiple acquisitions may be required in order to create a site sufficiently large for a new business. Many older industrial sites are too small for expansion and do not have adequate area for trucks and employee parking.

G. Special Programs

The following programs are those that promote the downtown and act as catalysts to downtown and neighborhood redevelopment. These programs generally occur annually, subject to the availability of funds. Some programs include grants made to building owners and commercial tenants; and, although grant funding to an individual owner or commercial tenant may be small, the cumulative effect of assisting owners and tenants can be significant over time.

1. Façade Improvement Program

The CRA is developing design guidelines for commercial properties and will have a set of design standards ready in 2008. Matching grants will be made to building owners for exterior improvements and a limit will be set by the Board of Commissioners in 2008, after which the CRA will initiate its first applications. A pilot example may be utilized as well in order to demonstrate the value of the program.

2. Revolving Loan and Grant Program

The Loan and Grant program will initially be utilized for commercial properties. Matching grants will be made to building owners for tenant improvements or to tenants for their interior and exterior improvements. Signage will be included in the program. A second level of funding will utilize a program which will be designed in 2008 in which banks will loan funds to a commercial building owner or tenant and the CRA will participate in either a matching loan or grant, the latter of which serves as equity for the borrower, or in subsidizing the interest on the loan. A participant in the program may include the Business Loan Fund of the Palm Beaches, a not-for-profit lending institution.

3. Marketing and Events Program

The CRA embarked in developing new graphic design in 2008 for the agency including a design of a banner program for Park Avenue and 10th Street. The design firm not only will provide a new logo, signage for redevelopment projects, stationary, and other collateral, it will also develop a brand for the CRA and the downtown. The recommendation is to emphasize the arts, food and entertainment as a brand for the downtown. A second level of marketing is the establishment of a series of events that would take place in the downtown. These events are being designed and will be ready for announcement in 2010. The events will emphasize the arts, food and culture of Lake Park. The purpose of events is to attract visitors to the downtown so that they can shop during the events and become knowledgeable about downtown Lake Park. It is a very effective tool to attract new consumers to the downtown. In the long term, more consumers will assist in bringing new businesses to the downtown.

4. Security System Enhancements and Maintenance

The CRA should take immediate steps to improve security and law enforcement presence, particularly in the downtown. This is especially important for enhancing nighttime activity such as restaurants. This program involves an initial capital investment to install a series of security cameras and lighting that will be remotely monitored. The cameras will be prominent and clearly marked, so as to have a deterrent effect as well as providing surveillance over the area.

H. Summary of Programs and Projected Funding Sources

The following table describes the programs listed above and projects the funding sources for each of the programs. The funding sources come from TIF funds, CRA Bond sales, grants and other sources. The table represents a planning tool and does not constitute an approved budget by the CRA Board of Commissioners.

Table 6.2
Project Funding Sources

Project Funding Sources					
Project	Priority	Sources of Funds	Amount	Year	Remarks
F.1 Humani Apts.	A	CRA Bond 2013	\$2,200,000	2013	Land Acq.
900 Blk. Park	A	CRA Bond 2013	\$2,200,000	2013	Land Acq.
E.1 Village Green / Arts Co-op	A	Town Bond 2009	\$350,000	2009	Amenities
		Grants	\$350,000	2009	Amenities
		Subtotal	\$700,000		
D.8 10th Street	A	CRA Bond 2015	\$500,000	2015	Match
		LW Lagoon + TMDL + 319	\$1,100,000	2015	Drainage, etc. Drainage, etc. Drainage, etc.
		Total	\$1,600,000		
		Fed. Brownfield	\$1,500,000	2013	Amenities
		Total	\$1,500,000		
G.1 Façade Improvements	A	CRA TIF Funds CDBG	\$75 - 100 K	Annually	Commercial facades
G.2 Revolving Loans & Grants	A	CRA TIF Funds	\$85 - 100 K	Annually	Commercial
G.3 Marketing and Events	A	CRA TIF Funds	\$50 - 100 K	Annually	
G.4 Security	A	CRA TIF Funds	\$30,000	Annually	

E.3 Brownfield (Junkyard)	B	Treasure Coast	\$50,000	2012	Tech. Study
		Fed. Brownfield	\$50,000	2012	Tech. Study
		Grant	\$2,000,000	2013	Land Acq.
		Fed. Brownfield	\$500,000	2013	Clean Up
		Fed. Brownfield	\$1,500,000	2013	Amenities
		<u>Total</u>	<u>\$4,100,000</u>		
E.2 Ballfields	B	State Grants	\$2,050,000	2012	Land Acq./Amenities
D.5 Foresteria 800 Block	B	CRA Bond 2015	\$1,000,000	2015	Land Acq.
		Grants	\$200,000	2015	Amenities
		CRA Bond 2015	\$300,000	2015	Parking
		<u>Subtotal</u>	<u>\$1,500,000</u>		
		Potential Reimbursement FCT:	\$2,000,000	2014	Land Acq.
F.2 Opabola Apts.	B	CRA Bond 2016	\$2,000,000	2016	Land Acq.
E.2 Ballfield Comm. Center	B	Grant	\$1,500,000	2014	Building
		CRA Bond 2018	\$500,000	2018	Building
		<u>Subtotal</u>	<u>\$2,000,000</u>		
D.7 Foresteria 900 Block	B	Grants	\$500,000	2018	Land Acq./Amenities
		CRA Bond 2018	\$1,200,000	2018	Parking
		<u>Subtotal</u>	<u>\$1,700,000</u>		
D.9 Tri-Rail Depot	B	CRA Bond 2018	\$250,000	2018	Parking
		FDOT	\$750,000	2018	Station
		<u>Subtotal</u>	<u>\$1,000,000</u>		
D.10 TOD Mixed Use Development (CRA Share)	B	CRA Bond 2018	\$1,000,000	2018	Parking / Infrastructure

09/15/2020

RE: Request for assistance through CRA

Dawana Earl reduced her request to \$5,000 to reflect the outstanding balance of her mechanical (air conditioning) improvement costs. The total improvement cost for the new A/C system was \$14,000 according to Town permit #19-000571 with North County Cooling. The business owner is requesting \$5,000 to cover the remaining cost of this improvement.

Dear Mr. D'agostino and CRA members,

First, let me thank you all for considering our request as we really need your help at this time.

James and I are the proud owners of D and J Laundromat and Dry-Cleaning Services, located at 1306 10th Street in the beautiful town of Lake Park. We opened our doors 11/15/2019 with only one person noticing we were open, she came in and did her laundry, her name is Grace. From that day forward we knew God's Grace was always going to be sufficient. Since GOD works through people, we have found it necessary to request assistance.

In March of 2020, we were on track to becoming profitable, but Covid-19 hit and the bottom fell out. The person's most affected by this were the people who use laundromats. Although laundromats were considered "Essential" people were told to stay home and a lot of them had lost their jobs as well. Therefore, it has taken its toll on our laundry and we've been unable to get from under a few debits that require immediate attention.

We were given \$4,000 from the EDIL, but did not qualify for other aid, either we were deemed "essential" according to the WPB fast act program, we were not in business long enough according to one the SBA loan forgiveness program, and lastly we did not qualify for the PPP because our employees are contract employees. So, all of this has brought us to the CRA for possible assistance.

Our immediate need is to simply pay the attached bills. Although we didn't open the laundry until 11/15/2019, we signed our lease on July 1, 2019, therefore we have been obligated to pay insurance cost, CAM, and Property taxes without ever having one day of profitability. We also had an air conditioning system put in and ran out of money and have been unable to pay that bill as well. In total we have \$15,0222.28, which would put us ahead of upcoming fees.

We have a 10-year lease and plan to be apart of the community for a long time. We also have started a pick-up and delivery service as of 9/13/2020 and we will also be offering ironing and pressing services as soon as we can purchase a presser. We know that our laundry is vital to the community and we are offering a secure and comfortable environment for our clients and the community. We also know failure isn't an option, therefore we could really use your help at this time.

If there are any questions or concerns, please feel free to give me a call or respond my email. I can be reached at (561) 827-2359 my email is dawanae1180@gmail.com.

Kindly,

Dawana Earl

RECEIVED
Human Resources Department
SEP 16 2020
TOWN OF LAKE PARK

D and J Laundromat and Dry Cleaning Services

BALANCE SHEET As of August 31, 2020

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
Checking 6966	3,590.52
Total Bank Accounts	\$3,590.52
Other Current Assets	
Inventory	18,486.68
Loans To Officers	1,020.00
Total Other Current Assets	\$19,506.68
Total Current Assets	\$23,097.20
TOTAL ASSETS	\$23,097.20
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Credit Cards	
CORP Account - Business Advantage Cash Rewards Choice - 6292 (6292)	3,856.49
Credit Card	-1,582.90
Total Credit Cards	\$2,273.59
Total Current Liabilities	\$2,273.59
Long-Term Liabilities	
SBA loan	4,000.00
Total Long-Term Liabilities	\$4,000.00
Total Liabilities	\$6,273.59
Equity	
Opening Balance Equity	-2,898.14
Owner's Investment	62,722.21
Owner's Pay & Personal Expenses	-1,386.00
Retained Earnings	-45,988.39
Net Income	4,373.93
Total Equity	\$16,823.61
TOTAL LIABILITIES AND EQUITY	\$23,097.20

D and J Laundromat and Dry Cleaning Services

PROFIT AND LOSS

January - August, 2020

	TOTAL
Income	
Sales	71,174.02
Total Income	\$71,174.02
GROSS PROFIT	\$71,174.02
Expenses	
Advertising & Marketing	587.18
Bank Charges & Fees	846.00
Charitable Donations	100.00
Contractors	12,910.00
Insurance	1,824.80
Interest Paid	114.69
Job Supplies	3,475.90
Meals & Entertainment	583.89
Office Supplies & Software	379.85
Other Business Expenses	884.33
Rent & Lease	26,836.45
Repairs & Maintenance	448.19
Salaries & Wages	4,320.00
Taxes & Licenses	138.75
Utilities	9,503.24
Internet	1,466.95
Water Utilities	2,379.87
Total Utilities	13,350.06
Total Expenses	\$66,800.09
NET OPERATING INCOME	\$4,373.93
NET INCOME	\$4,373.93

www.mccooling.com

9632 Ilex Circle South
Palm Beach Gardens, FL 33410
US

561-744-1180
mccooling@gmail.com
mccooling.com

Statement

TO
Earl, James and Dawana
1180 Edgemoor Road
West Palm Beach, FL 33407

STATEMENT NO. 1226
DATE 08/20/2020
TOTAL DUE \$5,000.00
ENCLOSED

DATE	ACTIVITY	AMOUNT	BALANCE
11/19/2019	Balance Forward		0.00
11/19/2019	Invoice #64687	7,866.73	7,866.73
05/01/2020	Payment #5023	-1,866.73	6,000.00
06/18/2020	Payment #5025	-1,000.00	5,000.00
TOTAL PROJECT COST			\$14,000

Current Due	1-30 Days Past Due	31-60 Days Past Due	61-90 Days Past Due	90+ Days Past Due	Amount Due
0.00	0.00	0.00	0.00	5,000.00	\$5,000.00

Thank you for your business. For any billing inquiries, please call Mary at 561-440-0267.