

# CITY OF NEW PORT RICHEY COMMUNITY REDEVELOPMENT AGENCY



Rob Marlowe, Chairperson, Mayor  
Mike Peters, Vice Chairperson, Deputy Mayor  
Peter Altman, Board of Directors/City Council Member  
Matt Murphy, Board of Directors/City Council Member  
Kelly Mothershead, Board of Directors/City Council Member  
Debbie L. Manns, City Manager/CRA Executive Director

## **The Community Redevelopment Agency of New Port Richey Request for Proposals - RFP 22-015 Community Redevelopment Plan Update**

The Community Redevelopment Agency (CRA) of New Port Richey, Florida will receive Proposal Statements for the purpose of establishing a Contract to serve as an independent CONTRACTOR/PROPOSER for the CRA of New Port Richey (CRA). The consultant produce an update to the current New Port Richey Community Redevelopment Plan (CRP).

Sealed Proposals will be received by the City Clerk, whose office is located on the Second Floor, City Hall, 5919 Main Street, New Port Richey, Florida, 34652 until 3:00 PM eastern standard time on June 30, 2022 at which time they will be publicly opened and read in the City Manager's Conference Room, Second Floor, City Hall, 5919 Main Street, New Port Richey. All PROPOSERS or their representatives are invited to be present. Proposals shall be delivered and addressed to, **City of New Port Richey, Attn: City Clerk, 5919 Main Street, New Port Richey, Florida, 34652** and shall be labeled "**SEALED Proposal FOR RFP 22-015 COMMUNITY REDEVELOPMENT PLAN UPDATE CONSULTING SERVICES**".

Any PROPOSER who wishes their proposal to be considered is responsible for making certain that their proposal is received in the City by the proper time. No oral, telegraphic, electronic, facsimile, or telephonic Proposals or modifications will be considered unless specified and agreed to in writing in advance of the assigned time that the proposal is due. Proposals received after the scheduled Proposal Submittal Deadline will be returned unopened. It is the responsibility of the PROPOSER to see that any proposal submitted shall have sufficient time to be received by the City Clerk before the Proposal Submittal Deadline.

PROPOSERS must submit one (1) identified original copy, one (1) electronic copy, plus eight (8) printed and formatted copies of the proposal including any related attachments. The proposal shall be signed by a representative who is authorized to contractually bind the PROPOSER.

**NO PRE-PROPOSAL CONFERENCE IS SCHEDULED**

For additional information, please contact Debbie L. Manns, CRA Executive Director at 727-853-1020 or Barbara Carr, Economic Development Director, at 727-853-1038 or via electronic mail at [mannsd@cityofnewportrichey.org](mailto:mannsd@cityofnewportrichey.org) or [carrb@cityofnewportrichey.org](mailto:carrb@cityofnewportrichey.org).

**SCHEDULE OF EVENTS**

The schedule of events, relative to RFP 22-015 Community Redevelopment Plan Update, RFP shall be as follows:

RFP Available for Distribution .....	May 24, 2022
Deadline for Receipt of Questions/Clarification .....	June 17, 2023 at 3:00 P.M.
Response to Questions/Clarifications .....	June 23, 2022 at 2:00 P.M.
Proposal due Date and Public Opening.....	June 30, 2022 at 3:00 P.M.
Evaluation Meetings: .....	July 7, 2022
Community Redevelopment Agency Approval of Award: .....	July 19, 2022

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**SECTION 1.0: INTRODUCTION AND INFORMATION**

The New Port Richey Community Redevelopment Agency (CRA) desires to update and amend the current New Port Richey Community Redevelopment Plan (CRP) and any prior modifications in consideration of changes in market and other conditions in the designated redevelopment area since the CRP's adoption in 2001 and current community aspirations for the redevelopment area. The CRP is intended to propose a general work program and timeframe within which public and private resources may be used to accomplish a sufficient degree of rehabilitation, restoration, infrastructure improvement, and redevelopment activity.

The CRP should include recommendations for the use of public resources within defined redevelopment areas and may include recommendations regarding the acquisition and disposition of land in the area. The CRA intends to evaluate submitted proposals and award (1) one firm exhibiting experience in writing community redevelopment plans. **The City of New Port Richey Phase II Planning Effort: Downtown and Highway 19 Corridor Master Plan completed May 4, 2021 will play a significant part in the updated CRP plan. An electronic copy of which can be sent to you.**

Amendments to the adopted CRP must meet the standards and requirements set forth in the Community Redevelopment Act of 1969, Chapter 163, Part III, Florida Statutes. The amended CRP shall be based in part on the conditions identified in the original Finding of Necessity for Redevelopment and propose methods by which those conditions may be improved. Amendments to the CRP shall be consistent with the adopted Comprehensive Plan and existing zoning in the redevelopment area, or suggest appropriate amendments to achieve consistency, as directed by the CRA. Any updated Florida Statutes will need to be reviewed and accounted for to achieve compliance with the State of Florida.

**1.1 INFORMATION/CLARIFICATION:**

For information concerning this RFP contact Barbara Carr, Economic Development Director 727-853-1038 or CRA Executive Director Debbie L. Manns 727-853-1020. Such contact is to be for clarification purposes only. Changes, if any, to the technical specifications or proposal procedures will only be transmitted by written addendum acknowledged by PROPOSER.

**1.2 ADDENDA, CHANGES OR INTERPRETATIONS DURING PROPOSAL:**

Any inquiry or request for interpretation received twelve (12) or more days prior to the date fixed for the opening of the Proposals will be given consideration. Changes or interpretations may only be made by a written document in the form of an addendum and, if desired, will be mailed or sent by available means to all known prospective PROPOSERS no later than seven (7) days prior to the established proposal opening date. Each prospective PROPOSER shall acknowledge receipt of such addenda in the space provided in the proposal form. In case any PROPOSER fails to acknowledge receipt of such addenda or addendum, his/her proposal will nevertheless be considered as though it had been received and acknowledged and the submission of his proposal will constitute acknowledgment of the receipt of same. All addenda

are a part of the contract documents and each PROPOSER will be bound by such addenda, whether or not received by him/her. It is the responsibility of each prospective PROPOSER to verify that he/she has received all addenda issued before Proposals are opened. No verbal interpretations may be relied upon.

**1.3 QUESTIONS:**

Questions should be sent to Barbara Carr, Economic Development Director 727-853-1038. To facilitate prompt receipt of questions they can be sent to the CITY by email [carrb@cityofnewportrichey.org](mailto:carrb@cityofnewportrichey.org)

**1.4 INITIAL CONTRACT PERIOD:**

The contract term shall commence, upon final execution of the Contract by the CRA and shall be complete once the CRP is adopted by the CRA via ordinance.

**1.5 ELIGIBILITY:**

To be eligible to respond to this RFP, the proposing firm or principals must demonstrate that they, or the principals assigned to the project, have successfully provided community redevelopment and or downtown planning services similar to those specified in the Scope of Services section of this RFP to at least three (3) cities similar in size and complexity to the City of New Port Richey or can demonstrate they have the experience with large scale private sector clients and the managerial and financial ability to successfully perform the services.

**1.6 INSURANCE AND PERFORMANCE AND PAYMENT BONDS:**

The successful PROPOSER shall be required to provide appropriate insurance coverage within thirty (30) days after written notice of award has been given, shall be just cause for the annulment of the award and the forfeiture of the RFP.

**1.7 INSURANCE:**

The successful PROPOSER shall not commence operations pursuant to the terms of this RFP and the attached Contract, until certification or proof of the insurance requirements set forth within the attached contract have been received and approved by the City Attorney.

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**SECTION 2.0: STANDARD TERMS AND GENERAL CONDITIONS**

**2.1 SUBMISSION AND RECEIPT OF PROPOSALS:**

To receive consideration, proposals shall be submitted in accordance with this RFP. Any erasures or corrections on the proposal must be made in ink and initialed by PROPOSER in ink. All information submitted by the PROPOSER shall be printed, typewritten or filled in with pen and ink. Proposals shall be signed in ink. When a particular RFP requires multiple copies they may be included in a single envelope or package, properly sealed and identified. PROPOSERS shall use the proposal forms provided by the CITY. These forms may be duplicated, but failure to use the forms may cause the proposal to be rejected as non-responsive.

2.1.1 All copies of the proposals must contain an original manual signature of the authorized representative of the PROPOSER. The address, e-mail and telephone number for communications regarding the Proposal must be shown.

2.1.1.1 Proposals by corporations must be executed in the corporate name by the President or other corporate officer accompanied by evidence of authority to sign. The corporate address and state of incorporation must be shown below the signature.

2.1.1.2 Proposals by partnerships must be executed in the partnership name and signed by a partner, whose title must appear under the signature and the official address of the partnership must be shown below the signatures.

2.1.2 All Proposals received from PROPOSERS in response to the Request for Proposal will become the property of the City of New Port Richey and will not be returned to the PROPOSERS. In the event of contract award, all documentation produced as part of the contract shall become the exclusive property of the CITY.

**2.2 QUALIFICATIONS STATEMENT**

Each PROPOSER shall complete the Qualifications Statement and submit the same with the Proposal. Failure to submit the Qualifications Statement and the documents required there under with the Proposal may constitute grounds for rejection of the Proposal. The City of New Port Richey reserves the right to make a pre-award inspection of the PROPOSERS facilities prior to award of the Contract.

**2.3 PROPOSERS' COSTS:**

The CITY shall not be liable for any costs incurred by PROPOSERS in responding to this RFP.

**2.4 NO EXCLUSIVE CONTRACT/ADDITIONAL SERVICES:**

PROPOSER agrees and understands that, unless specifically and expressly provided for herein, the contract shall not be construed as an exclusive arrangement and further agrees that the CITY may, at any time, secure similar or identical services at its sole option.

**2.5 MISTAKES:**

PROPOSERS are cautioned to examine all terms, conditions, specifications, drawings, exhibits, addenda, delivery instructions, and special conditions pertaining to the RFP. Failure of the PROPOSER to examine all pertinent documents shall not entitle them to any relief from the conditions imposed in the contract and may lead to rejection of a proposal.

**2.6 REJECTION OF PROPOSALS:**

The CITY reserves the right to accept or reject any or all proposals, part of proposals, and to waive minor irregularities or variations to specifications contained in proposals, and minor irregularities in the proposal process.

**2.7 LEGAL REQUIREMENTS:**

2.7.1 Applicable provisions of all federal, state, and county laws, and local ordinances, rules and regulations, shall govern development, submittal and evaluation of all proposals received in response hereto and shall govern any and all claims and disputes which may arise between person(s) attaching a proposal response hereto and the CITY by and through its officers, employees and authorized representatives, or any other person, natural or otherwise. Lack of knowledge by any PROPOSER shall not constitute a cognizable defense against the legal effect thereof.

2.7.2 The Legal Advertisement, Notice of Request for Proposal, Standard Terms and General Conditions, Special Conditions, Specifications, Instructions to Bidders, Exhibits, Addenda and any other pertinent document form a part of this RFP and by reference are made a part of any response to this RFP.

**2.8 BACKGROUND CHECKS:**

The City reserves the right to require background checks of any personnel assigned by the successful PROPOSER to perform services under this contract.

**2.9 SPECIAL CONDITIONS:**

Any and all Special Conditions contained in this RFP that may be in variance or conflict with the General Conditions shall have precedence over the General Conditions. If no changes or deletions to General Conditions are made in the Special Conditions, then the General Conditions shall prevail in their entirety.

**2.10 PROHIBITION OF INTEREST:**

No contract will be awarded to a PROPOSER who has CITY elected officials, officers or employees affiliated with it, unless the PROPOSER has fully complied with current Florida State Statutes and CITY Ordinances relating to this issue. PROPOSERS must disclose any such affiliation. Failure to disclose any such affiliation will result in disqualification of the PROPOSER.

**2.11 CONFLICT OF INTEREST:**

The PROPOSER covenants they presently have no interest and shall not acquire any interest, directly or indirectly, which would conflict in any manner or degree with the performance of the services hereunder. The PROPOSER further covenants that no person having any such known interest shall be employed or conveyed an interest, directly or indirectly, in the contract.

2.11.1 The PROPOSER represents itself to be an independent firm offering such services to the general public and shall not represent itself or its employees to be employees of the City of New Port Richey. The PROPOSER shall assume all legal and financial responsibility for taxes, FICA, employee fringe benefits, workers compensation, employee insurance, minimum wage requirements, overtime, and other expenses, and agrees to indemnify, save, and hold the City of New Port Richey, its officers, agents, and employees, harmless from and against, any and all loss; cost (including attorney fees); and damage of any kind related to such matters.

**2.12 NO CONTINGENT FEE:**

PROPOSER warrants that it has not employed or retained any company or person, other than a bona fide employee working solely for the PROPOSER to solicit or secure the Contract and that it has not paid or agreed to pay or provide valued consideration to any person, company, corporation, individual or firm, other than a bona fide employee working solely for the PROPOSER, any fee, commission, percentage, gift, or other consideration contingent upon or resulting from the award or making the Contract. For the breach or violation of this provision, the CITY shall have the right to terminate the Contract without liability at its discretion.

**2.13 PUBLIC RECORDS / CONFIDENTIAL INFORMATION:**

Florida law provides that municipal records shall at all times be open for personal inspection by any person (Section 119.01, F.S., Public Records Law). Information and materials received by CITY in connection with all PROPOSERS response shall be deemed to be public records subject to public inspection upon award, recommendation for award or 10 days after bid opening, whichever occurs first. However, certain exemptions to the public records law are statutorily provided for in Section 119.07, F.S. If the PROPOSER believes any of the information contained in his or her response is exempt from the Public Records Law, the PROPOSER must in his or her response specifically identify the material which is deemed to be exempt and cite the legal authority for the exemption, otherwise, the CITY will treat all materials received as public records.

**2.14 NON-COLLUSIVE AFFIDAVIT:**

Each PROPOSER shall complete the Non-Collusive Affidavit Form Schedule “A” and shall submit the form with the Proposal. The CRA considers the failure of the PROPOSER to submit this document to be a major irregularity and may be cause for rejection of the Proposal.

**2.15 SUBCONTRACTORS:**

If the PROPOSER proposes to use subcontractors in the course of providing these services to the CITY, this information shall be a part of the RFP response. Such information shall be subject to review, acceptance and approval of the CITY, prior to any Contract award. The CITY reserves the right to approve or disapprove of any subcontractor candidate in its best interest.

**2.16 CONE OF SILENCE:**

A Cone of Silence shall apply as follows:

2.16.1 A Cone of Silence shall be in effect during a Competitive Solicitation beginning upon the advertisement for requests for qualification statements. The Cone of Silence shall terminate at the time the Community Redevelopment Agency makes final selection of consultants/contractors, rejects all proposals or responses to the Competitive Solicitation, or takes other action which ends the Competitive Solicitation. The Cone of Silence shall continue through the negotiation phase for requests

for proposals and requests for qualifications and shall not end until the CRA gives final selection of PROPOSERS.

2.16.2 Any person or entity that seeks a contract, contract amendment, award, recommendation, or approval related to a Competitive Solicitation or that is subject to being evaluated or having its response evaluated in connection with a Competitive Solicitation, including a person or entity's representative shall not have any communication with any CRA Board Member, the City Manager and their respective support staff or any person or group of persons appointed or designated by the City Council or the City Manager to evaluate, select, or make a recommendation to the CRA or the City Manager regarding a Competitive Solicitation.

2.16.3 The Cone of Silence shall not apply to written or oral communications with legal counsel for the CRA or the City Manager and Economic Development Director.

2.16.4 Any action in violation of this section shall be cause for disqualification of the bid or the proposal. The determination of a violation shall be made by the CRA.

## **2.17 COMPLIANCE WITH LAWS**

The selected firm, its officers, agents, employees, and contractors, shall abide by and comply with all federal, state, and local laws. It is agreed and understood that if City calls the attention of Contractor to any such violations on the part of the Contractor, its officers, agents, employees, contractors, then contractor shall immediately desist from and correct such violation. If contractor is in violation of any law, contractor shall be solely responsible for coming into compliance with such law and shall be solely responsible for the payment of any fine charged for such violation.

## **2.18 PROPOSER'S REPRESENTATION**

By virtue of its submission of this response to the RFP, PROPOSER represents that it has reviewed all information which it has reason to believe is relevant to the making of this proposal, including any necessary site inspections and field inspections, measurements and visits and that there is no information which it does not possess which it believes is necessary to make a fully informed and accurate proposal.

## **2.19 ADDITIONAL PROVISIONS**

2.19.1 Correction on proposals. A PROPOSER shall be permitted to correct clerical, non-judgmental mistakes of fact in their proposal to the Economic Development Director through a written directive.

2.19.2 Cancellation of Proposal.

- (a) Any time prior to bid opening date and time, the City may cancel or postpone the bid opening or cancel the invitation for bid in its entirety.
- (b) After bids are open, any or all bids may be rejected by the City.

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**SECTION 3: CONSIDERATION OF AWARD**

**3.0 CRITERIA FOR AWARD:** The following criteria shall be used to evaluate the proposals, with the weight of each criterion to be determined by the City:

**RESPONSES TO REQUEST FOR PROPOSAL:**

- A. Experience in Preparation of Redevelopment Plans and Plan Updates
- B. Knowledge of challenges and opportunities of the City of New Port Richey's Community Redevelopment Area
- C. Communication and Interpersonal skills of the team members
- D. Proposed value of Professional, Fees, Schedule & Breakdown
- E. Quality of Work Materials and Reference list of Satisfied Customers

**A. Experience in Preparation of Redevelopment Plans and Plan Updates**

PROPOSERS will be measured on the overall organizations and qualifications of project team members, overall team organization and the stability of the firm. This includes firm's organization, experience with special emphasis on redevelopment and preparation of Community Redevelopment Plans, plan updates and comprehensive planning.

**B. Knowledge of challenges and opportunities for Community Redevelopment Area**

This criterion measures the PROPOSERS understanding of the challenges and opportunities for the redevelopment, elimination of blight and opportunities for improvement of the Community Redevelopment Area in New Port Richey.

**C. Communication and Interpersonal Skills of Team Members**

Bidders will be evaluated on their competence to provide services at the desired quality level in a timely fashion. The evaluation will include the quality and timeliness of the PROPOSERS past performance of previous contracts, list of references and the Bidder's plan on how the future responsibilities will be handled.

**D. Proposed Value of Professional, Proposed Schedule and Breakdown**

PROPOSERS will provide a fee schedule, and an estimated budget to perform the work associated with this request. Additionally, submit a timeline for completion of the required work.

**E. Quality of Work Materials and Reference list of Satisfied Customers**

Include a list of previous customers as a reference for the quality of the work you have completed in the past. Explain any lessons learned from past work.

**F. Enthusiasm for Subject Matter and Genuine Commitment to Assist the City's C.R.A.**

Redevelopment in the City of New Port Richey requires a historical perspective on the challenges to redevelopment in a floodplain and the FEMA rules that impact the options. Besides a technical understanding of the parameters surrounding a Community Redevelopment Plan, there is also a candor required for working with the public and political arenas. Explain your understanding of the challenges and more importantly the enthusiasm and commitment to create a sustainable plan update.

### **G. Proposal Project Approach and Delivery**

Explain your approach for gaining support for the project and how you plan to measure your deliverables. Explain how you will manage the project.

#### **3.1 CONSIDERATION FOR AWARD/AWARD PROCEDURES:**

Evaluation of the Proposals will be conducted by an evaluation committee of qualified City Staff, or other persons selected by the City Manager or her designee. The committee will evaluate all responsive Proposals received from PROPOSER that meet or exceed the requirements contained in the RFP based upon the information and references contained in the Proposals as submitted. The committee shall then short-list Proposals it deems best satisfy the selection criteria contained in 3.0 above.

3.1.1 The committee will conduct interviews with the short-listed PROPOSERS and rank the short-listed PROPOSERS in accordance with the selection criteria.

3.1.2 The CRA may require visits to the PROPOSERS facilities to inspect recordkeeping procedures, staff, and facilities as part of the evaluation process. The CRA reserves the right to award the contract to that PROPOSER that best serve the interest of the CRA. The CRA reserves the right to accept or reject any or all Proposals. The CRA also reserves the right to waive minor irregularities or variations to the specifications in the proposal process.

3.1.3 The evaluation committee's recommendation will be considered by the CRA who shall then make an award.

3.1.4 After award of the contract the PROPOSER/Contractor shall be instructed to commence the Work by written instruction by the CRA Executive Director.

#### **4.0 INDEMNIFICATION**

CONTRACTOR shall at all times hereafter indemnify, hold harmless and, at the City Attorney's option, defend or pay for an attorney selected by the City Attorney to defend CRA, its officers, agents, servants, and employees from and against any and all causes of action, demands, claims, losses, liabilities and expenditures of any kind, including attorney fees, court costs, and expenses, caused or alleged to be caused by intentional or negligent act of, or omission of,

CONTRACTOR, its employees, agents, servants, or officers, or accruing, resulting from, or related to the subject matter of this Contract including, without limitation, any and all claims, losses, liabilities, expenditures, demands or causes of action of any nature whatsoever resulting from injuries or damages sustained by any person or property. In the event any lawsuit or other proceeding is brought against CRA by reason of any such claim, cause of action or demand,

CONTRACTOR shall, upon written notice from CRA, resist and defend such lawsuit or proceeding by counsel satisfactory to CRA or, at CRA's option, pay for an attorney selected by City Attorney to defend CRA. The provisions and obligations of this section shall survive the expiration or earlier termination of this Contract. To the extent considered necessary by the Contract Administrator and the City Attorney, any sums due CONTRACTOR under this Contract may be retained by CRA until all of CRA's claims for indemnification pursuant to this Contract have been settled or otherwise resolved; and any

amount withheld shall not be subject to payment of interest by CRA. Nothing herein shall be deemed a waiver or limitation of any sovereign immunity provided by law or any limitation of the CRA's liability in any statute or as otherwise provided by law.

INSURANCE (Applicable if box checked)

[X] To ensure the indemnification obligation contained above, CONTRACTOR shall, at a minimum, provide, pay for, and maintain in force at all times during the term of this Contract (unless otherwise provided), the insurance coverage set forth in accordance with the terms and conditions required by this Article. Each insurance policy shall clearly identify the foregoing indemnification as insured.

[X] Such policy or policies shall be without any deductible amount unless otherwise noted in this Contract and shall be issued by approved companies authorized to do business in the State of Florida, and having agents upon whom service of process may be made in Pasco County, Florida. CONTRACTOR shall pay all deductible amounts, if any. CONTRACTOR shall specifically protect CRA and the City of New Port Richey City Council by naming CRA and the New Port Richey City Council as additional insured's under the Commercial Liability Policy as well as on any Excess Liability Policy coverage.

[X] Commercial Liability Insurance. A Commercial Liability Insurance Policy shall be provided which shall contain minimum limits of Five Hundred Thousand Dollars (\$500,000.00) per occurrence combined single limit for bodily injury liability and property damage liability and shall contain minimum limits of One Million Dollars (\$1,000,000.00) per aggregate. Coverage must be afforded on a form no more restrictive than the latest edition of the Commercial Liability Policy, without restrictive endorsements, as filed by the Insurance Services Office and must include:

1. Premises and/or operations
2. Independent contractors
3. Products and/or Completed Operations for contracts
4. Broad Form Contractual Coverage applicable to this specific Contract, including any hold harmless and/or indemnification Contract
5. Personal Injury Coverage with Employee and Contractual Exclusions removed, with minimum limits of coverage equal to those required for Bodily Injury Liability and Property Damage Liability

[X] Workers' Compensation Insurance. Workers' Compensation insurance to apply for all employees in compliance with Chapter 440, Florida Statutes, as may be amended from time to time, the "Workers' Compensation Law" of the State of Florida, and all applicable federal laws. In addition, the policy (ies) must include: Employers' Liability with a limit of Two Hundred Fifty Thousand Dollars (\$ 250,000.00) each accident.

[X] Professional Liability shall be provided with minimum limit of Five Hundred Thousand Dollars (\$ 500,000) per occurrence and One Million Dollars (\$ 1,000,000) per aggregate.

[X] CONTRACTOR shall furnish to the CRA a Certificate of Insurance or endorsements evidencing the insurance coverage specified by this Article within fifteen (15) calendar days after notification of award of the Contract. The required Certificates of Insurance shall name the types of policies provided, refer specifically to this Contract, and state that such insurance is as required by this Contract. CONTRACTOR failure to provide to CRA the Certificates of Insurance or endorsements evidencing

the insurance coverage within fifteen (15) calendar days shall provide the basis for the termination of the Contract.

[X] Coverage is not to cease and is to remain in force (subject to cancellation notice) until all performance required of CONTRACTOR is completed. All policies must be endorsed to provide CRA with at least thirty (30) days' notice of expiration, cancellation and/or restriction. If any of the insurance coverages will expire prior to the completion of the work, copies of renewal policies shall be furnished at least thirty (30) days prior to the date of their expiration.

[X] CRA reserves the right to review and revise any insurance requirements at the time of renewal or amendment of this Contract, including, but not limited to, deductibles, limits, coverage, and endorsements based on insurance market conditions affecting the availability or affordability of coverage, or changes in the scope of work or specifications that affect the applicability of coverage. If CONTRACTOR uses a subcontractor, CONTRACTOR shall ensure that subcontractor names CRA as an additional insured.

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**SECTION 5.0: SPECIFICATIONS and PROPOSAL REQUIREMENTS**

**5.1 PURPOSE:**

It is the intent of this proposal to provide the CRA of New Port Richey with qualified and experienced firms to perform Community Redevelopment Plan Update Consulting Services. The CRA intends to evaluate submitted proposals and award the contract to a firm exhibiting comprehensive general planning experience. The term of the contract(s) for specific projects (as currently budgeted or proposed) and miscellaneous projects shall be for a one (1) year period, subject to vendor acceptance and satisfactory performance.

No guarantee is expressed or implied as to the amount of work or total number of project task authorizations provided to any one firm for the life of this contract.

**5.2 SCOPE OF SERVICES:**

The CRA of New Port Richey, Florida ("City") is seeking the services of a consultant with experience in preparing, recommending, and/or updating Community Redevelopment Plans. The scope of services may include but will not be necessarily limited to the following types of work:

1. Assessment of the 2018 Community Redevelopment Plan (update to the 2001 Plan) and related plans for completed projects and other accomplishments since the time of adoption; an assessment of the degree to which objectives have been achieved (successes and shortcomings); and changes in state statute, as applicable.
2. Interviews and public meetings with stakeholders and development of a Public Involvement Plan.
3. Evaluation of the boundary of the CRA district and an updated map.
4. Community Participation Events, including but not limited to opinion survey and visioning workshop and open house with the CRA and Stakeholders, citizens to discuss draft plan.

5. Development of a Vision and Goals, Objectives and Policies to support the elimination of blight and economic development during the planning timeframe.
6. Development of a five year capital and operating budget with identification of potential funding sources.
5. Community Redevelopment Plan Development, with supporting documents, including maps and graphics.
6. Development of a final, "camera ready" plan
7. Review of the CRA grant programs with recommendations for improvements and revisions.
8. Review of the City's economic development incentives with recommendations for improvements and revisions.

### **5.3 PROPOSAL REQUIREMENTS:**

#### **A. Letter of Interest:**

1. Signed by a duly authorized officer of the applicant.
2. The PROPOSER shall acknowledge receipt of any and all addenda, if any, listing the Addenda by number(s) and date(s) in their Letter of Interest.

#### **B. Statement of Qualifications:**

##### **1. Proposer Profile**

- a. PROPOSER Identification (or firms, if a joint venture or association): Include physical notice address, telephone number and date firms were established. Provide current copies of PROPOSERS registration(s) and/or license(s), and registration and/or license(s) for all sub-consultants.
- b. Areas of Specialization: List PROPOSERS specializations
- c. PROPOSERS Personnel: Provide total size and breakdown of PROPOSER personnel by Category.
- d. Joint Venture or Other Form of Association: If proposed, provide explanation, including projects completed as a joint venture. Provide names and dates of work along with client's name, address, and phone number. Include all subcontractors participating.
- e. Specialty Certifications (Separate Section with a sub tab): Provide documentation whether PROPOSER is specialty certified (e.g.: PE, LEED, AICP etc.) If the PROPOSER is certified, submit a statement that the PROPOSER is certified and list the type and level of certification held, and submit copies of all certification(s). Absence of such statements shall indicate the PROPOSER holds no specialty certifications.

##### **2. Team Organization**

- a. Proposer's Team: Identify clearly the PROPOSER(s) of Record, or joint venture member responsible for each referenced Service Category. If PROPOSER served as a sub-consultant under a referenced project, the PROPOSER shall clearly identify its

role. If the PROPOSER is representing an individual's experience while employed at another firm, the firm of record for the project and the individual's role shall be clearly identified. Explain your proposed team organization (include sub-consultant(s) when appropriate), roles and responsibilities, abilities of professional personnel, and personnel qualifications.

- b. Narrative: In narrative form, briefly discuss each of the individual key team members (include subconsultant(s) when applicable) relevant professional experience, registration, and education. Identify projects, date, position, and firm that individual was employed at the time services were performed.

### **3. Availability, Capacity, and Location**

- a. Availability and Capacity: Briefly discuss the availability of all key personnel and identify their proposed location during provision of the requested services.
- b. Location: Provide PROPOSERS address, location map, and relative distance and travel time from PROPOSERS office serving this project(s) (if different).

**4. CRA Experience:** Detail experience working for Community Redevelopment Agencies. References: Provide the client name, address, and client's project representative and telephone number for three (3) governmental clients served within the past two (2) years.

**5. Litigation:** Provide explanation of all litigation, claims, contract defaults, and liens in the last five (5) years from due date for this RFP.

**6. Format:** The PROPOSER, joint venture or other form of association, ("PROPOSER") shall submit five (5) hard copies, with one (1) marked "Original" containing all original documents of the required response to the Request for Proposals (RFP) and one (1) electronic copy (in PDF Format) on electronic media (CD-R/flash drive).

#### **5.4 Proposer must provide the following attached hereto:**

- Qualification Statement
- Sworn Statement on Public Entity Crimes
- Non-Collusive Affidavit

**Schedule A  
NON-COLLUSIVE AFFIDAVIT**

State of \_\_\_\_\_; County of \_\_\_\_\_ being first duly sworn, deposes and says that:

- (1) He/she is the \_\_\_\_\_  
(Owner, Partner, Officer, Representative or Agent) of the PROPOSER that has submitted the attached proposal;
- (2) He/she is fully informed respecting the preparation and contents of the attached proposal and of all pertinent circumstances respecting such proposal;
- (3) Such proposal is genuine and is not a collusive or sham proposal;

Signed, sealed and delivered in the presence of:

By:

(Printed Name) \_\_\_\_\_

(Title) \_\_\_\_\_

**ACKNOWLEDGEMENT**

State of \_\_\_\_\_

County of \_\_\_\_\_

The foregoing instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, 2022, by, who is personally known to me or who has produced \_\_\_\_\_ as identification and who did (did not) take an oath.

WITNESS my hand and official seal

NOTARY PUBLIC

(Name) \_\_\_\_\_

My Commission expires on \_\_\_\_\_

**CITY OF NEW PORT RICHEY PUBLIC ENTITY CRIME STATEMENT**

“A person or affiliate who has been placed on the convicted vendor list following a conviction for public entity crime may not submit a bid or proposal on a contract to provide any goods or services to a public entity, may not submit a bid or proposal with a public for the construction or repair of a public building or public work, may not submit bids on leases of real property to public entity, may not be awarded or perform work as a PROPOSER, supplier, sub-PROPOSER, or consultant under a contract with any public entity, and may not transact business with any consultant under a contract with any public entity, and may not transact business with any public entity in excess of the threshold amount provided in Section 287.017, for CATEGORY TWO for a period of 36 months from the date of being placed on the convicted vendor list.

I state that this PROPOSER complies with the above.

Signed: \_\_\_\_\_

Printed Name: \_\_\_\_\_

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



### COMMUNITY REDEVELOPMENT AREA

*(Created under Resolution #01-05; includes all incorporated property excluding parcels annexed since June 5, 2001. This is the current CRA boundary.)*

