

WESTGATE/BELVEDERE HOMES COMMUNITY REDEVELOPMENT AGENCY

Monday, November 4, 2024 Board Meeting

1280 N. Congress Ave. Suite 215

West Palm Beach FL 33409

NOTE: Agenda Summary (Pages 3-4)

Staff Report (Pages 5 - 10)

- I. CALL TO ORDER / ROLL CALL**
- II. AGENDA APPROVAL**
 - 1. Additions, Deletions, Substitutions to Agenda**
 - 2. Adoption of Agenda**
- III. ADOPTION OF W/BH September 9, 2024 CRA MINUTES (Pages 11 - 19)**
- IV. PUBLIC COMMENTS**
- V. DISCLOSURES**
- Vi. CONSENT AGENDA**
- VII. REGULAR AGENDA**
 - 1. Consideration of Tax Increment Financing Rebate Request for Terra/Frisbie Group Palm Beach Kennel Club New Development (Pages 20-31)**
- VIII. REPORTS**
 - A. Staff Reports (Pages 32-37)**
 - B. Correspondence (Pages 38-59)**
 - C. Attorney's Report**
 - D. Committee Reports and Board Comments**
 - 1. Administrative/Finance –**
 - 2. Capital Improvements – Chair, Mr. Daniels**
 - 3. Land Use –**
 - 4. Real Estate – Chair, Mr. Kirby**
 - 5. Marketing –**

6. Community Affairs –
7. Special Events – Chair, Ms. Ruffy

IX. ADJOURNMENT

ANY PERSON MAKING IMPERTINENT OR SLANDEROUS REMARKS OR WHO BECOMES BOISTEROUS WHILE ADDRESSING THE BOARD WILL BE BARRED FROM FURTHER AUDIENCE BEFORE THE BOARD BY THE PRESIDING OFFICER, UNLESS PERMISSION TO CONTINUE OR AGAIN ADDRESS THE BOARD AS GRANTED BY A MAJORITY VOTE OF THE BOARD MEMBERS PRESENT.

IF A PERSON DECIDES TO APPEAL ANY DECISION MADE BY THIS BOARD WITH RESPECT TO ANY MATTER CONSIDERED AT THIS MEETING, HE WILL NEED A RECORD OF THE PROCEEDING, AND FOR SUCH PURPOSE HE 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.

ON JUNE 7, 1994, THE BOARD OF COUNTY COMMISSIONERS APPROVED RESOLUTION NO. 94-693, KNOWN AS THE CODE OF ETHICS. UNDER SECTION 11, IT IS REQUIRED THAT PAID AND UNPAID LOBBYISTS REGISTER. PLEASE REFER TO SECTIONS 11.01 AND 11.02 IN THE CODE OF ETHICS FOR REGISTRATION SPECIFICS. FOR YOUR USE, REGISTRATION FORMS ARE AVAILABLE FROM THE CRA'S ADMINISTRATIVE ASSISTANT.



AGENDA ITEMS
Westgate/Belvedere Homes CRA Board Meeting
In Person and Via Zoom
November 4, 2024

CONSENT AGENDA

REGULAR AGENDA

1. Consideration of Tax Increment Financing Rebate Request for Terra/Frisbie Group Palm Beach Kennel Club New Development

A. **Background and Summary:** Terra and the Frisbie Group proposed to redevelop 42 acres of the 47 acre-Palm Beach Kennel Club property at 1111 Congress Avenue at the corner of Congress and Belvedere Road into a mixed-income mixed-use development divided into three phases. The proposed name is Westgate Gardens.

The first phase will be on 16 acres at the northern end of the 42-acre site. It will consist of 400 multifamily housing units spread out in several three-story apartment buildings. The design will follow traditional garden style apartments where each building will face green space, garden space, or landscaping allowing residents to access easily the proposed green areas. Parking will be arranged on the perimeter of the site. It has not been determined whether there will be enough land to provide the required surface parking spaces since the gardens will take up a lot of land.

The development is required to provide 20% of the units at workforce housing rents to meet the CRA's zoning overlay Density Bonus Pool requirements. The developers believe that because of the high land acquisition cost, construction cost, and financing cost, the development will not be successful without financial contributions from the CRA. They posit that the workforce housing units may not generate enough revenues to produce the cash flow necessary to address debt and return on investment. To make the project feasible, the developers are requesting, among other incentives, a tax abatement or a tax rebate of a portion of the TIF that the project will pay to the CRA.

It is estimated that Phase 1 will generate \$677,677 in taxes in the first year (2028) and about \$1,039,249 the year after (2029) when the project is stabilized.

The Current Westgate CRA and Palm Beach County code requires a developer participating in the Density Bonus Pool to provide 20% of the total units to workforce housing residents. The code specifies that 10% must be rented to households who make 60 – 80% of the Median Income and the other 10% to families who make 80 - 100% of the area median income. The low-income and the moderate 1 categories are the two lowest of the Workforce Housing Program. Families in those categories have lower income and qualify for lower rents.

The 20% Workforce Housing set aside will be rented at below market rent which will create a gap in the revenues needed to keep the development feasible. In 2029, the first projected stabilized year of the project, the TIF is projected to be \$1,039,249 and the gap \$690,245. The request is for the CRA to give back \$690,245 to the development and retain \$349,004 for that year. The following years will follow a similar contribution pattern. In percentage, the CRA will keep 33.6% and give back 66.4% of the TIF generated by the development.

TIF incentives are included in the CRA Redevelopment Plan. Contributions to affordable housing development are also included in F.S. 163, the statute that governs community redevelopment agencies. It is a mechanism used by many Palm Beach County CRAs like West Palm Beach, Delray Beach, and Boynton Beach to mitigate the shortage of affordable housing.

The requested amount needs to be negotiated further. The request is for twenty years or until the CRA sunsets; however, Palm Beach County Board of County Commissioners must approve the amount and the terms. Furthermore, resolutions and interlocal and developer agreements will have to be created to solidify the terms of the contribution. Also, the project proforma will be analyzed to justify the financial gap.

This item is brought to the CRA Board to seek authorization to 1) study and negotiate the feasibility of a TIF abatement or rebate for the proposed Westgate Gardens and 2) discuss the request with Palm Beach County administrators. All findings and recommendations will be brought to the Board later for final approval.

- B. **Recommendation:** Authorize staff to study, negotiate, and discuss with PBC administration a TIF abatement/rebate for the proposed Westgate Gardens.

**BOARD MEETING
November 4, 2024**

Staff Update on In-House & Private Redevelopment Projects

Strategic Plan – Special District Goals & Performance Measures (STARTED)

CRA staff will retool a draft strategic plan for the implementation of the goals and objectives of the Redevelopment Plan, and will modify the document to reflect a new statutory requirement for special districts. FS 189.0694 now requires Florida special districts to establish “goals and objectives for each program or activity, as well as performance standards and measures to determine if goals and objectives are being achieved”. The first annual Goals & Performance Measures Report is due by December 1, 2025. A strategic plan will outline the specific tasks, timeline and budget required for redevelopment activities over the next 5 years. It can also serve as a platform for the CRA to refine its vision and mission statement in a way that is current with its shifting priorities. Staff has received some initial input from Board members.

Streetlights Initiative + Westgate Safety Plan (IN PROCESS)

Update: The requested funding for Westgate safety initiatives from the County’s legislative appropriation was not authorized. The CRA will renew the request next legislative season. Staff continues to address issues around safety utilizing the Agency’s budget. A draft Safety Plan in in process.

The requested funds from the County’s legislative appropriation have been reduced from \$750,000 to \$250,000; the allocation from the State budget awaits the Governor’s signature. CRA staff continues to develop a Safety Plan for the district. The 1st permit to install FPL streetlights has been issued; the 2nd permit is in process. Conservatively, staff anticipates that the streetlights will be installed within the next 6 months.

Background: Staff has requested the installation of 280+ new streetlights within the North and South Westgate Estates neighborhoods of the CRA district from FPL. The streetlights initiative is in the final stage of permitting. FPL resubmitted in January to respond to Land Development comments. To supplement this effort, Staff is working with County Administration to secure a legislative appropriation of \$750,000. This funding would also be used to leverage CRA TIF in the creation of a Westgate Safety Plan. Planning for the development of a Safety Plan is underway.

SFWMD Compensating Floodplain Storage Mitigation Bank (ONGOING)

Update: Staff is working with Reikenis & Associates, LLC Consulting Engineers to analyze the potential value of existing and future C-51 compensating flood plain storage credits that are banked with SFWMD. Quantifying and adding a valuation to the mitigation bank allows the CRA to better understand the dollar value of mitigation credits for redevelopment projects.

There remains approx. 13-acre feet available in various retention areas in the CRA district that could be added to the mitigation bank. CRA staff has requested a proposal from Higgins Engineering to continue with this important work.

Higgins Engineering has advised that SFWMD has formally amended the original permit for the Westgate Central Lake. A total of 23-acre feet are assigned to the mitigation bank, lower than our original estimation. The Board allocated 8-acre feet to the Greene Apartments (now Brandon Estates), and 6-acre feet to the Autumn Ridge apartments. Only 9-acre feet remain in the mitigation bank.

On June 30th SFWMD formally established a compensating storage bank for C-51 basin, sub-basin 39. This bank only includes the Westgate Central Lake aka Dennis Koehler Preserve. Available compensating storage volume available from the bank will expire in 2043. The Autumn Ridge project will utilize 9 acre-feet of storage from the mitigation bank. Approx. 12 acre-feet will be remaining for future redevelopment projects. Staff is considering developing a program for accessing credits from the bank.

Background: The CRA is working with Higgins Engineering and SFWMD to formalize a storm water storage mitigation/redevelopment credit program using the Dennis Koehler Preserve retention lake for redevelopment projects within a certain basin or sub-basin. Higgins Engineering estimates that approximately 28-acre feet could be available to redevelopment projects to offset storage requirements. Some of those acre feet have already been pledged to the Greene Apartments and Autumn Ridge projects.

WCRAO/ULDC Amendments (IN PROCESS)

Update: Staff is initiating a new amendment to the WCRAO which would revise the WCRAO Density Bonus Program workforce housing requirement to 20% across 4 income categories at 5% each, rather than across the 2 lower income categories at 10% each. This will create a better balance of market rate and workforce housing.

Staff is processing a Comprehensive Plan amendment to the text of the Westgate/Belvedere Homes Community Redevelopment Area Overlay sub-objective that would increase the number of units available in the Density Bonus Pool by 3,000 from 1,300 to 4,300. The amendment is triggered by redevelopment of the PBKC site which is anticipated to need at least 80% of the density bonus remaining in the program for multifamily housing. An increase is necessary to support future redevelopment build out projections. Concurrently, Zoning has given Staff the green light to finalize an amendment to the WCRAO in the ULDC that would allow, as an incentive for density bonus program projects, a reduction of 15% from Westgate parking standards for mixed use and residential projects.

Tentative Amendments Timeline

Comp Plan (25-A2) Density Bonus Pool	Planning Commission Initiation – July 12, 2024	BCC Transmittal Hearing – August 28, 2024	Staff reports – Dec. 2024	Planning Commission Hearing – January 10, 2024	BCC Transmittal – Feb. 5, 2025 (TBD)	BCC Adoption – May 7, 2025 (TBD)
ULDC WCRAO Parking Reduction + related Density Bonus Pool revisions	BCC Request for Permission to Advertise – previously initiated	BCC Transmittal Hearing – August 28, 2024 – allows work on related Comp Plan revisions	BCC Transmittal Hearing – November 21, 2024 – parking revision	Zoning Commission – TBD	BCC Adoption Hearing – TBD	--

Zoning Management has reviewed the amendment draft provided in October 2023, and has provided general direction to rework the document. A path has been provided to revise WCRAO parking provisions. Staff has been working with Schmidt Nichols on developing a parking code that would reduce the demand for residential by unit type.

Staff submitted an amendment draft to Zoning in early October 2023. Concurrently, Staff is exploring the concept of merging the WCRAO with the URAO toward a Redevelopment Code for the County.

Staff met with Vice-Mayor Weiss, assistant County administrators, and PZB staff on October 26th to discuss ways in which the WCRAO may be streamlined to be made more efficient and flexible to use, while remaining true to intent. A path forward includes a Comprehensive Plan amendment to be initiated early in the new year to better define policies for open space and land development, followed by amendments to the WCRAO/ULDC. Staff will also propose increases to the Density Bonus Program pool of units as well as explore options to add more daily and pm peak trips to the TCEA pool. Staff is re-tooling to address the Mayor's concerns.

Background: CRA staff submitted a request letter for amendments to the CRA's zoning overlay in early December 2021 with the optic of adoption by the BCC at the end of 2022. The Zoning Division is under new directorship, and the two-round policy for UDLC amendments is replaced by a prioritization scale. The CRA will work with County Code Revision staff and County departments to develop amendment language for Board review in the coming months. Staff will utilize one of its continuing planning consultants to assist.

FY21 TCRPC Brownfields Site Assessment Grant (IN PROCESS)

Update: Florida DEP has reviewed Stantec's ESA report and has provided comments; Stantec is preparing a response. If Stantec advises that additional testing is required by the State to determine the extent of contamination, and necessary clean-up, TCRPC has funding available to assist. The next step would be to determine the best path for remediation.

Cardno (now Stantec) has completed testing. Results indicate levels of contamination on site that are in excess of allowable State limits. Staff will be meeting with Stantec and TCRPC to discuss next steps.

Cardno has identified that contamination is most concentrated in the northeast corner of the Chickamauga site with no groundwater affected, however further assessment is warranted to determine the spread and depth of contamination in order to recommend the best path for remediation. Using a new round of funding through TCRPC, a specific assessment will be completed by Cardno. Next steps include: specific testing, a meeting with the DEP to understand the scope of clean up, and a determination of funding sources for excavation/clean up (TCRPC or PBC DHED).

Cardno has completed supplementary soils testing and is preparing a final report for CRA review and/or action. Results are targeted to be presented to the CRA Board at their September meeting. Testing indicates a high concentration of Benzoapyrene (BaP) in the northwest corner of the property. Cardno will determine whether remedial action is warranted. Cardno conducted a Phase II assessment in early December. Findings indicate trace amounts of contamination (arsenic & BaP) in the soil; the groundwater is said to be clear. CRA Staff is pursuing a more thorough soils study through funding available through TCRPC prior to issuing an RFP. Phase I ESA findings indicate the need to conduct further assessment of the site to determine if historical adjacent uses have negatively impacted the site. The CRA was approved by the TCRPC for a Phase I Environmental Assessment on September 9, 2021. Brownfields environmental consultants Cardno, completed the Phase I assessment in mid-October 2021.

On August 25, 2021, CRA staff submitted an application for funding from the TCRPC (Treasure Coast Regional Planning Council) Brownfields Program for a Phase I Environmental Assessment for the Chickamauga redevelopment site. Due to historic auto salvage and a dry cleaning use on Okeechobee on the site now occupied by Cumberland Farms, there is a likelihood that the site has some degree of contamination. The grant would fund a Phase I assessment, and a possible Phase II assessment depending upon initial findings. Any remediation timelines and cost to be determined. State funding is possible.

Background: The Chickamauga site consists of 3 parcels, one containing an occupied single-family dwelling, purchased by the CRA in December 2019 for \$550,000. The site is located directly south of Spencer Square facing the Dennis Koehler Preserve to the south. The site is earmarked for the CRA for mixed use or high density residential redevelopment. CRA staff anticipates issuing an RFP in FY22.

Community Garden/Greenmarket (ONGOING)

Update: The Plat is recorded and corner clip dedications are complete. CRA staff is planning for the construction of a permanent structure. Staff applied for a USDA Urban Agriculture grant in 21/22 to assist with the construction of the structure and to facilitate enhanced programming at the farm, but was not awarded the grant. CRA staff is looking at the viability of re-applying in another fiscal year.

PBC Transportation Planning Agency (TPA) Transportation Alternatives (TAP) & Local Initiatives (LI) Grants

FY20 Cherry Road Pedestrian & Safety Improvements (CONTRACTOR SELECTION)

Update: The contractor has been selected, and the BCC has approved the construction contract.

The ILA between the CRA and the County has been approved by the BCC. An RFP has been issued to select the contractor.

Design has been completed. Design engineers had identified field conditions that will make the installation of 10-12 ft. wide multi-purpose paths on the north side of Cherry Rd. impossible within the existing ROW. Several options have been discussed with PBC Engineering and the TPA, with the best option being reducing the multi-purpose paths to 8 ft. Engineering is awaiting approval from FDOT on the new cross section prior to design resuming.

PBC Engineering has expressed concerns regarding crosswalks on the approved cross section that requires resolution for the project to move forward on the TPA grant timeline.

The Cherry Road project received approval for funding by the TPA Governing Board in July, 2020. The CRA engaged consultants, WGI to refine the Cherry Rd. improvements project for TPA TAP grant application submittal in the 2020 cycle. CRA Staff and WGI worked with Engineering on improving the proposed typical sections. The project proposes reduced with travel lanes for traffic calming, new sidewalks on the south side of Cherry Rd east and west of the bridge to the intersection of Country Club Rd., a new 12' shared multi-use path on the north side of the corridor, new crosswalks, pedestrian scale lighting, and shade trees where allowed. The total project cost is \$1.96 million. The grant reimburses \$1 million. The application was submitted to the TPA on February 28, 2020.

FY19 and Seminole Blvd. Complete Streets (UNDER CONSTRUCTION)

Update: Light fixtures are projected to be installed in December. This would complete construction work.

Sidewalks have been fully installed, and sod is laid. The project is delayed from completion due to supply issues with streetlights. Irrigation conduit will be added via change order, provided cost is acceptable, so that landscaping can be added in the future.

Construction is progressing well. Staff will work with Engineering and FDOT to process a field change order to reduce the path on the west side of the ROW from 12 ft. to 10 ft. Staff will engage a landscape architect from WGI through our continuing services contract to create a landscape/irrigation plan for the project. BCC approval of the construction contract is projected for August.

The Transportation Planning Agency Governing Board approved funding for the Seminole Blvd project at their July 18th meeting. The Seminole project was ranked #1. Staff and WGI presented the projects to

FDOT and BTPAC in early April; Seminole was ranked #1 and Cherry Rd was #4. The Board recommended that the Seminole Blvd project should be prioritized since it ranked higher and is a larger project.

Background: The Board approved a two-fold work assignment with WGI in November 2018 to prepare a feasibility analysis to identify the best two projects to submit to the TPA for the 2019 Transportation Alternatives Program (TAP) cycle. Based on findings presented by WGI, the Board selected the following project:

Seminole Blvd Complete Streets expands existing sidewalks to 10-12 ft. multi-use paths on each side of the roadway, adds high visibility crosswalks at each intersection, adds pedestrian scale lighting, and shade trees. The project boundaries are from Okeechobee Blvd. to Oswego Ave. Total construction cost is \$1,622,979. The grant reimburses \$1 million.

TAP grant projects are designed and constructed within 3 years of prioritized funding. Design will begin in 2020 with construction completion in 2022.

FY18 – Westgate Avenue Corridor Complete Streets (UNDER CONSTRUCTION)

Update: Construction on the Westgate Avenue project has moved to the south side; most driveways are completed. North side roadway milling to be completed by end October; sidewalks and landscaping by end of November. Milling on the south side and light fixture installation to occur in December. The project is projected to be completed by the beginning of the new year.

The Westgate Ave. streetscape is under construction, and ahead of schedule. Sidewalks, driveway connections, bollards, irrigation lines, and landscaping is in place on the north side of the corridor. Construction crews have moved to the south side, and are working on drainage.

Background: Staff engaged WGI to coordinate the preparation of travel demand forecast modelling to determine the impact of reducing Westgate Ave from 5 lanes to 3 lanes utilizing a road diet approach. WGI facilitated communication with PBC TPA and Engineering to determine the best design alternative, held a public input meeting, and drafted the final design for the project to be used to obtain funding. WGI met with the Engineering Department to present the lane elimination plan. County staff is in support of the lane reduction from Wabasso to Congress, but they are not in support of the elevated landscape median. An alternative design, which allows for 3 lanes (2 thru lanes and one center turn lane), bike lanes, and floating landscape islands on both sides of the ROW alternating with on street parking was presented to County Engineering for approval and support. With assistance from WGI, the LI grant application was submitted on March 2, 2018. CRA staff is working with County Engineering and Administration to design and administer all 3 of the TPA grant projects.

The TPA Governing Board voted to adopt the TPA List of Priority Projects for the LRTP FY 2020-2024 at their September 20, 2018 meeting. Projects that met TPA and FDOT eligibility requirements were ranked by internal advisory boards, committees and TPA Staff to be forwarded to the Governing Board. The Westgate Avenue Complete Streets project was ranked #1 of 6 entries to receive Local Initiatives Program funding. This project has been moved up the timeline due to the inability of other funded projects to proceed. Design can start in July 2019 for FY 2019/20. Construction funding will be approved after the design is completed.

Streetlights for Belvedere Homes (ONGOING)

The Engineering Department is partnering with Office and Community Revitalization to install streetlight in Belvedere Homes. An initial meeting has been held. Citizens are currently gathering signatures and easement authorization from residents and property owners.

Private Redevelopment Projects

Below is list of private development projects that are in the entitlements or the permitting process:

Projects	Address	Status
Tallahassee MF	1302 Tallahassee Dr.	<ul style="list-style-type: none"> ▪ WCRA recommendation 8/12/24 ▪ 7-unit multifamily project ▪ WCRAO DBP units, Type 1 Waiver
2944-2952 Westgate mixed use	2944-2952 Westgate Ave.	<ul style="list-style-type: none"> ▪ In Zoning review ▪ 2,300 sf prof. office w/ 5 units, Work-Live unit – DBP units
PBKC – new relocated facility	1111 N. Congress Ave.	<ul style="list-style-type: none"> ▪ WCRA recommendation 3/11/24 ▪ 60,286 sf facility + 4 level parking structure ▪ Rezoning, Class B Cond use (indoor entertainment), DRO for Type 2 restaurant, variances, waivers
NorWest Pointe	Westgate at Tallahassee	<ul style="list-style-type: none"> ▪ WCRA recommendation 8/12/24 ▪ DRO approval for additional density for a 9-unit MF rental project, Type 1 Waiver ▪ Rezoning approved. WCRA recommendation 11/13/23
Al Packer Fleet Services	1668 N Military Trail	<ul style="list-style-type: none"> ▪ Approved -- 5/8/23 CRA recommendation ▪ Rezoning to CG, BCC approval for heavy vehicle repair & maintenance
PBC Fire Station #24	Westgate at Seminole	<ul style="list-style-type: none"> ▪ In Zoning – 3/13/23 CRA Board meeting, BCC in August ▪ Rezoning to PO approved, in site design phase
Aero Village	1699-1705 N. Congress Ave	<ul style="list-style-type: none"> ▪ Approved – 1/9/23 CRA Board meeting ▪ 4-stories, 38-unit market rate MF rental development
Westgate Terrace (Danza Group)	2636 Westgate Ave.	<ul style="list-style-type: none"> ▪ Project has zoning approvals! – Danza Group to request closing on CRA owned properties ▪ 4 stories, 44 units – professional office/medical office CRA-owned parcels, developed with NMTC fed grant in partnership with CRA/PBD DHED
The Hangar & Airfield Business Park	1050 N. Congress Ave. (former PBKC property)	<ul style="list-style-type: none"> ▪ Under construction – 2/14/22 CRA Board meeting ▪ 60,000+ sf of privately owned warehouse units with collocated additional warehouse, vehicle sales/repair, community and assembly membership non-profit space
EZ Express Carwash (Walmart MUPD)	1098 N. Military Trail	<ul style="list-style-type: none"> ▪ In permitting ▪ DRO approval in April for a 2,700-sf. automatic carwash
Extra Space Storage (Cherry Road Plaza MUPD)	Cherry Rd	<ul style="list-style-type: none"> ▪ In permitting ▪ Approval for ABN, DOA, Variances, DRO approval for a 161,000 sf (phased) self-service storage facility
Murphy Express Gas Station/C-store (Walmart MUPD)	1010 Military Trail	<ul style="list-style-type: none"> ▪ In permitting ▪ Demolished vacant Walgreens, relocate/ expand existing Murphy Express/add c-store
Palm Key Apartments	Cherokee Ave.	<ul style="list-style-type: none"> ▪ DRO approval in March 2023 ▪ 7 townhome-style multifamily units on .46 ac – utilizing CRA density bonus units
Autumn Ridge LITC	Congress Ave.	<ul style="list-style-type: none"> ▪ Under construction ▪ DRO approval – LIHTC funded ▪ 106 units by Landmark Construction, 90% of units at or below 60% of AMI – 77 DBP units, TCEA, rezoning from RM to CG
Fern House	1958 Church St.	<ul style="list-style-type: none"> ▪ Under construction ▪ Addition/accessory structure & renovation

**WESTGATE/BELVEDERE HOMES COMMUNITY REDEVELOPMENT AGENCY
1280 N. CONGRESS AVE., SUITE 215, WEST PALM BEACH, FL. 33409
MINUTES OF THE MONTHLY MEETING**

September 09, 2024

I. CALL TO ORDER (IN PERSON MEETING BROADCASTED ON ZOOM PLATFORM)

Mr. Daniels, the Board Chair, called the meeting to order at 5:00 p.m. The roll was called by Ms. Bui.

Present: Ronald L. Daniels
Joanne Rufty
Teliska Wolliston
Ruth Haggerty

Absent: Enol Gilles
Joseph Kirby

Staff Present: Elizée Michel, Executive Director
Denise Pennell, Senior Planner
Carmen Geraine, Bookkeeper
Mai Bui, Redevelopment Specialist/Administrative Assistant
Thomas J. Baird, Esq., General Counsel

Absent:

Others Present: Yexsy Schomberg
Kurt Jetta
Philip Boucher
Josh Bishop
Violita Flerter

Zoom Attendees: Deputy Gomez
Corey O’Gorman

II. AGENDA APPROVAL

1. Additions, Deletions, Substitutions to Agenda

- **No Deletions, Substitutions to Agenda**

2. Adoption of Agenda

- **It was moved by Ms. Rufty and seconded by Ms. Haggerty to adopt the agenda as amended. Motion carried (4-0)**

III. ADOPTION OF W/BH CRA MINUTES

- **The date on the minutes says June 10, 2024, correction needs to be July 08, 2024. On page 18, May 13 should be June 10th and June 10th should be July 8th on page 17. Corrections made by Ms. Haggerty**
- **It was moved by Ms. Haggerty and seconded by Ms. Rufty to adopt the July 08, 2024 minutes. Motion carried (4-0)**

IV. PUBLIC COMMENT

- Dr. Kurt Jetta lives at 1022 Delharbor Drive, Delray Beach, and partners with Neighborhood Development, LLC. They are under contract to purchase the vacant 0.7-acre parcel on 2018 Westgate Avenue and develop a mixed-use building with 36 affordable micro-unit apartments. Dr. Jetta presented to the Board to discuss the project they are proposing.
- PBSO Deputy Gomez gave a brief report to the Board about police activities in the Westgate CRA area for the previous month. Crime-wise, there has not been much, but there are many problems with homeless people coming over from the Okeechobee corridor, and the Sheriff's Office is using the homeless unit to address the issue. There are many problems with abandoned cars.

V. DISCLOSURES

- No Disclosures

VI. CONSENT AGENDA

- Approval of Agreement with Higgins Engineering to Provide Water Management Services and Environmental Resource Permit (ERP) Application to Establish Compensating Storage Credits for the Westgate CRA.
- Approval of Site Development Assistance Program (SDAP) Grant for Elite Capital & Development for Four Single Family Homes on 3156, 3164, 3172, and 3180 Hiawatha Avenue, and 2702, 2704, 2706, 2708, 2710, 2712, and 2714 Nokomis Avenue.

- Approval of Holiday Lighting and Decoration Services for Oswego Oaks Park and Dennis P. Koehler Preserve.

It was moved by Ms. Rufty and seconded by Ms. Woliston to approve the consent agenda. The motion passed unanimously (4-0)

VII. REGULAR AGENDA

1. DRO Approval of WCRAO Bonus Density and Type 1 Waivers for Landscaping for NorWest Pointe

Mr. Michel and Mr. Corey O’Gorman with Place Planning presented the item to the Board.

The subject +/- 0.54-acre site is located on the northwest corner of Westgate Avenue at Tallahassee Drive, extending the full block depth north to Cherokee Avenue. The property is comprised of two lots, and is vacant, with overgrown vegetation on the northernmost parcel. Zoning records indicate no prior uses or resolutions.

The site is in the NC (Neighborhood Commercial) Sub-area of the WCRAO. The County’s Managed Growth Tier System classifies the WCRAO as within the U/S (Urban/Suburban) Tier, the RRO (Revitalization and Redevelopment Overlay), the URA (Urban Redevelopment Area) Study area, and in the Westgate CCRT area.

The site has a Future Land Use designation (FLU) of CH/8 (commercial high with an underlying residential land use of 8 du’s/acre). To facilitate the entitlement process and to allow the site to develop as multifamily, the applicant was required by the Zoning Division to rezone the site for zoning map consistency as a standalone application, in advance of the DRO approval process for bonus density. The site previously supported a split zoning designation, with the lot at the southwest corner of Cherokee Avenue at Tallahassee Drive within the RH (Multifamily Residential) zoning district and the lot fronting Westgate Avenue at Tallahassee Drive within the CN (Neighborhood Commercial) zoning district. The CRA Board provided recommendation of approval at their November 2023 meeting, and in July 2024, the site was approved for an Official Zoning Map amendment. The site is now fully within the RM (Multifamily Residential) zoning district.

The project is compatible with existing development. To the east of the subject site is a vacant lot which fronts Westgate Avenue, and a single-family residential use along Cherokee Ave., both zoned CG. A CG-zoned vacant residential lot is to the north of the site. To the west is an existing single-family use; zoned CG. Across Westgate Avenue to the south of the site are commercially

zoned properties operated by KCL Plumbing, a plumbing contractor. All adjacent properties have a CH/8 FLU.

Proposed Development – NorWest Pointe

The parcels that comprise the site were purchased by the current owner in 2017. The applicant proposes to develop a two-story 9-unit multifamily townhouse-style rental project consisting of six (6) 2-bedroom units and three (3) 1-bedroom units; each at 1,377 sf. The future land use allows the site to develop 4 units by right. Since the project proposes 9 units, an additional 5 units are requested from the WCRAO Density Bonus Pool (DBP), subject to DRO review and approval. The increase in density offered by the DBP pool will provide for an overall site density of just over 16 dwelling units per acre. The applicant is also submitting an administrative Type 1 Waivers for landscape buffer reductions. The project buildout is anticipated to be 2028.

Summary of Petition

The applicant requests a recommendation of approval from the Westgate CRA for the following:

1. Development Review Officer (DRO) approval of five (5) bonus density units from the WCRAO Density Bonus Program;
2. Approval of two (2) administrative Type 1 Waivers pursuant to Art. 3.B.14.H.C.1), Incentives for Density Bonus Pool Projects, to allow a reduction of 5 ft. in the ROW landscape buffers along both Westgate Avenue and Tallahassee Drive; and,
3. Any additional variances or waivers necessary to obtain entitlements.

The proposed use and site plan are consistent with the goals and objectives of the Westgate CRA Community Redevelopment Plan and generally comply with the provisions and standards of the WCRAO zoning overlay.

Staff recommends approval of the following application requests:

1. Development Review Officer (DRO) approval of five (5) bonus density units from the WCRAO Density Bonus Program;
2. Approval of two (2) administrative Type 1 Waivers pursuant to Art. 3.B.14.H.C.1), Incentives for Density Bonus Pool Projects, to allow a reduction of 5 ft. in the ROW landscape buffers along both Westgate Avenue and Tallahassee Drive; and,
3. Approval of any additional variances or waivers necessary to obtain entitlements.

It was moved by Ms. Rufty and seconded by Ms. Haggerty to authorize staff recommendations. The motion passed unanimously (4-0)

2. DRO Approval of WCRAO Bonus Density and Type 1 Waivers for Landscaping for 1302 Tallahassee Drive

Ms. Pennell and Ms. Yexsy Schomberg with Urbana presented the item to the Board.

The subject +/- 0.41-acre site is located on the southeast corner of Cherokee Avenue at Tallahassee Drive. The property is comprised of a single parcel and currently supports a duplex residential use. The site is in the NC (Neighborhood Commercial) Sub-area of the WCRAO. The County's Managed Growth Tier System classifies the WCRAO as within the U/S (Urban/Suburban) Tier, the RRO (Revitalization and Redevelopment Overlay), the URA (Urban Redevelopment Area) Study area, and in the Westgate CCRT area.

The site has a zoning classification of CG (Commercial General) and a Future Land Use designation (FLU) of CH/8 (commercial high with an underlying residential land use of 8 du's/acre).

The project is compatible with existing development. To the east of the subject site is a single-family residence fronting Cherokee Avenue zoned RH, or Multifamily Residential. Westgate New Testament Church, an RH-zoned place of worship is to the north of the site. To the west is the proposed NorWest Pointe multifamily project; the site is vacant with RM zoning. To the south is a vacant parcel, zoned CG. All adjacent properties have a CH/8 FLU.

Proposed Development

The applicant proposes to develop a two-story 7-unit multifamily townhouse-style rental project consisting of seven (7) 2-bedroom units on 0.41 acres. Each unit is proposed to be a total of 1,300 sf.. The existing duplex will be demolished to accommodate new construction. The site has a future land use classification of CH/8. A total of 3.28, or 3 units, are permitted by right through the base density. To achieve 7 units, the project may request additional density through the WCRAO Density Bonus Program. Additional bonus density of 4.01 – 22 bonus units per acre requires DRO approval. Since only 2 bonus units are allowed by right through the Program, the additional density needed to realize 7 units must be approved by the DRO. The increase in density offered by the DBP pool will provide for an overall site density of just over 17 dwelling units per acre. The applicant is submitting concurrent applications for Zoning entitlements and Building permits, along with administrative Type 1 Waivers for landscape buffer reductions. The buildout of the project is anticipated to be 2026.

Summary of Petition

The applicant requests a recommendation of approval from the Westgate CRA for the following:

1. Development Review Officer (DRO) approval of four (4) bonus density units from the WCRAO Density Bonus Program;
2. Approval of two (2) administrative Type 1 Waivers pursuant to Art. 3.B.14.H.C.1), Incentives for Density Bonus Pool Projects, to allow a reduction of 3 ft. in the west ROW landscape buffer, and a reduction of 10 ft. in the south incompatibility landscape buffer to allow for parallel parking; and,
3. Approval of any additional variances or waivers necessary to obtain entitlements.

The proposed use and site plan are consistent with the goals and objectives of the Westgate CRA Community Redevelopment Plan and generally comply with the provisions and standards of the WCRAO zoning overlay.

B. Recommendation: Staff recommends approval of the following application requests:

1. Development Review Officer (DRO) approval of four (4) bonus density units from the WCRAO Density Bonus Program;
2. Approval of two (2) administrative Type 1 Waivers pursuant to Art. 3.B.14.H.C.1), Incentives for Density Bonus Pool Projects, to allow a reduction of 3 ft. in the west ROW landscape buffer, and a reduction of 10 ft. in the south incompatibility landscape buffer to allow for parallel parking; and,
3. Approval of any additional variances or waivers necessary to obtain entitlements.

Ms. Haggerty – Regarding conditional approval, there were four on the slide, the packet only had three.

Ms. Pennell- There is no required approval needed for the fourth item listed in the presentation. That is why it was not included in the packet.

Ms. Haggerty – Do we need to vote on all four?

Mr. Pennell- We do not need to vote on four but only the first three items.

It was moved by Ms. Rufty and seconded by Ms. Haggerty to authorize staff recommendations. The motion passed unanimously (4-0)

3. Adoption and Approval of FY 2024-2025 Budget

Mr. Michel introduced the item to the Board.

This is the second reading of the Budget. The Budget includes five parts, the Redevelopment Trust Fund, the Capital Improvement Project, the Transportation Enhancement grants, the Debt Service Fund, and the Reserve Fund. The Redevelopment Trust Fund presents all the items funded by tax increment revenues and rental income in a line-by-line format. The total amount projected for the Tax Increment Financing (TIF) Trust fund is \$4,505,484. This part details the administrative and programmatic expenses and includes carryover funds for one additional staff member, cost of living adjustment, and merit raises for existing staff. The preliminary tax roll value shows that the TIF might increase by 12.8% this year (an increase of \$510,929 to last year's TIF); The final tax is computed at the end of the year. The Trust Fund budget includes cost of living adjustments and raises for staff in accordance with Palm Beach County Board of County Commissioners COLA recommendation.

The Capital Improvement Project portion provides funding from the trust fund and grants to complete infrastructure improvement projects and acquire properties for redevelopment. Grants and loans are included in this portion of the Budget. The Total amount projected for Capital Improvement is \$3,920,000.

The Transportation Enhancement part shows the grants received from the Transportation Planning Agency and the Department of Transportation. The Palm Beach County Engineering Department manages these grants on behalf of the Westgate CRA. This funding is provided on a reimbursement basis. Two projects are under construction, and one more is left to start. The County has selected a contractor for Cherry Road.

The Debt Service Fund shows how funds will be used to pay off debt.

Staff recommends that the Board adopt the budget, approve the budget resolution, and recommend it to the Board of County Commissioners for final approval.

Ms. Haggerty – On Transportation planning page 128, how is the revenue and expenditure do not match for the increase and decrease?

Mr. Michel – 2025 balance is for the last year loan. We had more money in expenditure than in the revenue. This year it has been carried over. Those are from the transportation enhancement grants. Last year we added more money from the loan to the expenditure than revenue.

It was moved by Ms. Haggerty and seconded by Ms. Rufty to adopt the budget, approve the budget resolution, and recommend it to the Board of County Commissioners for final approval. The motion passed unanimously (4-0)

4. Approval of Funding for the Construction of the Cherry Road Transportation Planning Agency Funded Project

Mr. Michel introduced the item to the Board.

The CRA is implementing a grant received from the Florida Department of Transportation through Palm Beach County Transportation Agency to improve Cherry Road between Military Trail and Quail Drive

The Cherry Road project proposes the following: a new shared multi-use path on the north side of Cherry Road, a new sidewalk on the south side of Cherry Road from Quail Drive to County Club Road, a new pedestrian lighting on both sides of Cherry Road, four high visibility crosswalks, and new street trees where allowable.

In accordance with an interlocal agreement executed in March 2022, the County hired contractors to design and construct the project according to the approved design section included in the grant application. The design is completed, and the engineering department has selected a contractor for the construction.

The construction cost is estimated at \$1,450,582.84 (construction contract \$1,208,819.04; PBC staff costs (10%) \$120,881.90; contingency (10%) \$120,881,.90).

Staff is asking the Board to authorize staff to provide additional funds of \$1,450,582.84 to the Engineering Department to fund the construction of the Cherry Road Streetscape project.

It was moved by Ms. Rufty and seconded by Ms. Wolliston to authorize staff to provide additional funds of \$1,450,582.84 to the Engineering Department to fund the construction of the Cherry Road Streetscape project. The motion passed unanimously (4-0)

VIII. STAFF REPORTS

Mr. Michel updated the Board on Westgate Avenue projects.

Mr. Philip Boucher with Elite Capital Development Group, was approved for site development assistant grant program.

Dr. Tom has owned properties in the area for 25 years. He used to own the vacant lot 2603 Congress Avenue, now Autumn Ridge. He is contemplating on developing a small mixed-use project on Westgate Avenue.

Ms. Pennell title has been changed to Director of Planning and Development.

WCRA is seeking to hire a new senior planner.

Ms. Bui attended FFEA and received an award for BOO At The Park.
October board meeting will be held on Monday, October 7, 2024.

IX ATTORNEY’S REPORTS

Mr. Baird reported an updated on the Danza Group.

X. BOARD MEMBER COMMENTS

XI. AJOURNMENT

It was moved by Ms. Rufty and seconded by Ms. Wolliston to adjourn the meeting. The meeting was adjourned at 6:03p.m.

_____ Administrative Assistant, Westgate CRA
Mai Bui

WESTGATE GARDENS, PHASE 1: TIF OVERVIEW



SITE OVERVIEW / BACKGROUND

EXAMPLES OF TYPICAL SOUTH FLORIDA APARTMENTS

INNOVATIVE DESIGN APPROACH

TIF OVERVIEW

SITE OVERVIEW / BACKGROUND

Designing and building quality projects has become exceedingly difficult due to the record prices for construction and land. Those challenges would likely push most developers to convert the Palm Beach Kennel Club property into a low cost industrial project, especially given its proximity to the airport. However, our goal in re-imagining the site has been to maximize a sense of place and community by employing innovative design to create a leading mixed-income, mixed-use neighborhood called Westgate Gardens. This approach aims to significantly improve quality of life for future residents as well as the surrounding community, as outlined in future slides.

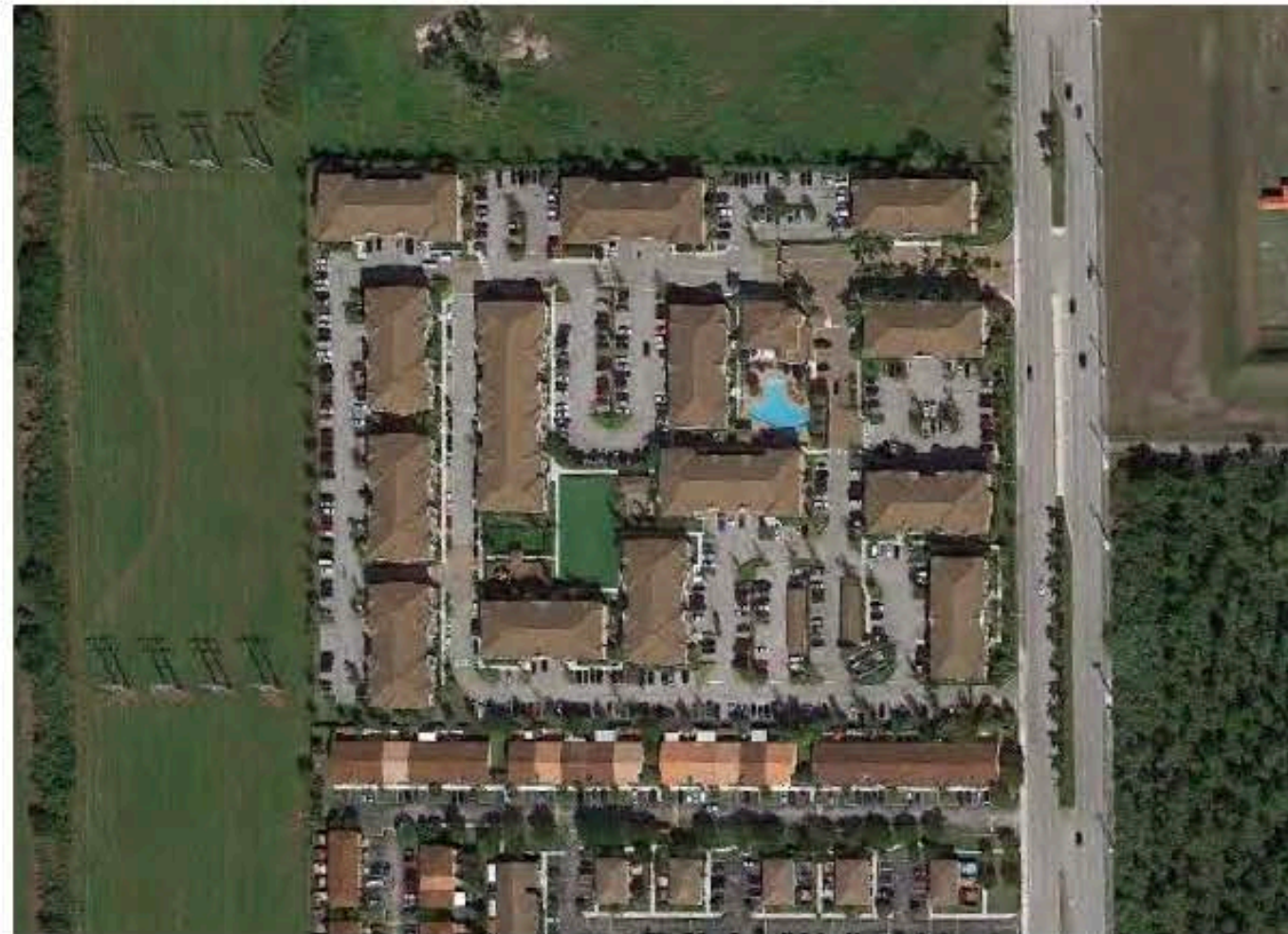
Westgate Gardens will encompass 3 phases once fully built, and Phase 1 will be integral to catalyzing future phases. For that reason, we are currently focused on expediting entitlements for Phase 1 while simultaneously master planning the subsequent phases 2 and 3.

Phase 1 will encompass 400 multifamily units across 16.05 acres, with a human scaled, 3-story design that is contextually sensitive to the single family homes directly west of the phase.

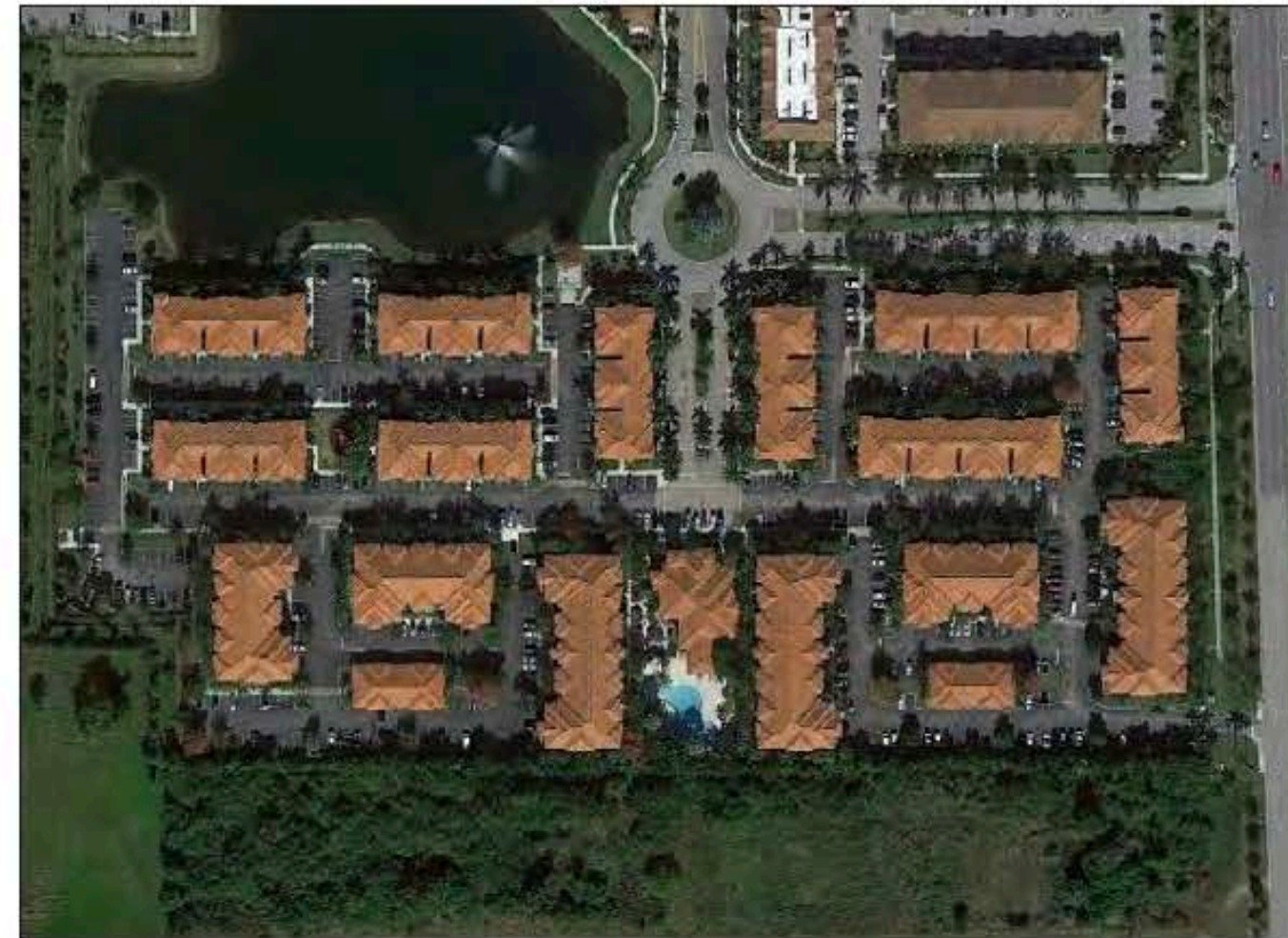




NATURA GARDENS APARTMENTS



ATLANTICO KENDALL APARTMENTS



HORIZON AT MIRAMAR APARTMENTS

EXAMPLES OF MODERN SOUTH FL GARDEN APARTMENTS

There is a great tradition of garden apartments in this country, but modern examples in South Florida have strayed from this model and the planning at Westgate tries to bring to Florida more of the site planning attributes that made garden apartments so important. We will start with these modern examples and then go back to look at some of the best garden apartment site plans.

Historically, garden apartments did not need to deal with two things that modern garden apartments have to deal with - modern building codes and on-site parking. The parking is the more difficult challenge. In these examples, the housing has been pushed to the perimeter of the sites which are often bounded by heavily trafficked roads that don't provide great exposures for the apartments facing them. This could be explained by requirements for frontage along the roads but we don't know. And appreciable areas of parking are corralled in the middle of the site, providing views for the other apartments that don't face the roads. Modern zoning codes that require amenities and open space are helpful but parking usually dominates any apartment site plan with perimeter buildings.

INNOVATIVE DESIGN APPROACH

We believe everyone, across the entirety of the socioeconomic spectrum, should have a safe, resilient, functional, and beautiful place to live. The proliferation of uniform apartment complexes dominated by large parking areas, with little or no green spaces, has become a significant issue, driven by increased construction costs, zoning regulations, and market pressures.

We hope to innovate around this issue, putting forth a design solution that orients buildings and apartments around garden spaces that are interconnected by pedestrian pathways. This makes the plan feel more like a village, and allows for the prioritization of native landscaping and shade trees, promoting a higher quality of life for future residents while hopefully setting a new standard for multifamily projects in our County.



Westgate Gardens, Phase 1: Aerial Looking West



Westgate Gardens, Phase 1: Aerial Looking Southeast

PHASE 1 SITE PLAN

As shown, the building types and sizes are largely the same, creating significant cost efficiencies. However, the buildings have been laid out across a variety of different open spaces which makes this sameness more difficult to discern. Several of the buildings have been laid out facing one another, which creates a beautiful courtyard experience and further hides the repetitiveness of the buildings.

The plan emphasizes green, open space and is broken into a number of smaller spaces, distributed throughout the site so as many residents as possible have views or ready access to the public spaces. The green areas are unique, with some being traditional gardens and others being courtyards. As alluded to, most apartments face garden or courtyard settings as opposed to parking as is more common with garden style site plans.



INNOVATIVE DESIGN APPROACH

This plan will place an emphasis on lush landscaping and the utilization of native plant species, allowing residents to feel like they are living in an established, natural environment as opposed to a newly-constructed development.

As shown, the architecture is simple and elegant. Further, it is human-scale and approachable. It adheres to the basic fundamentals of architecture and emphasizes proportionality, functionality, and contextuality. Furthermore, the architecture provides for better allocation of costs towards efforts that most impact the quality of life of future residents. For example, by adopting simple rectangular building shapes, the project is able to allocate those cost savings to increased window sizing, providing more natural light for the apartments and an enhanced facade aesthetic to comparable projects.



Westgate Gardens, Phase 1: Facade Rendering



Westgate Gardens, Phase 1: Aerial Looking Southeast

TIF OVERVIEW

We have made significant efforts to incorporate financial efficiencies at every step of the planning process, however, due to the price of land and general construction costs, our total project budget exceeds what is financeable given the underlying rental market. Furthermore, the projected annual net operating income from property operations is less than 6% of total project costs. Not only does this leave no room for potential cost overruns, which seem unavoidable in today's market, but it means that the project will struggle to find debt or equity financing.

As such, we plan to propose a tax abatement from the CRA equal to a portion of the TIF received by the CRA in relation to the project. This is further outlined in the following slides.

This support from the CRA will increase the yield on cost of the project above 6.5%, which, in conjunction with potential impact fee abatements and expedited entitlements, will help make the project feasible.

Ad Valorem Tax Assumptions

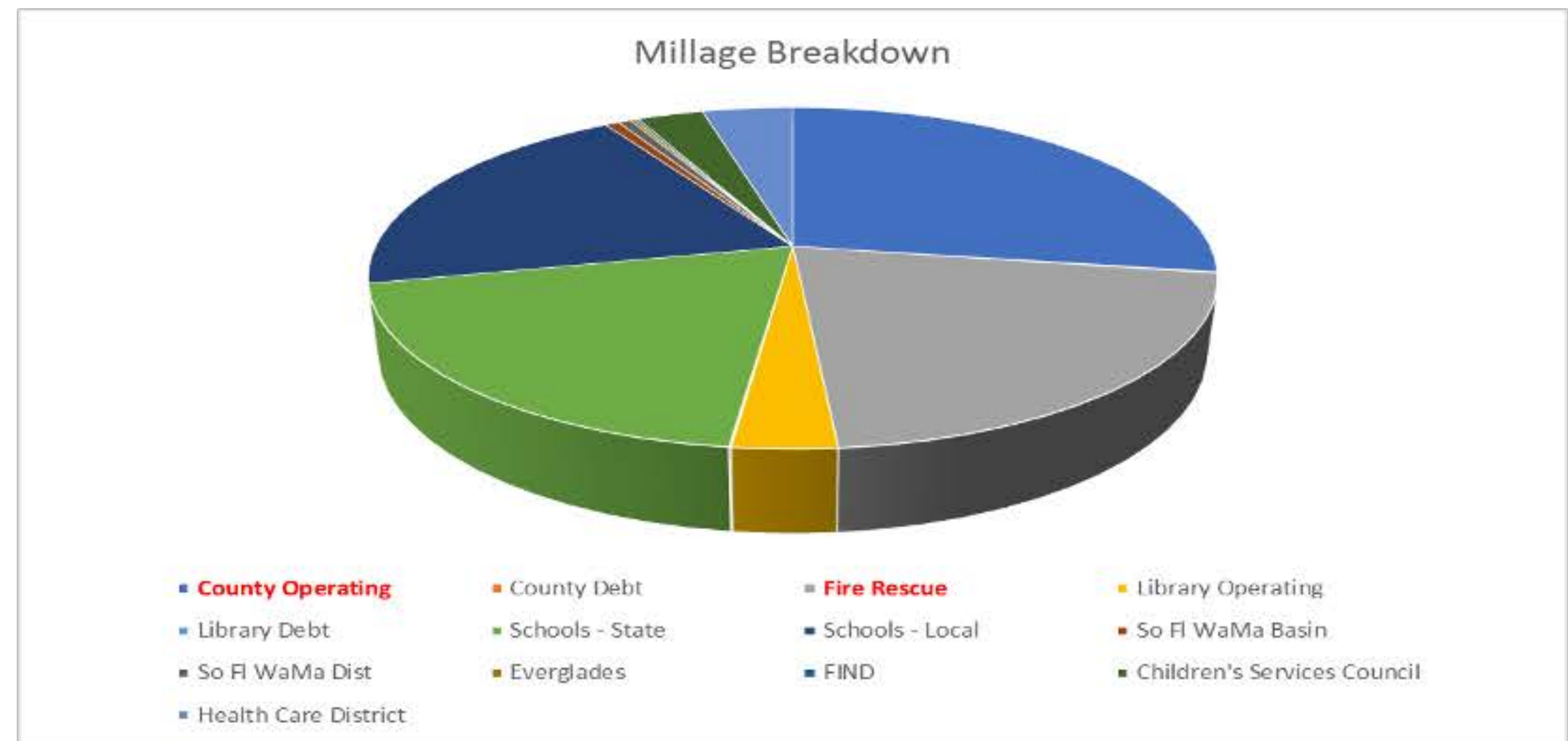
Belco West, LLC is proposing to build 400 garden style apartments units. Following stabilization, the property is expected to generate \$2.6M of ad valorem property taxes annually.

Tax Overview	
Folio Number	00-43-43-30-00-000-5190
Address	1111 N Congress Ave
Improvements Value	2,713,047
Land Value	24,703,752
Total Value	27,416,799
Current Assessed Value	16,735,425
Current Taxable Value	16,735,425

Development Cost	
Land	25,600,000
Hard Cost	99,912,750
Soft Costs	18,386,858
Total Development Cost	143,899,608

Assumptions:	
Proposed Units	400
Stabilized NOI	\$11,421,706
Current Grow	3.0%
Valuation Factor	75%
Cap Rate	5.50%
Millage	1.64196%
Loaded Rate	7.14%
TIF Share	95%

Tax Bill	Millage	2024	Stabilized
County Operating	4.5000	75,309	700,877
County Debt	0.0188	315	2,928
Fire Rescue	3.4581	57,873	538,601
Library Operating	0.5491	9,189	85,523
Library Debt	0.0108	181	1,682
Schools - State	3.2090	53,704	499,803
Schools - Local	3.2480	54,357	505,878
So Fl WaMa Basin	0.1026	1,717	15,980
So Fl WaMa Dist	0.0948	1,587	14,765
Everglades	0.0327	547	5,093
FIND	0.0288	482	4,486
Children's Services Council	0.4908	8,214	76,442
Health Care District	0.6761	11,315	105,303
Total Millage	16.4196	274,789	2,557,361



Fiscal Impact – Ad Valorem and TIF

The Fiscal Impact of a project is the evaluation of the direct financial and revenue impact to the Community Redevelopment Agency and other taxing authorities. **The Westgate/Belvedere Homes CRA are expected to receive a 95% of the total TIF from the General Fund and Fire Rescue or \$31.5M total until the sunset date in 2049.**

- During construction, the taxable value is calculated based on soft and hard cost items that generates tax receipts.
- The largest fiscal impact occurs following completion of the project and the annual payment of Ad Valorem Taxes after its placement on the property tax roll.
- Following completion of the project in 2027, the property's taxable value will be adjusted on January 1, 2028, to reflect the value of the new construction on the site. The project is expected generate \$677k TIF following receipt of CO
- The project's taxable value is expected to reset again following stabilization on January 1, 2029. The project is expected to generate \$1M TIF annually following stabilization

DETERMINATION OF TIF CAPACITY						
Date	Taxable Values			Increment Revenue		
	Market	Assessed	Incremental Value	General Fund	Fire Rescue	Total TIF
1/1/2024	27,416,799	16,735,425	-	-	-	-
1/1/2025	28,239,303	17,237,488	-	-	-	-
1/1/2026	29,086,482	17,754,612	-	-	-	-
1/1/2027	29,959,077	18,287,251	-	-	-	-
1/1/2028	143,899,608	107,924,706	89,637,455	383,200	294,477	677,677
1/1/2029	207,667,377	155,750,533	137,463,282	587,656	451,594	1,039,249
1/1/2030	213,897,399	160,423,049	142,135,798	607,631	466,944	1,074,574
1/1/2031	220,314,321	165,235,740	146,948,490	628,205	482,754	1,110,959
1/1/2032	226,923,750	170,192,813	151,905,562	649,396	499,039	1,148,436
1/1/2033	233,731,463	175,298,597	157,011,346	671,224	515,813	1,187,036
1/1/2034	240,743,407	180,557,555	162,270,304	693,706	533,090	1,226,795
1/1/2035	247,965,709	185,974,282	167,687,031	716,862	550,885	1,267,747
1/1/2036	255,404,680	191,553,510	173,266,259	740,713	569,213	1,309,927
1/1/2037	263,066,821	197,300,115	179,012,865	765,280	588,092	1,353,372
1/1/2038	270,958,825	203,219,119	184,931,868	790,584	607,537	1,398,121
1/1/2039	279,087,590	209,315,692	191,028,442	816,647	627,566	1,444,212
1/1/2040	287,460,218	215,595,163	197,307,912	843,491	648,195	1,491,686
1/1/2041	296,084,024	222,063,018	203,775,767	871,141	669,443	1,540,585
1/1/2042	304,966,545	228,724,909	210,437,658	899,621	691,329	1,590,950
1/1/2043	314,115,541	235,586,656	217,299,405	928,955	713,871	1,642,826
1/1/2044	323,539,007	242,654,256	224,367,005	959,169	737,089	1,696,258
1/1/2045	333,245,178	249,933,883	231,646,632	990,289	761,004	1,751,294
1/1/2046	343,242,533	257,431,900	239,144,649	1,022,343	785,637	1,807,980
1/1/2047	353,539,809	265,154,857	246,867,606	1,055,359	811,008	1,866,367
1/1/2048	364,146,003	273,109,502	254,822,252	1,089,365	837,141	1,926,506
1/1/2049	375,070,383	281,302,787	263,015,537	1,124,391	864,057	1,988,449
						31,541,006

TIF OVERVIEW

Belco West, LLC will request a reimbursement of TIF proceeds received by the CRA based on the gap between market and workforce housing rents as well as public improvements at the site.

Belco West, LLC plans to utilize the Density Bonus Pool outlined in the Palm Beach County Unified Land Development Code which requires that 20% of the total proposed units be set at the Low Income Category (60% - 80% AMI) and Moderate 1 Income Category (80%-100% AMI).

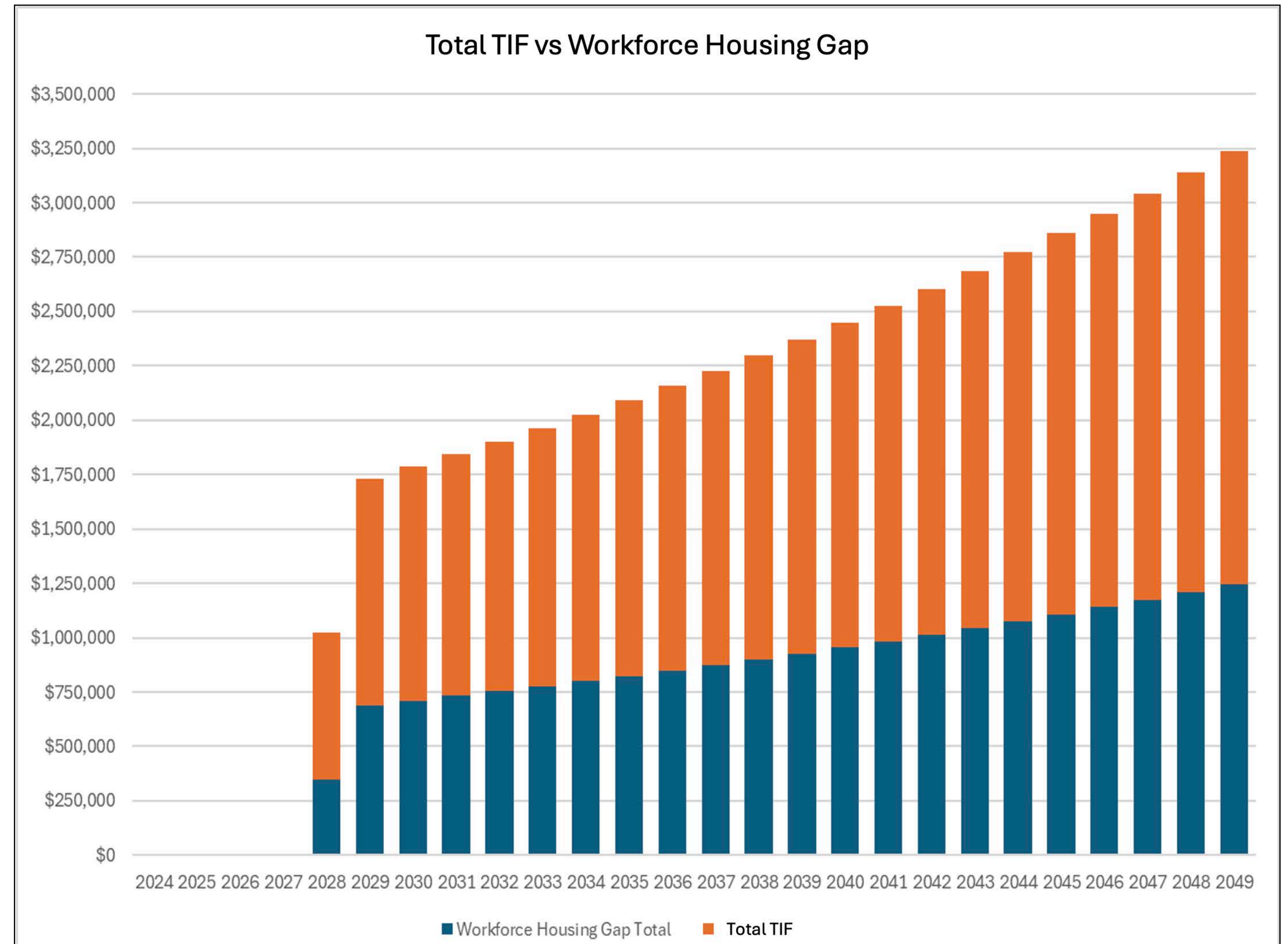
Rent Gap Calculation							
DIFFERENTIAL / GAP	Units	RSF/Unit	Total RSF	Gap/SF	Rent Gap / Unit	Monthly Gap	Annual Gap
Studio - Workforce (100% AMI)	5	510	2,550	\$0.69	\$350	\$1,750	\$21,000
1-Bed - Workforce (100% AMI)	15	715	10,725	\$0.70	\$500	\$7,507	\$90,086
2-Bed - Workforce (100% AMI)	17	925	15,725	\$0.49	\$451	\$7,664	\$91,963
3-Bed - Workforce (100% AMI)	3	1,150	3,450	\$0.55	\$631	\$1,892	\$22,709
Studio - Workforce (80% AMI)	5	510	2,550	\$1.51	\$770	\$3,850	\$46,200
1-Bed - Workforce (80% AMI)	15	715	10,725	\$1.33	\$950	\$14,252	\$171,029
2-Bed - Workforce (80% AMI)	17	925	15,725	\$1.07	\$991	\$16,841	\$202,091
3-Bed - Workforce (80% AMI)	3	1,150	3,450	\$1.09	\$1,255	\$3,764	\$45,167
Total	80		64,900			\$57,520	\$690,245

An additional direct fiscal impact to the public sector takes place in the form of permits and fees including impact fees, infrastructure fees, and building permits which will total approximately \$5.2 million for Phase 1 of the Westgate Gardens Project.

TIF OVERVIEW

Following Stabilization, the Project is expected to generate \$1,039,249 in total TIF. The gap between the workforce housing units and market rate units is expected to total \$690,245 in the first stabilized year of property operations.

Date	Total TIF	Workforce Housing Gap		
		100%	80%	Total
2024	-	-	-	-
2025	-	-	-	-
2026	-	-	-	-
2027	-	-	-	-
2028	677,677	112,879	232,243	345,122
2029	1,039,249	225,758	464,486	690,245
2030	1,074,574	232,531	478,421	710,952
2031	1,110,959	239,507	492,774	732,281
2032	1,148,436	246,692	507,557	754,249
2033	1,187,036	254,093	522,784	776,877
2034	1,226,795	261,716	538,467	800,183
2035	1,267,747	269,567	554,621	824,188
2036	1,309,927	277,654	571,260	848,914
2037	1,353,372	285,984	588,397	874,381
2038	1,398,121	294,564	606,049	900,613
2039	1,444,212	303,400	624,231	927,631
2040	1,491,686	312,502	642,958	955,460
2041	1,540,585	321,877	662,247	984,124
2042	1,590,950	331,534	682,114	1,013,648
2043	1,642,826	341,480	702,577	1,044,057
2044	1,696,258	351,724	723,655	1,075,379
2045	1,751,294	362,276	745,364	1,107,640
2046	1,807,980	373,144	767,725	1,140,869
2047	1,866,367	384,339	790,757	1,175,096
2048	1,926,506	395,869	814,480	1,210,348
2049	1,988,449	407,745	838,914	1,246,659
Total	31,541,006			20,138,918





BI-WEEKLY PROGRESS MEETING #19

MINUTES

Westgate Avenue from Wabasso Drive to Congress Avenue - Federalized
Commissioner District No. 7
Project No. 2019601
Palm Beach County, Florida
Date: October 15th, 2024, TIME: 11:00 a.m.

INTRODUCTION: This meeting will be audio recorded and will become part of the construction project records.

DESCRIPTION OF THE PROJECT: Project scope is to reduce Westgate Avenue form 5 lanes to 3 lanes, construct bike lanes, 6 feet sidewalks, 10 feet of Flex use area for parking/landscaping, install new drainage and lighting, milling and resurfacing from Wabasso Drive to Congress Avenue.

Zachary King, Chief Construction Coordinator, will oversee the project. All correspondence regarding this project should be directed through Zachary King, Construction Coordination Division, P. O. Box 21229, West Palm Beach, Florida 33416-1229. Telephone: (561) 684-4180.

PRIME CONTRACTOR: Rosso Site Development, Inc. Office: (561) 689-0889

EMERGENCY CONTACT NUMBERS:

- Bruno Torres: Mehta and Associates (954-294-8582)
- Sam Al Turk, P.E.: Mehta and Associates (772-708-0985)
- Zachary King: Palm Beach County (561-684-4178)
- Juan Lugo: Rosso Site Development (787-904-3696)
- Cornelius Wells: Rosso Site Development (954-934-5320)

Project Time and Money Status

Contract Time

- First Contract Day 11/27/2023
- Original Contract Time 460 days
- Approved Weather Days 1 day (To Be Updated)
- Approved Holidays 1 day (To Be Updated)
- Approved Change Orders Days 3 days as of C/O #2 (To Be Updated)
- Current Approved Contract Time 463 (To Be Updated)
- Current Contract Day 310
- Remaining Contract Time 153 days (To Be Updated)
- Contract Time Completion 67%
- Last Contract Day 03/03/2025 (To Be Updated)

• **Contract Funds**

- Original Contract Amount \$ 7,658,620.34
- Current Contract Amount \$ 7,686,015.45
- Total Amount Paid to Date \$ 3,385,663.29
- Contract Funds Progress 44% (As of August 2024)

Project Schedule

CPM baseline schedule – Received.

Two Week Look Ahead – *J&D will be installing the last two structures S26 & S27 for the next two weeks. Rosso will be constructing sidewalk at SE corner of and SE corner of Congress. Also, preparing the 2 driveways at NE corner of Suwanee per plan revision. For the reconstruction of the driveway by station 19+70 LT. RDWY – change order - we are waiting for Ferreira’s pricing to remove two light pole bases, conduits and some irrigation piping. Also, I have the landscaping and irrigation system working from Wabasso to Seminole (which is almost completed). And start again on the week of 10/21 for the landscaping crew which Rosso will coordinate – it has been delayed due to last week 's weather/storm the week of 10/07.*

Holiday and Upcoming Special Events work:

- A written request must be submitted at least 10 calendar days in advance of the beginning date of the holiday.
- Next Holiday – November 28th, 2024 (Thanksgiving Day)
- Weekend work: Provide 2-day notice. This will allow the CEI team to schedule an Inspector.

Public Information:

Homeowners and Business owners are to be notified about the beginning of the project and what to expect from construction activities.

UTILITIES

Florida Power & Light	Rona Solomon	(561)-541-5376
AT&T	Garth Bedward	(561)-540-9263
Comcast	Tony Springsteel	(561)-804-0973
Florida Public Utilities	Dale Butcher	(561)-366-1635
Palm Beach Traffic Ops.	Eng. Superintendent	(561)-681-4365
Palm Beach Water Utility	Jackie Michels	(561)-493-6116
PBC Streetscape	Carl Bengston	(561)-684-4100
Crown Castle	Danny Hasket	(888)-632-0931 EXT 2

Ferreira’s Comments:

To the best of my knowledge, we have the conduit path in on the north side, with a few exceptions.

1. I don’t know the ped orientation or layout at Seminole, so I cannot complete the conduit here or any ped foundations. Revision 4.
2. Near congress we were halted and told to remove our conduit as there was no permit for LWDD. This should be changing to a directional bore? And we need the permit to be in place. Rev. 5
3. Wabasso – None of the bores are in as I don’t know the configuration of poles, they are looking at doing now. Revision 4

QUALITY CONTROL AND TESTING: Mehta project staff will perform the QC, Field, and Shop Inspections while Radise International will be the testing lab for this project on behalf of the CEI. The contractor shall

direct all requests for material testing directly to the CEI (Mehta) 24 hours in advance. A minimum of twenty (20) working days notification is required for all shop and field equipment testing. Mehta field inspector will be performing soil density testing, Asphalt QC Check, and test of onsite concrete properties. Radise will perform Lab testing for soil analysis and proctor.

MATERIAL CERTIFICATION: Prior to placement of materials on project, the contractor shall furnish the CEI (Mehta)/Construction Coordination certification from the manufacturer, signed, and sealed by a Florida Register Engineer, that materials meet the required specifications.

Please submit FDOT approved concrete mix design for Class I NS Concrete, Structural concrete (if any), Structural asphalt, and Friction asphalt. And any other material required certifications.

SHOP DRAWINGS: 23029 E 16.1 Concrete Service Pole – Approved
23029 E 18 Electrical Irrigation Meter Disconnect - Approved

INSPECTIONS: 24-hour advance notice to the CEI (Mehta) is required to schedule a field review. Telephone: (954) 294-8582. Mehta Inspector will be there every day during the work schedule. However, they need 24-hour notice in the event, that requires bringing the testing equipment on the site.

Inspection Consideration:

Daily reports between the Contractor and CEI Inspector are necessary.

Contractor shall notify the County/CEI, via email, when weather days are expected to be claimed and Recovery days must be included in the request.

Routinely quantities will be reported by the contractor and verified by the inspector and will be updated on a quantity tracking spreadsheet to ensure monthly invoices are accurate, and to track outstanding accumulative overages (deductions & additions) for change order processing.

MONTHLY PAY APPLICATIONS: Contractor will be paid monthly for work completed in a one (1) month work period to the extent of workdays specified in the contract. Various affidavits certifying payment to subcontractors must accompany the Palm Beach County Application and Certification for Payment. Instructions for submittal of the Certification of Compliance with the Living Wage Ordinance statement, which is required with each pay estimate, are contained in the contract.

FPL LIGHT POLES - Conflict, Removal & Relocation Status:

- *Waiting for communications to remove their lines from FPL pole.*

LWDD PERMIT:

A permit has been issued by the agency to work within the ROW - R-24-0020 (Modification) Dewatering Authorization.

SWPPP REPORTS:

Submit SWPP Report weekly or when it rains more than 1/2 inch.

SOUTH FLORIDA WATER MANAGEMENT DISTRICT:

NATIONAL POLLUTANT DISCHARGE ELIMINATION SYSTEM (NPDES) COMPLIANCE:

The Contractor is required to complete and submit the Notice of Intent and Payment to D.E.P. The Storm Water Pollution Prevention Plan template, available on the D.E.P. website, shall be used by the Contractor for developing the Storm Water Pollution Prevention Plan for the project. A copy of the Storm Water Pollution Prevention Plan shall be submitted to The County prior to release of the first estimate.

LAP Project Requirement Status

Anna, no updates for DBEs. A jobsite bulletin board inspection is scheduled for December 16, 2024.

The two trainees are currently active and earning hours. They need 357 hours to graduate...currently the have 237.5 & 228 hours. Labor interviews are due for this month.

WEEKLY EEO COMPLIANCE STATUS

DBE Participation - Current DBE Commitment: **0.00%** Current DBE Payment Utilization: **0.00%**

- DBE Availability Goal: **10.65% (\$815,643.06 to DBE Firms)**
- Prompt Payment per 49 CFR
 - Please ensure payments are being entered for DBE firms in EOC monthly.
- Trucker observations on all dump trucks on site completed for this month thus far: **0**
 - Non-DBE truckers (once per year for each company):
 - Rosso Site: February 2024
 - Arlenis Trucking: February 2024

EEO - Jobsite Bulletin Board quarterly inspection scheduled for 12/16/2024.

- Please ensure ALL construction workers are shown the project bulletin board before starting work.
- Ensure to include all subcontractors who are subcontracted for \$10k+ on the EEO Officer list.

OJT - 2 required; 0 graduated = 0% complete – FDOT LAP RCS, Leah Dupont will provide updates as needed:

- Request to reduce the OJT original requirement of 5 trainees to 2 trainees has been approved.
- OJT Schedule Revision #2 has been approved.
- Daily Weekly reports will be sent to the field on a weekly basis.

OJT Schedule Revision #2:					
Training Classifications:	Start Date:	Trainee Name:	Min. Req. Training hrs:	Total accumulated hrs:	Status:
Carpenter	7/22/2024	Guelson Antoine	350	207.5	Active
Carpenter	7/22/2024	Saint Jean Philippe	350	198.5	Active

WAGES -

- Labor Interviews completed **0/5 required** *Note: Interviews must be submitted to the RCS within 5 business days of completion*

SUBLETS RECEIVED - Reminder- no subcontractors are to begin onsite until sublet has been accepted.

Approved subcontractors:	Services:
Ferreira Construction	Electrical & Lighting
Southwide Industries	Striping & Signage
Atlantic Southern Paving and Seal Co	Paving
Johnson Davis, Inc.	Underground Utilities
Engineering Design & Construction	Survey
Country West Landscaping	Landscape
Landscape Service Professionals	Irrigation
Gold Coast Sod	Sodding
JJD Contracting (2 nd tier – Landscape Svc)	Directional Bore
Jetstream of Houston LLP dba Blasters (2 nd tier – Southwide)	Water Blasting
C&R Milling & Paving, Inc.	Milling
Valor Environmental of FL	Silt Fence
Advanced Boring Inc. (2 nd tier – Ferreira)	Directional Bore
Sullivan Electric & Pump Inc. (2 nd tier – Landscape Svc)	Install Irrigation Pump Station
Agricultural Land Services	Sodding

CONSTRUCTION TOPICS:

1. Re- Construct Existing Driveways at 3611 Westgate Ave (Sta. +/-19+70 Lt. Rdwy.) – Status – *Contractor to submit CO to be reviewed and approved.*
2. Change Order #7 (Ped Signals) – *Mehta received and is currently reviewing it. Zach confirmed it will not be a lump sum CO.*
3. Change Order #8 (WUD) – *Mehta sent CO back to Frantz after reviewing it. Waiting for response.*
4. Change Order #10 (WUD Items to Be removed from this C/O) – *Mehta informed contractor not to put WUD and drainage together in CO. They will be separate CO.*
5. WUD Preliminary As-Built Status - *Revisions were sent to contractor. Delayed due to Storm.*
6. MOT Phase II & NPDES Status – *needs to be updated (school crossing signs) and others will be reviewed and sent to Mehta. Mehta reminded Contractor to send NPDES report.*
7. Lighting Materials Lead Time October 2024 - *Contractor noted: The Delivery date of 12/27 for the light poles Will send email to Mehta.*

OPEN DISCUSSIONS:

1. *Per discussion – Question on the sidewalks at the intersections - are they opened or closed? Contractor confirmed they are open from Wabasso to Seminole.*
2. *Elizee – had a question about the staging area currently used by Rosso – Due to the county selling the site – Rosso to remove their equipment. Elizee will email Zach the information to be forwarded to all involved.*
3. *Mehta asked what the tentative start date is for the milling and resurfacing. The contractor stated 11/7 (the first*

week of November) and will have a meeting today at 1 PM to start coordination. And the next 2 weeks they plan to start milling on 10/28/24.

- 4. Per discussion Pete noted the landscaping again and that the contractor needs to do a better job maintaining the existing landscaping and to keep up with its maintenance to keep it clean. The contractor will check on it.*

NEXT PROGRESS MEETING:

Next meeting will be held 10/29/24 at 11.00 AM.

MEETING ADJOURNED

**REQUEST FOR QUALIFICATIONS (RFQ)
PROFESSIONAL ENGINEERING SERVICES ON A CONTINUING CONTRACT BASIS**

I. GENERAL

The **Palm Beach County Westgate/Belvedere Homes Community Redevelopment Agency (“Westgate CRA”)** is seeking proposals from qualified engineering firms to provide professional services to the Westgate CRA under a “continuing contract” in accordance with § 287.055, Fla. Stat., for individual projects which do not exceed \$2 million, or for individual study activities of a specific nature as outlined in a contract between the firm and the CRA which does not exceed \$200,000.

Up to three (3) firms may be awarded contracts. The term of the contract with any firm which is selected will be for three (3) years, with the option of the Westgate CRA to grant up to three, 1-year extensions. The contract is anticipated to be awarded on December 9, 2024.

II. SCOPE OF WORK

A firm which is selected shall serve as the Westgate CRA’s engineer of record for Westgate CRA projects pursuant to a contract or work assignment prepared by the Westgate CRA. Subject to each work assignment, in general, the firm may be required to provide:

- A. Engineering services, due diligence, and development analysis, for proposed or actual projects on property owned or to be acquired by the Westgate CRA; projects within the Westgate CRA’s review for Palm Beach County development approval; and/or, projects which are part of grant applications. The assignments may include, but not limited to, work involving site utilities, infrastructure, traffic and facility planning studies and analysis, geotechnical analysis, environmental surveys, studies, and assessments, and conceptual cost estimating for projects.
- B. Pre-design services including site evaluation using surveys prepared by others and soil testing, feasibility studies, public engagement strategies under the scope of the consultant’s contract to properly design the facilities, and site and program analysis.
- C. Design Services within the scope of the practice of engineering, preliminary design, construction documents, and cost estimates.
- D. Permitting Services as may be required by a local, regional, state, or federal agencies.
- E. Construction Administration Services including on site observations to enable the firm to certify construction in compliance with approved plans or permits.

III. SUBMITTAL REQUIREMENTS

- A. Proposals shall be submitted, no later than **4:00 P.M. (EST), Friday, November 25, 2024** and addressed to:
- Denise Pennell, FRA-RA
Director of Planning & Development
Westgate CRA
1280 N. Congress Avenue, Suite 215
West Palm Beach, FL 33409
- B. Each firm submitting a proposal shall submit the materials required pursuant to this Request for Qualifications (RFQ) electronically via email to Denise Pennell, Director of Planning & Development at dpennell@pbc.gov specifying “Engineering RFQ” in the subject line. The RFQ response materials shall be in PDF format.
- C. If a firm is associating itself with other firms, the firm(s) must be clearly identified and the responsibilities of each firm clearly set forth. Furthermore, the qualifications and the ability of each firm proposing to provide services and the responsibilities assigned to that firm must be specified.
- D. Informational materials, such as marketing brochures, special reports, etc. are not considered responsive to this RFQ and shall not be submitted.
- E. The RFQ is a part of the attached Request for Qualifications Response Package.
- F. The completed RFQ Response Package.
- G. The identification of a contract administrator. The contract administrator shall have personal knowledge of the firm’s performance for the specific project(s) listed.
- H. List any and all lawsuits or arbitrations to which the firm or any of the associated firms have been a party to the past five years, summarizing allegations, results, and the current status of any proceeding. If there are none, a statement to that effect shall be provided. A submission which does not provide this information will be deemed unresponsive and the firm submitting the RFQ shall be disqualified.
- I. Provide a list of current workload of the firm. The Westgate CRA reserves the right to reject any and all proposals based upon the evaluation of the firm's workload.
- J. The firm shall maintain adequate records related to all charges, expenses, and costs incurred in estimating and performing the work for at least three years after termination of any contract awarded, or extensions thereto. The Westgate CRA shall have access to such books, records and documents as required in this section for the purpose of inspection or audit during normal business hours, at the firm’s place of business.

- K. Palm Beach County has established the Office of the Inspector General, Ordinance R2009-049, as may be amended. The Inspector General’s authority includes but is not limited to the power to review past, present and proposed County contracts, transactions, accounts and records, to require the production of records, and audit, investigate, monitor, and inspect the activities of the contractor, its officers, agents, employees, and lobbyists in order to ensure compliance with contract specifications and detect corruption and fraud. All contractors and parties doing business with the County and the Westgate CRA and receiving County or Westgate CRA funds shall fully cooperate with the Inspector General including receiving access to records relating to Bid/RFP/RFQ or any resulting contract.
- L. The completeness and accuracy of information submitted is the responsibility of the prime consultant.
- M. The following should be included with the response to the RFQ:
 - 1. Letter of Interest (LOI) with the type of professional services clearly identified;
 - 2. Completed prime consultant and sub-consultant qualification questionnaires (for each sub-consultant);
 - 3. A team organizational chart indicating the firm’s composition and/or each sub-consultant, their role in the contract, and key personnel assigned to the contract;
 - 4. Listing and resumes of key personnel who will be directly involved and responsible for major project elements;
 - 5. Five verifiable references for contracts of a similar nature completed in the last five years;
 - 6. Completed Volume of Previous Work Statements (‘Qualification Questionnaire’ for prime and each sub-consultant);
 - 8. SF-330-16f Forms (aka GSA Form 330);
 - 9. OEBO Schedules 1 and 2
 - 10. Commercial Non-Discrimination Certification
 - 11. Conflict of Interest Disclosure Form
 - 12. Copy of S/M/WBE (Palm Beach County) and/or M/WBE certificate (State of Florida)
 - 13. Prime consultant’s Past SBE Participation Statement; and,
 - 14. Other information that may be appropriate.

IV. METHOD FOR SHORT-LISTING AND FINAL SELECTION OF FIRMS

- A. Selection shall be in accordance with the Consultant’s Competitive Negotiations Act (CCNA), Section 287.055, Florida Statutes.
- B. A Selection Committee, comprised of Westgate CRA Staff and others selected by Westgate CRA, Staff will review and evaluate qualifications submitted by firms responding to this RFQ. The review shall be based upon the information set forth in the

response to the RFQ and any interviews or background checks or references conducted by Westgate CRA Staff regarding the firm’s knowledge, skills, experience, past performance, resource availability/commitment, SBE and/or W/MBE participation, and the overall quality of the response to the RFQ package submitted. The Selection Committee may recommend a “short-list” to the Westgate CRA Board. The Westgate CRA Board shall determine the final award(s).

- C. The location of the firm’s principal place of business or offices in Palm Beach County as well as the firm’s familiarity with the Westgate CRA redevelopment area, the goals and objectives of the agency, and Palm Beach County processes are factors the Westgate CRA will consider.
- D. Ranking of firms and final selection will be based on the following criteria:
 - 1. Completeness and quality of the submittal and presentation by the firm;
 - 2. Reputation and past performance of the firm and the staff on similar assignments;
 - 3. Experience and resources of the firm within the scope of services to be provided (South Florida);
 - 4. Experience of the contracts administrator and personnel who will be assigned to the project;
 - 5. General approach of the firm for successfully carrying out projects; and,
 - 6. Location of prime and sub-consultant’s offices.

V. TERMS AND CONDITIONS

- A. All responses to the RFQ are public records and shall become the property of the Westgate CRA.
- B. Due care and diligence have been exercised in the preparation of this RFQ, and all information contained herein is believed to be substantially correct. However, the responsibility for determining the full extent of the services rests solely with those making responses. Neither the Westgate CRA nor its representatives shall be responsible for any error or omission in this response, nor for the failure on the part of the respondents to determine the full extent of their exposures.
- C. The Westgate CRA Board reserves the right to select up to three (3) firms from the responses received, to waive any and all informalities and/or irregularities, to re-advertise with either an identical or revised scope, or to cancel the requirement in its entirety, to support in whole or in part the recommendation of the Selection Committee, to schedule interviews with one or more respondents as a prelude to preparation of a “short-list,” to schedule interviews with one or more respondents as a prelude to selection of the firms, or to reject all proposals. In addition, the Westgate CRA reserves the right to split the project into different sections and award specific sections to the best qualified firm. The Westgate CRA also reserves the right to approve all sub-consultants.

- D. A response to this RFQ does not constitute a bid; therefore, the Westgate CRA retains the right to contact any firm to obtain supplemental information and/or clarification in either oral or written form.
- E. The selected firms will be expected to execute the Westgate CRA standard contract for Professional Consulting Services. This document may be examined, upon request.
- F. The selected firms shall provide insurance acceptable to the Westgate CRA, including but not limited to, professional liability insurance in the minimum amount of \$1,000,000 per occurrence and Business Automobile Liability at a limit of liability not less than \$500,000 each occurrence, for owned, non-owned, and hired auto liability prior to execution of a contract.

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

- G. Documents prepared by the selected firms once submitted to the Westgate CRA become public records and may be subject to the Westgate CRA's reuse at a future time.

VI. OTHER

- A. The Westgate CRA Community Redevelopment Plan may be accessed at <https://westgatecra.org/how-a-cra-works/plans-reports-resources/>.
- B. Questions concerning this RFQ shall be directed to Denise Pennell, Senior Planner/Project Manager at dpennell@pbc.gov no later than 4:00 p.m. (EST), Friday, November 15, 2024 and shall include the words "Engineering RFQ Questions" in the subject line.
- C. For purposes of estimating workload percentages when completing the "RFQ Response Package," the following may be used:

<u>Sub-consultant</u>	<u>Maximum Workload Percentage</u>
Civil	3%
Geotechnical	2%
Traffic	1%

D. Dollar Volume Award – Fees Considered

The fees awarded to each firm by Palm Beach County in the last four years. This information for the County can be on the Palm Beach County website at <http://discover.pbcgov.org/engineering/roadwayproduction/Pages/Roadway-Publications.aspx> and by clicking on the PDF link to access “Consultant Fees Considered”. Please note that firms not found in the website have no fees considered for the four-year period. Westgate CRA fees awarded may be available upon written request.

E. The Westgate CRA, in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42, U.S.C and the implementing regulations, hereby notifies all respondents that it will affirmatively ensure that any contract entered into pursuant to this RFQ, disadvantaged business enterprises will be afforded full and fair opportunity to submit proposals in response to this solicitation and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award.

F. In accordance with F.S. 287.133 (2)(a), persons and affiliates who have been placed on the convicted vendor list may not submit bids, contract with or perform work (as a contractor, supplier, sub-contractor, or consultant) with any public entity (i.e. Palm Beach County, the Westgate CRA) in excess of Ten Thousand Dollars (as amended from time to time) for a period of 36 months from the date of being placed on the convicted vendor list.

G. Any proposer may protest a notification of recommended award by submitting a written protest to the Westgate CRA within 5 business days after the posting of the notification of recommended award. After the notification of recommended award has been posted, any unsuccessful proposer may request a debriefing from the Westgate CRA

VII. SMALL BUSINESS ENTERPRISES AND MINORITY/WOMEN OWNED BUSINESS ENTERPRISES

A. The last paragraph of the prime consultant’s Letter of Interest (LOI) must include a summary showing the information that is provided on the prime and sub-consultant questionnaires. The summary must be signed to confirm the accuracy of the attached information. All information for the summary is derived from the signed questionnaires.

B. Each SBE or M/WBE firm utilized on this contract must be certified by Palm Beach County Office of Equal Business Opportunity (OEBO) in order to be counted toward the

SBE participation goal. The OEBO can be contacted at (561) 616-6840 or by visiting <http://discover.pbcgov.org/oebo/Pages/default.aspx>. Each SBE or M/WBE firm utilized on this contract must be certified by the State of Florida in order to be counted toward the goal.

- C. After contract award, the successful firms will only be permitted to replace a certified SBE or M/WBE subcontractor who is unwilling or unable to perform. Such substitution must be done with other certified SBEs or M/WBEs in order to maintain the proposed SBE or M/WBE percentages submitted with the proposal. Requests for substitutions must be submitted to the Westgate CRA along with the required certification(s) from the OEBO and/or the State of Florida for the new SBE or M/WBE.
- D. The firms are prohibited from making any agreements with any SBE or M/WBE in which the SBE or M/WBE promises not to provide sub-consultant services to other firms submitting proposals.
- E. Pursuant to the Palm Beach County Code Section 2-80.20 – 2-80.40 (EBO Ordinance), the Westgate CRA will provide contracting opportunities for S/M/MBEs in the area of professional services pursuant to Section 287.055, Florida Statutes, as amended, known as the “Consultants Competitive Negotiation Act” (CCNA). Responses will be evaluated based on the selection criteria set out in this RFQ, commensurate with the Westgate CRA’s procurement policies, and the Affirmative Procurement Initiatives (APIs) determined by Palm Beach County’s Goal Setting Committee. The APIs for this continuing contract are: SBE Evaluation Preference for Respondents and mandatory minimum SBE Sub-Contracting Goal of 20% for Professional Services.

VIII. LOBBYING

- A. Firms are advised that Palm Beach County Code 2-351 through 2-358, “Cone of Silence” applies to this RFQ. The “Cone of Silence” prohibits a firm or anyone representing a firm from communicating with any Palm Beach County Commissioner or Commissioner’s assistant or staff regarding responses to this RFQ. For the purposes of this RFQ, the same “Cone of Silence” shall include the Westgate CRA Board and any members of the Westgate CRA staff who are Selection Committee members.
- B. The “Cone of Silence” shall be in effect from the date/time this RFQ is published and shall only terminate at the time the Westgate CRA Board awards or approves a contract to one or more firms, or, rejects all proposals.
- C. Violations of the “Cone of Silence” shall immediately disqualify any firm contemplating the submission of a response to this RFQ, and a violation of the Palm Beach County Ordinance is punishable by a fine of \$250.00 per violation.



**REQUEST FOR QUALIFICATIONS (RFQ)
PROFESSIONAL SURVEYING SERVICES ON A CONTINUING CONTRACT BASIS**

I. GENERAL

The **Palm Beach County Westgate/Belvedere Homes Community Redevelopment Agency (“Westgate CRA”)** is seeking proposals from qualified surveying firms to provide professional services to the Westgate CRA under a “continuing contract” in accordance with § 287.055, Fla. Stat., for individual projects which do not exceed \$2 million, or for individual surveying activities of a specific nature as outlined in a contract between the firm and the CRA which does not exceed \$200,000.

Up to three (3) firms may be awarded contracts. The term of the contract with any firm which is selected will be for three (3) years, with the option of the Westgate CRA to grant up to three, 1-year extensions. Individual assignments under this contract will be assigned on an as-needed basis by Westgate CRA staff. The contract is anticipated to be awarded on December 9, 2024.

II. SCOPE OF WORK

A firm which is selected shall serve as the Westgate CRA’s surveyor of record for Westgate CRA projects pursuant to a contract or work assignment prepared by the Westgate CRA. Subject to each work assignment, in general, the firm may be required to provide:

- A. Studies and Pre-design services such as, due diligence activities, site analysis for proposed or actual projects on property owned or to be acquired by the CRA, within the CRA’s review and/or for Palm Beach County development approval, and/or grant applications, permit support services, construction support services, and post-construction services.
- B. The services indicated above may include boundary surveys, topographic surveys, hydrographic surveys, tree surveys, sketch & descriptions, legal descriptions preparation, mean high-water-line surveys, platting, lot combination, construction layout, record drawings, as-built surveys, right-of-way surveys, title commitment review, and/or FEMA elevation certificates.

III. SUBMITTAL REQUIREMENTS

- A. Proposals shall be submitted, no later than **4:00 P.M. (EST), Friday, November 25, 2024** and addressed to:

Denise Pennell, FRA-RA
Director of Planning & Development
Westgate CRA
1280 N. Congress Avenue, Suite 215
West Palm Beach, FL 33409

- B. Each firm submitting a proposal shall submit the materials required pursuant to this Request for Qualifications (RFQ) electronically via email to Denise Pennell, Director of Planning & Development, Westgate CRA at dpennell@pbc.gov specifying “Surveying RFQ” in the subject line. The RFQ response materials shall be in PDF format.
- C. If a firm is associating itself with other firms, the firm(s) must be clearly identified and the responsibilities of each firm clearly set forth. Furthermore, the qualifications and the ability of each firm proposing to provide services and the responsibilities assigned to that firm must be specified.
- D. Informational materials, such as marketing brochures, special reports, etc. are not considered responsive to this RFQ and shall not be submitted.
- E. The RFQ is a part of the attached Request for Qualifications Response Package.
- F. The completed RFQ Response Package.
- G. The identification of a contract administrator. The contract administrator shall have personal knowledge of the firm’s performance for the specific project(s) listed.
- H. List any and all lawsuits or arbitrations to which the firm or any of the associated firms have been a party to the past five years, summarizing allegations, results, and the current status of any proceeding. If there are none, a statement to that effect shall be provided. A submission which does not provide this information will be deemed unresponsive and the firm submitting the RFQ shall be disqualified.
- I. Provide a list of current workload of the firm. The Westgate CRA reserves the right to reject any and all proposals based upon the evaluation of the firm's workload.
- J. The firm shall maintain adequate records related to all charges, expenses, and costs incurred in estimating and performing the work for at least three years after termination of any contract awarded, or extensions thereto. The Westgate CRA shall have access to such books, records and documents as required in this section for the purpose of inspection or audit during normal business hours, at the firm’s place of business.
- K. Palm Beach County has established the Office of the Inspector General, Ordinance R2009-049, as may be amended. The Inspector General’s authority includes but is not limited to the power to review past, present and proposed County contracts, transactions, accounts and records, to require the production of records, and audit, investigate, monitor, and inspect the activities of the contractor, its officers, agents, employees, and lobbyists in order to ensure compliance with contract specifications and detect corruption and fraud. All contractors and parties doing business with the County and the Westgate CRA and receiving County or Westgate CRA funds shall fully cooperate with the Inspector General including receiving access to records relating to Bid/RFP/RFQ or any resulting contract.

- L. The completeness and accuracy of information submitted is the responsibility of the prime consultant.
- M. The following should be included with the response to the RFQ:
 - 1. Letter of Interest (LOI) with the type of professional services clearly identified;
 - 2. Completed prime consultant and sub-consultant qualification questionnaires (for each sub-consultant);
 - 3. A team organizational chart indicating the firm's composition and/or each sub-consultant, their role in the contract, and key personnel assigned to the contract;
 - 4. Listing and resumes of key personnel who will be directly involved and responsible for major project elements;
 - 5. Five verifiable references for contracts of a similar nature completed in the last five years;
 - 6. Completed Volume of Previous Work Statements ('Qualification Questionnaire' for prime and each sub-consultant);
 - 8. SF-330-16f Forms (aka GSA Form 330);
 - 9. OEBO Schedules 1 and 2
 - 10. Commercial Non-Discrimination Certification
 - 11. Conflict of Interest Disclosure Form
 - 12. Copy of S/M/WBE (Palm Beach County) and/or M/WBE certificate (State of Florida)
 - 13. Prime consultant's Past SBE Participation Statement; and,
 - 14. Other information that may be appropriate.

IV. METHOD FOR SHORT-LISTING AND FINAL SELECTION OF FIRMS

- A. Selection shall be in accordance with the Consultant's Competitive Negotiations Act (CCNA), Section 287.055, Florida Statutes.
- B. A Selection Committee, comprised of Westgate CRA Staff and others selected by Westgate CRA, Staff will review and evaluate qualifications submitted by firms responding to this RFQ. The review shall be based upon the information set forth in the response to the RFQ and any interviews or background checks or references conducted by Westgate CRA Staff regarding the firm's knowledge, skills, experience, past performance, resource availability/commitment, SBE and/or W/MBE participation, and the overall quality of the response to the RFQ package submitted. The Selection Committee may recommend a "short-list" to the Westgate CRA Board. The Westgate CRA Board shall determine the final award(s).
- C. The location of the firm's principal place of business or offices in Palm Beach County as well as the firm's familiarity with the Westgate CRA redevelopment area, the goals and objectives of the agency, and Palm Beach County processes are factors the Westgate CRA will consider.

- D. Ranking of firms and final selection will be based on the following criteria:
1. Completeness and quality of the submittal and presentation by the firm;
 2. Reputation and past performance of the firm and the staff on similar assignments;
 3. Experience and resources of the firm within the scope of services to be provided (South Florida);
 4. Experience of the contracts administrator and personnel who will be assigned to the project;
 5. General approach of the firm for successfully carrying out projects; and,
 6. Location of prime and sub-consultant's offices.

V. TERMS AND CONDITIONS

- A. All responses to the RFQ are public records and shall become the property of the Westgate CRA.
- B. Due care and diligence have been exercised in the preparation of this RFQ, and all information contained herein is believed to be substantially correct. However, the responsibility for determining the full extent of the services rests solely with those making responses. Neither the Westgate CRA nor its representatives shall be responsible for any error or omission in this response, nor for the failure on the part of the respondents to determine the full extent of their exposures.
- C. The Westgate CRA Board reserves the right to select up to three (3) firms from the responses received, to waive any and all informalities and/or irregularities, to re-advertise with either an identical or revised scope, or to cancel the requirement in its entirety, to support in whole or in part the recommendation of the Selection Committee, to schedule interviews with one or more respondents as a prelude to preparation of a "short-list," to schedule interviews with one or more respondents as a prelude to selection of the firms, or to reject all proposals. In addition, the Westgate CRA reserves the right to split the project into different sections and award specific sections to the best qualified firm. The Westgate CRA also reserves the right to approve all sub-consultants.
- D. A response to this RFQ does not constitute a bid; therefore, the Westgate CRA retains the right to contact any firm to obtain supplemental information and/or clarification in either oral or written form.
- E. The selected firms will be expected to execute the Westgate CRA standard contract for Professional Consulting Services. This document may be examined, upon request.
- F. The selected firms shall provide insurance acceptable to the Westgate CRA, including but not limited to, professional liability insurance in the minimum amount of \$1,000,000 per occurrence and Business Automobile Liability at a limit of liability not less than

\$500,000 each occurrence, for owned, non-owned, and hired auto liability prior to execution of a contract.

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

- G. Documents prepared by the selected firms once submitted to the Westgate CRA become public records and may be subject to the Westgate CRA's reuse at a future time.

VI. OTHER

- A. The Westgate CRA Community Redevelopment Plan may be accessed at <https://westgatecra.org/how-a-cra-works/plans-reports-resources/>.
- B. Questions concerning this RFQ shall be directed to Denise Pennell, Director of Planning and Development at dpennell@pbc.gov no later than 4:00 p.m. (EST), Friday, November 15, 2024, and shall include the words "Surveying RFQ Questions" in the subject line.
- C. For purposes of estimating workload percentages when completing the "RFQ Response Package," the following may be used:

<u>Sub-consultant</u>	<u>Maximum Workload Percentage</u>
Civil	3%
Geotechnical	2%
Traffic	1%

- D. Dollar Volume Award – Fees Considered

The fees awarded to each firm by Palm Beach County in the last four years. This information for the County can be on the Palm Beach County website at <http://discover.pbcgov.org/engineering/roadwayproduction/Pages/Roadway-Publications.aspx> and by clicking on the PDF link to access "Consultant Fees Considered". Please note that firms not found in the website have no fees considered for the four-year period. Westgate CRA fees awarded may be available upon written request.

- E. The Westgate CRA, in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42, U.S.C and the implementing regulations, hereby notifies all respondents that it will affirmatively ensure that any contract entered into pursuant to this RFQ, disadvantaged business enterprises will be afforded full and fair opportunity to submit proposals in response to this solicitation and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award.
- F. In accordance with F.S. 287.133 (2)(a), persons and affiliates who have been placed on the convicted vendor list may not submit bids, contract with or perform work (as a contractor, supplier, sub-contractor, or consultant) with any public entity (ie. Palm Beach County, the Westgate CRA) in excess of Ten Thousand Dollars (as amended from time to time) for a period of 36 months from the date of being placed on the convicted vendor list.
- G. Any proposer may protest a notification of recommended award by submitting a written protest to the Westgate CRA within 5 business days after the posting of the notification of recommended award. After the notification of recommended award has been posted, any unsuccessful proposer may request a debriefing from the Westgate CRA

VII. SMALL BUSINESS ENTERPRISES AND MINORITY/WOMEN OWNED BUSINESS ENTERPRISES

- A. The last paragraph of the prime consultant's Letter of Interest (LOI) must include a summary showing the information that is provided on the prime and sub-consultant questionnaires. The summary must be signed to confirm the accuracy of the attached information. All information for the summary is derived from the signed questionnaires.
- B. Each SBE or M/WBE firm utilized on this contract must be certified by Palm Beach County Office of Equal Business Opportunity (OEBO) in order to be counted toward the SBE participation goal. The OEBO can be contacted at (561) 616-6840 or by visiting <http://discover.pbcgov.org/oebo/Pages/default.aspx>. Each SBE or M/WBE firm utilized on this contract must be certified by the State of Florida in order to be counted toward the goal.
- C. After contract award, the successful firms will only be permitted to replace a certified SBE or M/WBE subcontractor who is unwilling or unable to perform. Such substitution must be done with other certified SBEs or M/WBEs in order to maintain the proposed SBE or M/WBE percentages submitted with the proposal. Requests for substitutions must be submitted to the Westgate CRA along with the required certification(s) from the OEBO and/or the State of Florida for the new SBE or M/WBE.
- D. The firms are prohibited from making any agreements with any SBE or M/WBE in which the SBE or M/WBE promises not to provide sub-consultant services to other firms submitting proposals.

- E. Pursuant to the Palm Beach County Code Section 2-80.20 – 2-80.40 (EBO Ordinance), the Westgate CRA will provide contracting opportunities for S/M/MBEs in the area of professional services pursuant to Section 287.055, Florida Statutes, as amended, known as the “Consultants Competitive Negotiation Act” (CCNA). Responses will be evaluated based on the selection criteria set out in this RFQ, commensurate with the Westgate CRA’s procurement policies, and the Affirmative Procurement Initiatives (APIs) determined by Palm Beach County’s Goal Setting Committee. The APIs for this continuing contract are: SBE Evaluation Preference for Respondents and mandatory minimum SBE Sub-Contracting Goal of 20% for Professional Services.

VIII. LOBBYING

- B. Firms are advised that Palm Beach County Code 2-351 through 2-358, “Cone of Silence” applies to this RFQ. The “Cone of Silence” prohibits a firm or anyone representing a firm from communicating with any Palm Beach County Commissioner or Commissioner’s assistant or staff regarding responses to this RFQ. For the purposes of this RFQ, the same “Cone of Silence” shall include the Westgate CRA Board and any members of the Westgate CRA staff who are Selection Committee members.
- C. The “Cone of Silence” shall be in effect from the date/time this RFQ is published and shall only terminate at the time the Westgate CRA Board awards or approves a contract to one or more firms, or, rejects all proposals.
- C. Violations of the “Cone of Silence” shall immediately disqualify any firm contemplating the submission of a response to this RFQ, and a violation of the Palm Beach County Ordinance is punishable by a fine of \$250.00 per violation.

**REQUEST FOR QUALIFICATIONS (RFQ)
PROFESSIONAL PLANNING, LANDSCAPE ARCHITECTURE,
AND PROPERTY DEVELOPMENT ASSISTANCE SERVICES
ON A CONTINUING CONTRACT BASIS**

I. GENERAL

The **Palm Beach County Westgate/Belvedere Homes Community Redevelopment Agency (“Westgate CRA”)** is seeking proposals from qualified firms to provide professional planning and landscape architecture, due diligence, and property development analysis and review services to the Westgate CRA under a “continuing contract”. Up to three (3) firms may be awarded contracts. The term of the contract with any firm which is selected will be for three (3) years, with the option of the Westgate CRA to grant up to three, 1-year extensions. Individual assignments under this contract will be assigned on an as-needed basis by Westgate CRA staff. The contract is anticipated to be awarded on December 9, 2024.

II. SCOPE OF WORK

A firm which is selected shall serve as the Westgate CRA’s representative for projects within the Westgate CRA geographical boundaries or other projects authorized by the Westgate CRA pursuant to a contract or work assignment prepared by the Westgate CRA. The scope of services required under the contract or work assignment will vary on a project-by-project bases, and may include, but not limited to, one or more of the following independently or concurrently:

- A. Due diligence evaluations of properties including research of development entitlement history, land use, zoning, drainage, utilities, traffic and site plans;
- B. Development of site plans, landscape plans, and studies (including preliminary civil engineering and cost estimates);
- C. Pre-purchase development analysis and feasibility reviews;
- D. Project coordination with consultants for applicable multidisciplinary issues;
- E. Review of site plans prepared by others for consistency with the County’s Unified Land Development Code (ULDC), including the Westgate Community Redevelopment Area Overlay (WCRAO) requirements, standards and regulations;
- F. Site visits and investigations; documentation;
- G. Analysis of Comprehensive Plan and Zoning regulations which affect development, including need for text revisions;
- H. Analysis of physical, environmental, and governmental factors (including accessibility) that may affect development;
- I. Preparation and submittal of applications for development entitlements (through final approvals);
- J. Representation of applications to reviewing agencies, committees, elected/appointed boards, and officials;
- K. Preparation of regulatory permit applications required for property development;

- L. Review and analysis of responses to RFQs for land development;
- M. Environmental evaluation of real property including but not limited to a review of vegetation and wildlife together with associated permitting requirements;
- N. Landscape architecture and irrigation design, including project specific design services;
- O. Architectural design services, as may be needed, including schematics and renderings for development of CRA-owned properties, architectural review and analysis of private development projects, and recommendations for amendments to architectural standards and design guidelines within the ULDC and WCRAO;
- P. Design services may be necessary when required by resolution, permit application, vesting requirements, or when requested by the Westgate CRA;
- Q. Specific purpose analyses, studies, and/or GIS mapping for strategic planning in infrastructure, transportation and mobility, housing, public safety, land use, as well as analyses of market demand and industry trends;
- R. Review CRA's Community Redevelopment Plan, Palm Beach County's Comprehensive Plan and Zoning regulations, including the WCRAO, and make recommendations for amendments based on emerging trends, best management practices, or other available data, and as directed by the Westgate CRA;
- S. Transportation planning and traffic analysis; and,
- T. Additional planning services as needed by the Westgate CRA.

III. SUBMITTAL REQUIREMENTS

- A. Proposals shall be submitted, no later than **4:00 P.M. (EST), Friday, November 25, 2024** and addressed to:

Denise Pennell, FRA-RA
Director of Planning and Development
Westgate CRA, Palm Beach County
1280 N. Congress Avenue, Suite 215
West Palm Beach, FL 33409
- B. Each firm submitting a proposal shall submit the materials required pursuant to this Request for Qualifications (RFQ) electronically via email to Denise Pennell, Director of Planning & Development at dpennell@pbc.gov specifying "Planning RFQ" in the subject line. The RFQ response materials shall be in PDF format.
- C. If a firm is associating itself with other firms, the firm(s) must be clearly identified and the responsibilities of each firm clearly set forth. Furthermore, the qualifications and the ability of each firm proposing to provide services and the responsibilities assigned to that firm must be specified.
- D. Informational materials, such as marketing brochures, special reports, etc. are not considered responsive to this RFQ and shall not be submitted.

- E. The RFQ is a part of the attached Request for Qualifications Response Package.
- F. The completed RFQ Response Package.
- G. The identification of a contract administrator. The contract administrator shall have personal knowledge of the firm's performance for the specific project(s) listed.
- H. List any and all lawsuits or arbitrations to which the firm or any of the associated firms have been a party to the past five years, summarizing allegations, results, and the current status of any proceeding. If there are none, a statement to that effect shall be provided. A submission which does not provide this information will be deemed unresponsive and the firm submitting the RFQ shall be disqualified.
- I. Provide a list of current workload of the firm. The Westgate CRA reserves the right to reject any and all proposals based upon the evaluation of the firm's workload.
- J. The firm shall maintain adequate records related to all charges, expenses, and costs incurred in estimating and performing the work for at least three years after termination of any contract awarded, or extensions thereto. The Westgate CRA shall have access to such books, records and documents as required in this section for the purpose of inspection or audit during normal business hours, at the firm's place of business.
- K. Palm Beach County has established the Office of the Inspector General, Ordinance R2009-049, as may be amended. The Inspector General's authority includes but is not limited to the power to review past, present and proposed County contracts, transactions, accounts and records, to require the production of records, and audit, investigate, monitor, and inspect the activities of the contractor, its officers, agents, employees, and lobbyists in order to ensure compliance with contract specifications and detect corruption and fraud. All contractors and parties doing business with the County and the Westgate CRA and receiving County or Westgate CRA funds shall fully cooperate with the Inspector General including receiving access to records relating to Bid/RFP/RFQ or any resulting contract.
- L. The completeness and accuracy of information submitted is the responsibility of the prime consultant.
- M. The following should be included with the response to the RFQ:
 - 1. Letter of Interest (LOI) with the type of professional services clearly identified;
 - 2. Completed prime consultant and sub-consultant qualification questionnaires (for each sub-consultant);
 - 3. A team organizational chart indicating the firm's composition and/or each sub-consultant, their role in the contract, and key personnel assigned to the contract;

4. Listing and resumes of key personnel who will be directly involved and responsible for major project elements;
5. Five verifiable references for contracts of a similar nature completed in the last five years;
6. Completed Volume of Previous Work Statements ('Qualification Questionnaire' for prime and each sub-consultant);
8. SF-330-16f Forms (aka GSA Form 330);
9. OEBO Schedules 1 and 2
10. Commercial Non-Discrimination Certification
11. Conflict of Interest Disclosure Form
12. Copy of S/M/WBE (Palm Beach County) and/or M/WBE certificate (State of Florida)
13. Prime consultant's Past SBE Participation Statement; and,
14. Other information that may be appropriate.

IV. METHOD FOR SHORT-LISTING AND FINAL SELECTION OF FIRMS

- A. Selection shall be in accordance with the Consultant's Competitive Negotiations Act (CCNA), Section 287.055, Florida Statutes.
- B. A Selection Committee, comprised of Westgate CRA Staff and others selected by Westgate CRA Staff will review and evaluate qualifications submitted by firms responding to this RFQ. The review shall be based upon the information set forth in the response to the RFQ and any interviews or background checks or references conducted by Westgate CRA Staff regarding the firm's knowledge, skills, experience, past performance, resource availability/commitment, SBE and/or W/MBE participation, and the overall quality of the response to the RFQ package submitted. The Selection Committee may recommend a "short-list" to the Westgate CRA Board. The Westgate CRA Board shall determine the final award(s).
- C. The location of the firm's principal place of business or offices in Palm Beach County as well as the firm's familiarity with the Westgate CRA redevelopment area, the goals and objectives of the agency, and Palm Beach County processes are factors the Westgate CRA will consider.
- D. Ranking of firms and final selection will be based on the following criteria:
 1. Completeness and quality of the submittal and presentation by the firm;
 2. Reputation and past performance of the firm and the staff on similar assignments;
 3. Experience and resources of the firm within the scope of services to be provided (South Florida);
 4. Experience of the contracts administrator and personnel who will be assigned to a project;
 5. General approach of the firm for successfully carrying out projects; and,
 6. Location of prime and sub-consultant's offices.

V. TERMS AND CONDITIONS

- A. All responses to the RFQ are public records and shall become the property of the Westgate CRA.
- B. Due care and diligence have been exercised in the preparation of this RFQ, and all information contained herein is believed to be substantially correct. However, the responsibility for determining the full extent of the services rests solely with those making responses. Neither the Westgate CRA nor its representatives shall be responsible for any error or omission in this response, nor for the failure on the part of the respondents to determine the full extent of their exposures.
- C. The Westgate CRA Board reserves the right to select up to three (3) firms from the responses received, to waive any and all informalities and/or irregularities, to re-advertise with either an identical or revised scope, or to cancel the requirement in its entirety, to support in whole or in part the recommendation of the Selection Committee, to schedule interviews with one or more respondents as a prelude to preparation of a “short-list,” to schedule interviews with one or more respondents as a prelude to selection of the firms, or to reject all proposals. In addition, the Westgate CRA reserves the right to split a project into different sections and award specific sections to the best qualified firm. The Westgate CRA also reserves the right to approve all sub-contractors.
- D. A response to this RFQ does not constitute a bid; therefore, the Westgate CRA retains the right to contact any firm to obtain supplemental information and/or clarification in either oral or written form.
- E. The selected firms will be expected to execute the Westgate CRA standard contract for Professional Consulting Services. This document may be examined, upon request.
- F. The selected firms shall provide insurance acceptable to the Westgate CRA, including but not limited to, professional liability insurance in the minimum amount of \$1,000,000 per occurrence and Business Automobile Liability at a limit of liability not less than \$500,000 each occurrence, for owned, non-owned, and hired auto liability prior to execution of a contract.

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

because of the insurer’s poor financial condition or due to the insurer’s failure to operate legally in the State of Florida.

- G. Documents prepared by the selected firms once submitted to the Westgate CRA become public records and may be subject to the Westgate CRA’s reuse at a future time.

VI. OTHER

- A. The Westgate CRA Community Redevelopment Plan may be accessed at <https://westgatecra.org/how-a-cra-works/plans-reports-resources/>.

- B. Questions concerning this RFQ shall be directed to Denise Pennell, Director of Planning and Development at dpennell@pbc.gov no later than 4:00 p.m. (EST), Friday, November 15, 2024, and shall include the words “Planning RFQ Questions” in the subject line.

- C. For purposes of estimating workload percentages when completing the “RFQ Response Package,” the following may be used:

<u>Sub-consultant</u>	<u>Maximum Workload Percentage</u>
Architecture/Urban Design	3%
Transportation Planning	2%
Market/Economic Analysis	1%

- D. Dollar Volume Award – Fees Considered

The fees awarded to each firm by Palm Beach County in the last four years. This information for the County can be on the Palm Beach County website at <http://discover.pbcgov.org/engineering/roadwayproduction/Pages/Roadway-Publications.aspx> and by clicking on the PDF link to access “Consultant Fees Considered”. Please note that firms not found in the website have no fees considered for the four-year period. Westgate CRA fees awarded may be available upon written request.

- E. The Westgate CRA, in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42, U.S.C and the implementing regulations, hereby notifies all respondents that it will affirmatively ensure that any contract entered into pursuant to this RFQ, disadvantaged business enterprises will be afforded full and fair opportunity to submit proposals in response to this solicitation and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award.

- F. In accordance with F.S. 287.133 (2)(a), persons and affiliates who have been placed on the convicted vendor list may not submit bids, contract with or perform work (as a contractor, supplier, sub-contractor, or consultant) with any public entity (i.e. Palm Beach County, the Westgate CRA) in excess of Ten Thousand Dollars (as amended from time

to time) for a period of 36 months from the date of being placed on the convicted vendor list.

- G. Any proposer may protest a notification of recommended award by submitting a written protest to the Westgate CRA within 5 business days after the posting of the notification of recommended award. After the notification of recommended award has been posted, any unsuccessful proposer may request a debriefing from the Westgate CRA.

VII. SMALL BUSINESS ENTERPRISES AND MINORITY/WOMEN OWNED BUSINESS ENTERPRISES

- A. The last paragraph of the prime consultant’s Letter of Interest (LOI) must include a summary showing the information that is provided on the prime and sub-consultant questionnaires. The summary must be signed to confirm the accuracy of the attached information. All information for the summary is derived from the signed questionnaires.
- B. Each SBE or M/WBE firm utilized on this contract must be certified by Palm Beach County Office of Equal Business Opportunity (OEBO) in order to be counted toward the SBE participation goal. The OEBO can be contacted at (561) 616-6840 or by visiting <http://discover.pbcgov.org/oebo/Pages/default.aspx>. Each SBE or M/WBE firm utilized on this contract must be certified by the State of Florida in order to be counted toward the goal.
- C. After contract award, the successful firms will only be permitted to replace a certified SBE or M/WBE subcontractor who is unwilling or unable to perform. Such substitution must be done with other certified SBEs or M/WBEs in order to maintain the proposed SBE or M/WBE percentages submitted with the proposal. Requests for substitutions must be submitted to the Westgate CRA along with the required certification(s) from the OEBO and/or the State of Florida for the new SBE or M/WBE.
- D. The firms are prohibited from making any agreements with any SBE or M/WBE in which the SBE or M/WBE promises not to provide sub-consultant services to other firms submitting proposals.
- E. Pursuant to the Palm Beach County Code Section 2-80.20 – 2-80.40 (EBO Ordinance), the Westgate CRA will provide contracting opportunities for S/M/MBEs in the area of professional services pursuant to Section 287.055, Florida Statutes, as amended, known as the “Consultants Competitive Negotiation Act” (CCNA). Responses will be evaluated based on the selection criteria set out in this RFQ, commensurate with the Westgate CRA’s procurement policies, and the Affirmative Procurement Initiatives (APIs) determined by Palm Beach County’s Goal Setting Committee. The APIs for this continuing contract are: SBE Evaluation Preference for Respondents and mandatory minimum SBE Sub-Contracting Goal of 20% for Professional Services.

VIII. LOBBYING

- A. Firms are advised that Palm Beach County Code 2-351 through 2-358, “Cone of Silence” applies to this RFQ. The “Cone of Silence” prohibits a firm or anyone representing a firm from communicating with any Palm Beach County Commissioner or Commissioner’s assistant or staff regarding responses to this RFQ. For the purposes of this RFQ, the same “Cone of Silence” shall include the Westgate CRA Board and any members of the Westgate CRA staff who are Selection Committee members.
- B. The “Cone of Silence” shall be in effect from the date/time this RFQ is published and shall only terminate at the time the Westgate CRA Board awards or approves a contract to one or more firms, or, rejects all proposals.
- C. Violations of the “Cone of Silence” shall immediately disqualify any firm contemplating the submission of a response to this RFQ, and a violation of the Palm Beach County Ordinance is punishable by a fine of \$250.00 per violation.