



LAKE WORTH
COMMUNITY REDEVELOPMENT AGENCY
8 SOUTH J STREET, SUITE 7
LAKE WORTH, FLORIDA 33460-3787
www.lwcra.net

Phone: (561) 493-2550
Fax: (561) 493-2549

MEMORANDUM

TO: Chair, Vice Chair and Members of the CRA Board

FROM: Rachel A. Bach, Executive Director

DATE: November 14, 2006

SUBJECT: Dixie Highway Urban Park and Parking Lot RFQ

RECOMMENDATION:

This is for informational purposes only.

EXPLANATION:

Originally, the CRA Board approved a Request for Proposals (RFP) process to solicit proposals for the design of the Dixie Highway Urban Park and Parking lot proposed for the property located at 812 North Dixie Highway. However, because this project is budgeted at \$300,000 and is just over the threshold amounts (\$25,000 for design services and \$250,000 for construction) required by Florida State Statute 287.055, also known as the "Consultants' Competitive Negotiation Act," the CRA is required to use the two step process outlined in the Statute. This process requires a government to issue a Request for Qualifications (RFQ), shortlist a minimum of three firms and then enter into negotiations with the firm that is deemed most qualified for the project.

In the interest of meeting legal requirements, CRA staff cancelled the initial RFP issued and re-issued an RFQ (attached). Rather than issuing a project specific RFQ and going through this process again for future projects, staff re-issued this as a Request for Qualifications for continuing services. The benefit of this approach is that the CRA will be able to select more than one firm and can go directly to negotiations on future projects. The qualifications packets are due to the Purchasing Department on November 14, 2006. Staff will provide the Board a list of respondents at this meeting.

Upon receipt of qualifications staff will review, with the assistance of City personnel, the qualifications and provide qualifications and recommendations to the CRA Board for its review. At the Boards request, staff will schedule a special meeting for presentations by respondents and shortlisting. As an alternative, the Board could meet without consultant presentations and shortlist firms. In terms of the Dixie Highway Park/Parking Lot, once the firm(s) is selected through the RFQ, the CRA shall issue a brief Request for Letters of Interest and rank firms for this task.

PROGRAM IMPACT:

This will move forward design services for the Dixie Highway Urban Park and Parking Lot and will expedite future design services for other capital improvements.

FISCAL IMPACT:

This is a budgeted item.

Recommended by: _____
Rachel A. Bach, Executive Director