



**Non-Mandatory Pre-Bid  
Informational Meeting Minutes  
Town of Lake Park, Florida  
Request for Statement of Qualifications (RFQ105-2021)  
to Engage a Consultant Experienced in Community  
Redevelopment Agency Planning to Evaluate, Revise, and  
Update the Community Redevelopment Agency Plan for  
the Town of Lake Park in Lake Park, Florida  
Monday, September 13, 2021, 10:00 a.m.  
Commission Chamber, Town Hall, 535 Park Avenue  
And Via Zoom.**

The non-mandatory pre-bid informational meeting was conducted on Monday, September 13, 2021 at 10:00 a.m. Present were Community Development Director Nadia Di Tommaso and Town Clerk Vivian Mendez.

Community Development Director Di Tommaso called the meeting to order at 10:03 a.m. She asked that everyone on the Zoom connect introduce themselves for the record (see attached Sign-in-Sheet). She thanked everyone for attending.

She explained that this was a Non-Mandatory meeting because no new information was being provided about this project. She explained that the question/answer period for this project ends the week before the Request for Qualification opening. Questions are to be emailed to the Clerk's Office prior to the deadline period. She reviewed the timeline for the project, which was included as part of the packet.

She explained that this was a re-bid because the Town did not receive any submittals. She stated that one of the most important questions asked for this project was the Town looking for a Phase 1 as a revision to the Finding of Necessity. She explained that the notes from the Community Redevelopment Agency (CRA) meeting were included in the packet to explain the desired changes. She stated that there was some discussion regarding expanding the boundaries of the CRA, which could be part of a Phase 1 process. She stated that the Town was relying on the proposer to provide the steps that would need to be taken if that were the best route for the CRA to take; then the proposal could be separated into two Phases to accomplish the desired changes, the timeframe in which it would take and the financial impacts. She stated that no specific budget has been identified because the Town's message was once a determination was made of a consultant to work with the Town, then a budget would be available for the project.

She reviewed the RFQ packet and emphasized that all the forms and lines within the forms must be submitted to be considered a complete submittal. She stated that if a section does not apply to please place N/A in that section.

She invited questions from the audience members.

The following questions were asked:

- 1) Jared Beck with Stantec asked if the Town goes through the Comprehensive Plan Amendment process would the consultant be required to draft the language to bring it through that process. Community Development Director DiTommaso stated “yes”.
- 2) Camilo Lopez with Business Flare asked when does the CRA sunset. Community Development Director DiTommaso stated that the CRA will sunset in the year 2029.
- 3) Camilo Lopez with Business Flare asked how many public meetings are anticipated. Community Development Director DiTommaso explained that the amount of public meetings would depend on the number of Phases and overall scope of work. She further explained that if the best plan would be to Phase out the project then the Comprehensive Plan Amendments have their own public meeting requirements and the plans would need to be presented to the CRA Board as well as the Town Commission.
- 4) Camilo Lopez with Business Flare asked how long in advance of a meeting were materials expected. Community Development Director DiTommaso explained that materials need to be finalized two-weeks before the scheduled meeting date. She explained that publication takes place one week before the scheduled meeting.
- 5) Camilo Lopez with Business Flare asked what was the project timeframe. Community Development Director DiTommaso explained that staff was relying on the consultant to tell us what the best timeline would be. During the first bid process staff was hopeful to have everything completed by April 2022. Staff understands that since the project has been re-bid that the timeline may shift and we are open to the best possible scenario.

**ADJOURNMENT:**

The non-mandatory pre-bid informational meeting adjourned at 10:12 a.m.

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Town Clerk Vivian Mendez