



**Mandatory Pre-Submittal
Conference minutes**

Town of Lake Park, Florida

RFQ 101-2016

Market Analysis for the CRA

March 2, 2016, 11:00 a.m.

Commission Chamber, Town Hall, 535 Park Avenue

The mandatory pre-submittal conference meeting was conducted on March 2, 2016 at 11:00 a.m. Present were Public Works Director Dave Hunt, Town Manager John D'Agostino, and Town Clerk Vivian Mendez.

Public Works Director Hunt called the meeting to order at 11:00 a.m. and introduced himself and staff. He explained that only those in attendance would be eligible to submit a response to the RFQ. He explained that the RFQ was for a marketing analysis of the Town's Community Redevelopment Agency (CRA). He explained that the CRA needed a market analysis to define our marketing strategy and this was the first step in the process.

He stated that an addendum would be distributed, which expands the amount of pages required in the response to 15 pages. He brought their attention to the fact that the RFQ was looking for case studies (page 7 of the RFQ packet, number 4). The case studies would be for three groups 1) Millennials; 2) Artists Community; 3) Culturally Diverse Community with a market analysis,

He explained that a committee of staff members would review the submittals based on what the CRA needs (see Article III – Evaluation criteria for Short-listing on page 9).

He explained that the RFQ submission packet would include the Statement of Qualification and the Fee Proposal for Services (see Article V RFQ Submission Packet). He explained that the RFQ was not covered by CCNA. He stated that the Fee Proposal for Services envelope included in the submittals would not be opened until the staff committee met to review the submittals and would then be publically announced.

He stated that all questions are to be submitted to the Town Clerk's Office in writing. Responses to those questions would be included in an addendum. Updated zoning maps were distributed to those in attendance. He explained that the target area was east of the FEC rail line and the main commercial areas (Park Avenue & 10th Street).

He explained that the submittal deadline was Thursday, March 17, 2016 at 11:00 a.m. to the Town Clerk. Town Manager D'Agostino stated that the CRA was looking for creativity and "outside the box" ideas.

Mr. Phil Gonot asked for clarification regarding Qualification and Experience of Proposer's Firm and Sub-Consultants (page 9, tab 2); is one project per page was required in the

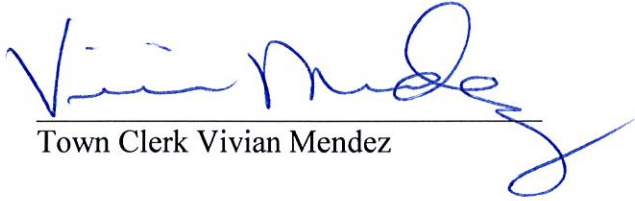
submittal. Public Works Director Hunt stated that it was not necessary to include one full page per project. He stated that this section was part of the total 15-page submittal.

Ms. Allison Justine asked what the total project estimate. Public Works Director Hunt stated that it was not anticipated for this project to cost more than \$25,000.

Public Works Director Hunt thanked everyone for attending.

ADJOURNMENT:

The mandatory pre-submittal conference adjourned at 11:25 a.m.


Town Clerk Vivian Mendez

**TOWN OF LAKE PARK
LAKE PARK COMMUNITY REDEVELOPMENT
AGENCY
535 Park Ave.
Lake Park, FL 33403**

John O. D'Agostino, CRA Executive Director

**REQUEST FOR QUALIFICATIONS
RFQ No. 101-2016
MARKET ANALYSIS FOR LAKE PARK CRA**

Town of Lake Park RFQ No. 101-2016

Date of Advertisement: February 21, 2016

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**TOWN OF LAKE PARK
REQUEST FOR QUALIFICATIONS
MARKET ANALYSIS FOR LAKE PARK CRA
RFQ No. 101-2016**

NOTICE IS HEREBY GIVEN that the Lake Park Community Redevelopment Agency (CRA), Lake Park, Florida is soliciting statement of qualifications / proposals from QUALIFIED CONSULTING FIRMS to perform a market analysis of the Town's CRA area with a particular interest in developing a matrix of uses and tenant-types suitable for the adaptive-reuse of existing space inventories.

RESPONSE PROCEDURE: In order to be considered, qualified firms must submit a statement of qualifications in hard copy and on compact disk to the Town Clerk by 11:00 a.m. local time, March 17, 2016 and include a separate sealed envelope containing the proposer's fee proposal. The Town Clerk's Office is located on the second floor of Town Hall at 535 Park Avenue, Lake Park, Florida 33403. Responses received after that time will be returned unopened. Statement of qualifications / proposal must be submitted to the Town Clerk pursuant to the above directions and shall not exceed ten pages in length and must, at a minimum, include the following information:

- a. Response to RFQ Number 101-2016
- b. Firms name and address of the responsible office.
- c. Contact person, phone number and Internet Email Address.
- d. A statement setting forth the qualifications of the firm.
- e. Identification of any sub-consultant relationships that may be considered to fulfill the identified in the RFQ package.
- f. Identification of the firm's key personnel and their proposed roles and expertise.
- g. Separate sealed envelope containing the proposer's lump sum fee proposal.

Project Documents

The electronic RFQ 101-2016 document may be obtained by calling the Town Clerk at (561) 881-3311, 8:30 a.m. to 5:00 p.m., Monday-Friday.

Mandatory Pre-Submittal Conference

A Mandatory Pre-Submittal Conference is scheduled for 11:00 a.m. March 2, 2016 in the Town of Lake Park Town Hall Commission Chambers. A representative of each firm responding to RFQ 101-2016 must be a registered attendee at this meeting.

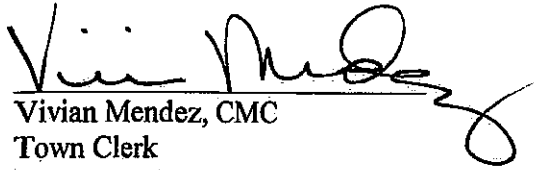
Selection Process

The Town intends to develop a shortlist of three qualified consulting firms to be ranked and announced at a meeting open to the public. The fee proposal of the three most qualified firms will then be opened and publicly announced. A contract will be negotiated with the highest ranked firm. Failed negotiation will proceed to the next highest ranked firm.

Respond To:

Vivian Mendez, CMC, Town Clerk, Town of Lake Park,
535 Park Avenue, Lake Park, FL 33403; Tel: (561) 881-3311
Email: townclerk@lakeparkflorida.gov

The Town of Lake Park reserves the right to accept or reject any or all statements of qualification (in whole or in part) with or without cause, to waive any technicalities, irregularities or formalities, or to accept the statements of qualification which in its judgement best serve the Town.

A handwritten signature in black ink, appearing to read "Vivian Mendez", written over a horizontal line.

Vivian Mendez, CMC

Town Clerk

Town of Lake Park, FLORIDA

Published on: February 21, 2016,

Location (Palm Beach Post)

**TOWN OF LAKE PARK
LAKE PARK CRA
REQUEST FOR QUALIFICATIONS
MARKET ANALYSIS FOR LAKE PARK CRA
RFQ No. 101-2016**

ARTICLE I. GENERAL DESCRIPTION

A. Introduction

The Lake Park Community Redevelopment Agency (CRA) is soliciting statements of qualifications / proposals from QUALIFIED CONSULTING FIRMS to perform a market analysis of the Town's CRA Target Area with a particular interest in developing a matrix of uses and tenant-types suitable for the adaptive-reuse of existing space inventories. The study will identify and analyze the CRA's Target Area existing economic base; the market potential for future and new businesses; opportunities and activities that would draw visitors; a branding strategy; and recommendation for implementation of the findings of the study.

The goals to be achieved with this study include the following:

- Position the Town of Lake Park's CRA Target Area to be more competitive for redevelopment opportunities;
- Identify current and future market demands within the Town, the CRA area and throughout the region to better-position Lake Park as a viable attractor for members of the community identified in Section D, Scope of Services, 2. Inventory of socio-economic market data.
- Identify the ten-year potential for key uses and activities within the Town's CRA Target Area.
- Provide recommendations to target specific market sectors and to guide a vision for the CRA, including physical and zoning modifications to attract economic development in the Target Area.

B. Information Request

For information pertaining to this Request for Qualifications (RFQ), contact Vivian Mendez, CMC, Town Clerk. It is preferred that all questions be submitted in writing via email. Email questions to townclerk@lakeparkflorida.gov.

Material changes, if any, to the scope of services or proposal procedures will be transmitted only by written addendum.

C. Schedule of Events*

The schedule of events related to this Request for Qualifications shall be as follows:

RFQ Advertised		02/21/2016
RFQ Document Available to Public		02/24/2016
Mandatory Pre-Submittal Conference		03/02/2016
Deadline for Written Questions (RFI)	5:00 p.m.	03/09/2016

Issuance of Addendum		03/11/2016
Deadline for Receipt of Qualifications/Proposals	11:00a.m.	03/17/2016
Responses distributed to short listing committee		03/18/2016
Public meeting of short listing committee/ranking of firms:	Week of Mar. 28 th	
Negotiation of Contract:	April 4-April 30	
Anticipated Contract Award by CRA Board		06/01/2016

**All dates are tentative. The Town reserves the right to change scheduled dates.*

D. Scope of Services

The primary tasks to be performed are as follows:

1. Inventory and Analysis of Existing Conditions
 - a. Existing condition analysis: the consultant will collect, analyze and present an analysis of all public (not to include Palm Beach County Fire Rescue Station #68), commercial, light industrial, and downtown parcels within the CRA, referred to as the “Target Area”, inclusive of a parcel by parcel detailed physical profile of all properties within the Target Area areas east of the Florida East Coast (FEC) rail line and the transitional buffer zone of abutting properties within 500 feet of the CRA Target Area boundary (a Target Area map is included). Existing conditions for Target Area parcels should be included, but not limited to the site conditions that could affect potential redevelopment options: Ownership, current use, assessed value, occupancy/vacancy/availability, building site and site condition (including building obsolescence), physical/transportation/infrastructure limitations (i.e.; access and frontage), environmental considerations and zoning constraints.
 - b. Market and trade conditions: consider roles of sites within the study area, assess competitive districts, identify retail, restaurant, office and mixed-use opportunities, estimate market rent/sale price per square foot per land use, compile and provide demographic trade area information to assist in solicitation of potential developers/site users, identify issues and challenges to the development of sites.
2. Inventory of socio-economic market data.
 - a. The consultant team will collect, analyze, and present a socio-economic profile of the target area based on US Census data and demographic data. Reports prepared and analyzed for the target area and adjoining neighborhoods will include information such as household composition, age and gender mix, education levels, racial composition, income levels, business and employment levels, transportation and housing usage, relating to redevelopment recommendations. Reports to be presented should include:
 - i. Demographic Trends Report
 - ii. Household Trend Report
 - iii. Population Growth Report
 - iv. Executive Summary Report
3. Market and trade area analysis.
 - a. The consultant team will delineate primary and secondary trade areas and will conduct a thorough market and trade area analysis using industry-standard market analysis and maps. Reports to be presented should include:

- i. Primary and Secondary Market Area Demographic and Household Trend Report
 - ii. Consumer Spending Pattern Report
 - iii. Retail and Trade Potential Report
 - iv. Regional competition and competitive assets
 - b. The consultant team will survey brokerage and real estate development communities to assess potential uses in the target area.
- 4. Case Studies: The consultant shall prepare individual case studies of traits, perceptions, values, cultural identities, and market tendencies of the following groups: (1) *Millennials Generation (Gen Years, those born between the early 1980's and the late 1990's)*; (2) Artists Community; and (3) Culturally Diverse Community, specifically identifying overarching cultural and perceptual principles that should play an important factor in establishing a vision for the target area. More particularly, each study should include:
 - a. Special characteristics for cultural investment and attraction – What attracts each study group to these areas? What are their policy-driven attributes, life-style quality components, and physical environment attributes?
 - b. Special initiatives for economic growth – What are the percentages of ownership patterns, levels of real-estate investment, evidence of shared-economies, types of businesses and employment sectors, types of physical and social infrastructure present?
- 5. Redevelopment sustainability analysis.
 - a. The consultant team will evaluate each major parcel or parcel cluster in terms of its potential for reuse and/or redevelopment. The consultant will determine consistencies/inconsistencies of land use/function with previously adopted CRA Plan (included herein). Parcels that are vacant, underutilized, or are planned for redevelopment will be analyzed with respect to the potential uses that would be feasible based on characteristics of the site, building, and market factors. Identification of reuse/redevelopment barriers will be highlighted. The consultant will prepare a matrix of potential concepts.
- 6. SWOT Analysis: The consultant shall identify Strengths, Weaknesses, Opportunities and Threats regarding economic development within the CRA Target Area as they apply to the specifics of each Case Study Group's findings.
- 7. Cluster, Location Quotient, Target Industry and Operational Analysis: The Consultant will provide a Cluster, Location Quotient, Target Industry and Operational Analysis to include identification of:
 - a. Specific industries and business types that consider strengths, weaknesses, opportunities and threat constraints;
 - b. Needed improvements and actions that will accelerate business attraction and recruitment of such development;
 - c. County, State and Federal programs, or other agency programs, that could be developed or implemented including, but not limited to, entrepreneurial development, business incubation, infrastructure and quality-of-life improvements, and strategies for any special new industries;
 - d. Explore the role of commerce within the CRA Target Area and provide for a business diversification analysis. What are best practices in diversifying tax base to bringing other revenue streams; and

8. Discuss strategies to market to consumers utilizing resources/facilities outside of the CRA Target Area, but still within the jurisdictional boundaries of the Town of Lake Park, so as to promote the collaboration of uses and maximize their usability.
9. The development of a business strategy plan to project future business development potential and include the optimal mix of business types for the CRA Target Area.
10. The development of action-oriented strategies for development incentives that encourage private investment in reuse and revitalization.
11. A marketing/branding component that evaluates the CRA Target Area image and theme; outlines new marketing strategies for cultural and business attraction, business development, business promotion and retention and public communication; provides a public relations strategy; addresses the promotion of special events and potential new activities to attract visitors;
12. Identify what makes the Town of Lake Park/Community Redevelopment Area unique and steps the Town can take to nurture and market these features.
13. Identify all stakeholders within the CRA Target Area. Outline an Advertising/Marketing strategy for the launching and distribution of the Plan to all identified stakeholders.
14. Include specific methods on how to implement the recommendations of the study, including estimated costs/budget associated with the implementation process.
15. Preparation of a Preliminary Draft Plan (6 Copies) plus one electronic copy.
16. Presentations to Staff, CRA Board and Town Commission, to include a minimum of two (2) public meetings. Make modifications to the Draft Plan as needed.
17. Preparation of a Final Plan (12 Copies) plus one electronic copy.

ARTICLE II. REQUIRED PROFESSIONAL DISCIPLINES

Consultants submitting qualifications shall include in their Statement of Qualifications sufficient information to clearly describe their ability to provide the services required in Article I. The respondent shall include in the Statement of Qualifications the disciplines and capabilities available from the respondent's "in-house" staff and the disciplines and capabilities available from sub-consultants.

The respondent shall clearly identify the names and qualifications of the "core" team fulfilling the requirements of the proposed services. The "core" team shall include a team leader who will also serve as the primary contact for the services as requested by the user department. Submit Exhibit "A" – Consultants' Organizational Chart

In the sealed envelope containing the Fee Proposal for Services, the respondent shall submit an Exhibit "B" listing all pertinent in-house and sub-consultant personnel by title that may be involved in this project. The billable hourly rates for each position shall also be listed.

The Town's selection of the successful respondent will be based, in part, on the qualifications and capabilities of their defined sub-consultants, which act as a substantial inducement and material consideration in the selection. Unilateral changes of sub-consultants anytime during the process, and after the award, will not be authorized unless specifically approved in writing by the Town.

ARTICLE III. EVALUATION CRITERIA FOR SHORT-LISTING

The evaluation criteria are as follows: (Any Statement of Qualifications submitted shall follow the following outline in the order shown and shall be tabbed to delineate the categories and the components of the categories.)

Tab	Max. Points	Category Description
Tab 1	0	Cover Letter with an expressed commitment to servicing the Town Table of Contents
Tab 2	15	<i>Qualification and Experience of Proposer's Firm and Sub-Consultants.</i> <ul style="list-style-type: none">• Qualifications and experience of firm, including sub-consultants, with the types of services described in Article I.• Availability of qualified personnel. Available resources to complete the project in a timely manner including the depth and expertise of available personnel, and the ability to assign personnel to this project.• The experience of the firm and its record on engagements of a similar nature, including the ability to serve in a similar capacity for other units of government or organizations. Consultant shall provide 1-page descriptions of similarly-completed projects, where each shall include:<ul style="list-style-type: none">○ Project Name, Client, Client Contact at the time services were rendered, Date of services rendered○ Key Personnel involved in the project○ Brief description of the tasks performed○ Professional fees for services rendered
Tab 3	15	<i>Qualifications and Experience of Consultant's "Core Team"</i> <ul style="list-style-type: none">• Qualification and experience of the firm's "core team" staff and team leader. Consultant shall provide an organizational chart.• Personnel to be assigned to the project, and their education, capabilities, qualifications and experience with similar projects. Consultant shall provide resumes for all key personnel.
Tab 4	50	<i>Approach and Detailed Methodology to Scope of Services:</i> <ul style="list-style-type: none">• Statement of approach with a clearly demonstrated understanding of the work to be performed.• Provide a detailed methodology to complete each of the numbered items in the provided Scope of Services (Specifically numbers 1-12).• Completeness and reasonableness of the offeror's plan/proposal for accomplishing the tasks.• Level of creativity demonstrated by the offeror's proposed methodologies for meeting the requirements of this proposal.• The exact type and nature of the offeror's proposed services and how they accomplish the objectives of the project as demonstrated by the offeror's work plan
Tab 5	20	<i>Schedule:</i> <p>This refers to the offeror's proposed milestone/task schedule. The schedule shall be a critical element of this contract. The offeror shall provide a</p>

complete schedule of all proposed project milestones and tasks to be provided. Schedules shall include specific information regarding estimated hours and personnel to be devoted to each milestone/task. It is anticipated that the project should take no longer than 12-15 months.

ARTICLE IV. CONTRACT FORM

Attached is a "sample" contract between the Firm and the Town. The selected Firm will be expected to execute a contract which is substantially the same as the attached sample.

ARTICLE V. RFQ SUBMISSION PACKET

1) STATEMENT OF QUALIFICATIONS

Statements of qualifications shall be formatted in the category order of Article III, (Evaluation Criteria for Short-listing) and specifically addressing all elements of each section. Proposals shall be tabbed at each of the five (5) categories as indicated. Proposals that do not conform to the tabbed structure provided will be deemed "Non-Responsive" and will thereby not be eligible for consideration.

NOTE: The Respondent's submittal for 'Category Description', Tabs 2, 3, 4, and 5 must not exceed 15 pages.

2) FEE PROPOSAL FOR SERVICES

A separate sealed envelope, containing the firm's proposed fee for services, shall be submitted with the RFQ Packet. The envelopes will remain sealed during the Qualifications Evaluation and Final Ranking processes. At the conclusion of the Evaluation Committee's public meeting to determine the three most qualified firms, the envelopes containing the fee proposal of the three most qualified firms will be opened and the fee submittals will be publicly announced.

ARTICLE VI. QUALIFICATIONS EVALUATION and FINAL SELECTION METHOD

The Town Manager will appoint a committee comprised of Town of Lake Park staff and one non-staff CRA Board member for the purpose of evaluating all statements of qualifications submitted in response to the RFQ. The evaluation committee shall have no less than three voting members and shall consist of the following:

- 1) The originating department director who may appoint up to four other members of the same and/or different departments, and
- 2) The finance director who shall chair the evaluation committee as a non-voting member.

The evaluation committee will meet to develop a shortlist of three qualified consulting firms to be ranked and announced at a meeting open to the public. The envelopes containing the fee proposal of the three most qualified firms will then be opened and the cost proposals publicly announced. Contract negotiations will commence with the highest ranked firm. Failed negotiations will proceed to the next highest ranked firm.

ARTICLE VII. CONE OF SILENCE

The CRA complies with the Palm Beach County Lobbyist Registration Ordinance. Section 2-355, **Cone of Silence**, prohibits oral communication between: 1) any person or their representative seeking an award from a competitive solicitation; and 2) any member of the governing body or any government employee authorized to act on behalf of the governing body, regarding a particular Request for Proposal, Request for Qualification, bid or any other competitive solicitation. The "Cone of Silence" is in effect from the time/date of the deadline for submission of the proposal, until the time the selection process ends through award, rejection of all proposals, or other action that ends the solicitation process. All communications regarding this competitive solicitation shall be addressed in written form to the Town Clerk. These provisions do not apply to oral communications at any public proceeding, selection committee presentation, or negotiation meeting.

ARTICLE VIII. TERM OF CONTRACT

The term of the contract is proposed for (to be negotiated or as identified in Tab 5 of proposer's submittal).



Village of
North Palm Beach

City of
Palm Beach Gardens

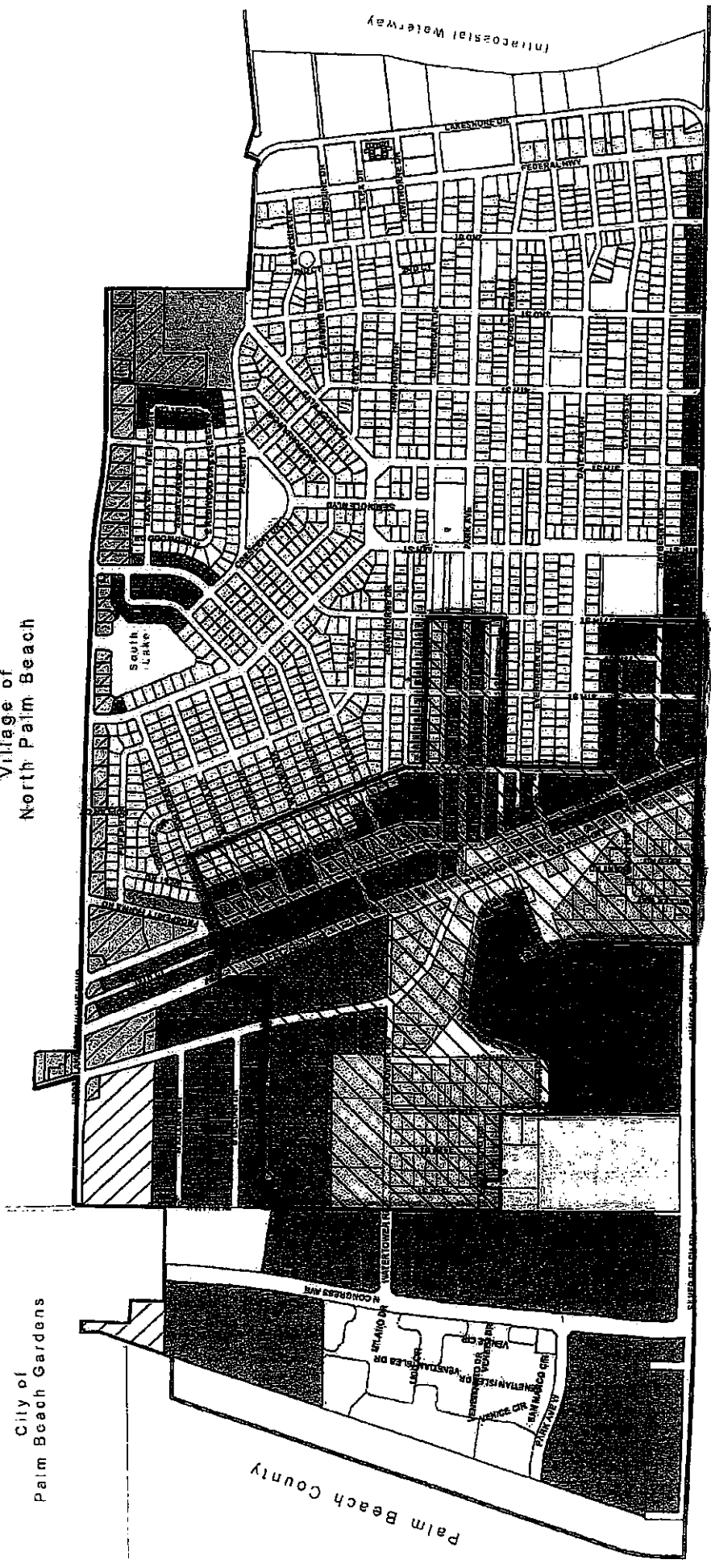
City of
Riviera Beach

Palm Beach County

Overall CRA Boundary

RFQ Target Area

RFQ – Target Area Map



Updated CRA Zoning Map to be inserted at mandatory pre-submittal conference.

SAMPLE

**CONTRACT BETWEEN THE LAKE PARK CRA
AND**

.....

THIS CONTRACT, made this ____ day of _____, 2016, by and between the Lake Park Community Redevelopment Agency, a public corporation of the State of Florida, hereinafter designated as the "the CRA" and, a State of Florida Corporation, FEID Number....., hereinafter designated as "the CONSULTANT".

WITNESSETH THAT:

WHEREAS, the CRA is a _____ with those powers and responsibilities enumerated by Chapter _____ Florida Statutes; and

WHEREAS, the CRA is empowered to enter into contractual arrangements with public agencies, private corporations or other person, pursuant to Florida Statutes; and

WHEREAS, the CRA has publicly announced its desire to procure consultant services and has solicited proposals (RFQ No. 101-2016) from qualified firms pursuant to the Town of Lake Park Purchasing Policy; and

WHEREAS, the CONSULTANT has responded to the CRA'S solicitation of proposals and the CONSULTANT is qualified and willing to provide said services; and

WHEREAS, the CRA Board has determined that the CONSULTANT can provide services to the CRA in the most cost effective and efficient manner; and

WHEREAS, the TOWN and the CONSULTANT hereby enter into this CONTRACT to establish the legal obligations of the parties; and

WHEREAS, the CRA has budgeted funds in the current fiscal year budget which are available for the funding of MARKET ANALYSIS CONSULTANT SERVICES under this CONTRACT; and

WHEREAS, on _____, 2016, the CRA enacted Resolution No. _____, approving an Agreement with the CONSULTANT for Market Analysis Consulting Services.

NOW THEREFORE, the CRA and the CONSULTANT in consideration of the flowing from each to the other do hereby agree as follows:

SECTION 1. STATEMENT OF WORK, SERVICES AND PERFORMANCE:

1.1 The CONSULTANT shall, to the satisfaction of the CRA, fully and timely provide services outlined in RFQ No. 101-2016. The CRA reserves the right to seek the services of other

consultants in work associated with RFQ No. 101-2016 or the recommendations resulting from work performed under RFQ No. 101-2016.

1.2 In the performance of services, the CONSULTANT will use that degree of care and skill ordinarily exercised by other similar professional in the field under similar conditions in similar localities. The CONSULTANT will use due care in performing its services and will have due regard for acceptable planning standards and principles. CONSULTANT'S standard of care shall not be altered by the application, interpretation, or construction of any other provision of this Agreement.

1.3 Where scope of work changes are contemplated, before performing any services, the CRA and CONSULTANT will negotiate necessary scope of work and consultant fees and enter into a Supplemental Agreement covering such work and compensation. Reference herein to the Agreement will be considered to include any Supplement Agreement.

1.4 Where projects are assigned, the CONSULTANT agrees to provide project schedule progress reports in a format acceptable to the CRA Executive Director and at intervals established by the CRA Executive Director. The CRA will be entitled at all times to be advised, at its request, as to the status of work being done by the CONSULTANT and of the details thereof. Coordination will be maintained by the CONSULTANT with representatives of the Town, the CRA, or of other agencies interested in the project on behalf of the CRA. Either party to the Agreement may request and be granted a conference.

1.5 All services will be performed by the CONSULTANT to the satisfaction of the CRA Executive Director who will decide all questions, difficulties and disputes of any nature whatsoever that may arise under or by reason of the Agreement, the prosecution and fulfillment of the services hereunder and the character, quality, amount and value thereof; and the decision upon all claims, questions and disputes will be final and binding upon the parties hereto. Adjustments of compensation and/or contract time because of any on-going or supplemental work that may become necessary or desirable as the work progresses will be subject to mutual agreement of the parties, and Supplemental Agreement(s) of such a nature as required will be entered in the parties in accordance herewith.

1.6 In the event that the CONSULTANT and the CRA are not able to reach an agreement as to the amount of compensation to be paid to the CONSULTANT for supplemental work desired by the CRA, the CONSULTANT will have the right to file a claim with the CRA for such additional amounts as the CONSULTANT deems reasonable; however, in no event will the filing of the claim or the resolution or litigation thereof through administrative procedures or the courts relieve the CONSULTANT from the obligation to timely perform the supplemental work.

1.7 All tracings, plans, specifications, maps, computer files and/or reports prepared or obtained under the Agreement, as well as all data collected, together with summaries and charts derived there from, will be considered works made for hire and will become the property of the Town upon completion or termination without restriction or limitation on their use and will be made available, upon request, to the CRA at any time during the performance of such services and/or upon completion or termination if the Agreement. Upon delivery to the CRA of said document(s), the CRA will become the custodian thereof in accordance with Chapter 119, Florida

Statutes. The CONSULTANT will not copyright any material and products or patent any invention developed under this agreement. The Town will have the right to visit the site for inspection of the work and the products of the CONSULTANT at any time.

1.8 The CONSULTANT agrees that the sub-consultants identified in the "Project Organization Chart," attached hereto as **Exhibit "A,"** and made part of this CONTRACT, shall provide services under this CONTRACT.

The services of each sub-consultant are a substantial inducement and material consideration for the CONTRACT. In the event any such sub-consultant can no longer provide the services required by the CONTRACT, the CONSULTANT shall immediately notify the CRA Executive Director in writing and the CRA may elect to terminate this CONTRACT without any liability to the CONSULTANT for unfinished work product. The CONSULTANT may propose a replacement for the sub-consultant, subject to the approval of the CRA. The CRA, in its judgment, may elect to compensate the CONSULTANT for any unfinished work product, provided it is in a form that is sufficiently documented and organized to provide for subsequent utilization in completion of the work product.

SECTION 2. FEES FOR SERVICES

2.1 CONSULTANT shall submit monthly invoices for compensation, but only after the services for which the invoices are submitted have been completed and shall submit with such invoice a detailed breakdown, indicating each task performed, person performing the work and time allocated to each task. This breakdown shall be supplied for all work performed by CONSULTANT.

2.2 CONSULTANT shall assign all work for which there is a cost recovery account, at the hourly rates set forth in **Exhibit "B."** Any amounts assigned to cost recovery accounts will be credited against the recovery fee amounts.

2.3 CRA shall pay CONSULTANT within thirty (30) calendar days of receipt of CONSULTANT's proper statement. To be deemed proper, all invoices must comply with the requirements set forth in this Agreement. Payment may be withheld for failure of CONSULTANT to comply with a term, condition, or requirement of this Agreement.

2.4 Notwithstanding any provisions of this Agreement to the contrary, CRA may withhold, in whole or in part, payment to the extent necessary to protect itself from loss on account of inadequate or defective work that has not been remedied or from loss due to fraud of reasonable evidence indicating fraud by CONSULTANT. When the above reasons for withholding payment are removed or resolved in a manner satisfactory to CRA, payment may be made. The amount withheld shall not be subject to payment of interest by the Town.

~~**2.5** CONSULTANT shall be entitled to reimbursement for actual out-of-pocket expenses for copying, telephone, faxes, courier services and other approved reimbursables, with no multiplier.~~

SECTION 3. TERM/TERMINATION

3.1 The TERM OF AGREEMENT shall commence on the date that is fully executed by all parties and shall continue in full force and effect unless and until it terminated as provided below.

3.2 TERMINATION-Without Cause- This Agreement may be terminated by CRA for any reason or no reason upon Sixty (60) calendar days written notice to CONSULTANT. In the event of such termination, CONSULTANT shall be entitled to receive compensation for any work completed pursuant to the Agreement to the satisfaction of CRA up through the date of termination. Under no circumstances shall CRA make payment for services that have not been performed.

3.3 TERMINATION-With Cause- This Agreement may be terminated by either party upon five (5) calendar days' written notice to the other should such other party fail substantially to perform in accordance with its material terms through no fault of the party initiating the termination. In the event CONSULTANT abandons this Agreement or causes it to be terminate by CRA, CONSULTANT shall indemnify CRA against loss pertaining to the termination, including, but not limited to, reasonable costs incurred in transition to a replacement consultant. In the event that CONSULTANT is terminated by the CRA for cause and it is subsequently determined by a court of competent jurisdiction that such termination was without cause, such termination shall thereupon be deemed a termination for convenience under Section 3.2 and the provision of Section 3.2 shall apply.

3.4 TERMINATION-Transfer of Ownership- This Agreement may be terminated by the CRA upon five (5) calendar days' written notice if there is a change of more than 50% of the ownership of the Consultant. CONSULTANT shall notify the CRA Executive Director at least ten (10) business days before any such change in ownership of CONSULTANT.

3.5 Upon termination, CONSULTANT shall turn over to CRA all finished or unfinished work product, documents, data, studies, surveys sketches, plans and reports in its possession. It shall also reasonably assist the TOWN and any replacement consultant in the transition, including taking any acts necessary to allow the transfer of the GIS system.

SECTION 4. DEFAULT

4.1 An event of default shall mean a breach of this Agreement. Without limiting the generality of the foregoing and in addition to those instances referred to as a breach, an event of default shall include the following:

- a. CONSULTANT has not performed services on a timely basis;
- b. CONSULTANT has refused or failed, except in the case for which an extension of time is provided, to supply enough properly skilled Staff personnel;
- c. CONSULTANT has failed to obtain the approval of the CRA where required by this Agreement;
- d. CONSULTANT has refused or failed, except in the case for which an

extension of time is provided, to provide the Services as defined in this Agreement.

4.2 In the event CONSULTANT fails to comply with the provision of this Agreement, the CRA may declare the CONSULTANT in default, notify the CONSULTANT in writing, and give the CONSULTANT fifteen (15) calendar days to cure the default. If the CONSULTANT fails to cure the default, compensation will only be for any completed professional services minus any damages pursuant to Section 4.3. In the event payment has been made for such professional services not completed, the CONSULTANT shall return these sums to the CRA within ten (10) days after notice that these sums are due. Nothing in this Article shall limit the CRA's right to terminate, at any time pursuant to Section 3 above, and its right for damages under Section 4.3.

4.3 In the Event of Default by the CONSULTANT, it shall be liable for all damages resulting from the default.

4.4 The CRA may take advantage of each and every remedy specifically existing at law or in equity. Each and every remedy shall be in addition to every other remedy specifically given or otherwise existing and may be exercised from time to time as often and in such order as may be deemed expedient by the CRA. The exercise or the beginning of the exercise of one remedy shall not be deemed to be a waiver of the right to exercise any other remedy. The CRA's rights and remedies as set forth in this Agreement are not exclusive and are in addition to any other right and remedies available to the CRA in law or in equity.

SECTION 5. STATUS REPORTS AND UPDATES

5.1 On or before the first day of every month, CONSULTANT shall prepare and deliver to the CRA Executive Director status reports showing the status of all pending work authorizations and projects.

SECTION 6. HOURS OF OPERATION

6.1 CONSULTANT shall maintain fully staffed business hours equal to, but not less than the Town of Lake Park business hours of 8:30 AM to 5:00 PM, Monday through Friday, with the exception of official holidays as designated in the Code of the Town of Lake Park.

SECTION 7. POLICY OF NON-DISCRIMINATION

7.1 CONSULTANT shall not discriminate against any person in its operations, activities or delivery of services under this Agreement. CONSULTANT shall affirmatively comply with all applicable provisions of federal, state and local equal employment laws and shall not engage in or commit any discriminatory practice against any person based on race, age, religion, color, gender, sexual orientation, national origin, marital status, physical or mental disability, political affiliation or any other factor which cannot be lawfully used as basis for service delivery.

SECTION 8 DRUG FREE WORKPLACE

8.1 CONSULTANT shall maintain a Drug Free Workplace.

SECTION 9. INDEPENDENT CONTRACTOR

9.1 CONSULTANT is an independent contractor under this Agreement. Personal services provided by CONSULTANT shall be by employees of CONSULTANT and subject to supervision by CONSULTANT, and not as officers or employees of TOWN of Lake Park or Lake Park CRA. Personnel policies, tax responsibilities, social security, health insurance, employee benefits, purchasing policies and other similar administrative procedures applicable to services rendered under this Agreement shall be those of CONSULTANT.

SECTION 10. ASSIGNMENT

10.1 Neither this Agreement, nor any interest herein, shall be assigned, transferred or otherwise encumbered, under any circumstances, by CONSULTANT, without the prior written consent of the CRA Executive Director.

SECTION 11. CONFLICTS OF INTEREST

11.1 CONSULTANT shall not perform any services for any private sector clients (including but not limited to, developers, corporations, real estate investor, etc.) on projects within the jurisdictional boundaries of the TOWN.

11.2 CONSULTANT shall not perform any services for any municipality that is contiguous to the TOWN, unless approved by the Town Manager.

11.3 CONSULTANT shall not review or perform any services regarding any application made by any client of CONSULTANT, even if the services CONSULTANT performs for such client are unrelated to the CRA. In such instance, CONSULTANT shall disclose the relationship immediately to the CRA Executive Director, who may retain an alternate consultant for those services.

11.4 Neither CONSULTANT nor any of its employees shall have or hold any employment or contractual relationship that is antagonistic or incompatible with CONSULTANT's loyal and conscientious exercise of judgment related to its performance under this Agreement.

SECTION 12. INDEMNIFICATION

12.1 CONSULTANT shall indemnify, defend and hold harmless TOWN of Lake Park, Lake Park CRA, its officials, agents, employees, and volunteers from and against any and all liability, suits, actions, damages, costs, losses and expenses, including attorneys' fees, demands and claims for personal injury, bodily injury sickness, diseases or death or damage or destruction of tangible property or loss of use resulting therefrom, arising out of any errors, omissions, misconduct or negligent acts, errors or omission of CONSULTANT, its officials, agents, employees or subcontractors in the performance of the services of CONSULTANT under this Agreement.

12.2 CONSULTANT acknowledges that specific consideration has been paid or will be paid under this Agreement for this hold harmless and indemnification provision, and further agrees with the foregoing provision of indemnity and also agrees with the collateral obligation of insuring said indemnity as set forth in Section 13, Insurance.

12.3 CONSULTANT shall indemnify CRA for all loss, damage, expense or liability including, without limitation, court costs and attorneys' fees that may result by reason of any infringement or claim of infringement by CONSULTANT of any patent, trademark, copyright, trade secret or other proprietary right relating to services furnished pursuant to this Contract. CONSULTANT will defend and/or settle at its own expense any action brought against the CRA to the extent that is based on a claim that products or services furnished to CRA by CONSULTANT pursuant to this Contract, or if any portion of the services or goods related to the performance of the service becomes unusable as a result of any such infringement or claim.

SECTION 13. INSURANCE

13.1 The CONSULTANT shall maintain, or cause to be maintained, the following specified insurance coverage in the amounts set forth hereafter during the full period of the Contract and any extensions thereof, which must include the following coverage and minimum limits of liability:

a. **WORKERS' COMPENSATION AND EMPLOYERS' LIABILITY INSURANCE** for all employees of the CONSULTANT for Statutory Limits in compliance with the applicable state and federal laws. Notwithstanding the number of employees or any other statutory provisions to the contrary, coverage shall extend to all employees of the CONSULTANT and all subcontractors. **EMPLOYERS LIABILITY LIMITS** shall not be less than One Million (\$1,000,000.00) Dollars each accident; One Million (\$1,000,000.00) Dollars disease-policy limit; and, One Million (\$1,000,000.00) Dollars disease-each employee.

b. **COMPREHENSIVE GENERAL LIABILITY** with the minimum limits of One Million (\$1,000,000.00) Dollars, per occurrence, premises and operations, independent contractors, products and completed operations, personal and advertising injury, XCU coverage, and a contractual liability endorsement of Two Million (\$2,000,000.00) Dollars aggregate.

c. **PROFESSIONAL LIABILITY INSURANCE** in the minimum amount of \$1,000,000 per occurrence

d. **BUSINESS AUTO LIABILITY** with minimum limits of one million (\$1,000,000.00) Dollars or combined Single Limit for Bodily Injury and Property Damage Liability. This insurance must be an "any-auto" policy including Owned, Hired, Non-Owned, and Employee Non-Ownership Coverage.

The TOWN of Lake Park and Lake Park CRA shall be included as an Additional Named Insured under the General Liability and Automobile Liability policies and a waiver of subrogation against the TOWN of Lake Park and Lake Park CRA shall be included in all Workers' Compensation

policies. Current valid insurance policies meeting the requirements herein identified shall be maintained during the duration of this Contract and any extensions thereof. There shall be a thirty (30) day notification to the CRA, in the event of cancellation or modification of any stipulated insurance policy. It shall be the responsibility of the CONSULTANT to ensure that all subcontractors are adequately insured or covered under their policies.

All Certificates of Insurance shall be kept on file with the CRA, and approved by the CRA prior to the commencement of any work activities. The CRA may at its discretion, require the CONSULTANT to provide a complete certified copy of the insurance policy(s). If this Contract includes the installation of machinery and/or equipment into an existing structure, the Comprehensive General Liability policy must include an endorsement covering same, including installation and transit.

13.2 The required insurance coverage shall be issued by an insurance company duly authorized and licensed to do business in the State of Florida with the following minimum qualifications in accordance with the latest edition of A.M. Best's Insurance Guide: Financial Stability: A+ to B+.

13.3 All required insurance shall preclude any underwriter's rights of recovery or subrogation against the CRA with the express intention of the parties being that the required coverages protect both parties as the primary insurance for any and all losses covered by the above described insurance.

13.4 The clauses "Other Insurance Provisions" and "Insured Duties in the Event of an Occurrence, Claim or Suit" as they appear in any policy of insurance in which the CRA is named as an additional named insured shall not apply to CRA.

13.5 Violation of the terms of this Section 13 and its sub-parts shall constitute a material breach of the Contract by the CONSULTANT and the CRA, at its sole discretion, may cancel the Contract and all rights, title and interest of the CONSULTANT shall thereupon cease and terminate.

SECTION 14. REPRESENTATIVE OF TOWN AND CONSULTANT

14.1 It is recognized that questions in the day-to-day conduct of this Agreement will arise. The CRA designates the CRA Executive Director or his designee as the person to whom all communications pertaining to the day-to-day conduct of this Agreement shall be addressed. CONSULTANT designates _____ as the representative of CONSULTANT to whom all communications pertaining to the day-to-day action of this Agreement shall be addressed.

14.2 The CRA Executive Director shall have the right to require CONSULTANT to change any personnel working on CRA projects upon providing CONSULTANT with a ten (10) day written notice. Such requests from the CRA Executive Director shall not be made unreasonably or arbitrarily.

SECTION 15. COSTS AND ATTORNEY'S FEES

15.1 If either CRA or CONSULTANT is required to enforce the terms of this Agreement by court proceedings or otherwise, whether or not formal legal action is required, the prevailing party shall be entitled to recover from the other party all such costs and expenses, including by not limited to, costs and reasonable attorney's fees.

SECTION 16. NOTICES

16.1 Whenever either party desires to give notice to the other, it must be given by written notice, sent by certified United States mail, with return receipt requested, hand delivered or by facsimile transmission with proof of receipt, addressed to the party for whom it is intended, at the place last specified, and the place for giving of notice in compliance with the provisions of this paragraph. Notice shall be deemed given upon receipt by any method of delivery authorized above. For the present, the parties designate the following as the respective places for giving of notice.

FOR CONSULTANT:

FOR CRA:

John O. D'Agostino, CRA Executive Director
Lake Park Community Redevelopment Agency
535 Park Avenue, Lake Park, Fl. 33403
Tel. (561) 881-3304 Fax. (561) 881-3314

With Copy to:

Thomas J. Baird, Esquire
CRA Attorney
4741 Military Trail, Suite 200
Jupiter, Fl. 33458
Tel. (561) 650-8233

SECTION 17. RIGHTS IN DATA; COPYRIGHT; DISCLOSURE

17.1 Definition. The term "Data" as used in this Agreement includes written reports, studies, drawings, or other graphic, electronic, chemical or mechanical representation.

17.2 Rights in Data. Drawings, specification, designs, models, photographs, computer CADD discs, reports, surveys and other data developed or provided in connection with this Agreement shall be the property of CRA and CRA shall have the full right to use such data for any official purpose permitted under Florida Statutes, including making it available to the general public. Such use shall be without any additional payment to or approval by CONSULTANT. CRA shall have unrestricted authority to publish, disclose distribute and otherwise use, in whole or in part, any data developed or prepared under this Agreement.

17.3 Copyrights. No data developed and or prepared in whole or in part under this Agreement shall be subject to copyright in the United States of America or other country, except to the extent such copyright protection is available for the CRA. Consultant shall not include in the data any copyrighted matter unless CONSULTANT obtains the written approval of the CRA Executive Director and provides said CRA Executive Director with written permission of the copyright owner for CONSULTANT to use such copyrighted matter in the manner provided herein.

17.4 If this Agreement is terminated for any reason prior to completion of the work, the CRA may, in its discretion, use any design and documents prepared hereunder.

SECTION 18. SUBCONSULTANTS

18.1 Sub consultants, if needed, will be subject to the prior written approval of the CRA Executive Director.

SECTION 19. COMPLIANCE WITH LAWS

19.1 CONSULTANT shall fully obey and comply with all laws, ordinances and administrative regulations duly made in accordance therewith, which are or shall become applicable to the services performed under the terms of this Agreement.

SECTION 20. TRUTH-IN NEGOTIATIONS CERTIFICATE

20.1 Signature of this Agreement by CONSULTANT shall act as the execution of a truth-in-negotiation certificate stating that wage rates and other factual unit costs supporting the compensation of this Agreement are accurate, complete, and current at the time of contracting.

SECTION 21. OWNERSHIP OF DOCUMENTS

21.1 CONSULTANT understands and agrees that any information, document, report or any other material whatsoever which is given by the CRA to CONSULTANT or which is otherwise obtained or prepared by CONSULTANT under the terms of this Agreement is and shall at all times remain the property of the CRA. CONSULTANT agrees not to use any such information, document, report or material for any other purpose whatsoever without the written consent of the CRA Executive Director, which may be withheld or conditioned by the CRA Executive Director in his/her sole discretion.

SECTION 22. AUDIT AND INSPECTION RIGHTS

22.1 The CRA may, at reasonable times, and for a period of up to three (3) years following the date of final performance of Services by CONSULTANT under this Agreement, audit, or cause to be audited, those books and records of CONSULTANT that are related to CONSULTANT's performance under this Agreement. CONSULTANT agrees to maintain all such books and records at its principal place of business for a period of three (3) years after final payment is made under this Agreement.

22.2 The CRA may, at reasonable times during the term hereof, inspect CONSULTANT's facilities and perform such inspections, as the CRA deems reasonably necessary, to determine whether the services required to be provided by CONSULTANT under this Agreement conform to the terms of this Agreement. CONSULTANT shall make available to the CRA all reasonable facilities and assistance to facilitate the performance of inspections by the CRA's representatives.

SECTION 23. WARRANTIES OF CONSULTANT

23.1 The CONSULTANT hereby warrants and represents that at all times during the term of this Agreement it shall maintain in good standing all required licenses, certifications and permits required under federal, state and local laws necessary to perform the Services.

SECTION 24. PUBLIC RECORDS

24.1 CONSULTANT understands that the public shall have access, at all reasonable times, to all documents and information pertaining to CRA contracts, subject to the provision of Chapter 119, Florida Statutes, and agrees to allow access by the CRA and the public to all documents subject to disclosure under applicable law. CONSULTANT's failure or refusal to comply with the provisions of this section shall result in the immediate cancellation of this Agreement by the CRA. Should the Town be subject to litigation as a result of the CONSULTANT's refusal to timely provide public records or to provide them at all, the CONSULTANT agrees to hold harmless and indemnify the CRA from any damages, including attorney fees and costs associated with the litigation.

SECTION 25. NO CONTINGENT FEES

25.1 CONSULTANT warrants that it has not employed or retained any company or person, other than a bona fide employee working solely for the CONSULTANT, to solicit or secure this Agreement, and that it has not paid or agreed to pay any person, company, corporation, individual or firm, other than a bona fide employee working solely for CONSULTANT, any fee, commission, percentage, gift, or other consideration contingent upon or resulting from the award or making of this Agreement. For the breach or violation of this provision, the CRA shall have the right to terminate the Agreement without liability at its discretion, to deduct from the contract price, or otherwise recover the full amount of such fee, commission, percentage, gift, or consideration.

SECTION 26. GOVERNING LAW; CONSENT TO JURISDICTION

26.1 This Agreement shall be construed in accordance with, and governed by, the laws of the State of Florida. The parties submit to the jurisdiction of any Florida state or federal court in any action or proceeding arising out of, or relating to, this Agreement. Venue of any action to enforce this Agreement shall be in Palm Beach County, Florida.

SECTION 27. HEADINGS

27.1 Headings are for convenience of reference only and shall not be considered in any interpretation of this Agreement.

SECTION 28. SEVERABILITY

28.1 If any provision of this Agreement or the application thereof to any person or situation shall, to any extent be held invalid or unenforceable, the remainder of this Agreement, and the application of such provisions to persons or situations other than those as to which it shall have been held invalid or unenforceable, shall not be affected thereby, and shall continue in full force and effect, and be enforced to the fullest extent permitted by law.

SECTION 29. CONFLICT

29.1 In the event of a conflict between the terms of this Agreement and any terms or conditions in any attached documents, the terms in this Agreement shall prevail.

SECTION 30. BINDING AUTHORITY

30.1 Each person signing this Agreement on behalf of either party individually warrants that he or she has full legal power to execute this Agreement on behalf of the party for whom he or she is signing, and to bind and obligate such party with respect to all provisions contained in this Agreement.

SECTION 31. SURVIVAL OF PROVISIONS

31.1 Any terms or conditions of this Agreement that require acts beyond the date of its termination shall survive the termination of this Agreement, shall remain in full force and effect unless and until the terms of conditions are completed, and shall be fully enforced by either party.

SECTION 32. ENTIRE AGREEMENT

32.1 This Agreement and its attachments constitute the entire agreement between CONSULTANT and CRA, and all negotiations and oral understandings between the parties are merged herein.

32.2 No modification, amendment or alteration in the terms or conditions of this Agreement shall be effective unless contained in a written document executed with the same formality as this Agreement.

SECTION 33. WAIVER

33.1 The waiver by either party of any failure on the part of the other party to perform in accordance with any of the terms or conditions of this Agreement shall not be construed as a waiver of any future or continuing similar or dissimilar failure.

ATTACH AS "Exhibit A" ---Consultant Organizational Chart

ATTACH AS "Exhibit B" (Placed in a sealed envelope) ---Basis for Compensation Rates and Schedules

PROFESSIONAL SERVICES AGREEMENT BETWEEN THE LAKE PARK CRA AND _____ FOR MARKET ANALYSIS SERVICES.

IN WITNESS WHEREOF, the parties hereto have made and executed this Consultant Services Agreement on the respective dates under each signature: Lake Park CRA Board through its Chairperson, authorized to execute same by Commission action on the _____ day of _____, 2016; and _____ authorized to execute same.

LAKE PARK CRA, through its CRA BOARD

By: _____, Chair

ATTEST:

_____, Town Clerk

Approved as form and legality

(TOWN SEAL)

By: _____
Thomas J. Baird, CRA Attorney
_____ day of _____, 2016

(CONSULTANT)

By: _____

Print Name: _____
_____ day of _____, 2016

Witness: _____
Print Name: _____



ADDENDUM NO. 1

March 7, 2016

**TOWN OF LAKE PARK
LAKE PARK COMMUNITY REDEVELOPMENT AGENCY
535 PARK AVENUE
LAKE PARK, FLORIDA 33403**

**REQUEST FOR QUALIFICATIONS
RFQ NO. 101-2016
*MARKET ANALYSIS FOR LAKE PARK CRA***

Each recipient of the Addendum No.1 to the RFQ No. 101-2016 who responds to the RFQ, acknowledges all of the provisions set forth in the RFQ document "*MARKET ANALYSIS FOR LAKE PARK CRA*" and agrees to be bound by the terms thereof. This addendum shall modify, clarify, change, or add information and clarification and become part of the RFQ documents.

ELECTRONIC RFQ DOCUMENT:

Per Addendum No. 1, the Request for Qualifications Advertisement in the Palm Beach Post and ARTICLE V. RFQ SUBMISSION PACKET, 1) STATEMENT OF QUALIFICATIONS contain conflicts regarding the maximum number of pages allowed.

The statement in the Palm Beach Post Advertisement, RESPONSE PROCEDURE, is hereby replaced with, "Statement of qualifications / proposal must be submitted the Town Clerk pursuant to the above directions and shall not exceed ~~ten~~ fifteen pages in length for the criteria listed on Page 9 of the RFQ packet, ARTICLE III. EVALUATION CRITERIA FOR SHORT LISTING, Category Description, Tab 4, Approach and Detailed Methodology to Scope of Services and Tab 5, Schedule and must, at a minimum, include the following information..."

The statement in Page 10 of the RFQ packet, ARTICLE V. RFQ SUBMISSION PACKET, 1) STATEMENT OF QUALIFICATIONS, is hereby replaced with, " NOTE: The Respondent's submittal for 'Category Description', Tabs ~~2,3~~, 4, and 5 must not exceed 15 pages.

LAKE PARK ZONING MAP HANDOUT:

The Zoning Map distributed at the Mandatory Pre-Submittal Conference held on March 2, 2016 shall be disregarded. A more current draft of the Lake Park Zoning Map was distributed electronically to all Conference attendees on March 3, 2016 by the Town Clerk (hard copy attached). This edition of the Zoning Map shall be inserted into Page 13 of the RFQ packet.

Bidders must acknowledge receipt of the Addendum Number 1 in the space provided below. This Addendum forms an integral part of the bid document and therefore must be executed. *Failure to return this addendum with your bid submittal may be cause for disqualification.*

Issued By: Town of Lake Park
Office of the Town Clerk
March 7, 2016

Signed By: **Vivian
Mendez**
Vivian Mendez
Town Clerk

Digitally signed by Vivian Mendez
DN: cn=Vivian Mendez, o=Town of Lake
Park, ou=Town Clerk,
email=vmendez@lakeparkflorida.gov,
c=US
Date: 2016.03.07 15:37:21 -05'00'

Bidder:

Signed By: _____

Print Name: _____

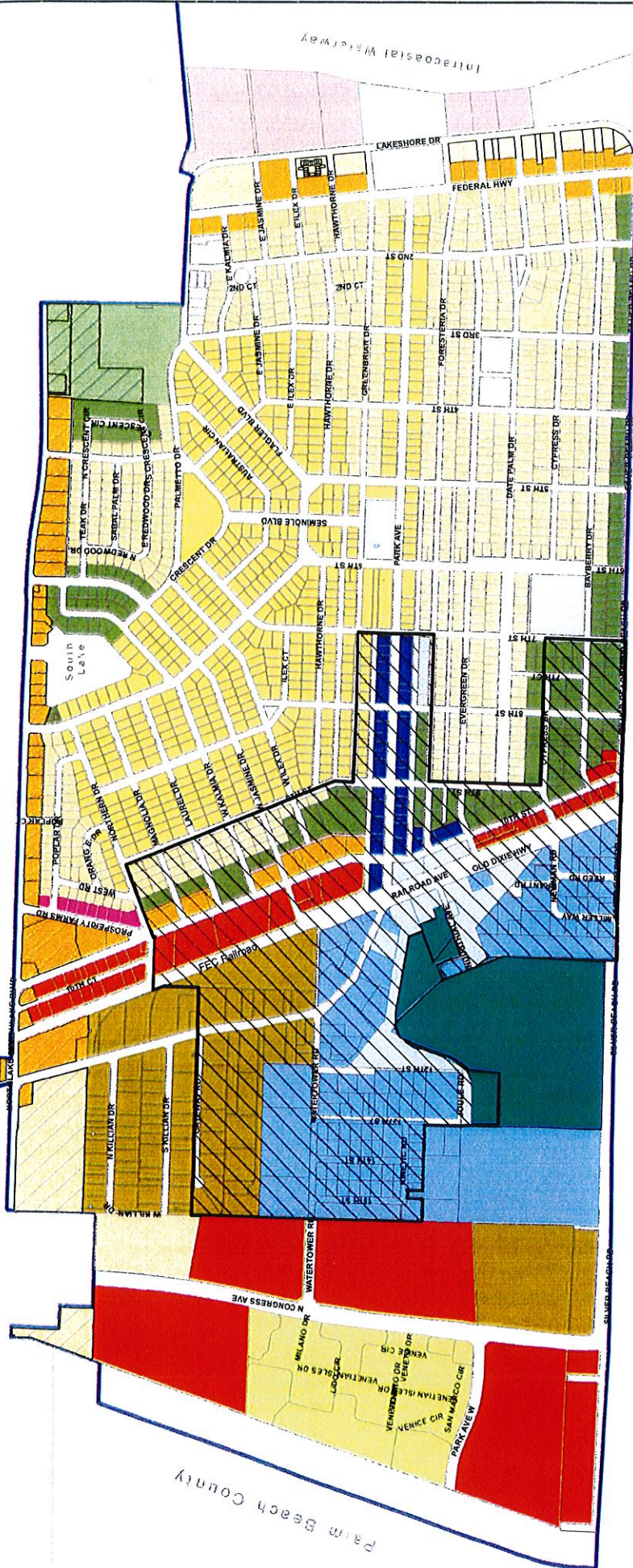
Title: _____

Date: _____

End of Text of Addendum No. 1

Village of North Palm Beach

City of Palm Beach Gardens



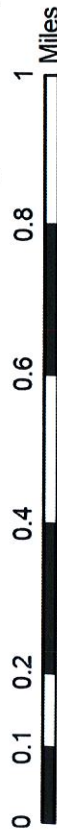
City of Riviera Beach

Legend

- CRA Boundaries
- R1B
- R1AA
- R1
- R1A
- R2A
- R3
- R2
- TND
- C1
- C1B
- C2
- C3
- CRA
- NBOZ_overlay
- C4
- Lake_Park_Boundary
- Public
- PUD
- PADD
- CLIC
- Conservation



Lake Park Zoning Map



06-07-2012

Nadia Di Tommaso, Director
 Community Development Department
 Town of Lake Park
 535 Park Ave Lake Park FL 33403
 888-881-3215 888-3223 (for)
 nadia@lakeparkflorida.gov