

**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.

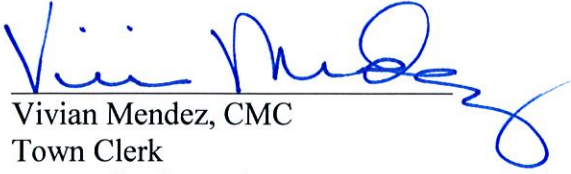
**Selection Process**

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.



Vivian Mendez, CMC

Town Clerk

Town of Lake Park, FLORIDA

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