

800 PARK AVENUE TENANT OCCUPANCY

REQUEST FOR QUALIFICATIONS

RFQ No. 104-2012

NOTICE IS HEREBY GIVEN that the Town of Lake Park, Florida is soliciting (Letter of Response and Applications) from qualified arts organizations or individual artists ("Proposer /Tenants") to operate the Town of Lake Park's Art on Park Studio and Gallery ("Gallery") on a contract basis. The successful Proposer is expected to: (1) provide benefit Arts & Crafts programs to the general public; (2) offer a monthly schedule of classes for Arts and Crafts that will be open to the general public; (3) establish regular operating hours for the Gallery; and (4) organize monthly exhibitions open to the general public. The successful Proposer is also expected to open the Gallery during the duration of all events sponsored by the Town of Lake Park along Park Avenue. All operating expenses: utilities, general building and grounds maintenance expenses shall be at the TENANT'S expense. In addition, any structural changes to the property will require Town of Lake Park CRA Board advance approval.

Proposer's presence will be a major consideration in the selection of the successful Proposer/Tenant.

RESPONSE PROCEDURE: Proposer/Tenants are required to submit a Letter of Response and Application in hard copy and on compact disk to the Town Clerk by 11:00 A.M., May 7, 2012. The Town Clerk's Office is located on the second floor of Town Hall at 535 Park Avenue, Lake Park, Florida 33403. Thereafter, Proposer /Tenant shortlisted pursuant to Article VI must submit proposal by 11:00 A.M on May 31, 2012.

RFQ Documents: will be available Tuesday, April 24, 2012, in the Town Clerk's office from 8:30 a.m. to 5:00 p.m., Monday through Friday, upon payment of a \$10.00 non-refundable fee for each RFQ set.

Letters of Response shall be submitted to the Town Clerk pursuant to the above deadline and shall include the following information:

- a. Response to RFQ Number: 104-2012
- b. Proposer/Tenant's name and address of the responsible office.
- c. Contact person, phone number and Internet Email Address.
- d. A statement regarding qualifications of the arts Proposer/Tenant.
- e. Intentions on the usage of the Gallery property.
- f. Reference letters
- g. Additional Benefits/Qualifications

The Town CRA intends to develop a shortlist of three qualified Proposer/Tenants who then will be invited to submit a detailed proposal. The initial proposal submittal shall include but not be limited to the specific requirements as outlined in the Request for Qualifications.

STEP #1

Submit Letter of Response/Application

Letter Response Deadline:11:00 A.M. May 7, 2012

STEP #2

Shortlist Selection Date: May 10, 2012

Proposal Submittal Deadline for selected Applicants:11:00 A.M. May 31, 2012

Recommendation will be announced at the CRA Board Meeting:6:30 P.M. June 6, 2012

Respond To:

Vivian Mendez Lemley, Town Clerk Town of Lake Park, 535 Park Avenue, Lake Park, FL 33403, tel. (561) 881-3311.

The Town CRA Board reserves the right to reject any and all submittals, to waive any and all informalities, irregularities and technicalities not involving price, time or changes in the commodities and or services, and the right to disregard all non-conforming, non-responsive or conditional qualifications.

Vivian Mendez Lemley, Town Clerk
Town of Lake Park, FLORIDA
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FOR PROPERTY TOURS, YOU MAY CONTACT:

Primary contact:.....Jennifer Spicer - 561-603-6787

Secondary contact:Richard Pittman - 561-881-3347