



NORTH MIAMI CRA
COMMUNITY REDEVELOPMENT AGENCY

Real Properties Disposal Guidelines

**735 NE 125 Street, Suite 100
North Miami, FL 33161
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www.northmiamicra.org**

North Miami CRA Property Disposal Guidelines

Florida Statute 163.380(3)(a) allows community redevelopment agencies to dispose of property within its boundaries to private persons for community redevelopment purposes. Persons acquiring properties pursuant to this statute can only redevelop the property for uses that are specified in the agency's redevelopment plan. Any disposal of real property for less than the fair value shall require board approval following a duly noticed public hearing.

Prior to any disposal of real property, the community redevelopment agency must issue a public notice of the disposition at least 30 days prior to execution of any contract transferring the property. Such notice shall make all pertinent information available to, and invite proposals from private redevelopers or any persons interested in undertaking the redevelopment.

The notice shall identify the disposal area and shall state that proposals must be made within 30 days of the date of publication. The agency shall consider all proposals and the financial and legal ability of the persons making such proposals to carry them out. The agency may accept proposals as it deems to be in the public interest.

Selection Criteria

The Submittal

The intent of this policy is to select a proposer/private developer for the development of the properties in a manner satisfactory to the local community and the North Miami Community Redevelopment Agency ("NMCRA"). All proposals should present a comprehensive, well-articulated development/rehabilitation plan for the properties, complete with supporting documentation including a development concept, financing plan, developer's qualifications and experiences (if applicable), current and comparable projects (if applicable), and user commitments and local community support. To that end, the following provisions shall be applicable:

1. Financing Plan

The financing plan shall include at least the following:

- Proposed project budget/breakdown of all hard and soft costs required to implement project including, but not limited to: property due diligence tasks, approvals, professional fees, construction, marketing, legal fees, etc.;
- Sources, amounts, terms, and conditions of financing and proposers' equity consistent with the project budget. If financing is not completely in place (for the project or one or more of its components), proposer must provide letters of interest from financing sources. If necessary, indicate status of fund-raising efforts and schedule;
- Pro forma cash flow statements, with documentation of assumptions for a 15-year period;
- Evidence of financing consistent with project budget;
- Evidence of financial capacity of lenders and equity sources; and
- Any public financing assistance that may be required.

The NMCRA may request proposers to submit revised, updated, or a more detailed financing plan as deemed helpful or relevant, in the sole discretion of the NMCRA, in evaluating the proposer or any aspect of its proposal.

2. Community Benefits - Contractors

The proposals should address the community benefits to the redevelopment area including, but not limited to the following:

- Coordination and partnerships with local small business;
- Job opportunities for local area residents and businesses to allow them to participate in the construction of the development and local job fairs prior to the commencement the project;
- Opportunities for local subcontractors and professional services during the design and/or construction of the project.

Submission Process

Proposer(s) shall submit (1) printed original and (5) printed copies. All submittals must be on 8 1/2" x 11" paper, neatly typed on one side only, with normal margins, and spacing. Handwritten responses will not be accepted. Said proposal must be submitted in a labeled and sealed envelope and delivered **only** to the following address:

**NORTH MIAMI CRA
North Miami Community Redevelopment Agency
735 NE 125 Street, Suite 100
North Miami, Florida 33161**

Responses must be **clearly marked on the outside of the package referencing:**

NMCRA NOTICE OF DISPOSITION AND REQUEST FOR PROPOSALS

**NOTICE OF DISPOSITION AND REQUEST FOR PROPOSALS FOR
THE DEVELOPMENT OF PROPERTIES WITHIN THE
NORTH MIAMI COMMUNITY REDEVELOPMENT AGENCY**

Note: Submissions will **not** be accepted at any other location. Responses received after, the date and time stated in the policy will not be accepted and shall be returned unopened to the proposer(s).

Additional Information or Clarification

Requests for additional information or clarifications must be made in writing to designated contact of the NMCRA at the location listed on the cover page of this policy. Proposer(s) may also email their requests for additional information or clarifications to the attention of the designated contact.

Any request for additional information or clarification must be received in writing no later than the stated deadline in the notice.

The NMCRA will issue responses to inquiries and any other corrections or amendments it deems necessary in written addenda issued prior to the response submission date. Proposers should not rely on any representations, statements, or explanations other than those made in this policy or in any written addendum to this policy. Where there appears to be conflict between the policy and any addenda issued, the last addendum issued shall prevail.

It is the proposer's responsibility to ensure receipt of all addenda. Prior to submitting the response, the proposer should contact the NMCRA office and check the NMCRA webpage or social media handles, where all addenda will be posted.

Changes / Alterations

Proposer(s) may change or withdraw a response at any time prior to the response submission deadline. All changes or withdrawals shall be in writing. Oral / verbal changes, modifications, or withdrawals will not be recognized and will be disregarded. Written modifications will not be accepted after the response submission deadline. Proposer(s) shall not assign or otherwise transfer their response to another individual or entity.

Disqualification

The NMCRA reserves the right to disqualify responses before or after the submission date, upon evidence of collusion with intent to defraud or other illegal practices on the part of the proposer(s).

Any response submitted by a proposer(s) who is in arrears, e.g., money owed or otherwise in debt by failing to deliver goods or services to the NMCRA (including any agency or department of the City of North Miami) or where the NMCRA has an open claim against a proposer(s) for monies owed the NMCRA at the time of proposal submission, will be disqualified and shall not be considered for award.

Any proposer(s) who submits in its response any information that is determined by the NMCRA, in its sole opinion, to be substantially inaccurate, misleading, exaggerated, or incorrect, shall be disqualified from consideration.

Proposer(s) Expenditures

Proposer(s) understand and agree that any expenditure they make in preparation and submittal of responses or in the performance of any services requested by the NMCRA in connection with the responses to this policy are exclusively at the expense of the proposer(s). The North Miami CRA shall not pay or reimburse any expenditure, or any other expense incurred by any proposer(s) in preparation of a response and/or anticipation of a contract award and/or to maintain the approved status of the successful proposer(s) if an agreement is awarded, and/or administrative or judicial proceedings resulting from the solicitation process.

Collusion

By submitting a proposal, the proposer(s) certifies that its proposal is made without previous understanding, agreement, or connection either with any person, firm, or corporation submitting a proposal for the same services, or with the NMCRA. The proposer(s) certifies that its proposal is fair, without control, collusion, fraud, or other illegal action. The proposer(s) further certifies that it is in compliance with the conflict of interest and code of ethics laws. The NMCRA will investigate all situations where collusion may have occurred and the NMCRA reserves the right to reject any and all proposal where collusion may have occurred.

NMCRA Reservations

The NMCRA reserves the right, in its sole and absolute discretion, to:

- (1) Modify, waive, or otherwise vary the terms and conditions of this policy at any time, including but not limited to, deadlines for submission and proposal requirements.
- (2) Accept the proposal which best serves the interest of the NMCRA. The NMCRA shall be the sole judge of which submission is in its best interest.
- (3) Accept or reject any or all submissions, request resubmissions, and to enter into negotiations with proposers as warranted.
- (4) Negotiate with any or all proposers in order to obtain terms most beneficial to the NMCRA.
- (5) Select one or more proposals to develop/renovate the entire properties/site; or award the development rights for the vacant lot to more than one developer.
- (6) Waive irregularities in the responses and determine the nature of any minor irregularities.
- (7) Cancel and withdraw this policy at any time.

Public Records

Proposer(s) understand that the public shall have access, at all reasonable times, to all documents and information pertaining to NMCRA contracts, subject to the provisions of Chapter 119, Florida Statutes, and agrees to allow access by the NMCRA and the public to all documents subject to disclosure under applicable law. A proposer's failure or refusal to comply with the provision of this section shall result in the immediate cancellation of the agreement (if awarded) by the NMCRA.

EVALUATION / SELECTION PROCESS

Review for Responsiveness

Each proposal will be reviewed to determine if it is responsive to the submission requirements outlined in the notice/policy. A “responsive” proposal is one which meets the requirements of the notice/policy, is submitted in the format outlined in the notice, is of timely submission, and has appropriate signatures/attachments as required on each document.

The procedure for response evaluation and selection is as follows:

1. Receipt of notice responses.
2. Opening and listing of all proposals received.
3. Preliminary review by NMCRA staff for compliance with the submission requirements of the notice, including verification that each proposal includes all documents required.
4. The NMCRA Executive Director shall forward all responsive proposals to the NMCRA Board.
5. The NMCRA Board will evaluate each responsive proposal in accordance with the requirements of this policy and will rank the responses from the most qualified to the least qualified. The NMCRA Board, at its own option, may decide to hold brief presentations and/or interview sessions with all proposers or the top three (3) firms/proposers deemed to be the most qualified.
6. The NMCRA Board shall authorize the NMCRA Executive Director to enter into negotiation with the top-ranked qualified firm/proposer.
7. The NMCRA Executive Director shall enter into negotiations for a development agreement (“Agreement”) with the top-ranked qualified firm/proposer and upon successful negotiation of an Agreement, the NMCRA Board will award the project to the top-ranked firm/proposer and authorize the NMCRA Executive Director to execute the Agreement.

All NMCRA Board considerations shall be made at a public meeting, as required by Section 286.011, Florida Statutes. The NMCRA Board shall have the final decision-making authority concerning the selection of a successful proposal for the disposition of NMCRA-owned real property or interest therein.

The factors outlined below shall be applied to all eligible proposals. Note: fulfillment of project goals, quality and sensibility of design, and compatibility with the neighborhood and immediate surrounding will be considered when reviewing the proposals. All references will be subject to appropriate evaluation.

Point Allocation

EVALUATION CRITERIA	POINT VALUE
Development Concept	25
Feasibility of the financing plan and realistic ability to complete the project within the proposed schedule and with the fewest financial contingencies	20
Qualifications & experience of development team, including experience with projects of similar scale and complexity <i>(if applicable)</i>	15
City of North Miami Resident	25
City of North Miami/North Miami CRA Employee	15
TOTAL POINTS	100