



Florida's Dynamic
Waterfront Community

AGENDA

**RIVIERA BEACH COMMUNITY REDEVELOPMENT AGENCY
CITY OF RIVIERA BEACH, 600 W. BLUE HERON BLVD., RIVIERA BEACH, FL
33404,**

**WORKSHOP MEETING
May 24, 2017
6:00 PM**

NOTICE

IN ACCORDANCE WITH THE AMERICANS WITH DISABILITIES ACT OF 1990,
PERSONS IN NEED OF A SPECIAL ACCOMMODATION TO PARTICIPATE IN
THE PROCEEDINGS SHALL CONTACT THE OFFICE OF THE CITY MANAGER
AT 561-845-4010 NO LATER THAN 96 HOURS PRIOR TO THE PROCEEDINGS;
IF HEARING IMPAIRED, TELEPHONE THE FLORIDA RELAY SERVICES 1-800-
955-8771 (TDD) OR 1-800-955-8770 (VOICE) FOR ASSISTANCE.

CALL TO ORDER

ROLL CALL

INVOCATION

PLEDGE OF ALLEGIANCE

ADDITIONS AND DELETIONS

DISCLOSURE BY COMMISSION AND STAFF

ADOPTION OF THE AGENDA

AGENDA ITEMS

ANY PERSON WHO WOULD LIKE TO SPEAK ON AN AGENDA ITEM; PLEASE FILL
OUT A BLUE PUBLIC COMMENT CARD LOCATED IN THE BACK OF THE
COUNCIL CHAMBERS AND GIVE IT TO THE STAFF PRIOR TO THE BEGINNING
OF THE MEETING. MEMBERS OF THE PUBLIC SHALL BE GIVEN A TOTAL OF
THREE (3) MINUTES FOR ALL ITEMS LISTED ON THE CONSENT AGENDA.
MEMBERS OF THE PUBLIC WILL BE GIVEN THREE (3) MINUTES TO SPEAK ON
EACH REGULAR AGENDA ITEM. IN NO EVENT WILL ANYONE BE ALLOWED TO
SPEAK ON AN AGENDA ITEM AFTER THE RESOLUTION IS READ OR ITEM
CONSIDERED.

1. RFP OVERVIEW
2. GOALS & OBJECTIVES
3. RFP: DEVELOPMENT OPPORTUNITY
4. UPDATED SCHEDULE & PROCESS DETAIL
5. DEVELOPER TEAM STRUCTURE
6. COMMUNITY BENEFITS AGREEMENT
7. EVALUATION CRITERIA

DISCUSSION BY COMMISSION

ADJOURNMENT

PLEASE TAKE NOTICE AND BE ADVISED, that if any interested person desires to appeal any decision made by the Board of Commissioners with respect to any matter considered at this meeting, such interested person, at own expense, will need a record of the proceedings, and for such purpose may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based, pursuant to F.S. 286.0105.

**CITY OF RIVIERA BEACH COMMUNITY REDEVELOPMENT AGENCY
AGENDA ITEM SUMMARY**

Meeting Date: 5/24/2017

Agenda Category:

Subject: RFP OVERVIEW

Recommendation/Motion:

Originating Dept	INTERIM EXECUTIVE DIRECTOR	Costs
User Dept.		Funding Source
Advertised	No	Budget Account Number
Date		
Paper		
Affected Parties	Not Required	

Background/Summary:

PRESENTATION BY INTERIM EXECUTIVE DIRECTOR

Fiscal Years
Capital Expenditures
Operating Costs
External Revenues
Program Income (city)
In-kind Match (city)
Net Fiscal Impact
NO. Additional FTE Positions
(cumulative)

III. Review Comments

A. Finance Department Comments:

B. Purchasing/Intergovernmental Relations/Grants Comments:

C. Department Director Review:

Contract Start Date

Contract End Date

Renewal Start Date

Renewal End Date

Number of 12 month terms this renewal

Dollar Amount

Contractor Company Name

Contractor Contact

Contractor Address

Contractor Phone Number

Contractor Email

Type of Contract

Describe

REVIEWERS:

Department	Reviewer	Action	Date
CRA	Hatcher, Darlene	Approved	5/19/2017 - 5:03 PM
CRA Internal Review	Evans, Scott	Approved	5/19/2017 - 5:11 PM

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ATTACHMENTS:

File Name	Description	Upload Date	Type
Goals_and_Objectives.pdf	GOALS AND OBJECTIVES	5/19/2017	Backup Material
ULI.Principles_for_Public_Private_Partnerships.pdf	PRINCIPLES FOR PUBLIC PRIVATE PARTNERSHIPS	5/19/2017	Backup Material

REVIEWERS:

Department	Reviewer	Action	Date
CRA	Hatcher, Darlene	Approved	5/19/2017 - 2:12 PM
CRA Internal Review	Evans, Scott	Approved	5/19/2017 - 5:11 PM

Goals and Objectives



- **Strong Policy Statements in RFP**
- **Require Developer to Address how they will achieve**
 - **Evaluate & Score their Responses**





Community Goals & Objectives



- Create a Vibrant Waterfront that is welcoming to both residents and visitors
- Ensure that development of Marina Village enhances and strengthens our public spaces and community assets
- Ensure that public waterfront access is protected and enhanced by the project.
- To give residents in the community an opportunity to participate meaningfully in the redevelopment process and outcome.





Community Goals & Objectives Continued



- Attract Investment, business, jobs
- Enhance the City's Tax Base
- Provide opportunities for residents and business owners to participate in redevelopment.
- Implement a process to keep the public informed and engaged throughout the design process.
- Continue to solicit community input and feedback throughout the Phase II site planning and completing the final Development Agreement.





Marina Village Goals



- Maximize connections to the Waterfront
- Create a locally authentic community gathering place
- Become a dynamic regional mixed-use destination
- Leverage public investments to catalyze private investment and development
- Become an engine of revitalization for the City
- 1st step towards revitalizing the south end of the Broadway corridor



Phase II Objectives

CITYWIDE SYNERGY

LOCALLY
RELEVANT

REGIONALLY
APPEALING

LOCAL
AUTHENTICITY

- Attract a development that meets the Boards objectives: Waterfront Restaurants, Entertainment, Public Programming, Hotel, Parking Garage.
- Complete a Community Benefits agreement that ensures opportunities for local residents and business.





Phase II Development Objectives



- Create a destination project that provides opportunity to come, stay, spend, and return
- Attract an experienced, skilled, credible developer, and provide opportunities for local participation.
- Complete a development agreement that allows the next phase to proceed to construction quickly.
- To recognize the economic opportunities of the unique waterfront location of Riviera Beach Marina Village.



Commit to Ten Principles of Public Private Partnerships



- Start with proper planning for partnerships
- Create a shared vision
- Understand your partners and key players
- Be clear on risk and rewards of all parties
- Establish a clear decision making process
- Make sure all parties do their homework





Commit to Ten Principles of Public Private Partnerships



- Consistent and Coordinated Leadership
- Communicate Early and Often
- Negotiate a fair business deal
- Build trust as a core value



**Urban Land
Institute**



Recommendation

Engage ULI Public Private Partnership
Professional:

- To Assist in the Technical Assessment of the RFP submittals.
- To Assist in the Negotiation of the Development Agreement on behalf of the City & CRA following Board selection.

**CITY OF RIVIERA BEACH COMMUNITY REDEVELOPMENT AGENCY
AGENDA ITEM SUMMARY**

Meeting Date: 5/24/2017

Agenda Category:

Subject: PRESENTATION OF DEVELOPMENT OPPORTUNITY DETAILS

Recommendation/Motion: PRESENTATION OF DEVELOPMENT OPPORTUNITY
DETAILS

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REVIEWERS:

Department	Reviewer	Action	Date
CRA	Hatcher, Darlene	Approved	5/19/2017 - 5:08 PM
CRA Internal Review	Evans, Scott	Approved	5/19/2017 - 5:11 PM

**CITY OF RIVIERA BEACH COMMUNITY REDEVELOPMENT AGENCY
AGENDA ITEM SUMMARY**

Meeting Date: 5/24/2017

Agenda Category:

Subject: UPDATED SCHEDULE & PROCESS DETAIL

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ATTACHMENTS:

File Name	Description	Upload Date	Type
MarinaVillagePhaseTwoSchedule.pdf	MARINA VILLAGE PHASE TWO SCHEDULE	5/19/2017	Backup Material

REVIEWERS:

Department	Reviewer	Action	Date
CRA	Hatcher, Darlene	Approved	5/19/2017 - 5:06 PM
CRA Internal Review	Evans, Scott	Approved	5/19/2017 - 5:12 PM

RFP BOARD REVIEW SCHEDULE

Workshop: May 24, 2017



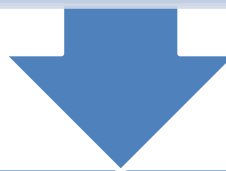
Review of Draft Elements & Key Criteria



Workshop: June 28, 2017



Board Review of Complete RFP



CRA Board Meeting



Review Changes & Issue RFP

Proposed RFP Timeline

July

- Issue RFP Development Opportunity (90 days)

Sept/Oct

- RFP submittals due – Begin Review and Analysis

Nov.

- Completion of Written & Oral Presentations

Dec.

- Final Rankings and Committee Evaluation Results submitted to the CRA Board for review and approval.

Negotiations & Pre-Development Activities

Jan

- Begin Negotiations for Development Agreement

March

- Conduct Public Workshops to refine Project Vision

May

- Develop Land, Building, and Infrastructure Program

Mid 2018

- Approve Design, Phasing, and Negotiate Final Financial Components.

Post Development Agreement

Fall 2018

- Approve Final Development Agreement

Early 2019

- Complete Site Plan Approval, and Prepare Construction Plans.

2019

- Complete project Financing and Pre-construction activities

2019

- Begin Construction of Marina Village Phase II

**CITY OF RIVIERA BEACH COMMUNITY REDEVELOPMENT AGENCY
AGENDA ITEM SUMMARY**

Meeting Date: 5/24/2017

Agenda Category:

Subject: DEVELOPER TEAM STRUCTURE

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Describe

ATTACHMENTS:

File Name	Description	Upload Date	Type
Report.Recommended_RFP_Team_Structure.pdf	DISCUSSION DOCUMENT	5/19/2017	Backup Material

REVIEWERS:

Department	Reviewer	Action	Date
CRA	Hatcher, Darlene	Approved	5/19/2017 - 3:34 PM
CRA Internal Review	Evans, Scott	Approved	5/19/2017 - 5:11 PM

Riviera Beach Marina Development – Phase II

Recommended Developer Team Structure

Team Structure

In order for Developer Team candidates to maximize points in their responses to the Riviera Beach Marina Phase II Development, they should assemble a multi-faceted team that will address all aspects of:

- Development
- Design
- Construction
- Lease-up
- Property Management
- Events Management (if germane to the Developer's Business Model).

Each of these disciplines should have a legally binding relationship with the Developer by virtue of a Teaming Agreement which should state:

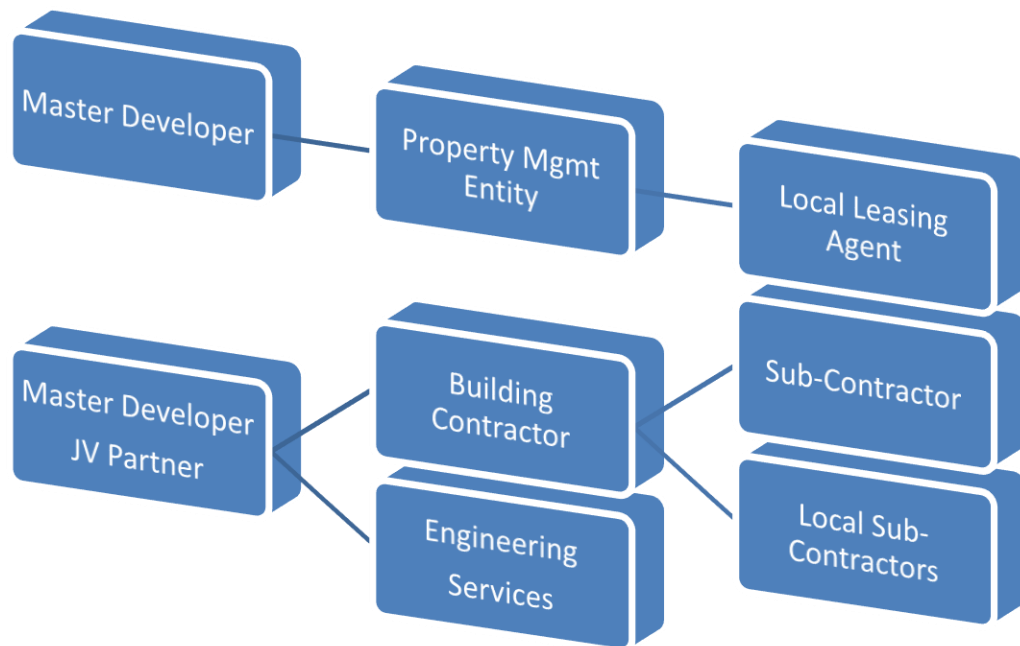
- ✗ Should state the purpose of the agreement
- ✗ Should define relationship between the parties (including what they are NOT to each other)
- ✗ Should declare the rights of the parties and any other general provisions
- ✗ Usually includes a promise to execute a more detailed subcontract upon the successful outcome of the proposal

The following are key elements of teaming agreements:

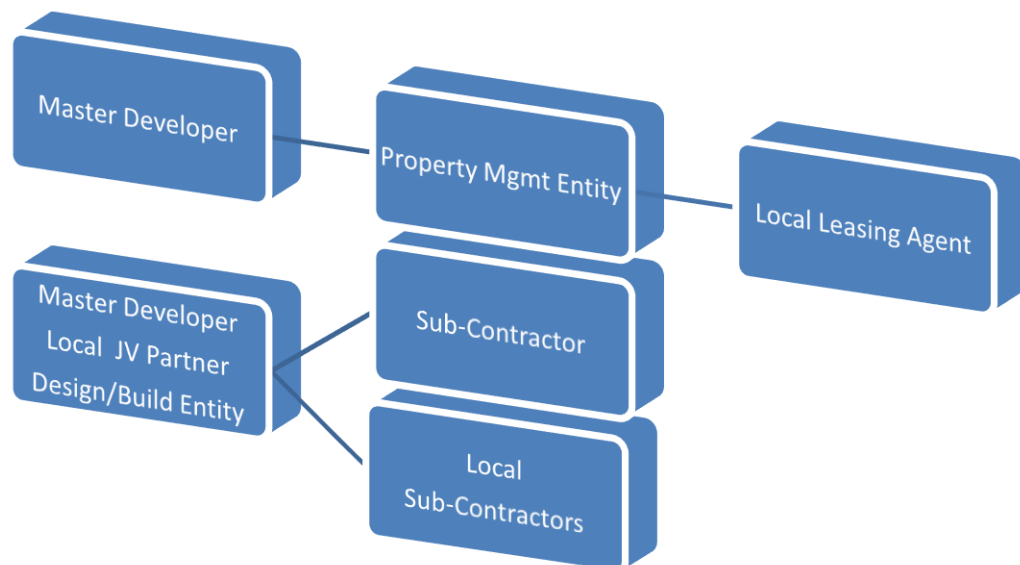
- ✓ Proposal preparation responsibilities of all team members are clearly defined.
- ✓ Team members are required to submit a proposal to the prime contractor covering the team members' portion of the effort.
- ✓ Statement-of-work tasks are clearly divided among team members in the event of contract award.
- ✓ Protection of the competition-sensitive proprietary information of all team members is provided for.
- ✓ The proposed prime contractor is responsible for adhering to contract terms and conditions.
- ✓ The proposed prime contractor is responsible for daily management in the event of contract award.
- ✓ The prime contractor is obligated to negotiate a subcontract in good faith if the team receives a contract award.
- ✓ Exclusivity is guaranteed, ensuring that team members cannot be easily replaced and that team members will not simultaneously act as team members and competitors

The Developer Team candidates will also score higher than their competitors if they choose to enter into a Joint Venture (at the Development level) with a competent Local Business Enterprise – **the Local Business Enterprise must own at least 30% of the entire development project's equity**. The Joint Venture should be detailed in a legally binding joint venture agreement. Both Joint Venture Partners will have to perform their own research and due diligence examinations of potential JV partners. The Board of

Commissioners for the Riviera Beach Community Redevelopment Agency anticipates that the Developer team structures could take many different forms such as:



or:



There are countless other permutations that the structure of the Development Team could adopt – that decision is solely up to the RFP Respondent(s).

Available Resources for the Developer's Team

The Riviera Beach Community Redevelopment Agency will assemble a small pool of experienced management consultants who possess demonstrable expertise in the areas of:

- ❖ Management and Strategic Advice,
- ❖ Estimating, Project Accounting,
- ❖ Workforce Readiness Training
- ❖ Workers' Compensation Consulting, and
- ❖ Business Financial Consulting.

These management consultants will be service providers within a multi-faceted program sponsored by the Developer which will provide an array of essential services to the Local Business Enterprises that have been selected to work on the project. The program will attempt to shore up any deficiencies that the Local Businesses have thereby increasing the probability of success.

The chosen Developer will also be required to implement an Owner Controlled Insurance Program for the project which will cover all liability and loss arising from the construction project (including Performance Bonding for its Prime contractors and sub-contractors). The program will increase the abilities of more Local Business Enterprises to participate successfully in this Marina Development opportunity.

**CITY OF RIVIERA BEACH COMMUNITY REDEVELOPMENT AGENCY
AGENDA ITEM SUMMARY**

Meeting Date: 5/24/2017

Agenda Category:

Subject: COMMUNITY BENEFITS AGREEMENT

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User Dept.		Funding Source
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Dollar Amount

Contractor Company Name

Contractor Contact

Contractor Address

Contractor Phone Number

Contractor Email

Type of Contract

Describe

ATTACHMENTS:

File Name	Description	Upload Date	Type
CBA.DraftDeliverables.pdf	DISCUSSION DOCUMENT	5/19/2017	Backup Material

REVIEWERS:

Department	Reviewer	Action	Date
CRA	Hatcher, Darlene	Approved	5/19/2017 - 3:33 PM
CRA Internal Review	Evans, Scott	Approved	5/19/2017 - 5:11 PM

COMMUNITY BENEFITS AGREEMENT



Partnership to ensure Local Participation in the project

Final CBA negotiated in Development Agreement



Requires Achievable Goals & Deliverables

Key Components: Defined Process to Deliver Results, Developer Committed to Outcomes, & Resources to Support Implementation



Draft Developer Deliverables

Job Creation, Workforce Housing, Business Development & Support, Strong Monitoring & Compliance

Riviera Beach Marina Development – Phase II
Community Benefits Agreement (CBA)
DRAFT DEVELOPER DELIVERABLES

Goal	Estimated Value to the City	Developer's Deliverable
Local Job Creation <ul style="list-style-type: none"> Construction Jobs..... 	✗ Approx. \$6 Million in Skill Trades Compensation	✗ At least 30%-40%? of the total skill trades construction jobs on the project (measured by calculating the target amount as a percentage of the Project's Construction headcount)
<ul style="list-style-type: none"> Professional Services Jobs 	✗ Approx. \$3 Million in Prof. Services Compensation	✗ At least 30%-40%? of the project's Professional Services Assignments on the project (measured by calculating the target amount as a percentage of the Project's Total Expenditures on Professional Services)
<ul style="list-style-type: none"> Retail Management & Hospitality Management Jobs 	✗ Approx. \$230K in Annual Salaries & Benefits	✗ At least 20%-25%? of the completed development's Retail Management & Hospitality Management Jobs (measured by calculating the target amount as a percentage of the total Employee Headcounts for all of the Retail & Hospitality business tenants that will ultimately occupy the various leased spaces within the completed development)

<p>Workforce Housing Seed Capital:</p> <ul style="list-style-type: none"> • \$800K Seed Capital in a Workforce Housing Fund to be managed by Riviera Beach CRA. The investment will enable the chosen developer to have the Rights of First Refusal on any Workforce Housing Project that the CRA engages in over the next five years. 	<p>✕ Approx. \$500K-\$800K? in Seed Capital</p>	<p>✕ A certified check made payable to the Riviera Beach CRA Workforce Housing Fund due on the day that the Developer receives the Construction Permit from the City of Riviera Beach (to begin constructing the project).</p>
<p>Local Business Enterprise Development Initiative</p> <ul style="list-style-type: none"> • A multi-faceted program sponsored by the Developer which will provide an array of essential services to the Local Business Enterprises that have been selected to work on the project: 	<p>✕ Approx. \$200K? - \$300K? in Professional Services Compensation</p>	<p>✕ An Owner Controlled Insurance Program which will cover all liability and loss arising from the construction project (including Performance Bonding).</p> <p>✕ Fractional Management & Technical Services (Management and Strategic Advice, Estimating, Project Accounting, Workers' Compensation Consulting, Financial Consulting) at a 65% discount</p> <p>✕ Workforce Readiness Training for new hires at a 65% discount</p>
<p>Monitoring & Compliance</p> <ul style="list-style-type: none"> • The Developer will be required to submit periodic reports which will communicate its progress in complying with the requirements of the Community Benefits Agreement. • The Developer will be required to provide secured financial assurances to compensate 		<p>✕ The Developer will provide RBCRA with quarterly Community Impact Reports (RBCRA will provide the report format) which accurately describes metrics such as the project's fiscal impact, economic</p>

the City for performance deficiencies in its execution of the CBA.		<p>impact, and social impact on the community.</p> <p>✕ The Developer will furnish RBCRA with an Irrevocable Letter of Credit (ILOC) valued at \$500K? on the day that the Developer receives the Construction Permit from the City of Riviera Beach (to begin constructing the project). RBCRA will demand payment of this ILOC if the Developer has failed to meet all of the requirements of the CBA.</p>

**CITY OF RIVIERA BEACH COMMUNITY REDEVELOPMENT AGENCY
AGENDA ITEM SUMMARY**

Meeting Date: 5/24/2017

Agenda Category:

Subject: EVALUATION CRITERIA

Recommendation/Motion:

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SEE ATTACHED

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File Name	Description	Upload Date	Type
EvaluationCriteria.pdf	EVALUATION CRITERIA	5/20/2017	Backup Material
Local_Business_Enterprise_Definition.pdf	LOCAL BUSINESS ENTERPRISE DEFINITION	5/20/2017	Backup Material

REVIEWERS:

Department	Reviewer	Action	Date
CRA	Hatcher, Darlene	Approved	5/20/2017 - 3:12 PM
CRA Internal Review	Evans, Scott	Approved	5/20/2017 - 3:16 PM

DEVELOPER

DRAFT EVALUATION CRITERIA

General Criteria

1. Leadership

Principal has extensive industry, executive and community experience that reflects a track record of delivering profitable large-scale mixed-use projects that appreciate in value and yield economic as well as quality of life benefits to the communities that they serve.

- Principal with Industry, executive and public/private experience
- Team leader with specific project type experience
- Business model, structure & systems to deliver predictable results
- Approach delivers predictable qualitative and quantitative results
- Culture/standards inspire and guide talent and performance

2. Firm Experience

Firm stands out as an industry leader in: mobilizing development teams; structuring workable public/private partnerships; and delivering successful mixed-use projects that are relevant and appealing in the markets that they serve.

- Replicated business and place-making success
- Demonstrated client, market and customer-focused mindset
- Strong leaders, manager and teams to harness the firm's overall talents
- Proven business model and collaborative, multi-disciplined approach
- Thoughtful public strategies and aggressive execution
- Build trust and relationships to elevate performance and outcomes

3. Specific Experience

Leadership and management assigned to the project will have specific experience: developing mixed use projects that include retail, restaurant and hotel uses; advancing civic partnerships and navigating public process; negotiating "win-win" deals linked to target outcomes; and addressing local small business and workforce requirements goals.

- Creating urban waterfront destinations
- Mixed use projects with retail, restaurant and hotel uses
- Leading and structuring workable public/private partnerships
- Negotiating reasonable "win-win" deals that balance risk/reward
- Addressing local stakeholder, small business and workforce goals
- Ability to meet schedules
- Ability to meet budgets
- Demonstrated client and end-user satisfaction

4. Local Participation

The firm is committed to partnering with the CRA to successfully complete the project; and sustain results that expand avenues to ownership, business and workforce opportunities for local citizens.

Specific Criteria to provide points for the percentage of team members from Local Area: Palm Beach County, and additional bonus points for each team member in the preferred area of “Riviera Beach”. Including requirements to meet minimum threshold levels for participation in various of the development.

(See Local Business Enterprise Definition, and Community Benefits Deliverables)

- Developer must provide commitment to expected partnership between the City/CRA and the development team to meet the deliverables of a Community Benefits Agreement (finalized in the Development Agreement)
- Demonstrated understanding of the CBA's requirements and consequences for non-compliance
- The viability of the developer's approach to complete all of the CBA's requirements
- Embrace local equity participation
- Development team with local participation
- Business contracting that prioritizes qualified local W/MBE businesses
- Construction contracting responsive to local market conditions & realities
- Responsiveness to local workforce outreach and training programs

5. Team & Approach

The team represents an integrated work unit with prior experience mobilizing the resources, multiple disciplines and support required to deliver predictable qualitative and quantitative results that responsibly serve the public and private interests of the project.

- Designated team leader with experience and authority
- Team norms that instill the clarity, focus and accountability required
- Team structure to drive performance across multiple disciplines
- Outcomes focused mgmt. and reporting system to measure progress
- Action plan incorporates public sector critical path and decision points
- Qualifications of individual staff members, partners and professional consultants selected to work on this project
- Qualifications of the construction team and its professional consultants selected to work on this project
- Verification of Teaming Agreements between the Developer and all of its outside team members (Professional Services providers, Building Contractors, etc.)
- Verification of Teaming Agreements between the Building Contractor and all of its outside sub-contractors

- The viability of the developer's primary financial entities or partners

6. The Strength of the Developer's Joint Venture Partner

The RFP Respondents who include a competent Local Business Enterprise Joint Venture Partner that participate in 30% of the Marina Development Project will be awarded a considerable amount of points. The Local Business Enterprise Joint Venture Partner will be evaluated on the following criteria:

- Staff resources and experience (list previous projects of similar scope and size)
- Qualifications of individual staff members, partners and professional consultants selected to work on this project
- The viability of the Joint Venture Partner's primary financial sources or partners
- Due diligence information assuring the Joint Venture Partner's ability to meet its designated portion of the project's financial needs or design and build components.

7. Measured Success

Demonstrated ability to deliver quality mixed use projects that yield mutual public/private benefits by: generating profits and tax revenues; creating new business and job opportunities; leveraging new investment to catalyze broader reinvestment; and attract operators that create products, services and experiences that customers crave.

- Workable public/private partnerships that yield mutual benefits
- Projects that generate sustained profits and tax revenues
- Projects that generate local jobs and business opportunities
- New investment that catalyzes broader re-investment
- Attract operators with products, services & experiences customers crave
- Projects are locally relevant, regionally appealing & locally authenticity

8. Quality of the Proposed Development Plan and Program

- Demonstrated understanding of concept
- Consistency with program and policy objectives
- Supporting market analysis and similar studies
- Creativity in design solutions
- Phasing strategy
- Mix and balances of proposed real estate uses in the project
- Creativity in design solutions (particularly as they address the optimization of public spaces throughout the development)
- Environmental Sensitivity

- Overall reasonableness and technical adequacy of the proposal
- Proposed price per square foot (expressed in terms of its present value in cash and/or other considerations) offered by the developer in exchange for the use of the subject site
- Due diligence information assuring the respondent's ability to meet all of the project's financial needs
- Source or commitment of equity capital, and amount of equity capital (from both the Master Developer and the Joint Venture Partner)
- Quality of the long term financing approach for the project
- Detail and reliability of development budgets
- Reasonable certainty of projected cash flows incorporated into the developer's analysis
- Demonstrated understanding of financing challenges and opportunities
- The extent to which the project will require public assistance
- The value of economic benefits that will accrue to the City of Riviera Beach as a result of the completion of the buildout.

9. Quality of the Responsiveness to the Goals & Objectives of the Community, Marina Village, and the Phase II implementation.

- Applicant will be evaluated on both the specific responses to how they propose to achieve the Board approved Goals and Objectives and how their overall development proposal accomplishes them.

Local Business Enterprise Definition – RFP DRAFT

The RFP will recognize any company as a Local Business Enterprise business if it meets all of the following criteria:

- The business is financially and operationally independent from, and operates at arm's length to, any other business.
- The business is continuously in operation.
- The business is a for-profit enterprise.
- The business performs a commercially useful function.
- The business maintains its principal place of business in a fixed office within the geographic boundaries of Palm Beach County that provides all of the services that it describes in its business description, other than work required to be performed at a job site; provided, however, that its suppliers are not required to maintain their principal place of business in Palm Beach County. An office is a fixed and established place of business, as determined by the Director, including a qualified home office, where business is conducted on a regular basis. A residence qualifies as an office only if none of the business owners also maintain an office outside the residence in the same or related field, and a business owner claimed the home office as a business deduction on the prior year's income tax return, or for businesses started after the last tax return, would qualify for a deduction on the next tax return. None of the following constitutes an office:
 - a post office box,
 - a temporary location,
 - a movable property,
 - a location that was established to oversee a project such as a construction project office, or
 - a work space provided in exchange for services as opposed to monetary rent.
- To establish a principal place of business in Palm Beach County, a business must demonstrate that the majority of its principals are based in the Palm Beach County office. Suppliers must maintain a warehouse in Palm Beach County that is continuously stocked with inventory consistent with their certification. Truckers must park their registered vehicles and trailers within the County.
- The business possesses a current Palm Beach County Business Tax Registration Certificate.
- At least one business owner has valid licenses or other relevant trade or professional certifications or, where licensing is not required, the business owners individually and collectively have relevant training and experience that are appropriate for the type of business.
- The business is Owned and Controlled as defined herein by individuals who reside in the United States or its territories.

- The business is not Owned or Controlled as defined herein in part or in whole by a full time City of Riviera Beach employee.

Bonus Riviera Beach Business Enterprise Participation Points

So as to incentivize the Developer(s) on this project to utilize as many Riviera Beach based business enterprises as possible on their team, bonus points will be awarded in the evaluation of their RFP response for utilizing Riviera Beach based team members.