



**ADDENDUM NO. 1
TO
REQUEST FOR PROPOSALS AND DEVELOPERS QUALIFICATIONS (RFP/RFQ)
UNITED STATES POSTAL SERVICE BOYNTON BEACH DOWNTOWN STATION PROJECT
September 13, 2023**

TO ALL PROPOSERS AND OTHERS CONCERNED

The Boynton Beach Community Redevelopment Agency (BBCRA) issued a **Request for Proposals and Developer Qualifications (RFP/RFQ)** for the acquisition and redevelopment of the project site located at 401, 407 & 411 E. Boynton Beach Boulevard, Boynton Beach, Florida. The intent of this RFP/RFQ Addendum is to provide supplemental information or provide clarification when requested. Proposers submitting responses for the above-referenced project shall take note of the following changes, additions, deletions clarifications, etc., to the RFP/RFQ which shall become a part of and have precedence over anything shown or described otherwise.

Question #1: *Is cone of silence a part of this project?*

Answer: *Yes. Please refer to Paragraph 15.c (Limitations on Communications; Cone of Silence; No Lobbying) of the RFP/RFQ.*

Question #2: *Will the Final Plans be completed by the CRA or USPS?*

Answer: *No. The developer will be responsible to complete the final plans and permit the project.*

Question #3: *Are there any other specifications other than what is included in the RFP/RFQ?*

Answer: *No.*

Question #4: *Where is the dumpster located for the site?*

Answer: *The successful proposer will be responsible for the location and providing a site that meets Code.*

Question #5: *Is the loading dock to be built at height or sunken?*

Answer: *The loading dock design needs to be addressed with the Final Design and USPS will work with Local Code.*

Question #6: *Is proposer to present their response to the BBCRA Board?*

Answer: *Yes, the PowerPoint required per the RFP/RFQ will be the PowerPoint used at the CRA Board Meeting.*

Question #7: *Should the \$917,000.00 appraised value of the property be included in the offer?*

Answer: *It is up to the Proposer. The offering price will need to be considered with how much it will cost to build and the proposed lease rate and terms. You are welcome to request previous responses for this project.*

Question #8: *Are the dates for this RFP/RFQ accurate?*

Answer: *Yes, this is the same schedule used for the previous RFP/RFQ for this site.*

Question #9: How much technical knowledge do you have of the property, specifically, is the chain-link fence on the property?

Answer: Yes, according to the survey.

Question #10: Are the utility poles in the alleyway and will they need to be moved?

Answer: They appear to be in the alleyway and may need to be moved/relocated. That will have to be determined during the site plan approval process.

Question #11: Impact fees do not seem to be a big part of the project, is that correct?

Answer: The City of Boynton Beach will calculate the project's impact fees in coordination with the Palm Beach County Impact Fee Office. For the City of Boynton Beach Impact Fee information, please contact Mike Griffin (561) 742-6363. Contacts for Palm Beach County are Hazel Lucas or Margaret Charles. They may be reached at (561) 233-5025.

Question #12: Are there any specific parts of the RFP/RFQ that need specific attention?

Answer: Be sure to look at paragraph 10, (Required Elements of Proposals), of the RFP/RFQ. Please note the interior build out requirements and pay particular attention to the elements that are the responsibility of the USPS (tenant) and what is the responsibility of the Proposer. USPS will need to comply with federal requirements and will work with the local authorities, but does not need to follow local zoning requirements. The preliminary design included in the RFP/RFQ was provided by the USPS and it is what they would like in the proposal. Variation beyond the preliminary design will be reviewed by USPS for concurrence.

Question #13: Are responses accepted any time prior to the September 26, 2023 deadline?

Answer: Yes.

Attachment #1 - Remove and Replace Page 4 of 102 of the RFP/RFQ

Paragraph 9a has been revised to show the correct gross square feet, "Creation of a new retail post office approximately three thousand four hundred ninety (3,490) gross square feet with a thirty foot (30') loading dock. See Attachment "C", USPS Requirements for additional requirements.

Attachment #2 - Remove and Replace Page 13 of 102 of the RFP/RFQ

The Presentation to BBCRA Board has been revised to November 13, 2023.

Attachment #3 - Remove and Replace Page 17 of 102 of the RFP/RFQ

Paragraph 22 (Public Entity Crimes Statement), has been revised with the appropriate State Statutes citation.

Attachment #4 - A copy of the Pre-submission meeting sign in sheet and agenda have been provided.

Supplemental Document #1 - A copy of the previous response by BTH Development Partners for this project has been provided.

Supplemental Document #2 - A copy of the previous response by Saw Commercial Investment, LLC for this project has been provided.

9. Architectural and Design Requirements

The Project should incorporate quality architectural design and site development standards that enhance the downtown area and adjacent properties. Proposers should review the BBCRA Plan for Project development and design guidance. Proposals will be evaluated on their adherence and incorporation of architectural and design elements presented in the BBCRA Plan and the City of Boynton Beach Land Development Regulations. At minimum, the Proposals shall include the following requirements:

- a. Creation of a new retail post office approximately three thousand four hundred ninety (3,490) gross square feet with a thirty foot (30') loading dock. See **Attachment "C", USPS Requirements** for additional requirements.
- b. Parking Lot with the amount of parking spaces required for the development.

10. Required Elements of Proposals.

Proposals must contain all of the following documents and information in order to be deemed complete. Proposals not deemed complete may be rejected. **Attachment "D"** contains a checklist to help proposers ensure Proposals are complete.

- a. Provide a general written statement describing the qualifications and background of the proposer including any financial (including equity) partner.
- b. Provide a completed **Attachment "E", Proposer(s) Information**.
- c. Provide a certificate of good standing from the Secretary of State of Florida and the state in which the corporation is headquartered, if not Florida.
- d. An acknowledgement letter attesting that the proposer has read and understands all procedures and requirements of this RFP/RFQ.
- e. Provide a list of proposer's key personnel that will be directly involved in proposed Project's development or management team, along with their professional qualifications, and a list of similar projects on which they have actively participated. Provide no less than three and no more than ten related projects for this item.
- f. Provide a written list of similar projects developed by the proposer, or companies controlled by its principals, and proposer's team that were completed within the last ten (10) years, including photographs, project addresses, client contact information, dates the projects were completed, and general project description. For projects that are public private partnerships, list the public partner and their contact information including name, title, address, email, and phone numbers. Provide no less than two (2) and no more than ten (10) projects for this item. If the proposer is comprised of more than one entity in a joint venture or partnership, each entity must provide the information requested

Any transfer of the property from the BBCRA to a proposer for less than market value will be subject to approval of the City of Boynton Beach City Commission. Other proposals may be subject to approval of the City of Boynton Beach City Commission.

14. Tentative Schedule.

The following tentative schedule is anticipated for actions related to this RFP/RFQ. All dates, times, and locations are subject to change. All changes will be posted to the BBCRA’s website at www.boyntonbeachcra.com.

RFP Approval by CRA Board (subject to legal review):	July 11, 2023
Issue Date of RFP/RFQ:	July 28, 2023
Voluntary Pre Submission Meeting:	August 17, 2023
Question/Request for Clarification Deadline:	August 28, 2023
Submittal Deadline:	September 26, 2023
Presentation to BBCRA Board:	November 13, 2023
Draft Purchase and Development (P&D) Agreement:	January 9, 2024
CRAB Review of P&D Agreement	TBD
BBCRA Board Approval P&D Agreement:	March 12, 2024

(Note: Dates above subject to change – registered interested parties will be notified by email of changes, if any.)

15. Contact and Questions

- a. **Contact Information.** All correspondence, questions, and requests for clarifications related to this RFP/RFQ must be directed to the person designated as the procurement officer for this RFP/RFQ:

Timothy Tack, Assistant Director
Boynton Beach Community Redevelopment Agency
100 East Ocean Avenue
4th Floor
Boynton Beach, Florida 33435
Phone: (561) 600 9091
Email: TackT@bbfl.us

- b. **Form of Contact; Answers in the Form of Addenda.** All correspondence, questions, and requests must be submitted in writing via email to the person identified above and may be submitted at any time but no later than August 28, 2023. All answers to questions, clarifications, and interpretations will be issued in the form of an addenda, which becomes a part of this RFP/RFQ. The proposer must acknowledge receipt of each addenda by completing the **Addenda Acknowledgement Form** and including it with the submitted

22. Public Entity Crimes Statement.

A person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a bid, proposal, or reply on a contract to provide any goods or services to a public entity; may not submit a bid, proposal, or reply on a contract with a public entity for the construction or repair of a public building or public work; may not submit bids, proposals, or replies on leases of real property to a public entity; may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity; and may not transact business with any public entity in excess of the threshold amount provided in F.S. Sec. 287.017 for CATEGORY TWO for a period of thirty six (36) months following the date of being placed on the convicted vendor list.

In order to qualify for consideration under this RFP/RFQ, proposer must complete and attach **Attachment "K" Public Entity Crimes Statement.**

23. Drug Free Workplace Certification

Preference shall be given to proposer(s) with drug free work programs, under the standards described in Section 287.087, Florida Statutes. Whenever two (2) or more proposals that are equal with respect to price, quality and service are received by the BBCRA or by any political subdivision for the procurement of commodities or contractual services, a proposal received from a business that certifies that it has implemented a drug free workplace program shall be given preference in the award process. In order to receive such preference, the proposer shall complete and submit with its Proposal the attached certification, **Attachment "L," Drug Free Workplace Certification.**

24. E-Verify.

In any agreement resulting from this RFP/RFQ, the proposer will be required to warrant, for itself and its subcontractors, compliance with all federal immigration laws and regulations that relate to their employees. Proposer agrees and acknowledges that the BBCRA is a public employer that is subject to the E verify requirements as set forth in Section 448.095, Florida Statutes, and that the provisions of F.S. Sec. 448.095 will apply to such an agreement.

25. Authorization for Release of Information

Proposer consents to the BBCRA checking references and contacting prior stakeholders concerning past projects proposer has completed. Bidders must complete **Attachment "M" Authorization for Release of Information.**

26. Non-Scrutinized Entity

By submitting a bid, bidder certifies that it is not on the Scrutinized Companies that Boycott Israel List created pursuant to Section 215.4725, Florida Statutes, and is not engaged in a boycott of Israel. Proposers must complete **Attachment "N," Certification of Non-Scrutinized Entity.**

***END OF MAIN DOCUMENT
PROCEED TO ATTACHMENTS***



**REQUEST FOR PROPOSALS AND DEVELOPER QUALIFICATION
UNITED STATES POSTAL SERVICE BOYNTON BEACH DOWNTOWN STATION PROJECT**

PRE-SUBMISSION MEETING AGENDA

August 17, 2023 @ 4:00 P.M.

100 E. Ocean Avenue, City Hall - City Community Room #115, Boynton Beach, FL

- I. Sign-in**
 - a. Please sign in and Silence all mobile phones
 - b. Introductions
 - i. Thuy Shutt – Executive Director
 - ii. Tim Tack – Assistant Director
 - iii. Theresa Utterback – Development Services Manager
 - iv. Richard Hancock – USPS

- II. Purpose of this meeting**
 - a. Overview of the RFP/RFQ Documents. Any oral or written information provided in this meeting does not change or amend any portion of the governing RFP/RFQ document requirements.
 - b. Review the Plans and Answer any questions

- III. Project Description (RFP/RFQ paragraph 1):**
 - a. Creation of a new retail post office approximately 3,490
 - b. gross square feet with a thirty foot (30') loading dock, in accordance with provided plans; and
 - c. Parking Lot with the amount of parking spaces required for the development.

- IV. Registration (RFP/RFQ paragraph 7)**

All entities interested in responding to this RFP/RFQ must register with the BBCRA via email by providing their name, address, telephone number, and an email address to Mr. Timothy Tack, BBCRA Assistant Director, at TackT@bbfl.us.

- V. Submittal Requirements (RFP/RFQ paragraph 11):**

- VI. RFP/RFQ Proposal Evaluation and Selection Process (RFP/RFQ paragraph 13):**

- VII. Project Schedule (RFP/RFQ paragraph 14):**
 - a. Question/Request for Clarification Deadline: August 28, 2023
 - b. Submittal Deadline: September 26, 2023, 2:00 P.M.
 - c. Presentation to BBCRA Board: November 13, 2023
 - d. Draft Purchase and Development (P&D) Agreement: January 9, 2024
 - e. CRAB Review of P&D Agreement: TBD
 - f. BBCRA Board Approval P&D Agreement: March 12, 2024

- VIII. Questions:**



UNITED STATES POSTAL SERVICE BOYNTON BEACH DOWNTOWN STATION PROJECT

AUGUST 17, 2023 @ 4:00 PM

VOLUNTARY PRE-SUBMISSION MEETING SIGN-IN SHEET

City Hall Chambers, 100 E. Ocean Avenue, Room 115
 RFP/RFQ #23-04 Issue Date: July 28, 2023
 Submission Deadline: September 26, 2023, 2:00 P.M.

PLEASE PRINT

Name	Company	Address	Phone	Email	Check to Register for Project
Todd Conley	MAPLE TREE INVESTMENTS	2047 Graft Rd Greensboro VA 22743	270 932 1874	MAPLE TREE INVESTMENTS MAPLE TREE INVESTMENTS@CRAVA.COM CON	<input checked="" type="checkbox"/>
CRA STAFF Tim Tack Bonnie Walker Thuy Shutt Theba Herback	CRA STAFF				