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Agenda Item #:

5B-2

PALM BEACH COUNTY  
BOARD OF COUNTY COMMISSIONERS

AGENDA ITEM SUMMARY

REVISED

Meeting Date: April 4, 2017 [ ] Consent [X] Regular  
[ ] Ordinance [ ] Public Hearing

Department: Department of Economic Sustainability

I. EXECUTIVE BRIEF

**Motion and Title:** Staff recommends motion to: **A) Approve** a State Initiatives Housing Partnership (SHIP) Program funding award of \$310,000 to Indian Trace Associates, Ltd.; **B) Approve** a SHIP Program funding award of \$160,000 to Housing Partnership, Inc.; **C) Direct** staff to negotiate the loan agreements; and **D) Authorize** the County Administrator, or designee, to execute the loan agreements, amendments thereto, and all other documents necessary for project implementation.

**Summary:** On June 21, 2016, (Agenda Item 5B-1) the Board of County Commissioners (BCC) approved the SHIP Fiscal Year 2016-2017 budget allocations which included funding for a Developer Rental Assistance strategy. On November 30, 2016, the Department of Economic Sustainability (DES) issued Request for Proposals DES.2016.2 (RFP) making \$495,000 in SHIP funds available for multi-family housing rehabilitation projects. A selection committee consisting of five (5) voting members met at a public meeting held on February 9, 2017 and recommended that: a) Indian Trace Associates, Ltd., an affiliate of Cornerstone Group Development, LLC, be awarded \$310,000 for Indian Trace Apartments, a 330 unit multi-family rental project located at 1000 Indian Trace Circle in Riviera Beach; and b) Housing Partnership, Inc. a Florida not-for-profit corporation be awarded \$160,000 for Celtic Apartments, an 8-unit multi-family rental project located at 4694 Davis Road, in unincorporated Palm Beach County. The Indian Trace Apartments project will rehabilitate 330 apartment units, including 191 SHIP-assisted units of which 33 units will be set aside for households with incomes no greater than 28% of Area Median Income (AMI) and 158 units will be set aside for households with incomes no greater than 60% of AMI, for no less than 15 years. Seventeen (17) of these units will be deed restricted for special needs households. The Celtic Apartments project will rehabilitate four (4) SHIP-assisted units all of which will be set aside for individuals with incomes no greater than 80% of AMI, for no less than 15 years. All four (4) units will serve individuals suffering from chronic mental illness and/or addiction. The remaining \$25,000 made available through the RFP will be incorporated into the Housing Rehabilitation Strategy contained in the Local Housing Assistance Plan due to the significant need for funding. To facilitate project implementation, staff is requesting authorization for the County Administrator, or designee, to execute the loan agreements and related documents. **These are State SHIP Program grant funds which do not require a local match.** Districts 3 and 7 (JB)

**Background and Justification:** Funds made available through this RFP allowed developers to submit proposals for rehabilitation of multi-family rental housing that will provide affordable rental opportunities for very low income and low income households whose incomes are no more than 80% of the AMI. The SHIP funds must be encumbered no later than June 30, 2018, and all funds must be expended, and SHIP-assisted housing units completed and occupied by eligible households no later than June 30, 2019. By the submittal deadline of January 30, 2017, three (3) developers submitted proposals in response to the RFP. A responsiveness review determined that each proposal was responsive, warranting evaluation by the selection committee and consideration for funding recommendations. Notices of the results of the responsiveness review, selection committee meeting, funding recommendations, and this Board meeting were provided directly to all respondents and posted on the DES website.

**Attachments:**

1. Selection Committee scoring sheets
2. Request for Proposal - RFP DES.2016.2
3. Proposal for Indian Trace Apartments
4. Proposal for Celtic Apartments

Recommended By: Jimmy Howard 3-8-17  
Department Director Date

Approved By: Paul Johnson 3/17/17  
Assistant County Administrator Date

## II. FISCAL IMPACT ANALYSIS

### A. Five Year Summary of Fiscal Impact:

Fiscal Years	2017	2018	2019	2020	2021
Capital Expenditures	\$470,000				
Operating Costs					
External Revenues	(\$470,000)				
Program Income					
In-Kind Match (County)					
NET FISCAL IMPACT	-0-				

# ADDITIONAL FTE POSITIONS (Cumulative)					
--------------------------------------------	--	--	--	--	--

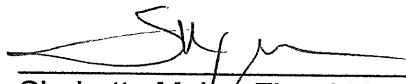
Is Item Included In Current Budget? Yes   X   No         
Budget Account No.:

Fund 1100 Dept 143 Unit 7176 Object 8201 Program Code/Period           

### B. Recommended Sources of Funds/Summary of Fiscal Impact:

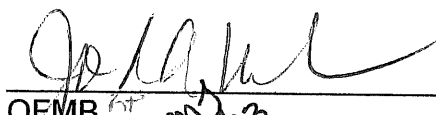
Approval of this agenda item will allocate \$310,000 to Indian Trace Associates, Ltd and \$160,000 to Housing Partnership, Inc. for Celtic Apartments.

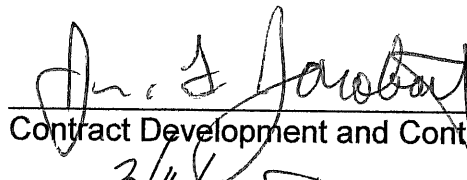
### C. Departmental Fiscal Review:

  
\_\_\_\_\_  
Shairette Major, Fiscal Manager II

## III. REVIEW COMMENTS

### A. OFMB Fiscal and/or Contract Development and Control Comments:

  
\_\_\_\_\_  
OFMB <sup>5/13</sup> <sub>5/13</sub> <sup>MS</sup> <sub>5/13</sub>

  
\_\_\_\_\_  
Contract Development and Control  
3/16/17 <sup>3/16/17</sup>

### B. Legal Sufficiency:

  
\_\_\_\_\_  
Assistant County Attorney

### C. Other Department Review:

\_\_\_\_\_  
Department Deputy Director

Palm Beach County Department of Economic Sustainability  
SHIP Multi Family Rental Rehabilitation Program RFP DES.2016.2  
2/9/17 Selection Committee Proposal Scoring Totals

(M)

Selection Committee Member	The Preserve at Boynton Beach	Celtic Apartments	Indian Trace Apartments
Cheney, Bud	<del>65</del> 65	86	<del>73</del> 73
Davis, Bryan	71	79	76
Jenkins-Gaskin, Dorina	73	62	83
Outlaw, Faye Johnson	70	85	90
Williams, Tanoy	83	88	87
PROPOSAL TOTAL SCORE	362 ✓	400 ✓	409 ✓

**Palm Beach County Department of Economic Sustainability**  
**SHIP Multi Family Rental Redevelopment Program RFP DES.2016.2**  
**2/9/17 Selection Committee Proposal Scoring Sheet**

Scoring Criteria	Maximum Points	The Preserve at Boynton Beach	Celtic Apartments	Indian Trace Apartments
Sponsor and team member qualifications and experience with similar projects	25	25	15	25
Ability to meet SHIP encumbrance deadline of June 30, 2018 and expenditure/completion/occupancy deadline of June 30, 2019.	15	15	15	15
Financial viability of the project	15	12	10	14
Leveraging of other development funding sources	10	5	4	9
Quality of proposed housing product (development plan, features, amenities, and proximity to public services and facilities)	15	10	13	12
Special Needs preference. Extent to which project will serve special needs populations, including: veterans; disabled (physical mental developmental); youth aging out of foster care; victims of domestic	10	6	5	8
Glades Region preference. Project is located in Glades Region of Palm Beach County.	10	0	0	0
<b>TOTAL (up to 100 points)</b>	<b>100</b>	<b>73</b>	<b>63</b> <b>62</b>	<b>83</b>

Name: Dorina Jenkins - Gaskin  
Signed: [Signature]  
Date: 2/9/2017

**Palm Beach County Department of Economic Sustainability**  
**SHIP Multi Family Rental Redevelopment Program RFP DES.2016.2**  
**2/9/17 Selection Committee Proposal Scoring Sheet**

Scoring Criteria	Maximum Points	The Preserve at Boynton Beach	Celtic Apartments	Indian Trace Apartments
Sponsor and team member qualifications and experience with similar projects	25	24	24	24
Ability to meet SHIP encumbrance deadline of June 30, 2018 and expenditure/completion/occupancy deadline of June 30, 2019.	15	15	15	15
Financial viability of the project	15	15	15	15
Leveraging of other development funding sources	10	7	10	10
Quality of proposed housing product (development plan, features, amenities, and proximity to public services and facilities)	15	15	15	15
Special Needs preference. Extent to which project will serve special needs populations, including: veterans; disabled (physical mental developmental); youth aging out of foster care; victims of domestic	10	7 <sup>RD</sup>	9	8 <sup>RD</sup>
Glades Region preference. Project is located in Glades Region of Palm Beach County.	10	0	0	0
<b>TOTAL (up to 100 points)</b>	<b>100</b>	<del>85</del> 87 <sup>RD</sup>	88	87

Name: Troy Williams  
Signed: [Signature]  
Date: 2/9/17

**Palm Beach County Department of Economic Sustainability  
SHIP Multi Family Rental Redevelopment Program RFP DES.2016.2  
2/9/17 Selection Committee Proposal Scoring Sheet**

Scoring Criteria	Maximum Points	The Preserve at Boynton Beach	Celtic Apartments	Indian Trace Apartments
Sponsor and team member qualifications and experience with similar projects	25	25	20	25
Ability to meet SHIP encumbrance deadline of June 30, 2018 and expenditure/completion/occupancy deadline of June 30, 2019.	15	15	15	15
Financial viability of the project	15	15	12	15
Leveraging of other development funding sources	10	0	10	8
Quality of proposed housing product (development plan, features, amenities, and proximity to public services and facilities)	15	15	12	12
Special Needs preference. Extent to which project will serve special needs populations, including: veterans; disabled (physical mental developmental); youth aging out of foster care; victims of domestic	10	1	10	1
Glades Region preference. Project is located in Glades Region of Palm Beach County.	10	—	—	—
<b>TOTAL (up to 100 points)</b>	<b>100</b>	<b>71</b>	<b>79</b>	<b>76</b>

Name: Bryan M. Davis  
Signed: [Signature]  
Date: 9 FEBRUARY 2017



**Palm Beach County Department of Economic Sustainability**  
**SHIP Multi Family Rental Redevelopment Program RFP DES.2016.2**  
**2/9/17 Selection Committee Proposal Scoring Sheet**

Scoring Criteria	Maximum Points	The Preserve at Boynton Beach	Celtic Apartments	Indian Trace Apartments
Sponsor and team member qualifications and experience with similar projects	25	25	25	25
Ability to meet SHIP encumbrance deadline of June 30, 2018 and expenditure/completion/occupancy deadline of June 30, 2019.	15	15	15	15
Financial viability of the project	15	0	10	15
Leveraging of other development funding sources	10	5	10	10
Quality of proposed housing product (development plan, features, amenities, and proximity to public services and facilities)	15	15	15	15
Special Needs preference. Extent to which project will serve special needs populations, including: veterans; disabled (physical mental developmental); youth aging out of foster care; victims of domestic	10	10	10	10
Glades Region preference. Project is located in Glades Region of Palm Beach County.	10	0	0	0
<b>TOTAL (up to 100 points)</b>	<b>100</b>	100	85	90

Name: Faye M. Johnson

Signed: Faye M. Johnson

Date: 2/9/17

**Palm Beach County Department of Economic Sustainability  
SHIP Multi Family Rental Redevelopment Program RFP DES.2016.2  
2/9/17 Selection Committee Proposal Scoring Sheet**

Scoring Criteria	Maximum Points	The Preserve at Boynton Beach	Celtic Apartments	Indian Trace Apartments
Sponsor and team member qualifications and experience with similar projects	25	20	20	20
Ability to meet SHIP encumbrance deadline of June 30, 2018 and expenditure/completion/occupancy deadline of June 30, 2019.	15	15	15	15
Financial viability of the project	15	15	15	15
Leveraging of other development funding sources	10	7	10	10
Quality of proposed housing product (development plan, features, amenities, and proximity to public services and facilities)	15	5	15	10
Special Needs preference. Extent to which project will serve special needs populations, including: veterans; disabled (physical mental developmental); youth aging out of foster care; victims of domestic	10	2	10	2
Glades Region preference. Project is located in Glades Region of Palm Beach County.	10	1	1	1
<b>TOTAL (up to 100 points)</b>	<b>100</b>	65 64	86 85	73 72

Name: Bud Cheney

Signed: Bud Cheney

Date: 2-9-17



# Request for Proposals



## Multi-Family Rental Rehabilitation Program

**RFP DES.2016.2**

November 2016



ATTACHMENT 2

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TABLE OF CONTENTS

**SECTION I..... 1**

    A. *Statement of Purpose* ..... 1

    B. *Background*..... 1

    C. *Available Funding* ..... 1

    D. *Defined Terms* ..... 1

    E. *Geographic and Matching Requirements*..... 2

    F. *Eligible Project Types*..... 3

    G. *Eligible Beneficiaries*..... 3

    H. *Period of Affordability*..... 3

    I. *Affordable Rental Rates*..... 3

    J. *Rehabilitation Standards*..... 3

    K. *Eligible Costs* ..... 4

    L. *Loan Terms*..... 4

**SECTION II..... 4**

    A. *Proposal Requirements*..... 4

    B. *Timetable* ..... 8

    C. *Pre-Submittal Conference*..... 8

    D. *Addenda*..... 8

    E. *Submittal Format*..... 9

    F. *Submittal Deadline*..... 9

    G. *Responsiveness Review and Underwriting* ..... 9

    H. *Contact Person* ..... 10

    I. *Lobbying - "Cone of Silence"* ..... 10

    J. *Postponement/Cancellation* ..... 10

    K. *Costs Incurred by Respondents*..... 10

    L. *Right of Clarification*..... 11

<i>M. Delineation of RFP.....</i>	<i>11</i>
<i>N. Proprietary/Confidential Information .....</i>	<i>11</i>
<i>O. Non-Discrimination .....</i>	<i>11</i>
<i>P. Rules, Regulations, Licensing Requirements.....</i>	<i>11</i>
<i>Q. Disclaimer .....</i>	<i>11</i>
<i>R. Public Entity Crime.....</i>	<i>12</i>
<i>S. Insurance .....</i>	<i>12</i>
<b>SECTION III.....</b>	<b>13</b>
<i>A. Proposal Evaluation.....</i>	<i>13</i>
<i>B. Oral Presentation(s) .....</i>	<i>13</i>
<i>C. Award Recommendation(s) .....</i>	<i>14</i>
<i>D. Funding Award.....</i>	<i>14</i>
<i>E. Agreement Negotiations .....</i>	<i>14</i>
<i>F. Right of Appeal .....</i>	<i>14</i>
<i>EXHIBIT A: 2016 TENANT INCOME LIMITS AND AFFORDABLE RENTS.....</i>	<i>15</i>
<i>EXHIBIT B: RESPONDENT CERTIFICATION FORM.....</i>	<i>16</i>
<i>EXHIBIT C: DISCLOSURE OF BENEFICIAL INTERESTS .....</i>	<i>17</i>
<i>EXHIBIT D: DRUG FREE WORKPLACE CERTIFICATION.....</i>	<i>19</i>
<i>EXHIBIT E: PALM BEACH COUNTY LOBBYIST REGISTRATION ORDINANCE....</i>	<i>20</i>

**SECTION I**

**A. Statement of Purpose**

The Palm Beach County Board of County Commissioners (County), through the Department of Economic Sustainability (DES), is soliciting proposals for the rehabilitation of Multi-Family Housing that will provide Affordable rental opportunities for Very Low Income and Low Income households.

**B. Background**

The State Housing Initiatives Partnership (SHIP) Program provides funds to local governments as an incentive to create partnerships that produce and preserve affordable multifamily housing. The SHIP Program is administered by the Florida Housing Finance Corporation (FHFC) and is governed by Florida Statutes, Chapter 420 Part VII, and Florida Administrative Code Rule Chapter 67-37. Palm Beach County's SHIP Program is administered on behalf of the Board of County Commissioners by the Department of Economic Sustainability (DES).

**C. Available Funding**

RFP DES.2016.2 will make available \$495,000 in SHIP funding. All funding will be provided to eligible Sponsors in the form of loans. These funds are made available to finance the rehabilitation of SHIP-Assisted Housing Units for rental by Eligible Beneficiaries.

SHIP Program Deadlines

June 30, 2018.....	Encumber 100% of SHIP Funding
June 30, 2019.....	Expenditure/Completion/Occupancy

Earlier project-specific deadlines and benchmarks will be established in the loan agreement.

**D. Defined Terms**

**Administrative Fee** is defined as the fee associated with loans to rental projects, and which is paid annually during the term of the loan by the borrower to cover County costs of loan servicing, project monitoring, and other administrative requirements.

**Affordable** is defined as a monthly rent that does not exceed thirty percent (30%) of the amount which represents the median annual gross income for a Very Low Income or Low Income household.

**Area Median Income (AMI)** is defined as the most current income limits by family size published by FHFC for Palm Beach County.

**Eligible Beneficiaries** are defined as Very Low Income and Low Income households.

**SHIP-Assisted Housing Unit** is defined as a housing unit assisted with SHIP funding provided through RFP DES.2016.2 and bearing all requirements related thereto.

**Low Income** is defined as an annual income that does not exceed eighty percent (80%) of AMI as annually determined by FHFC.

**Multi-Family Housing** is defined as housing with two (2) or more units per residential structure under common ownership.

**Period of Affordability** is defined as the time period for which SHIP-Assisted Housing Units shall remain Affordable and bear the applicable requirements of the SHIP Program and RFP DES.2016.2.

**Respondent** is defined as an entity that submits a proposal in response to this RFP.

**Selection Committee** is defined as the body of individuals that evaluates responsive proposals at a public meeting and formulates funding recommendations for consideration by the Palm Beach County Board of County Commissioners.

**Sponsor** is defined as an entity awarded funding through this RFP to undertake the rehabilitation of SHIP-Assisted Housing Units, and which will assume responsibility for compliance with all related requirements in accordance with SHIP regulations. Such entities shall be limited to private for-profit entities, private non-profit entities, public agencies, or ventures between the same.

**Very Low Income** is defined as an annual income that does not exceed fifty percent (50%) of AMI as determined annually by FHFC.

#### **E. Geographic and Matching Requirements**

All projects must be located exclusively within the geographic and corporate bounds of Palm Beach County.

The municipalities of Boca Raton, Boynton Beach, Delray Beach, and West Palm Beach receive SHIP funds directly from the FHFC. Projects located in these municipalities are required to obtain a dollar-for-dollar (100%) match from the municipality. Matching funds may be provided in the form of a grant, a loan, the value of donated real property, or the value of waived municipal fees. In-kind services are not an eligible match source.

**F. Eligible Project Types**

Eligible project types are limited to rehabilitation of existing housing.

Eligible projects are limited to Multi-Family Housing for rental tenure.

**Projects may contain both SHIP-Assisted Housing Units and non SHIP-Assisted Housing Units.** The number of SHIP-Assisted Housing Units in the project shall be guided by the ratio of SHIP funding to total development cost, but in any event, not to exceed \$43,000 of SHIP funding per SHIP-Assisted Housing Unit.

All SHIP-Assisted Housing Units must be completed, put into service, and leased to Eligible Beneficiaries no later than June 30, 2019.

**G. Eligible Beneficiaries**

All SHIP-Assisted Housing Units must be leased to Eligible Beneficiaries, defined and limited to Very Low Income and Low Income households. The income limits utilized by the SHIP Program are provided annually by FHFC. **The 2016 SHIP Income Limits for Palm Beach County are provided at Exhibit A.**

**H. Period of Affordability**

All SHIP-Assisted Housing Units shall remain Affordable and bear the applicable requirements of the SHIP Program and RFP DES.2016.2 for a Period of Affordability of no less than thirty (30) years. During the Period of Affordability, all SHIP-Assisted Housing Units shall be occupied by Eligible Beneficiaries as tenants.

The Period of Affordability will be enforced through an encumbrance recorded against title to the SHIP-Assisted Housing Units.

**I. Affordable Rental Rates**

During the Period of Affordability, all SHIP-Assisted Housing Units must be leased to Eligible Beneficiaries at rents which do not exceed thirty percent (30%) of the amount that represents the median annual gross income for a Very Low Income or Low Income household, as applicable. The rent limits utilized in the SHIP Program are provided annually by FHFC. **The 2016 SHIP Rent limits for Palm Beach County are provided at Exhibit A.**

**J. Rehabilitation Standards**

Rehabilitation work funded through this RFP shall seek to upgrade the property to the extent practicable and feasible to applicable housing and building code

standards, including Florida Statutes Chapter 553, Building Construction Standards. Further, rehabilitation work may seek to upgrade the property to include features and amenities generally found in comparable housing in the local market. The rehabilitation may include the removal of architectural barriers to use by persons with disabilities. The rehabilitation may include the remediation of lead-based paint hazards. The rehabilitation shall include testing for the presence of asbestos hazards in materials to be disturbed during rehabilitation and the abatement of identified asbestos hazards.

#### **K. Eligible Costs**

Eligible uses of the SHIP funds are limited to project rehabilitation costs, including but not limited to costs of: architectural and engineering services; construction; building permits; and other construction-related fees. **Determination of cost eligibility and reasonableness shall be at the County's sole discretion.** Costs of acquisition, off-site improvements, payment of delinquent taxes and other fees, and costs related to other project financing are ineligible for payment with SHIP funds.

#### **L. Loan Terms**

Financial assistance shall be provided to Sponsors in the form of loans. The loan shall be secured by a mortgage on the property. The interest rate, term, and structure of the loan are negotiable:

- Interest rate shall be negotiable.
- Term not to exceed thirty (30) years or the term of senior rehabilitation financing (if any), whichever is less.
- At its sole discretion the County may offer, fixed-rate, adjustable, balloon, or interest-only loans.

A fee of 150 basis points of the SHIP loan amount will be paid by the borrower at closing.

Annual payment of a \$1,500 Administrative Fee will be paid by the borrower each year during the term of the loan.

### **SECTION II**

#### **A. Proposal Requirements**

**A completed registration form for RFP DES.2016.2 shall be submitted to DES in order to be eligible to submit a proposal. The registration form is located at <http://www.discover.pbcgov.org/des> or may be obtained by**



visiting DES offices at 100 Australian Avenue, Suite 500, West Palm Beach, FL 33406.

**Each proposal shall meet the following criteria in order to be considered responsive and to be eligible for funding consideration:**

1. The proposal shall include a fully completed and executed Respondent Certification Form on the form attached hereto as **Exhibit B**. Submit the information required by this Paragraph II. A.1, as Attachment 1.
2. The proposal shall include a detailed project description including, but not limited to: project location (including a map); development lay out; architectural style; numbers and types of buildings; total numbers of housing units by type/size; scope of rehabilitation work to be performed; numbers of SHIP-Assisted Housing Units by type/size; site amenities; and targeted tenant populations(s) to be served, including special needs populations (if any). Submit the information required by this Paragraph II. A.2 as Attachment 2.
3. The proposal shall include a project market analysis, including an analysis of local housing market supply, demand, and pricing, and an assessment of project marketability. Submit the information required by this Paragraph II. A.3 as Attachment 3.
4. The proposal shall identify the contact information for all of the project team members. Information should include the name, business affiliation, address, phone number and contact person for each team member. The proposal must identify at a minimum the Respondent, Sponsor, construction contractor, architect/engineer, and attorney. Submit the information required by this Paragraph II. A.4 as Attachment 4.
5. The proposal shall include an organizational chart which identifies the Sponsor and the roles of all team members on the project. Submit the information required by this Paragraph II. A.5 as Attachment 5.
6. The proposal shall describe the past experience of the Sponsor in undertaking similar activities, including details of the last three (3) projects of similar scope and magnitude to the proposed project. In addition, the proposal shall include individual résumés which identify each of the proposed team members' experience in similar roles. Submit the information required by this Paragraph II. A.6 as Attachment 6.
7. The proposal shall include evidence of Sponsor's **ownership** of project site. Evidence shall be in the form of a recorded deed or a recorded certificate of title. Submit the information required by this Paragraph II. A.7 as Attachment 7.
8. The proposal shall include an appraisal of the project performed by a third-

party independent licensed property appraiser. Submit the information required by this Paragraph II.A.8 and Attachment 8.

9. The proposal shall include a detailed development pro forma which includes all project sources and uses of funding and which explicitly states all assumptions and includes all formulas. The development pro forma must be submitted in both hard copy and electronic file format (MS Excel). Submit the information required by this Paragraph II.A.9 as Attachment 9.
10. The proposal shall include a detailed 15-year operating pro forma which includes all project revenues and expenses and which explicitly states all assumptions and includes all formulas. The operating pro forma must be submitted in both hard copy and electronic file (MS Excel) format. Submit the information required by this Paragraph II. A.10 as Attachment 10.
11. The proposal shall include a detailed litigation history of the Sponsor which shall identify any litigation matter in the past five (5) years involving any projects or key personnel employed with Respondent. Submit the information required in this Paragraph II. A.11 as Attachment 11.
12. The proposal shall include documentation evidencing availability of all sources of funding required for the non-SHIP balance of the project development budget, and shall document availability of all sources of operating subsidy (if any), including project-based voucher subsidies. Acceptable documentation includes documentation from the financing source(s) providing a firm or a conditional commitment to financing and identifying all financing terms and conditions. Submit the information required in this Paragraph II. A.12 as Attachment 12.
13. The proposal shall include documentation evidencing availability of the required dollar-for-dollar (100%) municipal match for projects located in the municipalities of Boca Raton, Boynton Beach, Delray Beach, or West Palm Beach. Acceptable documentation includes an executed funding agreement, a resolution or other official action of the municipality's governing body which commits to provide funding to the project, or official municipal documentation evidencing a non-monetary contribution to the project with a quantified monetary value (donated real property or waived municipal fees). This submittal requirement is only applicable to projects located in the municipalities of Boca Raton, Boynton Beach, Delray Beach, or West Palm Beach. If applicable, submit the information required in this Paragraph II. A.13 as Attachment 13.
14. The proposal shall include two (2) years of Externally Audited Financial Statements, Externally Reviewed Financial Statements, Externally Compiled Financial Statements, Federal Income Tax Returns, or Internally Compiled Financial Statements for the Sponsor. Sponsor entities less than two (2) years old shall provide the required documents for the maximum period possible.

Sponsor entities less than one (1) year old shall submit documentation supporting why the requirements of Paragraph II.A.14 cannot be met and shall provide any documentation evidencing the financial status of the organization. Submit the information required in this Paragraph II. A.14 as Attachment 14.

15. The proposal shall identify the current zoning and land use for the project site, the status of development approvals, the availability of required infrastructure, and shall describe the proximity to and availability of schools, commercial facilities, health care services, public transit, and employment centers. Submit the information required in this Paragraph II. A.15 as Attachment 15.
16. The proposal shall include a detailed project schedule including all activities from conceptualization through completion and stabilized operations. The schedule shall include notations as to the current status of all scheduled activities. Submit the information required in the Paragraph II. A.16 as Attachment 16.
17. The proposal shall include an executed public disclosure, in writing, under oath and subject to the penalties prescribed for perjury, on the form attached hereto as **Exhibit C**, disclosing the name and address of every person having a beneficial interest in the proposed transaction. The beneficial interest in any entity registered with the Federal Securities Exchange Commission or registered pursuant to Chapter 517, Florida Statutes, whose interest is for sale to the general public, is exempt and need not be disclosed. All proposals shall specifically identify, in said disclosure, the name of any officer, director, or agent which is also an employee of Palm Beach County. Further, all proposals must specifically identify any County official employee who owns, directly or indirectly, an interest of Sponsor's firm or any of its affiliates. Submit the information required in this Paragraph II. A.17 as Attachment 17.
18. The proposal shall include an executed Drug Free Workplace Certification indicating that the Sponsor has implemented a Drug Free Workplace Program which meets requirements of Section 287.087, Florida Statutes. A Drug Free Workplace Certification is provided as **Exhibit D** to this RFP. If Respondent has not implemented a Drug Free Workplace program, simply complete the form using "not applicable". Submit the information required in this Paragraph II. A.18 as Attachment 18.

**Proposals which fail to provide all proposal requirements listed in Section II.A above will be deemed non-responsive, and will receive no consideration for funding by the Selection Committee.**

**B. Timetable**

The anticipated schedule and deadlines for the RFP are as follows:

<b><u>Activity</u></b>	<b><u>Date, Time, and Location</u></b>
<b>Issue RFP</b>	Advertised <b>Wednesday, November 30, 2016 and Sunday, December 4, 2016.</b>
<b>Pre-Submittal Conference</b>	<b>Wednesday, December 14, 2016, 2:00p.m.</b> , at the McEaddy Conference Room, 12 <sup>th</sup> Floor, PBC Robert Weisman Governmental Center, 301 North Olive Avenue, West Palm Beach, FL 33401.
<b>Submittal Deadline</b>	<b>Monday, January 30, 2017, 4:00p.m.</b> , at the Department of Economic Sustainability, 100 Australian Avenue, Suite 500, West Palm Beach, Florida 33406.
<b>Proposals received after the deadline will be returned without consideration for funding. Modifications to proposals will not be permitted after the deadline.</b>	
<b>Selection Committee Meeting</b>	<b>Wednesday, February 8, 2017, 1:00p.m.</b> , at the McEaddy Conference Room, 12 <sup>th</sup> Floor, PBC Robert Weisman Governmental Center, 301 North Olive Avenue, West Palm Beach, FL 33401.
<b>BCC Consideration</b>	<b>March 14, 2017</b> at the Commission Chambers, 6 <sup>th</sup> Floor, PBC Robert Weisman Governmental Center, 301 North Olive Avenue, West Palm Beach, FL 33401.

**C. Pre-Submittal Conference**

A non-mandatory pre-submittal conference will be held on Wednesday, December 14, 2016, at 2:00pm, and will be located at the PBC Robert Weisman Governmental Center, 301 North Olive Avenue (12<sup>th</sup> Floor McEaddy Conference Room), West Palm Beach, FL 33401. County representatives will verbally present, highlight and reinforce the requirements of the RFP.

**D. Addenda**

If necessary, addenda will be mailed or delivered electronically to all known to have received a complete set of the RFP documents. Copies of the addenda will be made available at the Department of Economic Sustainability, 100 Australian Avenue, Suite 500, West Palm Beach, Florida 33406 where the RFP documents are on file for that purpose. No addenda will be issued later than three (3) calendar days prior to the date for receipt of submittal deadline, except an addendum withdrawing the RFP or one which includes postponement of the submittal deadline.

**E. Submittal Format**

Failure to provide all of the information and documentation required by this RFP (Section II.A—Submittal Requirements) shall result in a proposal being deemed non-responsive. Non-responsive proposals will receive no consideration for funding.

The Respondent must submit ten (10) copies of the complete proposal. One (1) original copy must be in loose leaf form, on paper no larger than 8.5" x 11" and reproducible without color copying. The remaining nine (9) copies shall be bound with tabbed/identified sections for each required Attachment.

**F. Submittal Deadline**

**Complete proposal submittals must be received by DES no later than 4:00p.m. Monday, January 30, 2017, at DES offices located at 100 Australian Avenue, Suite 500, West Palm Beach, FL 33406.**

The Respondent is solely responsible for ensuring that its proposal arrives prior to the closing date and time. Delivery problems by third parties are not a valid excuse for missing the closing date or time. The words RFP DES.2016.2 must be boldly printed on the proposal.

**G. Responsiveness Review and Underwriting**

Each proposal shall be reviewed by the County to determine, in its sole discretion, if the proposal is responsive to the RFP. **A responsive proposal is one which 1) has been submitted by the specified submittal deadline; and 2) has provided all information and documentation required by Section II.A—Proposal Requirements.**

Proposals deemed to be non-responsive shall be rejected without being evaluated by the Selection Committee.

While poor formatting, poor documentation, and/or incomplete or unclear information may not be cause to classify a proposal as non-responsive, such substandard submissions may adversely impact the evaluation of a proposal.

Respondents who fail to comply with the required and/or desired elements of this RFP do so at their own risk.

**H. Contact Person**

The contact person for this RFP is Carlos Serrano, Director of Strategic Planning and Operations, in the Department of Economic Sustainability. The mailing address, phone number, fax number and e-mail address are:

Carlos Serrano  
Department of Economic Sustainability  
100 Australian Avenue, Suite 500  
West Palm Beach, FL 33406  
Phone: (561) 233-3608  
Fax: (561) 656-7563  
[cserrano@pbcgov.org](mailto:cserrano@pbcgov.org)

**I. Lobbying - "Cone of Silence"**

Respondents are advised that the "Palm Beach County Lobbyist Registration Ordinance", a copy of which is attached hereto as Exhibit E, is in effect. The Respondent shall read and familiarize themselves with all of the provisions of said Ordinance, but for convenience, the provisions relating to the Cone of Silence have been summarized here. "Cone of Silence" means a prohibition on any non-written communication regarding this RFP between any Respondent, Sponsor, or Respondent's/Sponsor's representative and any County Commissioner or Commissioner's staff. A Respondent's/Commissioners representative shall include but not be limited to the Respondent's/Sponsor's employee, partner, officer, director or consultant, lobbyist, or any actual or potential subcontractor or consultant of the Respondent/Sponsor. The Cone of Silence is in effect as of the submittal deadline. The provisions of this Ordinance shall not apply to oral communications at any public proceeding, including pre-bid conferences, oral presentations before selection committees, or negotiations during any public meeting. The Cone of Silence shall terminate at the time that the BCC awards or approves a funding award, rejects all proposals or otherwise takes action which ends the solicitation process.

**J. Postponement/Cancellation**

The County may, at its sole and absolute discretion, reject any and all, or parts of any and all proposals; re-advertise this RFP; postpone or cancel this RFP process; or waive any irregularities in this RFP or in the proposals received as a result of this RFP.

**K. Costs Incurred by Respondents**

All costs involved with the preparing and submission of Respondent's proposal to

the County, and any work performed in connection therewith and in negotiating a proposed final agreement(s) shall be borne by the Respondent.

**L. Right of Clarification**

The County retains the right to contact Respondents after submittal in order to obtain supplemental information and/or clarification in either oral or written form.

**M. Delineation of RFP**

This is a Request for Proposals. The County reserves the right to reject all proposals or to negotiate individually with one or more Respondents, and to select a proposal on the basis of what the Selection Committee or the BCC determines to be in the best interest of the County.

**N. Proprietary/Confidential Information**

All information submitted as part of, or in support of, proposals will be available for public inspection after submittal of proposals, in compliance with Chapters 119 and 286, Florida Statutes, popularly known as the "Public Records Law" and the "Government in the Sunshine Law", respectively.

**O. Non-Discrimination**

Palm Beach County does not discriminate on the basis of race, disability, color, sex, sexual orientation, religion, ancestry, age, gender identity or expression, genetic information, marital status, familial status, or national origin. Palm Beach County provides equal housing opportunities to all individuals.

**P. Rules, Regulations, Licensing Requirements**

The Sponsor shall comply with all laws, ordinances, and regulations applicable to the agreement contemplated herein, including those applicable to conflict of interest and collusion. Sponsors are presumed to be familiar with all federal, state, and local laws, ordinances, codes, and regulations that may in any way affect the contract, especially Executive Order No. 11246 entitled "Equal Employment Opportunity" and as amended by Executive Order No. 11375, as supplemented by the Department of Labor Regulations (41 CFR, Part 60).

**Q. Disclaimer**

All documents and information, whether written, oral or otherwise, provided by the County relating to this RFP are being provided solely as an accommodation and for informational purposes only, and the County is not making any representations or warranties of any kind as to the truth, accuracy or completeness, or the sources thereof. County shall have no liability whatsoever relating to such documents and information and all parties receiving the same



shall not be entitled to rely on such documents and information, but shall have a duty to independently verify the accuracy of the information contained therein.

**R. Public Entity Crime**

As provided in Florida Statutes 287.132-133, by entering into this RFP or performing any work in furtherance hereof, the Respondent certifies that it, its affiliates, suppliers, subcontractors and consultants who will perform hereunder, have not been placed on the convicted vendor list maintained by the State of Florida Department of Management Services within the thirty-six (36) months immediately preceding the date hereof. This notice is required by Florida Statutes 287.133(3)(a).

**S. Insurance**

The Sponsor shall be required to comply with County insurance requirements at such time that an agreement is executed.

**T. Palm Beach County Office of the Inspector General**

Palm Beach County has established the Office of Inspector General in Palm Beach County Code, Section 2-421 - 2-440, as may be amended. The Inspector General's authority includes but is not limited to the power to review past, present and proposed County contracts, transactions, accounts and records, to require the production of records, and to audit, investigate, monitor, and inspect the activities of any party doing business with the County, including the party's officers, agents, employees, and lobbyists in order to ensure compliance with contract requirements and detect corruption and fraud. All consultants and parties doing business with the County shall fully cooperate with the Inspector General including providing access to records relating to this RFP and any resulting contract. Failure to cooperate with Inspector General or interfering with or impeding any investigation shall be in violation of Palm Beach County Code, Section 2-421 – 2-440, and punished pursuant to Section 125.69, Florida Statutes, in the same manner as a second degree misdemeanor.

### **SECTION III**

#### **A. Proposal Evaluation**

A Selection Committee will be designated for evaluation of all responsive proposals. Non-responsive proposals will not be evaluated by the Selection Committee. The Selection Committee shall conduct its evaluation in adherence with the program requirements and evaluation criteria outlined in this RFP. The County reserves the right to appoint non County employee(s) to the Selection Committee.

The following criteria will be used by the Selection Committee as a guideline in evaluating proposals, and is not intended to identify all items within each category to be considered. The Selection Committee will award scores up to the maximum amounts identified for each criterion to result in a combined total of up to 100 points.

30 Points - Sponsor and team member qualifications and experience with similar projects

15 Points - Ability to meet SHIP encumbrance deadline of June 30, 2018 and expenditure/completion/occupancy deadline of June 30, 2019.

15 Points - Financial viability of the project.

15 Points - Leveraging of other development funding sources.

10 Points - Quality of proposed housing product (development plan, features, amenities, proximity to services and facilities)

15 Points - Special Needs preference. Extent to which project will serve special needs populations, including: veterans; disabled (physical, mental, developmental); youth aging out of foster care; victims of domestic violence; and the homeless.

**The Selection Committee meeting will be held Wednesday, February 8, 2017, at 1:00pm and located at the PBC Robert Weisman Governmental Center, 301 North Olive Avenue (12<sup>th</sup> Floor McEaddy Conference Room), West Palm Beach, FL 33401.**

#### **B. Oral Presentation(s)**

Respondents may be required to make oral presentations during the Selection Committee Meeting, and possibly, to answer questions in support of their proposal or to exhibit or otherwise demonstrate the information contained therein.

**C. Award Recommendation(s)**

The recommendation(s) to award, if any, will be made to in favor of the proposal considered to be the most advantageous to the County as determined by vote of the Selection Committee. The Department of Economic Sustainability will post the award recommendation(s) for review.

**D. Funding Award**

The Department of Economic Sustainability will present recommendations for funding award to the Palm Beach County Board of County Commissioners (BCC) at a public meeting. **The BCC has the sole authority to award funding under this RFP.** The BCC, at its sole discretion, may elect to award funding per the recommendations of the Selection Committee, in a modified manner, or in a completely different manner.

**E. Agreement Negotiations**

After approval by the BCC, the County will enter into negotiations with the Sponsor(s) awarded funding. If the County and the Sponsor(s) cannot successfully negotiate an agreement, the County may terminate said negotiations and the funding award, and may elect to initiate negotiations with the next highest ranked Respondent/Sponsor, but is under no obligation to do so. This process may continue until an agreement(s) has been executed or until the County elects to terminate the process. No Respondent/Sponsor shall have any right against the County arising from such negotiations or termination.

**F. Right of Appeal**

Respondents/Sponsors may appeal any recommendation for award to the BCC. There is no administrative appeal procedure.

EXHIBIT A: 2016 TENANT INCOME LIMITS AND AFFORDABLE RENTS

2016 SHIP Program Income Limits and Rent Limits  
Florida Housing Finance Corporation

Income Percentage Category	Income Limit by Number of Persons in Household									
	1	2	3	4	5	6	7	8	9	10
30%	\$14,150	\$16,150	\$20,160	\$24,300	\$28,440	\$ 32,580	\$ 36,730	\$ 40,890	*	*
50% (Very Low)	\$23,550	\$26,900	\$30,250	\$33,600	\$36,300	\$ 39,000	\$ 41,700	\$ 44,400	\$ 47,040	\$ 49,728
80% (Low)	\$37,650	\$43,000	\$48,400	\$53,750	\$58,050	\$ 62,350	\$ 66,650	\$ 70,950	\$ 75,264	\$ 79,565
120%	\$56,520	\$64,560	\$72,600	\$80,640	\$87,120	\$ 93,600	\$ 100,080	\$106,560	\$112,896	\$119,347
140%	\$65,940	\$75,320	\$84,700	\$94,080	\$101,640	\$109,200	\$116,760	\$124,320	\$131,712	\$139,238

\*No figure provided by FHFC.

Income Percentage Category	Rent Limit by Number of Bedrooms in Unit					
	0	1	2	3	4	5
30%	\$ 353	\$ 378	\$ 504	\$ 659	\$ 814	\$ 970
50% (Very Low)	\$ 588	\$ 630	\$ 756	\$ 873	\$ 975	\$ 1,076
80% (Low)	\$ 941	\$ 1,008	\$ 1,210	\$ 1,397	\$ 1,558	\$ 1,720
120%	\$ 1,413	\$1,513	\$ 1,815	\$ 2,097	\$ 2,340	\$ 2,583
140%	\$ 1,648	\$1,765	\$ 2,117	\$ 2,446	\$ 2,730	\$ 3,013

Source: Florida Housing Finance Corporation

EXHIBIT B: RESPONDENT CERTIFICATION FORM

RESPONDENT CERTIFICATION FORM

By signing below, the undersigned \_\_\_\_\_, as  
\_\_\_\_\_ of \_\_\_\_\_ (the  
Respondent), a \_\_\_\_\_ i.e. Florida corporation) hereby  
certifies that the undersigned is duly authorized to sign this Respondent Certification Form  
on behalf of the Respondent and that this Respondent Certification Form shall be fully  
binding upon Respondent. Respondent hereby covenants and agrees to comply with the  
terms of RFP DES.2016.2 and related Addenda and to attempt to negotiate in good  
faith with County the terms of an agreement and will implement the response  
submitted by Respondent of the RFP. The Respondent further covenants and agrees that it  
has received all of the information referenced in the RFP, that Respondent fully  
understands the same, that Respondent completely and accurately completed the  
response submitted by Respondent pursuant to the RFP, that the information  
contained in such response submitted by Respondent is true and correct and that  
Respondent shall be bound by the terms and conditions of the RFP and the  
covenants, agreements and representations made by Respondent herein and in the  
response submitted by Respondent to the RFP.

Date of Execution by Respondent: \_\_\_\_\_, 2017

\_\_\_\_\_  
RESPONDENT By: \_\_\_\_\_  
Signature

Its: \_\_\_\_\_  
SEAL Print Signatory's Name

The foregoing Respondent Certification Form was acknowledged before me this \_\_\_\_ day  
of \_\_\_\_\_, 2017, \_\_\_\_\_ the  
\_\_\_\_\_ of \_\_\_\_\_, a  
\_\_\_\_\_ (state and type of entity), who is personally known to  
me OR who produced \_\_\_\_\_ as identification and who did  
take an oath.

\_\_\_\_\_  
Notary Public NOTARY PUBLIC  
\_\_\_\_\_  
Print Notary Name State of \_\_\_\_\_ at Large  
My Commission Expires:  
My Commission Expires:

EXHIBIT C: DISCLOSURE OF BENEFICIAL INTERESTS

DISCLOSURE OF BENEFICIAL INTERESTS  
(REQUIRED BY FLORIDA STATUTES 286.23)

TO: PALM BEACH COUNTY CHIEF OFFICER, OR HIS OR HER OFFICIALLY  
DESIGNATED REPRESENTATIVE

STATE OF FLORIDA  
COUNTY OF PALM BEACH

BEFORE ME, the undersigned authority, this day personally appeared, \_\_\_\_\_,  
hereinafter referred to an Affiant who being by me first duly sworn, under oath, deposes and  
states as follows:

- 1. Affiant is the \_\_\_\_\_ of \_\_\_\_\_, which entity is the  
Sponsor of the project seeking funding award from Palm Beach County through Request for  
Proposals DES.2016.2.
- 2. Affiant's address is: \_\_\_\_\_
- 3. **Attached hereto, and made a part hereof, as Attachment 1** is a complete listing of  
the names and addresses of every person or entity having a five percent (5%) or greater  
beneficial interest in the proposed SHIP project and the percentage interest of each such person  
or entity.
- 4. Affiant acknowledges that this Affidavit is given to comply with Florida Statutes 286.23,  
and will be relied upon by Palm Beach County.
- 5. Affiant further states that Affiant is familiar with the nature of an oath and with the  
penalties provided by the laws of the State of Florida for falsely swearing to statements under  
oath.
- 6. Under penalty of perjury, Affiant declares that Affiant has examined this Affidavit and to  
the best of Affiant's knowledge and belief it is true, correct, and complete.

FURTHER AFFIANT SAYETH NAUGHT.

By \_\_\_\_\_

\_\_\_\_\_, Affiant

The foregoing instrument was sworn to, subscribed and acknowledged before me this  
\_\_\_\_ day of \_\_\_\_\_, 20\_\_, by \_\_\_\_\_, who is  
personally known to me OR who produced \_\_\_\_\_ as identification and  
who did take an oath.

(NOTARY SEAL BELOW)

Notary Signature: \_\_\_\_\_

Notary Name: \_\_\_\_\_  
Notary Public State of Florida

**ATTACHMENT 1 TO DISCLOSURE OF BENEFICIAL INTERESTS**

**SCHEDULE TO BENEFICIAL INTERESTS IN PROJECT PROPOSAL**

Affiant is only required to identify five percent (5%) or greater beneficial interest holders in the proposed project. If none, so state. Affiant must identify individual owners. If, by way of example, the proposed project is wholly or partially owned by another entity, such as a corporation, Affiant must identify such other entity, its address and percentage interest, as well as such information for the individual owners of such other entity.

NAME	ADDRESS	PERCENTAGE OF INTEREST



**EXHIBIT D: DRUG FREE WORKPLACE CERTIFICATION**

Preference shall be given to businesses with drug-free workplace programs. Pursuant to Section 287.087, Florida Statutes, whenever two or more competitive solicitations that are equal with respect to price, quality, and service are received by the State or by any political subdivision for the procurement of commodities or contractual services, a response received from a business that certifies that it has implemented a drug-free workplace program shall be given preference in the award process. Established procedures for processing tie responses will be followed if none of the tied providers has a drug free workplace program. In order to have a drug-free workplace program, a business shall:

1. Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.
2. Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.
3. Give each employee engaged in providing the commodities or contractual services that are under proposal a copy of the statement specified in Subsection (1).
4. In the statement specified in Subsection (1), notify the employees that, as a condition of working on the commodities or contractual services that are under proposal, the employee will abide by the terms of the statement and will notify the employer of any conviction of, or plea of guilty or *nolo contendere* to, any violation of Chapter 894, Florida Statutes, or of any controlled substance law of the United States or any state, for a violation occurring in the workplace no later than five (5) days after such conviction.
5. Impose a sanction on any employee who is so convicted or require the satisfactory participation in a drug abuse assistance or rehabilitation program as such is available in the employee's community.
6. Make a good faith effort to continue to maintain a drug-free workplace through implementation of applicable laws, rules and regulations.

As the person authorized to sign the statement, I certify that this firm complies fully with the above requirements.

\_\_\_\_\_  
BUSINESS NAME

\_\_\_\_\_  
PROVIDER'S SIGNATURE

## EXHIBIT E: PALM BEACH COUNTY LOBBYIST REGISTRATION ORDINANCE

### ARTICLE VIII. - LOBBYIST REGISTRATION<sup>[23]</sup>

Footnotes:

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**Editor's note**— The amendments to Art. VIII, §§ 2-351—2-357, made by Ord. No. 2011-039, adopted Dec. 20, 2011, became effective on April 2, 2012.

#### Sec. 2-351. - Title and purpose.

- (a) This article may be cited as the "Palm Beach County Lobbyist Registration Ordinance."
- (b) The board of county commissioners of the county and the governing bodies of the municipalities located within the county hereby determine that the operation of responsible government requires that the fullest opportunity be afforded to the people to petition their county and local governments for the redress of grievances and to express freely to the elected officials their opinions on legislation and other actions and issues; that to preserve and maintain the integrity of the governmental decision-making process, it is necessary that the identity and activities of certain persons who engage in efforts to influence the county commissioners, members of the local municipal governing bodies, mayors or chief executive officers that are not members of local municipal governing bodies, county and municipal advisory board members, and county and municipal employees on matters within their official duties, be publicly and regularly disclosed. In accordance with Section 1.3 of the County Charter, this article shall not apply in any municipality that has adopted an ordinance in conflict governing the same subject matter.

(Ord. No. 03-018, § 1, 5-20-03; Ord. No. 2011-039, § 1(Exh. 1), 12-20-11)

#### Sec. 2-352. - Definitions.

Unless expressly provided herein to the contrary, for purposes of this article, the following definitions will apply:

*Advisory board* shall mean any advisory or quasi-judicial board created by the board of county commissioners, by the local municipal governing bodies, or by the mayors who serve as chief executive officers or by mayors who are not members of local municipal governing bodies.

*Board* will mean the board of county commissioners of Palm Beach County, Florida.

*County commissioner* will mean any member of the board of county commissioners of Palm Beach County, Florida.

*Central lobbyist registration site* will mean the official location for countywide lobbyist registration.

*Lobbying* shall mean seeking to influence a decision through oral or written communication or an attempt to obtain the goodwill of any county commissioner, any member of a local municipal governing body, any mayor or chief executive officer that is not a member of a local municipal governing body, any advisory board member, or any employee with respect to the passage, defeat or modification of any item which may foreseeably be presented for consideration to the advisory board, the board of county commissioners, or the local municipal governing body lobbied as applicable.

*Lobbyist* shall mean any person who is employed and receives payment, or who contracts for economic consideration, for the purpose of lobbying on behalf of a principal, and shall include an employee whose principal responsibility to the employer is overseeing the employer's various relationships with government or representing the employer in its contacts with government. "Lobbyist" shall not include:

- (1) Any employee, contract employee, or independent contractor of a governmental agency or entity lobbying on behalf of that agency or entity, any elected local official when the official is lobbying on behalf of the governmental agency or entity which the official serves, or any member of the official's staff when such staff member is lobbying on an occasional basis on behalf of the governmental agency or entity by which the staff member is employed.
- (2) Any person who is retained or employed for the purpose of representing an employer, principal or client only during a publicly noticed quasi-judicial hearing or comprehensive plan hearing, provided the person identifies the employer, principal or client at the hearing.
- (3) Any expert witness who is retained or employed by an employer, principal or client to provide only scientific, technical or other specialized information provided in agenda materials or testimony only in public hearings, so long as the expert identifies the employer, principal or client at the hearing.
- (4) Any person who lobbies only in his or her individual capacity for the purpose of self-representation and without compensation.
- (5) Any employee, contract employee, or independent contractor of the Palm Beach County League of Cities, Inc. lobbying on behalf of that entity.

*Local municipal governing body* will mean the councils and commissions of the municipalities located within Palm Beach County, Florida.

*Member of local municipal governing body* will mean any member of the municipal council or commission.

*Official or employee* means any official or employee of the county or the municipalities located within the county, whether paid or unpaid. The term "employee" includes but is not limited to all managers, department heads and personnel of the county or the municipalities located within the county. The term also includes contract personnel and contract administrators performing a government function, and chief executive officer who is not part of the local governing body. The term "official" shall mean members of the board of county commissioners, a mayor, members of local municipal governing bodies, and members appointed by the board of county commissioners, members of local municipal governing bodies or mayors or chief executive officers that are not members of local municipal governing body, as applicable, to serve on any advisory, quasi judicial, or any other board of the county, state, or any other regional, local, municipal, or corporate entity.

*Palm Beach County Commission on Ethics* means the commission established in section 2-254 et seq. to administer and enforce the ethics regulations set forth herein, and may also be referred to as the "commission on ethics" in this article.

*Persons and entities* shall be defined to include all natural persons, firms, associations, joint ventures, partnerships, estates, trusts, business entities, syndicates, fiduciaries, corporations, and all other organizations.

*Principal* shall mean the person or entity a lobbyist represents, including a lobbyist's employer or client, for the purpose of lobbying.

(Ord. No. 03-018, § 2, 5-20-03; Ord. No. 03-055, Pt. I, 11-18-03; Ord. No. 2009-051, pt. 2, 12-15-09; Ord. No. 2011-039, § 1(Exh. 1), 12-20-11)

Sec. 2-353. - Registration and expenditures.

- (a) *Registration required.* Prior to lobbying, all lobbyists shall submit an original, fully executed registration form to county administration, which shall serve as the official location for countywide lobbyist registration and which shall be known as the "central lobbyist registration site." The registration may be submitted in paper or electronic form pursuant to countywide policies and procedures. Each lobbyist is required to submit a separate registration for each principal represented. A registration fee of twenty-five dollars (\$25.00) must be included with each registration form submitted. A registrant shall promptly send a written statement to county administration canceling the registration for a principal upon termination of the lobbyist's representation of that principal. This statement shall be signed by the lobbyist. Lobbying prior to registration is prohibited. It is the responsibility of the lobbyist to keep all information contained in the registration form current and up to date.
- (b) *Registration form.* The registration form shall be prepared by county administration and shall require the following information:
- (1) The name, phone number and address of the lobbyist;
  - (2) The name, phone number and address of the principal represented;
  - (3) The date the lobbyist was initially retained by the principal;
  - (4) The nature and extent of any direct business association or partnership the lobbyist and principal might have with any current county commissioner, member of a local municipal governing body, mayor or chief executive office that is not a member of a local municipal governing body, advisory board member, or employee;
  - (5) The area of legislative interest;
  - (6) A statement confirming that the registrant is authorized to represent the principal;
  - (7) Signatures of both the registrant and principal where such signatures may be made electronically pursuant to countywide policies and procedures; and
  - (8) The county or municipalities to be lobbied.
- (c) *Registration exceptions.* Registration shall not be required for the following:
- (1) Persons under contract with the county or municipalities as applicable who communicate with county commissioners, members of local municipal governing bodies, mayors or chief executive officers that are not members of a local municipal governing body, advisory board members or employees regarding issues related only to the performance of their services under their contract;
  - (2) Any attorney representing a client in an active or imminent judicial proceeding, arbitration proceeding, mediation proceeding where a mediator is present, or formal administrative hearing conducted by an administrative law judge in the division of administrative hearings, in which the county or municipality as applicable is a party, who communicates with county or municipal attorneys on issues related only to the subject matter of the judicial proceeding, arbitration proceeding, mediation proceeding, or formal administrative hearing. This exception to the registration requirement includes communications with other government officials and employees conducted during depositions, mediation, arbitration hearings or trial, judicial hearings or trial, and settlement negotiations for active litigation, so long as the county or municipal attorneys are present for those communications.
- (d) *Reporting of expenditures.* Commencing November 1, 2011, and by November 1 of each year thereafter, all lobbyists shall submit to the central lobbyist registration site a signed statement under oath listing all expenditures made by the lobbyist in lobbying county or municipal officials and employees in excess of twenty-five dollars (\$25.00) for the preceding fiscal year commencing on October 1 and ending on September 30. A statement shall be filed even if there have been no expenditures during the reporting period. The statement shall list in detail each expenditure category, including food and beverage, entertainment, research, communications, media advertising, publications, travel, lodging and special events. Political contributions and expenditures which are reported under election laws as well as campaign-related personal services provided without

compensation are excluded from the reporting requirements. A lobbyist or principal's salary, office overhead expenses and personal expenses for lodging, meals and travel also are excluded from the reporting requirements. Research is an office expense unless it is performed by independent contractors rather than by the lobbyist or the lobbyist's firm.

- (1) The county administrator of the central lobbyist registration site shall provide notice of violation to any lobbyist who fails to timely file an expenditure report and shall also notify the county commission on ethics of this failure. In addition to any other penalties which may be imposed under this article, any lobbyist who fails to file the required expenditure report within thirty (30) days of the date of notice of violation shall be suspended from lobbying unless the notice of violation has been appealed to the commission on ethics.
- (e) *False statements.* A lobbyist shall not knowingly make, or cause to be made, a false statement or misrepresentation in maintaining registration or when lobbying county commissioners, members of local municipal governing bodies, mayors or chief executive officers that are not members of local municipal governing bodies, advisory board members, or employees.
- (f) *Existing county registrations.* All registrations on file and in effect with the county before the effective date of this ordinance shall remain in full force and effect.

(Ord. No. 03-018, § 3, 5-20-03; Ord. No. 03-055, Pt. II, 11-18-03; Ord. No. 2009-051, pt. 2, 12-15-09; Ord. No. 2011-039, § 1(Exh. 1), 12-20-11)

Sec. 2-354. - Record of lobbying contacts.

- (a) *Contact log.* Except when appearing before the board, local municipal governing body, or any advisory board, all persons shall sign, for each instance of lobbying, contact logs maintained and available in the office of reception of each department of county or municipal government as applicable. The person shall provide his or her name, whether or not the person is a lobbyist as defined in this article, the name of each principal, if any, represented in the course of the particular contact, and the subject matter of the lobbying contact. All contact logs shall be maintained by the county or municipality as applicable for a period of five (5) fiscal years.
- (b) *Lobbying outside of county or municipal offices.* In the event that a lobbyist engages in lobbying which is outside of county or municipal offices as applicable, and which is a scheduled appointment initiated by any person for the purpose of lobbying, the lobbyist shall advise in writing the commissioner's office, the member of a local municipal governing board's office, the mayor or chief executive officer's office, the advisory board member's office, or the employee's department office as appropriate of the calendar scheduling of an appointment and the subject matter of the lobbying contact.

(Ord. No. 03-018, § 4, 5-20-03; Ord. No. 2011-039, § 1(Exh. 1), 12-20-11)

Sec. 2-355. - Cone of silence.

- (a) "Cone of silence" means a prohibition on any communication, except for written correspondence, regarding a particular request for proposal, request for qualification, bid, or any other competitive solicitation between:
  - (1) Any person or person's representative seeking an award from such competitive solicitation; and
  - (2) Any county commissioner or commissioner's staff, any member of a local governing body or the member's staff, a mayor or chief executive officer that is not a member of a local governing body or the mayor or chief executive officer's staff, or any employee authorized to act on behalf of the commission or local governing body to award a particular contract.

- (b) For the purposes of this section, a person's representative shall include but not be limited to the person's employee, partner, officer, director, consultant, lobbyist, or any actual or potential subcontractor or consultant of the person.
- (c) The cone of silence shall be in effect as of the deadline to submit the proposal, bid, or other response to a competitive solicitation. The cone of silence applies to any person or person's representative who responds to a particular request for proposal, request for qualification, bid, or any other competitive solicitation, and shall remain in effect until such response is either rejected by the county or municipality as applicable or withdrawn by the person or person's representative. Each request for proposal, request for qualification, bid or any other competitive solicitation shall provide notice of cone of silence requirements and refer to this article.
- (d) The provisions of this article shall not apply to oral communications at any public proceeding, including pre-bid conferences, oral presentations before selection committees, contract negotiations during any public meeting, presentations made to the board or local municipal governing body as applicable, and protest hearings. Further, the cone of silence shall not apply to contract negotiations between any employee and the intended awardee, any dispute resolution process following the filing of a protest between the person filing the protest and any employee, or any written correspondence at any time with any employee, county commissioner, member of a local municipal governing body, mayor or chief executive officer that is not a member of the local municipal governing body, or advisory board member or selection committee member, unless specifically prohibited by the applicable competitive solicitation process.
- (e) The cone of silence shall not apply to any purchases made in an amount less than the competitive bid threshold set forth in the county purchasing ordinance (County Code, chapter 2, article III, division 2, part A, section 2-51 et seq.) or municipal ordinance as applicable.
- (f) The cone of silence shall terminate at the time the board, local municipal governing body, or a county or municipal department authorized to act on behalf of the board or local municipal governing body as applicable, awards or approves a contract, rejects all bids or responses, or otherwise takes action which ends the solicitation process.
- (g) Any contract entered into in violation of the cone of silence provisions in this section shall render the transaction voidable.

(Ord. No. 03-018, § 5, 5-20-03; Ord. No. 03-055, Pt. 3, 11-18-03; Ord. No. 2009-051, pt. 2, 12-15-09; Ord. No. 2011-039, § 1(Exh. 1), 12-20-11)

#### Sec. 2-356. - Enforcement.

- (a) If the county administrator or municipal administrator as applicable is informed of any person who has failed to comply with the requirements of this article, he or she shall conduct a preliminary investigation as deemed necessary under the circumstances. In the event the county administrator or municipal administrator as applicable determines that a violation may have occurred based on the results of the investigation, the county administrator or municipal administrator as applicable shall forward the matter to the county commission on ethics for further investigation and enforcement proceeding as set forth in article XIII of this chapter, the countywide code of ethics. For the purposes of further investigation and enforcement by the commission on ethics, a complaint submitted under this subsection by the county administrator or municipal administrator shall be deemed legally sufficient.
- (b) The commission on ethics may process any other legally sufficient complaints of violations under this article pursuant to the procedures established in article XIII of this chapter.

(Ord. No. 03-018, § 6, 5-20-03; Ord. No. 2009-051, pt. 2, 12-15-09; Ord. No. 2010-043, pt. 6, 9-28-10; Ord. No. 2011-039, § 1(Exh. 1), 12-20-11)

Sec. 2-357. - Penalties.

Violations of this article shall be punishable as follows:

- (1) Failure to properly register as required by section 3-353 of this article shall be deemed a single violation, punishable by a fine of two hundred fifty dollars (\$250.00) per day for each day an unregistered lobbyist engages in lobbying activity, in an amount not to exceed a total of two thousand five hundred dollars (\$2,500.00).
- (2) Failure to properly provide lobbying contact information as required by section 2-354 of this article shall be punishable by a fine of two hundred fifty dollars (\$250.00) for each violation.
- (3) Violations of the cone of silence set forth in section 2-355 of this article shall be punishable by a fine of two hundred fifty dollars (\$250.00) for each violation.
- (4) Any person who knowingly makes or causes to be made a false statement or misrepresentation in maintaining a lobbyist registration shall be subject to a fine of two hundred fifty dollars (\$250.00) for each violation.
- (5) Any person who violates the provisions of this article more than once during a twelve-month period shall be prohibited from lobbying as follows: A second violation shall result in a prohibition of one (1) year; a third violation shall result in a prohibition of two (2) years.
- (6) The penalties provided in this section shall be exclusive penalties imposed for any violation of the registration, contact log, and cone of silence requirements of this article. Willful and knowing violations of this article shall be referred by the commission on ethics to the state attorney for prosecution in the same manner as a first degree misdemeanor pursuant to F.S. § 125.69. Failure or refusal of any lobbyist to comply with any order of the commission on ethics shall be punishable as provided by law, and shall otherwise be subject to such civil remedies as the county or municipality as applicable may pursue, including injunctive relief.

(Ord. No. 03-018, § 7, 5-20-03; Ord. No. 2009-051, pt. 2, 12-15-09; Ord. No. 2011-039, § 1(Exh. 1), 12-20-11)

Secs. 2-358—2-370. - Reserved.





**Addendum No. "1" TO RFP DES.2016.2**

**Request for Proposals (RFP)  
Palm Beach County  
State Housing Initiatives Partnership (SHIP)  
Multi-Family Rental Rehabilitation Program**

Date of Addendum No. "1" Issued:

December 16, 2016

Addendum Coordinator:

Carlos Serrano  
Economic Sustainability  
100 Australian Avenue, Suite 500  
West Palm Beach, FL 33406  
Phone: 561-233-3608  
Fax: 561-656-7563  
E-mail: [cserrano@pbcgov.org](mailto:cserrano@pbcgov.org)

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**PURPOSE OF THIS ADDENDUM:**

The purpose of this Addendum is to:

1. Revise the RFP selection criteria.

**GENERAL INSTRUCTIONS:**

- This Addendum No. "1" constitutes an integral part of the RFP and shall be read in conjunction with the RFP.
- Where inconsistent with the original RFP, this Addendum shall govern.
- It is the responsibility of all respondents to the RFP to conform to this Addendum.
- Unless specifically changed herein, all other requirements, terms and conditions of the RFP remain unchanged and can only be modified if in writing.
- Respondents shall acknowledge receipt of this Addendum on the form included with this Addendum as Exhibit "A". Respondents shall include

Exhibit "A" in their submittal in response to the RFP as **Attachment 19**.

**REVISIONS TO THE RFP**

**1. Respondents are directed to Section III.A. Section III.A. is struck in its entirety and replaced by the following:**

A Selection Committee will be designated for evaluation of all responsive proposals. Non-responsive proposals will not be evaluated by the Selection Committee. The Selection Committee shall conduct its evaluation in adherence with the program requirements and evaluation criteria outlined in this RFP. The County reserves the right to appoint non County employee(s) to the Selection Committee.

The following criteria will be used by the Selection Committee as a guideline in evaluating proposals, and is not intended to identify all items within each category to be considered. The Selection Committee will award scores up to the maximum amounts identified for each criterion to result in a combined total of up to 100 points.

25 Points - Sponsor and team member qualifications and experience with similar projects

15 Points - Ability to meet SHIP encumbrance deadline of June 30, 2018 and expenditure/completion/occupancy deadline of June 30, 2019.

15 Points - Financial viability of the project.

10 Points - Leveraging of other development funding sources.

15 Points - Quality of proposed housing product (development plan, features, amenities, proximity to services and facilities)

10 Points - Special Needs preference. Extent to which project will serve special needs populations, including: veterans; disabled (physical, mental, developmental); youth aging out of foster care; victims of domestic violence; and the homeless.

10 Points - Glades Region preference. Project is located in Glades Region of Palm Beach County.

**The Selection Committee meeting will be held Wednesday, February 8, 2017, at 1:00pm and located at the PBC Robert Weisman Governmental Center, 301 North Olive Avenue (12<sup>th</sup> Floor McEaddy Conference Room), West Palm Beach, FL 33401.**

**EXHIBIT A**

**to**

**ADDENDUM No. “1”**

**to**

**RFP DES.2016.2**

**ADDENDUM ACKNOWLEDGEMENT FORM**

**to**

**Addendum No. "1"**

**to**

**RFP DES.2016.2**

**By signing this Form, Respondent acknowledges receipt of this Addendum No. "1" to RFP DES.2016.2**

**Respondents shall include this Acknowledgement Form as Attachment 19 to their proposal.**

**This Addendum consists of four (4) pages.**

**Respondent:**\_\_\_\_\_

**Name & Title:** \_\_\_\_\_

**Signed:** \_\_\_\_\_ **Date:**\_\_\_\_\_

***ATTACHMENT 3 & 4***

***OVER 600 PAGES***

***CAN BE VIEWED IN MINUTES***