



### ADDENDUM NO. 3

**TITLE:** Re-bid No.3 of Former Gove  
Elementary School Property Development

**RFP NO:** 05-2022

**DATE:** 10/26/2022

**RFP CLOSING DATE:** 11/14/2022-@ 3:00PM

**NUMBER OF PAGES:** 4

This Addendum to the drawings, specifications and contract documents is issued to provide additional information and clarification to the original RFP documents and is hereby declared a part of the original drawings, specifications and contract documents. In case of conflict, this Addendum shall govern.

Proposers shall acknowledge receipt of this Addendum in the appropriate place in the RFP form.

**Description:**

1. Pre-proposal meeting minutes.
2. Addendum cover page.

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**CITY OF BELLE GLADE**

A handwritten signature in blue ink, appearing to be "Neil Appel", is written over a horizontal line.

**Neil Appel, C.P.M.**  
**Purchasing Manager**

**PROPOSER**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Printed, Title**

\_\_\_\_\_  
**COMPANY**



## Pre-Proposal Conference Meeting Minutes

RFP # 05-2022

Name: Re-bid No.3 of Former Gove Elementary School Property  
Development

Date: Wednesday, October 25<sup>th</sup>, 2022 Time: 10:00AM

Attendees:

Proposers: See attached sign in sheet.

City :

Maria Camporeale	MC	Forestar Land Acquisition director
Kareem Abdus-Salaam	KAS	Green Oasis Homes-President
Ralph Byrd	RB	Green Oasis Homes-VP Development
Stephanie COLE	SC	Green Oasis Homes-Administrative Assistant
Ashley Davis	AD	Purchasing Coordinator
Neil Appel	NA	Purchasing Manager

The meeting commenced at 10:10 AM.

	<b>1</b>	<b>INTRODUCTIONS-OVERVIEW</b>	
NA		1.1	Developers and City Staff introduced themselves.
NA		1.2	The Purchasing Manager gave a brief overview of the project.
NA		1.2.1	Defined Workforce Housing per the deed as "Housing affordable to natural persons or families whose total annual household income does not exceed 140 percent of the area median income for Palm Beach County, adjusted for household size." NSP requires that a subset of housing units within the project serve households with incomes no greater than 120% of Area Median Income for no less than 20 years. Proposers were cautioned to confirm this with Palm Beach County.
NA		1.2.2	Workforce Housing for the City is single family homes for ownership. No rental properties will be allowed. The development plan should be sensitive to and compatible with the surrounding residential neighborhoods, parks, new Gove Elementary School, and other existing uses.
NA		1.3	The City has demolished and removed 17 portable buildings. (See the redline area in the attached Exhibit "C"). The approximate cost to the City was \$120,000. This demolition will no longer be a requirement of the Developer. Additional funding up to \$800,000 will be provided by Palm Beach County (PBC) from the federal Neighborhood Stabilization Program (NSP)
NA		1.4	The Development Agreement will also require the Developer to secure payment and performance bonds based upon the submitted development cost estimate.
NA		1.5	In place of a certified or audited financial statement, proposer may submit a five percent (5%) bid bond. The amount of the bid bond will be five percent (5%) of the amount submitted as the development cost estimate as stated in tab 9, section 9.8.
NA		1.6	Failure to submit the required financial statement or bid bond shall cause your submittal to be rejected as non-responsive.
NA		1.7	No rental properties will be allowed. Single family homes for home ownership is the City's goal.
NA		1.8	The Developer will be responsible for drainage construction. Contact Palm Beach County Utilities for a utility plan.
NA		1.9	"As built" plans are available on a thumb drive from the City Clerks office.





NA		1.10	There is a revert clause if the process is not completed within two years subject to Commission approval/ modification. Additional terms are in the RFP and contract.
NA		1.11	The current zoning is R-1, Residential Single Family only. However, the City will work with the Developer if the Developer wants to change the zoning to R-2, P.U.D., etc.
NA		1.12	The City wants to expedite the process as much as possible and will assist the Developer to move the permit process along.
NA	<b>2</b>	<b>RFP PROCESS</b>	
NA		2.1	This is a non-mandatory meeting.
NA		2.2	All attendees should be cautioned that undocumented oral statements made during the meeting shall not be binding. Only those oral statements recorded in the meeting minutes shall be considered a part of the meeting and shall be binding in the context of their meaning.
NA		2.3	The point of contact is Neil Appel, Purchasing Manager for the RFP process. All communications are to be written and emailed to the City, attention Neil Appel, Purchasing Manager. He will distribute to appropriate staff and upload all addendums to the City website for distribution.
NA		2.4	The contracting process with the City and Palm Beach County is as follows: The Developer must first execute a contract with the City, provide the 100% Performance and Payment Bonds, and then will proceed to Palm Beach County to execute a contract to receive NSP funding. Palm Beach County will determine NSP funding distribution.
NA	<b>3</b>	<b>RFP SCHEDULE: (TENTATIVE)</b>	
NA		3.1	RFP Closing Date: Wednesday, November 14 <sup>th</sup> , 2022 @3:00PM
NA		3.2	RFP shortlist Date: Tuesday, December 12 <sup>th</sup> , @ 10:00AM in the Commission Chambers
NA		3.3	Interview date: Tentative 1/3/2023 @ 10:00AM in the Commission Chambers.

### QUESTIONS

1. If a proposer wants to change the zoning, will their evaluation be effected?
  - a. No.
2. What is the estimated time for permit approvals?
  - a. The City will expedite permit applications for the Developer.
3. What if the Developer has current projects in process but has not completed any project as of the submittal date. Will the Developer be automatically disqualified?
  - a. The City is concerned that the Developer can build in the Glades "muck environment". The Developer can list those projects as follows:
    - i. List the project with details as to cost and percentage completed.
    - ii. List the client/owner as a reference with contact information.
    - iii. Attach a letter from the client/owner as part of the references.
4. Does the City have Phase 1 Environmental reports?
  - a. No, that will be the responsibility of the Developer.
5. Does the city have a platt for the area?
  - a. We are checking our records and if a property platt is found it will be posted as an addendum to the RFP. Currently we have provided a survey of the property.
6. Is the bid bond 5% or 10% of the estimated project cost?
  - a. The bid bond is 5% of the estimated project cost.
7. Does the City have a standard design for the playground?
  - a. No, the City does not have a standard playground design.



8. Section 13.2.1 designates Builders Risk insurance as to be no less than 80% of the replacement value of workforce Housing and directly related uses required to be constructed by the Developer until construction is completed. Does that mean that the Developer is responsible for any costs over 80% during construction?

a. No. The 80% is a minimum, but the Developer can insure 100% also.

### **Additional Funding Sources**

This staff stated that he would query Palm Beach County Housing regarding this item and the response is as follows:

NSP restrictions, including maximum home sales price, would only apply to a subset of housing units within the project. The current NSP maximum sales price is \$331,888. The NSP units must be sold to homebuyers with incomes no greater than 120% of Area Median Income (currently \$110,400 for a family of 4).

The County will not provide additional funding to a developer as a result of contract negotiations. From time to time, the County offers funding for single-family development through competitive RFP processes. Developers may apply and compete for these funding sources. There are not currently any such RFPs scheduled, however, it is likely that there will be at least one such RFP during 2023.

The meeting adjourned at: 10:36 AM.

Respectfully submitted,

A handwritten signature in blue ink, appearing to read "Neil Appel", is written over a horizontal line.

Neil Appel, C.P.M.  
Purchasing Manager

If we do not receive correspondence regarding the accuracy of these minutes within 24 hours, we will assume they have been accepted as correct.