

**NORTH MIAMI CRA ADVISORY COMMITTEE
REGULAR MEETING
Thursday, October 5, 2006 - 6:00 P.M.
NORTH MIAMI CRA OFFICE
615 124TH STREET
NORTH MIAMI, FLORIDA**

AGENDA

- I. Call to Order/Roll Call

- II. Approval of Minutes – September 7, 2006 Regular Meeting (To be presented at the meeting)

- III. Update regarding the Commercial Corridor Improvement Program – Staff Oral Report
 - Proposed Tree Replacement in Phase 2

- IV. Update regarding the Proposed Development Agreement between North Miami Housing and the North Miami CRA for the construction of 136 Units of Affordable Housing on the Ruck's Park Development Site and the CRA Board's Action regarding the re-naming of the Ruck's Park site Affordable Housing Development – Staff Oral Report (No Attachment)
 - CRA Board Action on September 26, 2006
 - Pioneer Gardens Pre-Development Budget
 - Project Timetable
 - Proposed Homebuyer Subsidies

- V. Proposed Request For Proposals (RFP) for Independent Auditing Services (Attachment)

- VI. Proposed Request For Proposals (RFP) for Homebuyer Training and Credit Pre-Qualification Services (Attachment)

- VII. Old/New Business
 - A. Update regarding the CRA's participation in the Florida Redevelopment Association 2006 Annual Conference in October 2006 (No Attachment)

- VIII. Adjournment

Note: Two or more members of the City Council/CRA Board of Commissioners and/or other elected or appointed public officials may be present at this meeting. If any person decides to appeal any decision made with respect to any matter considered at this public meeting or hearing, he/she will need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based. If you desire auxiliary services to assist in viewing or hearing the meetings, or reading meeting agendas and minutes, please contact the Office of the CRA at (305) 899-0272.



NORTH MIAMI COMMUNITY REDEVELOPMENT AGENCY

CRA Board
Kevin A. Burns, Chair
Michael R. Blynn
Jacques Despinosse
Scott Galvin
Marie Elande Steril

Executive Director
Tony E. Crapp, Sr.

Chief of Staff
Chuck Adams

CRA Attorney
Steven W. Zelkowitz

Date: September 29, 2006

To: Chairman and Members
CRA Advisory Committee

From: Tony E. Crapp, Sr.
Executive Director

Subject: Proposed Request for Proposals (RFP) for Independent
Auditing Services

Attached for your review and input please find a proposed RFP to obtain Independent Auditing Services for the CRA. The selected auditing firm would conduct the required external review of the CRA's finances for the fiscal year ending September 30, 2006 with an option to provide additional auditing services for an additional 2 years as determined by the CRA.

Please note that the CRA's by-laws require the Executive Director to arrange for an independent financial audit of the Redevelopment Trust Fund each fiscal year and for a report of such audit by an independent certified public accountant in accordance with the provisions of Section 163.387(8), Florida Statutes.



PO Box 610655
North Miami, FL 33261-0655
P: 305.899.0272
F: 305.899.9376

www.NorthMiamiCRA.org

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**North Miami
Community Redevelopment Agency**

RFP # _____

**REQUEST FOR PROPOSALS
FOR
Independent Auditing Services**

Issue Date: _____

Due Date: _____

NORTH MIAMI COMMUNITY REDEVELOPMENT AGENCY

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REQUEST FOR PROPOSALS – INDEPENDENT AUDITING SERVICES

I. INTRODUCTION

A. Objective(s)

The North Miami Community Redevelopment Agency (CRA) is soliciting proposals from qualified firms of certified public accountants to audit the CRA's financial statements for the fiscal year ending September 30, 2006 in accordance with all of the applicable financial reporting and other requirements governing Community Redevelopment Agencies created pursuant to Chapter 163 of Florida Statutes, with the option of auditing the CRA's financial statements for the two (2) subsequent fiscal years. The requirements regarding CRA audit and annual reporting obligations are included in Florida Statutes Section 163.387(8), Section 218.39, Section 163.356(3)(c), and Section 189.418.

B. Proposal Instructions

1. Sealed Proposals

One unbound original and seven (7) bound copies of the response to this RFP should be submitted on or before ____ P.M. EDT, on _____, _____, 2006 to:

Mr. Tony E. Crapp, Sr., Executive Director
North Miami Community Redevelopment Agency
615 N.E. 124 Street
North Miami, Florida
Phone (305) 899-0272

Proposals received after this date and time will not be considered.

The CRA reserves the right to reject any and all proposals, to waive any informalities or irregularities not involving price in any proposals received, to solicit new proposals, or take any other such actions that may be deemed to be in the best interest of the CRA.

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2. Proposal

Each proposal should address all pertinent areas as delineated and described below and be specific. Any conditions should be clearly stated. The failure to disclose substantive terms, conditions and covenants may be considered cause for the proposal to be rejected by the CRA.

Proposals should contain, but not be limited to the following considerations:

1. Eligibility - authorization by the State Board of Accountants to conduct audits.
2. Experience of your firm in relation to the scope of audits for the CRA.
3. A list of similar local governments or pertinent accounts served by your firm.
4. Your staff assignments and availability to complete the audit on a timely basis.
 - Participation of senior audit personnel assigned to the engagement.
 - Frequency of contact with fiscal personnel.
 - Availability of staff to respond to questions within the scope of the engagement and the hourly charge, if any, for services outside the scope of the audit.
5. Audit firm staff stability history - what assurances can you provide the CRA regarding the assignment of your permanent personnel to the engagement.
6. Describe capability to audit computerized accounts receivable systems and to audit during the development of a completely computerized bookkeeping system.
7. Procedures used to transmit audit adjustments and the reasons for them along with management recommendations to the responsible personnel within the District structure.
8. Detailed audit plan that includes, but not is limited to:
 - a. Special reports, exhibits, and schedules to be provided:
 - Accounts report.
 - Balance sheet.
 - Schedule of cash.
 - Statements of changes in financial position.
 - Notes to financial statement

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b. Reporting Requirements

- State the scope of the examination and that the audit was performed with generally accepted accounting principles and include a statement of opinion as to whether the statements conform to generally accepted accounting principles.
- Reports of compliance examinations must include a statement that the audit was conducted in accordance with applicable standards. The audit report must state where the examination disclosed instances of significant non-compliance with laws and generally accepted accounting principles. Findings of non-compliance and ineligible expenditures must be presented in enough detail for management to be able to understand them.
- A management letter will be required. It should contain a statement of audit findings and recommendations affecting financial systems and statements, internal control, legality of actions, other instances of non-compliance with laws and generally accepted accounting principles, and any other material matters.

c. Timetable for Performance

- Proposed date for the completion of the preliminary report and exit conference.
 - Proposed work plan that provides for the completion and submission of the final report to the CRA within 160 days of September 30, 2006.
9. Your fee proposal to conduct the basic audit function, along with your fee schedule for additional services that may be required beyond the scope of the audit engagement. The proposal should also state that any increase in the audit fee will be immediately disclosed to the CRA's. This disclosure should include an estimation of the increased fees and the reason for the increase.
 10. Estimated number of hours to complete the audit by classification of your employees, i.e. partners, senior, junior.
 11. Detail of expenses expected to be incurred, i.e. mileage, per diem, telephone, etc.
 12. Audit firm to produce statements and to print annual report.
 13. Proof that the firm is certified to conduct community redevelopment agency and municipal audits by the Board of Accountancy.

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3. Questions, Additional Information

Respondents, their agents and/or associates shall refrain from contacting or soliciting, directly or indirectly, any member of the North Miami CRA Board, North Miami CRA Advisory Committee, the CRA Attorney or the employees of the CRA regarding the RFP during the selection process. Failure to comply with this provision may result in disqualification of the respondent. All requests for clarifications or additional information must be made in writing and directed to:

Mr. Tony E. Crapp, Sr., Executive Director
North Miami Community Redevelopment Agency
615 N.E. 124 Street
North Miami, Florida
Phone (305) 899-0272
Fax (305) 899-9376
Crapp@NorthMiamiCRA.org

All such requests and CRA responses will be made available to all potential respondents through their posting on the CRA's website at www.NorthMiamiCRA.org.

C. Background Information

The North Miami Community Redevelopment Agency was created by Miami-Dade County and City of North Miami ordinances in FY 2004-05 (fiscal years end on September 30th). Its powers are defined by Chapter 163 of the Florida Statutes as delegated and modified by an Interlocal Cooperation Agreement between the City of North Miami, the CRA, and Miami-Dade County dated September 1st, 2005. The Mayor and City Council members serve as the Board of Commissioners for the CRA.

The CRA received its first year tax increment in December 2005 from the City of North Miami and from Miami-Dade County totaling \$2,465,325. The CRA's first fiscal year covers the period starting on October 1, 2005 and ending on September 30, 2006.

II. EVALUATION OF PROPOSALS - CRITERIA

A. Evaluation and Award

Proposals will be evaluated on the basis of the scoring of the proposals as to technical merit based on responsiveness to the requested scope of services and engagement requirements as outlined in this RFP and on the basis of the scoring of

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the proposals as to price. The scoring based of the technical submission will comprise not less than 60% of the total score, and the scoring based on price will comprise not more than 40% of the total score. The CRA will begin negotiations with the highest ranked institution and reserves the right to negotiate with other respondents should those negotiations not be successful.

B. Proposal Format

In order to assist the CRA and First Southwest Company in reviewing the responses, each proposal should include the following information:

- (1) Legal name of the proposer and primary contact person (include address, telephone, facsimile number, and e-mail address).
- (2) A technical submission that addresses and describes the proposer's plan to provide the services and meet the requirements as delineated in section IB2 of this RFP.
- (3) A price submission that presents and describes in detail all fees and expenses which the CRA will be responsible to pay to the proposer. The amounts stated in the proposal shall represent the maximum amounts payable to the proposer.

Conditions - Provide a listing of all conditions, covenants, terms or restrictions, other than those specified in this RFP, which would be included in your commitment to provide the services requested in this RFP.

III. INSTRUCTIONS TO RESPONDENTS

- A. Respondents shall thoroughly examine and be familiar with the RFP specifications. Failure of any Respondent to receive or examine this document shall in no way relieve any Respondent of obligations pertaining to this RFP or the subsequent contract.
- B. Any modifications from the stated terms and conditions can result in the rejection of the proposal as not being responsive to this RFP.
- C. Delivering the proposal to the CRA on or before the specified date and time will be solely and strictly the responsibility of the Respondent. The CRA will in no way be responsible for delays caused by the United States Postal Service, or other courier services, or a delay caused by any other occurrence. Offers by telephone or fax will not be accepted.

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- D. The response deadline shall be strictly observed. Under no circumstances will a proposal delivered after the time specified be considered. Such RFPs will be returned to the Respondent unopened.
- E. Respondents will not be allowed to withdraw or modify their proposal for a period of forty-five (45) days after the opening time and date.
- F. The CRA reserves the right to reject the proposal of any Respondent who has previously failed in the proper performance of a contract or to deliver on time other contracts similar in nature, or who in the opinion of the CRA, is not in the position to perform properly.
- G. Federal, state, county and local laws, ordinances, rules and regulations that in any manner affect the items covered herein apply. Lack of knowledge by the Respondent will in no way be a cause for relief from responsibility.
- H. No successful Respondent may assign any portion of the contractual agreement between the parties without prior written authorization by the CRA, which authorization may be withheld by the CRA in its sole discretion.
- I. Changes to the RFP may be made by and at the sole discretion of the CRA.
- J. Warranties - The Respondent, in submission of its proposal, warrants to the CRA that it will comply with all applicable federal, state and local laws, regulations and orders in providing the services under the proposed documents.

IV. TENTATIVE SCHEDULE

The CRA will attempt to adhere to the following schedule:

October 27, 2006	RFP Issued
November 1, 2006	Pre-Proposal Conference
November 17, 2006	Written responses due prior to 2:00 P.M. EDT
November 22, 2006	Determination of Proposal Rankings
November 28, 2006	Resolution before the CRA Board for contract award

The CRA reserves the right to alter scheduled dates if necessary.

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V. OTHER INFORMATION

- A. The CRA reserves the right to accept or reject any and all proposals, to waive any irregularities or informalities in any proposal or in the RFP process, and to accept or reject any items or combination of items. The award will be to the institution whose response complies with all of the requirements set forth in this RFP and whose proposal, in the sole opinion of the CRA, is best taking into consideration all aspects of the Respondent's proposal.

- B. In the event that the successful Respondent does not execute a contract within a time frame acceptable to the CRA, the CRA may give notice of intent to negotiate with the next most qualified Respondent or to solicit new proposals and may proceed to act accordingly.

North Miami CRA RFP for Auditing Services tecsr revised 091506



NORTH MIAMI COMMUNITY REDEVELOPMENT AGENCY

CRA Board
Kevin A. Burns, Chair
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Executive Director
Tony E. Crapp, Sr.

Chief of Staff
Chuck Adams

CRA Attorney
Steven W. Zelkowitz

Date: September 29, 2006
To: Chairman and Members
CRA Advisory Committee
From: Tony E. Crapp, Sr.
Executive Director
Subject: Proposed Request for Proposals (RFP) for Homebuyer
Training and Credit Pre-Qualification Services

Attached for your review and input please find a proposed RFP to obtain Homebuyer Training and Credit Pre-Qualification Services for the CRA. The selected contractor will provide these services on behalf of the CRA relative to the requirements of the Development Agreement for the Pioneer Gardens at North Miami affordable housing development that has been entered into between the CRA and North Miami Housing Ltd.

The selected will provide services relative to identifying, training, counseling and providing purchase assistance to eligible homebuyers for the 136 townhouses that are to be constructed by North Miami Housing and available for purchase in the summer/fall of 2008.



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**North Miami
Community Redevelopment Agency**

RFP # _____

REQUEST FOR PROPOSALS

FOR

Homebuyer Training and Credit Pre-Qualification Services

Issue Date: _____

Due Date: _____

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NORTH MIAMI COMMUNITY REDEVELOPMENT AGENCY REQUEST FOR PROPOSALS – Homebuyer Training and Credit Pre- Qualification Services

I. INTRODUCTION

A. Objective(s)

The North Miami Community Redevelopment Agency (CRA) is soliciting proposals for Homebuyer Training and Credit Pre-Qualification Services to support the provision of home purchase subsidies relative to the sale of approximately 136 units of townhouses that are being constructed in an affordable housing development known as Pioneer Gardens at North Miami (e.g. formerly known as Ruck's Park). The CRA has entered into a development agreement with North Miami Housing Ltd. for the development and construction of these housing units. The development agreement provides for the CRA to be responsible for the marketing and sale of the townhouse units. In addition, the CRA will be providing funds for purchase subsidies in the amount of up to \$50,000 for each eligible homebuyer and will be identifying other sources of subsidies and assistance for the homebuyers in an effort to make the homes affordable to as wide a range of potential low-moderate income buyers as possible with incomes ranging from 50% up to 120% of the Area Median Income (AMI) for Miami-Dade County. The CRA is issuing this RFP for the purpose of engaging an appropriately qualified organization to provide these services on behalf of the CRA.

B. Proposal Instructions

1. Sealed Proposals

One unbound original and seven (7) bound copies of the response to this RFP should be submitted on or before ____ P.M. EDT, on _____, _____, 2006 to:

Mr. Tony E. Crapp, Sr., Executive Director
North Miami Community Redevelopment Agency
615 N.E. 124 Street
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Phone (305) 899-0272

Proposals received after this date and time will not be considered.

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2. Proposal

Each proposal should address all pertinent areas as delineated and described below in the Scope of Services to be provided and be specific. Any conditions should be clearly stated. The failure to disclose substantive terms, conditions and covenants may be considered cause for the proposal to be rejected by the CRA.

Proposals should present and describe in detail the proposer's plan to provide homebuyer training and credit pre-qualification services to eligible residents of the City of North Miami and other potential buyers who meet the criteria to be established by the CRA for the receipt of a homebuyer subsidy to purchase an eligible affordable housing unit in the Pioneer Gardens housing development. The services to be provided must include, but are not limited to, the following:

- (1) Advertise and conduct outreach sessions to solicit the participation/application of North Miami residents to be screened for eligibility to receive services and for an adequate income/credit profile to qualify for a CRA home purchase subsidy which can be subordinate to a conventional first mortgage and combined with other subsidies and financial assistance for the purchase of a new construction townhouse in the Pioneer Gardens at North Miami affordable housing development. As a part of this process, the proposer is to identify and contact appropriate governmental agencies, lending institutions, other private businesses, non-profit organizations and other institutions to identify residents of the City of North Miami who have been issued and have current "Mortgage Pre-Qualification Letters" or there equivalent and contact all such residents to solicit their interest in purchasing a housing unit in the Pioneer Gardens development.
- (2) Conduct interviews of all eligible applicants and screen to determine the appropriate category or program of case management services to be provided by the proposer in order for the applicant to meet the CRA's criteria for the receipt of a home purchase subsidy in a maximum amount as determined by the CRA.
- (3) Assign applicants to appropriate groups or categories for case management services based on their readiness to qualify to purchase a home and directly provide and/or coordinate the delivery of an appropriate range of credit and counseling services for each case management group or category and to each individual prospective home purchaser.
- (4) By not later than January 31, 2007, provide a list of at least 275 eligible and pre-qualified home purchasers for the Pioneer Gardens at North Miami housing development who have been issued "Mortgage Pre-Qualification Letters" for first mortgage financing or an equivalent document evidencing their qualification as First-Time Homebuyers and who are interested in entering into purchase contracts for the 136 available townhouse units at Pioneer Gardens. The list of eligible and pre-qualified home purchasers must be maintained in a database file by Name of Purchaser, Date of Pre-Qualification Letter to Purchase, Date of Purchase Contract, and Purchaser's Annual Household Income as a percentage of the Area Median Income (AMI) for Miami-Dade County as most recently determined by USHUD.

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- (5) Provide ongoing and follow-up case management services and assistance to the at least 275 prospective purchasers in order to maintain their active interest in and eligibility to close on the purchase contracts with a combination of financing through a conventional lender or equivalent entity first mortgage, the home purchase subsidy from the CRA, and other subsidies or financial assistance for which the individual homebuyers may qualify from governmental agencies or any other sources.
- (6) Prepare and maintain a comprehensive resource directory/guide listing detailed information regarding all available sources and programs providing homebuyer training, credit pre-qualification, purchase subsidies, credit counseling and credit record repair services including those free services as well as those available at a cost.
- (7) Assist at least 136 of the eligible purchasers to close on the purchase contracts for the 136-townhouse units in the Pioneer Gardens housing development by not later than December 31, 2008 or the final completion date for the construction of the Pioneer Gardens housing development.

3. Questions, Additional Information

Respondents, their agents and/or associates shall refrain from contacting or soliciting, directly or indirectly, any member of the North Miami CRA Board, North Miami CRA Advisory Committee, the CRA Attorney or the employees of the CRA regarding the RFP during the selection process. Failure to comply with this provision may result in disqualification of the respondent. All requests for clarifications or additional information must be made in writing and directed to:

Mr. Tony E. Crapp, Sr., Executive Director
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All such requests and CRA responses will be made available to all potential respondents through their posting on the CRA's website at www.NorthMiamiCRA.org.

C. Background Information

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The North Miami Community Redevelopment Agency was created by Miami-Dade County and City of North Miami ordinances in FY 2004-05 (fiscal years end on September 30th). Its powers are defined by Chapter 163 of the Florida Statutes as delegated and modified by an Interlocal Cooperation Agreement between the City of North Miami, the CRA, and Miami-Dade County dated September 1st, 2005. The Mayor and City Council members serve as the Board of Commissioners for the CRA.

The CRA received its first year tax increment in December 2005 from the City of North Miami and from Miami-Dade County totaling \$2,465,325. The CRA's first fiscal year covers the period starting on October 1, 2005 and ending on September 30, 2006. The CRA Redevelopment Plan contains affordable housing policy parameters that will guide the provision of the CRA home purchase subsidies. The policy parameters include the following. The proposer is advised to review the entire CRA Redevelopment Plan which is posted on the CRA website at www.NorthMiamiCRA.org.

3.3.3.2 Outline Description of the Affordable Housing Policy

A. Program

The North Miami Community Redevelopment Agency (the "CRA") will provide subsidies to qualified residents, either owners or renters, of the City of North Miami (the "Residents") to assist with the acquisition and/or rehabilitation of qualified primary residences. Subsidies will be provided to the widest number of families needing assistance under the following terms:

1. Subsidy Loans - The CRA will make subsidy loans (the "Loans") in the form of "soft" mortgages, with payments of principal and interest set within the means of the Resident. The term of the Loans will be the lesser of ten (10) years or the term of the Resident's primary mortgage loan. If the Loan term expires and the Resident still requires assistance the Loan may be extended.
2. Amount - The Loan will be for the amount equal to the residual amount required of the Resident, after all required down payments, mortgages and other assistance is taken into account, not to exceed \$50,000, to close on the home or complete the home rehabilitation.
3. Monthly Loan Payments - If the total monthly expenses of principle, interest, taxes, insurance, etc. for the home, (either acquisition or rehabilitation) including the CRA Loan, are equal to or greater than 30% of the Resident's income, there will be no initial payment of principal nor interest. An interest and/or principle payment, will be determined by needs assessments.
4. Repayment – A Loan for an acquired home will be repaid to the CRA upon the sale of the home by the Resident. If the home is sold at a higher price than the initial purchase price, the CRA will share in any excess funds, in a manner to be determined in the Rules & Regulations adopted by the CRA, after all original mortgages are retired and all sales costs are deducted.

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For a rehabilitation Loan to a resident who already owns the home, the Loan will be repaid at the sale of the home in a manner to be determined in the Rules & Regulations adopted by the CRA.

5. Ability to Pay Principle and Interest - An initial needs assessment and periodic subsequent needs assessments will determine the interest and principle payment of the CRA Loan.

6. Transferability - The CRA Loan will be in the name of the Resident. In the event of death of the Resident, the Loan may be transferred to a direct descendant.

7. Rules and Regulations - The CRA will adopt Rules & Regulations for all aspects of the Home Ownership/Rehabilitation Policy in the CRA Redevelopment Implementation Plan.

Qualification for the Loan Program

1. Residency – Residents, either owners or renters, may qualify for the affordable housing Loan program if:

a. The Resident has lived in the City of North Miami for a period of one hundred eighty (180) days prior to adoption of the CRA Plan by the City and Miami-Dade County.

b. The Resident has provided sufficient proof of residency.

c. The resident is the owner/occupant of the existing home to be rehabilitated or remodeled and it remains his primary residence for the duration of the loan, or;

d. The resident will be the owner/occupant of the new home to be acquired and, it will become his primary residence for the duration of the loan.

2. Income - The Resident is qualified if:

a. The verified household income for homeownership or rehabilitation is equal to or greater than 50%, or less than or equal to 120%, of Area Median Income adjusted for family size. The CRA will adopt a threshold equity policy that takes age and special circumstances into consideration.

b. The Resident can qualify for a first mortgage loan (in the case of a loan made for acquisition).

c. The percentage of the Resident's household income is adequate, after all

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consider other mortgages and subsidies are supplied, to cover the monthly household expenses.

d. The lending institution making the first mortgage has issued a commitment letter.

3. Housing Size – The Loan will only be considered for a residence that meets the Federal Minimum Housing Standards for family size. The CRA will special circumstances in enforcing this policy.

II. EVALUATION OF PROPOSALS - CRITERIA

A. Evaluation and Award

Proposals will be evaluated on the basis of the scoring of the proposals as to technical merit based on responsiveness to the requested scope of services and engagement requirements as outlined in this RFP and on the basis of the scoring of the proposals as to price. The scoring based of the technical submission will comprise not less than 70% of the total score, and the scoring based on price will comprise not more than 30% of the total score. The CRA will begin negotiations with the highest ranked institution and reserves the right to negotiate with other respondents should those negotiations not be successful.

B. Proposal Format

In order to assist the CRA in reviewing the responses, each proposal should include the following information:

- (1) Legal name of the proposer and primary contact person (include address, telephone, facsimile number, and e-mail address).
- (2) A technical submission that addresses and describes the proposer's plan to provide the services and meet all of the requirements as delineated in section IB2 of this RFP.
- (3) A price submission that presents and describes in detail all fees and expenses which the CRA will be responsible to pay to the proposer. The amounts stated in the proposal shall represent the maximum amounts payable to the proposer. The price submission must indicate the total maximum amount payable to the proposer for services to be provided pursuant to the scope of services requested in this RFP, with a breakdown of the amount payable during FY 2006-07 (e.g. October 1, 2006 – September 30, 2007), during FY 2007-08 (e.g. October 1, 2007 – September 30, 2008) and during FY 2008-09 (e.g. October 1, 2008 – September 30, 2009).

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Conditions - Provide a listing of all conditions, covenants, terms or restrictions, other than those specified in this RFP, which would be included in your commitment to provide the services requested in this RFP.

III. INSTRUCTIONS TO RESPONDENTS

- A. Respondents shall thoroughly examine and be familiar with the RFP specifications. Failure of any Respondent to receive or examine this document shall in no way relieve any Respondent of obligations pertaining to this RFP or the subsequent contract.
- B. Any modifications from the stated terms and conditions can result in the rejection of the proposal as not being responsive to this RFP.
- C. Delivering the proposal to the CRA on or before the specified date and time will be solely and strictly the responsibility of the Respondent. The CRA will in no way be responsible for delays caused by the United States Postal Service, or other courier services, or a delay caused by any other occurrence. Offers by telephone or fax will not be accepted.
- D. The response deadline shall be strictly observed. Under no circumstances will a proposal delivered after the time specified be considered. Such RFPs will be returned to the Respondent unopened.
- E. Respondents will not be allowed to withdraw or modify their proposal for a period of forty-five (45) days after the opening time and date.
- F. The CRA reserves the right to reject the proposal of any Respondent who has previously failed in the proper performance of a contract or to deliver on time other contracts similar in nature, or who in the opinion of the CRA, is not in the position to perform properly.
- G. Federal, state, county and local laws, ordinances, rules and regulations that in any manner affect the items covered herein apply. Lack of knowledge by the Respondent will in no way be a cause for relief from responsibility.
- H. No successful Respondent may assign any portion of the contractual agreement between the parties without prior written authorization by the CRA, which authorization may be withheld by the CRA in its sole discretion.
- I. Changes to the RFP may be made by and at the sole discretion of the CRA.

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- J. Warranties - The Respondent, in submission of its proposal, warrants to the CRA that it will comply with all applicable federal, state and local laws, regulations and orders in providing the services under the proposed documents.

IV. TENTATIVE SCHEDULE

The CRA will attempt to adhere to the following schedule:

- October 27, 2006 RFP Issued
- November 1, 2006 Mandatory Pre-Proposal Conference
- November 17, 2006 Written responses due prior to 2:00 P.M. EDT
- November 22, 2006 Determination of Proposal Rankings
- November 28, 2006 Resolution before the CRA Board for contract award

The CRA reserves the right to alter scheduled dates if necessary.

V. OTHER INFORMATION

- A. The CRA reserves the right to accept or reject any and all proposals, to waive any irregularities or informalities in any proposal or in the RFP process, and to accept or reject any items or combination of items. The award will be to the institution whose response complies with all of the requirements set forth in this RFP and whose proposal, in the sole opinion of the CRA, is best taking into consideration all aspects of the Respondent's proposal.
- B. In the event that the successful Respondent does not execute a contract within a time frame acceptable to the CRA, the CRA may give notice of intent to negotiate with the next most qualified Respondent or to solicit new proposals and may proceed to act accordingly.

North_Miami_CRA_RFP_for_Homebuyer_Training_and_Credit_Prequalification_Services_tecsr 092806am

CONFERENCE AT A GLANCE

Tuesday - October 17, 2006

- 10:00 a.m. - 4:00 p.m. **Registration Desk Open**
 11:00 a.m. - 2:00 p.m. **Mobile Tours – Miami Beach CRAs
 Mixed Use Urban Infill**
 3:00 p.m. - 5:00 p.m. **General Session: ICSC/FRA Challenges of Developing Urban Retail
 in a Mixed Use Development – Miami Performing Arts Center**
 5:00 p.m. - 6:00 p.m. **Reception at Miami Performing Arts Center**
 6:00 p.m. - 9:00 p.m. **Dinner at Bongo's Restaurant**

Wednesday - October 18, 2006

- 7:30 a.m. - 5:00 p.m. **Registration Desk Open**
 8:00 a.m. - 9:00 a.m. **Continental Breakfast in Exhibit Hall**
 9:00 a.m. - 10:15 a.m. **Overlay Districts**
 9:00 a.m. - 10:15 a.m. **Project Financial Analysis – Do They Really Need My Money?**
 9:00 a.m. - 10:15 a.m. **Builders, Bankers, Land Use Attorneys Tell Their Side of Affordable Housing Issues**
 10:30 a.m. - 11:45 a.m. **Infrastructure and Mass Transit in Redevelopment**
 10:30 a.m. - 11:45 a.m. **New Market Tax Credits**
 10:30 a.m. - 11:45 a.m. **Promoting Affordable Housing Using Carrots and Sticks**
 12:00 p.m. - 1:45 p.m. **Awards Luncheon: Keynote Speaker – Louis Lauredo and
 the Honorable Manuel Diaz, Mayor of Miami**
 2:15 p.m. - 3:30 p.m. **Police Programs and How They Work Downtown**
 2:15 p.m. - 3:30 p.m. **Borrowing, Bonding, Credit and Ways to Use Other People's Money**
 2:15 p.m. - 3:30 p.m. **Housing Partnerships and Community Land Trusts**
 2:30 p.m. - 4:00 p.m. **Tour: Miami Southeast Overtown Parkwest CRA**
 4:00 p.m. - 5:30 p.m. **General Session: Residential Development – What's Hot and What's Not**
 5:30 p.m. - 7:00 p.m. **Reception in Exhibit Hall**
 7:00 p.m. **Evening Open**

Thursday - October 19, 2006

- 7:30 a.m. - 5:00 p.m. **Registration Desk Open**
 8:00 a.m. - 9:00 a.m. **Continental Breakfast in Exhibit Hall**
 9:00 a.m. - 10:15 a.m. **FDOT Session – Project Management Made Easy**
 9:00 a.m. - 10:15 a.m. **Shameless Self Promotion – Why You Need It**
 9:00 a.m. - 10:15 a.m. **Developers, Land Use, Permitting and Other Affordable Housing Process Issues**
 11:00 a.m. - 12:15 a.m. **Audits, Special District Reporting and Spending Money the Right Way**
 11:00 a.m. - 12:15 a.m. **Buying, Selling and Assembling Land**
 11:00 a.m. - 12:15 a.m. **New Housing Money: CWHIP and CDBG**
 12:00 p.m. - 2:00 p.m. **Lunch in Exhibit Hall**
 2:00 p.m. - 3:30 p.m. **Tour: Miami Omni and Midtown CRAs**
 2:15 p.m. - 3:30 p.m. **Public Spaces and Quality Urban Design**
 2:15 p.m. - 3:30 p.m. **How Can the ULI, APA, CNU and Other Associations Help You**
 2:15 p.m. - 3:30 p.m. **Housing: The California Experience – Our Future?**
 3:45 p.m. - 5:15 p.m. **General Session: Show Me the Money – Beyond TIF**
 6:30 p.m. - 9:30 p.m. **"A Night of History" at the Lyric Theater**

Friday - October 20, 2006

- 9:00 a.m. - 11:00 a.m. **Annual Legislative Breakfast Guest Speaker: Sen. Mel Martinez (Invited)**