



**CITY OF WEST PARK
REQUEST FOR PROPOSAL NOTICE
(RFP # 23-0213)**

PUBLIC-PRIVATE DEVELOPMENT OF CITY OWNED PROPERTIES

The City of West Park (the “City”), Florida, invites experienced individuals, groups, or companies to respond to Request for Proposal RFP #23-0213 for the purpose of selecting a professional “Developer” to provide single-family home designs, construction services and related marketing and income certification services required to construct, market and sell five (5) new single-family homes to qualified “low income” homebuyers in accordance with H.U.D. affordable housing income guidelines.

Following the proposal submittal date, the City will formally evaluate and determine which firm or firms are qualified to participate in the construction, marketing and sale of five single-family homes to eligible “low income” homebuyers. The five City properties are identified as Property Folios 514219021740; 514124110990; 514124110980; and 514124110860. Note: Property Folio No. 514219021740 is a double sized lot which will accommodate the construction of two (2) single-family homes. Each of the existing development sites is located within the City’s R-1C residential zoning district. Each of the properties contain a clear ownership title.

The project includes a Broward County Community Development Block Grant (CDBG) funding allocation in the amount of \$20,590 per lot which will be disbursed directly to the City of West Park for reimbursable pre-development expenditures. CDBG funding requirements and related Housing and Urban Development income requirements are included in the request for proposal package. The City also anticipates receiving a housing subsidy in an amount up to \$60,000 per eligible homebuyer to assist in buying-down or reducing total homeowner mortgage costs.

Following satisfaction of development agreement requirements, the individual properties will be conveyed at no cost to the selected Developer for the purpose of constructing, marketing and selling the new homes to qualified “low income” homebuyers. Qualification packages shall be submitted in accordance with all requirements contained in **RFP # 23-0213**. A copy of **RFP # 23-0213** may be obtained on the City of West Park website (www.cityofwestpark.org), or by submitting a request via e-mail to agrant@cityofwestpark.org.

Submittal Deadline - Qualification packets will be accepted **until 3:30 p.m. on February 13, 2023.** Qualification packets must be submitted to the City Clerk’s Office at the West Park City Hall, 1965 South State Road 7, West Park, Florida 33023. Questions regarding **RFP # 23-0213** must be submitted via e-mail to: agrant@cityofwestpark.org no later than **Friday, January 20, 2023 at 2:00 p.m.**

Pre-Qualification Meeting - A mandatory, pre-qualification meeting will be held on Friday, January 20, 2023 at 3:00 p.m., in the City Hall Commission Chambers at 1965 S. State Road 7, West Park, FL 33023; Firms are encouraged to visit the development sites prior to the mandatory pre-qualification meeting on **Friday, January 20, 2023 at 3:00 p.m.**

Conflict of Interest Notification Requirement - If you are an employee, board member, elected official or an immediate family member of any such person, the specific relationship should be indicated in writing and must be included with your RFP submittal package. The City will also conduct reference checks as part of required due diligence to determine the capability of individual firms. Each responding firm must provide verifiable references for projects of similar scope.

Cone of Silence - The City of West Park City Commission has adopted legislation imposing a Cone of Silence associated with City purchases involving goods and services. The Cone of Silence refers to limits on communications held between Proposers, Proposer's representatives and City elected officials, management and staff during the period in which a Formal Solicitation is declared open. For the purpose of this solicitation, City Commission members, management, and staff are also included in this Cone of Silence. The Cone of Silence shall be imposed when a formal competitive solicitation has been issued and shall remain in effect until an award is made, a contract is approved, or the City Commission takes any other action which ends the solicitation.

For questions regarding this solicitation, email the City Clerk at: agrant@cityofwestpark.org