



**CITY OF WEST PARK**  
**FREQUENTLY ASKED QUESTIONS FOR**  
**RFP 23-0213**

**PUBLIC-PRIVATE DEVELOPMENT OF CITY OWNED  
RESIDENTIAL PROPERTIES**

**1). Exhibit A, Page 2 of 8, item 4 indicates - Energy Efficient Roof - Each residence shall include the highest grade of energy efficient and cost-effective roof as required by the applicable neighborhood zoning district. **Where do we find the "applicable neighborhood zoning district information" that covers this requirement?****

**RESPONSE – To clarify, each residence shall include the highest grade of energy efficient and cost-effective roof in accordance with the Florida Building Code and all applicable City of West Park land development regulations**

**2). The RFP refers to carports and garages, causing a bit of confusion. **Please confirm that the RFP requires 2 plans (RFP pg. 4)****

**RESPONSE – Exhibit C of the bid package (CBDG Grant Agreement) refers to garage/carport which is defined as garage or carport. However, for the purpose of RFP 23-0213, the minimal submittal of two alternate home designs for at least a 1-car garage and a 2-car garage design is required.**

**3). **Where on the website are the answers posted?****

**RESPONSE – All Responses to questions received concerning RFP 23-0213 are posted as FAQ's on the City of West Park webpage at [www.cityofwestpark.org](http://www.cityofwestpark.org) and DemandStar**

**While on the City of West Park webpage, please click on the "Business" tab and then the "Bids/RFP's/RFO's" tab to access all addendums for RFP 23-0213.**

**4). Please confirm folio numbers; Appears the folio numbers in the key considerations section do not match folio numbers elsewhere in RFP.**

**RESPONSE – The property folio numbers associated with RFP 23-0213 are:**

- 5141 2411 0860;
- 5141 2411 0990;
- 5141 2411 0980; and
- 5142 1902 1740

**5). Could the city provide an estimate on how long subdividing the lots will take for purposes of providing accurate timeline to review committee?**

**RESPONSE: The subdividing process is performed on the Broward County level for the purpose of providing two distinct folio numbers. Generally, the process is considered an administrative matter. For more information, contact the Broward County Property Appraisers Office.**

**6). Could the city provide an estimate on how long permitting process will take for purposes of providing accurate timeline to review committee?**

**RESPONSE:**

**The typical construction permitting time in the City of West Park for one new home development is a maximum of 30 days provided that all required information is submitted by the applicant in an accurate and timely manner.**

**Also due to the public-private partnership nature of this project, the City will attempt expedite all City required permitting approvals with the assistance of designated City staff.**

**7). Please confirm the number of bedrooms, bathrooms, and garages for plan submittal.**

**RESPONSE:**

**The RFP requests for the following two alternate design types:**

1. **4-Bedroom, Two-Bath, 2-Car Garage configuration; and**
2. **3-Bedroom, Two-Bath, 1-Car Garage configuration.**

**8). Are utilities in place on all lots?**

**RESPONSE:**

**Service lines for water and sewer utilities are available on each property.**

**9). Can the city provide a survey and/or title work on lots?**

**RESPONSE:**

The City is not in possession of the associated property surveys however, title opinions for each property will be included as Exhibit A as Addendum #4.

**10). Please advise where neighborhood zoning district information can be located.**

**RESPONSE:**

See response to Question #1.

**11. At what milestone is the notice to proceed provided by the city? Will there be one for the entire project or five separate notices to proceed for each unit?**

**RESPONSE:**

To assist with timeline development, the following steps will be required:

- Following final selection of a Project Developer or developers by the City Commission, development agreement negotiations will take place between the selected developer or developers and City Administration;
- Following completion of a final development agreement, the development agreement will be returned to the City Commission for final approval of all project terms;
- Following development agreement execution, a notice to proceed will be provided to the selected Developer or developers for the design and construction of all properties.

**12. Will the maximum sales price be updated to reflect HUD's recently release guidelines or should sales price reflect 2021's of \$320k?**

**RESPONSE:**

The Broward County maximum home sale price is approximately \$382,000. However the \$320,000 maximum sales price included in the RFP assumes that a "low income Household" may qualify for an approximate maximum mortgage amount \$260,000. In conjunction with available housing subsidies of \$60,000 per household, the estimated maximum home sales price is therefore requested as \$320,000.

**13. Could the city provide insight as to their vision for this project and what success would look like? As well, how involved would the city like to be in the process? For example,**

**does the city wish to have PR, media, events like groundbreaking and home dedications around this project?**

**RESPONSE:**

**Project success includes:**

- **The timely construction of five new, high quality single-family homes containing contemporary home amenities;**
- **The completion of an extensive marketing period including the adequate dissemination of information to potential homebuyers within the City of West Park and surrounding areas;**
- **The ultimate purchase of the homes by qualified, homebuyers in accordance with H.U.D income and eligibility requirements;**
- **Home occupancy by existing West Park residents or by individuals with family ties to the City of West Park (Preferred but not required).**
- **The enhanced stabilization of the West Park community resulting from the positive effects of homeownership;**

**Also yes, in collaboration with City administration, the City would require participation in PR, media, events like groundbreaking and home dedications around this project.**

**14. Is the \$100k from the City that is NON-CDBG funds considered a loan or a grant?**

**RESPONSE:**

**Funding provided for pre-development expenditures is a grant from Broward County to the City of West Park. Based on eligible pre-development expenditures incurred, documented invoices will be submitted to Broward County for subsequent reimbursement by Broward County.**

**15. Regarding the RFP evaluation committee, is the scoring meeting public? Public presentation says as needed. What would make a public presentation necessary?**

**RESPONSE:**

**The RFP evaluation committee meeting is open to the public. If during their meeting the evaluation committee has potential follow-up questions or require additional submittal clarifications, the RFP committee may invite one or more firms to provide brief presentation during a subsequent evaluation committee meeting.**

**16. What are the city's expectations for finding homeowners for the finished homes? Will preference go to organizations that have a robust applicant portal and can provide vetted homeowners ready to move in immediately after construction completes? Will the city expect preference for existing West Park residents for homeowner selection?**

**RESPONSE:**

Yes, the City will provide additional points during the RFP evaluation process for respondents who have a robust applicant portal and can provide vetted homeowners ready to move in immediately after construction completes.

Also, to the extent permitted Federal guidelines, the City will highly encourage the selection of qualified West Park residents or individuals with family ties to the City of West Park. The city also maintains a list of individuals who have called or visited the City and expressed interest in the program. The City will provide this list to the selected Developer or Developers to request applications and provide consideration for qualified potential homeowners.

**17. Are the predevelopment expenses reimbursed within 30 days or can the funds be drawn down once the lots are conveyed to the developer?**

**RESPONSE:**

For the purpose of this project, reimbursement requests will be submitted directly to the City and at that time, the reimbursement request will be submitted Broward County as grant administrator. Eligible expenditure requests are typically reimbursed by Broward County within approximately 30 days. There is no opportunity to simply draw-down the existing funds.

**18. Can developer request admin fees on pre development expenses and if so what is the maximum allowable admin fee developer can request?**

**RESPONSE:**

In accordance with the requirements of the CDBG grant for pre-development expenditures, administrative fees are not an eligible expenditure. In accordance with the requirements of the CDBG grant, funding shall be utilized for expenditures associated with site preparation including environmental site assessment, remediation and tree removal.

**19. What is the recommended structure of a non profit/for profit partnership?209. Can a non profit partner be changed prior to the RFP submission?**

**RESPONSE:**

For the purposes of this RFP selection process, the entire submitting organization must be considered a not-for-profit entity prior to the RFP being submitted for consideration.

**20. Is subdivision (replatting) of double lot considered a reimbursable predevelopment expense?**

**RESPONSE:**

Yes, expenditures associated with subdividing the properties would be an eligible predevelopment expenditure. Also important to note is that Broward County will be the ultimate determinant of eligible expenditures.

**21. How many firms are for final selection?**

**RESPONSE:**

The City does not have a set number of firms to be included in the final selection. Depending on the number of submittals, approximately three top firms will be ranked.

**22. Comprehensive plan for affordable housing, Does the City have one?**

**RESPONSE:**

The Housing Element in the City's comprehensive development plan contains the City's affordable housing goals and objectives. A copy of the City's Housing Element of the City's comprehensive plan will be included as Exhibit B in Addendum #4.

**23. The grant monies that Broward County gave, when do they expire? What is the date?**

**RESPONSE:**

In accordance with an adopted first amendment to the CDBG grant agreement with Broward County, the current expiration date of the grant funding agreement is September 30, 2023.

**24. When does it have to be used by? How much is left?**

**RESPONSE:**

In accordance with current requirements, grant funds must be utilized by September 30, 2023. The total amount expended to date is \$7,300 and the remaining balance of awarded CDBG grant funding is \$95,653.

**25. Are we requiring Homeowner financing?**

**RESPONSE:**

All potential homeowners must qualify and receive homeowner financing. All future homebuyers must be in the “low-income” category in accordance with H.U.D. income and affordability requirements. Homeowner subsidies will be provided by Broward County in and amount up to \$60,000 to bring down the total mortgage costs and provide homeowner affordability.

**26. What is the time frame from the development agreement to develop?**

**RESPONSE:**

Once the development agreement is approved by the City Commission and executed by the required parties and all preliminary development agreement requirements have been satisfied by the Developer or developers, the project site plan approval and construction permitting process may commence.

**27. Will the City extend the submittal date?**

**RESPONSE:**

Please see Addendum #3 currently posted on the City’s webpage and on DemandStar. The RFP submittal date has been amended as follows:

Proposal packets will be accepted until 3:30 p.m. on Monday February 20, 2023. Proposal packets must be submitted to the City Clerk’s Office at the West Park City hall at 1965 South State Road 7, West Park, Florida 33023.

In lieu of:

~~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 at 1965 South State Road 7, West Park, Florida 33023~~

**28. What will cause the deadline to be extended?**

**RESPONSE:**

Please see attached response to Question #27.

**29. Is the City allowing substitutes for tiles or material, will the City consider alternatives?**

**RESPONSE:**

The City will consider any changes or modifications for tiles and or materials provided the substitute material is equivalent in terms of overall quality and durability.

**30. Does the tile have to be 20 x 20 or can an 18 x 18 be used or luxury vinyl in common areas and tile in bathrooms?**

**RESPONSE:**

See response to Question #29 - (The City will consider any changes or modifications for tiles and or materials provided the substitute material is equivalent in terms of overall quality and durability.

**31. Does the \$20,590 go to the developers for pre-construction cost such as Tree removal**

**RESPONSE:**

Required tree removal would be an eligible pre-development expenditure. The required reimbursement process includes selected developer or developers providing eligible receipts and supporting documentation to the City and the City in turn submitting the provided information to Broward County for review and the processing of payment for eligible expenditures.