



**ISLAMORADA, VILLAGE OF ISLANDS, FLORIDA  
REQUEST FOR QUALIFICATIONS FOR AFFORDABLE / WORKFORCE  
HOUSING DEVELOPMENT SERVICES  
(RFQ 21-08)**

**Issue Date: June 15, 2021**

**I. BACKGROUND**

Islamorada, Village of Islands, Florida (the "Village") is seeking proposals from qualified and experienced developers of affordable/workforce housing to construct and operate an affordable housing development with units for sale and/or rental on two areas of land owned by the Village.

It is anticipated that the Village will select one developer based upon experience and capabilities to provide housing development services. An RFQ 21-08 Evaluation Committee comprised of some or all of the members of the Village's Achievable Housing Citizens Advisory Committee will evaluate the proposals, confirm their responsiveness to this RFQ, rank proposals, and make a recommendation to the Village Council for selection.

The Village declares its intent to negotiate, enter into agreements, leases, and other ventures within the fullest extent of its authority and in the public interest, as it deems necessary to address critical housing needs throughout the Village, pursuant, but not limited to, authority set forth in Sections 166.04151, et seq., and 380.032, Florida Statutes. Moreover, proposers should be familiar with the Village's Comprehensive Plan and the Village's Code of Ordinances, including but not limited to Chapter 30 *Land Development Regulations and Code Section 2-327(e) Preference for Local Businesses*. This RFQ complies with Section 255.20, Florida Statutes, Section 287.055, Florida Consultant's Competitive Negotiation Act (CCNA), and Village's adopted Policy for Selection of Design Build Operate Firms.

The Village will receive formal proposals until 3:00 p.m. EST on **July 30, 2021**.

Interested developers must submit sealed proposal packages by certified mail or in person to:

Islamorada, Village of Islands  
Attn: Village Clerk  
86800 Overseas Highway  
Islamorada, FL 33036

The Proposal Document shall be enclosed in a sealed envelope and be plainly marked on the upper left-hand corner with the name and address of the Proposer. The following information should be reflected on the package: Islamorada, Village of Islands **"Request for Qualifications for Affordable / Workforce Housing Development Services (RFQ 21-08)."**

It is the sole responsibility of proposing firms to ensure that the proposal is submitted to the Village by the deadline. Any proposal package submitted passed the deadline and/or submitted to another location or office shall be deemed non-responsive and will be rejected. Please contact Ana Hernandez, Procurement and Grants Administrator, by telephone at 305- 664-6453, or by email to [ana.hernandez@islamorada.fl.us](mailto:ana.hernandez@islamorada.fl.us) with any questions.

## **II. DESCRIPTION OF THE VILLAGE**

The Village was incorporated as a municipality on December 31, 1997. Located in the Upper Florida Keys, the Village is approximately 18 liner miles long with a land area of approximately 3,900 acres. The Village consists of four islands: Plantation Key, Windley Key, Upper Matecumbe Key and Lower Matecumbe Key. The Village boundaries extend from Mile Marker 90.939 on the Overseas Highway to Mile Marker 72.658. The Village's official population is approximately 6,400.

## **III. PROJECT SITE**

In 2019 and 2020 the Village purchased a total of nine (9) parcels for the purposes of developing affordable/workforce housing. Attachment 1 provides an aerial of the parcels grouped in two locations (Area "A" and Area "B"). The Village has tentatively reserved seventeen (17) BPAS (Building Permit Allocation System) affordable dwelling units for development of the parcels. Actual number of units that may be constructed on the properties is subject to change and will be based on configuration and size of units.

### Area "A"

Area "A" of the Project site on Attachment 1 includes four (4) vacant lots of approximately 22,500 SF. Legal Description: Lots 1, 2, 19 and 20, Square 1, Lake Harbor, according to the Plat thereof as recorded in Plat Book 4, Page 84, of the Public Records of Monroe County, Florida. The Property Appraiser's Parcel Identification Numbers are 00418280-000000, 00418090-000000, 00418270-000000 and 00418100-000000.

#### Area "B"

Area "B" of the Project site on Attachment 1 includes five (5) vacant lots of approximately 29,850 SF. Legal Description: Lots 7, 8, 13, 14 and 15, Block 1, Lake Harbor, according to the map or plat thereof as recorded in Plat Book 4, Page 84, of the Public Records of Monroe County, Florida. The Property Appraiser's Parcel Identification Numbers are 00418220-000100, 00418220-000000, 00418210-000000, 00418150-000000, and 00418160-000000. A structure was formerly on two the parcels. That structure has since been demolished, but certain utility infrastructure should still be present.

#### **IV. DEVELOPMENT OBJECTIVES**

The Village seeks a knowledgeable, financially sound, and experienced developer of affordable housing that will meet the current needs of lower-income residents. Such providers would work with the Village to plan, develop, construct, and operate affordable and/or workforce housing which will be made available for sale and/or rental with restricted rental rates to residents of Monroe County whose gross incomes range from 50% to 140% of the county's median income, depending upon the final approved proposals. Units would be deed-restricted in perpetuity for affordable housing. Attachment 2 is the 2021 Affordable Housing Fact Sheet which provides information on rental, income, and sales price limits for affordable housing in the Village. Proposals should reflect options to address the needs of households meeting each of the three income limit categories (very low, low and moderate).

Development of the Project Site must include high quality design, materials, and construction. Proposers are encouraged to consult with the Village with questions relating to the development standards. In addition to high-quality development, the Village expects that the Project will achieve sustainability and energy efficient goals that exceed the minimum requirements of the Florida Building Code. The Project should use environmentally friendly and sustainable principles in project design and construction. The Project should be attractive and compatible with the character of the neighborhood and larger community, both aesthetically and functionally, and consistent with land use and zoning requirements. Proposers should check applicable conservation easement requirements depending on habitat classification (i.e., Area "A" is required to retain 50% open space).

Preference shall be given to local applicants as specified in Section 2-328 of the Village's Code of Ordinances and to not-for-profit organizations. The Village seeks to have the Project developed as soon as is practicable. Therefore, proposals will be judged on the practicality of timeliness and the Developer's demonstrated adherence to time schedules, as well as its ability to obtain all necessary plan approvals, financing, and construction commitments so that construction may commence as soon as possible.

The Village anticipates retaining ownership of the land and engaging the services of a Developer through a 99-year lease agreement. Through a 99-year lease agreement, the Project Site will be

offered “as is” to the selected Developer, who shall have full responsibility for obtaining all required approvals for the project, including environmental studies, site survey, environmental remediation, if needed, site preparation, permits, and any other predevelopment costs, including payment of wastewater system development fees. As an incentive for affordable housing development, the Village waives 100% of associated building permit fees and affordable housing in-lieu-of fees and up to 50% of public safety, transportation, and parks and recreation impact fees.

Proposers are encouraged to submit proposals containing general concepts or preliminary plans for development at the two locations. While currently Village staff feels that units for sale are a priority need of its residents at this time, alternative proposals offering rental units should be included and will be considered. The Village does not have a housing authority. Therefore, proposers need to include information on how the properties or developments will be managed after completion, especially if a homeowners’ association would need to be established. The Village will consider and evaluate other agreement structures (i.e., transfer of land ownership) and alternative arrangements that promote and support affordable housing in perpetuity.

## **V. ELIGIBILITY CRITERIA AND DEVELOPER QUALIFICATIONS**

Eligible proposers under this RFQ may include one entity or a team of several entities, including any of the following: for-profit or non-profit housing developers, joint ventures, resident services providers or other services agency. Applicants that include several entities must include a lead entity which has demonstrated experience and capacity in the development and management of affordable housing and must have successfully completed affordable housing projects of similar size and complexity as the proposed project, within Monroe County, or another county in South Florida within the past fifteen (15) years, to be able to submit a proposal. Applicants with building residential projects in South Florida are encouraged to submit proposals.

Each proposer responding to RFQ 21-08 must have within its team direct successful experience in at least three (3) or more of the following areas:

- a. Experience in the redevelopment or revitalization of neighborhoods.
- b. Experience in maximizing the use of housing resources including, real estate acquisitions and financing mechanism.
- c. Experience in development, construction, and operation of affordable/workforce/employee housing.
- d. Experience in site preparation and infrastructure development.
- e. Experience in obtaining low-income housing tax credits.
- f. Experience in housing developments that incorporate tax credit financing or other federal, state, or public or private affordable housing financing.

## VI. PROPOSAL REQUIREMENTS

To be eligible for selection consideration, interested consultants/firms must submit one (1) original printed package and one (1) electronic copy provided on a CD, flash drive, or emailed by drop box link. The electronic copy should be identical to the original printed package, in natively converted PDF format and should be labeled "**Request for Qualifications for Housing Development Services for Affordable and Employee Workforce Housing (RFQ 21-08).**" Village staff will print copies as needed for the Evaluation Committee.

Proposal packages must contain the following information:

1. **Statement of Interest/Cover Letter:** Provide a Statement of Interest/Cover letter introducing the firm and proposal, summarizing in a brief and concise manner the Proposer's understanding of the work to be performed, the commitment to perform the work within the anticipated time, a statement explaining why the firm believes itself to be qualified to perform the engagement, and a statement that the proposal remains in effect for ninety (90) days. An authorized agent of the Proposer must sign the Letter of Transmittal indicating the agent's title or authority.
2. **Statement of Qualifications/Company Overview:** Provide an overview of the company detailing the total number and expertise of professional staff, describing staff credentials, and identifying office locations and staff assigned to those offices throughout the Florida Keys or the nearest locations to the Florida Keys.
3. **Project Management Experience/Project Examples:** Provide at least three (3) examples of successfully implemented projects that demonstrate experience with the services described in the scope of work, preferably in a local government setting. Include the client name, project name, project location and summary of services performed.
4. **Project Team Qualifications:** Provide the proposed team players and their qualifications to perform this project.
5. **Project Timeline:** Provide a timeline for completion of the project.
6. **State Authorization to Transact Business:** Provide proof of authorization to transact business in the State of Florida from the Florida Secretary of State.
7. **Certificate of Authorization:** Provide certificate of authorization to offer professional services through the Florida Department of Professional Regulation, as applicable.
8. **Statement of Preference for Local Business:** Any business seeking certification as a local business shall provide an executed affidavit in the Firm's own form, certifying that it meets the criteria established in Village Code Section 2-327(e) for a determination as a

local business. A complete copy of the Village’s Code of Ordinances can be accessed online by clicking on the “Municode.com” Quick Link on the Village’s website at <http://www.islamorada.fl.us/>.

9. **Insurance Requirements:** Please see Attachment 3.

**VII. EVALUATION SCORING AND TIMELINE**

It is important that Proposers clearly demonstrate their **background and expertise in at least three (3)** of the areas described under Section IV of this RFQ. Any Proposer who does not meet at least three of the criteria in Section IV shall be disqualified. The proposal will be deemed non-responsive and will not be further evaluated. Those proposals that meet at least three (3) of those criteria, shall be evaluated by the RFQ 21-08 Evaluation Committee.

A publicly noticed bid opening will be held at the Village Administrative Center. An Evaluation Committee comprised of some or all the members of the Village’s Achievable Housing Citizens Advisory Committee will convene in a publicly noticed meeting to evaluate proposals sometime after they are opened. Proposals will be evaluated for responsiveness to the RFQ and to prepare a ranking of recommendations based on a point system to the Village Council for entering contract negotiations. Negotiations will commence with the first-ranked firm. If the Village and the first-ranked firm are unable to finalize a contract, then the negotiation process will move to the second-ranked firm and so forth.

The point system for the evaluation and scoring of responsive proposals will be as follows:

Project/Management Approach	0 – 25 points
Developer Qualifications	0 – 20 points
Developer Experience	0 – 20 points
Financial Capacity	0 – 20 points
Developer Experience in Monroe County	0 – 10 points
References	0 – 15 points
<b>SUBTOTAL</b>	<b>0 – 100 POINTS</b>
Not-for-profit status	5 points
Local vendor	5 points
<b>TOTAL POINT RANGE</b>	<b>0 – 110 POINTS</b>

**The Village reserves the right to accept or reject any or all proposals, to waive irregularities, technical errors and formalities, and to select a qualified firm or firms to provide the Services as it deems will best serve the interests of the Village.**

## VIII. CONFIDENTIALITY AND PUBLIC RECORDS

The Proposal Documents and related materials received from the Firms in response to this RFQ will become the property of the Village and will not be returned. The Village is a public agency subject to the Florida Public Records Law. Florida Statute 119.071(1)(b)(2) provides an exemption for "sealed bids, proposals, or replies received by an agency pursuant to a competitive solicitation" until such time as the agency provides notice of an intended decision or until 30 days after opening, whichever is earlier.

Upon the Village's notice of a decision or intended decisions on selection of a Proposer or within thirty (30) days after the opening of the Proposal Documents, whichever is earlier, any material submitted in response to this RFQ will become a "public record" and shall be subject to public disclosure consistent with Chapter 119, Florida Statutes (Florida Public Records Law). All documents submitted to the Village pursuant to this RFQ are public records or documents subject to disclosure, except as specifically exempted by Florida law or Applicable Law. The Village reserves the right to make all final determination(s) of the applicability of the Florida Public Records Law.

By submitting their Proposals, each Firm expressly acknowledges and agrees that the Village will not be responsible or liable in any way for any losses that the Firm may suffer from disclosure of information or materials to third parties and the Firm agrees to defend, indemnify, and hold harmless the Village from all costs (including reasonable attorneys' fees) arising from or related to any action under Florida Public Record's Law.

## IX. QUESTIONS AND ADDENDA

All inquiries and requests for clarification or interpretation regarding this Request for Qualifications shall be made in writing to the attention of the Procurement and Grants Administrator by mail to 86800 Overseas Highway, Islamorada, Florida 33036; by email to [ana.hernandez@islamorada.fl.us](mailto:ana.hernandez@islamorada.fl.us); or by fax to (305) 664-6464 no later than July 16, 2021.

An **optional on-site visit or walk-through** of the site may be scheduled no later than five (5) calendar days prior to the Proposal submission deadline. To schedule an on-site visit, please contact Ana Hernandez, Procurement and Grants Administrator by telephone at (305) 664-6453, or by email to [ana.hernandez@islamorada.fl.us](mailto:ana.hernandez@islamorada.fl.us).

The Village shall issue appropriate addenda as necessary via DemandStar at [www.demandstar.com](http://www.demandstar.com) and on the Village's website at [www.islamorada.fl.us](http://www.islamorada.fl.us) No oral change or interpretation of the provisions contained in this Request for Qualifications is valid. Written addenda shall be issued when changes, clarifications or amendments to the Request for Proposals document are deemed necessary. The issuance of a written addendum is the only official method whereby interpretation, clarification or additional information can be given.