

City of Opa-locka

*Sherbondy Village
215 Perviz Avenue
Opa-locka, FL 33054*



COMMUNITY REDEVELOPMENT AGENCY Agenda

**Tuesday, September 20, 2022
5:30 PM**

Opa-Locka CRA Board

Jannie Russell, Chair

Commissioner Chris Davis, Vice Chair

Mayor Veronica Williams, Board Member

Vice Mayor John Taylor, Board Member

Commissioner Sherelean Bass, Board Member

Commissioner Audrey Dominguez, Board Member

CITY OF OPA-LOCKA

"The Great City"

AGENDA

COMMUNITY REDEVELOPMENT AGENCY

September 20, 2022

5:30 PM

1. CALL TO ORDER:

2. ROLL CALL:

3. MOMENT OF SILENCE:

4. PLEDGE OF ALLEGIANCE:

5. ADD-ON ITEM(S)

6. APPROVAL OF MINUTES:

F1. 5-25-2022

7. PUBLIC COMMENTS:

8. RESOLUTIONS:

1. A RESOLUTION OF THE OPA-LOCKA COMMUNITY REDEVELOPMENT AGENCY (OCRA), AUTHORIZING THE CRA MANAGER TO ISSUE A REQUEST FOR QUALIFICATIONS (RFQ) FOR LEGAL SERVICES; PROVIDING FOR INCORPORATION OF RECITALS; PROVIDING FOR AN EFFECTIVE DATE.
2. A RESOLUTION OF THE OPA-LOCKA COMMUNITY REDEVELOPMENT AGENCY (OCRA), AUTHORIZING THE CRA MANAGER TO ISSUE A REQUEST FOR PROPOSALS (RFP) FOR BOOKKEEPING SERVICES TO ADDRESS FINDINGS OF THE STATE AUDITOR GENERAL 2020 REPORT ITEMS #85, 87, 88, 89, 90, 91, AND 92; RECOMMENDING ORGANIZATIONAL FINANCIAL CONTROLS; PROVIDING FOR INCORPORATION OF RECITALS; PROVIDING FOR AN EFFECTIVE DATE.
3. A RESOLUTION OF THE BOARD OF THE OPA-LOCKA COMMUNITY REDEVELOPEMENT AGENCY (OCRA), APPROVING AND ADOPTING THE OPA-LOCKA COMMUNITY REDEVELOPMENT AGENCY'S PROPOSED GENERAL OPERATING AND TAX INCREMENT FUND BUDGET FOR THE

FISCAL YEAR COMMENCING OCTOBER 1, 2022 AND ENDING SEPTEMBER 30, 2023, AS SET FORTH IN EXHIBIT "A"; DIRECTING THE EXECUTIVE DIRECTOR TO TRANSMIT A COPY OF SAID BUDGET TO MIAMI-DADE COUNTY; PROVIDING FOR INCORPORATION OF RECITALS; PROVIDING FOR SEVERABILITY; PROVIDING FOR CONFLICT AND REPEALER; PROVIDING FOR SCRIVENER'S ERRORS; PROVIDING FOR AN EFFECTIVE DATE

9. DISCUSSIONS/PRESENTATIONS

10. OCRA DIRECTOR'S REPORT

11. FINANCIAL REPORT:

12. BOARD COMMENTS:

13. ADJOURNMENT:

All interested persons are invited to attend this meeting, For additional information, please contact the Opa-locka Community Redevelopment Agency @ 305.953.2868 ext. 1504

In accordance with the Americans with Disabilities Act of 1990, person needing special accommodations to participate in the proceedings should contact the Office of the City Clerk at (305) 953-2800 for assistance no later than seven (72) hours prior to the proceeding. If hearing impaired, you may telephone the Florida Relay Service at (800) 955-8771 (TTY), (800) 955-8770 (Voice), (877) 955-8773 (Spanish) or (877) 955-8707 (Creole).

Pursuant to FS 286.0105: Anyone who desires to appeal any decision made by any board, agency, or commission with respect to any matter considered at such meeting or hearing will need a record of the proceedings, and for that reason, may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal may be based.

The Opa-locka Community Redevelopment Agency

CRA Clerk's Summary Minutes

CRA Meeting

Tuesday, May 25, 2022

5:30 P.M.

- **CALL TO ORDER:**

Chairwoman Jannie Russell called the Special Community Redevelopment Agency Meeting to order at 5:44 p.m. on Tuesday, May 25, 2022.

An opportunity was given to the public to email the CRA Clerk prior to the CRA Meeting with any questions/comments/concerns on items we will hear on this evening's CRA agenda.

- **ROLL CALL:**

The following members of the Opa-locka Community Redevelopment Agency were present: Chairwoman Jannie Russell, Vice Chair Chris Davis, Board Member Sherelean Bass, Board Member Audrey Dominguez, Board Member John Taylor, and Board Member Veronica Williams. Also present were Board Attorney Burnadette Norris-Weeks, CRA Manager, Corion Delaine, CRA Staff, Gregory Gay, Gerald Lee, and Board Clerk Kinshannta Hall.

Board Member Sherelean Bass led us in Prayer.

- **PLEDGE OF ALLEGIANCE:**

The Pledge of Allegiance was recited in unison.

Chairwoman Russell: Do we have any add on items tonight?

*(There were no add on items.)

Chairwoman Russell: Public comments are open.

(Public Comments)

Dorothy Johnson-13724 NW 22 Pl

I was trying to find out what is the listing of the incentive that will be utilized for this \$300,000 dollar. I didn't see any copies out here. I went online and I didn't see any copies. Could anyone provide me the short version. I did have a chance to look at your last meeting. I'm in support of Palmetto Homes. I know the quality of work Mr. Lundy has done and in Liberty City. I know when you had the workshop and the unveiling of the masterplan at that time. I had bought up what are some of the incentives? What can the partnership look like when you're bringing it to the city. There are so many needs that are needed, and homes are needed. I do need someone to answer, I'm a little confused about the incentive. If you have chosen a provider, how were they chosen. I do need a summary if possible. I'll wait for your answer.

Public Comment #2 (No name mentioned)

I'm so excited about the project that Mr. Lundy has built. I will continue to tell everyone the good work. I also tell people that you need a good credit score to become a recipient to be able to move into one of the homes. For years the mayor and commissioners talked about renaming the infamous "Triangle". Mayor, you spoke on it at the last meeting. I came up with a different name instead "Pyramid". I'm looking under "google". Opa-locka is based on the Arabic, Egyptian style. Pyramids were built for religious purposes. Pyramids represents the riches and powers. This just gave such great usage of what we are coming and change. This is just a suggestion something to explore I hope this bring a smile to you all face.

Chairwoman Russell: Public comments are closed.

(Resolution)

F1. A RESOLUTION OF THE OPA-LOCKA COMMUNITY REDEVELOPMENT AGENCY BOARD, AUTHORIZING DEVELOPMENT ASSISTANCE TO PALMETTO HOMES OF MIAMI INC IN THE AMOUNT OF THREE HUNDRED THOUSAND DOLLARS (\$300,000.00) FOR THE DEVELOPMENT OF NEW PROPERTIES WITHIN THE MAGNOLIA NORTH AREA OF THE CRA; PROVIDING FOR INCORPORATION OF RECITALS; PROVIDING FOR AN EFFECTIVE DATE.

Mr. Gay: As stated at the last meeting, we wanted to make sure all the documentation were in the proper place. I want to read one of the objectives that comes from the Opa-locka redevelopment plan that was created in 2009 and adopted in 2011-2012 and under objective four it speaks to vacant lot in field development. As a part of the CRA redevelopment plan blueprint it speaks on the establishment of a program for developer's incentives. In the magnolia north redevelopment may require additional incentives that encourage developers to participate in such a way that may include financial assistance for professional services or construction cost. We looked at that particular point within the redevelopment plan. Because of this point, we wanted to move forward and establish this development incentive assistance program. We wanted to have an agreement to be associated with the legislation adopting the resolution and we were able to locate one. The city of Cape Coral had similar language to what we wanted to achieve. We came to the allocation of \$300,000 dollars based on the initiatives for creating jobs and to assist in the cost of development of which Mr. Lundy needs to develop his units. We felt it was proper with the information Mr. Lundy provided us. The CRA is not able to fund these projects at 100 percent, but we are able to help to move these projects forward. His group did receive the land from Miami-Dade County. As we all know the cost to build anything in south Florida has gone up significantly. Mr. Lundy will have 15-20 units of new housing within the magnolia north area. An area that has been challenged for decades. We are catching up; we feel that this is going to be a product well suited. This is going to have an impact of turning the magnolia north area around. If you have any questions or concerns, I'll address them currently.

Board Member Dominguez: I saw the beautiful homes. I noticed the interest rate is zero percent, the terms of repayment and the loan will be forgiven in five years. Is there collateral if the loan is defaulted?

Attorney Norris-Weeks: This is something you all can look at as an overall program. The area is dealing with magnolia north and is the only area that is funded at this time. It goes through the contract; it speaks on terms and conditions an align with Miami-Dade timeline satisfaction and completion. There will be a construction schedule and the developer will work with staff. This is a loan but if the developer does everything, he supposed to do for five years the loan will be forgiven. The developer will be required to get permits and will be in compliance with building and code. The developer has shown that he has his portion to cover his half of the project. In addition, the developer has agreed to not be in default with this project. There is an exhibit in place as well. There will be invoicing at certain touch points. The funds will only be used for this

project. The developer must maintain the property during this loan period. There shouldn't be any other waste on the property other than construction. The developer is required to have insurance. The bulk of this contract is from the City of Fort Lauderdale, but we took pieces of information from Cape Coral. There were certain exhibits we didn't use from the City of Fort Lauderdale because we wanted to move this project faster. We made this contract easy to understand and this will move quickly. It complies with Miami Dade County and the rest of the clauses are standard severability.

Chairwoman Russell: To answer your question board member Dominguez the land was deeded to Mr. Lundy from Miami-Dade County. There is also a timeline with Miami-Dade County. He must follow up with Miami-Dade County. This is our first project in this manner, and we want to make sure we are moving forward. Commissioner Jordan deeded the land, those lots to Palmetto Holmes. This impressed me because you don't see this a lot. I know it's a lot of paperwork. The first part is our contract. I hope this answer your question board member Dominguez.

Mr. Gay: He did complete our application process which is included in your package. As a benchmark we are looking to fund these projects at 15-20% percent of actual cost of the development itself.

Board Member Bass: The money will be given in increments?

Mr. Gay: Yes. It will be done on an incremental basis.

Board Member Bass: the time frame is two years?

Attorney Norris-Weeks: Yes, although nothing has started yet, but it will be likely be extended.

Mr. Gay: The two years are also reflected within the deed.

Board Member Bass: How many lots are we talking? Is it seven properties?

Mr. Gay: Yes, and there are five lots that are associated with one property. Then there are three other properties. The \$300,000 dollars will not be used for all these properties. This is the allocation for his first run through for these developments. 2-3 lots will be addressed during this budget year, and the next budget year he will come back and repeat the same process.

Board Member Taylor: Going forward, is there more money in this budget for other developers for this grant?

Mr. Gay: With the current project being utilized, it would be \$200,000 dollars left within this budget year. Next budget year we are looking to allocate more money towards development assistance.

Board Member Taylor: Have we advertised that we have \$200,000 dollars left for developers?

Mr. Gay: We have not advertised since we are coming to a close on this budget year. We will be having a developer's forum at the end of June 2022 which we will announce it then.

Chairwoman Russell: Normally the budget is on the website, and it will be listed within the budget. If they look at the budget they will see.

Board Member Taylor: Is there any way we can advertise before September 30th?

Mr. Gay: Yes, this is something we can do.

Board Member Williams: I attended mayor Daniella Cava. round table on the housing crisis. I was able to present the Palmetto Holmes and the construction we are doing. The county is applauding us. This was something that I was able to present. I'm so onboard that we are going to help others in our community.

Vice Chair Davis: I heard Mr. Gay mention new price points so the county has new limits. Can you elaborate what the threshold is now?

Mr. Gay: I don't have that exact information in front of me, but I have been paying attention the county actions they have been taking the last two years. In spring of last year. They increased that a house can be eligible for their homeownership program.

Vice Chair Davis moved to approve resolution "F1" and Board Member Taylor second.

There being no discussion, the motion passed by a 6-0 vote.

Sherelean Bass	Yes
Audrey Dominguez	Yes
John Taylor	Yes
Veronica Williams	Yes
Chris Davis	Yes
Jannie Russell	Yes

ADJOURNMENT:

There being no further business to come before the Board, the meeting was adjourned.

ATTEST:

Kinshannta Hall

Board Clerk

Jannie Russell

Chairperson

RESOLUTION NO. 2022-14

A RESOLUTION OF THE OPA-LOCKA COMMUNITY REDEVELOPMENT AGENCY (OCRA), AUTHORIZING THE CRA MANAGER TO ISSUE A REQUEST FOR QUALIFICATIONS (RFQ) FOR LEGAL SERVICES; PROVIDING FOR INCORPORATION OF RECITALS; PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the Opa-Locka Community Redevelopment Agency (OCRA) desires to issue a Request for Qualifications (RFQ) for Legal services for the OCRA; and

WHEREAS, the State Auditor General's audit finding #99 recommended the use of a competitive process to procure OCRA legal services; and

WHEREAS, a response was provided to the State of Florida that such audit finding was not consistent with Section 287.057(3)(e), Florida Statutes, which provides that legal services are not subject to competitive solicitation requirements; and

WHEREAS, the OCRA desires to procure legal services pursuant to a Request for Qualifications process.

NOW THEREFORE BE IT RESOLVED BY THE OPA-LOCKA COMMUNITY REDEVELOPMENT AGENCY:

Section 1. The recitals to the preamble herein are incorporated by reference.

Section 2. AUTHORIZATION

The CRA Manager is hereby authorized to issue a Request for Qualifications to provide Legal Services to the Opa-Locka Community Redevelopment Agency, as more specifically set forth in Exhibit "A".

Section 3. EFFECTIVE DATE

This Resolution shall take effect immediately upon adoption.

PASSED AND ADOPTED this ____ day of _____, 2022.

Jannie Russell, OCRA Chair

Attest to:

Approved as to form and legal sufficiency:

Kinshannta Hall
OCRA Clerk

Burnadette Norris-Weeks, P.A.
OCRA Attorney

Moved by: _____

Seconded by: _____

VOTE:

Board Member Taylor	(Yes) _____	(No) _____
Board Member Bass	(Yes) _____	(No) _____
Board Member Dominguez	(Yes) _____	(No) _____
Board Member Williams	(Yes) _____	(No) _____
Vice Chairperson Davis	(Yes) _____	(No) _____
Chairperson Russell	(Yes) _____	(No) _____

Opa-locka Community Redevelopment Agency



RFQ NO: 22-XXXXXXX

REQUEST FOR QUALIFICATIONS (RFQ)

LEGAL SERVICES

FOR

OPA-LOCKA COMMUNITY REDEVELOPMENT AGENCY



OPA-LOCKA CRA
RFQ NO. 22-XXXXXXX

LEGAL SERVICES FOR
OPA-LOCKA COMMUNITY REDEVELOPMENT AGENCY

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OPA-LOCKA CRA
REQUEST FOR QUALIFICATIONS
RFQ NO: 22-XXXXXXX

**LEGAL SERVICES FOR
OPA-LOCKA COMMUNITY REDEVELOPMENT AGENCY**

Sealed Proposals for Legal services for the Opa-locka Community Redevelopment Agency will be received by the City of Opa-locka at the Office of the City Clerk, 780 Fisherman St, 4th Floor, Opa-locka, Florida 33054, **Wednesday, August 31st, 2022 by 2:00 p.m.** Any RFQ Package received after the designated closing time will be returned unopened. The City of Opa-locka will be accepting proposals by mail, however it is your responsibility to submit your proposal by the due date. In addition, proposals may be submitted via www.demandstar.com (e-bid). The address to submit sealed proposals is listed below:

CITY OF OPA-LOCKA
Office of the City Clerk
780 Fisherman Street, 4th Floor
Opa-locka, Florida 33054

An original and six (6) copies for a total of seven (7) plus 1 copy of the Proposal package on USB Flash Drive in PDF format shall be submitted in sealed envelopes/packages addressed to the City Clerk, City of Opa-locka, Florida, and marked **RFQ for Legal Services for the Community Redevelopment Agency**.

Proposers desiring information for use in preparing proposals may obtain a set of such documents by visiting the City's website at www.opalockafl.gov or www.demandstar.com.

The OCRA reserves the right to accept or reject any and all proposals and to waive any technicalities or irregularities therein. The OCRA further reserves the right to award a contract to that proposer whose proposal best complies with the **RFQ NO: 22-XXXXXXX** requirements. Proposers may not withdraw their proposal for a period of ninety (90) days from the date set for the opening thereof.

A pre-bid meeting will be held on **Thursday, August 10th, 2022 at 10:00 a.m.** at 780 Fisherman Street, Ste. 220, Opa-locka, FL 33054 and via zoom.

To participate via Zoom, please use the call-in information listed below:

<https://us02web.zoom.us/j/4638013145?pwd=UGFpTmFpbE52c2d0ZnBTenB4Z2lHZz09>

Meeting ID: 463 801 3145

Passcode: 780334

One tap mobile

+13126266799,,4638013145#,,,*780334# US (Chicago)

+16465588656,,4638013145#,,,*780334# US (New York)

Dial by your location

+1 312 626 6799 US (Chicago)

+1 646 558 8656 US (New York)

+1 301 715 8592 US (Washington DC)

+1 346 248 7799 US (Houston)

+1 669 900 9128 US (San Jose)

+1 253 215 8782 US (Tacoma)

Find your local number: <https://us02web.zoom.us/j/k1HRpbFTd>

City Clerk
Joanna Flores



RFQ NO. 22-XXXXXXX

LEGAL SERVICES FOR

OPA-LOCKA COMMUNITY REDEVELOPMENT AGENCY

PART I

PROPOSAL GUIDELINES

Introduction: The Opa-locka CRA is requesting proposals from qualified professional companies to provide **Legal Services for the Community Redevelopment Agency**.

1-2. Proposal Submission and Withdrawal: The City of Opa-locka will be accepting proposals by mail, however it is your responsibility to submit your proposal by the due date. In addition, proposals may be submitted via www.demandstar.com (e-bid). The CRA must receive all proposals by 2:00 pm on Wednesday, August 31, 2022. The address to submit sealed proposals is listed below:

CITY OF OPA-LOCKA
Office of the City Clerk
780 Fisherman Street, 4th Floor
Opa-locka, Florida 33054

To facilitate processing, please clearly mark the outside of the proposal package as follows: **RFQ NO. 22-XXXXXXX –LEGAL SERVICES FOR THE COMMUNITY REDEVELOPMENT AGENCY**. This package shall also include the Proposer’s return address.

Proposers may withdraw their proposals by notifying the CRA in writing at any time prior to the deadline for proposal submittal. After the deadline, the proposal will constitute an irrevocable offer, for a period of 90 days. Once opened, proposals become a record of the CITY and will not be returned to the Proposer.

The CRA cautions proposers to assure actual delivery of mailed or hand-delivered proposals directly to the City Clerk’s Office at 780 Fisherman Street, 4th Floor, Opa-locka, Florida 33054 prior to the deadline set for receiving proposals. Telephone confirmation of timely receipt of the proposal may be made by calling (305) 688-4611 before proposal closing time. Any proposal received after the established deadline **will not** be considered and will be returned unopened to the Proposer(s).

1-3. Number of Copies: Proposers shall submit an **original and six (6) copies (a total of 7) plus one copy on CD in PDF format** of the proposal in a sealed, opaque package marked as noted above. The Proposer will be responsible for timely delivery, whether by personal delivery, US Mail or any other delivery medium.

1-4. Development Costs: Neither the City nor its representatives shall be liable for any expenses incurred in connection with preparation of a response to this Request for Qualification. Proposers should prepare their proposals simply and economically, providing a straightforward and concise description of the Proposer’s ability to meet the requirements of the RFQ.

1-5. Inquiries: The City Clerk will receive written requests for clarification concerning the meaning or interpretations of the RFQ, until eight (8) days prior to the submittal date. City personnel are authorized only to direct the attention of prospective Proposers to various portions of the RFQ so that they may read

and interpret such for themselves. No employee of the City is authorized to interpret any portion of this RFQ or give information as to the requirements of the RFQ in addition to what is contained in the written RFQ document.

1-6. Addendum: The City may record its response to inquiries and any supplemental instructions in the form of written addenda. The CITY may mail written addenda up to three (3) calendar days before the date fixed for receiving the proposals. Proposers shall contact the City to ascertain whether any addenda have been issued. Failure to do so could result in an unresponsive proposal. Any oral explanation given before the RFQ opening will not be binding.

All Proposers are expected to carefully examine the proposal documents. Any ambiguities or inconsistencies should be brought to the attention of the City's Purchasing Agent through written communication prior to the opening of the proposals.

1-7. Contract Awards: The City anticipates entering into an Agreement with the Proposer who submits the proposal judged by the City to be most advantageous.

The Proposer understands that this RFQ does not constitute an offer or an Agreement with the Proposer. An offer or Agreement shall not be deemed to exist and is not binding until proposals are reviewed, accepted by appointed staff.

The City reserves the right to reject all proposals, to abandon the project and/or to solicit and re-advertise for other proposals.

1-8. Contractual Agreement: This RFQ and Consultant/Contractor proposal shall be included and incorporated in the final award. The order of contractual precedence will be the Contract or Agreement document, original Terms and Conditions, and Proposer response. Any and all legal action necessary to enforce the award will be held in Miami-Dade County and the contractual obligations will be interpreted according to the laws of Florida. **Any additional contract or agreement requested for consideration by the Proposer must be attached and enclosed as part of the proposal.**

1-9. Selection Process: The proposals will be evaluated and assigned points. The firm with the highest number of points will be ranked first; however, nothing herein will prevent the City from assigning work to any firm deemed responsive and responsible.

The City reserves the right to further negotiate any proposal, including price, with the highest rated Proposer. If an agreement cannot be reached with the highest rated Proposer, the City reserves the right to negotiate and recommend award to the next highest Proposer or subsequent Proposers until an agreement is reached.

1-10. Public Records: Upon award recommendation or ten (10) days after opening, whichever occurs first, proposals become "public records" and shall be subject to public disclosure consistent with Chapter 119 Florida Statutes. Proposers must invoke the exemptions to disclosure provided by law in the response to the RFQ, and must identify the data or other materials to be protected, and must state the reasons why such exclusion from public disclosure is necessary. Document files may be examined, during normal working hours.

1-11. News Releases: The Proposer shall obtain the prior approval of the City Manager's Office of all news releases or other publicity pertaining to this RFQ or the service, study or project to which it relates.

1-12. Insurance: The awarded Proposer(s) shall maintain insurance coverage reflecting at least the

minimum amounts and conditions specified herein. In the event the Proposer is a governmental entity or a self-insured organization, different insurance requirements may apply. Misrepresentation of any material fact, whether intentional or not, regarding the Proposers' insurance coverage, policies or capabilities may be grounds for rejection of the proposal and rescission of any ensuing Agreement.

1. Evidence of General Liability coverage with limits not less than \$1,000,000 per Occurrence/\$2,000,000 Aggregate (Including Policy Number and Policy Period);
2. Evidence of Auto Liability coverage with limits not less than \$1,000,000 per Occurrence/\$1,000,000 Aggregate (Including Policy Number and Policy Period);
3. Evidence of Workers' Compensation coverage with statutory limits and Employer's Liability coverage with limits not less than \$100,000 (Including Policy Number and Policy Period);
4. The City listed as an additional insured (this may be specifically limited to the specific job(s) the contractor will be performing);
5. Minimum 30-day written notice of cancellation.

1-13. Licenses: Proposers, both corporate and individual, must be fully licensed and certified in the State of Florida at the time of RFQ submittal. The proposal of any Proposer who is not fully licensed and certified shall be rejected.

1-14. Public Entity Crimes: Award will not be made to any person or affiliate identified on the Department of Management Services' "Convicted Vendor List". This list is defined as consisting of persons and affiliates who are disqualified from public contracting and purchasing process because they have been found guilty of a public entity crime. No public entity shall award any contract to or transact any business in excess of the threshold amount provided in Section 287.017 Florida Statutes for Category Two (currently \$25,000) with any person or affiliated on the "Convicted Vendor List" for a period of thirty-six (36) months from the date that person or affiliate was placed on the "Convicted Vendor List" unless that person or affiliate has been removed from the list. By signing and submitting the RFQ proposal forms, Proposer attests that they have not been placed on the "Convicted Vendor List".

1-15. Code Of Ethics: If any Proposer violates or is a party to a violation of the code of ethics of the City of Opa-locka or the State of Florida with respect to this proposal, such Proposer may be disqualified from performing the work described in this proposal or from furnishing the goods or services for which the proposal is submitted and shall be further disqualified from submitting any future proposals for work, goods or services for the City of Opa-locka.

1-16. Drug-Free Workplace: Preference shall be given to businesses with Drug-Free Workplace (DFW) programs. Whenever two or more proposals which are equal with respect to price, quality, and service are received by the City for the procurement of commodities or contractual services, a proposal received from a business that completes the attached DFW form certifying that it is a DFW shall be given preference in the award process.

1-17. Permits and Taxes: The Proposer shall procure all permits, pay all charges, fees, and taxes, and give all notices necessary and incidental to the due and lawful prosecution of the work.

1-18. Protests: Protests of the plans, specifications, and other requirements of the request for proposal and bids must be received in writing by the City Clerk's Office at least ten (10) working days prior to the

scheduled bid opening. A detailed explanation of the reason for the protest must be included. Protests of the award or intended award of the bid or contract must be in writing and received in the City Clerk's Office within seven (7) working days of the notice of award. A detailed explanation of the protest must be included.

1-19. Termination for Convenience: A contract may be terminated in whole or in part by the City at any time and for any reason in accordance with this clause whenever the City shall determine that such termination is in the best interest of the City. Any such termination shall be affected by the delivery to the contractor at least five (5) working days before the effective date of a Notice of Termination specifying the extent to which performance shall be terminated and the date upon which termination becomes effective. An equitable adjustment in the contract price shall be made for the completed service, but no amount shall be allowed for anticipated profit on unperformed services.

PART II

MINIMUM SPECIFICATIONS

SCOPE OF SERVICES:

DESCRIPTION OF SERVICES

The purpose of this Request for Qualification is to invite interested law firms and/or attorneys to provide general legal services to the Opa-locka Community Redevelopment Agency (OCRA), in conformity with the requirements contained herein. The CRA Board will award one contract to a single firm or a single attorney to represent the OCRA as its General Counsel.

SCOPE OF WORK

It is the intent of the Opa-locka Community Redevelopment Agency (OCRA) to select an attorney or law firm to provide full legal services. The objectives are to obtain the best legal services while minimizing the cost to the Agency (OCRA) for the following duties including, but not limited to:

- a. Providing legal advice and counsel to the CRA Board, the OCRA and all of its officers in matters relating to their official duties.
- b. Attending all meetings of the CRA Board.
- c. Advising, researching, assisting and rendering written opinions to the OCRA on a wide variety of legal areas including but not limited to: redevelopment law, general municipal law, special district law, general state and federal laws, real estate law, Sunshine Law, public records law, and contract law relating to redevelopment, special districts, intergovernmental and rules and regulations.
- d. Conducting research and analysis of specific legal questions, prepares memoranda, opinions, and position papers upon requests.
- e. Advising, researching, and assisting the OCRA on a wide variety of legal areas including, but not limited to: grants, budgets, bonds, acquisition and disposition of land, tax increment collection, appropriateness of expenditures, public disclosure issues, land leases, purchasing and procurement, and laws and legal opinions related to the undertaking and administration of redevelopment in the State of Florida.
- f. Preparing, reviewing, or advising on all contracts, bonds, and all other legal and official instruments in which the RBCRA is concerned and shall endorse of each his approval of the form and correctness.
- g. Assisting the OCRA in preparation, drafting, revisions of resolutions, contracts and amendments to contracts, leases, policy and procedural manuals, and other legal documents at the request of the CRA Board or Executive Director.

PART III

PROPOSAL REQUIREMENTS

3-1 RULES FOR PROPOSALS

In order to maintain comparability and enhance the review process, proposals shall be organized in the manner specified below and include all information required herein. The proposal must name all persons or entities interested in the proposal as principals. The proposal must declare that it is made without collusion with any other person or entity submitting a proposal pursuant to this RFQ.

3-2 SUBMISSION OF PROPOSALS

The proposal shall be submitted on 8 ½ "x 11" paper, portrait orientation, with headings and sections numbered appropriately. Ensure that all information is written legibly or typed. The following should be submitted for a proposing firm to be considered:

3.2.1 Cover Page - Show the name of Proposer's agency, attorney/firm, address, telephone number, name of contact person, date, and the proposal number and description.

3.2.2 Tab 1 - Table of Contents

Include a clear identification of the material by section and by page number.

1.2.3 Tab 2 - Letter of Transmittal

Provide general background information about the attorney or about the law firm and attorneys, with focus on the area(s) of activity in which representation is sought, and as to the size and experience of the firm in these specified areas.

3.2.3.1 Limit to one or two pages.

3.2.3.2 Briefly state the Proposers understanding of the work to be done and make a positive commitment to perform the work.

3.2.3.3 Give the names of the persons who will be authorized to make representations for the Proposer, their titles, addresses and telephone numbers.

3.2.3.4 Provide an official signature of a Corporate Officer certifying the contents of the Proposer's responses to the City's Request for Proposal.

3.2.4 Tab 3 - General Information

3.2.4.1 Name of Business.

3.2.4.2 Mailing Address and Phone Number.

3.2.4.3 Names and contact information of persons to be contacted for information or services if different from name of person in charge.

3.2.4.4 Normal business hours.

3.2.4.5 State if business is local, national, or international and indicate the business legal status (corporation, partnership, etc.).

3.2.4.6 Give the date business was organized and/or incorporated, and where.

3.2.4.7 Give the location of the office from which the work is to be done and the number of professional staff employees at that office.

3.2.4.8 Indicate whether the business is a parent or subsidiary in a group of firms/agencies. If it is, please state the name of the parent company.

3.2.4.9 State if the business is licensed, permitted and/or certified to do business in the State of Florida and attach copies of all such licenses issued to the business entity.

3.2.5 Tab 4 – Project Approach

Describe in detail your proposal to fulfill the requirements of the scope of services listed in section 2.2 of this RFQ.

3.2.6 Tab 5 – Experience and Qualifications

Must be licenses with the State of Florida and be in good standing the Florida Bar Association.

At least ten (10) years' experience practicing law in the State of Florida, including at least five (5) years' experience with representing one or more community redevelopment agencies and/or municipalities in Florida is preferred.

3.2.6.1 Specify the number of years the Proposer has been in business.

3.2.6.2 Identify the Proposer's qualifications to perform the services identified in this RFQ as listed in section 2-2 of the Scope of Services.

Include resumes, not exceeding one page each, of all key personnel who will be assigned to the City.

3.2.7 Tab 6 – Schedule

3.2.7.1 Include a timetable that identifies the amount of time required to complete each component of the Program.

3.2.7.2 Indicate the earliest available start date for your project team.

3.2.7.3 Indicate the project completion date based on the date provided in 3.2.7.1.

3.2.8 Tab 7 – Pricing of Services

Provide all fees and costs to be charged including hourly rates of any individual(s) that will be involved with advising the OCRA and the rate at which their time will be billed to the OCRA. The hourly rate quoted should include all salary and compensation, and all overhead expenses, profits and other employee costs, including but not limited to clerical and administrative processing expenses.

3.2.8.1 Fee basis should be an all-inclusive, base fee.

3.2.9 Tab 8 – References

3.2.9.1 List a minimum of three (3) representative clients in Florida for which the proposer has provided legal services, preferably public entity clients, for which the Primary Attorney or firm currently or has previously served as similar counsel. Provide the names and contact information, include the name of the organization, brief description of the project, name of contact person telephone number and email address.

3.2.10 Tab 9 - Required Disclosures

The following questions must be answered as part of your proposal with respect the attorney, or to any firm, and its primary attorney for this matter.

- Do you have any potential conflicts of interest or any arrangement or relationships, formal or informal, which may be interfere with your ability to provide independent, unbiased advice to the OCRA?
- Are there any investigations, lawsuits, or administrative proceedings involving you that the OCRA

should be aware of in considering your capacity to represent the OCRA?

3.2.11 Tab 10 – Additional Forms

Proposers must compete and submit as part of its Proposal all of the following forms and/or documents

- Proposer Qualifications
- Certification regarding debarment and suspension
- Drug Free workplace certification

FAILURE TO SUBMIT ALL OF THE ABOVE REQUIRED DOCUMENTATION MAY DISQUALIFY PROPOSER.

PART IV EVALUATION OF PROPOSALS

4-1 SELECTION COMMITTEE

A Selection Committee, consisting of City personnel, will convene, review and discuss all proposals submitted.

The Selection Committee will use a point formula during the review process to score proposals and assign points in the evaluation process in accordance with the evaluation criteria. The Proposer shall satisfy and explicitly respond to all the requirements of the RFQ including a detailed explanation of how the services shall be performed.

Each proposal will be reviewed to determine if the Proposal is responsive to the submission requirements outlines in the Solicitation. A responsive Proposal is one which follows the requirements of this Solicitation that includes all documents are submitted in the format outlined in this Solicitation, is of timely submission, and has the appropriate signatures as required on each document. Failure to comply with these requirements may result in the Proposal being deemed non-responsive. The Contract (s) will be awarded to the most responsive proposer whose Proposal best serves the interest of and represents the best values to the City of Opa-locka.

4-2 EVALUATION CRITERIA

The Committee may select and choose to invite any and/or or all firms to make a presentation and be interviewed by the Committee as part of the evaluation process for this Solicitation. The Committee's decision will be communicated by staff to all Respondents. The Respondent's presentation may clarify but may not modify their submitted proposal. Any discussion between the presenter (s) and Evaluation Committee during presentations are intended only for purposes of providing clarification in response to questions from the Committee.

Category	Points
Experience and Qualifications of professional personnel assigned to project 1. Number of years providing Legal services 2. Qualifications and experience of staff 3. Licensing / Capacity to meet CRA's needs in a timely manner 4. Adherence to requirements, forms and qualifications listed in this RFQ	25
References 1. Performance of similar services for governmental clients including at least two references	10
Resources and approach 1. Adequate resources 2. Proposed plan and approach to fulfilling scope	30
Price Proposal 1. Cost of proposed services	35
TOTAL	100

4-3 ORAL PRESENTATIONS

Proposers may be required to make individual presentations to the City Selection Committee in order to clarify their proposals. Only those firms with the highest rated scores in accordance with the stated criteria and their weights will be invited to give oral presentations. However, the City has the right to accept the best proposal as submitted, without discussion or negotiation.

If the CRA determines that such presentations are needed, a time and place will be scheduled for oral presentations. Each Proposer shall be prepared to discuss and substantiate any of the areas of the proposal submitted, and its qualifications to perform the specified services. During the oral presentations, the Proposers should relate their discussion to the evaluation criteria, which will include (but not be limited to) their approach to the project. The proposed Project Manager must be in attendance.

The Evaluation Criteria may be changed for the oral presentation evaluation phase. References and site visits (if completed) shall be included in the final evaluation criteria, along with other criteria and weights as determined by the Selection Committee. Finalists will be informed as to the revised criteria, if any, prior to their oral presentation.

Additionally, prior to award of an Agreement pursuant to this RFQ, the City may require Proposers to submit such additional information bearing upon the Proposer's ability to perform the services in the Agreement as the City deems appropriate.

4-4 FINAL SELECTION

The City of Opa-locka will select the firm that meets the best interests of the City. The City shall be the sole judge of its own best interests, the proposals, and the resulting negotiated agreement. The City's decisions will be final. Following the notification of the selected firm, it is expected that an Agreement will be executed between both parties. City staff will recommend award to the responsible Proposer whose Proposal is determined to provide overall best value to the City, considering the evaluation factors in this RFQ.

4-5 AWARD AND CONTRACT EXECUTION

After review by the Selection Committee of the proposals and oral presentations a recommendation will be made to the Interim Manager for submission to the OCRA Board for final approval. Upon Board authorization, contract negotiations will be initiated with the first ranked firm. If those negotiations are unsuccessful, the OCRA will formally terminate negotiations with the first ranked firm and will commence contract negotiations with the next ranked firm, etc. Upon successful contract negotiations with the prevailing firm, the remaining firms will be notified that the process has been completed and that they were not selected.



RFQ NO. 22-XXXXXXX
PROPOSER QUALIFICATIONS

LEGAL SERVICES FOR
OPA-LOCKA COMMUNITY REDEVELOPMENT AGENCY

The Proposer, as a result of this proposal, MUST hold a County and/or Municipal Contractor's Occupational License in the area of their fixed business location. The following information MUST be completed and submitted with the proposal to be considered:

1. Legal Name and Address:

Name: _____

Address: _____

City, State, Zip: _____ Phone/Fax: _____

2. Check One: Corporation () Partnership () Individual ()

3. If Corporation, state:

Date of Incorporation: _____ State in which Incorporated: _____

4. If an out-of-state Corporation, currently authorized to do business in Florida, give date of such authorization: _____

5. **Name and Title of Principal Officers** **Date Elected:**

_____	_____
_____	_____
_____	_____
_____	_____

6. The length of time in business: _____ years

7. The length of time (continuous) in business as a service organization in Florida:
_____ years

8. Provide a list of at least three commercial or government references that the bidder has supplied service/commodities meeting the requirements of the City of Opa-locka specification, during the last twenty-four months.

9. A copy of County and/or Municipal Occupational License(s)

Note: Information requested herein and submitted by the proposers will be analyzed by the City of Opa-locka and will be a factor considered in awarding any resulting contract. The purpose is to insure that the Contractors, in the sole opinion of the City of Opa-locka, can sufficiently and efficiently perform all the required services in a timely and satisfactory manner as will be required by the subject contract. If there are any terms and/or conditions that are in conflict, the most stringent requirement shall apply.



RFQ NO: 22-XXXXXXX
PRICE PROPOSAL FORM

LEGAL SERVICES FOR
OPA-LOCKA
COMMUNITY REDEVELOPMENT AGENCY

Firms must use the Cost Proposal below to submit your Firm's cost for this project indicated in the Scope of Service herein.

The City reserves the right to increase, decrease, and/or choose the items and quantities below for the Project to meet its available budget using the hourly rates provided below.

Proposing firm must completely fill out each row below.

Your firm must provide a detailed fee schedule that explains the cost and services for each description of task.

LUMP SUM PRICE: \$_____

SUBMITTED THIS _____ DAY OF _____ 2022.

BID SUBMITTED BY:

Company

Telephone Number

Name of Person Authorized to Submit Bid

Fax Number

Signature

Email Address

Title



OPA-LOCKA CRA

CERTIFICATION REGARDING DEBARMENT, SUSPENSION PROPOSED DEBARMENT AND OTHER MATTERS OF RESPONSIBILITY

1. The Proposer certifies, to the best of its knowledge and belief, that the Proposer and/or any of its Principals:

A. Are not presently debarred, suspended, proposed for debarment, or declared ineligible for the award of contracts by any Federal agency.

B. Have not, within a three-year period preceding this offer, been convicted of or had a civil judgment rendered against them for: commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, state, or local) contract or subcontract; violation of Federal or state antitrust statutes relating to the submission of offers; or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, tax evasion, or receiving stolen property; and

C. Are not presently indicted for, or otherwise criminally or civilly charged by a governmental entity with, commission of any of the offenses enumerated in paragraph 1-B of this provision.

2. The Proposer has not, within a three-year period preceding this offer, had one or more contracts terminated for default by any City, State or Federal agency.

A. "Principals," for the purposes of this certification, means officers; directors; owners; partners; and, persons having primary management or supervisory responsibilities within a business entity (e.g., general manager; plant manager; head of a subsidiary, division, or business segment, and similar positions). This Certification Concerns a Matter Within the Jurisdiction of an Agency of the United States and the Making of a False, Fictitious, or Fraudulent Certification May Render the Maker Subject to Prosecution Under Section 1001, Title 18, United States Code.

B. The Proposer shall provide immediate written notice to the Contracting Officer if, at any time prior to contract award, the Proposer learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.

C. A certification that any of the items in paragraph (a) of this provision exists will not necessarily result in withholding of an award under this solicitation. However, the certification will be considered in connection with a determination of the Proposer's responsibility. Failure of the Proposer to furnish a certification or provide such additional information as requested by the Contracting Officer may render the Proposer non-responsive.

D. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render, in good faith, the certification required by paragraph (a) of this provision. The knowledge and information of a Proposer is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

E. The certification in paragraph (a) of this provision is a material representation of fact upon which reliance was placed when making award. If it is later determined that the Proposer knowingly rendered an erroneous certification, in addition to other remedies available to the Government, the Contracting Officer may terminate the contract resulting from this solicitation for default.

AS THE PERSON AUTHORIZED TO SIGN THE STATEMENT, I CERTIFY THAT THIS FIRM COMPLIES FULLY WITH THE ABOVE REQUIREMENTS.

Signature _____

Printed Name _____



OPA-LOCKA CRA
RFQ NO. 22-XXXXXXX

DRUG-FREE WORKPLACE CERTIFICATION FORM

Whenever two (2) or more bids/proposals, which are equal with respect to price, quality, and service, are received by the CITY OF OPA-LOCKA for the procurement of commodities or contractual services, a bid/proposal received from a business that certifies that it has implemented a drug-free workplace program shall be given preference in the award process. In order to have a drug-free workplace program, a business shall:

1. Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of controlled substances is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.
2. Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.
3. Give each employee engaged in providing the commodities or contractual services that are under bid a copy of the statement specified in number (1).
4. In the statement specified in number (1), notify the employees that as a condition for working on the commodities or contractual services that are under bid, the employee will abide by the terms of the statement and will notify the employer of any conviction on or plea of guilty or no contest to any violation of Chapter 893, Florida Statutes or of any controlled substance law of the United States or any singular state, for a violation occurring in the workplace no later than five (5) days after such conviction.
5. Impose a sanction on, or require the satisfactory participation in a drug abuse assistance or rehabilitation program if such is available in the employee's community by any employee who is so convicted.
6. Make a good faith effort to continue to maintain a drug-free workplace through implementation of Section 287.087, Florida Statutes.

This Certification is submitted by _____ the
(Name)

_____ of _____
(Title/Position) (Company)

who does hereby certify that said Company has implemented a drug-free workplace program, which meets the requirements of Section 287.087, Florida Statutes, which are identified in numbers (1) through (6) above.

Date

Signature



OPA-LOCKA CRA
NON-COLLUSION AFFIDAVIT

STATE OF FLORIDA - COUNTY OF MIAMI DADE

_____ being first duly sworn, deposes and says that:

- (1) He/She/They is/are the _____
(Owner, Partner, Officer, Representative or Agent) of
_____ the PROPONENT that has submitted the attached
proposal;
- (2) He/She/They is/are fully informed respecting the preparation and contents of the attached
Proposal and of all pertinent circumstances respecting such Proposal;
- (3) Such Proposal is genuine and is not a collusive or sham Proposal;
- (4) Neither the said PROPONENT nor any of its officers, partners, owners, agents, representatives,
employees or parties in interest, including this affiant, have in any way colluded, conspired,
connived or agreed, directly or indirectly, with any other PROPONENT, firm, or person to submit
a collusive or sham Proposal in connection with the Work for which the attached Proposal has
been submitted; or to refrain from Proposing in connection with such Work; or have in any
manner, directly or indirectly, sought by agreement or collusion, or communication, or
conference with any PROPONENT, firm, or person to fix any overhead, profit, or cost elements
of the Proposal or of any other PROPONENT, or to fix any overhead, profit, or cost elements of
the Proposed Price or the Proposed Price of any other PROPONENT, or to secure through any
collusion, conspiracy, connivance, or unlawful agreement any advantage against (Recipient), or
any person interested in the proposed Work;
- (5) The price or prices quoted in the attached Proposal are fair and proper and are not tainted by
any collusion, conspiracy, connivance, or unlawful agreement on the part of the PROPONENT or
any other of its agents, representatives, owners, employees or parties of interest, including this
affiant.

Signed, sealed and delivered in the presence of:

Witness

By: _____
Signature

Witness

Print Name and Title



NON-DISCRIMINATION AFFIDAVIT

I, the undersigned, hereby duly sworn, depose and say that the organization, business or entity represented herein shall not discriminate against any person in its operations, activities or delivery of services under any agreement it enters into with the Opa-locka CRA. The same shall affirmatively comply with all applicable provisions of federal, state and local equal employment laws and shall not engage in or commit any discriminatory practice against any person based on race, age, religion, color, gender, sexual orientation, national origin, marital status, physical or mental disability, political affiliation or any other factor which cannot be lawfully used as a basis for service delivery.

By:_____

Title:_____

Sworn and subscribed before this

____ day of _____, 20____

Notary Public, State of Florida

(Printed Name)

My commission expires:_____



E-VERIFY

Effective January 1, 2021, public and private employers, contractors and subcontractors will be required to register with, and use of the E-verify system in order to verify the work authorization status of all newly hired employees. Vendor/Consultant/Contractor acknowledges and agrees to utilize the U.S. Department of Homeland Security's E-Verify System to verify the employment eligibility of:

- a) All persons employed by Vendor/Consultant/Contractor to perform employment duties within Florida during the term of the contract; and
- b) All persons (including sub-vendors/sub-contractors) assigned by Vendor /Consultant/ Contractor to perform work pursuant to the contract with the Department. The Vendor /Consultant/ Contractor acknowledges and agrees that use of the U.S. Department of Homeland Security's E-Verify System during the term of the contract is a condition of the contract with the CRA; and

By entering into a Contract, the Contractor becomes obligated to comply with the provisions of Section 448.095, Fla. Stat., "Employment Eligibility," as amended from time to time. This includes but is not limited to utilization of the E-Verify System to verify the work authorization status of all newly hired employees, and requiring all subcontractors to provide an affidavit attesting that the subcontractor does not employ, contract with, or subcontract with, an unauthorized alien. The contractor shall maintain a copy of such affidavit for the duration of the contract. Failure to comply will lead to termination of this Contract, or if a subcontractor knowingly violates the statute, the subcontract must be terminated immediately. If t contract is terminated for a violation of the statute by the Contractor, the Contractor may not be awarded a public contract for a period of 1 year after the date of termination. The Contractor acknowledges it is liable to the City for any additional costs as a result of termination of the contract due to Contractor's failure to comply with the provisions herein.



E-VERIFY FORM

Definitions:

“Contractor” means a person or entity that has entered or is attempting to enter into a contract with a public employer to provide labor, supplies, or services to such employer in exchange for salary, wages, or other remuneration.

“Subcontractor” means a person or entity that provides labor, supplies, or services to or for a contractor or another subcontractor in exchange for salary, wages, or other remuneration.

Effective January 1, 2021, public and private employers, contractors and subcontractors will begin required registration with, and use of the E-verify system in order to verify the work authorization status of all newly hired employees. Vendor/Consultant/Contractor acknowledges and agrees to utilize the U.S. Department of Homeland Security’s E-Verify System to verify the employment eligibility of:

- a) All persons employed by Vendor/Consultant/Contractor to perform employment duties within Florida during the term of the contract; and
- b) All persons (including sub-vendors/subcompanies/subcontractors) assigned by Vendor/Consultant/Contractor to perform work pursuant to the contract with the Department. The Vendor/Consultant/Contractor acknowledges and agrees that use of the U.S. Department of Homeland Security’s E-Verify System during the term of the contract is a condition of the contract with the City of Opa-locka; and

Should vendor become successful Contractor awarded for the above-named project, by entering into this Contract, the Contractor becomes obligated to comply with the provisions of Section 448.095, Fla. Stat., "Employment Eligibility," as amended from time to time. This includes but is not limited to utilization of the E-Verify System to verify the work authorization status of all newly hired employees, and requiring all subcontractors to provide an affidavit attesting that the subcontractor does not employ, contract with, or subcontract with, an unauthorized alien. The contractor shall maintain a copy of such affidavit for the duration of the contract. Failure to comply will lead to termination of this Contract, or if a subcontractor knowingly violates the statute, the subcontract must be terminated immediately. If this contract is terminated for a violation of the statute by the Contractor, the Contractor may not be awarded a public contract for a period of 1 year after the date of termination.

Company Name: _____

Authorized Signature: _____

Print Name: _____

Title: _____

Date: _____

RESOLUTION NO. 2022-15

A RESOLUTION OF THE OPA-LOCKA COMMUNITY REDEVELOPMENT AGENCY (OCRA), AUTHORIZING THE CRA MANAGER TO ISSUE A REQUEST FOR PROPOSALS (RFP) FOR BOOKKEEPING SERVICES TO ADDRESS FINDINGS OF THE STATE AUDITOR GENERAL 2020 REPORT ITEMS #85, 87, 88, 89, 90, 91, AND 92; RECOMMENDING ORGANIZATIONAL FINANCIAL CONTROLS; PROVIDING FOR INCORPORATION OF RECITALS; PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the Opa-Locka Community Redevelopment Agency (OCRA) desires to issue a Request for Proposals (RFP) for Bookkeeping services for the OCRA; and

WHEREAS, in an effort to address the State Auditor General's audit findings #85, 87, 88, 89, 90, 91, and 92, ensure accountability and accounting of expenditures, as well as payment of organizational fees, the OCRA is seeking bookkeeping services; and

WHEREAS, the OCRA finds that it in the best interest of the OCRA to issue an RFP for the provision of bookkeeping services consistent with Exhibit "A" hereto.

NOW THEREFORE BE IT RESOLVED BY THE OPA-LOCKA COMMUNITY REDEVELOPMENT AGENCY:

Section 1. The recitals to the preamble herein are incorporated by reference.

Section 2. AUTHORIZATION

The CRA Manager is hereby authorized to issue a Request for Proposals to provide Bookkeeping Services to the Opa-Locka Community Redevelopment Agency, as more specifically set forth in Exhibit "A".

Section 3. EFFECTIVE DATE

This Resolution shall take effect immediately upon adoption.

PASSED AND ADOPTED this _____ day of _____, 2022.

Jannie Russell, OCRA Chair

Attest to:

Approved as to form and legal sufficiency:

Kinshannta Hall
OCRA Clerk

Burnadette Norris-Weeks, P.A.
OCRA Attorney

Moved by: _____

Seconded by: _____

VOTE:

Board Member Taylor	(Yes) _____	(No) _____
Board Member Bass	(Yes) _____	(No) _____
Board Member Dominguez	(Yes) _____	(No) _____
Board Member Williams	(Yes) _____	(No) _____
Vice Chairperson Davis	(Yes) _____	(No) _____
Chairperson Russell	(Yes) _____	(No) _____

RESOLUTION NO. 2022-16

A RESOLUTION OF THE BOARD OF THE OPA-LOCKA COMMUNITY REDEVELOPEMENT AGENCY (OCRA), APPROVING AND ADOPTING THE OPA-LOCKA COMMUNITY REDEVELOPMENT AGENCY'S PROPOSED GENERAL OPERATING AND TAX INCREMENT FUND BUDGET FOR THE FISCAL YEAR COMMENCING OCTOBER 1, 2022 AND ENDING SEPTEMBER 30, 2023, AS SET FORTH IN EXHIBIT "A"; DIRECTING THE EXECUTIVE DIRECTOR TO TRANSMIT A COPY OF SAID BUDGET TO MIAMI-DADE COUNTY; PROVIDING FOR INCORPORATION OF RECITALS; PROVIDING FOR SEVERABILITY; PROVIDING FOR CONFLICT AND REPEALER; PROVIDING FOR SCRIVENER'S ERRORS; PROVIDING FOR AN EFFECTIVE DATE

WHEREAS, the Opa-Locka Community Redevelopment Agency ("OCRA") is responsible for carrying out community redevelopment activities and projects within its Redevelopment Area in accordance with the Opa-Locka Redevelopment Plan ("Plan"); and

WHEREAS, as a prerequisite to carrying out redevelopment activities for the fiscal year commencing October 1, 2022 and ending September 30, 2023 ("FY 2022-2023"), it is required that the Opa-Locka CRA's Board approve and adopt the annual General Operating and Tax Increment Fund Budget ("Budget"), attached and incorporated as Exhibit "A"; and

WHEREAS, pursuant to Interlocal Agreements a copy of the Opa-Locka CRA's budget is required to be transmitted to Miami-Dade County; and

WHEREAS, all the expenses included in the Budget are in accordance with state law, the Interlocal Agreement, and the Agency's Redevelopment Plan; and

WHEREAS, the Opa-Locka CRA Board wish to approve and adopt the Opa-Locka CRA's Budget for FY2022-2023 as set forth in Exhibit "A".

NOW, THEREFORE, BE IT DULY RESOLVED BY THE BOARD OF THE OPA-LOCKA COMMUNITY REDEVELOPMENT AGENCY:

SECTION 1. The recitals to the preamble herein are incorporated by reference.

SECTION 2. AUTHORIZATION

The Board of the Opa-Locka Community Redevelopment Agency hereby approves and adopts the Opa-Locka Community Redevelopment Agency's Proposed General Operating and Tax Increment Fund Budget for the Fiscal Year Commencing October 1, 2022 and Ending September 30, 2023, as set forth in Exhibit "A".

SECTION 3. INSTRUCTIONS TO EXECUTIVE DIRECTOR.

The Executive Director is directed to transmit a copy of said budget to the City of Opa-Locka and Miami-Dade County.

SECTION 4. SEVERABILITY.

If any section, subsection, clause or provision of this Resolution is declared invalid or unconstitutional by a court of competent jurisdiction, the remainder shall not be affected by such invalidity.

SECTION 5. CONFLICT.

All sections or parts of sections of the applicable City of Opa-Locka resolution currently in place in conflict herewith are intended to be rescinded and repealed to the extent of such conflict.

SECTION 6. SCRIVENER'S ERRORS

Sections of this Resolution may be renumbered or re-lettered and corrections of typographical errors which do not affect the intent may be authorized by the Opa-Locka Community Redevelopment Agency Executive Director, or designee, following review by the Agency attorney, without need of public hearing, by filing a corrected copy of same with the Opa-Locka Community Redevelopment Agency Secretary.

SECTION 7. EFFECTIVE DATE

This Resolution shall take effect upon the adoption.

PASSED AND ADOPTED this _____ day of _____, 2022.

Jannie Russell
OCRA Chair

ATTEST:

Kinshannta Hall, OCRA Clerk

**APPROVED AS TO FORM AND
LEGAL SUFFICIENCY:**

Burnadette Norris-Weeks, P.A.
OCRA Attorney

Moved by: _____

Seconded by: _____

VOTE:

Board Member Taylor	(Yes) _____	(No) _____
Board Member Bass	(Yes) _____	(No) _____
Board Member Dominguez	(Yes) _____	(No) _____
Board Member Williams	(Yes) _____	(No) _____
Vice Chair Davis	(Yes) _____	(No) _____
Chairperson Russell	(Yes) _____	(No) _____



FISCAL YEAR 2023
ANNUAL PROPOSED OPERATING BUDGET

Community Redevelopment Agency (CRA) - Summary

180-77		FY 21	FY 22			FY 23	
ACCT	Account Title	Actual (Uaudited)	Amended Budget	Fcst	Over / (Under) Amend Bgt	Proposed	Over / (Under) Fcst
180	REVENUES						
311110	City Tax Increment Revenue	712,555	884,270	884,270	-	1,154,464	270,194
311120	County Tax Increment Revenue	334,355	419,193	419,193	-	562,525	143,332
	Total Tax Increment Revenue	1,046,910	1,303,462	1,303,462	-	1,716,989	413,526
383010	Carryover from prior year (cash & equiv.)	1,075,634	1,760,617	1,760,617	-	2,441,597	680,980
361100	Interest Earnings	-	-	-	-	-	-
369900	Misc. Revenue	-	10,000	-	(10,000)	24,000	24,000
	(A) REVENUE TOTAL	2,122,544	3,074,080	3,064,080	(10,000)	4,182,586	1,118,506
77	EXPENDITURES						
	<u>Administrative Expenditures:</u>						
515320	Accounting & Audits	2,500	25,000	11,500	(13,500)	24,000	12,500
515492	Advertising & Notices	-	7,500	7,500	-	7,500	-
515400	Local Travel	-	5,000	250	(4,750)	1,000	750
515493	Other Admin. Exp (attach list)	19,657	107,808	23,983	(83,825)	122,987	99,004
515341	County Admin Fee 1.5%	-	-	6,288	6,288	8,438	2,150
	(B) Subtotal Adm. Exp	22,157	145,308	49,521	(95,787)	163,925	114,404
	<u>Operating Expenditures:</u>						
515110	Employee Salary & Fringe	25,770	161,610	65,988	(95,622)	153,379	87,391
513410	Printing & Binding	-	3,599	1,500	(2,099)	2,500	1,000
515480	Marketing/Promotional Events/Positioning	-	100,000	12,000	(88,000)	50,000	38,000
515400	Out of Town Travel	-	5,000	2,001	(2,999)	11,675	9,674
515541	Conferences & Meetings	-	5,000	-	(5,000)	5,100	5,100
521541	Education	-	-	-	-	5,000	5,000
513310	Legal Services/Court Costs	24,000	24,000	24,000	-	35,000	11,000
515312	Professional Services	190,000	175,000	15,900	(159,100)	175,000	159,100
515542	Apprenticeship Training	-	100,000	-	(100,000)	150,000	150,000
515544	Commercial Grants	-	245,000	-	(245,000)	400,000	400,000
515545	Home Ownership / Rental Assistance	-	200,000	-	(200,000)	240,000	240,000
515340	Other Contracted Services	-	-	500	500	302,000	301,500
	Total Operating Expenditures	239,770	1,019,209	121,889	(897,320)	1,529,654	1,407,765
	<u>CAPITAL PROJECTS - Grants & Other</u>						
5776001	Development Assistance	-	1,000,000	300,000	(700,000)	1,600,000	1,300,000
5776002	Farmers Market	-	10,000	-	(10,000)	20,000	20,000
5776003	Community Policing	-	-	-	-	20,000	20,000
5776004	Art in Public Places	-	20,000	-	(20,000)	50,000	50,000
5776005	Housing Initiatives	-	100,000	-	(100,000)	100,000	100,000
	Total Cap Projects - Grants & Other	-	1,130,000	300,000	(830,000)	1,790,000	1,490,000
	<u>CAPITAL PROJECTS - Infrastructure</u>						
5776009	Capital/Infrastructure Grants	100,000	585,000	151,073	(433,927)	649,007	497,934
	Total Cap Projects - Infrastructure	100,000	585,000	151,073	(433,927)	649,007	497,934
	(C) Total Operating. Expense + Capital	339,770	2,734,209	572,962	(2,161,247)	3,968,661	3,395,699
581950	(D) Reserve/Contingency	-	-	-	-	50,000	50,000
	EXPENDITURE TOTAL (B+C+D)	361,927	2,879,517	622,483	(2,257,034)	4,182,586	3,560,103
	<u>CAPITAL PROJECTS</u>						
5776006	Facades	50,000	-	17,000	17,000	-	(17,000)
5776006	Historic Building Renovations	-	50,000	-	(50,000)	250,000	250,000
541838	Parks Fence	-	60,000	60,000	-	50,000	(10,000)
515601	Streetscape	-	75,000	-	(75,000)	200,000	200,000
5776007	Park Amenities	50,000	100,000	30,000	(70,000)	119,007	89,007
5776007	Other	-	300,000	14,073	(285,927)	-	(14,073)
5776008	Signage/Marquee	-	-	30,000	30,000	30,000	-
	Total Project Dollars:	100,000	585,000	151,073	(433,927)	649,007	497,934
	YEAR-END CARRY-OVER	1,760,617	194,563	2,441,597	2,247,034	-	(2,441,597)



**FISCAL YEAR 2023
ANNUAL OPERATING BUDGET**

CRA - Compensation & Administrative

180-77		FY 21	FY 22			FY 23	
ACCT	Account Title	Actual (Uaudited)	Amended Budget	Fcst	Over / (Under) Amend Bgt	Proposed	Over / (Under) Fcst
	City Fees						
515391	Administrative Fees	7,206	11,348	11,348	-	35,000	23,652
515448	Occupancy	6,152	5,440	5,440	-	5,000	(440)
515442	Insurance	6,164	6,970	6,970	-	10,000	3,030
	Total City Fees	19,522	23,758	23,758	-	50,000	26,242
515510	Office Supplies	-	-	-	-	1,000	1,000
	Salary & Benefits for Admin		69,000	-	-	66,812	66,812
515420	Postage/Fedex/Courier		100	-	(100)	1,000	1,000
515340	Minutes Processing		10,000	-	(10,000)	2,000	2,000
515540	Membership Dues		4,725	-	(4,725)	2,000	2,000
515341	State Admin Fee		225	225	-	175	(50)
	Total Administrative Fees	19,522	107,808	23,983	(14,825)	122,987	99,004
	Compensation						
	<u>Operating Compensation</u>						
	<u>Salaries</u>						
515110	Salaries - Executive			52,225		64,065	11,840
515120	Salaries - Regular			-		54,267	54,267
	Total Salaries			52,225		118,332	66,107
	<u>Benefits</u>						
515210	FICA			3,996		9,053	66,107
515220	Retirement			5,651		14,093	132,214
515230	Life And Health Insurance			4,116		11,901	198,321
	Total Benefits			13,763		35,047	396,642
	Total Operating Compensation			65,988		153,379	462,749
	<u>Administrative Compensation</u>						
	<u>Salaries</u>						
515110	Salaries - Executive			-		-	-
515120	Salaries - Regular			-		50,247	50,247
515140	Salaries - Overtime			-		500	500
	Total Salaries			-		50,747	50,747
	<u>Benefits</u>						
515210	FICA			-		3,882	3,882
515220	Retirement			-		6,044	6,044
515230	Life And Health Insurance			-		6,139	6,139
	Total Benefits			-		16,065	16,065
	Total Administrative Compensation			-		66,812	66,812
	<u>Total Compensation</u>						
	<u>Salaries</u>						
515110	Salaries - Executive			52,225		64,065	11,840
515120	Salaries - Regular			-		104,514	104,514
515140	Salaries - Overtime			-		500	500
	Total Salaries			52,225		169,079	116,854
	<u>Benefits</u>						
515210	FICA			3,996		12,935	8,939
515220	Retirement			5,651		20,137	14,486
515230	Life And Health Insurance			4,116		18,040	13,924
	Total Benefits			13,763		51,112	37,349
	Total Compensation			65,988		220,191	154,203