

**RESEARCH FOR PROCESS OF RECEIPT
OF UNSOLICITED PROPOSALS BY CRA'S FOR DEVELOPMENT PROJECTS**

	Hollywood	Pompano Beach	Oakland Park	Coral Springs
Name of person and title contacted in this City	Mr. Jorge Camojo CRA 954-924-2980	Mr. Horacio Donavich, CRA CIP Engineer 954-786-7834	Ms. Kathleen Margoles, Director of CRA	Mr. Angelo Salomone, Procurement Manager 954-344-1102
steps taken upon receipt of unsolicited proposal for a development project by Community Redevelopment Agency (CRA). Who receives the unsolicited proposal in your City, etc.	The City of Hollywood passed Ordinance # 2015-07 Application Fee for submission of unsolicited proposals for Public Private Partnerships in Accordance with Florida Statute 287.0512. No other process is in place.	Unsolicited proposals may be received by the CRA Co-Executive Directors (most common), CRA Engineer, NWCRA Director, Project Managers, and occasionally (very rarely) the City Manager and his Staff. If someone other than CRA Staff receives a proposal, then material is sent to CRA Staff/Co-Executive Directors for review and processing.	The City has no ordinance and no resolution for this process. The process starts with receipt by me and it may be vetted with the Finance Director who is also in charge of Procurement. There is no process in place.	The CRA follows procurement process and therefore, the formal solicitation process would be utilized.

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What is done after receipt of the CRA unsolicited proposal.	Contacted the Procurement Department and Mr. Paul Bassar in charge of Procurement stated that upon receipt and/or notice of receipt by CRA of a unsolicited proposal Procurement would proceed in treating the unsolicited in the same manner as through a formal procurement process.	Co-Executive Directors and Staff review the proposal for merit. Co-Executive Directors review the proposal to ensure it is a proposal that provides a benefit to the CRA and constitute a desirable element to the overall vision of the CRA. Depending on what CRA is targeted (East or NW), Staff evaluates the merits and compliance with existing codes, overlay district regulations and guidelines, growth targets for the area, potential benefits to residents and merchants, etc. The CRA Engineer and Project Managers/Planning Team evaluate constructability, design options, aesthetics, etc.	No additional information.	No additional information.
What criteria is used to evaluate the CRA unsolicited proposal received.	No additional information.	There is no set criteria as unsolicited proposals vary in nature and purpose. All proposals are analyzed based on the merits, future benefits (jobs, revenues, potential success, legality, etc.). The proposals are also evaluated to verify whether the project requires any CRA funding (match) and whether the project has anything to do with the overall goals of the CRA Master Plan. If the project does not provide a benefit previously envisioned by the Master Plan, it is unlikely to be recommended for consideration by the CRA Board.	No additional information.	No additional information.

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How much time do you allow CRA to take to review the unsolicited proposal received.	No additional information.	As stated above, proposals vary in nature. If the CRA published an RFQ/RFP and received less than satisfactory responses, and someone decides to later submit an unsolicited proposal that contains many of the elements of the RFQ/RFP, then the proposal may be reviewed very fast. Typically, a proposal is reviewed within a month. Upon receipt, the proposer meets with CRA Staff and explains the project. If the proposal arouses Staff's attention, then the package is discussed with one (or both) of the Co-Executive Directors. The Directors will decide if the project merits further consideration such as scheduling a presentation with an Advisory Committee, and if further recommended by the Committee, whether to include it as an agenda item for CRA Board Consideration. Extremely rare, but a project may also require City Commission approval. If all the stops pass the first go round, then a project may be approved as fast as 2 months. Otherwise, it may linger for a lot longer. Depending on comments by Staff, Committees and Board, a project may need presentations 2 to 3 times. It is all subject to the accuracy and completeness of the material submitted to Staff.	No additional information.	No additional information.

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Describe other steps in the process.	No additional information.	The biggest nuance of all is Developers' patience to go through the process. Some push extremely hard and lobby to get things done faster than "humanly" possible. This leads to errors, insufficient information, incomplete memos and agenda items, etc. Moreover, permit requirements may change a project. It is always a good idea to meet with proposers, walk them through the entire pre-design and permitting process and ultimately the construction phase. This raises many eyebrows. Many times, Developers expect things to go very fast and they may not understand working in the public arena. In addition, Developers may have an expectation for the CRA to make land available for free, exempt them from paying permit fees or impact fees, help them with design, pay for underground utilities, etc. Those scenarios cause lots of delays in negotiations and legal issues.	No additional information.	No additional information.