

WEST PALM BEACH HOUSING AUTHORITY

REQUEST FOR PROPOSALS

WPBHA PREMISES LIABILITY PROTECTIONS PROJECT

RFP-WPBHA-CPTED Assessments

Proposals Will Be Received Until: **January 17, 2025 @ 4pm**

If electronically-submitted: mmcmanaman@wpbha.org

If mailed: West Palm Beach Housing Authority
Attn: Michael McManaman
Reference: RFP-WPBHA-CPTED Assessments
3700 Georgia Avenue
West Palm Beach, FL 33405

Procurement Timeline:

Electronic Posting on Website: December 27, 2024 @ 4pm

Questions and Answers (cut-off date and time) January 10, 2025 @ 4pm

Proposals Due: January 17, 2025 @ 4pm

Recommendation of Award January 24, 2025

All requests for assistance should be made in writing, preferably via email. If email is not available, please mail to the address listed below. No verbal responses will be provided.

Procurement Assistance:
Michael McManaman, DCIC
3700 Georgia Avenue (1ST FL)
West Palm Beach, FL 33405
Tel: (561) 655-8530 x 1106
Email: mmcmanaman@wpbha.org

**WEST PALM BEACH HOUSING AUTHORITY (WPBHA)
REQUEST FOR PROPOSALS**

Solicitation Number: RFP-WPBHA-CPTED Assessments

Project Name: Multifamily Premise Liability Project

Project Description: The selected individual or individuals will perform CPTED assessments of the selected multifamily residential properties listed in the RFP, as a requirement for seeking Premises Liability Protections under the Florida Statute 768.0706.

Background:

In 2023, Florida House Bill 837 created, in part, Section 768.0706 “Multifamily Residential Property Safety and Security; Presumption against Liability”, wherein the Owner or principal operator of a multifamily residential property (defined as a residential building, or group of residential buildings, such as apartments, townhouses, or condominiums, consisting of at least five dwelling units on a particular parcel), which substantially implements the seven (7) security measures listed as part of this Statute, has a presumption against liability in connection with criminal acts that occur on the premises, which are committed by third parties who are not employees or agents of the owner or operator”

Purpose of the RFP:

As the West Palm Beach Housing Authority (WPBHA) is the owner and/or operator of several multifamily residential properties, it wishes to be considered for civil remedies which are part of FS 768.0706, including protection from liability for the owner or principal operator of a multifamily residential property if certain enumerated security actions are taken. In keeping with its Procurement Policy, the WPBHA seeks to obtain priced proposals from individuals with a current and valid Florida CPTED practitioner designation certificate (FCP) issued by the Florida Attorney General’s Office, to perform CPTED Assessments of the properties which are referenced in this RFP.

Minimum Eligibility:

To submit a proposal to perform this work, the inspector must be a current FCP, as defined above, and must have been a practitioner for a minimum of five (5) years from the due date of the RFP (i.e. must have had at least one update to the initial designation).

Accepted Proposals:

Proposals that are accepted by the WPBHA are binding contracts. Incomplete submittals are not acceptable. All Documents and Submittals shall be received by the WPBHA on or before date and hour for specified for receipt. Late Submittals will be returned unopened.

WHAT TO INCLUDE IN THE PROPOSAL

The proposal must be inclusive of the following items, in order to be found responsive to this solicitation, and for the proposer to be subsequently found to be responsible to perform the work:

1. A priced proposal to perform all of the work as identified in this solicitation
2. A “per-unit” price for each Development, should the WPBHA elect to request additional unit checks
3. A copy of his/her valid Florida CPTED practitioner (FCP) designation certificate issued by the Florida Attorney General’s Office. As the minimum requirement for being considered for the work is a minimum of 5 years with an FCP designation, the certificate should be an update designation beyond the original certificate
4. An example (sample), of an HB 837/FS 768.0706 report that the submitter has previously performed
5. The number of HB837/768.0706 assessments that the submitter has conducted
6. The submitters methodology and/or approach for lighting and unit compliance checks
7. Conflict of Interest Statement (**Exhibit A, attached**)
8. A copy of the submitters existing Insurance Certificate(s)

EVALUATION CRITERIA

The following criteria

- Cost to Perform the stated CPTED Assessments
- Ability to commence work promptly
- Time to perform the work
- HB 837/FS 768.0706 experience
- Submitters approach and methodology

SCOPE OF SERVICES

Work to Perform:

The West Palm Beach Housing Authority, in keeping with FS 768.0706, is requesting that the selected proposer, perform CPTED Assessments (HB837/FS 768.0706 reports), on the Developments shown in the Assessment Matrix that follows. The Assessment Matrix identifies the number of buildings at each of the selected Developments, as well as number of parking spaces and number of units which will need to be made part of the assessment at each Development.

Deliverables: CPTED Assessment reports, as referenced in FS 768.0706, delivered to the WPBHA, to which the WPBHA will be charged with ongoing substantial compliance.

Multifamily Developments Encompassed by this RFP:

The following WPBHA-owned and/or operated Multifamily Developments are being made part of this RFP:

- Paul Laurence Dunbar Senior Complex, 906 Grant Street, West Palm Beach, FL 33407
- Silver Palm Place, 838 Adams Street, West Palm Beach, FL 33407
- Royal Palm Place, 808 17th Street, West Palm Beach, FL 33407
- Sable Palm Place, 1860 N. Tamarind Avenue, West Palm Beach, FL 33407
- Robinson Village, 5100 45th Street, West Palm Beach, FL 33407
- Robinson Villas, 905 22nd Street, West Palm Beach, FL 33407
- Pleasant City, 451 Cheerful Street, West Palm Beach, FL 33407
- Colony Oaks, 345 N. Haverhill Road, West Palm Beach, FL 33415
- Newton Woods, 6135 Newton Woods Drive, West Palm Beach, FL 33417

Building/Unit and Percentage of Units for Assessment Matrix:

Following is a matrix of the aforementioned Developments, including the number of buildings and units in each, and the associated percentage of units which will need to be assessed as part of the work:

<u>Development Name</u>	<u># of Bldgs.</u>	<u>Total Units</u>	<u># of Units to Assess</u>
Paul Laurence Dunbar Senior Complex	2	99	25
Silver Palm Place	3	120	30
Royal Palm Place	4	125	32
Sable Palm	1	9	9
Robinson Village	10	60	30
Robinson Villas	4	20	20
Pleasant City	20	74	74

Colony Oaks	18	65	40
Newton Woods	31	60	30

PAYMENT TERMS

Payment terms are Net 30 days from the acceptance of a properly-completed invoice with all supporting documentation, as shown in the INVOICING section below. Acceptance means that all the billed work has been performed and is complete, and all invoicing requirements have been met, however, checks are cut on or about the 15th and 30th of each month. Properly completed invoices submitted at least 4 days in advance of those dates will help with timely payments. **Invoices shall be delivered to:**

**West Palm Beach Housing Authority
 Attn: Charlotte Burnett, General Counsel and Director of
 Development
 3700 Georgia Avenue
 West Palm Beach, FL 33405**

The work to be done includes the furnishing and delivery of all equipment, materials, labor, tools and other forms of expense, together with the necessary supervision required to perform and complete the work as stipulated in the Detailed Scope. Therefore, omission of specific mention of the fact from any part of the Detailed Scope shall not be deemed a waiver of the Proposer's obligation to furnish all supervision, materials, labor, equipment, tools and any other item of expense required to perform and complete the work as provided herein.

INVOICING

Invoicing shall include an Invoice Number, a detailed description of the work performed and the associated price, as proposed.

Additionally, the Invoice shall reference the Name and Address for which checks shall be made Payable.

If more than a final invoice is submitted, a copy of the Proposer's W-9 shall be submitted with the first invoice.

INDEMNIFICATION AND INSURANCE

1. Proposer shall be responsible for safety of persons and property and compliance with all Federal, State, and Local statutes, rules, regulations, and orders relating to the conduct of their work. The Proposer shall be responsible for payment of all fines levied against the WPBHA because of the Proposer's conduct of their work. The Proposer

shall indemnify and hold harmless the WPBHA for damages or liability resulting from any claim made by or on behalf of any employee of the Proposer relating to the conduct of the work.

2. Proposer's Liability Insurance-The insurance required should be written for not less than the following, or greater if required by law:
 - A. Workmen's Compensation: (if required per the State of Florida:
 - a. Statutory limits required by State Law
 - b. Employee's Liability: \$500,000.00
 - B. General Liability Insurance:
 - a. Aggregate - \$2,000,000
 - b. Per Occurrence - \$1,000,000
 - C. Auto Insurance:
 - a. Aggregate - \$50,000
 - b. Per Occurrence - \$50,000
3. The Proposer shall procure and maintain, during the life of the contract insurance as listed. The insurance must be in the name of the Proposer which bid the work and will perform the work. The Proposer will not be allowed to continue on site after the expiration of insurance coverage, any lapse in coverage will cause termination of contract.

EXHIBIT A

Conflict of Interest Statement

Date: _____

To Whom It May Concern:

_____, hereby certifies that the Proposer, nor, if
(Name of Proposer)
applicable, any member of the Proposer's organization, management or staff have a
vested interest in any aspect of the West Palm Beach Housing Authority. Furthermore,
_____ also affirms that there is no potential conflict of
(Name of Proposer)
interest due to any other clients, contract or property for this project.

Sincerely,

Signatory for Proposer

Title

Sworn to and subscribed before me this ____ day of _____. 202_.

Personally know to me or Subscribed and Sworn to Before Me This ____ day of
_____, 202_.

My Commission Expires: _____

(Notary Public)