

# **REQUEST FOR PROPOSAL RFP NO. 342**

## **AFFORDABLE HOUSING FOR TEACHERS AND OTHER EMPLOYEES OF THE MONROE COUNTY SCHOOL DISTRICT**

**(Approximately One acre parcel of land and  
Six acres parcel of land for property located  
Trumbo Road, Key West, FL.)**



*BUILDING BRIDGES  
TO SUCCESS*

### **Monroe County School District**

Steven Pribramsky, District 1  
Andy Griffiths, Chairman, District 2,  
R. Duncan Mathewson III, Vice-Chairman, District 3,  
John Dick, District 4  
Debra Walker, District 5

Randy Acevedo, Superintendent

**January 31, 2007**

**REQUEST FOR PROPOSAL  
RFP. 342**

**NOTICE IS HEREBY GIVEN TO PROSPECTIVE PROPOSERS that on Wednesday, April 4, 2007 at 2:00 P.M. the School Board of Monroe County (the "School District" or "School Board") will open sealed proposals for the following:**

**AFFORDABLE HOUSING FOR TEACHERS AND OTHER  
EMPLOYEES  
OF THE  
MONROE COUNTY SCHOOL DISTRICT**

Specifications and bid documents may be requested from DemandStar by Onvia by calling 1-800-711-1712 or by going to the website [www.demandstar.com](http://www.demandstar.com). The public record document is available at the Purchasing Department, 241 Trumbo Road, 2<sup>nd</sup> Floor, Key West, FL 33040.

Questions regarding the RFP should be directed to Fred Sims, Facilities & Construction, 241 Trumbo Road, Key West, FL 33040, and Telephone: 305-293-1400 Ext. 53392.

All proposals must be received by the Purchasing Department on or before April 4, 2007 at 2:00 P.M. No waivers shall be allowed for RFP which have not been submitted to the Purchasing Department by the deadline date.

Proposers must submit two (2) signed originals and seven (7) typed and bound copies in a sealed envelope clearly marked on the outside: RFP. 342, Affordable Housing for Teachers and Other Employees of the Monroe County School District addressed and delivered to:

**Purchasing Department  
241 Trumbo Road  
Key West, FL 33040**

House Bill 1877, The Jessica Lunsford Act, was effective September 1, 2005. All school district contractual personnel must meet the same Level II screening requirements imposed upon District employees. A Level 2 background check includes submission of digital fingerprints to the FDLE and FBI for background checks and local criminal records check through local law enforcement agencies. The School District has implemented procedures for complying with the Act. Please contact the District Personnel Office at (305) 293-1400, ext. 53327 for procedures for complying with the new law. The contractor is responsible for any expenses incurred.

All RFP's must remain valid for a period of ninety (90) days. The School Board will automatically reject the response of any person or affiliate who appears on the convicted vendor list prepared by the Department of General Services, State of Florida, under Section 287.133(3) (d), F.S. (1997).

Award will be by the Monroe County School District to the proposal (s) whose proposal is deemed by the board to be in the best interest of Monroe County School District.

Dated at Key West, Florida, this 31<sup>st</sup> day of January, 2007.

## **SECTION 1 – NOTICE**

**The Monroe County School District owns approximately one acre parcel and a six acre parcel of property along Trumbo Road located on the waterfront in Key West, Florida**

**There is a continuing need for suitable affordable housing for teachers and other district employees in the Key West area and for the housing of other essential workforce members.**

**The district is prepared to consider any and all proposals from investors, developers, and other parties (herein after referred to as “the Developer”) to provide suitable affordable housing using this land.**

**Written sealed proposals must be received by 2:00 P.M., local time, April 4, 2007, at the Purchasing Department, Monroe County School District, and 241 Trumbo Road, Key West, Florida 33040.**

**The Monroe County School District reserves the right to reject any one or all of the submissions, without incurring any obligation. It also reserves the right to select, negotiate, and enter into a contract, subject to board approval, or take any other action in the best interest of the Monroe County School District.**

## **SECTION 2 – THE PROPERTY**

**The site consists of approximate one acres parcel and a six acre parcel of unused land, and is bounded by the Trumbo Road on the waterfront in Key West. See attached Site Plan (development land indicated by diagonal lines).**

**It is believed that the property can be used for the purpose described herein. The developer should investigate any possible issues, including, but no limited to, deed restrictions, reverter clauses, and/or environmental problems that need to be addressed and the Monroe County School District will assist in this regard.**

## **SECTION 3 – ROGO PERMISSION**

**Undetermined.**

## **SECTION 4- THE PROJECT DEFINITION**

**The Monroe County School Board is prepared to entertain proposals to lease or sell their property along Trumbo Road (See map) for the purpose of creating a mixed income workforce housing neighborhood that will provide teachers and other school board employees, as well as other community members with an opportunity to rent or own a home at affordable rates.**

**If the Developer proposes a purchase the remainder of this section and Section 5 does not apply.**

**It is visualized that the Monroe County School District would continue to own the property and would lease it to the Developer for 99 years at \$1 per year or sell property as is. The Developer would design, build, finance, own, sell, maintain and manage the property for the express purpose of providing housing as further described in this RFP.**

**The Developer would absorb all risks, leaving the Monroe County School District totally harmless with respect to any eventuality.**

**The developer should recognize in their proposal that to make this land available that the Monroe County School District will be required to move their administrative offices and bus storage and maintenance facility from the property. Consideration for this move must be provided by the developer. Coordination with the School Board representatives for possible use of other board property for housing these essential services will be expected.**

**Included as consideration to the school board should be a specific number of units that would be set aside for ownership by the school board.**

**The project design should be creative and not have the “look and feel” of low income housing. Alternatively, the property should be consistent with other housing in the Key West area. (Historic District)**

**The units should be available for rent or for ownership. In either case, the entire project must remain “affordable” or deed restricted in perpetuity. The ownership model could include elements such as those already proven in other programs available in Monroe County, Habitat for Humanity, the New York City coop structure, or various land trusts. Units would be resold under controlled pricing formulas subject to restrictions imposed in the lease.**

**The developer should provide alternate proposals or framework that would include the possibility of the school board partnering with the adjacent property owners, the Monroe County Housing Authority and the City of Key West, to expand this use comprehensively as a master planned neighborhood.**

**The Developer would effectively act as the “agent” of the Monroe County School District, enabling the district to accomplish its objectives of securing housing to guarantee the continuity of the Monroe County School District.**

**The developer should provide a list of past projects, qualifications for this endeavor and biographies of company principles.**

**The Developer should deliver estimated rental and sales prices and square footage for each unit that it proposes to develop, along with the quality of construction envisaged. The Developer should indicate which state and federal subsidies it may secure to enhance the project financially.**

**The developer should provide a list of approximate rents and sales prices of the homes as well as the number of units proposed for each income level and floor plans and proposed architectural designs. The Developer should provide a mix of unit sizes and specifications to meet market needs. The project may include up to 20% of the units for sale as deed restricted market rate units. These units would be offered for sale or resale only to those actively making 70% of their income in Monroe County. This deed restriction would remain for the entirety of the lease.**

**Included should be proposed master lease document guaranteeing future control of resale, affordable rates (sale and rental) resale procedures etc.**

## **SECTION 5 – THE MARKET**

**The target market is defined as individuals or families with incomes which qualify for “affordable housing” under Monroe County and City of Key West regulations and may include individual units designed to service income levels up to 160% of median income. The deed restricted market rate homes will have no income maximum or sale/resale maximum but be limited to resale only within the local working community.**

**Priority will be given to teachers employed by the district, other district employees, other public employees and other city workforce members in that order.**

**For further information and to visit the site, contact Fred Sims, Facilities and Construction, (305) 293-1400, Ext 53392.**

**Debarment Certification**  
**(EXHIBIT A)**

**“The Bidder certifies that, neither the firm nor any person associated therewith in the capacity of owner, partner, director, officer, principal, investigator, project director, manager, auditor, and/or position involving the administration of federal funds:**

- (a) Is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions, as defined in 49 CFR s29.110(a), by any federal department or agency;**
- (b) Has within a three-year period preceding this certification been convicted of or had a civil judgment rendered against it for: commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a federal, state, or local government transaction or public contract; violation of federal or state antitrust statutes; or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;**
- (c) Is presently indicted for or otherwise criminally or civilly charged by a federal, state, or local Governmental entity with commission of any of the offenses enumerated in paragraph 9(b) of this certification; and**
- (d) Has within a three-year period preceding this certification had one or more federal, state, or local government public transactions terminated for cause or default.**

**The Bidder certifies that it shall not knowingly enter into any transaction with any subcontractor, material supplier, or vendor who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this project by any federal agency.**

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

By \_\_\_\_\_  
Authorized Signature/Contractor

\_\_\_\_\_  
Typed Name/Title

\_\_\_\_\_  
Contractor's Firm Name

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
City/State/Zip Code

\_\_\_\_\_  
Area Code/Telephone Number

**Statement of No Bid**

**NOTE: If you do not intend to bid on this requirement/project, please return this form immediately.  
Thank you.**

**School Board of Monroe County, Florida**

**We, the undersigned have declined to submit a bid for No. \_\_\_\_\_**

- Specifications too "tight", i.e. geared toward one brand/manufacturer/service only (explain below)
- Unable to meet time period for responding to ITB/RFP.
- We do not offer this product or service.
- Our schedule would not permit us to perform.
- Unable to meet specifications.
- Unable to meet Bond/Insurance requirement(s).
- Specifications unclear (explain below).
- Unable to Meet Insurance Requirements.
- Please Remove Us from Your "Bidders List".
- Other (specify below).

**REMARKS:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**We understand that if the "No Bid" letter is not executed and returned our name may be deleted from the Bidders List of the School Board of Monroe County.**

**Company Name:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Bidder Number:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Signature** \_\_\_\_\_ **Fax:** \_\_\_\_\_

**Telephone:** \_\_\_\_\_

***VENDOR INFORMATION SHEET***

***Developer:***

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***Name:***

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***Address:***

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***Phone:***

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***Fax:***

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***E-Mail:***

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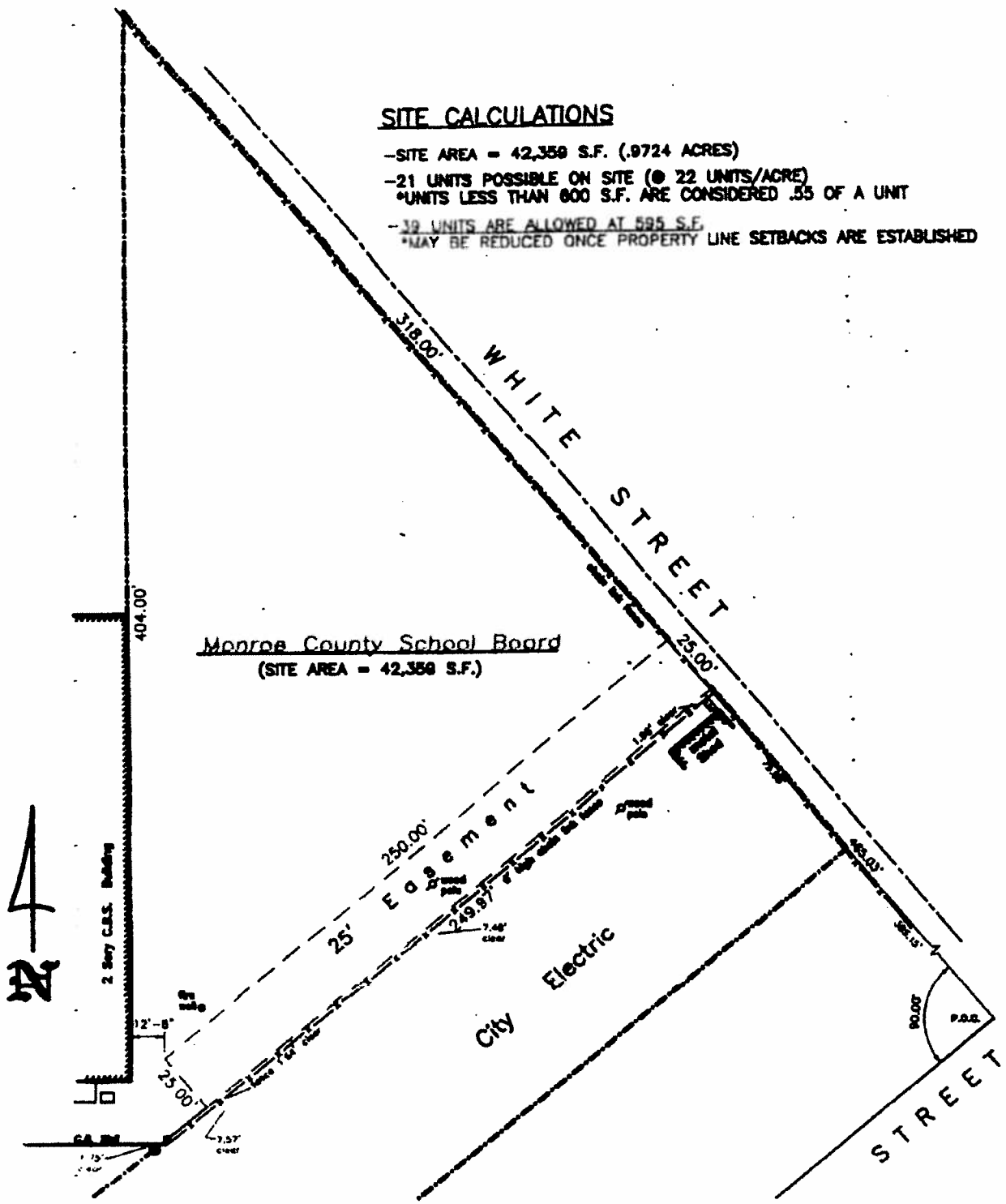
***Authorized Signature:***

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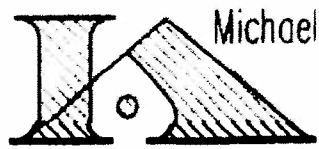


**SITE CALCULATIONS**

- SITE AREA = 42,358 S.F. (.9724 ACRES)
- 21 UNITS POSSIBLE ON SITE ( @ 22 UNITS/ACRE)
- \*UNITS LESS THAN 800 S.F. ARE CONSIDERED .55 OF A UNIT
- 19 UNITS ARE ALLOWED AT 595 S.F.
- \*MAY BE REDUCED ONCE PROPERTY LINE SETBACKS ARE ESTABLISHED



Monroe County School Board  
(SITE AREA = 42,358 S.F.)



**Michael B. Ingram Architect & Associates**  
604 Whitehead Street  
Key West, Fl. 33040  
Ph. (305) 292-7722 Fx. (305) 292-2162  
Florida Registration No. 9306