



**CITY OF DANIA BEACH  
COMMUNITY DEVELOPMENT DEPARTMENT  
STAFF REPORT**

**DATE** February 8, 2011

**TO** Robert Baldwin, City Manager *Robert Baldwin*

**FROM:** Robert Daniels, Community Development Director

**SUBJECT** Request for Letters of Interest – Airport Affected Property Valuation

In response to discussions at recent City Commission and Airport Advisory Board meetings staff has prepared a Request for Letters of Interest (RLI), which is directed at obtaining an assessment of change in property values as a result of airport expansion. The scope of work is included as item 2 on the standard RLI document, as follows.

**The goal of this RLI is to select a firm that will provide the City with a detailed analysis of all financial impacts related to the County's airport south runway expansion. These impacts would include, but not be limited to changes in property valuation that has occurred in specific areas adjacent to the Fort Lauderdale International Airport as a result of airport expansion plans and activities. The analysis should take into account the change that has occurred notwithstanding the effects of the current economy. It is estimated that up to 2,000 residential units could be included in the study area. Results of the analysis should illustrate change in value to property owners and change in property tax revenues to the City of Dania Beach.**

If approved by the City Commission the RLI would be posted on the City's website immediately and advertised in accordance with statutory requirements. Staff anticipates presenting a recommendation to the Commission at its March 22, 2011 meeting.

**STAFF RECOMMENDATION**

Approve.



# **CITY OF DANIA BEACH**

## **REQUEST FOR LETTERS OF INTEREST**

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### **AIRPORT AFFECTED PROPERTY VALUATION**

**RLI OPENING: \_\_\_\_\_, 2011, \_\_\_\_\_ PM  
CITY HALL CONFERENCE ROOM  
100 W. Dania Beach Blvd.  
Dania Beach, FL 33004**

\_\_\_\_\_, 2011

## INSTRUCTIONS TO PROPOSERS

1. GENERAL: The following instructions are given for guiding proposers in properly preparing their proposals.
2. SCOPE OF WORK: The goal of this RLI is to select a firm that will provide the City with a detailed analysis of all financial impacts related to the County's airport south runway expansion. These impacts would include, but not be limited to changes in property valuation that has occurred in specific areas adjacent to the Fort Lauderdale International Airport as a result of airport expansion plans and activities. The analysis should take into account the change that has occurred notwithstanding the effects of the current economy. It is estimated that up to 2,000 residential units could be included in the study area. Results of the analysis should illustrate change in value to property owners and change in property tax revenues to the City of Dania Beach.
3. ACCEPTANCE OR REJECTION OF PROPOSALS: The City, in its sole discretion, reserves the right to accept or reject any proposal, in whole or in part, in the best interest of the City. Proposals are subject to review, evaluation, and revision by the City.
4. SELECTION: The City will consider bidders to be responsive and responsible by providing accurate information as delineated. (See SUBMITTAL REQUIREMENTS section of this Request of Letters of Interest Package).
  - a. Proposers must submit a letter detailing their qualifications and experience and price or cost proposal/structure.
  - b. Proposers must submit at least five (5) references of other entities that have received similar services. Current contact names and phone numbers must be supplied.
  - c. Proposers must submit the Public Entities Crime Form signed by principals of respondents and dated prior to bid.
  - d. Proposers must submit the Non-Collusion Affidavit signed by principals of respondents and dated prior to bid.
5. MINIMUM QUALIFICATION REQUIREMENTS: Proposers shall be individuals, firms, corporations, or other legal entities permitted by law to do business in the State of Florida and shall possess the necessary experience and qualifications to perform the planning and consulting services hereinafter more fully specified, including any required registrations, certifications and licenses

applicable to their profession or business, if any, required by applicable law, ordinance or regulation.

The successful proposer shall currently possess or be able to obtain Professional Liability Insurance in the amount of \$1,000,000. The insurer must be licensed to do business in the State of Florida and approved by the City.

6. SUBMITTAL REQUIREMENTS: Each firm desiring consideration for this service shall submit one (1) original and five (5) copies of its Letter of Interest, stating qualifications and relevant experience. Multiple Letters of Interest from one firm are not acceptable and will result in rejection by the City of all Letters of Interest from that firm.

The Letters of Interest shall, as a minimum, include the following information:

- a. Business Structure: Provide description of the general capabilities of the proposer, including information relating to total size and staffing, resources, equipment, professional staff and clerical support.
- b. Provide the resumes of all key personnel who shall be assigned to the project.
- c. Relevant Experience: Provide a listing of completed similar services including dates.
- d. Lawsuits. Provide a listing of all lawsuits or proceedings involving the proposer within the past ten (10) years, including case name and number, court, nature of the action and disposition or status.
- e. A copy of all licenses, certificates of competency or other documentation required by federal, state or local laws, statutes or regulations required to perform the services described or which demonstrate the proposer's competency to perform such services.
- f. A statement that the proposer is an equal opportunity employer and that it does not and will not discriminate against any person, employee or applicant for employment on account of race, creed, color, religion, sex, national origin, ancestry, age or disability.

All proposals must be signed by a representative who is authorized to contractually bind the proposer.

7. EVALUATION CRITERIA AND PROCEDURES: All submissions will be evaluated based on the information provided in the Letters of Interest. Evaluation criteria will include, but not be limited to, background and experience of the firm and staff to be assigned to the projects of a similar type and extent and in working

with municipal government systems, references, proposed price or cost terms, and any outstanding or pending lawsuits against the firm. The City may select for interview a short list of not less than three and not more than five applicants deemed to be the most highly qualified from those firms submitting Letters of Interest.

The City reserves the right to accept or reject any or all proposals, or parts of proposals, to waive any informalities, technicalities or irregularities, to re-advertise for proposals, to request re-proposals or clarifications, or take any similar actions that may be deemed to be in the best interest of the City. The City reserves the right to negotiate a contract with any one or more responsive proposers.

8. POSTPONEMENT OF DATE FOR SUBMITTING PROPOSALS: The City reserves the right to extend the date for the receipt of proposals and will give ample notice of any such postponement to each prospective proposer.
  
9. PROPOSAL SUBMISSION DEADLINE AND OPENING: Sealed proposals will be received by the City Clerk's Office, City of Dania Beach, 100 W. Dania Beach Boulevard, Dania Beach, Florida 33004 until \_\_\_\_\_. The proposals will be opened and read aloud at \_\_\_\_\_. One (1) original and five (5) copies of the proposal must be presented in a sealed envelope and identified with the following information: **“Dania Beach – Airport Affected Property Valuation”**.