




CITY OF DANIA BEACH
COMMUNITY DEVELOPMENT DEPARTMENT
STAFF REPORT

DATE: March 9, 2011

TO: Robert Baldwin, City Manager

FROM: Robert Daniels, Director 

SUBJECT: Request For Letters of Interest - Airport Impacted Area
Financial Analysis

At the Commission's request staff has prepared the final draft of a Request for Letters of Interest (RLI) for a Financial Impact Analysis for Airport Affected Properties. The scope of work for this RLI has been revised to reflect the comments received from staff, outside counsel and members of the City Commission in their review of previous drafts.

STAFF RECOMMENDATION

Authorize the City Manager to publish the RLI.



CITY OF DANIA BEACH

REQUEST FOR LETTERS OF INTEREST

FINANCIAL IMPACT ANALYSIS of AIRPORT AFFECTED PROPERTY

**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 Broward County's airport south runway expansion. These impacts would include, but not be limited to the general change in property values that has occurred in specific areas adjacent to the Fort Lauderdale International Airport as a result of airport expansion plans and activities. Other impacts may include property tax, non ad valorem assessments, General Obligation bond debt, licenses, permits, formula allocation of state revenues impacted by reduced population and/or others as recommended by the proposer.

Financial impacts reflected by change in property value should be determined using comparable properties that are located outside the study area and in areas that are not affected by airport activity.

The purpose for conducting this analysis is to provide an understanding of all financial impacts that have been incurred over the study time period.

The number of residential units projected to be affected by the runway expansion and included in Broward County's *Proposed Draft Noise Mitigation Plan* for some form of mitigation is 2,073. The composition of units is included below.

- 571 single family inside the 65+ DNL
- 527 single family outside the 65+ DNL
- 390 multi-family inside the 65+ DNL
- 218 multi-family outside the 65+ DNL
- 98 mobile home units located in a park that is owned by a single entity
- 269 mobile home units located in a park that is governed by a co-operative agreement

The study time period is December 2008, the date of the issuance of the *Federal Aviation Administration Record of Decision, the Development and Expansion of Runway 9R/27L and Other Associated Airport Projects at Fort Lauderdale-Hollywood International Airport, Broward County, Florida* to the present.

The results of the analysis should be provided in a report that clearly illustrates the following.

1. Change in Value to a range of properties and property types. Determination of the range(s) is to be made by the proposer, but should address the types of units outlined above in the composition of residential

properties projected to be affected by the runway expansion. Other determinates should include those characteristics generally considered in appraisal of real property such as location, water frontage, unit size and age, etc. as recommended by the proposer.

2. Change in Value to a range of properties and property types as compared to comparable properties in communities in South Florida that are not affected by or adjacent to an airport.
3. Other financial impacts as recommended by the proposer.

The analysis should take into account the requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended (URA). Currently the *Proposed Draft Noise Mitigation Plan* does not recommend eminent domain actions with regard to any of the 2,073 affected properties. The runway expansion will be partially funded by federal funds. Broward County is therefore subject to URA requirements.

The analysis should be performed in accordance with Uniform Standards of Professional Appraisal Practice (USPAP).

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).

Proposers must submit a letter detailing their qualifications and experience and price or cost proposal/structure.

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.

Proposers must submit the Public Entities Crime Form signed by principals of respondents and dated prior to bid.

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:

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.

Provide the resumes of all key personnel who shall be assigned to the project.

Relevant Experience: Provide a listing of completed similar services including dates.

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.

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.

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 – Financial Impact Analysis of Airport Affected Property"**.