



COMMUNITY REDEVELOPMENT AGENCY BOARD MEETING OF: October 7, 2025

OLD BUSINESS

AGENDA ITEM 9.B

SUBJECT:

Continued Discussion and Consideration of the Request for Proposals for CRA Executive Director Services - REVISED AS OF 10/06/2025

SUMMARY:

On July 8, 2025, the Board directed staff to draft a Request for Proposals (RFP) to qualified parties for CRA Executive Director Services (see Attachment I). The RFP will solicit services of a consulting firm to provide Executive Director Services to the CRA for a period of one (1) year with the option of (2) two additional one (1) year renewals.

The Executive Director services will include an Executive Director position to serve as a full-time in-house consultant that will manage the day-to-day operations of the CRA. The Executive Director is a highly responsible position that oversees a wide variety of redevelopment and economic development activities that include fiscal operations, policy making, capital project administration, BBCRA program management, redevelopment plan implementation, property acquisition, business incentives, new business development, business attraction and retention, special business promotion activities, as well as, the management and maintenance of BBCRA-owned properties.

All RFP submittals will be evaluated by the CRA Board in accordance with the criteria set forth in the RFP documents (see Attachment II).

EVALUATION CRITERIA:

MAX. POINTS	CATEGORY
15	Firm's Qualifications
20	Qualifications of Project Team, (key project members) and availability of specialty resources
25	Approach, Demonstrated Skill Set, Creativity, and Innovative Ideas that will be used to address the Scope of Work
10	References of Past Performance
30	Price

As of the September 15, 2025 submission deadline, the CRA received two proposals from the following entities (see Attachments III & IV):

- Redevelopment Management Associates (RMA)
- Mark Stallworth

CRA staff has completed review of each of the proposals for sufficiency and adherence to the RFP requirements (see Attachment V).

Below is a cost summary of the responses:

Proposer	Year 1	Year 2	Year 3
RMA	\$400,000	\$412,000	\$424,360
Mark Stallworth	\$140,900	\$145,127	\$149,480

The Board will award the contract to the highest ranked firm with the highest Final Score. The CRA Board may conduct interviews/presentations as part of the evaluation process. Following the CRA Board selection of a firm and notification of the firm selected, it is expected a contract will be executed between both parties within thirty (30) days. A contract term sheet has been provided for Board discussion (see Attachment VI).

FISCAL IMPACT:

To be determined by the CRA Board.

CRA PLAN/PROJECT/PROGRAM:

2016 Boynton Beach CRA Community Redevelopment Plan

CRA BOARD OPTIONS:

1. Select a proposal in response to the RFP for the CRA Executive Director Services and enter into a contract subject to final CRA legal review.
2. Do not select a proposal in response to the RFP for the CRA Executive Director Services.
3. Alternate determination based on CRA Board discussion and consideration.

ATTACHMENTS:

Description

- [Attachment I - July 8, 2025 CRA Board Meeting Minutes](#)
- [Attachment II - RFP for Executive Director Services and Addenda](#)
- [Attachment III - RMA Proposal Boynton Beach](#)
- [Attachment IV - Mark Stallworth Proposal](#)
- [Attachment V - Executive Director RFP Responses - Sufficiency Checklist](#)
- [Attachment VI - Executive Director Services Sample Contract Terms Sheet - REVISED AS OF 10/06/2025](#)