



## **COMMUNITY REDEVELOPMENT AGENCY BOARD MEETING OF: August 12, 2025**

### **NEW BUSINESS**

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#### **AGENDA ITEM 15.A**

##### **SUBJECT:**

Discussion and Consideration of the Request for Proposals for CRA Executive Director Services

##### **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). The CRA Board may conduct interviews/presentations as part of the evaluation process. The CRA anticipates award to the highest ranked qualified firm as determined by the CRA Board.

##### **RFP SELECTION COMMITTEE:**

The Proposals will be evaluated and ranked by the CRA Board. The Board will award the contract to the highest ranked firm.

##### **EVALUATION CRITERIA:**

The CRA Board is responsible for establishing factors to evaluate the Proposals. Staff recommends that the following evaluation criteria be used:

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

The CRA Board will first score the proposals on their technical merit (criteria 1-4). The price proposal will then be evaluated by using a formula, wherein the lowest price proposal receives a score of 30. The price proposal score will then be added to the technical score to reach the final score.

**RFP Schedule:**

If the Board desires to move forward with the RFP, Staff recommends that the RFP be published on August 15, 2025, with a deadline to submit proposals on September 15, 2025. The Proposers will present at the October 23, 2025 Board meeting.

**FISCAL IMPACT:**

To be determined by the CRA Board.

**CRA PLAN/PROJECT/PROGRAM:**

2016 Boynton Beach CRA Community Redevelopment Plan

**CRA BOARD OPTIONS:**

1. Approve the RFP for the CRA Executive Director Services and issue subject to final CRA legal review.
2. Do not approve RFP for the CRA Executive Director Services.
3. Alternate determination based on CRA Board discussion and consideration.

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**ATTACHMENTS:**

**Description**

- [Attachment I - July 8, 2025 CRA Board Meeting Minutes](#)
- [Attachment II - Draft RFP for Executive Director Services](#)