

**VERNON MYERS**  
MAYOR - COMMISSIONER

**MARY LAWSON BROWN**  
VICE MAYOR - COMMISSIONER

**ALLEGRA KITCHENS**  
COMMISSIONER

**PHIL LEARY**  
COMMISSIONER

**JAMES NORWOOD, JR.**  
COMMISSIONER



**MICHAEL J. CZYMBOR**  
CITY MANAGER

**BETSY JORDAN DRIGGERS**  
CITY CLERK

**MATTHEW D. REYNOLDS**  
FINANCE DIRECTOR

**GARY S. GETCHELL**  
CHIEF OF POLICE

**MICHAEL LAMBERT**  
CHIEF FIRE DEPT

**DONALD E. HOLMES**  
CITY ATTORNEY

*Regular meeting 2nd and 4th Thursdays each month at 6:00 p.m.*

**AGENDA**  
**CITY OF PALATKA**  
**COMMUNITY REDEVELOPMENT AGENCY**  
September 11, 2014 at 5:00 p.m.

**CALL TO ORDER:**

- a. Invocation
- b. Pledge of Allegiance
- c. Roll Call

**APPROVAL OF MINUTES:** June 12, 2014

**PUBLIC COMMENTS** (Speakers limited to three minutes – no action taken on items):

1. **ADOPTION of COMMUNITY REDEVELOPMENT AGENCY BUDGET** for Fiscal Year 2014-2015
2. **BIG GRANT AWARD RECOMMENDATION** 218 & 220 St. Johns Avenue, David Minor, Applicant
3. **DISCUSSION/UPDATE** Design Build Agreement with Riverfront Square, LLC for the St. Johns River Center Project
4. **DISCUSSION** Financial Incentives for Residential Rehabilitation and Infill Projects
5. **DISCUSSION/UPDATE** Master Plan (Verbal)
6. **OTHER BUSINESS/REPORTS**
  - \*a. Small Business Development Center 2<sup>nd</sup> Quarter/Annual Report – Bob Myers
  - b. North Historic District Update – Elizabeth Van Rensburg, Spokesperson, PHNNA
  - c. South Historic District Update – Michael Gagnon, President, SHNA

**ADJOURN**

\*attachment

ANY PERSON WISHING TO APPEAL ANY DECISION MADE BY THE COMMUNITY REDEVELOPMENT AGENCY WITH RESPECT TO ANY MATTER CONSIDERED AT SUCH MEETING WILL NEED A RECORD OF THE PROCEEDINGS, AND FOR SUCH PURPOSE MAY NEED TO INSURE THAT A VERBATIM RECORD OF THE PROCEEDINGS IS MADE, WHICH RECORD INCLUDES THE TESTIMONY AND EVIDENCE UPON WHICH THE APPEAL IS TO BE BASED. FS 286.105  
PERSONS WITH DISABILITIES REQUIRING ACCOMMODATIONS IN ORDER TO PARTICIPATE IN THIS MEETING SHOULD CONTACT THE CITY CLERK'S OFFICE AT 329-0100 AT LEAST 24 HOURS IN ADVANCE TO REQUEST ACCOMMODATIONS.

**201 N. 2ND STREET • PALATKA, FLORIDA 32177**  
**www.palatka-fl.gov**

**PHONE: (386) 329-0100**

**FAX: (386) 329-0106**

# *Agenda Item*

*1*



## CITY COMMISSION AGENDA ITEM

### SUBJECT:

**ADOPTION OF COMMUNITY REDEVELOPMENT AGENCY BUDGET for FY 2015-16**

### SUMMARY:

Florida Statutes require all categories and amounts of expenditures to be made using Tax Increment Funds (TIF) funds be approved by the Community Redevelopment Agency and adopted before those funds can be appropriated for line item expenditures.

See attached the proposed budget for Fiscal Year 2014-2015. Preparation of the budget involved input from the three respective TIF district advisory committees and the Palatka Main Street Manager; a review of current projects financial needs and a review of the CRA plan. Staff has tried to keep the budget comprehensive in nature, allowing for the CRA to progress on multiple initiatives such as; finishing capital improvement projects, offering redevelopment incentives and promoting the downtown through advertisements and regularly scheduled events. You will notice that the South Historic District has the largest amount of available funds allocated to Redevelopment Incentives; that the Central is operating lean as we are finishing up the Riverfront Park enhancements; and that the North plans to focus on Home Improvement Projects and Capital Improvements. Staff will give a brief overview of the budget at the meeting and representatives from three districts will be on hand to address any questions.

### RECOMMENDED ACTION:

**Adopt the Palatka Community Redevelopment Agency/TIF Funds Budget for Fiscal Year 2014-2015**

### ATTACHMENTS:

Description	Type
<input type="checkbox"/> <a href="#">Annual Budget 2014-2015 CRA</a>	Cover Memo

### REVIEWERS:

Department	Reviewer	Action	Date
City Manager	Czymbor, Michael	Approved	9/5/2014 - 8:41 AM
City Clerk	Driggers, Betsy	Approved	9/5/2014 - 9:08 AM

**Tax Increment Fund**

FUND TITLE/FUND # Tax Increment Fund: 030		ACTUAL 2012	ACTUAL 2013	BUDGET 2013	BUDGET 2014	ACTUAL 2014	PROJECTED 2014	BUDGET 2015	INCREASE/ DECREASE
REVENUE OBJECT #/TITLE									
<b>PROPERTY TAXES</b>									
-311-0-3100 DOWNTOWN REDEV COUNTY SHARE		145,239	125,206	125,206	124,608	129,308	129,308	121,681	-2.35%
-311-0-3110 DOWNTOWN REDEV CITY SHARE		146,483	133,942	133,942	133,302	66,651	133,302	125,440	-5.90%
-311-0-3200 SOUTH HISTORIC COUNTY SHARE		52,727	36,909	36,909	38,717	40,178	40,178	42,087	8.70%
-311-0-3220 SOUTH HISTORIC CITY SHARE		53,179	39,484	39,484	41,419	20,709	41,419	43,387	4.75%
-311-0-3300 NORTH HISTORIC COUNTY SHARE		25,338	21,195	21,195	19,935	20,687	20,687	19,384	-2.76%
-311-0-3330 NORTH HISTORIC CITY SHARE		25,555	22,674	22,674	21,326	10,663	21,326	19,983	-6.30%
<b>Total</b>		<b>448,522</b>	<b>379,410</b>	<b>379,410</b>	<b>379,307</b>	<b>288,196</b>	<b>386,219</b>	<b>371,962</b>	<b>-1.94%</b>
<b>OTHER REVENUES</b>									
-331-0-7001 NEA GRANT		-	5,000	-	20,000	-	20,000	-	-100.00%
-365-0-1000 SALE OF SURPLUS LAND-100 BLOCK		-	-	-	-	-	150,000	-	0.00%
-369-9-1000 NORTH HISTORIC HIP REFUND/REIM		-	8,420	8,420	-	-	-	-	0.00%
-369-9-1001 SOUTH HISTORIC HIP REFUND/REIM		-	4,648	11,544	-	-	-	-	0.00%
-369-9-1002 STAGE RENTALS		-	-	-	-	-	-	3,600	0.00%
<b>Total</b>		<b>-</b>	<b>18,067</b>	<b>19,964</b>	<b>20,000</b>	<b>-</b>	<b>170,000</b>	<b>3,600</b>	<b>-82.00%</b>
<b>TOTAL REVENUES</b>		<b>448,522</b>	<b>397,477</b>	<b>399,374</b>	<b>399,307</b>	<b>288,196</b>	<b>556,219</b>	<b>375,562</b>	<b>-5.95%</b>
<b>CASH BALANCE FORWARD</b>									
-301-0-0001 DOWNTOWN REDEVELOPMENT FORWARD		-	-	254,500	56,350	56,350	56,350	65,057	15.45%
-301-0-0002 SOUTH HISTORIC BALANCE FORWARD		-	-	181,578	233,878	233,878	233,878	273,469	16.93%
-301-0-0003 NORTH HISTORIC BALANCE FORWARD		-	-	38,417	68,666	68,666	68,666	57,164	-16.75%
<b>Total</b>		<b>-</b>	<b>-</b>	<b>474,495</b>	<b>358,894</b>	<b>358,894</b>	<b>358,894</b>	<b>395,690</b>	<b>10.25%</b>
<b>TOTAL REVENUES, TRANSFERS &amp; CASH BALANCES</b>		<b>448,522</b>	<b>397,477</b>	<b>873,869</b>	<b>758,201</b>	<b>647,090</b>	<b>915,113</b>	<b>771,252</b>	<b>1.72%</b>

**Tax Increment Fund**

FUND TITLE/FUND # Tax Increment Fund: 030		DOWNTOWN						
DEPARTMENT NAME/# Downtown: 030-30-580	ACTUAL 2012	ACTUAL 2013	BUDGET 2013	BUDGET 2014	ACTUAL 2014	PROJECTED 2014	BUDGET 2015	INCREASE/ DECREASE
EXPENDITURE OBJECT #/NAME								
5280 MISC EXPENSES	154	131	-	500	99	200	500	0.00%
3101 THIRD FRIDAY DOWNTOWN STREET P	672	17,147	18,000	18,000	6,302	12,294	12,000	-33.33%
3102 DANCIN' IN THE STREETS DOWNTOW	-	8,209	12,000	7,000	3,293	7,000	7,000	0.00%
3103 SECOND SATURDAY DOWNTOWN TRUC	-	2,664	9,466	-	-	-	-	0.00%
3104 UNIVERSITY OF FLORIDA MASTER P	-	4,000	4,000	2,142	-	2,142	-	-100.00%
3105 SMALL BUSINESS DEVELOPMENT CEN	-	14,063	14,062	10,000	-	10,000	10,000	0.00%
4801 QUARTERLY EVENTS CALENDAR POST	-	254	400	200	100	200	400	100.00%
4802 QUARTERLY EVENTS CALENDAR TABL	-	1,470	800	2,000	690	2,000	1,500	-25.00%
4803 ADVERTISING FOR PARADES, RETAI	300	1,376	4,000	-	-	-	-	0.00%
5401 FRA ANNUAL DUES, TRAINING	-	770	870	2,100	1,633	2,100	1,000	-52.38%
5403 NMS CONFERENCE	-	-	-	850	-	850	-	-100.00%
3106 MAINSTREET MANAGER	-	45,678	46,912	62,010	31,935	63,871	63,871	3.00%
5402 DEO Annual Dues	-	175	-	175	175	175	175	0.00%
6310 DOWNTOWN REDEV EXPENSE	257,144	-	-	-	-	-	-	0.00%
6311 DOWNTOWN CHRISTMAS LIGHTS	2,155	2,487	10,000	6,000	2,866	2,866	3,000	-50.00%
6312 NEA GRANT MATCH - ART IN PUBLI	-	5,000	5,000	35,500	28,120	35,500	-	-100.00%
6313 MURAL LIGHTING	-	2,700	2,700	-	-	-	-	0.00%
6314 RECRUITMENT PROJECT	-	7,000	17,000	-	-	-	-	0.00%
6315 FACADE GRANT	-	-	3,844	30,000	-	30,000	-	-100.00%
6316 WAYFINDING	-	906	13,711	-	-	-	-	0.00%
6317 ANNIE OAKLEY MURAL	-	6,100	6,100	-	-	-	-	0.00%
6318 1909 PALATKA UNION DEPOT MURAL	-	3,150	3,150	-	-	-	-	0.00%
6319 BUILDING IMPROVEMENT GRANT	-	-	-	30,000	-	-	-	-100.00%
6320 LANDSCAPING	-	-	-	10,000	662	3,500	2,500	-75.00%
6321 SITE AMENITIES	-	-	-	35,000	9,186	32,300	15,000	-57.14%
4804 PROJECT MARKETING	-	-	-	4,000	114	3,994	1,500	-62.50%
3107 AQUATIC MIDGE CONTROL PROJECT	-	-	-	8,000	-	1,000	7,650	-4.38%
6322 RIVERFRONT REDEVELOPMENT PROJECT	-	4,110	26,479	23,011	16,208	23,011	-	-100.00%
6323 HARLEM NIGHTS IN PALATKA MURAL	-	-	-	4,500	-	4,500	-	-100.00%
6324 STAGE	-	-	-	-	-	-	22,000	0.00%
REDEVELOPMENT INCENTIVES	-	-	-	-	-	-	30,000	0.00%
<b>Total</b>	<b>260,425</b>	<b>127,390</b>	<b>198,494</b>	<b>290,988</b>	<b>101,383</b>	<b>237,503</b>	<b>178,096</b>	<b>-38.80%</b>
<b>TRANSFERS</b>								
9100 TRANSFER TO GENERAL FUND	134,926	-	-	-	-	-	-	0.00%
9101 TRANSFER TO BETTER PLACE-FRANK	-	300,000	300,000	-	-	-	-	0.00%
9105 TRANSFER TO BETTER PLACE-SOUTHERN	-	-	-	-	-	150,000	111,592	0.00%
9102 REIMB GENERAL-MAINSTREET MANAG	61,306	15,098	15,098	-	-	-	-	0.00%
9103 REIMB GENERAL-FIREWORKS	15,000	15,000	15,000	15,000	-	15,000	15,000	0.00%
9104 REIMB GENERAL-CHRISTMAS LIGHTS	-	-	-	1,400	-	1,400	1,400	0.00%
<b>Total</b>	<b>211,232</b>	<b>330,098</b>	<b>330,098</b>	<b>16,400</b>	<b>-</b>	<b>166,400</b>	<b>127,992</b>	<b>680.44%</b>
<b>DEPARTMENT TOTAL</b>	<b>471,657</b>	<b>457,488</b>	<b>528,592</b>	<b>307,388</b>	<b>101,383</b>	<b>403,903</b>	<b>306,088</b>	<b>-0.42%</b>

**Tax Increment Fund**

FUND TITLE/FUND # Tax Increment Fund: 030		SOUTH HISTORIC						
DEPARTMENT NAME/#	ACTUAL	ACTUAL	BUDGET	BUDGET	ACTUAL	PROJECTED	BUDGET	INCREASE/ DECREASE
South Historic: 030-31-580	2012	2013	2013	2014	2014	2014	2015	
<b>EXPENDITURE OBJECT #/NAME</b>								
6330 SOUTH HISTORIC EXPENSE	11,385	-	-	-	-	-	-	0.00%
6331 HOME IMPROVEMENT PROGRAM	-	26,218	55,393	60,000	18,790	41,340	60,000	0.00%
6332 HAMMOCK HALL IMPROVEMENTS	5,000	-	-	-	-	-	-	0.00%
6333 SIGNAGE	-	-	4,190	4,000	-	-	4,000	0.00%
8301 LIVE WHERE YOU WORK	-	-	20,000	20,000	-	-	20,000	0.00%
3101 UNIVERSITY OF FLORIDA MASTER P	-	2,000	2,000	665	-	665	-	-100.00%
3102 HOMES & GARDENS TOUR PROMOTION	-	333	500	-	-	-	-	0.00%
6334 COMMERCIAL REHABILITATION GRAN	-	-	65,000	40,000	-	-	40,000	0.00%
6335 HAMMOCK GROVE PROPOSAL	-	-	-	189,349	-	-	-	-100.00%
FRA ANNUAL DUES, TRAINING	-	-	-	-	-	-	600	0.00%
REDEVELOPMENT INCENTIVES	-	-	-	-	-	-	234,343	0.00%
<b>DEPARTMENT TOTAL</b>	<b>16,384</b>	<b>28,551</b>	<b>147,083</b>	<b>314,014</b>	<b>18,790</b>	<b>42,005</b>	<b>358,943</b>	<b>14.31%</b>

**Tax Increment Fund**

FUND TITLE/FUND # Tax Increment Fund: 030								
DEPARTMENT NAME/# North Historic: 030-32-580	NORTH HISTORIC							INCREASE/ DECREASE
	ACTUAL 2012	ACTUAL 2013	BUDGET 2013	BUDGET 2014	ACTUAL 2014	PROJECTED 2014	BUDGET 2015	
EXPENDITURE OBJECT #/NAME								
6320 NORTH HISTORIC EXPENSE	44,488	-	-	-	-	-	-	0.00%
3101 REID GARDEN DESIGNS	-	-	2,836	-	-	-	-	0.00%
3102 STREET SIGN CLEAN-REID GARDEN	-	-	530	-	-	-	-	0.00%
3103 UNIVERSITY OF FLORIDA MASTER P	-	-	-	343	-	-	-	0.00%
4801 CHRISTMAS TOUR	-	-	500	-	-	343	-	-100.00%
6321 HOME IMPROVEMENT PROGRAM	-	22,040	40,000	40,000	8,255	40,000	40,000	0.00%
6322 GENERAL CAPITAL IMPROVEMENTS	-	-	25,000	56,755	-	-	55,931	-1.45%
6323 SITE AMENITIES	-	-	-	12,829	-	13,172	-	-100.00%
FRA ANNUAL DUES, TRAINING	-	-	-	-	-	-	600	0.00%
<b>DEPARTMENT TOTAL</b>	<b>44,488</b>	<b>22,040</b>	<b>68,866</b>	<b>109,927</b>	<b>8,255</b>	<b>53,515</b>	<b>96,531</b>	<b>-12.19%</b>
<b>TOTAL EXPENDITURES</b>	<b>532,528</b>	<b>508,079</b>	<b>744,541</b>	<b>731,329</b>	<b>128,428</b>	<b>499,423</b>	<b>761,562</b>	<b>4.13%</b>
<b>CONTINGENCIES &amp; RESERVES</b>								
9901 CONTINGENCY/RESERVE-DOWNTOWN	-	-	(14,944)	26,872	150,926	65,057	9,690	-63.94%
9902 CONTINGENCY/RESERVE-SOUTH HIST	-	-	122,432	-	275,975	273,469	-	0.00%
9903 CONTINGENCY/RESERVE-NORTH HIST	-	-	21,840	-	91,762	57,164	-	0.00%
Total	-	-	129,328	26,872	518,663	395,690	9,690	-63.94%
<b>TOTAL EXPENDITURES, TRANSFERS, CONTINGENCIES &amp; RESERVES</b>	<b>532,528</b>	<b>508,079</b>	<b>873,869</b>	<b>758,201</b>	<b>647,090</b>	<b>895,113</b>	<b>771,252</b>	<b>1.72%</b>

**CDBG Fund**

FUND TITLE/FUND # CDBG Fund: 050									
REVENUE OBJECT #/TITLE	ACTUAL 2012	ACTUAL 2013	BUDGET 2013	BUDGET 2014	ACTUAL 2014	PROJECTED 2014	BUDGET 2015	INCREASE/ DECREASE	
<b>GRANTS</b>									
-331-5-0800 CDBG E-08 GRANT	-	-	-	-	-	-	-	0.00%	
-331-5-0900 CDBG-C02 GRANT REVENUE	550,237	7,000	7,000	-	-	-	-	0.00%	
-331-5-0901 CDBG-15TH & OAK LINE REPLACEMENT	-	-	-	-	-	-	-	0.00%	
Total	550,237	7,000	7,000	-	-	-	-	0.00%	
<b>OTHER REVENUES</b>									
-361-1-1000 INTEREST- PROG INC BK STMT	3	2	3	3	3	11	15	400.00%	
-361-1-1300 ECON DEV 92 INTEREST	3	2	3	3	4	13	18	500.00%	
-369-0-0100 MORTGAGE P/I REVENUE	21,039	2,121	2,128	-	-	-	-	0.00%	
Total	21,046	2,125	2,134	6	8	24	33	450.00%	
<b>TOTAL REVENUES</b>	<b>571,282</b>	<b>9,125</b>	<b>9,134</b>	<b>6</b>	<b>8</b>	<b>24</b>	<b>33</b>	<b>450.00%</b>	
<b>CASH BALANCE FORWARD</b>									
-301-0-1000 PROGRAM INCOME BALANCE FORWARD	-	-	16,042	16,045	16,045	16,045	16,056	0.07%	
-301-0-1001 ECONOMIC DEVELOPMENT BALANCE F	-	-	19,938	22,062	22,062	22,062	22,075	0.06%	
-301-0-1002 CDBG E08 BALANCE FORWARD	-	-	-	-	-	-	-	0.00%	
-301-0-1003 CDBG N14 BALANCE FORWARD	-	-	-	-	-	-	-	0.00%	
-301-0-1004 CDBG C02 BALANCE FORWARD	-	-	9,334	-	-	-	-	0.00%	
Total	-	-	45,314	38,107	38,107	38,107	38,131	0.06%	
<b>TOTAL REVENUES, TRANSFERS &amp; CASH BALANCES</b>	<b>571,282</b>	<b>9,125</b>	<b>54,448</b>	<b>38,113</b>	<b>38,115</b>	<b>38,131</b>	<b>38,164</b>	<b>0.13%</b>	

**CDBG Fund**

CDBG Fund								
FUND TITLE/FUND # CDBG Fund: 050								
DEPARTMENT NAME/# CDBG: 050-50-555	ACTUAL 2012	ACTUAL 2013	BUDGET 2013	BUDGET 2014	ACTUAL 2014	PROJECTED 2014	BUDGET 2015	INCREASE/ DECREASE
EXPENDITURE OBJECT #/NAME								
<b>OPERATING EXPENSES</b>								
1200 E-08 ADMINISTRATIVE FEES	-	-	-	-	-	-	-	0.00%
1200 CDBG CO2 ADMINISTRATIVE FEES	28,000	7,000	16,334	-	-	-	-	0.00%
5280 OPERATING EXPENSES-PROG INC	-	-	-	-	-	-	-	0.00%
<b>Total</b>	<b>28,000</b>	<b>7,000</b>	<b>16,334</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0.00%</b>
<b>CAPITAL OUTLAY</b>								
	-	-	-	-	-	-	-	0.00%
<b>Total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0.00%</b>
<b>TOTAL EXPENDITURES</b>	<b>28,000</b>	<b>7,000</b>	<b>16,334</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0.00%</b>
<b>TRANSFERS</b>								
9100 TRANSFER TO GENERAL FUND	522,237	-	-	-	-	-	-	0.00%
9101 TRANSFER TO Utility FUND	2,680	-	-	-	-	-	-	0.00%
<b>Total</b>	<b>524,916</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0.00%</b>
<b>CONTINGENCIES &amp; RESERVES</b>								
9900 PROG INC CONTINGENCY/RESERVE	-	-	-	16,048	16,048	16,056	16,071	0.14%
9901 ECON DEV CONTINGENCY/RESERVE	-	-	-	22,065	22,066	22,075	22,093	0.13%
<b>Total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>38,113</b>	<b>38,115</b>	<b>38,131</b>	<b>38,164</b>	<b>0.13%</b>
<b>TOTAL EXPENDITURES, TRANSFERS, CONTINGENCIES &amp; RESERVES</b>	<b>552,916</b>	<b>7,000</b>	<b>16,334</b>	<b>38,113</b>	<b>38,115</b>	<b>38,131</b>	<b>38,164</b>	<b>0.13%</b>

# *Agenda Item*

*2*



## CITY COMMISSION AGENDA ITEM

### **SUBJECT:**

**BIG Grant Award Recommendation - 218 & 220 St. Johns Avenue - David Minor, Applicant**

### **SUMMARY:**

On April 22, 2014 the City of Palatka Community Redevelopment Agency advertised the Building Improvement Grant and Facade Grant Programs. The application period opened on May 8, 2014 and closed on July 7, 2014 at 5:00 pm. One (1) application for Building Improvement Grant funds was received. Mr. Miner, the sole applicant, proposed to renovate the three (3) commercial spaces and convert them from office to retail spaces. While not included in the grant application scope of work, the applicant has begun the process of renovating the second floor to include three (3) residential units. Since the application was turned in, Miner has continued to finish out the commercial units, but work on the residential units has slowed. Work on the commercial units continued due to the fact that Miner had commitments from retail tenants. The residential element of the job cannot continue at this time without additional capital.

The review committee met and recommended award of Miner's Building Improvement Grant Application. The recommendation was made with the stipulation that the residential element of the project be finished out, however, the Building Improvement Grant is for commercial retail and residential space. It should also be noted that the program is limited to funding a maximum of \$10,000 for work completed twelve months prior to the date of the grant application (May 19, 2014). As stated above, the applicant continued to work on the retail spaces after the application date of May 19, 2014. Staff is of the opinion that work completed after the application was submitted would be eligible for reimbursement in excess of the \$10,000 limit for work completed prior to the grant application. based upon a preliminary review of the building permit the firewall (drywall) and mechanical inspections were performed between 6/30/2014 and 7/3/2014, which falls after the application date. If awarded, the applicant would be required to provide documentation for reimbursement.

In regards to the residential element of the job, staff believes it is appropriate to make it a stipulation of the Building Improvement Grant award. If the residential and retail improvements are completed, it is estimated that the property value would increase by \$224,000 bringing the taxable value to \$451,167 (from Putnam County Property Appraiser). It's current taxable value is \$227,167. To provide further incentive to complete the residential element of the job, staff proposes that Miner be awarded a Transformational Redevelopment Incentive Tax Increment Reimbursement. Staff proposes that the BIG award be made on the stipulation that a Certificate of Occupancy is issued for all three (3) residential units. See attached for an estimated tax increment reimbursement schedule. This is only an estimate and subject to change based upon unforeseen market condition and a final valuation of the proposed improvements by the Putnam County Property Appraiser. The TRIP scenario has been presented to Minor and we are awaiting word on if they want to pursue a TRIP Agreement.

### **RECOMMENDED ACTION:**

**Send a recommendation to the City Commission to adopt a resolution awarding a Building Improvement Grant (BIG) to David Minor, Applicant, for 218 & 220 St. Johns Avenue in an amount not to exceed \$30,000**

### **ATTACHMENTS:**

GMK



# APPLICATION

Attachment C

CITY OF PALATKA COMMUNITY REDEVELOPMENT AGENCY  
PALATKA MAIN STREET/COMMUNITY REDEVELOPMENT AREA  
BUILDING IMPROVEMENT GRANT PROGRAM

## APPLICANT AND BUSINESS INFORMATION

Date of Application: \_\_\_\_\_

Name of Applicant: DAVID MINER

Name of Business (if applicable): M5 Florida Properties LLC.

Project Address: 220 St Johns Avenue

Parcel ID#: 42-10-27-6850-0110-0031

Telephone Number: (386)325 0881 Fax Number: (386)326-0419

E-mail Address: m5floridaproperties@aol.com

↓Please leave this section Blank, to be completed by City of Palatka Staff.↓

Type of Business, Service, or Art: \_\_\_\_\_

Zoning: \_\_\_\_\_

Use is in compliance: \_\_\_\_\_ Use is not in compliance: \_\_\_\_\_

Planner/Reviewer and Date: \_\_\_\_\_

Building Permits: \_\_\_\_\_

Building Permit(s) will be needed: Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, what permits will be required? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Building Official/Reviewer and Date:

[Signature] 6/3/14

Are there any liens or existing Code violations on the property?  Yes  No

If yes, briefly explain (attach additional pages if needed):  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

↑Please leave this section Blank, to be completed by City of Palatka Staff.↑

**PROPERTY OWNER INFORMATION (if different from applicant)**

Name of Property Owner: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Business Address: \_\_\_\_\_

**PROJECT FINANCING INFORMATION**

Total Project Cost: \$ 125,000.00

Attach at least two bids from licensed contractors.

Bid One:

Contractor Name: Mid-Fla.com Bid Amount: \$ 40,710.64

Bid Two:

Contractor Name: Parish Drywall Bid Amount: \$ 5500.00

Amount of Grant Funds Requested: \$ 30,000.00

**How will applicant's portion of the project be financed?**

(Verification of funding sources will be required before final approval of the grant application.)

Managing members and LLC funding - No financing

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**PROJECT SUMMARY**

Please provide a summary of the proposed project and how the requested funds will be used. Be specific in describing the nature of the project and address the improvements that will be made and the timetable for completing the proposed improvements. Attach additional pages if necessary. Note: A site visit with the applicant may be necessary to understand the scope and nature of the project.

1. Is the project for interior or exterior improvements? Please check the applicable box.

Interior

Exterior

Both

2. Explain the reason(s) for the proposed work ( i.e. water damage, termite damage, pest infestation, window upgrade, electrical upgrade, ADA accessibility, plumbing upgrade, HVAC upgrade, interior reconfiguration, landscape renovation, repair/install awnings, and or to meet occupancy requirements):

interior renovation and reconfiguration for  
3 commercial retail spaces on St. Johns Ave.

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3. Explain the anticipated or current use:

vacant offices for professional offices

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4. Explain the scope of the work and the materials to be used:

remove walls and fire rate the divided retail spaces  
for separate retail shops. AC, electric, plumbing for  
separate retail shops.

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5. Project Start Date: April 2014 Project End Date: July 2014

Explain Reasons (if needed):

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↓Please leave this section Blank, to be completed by City of Palatka Staff.↓

**City Building Department Inspection**

(Upon completion of Project)

Comments: \_\_\_\_\_

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Permit Required:  Yes  No Project signed off  Yes  No

\_\_\_\_\_  
Chief Building Official (Signature)      Date

↑Please leave this section Blank, to be completed by City of Palatka Staff.↑

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### ADDITIONAL SUBMISSIONS (required)

1. At least four 4X6 color photographs of the existing building exterior and appropriate interior showing all sides of the structure, with emphasis on the area to be improved.
2. Renderings or conceptual drawings of the project at completion, including, as appropriate:
  - Detailed plans and/or elevations
  - Color renderings and specifications
  - Paint descriptions and samples including which to be used where
  - Fabric color, style, and samples
3. Two bids from licensed contractors detailing the following:
  - Description of the materials to be used
  - Description of the construction procedures
  - Itemized cost estimate of the project
4. A legal description of the property.
5. Proof of property ownership (deed) or, if a tenant, a copy of the lease.
6. Tenants must provide written documentation verifying the property owner approves the proposed enhancements and will sign the restrictive covenants and/or mortgage.
7. Occupancy permit and occupational license
8. Documentation from all lending institutions verifying all mortgage payments on the property are current and that the lending institutions will provide updated information upon request by the Community Redevelopment Agency.
9. Documentation indicating that all property tax payments are current.
10. Proof of property insurance.
11. If Applicant intends to include the costs of improvements complete on the subject property within the twelve months preceding this Application as part of the "Total Project Cost", documentation pertaining to the costs, construction and permitting of those improvements must be provided.

**CERTIFICATION**

Please read the following and sign below. **All owners, authorized corporate officers, or partners must sign this application.**

The information contained in this application is accurate to the best of my knowledge. Applicants understand that personal, business and/or property information may be requested pursuant to this application and hereby give their consent for such information to be provided.

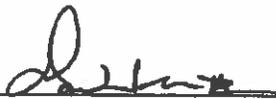
The CRA retains the sole decision as to whether this grant application is approved, disapproved, or modified.

Applicant agrees to accept future maintenance and other associated costs occurring after the completion of the project for not less than five years.

Applicant agrees to accept future maintenance and other associated costs occurring after the completion of the project for not less than five years.

Name (print) David J. Miner II Name (print) Natalie C. Miner

Title MGMR Title MGMR

Signature  Signature 

Date 4/1/2014 Date 4/1/2014

**RELEASE AND HOLD HARMLESS AGREEMENT**

Release executed on the 1 day of April, 2014, by  
(Property Owner) MS Florida Properties and/or (if Applicable, Tenant)  
n/a, of (street address)  
220 St John Avenue

City of Palatka, County of Putnam, State of Florida, referred to as Releasor(s).

In consideration of being granted monies for restoration, modifications, or other physical changes to the property located at the above address, the Releasor(s) understands that they are solely responsible for providing their own contractors, and to assure that those contractors are fully insured and licensed and have obtained all necessary permits in accordance with City (State) regulations. The Releasor(s) waives, releases, discharges, and covenants not to sue the Palatka Main Street Program, The Community Redevelopment Agency, and/or the City of Palatka for loss or damage, and claims or damages, on account of any work that has been performed in accordance with City or State guidelines.

Releasor(s) agrees that this release, waiver, and indemnity agreement is intended to be as broad and inclusive as permitted by the laws of the State of Florida and that, if any portion of the agreement is held invalid, it is agreed that the balance shall, notwithstanding, continue in full legal force and effect.

Releasor(s) further states that it has carefully read the above release and knows the contents of the release and signs this release as its own free act.

Releasor(s)'s obligations and duties hereunder shall in no manner be limited or restricted by the maintaining of any insurance coverage related to the above referenced event.

This release contains the entire agreement between the parties to this agreement and the terms of this release are contractual and not a mere recital.

Dated this 1 day of April, 2014.

David J. Miner  
Property Owner Signature

David J. Miner  
Print

Natale C. Miner  
Co-Owner Signature (if applicable)

Natale C. Miner  
Print

Paul Singletary  
Witness

Paul Singletary  
Witness

\_\_\_\_\_  
Tenant's Signature (If applicable)

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Print

\_\_\_\_\_  
Co-Tenant's Signature (If applicable)

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Please Print



Florida Properties, LLC.



M5 Florida Properties, LLC  
649 Hwy 17 North  
Palatka, FL 32177  
(386) 325-0881 (386) 326-0419 FAX  
m5floridaproperties@aol.com

Palatka Main Street  
201 North Second St.  
Palatka, FL 32177

March 17, 2014

To whom it may concern:

This letter is in reference to the application package for the "BIG" grant for building improvements. This also serves as written approval of the property owner. The business and marketing plan is simple to renovate the interior of the building to have commercial rentals 2 additional rentals on 220 St. Johns Ave. The business has 1 occupied rental on 218 St. Johns Ave which is the Sunshine Safety Council. The Marketing plan for the 220 St. Johns Ave is to have 2 additional rentals. Thus this parcel having 3 commercial rentals on St. Johns Ave. There is additional area on the back part of the building that will not be renovated at this time. That part of the building has access from the 3<sup>rd</sup> street and Reid St. side.

The work plan is currently scheduled for 90 days because we have interest of commercial retail for moving in April thru July 2014. The cost estimates for the Air conditioners, Electric, and misc. have been included in this package which exceeds the maximum grant. The timeline estimate is electrical 30 days, Air Condition is 30 days, and requirements for longevity and fire code of the building is 30 days. We are trying simply to get the structure ready for a commercial retail rental presence on St. Johns Ave. We will continue after renting the building to improve the structure interior and exterior. We have plans to have 3 commercial retail rentals on St. Johns. The structure is 2 story brick building. Along with the city's vision and ordinances, we have future plans to improve the 1st floor for commercial retail. The second floor ordinance have 2<sup>nd</sup> floor residential. We also have future plans to redo the exterior to look more uniform with the current 200 block exterior.

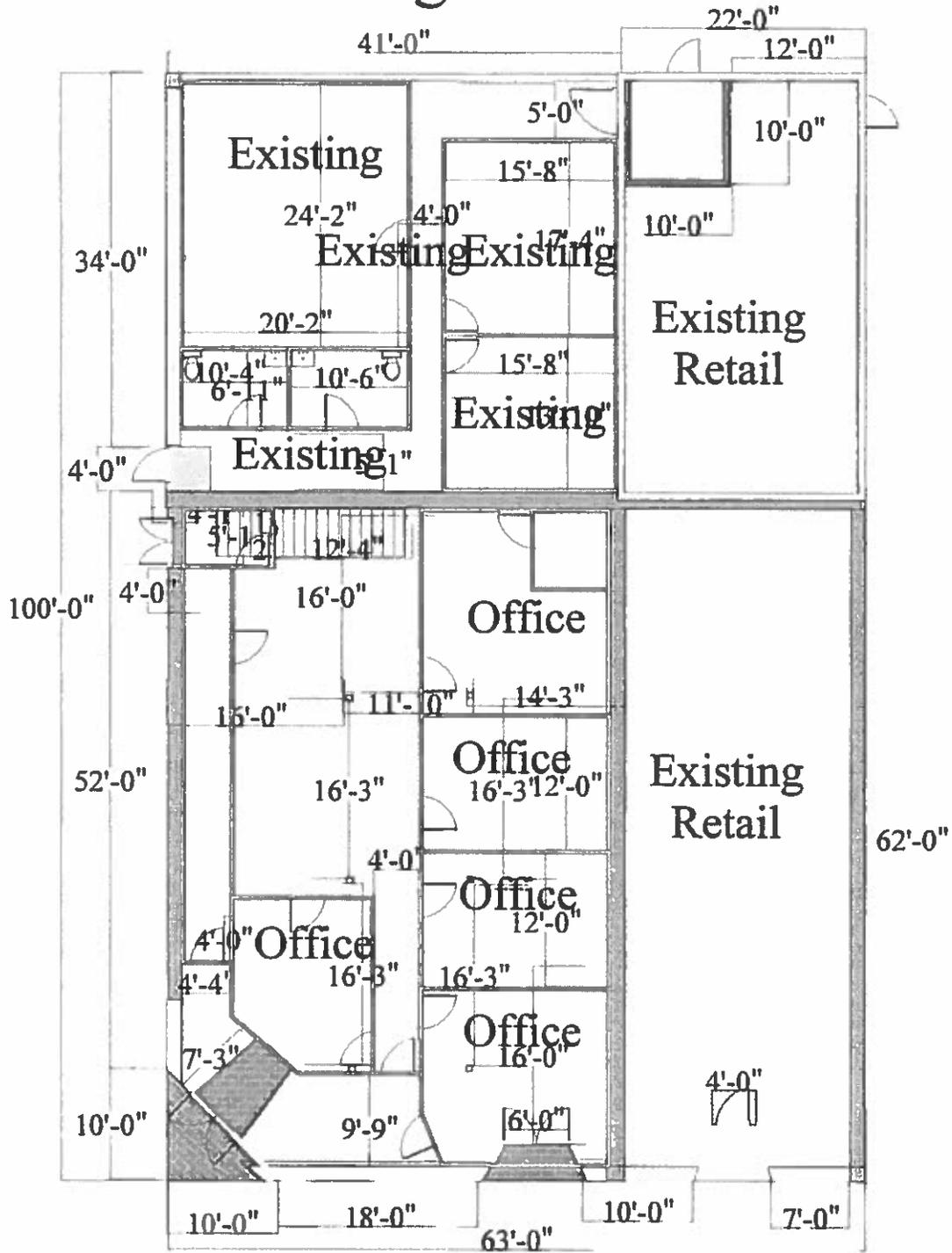
The type and source of funding is M5 Florida Properties, LLC. has current rental incoming which will hiring general contractor, plumber, and Air Conditioning trades to oversee the project. The managing members have credit means to pay for materials. We have current purchase orders and rental funds to cover these purchase orders and credit means.

My cell is (386) 546-0133 if you would like to discuss this matter or call the office and speak with Natalie Miner, MGMR also. If you need to reach us for any reason or questions, please call (386) 325-0881 or [m5floridaproperties@aol.com](mailto:m5floridaproperties@aol.com)

Thanks you,

David J Miner, MGMR

# Existing Downstairs



North



220 St. Johns Ave. 218

Contact: David Miner, MGMR  
 M5 Florida Properties, LLC  
 Mailing: 649 Hwy 17 North  
 Palatka, FL 32177  
 Phone: (386) 325-0881  
 (386) 546-0133 cell  
 (386) 326-0419 fax  
 m5floridaproperties@aol.com

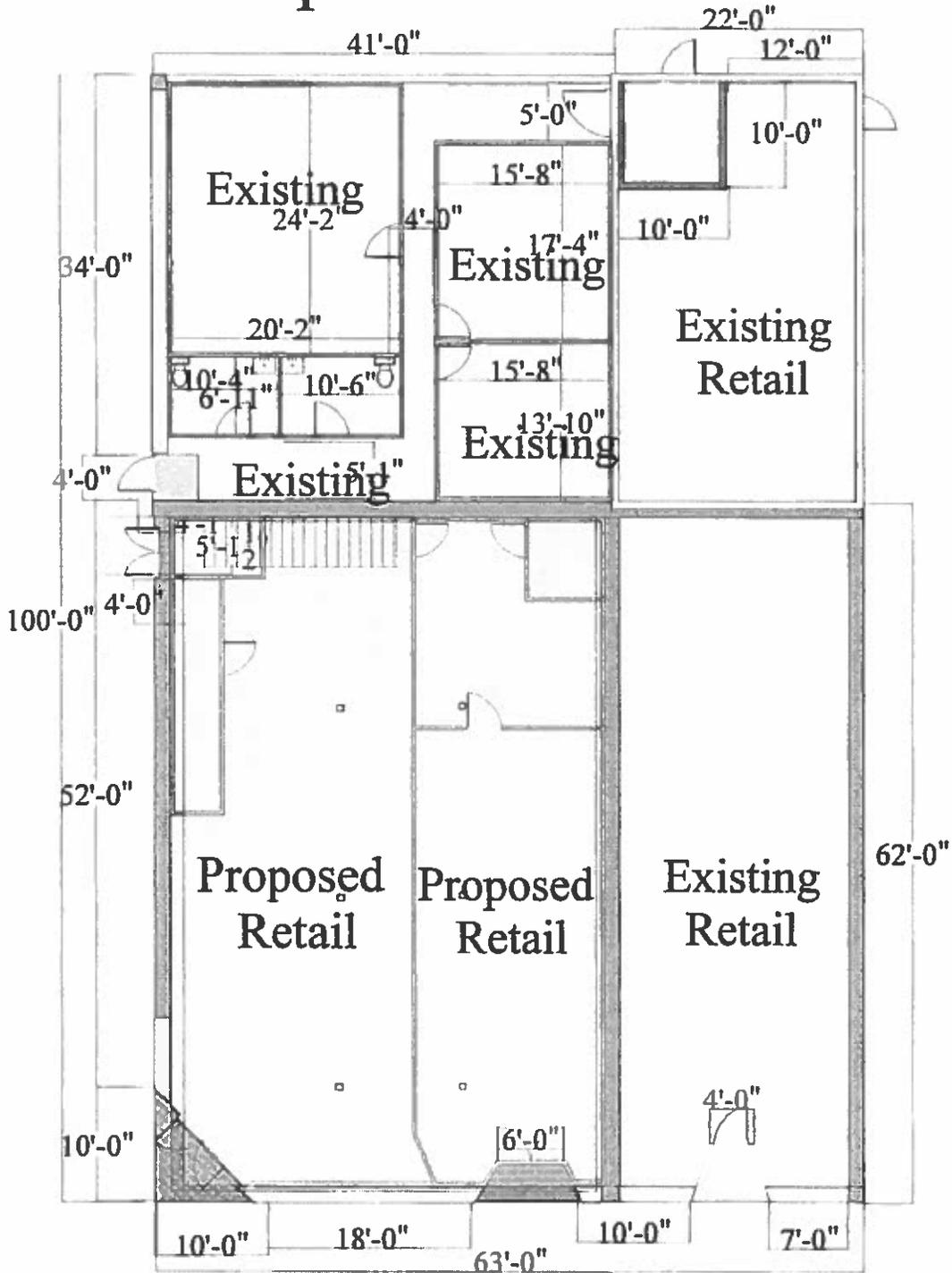


Existing dividers into offices

To make this commercial rental instead of offices

1. Take out dividing walls
2. Divide electrical, AC, and fire rate for 2 separations
3. This includes electrical, AC , drywall, fire rating
4. Thus giving a clean white blank canvas for future commercial retail.

# Proposed Downstairs



220 St. Johns Ave. 218

North



Contact: David Miner, MGMR  
M5 Florida Properties, LLC  
Mailing: 649 Hwy 17 North  
Palatka, FL 32177  
Phone: (386) 325-0881  
(386) 546-0133 cell  
(386) 326-0419 fax  
m5floridaproperties@aol.com



**From:**

**To:** 'Miner's Marine Construction, Inc.' <minersmarine@aol.com>

**Cc:** 'Travis' <tdl@mid-fla.com>

**Subject:** break down

**Date:** Fri, Apr 4, 2014 11:32 am

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1 a/c on the building 3 system up stairs with full duct systems and outdoor units in the roof.

2 re do duct system round metal on both side down stairs. west side using existing system but added moving relocating the outdoor unit to the roof and relocate line set.

3 on the east side add a new system on the and metal duct system. unit on the roof.

4 pull permits for complete job . add six meter panel disconnect combo to north east side by existing meter can . remove meter and panel from west side . run 6 new 200 amp 40 circets panels in each rental location, located with David. all conduit from new outdoor meter can to new indoor panels.

total electrical 19866.10 revised

5 insulation blow in upstairs ceilings with r 19

6 mesh and fire rate down stairs ceiling

11756.00

total 55710.64

break down

if you deduct 9000.00 from the total for a/c and duct up stairs

if you deduct 6000.00 for electrical

40710.64 down stairs

①  
TH

Prepared by:  
Kim Collins  
Paradise Title of St. Augustine, LLC  
2225 A1A SOUTH, SUITE C-8  
Saint Augustine, Florida 32080  
File Number: P13-1659  
Documentary Stamps.\$0.00

Inst 201354786686 Date: 12/20/2013 Time: 3:19 PM  
Doc Stamp-Deed: 1680.00  
21 DC.Tim Smith,Putnam County Page \* of 2 B 1366 P-1527

### General Warranty Deed

Made this December 18, 2013 A.D. By **FRED FOX and SUSAN FOX**, husband and wife, hereinafter called the grantor, to **M5 Florida Properties, LLC**, a Florida Limited Liability Company whose post office address is: 116 Cheffey Road, Palatka, FL 32177, hereinafter called the grantee:

(Whenever used herein the term "grantor" and "grantee" include all the parties to this instrument and the heirs, legal representatives and assigns of individuals, and the successors and assigns of corporations)

**Witnesseth**, that the grantor, for and in consideration of the sum of Two Hundred Forty Thousand dollars & no cents Dollars, (\$240,000.00) and other valuable considerations, receipt whereof is hereby acknowledged, hereby grants, bargains, sells, aliens, remises, releases, conveys and confirms unto the grantee, all that certain land situate in Putnam County, Florida, viz:

The Westerly 63.67 feet of the Southerly 100 feet of Block 11, according to Dick's Map of the City of Palatka of the public records of Putnam County, Florida.

It is the intention that this description shall extend to the center of the existing party wall between now existing Farrell Jewelers and Kimbrel Appliances and on a Northerly projection thereof to intersect with the Northerly line of the Southerly 100 feet of said Block 11, as referred to in deeds recorded in O.R. Book 272, page 462, O.R. Book 272, page 463 and O.R. Book 272, page 464 of the public records of Putnam County, Florida.

Parcel ID Number: 42-10-27-6850-0110-0031

**Together** with all the tenements, hereditaments and appurtenances thereto belonging or in anywise appertaining

**To Have and to Hold**, the same in fee simple forever.

**And** the grantor hereby covenants with said grantee that the grantor is lawfully seized of said land in fee simple; that the grantor has good right and lawful authority to sell and convey said land; that the grantor hereby fully warrants the title to said land and will defend the same against the lawful claims of all persons whomsoever; and that said land is free of all encumbrances except taxes accruing subsequent to December 31, 2012.

**In Witness Whereof**, the said grantor has signed and sealed these presents the day and year first above written.

Signed, sealed and delivered in our presence:

Kim Collins  
Witness Printed Name: Kim Collins

Janice So Cribbs  
Witness Printed Name: Janice So Cribbs

Fred Fox (Seal)  
FRED FOX  
Address: PO BOX 1047, ST. AUGUSTINE, FL 32085

Susan J. Fox (Seal)  
SUSAN FOX  
Address: PO BOX 1047, ST. AUGUSTINE, FL 32085

State of Florida  
County of St. Johns

The foregoing instrument was acknowledged before me this 18th day of December, 2013, by FRED FOX and SUSAN FOX, who is/are personally known to me or who has produced a valid driver's license as identification.



KIMBERLEE COLLINS  
MY COMMISSION # EE 094204  
EXPIRES: June 14, 2015  
Served thru Budget Notary Services

Kimberlee Collins  
Notary Public  
Print Name: \_\_\_\_\_  
My Commission Expires: \_\_\_\_\_



## SCHEDULE A

Name and Address of Title Insurance Company: **Paradise Title of St. Augustine, LLC 2225 A1A SOUTH, SUITE C-8, Saint Augustine, Florida 32080**

File No.:P13-1659

Policy No.:7230609-90412106

Address Reference:218 AND 220 ST. JOHNS AVE., Palatka, Florida 32177  
(For information only)

Amount of Insurance: \$240,000.00  
Premium: \$1,275.00

Date of Policy: December 18, 2013 at 05:00 PM(or the date of recording of the instrument executed at closing vesting title in the insured, whichever is later.

1. Name of Insured: M5 Florida Properties, LLC, a Florida Limited Liability Company
2. The estate or interest in the Land that is insured by this policy is: Fee Simple
3. Title is vested in the insured.
4. The Land referred to in this policy is described as follows:

The Westerly 63.67 feet of the Southerly 100 feet of Block 11, according to Dick's Map of the City of Palatka of the public records of Putnam County, Florida.

It is the intention that this description shall extend to the center of the existing party wall between now existing Farrell Jewelers and Kimbrel Appliances and on a Northerly projection thereof to intersect with the Northerly line of the Southerly 100 feet of said Block 11, as referred to in deeds recorded in O.R. Book 272, page 462, O.R. Book 272, page 463 and O.R. Book 272, page 464 of the public records of Putnam County, Florida.

THE TELEPHONE NUMBER TO PRESENT INQUIRIES OR OBTAIN INFORMATION ABOUT COVERAGE AND TO PROVIDE ASSISTANCE IS 1-800-669-7450

**THIS POLICY VALID ONLY IF SCHEDULE B IS ATTACHED**



1 100%



JEFF ATWATER  
CHIEF FINANCIAL OFFICER

STATE OF FLORIDA  
DEPARTMENT OF FINANCIAL SERVICES  
DIVISION OF WORKERS' COMPENSATION

CERTIFICATE OF ELECTION TO BE EXEMPT FROM FLORIDA WORKERS' COMPENSATION LAW

CONSTRUCTION INDUSTRY EXEMPTION

This certifies that the individual listed below has elected to be exempt from Florida Workers' Compensation law.

EFFECTIVE DATE: 2/28/2013      EXPIRATION DATE: 2/28/2015  
PERSON: SWEENEY      JAMES      D  
FEIN: 371491653

BUSINESS NAME AND ADDRESS:  
JAMES DEAN SWEENEY LLC

PO BOX 41  
FLORAL HOME      FL      32140

SCOPES OF BUSINESS OR TRADE:

LICENSED BUILDING  
CONTRACTOR

Pursuant to Chapter 440.25(1), F.S., an officer of a corporation who elects exemption from this chapter by filing a certificate of election under this section may not transfer liability or responsibility under this chapter. Pursuant to Chapter 440.25(1)(2), F.S., Certificates of election to be exempt... apply only within the scope of the business or trade listed on the certificate of election in his or her name. Pursuant to Chapter 440.25(1)(3), F.S., notices of election to be exempt and certificates of election to be exempt shall be subject to revocation if, at any time after the filing of the notice or the issuance of the certificate, the person named on the notice or certificate fails to register with the requirements of this section for a period of 30 days. The department shall revoke a certificate at any time by failure of the person named on the certificate to meet the requirements of this section.

DPS-2-DMC-252 CERTIFICATE OF ELECTION TO BE EXEMPT FROM FLORIDA WORKERS' COMPENSATION LAW

THIS DOCUMENT HAS A COLOR PRINTING LINEMARK™ PATENTED PAPER

AC# 6310467

STATE OF FLORIDA

DEPARTMENT OF BUSINESS AND PROFESSIONAL REGULATION  
CONSTRUCTION INDUSTRY LICENSING BOARD

SEQ# L12082801659

DATE	BATCH NUMBER	LICENSE NBR
08/28/2012	128058857	CBC059627

The BUILDING CONTRACTOR  
Named below IS CERTIFIED  
Under the provisions of Chapter 489 FS.  
Expiration date: AUG 31, 2014

SWEENEY, JAMES D  
JAMES DEAN SWEENEY LLC  
114 MATTOCK STREET  
INTERLACHEN      FL 32148

RICK SCOTT  
GOVERNOR

KEN LAWSON  
SECRETARY

DISPLAY AS REQUIRED BY LAW

**220 St. Johns Avenue**  
**\$227,167 original appraisal**

<b>Year</b>	<b>Estimated Property Value</b>	<b>Increment 75%</b>	<b>Increment 37.5%</b>	<b>Increment 25%</b>	<b>Estimated Taxes</b>
Construction (Base)	\$227,167.00	\$2,959.51	\$1,479.76	\$986.50	\$5,981.15
1	\$451,167.00	\$3,019.12	\$1,509.56	\$1,006.37	\$11,878.91
2	\$455,678.67	\$3,079.33	\$1,539.66	\$1,026.44	\$11,997.70
3	\$460,235.46	\$3,140.13	\$1,570.07	\$1,046.71	\$12,117.68
4	\$464,837.81	\$3,201.55	\$1,600.77	\$1,067.18	\$12,238.85
5	\$469,486.19	\$3,263.58	\$1,631.79	\$1,087.86	\$12,361.24
6	\$474,181.05	-	\$1,663.11	\$1,108.74	\$12,484.86
7	\$478,922.86	-	\$1,694.75	\$1,129.83	\$12,609.70
8	\$483,712.09	-	\$1,726.71	\$1,151.14	\$12,735.80
9	\$488,549.21	-	\$1,758.98	\$1,172.65	\$12,863.16
10	\$493,434.70	-	\$1,791.58	\$1,194.38	\$12,991.79
11	\$498,369.05	-	-	\$1,216.33	\$13,121.71
12	\$503,352.74	-	-	\$1,238.50	\$13,252.93
13	\$508,386.27	-	-	\$1,260.89	\$13,385.45
14	\$513,470.13	-	-	\$1,283.50	\$13,519.31
15	\$518,604.83	-	-	\$1,306.34	\$13,654.50
	<b>TOTAL</b>	<b>\$18,663.23</b>	<b>\$17,966.74</b>	<b>\$18,283.40</b>	

\* This model takes into account a 1% annual property value increase and 2013 millage rates for all taxable

## 2014-15 BUILDING IMPROVEMENT GRANT AGREEMENT

### CITY OF PALATKA COMMUNITY REDEVELOPMENT AGENCY COMMUNITY REDEVELOPMENT AREA BUILDING IMPROVEMENT GRANT PROGRAM

THIS AGREEMENT is entered into between the City of Palatka Community Redevelopment Agency, whose address is 201 North Second Street, Palatka, FL 32177 (hereinafter referred to as the "CRA") and David J. Miner II and Natalie C. Miner, whose address is 218 & 220 St. Johns Avenue, Palatka, FL 32177 (hereinafter referred to as the "recipient"), to provide financial assistance for building improvements.

WHEREAS, on September 11<sup>th</sup> 2014 the recipient was awarded funding by the City of Palatka Community Redevelopment Agency Building Improvement Grant Program.

NOW, THEREFORE, in consideration of the premises and the mutual benefits to be derived here from, the CRA and the recipient do hereby agree as follows:

1. The CRA agrees to fund the recipient in an amount not to exceed \$30,000 toward the total project cost of \$46,210.64 for the work included in the attached bid(s) and scope of work from:

Bid 1: Mid-Fla Builders	Amount: \$40,710.64	Date: 4/4/2014
Bid 2: Parish Drywall	Amount: \$5,500.00	Date: 4/1/2014

2. The recipient agrees to pay \$16,210.64 toward the total project cost of \$46,210.64.
3. The recipient agrees to one reimbursement request.
4. Any overages are the responsibility of the recipient.
5. The recipient and any affected contractor(s) are required to sign a Release and Hold Harmless Agreement (Attachment A) with the City of Palatka Community Redevelopment Agency, as permitted by the laws of the State of Florida.
6. The recipient must honor contractual obligations to contractor(s).
7. The recipient agrees to provide proof of the proper building permits and zoning compliance.
8. Prior to final reimbursement, the recipient will be required to show proof of inspection and issuance of a Certificate of Occupancy from the City of Palatka Building Department.
9. Funds will be disbursed by a check payable to the contractor or applicant on a reimbursement basis after the following:
  - a. Submission of all receipts and required documentation to the City of Palatka Grants Administrator/ Projects Manager, including:
    - i. Contractor invoicing and evidence of payment of funds
    - ii. Release of lien letters from contractors
  - b. Verification by the Grants Administrator and Palatka Main Street Manager that the original, approved Scope of Work was completed in a satisfactory and professional manner.
  - c. Verification that any additional criteria added by contract have been completed as proposed in a satisfactory and professional manner.
  - d. Certification of completion of grant project by the City of Palatka Grants Administration/Special Projects Manager and submission to the City of Palatka Finance Director.

10. For every reimbursement request an equal percentage of the applicant's contribution should be substantiated in the form of a copy of the check and corresponding invoice. Upon receipt of all invoices, receipts, and proof of recipients match, a reimbursement check will be issued within 5 business days.
11. Should the recipient transfer, sell, divest themselves of their interest in the subject property or business, or fail to maintain the renovations and improvements during the five-year period following receipt of the grant funds, the recipient shall return/repay the grant funds as follows:

<u>a. Time</u>	<u>Amount Due to CRA</u>
0 to one (1) year after grant funds received	90%
One (1) to two (2) years after grant funds received	80%
Two (2) to three (3) years after grant funds received	60%

- b. If the recipient does not repay the grant funds, the CRA expressly reserve the right to file a lien, in an amount determined by the schedule in section 11.a, on the subject property of the grant whose physical address is 218 & 220 St. Johns Avenue, Palatka, FL 32177.

12. Palatka Main Street and the City of Palatka Community Redevelopment Agency expressly reserve the right to:

- a. Request additional information from the recipient  
 b. Display and advertise properties that receive grant funding

RECIPIENT:

\_\_\_\_\_  
 Witness Signature

\_\_\_\_\_  
 Authorized Agent Name (print)

\_\_\_\_\_  
 Witness Signature

\_\_\_\_\_  
 Authorized Agent Title (print)

\_\_\_\_\_  
 Authorized Agent Signature

\_\_\_\_\_  
 Date

The foregoing instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by \_\_\_\_\_, who is personally known to me or produced \_\_\_\_\_ as identification.

(seal)

My Commission Expires:

\_\_\_\_\_  
 Notary Public, State of Florida

ATTEST:

COMMUNITY REDEVELOPMENT AGENCY:

\_\_\_\_\_  
 Betsy Driggers, City Clerk (Seal)

\_\_\_\_\_  
 Michael Czymbor, CRA Director

\_\_\_\_\_  
 Date

**RESOLUTION No. 2014-**

**A RESOLUTION OF THE CITY OF PALATKA, FLORIDA  
AWARDING A BUILDING IMPROVEMENT GRANT FOR  
218 & 220 ST. JOHNS AVENUE IN AN AMOUNT NOT TO  
EXCEED \$30,000**

**WHEREAS**, on 9/11/14 the City of Palatka Community Redevelopment Agency (CRA) heard an application for Building Improvement Grant funds for 218 & 220 St. Johns Avenue; and

**WHEREAS**, the CRA awarded a building improvement grant in an amount not to exceed \$30,000 with a required minimum match of \$16,210.64 for 218 & 220 St. Johns Avenue; and

**WHEREAS**, the Community Redevelopment Agency has determined it is compliant with the Community Redevelopment Agency Plan and it is in the public's best interest to move forward with the award of Building Improvement Grant funds.

**NOW, THEREFORE, BE IT RESOLVED** by the City of Palatka Florida:

1. That a facade grant in an amount not to exceed \$30,000 with a required minimum match of \$16,210.64 be awarded for 218 & 220 St. Johns Avenue.
2. That the City Manager and City Clerk are authorized to execute and attest the 218 & 220 St. Johns Avenue Building Improvement Grant contract.

**PASSED AND ADOPTED** by the City of Palatka, Florida this 11<sup>th</sup> day of September, 2014.

**CITY OF PALATKA**

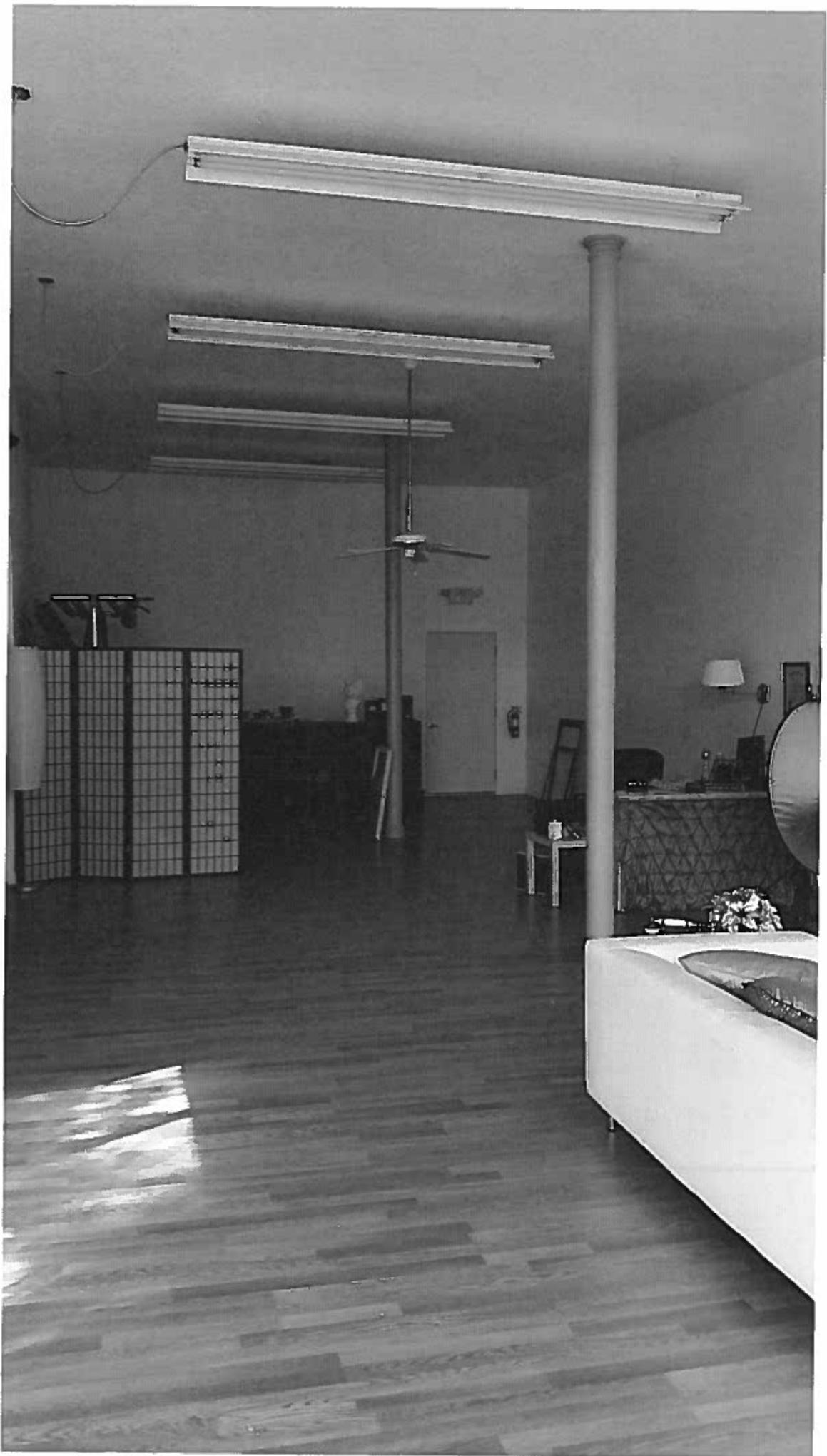
\_\_\_\_\_  
By: Its MAYOR

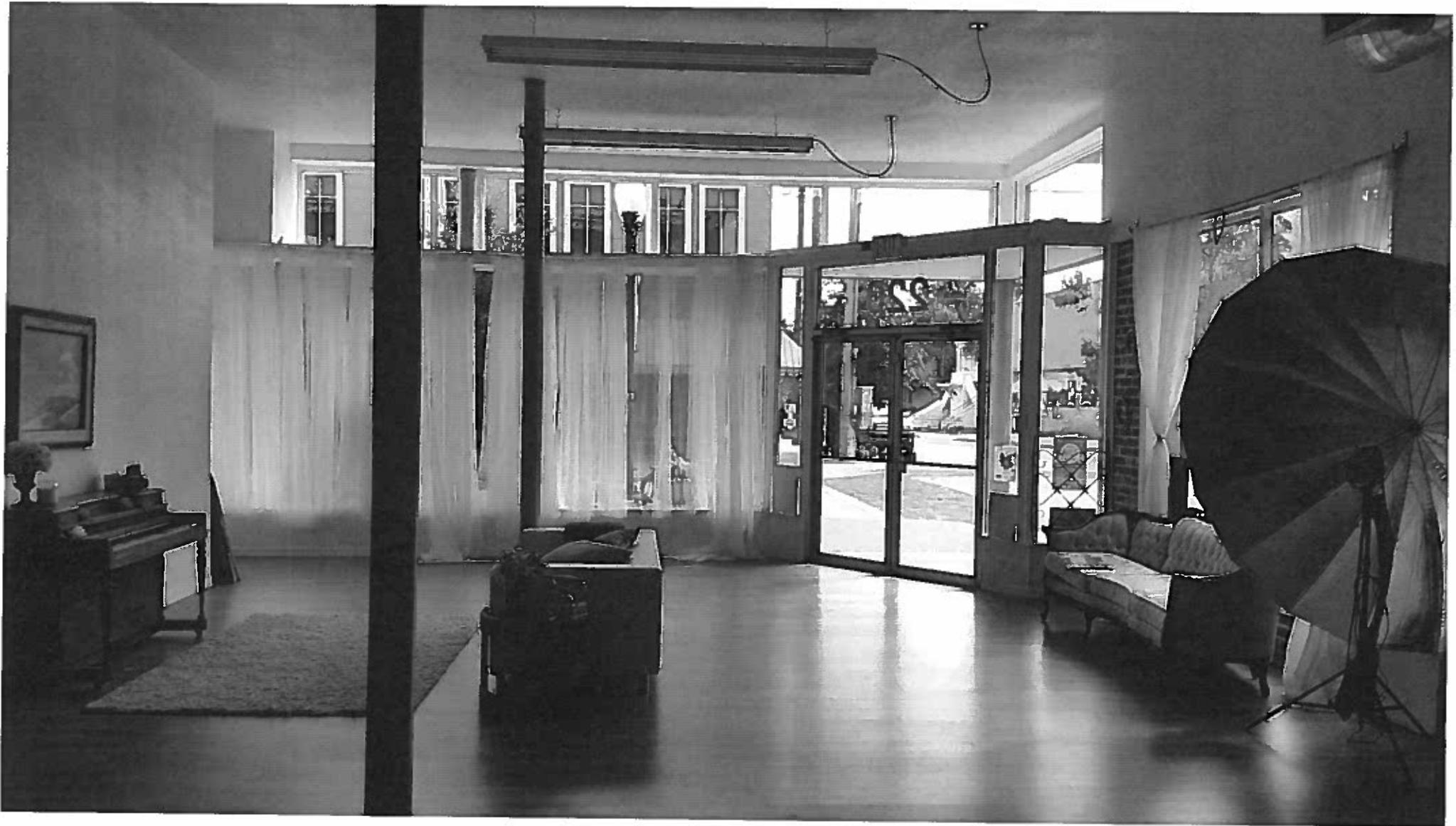
**ATTEST:**

\_\_\_\_\_  
**CITY CLERK**

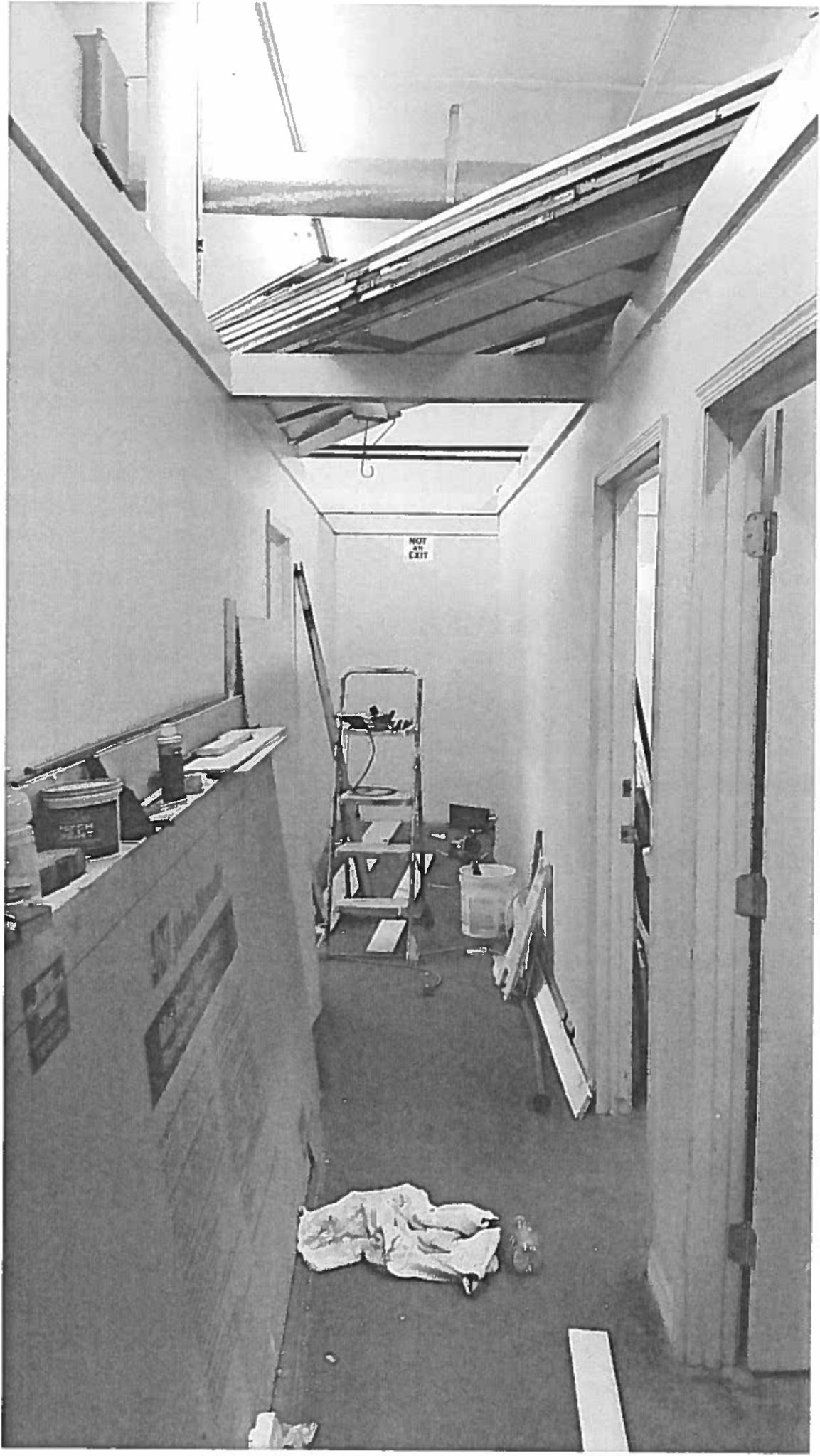
**APPROVED AS TO FORM AND LEGALITY:**

\_\_\_\_\_  
**CITY ATTORNEY**









NOT AN EXIT

*Agenda  
Item*

3



## CITY COMMISSION AGENDA ITEM

### **SUBJECT:**

**DISCUSSION/UPDATE** on St. Johns River Center Project Architecture

### **SUMMARY:**

At the City Commission's September 11 meeting, which follows the CRA meeting, the Commission will be asked to take action to accept the ranking of the respondents to the St. Johns River Center Design/Build RFP, which was issued on July 22, 2014. As part of the request the 60% construction documents from LeHuu were used as the bridging documents. On July 22, 2014 the Evaluation Committee found all three (3) respondents to Phase I met the minimum requirements and were invited to submit Phase II Price proposals. On August 5, 2014 the City held one-on-one meetings with each respondent to hear proposed design variations and innovative concepts. On August 7, 2014 addendum #4 was issued authorizing acceptable design variations for all respondents to use in preparing their Phase II proposals.

On August 26, 2014 three (3) proposals were received. On September 2, 2014 the Evaluation Committee, comprised of Jonathan Griffith, Michael Czymbor, Daniel Sheffield, Terry Hadaway and Bobby Holt, met to rank the proposals, which were ranked by majority vote as follows:

- #1. Riverfront Square, LLC in association with Robert Goodwin, AIA
- #2. Cabot Construction, Inc.
- #3. Synergy Construction in association with Passero Associates

Riverfront Square, LLC was selected as the first ranked respondent; therefore, Staff is proposing to use the 2014 AIA Design Build Contract and to award the contract in an amount not to exceed \$699,144 for the design and construction of the St. Johns River Center. Riverfront Square is in association with Mr. Robert Goodwin, AIA. Mr. Goodwin will serve as the Architect of record and Riverfront Square will serve as the construction manager.

It should be noted that the City received three (3) good proposals. All three (3) of the proposals and all RFP documents are available for viewing at <http://palatka-fl.gov/bids.aspx?bidID=1>.

A draft proposed schedule is attached; however, this will be revised after we receive input from GP, Malone, Riverfront Square and Building Department staff. A revised schedule should be issued one (1) week after award.

City staff is optimistic and looking forward to working with Riverfront Square, LLC and Mr. Robert Goodwin, AIA on this project.

### **RECOMMENDED ACTION:**

**Discussion of architectural design concept on St. Johns River Center**

### **ATTACHMENTS:**

Description	Type
D River Center Concept	Backup Material



# St. Johns River Center

Preliminary East Elevation

River Front Square Development, LLC.

CRG Architects

Figure #1



**DESIGN-BUILD HYBRID  
REQUEST FOR PROPOSAL**

**for the  
St. Johns River Center, Palatka Florida**

**JUNE 2014**

**RFP/CONTRACT FORM**

**TABLE OF CONTENTS**

SECTION 00 21 16 - INSTRUCTIONS TO PROPOSERS	3
SECTION 00 21 40 - CONSTRUCTION ADMINISTRATION FEE	5
SECTION 00 25 16 - PHASE I PRE-PROPOSAL CONFERENCE	6
SECTION 00 31 17 - INFORMATION REGARDING AVAILABILITY OF UTILITY SERVICES	6
SECTION 00 31 19 - PHYSICAL DATA	6
SECTION 00 42 10 - SUBMISSION REQUIREMENTS AND INSTRUCTIONS	6
SECTION 00 51 00 - PROPOSAL EVALUATION AND AWARD	18
SECTION 00 51 01 - PHASE I EVALUATION CRITERIA	19
SECTION 00 51 02 - PHASE II EVALUATION CRITERIA	22
SECTION 00 51 24 - AMENDMENTS	26

**ATTACHMENTS**

60% PLANS & SPECIFICATIONS

EXHIBIT ELECTRICAL REQUIREMENTS

CONTACT SHEET

PUBLIC ENTITY CRIMES SWORN STATEMENT

DRUG FREE WORKPLACE CERTIFICATION

E-VERIFY STATEMENT

CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION

BID BOND

PRICE PROPOSAL FORM & CERTIFICATION

PERFORMANCE EVALUATION QUESTIONNAIRE (REFERENCE QUESTIONNAIRE)

**ANTICIPATED SCHEDULE**

<b><u>DATE</u></b>	<b><u>EVENT</u></b>
6/20/2014	Advertisement
7/3/2014	Deadline for Questions
TBD	Addendum (if necessary)
7/15/2014 3:00 p.m.	Phase I Proposals Due
7/18/2014 10:00 a.m.	Public Meeting of the Selection Committee
7/22/2014 5:00 p.m.	Selected Respondents for Phase II Published
7/25/2014 10:00 a.m.	Mandatory Pre-proposal Meeting for Phase II
8/1/2014	Deadline for Design-build Firms to Request Participation in One-on-one Alternative Technical Concept meetings
8/5/2014	Alternative Technical Concept meetings
8/7/2014	Deadline for Design Variations, Alternative Technical Concepts Requests and Phase II Questions
TBD	Addendum (if necessary)
8/13/2014	Phase II Proposals Due

## **SECTION 00 21 16 - INSTRUCTIONS TO PROPOSERS**

1. You are invited to submit a proposal to provide Design-Build (D/B) services for the St. Johns River Center Project at 103 North First Street Palatka, Florida.
  - A. Phase I proposals are due **Tuesday, July 15, 2014**
  - B. Site visits will not be allowed for Phase I
  - C. There will be a pre-proposal meeting for firms selected to participate in Phase II. It will be held at a date and time to be determined (TBD) by amendment.
  - D. Phase II proposals are due: TBD by amendment.
  - E. Interviews for Phase II proposers will be at a date and time TBD by amendment.
  - F. All major contractors/subcontractors performing any of the General, Plumbing, Heating, Ventilation, Electrical work must be registered with the City of Palatka, as a contractor, seven (7) days after being selected for Phase II proposals. The City does not prequalify the Design/Build entity separately.
2. The City of Palatka (City) has issued this Request for Proposal (RFP) to solicit competitive Bids and Proposals from Proposers for design, permitting site preparation, construction and commissioning of the St. Johns River Center. The City has an active St. Johns River Water Management District permit for storm water and has employed the services of a Civil Engineering firm to modify this permit to align with the proposed storm water and site work reflected in the attached drawings. This work is separate from the maximum bid price.

The City has set a maximum Bid Price of seven hundred thousand dollars (**\$700,000**) for this Project. The City has prepared and assembled a set of Project contract plan sheets for this Project and these plan sheets are attached to this RFP. Each Design-Build Firm is to develop design approaches with corresponding schedules that maximize the amount of scope in the RFP and the attached contract plan sheets and that can be designed and built without exceeding this maximum stated price. The scope may be modified or changed to meet this maximum Bid Price. A scope change can be defined as physical items actually altered from the RFP and all scope changes shall be shared with the Design-Build Firms. The award shall be made based upon Project scope, qualifications, quality, innovation, schedule and costs (not to exceed the maximum Price). If this maximum Bid Price is exceeded, the Design-Build Firm's Price Proposal shall be found non-responsive and the firm will not be considered for Final Selection.

Any proposed changes "Design Variations" to requirements of the RFP by a Design-Build Firm must be approved by the City prior to the information cut-off date. Design variations may take into account alternatives to the structural system, foundation, materials, roof, windows, balcony construction, mechanical systems, etc. These changes will be shared with all other Design-Build Firms. Innovative concepts will not be shared with other Design-Build Firms. An "innovative concept" or idea would be the Design-Build Firms means and methods in constructing the Project and not part of approved changes to the RFP. For this Project, the City considers the following to be requirements of the Project that are not to be changed by the Design-Build Firms: the interior layout of the building, location of the structure and site design. Design variations which reduce scope, quality, performance, or reliability shall not be considered as innovative concepts and will not be considered. **Acceptable design variations and innovative concepts are encouraged.** The Design- Build Firm will take full responsibility for the contract plans.

A. This RFP is for a **Firm Fixed Price Contract**.

3. Any questions or requests for clarifications, and information concerning this RFP must be received by the advertised date and time by email to the City Project Manager at [jcgriffith@palatka-fl.gov](mailto:jcgriffith@palatka-fl.gov) with a subject heading of **DB RFP - St. Johns River Center Inquiry**. All prospective respondents shall register their email and phone contact information with the project manager. All project updates and amendments will be distributed via email.
4. **Scope of Work:**

The project involves the design, permitting and construction of the St. Johns River Center. The St. Johns River Center is a joint effort between the City of Palatka, Florida, and Georgia-Pacific's Palatka Pulp and Paper Operations. The selected design-build entity will be expected to work cohesively and efficiently with the exhibit

design firm throughout the design completion and construction process. The center will focus on the wetland areas associated with the St. Johns River system.

Located on the corner of Memorial Drive and St. Johns Avenue in Palatka, the center will serve as a prominent location for promoting study of area wetlands by visitors, tourists, academics and others interested in our natural environment.

Exterior construction finishes shall be low maintenance and in compliance with existing downtown overlay standards. The use of salvaged material (i.e. historic road brick, reclaimed lumber) as interior finishes is expected. The architecture exhibited in the 60% plans represents an acceptable layout and floor plan and interior layout. Curricula and exhibits contracted by Georgia Pacific are in development. Modifications to the interior layout shall not be considered without approval from Georgia Pacific and their consultants. The 60% plans do not represent an acceptable exterior and shall be modified to comply with the Downtown Overlay Standards and to satisfy the City's vision for this building. The current building design and its' deficiencies will be discussed at the Phase II per-proposal meeting. Scope items include:

**New building:** New open floor plan museum, classroom and multipurpose building overlooking the St. Johns River and Park. The exterior of the building shall exemplify Civic permanence and a distinct architectural feature to make it identifiable as a keystone building within the Riverfront Redevelopment Area while complying with the Downtown Overlay Standards.

**New plaza:** New plaza to accommodate school groups and outdoor gatherings. The 60% design of the plaza is included. Final design of the plaza will be provided by the City. Construction shall include reclaimed timber benches, an integrated rain garden storm water system, hardscaping, landscaping and installation of 10'x10' river themed tile mosaic and bronze floor medallion (to be provided by City).

**Utilities:** New water, sewer, electric and telecommunications connections. Water will be provided to the site boundary for connection by the City. Sewer is available on St. Johns Avenue and shall include the installation of a sanitary manhole within the existing brick crosswalk to minimize disturbance to the site. Location of telecommunications and electric are to be determined by contractor. The installation of a transformer is expected.

**Signage:** New outdoor monument sign, wall sign and temporary banners.

**5. Submitting Proposals:**

Offerors must submit one (1) original, five (5) hard copies and one electronic copy, bound as described in Standard Documents for Design Build, 00 42 10

A. Proposals will be received at City Clerk's office located at:

City of Palatka  
201 North Second Street  
Palatka, FL 32177  
Attention: Betsy Driggers, City Clerk

B. **HAND CARRIED PROPOSALS:** Proposals will be received at the City Clerk's office specified in the RFP. Hand carried proposals must be deposited at the appropriate bid receiving office prior to the time established for receipt of proposals. Each proposal will be stamped with the date and time of receipt. Delays are probable at the entry point and should be taken into consideration. Late receipt of proposals due to entry delays will not be deemed excusable and the proposal will be declared "late" by the City Clerk. Bids received after the submittal deadline shall be rejected.

**6. Two Phase Design-Build RFP Process**

A. This procurement is being solicited using the Design-Build RFP process authorized Florida Statute 287.055. As part of Phase I, D/B entities shall submit their qualifications, availability, and past work of the firms, including the partners or members thereof. Following the review, evaluation, and rating of these proposals, the City may select at least three (3) of the highest rated offerors/contractors to receive a Phase II

technical requirements package and to participate in the Phase II process of this RFP. Phase II offerors shall provide a technical and cost proposal for consideration by the City. The City will review the technical and price proposals of the Phase II offerors. Evaluations will be conducted in accordance with City's Rules and Regulations and the evaluation criteria set out in Sections 00 51 00 – PROPOSAL EVALUATION AND BASIS FOR AWARD, 00 51 01, and 00 51 02 of this RFP.

- B. Firms formally organized as design/build entities or design firms and construction contractors that have associated specifically for this project may submit proposals. For the purpose of this RFP, no distinction is made between formally organized design/build entities and project-specific design/build associations. Both are referred to as the design/build offeror (or simply "offeror"), or the design/build entity (or simply "Contractor"), after award of a contract. All designs must be accomplished under the direct supervision of licensed professionals registered in the appropriate technical disciplines, and meeting other certification and licensing requirements specified in the request for proposal. The lead firm submitting the proposal is the "offeror". The lead firm and all design and construction team members will be considered the Design/Build entity.
  - C. All offerors will be notified of City's response to the Phase I submittals. The names of the offerors selected to participate in Phase II will be published on the City's website at [www.palatka-fl.gov](http://www.palatka-fl.gov).
  - D. The Phase I and II RFP's have been developed based on the specific criteria as defined by and in accordance with City's Rules and Regulations and Florida Statutes. The design is developed to approximately 60%. This will include the following conceptual plans showing dimensions, demolition plan, existing and proposed site and utility plans, electrical site plan, floor plan, elevation, and occupancy loads. Also included are: a topographic survey, a geotechnical report, a boundary, and Downtown Design Overlay Standards. These documents will be made available to the selected offerors as part of the Phase II RFP.
  - E. For all those contractors who compete in both Phase I and Phase II, the contractor's proposal shall be defined as all information that was submitted in response to the requirements of both phases of the RFP.
7. Funds available for design and construction: seven hundred thousand dollars **\$700,000**. This amount constitutes the entire budget for design construction, permitting, impact fees and construction. **No additional funds are available for this project.**
8. **TIME AVAILABLE FOR DESIGN AND CONSTRUCTION:** Two hundred and fourteen (214) calendar days from Notice to Proceed.
9. **PROPOSAL EXPENSES AND PRE-CONTRACT COSTS.** This RFP does not commit the City to pay costs incurred in preparation and submission of initial and subsequent proposals or for other costs incurred prior to award of a formal contract. All costs shall be borne by Contractor.
10. **BRIDGING FIRM INELIGIBLE TO COMPETE:** In accordance with Florida Statute 287.055 the City has elected to solicit competitive proposals and has not procured the services of a design criteria professional to serve as a bridging firm. The entire RFP and attached documents shall make up the design criteria. The plans shown were developed by LeHuu Architects and pursuant to the Agreement for Architectural Services between the City and LeHuu Architects are the City of Palatka's. The City has license to use the plans for the project.
11. **EXCEPTIONS:** If the offeror takes exception to any of the requirements specified in this RFP, the offeror shall clearly identify and explain each exception in an addendum to the proposal labeled "Exceptions". RFP requirements are not necessarily negotiable and exceptions may render an offeror's proposal unacceptable and ineligible for award.

**00 21 40 CONSTRUCTION ADMINISTRATION FEE**

- 1. The Construction Administration Fee (CAF) for this project is to be included in the not to exceed maximum bid price of seven hundred thousand dollars **\$700,000**.

2. Services contract(s) and task/work orders may be subject to grant/loan award and release of funds by the funding agency. The City in its sole discretion, will determine the method of payment for goods and/or services as part of this agreement.

Payment methods may include:

1. Traditional – payment by check, wire transfer or other cash equivalent.
2. Standard – payment by credit card.

The City cautions vendors to consider both methods of payment when determining pricing as no additional surcharges or fees will be considered (per Rules for VISA Merchants and MasterCard Merchant Rules). The City will entertain proposals clearly stating pricing for standard payment methods. An additional separate discounted price for traditional payments may be provided at the initial proposal submittal if it is clearly marked as an “Additional discount for payment via traditional methods.”

#### **00 25 16 PHASE I PRE-PROPOSAL CONFERENCE**

1. No Phase I proposal meeting will be held.

#### **00 31 17 INFORMATION REGARDING AVAILABILITY OF UTILITY SERVICES:**

It has been determined that all reasonable amounts of water used in connection with this project will be furnished to contractor without cost. Sewer is available on St. Johns Avenue and shall include the installation of a sanitary manhole within the existing brick crosswalk to minimize disturbance to the site. Location of telecommunications and electric are to be determined by contractor. The installation of a transformer is expected. The offerors will take this into consideration when computing their offers. The offeror may be held responsible for costs should the contractor inadvertently rupture a water line, gas line, or cause misuse of utilities outside the “reasonable” or normal working parameters, as determined by City.

The City will provide the following:

- Access to electrical power and existing metering, consisting of connection to existing facilities.

#### **00 31 19 PHYSICAL DATA**

Data and information furnished or referred to below is for the Contractor's information. The City shall not be responsible for any interpretation of or conclusion drawn from the data or information by the Contractor.

### **SECTION 00 42 10 - SUBMISSION REQUIREMENTS AND INSTRUCTIONS**

#### **1. GENERAL INSTRUCTIONS.**

##### **A. Proposal Preparation Instructions.**

- 1) Inasmuch as the proposal will describe the capability of the offeror to perform any resultant contract, as well as describe its understanding of the requirements of the Statement of Work, it should be specific and complete in every detail. The proposal should be prepared simply and economically, providing straightforward, concise delineation of capabilities to satisfactorily perform the contract being sought. The proposal should therefore be practical, legible, clear and coherent.
- 2) These instructions prescribe the required format for proposals, and describe the approach for the development and presentation of the proposal data. They are designed to ensure the submission of necessary information to provide for the understanding and comprehensive evaluation of proposals. Carefully review this section prior to commencing proposal preparation. Offerors are cautioned to strictly comply with all instructions within this RFP to ensure submission of a complete proposal. Failure to furnish a complete proposal at the time of proposal submittal may result in the proposal being unacceptable to the City and eliminated from consideration for award.

- 3) After compiling all required information, submit the information in accordance with the “Proposal Due Date Schedule” paragraph for the applicable phase and return the original and specified number of copies to the issuing office listed in Section 00 21 16.5. Mark the front of the envelope/box in red ink with the following: **“DESIGN-BUILD PROPOSAL for the Palatka St. Johns River Center”**.
- 4) **Proposal Due-Date Schedule.** The entire Phase I proposal is due by the date and time set for the receipt of proposals shown in Section 00 21 16.1 of this RFP. Offerors are required to include references as part of their Phase I package. **(Failure to provide the required number of references with the Phase I submittal will result in the Phase I submittal rejection).** The date and time for receipt of the Phase II proposals will be issued by amendment to those offerors selected to proceed to the Phase II portion of this procurement.

**B. General Proposal Contents Listed by Phase.**

**1) Phase I Proposal (Minimum Requirements)**

- a. **Section 1 – General Documents**
  - D/B Cover Letter indicating primary point of contact
  - Representations, certifications, disclosures and other statements of offerors including but not limited to applicable licenses, certifications, etc.
  - Joint Venture Agreement (if applicable) The City does not provide the joint venture agreement, but it is subject to City approval prior to an award being made.
- b. **Section 2 – Offeror’s Past Performance**
  - Design-Build Entity Qualifications
  - Past Performance Evaluation Questionnaire
- c. **Section 3 - Technical Capability**
  - Technical Approach Narrative
  - Offeror's Team Experience
  - Other Capabilities

**2) Phase II Proposal (Minimum Requirements)**

- a. **Volume 1 – General Documents**
  - Price Breakdown
- b. **Technical Proposal Volume 2 – Management & Execution Plans**
  - Project Management Plan (PMP)
  - Design & Construction Schedule
- c. **Technical Proposal Volume 3 – Technical Data Proposal For each of listed items as they apply.**
  - Element 3-1: Site Development
  - Element 3-2: Structural Design
  - Element 3-3: Architectural Design
  - Element 3-4: Mechanical Design
  - Element 3-5: Electrical Power, Lighting, Grounding & Communications Design
  - Element 3-6: Fire Protection Design
  - Element 3-7: Energy Analysis, Economic Analysis & Control Systems Design
  - Element 3-8: Commissioning Plan
  - Element 3-9: Environmental Compliance

Offerors are encouraged to take into consideration the level of completion of the current plans when proposing technical data for each of the items listed above.

C. **Written Proposal Format.** (Unless noted otherwise these general instructions apply to both Phase I and Phase II proposals.)

- 1) **Purpose.** These instructions prescribe the format of proposals, and describe the approach for the development and presentation of the proposed data. The proposal shall include all of the information requested in the specific instructions. Failure to include all information requested may adversely affect the evaluation. A proposal that merely reiterates or promises to accomplish the requirements of the RFP will be considered unacceptable. A proposal that is orderly and sufficiently documented will be easy for the City to understand and will enable the City to perform a thorough and fair evaluation.
- 2) **Capacity to Perform.** Offerors are cautioned to submit enough information to enable the CITY to fully ascertain each offeror's capability to perform all of the requirements contemplated by this RFP. All commitments made in the proposal may become a part of the resultant contract. The data submitted with each proposal should be complete and concise, but not overly elaborate. Any submitted materials not required by this RFP (such as company brochures) shall be relegated to appendices. Excessive reliance on promotional brochures is discouraged.
- 3) **Written Proposals.** The proposals shall be prepared on standard 8.5 x 11 inch paper (charts may be landscaped but must be on 8.5 x 11 inch paper) and shall be in a legible font size (10 or larger). Type size for graphics, charts, diagrams and tables, shall be of an appropriate font and size for the application, and must be clearly readable without magnification assistance to the normal eye. Page size for schedules may be up to 11" x 17" and all other charts, tables etc. must not exceed normal legal size (8.5"x14"). Text lines will be no less than single-space. All pages of each proposal shall be appropriately numbered, and identified with the RFP title. For ease of reference, **consecutive page numbering with tabs is required.**
- 4) **Table of Contents (TOC).** The proposals shall contain a detailed table of contents. The TOC will identify major areas, paragraphs and subparagraphs by number and title as well as by page number and volume locations. Tab indexing will be used to identify Sections as appropriate. TOC and Tab indexes do not count toward page limitation. If more than one binder is used, the complete table of contents shall be included in each. Proposal Sections 2 and 3 shall not exceed the page limits stated. If the page limit is exceeded, the pages in excess of the limit shall be unread.
- 5) **Page Limits.** The page limits include all appendices, charts, graphs, diagrams, tables, photographs, etc. except as noted elsewhere in the instructions. To the maximum extent practicable proposal submission shall be double sided. Each side of a piece of paper counts as one page. Failure to observe these requirements may result in non-compliant proposals being evaluated at the maximum number of pages had the instructions been followed. All pages in excess of the stated limits will not be evaluated.
  - a. PHASE I - fifty (50) page limit
  - b. PHASE II - fifty (50) page limit
- 6) **Binding.** Elaborate format and binding are neither necessary nor desirable. All binders will be capable of lying flat when opened. The cover of each binder will clearly identify the offeror's name, Section number(s) and RFP title. The original for each binder will be clearly identified on the cover. All binders will allow for easy removal and replacement of pages. If more than one binder is used, the complete TOC shall be included in each.
- 7) **Electronic Copy.** Provide one (1) electronic copy of all of the proposal information for Phase I. Provide one (1) electronic copy of Phase II Volumes 2 & 3, if selected to submit a Phase II proposal. Electronic copies may be submitted on CD-ROM saved in Microsoft Word (2010) format or Adobe Acrobat ("Read Only" files are acceptable). Electronic copies of drawings are not required with the proposal submission.
- 8) **Drawings.** Offeror may elect to submit drawings to clarify their Phase II proposals, but are not required to do so by this RFP. In the event Offeror elects to submit drawings, use drawings no larger than Size A1 [approximately 24" x 36"] or smaller than size A2 [approximately 16" x 23"]. No

electronic drawing files are required to be submitted at the proposal stage. Drawings are NOT required in either Phase I or Phase II. Submit all large format drawings rolled not folded.

- 9) **Clarifications.** Offeror may, at the discretion of the City, be asked to provide clarifications regarding their proposals in accordance with City's Rules and Regulations. Requests for such information do not constitute discussions. All requests and responses shall be documented and included in the procurement file of the City.
- 10) **Validity.** The offeror shall be held responsible for the validity of all information supplied in his/her proposal, including that provided by potential subcontractors. Should subsequent investigation disclose that the facts and conditions were not as stated, the proposal may be rejected or contract terminated for default if after award, in addition to any other remedy available under the contract or by law.

## 2. PHASE I –QUALIFICATION SUBMITTAL CONTENTS

**Submit one (1) original (clearly marked), 5 (five) hard copies, and one (1) electronic copy of the Phase I submittal package.**

A. **Section 1 - General Documents.** Submit in a separate envelope, labeled “General Information”, with the Phase I submittal.

- 1) Complete the “Offeror” Phase I portion of the DB-PTF (part 2). Enter “N/A” or leave blank the Phase II portions of the DB/PTF. An official having the authority to contractually bind your company must sign the DB/PTF in accordance with THE CITY’S SD-DB Section 00 42 15. One copy of the DB/PTF is required to have an original signature.
- 2) Include in this section of your submittal the following:
  - Representations and Certifications
  - Disclosures
  - Licenses and certificates

**Failure to submit this information with the Phase I submittal will be a material deficiency and the submittal will be rejected.**

- 1) **Design Build Associations / Joint Venture Requirements.** Parties wishing to propose as a joint venture must submit, with the Phase I Proposal General documents, an executed copy of a joint venture agreement. Two or more firms submitting as a Joint Venture must meet the Joint Venture requirements of Section 14-22.007, Florida Administrative Code prior to award. The Proposal shall clearly identify who will be responsible for the engineering, quality control and construction portions of the Work.

B. **Section 2 - Past Performance.**

- 1) Past Performance will be evaluated using the evaluation criteria set forth in Sections 00 51 00 and 00 51 01 of the RFP. Past Performance includes current and on-going performance.
- 2) The Past Performance section of the proposal is limited to a maximum of ten 10 pages, exclusive of the Past Performance Evaluation Questionnaires. It includes the offeror’s (DBQ) and any discussion and or additional information, awards, letters, etc. concerning past performance the offeror includes.
- 3) Design-Build Entity Qualifications Form (DBQ):
  - a. References: Offerors shall complete in detail the (DBQ) listing a minimum of three (3), maximum of five (5) contracts (complete or substantially complete) to be used for reference and evaluation purposes. At least two (2) of the projects listed must reflect the experience of the design team.

Detailed instructions are provided in the DBQ. Design-build associations need not have worked together on previous work. **Failure to submit this information with the Phase I submittal will be a material deficiency and the submittal will be rejected.**

- a. Offeror shall provide a list of key subcontractors and/or teaming partners to be utilized on this project. At a minimum provide the name(s) of subcontractors to be utilized on the design and oversight team and the major construction subcontractor(s) (as applicable).
  - b. Except for the design team or prime construction contractor, as applicable, multiple subcontractors may be named for the same discipline, limited to a maximum of two (2) subcontractors per discipline. When multiple subcontractors are provided for the same discipline the evaluation will be in accordance with Section 00 51 01.3 A.5.
  - c. Offerors shall provide information to demonstrate a history of performance on contracts that are similar in scope, complexity and size and to demonstrate experience in performing work similar in size, scope and complexity to that described in the scope of this procurement. Offerors shall explain what aspects of the referenced contracts they deemed relevant to the proposed effort.
  - d. Offeror must provide projects that have been performed within past ten (10) years. The period begins ten (10) years prior to the RFP release date and includes current projects.
  - e. Offerors should include with their proposal information any problems encountered on the identified contracts and the offeror's corrective actions and/or explanation.
- 4) Past Performance References:
- a. Offerors shall prepare and submit to prior clients, to include the owners of all the projects listed on your DBQ as submitted, a Past Performance Evaluation Questionnaire.
  - b. Completed Performance Questionnaires shall be emailed directly to the City as indicated for review with Phase I submittals.
  - c. **Failure to submit the required minimum of five (5) and a maximum of seven (7) performance questionnaires for Offeror will be cause for disqualification.**
- 5) Offerors lacking relevant present/past performance experience may submit information regarding predecessor companies, key personnel who have relevant experience or subcontractors that will perform major or critical aspects of the requirement if such information is relevant to this project.
- a. Such information shall, at a minimum, include:
    - Name(s) of Predecessor Company/Subcontractor and/or Key Personnel
    - Complete Address
    - Telephone, Fax Number and email address
    - Brief synopsis of the experience (a resume may be submitted for "Key Personnel")
    - Describe in detail relevancy to this project
  - b. Provide three (3) references for each Predecessor Company, Subcontractor or Key Personnel and send Past Performance Evaluation Questionnaires to these references. Clearly identify the contractor/individual whom the reference information concerns. **Failure to submit the required minimum of three (3) questionnaires for Predecessor Company, Subcontractor or Key Personnel will be cause for disqualification.**
- 6) Offerors are advised that the City may use all data provided by the offeror in this volume and data obtained from other sources, to include, but not limited to, state-wide databases, in the assessment of past performance. Past performance information on contracts not listed by the offeror, or that of planned subcontractors, may also be evaluated. The City may contact references other than those identified by the offeror and information received may be used in the evaluation of the offeror's past

performance. While the City may elect to consider data obtained from other sources, the burden of providing current, accurate, and complete past performance information rests with the offeror.

**C. Section 3 - Technical Capability.**

- 1) **Technical Approach Narrative.** Narrative shall be limited to a maximum of five (5) pages.
  - a. Describe in general terms how the offeror will approach the design and construction of this facility. The narrative should include considerations of "Fast Track" construction whereby preliminary site construction activities (i.e. mobilization, utility work, construction staking) can begin prior to the completion of the accepted one hundred percent (100%) design documents.
  - b. Provide a detailed discussion addressing the proposed organization and the roles and responsibilities of the various sub-contractors for both design and construction.
  - c. Include in the narrative the offeror's proposed processes for handling field problems, assuring quality and assuring Designer of Record involvement throughout the construction period.
- 2) **Offeror's Team Experience.** This section shall be limited to a maximum of five (5) pages. Example projects must have been completed no later than ten (10) years prior to the date of the RFP. The City will also use information provided by A/E's in the Past Performance section in the evaluation of this factor. (Note: This information may be similar to the information provided in the Past Performance section but is obtained here for the purpose of identifying the extent of the offeror and their team's experience, where in the Past Performance factor the information is obtained for identifying "how" the work was performed.)
  - a. Provide a discussion of projects (at least three) for which the offeror has been responsible. The examples should be as similar as possible to this RFP in project type, magnitude, complexity, cost, design or features and scope. Each example shall indicate in detail the general character, scope, location, cost, and date of completion of the project. If the offeror represents the combining of two or more companies for the purpose of this RFP, each company shall discuss project examples.
  - b. Demonstrate that all lead design personnel have experience and required qualifications in assigned roles on projects of similar complexity, size and scope. Specific projects detailed on the DBQ should be referenced, to ensure proper consideration.
  - c. Demonstrate that all lead design personnel are registered and/or certified in their discipline.
  - d. Discuss at a minimum the project manager; the project architect; the engineers responsible for civil, electrical, mechanical, fire protection, communication systems and structural design; the quality control manager; and the construction manager and/or project superintendent.
- 3) **Other Capability Information.** This section shall be limited to a maximum of two (2) pages. Clearly label this section and place after the Offeror's Team Experience.
  - a. Describe your office capabilities for using Computer Aided Design and Drafting (CADD) and other forms of automation on this project.
  - b. Describe your office capabilities for project scheduling. Include programs you utilize and experience of personnel in these programs. Discuss briefly your plan for scheduling of this project, to include updates. (A sample schedule is not desired.)
  - c. Describe your office capabilities for ensuring proper administration of a project of this magnitude and complexity.
  - d. Describe your office capabilities for providing promotional illustrations and drawings necessary for the public input process.

e. You may provide additional information on your capabilities, but please be brief.

## 2. PHASE II - TECHNICAL & COST PROPOSAL – SUBMITTAL CONTENTS

### A. General Requirements.

- 1) Who May Submit Proposals may be submitted by the offerors who receive written notification from the City that their firm has been selected to participate in Phase II of this RFP.
- 2) Submission Deadline Proposals shall be received no later than the time and date specified by amendment.
- 3) Compliance Statement In order to effectively and equitably evaluate all proposals, the City must receive information sufficiently detailed to clearly indicate the materials, equipment, methods, functions, and schedules proposed. The offeror is required to certify that all items submitted in its technical proposal comply with the RFP requirements and any differences, deviations or exceptions have been identified and explained. Offerors are required to complete the proposal certification attached. Even if there are no differences, deviations or exceptions, the offeror must submit the certification.
- 4) Cost Information The technical proposal shall not include any cost information. The technical and cost proposals shall be submitted as two separate documents.
- 5) Technical Proposal Technical Proposal Volumes 2 and 3 comprise the full Technical Proposal. Volume 2 consists of the Project Management Plan and Design & Construction Schedule. Volume 3 consists of the Technical Data Proposal with various Elements. Evaluation criteria (Section 00 51 02 of this RFP) for the Phase II Proposal will be provided with the Phase II RFP amendment.

### B. Volume 1 - General Documents, Price Proposal. This information should be submitted in an envelope labeled "General Requirements." This category consists of:

- 1) Price Proposal Information Offerors shall complete all portions of the Certification and Price Proposal Form and furnish it with the phase II submittal.
- 2) Price Breakdown Include price breakdown, in the prescribed format.

### C. Technical Proposal: Volume 2 – Management & Execution Plan The following technical elements shall be addressed in sufficient detail to provide the City with a clear understanding of the offeror's intended performance and shall take into consideration the material provided in the technical data proposal (Volume 3).

- 1) Project Management Plan. The offeror shall provide a Management Plan. This is an overall plan showing how the offeror will control the job. The term "management plan" is defined as a plan that includes the following sub-plans:
  - a. Project Key Personnel. Provide the names, resumes, and levels of responsibility of the principal managers and technical personnel who will be directly responsible for the day-to-day design and construction activities. Provide qualifications of key project personnel including name and project assignment, and firm association. Project key personnel shall include the engineering disciplines and key construction subcontractors listed below.
    - At a minimum, discuss the project manager; the project architect; the engineers responsible for civil, electrical, mechanical, fire protection, communication systems and structural design; the quality control manager; and the construction manager and project superintendent.
    - Demonstrate that all lead design personnel are registered and/or certified in their discipline and have experience and technical competence in assigned roles on projects of similar

complexity, size and scope. Indicate whether each individual has had a significant part in any of the project examples cited.

- If subcontractors will be providing comprehensive design-build services to the Offeror, provide qualifications for their key design personnel as well. If reassignment of personnel is considered possible, provide the names and resumes of the alternative professionals in each assignment.
  - Lead Architect/Lead Design Engineer/Construction superintendent must have a minimum of five (5) years experience on specifics of similar projects.
- b. Key Construction Subcontractors. Subcontractors shall include, but are not limited to: Five (5) prime trades: General, Plumbing, Heating, Ventilation, and Electrical. Discuss the extent of their roles with respect to the design and construction phases of this project.
- c. Quality Control Plan. The Quality Control Plan (QC) is part of the Management Plan. The alliance of the project designer and builder on a project such as this, naturally removes one commonly used method of quality control, that is, the usual reliance of the owner on the design consultant for monitoring construction quality. Although the City shall provide an on-site representative during construction, offerors are expected to develop a formal program of monitoring to ensure a high level of construction quality.

Offerors shall submit QC Plans – Contractor (furnished with the Phase II RFP package) entitled "Contractor "QC". The offeror's program shall include the following characteristics:

- A clear identification of the personnel responsible for QC and a clear policy establishing their authority. The QC group shall be separate and apart from (not the same as) the people that are doing the construction. Of particular interest is the role of the Designer of Record in all design and construction progress.
- A specific description of the tasks and functions of the quality control personnel. A specific policy establishing schedules for the performance of quality control tasks.
- A policy for reporting QC findings to the City Project Manager. A procedure whereby the City may resolve disputes that have not received satisfactory responses from the first levels of QC personnel.
- The names of testing laboratories to be used and the procedures for test data reporting.
- A plan for material storage and protection.
- The plan for review, evaluation, and Offeror QC of the Design Submittals prior to City receipt.
- The plan for review of construction phase submittals.
- Procedures for involving Key Subcontractors in the design development.

d. Planned Safety Activities

- Provide a summary of the Safety Plan that you will implement if you are awarded this contract
- Include in the summary your plans for training and documentation
- Plan should demonstrate familiarity with and adherence to OSHA standards and describe steps to be taken to promote safety during construction
- Explain how you intend to maintain an accident free worksite

2) Design and Construction Schedule Provide an integrated Design and Construction Schedule with all "Fast Tracking" areas clearly identified, if proposed. The Authorization to Proceed (ATP) date shall be assumed as August 25, 2014.

- a. The schedule for design and construction shall be task oriented, indicating dates by which milestones are to be achieved.

- b. The schedule is to be an integrated and networked multi-layered schedule of program/project tasks. It identifies project events, accomplishment, and criteria and the expected dates of each. These dates are based on the calendar dates provided as the starting point and the logical flow of dates provided by calculating the addition of duration of all tasks using typical schedule networking tools.
- c. Each major task will be directly traceable to the requirements of the project. The schedule is intended as a tool for day to day tracking of the program/project that rolls up to increasingly higher summary levels.
- d. All tasks/activities in the schedule should be logically linked together showing predecessor/successor relationships.
- e. The offeror shall also submit a rationale explaining how the schedules will be achieved. Offerors providing an alternate schedule\* shall discuss the perceived benefits to the City.
- f. In accordance with SD-DB the Contractor shall be required to: Complete the entire work, to include design and construction, ready for use not later than two hundred and fourteen (214) calendar days) after ATP (see 00 21 16.8 of this RFP). The time stated for completion shall include final cleanup of the premises.

\*NOTE: The performance period proposed cannot exceed the number of calendar days noted above. If the offeror proposes a shorter performance period, the offeror's proposed performance period will be used to calculate the new completion date and incorporated into any resulting award.

#### D. Technical Proposal Volume 3 – Technical Data

- 1) The Technical Data Proposal shall be submitted in separate three-ring binders labeled "Phase II, Volume 3 - Technical Data Proposal". This proposal consists of but is not limited to; design documents, sketches, outline specifications, design analysis, catalog cuts, and other information. Provide five (5) copies of the drawings, if included (size A1); and five (5) copies of catalog cuts and other technical data. Plus one electronic copy. Drawings are NOT required in either Phase I or Phase II, but Offerors may submit them to illustrate their understanding of the project or alternative technical concepts.
- 2) The following information shall be submitted as part of the Technical Data Proposal (TDP). Proposals shall include graphic description of the design included in the basic proposal clearly indicated as such.
- 3) **Site Development Design Submittal Requirements.** The site development portion of the proposal must outline the proposed site layout, site utilities, grading, storm drainage, and erosion control practices for construction. The proposed design shall include the following:
  - a. General Site Development Description of the Project. In narrative format state the purpose and functional layout of all major structures in relation to access drives, the extent of grading and drainage system, as well as erosion control measures in sufficient detail to delineate and characterize functional features and the desired image or visual appearance of this project. The narrative shall reflect setback requirements as indicated on the project bridging document Site Plan, as well as the visual characteristics of the surrounding topography. Include a statement addressing Storm Water Management such that post development runoff does not exceed pre development runoff flows. Also include a statement of any requirements for traffic control/signage plans to be used during the construction period and then the signage for the completed project. Provide a brief statement of the exterior construction materials to be used in the project.
  - b. Site Utilities. Narrative of design analysis will contain the following: Criteria listings - manuals, pamphlets, codes, etc.; preliminary pipe sizes presented in tabular form. Describe what is known about each of the utilities needed to service the facility. Describe the utility systems chosen. Identify all utility agreements stating what the utility company will provide and what the

contractor will need to provide. Discuss methods used to verify location and extent of underground. Discuss location and extent of temporary utility connections.

- c. Outline Specifications. Provide a list of specifications proposed for use in the design, if the section is not provided in this RFP.
- 4) **Structural Design Submittal Requirements.** The structural portion of the proposal must outline the proposed methods and materials of design and construction. The design shall include the following:
- a. Structural Narrative. **General.** Provide a general description of the scope of the project and all of the major structures. Give overall building dimensions and a description of the principal features such as wall and roof construction proposed. If the building is irregularly shaped, explain where seismic joints will be placed to create regular shapes or provide a statement that a dynamic analysis of the building will be performed.
  - b. Framing System. Provide a description of the framing system chosen. Provide a description of the lateral load resisting system and how these loads will be transmitted to the foundations.
  - c. Foundation. Give a description of the anticipated foundations based on Soil Boring Data located in the bridging document. List special design features.
  - d. Fire Resistance Statement. State the required fire resistance criteria for all portions of the structural system and the proposed method of meeting these requirements.
  - e. Design Analysis. The following specific items shall be included. **Load Assumptions.** State the live loads for which the facility is to be designed. Include roof and floor loads. Provide the wind loads, lateral earth pressure loads, seismic loads, etc. as applicable. Complete analysis is not necessary, only tabulation of loads is required. Utilize factors as provided in the DCM 2009 Article 3.11.
  - f. Outline Specifications. The offeror shall provide a list of specifications proposed to be used in the design, if sections are not provided in this RFP.
- 5) **Architectural Design Submittal Requirements.**
- a. Architectural Narrative. Demonstrate conformance with the floor plan and functional arrangement; describe alterations to the exterior image depicted in the 60% plans in the RFP. Describe and justify any adjustments or changes to either. Describe interior design theme. Describe any special features or finishes that contribute to the proposed design theme. Describe construction of typical interior partitions. List all architectural betterments and deviations included in the proposal. Include a Life Safety analysis in the narrative.
  - b. Color Board. Include interior and exterior color board submittals.
  - c. Certifications. Provide signed and dated certification that the final design shall meet "U" values required in the bridging documents for each exterior wall assembly and roof assemblies. Provide signed and dated certification that the mechanical rooms are of sufficient size to accommodate and serve all mechanical equipment shown and specified by the mechanical design. Include with architectural narrative.
- 6) **Mechanical Design Submittal Requirements.**
- a. Heating, Ventilating, and Air Conditioning (HVAC). The narrative shall include a discussion of the integration of the various supporting systems among themselves and within the proposed structural systems. Describe the methods and plans for coordinating the various supporting systems to minimize construction problems between trades/disciplines. Narrative of design analysis will contain the following: Criteria listings - manuals, pamphlets, technical books, etc., Design conditions used in calculations - inside and outside temperatures, personnel load, outside

air or ventilation requirements, U-factors, and other special conditions; Block loads for heating and cooling shall be calculated using American Society of Heating, Refrigerating and Air-Conditioning Engineers, Inc. (ASHRAE) based methods. Use ASHRAE 90.1 2007 Edition. All load calculation software must be traditionally used by the industry.

- b. **Equipment**. Provide a brief description of all major items of equipment, including catalog cuts. Indicate operating temperatures and capacities. Clearly delineate the separate systems, i.e., Air handling units including heating and cooling type, make-up air units, HVAC hot water heating systems including boilers and heat exchangers, HVAC cooling systems including air or water cooled chillers and DX condensing units, Air terminals including variable air boxes and fan powered boxes, Air device types, miscellaneous fans including return and exhaust air systems. Description of piping systems including type of pipe, insulation requirements, and whether concealed or exposed, including catalog cuts. Describe the general breakdown of the work between the Heating and Ventilating trades.
- c. **Energy Conservation Design Narrative**. Energy conservation measures shall be indicated. The narrative shall describe measures and techniques that are proposed in the mechanical design that will conserve energy.
- d. **Plumbing**. Narrative of design analysis will contain the following:
  - Criteria listing - manuals, codes, etc.
  - Plumbing analysis to confirm number of fixture units, cold and hot water capacity requirements, and equipment or capacities of miscellaneous and special systems
  - Fixture determination listing quantity and type of fixtures for both men's and women's toilets, and other fixtures such as drinking water fountains, service sinks, etc.
  - Description of domestic water heating and storage equipment, including capacity, type (gas, electric, boiler, water), materials, and insulation
  - Piping types and location (concealed or exposed), together with material proposed and insulation requirements
  - Detailed description of key support systems including, but not limited to, compressed air (capacity, pressure, piping, location of air outlets, etc.), roof drainage, fuel oil (quantity, and equipment to be served), and other special system.
- e. **Outline Specifications**. The offeror shall provide a list of specifications proposed to use in the design, if section not provided in this RFP.

**7) Electrical Power, Lighting, Grounding, and Communications Design Submittal Requirements.**

- a. **Interior Electrical System Design Narrative (IESD)**. The IESD shall be a narrative presentation and shall include the following data:
  - Provide a detailed description of the lighting system(s) to be used for each definitive area. Include a concept lighting schedule showing room name and/or number, lighting intensity, type of fixture by manufacturer's name, voltage, and basis of design such as IES criteria, definitive, etc.
  - Only a single catalog cut sheet is required for each fixture type. This cut sheet will establish the physical, functional and visual characteristics of the fixture and establish a level of quality.
  - State the type of wiring system proposed, such as rigid conduit, non-metallic tubing, intermediate conduit, electrical metallic tubing, non-metallic sheathed cable, etc., and where it is intended to be used.
  - Provide a paragraph describing any special items of design, such as specialized equipment, special receptacles, handicapped and seismic requirements, etc. Describe how the applicable grounding system will be achieved.
  - Describe the basic characteristics of the panel boards, protective devices, switchboard, motor control centers, or other major equipment to be provided. Provide the name of the manufacturer(s) and catalog cuts for the equipment that will be used.

- b. Specifications. Provide a list of titles of specifications proposed for use in the design, if the section is not provided in the RFP.
- c. Communications and Special Systems Requirements. Describe in detail the proposed method of conformance with all elements of the Communications and Special Systems requirements detailed in the Technical Specifications section of the RFP (audio visual, security systems, computer networking, etc.). Narrative will address all aspects of the Communications system and show that the Offeror understands and is capable of implementing the work required to satisfy integration of the RFP requirements for this building into the facility's communications system.
- d. Exterior Electrical Distribution System Design Narrative (EEDSD). The EEDSD shall be a narrative presentation and shall include the following data:
  - Indicate the electrical characteristics (phase, voltage and number of wires) of the electrical system proposed for the building. Provide conclusions in the design analysis as related to the total connected load and resulting kVA demand load.
  - Indicate type, number, and kVA capacity of transformer installation proposed. State the primary and secondary connections of transformers (e.g., 12,470 to 480Y/277 volts, Delta-wye) in accordance with ANSI C57.12.00. State the basis for the selection of the secondary distribution voltage, (e.g., 480Y/277 vs. 208Y/120).
  - Include any analysis or reasoning used in making this selection.
  - Provide a statement describing street lighting, security, parking lot lighting, or sidewalk lighting requirements. Types of fixtures, pole heights, and proposed intensities are to be included. Only a single catalog cut sheet is required for each fixture type. This cut sheet will establish the physical, functional and visual characteristics of the fixture and establish a level of quality. Provide a statement describing the extent of any exterior work.
- e. Energy Conservation Design Narrative (ECD). Energy conservation measures shall be indicated. The narrative shall describe measures and techniques that are proposed in the electrical design that will conserve energy.

**8) Fire Protection Design Submittal Requirements.**

- a. Narrative. A narrative will be provided addressing the below items or feature of the building in this project.
  - Certification: Provide certification by the fire protection engineer that the building design shall comply with the life safety/fire protection provisions of the applicable codes.
  - Automatic fire extinguishing systems and hose standpipe systems: Identification of all areas provided with sprinkler protection and the type of sprinkler system provided, sprinkler hazard classification for these areas.
  - Fire alarm and detection systems: Type of alarm and detection system, location of the fire alarm and detection equipment including fire alarm control panel, and catalog data sheets of major components.

**9) Energy Analyses, Economic Analyses, Control Systems Submittal Requirements.** The following items shall be submitted with the proposal:

- a. Utilization of high efficiency, economical systems are required, when properly justified. The application and utilization of new principles and ideas is encouraged, where applicable.
- b. A description of all HVAC systems to be considered in a life cycle cost analysis (LCCA). The LCCA is to be submitted by the successful contractor.
- c. List of specifications to be used.
- d. A description of the proposed Direct Digital Controls System (DDC) to be used, if applicable.

- e. Utilization of Renewable Energy. Utilization of renewable energy systems is encouraged. Clearly define any proposed renewable energy systems. Provide all manufacturers' catalog and performance information in order to clearly assess its limitations and applicability. Clearly identify projected increases or decreases in operations and maintenance costs as compared to standard system. Consideration for the use of renewable energy systems will be given.
  - f. Energy Conservation Design Narrative (ECD). Energy conservation measures shall be indicated. The ECD narrative shall describe measures and techniques that are proposed in the design that will conserve energy.
- 10) **Commissioning Plan.** Commissioning is defined as the testing, adjusting, balancing, and validation process necessary to establish that the equipment and systems installed comply with the design, have been properly started per the manufacturer's start-up instructions and validate the adequacy of the original design. The following items shall be submitted with the proposal:
- a. Narrative. Provide a narrative description of how the commissioning process will be managed and tracked, starting at the design stage, through the construction, startup, final acceptance and warranty stage. Include a brief description of what checks and balances will be used to ensure design requirements are met and that problem areas are documented and resolved.
  - b. Mechanical Equipment. The commissioning process shall, at a minimum, comply with the Testing, Adjusting & Balancing requirements as stipulated by the ASHRAE or Portland Energy Conservation, Inc. (PECI) or other generally accepted authority. The commissioning process shall not be limited to the mechanical systems, but shall apply to all systems.
  - c. Special emphasis shall be given to the security, fire alarm and direct digital control (DDC) systems and subsystems.
  - d. List of all equipment and systems that shall be commissioned.
- 11) **Environmental Compliance.** The following items shall be submitted with the proposal:
- a. Narrative. Describe your team's approach to environmental compliance and the proposed management program to be used for the tracking, management and compliance of all environmental issues. Develop a detailed environmental compliance plan identifying all environmental and construction type permits required, primary office having jurisdiction, general description of requirements, processing time and potential impact on project schedule. Plan shall clearly address the following areas:
    - Permit Application and Compliance Testing
    - Hazardous Material Identification & Management
    - Hazardous Waste Management & Disposal
  - b. Tracking System. Contractor shall provide any forms and/or systems used to effectively manage these requirements throughout the life of the project
  - c. Utilization of Recycled Materials. Clearly define any recycled materials to be used. Provide all manufacturers' catalog and performance information in order to clearly assess its limitations and applicability. Ensure information clearly defines the amount of recycled materials being used and their proposed use. Consideration for the use of recycled materials will be given.

**00 51 00 PROPOSAL EVALUATION AND AWARD**

- 1. The City intends to award a contract to the offeror deemed responsible in accordance with the City rules, and whose proposal conforms to the RFP's requirements and receives the highest overall ranking from the Selection Committee.

2. The source selection process will be conducted in two phases. There will be two separate evaluations made.
  - a. Under Phase I, past performance and technical capabilities will be evaluated.
  - b. If fewer than two (2) proposals are received for Phase I, the City will not review the proposals, but will return them unopened to the offeror. The City will then decide whether to withdraw the project or re-advertise it.
  - c. Following the review, evaluation, and rating of the Phase I proposals, the City may select no less than three (3), but no more than seven (7), of the highest rated contractors to receive the technical requirements package and provide a technical and cost proposal for consideration by the City. If fewer than two (2) Phase I proposals are deemed acceptable for Phase II selection, the City may withdraw the project or re-advertise it.
  - d. Phase II evaluation criteria and weighting factors are provided, however, the City reserves the right to amend the criteria and/or weighting factors at the time the Phase II amendment is issued.
3. The offerors' proposals, for those who compete in both Phase I and Phase II, are defined as all information that was submitted in response to the requirements of both phases of the RFP.
4. Offerors are reminded to include their best technical and price terms in their initial offer.
5. Noncompliance with the RFP requirements in either phase may raise serious questions regarding an offeror's technical and/or cost performance and may be grounds to eliminate the proposal from consideration for contract award. Failure to include all information requested may adversely affect the evaluation and/or result in elimination from the competition.
6. A proposal that merely reiterates or promises to accomplish the requirements of the RFP will be considered unacceptable. A proposal that is orderly and sufficiently documented will be easy for the City to understand and will enable the City to perform a thorough and fair evaluation.
7. The City will conduct a proposal compliance review after each phase closing date for determination of basic proposal adequacy prior to providing the proposals to the evaluators. Failure to provide a complete proposal (all required Volumes) may result in the proposal being removed from further consideration for award.
8. Although the assessment of past performance as a specific evaluation factor is separate and distinct from the determination of responsibility, past performance information obtained herein will be used during the City's responsibility determination. The City also reserves the right to obtain additional information solely for the purpose of making a responsibility determination from all offerors after receipt of proposals. Request for responsibility information does not constitute discussions.
9. The City intends to evaluate proposals and award a contract without discussions with offerors.
10. The City reserves the right to conduct interviews in accordance with City Rules and Regulations and this RFP; however no changes to the proposal can be made through the interview process.
11. The proposal must set forth full, accurate and complete information as required by this RFP. The City will rely on such information in the award of a contract. By submission of the offer, the Offeror agrees that all items proposed (if applicable, e.g., key personnel, subcontractors, plans, etc.) will be utilized for the duration of the contract and any substitutions will require prior City approval.

#### **00 51 01 PHASE I EVALUATION CRITERIA**

##### **1. General:**

- A. This submittal shall not exceed fifty (50) pages.
- B. Weighting criteria shall be disclosed in a project-specific basis, by a table attached to the RFP.

- C. The evaluation will consider such things as an offeror's business practices, customer relationship, ability to successfully perform and other considerations as described in the Evaluation Criteria.
  - D. Evaluators will consider current trends of the performance information while conducting the performance evaluation.
  - E. The offeror's submitted experience and professional data for their intended designer(s) and subcontractor(s) for design and any major system shall obligate the offeror to perform this work with the subcontractor(s) or firm(s) evaluated, unless an acceptable substitution is otherwise approved by the City.
- 2. Experience of Personnel Assigned to the Project:**
- A. Include only personnel who will be active participants on this project team.
  - B. Preference may be given to experience with current firm. However, if experience with current firm is limited, experience with previous firms will be considered.
  - C. Experience must include experience relevant to position on this project team.
  - D. Of particular interest is the experience and qualifications of both the designer(s) and sub-contractor(s). Failure of an offeror to demonstrate that all lead design personnel are registered and/or certified in their discipline may adversely affect the evaluation.
  - E. As a minimum, the discussion must adequately address the project manager; the project architect; the engineers responsible for civil, electrical, mechanical, fire protection, communication systems and structural design; the construction manager and/or project superintendent.
- 3. Past Performance**
- A. General**
- 1) List at least five (5) projects in the past ten (10) years.
  - 2) An offeror with no, or limited, past performance may receive ratings based on the evaluation of its predecessor companies, key personnel, and/or subcontractors. These ratings may not have the same weight as the ratings of the proposing company.
  - 3) The City may contact the Offeror for additional information and to assure validity of the received questionnaires. The City reserves the rights to obtain and evaluate past performance information from any source it deems appropriate.
  - 4) The City may take into account past performance information regarding predecessor companies, key personnel who have relevant experience or subcontractors that will perform major or critical aspects of the requirement when such information is relevant to this project. If multiple subcontractors are provided for the same discipline the City will use the lowest rated subcontractor in the evaluation. The evaluation will also consider information provided relative to corrective actions taken to resolve problems on past or existing contracts.
  - 5) Current performance occurring within the past five (5) years prior to the RFP release date.
- B. Experience in Project Type**  
Weight will be given to:
- Design/build experience.
  - Similarity of the client type.
  - Location at which work was performed.
  - Construction methods.
  - Complexity of work.
- C. Record of On-Schedule performance.**
- Contractor will be evaluated on meeting the original contracted schedule for each listed project.
  - If delays were outside contractor's control, please explain (do not exceed the page limit).
  - Resolved delays in an expeditious manner.
  - Identification/correction of deficient work in a timely manner.
  - Provided submittals in a timely manner.
  - Timely completion of punch-list items.
  - Timely submission of close out documents.
  - Contractor provided timely and satisfactory response to warranty issues after project completion.

- D. **Experience with Similarly-Sized Projects**
    - Greater weight will be given to projects of similar size, complexity and value.
    - Project scope.
    - Square footage, HVAC size, other project-specific factors.
4. **Collaborative, Teaming, Problem Solving Approach**
- A. **General Business Practices**
    - 1) Contractor to provide experienced managers, and supervisors with the technical and administrative abilities needed to meet contract requirements.
    - 2) Contractor shall cooperate to resolve problems, attend meetings (as applicable) and maintain communication to assure satisfactory resolution.
    - 3) The contractor shall submit proposals that accurately represented the work required.
    - 4) The City will evaluate the implementation plans for utilizing “fast track” procedures this project. Offeror must demonstrate a suitable understanding of the process and adequately address any anticipated risks associated with D/B processes.
    - 5) The proposal shall demonstrate adequate office capabilities for ensuring proper administration of a project of this magnitude and complexity.
  - B. **Subcontractor Management**
    - 1) History of hiring experienced subcontractors.
    - 2) History of paying subcontractors/suppliers in a timely manner
    - 3) Proposal provides a detailed and adequate discussion of the proposed organization and the roles and responsibilities of the various sub-contractors for both design and construction.
  - C. **Site Management/Superintendent/Designer Involvement**
    - 1) Management team shall ensured compliance with contract requirements & safety regulations.
    - 2) Management team shall act promptly to resolve problems and ensure work quality.
    - 3) Management team has sufficient authority to make decisions or take actions during project performance.
    - 4) Site manager/Superintendent present on site when work is performed providing adequate on-site supervision.
5. **Successful Reference Checks**
- A. Contractor must request references for all projects listed.
  - B. All reference checks are part of the submittal package.
  - C. Greater weight will be given to similar projects which most closely resemble the project identified in this RFP in type, magnitude, complexity, cost, design or features and scope will receive the highest consideration.
  - D. Based on the contractor's overall performance, how willing is the customer to re-hire the offeror.
  - E. (QC) of Design and Construction
    - Quality of Workmanship
    - Adequacy of the Contractor QC
    - Adequacy of Materials
    - Adequacy of Submittals
    - Adequacy of "As-Built"
6. **Financial Capability**
- A. Bonding capacity
  - B. Insurance
  - C. Bank references
7. **Other past performance considerations:** The City may also consider the following issues when evaluating an offeror's past performance:
- A. Effectiveness of prior value engineering change proposals (impact on reducing cost or schedule, increasing efficiency or improving quality).

- B. Professional/Industry Awards.
- C. Letters of appreciation, recognition or commendation, etc., received on behalf of a customer may be submitted. The City will consider up to five (5) such documents.
- D. Unique skills and accomplishments.
- E. Prior contract terminations.
- F. Adherence to D/B Statements of Work and/or accepted proposal to include betterments.
- G. Other data provided by the offeror, which is not required, or other data available to the City may also be considered when evaluating an offeror.

## 00 51 02 PHASE II EVALUATION CRITERIA

### 1. GENERAL

- A. **This submittal shall not exceed fifty (50) pages.**
- B. The City reserves the right to reject any or all proposals at any time prior to award; to award a contract to other than the offeror submitting the lowest priced offer; and to award a contract to the offeror submitting the proposal determined to be the most advantageous to the City.
- C. It is the City's goal to award the project within its D/B cost limitation. Significant variation from this amount could result in the City's inability to award based on lack of funding.
- D. If, because of reasons beyond the control of management, the original key design and/or contractor positions are not able to fulfill this obligation, replacement personnel with same or exceeding the education and experience shall be provided to the City for acceptance.
- E. Requirements stated in this RFP are minimum requirements. Innovative, creative, or cost saving proposals that meet or exceed these requirements are encouraged and will receive consideration accordingly. Deviations from space and adjacency requirements are discouraged unless the change results in a significant improvement to the facility. Deviations from any requirements should be clearly noted and justified in the proposal.
- F. Items offered by the proposal, exceeding or deviating from the RFP minimum requirements, shall be clearly identified as a "Betterment" or "Deviation" and noted on the drawings, if provided, and included in the schedule as appropriate. The following applies to all the Technical Data proposal requirements.
  - 1) **Betterments.** Betterments must be listed separately for each of the elements. If provided, the offeror will be evaluated on the priority and number of Betterments proposed. Higher evaluations will be assigned based on the value and City's evaluation of the desirability of Betterments proposed. The City reserves the right to accept or reject a Betterment based on desirability and project needs. The City reserves the right to accept or reject any Betterment without discussion
  - 2) **Deviations.** The Offeror shall provide a list of all other deviations, deemed necessary by the Offeror to achieve cost limitations or meet statutory requirements, and/or deemed mandatory due to technical flaws in the RFP (i.e. performance, structural integrity, safety, maintainability, applicable code requirements, etc) in order to deliver the intended basic requirements of the RFP. Offerors who desire to propose deviations for the City's consideration should first propose the requirement as specified in the City documents. Each deviation shall include an explanation of why the Offeror believes the deviation is necessary. Costs and or credits, by item, shall be listed by the offeror as an option addendum to the price schedule in the RFP. (See sample in Pricing Schedule).
- G. **Pre-award value engineering:** Innovative, creative, or cost saving proposals that meet or exceed these requirements are encouraged and will receive consideration accordingly. Offerors who desire to propose alternatives for City consideration are encouraged to do so, but should first propose the requirement as specified in the City documents. Each alternative shall include an explanation of what the benefits are and why the Offeror believes the alternative is in the best interest of the City. Costs and or credits, by item,

shall be listed by the offeror as an option addendum to the price schedule in the RFP. Acceptance of these proposed options will be at the sole discretion of the City.

H. Data listed in the instructions provided for Technical Evaluation Criteria will be utilized for technical review and evaluation.

1) The City will evaluate the potential of the Offeror's approach to successfully meet RFP requirements. The Proposal will be evaluated for inclusion of all tasks identified in the proposal requirements detailed in Section 00 42 10.

2) To be considered effective, the approach will, as a minimum, demonstrate:

- Understanding of the D/B requirements of the RFP,
- Use of sound D/B principles,
- Compliance with the engineering criteria,
- Use of sound engineering principles.

3) Materials indicated in the design/construction criteria Bridging Documents but not indicated in the offeror's specifications, will be assumed to be included and a part of the proposal. If drawings are provided, do not depict items that are not part of the offer (i.e.; furniture, wall hangings, etc.).

2. **COMPLIANCE WITH OBJECTIVES:** The City will ascertain whether the offeror has demonstrated a functionally integrated understanding of the project as detailed below.

A. **Project Management Plan** This information will be evaluated in terms of the degree to which the plan demonstrates the soundness of the Offeror's proposed organization and management structure that will be set up for controlling this project

1) The overall plan must demonstrate how the offeror will control the job. The evaluation will consider:

- lines of authority/responsibility and communications;
- compliance with the contract requirements pertaining to Q/C;
- means by which Q/C will be ensured during the life of the project (design and construction);
- safety management;
- facilitation of early identification and resolution of problems;
- ability to respond promptly to changes;
- handling of warranty issues; and corporate support

2) Sufficient detail will have been provided so the City has a clear understanding of the offeror's intended performance and shall take into consideration the material provided in the technical data proposal. Project Management Plans will be evaluated for inclusion of all tasks identified in the Project Management Plan submittal requirements detailed in Section 00 42 10.

3) The ability of the Offeror's plan to deliver a quality product and effectively manage the construction team and coordinate all work throughout the design and construction phase of this project will be evaluated. Higher evaluation ratings can be achieved with a thoroughly detailed Project Management Plan (PMP) suitable for the scope and complexity of this project, and which addresses each of the following as a minimum:

- Organization and Personnel.
- Sub-Contractor Management.
- Quality Control Procedures.
- Safety Procedures□.
- Risk assessment of factors
- Mitigation plan (may impact budget, quality, or schedule).

4) Procedures for contract closeout (Punch list, as-builts etc).

- 5) The City may favorably consider proposals that demonstrate that decision authority for change orders and negotiations have been delegated to the on-site project manager.
- 6) The City may favorably consider offers that propose a representative of the design firm (designer of record) be present on-site during the entire construction phase.

**B. Planned Safety Activities:** Provide a summary of the proposed Safety plan including:

- Plans for training and documentation.
- Demonstrated familiarity with and adherence to OSHA standards.
- Describes steps taken to promote safety during construction.
- Explains plans to maintain an accident-free worksite.

**C. Design and Construction Schedule.** The proposal shall include a schedule that logically details task and timing of the work effort and provides a realistic projection of project events, accomplishments, and criteria and the expected dates of each.

- 1) The schedule will provide clear tracks for design, technical, schedule, management, etc, and the relationship between them and will be presented in a way that provides the City confidence that the project is structured to be executable for the resources indicated.
- 2) Each major task is directly traceable to the requirements of the project.
- 3) If proposed, the offeror has provided an integrated Design and Construction Schedule with all "Fast Tracking" areas clearly identified.
- 4) To be acceptable the schedule must show total completion of the project within the time frame indicated or as amended. If an alternate schedule is proposed, the alternate schedule must have measurable and desirable benefits.
- 5) Positive consideration will be given to a schedule that provides benefit to the City.

**3. COMPLIANCE WITH PROPOSAL REQUIREMENTS: PROJECT KEY PERSONNEL**

Minimum qualifications and registration requirements are needed. Offeror must demonstrate compliance with the RFP instructions.

**A. Personnel of primary teaming partners will be recognized and evaluated in the same manner as personnel of the Offeror.**

**B. Design and Construction Personnel.**

- 1) Experience on similar projects, education, professional certification/registration, responsibilities/duties, and years of experience will be evaluated for the key design personnel identified. Offerors with key design personnel with prior experience on similar design projects and/or completion of D/B projects of similar scope and magnitude may receive a more favorable evaluation.
- 2) The Project Manager may receive a more favorable evaluation based upon experience with D/B and/or teaming with the prime construction contractor.

**4. QUALITY**

**A. Quality Of Materials**

- 1) Ensure the quality of the materials and equipment proposed meet or exceed the quality required by the RFP.

**B. Quality Of Design Parameters**

- 1) Details meet or exceed quality of design intent.
- 2) Design intent of bridging documents is met or exceeded.
- 3) Procedures for compliance with local codes as required.

- C. **Quality Control Plan** The Q/C Plan along with a narrative shall provide a schedule of monitoring to ensure a high level of construction quality.

Proposal provides a narrative of the explanation of the Contractor Q/C activities that meet the special contract requirements and specifications. To be favorably rated the offeror's program will include the following characteristics:

- A clear identification of the personnel responsible for Q/C and a clear policy establishing their authority. The Q/C group shall be separate and apart from (not the same as) the people that are doing the construction.
- A specific description of the tasks and functions of the Q/C personnel.
- A specific policy establishing schedules for the performance of quality control tasks.
- A policy for reporting Q/C findings to the City.
- A procedure whereby the City may resolve disputes that have not received satisfactory responses from the first levels of Q/C personnel.
- A plan for material storage and protection.
- The names of acceptable testing laboratories to be used and the procedures for test data reporting.
- Proposed processes for handling field problems and assuring Designer of Record involvement throughout the construction period are detailed and adequate. Particular attention will be paid to the inclusion of the major construction subcontractors during the design process as well as the definition of the roles and responsibilities of the various subcontractors.
- An adequate plan for review, evaluation, and Offeror Q/C of the Design Submittals prior to City receipt. Review of submittals and extensions of design are discussed. Of particular interest is the role of the Designer of Record in all design and construction progress.

**5. DESIGN CONCEPTS**

Design Concepts shall provide adequate procedures for involving key subcontractors in the design development.

**6. INNOVATION IN MEETING SCOPE AND PERFORMANCE CRITERIA**

Improvements or betterments, if accepted, will be factored into the rating of this parameter.

**7. CONSTRUCTABILITY**

This criterion will be evaluated on the offeror's explanation of why certain construction methods were chosen and the Bridging A/Es evaluation of the following items:

- Use of standard details.
- Coordination between trades.
- Use of readily available materials and equipment.
- Use of industry standard construction and installation methods.
- Site access plan.
- Hoisting plan.

**8. PHASE II - PRICE EVALUATION**

A. **General:** The purpose of the price/cost evaluation is to determine whether an offeror's proposed prices/costs for the project are reasonable and realistic in relation to the RFP requirements and demonstrate an offeror understands the proposal requirements.

- 1) Any offer (proposal) received that exceeds the City budget amount may result in proposal rejection without discussion and without being evaluated or considered for award.
- 2) At a minimum, the proposal cost breakdown, should be broken out by trade.
- 3) The City will conduct a price/cost evaluation of each offeror's proposal to determine whether or not each proposal is reasonable and realistic. Proposals unrealistically high or low in price, when compared to the City estimate, and market conditions evidenced by other competitive proposals received, may be indicative of an inherent lack of understanding of the RFP requirements and may result in proposal rejection without discussion. Any inconsistency, whether real or apparent, between proposed performance and price must be clearly explained in the price proposal. For example, if

unique and innovative approaches or conditions are the basis for an unbalanced/inconsistently priced proposal, the nature of these approaches and their impact on price must be completely documented. The burden of proof of cost (Price) realism rests solely with the offeror.

- 4) In evaluating cost proposals, cost savings arising from an acceptable innovative technical approach such as those resulting from a reduction in the project schedule, may be favorably rated.
- 5) Proposals evaluated as not satisfying all of the price/cost criteria may be eliminated from further consideration unless the City determines that a minor clerical error has occurred, and then the Offeror may, at City's discretion, be given an opportunity to correct the minor error.
- 6) In the event the City does not award a contract pursuant to this RFP within ninety (90) calendar days after receipt of proposals, the City reserves the right to allow offerors to make an adjustment in their price proposals to allow pricing adjustments caused by fluctuating construction material market conditions. The City will notify Offerors, normally by electronic mail (email), of a common closing date for receipt of the adjusted price proposals. No additional proposal revisions will be allowed under these conditions.

**9. INTERVIEW**

- A. The City will give Offerors selected to submit Phase II proposals an opportunity to further the City's understanding of the information contained in their written proposals. These interviews will be held at a location, time and date to be included in the Phase II amendment.
- B. The offeror may bring a maximum of *five (5)* personnel.
- C. *One hour* will be allowed for the interview as follows:
  - Forty-five (45) minutes for the team presentation
  - Fifteen (15) minutes for questions and answers.
- D. All information provided, regardless of the format, shall be considered as proposal information, and used in the evaluation process, unless specifically accepted in writing by the Offeror or the City.
- E. The interview will provide the Offeror with the opportunity to briefly explain any specific documentation presented, to highlight the special features and significant technical points of their proposal, and to identify the benefits of the Offeror's technical data proposal. Betterments or alternatives that the offeror has included in their proposal should be discussed in detail.

**10. AWARD**

- A. The City will award a firm fixed-price contract to that responsible Offeror whose proposal contains the combination of those criteria described in this RFP offering the best overall value to the City. Best value will be determined by a comparative assessment of proposals against all source selection criteria in this RFP.

**00 51 24 AMENDMENTS**

- 1. The City reserves the right to revise or amend the RFP, specifications and/or drawings, including changes to the date the proposal is due. Such changes, if any, will be announced by an amendment or amendments to this Request for Proposal. All information relating to this RFP, including pertinent changes/amendments and other applicable information will be distributed a minimum of three (3) days prior to the date set for receipt of proposals to those parties that have registered with the City. Though every effort will be made to provide email notification when a change is posted, such notification is NOT guaranteed and should not be expected.
- 2. Explanations or instructions given in a form other than an amendment to the RFP shall not be binding.
- 3. The City will issue an amendment via email to Phase II short list DB entities.

*Agenda  
Item*

*4*



**CITY COMMISSION AGENDA ITEM**

**SUBJECT:**

**DISCUSSION** - Financial incentives for residential rehabilitation and infill projects

**SUMMARY:**

It has recently become apparent that a number of single-family homes in the North and South Tax Increment Districts are vacant and require a significant amount of restoration and/or rehabilitation work. It should also be noted that the Commercial district includes a few vacant single-family homes and a larger number of vacant upper-floor multi-family spaces that require a significant amount of restoration and/or rehabilitation work. While this may be partially attributed to the recent downturn in the economy and the fall out of the real estate market; it also may be that it is simply cost prohibitive to restore or rehabilitate these spaces. This is where the CRA can be of assistance to the private sector. The CRA has the unique ability to provide financial assistance to those private sector projects that remove blight and further the CRA plan. Staff has discussed this issue with the representatives from the North and South TIF district advisory committees and believes that something needs to be done to spur these projects on.

You will find attached a proposed grant program from the South TIF district advisory committee. Staff has not had any input on the program and has not completed a review of its contents. It is included for your review and is only one example of how to address this issue.

Grant programs are a popular mechanism with CRA's for providing financial incentives. However, it has become increasingly apparent that not every project fits into the restrictions usually written into our grant programs. Most of the stipulations within the current grant programs have resulted from specific instances where the CRA and City have experienced an issue with an awarded project that then resulted in modifying the document to avoid the problem in the future. Staff is not proposing that these stipulations or provisions be discarded only that they be applied in the contracting phase of any award rather than in the program document. Their are multiple reasons for this is, as we have seen with recent projects. For instance, every project is different and one project may require more money than another. The funding mechanism may not be a grant; it may be a loan. The CRA may back or cover unforeseen costs for a flexible rehab loan from a local bank to mitigate some of the bank's perceived risks. The point is, we will never know the best way for the CRA to engage in a project until the project is known.

Staff is requesting that the CRA provide direction on establishing policy or program documents so that we can be better prepared for facilitating some of these residential projects.

**RECOMMENDED ACTION:**

**Please provide consensus on staff direction**

**ATTACHMENTS:**

Description	Type
D Draft Program	Backup Material
D Draft Program Application	Backup Material

**REVIEWERS:**

## Value to Value Incentive Program (VVIP)

### Program Purpose:

To provide a cash incentive to those individuals willing to purchase, restore and reside in a house in the South Tax Increment Finance District (see attached TIF boundaries map). **To revitalize the neighborhood by turning vacant houses into occupied homes.**

### Available Funds:

The following covenants will define the use of TIF monies in a reimbursement method. A reimbursement will provide 40% of the total project cost to a maximum of \$50,000.00. The base value of a property will be determined by averaging the current taxable value and the market value (purchase price).

Example 1: taxable value = 0 and purchase price is \$20,000.00 = \$10,000.00 base value.

Example 2: taxable value = \$20,000.00 and purchase price = \$40,000.00 = \$30,000.00 base value.

These numbers will be verified by a purchase agreement of the individual applying for the grant as well as the County Property Appraiser.

### Program Requirements:

A working plan including specific phases will be drawn to measure the expenses incurred by the homeowner and his request for reimbursement. Completion of any phase must include all receipts for labor and materials as well as homeowner's in-kind involvement. A skilled homeowner may place the value of his contribution (either labor at a rate competitive to local rates or materials that have become appurtenances, etc.). Each phase will have a value based on percentage of final rehabilitation cost. The SHNA Program Review Committee will determine if in fact the phase is complete and the Palatka Building Official must concur.

### **Eligibility and Other Requirements:**

The grant program is only applicable to a new purchase and is not retroactive. A house must be unoccupied at the time of purchase and **does not currently qualify for a certificate of occupancy (CO)**. The property must change ownership for the use of the VVIP grant. If a property owner wants to restore his/her unoccupied house with the intention of selling, this funding will be applied as a loan which will be returned in full at closing. Every house has different needs and new owners must provide a scope of work to the desired end result. The goal is to bring the house to a point that it qualifies for a Certificate of Occupancy (CO) issued by the Palatka Building Official.

The final taxable value will be determined (a viable estimate) by the Putnam County Tax Appraiser's office and the reimbursement total will be stated prior to commencement of work. The owner will have up to one (1) year from commencement to completion.

The grant recipient will agree to a two year primary residence term beyond project completion. All documents will be provided by the owner to the SHNA Committee for review and approval by the Palatka Building Official, City Projects Manager/Grants Administrator and City Attorney. Approval will result in an agreement for use of TIF monies for the specific project.

If an owner fails to complete the project or sells the house prior to the three (3) year commitment; 100% of the grant funds will be returned to the South TIF District fund. A lien will be agreed to in the acceptance of terms and will be filed with the Putnam County Clerk of Courts. The City Manager and City Attorney will monitor this action to provide compliance. A pro-forma and business plan showing new Owner's financial capability must be provided with the application.

### **Funding:**

The applicant(s) will submit the following items to the SHNA sub-committee for review:

- VVIP completed application
- Proof of property ownership
- Current taxable value and projected taxable value at completion per the County Property Appraiser's office
- Current market value (purchase price) and projected market value after completion per the County Appraiser's office.
- Work plan including all phases
- Scope of work
- Business plan
- Pro-Forma
- Financial capability; i.e., approved line of credit

**COMMUNITY REDEVELOPMENT AGENCY  
VALUE TO VALUE INCENTIVE PROGRAM**

- I. You must read the Policy and Procedure in its entirety.
- II. You must include a copy of your photo identification.
- III. Return this completed and signed/notarized application to the South Historic Neighborhood Association (SHNA) at P.O. Box 2507 Palatka, FL 32178.

Name: \_\_\_\_\_ SS# \_\_\_\_\_

Current address: \_\_\_\_\_

Phone number: \_\_\_\_\_ Cell number: \_\_\_\_\_

E-mail address: \_\_\_\_\_

Home address: \_\_\_\_\_

Property parcel identification number: \_\_\_\_\_

Do you intend to live in the house as your primary residence? \_\_\_\_\_

OR

Do you intend to sell the property? \_\_\_\_\_

By signing this application I agree and certify to the following:

1. I am 18 years or older
2. I will hold title to this residence.
3. I will reside in the subject home for a minimum of 3 years and claim it as my homestead per Putnam County Property Appraiser (not applicable if loan versus grant).
4. I must complete a VVIP agreement and understand that an encumbrance will be placed on this property for 3 years (not applicable if loan versus grant).
5. I will be disqualified and my grant funds revoked if I do not comply with applicable zoning requirements, design standards, and historic guidelines.

**ACCEPTANCE OF TERMS**

Assurances are hereby given by the undersigned applicant for the Value to Value Incentive Program (VVIP) that he and/or she has read the terms and further that the signature of the undersigned indicates full acceptance of all such terms as necessary conditions for receiving the benefits of participation in this Program.

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Property Parcel Number: \_\_\_\_\_

Printed Name: \_\_\_\_\_

State of Florida

County of Putnam

The foregoing instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_,

by \_\_\_\_\_ (applicant(s)) who is/are personally known or who has/have

produced \_\_\_\_\_ as identification.

Type of Identification

(SEAL)

Signature: \_\_\_\_\_

Notary Public, Commission Number \_\_\_\_\_

\_\_\_\_\_

Name of Notary typed, printed, or stamped)

# *Agenda Item*

6



**CITY COMMISSION AGENDA ITEM**

**SUBJECT:**

**REPORTS:**

- \*a. Small Business Development Center 2nd Quarterly Report - Bob Myers
- b. Historic Northside Neighborhood Association
- c. South Historic Neighborhood Association

**SUMMARY:**

Reports - SBDC, North and South Historic Districts

**RECOMMENDED ACTION:**

None

**ATTACHMENTS:**

Description	Type
□ 2nd Quarterly Report	Cover Memo

**REVIEWERS:**

Department	Reviewer	Action	Date
City Manager	Czymbor, Michael	Approved	8/26/2014 - 5 20 PM
City Clerk	Driggers, Betsy	Approved	8/27/2014 - 9:15 AM
City Manager	Czymbor, Michael	Approved	8/27/2014 - 9 24 AM
Finance	Reynolds, Matt	Approved	8/27/2014 - 3 23 PM
City Clerk	Driggers, Betsy	Approved	8/27/2014 - 3 32 PM

**Service Delivery  
2014**

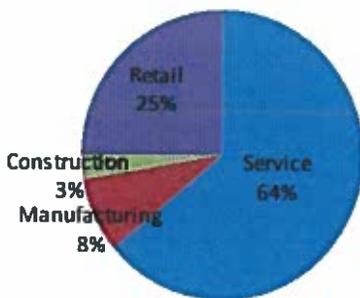
	April 1 - June 30	2014 YTD	CY 2013
Entrepreneurs Consulted	70	131	224
Total Consulting Hours	319	604	883
Workshops & Events	0	1	23
Workshop Attendees	0	18	308
Jobs Created	5	13	17
Jobs Retained	5	20	12
Business Startups	2	5	10
Loans Received	\$253,000	\$448,000	\$210,000
Capital Investment	\$30,000	\$105,000	\$10,000

**3rd Annual Small Business Resource Fair**

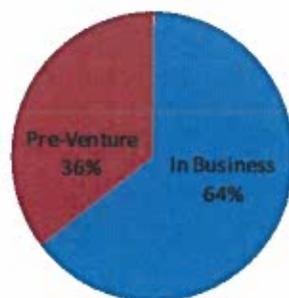
Plans are underway for the 3rd Annual Small Business Resource Fair on August 26th at St. Johns River State College. Small business resource providers from the Putnam County area are invited to share their services with attendees. As an added bonus, one lucky attendee will win a copy of Windows 8 and Microsoft Office that will be given away during the Resource Fair event. More information about this annual event will be sent out to potential exhibitors and attendees in late July.

**Client Characteristics**

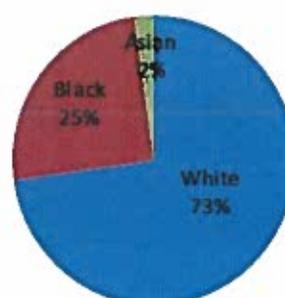
**Business Type**



**Business Status**



**Race**



**Gender**

