



Deerfield Beach Community Redevelopment Agency

AGENDA

Tuesday, June 15, 2010, 6:00 P.M.

City Commission Chambers, Deerfield Beach City Hall

CALL TO ORDER AND ROLL CALL

APPROVAL OF MINUTES

None

APPROVAL OF THE AGENDA*

June 15, 2010

GENERAL ITEMS*

- 1 Resolution to Establish Procedures for the CRA Director to make expenditures*
- 2 Request for Motion to accept the recommendation of the Real Estate Consulting Services Review committee and direct the CRA Director to negotiate a contract with The Urban Group for Real Estate Consulting Services*
- 3 Request for Motion to enter into a contract with Chen and Associates for the Creation of a 5 Year Capital Improvements Plan*
- 4 Request for Motion to enter into a contract with Keith and Associates for CRA ADA Compliance Assessment Services*
- 5 Resolution to approve proposed Commercial Façade Funding Program*
- 6 Update on proposed CRA Plan Amendment for Special Events Partnerships

BOARD/ADMINISTRATION COMMENTS

PUBLIC INPUT

ADJOURN

* Indicates an Action Item

(Next Meeting: Tuesday, August 17, 2010, 6:30 PM unless otherwise determined)

**DEERFIELD BEACH
COMMUNITY REDEVELOPMENT AGENCY**

**Agenda Item 1
Tuesday, June 15, 2010**

REQUESTED ACTION:

Approve Resolution Creating Policies for CRA Director's expenditures

SUMMARY EXPLANATION/BACKGROUND:

At the May 25 CRA Meeting, the Board voted unanimously to approve a set of guidelines on the CRA Director's authority in making expenditures. This resolution documents the CRA Director's procurement authority as agreed upon by the CRA Board.

ATTACHMENTS:

Resolution outlining the CRA Director's authority to make expenditures.

RESOLUTION NO. 2010/

A RESOLUTION OF THE COMMUNITY REDEVELOPMENT AGENCY OF THE CITY OF DEERFIELD BEACH, FLORIDA, SETTING FORTH THE AUTHORITY OF THE CRA DIRECTOR TO EXPEND CRA FUNDS

WHEREAS, the Community Redevelopment Agency Board wishes to establish specific procedures relating to the authority of a Director of the CRA who expends funds without Board approval;

WHEREAS, the CRA Board wishes to provide for flexibility and the ability of the Director to undertake expenditures of limited amounts so as to improve the efficiency of the Community Redevelopment Agency while providing sufficient regulations to assure that the Board is apprised as final authority over all significant expenditures;

NOW, THEREFORE, BE IT RESOLVED BY THE COMMUNITY REVELOPMENT AGENCY OF THE CITY OF DEERFIELD BEACH, FLORIDA, AS FOLLOWS:

Section 1. The above referenced "Whereas" clauses are true and correct and made a part hereof.

Section 2. The following rules and regulations shall apply to the expenditure of CRA funds:

A. Purchases Under \$2,500

The CRA Director (the Director) shall have authorization to purchase goods and services which are less than \$2,500 for a single purchase, subject to valid current appropriation for the items to be purchased. Payment for the goods and services shall be made under a purchase order, pay authorization, procurement card or check request form, or written contract. This procurement requirement shall not be artificially divided so as to avoid any other regulations relating to the authority of the Director to undertake purchases. The Director may use the services of any firm that has a City Commission approved continuing services contract without obtaining quotes.

B. Purchases over \$2,500 but under \$5,000

The Director may purchase goods and services in an amount over \$2,500 but under \$5,000 but must first have three verbal or written quotes, which quotes are documented in the file (and provided the contract is awarded to the lowest qualified quote). The Director may use the services of any firm that has a City Commission approved continuing services contract without obtaining quotes. Procurement requirements shall not be artificially divided so as to avoid the regulations with regard to procurement as set forth herein.

C. Purchases over \$5,000 but under \$10,000

The Director is authorized to purchase goods and services in an amount not to exceed \$10,000 provided any purchase above \$5,000 can only be made after three written quotes are obtained and provided the contract is awarded to the lowest qualified quote. The Director may use the services of any firm that has a City Commission approved continuing

services contract without obtaining quotes. Procurement requirements shall not be artificially divided so as to avoid the regulations set forth herein.

D. Nothing herein shall authorize the CRA Director to pay or authorize any change orders to existing contracts previously approved by the CRA Board unless the CRA Board has approved the change order.

E. As pertain to sections A, B and C above, the CRA Director shall report to the members of the CRA Board any and all payments made or expenditures authorized pursuant to a purchase order within seven days of such authorizations, excluding payments made pursuant to purchase orders previously reported. Such report shall indicate the date of the authorization, the amount, the recipient, and a description of the expense or encumbrance.

F. The rules and regulations described herein are intended to specifically modify the application of the City's Procurement Code to the CRA. The adoption of these modifications does not contradict the requirement that the CRA otherwise abide by the rules and regulations which apply to the City. The CRA shall continue to follow City Code except as specifically clarified herein.

PASSED AND ADOPTED THIS ____ DAY OF _____, 2010.

PEGGY NOLAND, MAYOR

ATTEST:

ADA GRAHAM-JOHNSON, MMC, CITY CLERK

Deerfield/Resolutions/CRA Director Expenditures

**DEERFIELD BEACH
COMMUNITY REDEVELOPMENT AGENCY**

**Agenda Item 2
Tuesday, June 15, 2010**

REQUESTED ACTION:

Motion to authorize CRA Staff to accept the recommendation of the Real Estate Acquisition Review Committee and further authorize Staff to negotiate a contract with The Urban Group to provide real estate acquisition consulting services to the CRA. The contract will be brought back to the CRA Board for approval.

SUMMARY EXPLANATION/BACKGROUND:

At the May 17, 2010, the CRA Board voted unanimously to authorize the CRA Director to seek the assistance of a professional to provide guidance to the CRA in the creation of real estate acquisition criteria and real estate transaction services. A Request for Qualifications was advertised. A Real Estate Acquisition Committee consisting of City staff met on June 2 to interview 5 candidates. Based on their presentations, the Committee ranked the candidates and agreed unanimously that The Urban Group was the best candidate.

ATTACHMENTS:

Real Estate Acquisition Committee Minutes and Recommendation.



MINUTES OF EVALUATION COMMITTEE MEETING

A committee of qualified City Staff selected to evaluate **RFQ#2009-10/38 Professional Real Estate Services** responses met on **Wednesday, June 2, 2010 starting at 2:30 PM** in the City Manager's Large Conference Room, 2nd floor of City Hall, 150 NE 2nd Avenue, Deerfield Beach, Florida.

The purpose of the meeting was to receive presentations from the five firms previously determined to be the most qualified respondents. A question and answer period followed each presentation. Subsequent to the presentations, the committee openly discussed the presentations and then, considering what would be in the best interest of the CRA to meet its needs, ranked the five firms.

The schedule of the presentations was as follows:

2:30 PM The Urban Group	3:00 PM Equity Development, Inc.
3:30 PM Ocean Trust Realty	4:00 PM Mark Dreyer/REMAX
4:30 PM Campbell and Rosemurgy, et al.	

The evaluation committee members were Marcia Stevens, Senior Planner, Samantha Gillyard, Deputy City Clerk, and Keven Klopp, CRA Director. Before each presentation, the CRA Director explained that it is the committee's intention to provide its ranking as a recommendation to the Deerfield Beach Community Redevelopment Agency Board at a public meeting on June 15th. The CRA would be asked to make its determination whether to authorize the CRA Director to commence negotiation of a contract for provision of the services needed.

A tabulation of the Committee's Ranking is attached, followed by documentation thereof.



City of Deerfield Beach

Results:

Company	Score	Rank
The Urban Group	5	1
ReMax/Mark Dreyer	6	2
Campbell & Rosemurgy	7	3
Equity Development	12	4
Ocean Trust	15	5

Individual Rankings:

Rank	Member #1	Member #2	Member #3
1	Campbell & Rosemurgy	The Urban Group	The Urban Group
2	ReMax/Mark Dreyer	ReMax/Mark Dreyer	ReMax/Mark Dreyer
3	The Urban Group	Campbell & Rosemurgy	Campbell & Rosemurgy
4	Equity Development	Equity Development	Equity Development
5	Ocean Trust	Ocean Trust	Ocean Trust

REQUESTED ACTION:

Motion to approve entering into a contract with Chen and Associates for the creation of a 5-Year Capital Improvement Plan for \$38,070.00.

SUMMARY EXPLANATION/BACKGROUND:

The Deerfield Beach CRA is in need of various capital improvements that are necessary to revitalize the District and to facilitate future redevelopment projects. CRA Staff requested that Chen and Associates prepare a proposal to create a 5 Year Capital Improvements Plan. This plan will inventory necessary capital improvements, provide a statement of probable costs and a strategic implementation strategy that the CRA can implement immediately.

Chen and Associates is under a continuing services contract with the CRA.

ATTACHMENTS:

Chen and Associates 5 Year Capital Improvements Plan Proposal.

CITY OF DEERFIELD BEACH CRA
SCOPE OF PROFESSIONAL ENGINEERING SERVICES
For
Chen and Associates Consulting Engineers, Inc.

Proposal for the
DEERFIELD CRA 5 YEAR CIP PROJECT REPORT

June 2010

Chen and Associates is pleased to provide this proposal for the Development Report to the City of Deerfield's CRA. We trust that this proposal will meet the needs of the CRA for developing a CIP Plan of action for improvements throughout the City.

SCOPE OF SERVICES

The purpose of this project is to develop, cost and phase improvement projects for the CRA area for the purposes of budgeting into a Capital Improvement Plan. The projects being developed consist of streetscape and drainage improvements, upgrades to the beach parking lots, feasibility studies for potential parks and sidewalk upgrades. For the purposes of this report, the area of review has been limited to the public rights-of-way within the CRA excluding Hillsboro Blvd (as it has already been improved) and the portions of SR A-1-A along the "S" Curve (as it has also already been improved).

Chen and Associates (C & A) will review the existing infrastructure information and visit the site to determine the improvements needed to develop the projects. The projects will be broken down to identify small projects and medium sized projects. These will then be used as the basis for a budget which the CRA could incorporate into their CIP Plan. C & A will also prepare a schedule to help identify which projects are more of a demand. The total estimate cost for the final report is \$38,070.00.

BASIS OF SCOPE

1. The CRA will provide the atlases with existing infrastructure information.
2. This scope will develop a report with estimated costs for budgeting purposes only.
3. No permitting of any kind is included in this scope.

TASK 1 – INFRASTRUCTURE STUDY

C & A shall review existing infrastructure information and assess the condition and layout of the existing infrastructure that is within the public right of way; with the specific exclusion of Hillsboro Boulevard and portions of AIA included in ongoing projects. C & A will determine where there are deficiencies in the CRA's current system and rate the infrastructure. The rating of the infrastructure will delineate where improvements are needed. This information will be used to prepare maps and data logs for the preparation of the preliminary report.

TASK 2 – SITE INVESTIGATION

C & A shall conduct field visits to become familiarized with the areas of interest and collect information on the existing site conditions. A photo study will be prepared to help layout the areas of concern. In addition a light pole inventory will be taken to help determine the need for additional lighting facilities. This information will be used to prepare maps and data logs for the preparation of the preliminary report.

TASK 3 – PROJECT DEVELOPMENT

C & A will utilize the data gathered in Tasks 1 and 2, in conjunction with the potential projects identified in the existing CRA Master Plan and compare that information to the future land use maps and determine the potential needs. All information will be organized and assessed to establish the projects that will be most essential to the City. These projects will be brought to a conceptual design level for costing and phasing purposes. A preliminary report will be prepared to be reviewed with the CRA, ensuring that all necessary items are addressed and included.

TASK 4 – COST ESTIMATE

Once projects to be included in the CIP are determined, a cost estimate indicating anticipated costs for each project will be prepared. The cost estimate will provide a conceptual level of costs to construct the improvements which are expected to be included in the scope of each project. The cost estimate will use recent contract bid prices to provide a snapshot of today's bidding environment.

TASK 5 – PROJECT PHASING

C & A will organize the projects to determine a feasible schedule for implementation. C & A will use the estimated costs, along the project's urgency and the CRA's direction to determine the most efficient phasing for the required improvements.

TASK 6 – MEETINGS

C & A will attend (3) meetings with the CRA for project coordination. The first meeting will be a kick-off meeting to ensure that C & A understands the needs and expectations of

the CRA for this project. The second meeting will be to review and discuss the preliminary report. If necessary, C&A will attend a final meeting to present the report findings to the Board.

TASK 7 – FINAL REPORT

The final report will include all comments received from the review of the preliminary report, along with the cost estimates and the project phasing schedule. The final report will be provided both as a hard copy and as a digital copy. Included in this scope are up to two meetings for the presentation of this report to the CRA Board for review, comment and adoption.

DELIVERABLES

Deliverables are the preliminary report and final report as discussed in the Scope of Services. C&A will provide two (2) copies of the preliminary report and eight (8) copies of the final report to the CRA.

FEE & SCHEDULE

From the date of the Notice to Proceed and receipt of all documents requested from the CRA, Chen and Associates will complete the final report within 50 Calendar Days.

FEE SUMMARY		
TASK #	TASK DESCRIPTION	LUM SUM FEE
Task 1	Infrastructure Study	\$ 6,784.00
Task 2	Site Investigation	\$ 7,585.00
Task 3	Project Development	\$ 11,214.00
Task 4	Cost Estimating	\$ 5,794.00
Task 5	Project Phasing	\$ 713.00
Task 6	Meetings	\$ 1,360.00
Task 7	Final Report	\$ 4,620.00
	TOTAL FEE	\$ 38,070.00

REQUESTED ACTION:

Approve the CRA entering into a contract with Keith and Associates to perform Phase 1 – Initial Analysis and Pre-Design Services of the CRA ADA Assessment and Design Services Contract for \$19,455.00.

SUMMARY EXPLANATION/BACKGROUND:

Non-compliance with ADA Accessibility is an issue throughout the CRA District. CRA Staff asked Keith and Associates to create a proposal to create a comprehensive plan for assessing ADA compliance issues and designing solutions to these problems. The first phase of this work, "Phase 1-Initial Analysis and Pre-Design Services" will result in the delivery of an initial analysis and inventory of alternatives and a Statement of Probable Costs.

The Phase 1 Deliverable will be incorporated into the 5 Year Capital Improvements Plan for immediate phasing and implementation.

Keith and Associates is currently under a Continuing Services Contract with the Deerfield Beach CRA.

CRA Staff propose returning to the Board for approval of subsequent phases of this contract.

ATTACHMENTS:

CRA ADA Assessment and Design Services Proposal

June 3, 2010

Mr. Charles DaBrusco, P.E.
Director of Public Works & Environmental Services
City of Deerfield Beach
401 SW 4th Street
Deerfield Beach, FL 33441
Phone: (954) 480-4390
Fax: (954) 480-4393
Email: cdabrusco@deerfield-beach.com

RE: Work Authorization #29
CRA ADA Assessment and Design Services
Project Location: Deerfield Beach
Our Project/Proposal Number: 04065.29

Dear Mr. DaBrusco,

In accordance with your request and pursuant to our Master Agreement to provide Professional General Engineering Consulting Services to the City of Deerfield Beach, as provided by City Resolutions 2004/215 and 2004/234, this agreement between Keith & Associates, Inc. ("CONSULTANT"), and the City of Deerfield Beach ("CLIENT") for professional services is submitted for your consideration and approval. All the terms and conditions of the Master Agreement apply to this Work Authorization.

I. PURPOSE OF AGREEMENT/PROJECT DESCRIPTION

The purpose of this Agreement is to outline the scope of services recommended by CONSULTANT and accepted by CLIENT with respect to the proposed services. This proposal is specifically for services provided on a one time basis for the entire Community Redevelopment Agency project area and the cost associated with Engineering design is based on survey provided by Keith and Associates, Inc.

CONSULTANT proposes to provide professional engineering and surveying services associated with the investigation / assessment and report preparation, and design services related to ADA accessibility within the boundary of the City's CRA (Community Redevelopment Agency) complying with the Florida Accessibility Code. An initial investigation shall be performed to assess the conditions of the existing ADA accessibility compliance within the project area. A topographic route survey of the Public Rights-of-Way within the City's CRA boundaries shall be prepared provided, and design plans including permits shall be provided.

The CLIENT will be required to select an alternate design based on several parameters,

including level of service and estimated cost of implementation. The services included in this Agreement will not extend beyond those tasks outlined within.

Two areas exist that are excluded from this proposal because they are currently either under construction and therefore in compliance with ADA criteria, or are under a separate design consideration analysis by the City. The two areas include the portion of Hillsboro Boulevard between Federal Highway and SR A1A, as well as the east west portion of SR A1A located north of Hillsboro Boulevard.

SCOPE OF SERVICES

SECTION 1A – Phase I-A: Initial Analysis and Pre-Design Services

Task 001 Initial Analysis / Assessment Package Development

CONSULTANT shall attend one (1) meeting concerning project scope and limits in conjunction with package development. CONSULTANT shall develop and prepare an assessment package relative to investigating ADA accessibility within the City's CRA boundaries. The assessment package will identify criteria, methods and procedures to be utilized to establish initial ADA compliance or non-compliance.

CONSULTANT shall submit the assessment criteria package to the CLIENT for review and approval prior to commencing with the Initial Assessment and revise accordingly as required.

Task 002 Initial Assessment Inspection & Report

The CONSULTANT shall perform a visual assessment with respect to ADA accessibility of the public rights-of-way (excluding the east-west portion of State Road A1A and that section of Hillsboro Boulevard between Federal Highway and State Road A1A that is currently under construction) within the City's defined CRA boundary utilizing City supplied right-of-way maps. A report with graphic exhibits shall be prepared detailing the basis of design and shall include supporting data collection and investigative results. Recommendations based on data analysis shall be provided as well as an executive summary.

Upon completion of the report, the CONSULTANT shall meet and coordinate with CLIENT, which may include staff from the CRA and the City's Engineering Department (as necessary and directed by the CRA), to review the initial assessment findings, the scope of services for potential design recommendations and the CLIENT'S selection of the most suitable alternative for the development of design plans.

Task 003 Initial Engineer's Opinion of Probable Cost for Alternatives (Optional)

The CONSULTANT shall prepare an initial cost analysis of the scenarios generated. The cost estimates shall include all costs relative to the complete construction of each alternative (up to three). The estimates may be used by the CRA for initial budgeting of the project.

SECTION 2 – Phase I-B: Design Services

Once the CLIENT has decided on an alternative and/or recommendation based on the information provided under the Initial Analysis and Pre-Design Services (Phase I-A), the CONSULTANT shall proceed with the Phase I-B Design Services.

Task 004 Topographic Survey

CONSULTANT shall identify the plats of the subdivisions adjacent to the corridors and obtain copies of said plats from the Broward County Records Division. CONSULTANT shall also obtain available information pertaining to additional right-of-way purchases (non-plat), which may exist within the corridors from the public records of Broward County.

CONSULTANT shall establish a survey control traverse consisting of both horizontal and vertical control points throughout the corridors as required for accurate topographic data collection. The horizontal control traverse shall be referenced to the North American Datum of 1983/1990 adjustment (NAD 83/90). Vertical control shall be referenced to the National Geodetic Vertical Datum of 1929 (NGVD 29).

CONSULTANT shall locate all visible above ground improvements / encroachments within the rights of way of the referenced corridors including but not limited to: edges of pavement, sanitary sewer manholes, storm drainage structures, water meters and valves, utility and light poles, all trees and landscaping / landscape beds, sidewalks, fences, driveways, cable TV boxes, utility boxes, overhead wires, fire hydrants, signage, etc. Location of improvements shall extend 10 ft. beyond the existing right of way lines or as specified in Phase 1 of the ADA Assessment Report prepared by CONSULTANT. Cross sectioning shall include at a minimum, elevations 10 ft. beyond ROW, existing ROW, proposed swale centerline (if required i.e. no existing curb), edge of pavement or top of curb, and roadway centerline. Cross section elevations referenced to the National Geodetic Vertical Datum of 1929 (NGVD) shall be determined throughout the corridors at 100-foot intervals and intersecting streets shall be cross-sectioned at 25-ft. intervals to a distance of 100 feet from centerline intersection or along proposed ADA accessible route pedestrian crosswalks as specified in the Phase 1 of the ADA Assessment Report. Rim elevations shall be

obtained for sanitary and storm sewer structures. Benchmarks shall be established at 1000-foot intervals along the survey route.

Submittals for this task shall consist of a signed and sealed topographic survey conforming to the minimum technical standards as set forth under Rule 5J-17, FAC, as amended. CONSULTANT shall also provide the CLIENT with a copy of the digital drawing file in Auto-cad (version 04 or newer as required by CLIENT) format.

Task 005 Initial Pre-design Meetings with the CLIENT

Upon completion of the topographic survey, the CONSULTANT shall meet and with the CLIENT (to include all pertinent staff as required and directed by CLIENT) to further review existing project area conditions and finalize design recommendations for the most suitable alternative for the development of design plans.

Task 006 Sidewalk Improvements, Grading and Drainage Plans

The CONSULTANT shall prepare sidewalk improvements, grading and restoration plans that meet all ADA accessibility requirements of the regulatory agencies and the City of Deerfield Beach. The sidewalk improvements, grading and restoration plans and standard details may include modifications to the swales / roadside retention areas, driveways, roadside parking areas, sidewalks, and curbing within the public right-of-way. The modifications to the existing driveways and roadside parking areas may include area(s) of reconstruction, milling and resurfacing, and overbuild of the existing pavement. Typical sections, standard details and notes are included.

The plans shall meet the typical section and requirements of the regulatory agencies; including South Florida Water Management District (SFWMD), Florida Department of Environmental Protection (FDEP), Florida Department of Transportation (FDOT), Broward County Environmental Protection Department (BCEPD), the Florida Accessibility (ADA) Code and the City of Deerfield Beach.

Task 007 Pavement Markings and Signage Plans

The CONSULTANT shall prepare pavement marking and signage plans that meet the requirements of the regulatory agencies; including Florida Department of Transportation (FDOT), Broward County Highway Construction and Engineering Division (BCHCED), and the City of Deerfield Beach.

Task 008 Stormwater Pollution Prevention Plans

The CONSULTANT shall prepare a general site-wide Stormwater Pollution Prevention Plans to allow for the completion of the work in phases to limit business disruption during the project's construction. The development of the phased Stormwater Pollution Prevention Plans will be coordinated with the CLIENT (including all pertinent City staff). The Stormwater Pollution Prevention Plan(s) shall include standard details and notes to meet the requirements of the applicable regulatory agencies having jurisdiction over the project.

Task 009 Preliminary Cost Estimate (Design)

CONSULTANT shall prepare a detailed (itemized) preliminary cost estimate for budgeting purposes based on the Final Design Plans developed under Section 2 (Design Services). This cost estimate shall include all general categories/disciplines associated with the project and each will be itemized accordingly.

Task 010 Meetings with the CLIENT

The CONSULTANT shall meet and coordinate with the City of Deerfield Beach CRA and Engineering Department (as required and directed by the CRA) to review the proposed Final Design during the development of design plans.

CONSULTANT shall meet and provide miscellaneous project coordination efforts associated with the initial analysis and pre-design services as follows:

- Attend up to two (2) coordination meetings with CLIENT (including CRA and City staff) to review proposed Final Design alternatives.

Task 011 Utility Location Services

Utility location services are to be provided by the CLIENT. Additional utility location services may be required by a qualified utility locating consultant (to be determined) once the potentially impacted existing utilities are identified.

SECTION 3 – Phase I-C: Permitting

Once the CLIENT has reviewed the final design plans prepared under Design Services (Phase-I-B) the CONSULTANT shall proceed with the Phase I-C, Permitting.

Task 012 Permit Processing

The CONSULTANT shall prepare and submit the permit applications for the construction of the improvements designed and process them through the following regulatory agencies:

- City of Deerfield Beach (Engineering and Utilities Departments)
- Broward County Environmental Protection Department (BCEPD) - stormwater
- South Florida Water Management District (SFWMD)
- Florida Department of Transportation (FDOT) – Drainage Connection Permit
- Florida Department of Transportation (FDOT) – General Permit
- Florida Department of Environmental Protection (FDEP) – Stormwater Pollution Prevention

Task 013 Meetings with Permitting Agencies

CONSULTANT shall meet with all agencies having jurisdiction over the project as required to facilitate permit approvals as required and directed by the CLIENT.

Task 014 Final Cost Estimate (Permitted Plans)

CONSULTANT shall prepare a final detailed (itemized) cost estimate for budgeting of the potential future bids based on the Final Permitted Plans developed under Section 3 (Permitting). This cost estimate shall include all general categories/disciplines associated with the project and each will be itemized accordingly.

SECTION 4 – Phase II-A: Pre-bid and Procurement Services

Task 015 Bidding assistance

To be determined

SECTION 5 – Phase II-B – Construction Administration Services

Task 016 Construction Administration Services

To be determined

Additional Services

CONSULTANT shall not perform any additional services without the written consent of the CLIENT. Services performed beyond the Scope of Services described above shall be considered additional services and will be presented to the CLIENT as an Addendum to this Agreement prior to initiating the work. Additional services shall be invoiced on a time and material basis in accordance with the Professional Services Fee Schedule (Exhibit A) included in the Master Agreement for Professional General Civil Engineering Consulting Services between the City of Deerfield Beach and Keith & Associates, Inc., or on a lump sum basis if a specific scope of service can be so defined.

Compensation

Compensation for services rendered under this Work Authorization will be as specified in each Task and in accordance with the terms and conditions of the Master Agreement for Professional General Civil Engineering Consulting Services between the City of Deerfield Beach and Keith & Associates, Inc. as referred to herein.

This Contract will be invoiced on a Time and Materials (or percent complete for any Lump Sum items as stated above) basis in accordance with our reduced Professional Services Fee Schedule (Exhibit A). Fee does not include associated review and application fees required by governing reviewing/permitting agencies, which shall be paid by the CLIENT.

The NOT TO EXCEED Engineering Fee for this Contract shall be..... **\$84,975.00**
 The NOT TO EXCEED Surveying Fee for this Contract shall be..... **\$100,000.00**

TASK	TASK	FEE
SECTION 1 – Phase I-A INITIAL ANALYSIS AND PRE-DESIGN SERVICES		
TASK 001 Initial Analysis / Assessment Package Development	NTE	\$2,255.00
TASK 002 Initial Assessment Inspection & Report	NTE	\$13,400.00
TASK 003 Initial Engineer's Opinion of Probable Cost for Alternatives	NTE	\$3,800.00
SECTION 2 – Phase I-B DESIGN SERVICES		
TASK 004 Topographic Survey	NTE	\$100,000.00
TASK 005 Initial Pre-design Meetings	NTE	\$1,024.00
TASK 006 Sidewalk Improvements, Grading and Drainage Plans	NTE	\$30,400.00
TASK 007 Pavement Markings and Signage Plans	NTE	\$3,400.00
TASK 008 Stormwater Pollution Prevention Plans	NTE	\$2,000.00
TASK 009 Preliminary Cost Estimate (Design)	NTE	\$4,310.00
TASK 010 Meetings with CLIENT	NTE	\$1,536.00
TASK 011 Utility Location Services	NTE	TBD
SECTION 3 – Phase I-C PERMITTING		
TASK 012 Permit Processing	NTE	\$16,320.00
TASK 013 Meetings with Permitting Agencies	NTE	\$3,816.00
TASK 014 Final Cost Estimate (Permitted Plans)	NTE	\$2,424.00
SECTION 4 – Phase II-A PRE-BID AND PROCUREMENT SERVICES		
TASK 015 Bidding Assistance	Not Included	N/A
SECTION 5 – Phase II-B CONSTRUCTION ADMINISTRATION SERVICES		
TASK 016 Construction Administration Services	Not Included	N/A
KEITH AND ASSOCIATES T/M NTE FEES		
		\$184,975.00
SUB-CONSULTANT NTE FEES		
		\$0.00
TOTAL T/M NTE FEES FOR THIS CONTRACT		
		\$184,975.00

Closure

If you concur with the foregoing and wish to direct us to proceed with the aforementioned work, please execute the agreement in the space provided and return same to the undersigned.

We appreciate the opportunity to submit our proposal. Mr. Mike Guinaugh, PE will serve as the project manager. Please contact Mr. Guinaugh or me if you have any questions or comments, or if you require any additional information.

IN WITNESS WHEREOF, CONSULTANT and CLIENT have executed this agreement the day and year indicated below.

As to CONSULTANT
Keith & Associates, Inc.
Consulting Engineers

As to CLIENT
City of Deerfield Beach, Florida

Dodie Keith-Lazowick
President

Mr. Charles DaBrusco, PE
Director of Public Works & Env. Services

DATED: _____

DATED: _____

EXHIBIT A
Work Authorization #29
PROFESSIONAL SERVICE FEE SCHEDULE

	(2004) Master Agreement Rates	(2009) WA#24 Rate
01 Administrative Assistant	\$56.00	\$50.00
02 Community Liaison	\$86.00	\$75.00
03 Economic/Financial Analyst.....	\$101.00	\$90.00
11 Technician	\$90.00	\$80.00
16 Senior Technician.....	\$95.00	\$90.00
30 Associate Planner	\$101.00	\$80.00
32 Senior Planner (AICP).....	\$106.00	\$100.00
36 GIS Specialist.....	\$106.00	\$100.00
50 Project Engineer	\$101.00	\$85.00
51 Senior Project Engineer	\$112.00	\$95.00
52 Professional Engineer (PE)	\$118.00	\$106.00
54 Field Inspector / Representative	\$90.00	\$75.00
60 Project Manager	\$129.00	\$110.00
61 Senior Project Manager	\$180.00	\$120.00
70 Principal.....	\$280.00	\$150.00
72 Expert Witness Testimony	\$336.00	\$250.00
78 Project Surveyor		\$85.00
79 Senior Project Surveyor.		\$90.00
80 Surveyor & Mapper (PSM).....	\$118.00	\$100.00
81 Survey Party (2) person.....	\$112.00	\$100.00
82 Survey Party (3) person.....	\$140.00	\$125.00

Effective 12/10/08

**DEERFIELD BEACH
COMMUNITY REDEVELOPMENT AGENCY**

**Agenda Item 5
Tuesday, June 15, 2010**

REQUESTED ACTION:

Approval of resolution

SUMMARY EXPLANATION/BACKGROUND:

At the January 26, 2010 CRA Meeting the Board was provided with suggested revisions to the Commercial Façade Program. The Board voted to approve the revised program guidelines and directed the CRA Director to prepare a resolution for the Board's approval authorizing these program modifications.

ATTACHMENTS:

Draft Resolution approving revised Commercial Façade program
Commercial Façade Program Application

CRA RESOLUTION NO. 2010/

A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE COMMUNITY REDEVELOPMENT AGENCY OF THE CITY OF DEERFIELD BEACH, FLORIDA, RECOMMENDING THAT THE COMMUNITY REDEVELOPMENT AGENCY OF THE CITY OF DEERFIELD BEACH AMEND THE COMMERCIAL FAÇADE PROGRAM.

WHEREAS, the Deerfield Beach Community Redevelopment Agency seeks to promote the revitalization of commercial properties; and

WHEREAS, the existing Commercial Revitalization Program guidelines did not meet revitalization goals and objectives, and

WHEREAS, the Board of Directors of the Deerfield Beach Community Redevelopment Agency do hereby find that the Commercial Façade Revitalization Program will enhance the economic viability of businesses within the Area and contribute to the redevelopment of the Area,

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE COMMUNITY REDEVELOPMENT AGENCY OF THE CITY OF DEERFIELD BEACH, FLORIDA AS FOLLOWS:

Section 1. The Whereas clauses set forth above are hereby incorporated within this resolution as part hereof.

Section 2. The Board of Commissioners of the Community Redevelopment Agency hereby recommends that the Commercial Façade Revitalization program be amended to have a funding cap of \$100,000 per project and that funding eligibility be determined on a "per lineal foot" basis as detailed on the attached Exhibit "A" – Commercial Façade Revitalization Application.

Section 3. If any section, sentence, clause or phrase of this resolution is held invalid or unconstitutional by any court of competent jurisdiction, then said holding shall in no way affect the validity of the remaining portions of this resolution.

Section 4. This resolution shall be effective immediately upon adoption.

ADOPTED THIS 15TH DAY OF JUNE, 2010



**DEERFIELD BEACH
COMMUNITY REDEVELOPMENT AGENCY**

**PROPOSED AMENDMENT TO THE
COMMERCIAL FAÇADE FUNDING PROGRAM**

- **ELIGIBILITY CRITERIA**
- **APPLICATION**
- **CHECKLIST**

Please read instructions thoroughly before completing application. Use checklist to verify that all required documentation is included. Application must be signed and dated. Incomplete applications will not be considered for funding.

For any questions, contact:

**City of Deerfield Beach
Community Redevelopment Agency
Keven R. Klopp, Director
150 NE 2nd Avenue
Deerfield Beach, FL 33441
(954) 480-4222 T
kklopp@Deerfield-Beach.com**

FUNDING:

1. All funding is subject to approval by the Deerfield Beach Community Redevelopment Agency (CRA) Board.
2. The recipient must be the property owner, as evidenced by a deed.
3. Applicants may receive funding on a one-to-one (public to private) matching basis. The funds will be provided as a reimbursement once all work is complete. One hundred percent of all backup documentation is required prior to reimbursement, including copies of all City of Deerfield Beach building permits and completed inspection reports for the project. The maximum funding amount is \$100,000 – most projects will qualify for less than the maximum based upon building size as explained below. Furthermore, all projects are eligible to receive at least \$12,500 regardless of building size.
4. All private funds must be invested and related work elements completed prior to the release of CRA funds. The owner will be responsible for any and all debt incurred.
5. All funds provided by the CRA shall be in the form of a Deferred Payment Note filed as a lien on the property title to ensure the maintenance and protection of funded improvements for a five-year period.
6. Repayment is required if, prior to a five-year period, property ownership transfers or funded improvements are removed or otherwise unmaintained. Otherwise, after five years the lien will be released.
7. Funding for the Commercial Façade Program is reserved on a first come – first served basis subject to eligibility and the annual budget allocation for the program. An application which is not funded solely because program funds are depleted may be resubmitted on the first day of the following fiscal year and thereby secure its place in line.

CRITERIA: (Threshold criteria that all applicants must meet)

1. The project must be for commercially-zoned or community-facility zoned property in the Community Redevelopment Area.
2. The application package must be complete.
3. Project design must be consistent with the design criteria adopted in the Community Redevelopment Plan.

SCORING: (50 points possible. Must score 20 points or more to be given consideration)

- Up to ten points based upon whether the project is VISIBLE with major/substantial community neighborhood impact (i.e. a structural modification/change will score higher than a “paint-over”). Roofs will be considered if the improvements are visible from the public right-of-way (not including unimproved right-of-way and/or alleys).
- Up to ten points based upon whether the project prevents, diminishes or eliminates a blighting condition.
- Up to ten points based upon whether the project reduces or eliminates unsafe conditions for employees and/or customers.
- Up to ten points based upon whether the applicant commits to provide more than 50% of the total project funds (CRA funds match is less than 1 to 1).
- Up to ten points based upon whether the application is for a “partner project” which will upgrade two or more separately-owned properties simultaneously, thus giving greater impact and visibility to the project.

CALCULATION OF MAXIMUM FUNDING AMOUNT

1st Floor	\$200 per lineal foot of building frontage
Top Floor	\$150 per lineal foot of building frontage (if improvement required)
Additional Floors	\$50 per lineal foot of building frontage (if being improved)

ELIGIBLE EXPENSES:

1. Exterior improvements that protect the structural integrity of the building provided the improvements are visible from the public right-of-way (not including unimproved right-of-way and/or alleys).
2. Exterior lighting
3. Landscape improvements
4. Awnings
5. Signage
6. Painting/Stucco/Siding
7. Site amenities such as dumpster enclosures and/or concrete paver features provided the improvements are visible from the public right-of-way (not including unimproved right-of-way and/or alleys).

PLEASE ATTACH THE FOLLOWING TO THE APPLICATION:

1. Copy of Deed/Proof of Ownership
2. Estimates/quotes/bids for all costs associated with the project from a licensed architect, engineer or contractor ("Sweat equity" hours will not be credited).
3. Complete, written description of all rehabilitation work planned (typed or printed).
4. Detailed concept drawings of improvements prepared by a registered architect, landscape architect or engineer including measured and labeled elevations clearly indicating building height and lineal feet of building frontage.
5. Evidence (such as a letter from your banker) of available private funds to pay for the rehabilitation. The Commercial Façade Program is a reimbursement program in which funds are paid to owners after receipts have been given to the city showing that all contractors and subcontractors have been paid in full.
6. Proof of insurance coverage (Please ask your insurance agent for the Accord Form).
7. Anticipated time frame for improvements.

APPLICATION PROCESS:

No improvements are to begin prior to Community Redevelopment Agency Board approval. Improvements started before board approval will not be reimbursed.

1. Completed application packets are to be submitted to the CRA. Mail or hand deliver the application with all attachments to:

Keven Klopp
Community Redevelopment Agency
City of Deerfield Beach
150 NE 2nd Avenue
Deerfield Beach, FL 33441

2. CRA Staff will review application for consistency with CRA Plan and Program Criteria.
3. CRA design committee will review and rank completed applications.
4. Award of funding is subject to approval by the Deerfield Beach Community Redevelopment Agency (CRA) Board.

REIMBURSEMENT PROCESS:

1. If approved by the CRA Board, property owner may then proceed to begin work (proper City of Deerfield Beach building permits required).
2. Upon full completion of the improvements, property owner should deliver copies of all receipts for the improvements listed on the initial application to the CRA.
3. Itemized receipts must clearly demonstrate that the contractors and/or suppliers have been paid in full by the applicant. Each receipt must clearly cite the applicant as the payor. If the applicant's name is not listed on the receipt as such, any costs contained therein will not be reimbursed. Additional improvements not approved as part of the original application will not be reimbursed.
4. Copy of the release of contractor lien on property.
5. Property owner must provide copies of all applicable City of Deerfield Beach building permits and completed inspection reports obtained for improvements when submitting receipts.
6. Color photo essay of completed project.
7. All copies of receipts, permits, inspection reports, releases and photos must be submitted at same time. Only one reimbursement check will be processed for any one applicant. There will be no partial reimbursements.
8. Any documentation submitted by the property owner becomes public record and will be kept on file with the Deerfield Beach Community Redevelopment Agency.

DEERFIELD BEACH COMMUNITY REDEVELOPMENT AGENCY

COMMERCIAL FAÇADE PROGRAM

APPLICATION
(PLEASE TYPE OR PRINT)

Applicant's Name: _____

Phone: _____

Mailing Address: _____

Property Address: _____

Business Name: _____

Description of Planned Improvements (You may attach additional typed/printed sheets if needed):

(Please see next page for additional site documentation required)

Total Cost of Project: _____

CRA Funds Requested: _____

ADDITIONAL SITE DOCUMENTATION REQUIRED

Please attach the following:

- _____ All detailed exterior building elevations, height and scale element.
- _____ Color sample specifying exterior surface treatment.
- _____ Landscape plan (if applicable)—Show location, type and size of planting.
- _____ Color photographs of subject site features and adjacent properties and buildings.

For signage, attach the following:

- _____ Dimensions, lettering style and sizes, materials and mounting details.
- _____ Color samples and colors noted on drawings
- _____ Lighting details including type, intensity and mounting specifications
- _____ Building elevations for all wall signs—illustrating dimensioned location of sign.
- _____ Survey showing location of free-standing sign. Landscape drawings must also be provided indicating size, type and location of material for all free-standing signs.
- _____ Photos of signs on abutting and subject properties.

Please Read: By signing below, I acknowledge that I have read and understand the instructions associated with this program. I understand that if I fail to abide by the instructions, my application may be disqualified. I further acknowledge that I understand that funding for the Commercial Façade Program is limited. As such, there is a risk that even if my application meets all requirements, I may not be approved for funding in this fiscal year.

Signature & Date _____

END OF APPLICATION

CHECKLIST

Before you submit the application, verify that you have attached/completed each of the following. Incomplete applications will not be considered for funding.

- _____ Copy of Deed/Proof of Ownership
- _____ Estimates/quotes/bids for all costs associated with the project from a licensed architect, engineer or contractor (“Sweat equity” hours will not be credited).
- _____ Complete, written description of all rehabilitation work planned (typed or printed).
- _____ Additional site documentation requested in application.

- _____ Evidence (such as a letter from your banker) of available private funds to pay for the rehabilitation. The Commercial Façade Program is a reimbursement program in which funds are paid to owners after receipts have been given to the city showing that all contractors and subcontractors have been paid in full.
- _____ Proof of insurance coverage (Please ask your insurance agent for the Accord Form).
- _____ Signature and date on application.

REMEMBER:

Do not begin any improvements prior to CRA Board Approval and building permit issuance.

REQUESTED ACTION:

Information and discussion only

SUMMARY EXPLANATION/BACKGROUND:

Provided with your packet for information and discussion are draft guidelines for CRA Special Events Partnerships, a draft excerpt of how Special Events Partnership would be included in the CRA Plan and a draft resolution amending the CRA Plan to include Special Events Partnerships.

ATTACHMENTS:

Draft Resolution
Draft Plan Modification
Draft Special Events Guidelines

CRA RESOLUTION NO. 2010/

A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE COMMUNITY REDEVELOPMENT AGENCY OF THE CITY OF DEERFIELD BEACH, FLORIDA, RECOMMENDING THAT THE COMMUNITY REDEVELOPMENT AGENCY OF THE CITY OF DEERFIELD BEACH, AMEND THE COMMUNITY REDEVELOPMENT PLAN OF THE COMMUNITY REDEVELOPMENT AGENCY OF THE CITY OF DEERFIELD BEACH, AS ESTABLISHED BY RESOLUTION NO. 1999/174 (AS AMENDED), TO INCLUDE THE FUNDING AND SPONSORSHIP OF SPECIAL EVENTS AS AN OBJECTIVE.

WHEREAS, the City Commission adopted a CRA Plan in Resolution No. 1999/174, pursuant to Chapter 163, Part III ; and

WHEREAS, Special Events will encourage greater patronage of businesses within the Area, and

WHEREAS, the Board of Directors of the Deerfield Beach Community Redevelopment Agency do hereby find that Special Events will greatly enhance the economic viability of businesses within the Area and contribute to the redevelopment of the Area,

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE COMMUNITY REDEVELOPMENT AGENCY OF THE CITY OF DEERFIELD BEACH, FLORIDA AS FOLLOWS:

Section 1. The Whereas clauses set forth above are hereby incorporated within this resolution as part hereof.

Section 2. The Board of Commissioners of the Community Redevelopment Agency hereby recommends that the City Commission amend the Community Redevelopment Plan for the Community Redevelopment Agency of the City of Deerfield, as originally adopted in Resolution 1999/174, to specifically include the funding of special events as an objective as shown on the attached Exhibit "A".

Section 3. If any section, sentence, clause or phrase of this resolution is held invalid or unconstitutional by any court of competent jurisdiction, then said holding shall in no way affect the validity of the remaining portions of this resolution.

Section 4. This resolution shall be effective immediately upon adoption.

ADOPTED THIS 15TH DAY OF JUNE, 2010

DRAFT EXHIBIT "A"

The Cove /Palm Aire Shopping Areas

A central green space and pedestrian/vehicular promenade is planned to replace central parking lots in the Cove Shopping Center, and continue through the residential area to the west and the Palm Aire Shopping Center to Federal Highway. This will create a "main street" for Deerfield Beach, connecting the two shopping areas at either end and reinforcing their function. The design could create room for special events, outdoor dining and pedestrian browsing. A pedestrian link in the form of a waterfront park is planned to be extended from The Cove Restaurant and Charlie's Crab area along the Intracoastal Waterway and under the Hillsboro Boulevard Bridge to Sullivan Park. A pedestrian link will also be enhanced along Hillsboro Boulevard to the Beach. Redevelopment of existing and new storefronts to include porticos and landscaping is planned.

A parking lot and/or structure or structures will be needed to accommodate displaced space and to provide incentive for new retail development.

Beach Area

To enhance the sense of arrival on the Beach, Hillsboro Boulevard will be improved east of SR A1A, and a new road planned to be built northbound behind the Howard Johnson Hotel and the beachfront block of development. To reinforce the vitality of the Beach retail area, a streetscape/pedestrian promenade proposed along existing SR A1A, which will be two-way from the turn at the Pier to Hillsboro Boulevard. This could create the equivalent of a large roundabout or two-way roadway pair.

On the beach, the existing road in front of Howard Johnson is proposed to become a pedestrian only beach walk from the Pier to Hillsboro Boulevard, and the streetscape extended to the south end of the CRA district. Land on the beach north of the Pier is recommended for a combination of open space and civic uses – perhaps parking and a restaurant. Parking elsewhere will be either at grade structured as needed to replace and increase public access to the area.

Business Development

In addition to the physical redevelopment of the District, business development will be encouraged through the funding and sponsorship of special events that will encourage patronage of businesses in the District and reinforce the economic vitality of the District.

Draft Guidelines for Deerfield Beach CRA Special Events Partnerships

1. The CRA would transfer funds into a Special Events line item to be earmarked specifically for this purpose.
2. Requests for partnership opportunities would be considered biannually (October and April) and awarded on a case by case basis to ensure maximum return to the CRA and adherence to CRA goals and objectives. Any uncommitted funds would be rolled into the next funding round.
3. Criteria used to evaluate partnerships may include (but not be limited to) an event's:
 - a. Potential to spur business activities or retail sales
 - b. Potential to attract out of area visitors
 - c. Potential to market Deerfield Beach as a business and recreation destination
 - d. Potential to increase overnight stays among visitors
 - e. Economic impact
 - f. Cultural impact
 - g. Social impact
 - h. Entertainment impact
 - i. Community Service (does event organize the work of volunteers for planning and implementation?)
 - j. Matching funds (cash in in-kind contributions of applicant)
4. Other considerations:
 - a. Applicants will be required to fill out uniform Partnership Request Applications accompanied by a proposed event budget and partnership funding request.
 - b. Applicants must be registered non-profit organizations in good standing.
 - c. Special events permits - Does applicant have a plan that demonstrates they understand what permits are required for their event and how they will get necessary permits?
5. Evaluation:
 - a. Special events partners who receive funding must submit a written post-event report detailing how funds were spent and how the funds fulfilled the Special Events criteria outlined above.
 - b. Special events impact report will be presented to the DBCRA biannually.
 - c. After the first Fiscal Year of events and evaluation, the amount of funds earmarked for special events will be adjusted accordingly.