



**MIAMI-DADE COUNTY  
FINAL OFFICIAL MINUTES  
Naranja Lakes Community Redevelopment  
Agency (NLCRA)**

South Dade Government Center  
Room 203  
10710 S.W. 211 Street  
Miami, Florida

April 27, 2009  
As Advertised

Harvey Ruvlin, Clerk  
Board of County Commissioners

Diane Collins, Acting Division Chief  
Clerk of the Board Division

Judy Marsh, Commission Reporter  
(305) 375-1967



**CLERK'S SUMMARY AND OFFICIAL MINUTES  
NARANJA LAKES  
COMMUNITY REDEVELOPMENT AGENCY  
APRIL 27, 2009**

The Naranja Lakes Community Redevelopment Agency (CRA) Board convened in the South Dade Government Center, 10710 S.W. 211 Street, Room 203, Miami, Florida at 6:02 p.m. on April 27, 2009; there being present upon roll call: Mr. Stuart Archer, Mr. Moe Hakssa, Mr. Rene Infante, Mr. Daniel Lipe and Interim Chairperson Kenneth Forbes; (Ms. Marleen Volkert was absent); Mr. Jorge Fernandez, Office of Strategic Business Management (OSBM) Coordinator; Mr. Jason Rodriguez, Business Analyst, OSBM; and Deputy Clerk Judy Marsh.

**I. Meeting Call to Order and Roll Call**

Mr. Forbes called the CRA Board meeting to order at 6:02 p.m. Upon roll call and a quorum being present, the Board proceeded to consider tonight's agenda.

**II. Approval of the Minutes**

It was moved by Mr. Archer that the minutes of the March 23, 2009 NLCRA meeting be approved. This motion was seconded by Mr. Hakssa, and upon being put to a vote, passed unanimously by those members present.

**III. Approval of Agenda**

For the record, Mr. Jorge Fernandez noted that Ms. Volkert would not be attending tonight's meeting.

It was moved by Mr. Archer that tonight's agenda be approved as amended to consider Agenda Item "New Business Item 3" at the beginning of the meeting with a public forum to follow. This motion was seconded by Mr. Hakssa, and upon being put to a vote, passed unanimously by those members present.

**VI. New Business**

**3. Summer Recreational Activities on Parks**

Ms. Renae Nottage, South Region Manager, Park & Recreation Department, stated that summer camp programs for children 6 – 14 years old, would be held at Naranja Park and Modello Park from June 8<sup>th</sup> through August 14<sup>th</sup>, 2009, between the hours of 9:00 a.m. through 5:00 p.m. with early drop off at 7:30 a.m. and late pick up by 6:00 p.m. She noted this year's theme was "fit to play, green it up" emphasizing ecology. The Naranja Park program was a Children's Trust Site with 120 free slots and the Modello Park program fee was \$40 per week with a \$12 registration fee and reduced \$20 fees available to those families who were unable to afford this amount.

In response to Mr. Archer's inquiry regarding the field at Royal Colonial Park being made available for soccer or football, Ms. Nottage indicated that currently no funding was available for this facility; however the field would be mowed on a weekly basis and would be accessible and available for use upon the opening of the library. Responding further to Mr. Archer whether the CRA could contribute toward camp funding for disadvantaged children, Ms. Nottage noted the Parks Foundation was accepting donations toward scholarships.

Ms. Nottage explained that the Parks Foundation was a non-profit organization created in the past 5 years with the assistance of Commissioner Sorenson. She noted the Foundation obtains matching funds to provide scholarships.

Mr. Philip Murray inquired about the availability of summer youth employment opportunities.

Ms. Nottage noted limited funding was available for the hiring of youth aides ages 17 – 21 at park facilities.

Ms. Charity Reed, Park Service Aide, Naranja Park, mentioned that the park was also a worksite for high school students employed through community agencies.

#### **VI. 1. Naranja Lakes Library Branch**

Ms. Elyse Levy Kennedy, Branch Operations Administrator, Miami Dade Public Library System, indicated that the Naranja Lakes Branch Library's Certificate of Occupancy was expected in May at which time they would begin furnishing the building. She noted the official opening would take place in August and the library would offer a full range of services with express checkout, reading & literacy programs, tutoring sessions, and cultural programs. Ms Kennedy mentioned that tours would also be available. She noted the Kendall Lakes Branch Library offered a similar footprint to the Naranja Library if anyone wanted to view a finished product.

Mr. Archer inquired about the number of computers which would be available.

Ms. Kennedy noted that other new facilities had opened with sufficient numbers of both desktop and laptop computers and wait time had been considerably reduced in these facilities.

In response to Mr. Hakssa's inquiry whether the library would accept book donations, Ms. Kennedy replied that book donations were accepted at any branch and the public could also make a monetary donation toward books in honor or memory of a person or event through The Friends of the Library.

## **VI. 2. Public Hearings held by Public Works for Road Improvement Projects**

Mr. Miguel Riera, Public Works Department (PWD), Highway Division, discussed a proposed improvement making SW 268 Street a four lane divided road with a center turn lane and a connector to SW 264 Street. This project was in the Naranja Charette and would include bike lanes, lighting, landscaping, and drainage, said Mr. Riera. He noted the proposal was to close the median at SW 268 Street & US1 and a new traffic signal would be installed at the intersection of US1 and Moody Drive. Mr. Riera said traffic on the east and west side of US1 was a concern and required further attention. He indicated that this project would coincide with other scheduled roadway improvements on SW 137 Avenue and on SW 264 Street. Mr. Riera mentioned the design portion of the project was moving forward; however, funding presented some challenges along with right of way acquisition issues. He noted the connector was the result of a traffic engineering study.

Mr. Hakssa inquired about the procedure used when making the determination to convert the road to four lanes.

Mr. Riera indicated that a t-plat was presented for the area leaving room for additional development. He noted the widening of SW 137 Avenue was to improve the Charette and provide connectivity to SW 264 Street.

Mr. Lipe requested estimated start and completion dates.

Mr. Riera replied that a start date was not yet established and that a typical project takes one year per mile therefore this project would be in excess of three years for completion.

Responding to Mr. Archer's inquiry whether bicycle lanes were included in the plan, Mr. Riera responded that continuous bicycle lanes were part of the project.

## **IV. Open Forum for Public Comments**

Mr. Forbes opened the floor for public input and the following person(s) appeared:

Mr. Phillip Murray, 13248 SW 256 Terrace, Miami, appeared before the Board in support of the proposed public works improvement project.

## **V. Old Business**

### **Community Policing**

Sergeant Ozzie Hernandez, Miami-Dade Police Department (MDPD), summarized the police enforcement and community policing actions provided to the Naranja Lakes CRA boundaries from March 16, 2009 to April 19, 2009. He noted the first Crime Watch meeting was held at Vista Trace Condos and approximately 45 arrests occurred during the month.

### **V.1. Heritage Village**

Mr. Jorge Fernandez indicated that the Homeownership Package language was being reviewed by the County Attorney's office prior to its submission to US HUD for approval. Properties had been appraised and purchase prices could now be established, said Mr. Fernandez.

### **V.2. Mandarin Lakes Sales/Closing Report**

The CRA Board accepted the foregoing report as submitted.

### **V.3. Infrastructure Construction**

Mr. Ignacio Serralta, CRA Construction Consultant, SRS Engineering, provided an overview of construction activities related to the Naranja Lakes CRA, in accordance with the Redevelopment Agreement. He reported that the Canal Bridge project had been completed and plans for roadway work on the west side of the canal submitted by the Developer were under review. The Civic Building was almost complete with the exception of interior trim painting, minor landscaping and planting of trees, said Mr. Serralta. He noted the sidewalk remained a pending issue which needed to be resolved with D.R. Horton Builders. Mr. Serralta mentioned no additional progress was made on the entrance feature to the community at SW 137 Avenue and recommended the entrance feature be removed from the Revised Redevelopment Agreement. The roadways at SW 140 & SW 143 Avenue, SW 272 Street and Canal Street were approximately 90 percent complete and were waiting for pumps to be operational, said Mr. Serralta. He reported on payments for this application (#33) in the amount of \$132,414.79 which included \$4,196.08 for Part 1 of the contract, \$123,543.44 for Part 2, and \$4,675.27 for Developer's Fee. Mr. Serralta referenced photographs indicating progress on the interior and exterior of the building. He indicated remaining items included irrigation and roadways.

Responding to Mr. Archer's request for additional details on the sidewalk status, Mr. Serralta noted the County's position that D.R. Horton Builders was responsible for providing the sidewalks. He stated the Public Works Department (PWD) had indicated that this was a private road and the project would not receive its Certificate of Occupancy (CO) until sidewalks were installed. Mr. Serralta noted D.R. Horton had acknowledged responsibility; however they did not currently have the monies available in their budget.

Mr. Archer questioned whether D. R. Horton was responsible for the sign on SW 137 Avenue, to which Mr. Serralta indicated that this was a Developer responsibility and the item would be removed from the Agreement if it was decided not to proceed with the sign.

Mr. Lipe commented that it would be inappropriate to accept the statement from D.L. Horton that it was not in their budget if it was indeed their responsibility.

In response to Mr. Lipe's comment, Mr. Scott Hedge, Vice-President, Architecture and Planning, DeGuardiola Properties, noted that D.L. Horton had not denied responsibility; however they did not have the manpower or consultant to perform the work and also had not appropriated this work in their budget. He noted the PWD was requesting perimeter sidewalks and indicated his belief that they would issue the CO provided access was available to the building pursuant to the original site plans. Mr. Hedge noted that his company had extended the sidewalks to the edge of the site and curb which provided full handicapped access to the building and complied with building access requirements. He also noted that he would lay additional sod and that the building would be accessible from all four sides.

Responding to Mr. Infante's concern regarding any additional project liability if the sidewalks were not completed, Mr. Serralta noted that not all of the details were available at the time of the original discussion with the PWD and further discussion was necessary in order to obtain their assistance in the enforcement of the requirement with D.L. Horton. He indicated that some confusion existed over the fact that the Developer showed the perimeter sidewalks existed when drawings were submitted to the PWD.

Mr. Hedge noted his Agreement did not include the \$9,000 budget for the sidewalks, and he would provide a written explanation to the Board regarding this issue.

Mr. Zelkowitz noted the Board's position should be that the sidewalks were part of the work to have been completed by the Developer under the Redevelopment Agreement, and the Developer should officially notify the Board if they were not planning on completing this work. He advised that a change order to the scope of the Developer's contract would remedy the situation since the plans were incorrect and the sidewalk was not included in the contract with DeGuardiola Properties. Mr. Zelkowitz referred to Item F in the Redevelopment Agreement relating to the Civic Building, which required 2,400 linear feet of pathways at a cost of \$19,200 and a site drawing which showed perimeter sidewalks as well as sidewalks from the perimeter to the building.

Mr. Serralta noted the possibility for a change order which would transfer funds from the entrance feature to the sidewalk and obtaining reimbursement from D.L. Horton at a later date.

Mr. Fernandez suggested that staff be allowed to provide a report at the next meeting after having the opportunity to meet with the Public Works Department.

#### **V. 4. Mandarin Lakes Developer Update**

Mr. Scott Hedge, Vice-President, Architecture and Planning, DeGuardiola Properties, requested the Board identify a representative who would be present at the walk-through inspection which would be held within the next three weeks and prepare the punch list.

Mr. Fernandez indicated that he would attend the walk-through inspection with the Board's Construction Consultant.

Mr. Hakssa offered to participate in the walk-through and Mr. Forbes noted if any additional member wished to participate, public notification would be required in advance.

Mr. Hedge said the Civic Building was very close to completion; the final had been received on the irrigation electrical inspection and the landscaping would soon be completed.

Mr. Archer indicated his desire that construction begin on the SW 280 Street Bridge in order to generate additional employment within the community.

#### **V. 5. Chapman Elementary School**

Mr. Forbes noted he met with the Chapman Elementary School's Principal in an effort to involve the school in promoting CRA events. He requested that Mr. Zelkowitz prepare an agreement on this mutually beneficial relationship.

Mr. Zelkowitz recommended the CRA Board utilize \$3,000 from the Board's \$130,000 Reserve Fund to underwrite fundraising or marketing events with Chapman Elementary School. He advised that currently no budget allocation existed for marketing purposes. Mr. Zelkowitz noted that he would draft a Letter of Agreement that these funds be utilized for marketing purposes in cooperation with the CRA upon approval of this request.

Mr. Archer noted the intent of the funding was to provide incentives which would support the Parent Teacher Association and inquired into specific ways those funds could be utilized.

Mr. Zelkowitz responded that the Redevelopment Plan did not specifically allow for funding of any particular school program although the Plan did mention that schools would benefit by the Redevelopment Plan. He noted the Plan allowed the CRA to spend funds on marketing efforts and the interpretation of methods for expenditure of funding would be determined.

Mr. Infante noted he felt that this was a good start for the school to become involved with marketing and fundraising techniques.

Mr. Zelkowitz recommended the Board consider including additional marketing resources in its budget in the future.

Mr. Forbes mentioned that the Board needed to develop unconventional strategies which would allow them to address the needs of different community groups.

It was moved by Mr. Archer that \$3,000 from the CRA's Reserve Fund be utilized for marketing purposes with Chapman Elementary School. This motion was seconded by Mr. Infante, and upon being put to a vote, passed unanimously by those members present.

#### **V. 6. Action Plan Implementation Update**

Ms. Kristin Mory, representing Ms. Rachel Bach, Economic Development Coordinator, indicated that the Action Plan Committee met and presented the following recommendations:

- 1) Identification of business assistance programs and provision of technical assistance to businesses for application
- 2) Reallocation of \$8,000 from Redevelopment Grant (Residential) line item for marketing efforts to create a newsletter and outreach within the community
- 3) Developing a supplemental funding program to leverage expenditures of Neighborhood Stabilization Grant and other Community Development Block Grant funded housing programs in the NLCRA.

She also noted that the Committee prioritized its short term focus as followed:

- 1) Economic Development Grant implementation
- 2) Reallocation of funds to provide marketing in the CRA

Ms. Mory mentioned that staff had been informing the business community about the grant program and available resources within the CRA. She emphasized the importance of the newsletter and noted its publishing cost would be approximately \$2,000 per quarter.

Mr. Forbes noted that he attended a meeting of the Office of Community and Economic Development (OCED) where he learned that the Board of County Commissioners' Committee on May 13<sup>th</sup> would consider the recapture of \$70,000 and supported placing these funds in reserve for future use. He also referenced an OCED program providing business loans for up to \$200,000 and requested staff to invite OCED staff to provide further details on these efforts which were in place to support community businesses. Mr. Forbes expressed the desire for this to become part of the CRA's business plan.

Mr. Hakssa noted Commissioner Sorenson held a Small Business Assistance Workshop at the Dave and Mary Alper Jewish Community Center and similar efforts were also being offered through the Small Business Administration.

Mr. Zelkowitz asked Ms. Mory if the \$8,000 for the newsletters was based upon four quarterly newsletters at \$2,000 each and she responded affirmatively. He noted that the reallocation of money from a specific line item would require a budget amendment requiring the Board of County Commissioners' approval. Mr. Zelkowitz recommended that as an alternative, funds be allocated from the reserve for the balance of the current

fiscal year and a provision for adequate marketing funds be included in next year's budget.

In response to Mr. Fernandez' inquiry regarding specific details about the quantity and distribution of newsletters included in the total budget, Ms. Mory noted that the estimate included production costs and the newsletter would be distributed by bulk mail to every address within the CRA District.

It was moved by Mr. Archer that up to \$2,000 per quarter be allocated from the reserve fund for the production and distribution of a CRA community newsletter. This motion was seconded by Mr. Lipe, and upon being put to a vote, passed unanimously by those members present.

#### **VI.4. Boys and Girls Club**

Mr. Alex Rodriguez, Executive Director, Boys & Girls Club of Miami-Dade, introduced Executive Board Member Fred Rebozo. He noted the Boys & Girls Club had reached an agreement with the County regarding development of a proposed Boys & Girls Club at Royal Colonial Park. Mr. Rodriguez distributed a hand-out to the Board members outlining the programs offered by the Club and the number of children served; and a rendition of the proposed Club for Royal Colonial Park. He noted additional input would be required from the County and he would be meeting with County staff on Thursday (4/30) to begin developing the master plan for the proposed project.

Mr. Archer spoke in support. He noted he recently attended a Hall of Fame Induction at Miami Senior High School, where three or four of the inductees were involved with the Boys Club.

Mr. Forbes recommended the CRA Board partner with the Boys & Girls Club and assist with the capital improvements, noting this would assist the Club in preserving some of its programming funds. He noted the Office of Community and Economic Development had dollars which they could make available because of the CRA's location.

Mr. Infante concurred with Mr. Forbes's comments.

It was moved by Mr. Archer that the CRA Board support the proposed Boys & Girls Club at Royal Colonial Park. This motion was seconded by Mr. Infante.

Mr. Rebozo expressed appreciation to the CRA Board, and provided background information on the inception of the Boys & Girls Club. He noted the Rebozo Foundation would be responsible for most of the funding as seed capital. Mr. Rebozo said the CRA's suggestion regarding a partnership allowed for additional programming dollars.

Mr. Archer suggested that staff work with the CRA's Legal Counsel Steve Zelkowitz to determine the CRA's level of support as the proposed program was developed.

In response to a question from Ms. Maria Levrant, District Coordinator, Commission District 8, regarding the possibility of operating leagues at Royal Colonial Park before the proposed Boys and Girls Club was constructed, Mr. Infante suggested Mr. Rodriguez meet with Park representatives to discuss a short-term, mid-term and long-term facility.

Mr. Hedge noted the area was formerly a trailer park and would require extensive work.

Mr. Rebozo noted he envisioned a master plan for the entire acreage.

Upon being put to a vote, the motion made by Mr. Archer and seconded by Mr. Infante, passed by a unanimous vote of those members present.

It was moved by Mr. Archer that the CRA Board extend tonight's meeting for an additional thirty minutes. This motion was seconded by Mr. Infante, and upon being put to a vote, passed by a unanimous vote of those members present.

#### **VI. 5. Update on the Business Grant Program and Action Plan**

Presented under Agenda Item V.6.

#### **VI. 6. Update on Workshop regarding the Community Center**

Mr. Jorge Fernandez said pursuant to the CRA Board's request for an alarm system for the Community Center, staff received a quote of approximately \$3,500 from the General Services Administration's security personnel for the alarm. He noted a keypad lock for the building entrance would cost approximately \$1,000. Mr. Fernandez indicated staff was reviewing a proposed Memorandum of Understanding submitted by Sergeant Ozzie Hernandez, and additional information would be provided at the next meeting.

Mr. Hakssa expressed concern that only 16 parking spaces were available for the Community Center, while the former sales office for the Mandarin Lakes development, located across the street from the Community Center had approximately 30 vacant parking spaces.

Mr. Steve Zelkowitz, Legal Counsel for the CRA, noted if the property across the street was owned by D. R. Horton, he felt it would eventually be developed. He suggested the possibility of the CRA Board entering into an agreement with D. R. Horton to utilize this property on an interim basis; however, he noted staff had indicated that off-street parking was allowed.

It was moved by Mr. Archer that the CRA's consultant provide the Board with a recommendation regarding the parking issue.

Mr. Infante noted he felt the Board should obtain the Certificate of Occupancy and then determine whether a parking agreement with D. R. Horton was necessary.

The motion made by Mr. Archer died for lack of a second.

#### **VI. 7. Request for Proposal for Community Center Building Management Services**

Mr. Zelkowitz summarized the draft Request for Proposal (RFP) for property management services for the Naranja Lakes CRA Community Center Building. He stated this was in response to the request made at the CRA Board's Workshop; and the RFP was reviewed by staff and the CRA's Economic Development Coordinator. Mr. Zelkowitz advised the RFP was seeking proposals from qualified individuals and entities to provide property management services, including maintenance and repairs, accounts payable, budgeting, and addressing inquiries and complaints. He noted a Selection Committee would be designated by the CRA Board to review the RFP responses, and 20 out of 100 points would be allocated to a local person or entity. Mr. Zelkowitz said the RFP would be advertised for thirty (30) days and the selection process would occur once responses were received. He noted he anticipated the selected individuals/entities would be engaged by June/July 2009. Mr. Zelkowitz requested the Board's comments and approval to issue the RFP. He noted this position could then be budgeted for next year.

Mr. Forbes referred to Section "A", page 3 of the proposed RFP regarding the ten-year experience in providing property management services. He noted it would be preferred that the local individual/entity have five years experience versus ten years as this would provide a broader pool of applicants.

It was moved by Mr. Archer that the individual/entity be required to have five years experience.

In response to a question from Mr. Scott Hedge whether someone would be required to be on site full time, Mr. Zelkowitz noted that was the intent. He noted this RFP was for maintaining the property and ensuring it was secure. Concerning community policing, Mr. Zelkowitz advised he was reviewing a memorandum from the Miami-Dade Police Department.

Responding to Mr. Infante's comment regarding a base price, Mr. Zelkowitz said an alternate price could be requested during price negotiations.

Mr. Archer suggested on-site personnel be available as needed.

It was moved by Mr. Archer that the CRA's Legal Counsel proceed with the RFP as amended to require five years of experience, the possibility of on-site personnel as needed and addressing potential intensive uses to be discussed with the Economic Development Coordinator. This motion was seconded by Mr. Hakssa, and upon being put to a vote, passed unanimously by those members present.

**V. 8. Update on OCED Business Grant Program**

Presented under Agenda Item V.6.

**VI. 9. Status of Amendment to the Redevelopment Agreement**

Mr. Fernandez noted all parties had commented on the Redevelopment Agreement and staff was in the process of compiling all exhibits, including titles and searches.

**VII. Next Meeting Dates**

Mr. Forbes announced the next regular Board meeting was scheduled for May 18, 2009.

**VIII. Adjournment**

There being no further business to come before the Naranja Lakes CRA Board meeting, the meeting was adjourned at 7:50 p.m.



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Kenneth Forbes, Interim Chairperson  
Naranja Lakes Community Redevelopment Agency



# Naranja Lakes Community Redevelopment Agency

April 27, 2009

Prepared by: Judy Marsh

## EXHIBITS LIST

NO.	DATE	ITEM #	DESCRIPTION
1	4/27/09		Meeting Agenda
2	4/27/09	V.	Community Policing
3	4/27/09	V.	Community Response Team - Monthly Productivity Report for month of 3/16/09 to 4/19/09
4	4/27/09	V.2	Mandarin Lakes Sales/Closing Report
5	4/27/09	V. 3	Infrastructure Construction
6	4/27/09	V.6	Action Plan Implementation Update
7	4/27/09	VI.2	Public Works Road Improvement Project
8	4/27/09	VI. 4	Boys and Girls Clubs
9	4/27/09	VI. 7	Request for Proposals for NLCRA Community Center Building Management Services

**NARANJA LAKES COMMUNITY REDEVELOPMENT AGENCY**

**MEETING OF THE BOARD OF COMMISSIONERS**

LOCATION: SOUTH DADE GOVERNMENT CENTER – ROOM 203

10710 S.W. 211<sup>TH</sup> STREET, MIAMI, FL

Regular Meeting 6:00PM – 7:30PM

April 27, 2009

**MEETING AGENDA**

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- I.** Meeting Call to Order and Roll Call Acting Chairperson
- II.** Approval of the Minutes Board
- March 23, 2009 – Regular Meeting
- III.** Approval of Agenda Board
- IV.** Open Forum for Public Comments (15-min)
- V.** Old Business
- Community Policing MDPD Monthly Reports
- Update on General Old Business
1. Heritage Village Staff
  2. Mandarin Lakes Sales / Closing Report D.R. Horton Report
  3. Infrastructure Construction Ignacio Serralta, SRS
  4. Mandarin Lakes Developer Update Scott Hedge
  5. Chapman Elementary School Ken Forbes
  6. Action Plan Implementation Update Rachel Bach
- VI.** New Business
1. Presentation - Naranja Lakes Library Branch Staff, Miami Dade Library
  2. Presentation - Public Hearings held by Public Works for Road Improvements Projects Miguel Riera, Public Works
  3. Presentation - Summer Recreational Activities on Parks Ranae Nottage, Region Manager  
Park & Recreation Dept.
  4. Presentation – Boys and Girls Club Fred Rebozo, Board Chairman
  5. Update on the Business Grant Program and Action Plan Rachel Bach
  6. Update on Workshop regarding the Community Center Ken Forbes
  7. Request for Proposal for Community Center Building Management Services Steve Zelkowitz
  8. Update on OCED Business Grant Program Staff
  9. Status of Amendment to the Redevelopment Agreement Staff
- VII.** Next Meeting Dates:
- May 18, 2009, Regular Board Meeting
- VIII.** Adjournment

**Naranja Lakes CRA Initiative**  
**Monthly Progress Report**

Reported by: Sgt. Ozzie Hernandez

Date of report: April 22, 2009

The following is a synopsis of the police enforcement and community policing actions provided to the Naranja Lakes CRA boundaries from Monday, March 16, 2009 to Sunday, April 19, 2009:

- At the onset of the initiative, an up to date analysis was conducted of the areas of concern to determine the most active days and hours of the week to provide the most efficient coverage.
- A total of 56 four-hour roving patrol details and 10 enforcement sweeps were conducted during this monthly period. As a result, the initiative produced the following totals:
  1. A total of 45 arrests were initiated of which 3 felony, 13 misdemeanors, 18 warrants, 8 traffics, and 3 PTA arrests.
  2. A total of 150 traffic citations (80 HVM & 70 NHMV).
  3. A total of 18 person's message recoveries.
  4. Seizure of 24 grams of marijuana and 1 gram of cocaine.
  5. A total of 413 Field Interview Reports were written by officers who conducted a stop of an individual who warranted concerns to document there information for future reference.
  6. A total of 76 career criminals were stopped and documented.
  7. A total of 342 citizen contacts were initiative and 112 business contacts.

**Highlights:**

On 4/15/09 a fugitive from Hillsborough County was taken into custody for a felony warrant.

On 4/09/09 a Crime Watch meeting was established at the Vista Trace Condos in order to develop a community crime watch group. The community became aware of the Crime Watch program through the reception of program brochures during a past CRA RENEW operation.

*Eschubert*

ALCRA - 4-27-09

*Item V.*



**Marsh, Judy (COC)**

**From:** Thornton, Jill (COC)  
**Sent:** Monday, April 27, 2009 8:03 AM  
**To:** Marsh, Judy (COC)  
**Subject:** FW: sales and closing report

-----Original Message-----

**From:** Rodriguez, Jason E. (OSBM)  
**Sent:** Friday, April 24, 2009 12:54 PM  
**To:** Daniel Lipe; Ken Forbes; Marlene Volkert; Moe Hakssa; Rene Infante; Stu Archer  
**Cc:** Fernandez, Jorge (OSBM); Thornton, Jill (COC)  
**Subject:** sales and closing report

Board Members,

Below please find the sales and closing report information provided by DR Horton. Thanks.

	1/20/2009	2/17/2009	3/17/2009	4/21/2009	Variance From 3/17/09
<b>Sales</b>					
TH	284	282	291	299	8
SF	305	307	309	307	-2
<b>Total</b>	<b>589</b>	<b>589</b>	<b>600</b>	<b>606</b>	<b>6</b>
<b>Closings</b>					
TH	280	280	280	283	3
SF	285	293	300	302	2
<b>Total</b>	<b>565</b>	<b>573</b>	<b>580</b>	<b>585</b>	<b>5</b>

**Jason Emilio Rodriguez,**  
Business Analyst  
Office of Strategic Business Management  
305-375-2820  
[www.miamidade.gov](http://www.miamidade.gov)  
*"Delivering Excellence Every Day"*

*Reschubert*  
MLCRA - 4-27-09  
Item V.2

4/27/2009



April 20, 2009

Naranja Lakes Community Redevelopment Agency  
Miami-Dade County Community Redevelopment Division  
Office of Strategic Business Management (OSBM)  
111 NW 1<sup>st</sup> Street, 22<sup>nd</sup> Floor  
Miami, Florida 33128

Attn: Mr. Jorge M. Fernandez, Jr.  
OSBM Coordinator

Re: **Naranja Lakes Community Redevelopment Agency  
Construction Progress Report - April 2009**

The following is a progress report for the construction activities to date for the Naranja Lakes CRA in accordance with the Redevelopment Agreement.

**Construction Activities**

**1- Canal Street Bridge**

- a. 42% of this item has been completed. Approval of the schedule of values for Item C (Canal Street – Naranja Lakes Blvd.) and Item D (Canal Street Bridge, Greens and Pathways) is pending review and approval. Items east of the canal shall be completed as part of Phase I and the remaining items, west of the canal, shall be transferred to a Phase II as part of the Revised Agreement.

**2- SW 140<sup>th</sup> Ave Plaza (Civic Building) and Entrance Features  
(ELCI Construction, Inc.)**

**Civic Building**

- a. 100% of the Switch gear and power device have been completed.
- b. 100% of the floor tiles have been installed.
- c. Painting of the interior rooms has been completed, except the doors and trims.
- d. 100% of the toilets fixtures have been completed.
- e. 100% of concrete sidewalk within the property limit has been completed.
- f. Site grading and irrigation system have been complete, however the system cannot be inspected until the power is installed to the irrigation pump.
- g. 90% of the trees have been planted with the decorative plants (see attached pictures). The sod still needs to be installed.
- h. The handicap parking is almost complete, stripping and signage needs to be installed.
- i. The Contractor is still working on the completion of the building.
- j. An outstanding issue which has risen that may impact the project is the completion of the perimeter sidewalks. These sidewalks have not been completed by D.R. Horton as part of their roadway work. The County's Inspector for the Civic Building has indicated he will not release a Certification of Occupancy until the sidewalks are completed. Item is still pending.

*Asubet*

*NLCRA-4-27-09*

*Item V.3*

**Entrance Features**

- a. No additional work has been performed under this activity.
- b. Our recommendation for the Revised Agreement is to eliminate the entrance feature at SW 137<sup>th</sup> Avenue since there is no adequate location for it.

**3- SW 140<sup>th</sup> Avenue, SW 143<sup>rd</sup> Avenue, SW 272<sup>nd</sup> Street, and Canal Street.**  
(Dixie Landscape, Inc., Landscape and Irrigation Contractor)

- a. 90% of the irrigation lines have been completed along SW 140<sup>th</sup> Avenue, SW 143<sup>rd</sup> Avenue and SW 272<sup>nd</sup> Street. The remaining 10% consist of the startup for the irrigation pump and inspect the irrigation system.
- b. Most of the landscaping trees have been installed, only the decorative plants have not been planted because the irrigation system is no operational.
- c. The electrical contractor has installed the power conduits from FPL pull box to the meter box.
- d. The Developer agreed to open an account with FPL to activate the irrigation system and finalize the inspection. Afterwards, the account will be transferred to the Master Property Association with Public Works' assistance.

**4- Request for Payment No. 33 – Revision 1**

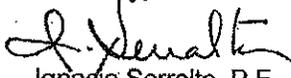
The Developer has submitted the Application for Payment No. 33 - Revision 1. SRS has reviewed the application and found it in compliance with the improvements described in the Redevelopment Agreement and in accordance with the approved Schedule of Values.

The quantities and amount submitted to us in Payment Requisition No. 33 – Revision 1 have been checked and were found to be fair and equitable. Therefore, we recommend the payment of \$132,414.79 which includes the following:

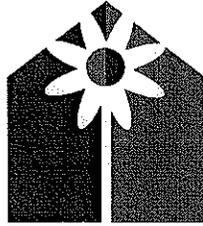
- \$ 4,196.08 for Part I – Contract NLC-001
- \$ 123,543.44 for Part II – Contract NLC-002
- \$ 4,675.27 for Developer's Fee (3.66% of work completed)

A 10% retainage, as well as the 0.25% for the IPSIG has already been deducted from the gross amount invoiced.

Sincerely,

  
Ignacio Serralta, P.E.  
CRA Construction Consultant





## The Holistic Planning Group

Rachel Bach, AICP – President      Kristin Mory - Vice President  
2630 NE 18<sup>th</sup> Terrace  
Lighthouse Point, FL 33064

FROM:            Rachel Bach, AICP  
TO:                Naranja Lakes CRA Board of Directors  
SUBJECT:        Action Plan Implementation Update  
DATE:            April 27, 2009

---

### RECOMMENDATION

1. Identify Business Assistance programs and provide technical assistance to businesses for application.
2. Reallocate \$8,000.00 from the Redevelopment Grant (Residential) line item to Marketing to create a newsletter.
3. Develop a supplemental funding program to leverage expenditures of Neighborhood Stabilization Grant and other CDBG funded housing programs in the Naranja Lakes Community Redevelopment Area.

### BACKGROUND

On April 8, 2009 the Naranja Lakes CRA Action Plan Subcommittee met to recommend priorities and funding amounts for certain projects identified in the Naranja Lakes Action Plan. The meeting began at 4:15 and present were Boardmember Danny Lipe and Interim Vice Chair Stuart Archer. The Committee members discussed what the NLCRA priorities should be and recommended as follows:

1. Economic Development Programs (CDBG Grant)
2. Housing Programs
3. Education

*Eschebit*  
NLCRA-4-27-09  
Item V.6

In terms of implementation steps, committee members agreed that marketing and executing the Economic Development Grant Program should be the number one priority given the short time frame for this. In addition, NLCRA's current budget contains a line item for Redevelopment Grants (Commercial) in the amount of \$15,900. This item should be preserved to provide gap financing in the event the existing Economic Development Grant cannot be executed in a timely manner. Staff is also inventorying other business assistance programs to market in conjunction with the Economic Development Grant.

The Committee also recommended a reallocation of certain funds earmarked in the budget for Redevelopment Grants (Residential) to allow for funding of a newsletter and some special events to promote the NLCRA and some of the educational activities and resources available to the community. It is recommended to allocate \$8,000.00 to marketing which currently is not budgeted. The remaining \$7,100.00 and potentially some of the Redevelopment Grant (Commercial) funds should be allocated to create a targeted bonus program to encourage builders and families funded through the County's Neighborhood Stabilization Program to improve and purchase homes for owner occupancy. Staff is still working the development of this program, the County is awaiting final approval from HUD before issuing the Notice Of Funding Availability (NOFA).

NARANJA LAKES CRA ACTION PLAN UPDATE – APRIL 2009

N/S = Not Started

CATEGORY SHORT TERM	RECOMMENDATION	IMPLEMENTING ACTIONS	BUDGET/FUNDING	STATUS
Economic Development	Develop a database to analyze existing businesses and create a mailing list of businesses within the CRA using Business Tax data		FY 08/09 budgeted Consulting Services	Staff is currently using this database to create a mailing list for the grant program.
	Create and implement an economic development grant program.	Contract with Miami Dade County Initiate Grant Program	FY 08/09 CDBG Economic Development set aside \$70,000.00	The MD Office of Strategic Business Management, is working with MD OECD to transfer funds. Staff is moving forward with Marketing of the Grant. Flier for door to door marketing is being produced.
	Inventory existing business assistance programs and providers and conduct a public awareness campaign and educational seminars.		FY 08/09 budgeted Consulting Services	Underway, report will be provided at next meeting
Housing	Implement policies and programs to encourage homeownership and discourage further rental development.	Staff is recommending an NSP bonus program for contractors and home purchaser	FY 08/09 budgeted Consulting Services <b>Requires a reallocation of funds.</b>	Program concept in development for future consideration of the Board

CATEGORY SHORT TERM	RECOMMENDATION	IMPLEMENTING ACTIONS	BUDGET/FUNDING	STATUS
	Conduct a survey of dilapidated, vacant and nuisance residential properties and regularly monitor turnover.		FY 08/09 budgeted Consulting Services	N/S
	Conduct an analysis of housing affordability expections for Public and LHTI housing and identify opportunities to transition to homeownership or other managed housing programs.		FY 08/09 budgeted Consulting Services	N/S  Recommended FY 09/10
Infrastructure	Inventory proposed and maintenance related improvements planned for NLCRA/conduct a needs assessment.		FY 08/09 budgeted Consulting Services	Staff is currently conducting an analysis of the progress in implementing the Moss Plan
	Develop a NLCRA Capital Plan for Infrastructure, communication facilities and enhancements.		FY 08/09 budgeted Consulting Services	Staff is proceeding with this inventory and has forwarded a list of known Capital Improvements to District Commissioners
	Conduct a lighting feasibility study		FY 08/09 budgeted Consulting Services	Staff is coordinating with Commissioner Sorenson's office, who has already started some of this analysis

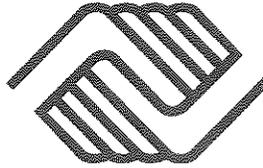
CATEGORY SHORT TERM	RECOMMENDATION	IMPLEMENTING ACTIONS	BUDGET/FUNDING	STATUS
Environment	Identify funding strategies for development of Royal Colonial		FY 08/09 budgeted Consulting Services and Staff salaries.	N/S
	Identify potential sites that could benefit from the Florida Brownfields Program		FY 08/09 budgeted Consulting Services and Staff salaries.	N/S - Recommended FY 09/10
CRA Administration	Initiate annual program planning and benchmarking, inclusive of community input		FY 08/09 budgeted Consulting Services	Preparing Action Agenda and timeline.
	Project Advocacy and Intergovernmental coordination		FY 08/09 budgeted Consulting Services	Staff is working with Boys and Girls Club to coordinate Board recommendation on the construction of a proposed 20,000 square foot facility.
	Create communications and collateral pieces and disperse information to businesses and residents regarding other resources to meet goals	Coordinate with MDC to purchase a URL for CRA website Create and distribute a newsletter	FY 08/09 budgeted Consulting Services	<b>Staff requested reallocation of \$8,000.00 for marketing.</b> Newsletter costs to produce quarterly are estimated at \$2,000.00, with 2 runs before the end of this fiscal year.
	Identify and conduct community events such as housing and job fairs, crime prevention awareness and neighborhood clean ups	Partnership event with Naranja Skills Center and Elementary School	Ongoing, budgeted funds and donations.	Funding requested through marketing reallocation.

CATEGORY SHORT TERM	RECOMMENDATION	IMPLEMENTING ACTIONS	BUDGET/FUNDING	STATUS
	Tax Roll Analysis of land use, values and exemptions		FY 08/09 budgeted Consulting Services	Staff is in receipt of Tax Roll and evaluating for Economic Development Grant
	Create a grant program to assist existing public and not for profit organizations in Redevelopment Goals		FY 08/09 budgeted Consulting Services	N/S





# Fast Facts

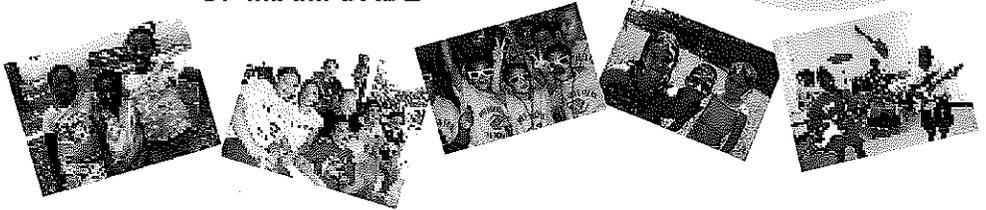


**BOYS & GIRLS CLUBS  
OF MIAMI-DADE**

**Administrative  
Office**  
**305-446-9910**

## Mission

To inspire and enable all young people, especially those who need us most, to realize their full potential as productive, responsible and caring citizens.



## What are the Boys & Girls Clubs?

Clubs are community-based organizations that provide young people with a fun, safe and constructive after school environment. Clubs offer programs and services designed to build character and strengthen life skills.

## Who do we serve?

Boys & Girls Clubs are open to all youth 5-18 from challenging or disadvantaged circumstances and have a special focus on education and recreation. Clubs reach out to children in need, giving them support, guidance and hope for the future. Clubs also keep dues low and no kids are turned away because of an inability to pay.

**Over 13,000 children are served annually.**

## Locations:

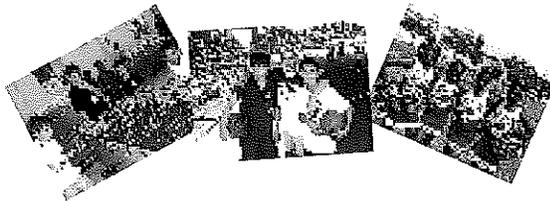
*Hank Kline*  
2805 SW 32 Ave.

*Northwest*  
10915 NW 14 Ave.

*Kendall*  
9475 North Kendall Dr.

*South Beach*  
1200 Michigan Ave.

*Gwen Cherry*  
7090 NW 22 Avenue



## What Programs are Offered?

Summer Camp, Basketball, Cheerleading, Arts & Crafts, Baseball, Flag and Tackle Football, and After School Educational Programs.

Our goal at Boys & Girls Clubs of Miami-Dade is to improve the life of children in our communities. And what better way to do that than by helping the future leaders of our communities, the children, through programs like ours. Aside from providing our future leaders with quality homework assistance, computer training, and recreational programs, we are teaching them far more essential tools like confidence, pride, social skills, responsibility and a greater sense of self-worth. To us, Boys & Girls Clubs of Miami-Dade is a safe haven for kids to grow and develop to their full potential. A place where they can grow into young adults and be capable of facing tomorrow's world.

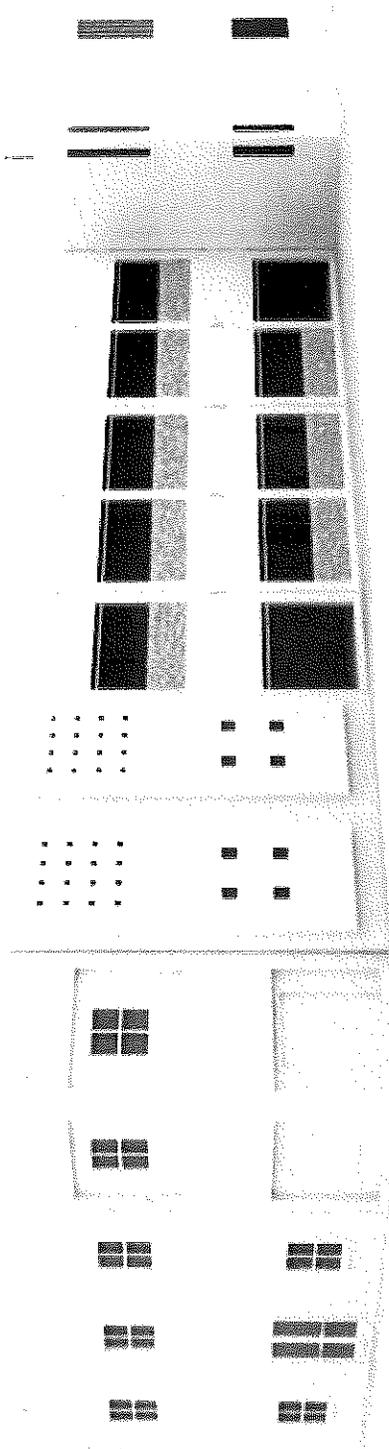
## What makes us special?

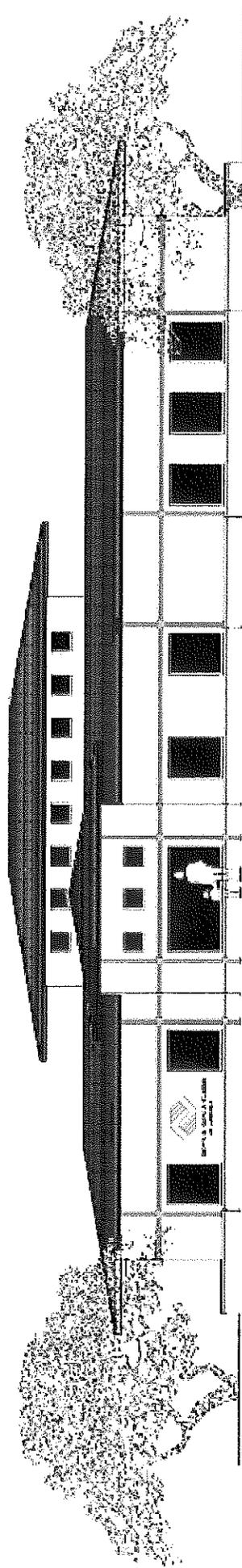
Neighborhood-centered, Clubs provide programming in specialized areas, including character development, educational enhancement and career exploration. Clubs are staffed by paid, trained youth development professionals. Through a system of informal guidance, Club staff form strong bonds with young people and help them make smart choices in life. For many Club members, Club staff are the most influential and positive adult role models in their lives.

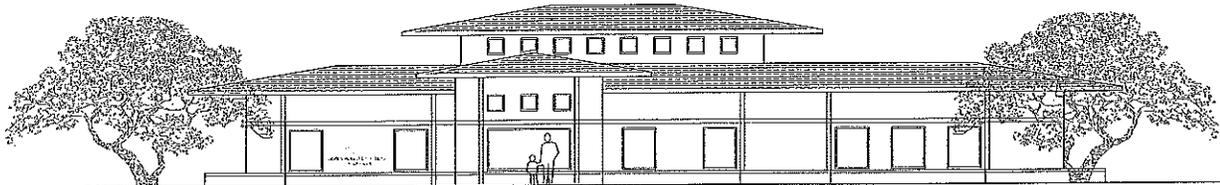
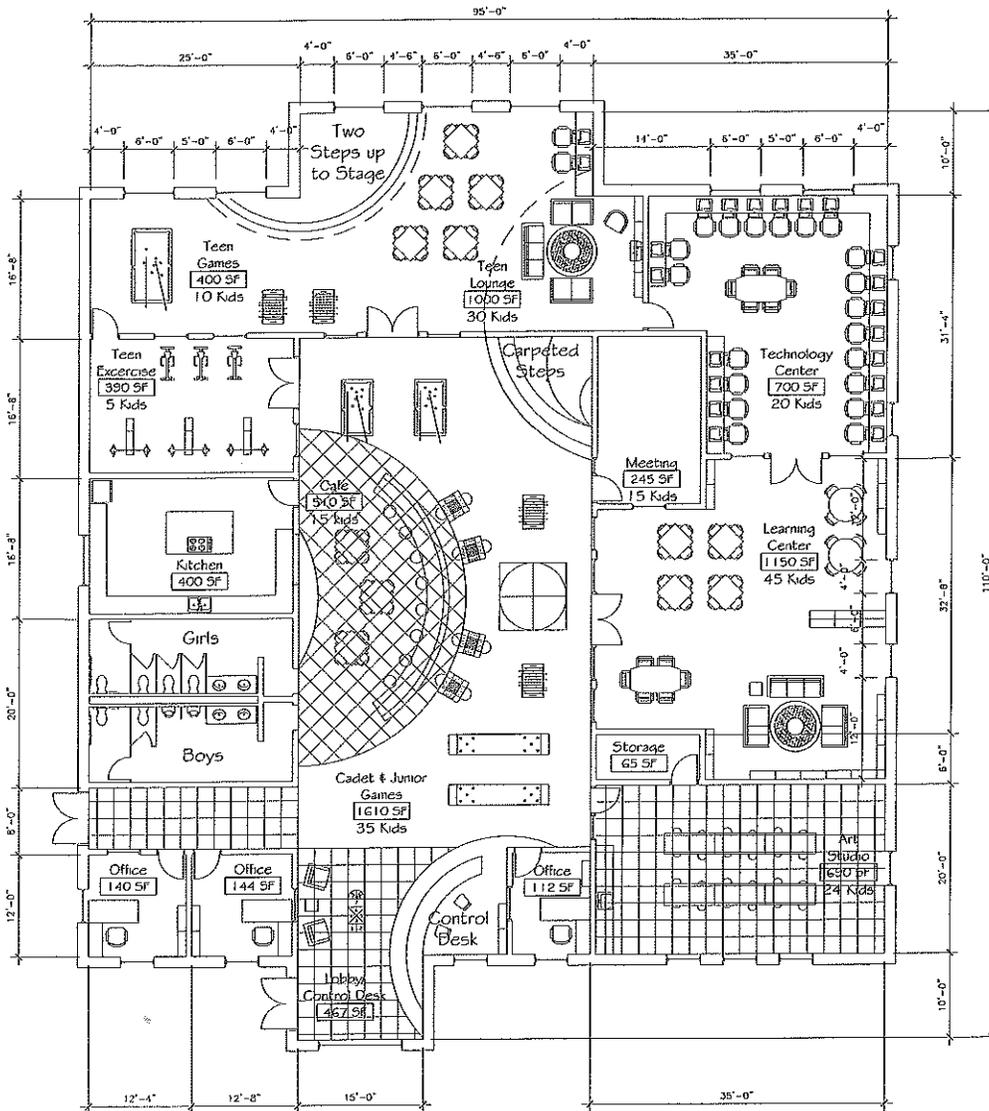
# The Positive Place For Kids

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*NLEA - 4-27-09*  
*Item VI. 4*









The *Positive* Place For Kids

# Future Boys & Girls Club

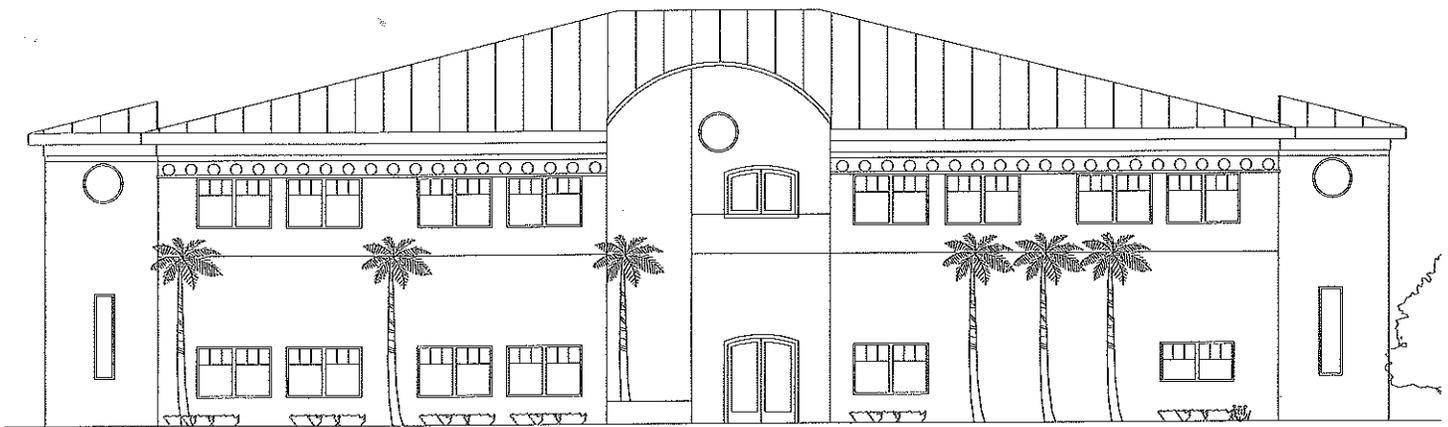
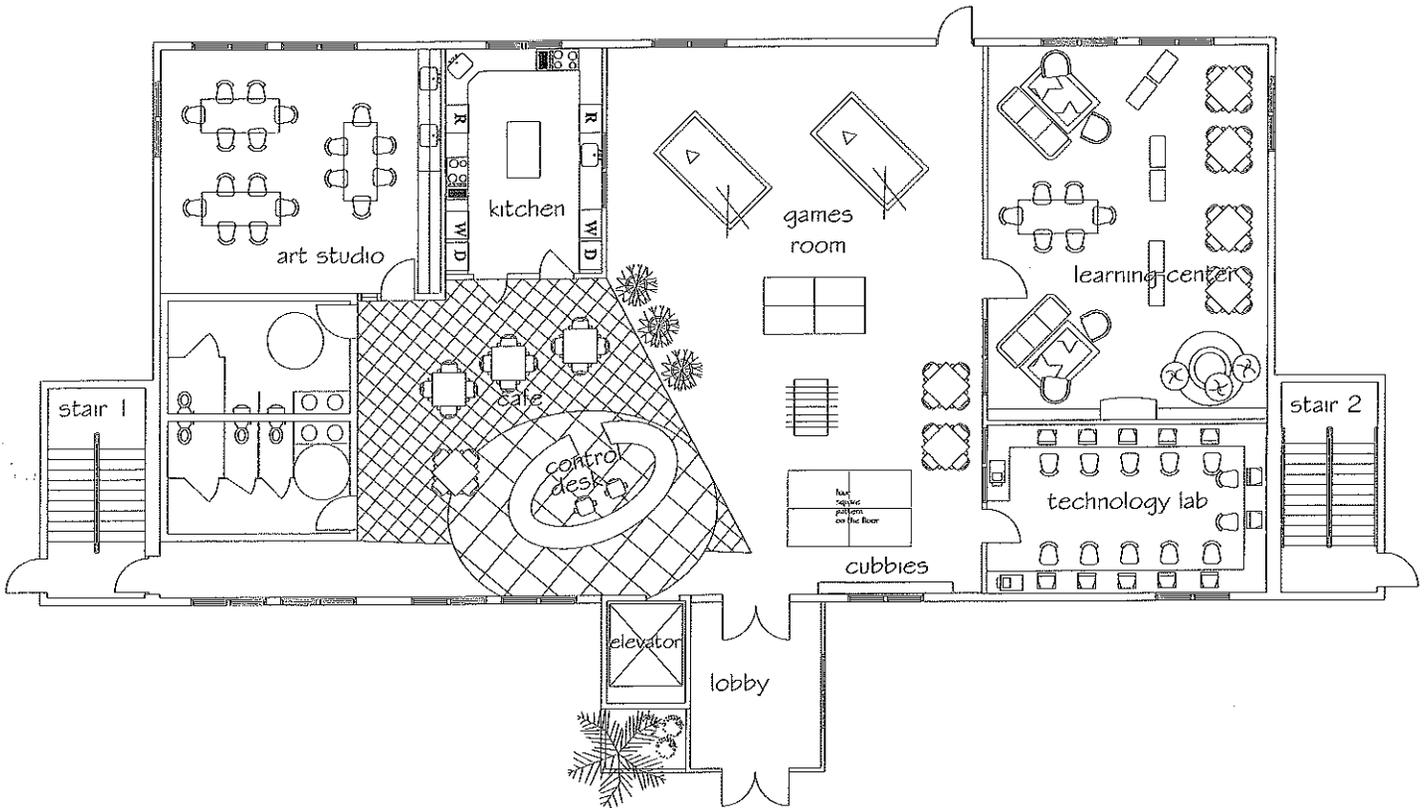
Sample Floor Plan & Elevation  
XX,XXX Square Feet

Capacity: xxx members

Intended for preliminary planning purposes only. Not for Construction.  
Consult a licensed architect in your state for local code compliance.

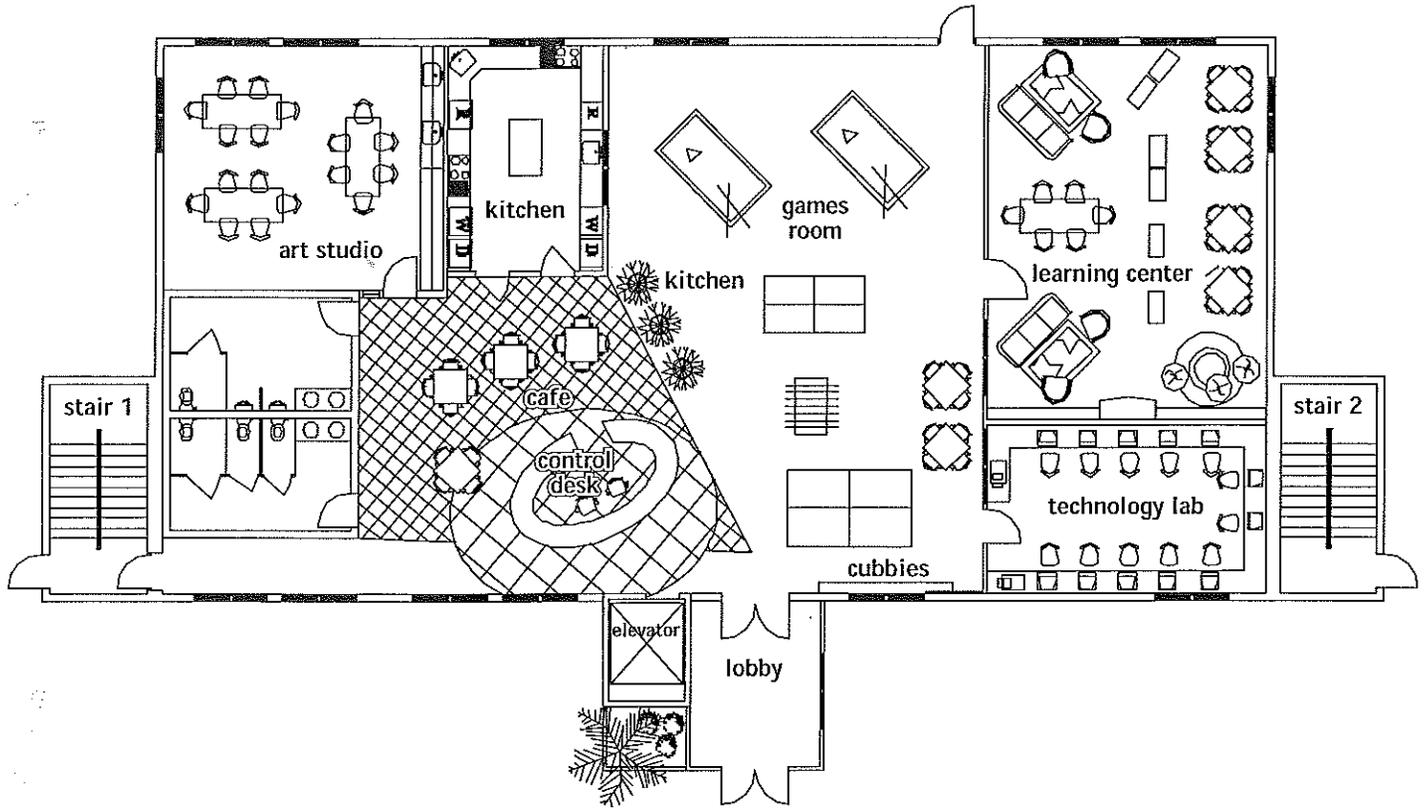
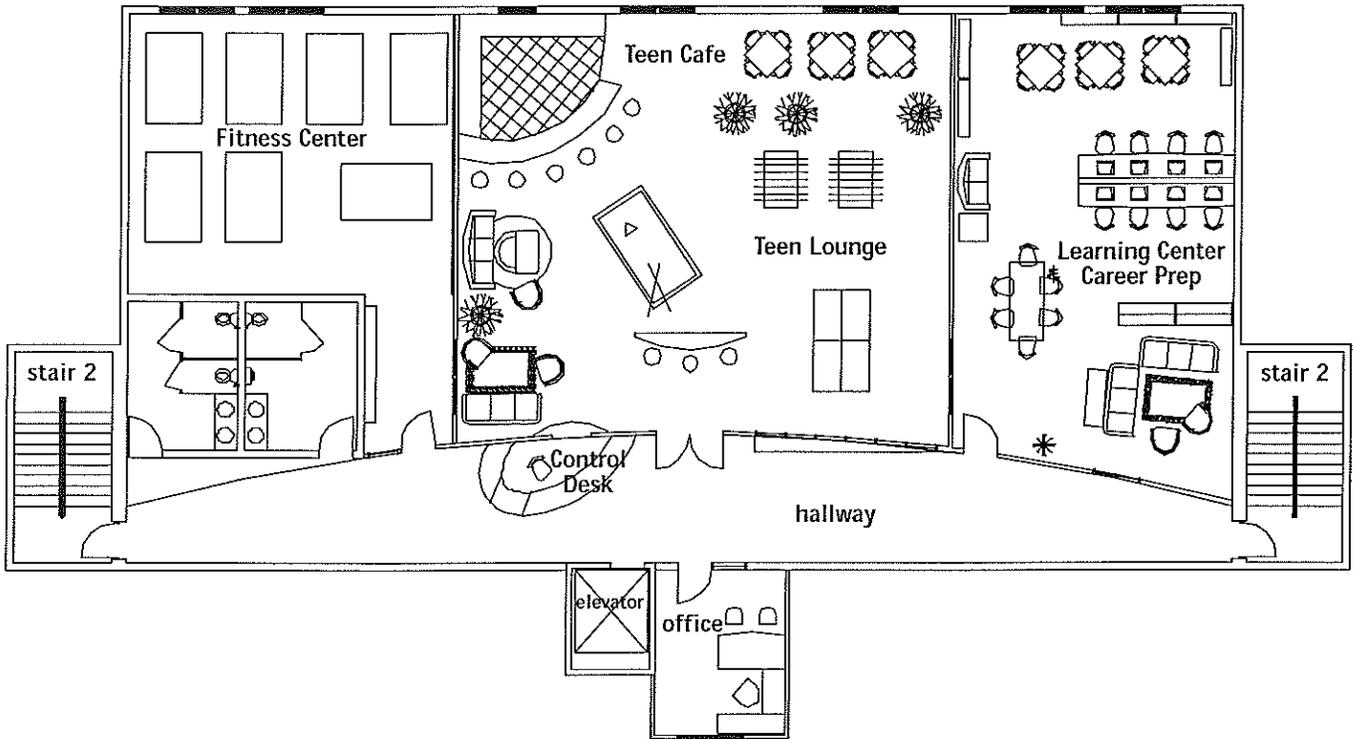


BOYS & GIRLS CLUBS



Front Elevation

<p>The <i>Positive</i> Place For Kids</p>  <p>BOYS &amp; GIRLS CLUBS</p>	<h1>Proposed Boys &amp; Girls Club</h1>		<p>Job #:</p>
	<p>Proposed Floor Plan &amp; Elevation 11,314 Square Feet</p> <p>Not for Construction</p>		<p>Conejo Las Virgenes, CA</p> <p>Date:</p>
<p>G:/Club Floor Plans/Pacific/California/Conejo Las Virgenes/Teen Center Plan 2.dwg</p>			



The *Positive* Place For Kids



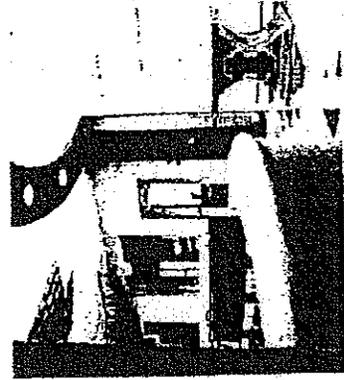
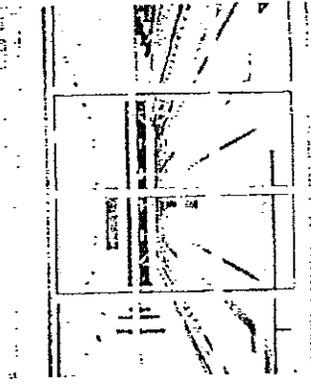
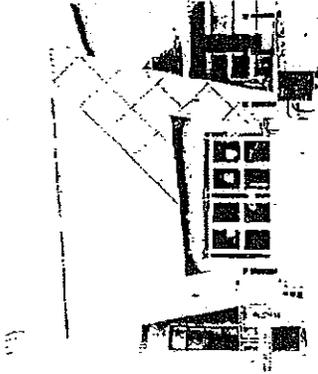
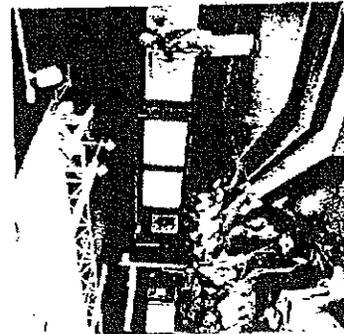
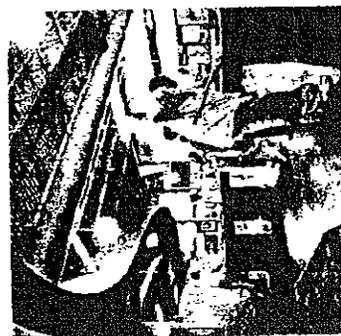
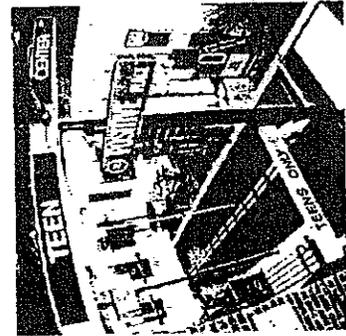
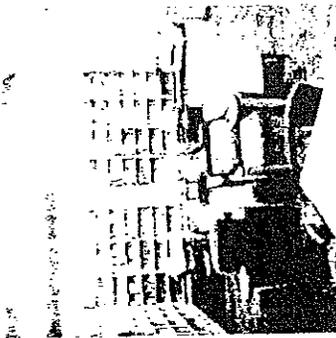
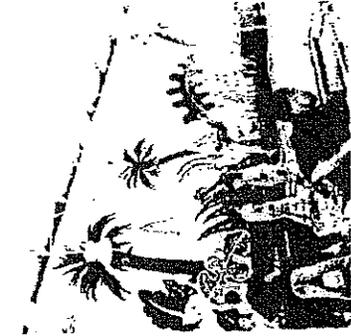
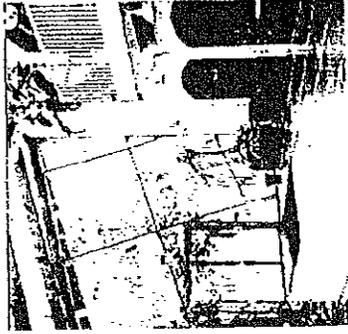
BOYS & GIRLS CLUBS

# Future Boys & Girls Club

Sample Floor Plan  
 11,314 Square Feet

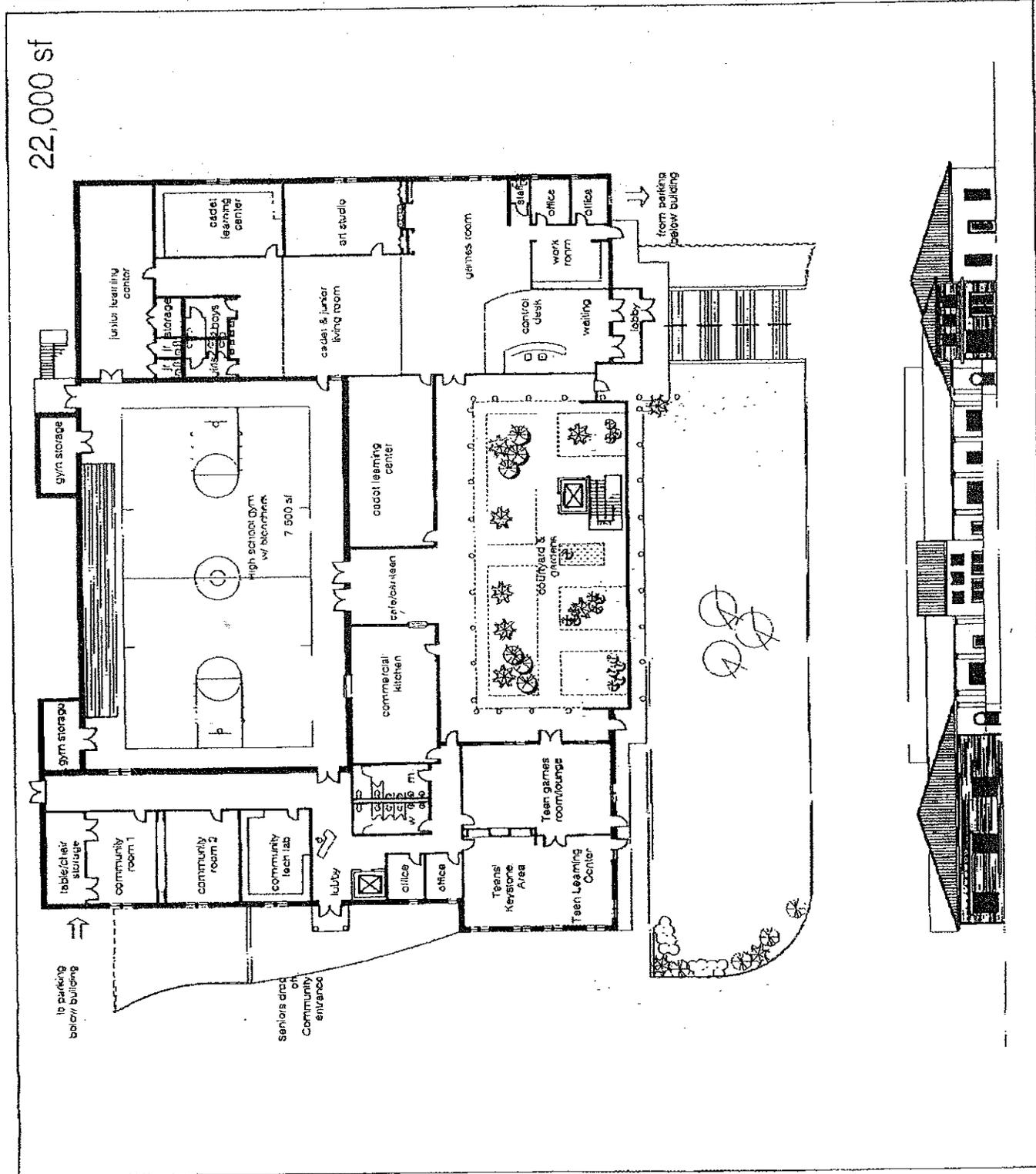
Intended for preliminary planning purposes only. Not for Construction.  
 Consult a licensed architect in your state for local code compliance.

# Clubhouse Floor Plans

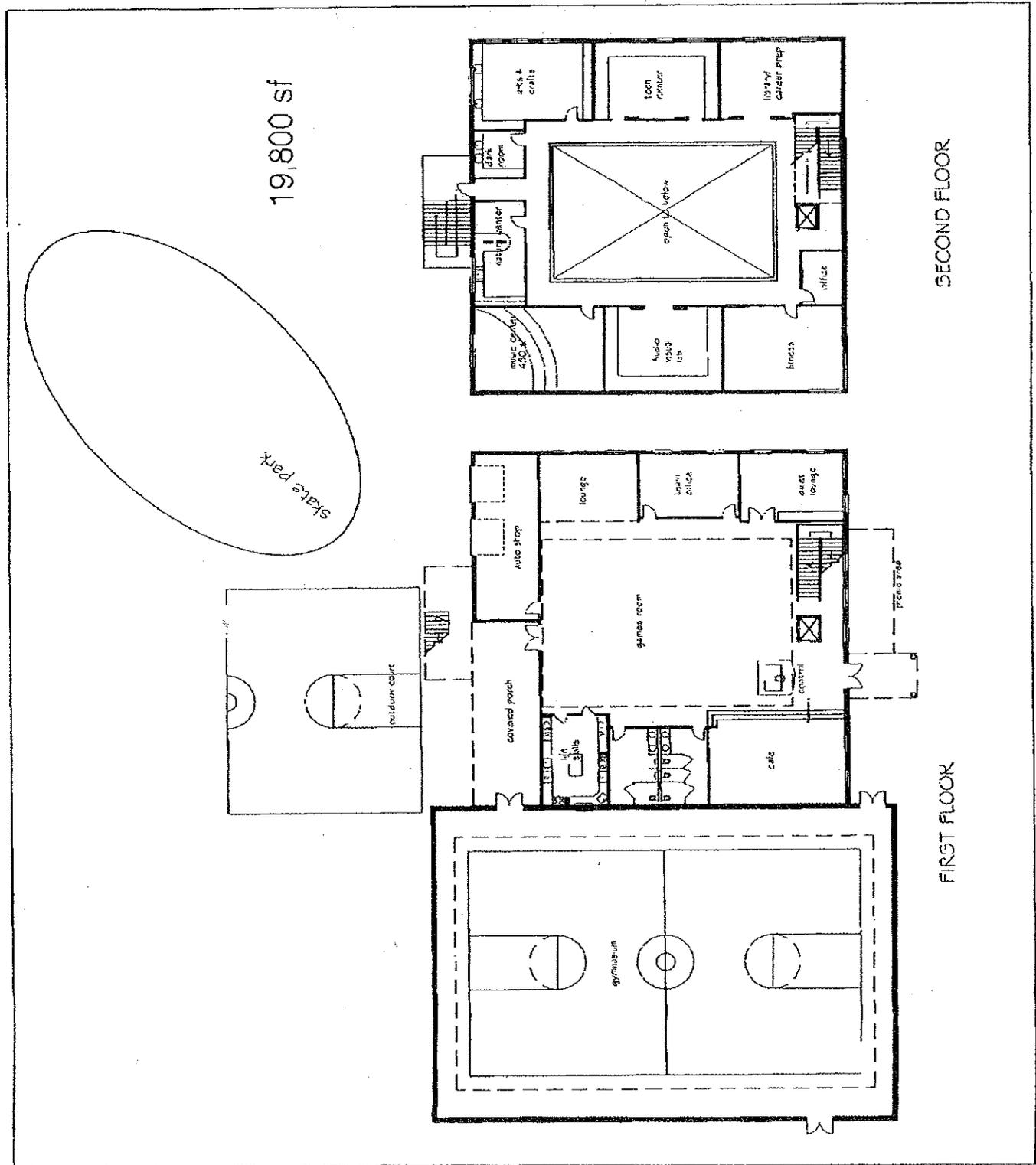


**Club Safety**  
SAFE, COMFORTABLE, FUN, PERSONAL CLUBS

BOYS & GIRLS CLUBS BY ARCHITECT	Club Safety + Design	intended for preliminary planning purposes only. NOT FOR CONSTRUCTION. Consult & license architect in your state for local code compliance.	Sample Boys & Girls Club	not to scale date 00-00-0000	drawing number <b>A-15</b>
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<p>BOYS &amp; GIRLS CLUBS OF AMERICA</p> <p><b>Club Safety + Design</b></p>	<p>intended for preliminary planning purposes only. <b>NOT FOR CONSTRUCTION.</b> Consult a licensed architect in your state for local code compliance.</p>	<p>Sample Teen Club CITY, STATE</p>	<p>not to scale DATE 07/11/00</p>	<p>drawing number <b>A-14</b></p>
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BOYS & GIRLS CLUBS  
OF AMERICA

**Club Safety  
+ Design**

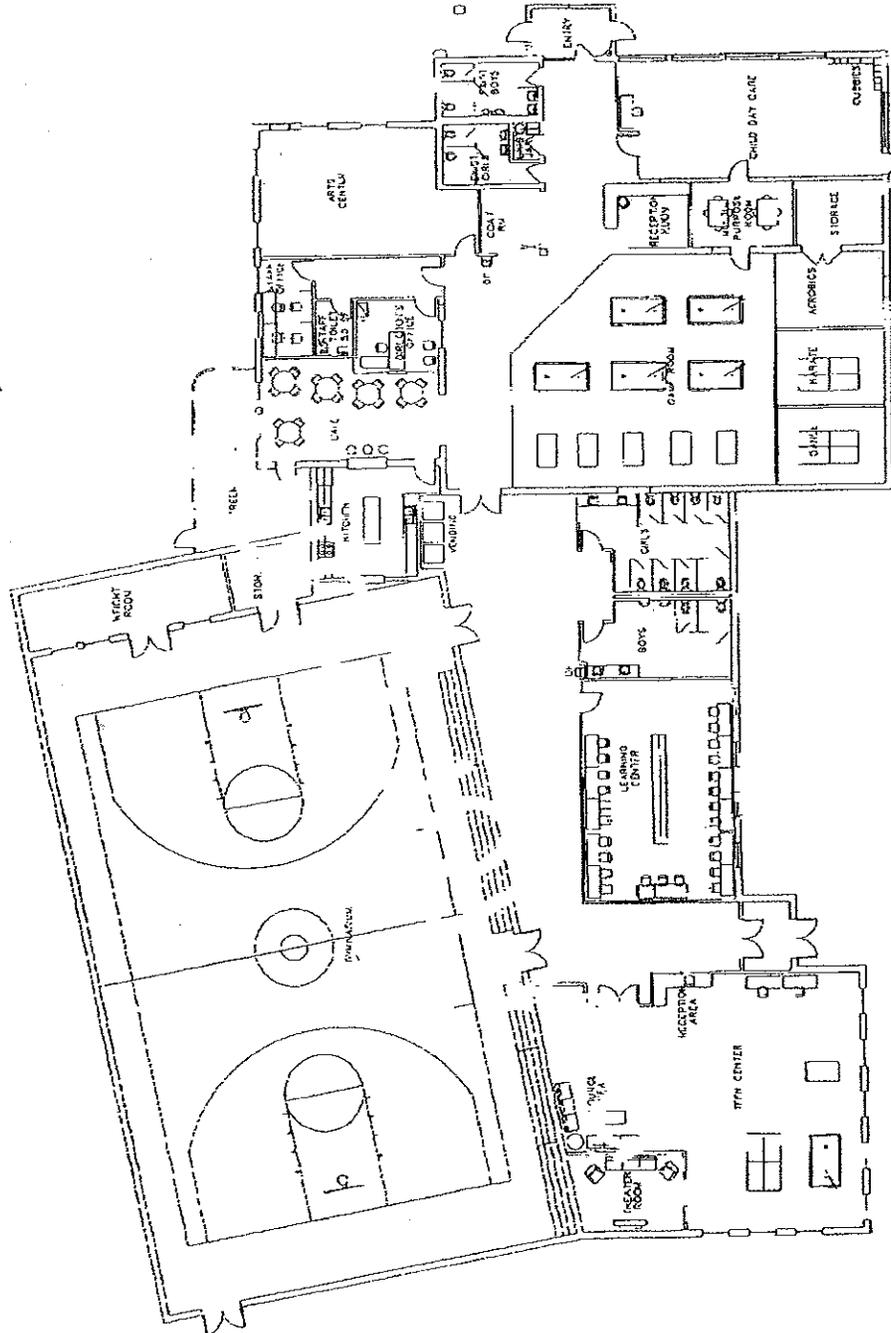
Intended for preliminary  
planning purposes only.  
**NOT FOR  
CONSTRUCTION.**  
Consult a licensed  
architect in your state for  
local code compliance.

**Sample Boys & Girls Club**  
CITY, STATE

not to scale  
date 00-00-0000

drawing number  
**A-13**

18,800 sf



BOYS & GIRLS CLUBS  
OF AMERICA

Club Safety  
+ Design

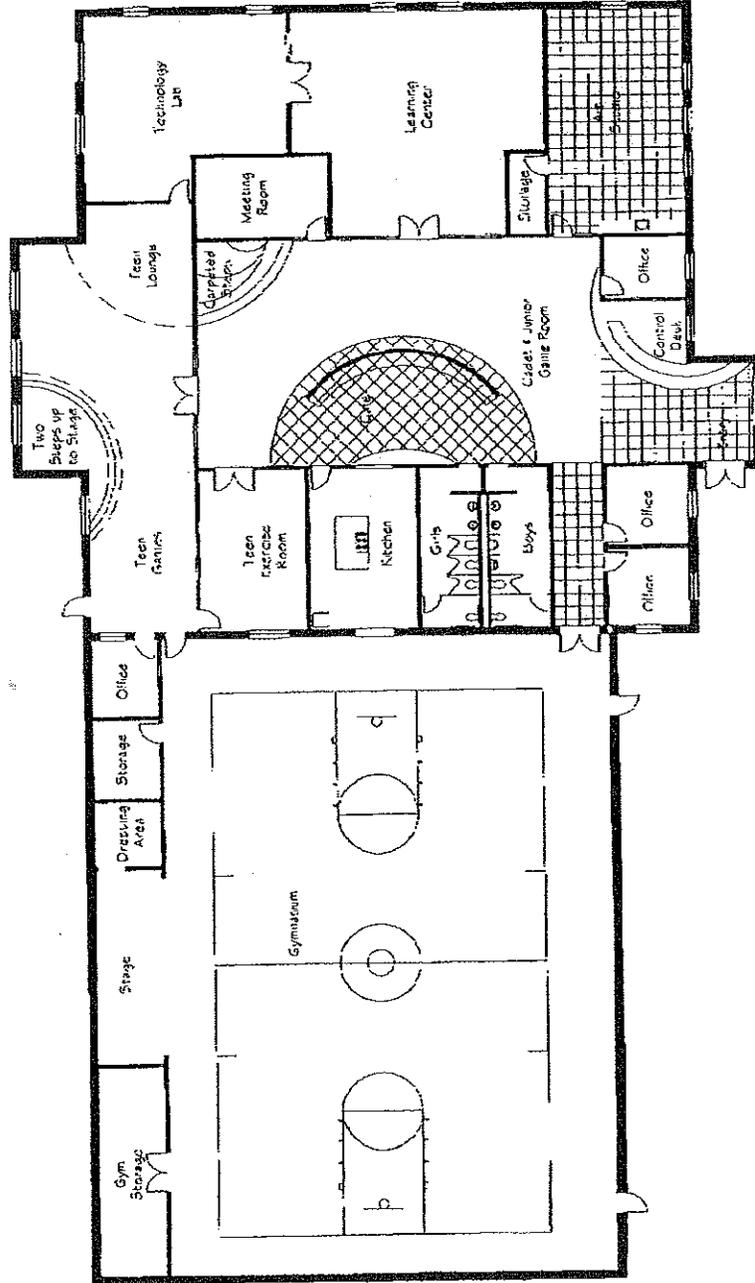
Intended for preliminary  
planning purposes only.  
**NOT FOR  
CONSTRUCTION.**  
Consult a licensed  
architect in your state for  
local code compliance.

Sample Boys & Girls Club  
CITY, STATE

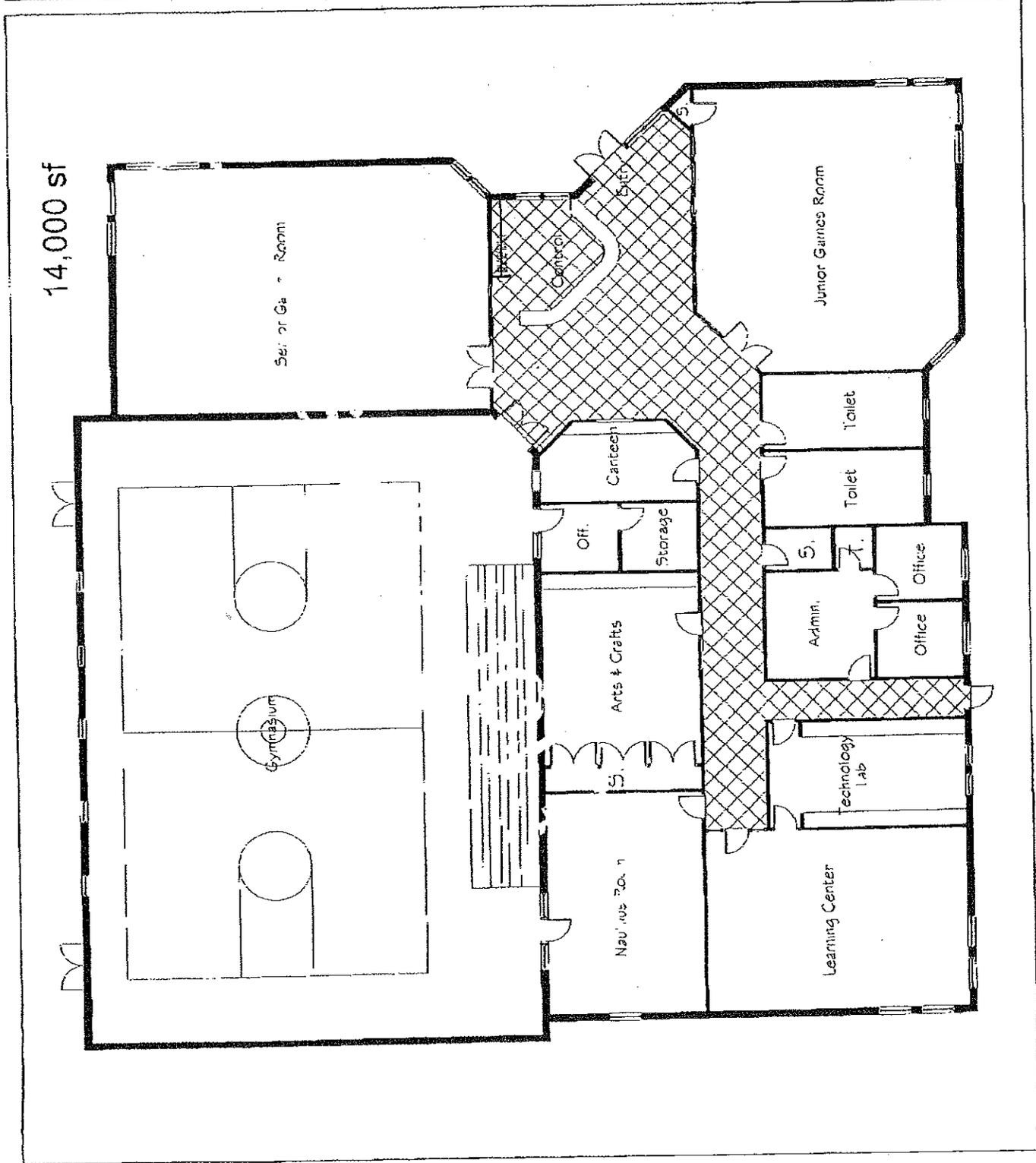
not to scale  
date 00-00-0000

drawing number  
**A-12**

17,670 sf



BOYS & GIRLS CLUBS OF AMERICA	Club Safety + Design	Intended for preliminary planning purposes only. NOT FOR CONSTRUCTION. Consult a licensed architect in your state for local code compliance.	Sample Boys & Girls Club	not to scale date 00-00-0000	drawing number <b>A-09</b>
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BOYS & GIRLS CLUBS  
OF AMERICA

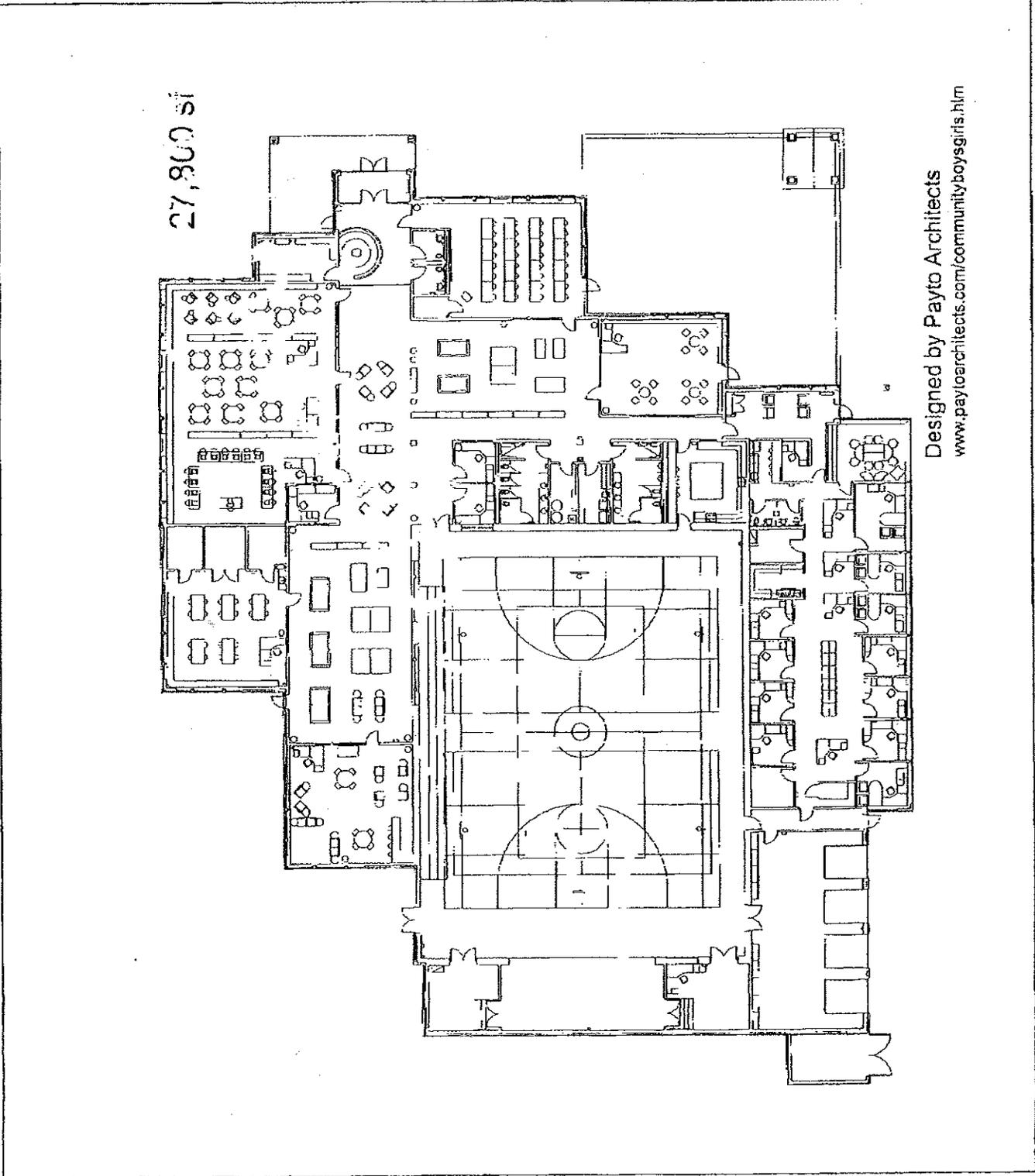
Club Safety  
+ Design

Intended for preliminary  
planning purposes only.  
NOT FOR  
CONSTRUCTION.  
Consult a licensed  
architect in your state for  
local code compliance

B&G Club of Cleveland  
Cleveland, OHIO

not to scale  
date 00 00 0000

drawing number  
A-17



BOYS & GIRLS CLUBS OF AMERICA

Club Safety + Design

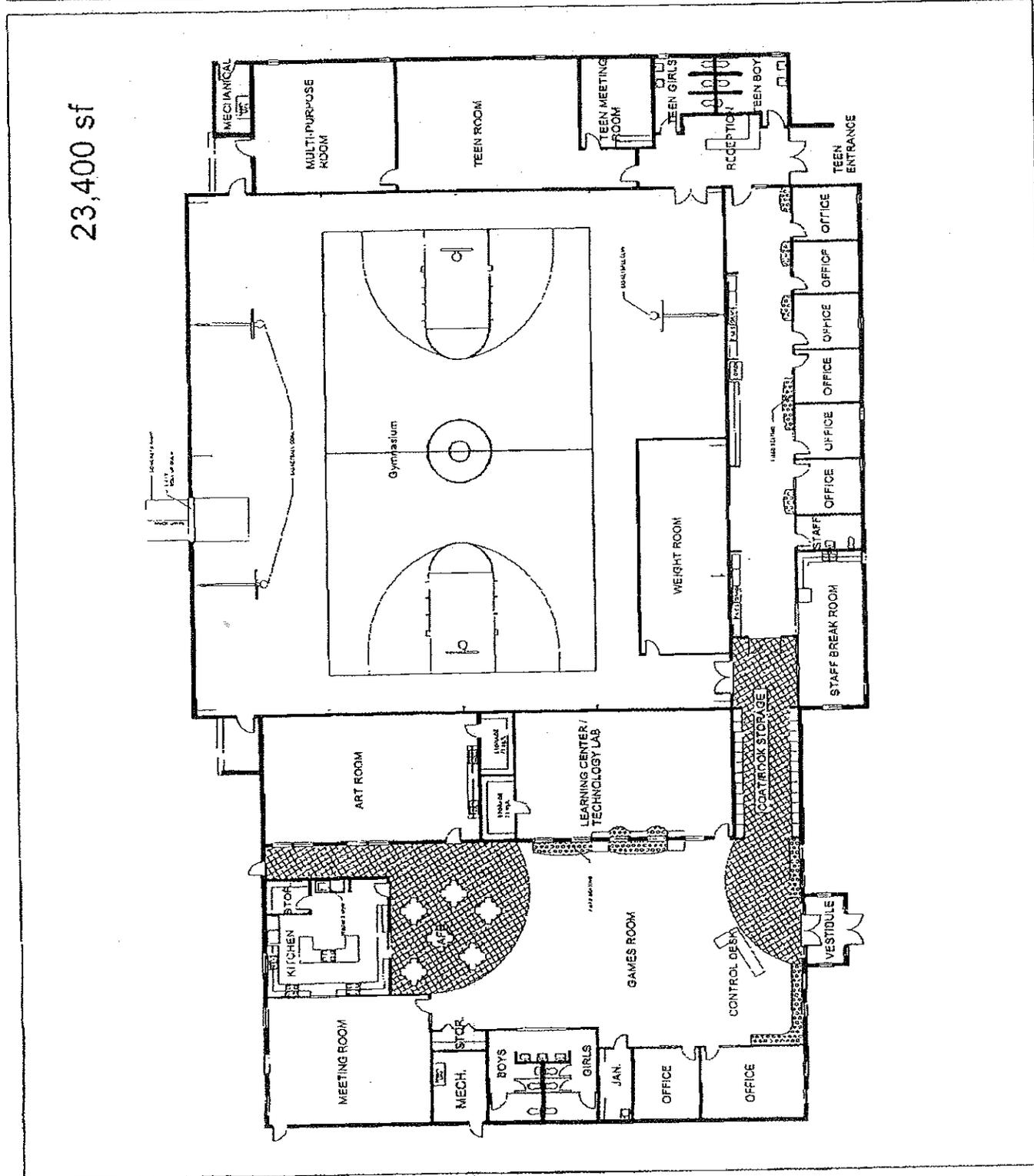
intended for preliminary planning purposes only. NOT FOR CONSTRUCTION. Consult a licensed architect in your state for local code compliance.

Boys & Girls Club of  
City, State

not to scale  
date 00 00 0000

drawing number

A-16



**NARANJA LAKES  
COMMUNITY REDEVELOPMENT AGENCY**

**RFP #2009-01**

**REQUEST FOR PROPOSALS  
FOR  
PROPERTY MANAGEMENT SERVICES  
FOR THE  
NLCRA COMMUNITY CENTER**

**Issue Date: May \_\_, 2009**

**Due Date: June \_\_, 2009**

*Aschubert*

*NLCRA - 4-27-09*

*Item VI. 7*

# NARANJA LAKES COMMUNITY REDEVELOPMENT AGENCY

## REQUEST FOR PROPOSALS

RFP #2009-01

### PROPERTY MANAGEMENT SERVICES

FOR THE

### NLCRA COMMUNITY CENTER

#### I. INTRODUCTION

##### A. Objectives

The Naranja Lakes Community Redevelopment Agency (the "CRA") is soliciting Proposals from qualified persons and entities to provide property management services to the CRA in connection with its Community Center located at 27555 SW 140 Avenue, Naranja, Florida. A floor plan and site plan of the Community Center are attached hereto as Exhibit "A" and made a part hereof. The primary responsibilities of the selected Property Manager will be to provide property management services to the CRA for the Community Center including, but not limited to the following:

##### 1. Maintenance and Repairs

- Perform and/or coordinate all interior and exterior maintenance and repairs.
- Perform and/or coordinate all lawn care and grounds keeping.
- Provide all interior and exterior janitorial, cleaning services and trash removal.

##### 2. Accounts Payable

- Coordinate getting bids and issuing and purchase orders for any services not directly provided by Property Manager.
- Paying invoices.

##### 3. Budgeting

- Prepare annual working budget for property.
- Prepare long-term plan for reserves and capital replacements.

4. Reporting and Record Retention

- Attendance at CRA Board meetings and workshops as requested.
- Monthly detail on ledger entries.
- Annual reporting.
- Maintain all historical records and backup of automated systems.

5. Servicing of all Inquires and Complaints.

- Quick response and resolution to all inquires and complaints.
- Keep a detailed record of all communication.

**B. Instructions**

**1. Sealed Responses**

One unbound original and seven (7) bound copies of the response to this RFP should be submitted on or before 5:00 P.M. EDT, on June \_\_, 2009 to:

Jorge Fernandez, Coordinator  
Community Redevelopment & Municipal Services Division  
Office of Strategic Business Management  
Miami-Dade County  
Stephen P. Clark Center  
111 N.W. 1<sup>st</sup> Street, Suite 2210  
Miami, FL 33128  
Phone (305) 375-5143

Responses received after this date and time will not be considered.

The CRA reserves the right to reject any and all responses, to waive any informalities or irregularities in any responses received, to solicit new responses, or take any other such actions that may be deemed to be in the best interest of the CRA.

**2. Response Contents**

Each response should contain a "Statement of Qualifications" and address all pertinent areas as delineated and described below and be specific. Any conditions should be clearly stated. The failure to disclose substantive terms, conditions and covenants may be considered cause for the response to be rejected by the CRA.

Responses should contain, but not be limited to the following considerations:

5415



- a. Experience and qualification to serve as a Property Manager in general as well as the following specific matters: (i) years of experience providing the requested types of services (CRA prefers at least 10 years of experience); (ii) prior experience and successes regarding the provision of property management services; and (iii) any related substantive experience.
- b. A list of community redevelopment agencies and similar county and/or local governments and agencies for which you previously or currently provide property management services or other pertinent clients.
- c. Availability to perform the services on a timely basis.
  - Frequency of contact with client.
  - Availability to respond to questions within the scope of the engagement.
- d. If the respondent intends to utilize additional staff, please provide staff stability history including assurances regarding the assignment of your permanent personnel to the engagement.
- e. Proof of authorization pursuant to State and local law to provide property management services of the requested nature including submission of copies of all pertinent State and County issued licenses including occupational licenses.
- f. Proof of general liability insurance with coverage of not less than \$1,000,000 showing the County and NLCRA as additional insureds.

**3. Questions, Additional Information**

Respondents, their agents and/or associates shall refrain from contacting or soliciting, directly or indirectly, any member of the CRA Board, the CRA Attorney, County Attorneys and/or the employees of the CRA and/or the County regarding the RFQ during the selection process, which process begins on the issue date and terminates following the approval of the agreement by the CRA Board. Failure to comply with this provision may result in disqualification of the respondent. All requests for clarifications or additional information must be made in writing and directed to:

Jorge Fernandez, Coordinator  
Community Redevelopment & Municipal Services Division  
Office of Strategic Business Management  
Miami-Dade County  
Stephen P. Clark Center  
111 N.W. 1<sup>st</sup> Street, Suite 2210  
Miami, FL 33128  
Phone (305) 375-5143  
Fax (305) 375-1569  
[jjorge@miamidade.gov](mailto:jjorge@miamidade.gov)

All such requests and CRA responses will be made available to all potential respondents.

### **C. Background Information**

In order to stimulate the redevelopment of the Naranja Lakes area after the destruction of Hurricane Andrew, and pursuant to the Community Redevelopment Act of 1969, Part III of Chapter 163, Florida Statutes, the Board of County Commissioners adopted the following: (a) Resolution No. 847-98 dated July 21, 1998 determining blight, as defined in Section 163.340 Florida Statutes, within the Redevelopment Area; (b) Ordinance No. 02-216 dated October 22, 2002 creating the CRA and appointing the members of the CRA Board; (c) Resolution No. R-418-03 dated May 6, 2003 approving the Redevelopment Plan; and (d) Ordinance No. 03-106 dated May 6, 2003 establishing a redevelopment trust fund pursuant to Section 163.387 Florida Statutes, for deposit of tax increment revenues generated from the Redevelopment Area.

The Redevelopment Plan contains, among other things, a Master Plan of Improvements that provides for the CRA to construct or cause the construction of certain roadway, streetscape, plaza, common use buildings and infrastructure improvements (the "CRA Project") within the Primary Redevelopment Project commonly known as Mandarin Lakes (the "Project"). Generally, the CRA Project is a capital intensive project that will provide a portion of the infrastructure which will support the development of portions of the property and the delivery of single family homes and town homes to the ultimate end users. The Community Center is an element of the CRA Project located within the Project to be utilized on a community wide basis by the CRA.

## **II. EVALUATION OF RESPONSES - CRITERIA**

### **A. Evaluation and Award**

A presubmittal meeting will be held at the Community Center on May \_\_\_\_, 2009. Attendance at the presubmittal meeting is not mandatory but all potential respondents are encouraged to attend. Individual site visits will not be available. Accordingly, the only opportunity for potential respondents to visit the Community Center will be at the presubmittal meeting.

Responses will be evaluated on the basis of the scoring of the responses as to technical merit based on responsiveness to the requested services and engagement requirements as outlined in this RFP. A response may receive the maximum points (100 points) or a portion of this score depending on the merit of the submission, as judged by the Selection Committee in accordance with the following first-tier selection criteria:

1. Statement of Qualifications of respondent including all enumerated criteria (50 pts)
2. Knowledge and similar past and current experience (20 pts)
3. Local person or entity preference (20 pts)
4. Amount of services provided to the County and/or other community redevelopment agencies or municipalities / CRAs (5 pts)
5. Ability to interface with the CRA / County (5 pts)

At the conclusion of the first-tier selection, a minimum of three (3) (or less if less than three [3] responses are submitted) of the highest ranked respondents will be short-listed, or by a majority vote, the Selection Committee may determine the maximum number of firms to advance to the second-tier selection (oral presentations). Alternatively, the Selection Committee may waive the second-tier selection process by a majority vote and make a final recommendation to the CRA Board, that a contract be negotiated with the highest ranked responsive and responsible response, based on the first-tier criteria only.

If the Selection Committee chooses to proceed to the second-tier, the Selection Committee shall evaluate the short-listed responses based on the following second-tier criteria:

1. Statement of Qualifications (60 pts)
2. Local person or entity preference (30 pts)
3. Overall ability to provide required services (10 pts)

The respondents will be ranked based on the highest to lowest overall score. The CRA will begin negotiations with the highest ranked respondent and reserves the right to negotiate with other respondents should those negotiations not be successful.

## **B. Response Format**

In order to assist the CRA in reviewing the responses, each response should include the following information:

1. Legal name of the respondent (include address, telephone, facsimile number, and e-mail address).
2. A technical submission that addresses and describes the proposer's plan to provide the services and meet the requirements as delineated in section B.2 of this RFP.
3. Provide a listing of all conditions, covenants, terms or restrictions, other than those specified in this RFP, which would be included in your commitment to provide the services requested in this RFP.

### **III. INSTRUCTIONS TO RESPONDENTS**

- A. Respondents shall thoroughly examine and be familiar with this RFP. Failure of any respondent to receive or examine this document shall in no way relieve any respondent of obligations pertaining to this RFP or the subsequent contract.
- B. Any modifications from the stated terms and conditions can result in the rejection of the response as not being responsive to this RFP.
- C. Delivering the response to the CRA on or before the specified date and time will be solely and strictly the responsibility of the respondent. The CRA will in no way be responsible for delays caused by the United States Postal Service, or other courier services, or a delay caused by any other occurrence. Offers by telephone or fax will not be accepted.
- D. The response deadline shall be strictly observed. Under no circumstances will a response delivered after the time specified be considered. Such responses to this RFP will be returned to the Respondent unopened.
- E. Respondents will not be allowed to withdraw or modify their response.
- F. The CRA reserves the right to reject the response of any respondent who has previously failed in the proper performance of a contract or to deliver on time other contracts similar in nature, or who in the opinion of the CRA, is not in the position to perform properly.
- G. Federal, state, county and local laws, ordinances, rules and regulations that in any manner affect the items covered herein apply. Lack of knowledge by the Respondent will in no way be a cause for relief from responsibility.
- H. No successful respondent may assign any portion of the contractual agreement between the parties without prior written authorization by the CRA, which authorization may be withheld by the CRA in its sole discretion.
- I. Changes to the RFP may be made by and at the sole discretion of the CRA.
- J. Warranties - The respondent, in submission of its response, warrants to the CRA that it will comply with all applicable federal, state and local laws, regulations and orders in providing the services under the proposed documents.
- K. No price proposals are to be submitted with this RFP. Any proposal that contains a price proposal of any nature shall be deemed unresponsive and rejected by the CRA.

#### **IV. TENTATIVE SCHEDULE**

The CRA will attempt to adhere to the following schedule:

May __, 2009	RFP Issued
May __, 2009 (10:30 – 12:30)	Presubmittal meeting at the Community Center
June __, 2009	Written responses due prior to 5:00 p.m. (EST)
TBD	Determination of Respondent Rankings and Negotiation of Agreement
TBD	Approval by CRA Board of Agreement

The CRA reserves the right to alter scheduled dates if necessary.

#### **V. OTHER INFORMATION**

- A. The CRA reserves the right to accept or reject any and all responses, to waive any irregularities or informalities in any response or in the RFP process, and to accept or reject any items or combination of items. The award will be to the institution whose response complies with all of the requirements set forth in this RFP and whose response, in the sole opinion of the CRA, is best taking into consideration all aspects of the Respondent's response.
- B. In the event that the successful respondent does not execute a contract within a time frame acceptable to the CRA, the CRA may give notice of intent to negotiate with the next most qualified respondent or to solicit new responses and may proceed to act accordingly.
- C. The County is the entity responsible for making payments on behalf of the CRA. Accordingly, the successful respondent shall comply with all County "vendor" requirements as well as other County related ordinances and requirements relative to receiving payment from the County on behalf of the CRA.