

# City of Miami

3500 Pan American Dr  
Miami, FL 33133  
[www.miamigov.com](http://www.miamigov.com)



## Meeting Agenda

Monday, October 31, 2016

5:00 PM

Camillus House  
1603 N.W. 7th Ave., Bldg B.  
Miami, FL 33136

## SEOPW Community Redevelopment Agency

*Keon Hardemon, Chair*  
*Wifredo Gort, Board Member, District One*  
*Ken Russell, Board Member, District Two*  
*Frank Carollo, Board Member, District Three*  
*Francis Suarez, Board Member, District Four*

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**SEOPW CRA OFFICE ADDRESS:**  
819 NW 2<sup>ND</sup> AVE, 3<sup>RD</sup> FLOOR  
MIAMI FL 33136

Phone: (305) 679-6800, Fax (305) 679-6835  
[www.miamicra.com](http://www.miamicra.com)

**ROLL CALL****INVOCATION****APPROVING THE MINUTES OF THE FOLLOWING MEETING****PRESENTATION****1. CRA PRESENTATION**

**1269** PLEASE BE ADVISED THAT A PRESENTATION BY THE EXECUTIVE DIRECTOR OF THE SOUTHEAST OVERTOWN/PARK WEST COMMUNITY REDEVELOPMENT AGENCY ("SEOPW CRA") TO DISCUSS RECENT AGENCY UPDATES HAS BEEN PLACED ON THE AGENDA FOR THE BOARD OF COMMISSIONERS OF THE SEOPW CRA.

**RESOLUTIONS****1. CRA RESOLUTION**

**1247** A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE SOUTHEAST OVERTOWN/PARK WEST COMMUNITY REDEVELOPMENT AGENCY AUTHORIZING THE RE-ISSUANCE OF A REQUEST FOR PROPOSALS FOR THE DEVELOPMENT OF BLOCK 55.

File # 1247 Backup part 1

File # 1247 Backup part 2

**2. CRA RESOLUTION**

- 1266** A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE SOUTHEAST OVERTOWN/PARK WEST COMMUNITY REDEVELOPMENT AGENCY AUTHORIZING THE EXPENDITURE OF FUNDS, IN AN AMOUNT NOT TO EXCEED \$100,000, TO UNDERWRITE COSTS ASSOCIATED WITH EMERGENCY REPAIRS TO THE FORMER LAW OFFICE OF THE HONORABLE JUDGE LAWSON EDWARD THOMAS LOCATED AT 1021 N.W. 2ND AVENUE, MIAMI, FLORIDA; AUTHORIZING THE EXECUTIVE DIRECTOR TO EXECUTE ALL DOCUMENTS NECESSARY FOR SAID PURPOSE; FURTHER AUTHORIZING THE EXECUTIVE DIRECTOR TO DISBURSE FUNDS, AT HIS DISCRETION, ON A REIMBURSEMENT BASIS OR DIRECTLY TO VENDORS; ALLOCATING FUNDS FROM SEOPW TAX INCREMENT FUND, ENTITLED "OTHER CONTRACTUAL SERVICES," ACCOUNT CODE NO. 10050.920101.534000.0000.00000.

File # 1266 Backup

**3. CRA RESOLUTION**

- 1257** A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE SOUTHEAST OVERTOWN/PARK WEST COMMUNITY REDEVELOPMENT AGENCY, AUTHORIZING EXECUTION OF A COMMERCIAL LEASE AGREEMENT WITH NEIGHBORS AND NEIGHBORS ASSOCIATION, INC., FOR THE LEASE OF COMMERCIAL SPACE AT 1490 N.W. 3RD AVENUE, UNIT NOS. 105 & 106, MIAMI FLORIDA; FURTHER AUTHORIZING THE EXECUTIVE DIRECTOR TO EXECUTE ALL DOCUMENTS NECESSARY FOR SAID PURPOSE.

**4. CRA RESOLUTION**

- 1249** A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE SOUTHEAST OVERTOWN/PARK WEST COMMUNITY REDEVELOPMENT AGENCY ("CRA") ACCEPTING THE SELECTION COMMITTEE'S RECOMMENDATION TO SELECT E.L. WATERS AND COMPANY, LLC, AS THE TOP RANKED PROPOSER TO PREPARE A FINDING OF NECESSITY/ASSESSMENT OF NEED AND AMEND THE CRA'S REDEVELOPMENT PLAN; FURTHER AUTHORIZING THE EXECUTIVE DIRECTOR TO NEGOTIATE WITH THE TOP RANKED PROPOSER TO PERFORM THE PROJECT.

File # 1249 Backup

**5. CRA RESOLUTION**

- 1250** A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE SOUTHEAST OVERTOWN/PARK WEST COMMUNITY REDEVELOPMENT AGENCY ACCEPTING THE SELECTION COMMITTEE'S RECOMMENDATION TO SELECT CAZO CONSTRUCTION, CORP., AS THE TOP RANKED FIRM TO PERFORM THE RENOVATION AND REHABILITATION OF TOWN PARK VILLAGE NO. 1, 1680 NW 4TH AVENUE, MIAMI, FL, 33136 (FOLIO #: 01-3136-067-0001) ("PROJECT"); FURTHER AUTHORIZING THE EXECUTIVE DIRECTOR TO NEGOTIATE WITH THE TOP RANKED FIRM TO PERFORM THE PROJECT.

File # 1250 Backup

**6. CRA RESOLUTION**

- 1251** A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE SOUTHEAST OVERTOWN/PARK WEST COMMUNITY REDEVELOPMENT AGENCY ACCEPTING THE SELECTION COMMITTEE'S RECOMMENDATION TO SELECT CIRCLE OF ONE MARKETING, INC., AS THE TOP RANKED PROPOSER TO PERFORM VENUE OPERATIONS AND MANAGEMENT SERVICES AT THE OVERTOWN PERFORMING ARTS CENTER, FORMERLY THE OVERTOWN COMMUNITY CENTER, LOCATED AT 1074 N.W. 3RD AVENUE, MIAMI, FL; FURTHER AUTHORIZING THE EXECUTIVE DIRECTOR TO NEGOTIATE WITH THE TOP RANKED PROPOSER TO PERFORM THE PROJECT.

File # 1251 Backup

**7. CRA RESOLUTION**

- 1252** A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE SOUTHEAST OVERTOWN/PARK WEST COMMUNITY REDEVELOPMENT AGENCY RATIFYING AN EXPENDITURE OF FUNDS, IN AN AMOUNT NOT TO EXCEED \$15,000, FOR THE TRAMCON-TRAINING FOR MANUFACTURED CONSTRUCTION PROGRAM THAT TOOK PLACE IN OVERTOWN SEPTEMBER THROUGH OCTOBER 2016 TO TRAIN RESIDENTS IN MANUFACTURED CONSTRUCTION; AUTHORIZING THE EXECUTIVE DIRECTOR TO EXECUTE ALL DOCUMENTS NECESSARY FOR SAID PURPOSE; FURTHER AUTHORIZING THE EXECUTIVE DIRECTOR TO DISBURSE FUNDS, AT HIS DISCRETION, ON A REIMBURSEMENT BASIS OR DIRECTLY TO VENDORS, UPON PRESENTATION OF INVOICES AND SATISFACTORY DOCUMENTATION; FUNDS TO BE ALLOCATED FROM SEOPW TAX INCREMENT FUND, ENTITLED "OTHER GRANTS AND AIDS," ACCOUNT CODE NO. 10050.920101.883000.0000.00000.

File # 1252 Backup



**8. CRA RESOLUTION****1267**

A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE SOUTHEAST OVERTOWN/PARK WEST COMMUNITY REDEVELOPMENT AGENCY AUTHORIZING ADDITIONAL GRANT FUNDS, IN AN AMOUNT NOT TO EXCEED \$40,000, TO HUMAN RESOURCES OF MIAMI, INC. TO UNDERWRITE COSTS ASSOCIATED WITH PURCHASING A NEW TRUCK AND TRAILER FOR THE OVERTOWN BEAUTIFICATION TEAM PROGRAM; AUTHORIZING THE EXECUTIVE DIRECTOR TO EXECUTE ALL DOCUMENTS NECESSARY FOR SAID PURPOSE; FURTHER AUTHORIZING THE EXECUTIVE DIRECTOR TO DISBURSE FUNDS, AT HIS DISCRETION, ON A REIMBURSEMENT BASIS OR DIRECTLY TO VENDORS, UPON PRESENTATION OF INVOICES AND SATISFACTORY DOCUMENTATION; FUNDS TO BE ALLOCATED FROM SEOPW TAX INCREMENT FUND, ENTITLED "OTHER GRANTS AND AIDS," ACCOUNT CODE NO. 10050.920101.883000.0000.00000.

File # 1267 Backup

**ADJOURNMENT**

SEOPW Board of Commissioners Meeting  
October 31, 2016

SOUTHEAST OVERTOWN/PARK WEST  
COMMUNITY REDEVELOPMENT AGENCY  
**INTER-OFFICE MEMORANDUM**


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To: Board Chair Keon Hardemon

Date:

File: 1269

Subject: Presentation

From: Clarence E. Woods,   
Executive Director

Enclosures:

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Please be advised that a presentation by the Executive Director of the Southeast Overtown/Park West Community Redevelopment Agency ("SEOPW CRA") to discuss recent agency updates has been placed on the agenda for the Board of Commissioners of the SEOPW CRA.


SEOPW Board of Commissioners Meeting  
October 31, 2016

SOUTHEAST OVERTOWN/PARK WEST  
COMMUNITY REDEVELOPMENT AGENCY  
**INTER-OFFICE MEMORANDUM**

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To: Board Chair Keon Hardemon      Date: October 21, 2016      File: 1247

Subject: Resolution Authorizing the Re-  
issuance of a Request for Proposals  
for the Development of Block 55.

From: Clarence E. Woods,   
Executive Director

Enclosures: File # 1247 Backup part 1  
File # 1247 Backup part 2

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**BACKGROUND:**

The attached Resolution of the Board of Commissioners of the Southeast Overtown/Park West Community Redevelopment Agency ("CRA") authorizes the re-issuance of a Request for Proposals for the development of Block 55, 249 NW 6<sup>th</sup> Street Miami, FL (Folio No. 01-0105-050-1120).

The CRA currently owns Block 55 and issued Request for Proposals 13-003 ("RFP") for development of the same on June 18, 2013. On March 31, 2014, the Board of Commissioners, by CRA Resolution No. 14-0031, authorized the Executive Director of the CRA to attempt to negotiate a development agreement with Overtown Gateway Partners, LLC ("Overtown Gateway") as the highest ranked proposer to the RFP.

Subsequent to the adoption of the CRA Resolution, representatives from Overtown Gateway and my team have attempted to negotiate the terms of a Block 55 Development Agreement. For various reasons, despite our good faith efforts, we have not been able to finalize the Block 55 Development Agreement. Thus on September 16, 2016, we notified Overtown Gateway that the CRA has ended negotiations and intends to re-issue a request for proposals for the development of this property.

This Resolution seeks to re-issue a Request for Proposals for the development of Block 55.

**JUSTIFICATION:**

Section 163.380(3)(a), Florida Statutes, requires that [p]rior to disposition of any real property or interest therein in a community redevelopment area, ... a community redevelopment agency shall give public notice of such disposition, ... at least 30 days prior to the execution of any contract to sell, lease, or otherwise transfer real property...."

Request for Proposals 13-003 states that "[t]he CRA reserves the right to accept and proposals deemed to be in the public interest and in furtherance of the purposes of Florida's Community Redevelopment Act of 1969, to waive any irregularities in any proposal, to cancel this Request for Proposals, to reject any or all proposals, and/or to re-advertise for proposals".

CRA Resolution No. 14-0031 specifically provided that “[t]his Resolution is not intended to be an award of developments rights or to otherwise create any rights whatsoever in the proposers referenced herein”.

## AGENDA ITEM FINANCIAL INFORMATION FORM

### SEOPW CRA

**CRA Board Meeting Date:** October 31, 2016

**CRA Section:**

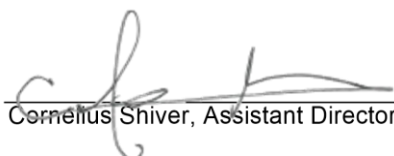
**Brief description of CRA Agenda Item:**

Reissue a Request for Proposal for the development of Block 55.

Project Number (if applicable):		
YES, there are sufficient funds in Line Item:		
Account Code:	Amount:	
NO (Complete the following source of funds information):		
<div style="display: flex; justify-content: space-between;"> <span>Amount budgeted in the line item:</span> <span>\$</span> </div>		
<div style="display: flex; justify-content: space-between;"> <span>Balance in the line item:</span> <span>\$</span> </div>		
<div style="display: flex; justify-content: space-between;"> <span>Amount needed in the line item:</span> <span>\$</span> </div>		
Sufficient funds will be transferred from the following line items:		
ACTION	ACCOUNT NUMBER	TOTAL
Project No./Index/Minot Object		
From		\$
To		\$
From		\$
To		\$

**Comments:** This resolution does not commit funding.

Approved by:



Cornelius Shiver, Assistant Director

10/21/2016

Approval:



Miguel A. Valentin, Finance Officer

10/21/2016



**City of Miami**  
**Resolution Legislation**  
**Enactment Number:**

Camillus House  
 1603 N.W. 7th Ave., Bldg B.  
 Miami, FL 33136  
[www.miamigov.com](http://www.miamigov.com)

**File Number: 1247**

**File Type: CRA Resolution**

**Status:**

A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE SOUTHEAST OVERTOWN/PARK WEST COMMUNITY REDEVELOPMENT AGENCY AUTHORIZING THE RE-ISSUANCE OF A REQUEST FOR PROPOSALS FOR THE DEVELOPMENT OF BLOCK 55.

WHEREAS, the Southeast Overtown/Park West Community Redevelopment Agency ("CRA") is a community redevelopment agency created pursuant to Chapter 163, Florida Statutes, and is responsible for carrying out community redevelopment activities and projects within its Redevelopment Area in accordance with the 2009 Southeast Overtown/Park West Redevelopment Plan; and

WHEREAS, Section 163.380(3)(a), Florida Statutes, requires that [p]rior to disposition of any real property or interest therein in a community redevelopment area, ... a community redevelopment agency shall give public notice of such disposition, ... at least 30 days prior to the execution of any contract to sell, lease, or otherwise transfer real property...."; and

WHEREAS, CRA Request for Proposals 13-003 states that "[t]he CRA reserves the right to accept and proposals deemed to be in the public interest and in furtherance of the purposes of Florida's Community Redevelopment Act of 1969, to waive any irregularities in any proposal, to cancel this Request for Proposals, to reject any or all proposals, and/or to re-advertise for proposals;" and

WHEREAS, CRA Resolution No. 14-0031 specifically provided that "[t]his Resolution is not intended to be an award of developments rights or to otherwise create any rights whatsoever in the proposers referenced herein;" and

WHEREAS, the CRA currently owns Block 55 249 NW 6<sup>th</sup> Street Miami, FL (Folio No. 01-0105-050-1120) and issued Request for Proposals 13-003 ("RFP") for development of the same on June 18, 2013;

WHEREAS, on March 31, 2014, the Board of Commissioners, by CRA Resolution No. 14-0031, authorized the Executive Director of the CRA to attempt to negotiate a development agreement with Overtown Gateway Partners, LLC ("Overtown Gateway") as the highest ranked proposer to the RFP; and

WHEREAS, subsequent to the adoption of the CRA Resolution, the CRA has attempted to negotiate the terms of a Block 55 Development Agreement and for various reasons, despite good faith efforts, the CRA has not been able to finalize the Block 55 Development Agreement; and

WHEREAS, on September 16, 2016, the CRA notified Overtown Gateway that the CRA has ended negotiations and intends to re-issue a request for proposals for the development of Block 55; and

WHEREAS, the Board of Commissioners wish to re-issue a Request for Proposals for the development of Block 55;

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE SOUTHEAST OVERTOWN/PARK WEST COMMUNITY REDEVELOPMENT AGENCY OF THE CITY OF MIAMI, FLORIDA:

Section 1. The recitals and findings contained in the Preamble to this Resolution are adopted by reference and incorporated herein as if fully set forth in this Section.

Section 2. The Board of Commissioners hereby authorizes the re-issuance of a new Request for Proposals for the development of Block 55, 249 NW 6<sup>th</sup> Street Miami, FL (Folio No. 01-0105-050-1120).

Section 3. This Resolution shall become effective immediately upon its adoption.

APPROVED AS TO FORM AND LEGAL SUFFICIENCY:

  
Renee Jadusingh, Staff Counsel 10/21/2016

SUPPORTING  
DOCUMENTATION



**SOUTHEAST OVERTOWN/PARK WEST  
COMMUNITY REDEVELOPMENT AGENCY**

**REQUEST FOR PROPOSALS (RFP #13-003)**

**BLOCK 55 Plat Book "B" Page 41**

249 NW 6<sup>th</sup> Street  
Miami, Florida

**PROPERTY DESCRIPTION**

Total Property Size: 149,856 square feet more or less

Zoning: T6-12-0-Urban Core

Folio: 01-0105-050-1120

**Improvements:** The property is unimproved and is offered in its "AS IS, WITH ALL FAULTS" condition.

**Utilities:** Utilities are available adjacent to the property including potable water, sanitary sewer, electric power, telephone and cable television.

**Neighborhood:** The Property is centrally located in Miami within an older neighborhood, which is over 90% developed. The general boundaries of the neighborhood extend north from NW 5<sup>th</sup> Street to NW 28<sup>th</sup> Street, and west from North Miami Avenue to NW 7<sup>th</sup> Avenue. The neighborhood is further intersected by the I-95 and I-395 elevated expressways. NW 3<sup>rd</sup> and NW 2<sup>nd</sup> Avenues are major north-south traffic arteries through the neighborhood, with local retail shops mixed with residential uses. NW 7<sup>th</sup> Street ("Sawyer's Walk") and NW 9<sup>th</sup> Street ("9<sup>th</sup> Street Pedestrian Mall") serve as pedestrian-oriented corridors.

**General Information**

Pursuant to Florida Statutes Section 163.380(3)(a), the Southeast Overtown/Park West Community Redevelopment Agency ("CRA") is declaring its intent to dispose of its interest in the referenced property and is seeking proposals from private developers or any persons interested in undertaking to develop the property. All proposals must be consistent with the Southeast Overtown/Park West Community Redevelopment Plan dated November 2004 by Dover Kohl & Partners as updated by the Final Update of May 2009 by the City of Miami Planning Department (ver. 2.0) which is available at [http://www.miamicra.com/seopwcra/docs/2009\\_SEOPW\\_Redevelopment\\_Plan.pdf](http://www.miamicra.com/seopwcra/docs/2009_SEOPW_Redevelopment_Plan.pdf)

All proposals must include a detailed description of the project, site plan and renderings, project schedule, background information on the developer's proposed development team and development expertise, a list of all persons with an interest in the development, and recommendations from the developer's recent clients. Proposals must demonstrate the financial and legal ability to carry out the project, including

SOUTHEAST OVERTOWN/PARK WEST  
COMMUNITY REDEVELOPMENT AGENCY OF THE CITY OF MIAMI  
1490 Northwest 3rd Avenue, Suite 105 | Miami, FL 33136  
Tel (305) 679-6800 | Fax (305) 679-6835 | <http://www.miamicra.com/seopwcra>



information on the financial status of the developer, a project budget consisting of a detailed pro forma demonstrating sources and uses of funds, and a detailed statement of all financial assistance needed from any source.

All proposals shall incorporate the following:

- a. Elements preserving the history of the Overtown area, while incorporating the theme of "Live, Work and Play," including entertainment venues and restaurants with outdoor dining to the fullest extent practicable.
- b. Information regarding job opportunities for local area residents and businesses to allow them to participate in the construction of the development, including at least two (2) local job fairs prior to the commencement of each development phase.
- c. Information as to job opportunities for local residents and local businesses post-construction, including newly generated trade and service related jobs, including at least one (1) local job fair upon the completion of each development phase.
- d. Phasing of construction, with a preference on the completion of the Retail Component, prior to the Residential Component.
- e. The requirement that twenty percent (20%) of the subcontractors for the project are companies that have their principal place of business within the County, giving first priority to subcontractors whose principal place of business is in the CRA Redevelopment Area, second priority to subcontractors whose principal place of business is in Overtown, third priority to subcontractors whose principal place of business is within District 5 of the City, fourth priority to subcontractors whose principal place of business is in the City and last priority to subcontractors whose principal place of business is in Miami-Dade County.
- f. The requirement that the general contractor and all subcontractors hire forty percent (40%) of the unskilled labor for the construction of the project from workers residing in the County giving first priority to workers residing in the CRA Redevelopment Area, second priority to workers residing in Overtown, third priority to workers residing in District 5 of the City, fourth priority to workers residing in the City with last priority to workers residing in the County.
- g. To the extent required by the City of Miami Zoning Code, the Developer shall plat each development site.
- h. Evidence of available financial resources acceptable to the CRA.

Respondents should be aware that the CRA will also be requesting proposals for Block 45 and 56 to the east of Block 55. Proposers may bid on one or both properties.

All available information on the referenced Property may be obtained from the CRA at 1490 NW 3<sup>rd</sup> Avenue, Suite 105, Miami, Florida 33136. For further information, please contact Brian Zeltsman at (305) 679-6827. All interested parties are encouraged to inspect the property. A pre-submission conference will be held on July 10th, 2013 at 10:00 a.m. at the CRA offices. The "cone of silence" does not apply to this RFP, and thus, communication with the staff of the CRA and the City of Miami is permissible.

Respondents must submit ten (10) copies of their proposal to the City Clerk of the City of Miami, at Miami City Hall, 3500 Pan American Drive, Miami, Florida 33133, by 3:00pm on Tuesday, July 23rd, 2013. Late proposals and/or proposals submitted at any other location will not be accepted.

The CRA reserves the right to accept any proposal deemed to be in the public interest and in furtherance of the purposes of Florida's Community Redevelopment Act of 1969, to waive any irregularities in any proposal, to cancel this Request for Proposals, to reject any or all proposals, and/or to re-advertise for proposals.

Clarence E. Woods, III  
Executive Director

MICHELLE SPENCE-JONES  
Board Chair



CLARENCE E. WOODS, III  
Executive Director

## SOUTHEAST OVERTOWN/PARK WEST COMMUNITY REDEVELOPMENT AGENCY

**REQUEST FOR PROPOSALS (RFP #13-003)**  
**BLOCK 55 Plat Book "B" Page 41**  
249 NW 6th Street  
Miami, Florida

**ADDENDUM #1 - July 11, 2013**

This addendum should be considered a supplement to the original RFP that shall provide clarifications to the questions and/or comments posed during the additional information and clarification period.

### **1. EVALUATION CRITERIA**

Responses shall be evaluated according to the following criteria and respective weight:

<b><u>Rating Factor</u></b>	<b><u>Maximum Points</u></b>
<ul style="list-style-type: none"> <li>Proposer's Experience and Qualifications, overall capability of the development team, specifically as it pertains to the proposed development</li> </ul>	<b>10</b>
<ul style="list-style-type: none"> <li>Proposer's Team Experience (incl. Project Manager)</li> </ul>	<b>10</b>
<ul style="list-style-type: none"> <li>Proposer's organization structure and financial strength including:               <ul style="list-style-type: none"> <li>Financing Capabilities</li> <li>Demonstration of additional funding sources</li> <li>Balance Sheet</li> <li>Ability to Indemnify</li> </ul> </li> </ul>	<b>25</b>
<ul style="list-style-type: none"> <li>Development Concept including:               <ul style="list-style-type: none"> <li>Overall Compatibility with Redevelopment Plan</li> <li>Live/Work/Play concept</li> </ul> </li> </ul>	<b>20</b>

SOUTHEAST OVERTOWN/PARK WEST  
COMMUNITY REDEVELOPMENT AGENCY OF THE CITY OF MIAMI  
1490 N.W. 3rd Avenue, Ste. 105, Miami, FL 33166  
Tel (305)-679-6800. (305)-679-6835

- Economic viability of the project and evaluation of market and cash flow analyses, pro forma, including evaluation of market and financial assumptions and their reasonableness based on current market conditions 20
- Economic return to the CRA to be measured in terms of lease payments, property taxes, CRA's tax increment, and any other financial returns benefiting the CRA 10
- Project schedule and timelines 5

## 2. AUDITED FINANCIAL STATEMENTS


The selected proposer shall be required to provide audited financial statements supporting the proposer's representations in the response

SOUTHEAST OVERTOWN/PARK WEST  
COMMUNITY REDEVELOPMENT AGENCY  
**INTER-OFFICE MEMORANDUM**

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To: Board Chair Keon Hardemon      Date: October 21, 2016      File: 1266

Subject: Resolution Authorizing an Expenditure  
for Emergency Repairs to 1021 N.W.  
2nd Avenue, Miami, Florida.

From: Clarence E. Woods,   
Executive Director

Enclosures: File # 1266 Backup

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**BACKGROUND:**

The attached Resolution of the Board of Commissioners of the Southeast Overtown/Park West Community Redevelopment Agency ("CRA") authorizes an expenditure of funds in an amount not to exceed \$100,000 to underwrite costs associated with emergency repairs to the former law office of the Honorable Judge Lawson Edward Thomas located at 1021 N.W. 2<sup>nd</sup> Avenue, Miami, Florida ("Property").

The CRA recently acquired the Property. It has been vacant for many years and the windows and entry doors were sealed shut with cement blocks, thus the CRA has been unable to access the interior of the building. The Board of Commissioners, by CRA-R-16-0044 authorized funds to remove the cement blocks from the entrance of the building and replace the blocks with a security door. When the cement blocks were removed the CRA discovered that the roof of the structure caved in and the building is in extreme disrepair. To stabilize the building, the CRA needs to replace the roof immediately and make other necessary repairs, including but not limited to, replacing the electrical wiring and replacing the plumbing.

**JUSTIFICATION:**

Section 2, Goal 1, at page 11, of the 2009 Southeast Overtown/Park West Community Redevelopment Plan ("Plan") lists the "preserv[ation] of historic buildings and community heritage," as a stated redevelopment goal.

Section 2, Principle 8, at page 15, of the Plan provides that "[o]lder buildings that embody the area's cultural past should be restored."

**FUNDING:**

\$100,000 allocated from SEOPW Tax Increment Fund, entitled "Construction in Progress" Account No. 10050.920101.670000.0000.00000.

# **AGENDA ITEM FINANCIAL INFORMATION FORM**

## **SEOPW CRA**

**CRA Board Meeting Date:** October 31, 2016

### **CRA Section:**

#### **Brief description of CRA Agenda Item:**

Resolution authorizing an expenditure for emergency repairs to 1021 NW 2<sup>nd</sup> Avenue  
Miami, FL

Project Number (if applicable): N/A YES, there are sufficient funds in Line Item:  Account Code: 10050.920101.670000.0000.00000      Amount: \$ 1 0 0 , 0 0 0 . 0 0		
NO (Complete the following source of funds information):  <div style="display: flex; justify-content: space-between;"> <span>Amount budgeted in the line item:</span> <span>\$</span> </div> <div style="display: flex; justify-content: space-between;"> <span>Balance in the line item:</span> <span>\$</span> </div> <div style="display: flex; justify-content: space-between;"> <span>Amount needed in the line item:</span> <span>\$</span> </div> Sufficient funds will be transferred from the following line items:		
ACTION	ACCOUNT NUMBER	TOTAL
Project No./Index/Minot Object		
From		\$
To		\$
From		\$
To		\$

Comments: Funds derived from 2017 budget line item – Other Grants and Aids – “2016 Annual Revolt Film Festival (\$150,000 - \$100,000 = \$50,000)

Approved by:

  
 \_\_\_\_\_  
 Cornelius Shiver, Assistant Director      10/21/2016

Approval:

  
 \_\_\_\_\_  
 Miguel A. Valentin, Finance Officer      10/21/2016



**City of Miami**  
**Resolution Legislation**  
**Enactment Number:**

Camillus House  
 1603 N.W. 7th Ave., Bldg B.  
 Miami, FL 33136  
[www.miamigov.com](http://www.miamigov.com)

**File Number: 1266**

**File Type: CRA Resolution**

**Status:**

A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE SOUTHEAST OVERTOWN/PARK WEST COMMUNITY REDEVELOPMENT AGENCY AUTHORIZING THE EXPENDITURE OF FUNDS, IN AN AMOUNT NOT TO EXCEED \$100,000, TO UNDERWRITE COSTS ASSOCIATED WITH EMERGENCY REPAIRS TO THE FORMER LAW OFFICE OF THE HONORABLE JUDGE LAWSON EDWARD THOMAS LOCATED AT 1021 N.W. 2ND AVENUE, MIAMI, FLORIDA; AUTHORIZING THE EXECUTIVE DIRECTOR TO EXECUTE ALL DOCUMENTS NECESSARY FOR SAID PURPOSE; FURTHER AUTHORIZING THE EXECUTIVE DIRECTOR TO DISBURSE FUNDS, AT HIS DISCRETION, ON A REIMBURSEMENT BASIS OR DIRECTLY TO VENDORS; ALLOCATING FUNDS FROM SEOPW TAX INCREMENT FUND, ENTITLED "OTHER CONTRACTUAL SERVICES," ACCOUNT CODE NO. 10050.920101.534000.0000.00000.

WHEREAS, the Southeast Overtown/Park West Community Redevelopment Agency ("CRA") is a community redevelopment agency created pursuant to Chapter 163, Florida Statutes, and is responsible for carrying out community redevelopment activities and projects within its Redevelopment Area in accordance with the 2009 Southeast Overtown/Park West Redevelopment Plan ("Plan"); and

WHEREAS, Section 2, Goal 1, at page 11, of the Plan lists the "preserv[ation] of historic buildings and community heritage," as a stated redevelopment goal; and

WHEREAS, Section 2, Principle 8, at page 15, of the Plan provides that "[o]lder buildings that embody the area's cultural past should be restored;" and

WHEREAS, the CRA recently acquired the former law office of the Honorable Judge Lawson Edward Thomas located at 1021 N.W. 2<sup>nd</sup> Avenue, Miami, Florida ("Property") and the property has been vacant for many years and the windows and entry doors were sealed shut with cement blocks, thus the CRA has been unable to access the interior of the building; and

WHEREAS, the Board of Commissioners, by CRA-R-16-0044 authorized funds to remove the cement blocks from the entrance of the building and replace the blocks with a security door and when the cement blocks were removed the CRA discovered that the roof of the structure caved in and the building is in extreme disrepair; and

WHEREAS, to stabilize the building, the CRA needs to replace the roof immediately and make other necessary repairs, including but not limited to, replacing the electrical wiring and replacing the plumbing; and

WHEREAS, the Board of Commissioners wish to authorize the expenditure of funds, in an amount not to exceed \$100,000, to underwrite costs associated with emergency repairs to the Property;



NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE SOUTHEAST OVERTOWN/PARK WEST COMMUNITY REDEVELOPMENT AGENCY OF THE CITY OF MIAMI, FLORIDA:

Section 1. The recitals and findings contained in the Preamble to this Resolution are adopted by reference and incorporated herein as if fully set forth in this Section.

Section 2. The Board of Commissioners hereby authorizes the expenditure of funds, in an amount not to exceed \$100,000, to underwrite costs associated with emergency repairs at the former law office of the Honorable Judge Lawson Edward Thomas located at 1021 N.W. 2<sup>nd</sup> Avenue, Miami, Florida.

Section 3. The Executive Director is authorized to execute all documents necessary for said purpose.

Section 4. The Executive Director is authorized to disburse funds, at his discretion, on a reimbursement basis or directly to vendors, upon presentation of invoices and satisfactory documentation.

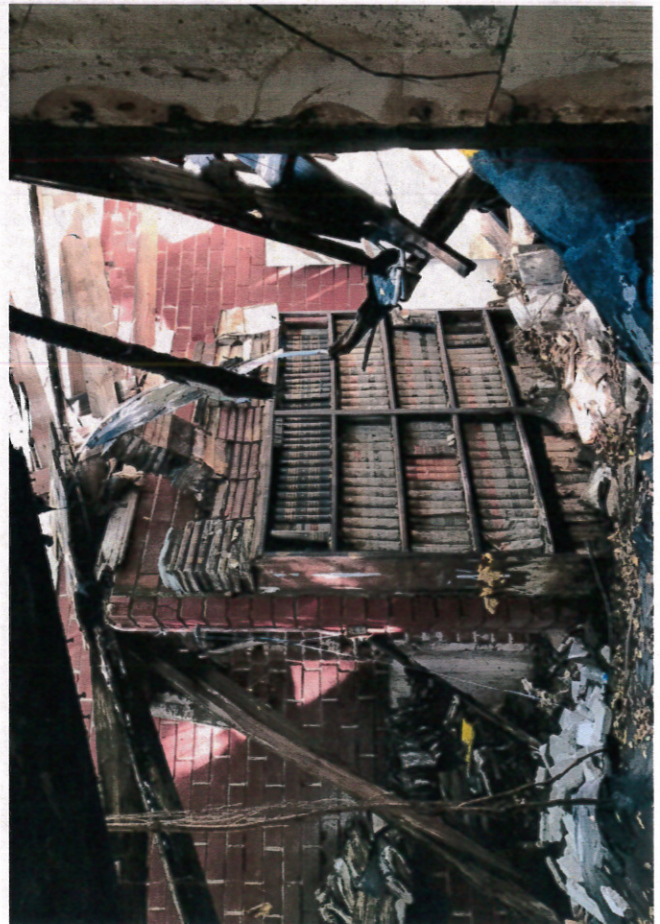
Section 5. Funds are to be allocated from SEOPW Tax Increment Fund, entitled "Other Contractual Services," Account Code No. 10050.920101.534000.0000.00000.

Section 6. This Resolution shall become effective immediately upon its adoption.

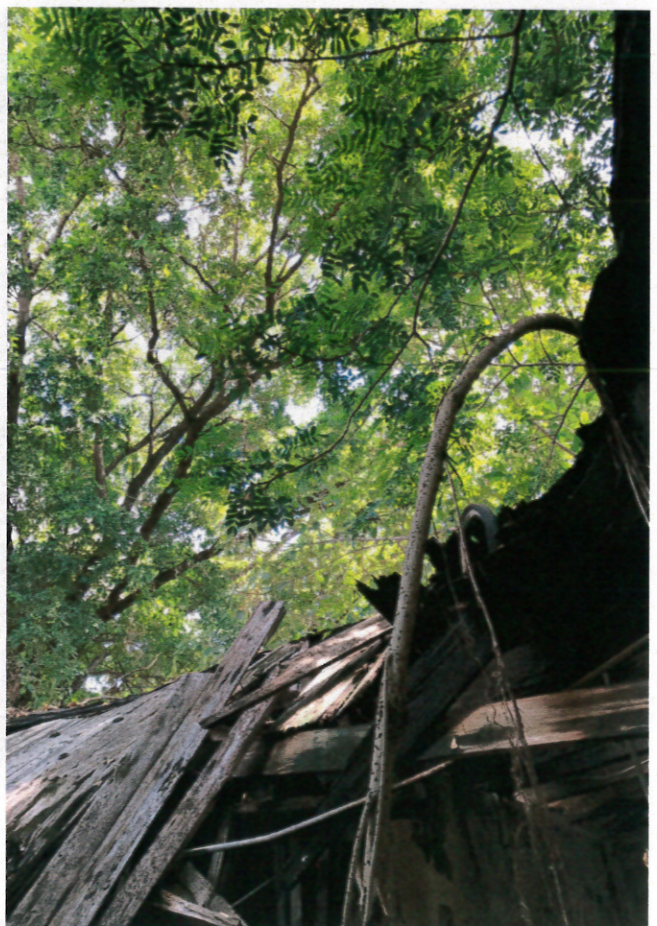
APPROVED AS TO FORM AND LEGAL SUFFICIENCY:

  
Renee Jadus Singh, Staff Counsel 10/21/2016
















**SOUTHEAST OVERTOWN/PARK WEST  
COMMUNITY REDEVELOPMENT AGENCY  
INTER-OFFICE MEMORANDUM**

To: Board Chair Keon Hardemon      Date: October 21, 2016      File: 1257

Subject: Resolution Authorizing Commercial  
Lease with NANA.

From: Clarence E. Woods,   
Executive Director

Enclosures:

**BACKGROUND:**

The attached Resolution of the Board of Commissioners of the Southeast Overtown/Park West Community Redevelopment Agency ("CRA") authorizes the execution of a commercial lease with Neighbors and Neighbors Association, Inc. ("NANA") for the lease of commercial space at the Overtown Shopping Center, 1490 N.W. 3<sup>rd</sup> Avenue, Unit Nos. 105 & 106, Miami, Florida.

NANA is a non-profit corporation established in 1995 to assist small businesses throughout Miami-Dade County, and has been retained by Miami-Dade County to provide technical assistance for its Mom and Pop Small Business Grant Program and its Micro Loan Program. In recognition of NANA's success with small businesses and job creation, the CRA Board of Commissioners has authorized grants to NANA in the past to ensure that specialized technical assistance tailored to the needs of the Redevelopment Area are available to compliment and further the CRA's economic development efforts.

The CRA owns the Overtown Shopping Center located at 1490 N.W. 3<sup>rd</sup> Avenue, Miami, Florida, and NANA currently operates the Business Resource Center in Suite 110. NANA now seeks to relocate the Business Resource Center to Unit Nos. 105 & 106. It is recommended that the CRA Board of Commissioners approve this Resolution.

**JUSTIFICATION:**

Section 2, Goals 4 and 6, at page 11, of the Southeast Overtown/Park West Community Redevelopment Agency Plan ("Plan") lists the "creati[on of] jobs within the community," and "improving the quality of life for residents" as stated redevelopment goals. Section 2, Principle 6, at page 15, of the Plan further lists the promotion of "local cultural events, institutions, and businesses," as a stated redevelopment principle. Principle 6, at page 15 also provides that in order to "address and improve the neighborhood economy and expand economic opportunities of present and future residents and businesses[,] ... [it is necessary to] support and enhance existing businesses and ... attract new businesses that provide needed services and economic opportunities ..."

**FUNDING:**

This Resolution does not commit funding.

# **AGENDA ITEM FINANCIAL INFORMATION FORM**

## **SEOPW CRA**

**CRA Board Meeting Date:** October 31, 2016

**CRA Section:**

**Brief description of CRA Agenda Item:**

NANA Office

Project Number (if applicable):		
YES, there are sufficient funds in Line Item:		
Account Code:	Amount:	
NO (Complete the following source of funds information):		
<div style="display: flex; justify-content: space-between;"> <span>Amount budgeted in the line item:</span> <span>\$</span> </div>		
<div style="display: flex; justify-content: space-between;"> <span>Balance in the line item:</span> <span>\$</span> </div>		
<div style="display: flex; justify-content: space-between;"> <span>Amount needed in the line item:</span> <span>\$</span> </div>		
Sufficient funds will be transferred from the following line items:		
ACTION	ACCOUNT NUMBER	TOTAL
Project No./Index/Minot Object		
From		\$
To		\$
From		\$
To		\$

Comments: This resolution does not commit funding

Approved by:

  
 \_\_\_\_\_  
 Cornelius Shiver, Assistant Director      10/21/2016

Approval:

  
 \_\_\_\_\_  
 Miguel A. Valentin, Finance Officer      10/21/2016



**City of Miami**  
**Resolution Legislation**  
**Enactment Number:**

Camillus House  
 1603 N.W. 7th Ave., Bldg B.  
 Miami, FL 33136  
[www.miamidov.com](http://www.miamidov.com)

**File Number: 1257**

**File Type: CRA Resolution**

**Status:**

A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE SOUTHEAST OVERTOWN/PARK WEST COMMUNITY REDEVELOPMENT AGENCY, AUTHORIZING EXECUTION OF A COMMERCIAL LEASE AGREEMENT WITH NEIGHBORS AND NEIGHBORS ASSOCIATION, INC., FOR THE LEASE OF COMMERCIAL SPACE AT 1490 N.W. 3RD AVENUE, UNIT NOS. 105 & 106, MIAMI FLORIDA; FURTHER AUTHORIZING THE EXECUTIVE DIRECTOR TO EXECUTE ALL DOCUMENTS NECESSARY FOR SAID PURPOSE.

WHEREAS, the Southeast Overtown/Park West Community Redevelopment Agency ("CRA") is a community redevelopment agency created pursuant to Chapter 163, Florida Statutes, and is responsible for carrying out community redevelopment activities and projects within its Redevelopment Area in accordance with the 2009 Southeast Overtown/Park West Redevelopment Plan ("Plan"); and

WHEREAS, Section 2, Goals 4 and 6, at page 11, of the Plan lists the "creati[on of] jobs within the community," and "improving the quality of life for residents" as stated redevelopment goals; and

WHEREAS, Section 2, Principle 6, at page 15, of the Plan lists the promotion of "local cultural events, institutions, and businesses," as a stated redevelopment principle; and

WHEREAS, Section 2, Principle 6, at page 15, of the Plan provides that in order to "address and improve the neighborhood economy and expand economic opportunities of present and future residents and businesses[,] ... [it is necessary to] support and enhance existing businesses and ... attract new businesses that provide needed services and economic opportunities ...;" and

WHEREAS, Neighbors and Neighbors Association, Inc. ("NANA") is a non-profit corporation established in 1995 to assist small businesses throughout Miami-Dade County, and has been retained by Miami-Dade County to provide technical assistance for its Mom and Pop Small Business Grant Program and its Micro Loan Program; and

WHEREAS, in recognition of NANA's success with small businesses and job creation, the CRA Board of Commissioners has authorized grants to NANA in the past to ensure that specialized technical assistance tailored to the needs of the Redevelopment Area are available to compliment and further the CRA's economic development efforts; and

WHEREAS, the CRA owns the Overtown Shopping Center located at 1490 N.W. 3<sup>rd</sup> Avenue, Miami, Florida, and NANA currently operates the Business Resource Center in Unit 110; and

WHEREAS, NANA now seeks to relocate the Business Resource Center to Unit Nos. 105 & 106; and

WHEREAS, the Board of Commissioners wish to authorize the execution of a commercial lease with NANA for the lease of commercial space at the Overtown Shopping Center, 1490 N.W. 3<sup>rd</sup> Avenue, Unit Nos. 105 & 106, Miami, Florida; and

WHEREAS, the Board of Commissioners finds that this Resolution would further the above mentioned redevelopment goals and objectives;

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE SOUTHEAST OVERTOWN/PARK WEST COMMUNITY REDEVELOPMENT AGENCY OF THE CITY OF MIAMI, FLORIDA:

Section 1. The recitals and findings contained in the Preamble to this Resolution are adopted by reference and incorporated herein as if fully set forth in this Section.

Section 2. The Board of Commissioners hereby authorizes the execution of a commercial lease with Neighbors and Neighbors Association, Inc. for the lease of commercial space at the Overtown Shopping Center, 1490 N.W. 3<sup>rd</sup> Avenue, Unit Nos. 105 & 106, Miami, Florida.

Section 3. The Executive Director is authorized to execute all documents necessary for said purpose.

Section 4. This Resolution shall become effective immediately upon its adoption.

APPROVED AS TO FORM AND LEGAL SUFFICIENCY:


  
Renee Jadus Singh, Staff Counsel 10/21/2016



**SOUTHEAST OVERTOWN/PARK WEST  
COMMUNITY REDEVELOPMENT AGENCY  
INTER-OFFICE MEMORANDUM**

To: Board Chair Keon Hardemon      Date: October 21, 2016      File: 1249

Subject: Resolution Accepting Selection of Top  
Ranked Proposer to Amend the  
SEOPW CRA Redevelopment Plan.

From: Clarence E. Woods,   
Executive Director

Enclosures: File # 1249 Backup

**BACKGROUND:**

The attached Resolution of the Board of Commissioners of the Southeast Overtown/Park West Community Redevelopment Agency ("SEOPW CRA or CRA") accepts the recommendation to select E.L. Waters and Company, LLC as the top ranked proposer to prepare a Finding of Necessity/Assessment of Need and amend the CRA's redevelopment plan.

On July 29, 1982, the Miami City Commission approved the Southeast Overtown/Park West Community Redevelopment Plan ("Plan") and on December 7, 1982, Miami-Dade County also approved the Plan. On December 31, 2007, the City, the County, the SEOPW CRA, and the Omni Redevelopment District Community Redevelopment Agency entered into an Interlocal Agreement to provide for, among other things, the expansion of the SEOPW CRA's Redevelopment Area and the extension of its life. Pursuant to the Interlocal Agreement, the parties agreed that the SEOPW CRA would cause a Finding of Necessity report to be prepared in which the conditions of slum and blight within the expanded area would be documented, and to prepare an amended Plan. Thereafter, a Finding of Necessity and amended Plan ("2009 Plan") were prepared by the SEOPW CRA, and approved by the Miami City Commission and County Commission, respectively. Under the 2009 Plan, the life of the SEOPW CRA would be extended until 2030.

Due to the continued existence of slum and blight within its Redevelopment Area, on February 11, 2016, the CRA issued Request for Qualifications ("RFQ") 16-02 seeking proposals from qualified firms to prepare a finding of necessity and amend the CRA's redevelopment plan. Subject to CRA's approval, the services sought by this RFQ includes, but are not limited to, the following:

- Prepare a Finding of Necessity pursuant to Chapter 163, Florida Statutes.
- Review the most recent version of the Plan and analyze completed projects and current conditions in the Redevelopment Area.
- Evaluate current site inventory, land use, and transportation.
- Identify areas of future project growth and related development issues and propose policies, initiatives, and additional tasks necessary to accomplish the goals and objectives of the CRA.
- Update all sections of the Plan to include new projects and reflect changes within the Redevelopment Area since the 2009 Plan.
- Make presentations of the Finding of Necessity and Redevelopment Plan as necessary.

On March 15, 2016, the CRA received three (3) responses to RFQ 16-02 from the following proposers:

1. The Hall Group
2. The Mellgren Planning Group
3. E.L. Waters and Company, LLC

On August 17, 2016, a selection committee consisting of Neil Shiver, CRA's Assistant Director; Brian Zeltsman, CRA's Director of Architecture and Development; and Renee A. Jadusingh, CRA's Staff Counsel, met to evaluate the aforementioned proposals and ranked the proposal received from E.L. Waters and Company, LLC as the top proposer to the RFQ.

It is recommended that Board of Commissioners accept the selection committee's recommendation and authorize the Executive Director to negotiate a Professional Services Agreement with E.L. Waters and Company, LLC.

**JUSTIFICATION:**

Section 163.361(1), Florida Statutes states that “[i]f at any time after the approval of a community redevelopment plan by the governing body it becomes necessary or desirable to amend or modify such plan, the governing body may amend such plan upon the recommendation of the agency. The agency recommendation to amend or modify a redevelopment plan may include a change in the boundaries of the redevelopment area to add land to or exclude land from the redevelopment area, or may include the development and implementation of community policing innovations.”

Page 130 of the Plan states that “[i]n the future, [the] Redevelopment Plan may need to be amended as new, innovative projects eligible for tax increment revenues are proposed for the area. Amendments to the Plan shall be in accordance with Section 163.361, Florida Statutes. The CRA Board will initiate any amendment action by adopting a resolution recommending that the Miami City Commission adopt the proposed amendment to the Plan, and requesting transmittal to Miami-Dade County for approval by the Board of County Commissioners. The original “Findings of Necessity” should be reaffirmed with regard to the proposed modification or amendment.”

**FUNDING:**

This Resolution does not commit funding.

## AGENDA ITEM FINANCIAL INFORMATION FORM

### SEOPW CRA

**CRA Board Meeting Date:** October 31, 2016

**CRA Section:**

**Brief description of CRA Agenda Item:**

RFQ CRA Plan Amendment

Project Number (if applicable):		
YES, there are sufficient funds in Line Item:		
Account Code:	Amount:	
NO (Complete the following source of funds information):		
Amount budgeted in the line item:		\$
Balance in the line item:		\$
Amount needed in the line item:		\$
Sufficient funds will be transferred from the following line items:		
ACTION	ACCOUNT NUMBER	TOTAL
Project No./Index/Minot Object		
From		\$
To		\$
From		\$
To		\$

**Comments:** This resolution does not commit funding

**Approved by:**

  
 \_\_\_\_\_  
 Cornelius Shiver, Assistant Director      10/21/2016

**Approval:**

  
 \_\_\_\_\_  
 Miguel A. Valentin, Finance Officer      10/21/2016



**City of Miami**  
**Resolution Legislation**  
**Enactment Number:**

Camillus House  
 1603 N.W. 7th Ave., Bldg B.  
 Miami, FL 33136  
[www.miamidov.com](http://www.miamidov.com)

**File Number: 1249**

**File Type: CRA Resolution**

**Status:**

A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE SOUTHEAST OVERTOWN/PARK WEST COMMUNITY REDEVELOPMENT AGENCY ("CRA") ACCEPTING THE SELECTION COMMITTEE'S RECOMMENDATION TO SELECT E.L. WATERS AND COMPANY, LLC, AS THE TOP RANKED PROPOSER TO PREPARE A FINDING OF NECESSITY/ASSESSMENT OF NEED AND AMEND THE CRA'S REDEVELOPMENT PLAN; FURTHER AUTHORIZING THE EXECUTIVE DIRECTOR TO NEGOTIATE WITH THE TOP RANKED PROPOSER TO PERFORM THE PROJECT.

WHEREAS, the Southeast Overtown/Park West Community Redevelopment Agency ("SEOPW CRA or CRA") is a community redevelopment agency created pursuant to Chapter 163, Florida Statutes, and is responsible for carrying out community redevelopment activities and projects within its Redevelopment Area in accordance with the 2009 Southeast Overtown/Park West Redevelopment Plan ("Plan"); and

WHEREAS, page 130 of the Plan states that "[i]n the future, [the] Redevelopment Plan may need to be amended as new, innovative projects eligible for tax increment revenues are proposed for the area. Amendments to the Plan shall be in accordance with Section 163.361, Florida Statutes; and

WHEREAS, page 130 of the Plan further states that, [t]he CRA Board will initiate any amendment action by adopting a resolution recommending that the Miami City Commission adopt the proposed amendment to the Plan, and requesting transmittal to Miami-Dade County for approval by the Board of County Commissioners; and

WHEREAS, page 130 of the Plan also states that, "[t]he original "Findings of Necessity" should be reaffirmed with regard to the proposed modification or amendment; and

WHEREAS, Section 163.361(1), Florida Statutes states that "[i]f at any time after the approval of a community redevelopment plan by the governing body it becomes necessary or desirable to amend or modify such plan, the governing body may amend such plan upon the recommendation of the agency. The agency recommendation to amend or modify a redevelopment plan may include a change in the boundaries of the redevelopment area to add land to or exclude land from the redevelopment area, or may include the development and implementation of community policing innovations;" and

WHEREAS, on July 29, 1982, the Miami City Commission approved the Plan and on December 7, 1982, Miami-Dade County also approved the Plan; and

WHEREAS, thereafter, a Finding of Necessity and amended Plan ("2009 Plan") were prepared by the SEOPW CRA, and approved by the Miami City Commission and County

Commission, respectively. Under the 2009 Plan, the life of the SEOPW CRA would be extended until 2030; and

WHEREAS, due to the continued existence of slum and blight within its Redevelopment Area, on February 11, 2016, the CRA issued Request for Qualifications ("RFQ") 16-02 seeking proposals from qualified firms to prepare a finding of necessity and amend the CRA's redevelopment plan; and

WHEREAS, on March 15, 2016, the CRA received three (3) responses to RFQ 16-02; and

WHEREAS, On June 7, 2016, a selection committee Neil Shiver, CRA's Assistant Director; Brian Zeltsman, CRA's Director of Architecture and Development; and Renee A. Jadusingh, CRA's Staff Counsel met to evaluate the aforementioned proposals and ranked the proposal received from E.L. Waters and Company, LLC as the top proposer to the RFQ; and

WHEREAS, the Board of Commissioners wish to accept the selection committee's recommendation to select E.L. Waters and Company, LLC as the top ranked proposer to RFQ 16-02, and to authorize the Executive Director to negotiate with the top ranked proposer;

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE SOUTHEAST OVERTOWN/PARK WEST COMMUNITY REDEVELOPMENT AGENCY OF THE CITY OF MIAMI, FLORIDA:

Section 1 The recitals and findings contained in the Preamble to this Resolution are adopted by reference and incorporated herein as if fully set forth in this Section.

Section 2. The Board of Commissioners hereby accepts the selection committee's recommendation to select E.L. Waters and Company, LLC as the top ranked proposer to RFQ 16-02, and authorizes the Executive Director to negotiate with the top ranked proposer.

Section 3. This Resolution shall become effective immediately upon its adoption.

APPROVED AS TO FORM AND LEGAL SUFFICIENCY:

  
 Renee Jadusingh, Staff Counsel 10/21/2016

**SUPPORTING  
DOCUMENTATION**

**SOUTHEAST OVERTOWN/PARK WEST  
COMMUNITY REDEVELOPMENT AGENCY  
INTER-OFFICE MEMORANDUM**

To: Clarence E. Woods, III  
Executive Director, SEOPW CRA

Date: August 17, 2016

File:

Subject: RFQ 16-02

From: Renée A. Jadusingh  
Staff Counsel

References:

Enclosures: Selection Committee Scoring Sheets

On February 11, 2016, the Southeast Overtown/Park West Community Redevelopment Agency ("CRA") issued Request for Qualifications ("RFQ") 16-02 seeking proposals from firms qualified to prepare a finding of necessity and amend the SEOPW CRA redevelopment plan. On March 15, 2016, the CRA received three (3) responses to RFQ 16-02 from the following proposers:

1. The Hall Group
2. The Mellgren Planning Group
3. E.L. Waters and Company, LLC

On August 17, 2016, a selection committee consisting of Neil Shiver, CRA's Assistant Director; Brian Zeltsman, CRA's Director of Architecture and Development; and myself, met to evaluate the aforementioned proposals, and ranked the proposals as follows:

1. E.L. Waters and Company, LLC
2. The Mellgren Planning Group
3. The Hall Group

Cc: Neil Shiver, CRA  
Brian Zeltsman, CRA

KEON HARDEMON  
Board Chair



CLARENCE E. WOODS, III  
Executive Director

## Selection Committee Scoring Sheet - TOTALS

Project: Southeast Overtown/Park West CRA Redevelopment Plan Amendment

Bid Number: RFQ 16-02

Score Criteria	The Hall Group (THG)	E.L. Waters and Company, LLC	The Mellgren Planning Group
Qualifications of the Firm and Personnel (max 50 points)	145	146	150
Past Projects Experience (max 25 points)	49	66	67
Reference (max 15 points)	41	42	45
Familiarity with the SEOPW CRA Plan (max 10 points)	28	30	19
<b>Total Score (max 100)</b>	<b>263</b>	<b>284</b>	<b>281</b>

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KEON HARDEMON  
Board Chair



CLARENCE E. WOODS, III  
Executive Director

## Selection Committee Scoring Sheet

Project: Southeast Overtown/Park West CRA Redevelopment Plan Amendment

Bid Number: RFQ 16-02

Score Criteria	The Hall Group (THG)	E.L. Waters and Company, LLC	The Mellgren Planning Group
Qualifications of the Firm and Personnel (max 50 points)	45	50	50
Past Projects Experience (max 25 points)	13	19	22
Reference (max 15 points)	12	15	15
Familiarity with the SEOPW CRA Plan (max 10 points)	10	10	7
<b>Total Score (max 100)</b>	<b>80</b>	<b>94</b>	<b>94</b>

Scored by (print): Renee Jadusingh

Scored by (sign): Renee Jadusingh

Date: 8/17/16



KEON HARDEMON  
Board Chair



CLARENCE E. WOODS, III  
Executive Director

## Selection Committee Scoring Sheet

Project: Southeast Overtown/Park West CRA Redevelopment Plan Amendment

Bid Number: RFQ 16-02

Score Criteria	The Hall Group (THG)	E.L. Waters and Company, LLC	The Mellgren Planning Group
Qualifications of the Firm and Personnel (max 50 points)	50	46	50
Past Projects Experience (max 25 points)	21	22	25
Reference (max 15 points)	14	12	15
Familiarity with the SEOPW CRA Plan (max 10 points)	8	10	7
Total Score (max 100)	93	90	97

Scored by (print) :

BRIAN ZELTSMAN

Scored by (sign) :

Date:

8/17/2016

KEON HARDEMON  
Board Chair



CLARENCE E. WOODS, III  
Executive Director

## Selection Committee Scoring Sheet

Project: Southeast Overtown/Park West CRA Redevelopment Plan Amendment

Bid Number: RFQ 16-02

Score Criteria	The Hall Group (THG)	E.L. Waters and Company, LLC	The Mellgren Planning Group
Qualifications of the Firm and Personnel (max 50 points)	50	50	50
Past Projects Experience (max 25 points)	15	25	20
Reference (max 15 points)	15	15	15
Familiarity with the SEOPW CRA Plan (max 10 points)	10	10	5
<b>Total Score (max 100)</b>	90	100	90

Scored by (print) :

Neil Shiver

Scored by (sign) :

*[Signature]*

Date:

8/17/16



## Southeast Overtown/Park West CRA Redevelopment Plan Amendment

Request For Qualifications (RFQ) # 16-02

PREPARED BY:

**E.L. WATERS AND COMPANY, LLC**

**REINES + STRAZ ARCHITECTS**

**KC2 Consulting, LLC**

**John Jackson, P.E.**

**Jeffrey Watson**

**Gregory Gay**

**Hal Ruck, AICP**

EXCERPT FROM FULL PROPOSAL



# E. L. WATERS AND COMPANY, LLC

## PLANNING AND DEVELOPMENT CONSULTANTS

March 15<sup>TH</sup>, 2016

Renee A. Jadusingh, Esq., Staff Counsel  
Southeast Overtown/Parkwest CRA  
Community Redevelopment Agency  
819 NW 2<sup>nd</sup> Avenue, 3<sup>rd</sup> Floor  
Miami, Florida 33136

**Re: REQUEST FOR QUALIFICATIONS (RFQ) No.16-02-SOUTHEAST OVERTOWN/PARK WEST (SEOPW) CRA REDEVELOPMENT PLAN AMENDMENT**

Dear Renee Jadusingh, Esq.:

E.L. WATERS AND COMPANY, LLC, in collaboration with KC2 Consulting, LLC, John Jackson, Gregory Gay, Jeffrey Watson, Hal Ruck and REINES+ STRAZ ARCHITECTS are pleased to submit this proposal to provide consulting services to prepare a **Redevelopment Plan Amendment** for the Southeast Overtown Park West CRA.

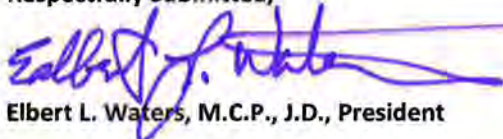
E. L. Waters and Company, LLC, established in 2005 is an innovative, visionary and solutions company. Elbert L. Waters, M.C.P., J.D., Principal-In-Charge of this collaborative has over 30 years of successful experience in the areas of community and urban redevelopment, urban planning/design, site planning, zoning, economic development, housing finance and development in both public and private sectors. I have an excellent track record for delivering urban planning/design, comprehensive master planning, economic development and land development projects on time and within budget. As the former Assistant Director of Planning and Development for the City of Miami, I lead the preparation and implementation of the Southeast Overtown Park West Redevelopment Plan; Omni Redevelopment Plan; Dupont Plaza Redevelopment Plan and the Model City Redevelopment Plan.

Currently, E.L. Waters and Company, LLC is the Planning and Zoning Consultant for the City of Miami Gardens, Florida (pop. 110,000). Mr. Waters is collaborating with Karen Cooper, KC2 Consulting and John H. Jackson, P.E., and Cabrera Consulting, Inc. on this project. These services include, although not limited to Comprehensive Plan Updates, Redevelopment Planning, Zoning Reviews and Analysis, Site Plan/Development Review Committee (DRC) Reviews, Parking Analysis and Urban Design Reviews, Plat Reviews and Zoning Verifications.

Jamie Straz, AIA, Principal, Reines + Straz Architects has over 7 years of experience with both public and private sector projects. Mr. Straz will serve as the Chief of Urban Design under this project.

The attached is our response to the RFQ and qualifications which meet the requirements to *Provide Consulting Services for the Preparation of the SEOPW CRA Redevelopment Plan Amendment*, pursuant to s. 163.355, F.S. and s. 163.340 (7) or (8). If you have any questions, please feel free to contact Elbert L. Waters at 305-785-9757.

Respectfully Submitted,



Elbert L. Waters, M.C.P., J.D., President

# E. L. WATERS AND COMPANY, LLC

## PLANNING AND DEVELOPMENT CONSULTANTS

### Narrative

*E. L. Waters and Company, LLC*, established in 2005 is an innovative, visionary and solutions company. Elbert L. Waters, M.C.P., J.D., Principal-In-Charge of this collaborative has over 30 years of successful experience in the areas of community and urban redevelopment, urban planning/design, site planning, zoning, economic development, housing finance and development in both public and private sectors. I have an excellent track record for delivering urban planning/design, comprehensive master planning, economic development and land development projects on time and within budget.

As stated earlier, I was the former Assistant Director of Planning and Development for the City of Miami and I lead the preparation and implementation of the following Redevelopment Plans:

- Southeast Overtown Park West Redevelopment Plan;
- Omni Redevelopment Plan;
- Dupont Plaza Redevelopment Plan; and
- Model City Redevelopment Plan.

The E.L. Waters and Company, LLC Consulting Planning Team believes that it is the most qualified firm to prepare the SEOPW Redevelopment Plan Amendment, pursuant to s. 163.355, F.S. and s.163.340 (7) or (8). We have the professional skill sets and prior experience in working in the City of Miami and the Southeast Overtown/ Park West Area. The Planning Team have a combined total of 125 years of professional experience in working in the SEOPW and City of Miami areas.

Our Planning Team is committed to preparing a Finding of Necessity (FON) report, pursuant to the Interlocal Agreement between the SEOPW CRA, City of Miami, Miami-Dade County and the Omni Redevelopment District CRA in which the conditions of slum and blight; within the expanded area will be analyzed and documented to prepare an amendment to the SEOPW Redevelopment Plan. This engagement will determine if the SEOPW CRA life should be extended until 2030.

E.L. Waters and Company, LLC Planning Team will commit to the Scope of Services highlighted in this RFQ.



**Project Team**  
**Southeast Overtown/ Park West CRA**  
**Redevelopment Plan Amendment Consulting Services**

Elbert L. Waters, M.C.P., J.D.  
Principal-In-Charge

Gregory Gay  
Project Manager

Karen Cooper  
K2C Consulting, LLC  
Principal Planner

John H. Jackson, P.E.  
CIP Planner

Jamie M. Straz, AIA  
Reines & Straz, LLC  
Principal Planner/Urban  
Design

Jeffrey Watson  
Economic Analyst

Hal Ruck, AICP  
GIS Planner

## ELBERT L. WATERS, M.C.P., J.D.

Elbert L. Waters (Bert) is Principal of E.L. Waters and Company, LLC, a planning and development consulting firm. Bert has over thirty years of successful planning and management of complex urban development projects, private sector planning and land development consulting with specific emphasis in the areas of Urban Development; Community Services Management; Land Use and Zoning; Community and Economic Development; Urban Real Estate/Finance Development; Neighborhood Redevelopment; Affordable Housing Development/Finance; Urban Design; Neighborhood Job/Training; Neighborhood Commercial Revitalization. In addition, he has extensive financial expertise in housing programs and operations; capital budget/management; municipal and federal administration. Bert served as the Broward Service Center Director for the South Florida Water Management District. He was responsible for water resources and development for Broward County, Florida and its thirty-one (31) cities (pop. 1.7 million).



E. L. Waters and Company, LLC currently serves as the Planning and Zoning Consultants to the City of Miami Gardens, Florida (population 110,000). In addition, the firm has served as Planning and Economic Development Consultants to the City of West Park, Florida; City of Opa-locka, Florida; Expert Witness for Becker and Poliakoff, P.A.; Planning and Zoning Consultant for Parioso Gardens and Park West Apartments, Multi-family Housing Developments, Hialeah, Florida.

Bert served as the Assistant City Administrator for the City of West Palm Beach, Florida. He was responsible for management oversight of economic development services, which included the Planning and Zoning Department; Construction Services; Code Enforcement; and Executive Director of the Community Redevelopment Areas (CRA).

Bert served as the Director of Community Planning & Development for the City of North Miami, Florida (4<sup>th</sup> largest city in Miami-Dade County). He was responsible for management of the department, which included Planning and Zoning, Code Enforcement Economic and Business Development, Building and Inspections, Engineering and Construction Management and the CDBG/State Housing Initiative Program (S.H.I.P.). Bert served as a Community Builder Fellow for the U.S. Department of Housing and Urban Development (HUD). He was the federal coordinator for the Miami-Dade Empowerment Zone Trust, Inc. The Empowerment Zone was a \$25.0 Million economic development initiative for Miami-Dade County.

Bert served in various positions with the City of Miami, Florida, as the Director of Community Development and Housing (\$30.0 Million budget); Assistant Director of Planning, Building and Zoning (\$4.0 Million budget); Chief of Land Development for the Planning and Development Department; Neighborhood Administrator; and Urban Designer/Downtown Planner for the Planning Department. Bert helped develop the 1994 Miami/Metro-Dade County Empowerment Zone application, the Wynwood SAFE Neighborhood Improvement District, and the Wynwood Foreign Trade Zone.

Bert helped create four (4) Urban Redevelopment Plans that provided economic opportunities for residents of Southeast/Overtown Park West, DuPont Plaza, and the Model City/Liberty City areas of Miami. Bert is a Life Member of Omega Psi Phi Fraternity, Inc., former board member of the Urban League of Greater Miami, Inc., and current board member of the Urban League of Broward County, and former member of One Hundred Black Men of South Florida, Inc. Bert was the Executive Director and Co-founder of the Community Design Center of Columbia, Inc., a neighborhood planning/design nonprofit organization in Columbia, South Carolina. Also, he serves as a member of the Planning Accreditation Board Site Visit Team (an Affiliate of the American Planning Association).

Bert received a Bachelor of Technology degree in Architectural Engineering from Florida A&M University; Master in City Planning/Urban Design from the Georgia Institute of Technology; and a Juris Doctor degree from the University of Miami School of Law. Bert is a John L. Loeb Fellow in Advanced Environmental Design, Harvard University Graduate School of Design. In addition, Bert completed the U.S. Department of Housing & Urban Development, Community Builder Fellows, Executive Program in Public Management, Harvard University John F. Kennedy School of Government. Also, he is an Executive Leadership Institute (ELI) Fellow, Executive Leadership Institute, National Forum for Black Public Administrators. Bert is an avid Jazz Trumpet/Flugelhorn player.





**Gregory D. Gay**  
*Urban Community Planner*

Gregory Dwight Gay, a native Miamian, received his BA in Architecture from Tuskegee University in Tuskegee, Alabama. A visionary, optimistic, and tenacious individual, he's forecasting the future of economically depressed communities of the City of Miami and South Florida. Undoubtedly, his background in architecture and real estate redevelopment has helped bridge the gap for African Americans to promote future economic growth and inner city redevelopment for present and future residents into the millennium. His unparalleled work ethics in government makes him a sought-after provider of information and consultant devoted to the communities he serves. He's also a grassroots leader who works well with all people of youth and wisdom, and help to raise scholarship funds for local students to go to college, and for local and national social concerns like Miami's Historic Virginia Key Beach Preservation, Urban and Community Redevelopment Initiatives in Miami, FL and the Dr. Martin Luther King Jr. National Memorial in Washington, DC.

Gregory is presently the Director of Planning & Community Development for the Great City of Opa-locka, Florida, a municipal corporation in North Central Miami-Dade County. In the past two years, he has been instrumental leading the process in updating the newly adopted 2030 Sustainable Comprehensive Development Master Plan [CDMP] and developing the new adopted 2015 Land Development Regulation/Zoning Code for the City of Opa-locka funded by USHUD. With a new CDMP and zoning code in place, he is creating development opportunities for new residential and mixed use development in the TownCenter area and other areas of Opa-locka. He is managing the recently created Opa-locka Community Redevelopment Agency (CRA) and leading the initiative for the City to expand beyond its existing boundaries by annexation areas to the south to include the North Central MAC.

Gregory is a former Urban Community Planner for the City of Miami, a municipal corporation. During his 26+ years with the City of Miami, he has held several positions, starting in the City of Miami Public Works where he redesigned some of the City's firestation facilities to provide unisex accommodations for male and female firefighters, to the City of Miami Planning Department where he has been involved in bring developers and area residents together to create and design affordable and market rate housing, offices, and retail projects which would be acceptable and sustainable to the community. He has participated in several charrette (a public planning process) and was the lead project manager that created a master plan for the evolving Upper Eastside area, and its main street, Biscayne Boulevard. He participates in reviewing plans and makes recommendations for the redevelopment of the Overtown area (especially the Southeast Overtown Park West District), Little Haiti area and most recently he was the lead project manager and coordinator in developing design standards and guidelines for recommendations of commercial improvements for Model City/Liberty City area, specifically the Dr. Martin Luther King, Jr. Boulevard Streetscape Beautification Masterplan and Commercial Façade Standards, and the Edison Marketplace Project in the MLK/Edison Business District. His was involved in updating two redevelopment plans for the City of Miami Community Redevelopment Agency – the Southeast Overtown Park West Plan and the Omni Redevelopment Plan. As lead project manager and coordinator, these plans update involved expanding the boundaries of district to increase opportunities for using the tax increment financing, updates the proposed projects and redevelopment activities for the areas and extending the lifespan for the existence for the redevelopment districts. He also participated in the development of the City of Miami's new zoning ordinance – Miami21. Gregory applies his executive skills and personable communication style to foster improving the 'quality of life' for the residents of these impoverished communities.

Gregory has provided mentorships to numerous minority youths, mostly young African American males, within his community. He is a mentor and past board member for the 5000 Role Models of Excellence Program, a project of Miami-Dade County Public School. He has presented to multiple audiences of high school and middle school students to create awareness in seeking higher education, and encourage them to seek career and entrepreneurial opportunities that are available upon completion of college and/or a technical institution. He also works with adults who desire to improve their 'quality of life' through adult education and business development programs. He is a local judge/mentor for the NAACP's Afro-Academic, Cultural, Technological & Scientific Olympics (ACT-SO) Program. A 1981 National ACT-SO Winner, Gregory has experienced what it takes to be successful in this program. Every year, he assist in identifying and sponsoring South Florida youths who demonstrate academic, artistic and scientific prowess and expertise, thereby gaining the same recognition often only reserved for entertainers and athletes. He is also a Who's Who of America, a 2005 Millennium Movers Shaker Award recipient and a 2012 honoree at the 5000 Role Model MLK Breakfast for his role as lead fundraiser in Miami for the Dr. Martin Luther King, Jr National Memorial in Washington, DC, which was dedicated in October 16th, 2011.

Gregory has been selected numerous times as an Outstanding Young Men of America. He served as President of the Board for the Ann-Marie Adker Overtown Community Health Center, which merged with the Jefferson Reaves, Sr. Health Center, where he served as President of the Board from 2001-2011. In addition to the Jefferson Reaves, Sr. Health Center, Gregory is currently an advisor to the St. John Community Development Corporation's development committee, a Charter Boardmember of Concerned African Women, Inc., former member of the National Forum for Black Public Administrators South Florida Chapter, a member of the American Planning Association Gold Coast Chapter, a National Allied Member of the American Institute of Architects, a member of 100 Black Men of America-South Florida Chapter, a member of Sigma Pi Phi Fraternity-Alfa Rho Boule, a Life Member of Alpha Phi Alpha Fraternity, Incorporated, a Past President of Beta Beta Lambda Chapter of Alpha Phi Alpha Fraternity, Incorporated, charter member of the Beta Beta Lambda Education Foundation, and co-founder of the Beta Beta Lambda AlphaLand Community Development Corporation.

Gregory is eldest son of the Eddye Shepherd Gay and the Late James Lloyd Gay, married to LaTaryn Edington Gay, and they have a son, Jeremy Lloyd, and a daughter, Braynon Jhanai.



# Karen Cooper

954.6009437

2653 SW 181<sup>st</sup> TERR  
MIRAMAR, FL 33029  
kc2consulting@zoho.com



## EDUCATION

**ST. THOMAS UNIVERSITY**  
MIAMI, FLORIDA

- ❖ **MASTER OF SCIENCE IN MANAGEMENT**  
PUBLIC MANAGEMENT SPECIALIZATION

**FLORIDA INTERNATIONAL UNIVERSITY**  
MIAMI, FLORIDA

- ❖ **EXECUTIVE DEVELOPMENT & LEADERSHIP PROGRAM**

**FLORIDA STATE UNIVERSITY**  
TALLAHASSEE, FLORIDA

- ❖ **BACHELOR OF SCIENCE IN FINANCE**

## PROFESSIONAL EXPERIENCE:

05/14 - Present

KC² CONSULTING, LLC

- ❖ **GOVERNMENTAL MANAGEMENT RESOURCE CONSULTANT**  
KC² CONSULTING, LLC IS A GOVERNMENTAL MANAGEMENT RESOURCE SPECIALIZING IN COMMUNITY PLANNING AND ENGAGEMENT, PLANNING AND DEVELOPMENT, SPECIAL PROJECTS OVERSIGHT, QUALITY CONCEPTS AND PRACTICES

04/01 – Present: **PLANNING AND ZONING CONSULTANT**  
CITY OF MIAMI GRDENS, FL

10/09 - 09/14

CITY OF MIAMI PLANNING AND ZONING DEPARTMENT  
MIAMI, FLORIDA

- ❖ **LAND DEVELOPMENT PLANNER**  
ANALYZE AND MAKE RECOMMENDATIONS ON DEVELOPMENT PROPOSALS, SPECIAL PERMITS, VARIANCES, ZONING CHANGES AND LAND USE DESIGNATION CHANGES THAT AFFECT THE GENERAL WELFARE OF THE CITY OF MIAMI

12/95-10/09

CITY MANAGER'S OFFICE, CITY OF MIAMI  
MIAMI, FLORIDA

- ❖ **NEIGHBORHOOD ENHANCEMENT TEAM ADMINISTRATOR (COCONUT GROVE)**  
TO FACILITATE THE EFFICIENT DELIVERY OF MUNICIPAL SERVICES; TO DEVELOP PARTNERSHIPS BETWEEN PUBLIC AND PRIVATE CONCERNS; ENHANCE AND REVITALIZE MIAMI'S DIVERSE NEIGHBORHOODS

CITY MANAGER'S OFFICE, CITY OF MIAMI  
MIAMI, FLORIDA

- ❖ **SENIOR ASSISTANT TO THE CHIEF ADMINISTRATOR/CITY MANAGER**  
PRIMARY AREA – COMMUNITY RELATIONS

SERVED AS LIAISON TO MEMBERS OF THE COMMUNITY, VARIOUS BOARDS AND AGENCIES UNDER THE DIRECTION OF THE CHIEF ADMINISTRATOR'S OFFICE. ASSIST WITH SPECIAL COMMUNITY PROJECTS, COORDINATOR OF SPECIAL CITY EVENTS

CITY MANAGER'S OFFICE, CITY OF MIAMI  
MIAMI, FLORIDA

- ❖ **NEIGHBORHOOD ENHANCEMENT TEAM ADMINISTRATOR (MODEL CITY)**  
THE ADMINISTRATOR IS THE PRIMARY LIAISON BETWEEN THE COMMUNITY AND THE CITY ADMINISTRATION. RESPONSIBLE FOR COORDINATING THE DELIVERY OF MUNICIPAL SERVICES, INCLUDING ZONING, CODE ENFORCEMENT, SOLID WASTE, PUBLIC WORKS, POLICE PROTECTION, JOB REFERRAL, AND OTHER SERVICES, WHICH MAY BE NEEDED OR IDENTIFIED AS HIGH PRIORITY NEEDS BY THE CITIZENS IN THE SERVICE AREA.

9/89 – 12/95

CITY OF MIAMI PLANNING, BUILDING AND ZONING DEPARTMENT  
MIAMI, FLORIDA

- ❖ **PLANNER II (GENERAL)**  
PRIMARY AREA: PERFORMED COMPLEX PLANNING STUDIES RELATIVE TO THE PHYSICAL, ECONOMIC AND SOCIAL ASPECTS OF THE CITY AND IT'S NEIGHBORHOODS; CONDUCTED MARKET FEASIBILITY ANALYSIS; PUBLIC INFORMATION COORDINATION; NEIGHBORHOOD/URBAN PLANNING.

CITY OF MIAMI PLANNING, BUILDING AND ZONING DEPARTMENT  
MIAMI, FLORIDA

- ❖ **PLANNER I (GENERAL)**  
PRIMARY AREAS: GATHERED AND CORRELATED PRELIMINARY PLANNING DATA AND INFORMATION; CONDUCTED ANALYSIS, INVESTIGATIONS, AND PRELIMINARY DETERMINATIONS AND RECOMMENDATIONS ON CURRENT PLANNING PROBLEMS; WROTE REPORTS AND CORRESPONDENCE; NEIGHBORHOOD PLANNER (MODEL CITY/EDISON- LITTLE HAITI/UPPER EASTSIDE).

CITY OF MIAMI PLANNING, BUILDING AND ZONING DEPARTMENT  
MIAMI, FLORIDA

- ❖ **PLANNING TECHNICIAN**  
PRIMARY AREAS: PROVIDED INFORMATIONAL SERVICES TO THE DEPARTMENT, THE CITY AND THE PUBLIC; 1990 CENSUS LIAISON.

7/89 – 9/89

CITY OF MIAMI DEPARTMENT OF MANAGEMENT AND BUDGET  
MIAMI, FLORIDA

- ❖ **PUBLIC MANAGEMENT INTERN**  
PRIMARY AREAS: ASSISTANT TO BUDGET ANALYST; STATISTICAL/BUDGET RESEARCH AND ANALYSIS.

**PROFESSIONAL AFFILIATIONS:**

- ❖ JACK AND JILL OF AMERICA, INC. MIAMI CHAPTER - MEMBER
- ❖ JACK AND JILL OF AMERICA, INC., MIAMI CHAPTER – VICE PRESIDENT
- ❖ MIAMI/MIAMI DADE WEED AND SEED - BOARD OF DIRECTORS, CHAIRPERSON
- ❖ MIAMI/MIAMI DADE WEED AND SEED - BOARD OF DIRECTORS
- ❖ OVERTOWN YOUTH CENTER – BOARD OF DIRECTORS
- ❖ MOUNT TABOR BAPTIST CHURCH - MASS CHOIR, WOMENS CHOIR MEMBER
- ❖ SOUTH FLORIDA CHAPTER, NATIONAL FORUM FOR BLACK PUBLIC ADMINISTRATORS – FIRST VICE PRESIDENT
- ❖ SOUTH FLORIDA CHAPTER, NATIONAL FORUM FOR BLACK PUBLIC ADMINISTRATORS – SECOND VICE PRESIDENT
- ❖ SOUTH FLORIDA CHAPTER, NATIONAL FORUM FOR BLACK PUBLIC
- ❖ SOUTH FLORIDA CHAPTER, NATIONAL FORUM FOR BLACK PUBLIC ADMINISTRATORS - MEMBER
- ❖ DELTA SIGMA THETA PUBLIC SERVICE SORORITY, INC., - MEMBER
- ❖ 2011 DADE COUNTY ALUMNAE CHAPTER SOROR OF THE YEAR

**REFERENCES:**

AVAILABLE UPON REQUEST





## **JOHN H. JACKSON, P.E., CFM**

**8506 SW 103 AVE; Miami, Florida 33173      Home: 305-271-9039 Cell: 305-301-6858**

**Experience      2003 – 2014      City of North Miami, FL. Building & Zoning/Community Planning & Development**

### **Building Official/Assistant Director**

Daily Management, Administration, Organizing, Directing and controlling activities of the City's Building Dept.

Responsible for issuance of building permits in accordance with the Florida Building Code and local Ordinances.

Supervise licensed building inspectors and clerical staff for permit reviews and inspections. Meet with Builders,

Engineers, Architects, Developers, Attorneys, Real Estate agents and general public to resolve FBC concerns and

Complaints. Thorough knowledge FEMA, National Flood Insurance Program (NFIP) and Building Codes relating to

The construction and inspection of residential, commercial and industrial buildings.

**Experience      2000- 2002      City of Miami Public Works Dept.**

### **Director**

Daily Management, Administration, Budget and planning of Public Works Department with operating budget of

\$10 million. Supervise 121 full-time employees with duties of architecture, engineering, storm water, streets,

Lighting, construction and maintenance services. Responsible for enforcement of right-of-way code and

Ordinances exceptional communication, interpersonal and customer service skills.

### **Acting Director**

Manage and Directed 99 persons Public Works department comprised of Design, Construction and Maintenance

Divisions. Oversaw work associated with the supervision, coordination and daily operations of professional

architectural and engineering services and right-of-way maintenance operations. Attend Public Hearings, City

Commission meetings representing the Department. Responsible for Public Works design and management of

Capital Improvement projects and enforcement of city Codes and Ordinances.

**1988 – 1999**

**City of Miami Public Works Dept.**

**Assistant Director/Construction Division**

Supervise construction personnel engaged in the inspection of construction contracts, inspection of line and grade

Permitting, various right-of-way permits and surveying services. Responsible for the schedule, management and

completion of capital construction projects. Provide technical and engineering coordination on highway

construction, sanitary and storm sewer projects, marinas, new buildings and renovations to existing buildings.

Responsible for adhering to government and South Florida Building Code and ordinances. Project types include

Olympic pool complex, new park recreation building, fire stations, major marina, police stations and an

assortment of local drainage projects, parking lots and pump facilities.

1985 – 1988 John H. Jackson - Miami, FL

**Self-Employed/Consulting Engineer**

Contract with A. O. Phillips & Associates, Houston, TX

Worked on Southland Corporation CITYPLACE project, Dallas, TX. Provided assistance to minority vendors,

Contractors and subcontractors. Provided similar services to Florida Department of Transportation.

1983 -1985 City of Miami Public Works Dept.

**Assistant to the Director**

Assisted in the administrative assignments for the Department, budgetary assignments, upgraded engineering

Technical examination procedures and provided liaison for renovation to the Fredrick's store to a new Winn Dixie

Grocery store.

1981-1985 Dow Chemical Company USA - Houston, TX

**Project Engineer**

Project Engineer for the Engineering & Construction Services Division performing detailed engineering. Major

Project was a \$10 million Polyethylene Dichloride Epichlorohydrin, Salvador, Brazil.

1980 – 1981 Dow Chemical Company USA - Houston, TX

**Salary-Exempt Placement Manager**

One-year assignment as exempt placement manager in employees relations Department. Provided recruitment

and Placement for salaried exempt personnel, interviewing and screening applicants in engineering, Geology,

Accounting, Data Processing.

1979 – 1980 Dow Chemical Company USA

**Project Engineer**

Supervised and coordinated the construction of \$14 million Houston Dow Center office building. Included 100K

Landscaping and purchase, delivery and installation of an Uninterruptable Power System with interconnecting

Computer cooling unit.

1974 – 1979 Dow Chemical Company USA

**Project Engineer**

Projects include:



1.25 million District Operating Facility, Rock Springs , Wy. Engineering, construction and start-up. Sand, cement  
And well chemicals handling and storage with a 5-bay truck maintenance building.

Provide technical lead engineering duties for various chemical plants.

1973 Raymond International, Inc. Houston, TX

**Civil Engineer**

Performed detailed technical calculations and design of civil foundations, site work and related design work.

Projects Include two LNG faculties , Chattanooga, TN and La Porte, IN.

1971-1973 J F Pritchard Company

**Civil Engineer**

Performed detailed technical calculations for civil and structural aspect for chemical plants.

<b>Education</b>	1975	MBA – Finance	University of Houston	Houston TX
	1968	B. S. Civil Engineer	University of Missouri	Rolla, MO

<b>Licenses</b>	Professional Engineer State of Florida	#48163
	Professional Engineer State of Texas	#34968
	Building Code Administrator	BU 1461
	Standard Plans Examiner	PX 2642
	ASFPM Certified Floodplain Manager	US-08-03996

**Personal** Married, three adult children

**References** Available upon request

## Jamie Straz AIA, LEED GA, NCARB

Principal

REINES  
& STRAZ



Mr. Straz has over 7 years of experience with both public and private sector projects. He has served as Project Architect, Manager, and Designer for both large and small scale projects through the schematic and design development stage, construction documents, permitting, and construction administration for various types of projects and clients. Understanding what the client wants and working with them to create a design that reflects their dreams into a reality, good design does not come at a cost and Mr. Straz strives to incorporate this philosophy into his work regardless of the type of project.

### EDUCATION

Bachelor of Architecture, University of Miami,  
Miami, Florida, 2009

### REGISTRATIONS

Registered Architect, Florida, AR96931  
LEED Green Associate, U.S. Green Building Council

### MEMBERSHIPS

AIA, American Institute of Architects, No. 38032483  
NCARB, National Council of Architectural  
Registration Boards No. 77801

### WORK EXPERIENCE

**REINES & STRAZ, LLC** 2014-PRESENT\*

**Jamie Straz Architecture** 2013-2014

**Stantec Architecture** 2013\*\*

**C3TS Architecture** 2009-2012\*\*

**Reines Design, Inc.** 2008

\*Reines Design, Inc. & Jamie Straz Architecture Partnered

\*\*C3TS was acquired by Stantec in December 2012



### Jeffrey Watson, CEO

Mr. Watson has over 30 years' experience in finance, development and urban economic development. He is currently the Chairman and CEO of J. Watson & Co., a government relations and economic development consulting firm. A graduate of Florida State University with a B.S. in Accounting and Finance, Mr. Watson has had extensive experience in developing strategic and long-term initiatives for both local and national governments. His greatest priority is bridging the gap between economic opportunity and sustainability for neighborhoods across the U.S. Mr. Watson's work has also taken him abroad as counsel to the governments and leaders in China, Brazil, South Africa, and the Turks and Caicos Islands

Prior to founding J. Watson & Co., Mr. Watson served as Vice President for The Jefferson Group where he was responsible for urban and economic development issues. He served as Deputy Assistant for Intergovernmental Affairs in the White House for President William Jefferson Clinton. Mr. Watson served as Chief Financial Officer for the City of Miami Department of Housing and Development. His primary experience stems from serving as Accountant and Internal Auditor at both Coopers & Lybrand as Arthur Anderson and Company.

He has served on the Board of Directors of RENEX Corporation, (a publicly traded dialysis company for ESRD patients) and was Vice Chair of the Miami Dade Housing and Finance Authority. He is currently a member of the Board of Directors of the Institute of Caribbean Studies. Mr. Watson was selected as a U.S. Fellow for the American Council of Young Political Leaders in a Political Leaders Exchange to the Peoples Republic of China in 1988 and 1994 as well as for Argentina, Brazil and Chile in 2000. He was awarded the Lifetime Achievement Award from Support Network, Inc. – New York City and the African American Achievers Award from JM Family Enterprise in Florida.



# Harold A. Ruck

[harold.ruck@gmail.com](mailto:harold.ruck@gmail.com)

1665 SW 154 PATH  
MIAMI, FL 33185  
(305) 898-7559 (CELL)

## EXPERIENCE:

### Subject Matter Expert, Part Time

October 2014 - Present

#### City of Miami, Planning and Zoning Department, Miami FL.

- Assisted in training new departmental staff in Comprehensive Planning amendment procedures required by the City and State. Worked with ITD in creation of supporting flow charts.
- Drafted-presented the State mandated 2020 Water Supply Facilities Work Plan Update, with required documentation.
- Drafted-presented Comprehensive Plan FLUM and text amendments, with required documentation.
- Reviewed Community Residential Home applications for compliance with zoning requirements.
- Coordinated with the ITD the updating of the City's Zoning Atlas, and the Zoning Web application.
- Generated GIS Mapping as required.

### Chief of Community Planning

March 2004 – September 2014

#### City of Miami, Planning Department, Miami, FL.

- Provided direction, coordination, supervision within the Section, Department in areas of Neighborhood Planning, Comprehensive Planning, Research, Studies, and GIS Mapping. Included the implementation of state mandated Evaluation and Appraisal Reports (EAR), Comprehensive Plan Amendments for both text and Future Land Use Map (FLUM), neighborhood profiles, computerization of FLUM and zoning atlas information, mapping and data analysis of selected city data, social and economic census data, Community Residential Homes, using the City's GIS software;
- Assisted in the review of Developments of Regional Impacts (DRI) Increment additions; Large Scale Development projects; Parks LOS Study, Water Supply Plan Update;
- Reviewed, drafted legislation, Development Agreements, code amendments for public hearings;
- Represented the Department and presented findings at Public Hearings, community and stakeholder meeting;
- Assisted Planning Department Director & Assistant Director in overall administrative duties.

### Planner II

February 1990 – March 2004

#### City of Miami, Planning Department, Miami, FL.

- Prepared GIS base layers and maps based on statistical & data analysis/social, economic, and demographic census data/land use/ zoning for the city and public
- Provided GIS training and technical assistance for city department staff.
- Supervised GIS staff as applicable.
- Made GIS presentations to City Boards and outside associations.
- Evaluated RFQs and RFPs for GIS services.
- Assisted in purchase/maintenance of GIS equipment.

### Planner I

August 1988 – February 1990

#### City of Miami, Planning Department, Miami, FL.

- Drafted staff recommendations on Comprehensive Plan amendments, made presentations to Hearing Boards.
- Drafted Transmission packages to State agencies for Comprehensive Plan Amendments.
- Represented Department at interagency meetings.
- Coordinated production of City's response to State comments on the City's Comprehensive Plan.
- Answered public enquires regarding the City's Comprehensive Plan.

### Assistant Planner

November 1987 – August 1988

#### City of Hollywood, Hollywood, FL.

- Approved building plans for compliance with land development regulations.
- Answered public enquiries regarding Zoning.
- Prepared departmental zoning variance recommendations.
- Presented staff reports at hearing boards
- Provided zoning approvals for occupational licenses.
- Prepared initial draft of the Port/Aviation Element of City's Comprehensive Plan.



**Regional Housing Officer****US Agency for International Development, Kingston, Jamaica****September 1985 – July 1987**

- Managed multi-million dollar “Housing Guaranty” Project emphasizing implementation, certification, & completion.
- Managed \$725,000 grant to a private sector client for physical rehabilitation/ leasing of a derelict property for light manufacturing/ commercial use. Initiated contract actions, procurement documents for commodities & technical services. Analyzed cash flow requests & approved disbursement requests.
- Managed loan debt service payment monitoring system.
- Prepared status reports on projects.
- Served as acting Chief of Regional Housing Office as required.

**Housing Officer/International Development Intern (IDI)****US Agency for International Development, Washington DC****March 1984 – September 1985**

- Supported overseas operations of regional offices in Jamaica, Thailand, and Panama.
- Initiated procurement documents for technical services.
- Reviewed program budgets of regional offices.
- Provided on-site technical support to the Caribbean Regional Housing Office in Jamaica.
- Reviewed Development Project documents. Drafted issue/briefing papers for senior staff.
- Represented the Office as requested at Project/Program reviews within the Agency’s Latin American & Caribbean Bureau (LAC).

**Project Manager****Cambridge Housing Authority, Cambridge, Massachusetts****June 1980 – May 1981**

(College Work Study Program while in Graduate School)

- Designed/implemented landscaping project at two public housing developments. Responsibilities included preparation of bid documents, coordination of public bidding process, contract supervision, and site supervision.
- Sorted/ indexed all plans & drawings of all housing projects on file.

**Architect/Planner****Vice Ministry of Urban Planning, Managua, Nicaragua****June 1975 – July 1978**

- Assisted in Analysis of post 1972 earthquake status of community facilities and infrastructure in the city. Prepared recommendations for new community facilities.
- Assessed optimal locations for governmental buildings within a new governmental district.
- Analyzed community needs and space requirements for proposed district centers.
- Produced preliminary design drawings for a central Park in Juigalpa, Nicaragua.

**University of Tennessee Student****Vice Ministry of Urban Planning, Managua, Nicaragua****January 1974 – June 1975**

(Member of technical assistance team to Government of Nicaragua within educational program)

- Analyzed existing conditions in a selected study area, developing recommendations for future land use.
- Designed/ supervised construction of a proto typical light weight structure using aluminum screen wire.

**EDUCATION:****Massachusetts Institute of Technology (MIT)****September 1979 - June 1983**

Masters in City Planning (MCP)

**Massachusetts Institute of Technology (MIT)****September 1978 - June 1980**

Masters of Architecture in Advanced Studies (M. Arch A.S.)

**University of Tennessee****September 1969 - March 1975**

Bachelors of Architecture



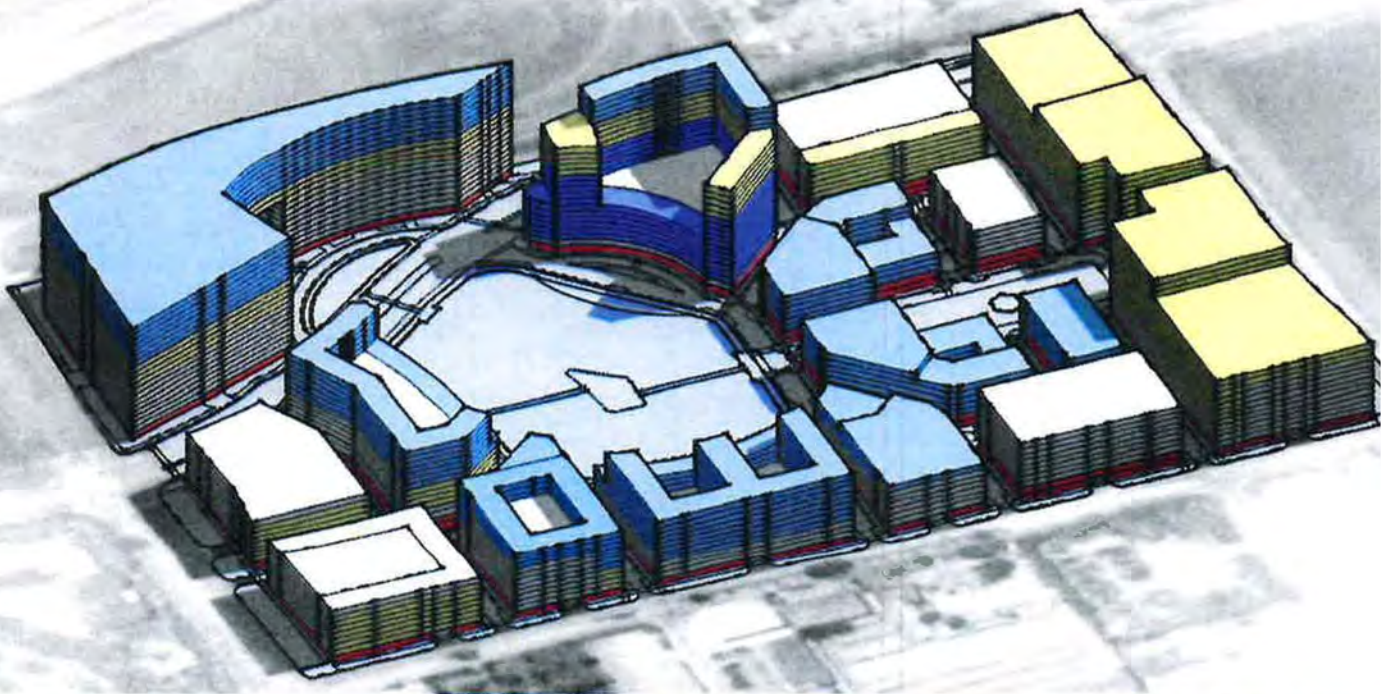
**REINES & STRAZ, LLC**  
 975 41ST STREET, #407  
 MIAMI BEACH, FL 33140



AA26002849  
 TEL: 305.397.8779  
 REINES-STRAZ.COM

## RELEVANT PROJECT EXPERIENCE

(Work Completed by Jamie Straz while at Stantec)



### PROJECT SWEETWATER TOWN CENTER MASTER PLAN

60 Acre Master Plan for a new Town Center, the original Master Plan was part of a study Jamie Moshe Straz did originally while at the University of Miami. Mr. Straz developed the new master plan with the new criteria for a more dense urban design with Javier Salzman from Stantec. Incorporating a walkable area with garages located toward the inside of blocks to allow the pedestrians to have priority, culminating in urban plazas and a centralized lake. Mixed use planning with commercial/retail on the ground floor, with a mix of office/hotel/residential on the upper floors lining the parking garages. This project just won an award on December 11, 2014, The Award of Excellence for Innovation for Sustaining Places by the APA Florida Gold Coast Section.





REINES & STRAZ, LLC  
975 41ST STREET, #407  
MIAMI BEACH, FL 33140



AA26002849  
TEL: 305.397.8779  
REINES-STRAZ.COM

## RELEVANT PROJECT EXPERIENCE

(Work Completed by Jamie Straz while at Stanford)



### PROJECT HARDING AVENUE STREETSCAPE IMPROVEMENTS PARKING GARAGE STUDY, TOWN OF SURFSIDE

WHEN THE TOWN CAME WITH AN ORIGINAL CONCEPT TO JUST REPLACE THE EXISTING PLANTING FOR THEIR MAIN COMMERCIAL STREET, MR. STRAZ REALIZED THERE WAS OPPORTUNITY THAT JUST HAD TO BE DESIGNED. HE PROPOSED THE DESIGN OF POCKET PARKS, TAKING THE EXISTING PLANTING BEDS AND INCREASE THE SIZE TO CREATIVE LUSH LANDSCAPE IN ANOTHERWISE CONCRETE ONLY STREET. THIS CREATED A PLACE FOR RESTAURANTS TO SEAT CUSTOMERS, PEOPLE TO GATHER AND MEET, AND TO JUST REST WHILE WALKING DOWN THE STREET. THROUGH LOOKING AT DETAILS WITHIN THE SAME BUDGET THE ENTIRE STREETSCAPE WAS NOT ONLY IMPROVED BUT ENHANCED. ALSO THE TOWN OF SURFSIDE WAS REACHING THEIR MAX CAPACITY OF CURRENT PUBLIC PARKING AVAILABLE FOR THEIR TOWN. WE STUDIED THE IMPACT AND NEED FOR NEW PARKING GARAGE STRUCTURES. WHAT WE PROPOSED TO THE CITY WAS PARKING GARAGES THAT WERE NOT PARKING GARAGES. DESIGNS WERE PREPARED OF UNDERGROUND PARKING STRUCTURES WITH A LARGE COMMUNITY PARK ON TOP; PARKING GARAGE WITH A RESIDENTIAL TOWNHOME LINER AND A MIXED USE PEDESTRIAN SHOPPING AREA THAT CONCEALS THE PARKING GARAGE.



**REINES & STRAZ, LLC**  
 775 41ST STREET, #407  
 MIAMI BEACH, FL 33140



AA26002849  
 TEL: 305.397.8779  
 REINES-STRAZ.COM

## RELEVANT PROJECT EXPERIENCE

(Work Completed by Jennie Straz while at Stanford)



### PROJECT

#### RIVIERA BEACH MARINA - MASTERPLAN

ARCHITECTURAL AND URBAN DESIGNER FOR THIS PROJECT WHICH INVOLVES THE CREATION OF A NEW MASTER PLAN FOR THE ENTIRE AREA, WHICH IS ENVISIONED BOTH AS SERVING LOCAL RESIDENTS AND ATTRACTING REGIONAL VISITORS AND CRUISE TOURISTS FROM THE NEARBY PORT. THE PROJECT INCLUDES CONCEPTUALIZATION AND DESIGN OF SEVERAL NEW BUILDINGS: A MULTI-LEVEL "CROWN JEWEL" COMMUNITY CENTER THAT INCLUDES OFFICE SPACE ALONG WITH SMALL MEETING AREAS AS WELL AS A BALLROOM FOR FORMAL EVENTS; A RESTAURANT; A YEAR-ROUND, OPEN-AIR FARMERS' MARKET BUILDING; AND A MULTI-LEVEL PARKING STRUCTURE FOR SEVERAL HUNDRED CARS THAT IS LINED WITH RETAIL AND RESTAURANT SPACES. THE PROJECT ALSO INCLUDES A LARGE PUBLIC PARK WITH PLAYGROUND EQUIPMENT, DECORATIVE PERGOLAS, SPLASH AREAS, AND PICNIC GAZEBOS; A CONCERT AMPHITHEATER FOR CITY FESTIVALS; AN EXPANSIVE PLAZA AREA FOR OUTDOOR PUBLIC GATHERINGS; REDESIGN OF A BEACH ACCESS AREA; SUSTAINABLE LANDSCAPING AND UNIQUELY DESIGNED, PERVIOUS WALKING SURFACES; AND A REINVIGORATED US-1 CORRIDOR ADJACENT TO THE SITE, AS WELL AS CREATION OF NEW LOCAL ROADS TO MAKE THIS "SUPERBLOCK" SITE MORE HUMAN-SCALE AND APPEALING, AND A BRANDING/ENTRY SIGN CAMPAIGN TO MARK ARRIVAL AT THIS DISTINCTIVE LOCALE.





FLORIDA DEPARTMENT OF STATE  
DIVISION OF CORPORATIONS



## Detail by Entity Name

### Florida Limited Liability Company

E. L. WATERS & COMPANY, LLC

### Filing Information

<b>Document Number</b>	L05000015297
<b>FEI/EIN Number</b>	59-6000387
<b>Date Filed</b>	02/14/2005
<b>Effective Date</b>	02/11/2005
<b>State</b>	FL
<b>Status</b>	ACTIVE
<b>Last Event</b>	REINSTATEMENT
<b>Event Date Filed</b>	09/20/2011

### Principal Address

8264 NW 195 TERRACE  
MIAMI, FL 33015

### Mailing Address

8264 NW 195 TERRACE  
MIAMI, FL 33015

Changed: 09/20/2011

### Registered Agent Name & Address

LAW OFFICES OF MARLON E. BRYAN, P.A.  
5701 SHERIDAN STREET  
HOLLYWOOD, FL 33021

### Authorized Person(s) Detail

#### **Name & Address**

Title President

WATERS, ELBERT L  
8264 NW 195 TERRACE  
MIAMI, FL 33015

### Annual Reports

<b>Report Year</b>	<b>Filed Date</b>
2014	01/09/2014

2015 01/16/2015  
2016 02/04/2016


**Document Images**[02/04/2016 -- ANNUAL REPORT](#)[View image in PDF format](#)[01/16/2015 -- ANNUAL REPORT](#)[View image in PDF format](#)[01/09/2014 -- ANNUAL REPORT](#)[View image in PDF format](#)[01/25/2013 -- ANNUAL REPORT](#)[View image in PDF format](#)[01/30/2012 -- ANNUAL REPORT](#)[View image in PDF format](#)[09/20/2011 -- REINSTATEMENT](#)[View image in PDF format](#)[02/26/2007 -- ANNUAL REPORT](#)[View image in PDF format](#)[05/02/2006 -- ANNUAL REPORT](#)[View image in PDF format](#)[02/14/2005 -- Florida Limited Liability](#)[View image in PDF format](#)

SOUTHEAST OVERTOWN/PARK WEST  
COMMUNITY REDEVELOPMENT AGENCY  
**INTER-OFFICE MEMORANDUM**

---

To: Board Chair Keon Hardemon      Date: October 21, 2016      File: 1250

Subject: Resolution Accepting Top Ranked  
Contractor for Town Park Village  
Rehabilitation.

From: Clarence E. Woods,   
Executive Director

Enclosures: File # 1250 Backup

---

**BACKGROUND:**

The attached Resolution of the Board of Commissioners of the Southeast Overtown/Park West Community Redevelopment Agency ("CRA") accepts the recommendation to select Cazo Construction, Corp. as the top ranked firm to perform the renovation and rehabilitation of Town Park Village No. 1 ("TPV"), and authorizes the Executive Director to negotiate with Cazo Construction, Corp. for the renovation and rehabilitation of TPV ("Project").

Built in the early 1970's, TPV is a HUD Cooperative housing complex located at 1680 NW 4th Ave, Miami, Florida (Reference Folio #: 01-3136-067-0001) and consists of 147 apartment units and common facilities scattered throughout 19, two-story buildings. The complex is in various states of disrepair as on-going building maintenance may have been neglected over the years. The units are in need of a "full-gut" type rehabilitation and underground water and sewer lines are in need of replacement as well.

On September 17, 2012, the Board of Commissioners, by Resolution No. CRA-R-12-0061, provided for the issuance of tax revenue bonds to finance, among other things, the renovation and rehabilitation of TPV.

Further, on June 9, 2016, the CRA issued Request for Qualifications ("RFQ") No. 16-05 for Design-Build and Relocation Services for TPV. On July 12, 2016, the CRA received seven (7) responses to RFQ 16-05. On August 10, 2016, a selection committee consisting of: Ms. Monique Lubin on behalf Town Park Village No. 1; Irby McKnight on behalf of Town Park Village No. 1; Neil Shiver, CRA's Assistant Director; Renée Jadusingh, CRA's Staff Counsel; and Brian Zeltsman, CRA's Director of Architecture and Development met to evaluate the aforementioned proposals, and ranked the proposal received from Cazo Construction, Corp. as the highest ranked proposer.

Once authorized, the negotiations will include an assessment of the condition of TPV in order to ascertain the actual cost of the Project. Although the tax revenue bonds issuance included partial funding for the renovation and rehabilitation of TPV, additional funding will be required after the contractors conduct a full property assessment.

**JUSTIFICATION:**

Section 2, Goal 3, at page 11, of the 2009 Southeast Overtown/Park West Community Redevelopment Plan ("Plan") lists the "creati[on of] infill housing, diversity in housing types, and retaining affordable housing," as a stated redevelopment goal. Section 2, Principle 2, at page 14, of the Plan provides that "[t]he neighborhood . . . retain access to affordable housing . . . ."

This Project will eliminate slum and blight conditions by curing the visible deterioration as evidenced by structural cracks in some units, broken windows, loose railings on upper floors, sewer backups, water leaks from decrepit plumbing, existence of mold, wood rotting in doors and fascia of roofs, as well as outdated electrical wiring. In addition, the construction will provide, although temporary, needed jobs to the residents of the Redevelopment Area.

**FUNDING:**

This Resolution does not commit funding.



## AGENDA ITEM FINANCIAL INFORMATION FORM

### SEOPW CRA

**CRA Board Meeting Date:** October 31, 2016

**CRA Section:**

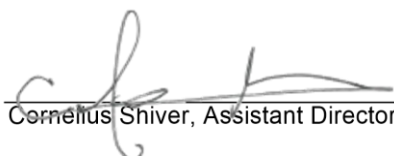
**Brief description of CRA Agenda Item:**

RFQ Town Park Village Rehab

Project Number (if applicable):		
YES, there are sufficient funds in Line Item:		
Account Code:	Amount:	
NO (Complete the following source of funds information):		
<div style="display: flex; justify-content: space-between;"> <span>Amount budgeted in the line item:</span> <span>\$</span> </div>		
<div style="display: flex; justify-content: space-between;"> <span>Balance in the line item:</span> <span>\$</span> </div>		
<div style="display: flex; justify-content: space-between;"> <span>Amount needed in the line item:</span> <span>\$</span> </div>		
Sufficient funds will be transferred from the following line items:		
ACTION	ACCOUNT NUMBER	TOTAL
Project No./Index/Minot Object		
From		\$
To		\$
From		\$
To		\$

**Comments:** This resolution does not commit funding

Approved by:



Cornelius Shiver, Assistant Director

10/21/2016

Approval:



Miguel A. Valentin, Finance Officer

10/21/2016



**City of Miami**  
**Resolution Legislation**  
**Enactment Number:**

Camillus House  
 1603 N.W. 7th Ave., Bldg B.  
 Miami, FL 33136  
[www.miamidov.com](http://www.miamidov.com)

**File Number: 1250**

**File Type: CRA Resolution**

**Status:**

A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE SOUTHEAST OVERTOWN/PARK WEST COMMUNITY REDEVELOPMENT AGENCY ACCEPTING THE SELECTION COMMITTEE'S RECOMMENDATION TO SELECT CAZO CONSTRUCTION, CORP., AS THE TOP RANKED FIRM TO PERFORM THE RENOVATION AND REHABILITATION OF TOWN PARK VILLAGE NO. 1, 1680 NW 4TH AVENUE, MIAMI, FL, 33136 (FOLIO #: 01-3136-067-0001) ("PROJECT"); FURTHER AUTHORIZING THE EXECUTIVE DIRECTOR TO NEGOTIATE WITH THE TOP RANKED FIRM TO PERFORM THE PROJECT.

WHEREAS, the Southeast Overtown/Park West Community Redevelopment Agency ("CRA") is a community redevelopment agency created pursuant to Chapter 163, Florida Statutes, and is responsible for carrying out community redevelopment activities and projects within its Redevelopment Area in accordance with the 2009 Southeast Overtown/Park West Redevelopment Plan ("Plan"); and

WHEREAS, Section 2, Goal 3, at page 11, of the Plan lists the "creati[on of] infill housing, diversity in housing types, and retaining affordable housing," as a stated redevelopment goal; and

WHEREAS, Section 2, Principle 2, at page 14, of the Plan provides that "[t]he neighborhood . . . retain access to affordable housing . . . ;" and

WHEREAS, built in the early 1970's, Town Park Village ("TPV") is a HUD Cooperative housing complex located at 1680 NW 4th Ave, Miami, FL, 33136 (Reference Folio #: 01-3136-067-0001) and consists of 147 apartment units and common facilities scattered throughout 19, two-story buildings; and

WHEREAS, the complex is in various states of disrepair as on-going building maintenance may have been neglected over the years; and

WHEREAS, the units are in need of a "full-gut" type rehabilitation and underground water and sewer lines are in need of replacement as well ("Project"); and

WHEREAS, on September 17, 2012, the Board of Commissioners, by Resolution No. CRA-R-12-0061, provided for the issuance of tax revenue bonds to finance, among other things, the renovation and rehabilitation of Town Park Plaza South; and

WHEREAS, on June 9, 2016, the CRA issued Request for Qualifications ("RFQ") No. 16-05 for Design-Build and Relocation Services for TPV; and

WHEREAS, on July 12, 2016, the CRA received seven (7) responses to RFQ 16-05; and

WHEREAS, on August 10, 2016, a selection committee consisting of: Ms. Monique Lubin on behalf of Town Park Village No. 1; Irby McKnight on behalf of Town Park Village No. 1; Neil Shiver, CRA's Assistant Director; Renée Jadusingh, CRA's Staff Counsel; and Brian Zeltsman, CRA's Director of Architecture and Development met to evaluate the aforementioned proposals, and ranked the proposal received from Cazo Construction, Corp. as the highest ranked proposer; and

WHEREAS, the Board of Commissioners wish to accept the selection committee's recommendation to select Cazo Construction, Corp. as the top ranked firm to perform the Project, and to authorize the Executive Director to negotiate with the top ranked firm; and

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE SOUTHEAST OVERTOWN/PARK WEST COMMUNITY REDEVELOPMENT AGENCY OF THE CITY OF MIAMI, FLORIDA:

Section 1. The recitals and findings contained in the Preamble to this Resolution are adopted by reference and incorporated herein as if fully set forth in this Section.

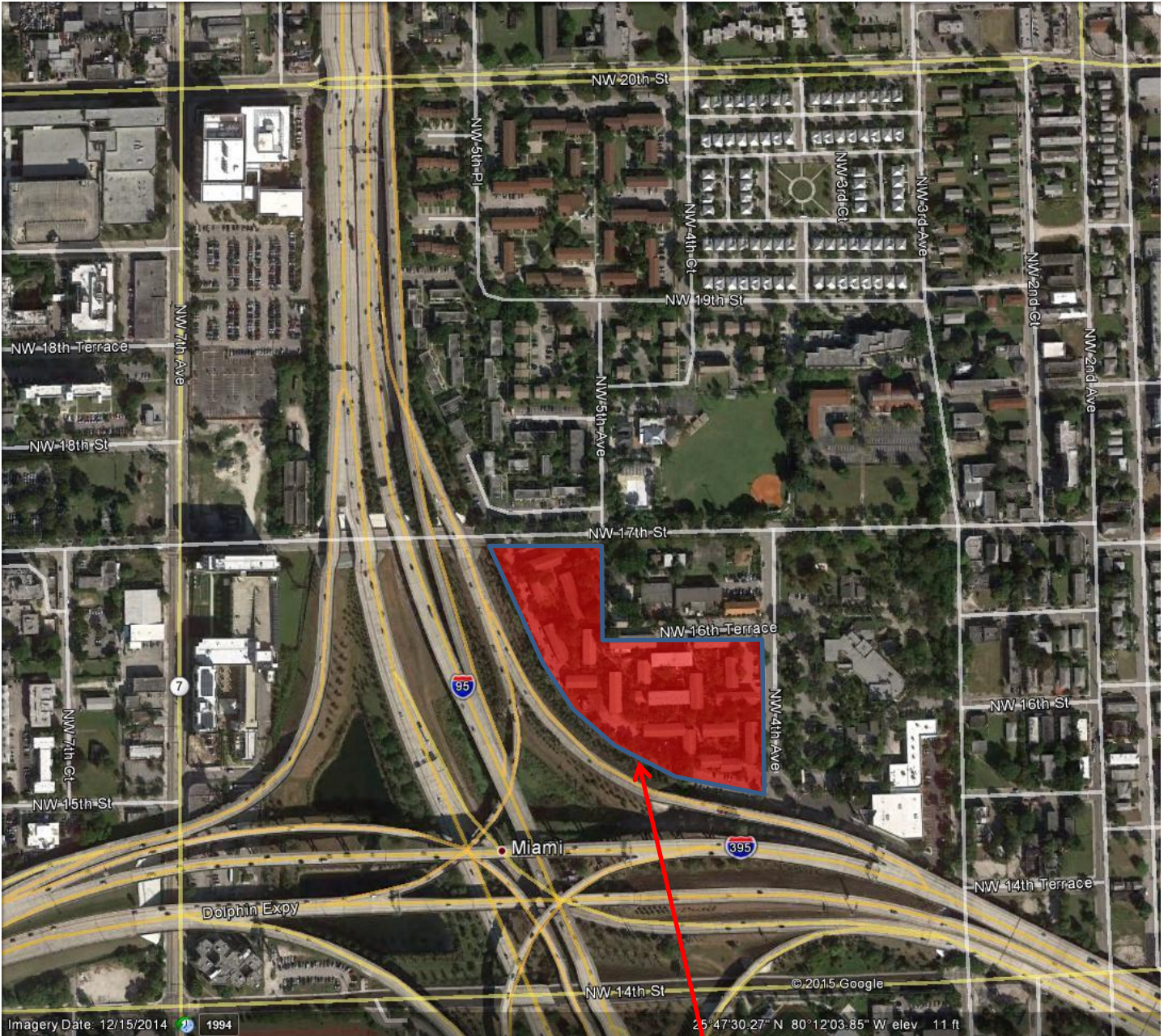
Section 2. The Board of Commissioners hereby accepts the selection committee's recommendation to select Cazo Construction, Corp. as the top ranked firm to perform the renovation and rehabilitation of Town Park Village No. 1, and authorizes the Executive Director to negotiate with the top ranked firm.

Section 3. This Resolution shall become effective immediately upon its adoption.

APPROVED AS TO FORM AND LEGAL SUFFICIENCY:

  
Renee Jadusingh, Staff Counsel 10/21/2016






Town Park Village No. 1  
1680 NW 4th Ave

**SUPPORTING  
DOCUMENTATION**

**SOUTHEAST OVERTOWN/PARK WEST  
COMMUNITY REDEVELOPMENT AGENCY  
INTER-OFFICE MEMORANDUM**

To: Clarence E. Woods, III  
Executive Director, SEOPW CRA

From: Brian Zeltsman, RA   
Director of Architecture & Development,  
SEOPW CRA

Date: August 11, 2016

File:

Subject: RFQ 16-05

References:

Enclosures: Selection Committee Scoring Sheets

On June 9th, 2016 the Southeast Overtown/Park West Community Redevelopment Agency ("SEOPW CRA") issued Request for Qualifications ("RFQ") No. 16-05 for Design-Build & Relocation Services for the Town Park Village No.1 Rehabilitation Project. On July 12<sup>th</sup>, 2016, the CRA received a total of seven (7) responses to RFQ No. 16-05 from the following proposers:

1. Scionti Construction Group
2. Gecko Group, Inc.
3. Cazo Construction, Corp.
4. Pioneer Construction Management Services, Inc.
5. Jaxi Builders, Inc.
6. EDFM Corporation
7. Brinmar Construction

On August 10<sup>th</sup>, 2016, a selection committee consisting of: Ms. Monique Lubin of Town Park Village No. 1, Mr. Irby McKnight on behalf of Town Park Village No. 1, Neil Shiver, SEOPW CRA's Assistant Director, Renee Jadusingh, SEOPW CRA's Staff Counsel, and myself, met to evaluate the aforementioned proposals, and has ranked the proposals as follows:

1. Cazo Construction, Corp.
2. Jaxi Builders, Inc.
3. Gecko Group, Inc.
4. Brinmar Construction
5. Scionti Construction Group
6. EDFM Corporation
7. Pioneer Construction Management Services, Inc.

Cc: Town Park Village No. 1 Board of Directors  
Neil Shiver, SEOPW CRA  
Renee Jadusingh, SEOPW CRA

Attachment: File # 1250 Backup (1250 : Resolution Accepting Top Ranked Contractor for Town Park Village Rehabilitation.)



KEON HARDEMON  
Board Chair



CLARENCE E. WOODS, III  
Executive Director

Project: DESIGN-BUILD & RELOCATION SERVICES TOWN PARK VILLAGE NO. 1 REHABILITATION  
Bid Number: RFQ 16-05

## SUMMATION OF COMMITTEE SCORING SHEETS

Score Criteria	Scionti Constr. Group	Gecko Group, Inc.	Cazo Constr. Corp.	Pioneer Constr. Mgmt. Services Inc.	Jaxi Builders, Inc.	EDFM Corp.	Brinmar Constr.
Proposer's Experience & Qual.	68	71	94	55	97	59	63
Proposer's Team Personnel/Exper.	51	52	72	37	74	51	45
Experience of Project Manager	34	43	47	38	47	28	40
Design Philosophy & Process	36	36	29	32	43	26	43
Occupant Relocation Approach & Exper.	44	46	51	42	50	52	65
Technical Capabilities	38	42	37	35	47	33	36
Location	0	15	50	0	15	15	0
References	21	24	22	20	25	18	18
<b>Grand Total</b>	<b>292</b>	<b>329</b>	<b>402</b>	<b>259</b>	<b>398</b>	<b>282</b>	<b>310</b>

KEON HARDEMON  
Board Chair



CLARENCE E. WOODS, III  
Executive Director

**Project:** DESIGN-BUILD & RELOCATION SERVICES TOWN PARK VILLAGE NO. 1 REHABILITATION

**Bid Number:** RFQ 16-05

Score Criteria	Scionti Constr. Group	Gecko Group, Inc.	Gazo Constr. Corp.	Pioneer Constr. Mgmt. Services Inc.	Jaxi Builders, Inc.	EDFM Corp.	Brinmar Constr.
Proposer's Experience & Qual. (max 20 pts.)	20	15	20	0	20	10	15
Proposer's Team Personnel/Exper. (max 15 pts.)	15	10	15	0	15	10	10
Experience of Project Manager (max 10 pts.)	10	10	10	10	10	5	10
Design Philosophy & Process (max 10 pts.)	8	8	0	2	10	5	10
Occupant Relocation Approach and Exper. (max 15 pts.)	8	10	0	0	8	15	15
Technical Capabilities (max 10 pts.)	10	10	0	0	10	5	10
Location (max 15 pts.)	0	3	10	0	3	3	0
References (max 5 pts.)	5	5	5	5	5	5	5
Total Score (max 100 pts.)	76	71	60	17	81	58	75

Date: 8/10/16

Scored by (print): Monique Lubin

Scored by (sign):

KEON HARDEMON  
Board Chair



CLARENCE E. WOODS, III  
Executive Director

**Project:** DESIGN-BUILD & RELOCATION SERVICES TOWN PARK VILLAGE NO. 1 REHABILITATION

**Bid Number:** RFQ 16-05

Score Criteria	Scionti Constr. Group	Gecko Group, Inc.	Gazo Constr. Corp.	Pioneer Constr. Mgmt. Services Inc.	Jaxi Builders, Inc.	EDFM Corp.	Brinmar Constr.
Proposer's Experience & Qual. (max 20 pts.)	14	19	20	18	20	13	14
Proposer's Team Personnel/Exper. (max 15 pts.)	9	12	15	12	15	10	8
Experience of Project Manager (max 10 pts.)	8	10	10	8	10	5	6
Design Philosophy & Process (max 10 pts.)	6	8	8	8	10	3	7
Occupant Relocation Approach and Exper. (max 15 pts.)	12	11	15	8	12	7	13
Technical Capabilities (max 10 pts.)	6	7	10	10	10	6	4
Location (max 15 pts.)	0	3	10	0	3	3	0
References (max 5 pts.)	3	5	4	3	5	2	2
Total Score (max 100 pts.)	58	75	92	67	85	49	54

Date: 8/10/16

Scored by (print): BRIAN ZELTSCHAN

Scored by (sign): [Signature]

KEON HARDEMON  
Board Chair



CLARENCE E. WOODS, III  
Executive Director

**Project:** DESIGN-BUILD & RELOCATION SERVICES TOWN PARK VILLAGE NO. 1 REHABILITATION

**Bid Number:** RFQ 16-05

Score Criteria	Scionti Constr. Group	Gecko Group, Inc.	Gazo Constr. Corp.	Pioneer Constr. Mgmt. Services Inc.	Jaxi Builders, Inc.	EDFM Corp.	Brinmar Constr.
Proposer's Experience & Qual. (max 20 pts.)	9	10	14	12	17	9	14
Proposer's Team Personnel/Exper. (max 15 pts.)	10	12	12	11	14	9	10
Experience of Project Manager (max 10 pts.)	7	6	7	6	8	7	9
Design Philosophy & Process (max 10 pts.)	6	6	6	5	7	5	6
Occupant Relocation Approach and Exper. (max 15 pts.)	5	7	10	9	11	8	7
Technical Capabilities (max 10 pts.)	6	6	7	7	8	7	7
Location (max 15 pts.)	0	3	10	0	3	3	0
References (max 5 pts.)	4	4	4	4	5	3	3
Total Score (max 100 pts.)	47	54	70	54	73	51	56

Date: 8/10/16

Scored by (print): Irby McKnight

Scored by (sign): Irby McKnight



KEON HARDEMON  
Board Chair



CLARENCE E. WOODS, III  
Executive Director

**Project:** DESIGN-BUILD & RELOCATION SERVICES TOWN PARK VILLAGE NO. 1 REHABILITATION

**Bid Number:** RFQ 16-05

Score Criteria	Scionti Constr. Group	Gecko Group, Inc.	Cazo Constr. Corp.	Pioneer Constr. Mgmt. Services Inc.	Jaxi Builders, Inc.	EDFM Corp.	Brinmar Constr.
Proposer's Experience & Qual. (max 20 pts.)	15	17	20	15	20	17	10
Proposer's Team Personnel/Exper. (max 15 pts.)	7	8	15	9	15	12	7
Experience of Project Manager (max 10 pts.)	4	7	10	4	10	6	6
Design Philosophy & Process (max 10 pts.)	7	5	5	7	6	3	10
Occupant Relocation Approach and Exper. (max 15 pts.)	10	9	11	10	10	7	15
Technical Capabilities (max 10 pts.)	7	10	10	8	9	5	6
Location (max 15 pts.)	0	3	10	0	3	3	0
References (max 5 pts.)	4	5	4	3	5	3	3
Total Score (max 100 pts.)	54	64	85	56	78	56	57

Date: 8/11/16

Scored by (print): Renée Jadusingh

Scored by (sign): Renée Jadusingh

KEON HARDEMON  
Board Chair



CLARENCE E. WOODS, III  
Executive Director

**Project:** DESIGN-BUILD & RELOCATION SERVICES TOWN PARK VILLAGE NO. 1 REHABILITATION

**Bid Number:** RFQ 16-05

Score Criteria	Scionti Constr. Group	Gecko Group, Inc.	Cazo Constr. Corp.	Pioneer Constr. Mgmt. Services Inc.	Jaxi Builders, Inc.	EDFM Corp.	Brinmar Constr.
Proposer's Experience & Qual. (max 20 pts.)	10	10	20	10	20	10	10
Proposer's Team Personnel/Exper. (max 15 pts.)	10	10	15	5	15	10	10
Experience of Project Manager (max 10 pts.)	5	10	10	10	9	5	9
Design Philosophy & Process (max 10 pts.)	9	9	10	10	10	10	10
Occupant Relocation Approach and Exper. (max 15 pts.)	9	9	15	15	9	15	15
Technical Capabilities (max 10 pts.)	9	9	10	10	10	10	9
Location (max 15 pts.)	0	3	10	0	3	3	0
References (max 5 pts.)	5	5	5	5	5	5	5
Total Score (max 100 pts.)	57	65	95	65	81	68	68

Date: 8/10/16

Scored by (print):

Neil Sniver

Scored by (sign):

[Signature]



SUPPORTING  
DOCUMENTATION



CONSTRUCTION CORP.

EXCERPT FROM FULL PROPOSAL

**Todd Hannon, City Clerk  
City of Miami  
Office of the City Clerk  
3500 Pan American Drive  
First Floor  
Miami, Fl 33133**

**RFQ No. 16-05  
Design-Build & Relocation Services- Town Park  
Village NO. 1 Rehabilitation  
1680 NW 4 Ave Miami Fl**

**Submitted By:  
Cazo Construction Corp.  
3461 SW 8 ST  
Miami FL 33135  
305-448-1898 armando@cazogroup.com**

**Original**

GENERAL CONTRACTORS • CONSTRUCTION MANAGEMENT  
3461 S.W. 8th STREET, MIAMI, FLORIDA 33135  
TEL: (305) 448-1898 • FAX (305) 448-4199  
LICENSE NUMBER CGC007041





July 11, 2016

Brian Zeltsman, RA  
 Director of Architecture and Development  
 Community Redevelopment Agency  
 819 NW 2<sup>nd</sup> Ave, 3<sup>rd</sup> Floor  
 Miami, Florida 33136

**Re: Design-Build & Relocation Services Town park Village No. 1  
 Rehabilitation 1680 NW 4<sup>th</sup> Ave Miami FI RFQ Number 16-05**

Dear Mr. Zeltsman,

We want to Thank you and the Community Redevelopment Agency, for putting out the Solicitation of RFQ. No. 16-05 which provides an effort in renewing the housing projects and the communities that these Housing serves.

We at **Cazo Construction Corp.** and **The Urban League of Greater Miami Inc.** have been providing affordable housing in the South Florida area for over 30 years, and by joining forces with Community Redevelopment Agency we know that we can Design-Build and relocate the Town Park Village 1 that we are proposing in the response to this RFQ.

Because we have been Developing Affordable Housing projects in needed communities, we are very sensitive to the requirements and needs of these communities. We believe that affordable and decent housing is a right not a privilege, therefore the creation of new models and comfortable housing will influence the revitalization of these communities.

Once again thank you for the opportunity to provide you with our thoughts and concrete ideas in the development of the housing projects which we are proposing, also we are looking forward to meeting with you and the staff of Community Redevelopment Agency to develop our concepts further and make them a reality.

Sincerely,

Armando Cazo, R.A.

GENERAL CONTRACTORS • CONSTRUCTION MANAGEMENT  
 3461 S.W. 8th STREET, MIAMI, FLORIDA 33135  
 TEL: (305) 448-1898 • FAX (305) 448-4199  
 LICENSE NUMBER CGC007041

Attachment: File # 1250 Backup (1250 : Resolution Accepting Top Ranked Contractor for Town Park Village Rehabilitation.)





CONSTRUCTION CORP.

July 11, 2016

To: Brian Zeltsman, RA.  
 Southeast Overtown / Park West  
 Community Redevelopment Agency  
 819 NW 2<sup>nd</sup> Ave, 3<sup>rd</sup> Floor  
 Miami, FL 33136

**Re: Design/Build & Relocation Services Town Park Village #1 Rehabilitation  
 (1680 NW 4<sup>th</sup> Ave Miami, FL) RFQ Number 16-05**

On behalf of Cazo Construction Corp. we want to thank you for the opportunity to present our credentials and experience in the participation of the RFQ Number 16-05 to serve as the Design/Build team in this "full-gut" style renovations and site improvements, along with temporary owner relocations for the Town Park Village No.1

Cazo Construction Corp., formed by its President and Chief Executive Mr. Armando Cazo, a registered Architect who has been in the practice of Architecture and Construction since 1972. Cazo Construction Corp. was formed to best serve Mr. Cazo's clients in the professional field of General Construction and Construction Management.

On the enclosed binder, you and your staff will be able to appreciate the quality and readiness of our submittal. Cazo Construction Corp. and Cazo, Jarro Architect, P.A. has been in the construction services in the South Florida area, since 1979, especially in the affordable housing, and in the rehabilitation and remodeling. **Cazo Construction Corp. is also a Section 3 Certified Business with Miami Dade County.**

Another benefit of our team is that we have the Architectural Services in house, that is Cazo, Jarro Architect P.A. is part of Cazo Construction Corp., the benefits to the clients are among other things the speed in which we are able to turn around any requests by the Building Department, or any Governmental Agency.

I would like to mention some of our experience in the new construction and remodeling of Affordable Housing:

- **Infill Housing;** Cazo Construction Corp. is an approved Miami Dade County Public Housing and Community Development (PHCD) Developer and it was awarded 39 infill lots for Cazo Construction Corp. to Design-Build and sell this infill lots to first time homebuyers.
- **M & M Mansion I Apartments** in the Liberty City Neighborhood, which is composed of 30 two stories townhouses 24 – 2 beds & 6 – 1 bed including site.
- **Brownsville Affordable Housing-** First phases four houses for new Construction of Affordable houses for Miami Dade County.

GENERAL CONTRACTORS • CONSTRUCTION MANAGEMENT  
 3461 S.W. 8th STREET, MIAMI, FLORIDA 33135  
 TEL: (305) 448-1898 • FAX (305) 448-4199  
 LICENSE NUMBER CGC007041

- **Sugar Hill Project** – Cazo Construction Corp. was selected to take over the rehabilitation of 132 units, 12 buildings 2 stories, located on NW 71<sup>ST</sup> Street and 14<sup>th</sup> Ave. A total gut-out and remodeling of the units, including new site work, water, sewer, paving, drainage, and Landscaping. A total construction cost of 7.9M.
- **Superior Manor Phase I and II** - Completion of remodeling and rehab of 19 duplex buildings, including site.
- **Jefferson Apartments Building** – Converting on existing Historical Building to a 27 units for the elderly, project scope was a total gut-out and building all new.
- **Madison Apartments** – Converting a Historical Building into a 17 family dwellings units, including all gut-out and remodeling.
- **Shelbourne House** – Converting a 3 stories Historical Building into 25 unit, a total gut-out and reconstruction.

Cazo Construction Corp. has teamed up with The Urban League of Greater Miami Inc. to complete the perfect team for this project.

**The Urban League of Greater Miami Inc.** is one of South Florida's most exalted community service organizations. Proving to be a leader and putting service first in the African American community. For the past 65 years they have made it their mission to improve the lives of black people living in Miami-Dade County. In their attempts to do so, they have created a number of initiatives targeted to assist the lives of our constituents and bring about a fuller, more equitable quality of life.

At present, the Urban League of Greater Miami has developed over thirteen housing projects. They are currently managing eight properties with one project under construction and two in the ending phases of pre-development. All of their properties are serving low, very low, and moderate-income families at eighty percent and below area median income. They have properties specifically designed for individuals at sixty, forty, and thirty percent of area median income. Their primary residents include single parents, female heads of household, the disabled, seniors, and working families.

The Urban League of Greater Miami Inc. will be in charge of the relocation services since they have a lot of experience and affordable properties that can be use for the relocation in case the 20-25 units that are empty are not enough for the Town Park Village No.1 residents.

GENERAL CONTRACTORS • CONSTRUCTION MANAGEMENT  
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TEL: (305) 448-1898 • FAX (305) 448-4199  
LICENSE NUMBER CGC007041



The Urban League of Greater Miami Inc. as a full service real estate development firm has navigated complex barriers to re-development, which hinders the growth and holistic advancement of the communities we serve, including the relocation of over 450 units. Please find below a chart of the experience with relocation.

Superior Manor – 80 Units – Developing 204 units Senior Workforce Community.  
 The Villages Apartments 199 – Creating 584 units of family Affordable Housing  
 Sugar Hill Apartments- 132 Apartments –Substantial Rehab of Affordable Housing.

All of the above projects can be seen on our Qualification Statement attached.

We want to impress on your selection team, that **Cazo Construction Corp.** and **The Urban League of Greater Miami Inc.** will more than justify your selection, due to our experience, teamwork, knowledge, and readiness to start and complete this project with the time required and within the budget that we have prepared.

Once again, thank you and good luck on your selection!

Sincerely,

**CAZO CONSTRUCTION CORP.**

Armando Cazo, R.A.  
 President

GENERAL CONTRACTORS • CONSTRUCTION MANAGEMENT  
 3461 S.W. 8th STREET, MIAMI, FLORIDA 33135  
 TEL: (305) 448-1898 • FAX (305) 448-4199  
 LICENSE NUMBER CGC007041



## ORGANIZATIONAL STRUCTURE AND STAFFING

Cazo Construction Corp., formed by its President and Chief Executive Mr. Armando Cazo, a registered Architect who has been in the practice of Architecture and Construction since 1972. Cazo Construction Corp. was formed to best serve Mr. Cazo's clients in the professional field of General Construction and Construction Management.

**Armando Cazo**, President and is a register and practicing Architect in the state of Florida under the company of Cazo Jarro Architect, P.A. Mr. Cazo is also a Certified General Contractor since 1973, and also a Real Estate Broker, under Cazo Realty. (Please refer to Mr. Cazo Resume attached)

Mr. Cazo responsibility has been to study a property and determine it's highest and best use, depending on the location and economic conditions. Recently Cazo Group completed a 32 affordable/workforce project in the Allapatha Community, where by Cazo Group as a Developer, was responsible for the entire project, coordinating with the Financial Institution, Eastern National Bank, Surtax and the City of Miami office of Community Development for the construction loan and end mortgages.

Because our capacities to do in house the Architectural Work, Cazo Jarro Architect, P.A. was the Architect of record. The construction was executed by Cazo Construction Corp. Cazo Realty was involved from the sales to the closing of the units.

**Esperanza Cazo**, Secretary has been in the Construction/Design and Real Estate for the past 43 years, starting as a draft person at the early age of 18, with one of the largest Engineering/Architectural firms in the State of Florida.

With an associate degree of Architecture from Miami-Dade College, Mrs. Cazo was also instrumental in the Design and Construction documents, permits and monitoring the Architecture of our latest project Westhaven Condominium.

Mrs. Cazo has been a part of the Construction Company as it is Secretary/Vice President since 1979.

In addition to the Architectural and Construction experience, Mrs. Cazo also supervises all the accounting and Construction Draw requests.

**Alex Cazo**, joined the organization years ago, and has been in charge of the Real Estate Division under Cazo Realty, his main responsibilities are, finding properties for in house and outside clients, analyzing properties, sales and follow-up until units are closed.

Alex Cazo, among other projects has been responsible for the sales and closing of the Westhaven Condominium project in the Allapatha Community.

**Pedro Pablo Perez**, Project Manager, and scheduler, Mr. Perez has been with the firm for more than 15 years, and his capacity and experience coordinating all the construction. Project manager in the Construction Field has been invaluable, to keep the project on schedule and under Budget. Plans, directs, and coordinates activities of projects to ensure that goals or objectives of projects are accomplished within prescribed time frame and funding parameters.

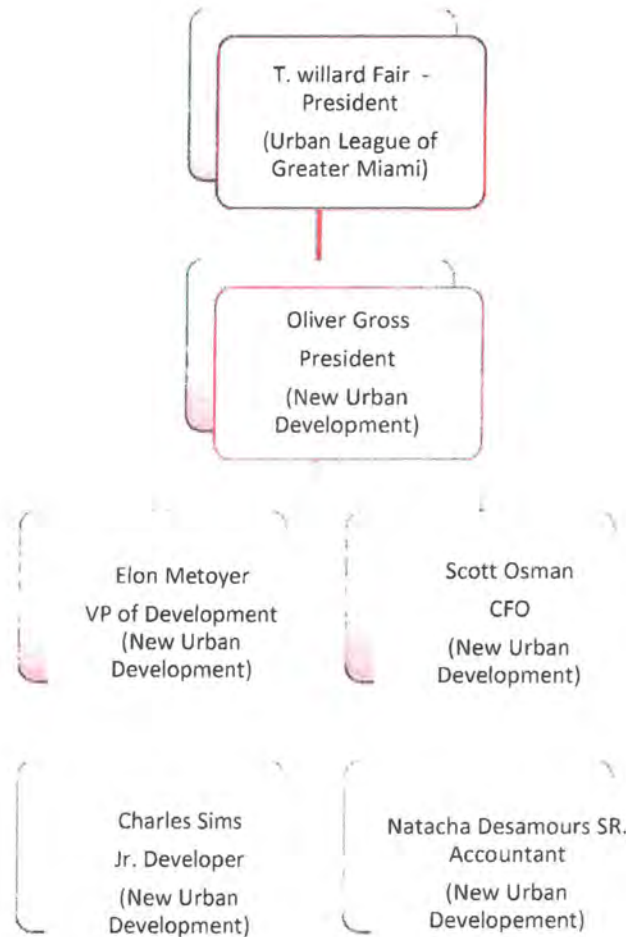
Mr. Perez also acts as buyer and negotiator with Subs and Suppliers.

**Esther Lugones**, Office Manager, Ms. Lugones has been with the firm for over 10 years, with her capacity and knowledge she is responsible for the administration of the multiple companies, which forms Cazo Group. She is also responsible for the draw request; releases of Liens and making sure the accounting of subs and suppliers are up to date in a clear and consider matter. Responsible for the day-to-day office requirements and assisting the entire team.





### Key Personnel for the Developer



8500 NW 25<sup>th</sup> Avenue ■ Miami, Florida ■ 33147 ■ ☎ 305 | 696-4450 ■ 📠 305 | 696-4455

[www.urbanleaguemiami.org](http://www.urbanleaguemiami.org)



## URBAN LEAGUE OF GREATER MIAMI, INC.

### Management Experience

The Urban League wholly owns a management company called ULGM Inc. Over its history ULGM has managed over 1,500 units of affordable housing, and presently manages 566 units of affordable housing. ULGM oversees the operation, management, maintenance, and financial reporting for all of the Urban League / New Urban Development's affordable rental buildings.

Please find below the ULGM Property Management Chart:

**ULGM Inc. Property Management Experience Chart**

<u>Property Manager</u>	<u>Development</u>	<u>Year Completed</u>	<u>Units</u>	<u>Senior/Family</u>
ULGM Inc.	M&M Maison I Apartments	1990	30	Family
ULGM Inc.	Covenant Palms	1985	137	Senior
ULGM Inc.	Lakeview	1992	40	Family
ULGM Inc.	M&M Maison II	1996	21	Family
ULGM Inc.	Central City	1996	35	Family
ULGM Inc.	Urban Courtyard	1999	32	Family
ULGM Inc.	Superior Manor	2005	38	Family
ULGM Inc.	Meek Manor	2008	71	Family
ULGM Inc.	M&M Maison Townhomes Redevelopment	2012	30	Family
ULGM Inc.	Sugar Hill Apartments	2013	132	Family
			566	

ULGM Inc. has extensive experience in preparing all reports necessary for compliance with a multitude of funding sources including, but not limited to, HUD 202, HOME, Section 8, SAIL, SHIP, SURTAX, LIHTC's, and other funding program guidelines.



## URBAN LEAGUE OF GREATER MIAMI, INC.

### *Development Resume*

**M&M Maison I;** included the construction of (30) one and two bedroom units for low and moderate income families. Total project cost: \$3,000,000.

- LIHTC
- CDBG
- Completion Date 1989 - 1990



**M&M Town Homes;** included the substantial rehabilitation of (30) one and two bedroom units for low and moderate income families. Total project cost: \$2,300,000.

- NSP I and II
- HOME

Completed September 2012







## URBAN LEAGUE OF GREATER MIAMI, INC.

**Superior Manor Apartments;** project consisted of the rehabilitation of (38) occupied one and two bedroom units. Total project cost including acquisition: \$2,700,000.

- Tax Exempt Bonds
- HOME Funds
- Completion Date 2005



**Carrie Meek Manor;** this project consisted of the new construction of (71) one bedroom units of housing for elderly and handicapped persons. Total project cost: \$6,000,000.

- HUD 202 Grant
- SURTAX
- HOME
- Completion Date 2008



### Developments in Progress

## Contractor's Qualification Statement

The undersigned certifies under oath that the information provided herein is the true and sufficiently complete so as not to be misleading.

**SUBMITTED TO:**

**ADDRESS:**

**SUBMITTED BY:** Armando Cazo, President

**COMPANY NAME:** CAZO CONSTRUCTION CORP.

**ADDRESS:** 3461 S.W. 8<sup>TH</sup> St.  
Miami, Fl. 33135

Corporation ☒

Partnership ☐

Individual ☐

Joint Venture ☐

Other ☐

**NAME OF PROJECT IF APPLICABLE:**

**TYPE OF WORK:**

☒ General Construction

☐ HVAC

☐ Plumbing

☐ Electrical

☒ Construction Management

## 1. ORGANIZATION

1.1 How many years has your organization been in business as a Contractor?

Since 1972

1.2 How many years has your organization been in business under its present business name?

Since 1979

1.2.1 Under what other or former names has your organization operated?

Armando Cazo, General Contractor  
Domus Construction Corp.

1.3 If your organization is a corporation, and the following questions:

1.3.1 Date of Incorporation: June 6, 1979

1.3.2 State of Incorporation: Florida

1.3.3 President's name: Armando Cazo

1.3.4 Vice President's name: Esperanza Cazo

1.3.5 Secretary's name: Esperanza Cazo

1.3.6 Treasurer's name: Armando Cazo

## 2. LICENSING

2.1 List jurisdictions and trade categories in which your organization is legally qualified to do business, and indicate registration or license numbers.

CAZO CONSTRUCTION CORP. is licensed to provide professional services in the State of Florida, and is qualified as a General Contractor.

State License No. CGC 007041

2.2 List jurisdictions in which your organization's partnership or trade name is filed and/or has been filed.

Dade County, Florida  
Broward County, Florida  
Monroe County, Florida  
West Palm Beach County, Florida



### 3. EXPERIENCE

- 3.1 List the categories of work that your organization normally performs with its own forces.

Concrete Labor  
Carpentry (rough & finish)  
Drywall  
Metal Partition  
Stucco  
Acoustical Ceiling  
Demolition

#### 3.2 Claims & Suits

- 3.2.1 Has your organization ever failed to complete any work awarded to it?

No, our organization has always completed all work awarded.

- 3.2.2 Are there any judgments, claims, arbitration proceedings or suits pending or outstanding against your organization or its officers?

None

- 3.2.3 Has your organization filed any lawsuits or requested arbitration with regard to construction contracts within the last five years?

None

- 3.3 Within the last five years, has any officer or principal of your organization ever been an officer or principal of another organization when it failed to complete a construction contract?

No.

- 3.4 On a separate sheet, list major construction projects your organization has in progress, giving the name of project, owner, architect, contract amount, & completion date.

See Exhibit I

- 3.5 On a separate sheet, list the major projects your organization has completed in the last five years, giving the name of the project, owner, architect, contract amount, & date of completion.

See Exhibit II

- 3.5.1 State the average annual amount of construction work performed during the past five years.

\$1,000,000.00 and up.

4. SURETY

4.3.1 Name of Bonding Company

American Alliance

4.3.2 Name & Address of Agent

Brown & Brown Bonds  
5900 North Andrews Ave. #300  
Ft. Lauderdale, Fl. 33309

5. FINANCING

5.1 Financial Statement.

The most current financial statement will be available upon request.

5.2 Name & Address of Firm preparing the Financial Statement

Smith, Ortiz, Gomez & Buzzi P.A.  
Mr. Tony Gomez  
132 Minorca Ave.  
Coral Gables, Fl. 33134

6. SIGNATURE

6.1 Dated at this day of

Name of Organization CAZO CONSTRUCTION CORP.

By: Armando Cazo

Title: President

Mr. Armando Cazo being duly sworn and says that the information provided herein is true and sufficiently complete so as not to be misleading.

Subscribed and sworn before me this day of

Notary Public:

My Commission Expires:

## 1. ORGANIZATION

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Stucco  
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No.

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See Exhibit I

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See Exhibit II

- 3.5.1 State the average annual amount of construction work performed during the past five years.

\$ 1,000,000.00 and up.

4. SURETY

4.3.1 Name of Bonding Company

American Alliance

4.3.2 Name & Address of Agent

Brown & Brown Bonds  
5900 North Andrews Ave. #300  
Ft. Lauderdale, Fl. 33309

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132 Minorca Ave.  
Coral Gables, Fl. 33134

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By: Armando Cazo

Title: President

Mr. Armando Cazo being duly sworn and says that the information provided herein is true and sufficiently complete so as not to be misleading.

Subscribed and sworn before me this day of

Notary Public:

My Commission Expires:

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Monroe County, Florida  
West Palm Beach County, Florida



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Drywall  
Metal Partition  
Stucco  
Acoustical Ceiling  
Demolition

Claims & Suits

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See Exhibit II

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\$6,000,000.00 and up.

4. SURETY

4.3.1 Name of Bonding Company

American Alliance

4.3.2 Name & Address of Agent

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5900 North Andrews Ave. #300  
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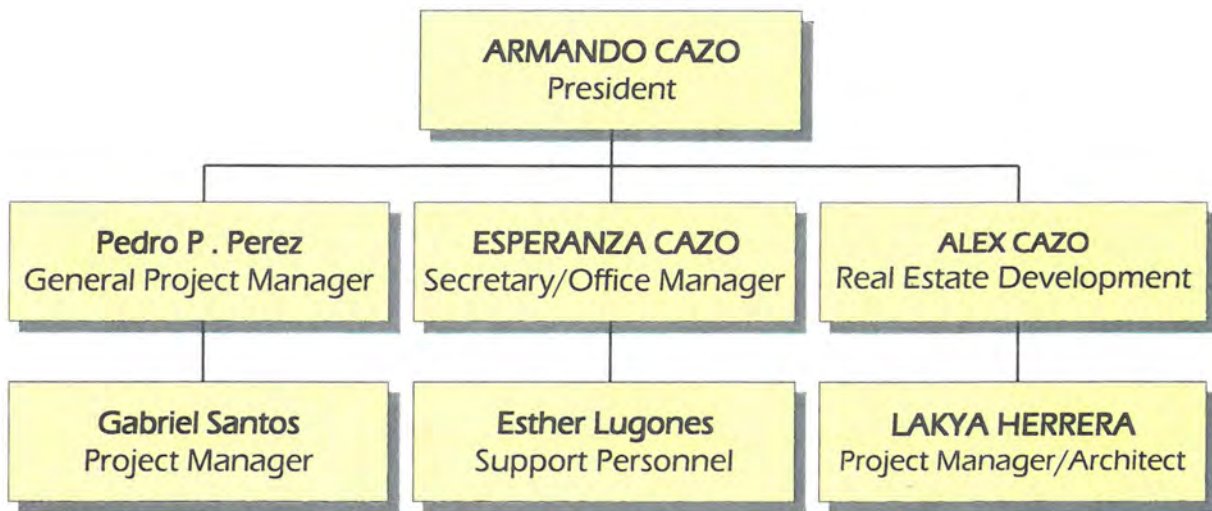
Subscribed and sworn before me this day of

Notary Public:

My Commission Expires:

# Cazo Construction Corp.

## Organizational Chart





# M & M Project

## Property After Construction



**PROJECT:** M & M Project  
Senior Rental Project  
± 100,000 Square Feet of Construction  
1521 NW 61 ST  
Miami, Florida

**OWNER:** Urban League of Greater Miami  
Miami, Florida

**ARCHITECT:** Design Build: Cazo Const. Corp / Cazo Jarro Architect P.A.

**CONTRACT AMOUNT:** \$ 1,069,758 Million

**COMPLETION DATE:** 2013

**CAZO** Construction Corp.

3461 S.W. 8th St.  
Miami, Fl. 33135  
P: 305.448.2506  
F: 305.448.4199



# Sugar Hill Apartments



Cazo Construction Corp. has been selected to take over the construction of the Sugar Hill Project, located between NW 71st Street and 72nd Street, and NW 14th Ave and 14 Court. A total gut-out and remodeling of the project's interior, new site work, paving, drainage, water and sewer distribution systems as well as landscaping and a surrounding fence, is now underway, for a total completion cost of \$ 5.9 M. Composed of 132 units within 12 existing two story buildings, the project is scheduled for completion in 2010.

3461 SW 8 Street . Miami, FL 33135 . T 305 448 1898 . F 305 448 4166 . [cazogroup.com](http://cazogroup.com)

# Carrie P. Meek

## Property After Construction



**PROJECT:** Carrie P. Meek PROJECT  
 Senior Rental Project  
 ± 100,000 Square Feet of Construction  
 330 N.W. 19th Street  
 Miami, Florida

**OWNER:** Jubilee C.D.C.  
 Miami, Florida

**ARCHITECT:** Judson & Partners

**CONTRACT AMOUNT:** \$ 6 Million

**COMPLETION DATE:** 2008

**CAZO** Construction Corp.

3461 S.W. 8th St.  
 Miami, FL 33135  
 P: 305.448.2506  
 F: 305.448.4199



# West Haven Condominium

## Property After Construction



**PROJECT:** **WEST HAVEN CONDOMINIUM PROJECT**  
Construction of a 5 Story Condominium 32 Units  
± 25,000 Square Feet of Construction  
2600 N.W. 23rd Court  
Miami, Florida

**OWNER:** Auburndale LLC  
3461 S.W. 8th Street  
Miami, Florida

**ARCHITECT:** CAZO, JARRO ARCHITECT

**CONTRACT AMOUNT:** \$3 Million

**COMPLETION DATE:** 2005

**CAZO** Construction Corp.

3461 S.W. 8th St.  
Miami, Fl. 33135  
P: 305.448.2506  
F: 305.448.4199

# Latin Quarter

## Property After Construction



**PROJECT:** **LATIN QUARTERS SPECIALTY CENTER**  
Construction of a 6 Stories, mix use Commercial and Residential,  
±12,800 SF of retail space, 2 levels of parking and 45 Condo units.  
1473 S.W. 8<sup>th</sup> Street  
Miami, Florida

**OWNER:** EAST LITTLE HAVANA C.D.C.  
1699 Coral Way, Suite 302  
Miami, Florida

**ARCHITECT:** RODRIGUEZ & QUIROGA ARCHITECTS CHARTERED

**CONTRACT AMOUNT:** \$6.2 Million

**COMPLETION DATE:** 2003

**CAZO** Construction Corp.

3461 S.W. 8th St.  
Miami, Fl. 33135  
P: 305.448.2506  
F: 305.448.4199

# Jubilee Villas

## Construction Completed



**PROJECT:** JUBILEE VILLAS CONDOMINIUM PROJECT  
Construction of 30 Condo Units, 4 Stories Parking on the Ground Floor  
1060 NW 11<sup>th</sup> Avenue  
Miami, Florida

**OWNER:** JUBILEE COMMUNITY DEVELOPMENT CORP.  
1800 SW 1<sup>st</sup> Street, Suite #204  
Miami, Florida

**ARCHITECT:** Gus Ramos & Associates  
10305 NW 41<sup>st</sup> Street, Suite 113  
Miami, Florida 33138

**CONTRACT AMOUNT:** \$2.2 Million

**COMPLETION DATE:** August 2002

**CAZO** Construction Corp.

3461 S.W. 8th St.  
Miami, Fl. 33135  
P: 305.448.1898  
F: 305.448.4199



FLORIDA DEPARTMENT OF STATE  
DIVISION OF CORPORATIONS



## Detail by Entity Name

### Florida Profit Corporation

CAZO CONSTRUCTION CORPORATION

### Filing Information

<b>Document Number</b>	626196
<b>FEI/EIN Number</b>	59-1927065
<b>Date Filed</b>	06/06/1979
<b>State</b>	FL
<b>Status</b>	ACTIVE

### Principal Address

3461 SW 8TH ST  
MIAMI, FL 33135

Changed: 03/07/1995

### Mailing Address

3461 SW 8TH ST  
MIAMI, FL 33135

Changed: 03/07/1995

### Registered Agent Name & Address

CAZO, ARMANDO  
3461 SW 8TH ST  
MIAMI, FL 33135

Address Changed: 03/07/1995

### Officer/Director Detail

#### **Name & Address**

Title PDT

CAZO, ARMANDO  
3461 S.W 8 ST  
MIAMI, FL 33135

Title VS

CAZO, ESPERANZA C.

Attachment: File # 1250 Backup (1250 : Resolution Accepting Top Ranked Contractor for Town Park Village Rehabilitation.)

3461 S.W. 8 ST  
MIAMI, FL 33135

### Annual Reports

Report Year	Filed Date
2014	04/22/2014
2015	04/23/2015
2016	04/20/2016

### Document Images


<a href="#">04/20/2016 -- ANNUAL REPORT</a>	View image in PDF format
<a href="#">04/23/2015 -- ANNUAL REPORT</a>	View image in PDF format
<a href="#">04/22/2014 -- ANNUAL REPORT</a>	View image in PDF format
<a href="#">04/15/2013 -- ANNUAL REPORT</a>	View image in PDF format
<a href="#">05/01/2012 -- ANNUAL REPORT</a>	View image in PDF format
<a href="#">04/21/2011 -- ANNUAL REPORT</a>	View image in PDF format
<a href="#">04/26/2010 -- ANNUAL REPORT</a>	View image in PDF format
<a href="#">04/28/2009 -- ANNUAL REPORT</a>	View image in PDF format
<a href="#">03/21/2008 -- ANNUAL REPORT</a>	View image in PDF format
<a href="#">04/26/2007 -- ANNUAL REPORT</a>	View image in PDF format
<a href="#">04/24/2006 -- ANNUAL REPORT</a>	View image in PDF format
<a href="#">04/15/2005 -- ANNUAL REPORT</a>	View image in PDF format
<a href="#">02/12/2004 -- ANNUAL REPORT</a>	View image in PDF format
<a href="#">04/23/2003 -- ANNUAL REPORT</a>	View image in PDF format
<a href="#">05/14/2002 -- ANNUAL REPORT</a>	View image in PDF format
<a href="#">04/30/2001 -- ANNUAL REPORT</a>	View image in PDF format
<a href="#">03/20/2000 -- ANNUAL REPORT</a>	View image in PDF format
<a href="#">03/22/1999 -- ANNUAL REPORT</a>	View image in PDF format
<a href="#">04/27/1998 -- ANNUAL REPORT</a>	View image in PDF format
<a href="#">04/11/1997 -- ANNUAL REPORT</a>	View image in PDF format
<a href="#">02/07/1996 -- ANNUAL REPORT</a>	View image in PDF format
<a href="#">03/07/1995 -- ANNUAL REPORT</a>	View image in PDF format

SOUTHEAST OVERTOWN/PARK WEST  
COMMUNITY REDEVELOPMENT AGENCY  
**INTER-OFFICE MEMORANDUM**

---

To: Board Chair Keon Hardemon      Date: October 21, 2016      File: 1251

Subject: Resolution Accepting Top Ranked  
Proposer to Perform Venue  
Management at OPAC.

From: Clarence E. Woods,   
Executive Director

Enclosures: File # 1251 Backup

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**BACKGROUND:**

The attached Resolution of the Board of Commissioners of the Southeast Overtown/Park West Community Redevelopment Agency ("CRA") accepts the recommendation to select Circle of One Marketing Group, Inc. as the top ranked proposer to perform venue operations and management services at the Overtown Performing Arts Center, formerly the Overtown Community Center, located at 1074 NW 3<sup>rd</sup> Avenue, Miami, Florida, and authorizes the Executive Director to negotiate a Professional Services Agreement with Circle of One Marketing Group, Inc. for said service.

The Board of Commissioners, by Resolution No. CRA-R-14-0064, authorized the renovation and rehabilitation of the Overtown Community Center. The renovations are near completion and the CRA is in need of a management company to run the day to day operations of the center.

Thus, on March 31, 2016, the CRA issued Request for Qualifications ("RFQ") 16-03 for Venue Operations and Management Services. On May 3, 2016, the CRA received two (2) responses to RFQ 16-03 from the following proposers:

1. Circle of One Marketing
2. Key 2 Know Property Management, Inc.

On June 7, 2016, a selection committee consisting of Neil Shiver, CRA's Assistant Director; Jonelle Adderley, CRA's Marketing Coordinator; and Renee A. Jadusingh, Staff Counsel, met to evaluate the aforementioned proposals and ranked the proposal received from Circle of One Marketing, Inc. as the top proposer to the RFQ.

It is recommended that Board of Commissioners accept the selection committee's recommendation and authorize the Executive Director to negotiate a Professional Services Agreement with Circle of One Marketing Group, Inc.

**JUSTIFICATION:**

Section 2, Goal 1, at page 11, of the Southeast Overtown/Park West Community Redevelopment Agency Plan ("Plan") lists the "preserv[ation of] historic buildings and community heritage," as a stated



redevelopment goal; and Section 2, Principle 8, at page 15, of the Plan provides that "[o]lder buildings that embody the area's cultural past should be restored," as a stated redevelopment principle.

The Plan, at pages 89-90, also describes the Ebenezer Methodist Church as a being historically significant building, and encourages renovation of such buildings throughout the Redevelopment Area; and

The Plan lists the "[p]romotion and marketing of the community," as a stated redevelopment goal. Further, Section 2, Principle 6, at page 15, of the Plan provides that in order to "address and improve the neighborhood economy and expand economic opportunities of present and future residents and businesses[,] ... [it is necessary to] support and enhance existing businesses and ... attract new businesses that provide needed services and economic opportunities ...".

**FUNDING:**

This Resolution does not commit funding.

## AGENDA ITEM FINANCIAL INFORMATION FORM

### SEOPW CRA

**CRA Board Meeting Date:** October 31, 2016

**CRA Section:**

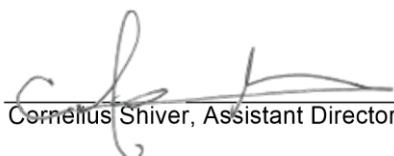
**Brief description of CRA Agenda Item:**

RFQ OPAC Property Management

Project Number (if applicable):		
YES, there are sufficient funds in Line Item:		
Account Code:	Amount:	
NO (Complete the following source of funds information):		
<div style="display: flex; justify-content: space-between;"> <span>Amount budgeted in the line item:</span> <span>\$</span> </div>		
<div style="display: flex; justify-content: space-between;"> <span>Balance in the line item:</span> <span>\$</span> </div>		
<div style="display: flex; justify-content: space-between;"> <span>Amount needed in the line item:</span> <span>\$</span> </div>		
Sufficient funds will be transferred from the following line items:		
ACTION	ACCOUNT NUMBER	TOTAL
Project No./Index/Minot Object		
From		\$
To		\$
From		\$
To		\$

**Comments:** This resolution does not commit funding

**Approved by:**



Cornelius Shiver, Assistant Director

10/21/2016

**Approval:**



Miguel A. Valentin, Finance Officer

10/21/2016



**City of Miami**  
**Resolution Legislation**  
**Enactment Number:**

Camillus House  
 1603 N.W. 7th Ave., Bldg B.  
 Miami, FL 33136  
[www.miamidov.com](http://www.miamidov.com)

**File Number: 1251**

**File Type: CRA Resolution**

**Status:**

A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE SOUTHEAST OVERTOWN/PARK WEST COMMUNITY REDEVELOPMENT AGENCY ACCEPTING THE SELECTION COMMITTEE'S RECOMMENDATION TO SELECT CIRCLE OF ONE MARKETING, INC., AS THE TOP RANKED PROPOSER TO PERFORM VENUE OPERATIONS AND MANAGEMENT SERVICES AT THE OVERTOWN PERFORMING ARTS CENTER, FORMERLY THE OVERTOWN COMMUNITY CENTER, LOCATED AT 1074 N.W. 3RD AVENUE, MIAMI, FL; FURTHER AUTHORIZING THE EXECUTIVE DIRECTOR TO NEGOTIATE WITH THE TOP RANKED PROPOSER TO PERFORM THE PROJECT.

WHEREAS, the Southeast Overtown/Park West Community Redevelopment Agency ("CRA") is a community redevelopment agency created pursuant to Chapter 163, Florida Statutes, and is responsible for carrying out community redevelopment activities and projects within its Redevelopment Area in accordance with the 2009 Southeast Overtown/Park West Redevelopment Plan ("Plan"); and

WHEREAS, Section 2, Goal 1, at page 11, of the Plan lists the "preserv[ation of] historic buildings and community heritage," as a stated redevelopment goal; and Section 2, Principle 8, at page 15, of the Plan provides that "[o]lder buildings that embody the area's cultural past should be restored," as a stated redevelopment principle; and

WHEREAS, the Plan at pages 89-90, also describes the Ebenezer Methodist Church as a being historically significant building, and encourages renovation of such buildings throughout the Redevelopment Area; and

WHEREAS, the Plan lists the "[p]romotion and marketing of the community," as a stated redevelopment goal. Further, Section 2, Principle 6, at page 15, of the Plan provides that in order to "address and improve the neighborhood economy and expand economic opportunities of present and future residents and businesses[,] ... [it is necessary to] support and enhance existing businesses and ... attract new businesses that provide needed services and economic opportunities ..."; and

WHEREAS, the Board of Commissioners, by Resolution No. CRA-R-14-0064, authorized the renovation and rehabilitation of the Overtown Community Center. The renovations are near completion and the CRA is in need of a management company to run the day to day operations of the center; and

WHEREAS, on March 31, 2016, the CRA issued Request for Qualifications ("RFQ") 16-03 for Venue Operations and Management Services; and

WHEREAS, on May 3, 2016, the CRA received two (2) responses to RFQ 16-03; and



WHEREAS, On June 7, 2016, a selection committee Neil Shiver, CRA's Assistant Director; Jonelle Adderley, CRA's Marketing Coordinator; and Renee A. Jadusingh, Staff Counsel met to evaluate the aforementioned proposals and ranked the proposal received from Circle of One Marketing, Inc. as the top proposer to the RFQ; and

WHEREAS, the Board of Commissioners wishes to accept the selection committee's recommendation to select Circle of One Marketing, Inc. as the top ranked proposer to RFQ 16-03, and to authorize the Executive Director to negotiate with the top ranked proposer;

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE SOUTHEAST OVERTOWN/PARK WEST COMMUNITY REDEVELOPMENT AGENCY OF THE CITY OF MIAMI, FLORIDA:

Section 1      The recitals and findings contained in the Preamble to this Resolution are adopted by reference and incorporated herein as if fully set forth in this Section.

Section 2.      The Board of Commissioners hereby accepts the selection committee's recommendation to select Circle of One Marketing, Inc. as the top ranked proposer to RFQ 16-03, and authorizes the Executive Director to negotiate with the top ranked proposer.

Section 3.      This Resolution shall become effective immediately upon its adoption.

APPROVED AS TO FORM AND LEGAL SUFFICIENCY:

  
Renee Jadusingh, Staff Counsel      10/21/2016

**SUPPORTING  
DOCUMENTATION**

KEON HARDEMON  
Board Chair



CLARENCE E. WOODS, III  
Executive Director

**REQUEST FOR QUALIFICATIONS**  
**VENUE OPERATIONS AND MANAGEMENT SERVICES**

**RFQ NUMBER**  
**16-03**

**ISSUE DATE**  
March 31, 2016

**SUBMISSION DATE AND TIME**  
May 3, 2016 at 11:00 a.m.

**The Office of the City Clerk**  
**City of Miami**  
**3500 Pan American Drive**  
**Miami, Florida 33133**

**DESIGNATED CONTACT**  
Brian Zeltsman, RA  
Director of Architecture and Development  
Southeast Overtown/Park West  
Community Redevelopment Agency  
819 NW 2<sup>nd</sup> Ave, 3<sup>rd</sup> Floor  
Miami, Florida 33136  
Phone: 305-679-6827  
Fax: 305-679-6835  
Email: [Bzeltsman@miamigov.com](mailto:Bzeltsman@miamigov.com)  
Website: <http://www.miamicra.com/seopwcra/pages/procurement.html>

Attachment: File # 1251 Backup (1251 : Resolution Accepting Top Ranked Proposer to Perform Venue Management at OPAC.)

KEON HARDEMON  
Board Chair



CLARENCE E. WOODS, III  
Executive Director

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KEON HARDEMON  
Board Chair



CLARENCE E. WOODS, III  
Executive Director

## PUBLIC NOTICE

### SOUTHEAST OVERTOWN / PARK WEST COMMUNITY REDEVELOPMENT AGENCY REQUEST FOR QUALIFICATIONS

#### VENUE OPERATIONS AND MANAGEMENT SERVICES

#### RFQ NO: 16-03

The Southeast Overtown / Park West Community Redevelopment Agency ("CRA"), is seeking responses from qualified firms to oversee the management and operations of the "Overtown Performing Arts Center" ("OPAC"), a multipurpose event and community center located at 1074 N.W. 3<sup>rd</sup> Avenue, Miami, FL 33136. Respondents must demonstrate an ability to manage the daily facility operations of the OPAC, in addition to coordinate programming such as civic events, community interest events, and artistic performances.

**Completed Responses must be delivered** to the City of Miami's City Clerk's Office, 3500 Pan American Drive, Miami, Florida 33133 **no later than 11:00 a.m., on May 3, 2016**. Any Responses received after the above date and time or delivered to a different address or location will not be considered.

RFQ documents may be obtained on or after **March 31, 2016** from the CRA offices at 819 N.W. 2<sup>nd</sup> Avenue, 3<sup>rd</sup> Floor, Miami, Florida 33136, or from the CRA webpage: <http://www.miamicra.com/seopwcra/pages/procurement.html>.

The CRA reserves the right to accept any Responses deemed to be in the best interest of the CRA, to waive any minor irregularities, omissions, and/or technicalities in any Responses, or to reject any or all proposals and to re-advertise for new proposals as deemed necessary by the CRA without notice.

For more information please contact the CRA office at (305) 679-6800.

KEON HARDEMON  
Board Chair



CLARENCE E. WOODS, III  
Executive Director

## **SECTION 1**

### **1.0 INTRODUCTION TO REQUEST FOR QUALIFICATIONS:**

#### **1.1 Invitation**

Thank you for your interest in this Request for Qualifications ("RFQ"). The Southeast Overtown / Park West Community Redevelopment Agency ("CRA") invites responses from qualified firms to oversee the management and operations of the "Overtown Performing Arts Center" ("OPAC"), a multipurpose event and community center located at 1074 N.W. 3<sup>rd</sup> Avenue, Miami, FL 33136. Respondents must demonstrate an ability to manage the daily facility operations of the OPAC, in addition to coordinate programming such as civic events, community interest events, and artistic performances.

#### **1.2 Property Description**

See description below and Exhibit "A" for detailed property description and the floor plans for the building.

Folio: 01-0101-040-1010

Address: 1074 N.W. 3<sup>rd</sup> Avenue, Miami, FL 33136

Total Property Size: 9,500 Sq. Ft.

## **SECTION 2**

### **2.0: RFQ SCOPE OF SERVICES**

#### **2.1 Purpose**

The CRA seeks to procure the services of a venue management firm to manage the daily operations and programming of the OPAC.

#### **2.2 Background**

The CRA recently rehabilitated a historic former church building located at 1074 N.W. 3<sup>rd</sup> Avenue, Miami, FL 33136, in the historic Overtown neighborhood of Miami to accommodate the OPAC. The substantially rehabilitated 9,500 square feet, three-story concrete block structure consists of a main level, balcony/mezzanine level, and basement. The main level of the OPAC functions as a flex performing arts and banquet space for cultural events with offices located on the balcony/mezzanine level. The basement supports the Miami-Dade College Hospitality and Culinary Institute<sup>1</sup> with a state-of-the-art culinary/catering kitchen and classroom for job

KEON HARDEMON  
Board Chair



CLARENCE E. WOODS, III  
Executive Director

training, as well as kitchen incubator space that nurtures start-up food businesses.

The OPAC is located in the heart of Overtown, which is currently undergoing many redevelopment projects. Located within close proximity to the several major highways, Wynwood, Downtown Miami, Midtown, and Brickell, the OPAC is a desirable location for an event center in Miami.

The CRA is hereby soliciting statements of qualifications and experience from a qualifying venue management firm to manage the daily operations and programming of the OPAC. The selected firm will manage all aspects of the operations of the OPAC, including but not limited to, sales and marketing, customer service, security, maintenance and janitorial services, and event related services.

### 2.3 Scope of Services

Subject to CRA approval, these services may include, but are not limited to, the following:

- Develop standard operating procedures for the OPAC.
- Property management and maintenance of the OPAC facility including repairs, general and preventative maintenance, and utilities.
- Oversee the hiring of the OPAC's office staff and maintain a supervisory presence at the OPAC and during all OPAC events.
- Secure special events and programs in a variety of entertainment genres. This includes: managing, ticketing, hiring and overseeing event and production staff, and performing marketing duties.
- Manage sales and leasing efforts for private events at the OPAC.
- Manage finances for the OPAC in conjunction with CRA's Finance Department.
- Manage the scheduling of events and usage of the OPAC, including the kitchen area.
- Janitorial services of entire facility including garbage removal.
- Coordinate security services for the facility including access control.
- Facilitate scheduled maintenance and deep cleaning services related to the commercial cooking equipment and kitchen hoods.

<sup>1</sup> Since 2008, in partnership with the City of Miami's Southeast Overtown/Park West CRA, Miami Dade College has managed and operated a Hospitality Institute located at 245 NW 8th Street, south of the project site. The Institute provides job readiness training and hospitality industry job fairs and referral services to Overtown residents.



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Board Chair



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Executive Director

## **SECTION 3**

### **3.0: RFQ GENERAL CONDITIONS**

The following provisions shall be applicable to this RFQ and be made a part of the Proposer's response. These provisions, as well as the contents of the successful proposal, as accepted by the CRA, will become part of any agreement awarded as a result of this RFQ.

#### **3.1 Submission of Responses**

Sealed written Responses must be received no later than the date, time, and at the location indicated in the Public Notice and on the cover of this RFQ in order to be responsive. Faxed documents are not acceptable. Proposer(s) shall submit one (1) printed original, four (4) printed copies, and one (1) copy submitted electronically on a USB drive storage device, CD, or DVD.

#### **3.2 Submittal Instructions**

Careful attention must be given to all requested items contained in this RFQ. Proposer(s) are invited to submit Responses in accordance with the requirements of this RFQ. PLEASE READ THE ENTIRE SOLICITATION BEFORE SUBMITTING A RESPONSE.

#### **3.3 Additional Information or Clarification**

Request for additional information or clarifications must be made in writing to the CRA at the location listed on the cover page of this RFQ. Proposer(s) may also fax or email their requests for additional information or clarifications. Facsimiles must have a cover sheet that includes the Proposer(s) name and the RFQ number.

#### **3.4 Changes / Alterations**

The Proposer(s) may change or withdraw a Response at any time prior to the Response Submission Deadline. All changes or withdrawals shall be in writing. Oral / verbal changes, modifications, or withdrawals will not be recognized and will be disregarded. Written modifications will not be accepted after the Response Submission Deadline. Proposer(s) shall not assign or otherwise transfer their Response to another individual or entity.

#### **3.5 Sub-consultants**

A Sub-consultant is an individual or firm contracted by the Proposer or Proposer's firm to assist in the performance of services required under this RFQ. A sub-consultant shall be paid through Proposer or Proposer's firm and not paid directly by the CRA. Sub-consultants are allowed by the CRA in the performance of the services delineated within this RFQ. The Proposer must clearly reflect in its Response the major Sub-consultants to be utilized in the performance of required services. The CRA retains the right to accept or reject any Sub-consultant proposed in

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Board Chair



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Executive Director

the Response of Successful Proposer(s) or proposed prior to Agreement execution. Any and all liabilities regarding the use of a Sub-consultant must be maintained in good standing and approved by the CRA throughout the duration of the Agreement. Neither the Successful Proposer(s) nor any of its Sub-consultants are considered to be employees or agents of the CRA. Failure to list all major Sub-consultants and provide the required information may disqualify any proposed Sub-consultants from performing work under this RFQ.

Proposer(s) shall include in their Response the requested Sub-consultants information and include all relevant information and include all relevant information required of the Proposer(s).

Proposer(s) are expressly prohibited from substituting Sub-consultants contained in the Response. Such substitution, for any reason, after receipt of the Response, and prior to award by the CRA, shall result in disqualification of the Response from further consideration for award.

### **3.6 Discrepancies, Errors, and Omissions**

Any discrepancies, errors, or ambiguities in the RFQ should be immediately reported in writing to the CRA. Should it be necessary, the CRA will issue an addendum clarifying such conflicts or ambiguities.

### **3.7 Disqualification**

The CRA reserves the right to disqualify Responses before or after the submission date, upon evidence of collusion with intent to defraud or other illegal practices on the part of the Proposer(s).

Any Response submitted by a Proposer(s) who is in arrears, e.g., money owed or otherwise in debt by failing to deliver goods or services to the CRA (including any agency or department of the City of Miami) or where the CRA has an open claim against a Proposer(s) for monies owed the CRA at the time of Proposal submission, will be disqualified and shall not be considered for award.

Any Proposer(s) who submits in its Response any information that is determined by the CRA, in its sole opinion, to be substantially inaccurate, misleading, exaggerated, or incorrect, shall be disqualified from consideration the Agreement.

### **3.8 Acceptance / Rejection**

The CRA reserves the right to accept or reject any or all Responses or to select the Proposer(s) that, in the opinion of the CRA, is/are in its best interest(s). The CRA also reserves the right to reject any Proposer(s) who has previously failed to properly perform under the terms and conditions of a contract, to deliver on time any contracts with the CRA, and who is not in a position to perform the requirements defined in this RFQ. Further, the CRA may waive

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Board Chair



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Executive Director

informalities, technicalities, minor irregularities, and /or request new Responses for the services specified in this RFQ and may, at its discretion, withdraw and or re-advertise the RFQ.

### **3.9 Proposer(s) Expenditures**

The Proposer(s) understand and agree that any expenditure they make in preparation and submittal of Responses or in the performance of any services requested by the CRA in connection with the Responses to this RFQ are exclusively at the expense of the Proposer(s). The CRA shall not pay or reimburse any expenditure or any other expense incurred by any Proposer(s) in preparation of a Response and/or anticipation of a contract award and/or to maintain the approved status of the Successful Proposer(s) if an Agreement is awarded, and/or administrative or judicial proceedings resulting from the solicitation process.

### **3.10 Legal Requirements**

This RFQ is subject to all applicable federal, state, and local laws, codes, ordinances, rules, and regulations that in any manner affect any all of the services covered herein. Lack of knowledge by the Proposer shall in no way be cause for relief from responsibility.

### **3.11 Public Records**

Proposer(s) understand that the public shall have access, at all reasonable times, to all documents and information pertaining to CRA contracts, subject to the provisions of Chapter 119, Florida Statutes, and agrees to allow access by the CRA and the public to all documents subject to disclosure under applicable law. Proposer's failure or refusal to comply with the provision of this section shall result in the immediate cancellation of the Agreement (if awarded) by the CRA.



KEON HARDEMON  
Board Chair



CLARENCE E. WOODS, III  
Executive Director

## **SECTION 4**

### **4.0: SUBMISSION PROCESS**

Proposer(s) shall submit one (1) printed original, four (4) printed copies, and one (1) copy submitted electronically on a USB drive storage device, CD or DVD. Said proposal must be submitted in a labeled and sealed envelope and delivered to the following address:

CITY OF MIAMI  
The Office of the City Clerk  
3500 Pan American Drive  
Miami, Florida 33133

Responses must be **clearly marked on the outside of the package referencing:**

#### **RFQ NO. 16-03 – VENUE OPERATIONS AND MANAGEMENT SERVICES**

Responses are due no later than May 3, 2016 at 11:00 a.m. Submissions will not be accepted at the CRA's office, or any other location. Responses received after the date and time stated in the RFQ will not be accepted and shall be returned unopened to the Proposer(s).

#### **4.1 Submittal Format**

Responses are to be prepared and submitted in the following format. All submittals must be on 8 1/2" x 11" paper, neatly typed on one side only, with normal margins, and spacing. Hand written responses will not be accepted.

1. **Cover Page**

Show the Proposer(s) name, address, telephone number, name of contact person, date, and the proposal name and RFQ number.

2. **Table of Contents**

Include a clear identification of the material by section and by page number.

3. **Letter of Transmittal**

Provide a letter which provides a brief history of the Proposer's entity, summarizes the key points of the response, and is signed by an officer or employee of the respondents firm who is authorized to commit the firm's resources to the Scope of Services described herein. Please limit your transmittal letter to two (2) pages.

KEON HARDEMON  
Board Chair



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Executive Director

**4. Qualifications of the Firm**

- a. Identify the Proposer(s) qualifications to perform the services sought this RFQ, including resumes of key members of the proposed venue management team.
- b. The Proposer shall provide the following information as separate sections under this Category. Each section is to be identified by the corresponding letter for the section and the sections are to be submitted in the same order as that shown below:
  - Copies of any federal, State of Florida, county or local small and/or minority business certifications. (Submit company certification, not personal certifications)
  - Copy of business licenses, if applicable.
  - Copy of Certificate of Status or proof that the Proposer is authorized to perform work in the State of Florida.

**5. Venue Management and Programming Experience**

Describe your past venue management experience. Proposer(s) must demonstrate that they have successfully managed a minimum of three (3) comparable venues within the last ten (10) years. Also, specify the number of years the Proposer(s) have been in the relevant business. Proposers are expected to have at a minimum expertise in the following:

- Present or prior management of an event center, performing arts facility, and/or multipurpose banquet hall.
- Experience and expertise in the management, programming, and staffing of similar-sized or programmatically-comparable facility.
- Experience in customer service and quality control.

**6. Venue Management Approach**

Describe your management approach for your Scope of Services described herein and discuss your ability to carry out the approach you describe.

**7. References**

The Proposer shall provide reference letters from past clients and a list of references from past clients. (3 reference letters required and a list of 5 references required)

KEON HARDEMON  
Board Chair



CLARENCE E. WOODS, III  
Executive Director

## SECTION 5.0

### **5.0: EVALUATION / SELECTION PROCESS**

Upon receipt of proposals, a selection committee to review the proposals and render recommendation shall be convened by the Executive Director. The selection committee shall be comprised of at least three (3) members, one of which must be an employee or agent of the CRA. Said members shall not have any interest in any of the proposals received and considered. Additionally, the identity of members of the selection committee shall remain undisclosed and confidential until such time the committee convenes to review the proposals. Such confidentiality is imposed to ensure selection committee members are not contacted by proposers in an effort to influence the member's consideration. Contact by a proposer of a committee member for the purpose of influencing the member's consideration shall result in the proposer being automatically disqualified from participating in the competitive process.

The selection committee members shall rank the proposals considered. Within five (5) business days, the chairperson of the committee shall issue a written memorandum to the Executive Director reflecting the committee's rankings along with the individual members' scores.

The CRA's Board of Commissioners shall have the final decision-making authority concerning the selection of a successful proposal. The Board's consideration shall be made at a public meeting, as required by Section 286.011, Florida Statutes.

The factors outlined below shall be applied to all eligible proposals. All references will be subject to appropriate evaluation.

<b>EVALUATION CRITERIA</b>	<b>POINT VALUE</b>
Qualifications of the Firm	30
Venue Management and Programming Experience	30
Venue Management Approach	30
References	10
<b>TOTAL POINTS</b>	<b>100</b>



KEON HARDEMON  
Board Chair



CLARENCE E. WOODS, III  
Executive Director

All available information on the referenced property may be obtained from the CRA at 819 N.W. 2<sup>nd</sup> Avenue, Miami, Florida 33136. For further information, please contact Brian Zeltsman, CRA Director of Architecture and Development, at (305) 679-6827 or bzeltsman@miamigov.com. All interested parties are encouraged to inspect the OPAC.

KEON HARDEMON  
Board Chair



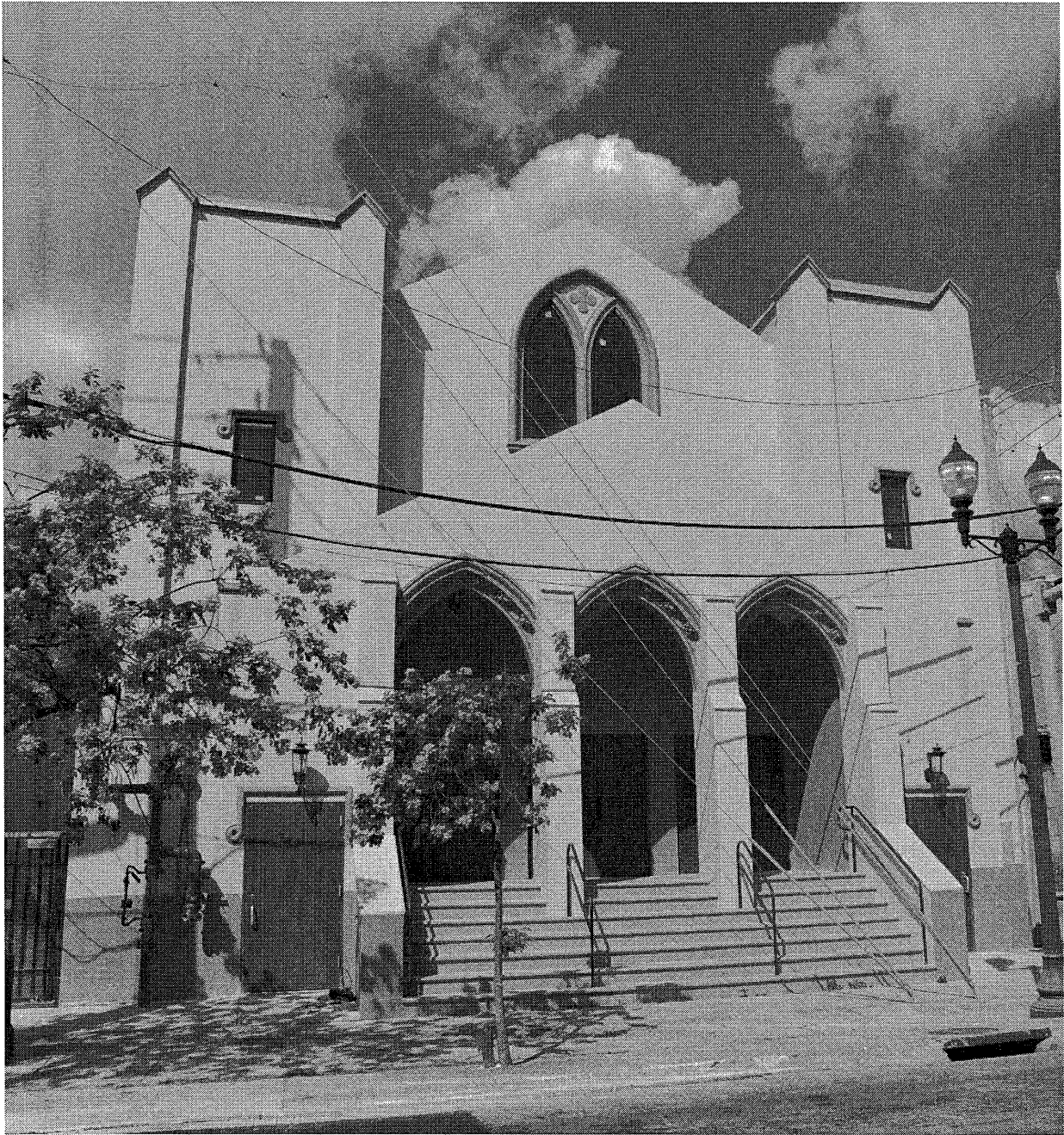
CLARENCE E. WOODS, III  
Executive Director

**EXHIBIT "A"**

Property Description



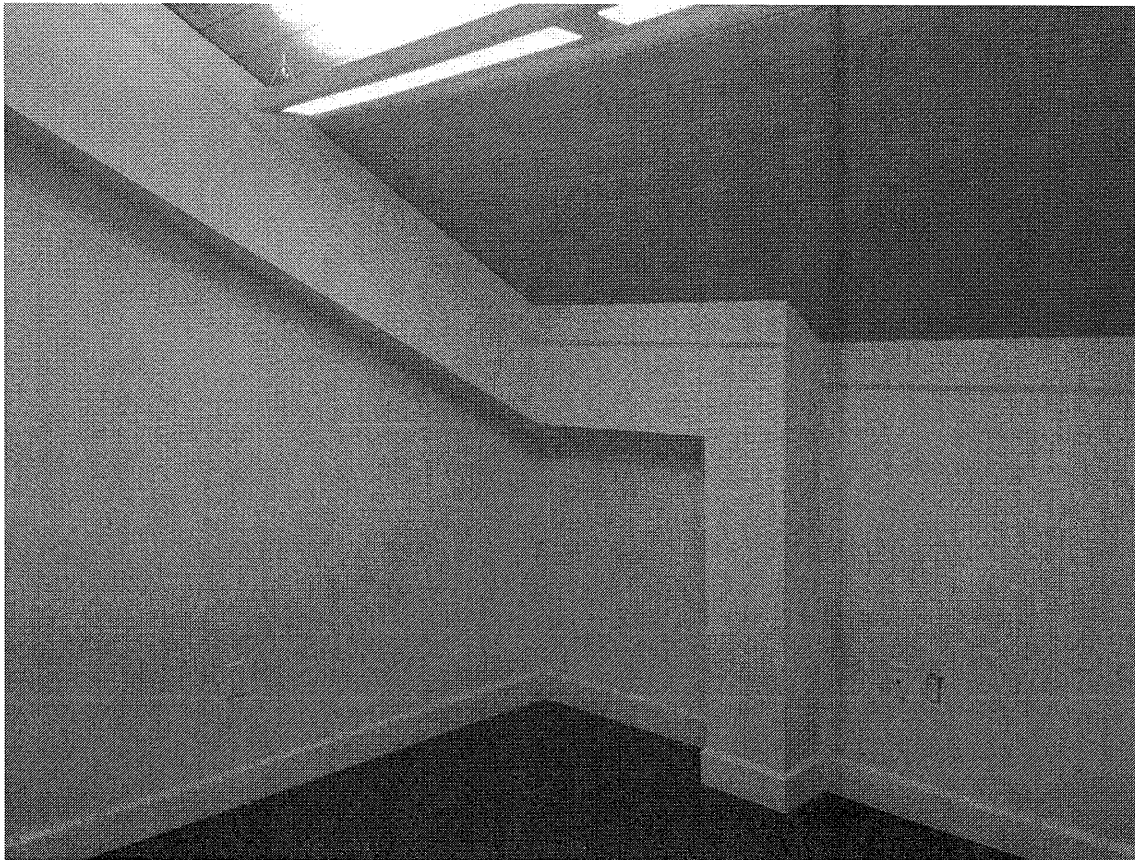
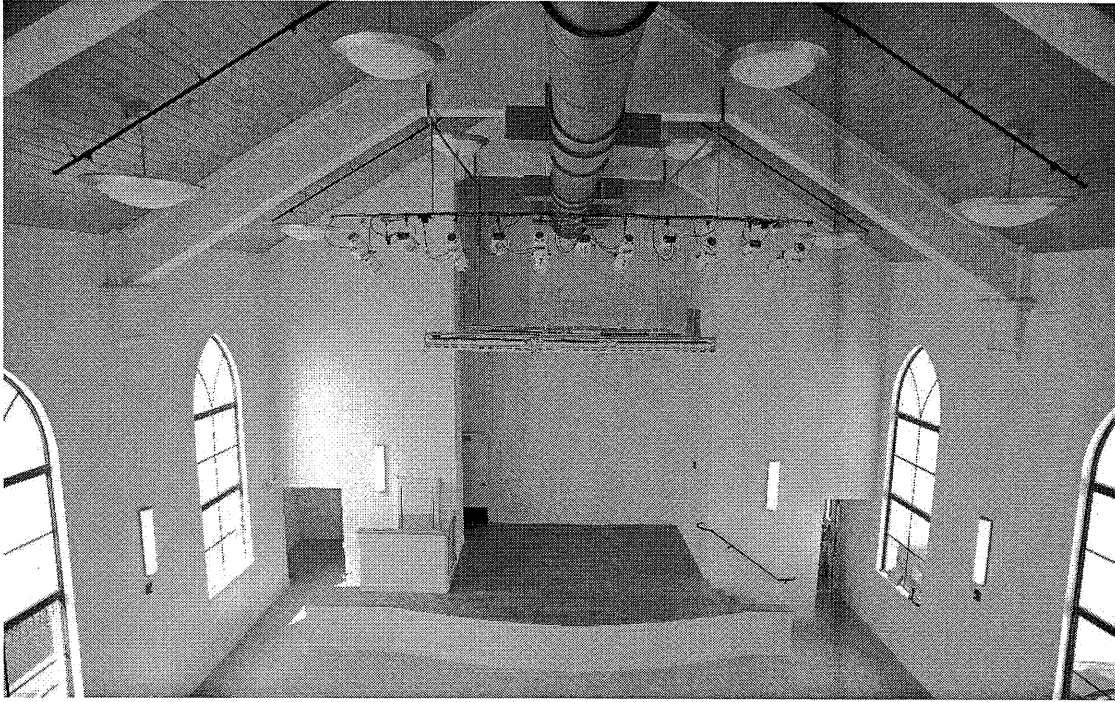
# OVERTOWN PERFORMING ARTS CENTER



Attachment: File # 1251 Backup (1251 : Resolution Accepting Top Ranked Proposer to Perform Venue Management at OPAC.)



## EVENT CENTER







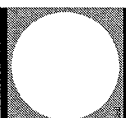


## STATE OF THE ART CULINARY KITCHEN

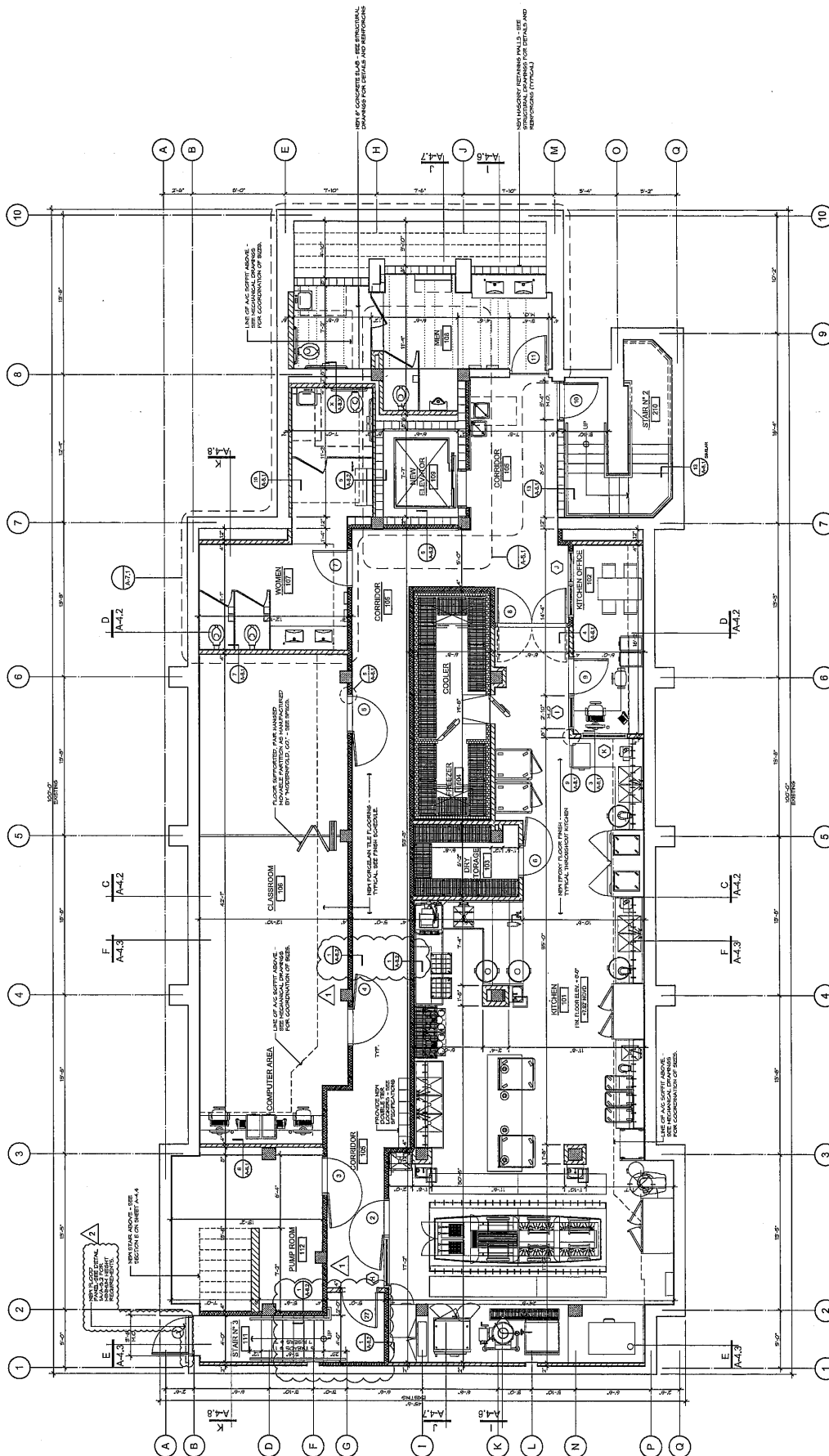








NOTE:  
FOR LAYOUT AND DIMENSIONS  
CONSULT WITH THE ARCHITECT  
GROUP DRAWING NO. 02-20-2010



**BASEMENT LEVEL - NEW**  
SCALE: 1/4" = 1'-0"

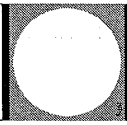






7800 Southwest 48th Street  
Miami, Florida 33155  
Phone (305) 441-5532  
Fax (305) 441-5532  
info@architektniks.com  
www.architektniks.com

Project: BUILDING REHABILITATION FOR:  
OVERTOWN COMMUNITY CENTER BUILDING  
300 NORTHWEST 11TH STREET  
MIAMI, FLORIDA 33136  
OWNER: SSPW CMA  
CMA PROJECT NO. B-010188



Edward C. Gray, P.E.  
Licensed Engineer, Associated

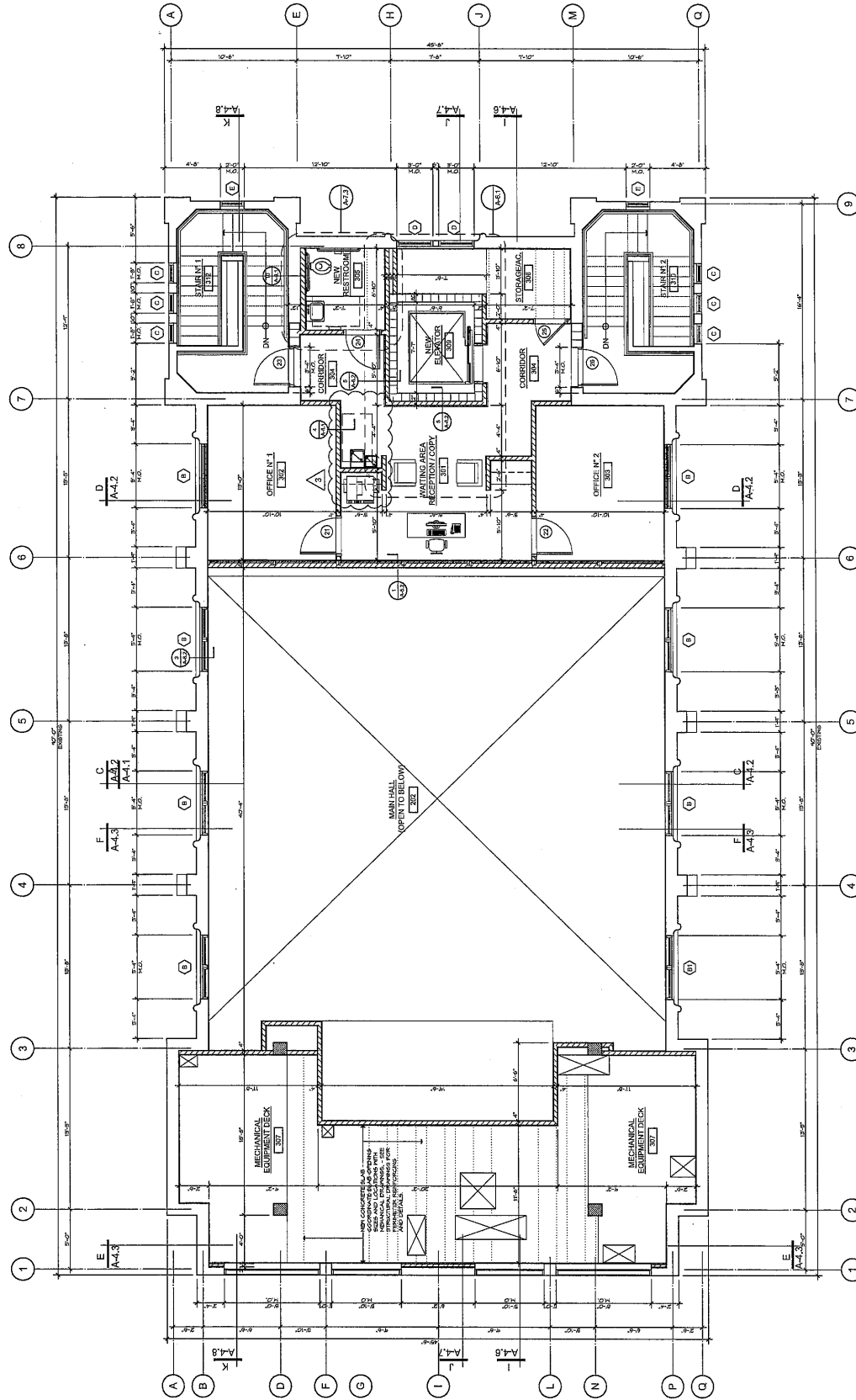
MEZZANINE  
LEVEL - NEW

DATE	07/24/2012
BY	EDWARD C. GRAY
CHECKED	
REVISION	

Job No. 11104  
Drawn by S.J.P. & F.L.C.  
Sheet No.

A-2.8

3.6.a



MEZZANINE LEVEL - NEW  
SCALE: 1/4" = 1'-0"



SOUTHEAST OVERTOWN/PARK WEST  
COMMUNITY REDEVELOPMENT AGENCY  
INTER-OFFICE MEMORANDUM

To: Clarence E. Woods, III  
Executive Director, SEOPW CRA

Date: June 7, 2016

File:

Subject: RFQ 16-03

From: Renee A. Jadusingh  
Staff Counsel

References:

Enclosures: Selection Committee Scoring Sheets

On March 31, 2016, the Southeast Overtown/Park West Community Redevelopment Agency ("CRA") issued Request for Qualifications ("RFQ") 16-03 for Venue Operations and Management Services. On May 3, 2016, the CRA received two (2) responses to RFQ 16-03 from the following proposers:

1. Circle of One Marketing
2. Key 2 Know Property Management, Inc.

On June 7, 2016, a selection committee consisting of Neil Shiver, CRA's Assistant Director; Jonelle Adderley, CRA's Marketing Coordinator; and myself, met to evaluate the aforementioned proposals, and ranked the proposals as follows:

1. Circle of One Marketing
2. Key 2 Know Property Management, Inc.

Cc: Neil Shiver, CRA  
Brian Zeltsman, CRA  
Jonelle Adderley, CRA

Attachment: File # 1251 Backup (1251 : Resolution Accepting Top Ranked Proposer to Perform Venue Management at OPAC.)



## Selection Committee Scoring Sheet

Project: Venue Operations and Management Services

Bid Number: RFP 16-03

Score Criteria	Circle of One Marketing	Key 2 Know Property Management, Inc.
Qualifications of the Firm (max 30 points)	30	5
Venue Management and Programming Experience (max 30 points)	30	0
Venue Management Approach (max 30 points)	30	10
References (max 10 points)	10	10
Total Score (max 100)	100	25

Scored by (print) :

Scored by (sign) :

Date:

Shirley Anderson  
 Shirley Anderson  
 6/7/2016





## Selection Committee Scoring Sheet

**Project:** Venue Operations and Management Services

**Bid Number:**

RFP 16-03

Score Criteria	Circle of One Marketing	Key 2 Know Property Management, Inc.
Qualifications of the Firm (max 30 points)	30	15
Venue Management and Programming Experience (max 30 points)	30	15
Venue Management Approach (max 30 points)	30	10
References (max 10 points)	10	10
<b>Total Score (max 100)</b>	<b>100</b>	<b>50</b>

Scored by (print) :

Renee Ladusingh

Scored by (sign) :

Renee Ladusingh

Date:

6/7/16



## Selection Committee Scoring Sheet

Project: Venue Operations and Management Services

Bid Number:

RFP 16-03

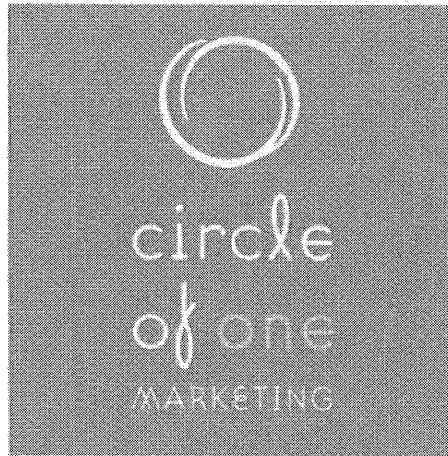
Score Criteria	Circle of One Marketing	Key 2 Know Property Management, Inc.
Qualifications of the Firm (max 30 points)	30	10
Venue Management and Programming Experience (max 30 points)	30	10
Venue Management Approach (max 30 points)	30	10
References (max 10 points)	10	10
Total Score (max 100)	100	40

Scored by (print):

Scored by (sign):

Date:

*Comelius Shiver*  
*CE*  
 6/7/16



**Circle of One Marketing**  
38 N.W. 105<sup>th</sup> Street  
Miami Shores, Florida 33150  
305-576-3790  
**Contact: Suzan McDowell**

May 3, 2016

**RFQ NO. 16-03- VENUE OPERATIONS AND MANAGEMENT SERVICES**

Attachment: File # 1251 Backup (1251 : Resolution Accepting Top Ranked Proposer to Perform Venue Management at OPAC.)



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April 28, 2016

Brian Zeltsman, RA  
 Director of Architecture and Development  
 Southeast Overtown/Park West  
 Community Redevelopment Agency  
 819 NW 2<sup>nd</sup> Ave, 3<sup>rd</sup> Floor  
 Miami, Florida 33136

Subject: Letter of Transmittal

Dear Sir,

Enclosed for your agency's approval is the Request for Qualifications (RFQ) to procure services for Venue Operations and Management Services for the newly built Overtown Performing Arts Center (OPAC). Throughout the years, this company has employed the industry's best venue and event managers for businesses development and project planning and execution. Our expertise and combined years of experience as you will see will allow us to develop the OPAC blueprint rapidly.

When selected as the contracted vendor we will provide all aspects of the RFQ needed to achieve the goals and objectives of the OPAC's growth:

- Site Management
- Stage Management
- Sound, Lighting, and Video Production Management
- Website Development, Social Media, & Traditional and Digital Branding
- Security Personnel Management & Hiring
- Personnel Management, Hiring, and Training
- Salaried Employees Selection and Training
- Venue Sales, Leasing, Marketing, and Promotions
- Community Events and Outreach
- Property Management, Permit Management, Maintenance
- Acquire and maintain food and beverage permits as well as and potential alcohol permits/licenses
- Venue Operations, Accounting, and Management

### About Circle of One Marketing

Founded by Marketing and Branding genius, Suzan McDowell, Circle of One Marketing (COO) has grown to become a nationwide powerhouse in the field of strategic marketing, branding, event, and venue management. COO's key is its diverse multi-culture talented staff that brings decades of experience in all field to the project. Venue Management division is spearheaded by its National Director of Events, Vincent Versher, who brings over 15 years of experience in venue management and live special events production alongside the experienced staff allows the COO team to create solutions that are efficient for their client base.

Energy is what gives Circle of One Marketing its "edge" (and you have to be impressed when a Circle has an edge). Incorporated in the State of Florida in 2001, over the past 14 years the agency has built a stellar local and national reputation for creating award winning marketing and public relations campaigns that produce unprecedented gains for the agency's diverse client base as well as the addition of Venue Management with our unique knowledge of the entertainment industry and the business behind the stage. "The Circle" has been named one of the Top 100 Minority Businesses by the Greater Miami Chamber of Commerce for seven (7) consecutive years. The firm has been privileged to win "The Best of Miami in Entrepreneurship from Miami Today in 2008, a Silver Addy for the Jazz in the Gardens campaign 2011, 2010 Corporation of the Year from the Women's Chamber of Commerce for Miami Dade County, Small Business of the Year by the Miami Dade Chamber of Commerce in 2011 and Business of the Year by Legacy Magazine/Miami Herald in 2011.

Signed \_\_\_\_\_

Suzan McDowell – President & CEO



**Qualifications of Firm****Name of Firm**

Circle of One Marketing, Inc.

**Location**

38 N.W. 105<sup>th</sup> Street, Miami Shores, Florida 33150

**Phone & Email**

Office: 305-576-3790 Fax: 305-576-3799

Email: suzan@circleofonemarketing.com

**Person Authorized to Represent Firm**

Suzan McDowell

**Length of Time in Business**

14.5 years, Incorporated in 2001

**Certifications**

Miami-Dade County DBE & ACDBE Certified

Miami-Dade County Public Schools Certified

SBA 8a Certification Pending



Internal Services Department  
Small Business Development  
111 NW 1 Street, 19th Floor  
Miami, Florida 33128  
T 305-375-3111 F 305-375-3160

May 26, 2015

CERT NO: 14799

Ms. Suzan Mc Dowell  
CIRCLE OF ONE MARKETING, INC.  
2400 NE 2nd Ave Suite #C  
Miami, FL 33137-0000

Approval Date: 5/26/2015 - ACDBE

Approval Date: 5/26/2015 - DBE

**Anniversary Date: Annually on May 26**

Dear Ms. Mc Dowell:

Miami-Dade County Small Business Development (SBD), a division of the Internal Services Department (ISD), is pleased to notify you that your firm is certified under the Florida Unified Certification Program (UCP). Your firm meets the eligibility requirements for certification as a Disadvantaged Business Enterprise (DBE) and an Airport Concession Disadvantaged Business Enterprise (ACDBE) in accordance with 49 CFR Part 23 and 26.

DBE and ACDBE certifications are continuous with no expiration date; however, firms are required to attest that there are no changes via the No Change Declaration form annually on the firm's anniversary date to remain certified. You will be notified of your annual responsibilities in advance of the Anniversary Date listed above. You must submit the annual **No Change Declaration** form no later than the Anniversary Date to maintain your eligibility. Your firm will be listed in the UCP DBE Directory which can be accessed through the Florida Department of Transportation's website: <http://www3b.dot.state.fl.us/EqualOpportunityOfficeBusinessDirectory/>

DBE and ACDBE certifications are NOT a guarantee of work, but it enables the firm to compete for and perform contract work on all USDOT Federal Aid (FAA, FTA and FHWA) projects in Florida as a DBE and ACDBE contractor, sub-contractor, consultant, sub-consultant or material supplier.

If at any time there is a material change in your firm, you must advise this office by sworn affidavit and supporting documentation within thirty (30) days. Changes include, but are not limited to ownership, officers, directors, management, key personnel, scope of work performed, daily operations, on-going business relationships with other firms, individuals or the physical location of your firm. After our review, you will receive instructions as to how you should proceed, if necessary. Failure to comply will result in action to remove your firm's DBE and ACDBE certifications.

Questions or concerns should be directed to this office by mail or telephone. Our telephone number is (305) 375-3111 and fax number is (305) 375-3160.

Sincerely,

  
Claudius Thompson, Section Chief  
Small Business Development Division

NAICS & Industry Title: (Your firm is eligible to compete for and perform work on all USDOT Federal Aid projects throughout Florida and may earn DBE or ACDBE credit for work performed in the following areas.)

541813 - MARKETING CONSULTING SERVICES (ACDBE)  
541813 - MARKETING CONSULTING SERVICES (DBE)  
541810 - ADVERTISING AGENCIES (ACDBE)  
541810 - ADVERTISING AGENCIES (DBE)  
541820 - PUBLIC RELATIONS AGENCIES (ACDBE)  
541820 - PUBLIC RELATIONS AGENCIES (DBE)  
541910 - MARKETING RESEARCH AND PUBLIC OPINION POLLING (ACDBE)  
541910 - MARKETING RESEARCH AND PUBLIC OPINION POLLING (DBE)

Attachment: File # 1251 Backup (1251 : Resolution Accepting Top Ranked Proposer to Perform Venue Management at OPAC.)



Internal Services Department  
Small Business Development  
111 NW 1 Street, 19th Floor  
Miami, Florida 33128  
T 305-375-3111 F 305-375-3180

May 26, 2015

CERT NO: 11151

Approval Date: 5/26/2015 - MICRO/SBE

Expiration Date: 5/31/2018

Ms. Suzan Mc Dowell  
CIRCLE OF ONE MARKETING, INC.  
2400 NE 2nd Ave Suite #C  
Miami, FL 33137-0000

Dear Ms. Mc Dowell:

Miami-Dade County Small Business Development (SBD), a division of the Internal Services Department (ISD) has completed the review of your application and attachments submitted for certification. Your firm is officially certified as a Miami-Dade County Micro/Small Business Enterprise (MICRO/SBE) in accordance with section 2-8.1.1.1.1 of the code of Miami-Dade County.

This (MICRO/SBE) certification is valid for three years provided that you submit a "Continuing Eligibility Affidavit" on or before your **anniversary date of (May 26)** for the first and second year of the three year period. The affidavit must indicate any changes or no changes in your firm pertinent to your certification eligibility. The submittal of a "Continuing Eligibility Affidavit" **annually** with specific supporting documents on or before your Anniversary Date is required to maintain the three year certification. You will be notified of this responsibility in advance of the Anniversary Date. Failure to comply with the said responsibilities may result in immediate action to decertify the firm.

If at any time there is a material change in the firm including, but not limited to, ownership, officers, director, scope of work being performed, daily operations, affiliation(s) with other businesses or the physical location of the firm, you must notify this office in writing within (30) days. Notification should include supporting documentation. You will receive timely instructions from this office as to how you should proceed, if necessary. **This letter will be the only approval notification issued for the duration of your firm's three years certification. If the firm attains graduation or becomes ineligible during the three year certification period, you will be properly notified following an administrative process that your firm's certification has been removed pursuant to the code.**

Your company is certified in the categories as listed below affording you the opportunity to bid and participate on contracts with Small Business Enterprise measures.

Please note that the categories listed are very general and are used only to assist our customers in searching the directory for certified firms to meet contract goals. You can find the firm's up-to-date certification profile as well as all other certified firms on the Miami-Dade County Internal Services Department, Small Business Development Certified Firms' Directory at the website <http://www.miamidade.gov/business/business-certification-programs.asp>.

Thank you for your interest in doing business with Miami-Dade County.

Sincerely,

Claudious Thompson, SBD Section Chief  
Small Business Development Division

Attachment: File # 1251 Backup (1251 : Resolution Accepting Top Ranked Proposer to Perform Venue Management at OPAC.)

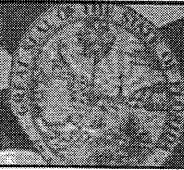


Ms. Suzan Mc Dowell  
 CIRCLE OF ONE MARKETING, INC.  
 Cert No: 11151  
 May 26, 2015  
 Page 2

CATEGORIES: (Your firm may bid or participate on contracts only under these categories)

578 - MISCELLANEOUS PRODUCTS (MICRO/SBE)  
 57800 - MISCELLANEOUS PRODUCTS (NOT OTHERWISE CLASSIFIED) (MICRO/SBE)  
 57879 - SIGNS: BILLBOARD, ADVERTISING (MICRO/SBE)  
 915 - COMMUNICATIONS AND MEDIA RELATED SERVICES (MICRO/SBE)  
 91500 - COMMUNICATIONS AND MEDIA RELATED SERVICES (MICRO/SBE)  
 91502 - ADVERTISING (NOTICE OF BID SOLICITATION) (MICRO/SBE)  
 91503 - ADVERTISING/PUBLIC RELATIONS (INCL. SKYWRITING) (MICRO/SBE)  
 91504 - ADVERTISING, OUTDOOR BILLBOARD, ETC. (MICRO/SBE)  
 91524 - CABLE TELEVISION SERVICES (INCLUDES PAY-PER-VIEW SERVICES) (MICRO/SBE)  
 91548 - GRAPHIC ARTS SERVICES (NOT PRINTING) (MICRO/SBE)  
 91552 - JOURNALISTIC SERVICES (INCLUDES PAGE PRINT SERVICES) (MICRO/SBE)  
 91572 - PHOTOGRAPHY (NOT INCLUDING AERIAL PHOTOGRAPHY) (MICRO/SBE)  
 91573 - PUBLIC INFORMATION SERVICES (INCL. PRESS RELEASES) (MICRO/SBE)  
 91574 - RADIO COMMERCIAL PRODUCTION (MICRO/SBE)  
 91578 - TELEVISION COMMERCIAL PRODUCTION (MICRO/SBE)  
 91582 - VIDEO PRODUCTION (MICRO/SBE)  
 91584 - VIDEO RECORDING (MICRO/SBE)  
 918 - CONSULTING SERVICES (MICRO/SBE)  
 91800 - CONSULTING SERVICES (MICRO/SBE)  
 91807 - ADVERTISING CONSULTING (MICRO/SBE)  
 91876 - MARKETING CONSULTING (MICRO/SBE)  
 961 - MISCELLANEOUS PROFESSIONAL SERVICES (MICRO/SBE)  
 96100 - MISCELLANEOUS SERVICES, NO. 1 (NOT OTHERWISE CLASSIFIED) (MICRO/SBE)  
 96153 - MARKETING SERVICES (INCL. DISTRIBUTION, RESEARCH, SALES PROMOTIONS, ETC.) (MICRO/SBE)

Attachment: File # 1251 Backup (1251 : Resolution Accepting Top Ranked Proposer to Perform Venue Management at OPAC.)

**FLORIDA DEPARTMENT OF STATE  
DIVISION OF CORPORATIONS****Detail by Entity Name****Florida Profit Corporation****CIRCLE OF ONE MARKETING INC.****Filing Information**

<b>Document Number</b>	P01000118855
<b>FEI/EIN Number</b>	753017814
<b>Date Filed</b>	12/17/2001
<b>State</b>	FL
<b>Status</b>	ACTIVE

**Principal Address**

2400 NE 2ND AVE  
STUDIO C  
MIAMI, FL 33137

Changed: 01/26/2006

**Mailing Address**

2400 NE 2ND AVE  
STUDIO C  
MIAMI, FL 33137

Changed: 01/26/2006

**Registered Agent Name & Address**

Steven J Henriquez, CPA, LLC  
5825 Sunset Drive  
Ste. 201  
MIAMI, FL 33143

Name Changed: 04/29/2013

Address Changed: 04/29/2013

**Officer/Director Detail****Name & Address**

Title P

MCDOWELL, SUSAN  
38 N.W. 105TH ST.  
MIAMI SHORES, FL 33150

### Executive Summary

**Suzan McDowell (President)**- Suzan McDowell is the President & CEO of one of the most widely respected businesses in South Florida, Circle of One Marketing. The Circle is one of a handful of Florida based minority owned advertising/marketing agencies that can provide a full service platform, inclusive of creative design, public/media relations, community outreach, media buying, social media, and event management. Following an illustrious 19 year career in radio and newspaper sales, in 2001 Suzan founded Circle of One Marketing with the vision to create a creative, resourceful and diverse full service marketing agency. The Circle is effectively changing the status quo by pushing South Florida to the next level of modern multi-layered, customer obsessed, marketing management consultation. Experts in the African-American and Caribbean markets, Circle of One has grown into a real corporate player in South Florida.

**Vincent Versher (National Events Director)** - Through his 15+ years in Live Entertainment Production he has spring-boarded his experience and career to harness some of the biggest global brands, venues, and events in the world. With over 4000+ events having been a part of his history, he has been able to become one of the top notch special events producer in the entertainment/hospitality industry on top of a highly sought marketer. His experience has been in all levels of the events production process from the angle of venue manager, producer, tour manager, production manager, marketer, & merchandiser which gives him his vast knowledge of how all departments work hand-in-hand in accomplishing client expectations.

**Flora Sweet (Director of Special Events)** Flora Sweet is an innovative professional with over 10 years of experience in the sales, marketing and promotions industry. As Director of Special Events for the past 9 years, Flora is responsible for planning, creating, and managing all client events inclusive of creating and managing the budget, location scouting, venue planning and booking, managing event staff, event media planning, and developing run-of-show programs. Flora has planned and managed events ranging from black-tie galas to business seminars, as well as large music festival events.



### Venue Management and Programming Experience

COO experience in Venue Management exceeds the minimum requirements for the RFQ. We have been the venue management, marketing, branding, and/or events Company for unique venues all around the country. We've been conducting venue management services for since 2006, starting with Verdine White Performing Arts Center (Los Angeles). The VWPAC is very similar to the OPAC in that it is a community based theater that thrives on community support and usage. We most recently acquiring the Venue Management Agreement for the Red Cat Jazz Café and Theater being built in downtown Houston, Texas near Hard Rock Café and Verizon Theater.

Our list of venues we've done business with include but not limited to:

- Adrienne Arsht Center
- HistoryMiami
- University of Miami Life Science & Technology Park
- Verdine White Performing Arts Center
- Backstage Atlanta
- Mourning Family Foundation/Overtown Youth Center
- Red Cat Jazz Café and Theater
- Dolphin Stadium (Jazz in the Gardens)

Our expertise in venue management is the ability to see beyond the facilities obvious uses and to expand into unique opportunities which we describe in our venue management approach. Our events management team can assist promoters, planners, and event producers with unique themes and experiences that will maximize budgets and profits. Our team focuses heavily on the attendee experience and we make sure that the venues are well represented no matter if the event is public or private.

Most important at all times is the experience at the venue which includes attendee safety (most important), ease of use, friendly staff, ease of parking, ease of access to all areas of the venue, & quality of food and entertainment. Customer service is at the forefront of all events and productions we produce and management.

Our experience in customer service and quality control began when our company began. We ensure that situations are processed with image and branding in mind at all times.

## Venue Management Approach

### Site Management

COO will be responsible for all site related items including but not limited to the site plan map for main stage & backstage location. We will be responsible for the scheduling of equipment setup, breakdown and storage each day of the event (if deemed necessary). We will be responsible for show times and sound / line-checks for each performer of the event. The client and the producer will determine the show times of the event. We will manage an ongoing box office and event ticketing platform.

### Stage Management

COO will be responsible for all stage performance activities including the scheduling, stage plots and stage staff of individual performances as well as the co-ordination of 'stage changeover of individual equipment as needed based upon backline requirements and stage plots. A stage manager (if budget allows) will be hired and will report directly to the Producer. Client will be directly responsible for payment to the individual manager selected upon approved written estimate.

### Sound, Backline, Lighting & Staging Requirements

COO will manage sound, backline, lighting equipment and staging for the duration of the event(s). The client will be directly responsible for payment to the individual supplier(s) selected upon final written estimate and approval if venue technical package is not adequate.

### Website Development, Social Media, & Traditional and Digital Branding

COO will build and maintain a venue website that provides a high level aesthetic and logical functionality for ease of use by the general public. We will also manage all the social media platforms that help with the overall branding and promotions of the venue. We will utilize traditional and digital branding techniques that will help grow the venue's usage and fill its calendar. The website lists all upcoming events as well as our internal digital ticketing solution.

### Security Requirements / Recommendations

COO will review the venue and accessibility and attendance and determine the amount of security personnel that is required. Where at all times possible, local volunteer personnel will be selected for low risk events. The client will be directly responsible for payment to the individual supplier(s) of security selected if deemed necessary upon final written estimate and approval.

### Personnel Requirements / Recommendations

COO will review the venue and event requirements and determine the amount of paid and volunteer personnel required. The personnel will include but not be limited to 1)

COO will review the venue and event requirements and determine the amount of paid and volunteer personnel required. The personnel will include but not be limited to 1) Backstage personnel 2) Merchandise personnel 3) Stage hands 4) Artists team managers 5) Transportation manager 6) Lodging manager. The management of these personnel will be by COO personnel members and will be compensated individuals selected by the Producer based on prior experience at other types of events (if budgets allow). These individuals will be paid a flat pre-determined fee for the days worked. These employees will arrive one hour prior to the event and leave one hour after the event. Our goal is to create as many local jobs as possible. Job creation is a top priority for COO.

#### **Salaried Employees Selection and Training**

Operations for the venue will require full-time and part-time staff. COO will conduct application and resume collection and develop a selection and training process for all venue management staff.

#### **Venue Sales, Leasing, Marketing, and Promotions**

COO will be responsible for building all documents and technical packs that assist in the sales and venue leasing process. We will concurrently be responsible for the traditional and digital marketing. Our promotions team will develop unique strategic relationships locally and nationally with the Film/TV Industry, Music Industry, Wedding Planners, Event Planners, and the Independent Performing and Visual Arts Community. We will seek live event producers looking to create community events that have a permanent home on a weekly or monthly basis until the available calendar is full.

#### **Acquire and maintain food, beverage, and potential alcohol permits**

COO will be responsible for the acquiring of all permits, licenses and payment of city, local & state fees & taxes for the venue. All said requirements must be in place prior to the solicitation, selection and contractual agreement of any sales or leases of the venue.

#### **Venue Operations, Accounting, and Management**

COO will hire, manage, and train an efficient team of janitorial, maintenance, and housekeeping services. We will be managing all venue operations including utilities and facilities maintenance. We will develop security controlled entry for access to all levels of the venue including mag strip, CCTV surveillance, badge entry. Janitorial services include sanitation, trash, and bathrooms as well as routine maintenance of flooring, paint, appliances, and equipment. This includes internal and external grounds. We manage all budgets and keep precise accounting of all revenues collected from leases, merchandising, ticket sales, short term and long term venue rental, valet parking, parking, food, beverage, alcohol, donations, sponsorships, & advertisements.



## References

Shelly Clark  
Executive Director  
Verdine White Performing Arts Center  
[Mashelle30@aol.com](mailto:Mashelle30@aol.com)

Sam Pink  
Founder  
Red Cat Jazz Preservation Society  
[Sam@redcattjazz.com](mailto:Sam@redcattjazz.com)

Jabari McDavid  
Executive Director  
PMJ Productions  
[J.Mc@PMLProductions.com](mailto:J.Mc@PMLProductions.com)

Michelle Knight  
General Manager  
Backstage Atlanta  
[MichelleSKnight@gmail.com](mailto:MichelleSKnight@gmail.com)

HistoryMiami (marketing and PR only)  
Stuart Chase  
[SChase@historymiami.org](mailto:SChase@historymiami.org)

# VERDINE WHITE PERFORMING ARTS CENTER

*The Verdine White Performing Arts Center is a 501c3 Organization*



April 28, 2016

To: Southeast Overtown/Park West CRA

RE: Letter of Recommendation  
Circle of One Marketing

To Whom It May Concern:

This recommendation letter is to confirm, without a doubt, our joyful and immediate approval of the overwhelming talents of Vincent Versher, his agency, and team for their confident ability to manage your upcoming venue(s). Since 2007, He's been actively involved in managing events and branding for our venue. We've had a year-over-year significant growth in all aspects of our venue calendar as well as a direct impact on the community that surrounds our facility. We can attribute a great portion of this success to Mr. Versher and his team.

Vincent has been there since we converted the facility to a venue after it served as a place for sober living for many years. You will be getting a true and rare agency in this entertainment business. Circle of One is reliable and dedicated.

The Verdine White Performing Arts Center and the Verdine White Foundation goal is to assist musically talented students who may be at risk and living in underserved communities. In addition, we take great pleasure in featuring young up and coming students who are being trained by many wonderful organizations and foundations already in existence. We provide scholarships, music lessons, and/or instruments. Our state-of-the-art facility provides a place that the community can use as a multi-purpose complex while serving the youth in the area. It plays host to various events all year round.

Sincerely,

Verdine White  
Co-Founder VWPAC/VWF  
Founding Member of Earth, Wind and Fire

8306 Wilshire Boulevard, Beverly Hills, CA 90211

Attachment: File # 1251 Backup (1251 : Resolution Accepting Top Ranked Proposer to Perform Venue Management at OPAC.)



501(c)(3) Tax-Exempt Status, approved by the Internal Revenue Service as a tax-exempt, charitable organization.

Jan Pink, Executive Director

#### BOARD OF DIRECTORS

Sam Pink, Founder/Chairman  
Ed Sadberry, President  
Dr. Clarence Landry, Vice President  
Melvin Williams, Treasurer  
Raymond Lewis, Secretary  
Rhonda Arnold  
Steven O'Leary  
Vicki Rivers  
Gina Spagnola

#### 2016 FESTIVAL HOST

Marlon Meadows  
World Renowned Saxophonist

Gina Spagnola  
2016 Red Cat Jazz Festival, Chair  
President, Galveston Regional Chamber of Commerce

Jose Diaz, Music Workshop, Chair  
Founder, Diaz Music Institute,  
Red Cat Jazz Preservation Society  
Science, Technology Engineering, Arts & Math (S.T.E.A.M.)

Ronnie Laws  
Red Cat Music Awards, Chair  
World Renowned Saxophonist  
2015 Red Cat Jazz Legend Award Winner

D'Artagnan Bebel  
VP/GM FOX-26/My20  
Red Cat Celebrity Golf Classic, Chair

Jay Cappock  
COO, ACU of Texas Credit Union  
Veteran's Appreciation Breakfast, Co-Chair  
Red Cat Celebrity Golf Classic, Co-Chair

Tracye McDaniel  
President & CEO  
Texas Economic Development, Corp.  
Red Cat for Pink Conference, Chair

Christal Mercier  
Hair Dreams by Christal, Founder  
Red Cat for Pink Conference, Co-Chair

Dr. Richard Watkins  
Windsor Village Church, Veterans Ministry  
Veteran's Appreciation Breakfast, Chair

Rev. Dr. Simonon L. Queen  
Bread of Life Inc., Chief Operating Officer/Pastor  
Red Cat Sunday Gospel Brunch, Chair

P.O. Box 2581 Houston, Texas 77252  
WWW.REDCATJAZZ.COM

Enriching Life Through All Forms of Jazz – Est. 2005

April 18, 2016

Re: To: Southeast Overtown/Park West CRA  
Overtown Performing Arts Center

Re: Circle Of One Recommendation  
Suzanne McDowell, President  
Vincent Versher, Director

To Whom It May Concern,

This is the easiest recommendation letter I've ever had to write. Over the years, I've hired and worked with many General Managers, Event Managers, and Marketing Firms. Never have I been able to find a solid and trustworthy team as I have found with Suzanne and company. They are a great team and the beauty is that they are a one-stop-shop for all three positions I listed above.

Not only have they helped me grow substantially with my venue, they have also been extremely pivotal in the growth of the Red Cat Jazz Festival held in Galveston, Texas that is held annually.

Red Cat Jazz Cafe is a multi-purpose venue, restaurant, performing theater in Houston, Texas. Red Cat has grown to be a nationally recognized name among the jazz and blues community. Red Cat is currently relocating to downtown Houston's entertainment district and we will definitely be extending our relationship with Circle of One in our venture.

Please contact me if you have any questions or concerns.

Sincerely,

*Sam*

Chairman/Founder  
Red Cat Jazz Preservation Society, Inc.  
Red Cat Jazz Café, Red Cat Jazz Festival  
Red Cat Music Group  
2646 South Loop West Suite 195  
Houston, Texas 77054  
Mailing Address  
P. O. Box 2581  
Houston, Texas 77252  
sampink@redcatjazz.org  
713-489-0737(o)  
832-997-9294(c)





April 15, 2016

To: Southeast Overtown/Park West CRA  
Overtown Performing Arts Center  
Re: Circle of One Marketing Recommendation Letter

To Whom It May Concern,

I am the current General Manager for Backstage Atlanta & the business manager for the Legendary Frankie Beverly & Maze. I've had the pleasure of procuring Circle of One Marketing for many years. Their expertise in marketing, branding and events venue management has helped springboard Backstage Atlanta into a staple venue in the Greater Atlanta area. I'm more than certain they have the skills that will help you as well.

Our venue played host to a few weekly events and now we are booked solid throughout the days, weeks, and months we are open. Not only do we host nightly events, but with their talents, we have been able to host our venue for receptions, day parties, & film production as well and we are listed with the local and state film commission which is not an easy process. We now see additional unexpected revenue.

I highly recommend their services to your newly formed venture. There isn't an independent firm stronger than theirs in the nation that I've personally seen. Their ability to run operations, budgets, marketing, rentals, and staffing makes my job so much easier.

With pleasure,


Michelle Knight  
General Manager

SOUTHEAST OVERTOWN/PARK WEST  
COMMUNITY REDEVELOPMENT AGENCY  
**INTER-OFFICE MEMORANDUM**

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To: Board Chair Keon Hardemon      Date: October 21, 2016      File: 1252

Subject: Resolution Ratifying Funds for  
Tramcon Training Program.

From: Clarence E. Woods,   
Executive Director

Enclosures: File # 1252 Backup

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**BACKGROUND:**

The attached Resolution of the Board of Commissioners of the Southeast Overtown/Park West Community Redevelopment Agency ("CRA") ratifying an expenditure of funds, in an amount not to exceed \$15,000 for the TRAMCON-Training for Manufactured Construction Program that took place in Overtown to train residents in manufactured construction. These funds will pay for program expenses, including instructors and stipends for the program graduates.

In an effort to increase the construction skills of Overtown residents to prepare them for the new construction jobs that will be available within the Redevelopment Area, the CRA organized a manufactured construction skills training program in conjunction with Miami-Dade College and TRAMCON-Training for Manufactured Construction ("Program").

The 8-week training program began in early September 2016 and took place at the Black Archives Historic Lyric Theater. The Program provided Overtown residents with free training in carpentry, plumbing, HVAC, workplace safety, professionalism, and they received training for their OSHA 30 Certification.

Fifteen ("15") residents of the Redevelopment Area successfully completed the Program and received a \$500.00 stipend.

**JUSTIFICATION:**

Section 2, Goal 4/Principle 4, at pages 11 and 14, of the Southeast Overtown/Park West Community Redevelopment Agency Plan ("Plan") lists the "creati[on of] jobs within the community," and providing a "variety of job options," as stated redevelopment objectives.

Section 2, Goal 6, at page 11, of the Plan lists "improving the quality of life for residents," as a stated redevelopment goal.

**FUNDING:**

\$15,000 allocated from SEOPW Tax Increment Fund, entitled "Other Grants and Aids" Account No. 10050.920101.883000.0000.00000.

**AGENDA ITEM  
FINANCIAL INFORMATION FORM**

**SEOPW CRA**

**CRA Board Meeting Date:** October 31, 2016

**CRA Section:**

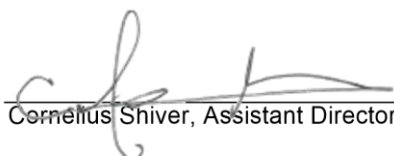
**Brief description of CRA Agenda Item:**

Resolution ratifying an expenditures of funds for TRAMCON – training for manufactured construction program.

Project Number (if applicable):		
YES, there are sufficient funds in Line Item:		
Account Code: 10050.920101.883000.0000.00000      Amount: \$ 15,000.00		
NO (Complete the following source of funds information):		
Amount budgeted in the line item:		\$
Balance in the line item:		\$
Amount needed in the line item:		\$
Sufficient funds will be transferred from the following line items:		
ACTION	ACCOUNT NUMBER	TOTAL
Project No./Index/Minot Object		
From		\$
To		\$
From		\$
To		\$

Comments:

Approved by:

  
\_\_\_\_\_  
Cornelius Shiver, Assistant Director

10/21/2016

Approval:

  
\_\_\_\_\_  
Miguel A. Valentin, Finance Officer

10/21/2016





**City of Miami**  
**Resolution Legislation**  
**Enactment Number:**

Camillus House  
 1603 N.W. 7th Ave., Bldg B.  
 Miami, FL 33136  
[www.miamigov.com](http://www.miamigov.com)

**File Number: 1252**

**File Type: CRA Resolution**

**Status:**

A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE SOUTHEAST OVERTOWN/PARK WEST COMMUNITY REDEVELOPMENT AGENCY RATIFYING AN EXPENDITURE OF FUNDS, IN AN AMOUNT NOT TO EXCEED \$15,000, FOR THE TRAMCON-TRAINING FOR MANUFACTURED CONSTRUCTION PROGRAM THAT TOOK PLACE IN OVERTOWN SEPTEMBER THROUGH OCTOBER 2016 TO TRAIN RESIDENTS IN MANUFACTURED CONSTRUCTION; AUTHORIZING THE EXECUTIVE DIRECTOR TO EXECUTE ALL DOCUMENTS NECESSARY FOR SAID PURPOSE; FURTHER AUTHORIZING THE EXECUTIVE DIRECTOR TO DISBURSE FUNDS, AT HIS DISCRETION, ON A REIMBURSEMENT BASIS OR DIRECTLY TO VENDORS, UPON PRESENTATION OF INVOICES AND SATISFACTORY DOCUMENTATION; FUNDS TO BE ALLOCATED FROM SEOPW TAX INCREMENT FUND, ENTITLED "OTHER GRANTS AND AIDS," ACCOUNT CODE NO. 10050.920101.883000.0000.00000.

WHEREAS, the Southeast Overtown/Park West Community Redevelopment Agency ("CRA") is a community redevelopment agency created pursuant to Chapter 163, Florida Statutes, and is responsible for carrying out community redevelopment activities and projects within its Redevelopment Area in accordance with the 2009 Southeast Overtown/Park West Redevelopment Plan ("Plan"); and

WHEREAS, Section 2, Goal 4/Principle 4, at pages 11 and 14, of the Plan lists the "creati[on of] jobs within the community," and providing a "variety of job options," as stated redevelopment objectives; and

WHEREAS, Section 2, Goal 6, at page 11, of the Plan lists "improving the quality of life for residents," as a stated redevelopment goal; and

WHEREAS, in an effort to increase the construction skills of Overtown residents to prepare them for the new construction jobs that will be available within the Redevelopment Area, the CRA organized a manufactured construction skills training program in conjunction with Miami-Dade College and TRAMCON-Training for Manufactured Construction ("Program"); and

WHEREAS, the 8-week training program began in early September 2016 and provided Overtown residents with free training in carpentry, plumbing, HVAC, workplace safety, professionalism, and they received training for their OSHA 30 Certification; and

WHEREAS, fifteen ("15") residents of the Redevelopment Area successfully completed the Program and received a \$500.00 stipend; and

WHEREAS, the Board of Commissioners wish to ratify an expenditure of funds, in an amount not to exceed \$15,000 for the TRAMCON-Training for Manufactured Construction Program that took place in Overtown to train residents in manufactured construction. These

funds will pay for program expenses, including instructors and stipends for the program graduates; and

WHEREAS, the Board of Commissioners finds that such a grant would further the aforementioned redevelopment goals and objectives;

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE SOUTHEAST OVERTOWN/PARK WEST COMMUNITY REDEVELOPMENT AGENCY OF THE CITY OF MIAMI, FLORIDA:

Section 1. The recitals and findings contained in the Preamble to this Resolution are adopted by reference and incorporated herein as if fully set forth in this Section.

Section 2. The Board of Commissioners hereby ratifies an expenditure of funds, in an amount not to exceed \$15,000 for the TRAMCON-Training for Manufactured Construction Program that took place in Overtown to train residents in manufactured construction. These funds will pay for program expenses, including instructors and stipends for the program graduates.

Section 3. The Executive Director is authorized to execute all documents necessary for the purposes set forth above.

Section 4. The Executive Director is authorized to disburse funds, at his discretion, on a reimbursement basis or directly to vendors, upon presentation of invoices and satisfactory documentation.

Section 5. Funds are to be allocated from SEOPW Tax Increment Fund, entitled "Other Grants and Aids," Account Code No. 10050.920101.883000.0000.00000.

Section 6. This Resolution shall become effective immediately upon its adoption.

APPROVED AS TO FORM AND LEGAL SUFFICIENCY:

  
 Renee Jadusingh, Staff Counsel 10/21/2016



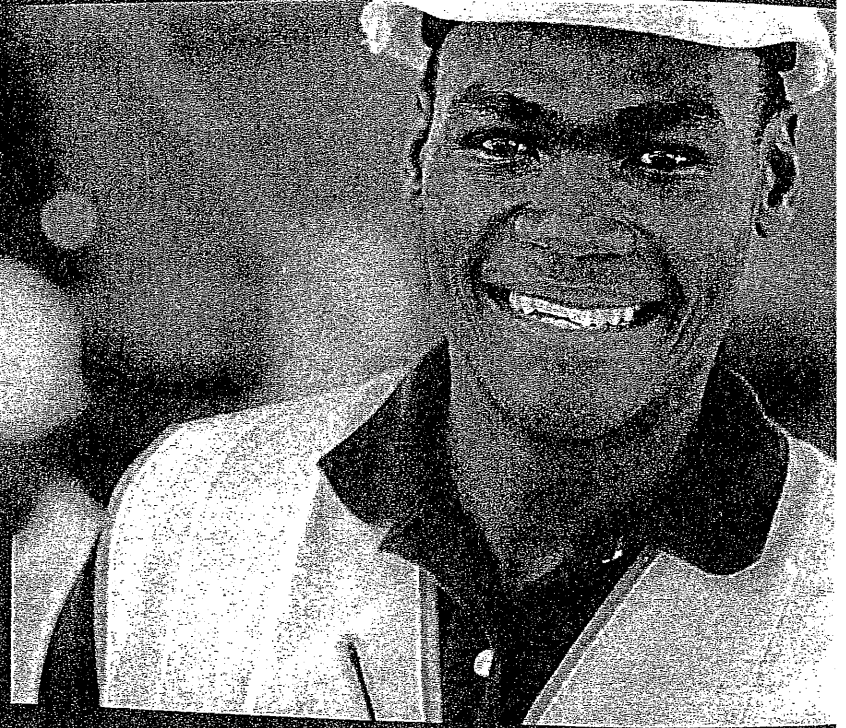
# RECRUITMENT AND ORIENTATION

For Manufactured Construction Class

## OVERTOWN AREA

**SUPPORTING  
DOCUMENTATION**

**Please Bring:**  
Florida I.D.  
High School Diploma or GED  
Social Security Card  
TABE Test Score



**Training for your OSHA 30 Certification  
FREE 8 Weeks Course | LIMITED OPENINGS!**

**Sign Up On Thursday August 4th, 2016  
9AM SHARP**

**At The Black Archives Historic Lyric Theater CAC**  
819 801 NW 2nd Ave. Miami, FL 33136

**MIAMI**  
WORLD CENTER



**Coastal  
TISHMAN**



District 5 Commissioner  
Keon Hardemon

**School of  
Continuing Education  
& Professional Development**



**For More Information Contact Nathaniel Joseph at 305-679**

**Packet Pg. 154**





Attachment: File # 1252 Backup (1252 : Resolution Ratifying Funds for Tramcon Training Program.)





School of  
**Continuing Education  
& Professional Development**



## Florida Manufacturing & Construction Career Fair

Presented by the Miami Dade College TRAMCON Program

# SAVE THE DATE!

**TRAMCON (Training for  
Manufactured Construction)**  
invites students and employers to  
our second annual Career Fair!

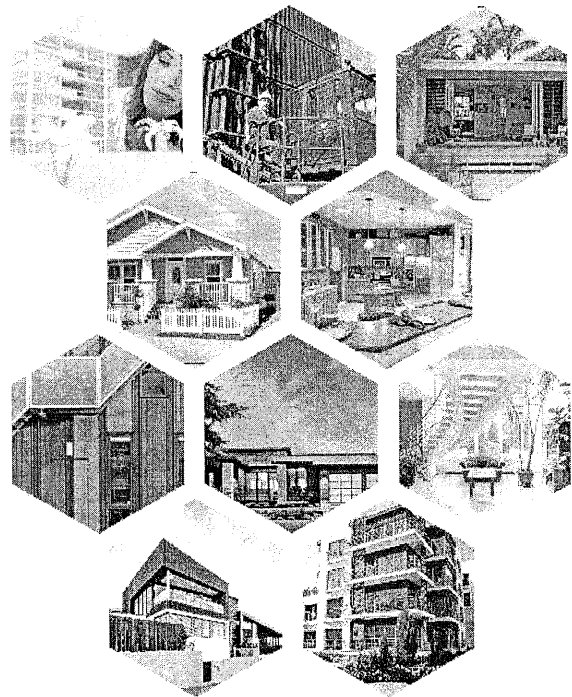
Join us to meet skilled and certified workers in construction and manufacturing interested in employment, apprenticeships, and on-the-job training (OJT) opportunities from our industry affiliates. TRAMCON graduates have highly applicable and marketable skills in different aspects of construction and manufacturing. Additionally, participate in a FREE OSHA training and get 4 Continuing Education Units (CEUs). Enjoy this unique opportunity and meet your future employees, today!

**WHERE: MDC NORTH CAMPUS**  
**11380 NW 27th Ave, Room 3249**  
**Miami, FL 33167**

**WHEN: October 5th, 2016**

**TIME: 9:00 a.m. - 1:00 p.m.**

**FREE  
OSHA SAFETY TRAINING,  
RECEIVE FOUR CEUs**



Open to MDC Students and the public.

For further information, please contact us:

**xcuadra@mdc.edu or 305-237-2683**

Miami Dade College School of Continuing Education & Professional Development

This material was funded in whole by a \$9.9M TAACCCT grant awarded by the U.S. Department of Labor's Employment and Training Administration. The product was created by the grantee and does not necessarily reflect the official position of the U.S. Department of Labor. The U.S. Department of Labor makes no guarantees, warranties, or assurances of any kind, express or implied, with respect to such information, including any information on linked sites and including, but not limited to, accuracy of the information or its completeness, timeliness, usefulness, adequacy, continued availability, or ownership.

kce20151-001

Attachment: File # 1252 Backup (1252 : Resolution Ratifying Funds for Tramcon Training Program.)

### What skills can TRAMCON trainees bring to my company?

The program includes over 900 hours of training that yield eight industry recognized certificates. Programs of Study range from 10 hours to 230 hours.

Training unit	Hours	Industry Certificate Obtained
OSHA 10-hour Course	10	OSHA 10-hour Card
NCCER Construction Core	63	NCCER Construction Core
Production Core	120	MSSC Certified Production Technician
Man. Construction Tech. 1	223	NCCER Man. Construction 1
Man. Construction Tech. 2	233	NCCER Man. Construction 2
MSSC Green Production	30	MSSC Green Production
OSHA Construction Safety	30	OSHA 30-Hour Card
NCCER Project Management	115	NCCER Project Management

*\*Nationally Recognized Credential, earns card and/or certificate. Course hours are estimated. Participants that complete the program can earn College Credits that may be applied towards an Associate Degree in construction or engineering at Miami Dade College\*\**

### Employee Skills

#### I. NCCER Construction Core

- Basic Safety (Construction Site Safety Orientation)
- Introduction to Construction Math
- Introduction to Hand Tools
- Introduction to Power Tools
- Introduction to Construction Drawings
- Basic Communication Skills
- Basic Employability Skills
- Introduction to Materials Handling

#### II. MSSC Production Core

##### Module 1: Safety

1. Work in a Safe and Productive Manufacturing Workplace
2. Perform safety and environmental inspections
3. Perform emergency drills and participate in emergency teams
4. Identify unsafe conditions and take corrective action
5. Provide safety orientation for all employees
6. Train personnel to use equipment safely
7. Suggest processes and procedures that support safety of work environment
8. Fulfill safety and health requirements for maintenance, installation, and repair
9. Monitor safe equipment and operator performance
10. Utilize effective, safety-enhancing workplace practices

##### Module 2: Processes & Production

1. Identify customer needs
2. Determine resources available for the production process
3. Set up equipment for the production process



4. Set team production goals
5. Make job assignments
6. Coordinate work flow with team members and other work groups
7. Communicate production and material requirements and product specifications
8. Perform and monitor the process to make the product
9. Document product and process compliance with customer requirements
10. Prepare final product for shipping or distribution

#### **Module 3: Quality Practices & Measurement**

1. Participate in periodic internal quality audit activities
2. Check calibration of gages and other data collection equipment
3. Suggest continuous improvements
4. Inspect materials and product/process at all stages to ensure they meet specifications
5. Document the results of quality tests
6. Communicate quality problems
7. Take corrective actions to restore or maintain quality
8. Record process outcomes and trends
9. Identify fundamentals of blueprint reading
10. Use common measurement systems and precision measurement tools

#### **Module 4: Maintenance Awareness**

1. Perform preventive maintenance and routine repair
2. Monitor indicators to ensure correct operations
3. Perform all housekeeping to maintain production schedule
4. Recognize potential maintenance issues with basic production systems, including knowledge of when to inform maintenance personnel about problems with:
  - Electrical systems
  - Pneumatic systems
  - Hydraulic systems
  - Machine automation systems
  - Lubrication processes
  - Bearings and couplings
  - Belts and chain drives

### **III. NCCER Manufactured Construction Level 1**

#### **Carpentry Level I**

##### **Building Materials, Fasteners, and Adhesives**

Introduces the building materials used in construction work, including lumber, sheet materials, engineered wood products, structural concrete, and structural steel. Also describes the fasteners and adhesives used in construction work. Discusses the methods of squaring a building.

##### **Hand and Power Tools**

Provides descriptions of hand tools and power tools used by carpenters. Emphasizes safe and proper operation, as well as care and maintenance.

##### **Floor Systems**

Covers framing basics and the procedures for laying out and constructing a wood floor using common lumber, as well as engineered building materials.

##### **Wall Systems**

Describes procedures for laying out and framing walls, including roughing-in door and window openings, constructing corners, partitions, and bracing walls.

##### **Ceiling Joists and Roof Framing**

Describes types of roofs and provides instructions for laying out rafters for gable roofs, hip roofs, and valley intersections. Covers stick-built and truss-built roofs. Includes the basics of roof sheathing installation.

##### **Introduction to Building Envelop Systems**

Introduces the concept of the building envelope and explains its components. Describes types of windows, skylights, and exterior doors, and provides instructions for installation.

#### **Plumbing Level I**

##### **Plastic Pipe and Fittings**

Introduces trainees to the different types of plastic pipe and fittings used in plumbing applications, including ABS, PVC, CPVC, PE, PEX, and PB. Describes how to measure, cut, join, and support plastic pipe according to manufacturer's instructions and applicable codes.

##### **Introduction to Plumbing Fixtures**

Discusses the proper applications of code-approved fixtures in plumbing installations. Reviews the different types of fixtures and the materials used in them.

##### **Introduction to Drain, Waste, and Vent Systems**

Explains how DWV systems remove waste safely and effectively. Discusses how system components, such as pipe, drains, traps, and vents work.

##### **Introduction to Water Distribution Systems**

Identifies the major components of water distribution systems and describes their functions. Reviews water sources and treatment methods and covers supply and distribution for the different types of systems that trainees will install on the job.

#### **Electrical Level I**

##### **Electrical Safety**

Covers safety rules and regulations for electricians. Teaches the necessary precautions to take for various electrical hazards found on the job. Also covers the OSHA-mandated lockout/tagout procedure.

##### **Introduction to the National Electrical Code**

Provides a navigational road map for using the NEC ®. Introduces the layout of the NEC ® and the types of information found within the code book. Allows trainees to practice finding information using an easy-to-follow procedure.

##### **Device Boxes**

Covers the hardware and systems used by an electrician to mount and support boxes, receptacles, and other electrical components.

##### **Conductors and Cables**

Focuses on the types and applications of conductors and covers proper wiring techniques.

##### **Residential Electrical Services**

Covers the electrical devices and wiring techniques common to residential construction and maintenance. Allows trainees to practice making service calculations. Stresses the appropriate NEC ® requirements.

##### **Electrical Test Equipment**

Focuses on proper selection, inspection, and use of common electrical test equipment, including voltage testers, clamp-on ammeters, ohmmeters, multimeters, phase/motor rotation testers, and data recording equipment. Also covers safety precautions and meter category ratings.

#### **IV. NCCER Manufactured Construction Level 2**

##### **Carpentry Level 2**

##### **Exterior Finishing**

Covers the various types of exterior finish materials and their installation procedures, including wood, metal, vinyl, and fiber-cement siding.

##### **Thermal and Moisture Protection**

Covers the selection and installation of various types of insulating materials in walls, floors, and attics. Also covers the uses and installation practices for vapor barriers and waterproofing materials.

##### **Drywall Installation**

Describes the various types of gypsum drywall, their uses, and the fastening devices and methods used to install them. Also contains detailed instructions for installing drywall on walls and ceilings using nails, drywall screws, and adhesives. A discussion of fire- and sound-rated walls is also presented.

## Plumbing Level 2

### Copper Tube and Fittings

Discusses sizing, labeling, and applications of copper tube and fittings and reviews the types of valves that can be used on copper tube systems. Explains proper methods for cutting, joining, and installing copper tube. Also addresses insulation, pressure testing, seismic codes, and handling and storage requirements.

### Installing Roof, Floor, and Area Drains

Covers the proper techniques for locating, installing, and connecting roof, floor, and area drains and floor sinks according to code. Also discusses waterproof membranes and flashing, drain components, shower pans, trap primers, and proper drain applications.

### Installing Water Heaters

Discusses gas-fired, electric, tankless, heat pump, and indirect water heaters, components, and applications. Reviews proper installation and testing techniques and covers the latest code requirements for water heaters.

### Fuel Gas and Fuel Oil Systems

Introduces techniques for safe handling of natural gas, liquefied petroleum gas, and fuel oil. Reviews fuel gas and fuel oil safety precautions and potential hazards, applications, systems installation, and testing.

## Electricity Level 2

### Introduction to Electrical Current

Offers a general introduction to the electrical concepts used in Ohm's law applied to DC series circuits. Includes atomic theory, electromotive force, resistance, and electric power equations.

### Electrical Theory

Introduces series, parallel, and series-parallel circuits. Covers resistive circuits, Kirchhoff's voltage and current laws, and circuit analysis.

### Hand Bending

Provides an introduction to conduit bending and installation. Covers the techniques for using hand-operated and step conduit benders, as well as cutting, reaming, and threading conduit.

### Raceways and Fittings

Introduces the types and applications of raceways, wireways, and ducts. Stresses the appropriate NEC® requirements.

### Electric Lighting

Introduces the basic principles of human vision and the characteristics of light. Focuses on the handling and installation of various types of lamps and lighting fixtures.

## HVAC Level 1

### Introduction to HVAC

Covers the basic principles of heating, ventilating, and air conditioning, career opportunities in HVAC, and how apprenticeship programs are constructed. Basic safety principles, as well as trade licensure and EPA guidelines, are also introduced.

### Introduction to Heating

Covers the fundamentals of heating systems and the combustion process. The different types and designs of gas furnaces and their components, as well as basic procedures for their installation and service, is provided.

### Introduction to Cooling

Explains the fundamental operating concepts of the refrigeration cycle and identifies both primary and secondary components found in typical HVAC/R systems. Common refrigerants are introduced as well. Describes the principles of heat transfer and the essential pressure-temperature relationships of refrigerants. Basic control concepts for simple systems are also introduced.

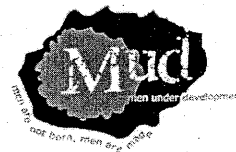
### Introduction to Air Distribution Systems

Describes the factors related to air movement and its measurement in common air distribution systems. The required mechanical equipment and materials used to create air distribution systems are also presented. Basic system design principles for both hot and cold climates are introduced.



# M.U.D. WORK PERFORMANCE and MALE DEVELOPMENT

## EMPLOYMENT TRAINING AND QUALIFICATIONS PROJECT



## TRAINEE SEARCH MODULES

### Module 1 Training      100 males      Mon.      4hrs/day

Program delivery by lead facilitator - observe and engage large group of employable prospects

#### SUBJECTS

Identify personal values system (**pre** - Transmission of Values)  
 Determine work readiness interest  
 Service Comprehension  
 Productive Expectation of the employer  
 Productive Contribution of the community

**SCREENING**

### Module 2 Training      50 males      Thurs.      4hrs/day

Program delivery by lead facilitator – reduce group size attendance –tardy – scores - Application verses Implementation

#### SUBJECTS

Identify personal values system (**post** - Transmission of Values)  
 Maintaining the cog of workplace synergy - relationships

**EVALUATION**

### Module 3 Training      25 males      Mon.      4hrs/day

Program delivery by lead facilitator - observe program implementation  
 Preparing Ppt

#### Subjects:

1<sup>ST</sup> DAY AT WORK – LAST DAY AT WORK: Reprimand  
 Professional Development  
 Career Entitlement  
 Teach-back sessions

**TARGET GROUP**



## PROGRAM MAINTENANCE

Module 4 Training                      males                      Mon                      4hrs/day  
Implementation

### SUBJECTS

Identify family community and financial resources  
Control your resources – control your destiny  
Provider – what if she works

Module 5 Training                      males                      Tues.                      4hrs/day  
Implementation

### SUBJECTS

Power through presence: Dress to impress  
The Temperaments Choleric-Sanguine-Phlegmatic-melancholy  
Appropriate technology

Module 6 Training                      males                      Wed.                      4hrs/day  
Implementation

### SUBJECTS

Male Development  
Family Counseling  
Relationships and Communication Therapy for language

Module 7 Training                      males                      Thurs.                      4hrs/day  
Implementation

### SUBJECTS

Community Reclamation/Service – Testimonials






**SOUTHEAST OVERTOWN/PARK WEST  
COMMUNITY REDEVELOPMENT AGENCY  
INTER-OFFICE MEMORANDUM**

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To: Board Chair Keon Hardemon      Date: October 21, 2016      File: 1267

Subject: Resolution Authorizing Additional  
Grant Funds to Human Resources of  
Miami, Inc.

From: Clarence E. Woods,   
Executive Director

Enclosures: File # 1267 Backup

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**BACKGROUND:**

The Board of Commissioners of the Southeast Overtown/Park West Community Redevelopment Agency ("CRA Board"), by CRA-16-0008, authorized a grant, in an amount not to exceed to \$320,000, to Human Resources of Miami, Inc. to underwrite costs associated with the continued operation of the Overtown Beautification Team for 2016.

The attached Resolution of the CRA Board authorizes additional grant funds, in an amount not to exceed \$40,000, to Human Resources of Miami, Inc., to underwrite costs associated with purchasing a new truck and trailer for the Overtown Beautification Team Program ("Program").

The existing truck being utilized by the Overtown Beautification Team is outdated and the demands of the Program are increasing due of the current level of redevelopment activities taking place within the Redevelopment Area. In order to keep up with the increasing demands, the Program is in need of an additional truck and trailer.

**JUSTIFICATION:**

Under Section 163.340(9), Florida Statutes "'community redevelopment' means projects of a ... community redevelopment agency in a community redevelopment area for the elimination and prevention of the development or spread of slum and blight."

Section 2, Goal 4/Principle 4, at pages 11 and 14, of the Southeast Overtown/Park West Community Redevelopment Agency Plan ("Plan") lists the "creati[on of] jobs within the community," and providing a "variety of job options," as stated redevelopment objectives. Section 2 Goal 6/Principle 10 at page 16, of the Plan also lists "[i]mproving the quality of life for residents" and "[m]aintenance of public streets and spaces has to occur" as stated redevelopment objectives.

**FUNDING:**

\$40,000 allocated from SEOPW Tax Increment Fund, entitled "Other Grants and Aids" Account No. 10050.920101.883000.0000.00000.

## AGENDA ITEM FINANCIAL INFORMATION FORM

### SEOPW CRA

**CRA Board Meeting Date:** October 31, 2016

**CRA Section:**

**Brief description of CRA Agenda Item:**

Resolution authorizing additional grant funds in the amount of \$40,000, to Human Resources of Miami, Inc. for the Overtown Beautification Team Program.

Project Number (if applicable):		
YES, there are sufficient funds in Line Item:		
Account Code: 10050.920101.883000.0000.00000      Amount: \$ 40,000.00		
NO (Complete the following source of funds information):		
Amount budgeted in the line item:		\$
Balance in the line item:		\$
Amount needed in the line item:		\$
Sufficient funds will be transferred from the following line items:		
ACTION	ACCOUNT NUMBER	TOTAL
Project No./Index/Minot Object		
From		\$
To		\$
From		\$
To		\$

Comments: Funds derived from 2017 Budget line item – Other Grants and Aids – “2016 Annual Revolt Film Festival” {\$150,000 - \$100,000 (Emergency Repairs-Judge Thomas Law Office) - \$40,000 (Additional Funds Overtown Beautification Team = \$10,000}


Approved by:



Cornelius Shiver, Assistant Director

10/21/2016

Approval:



Miguel A. Valentin, Finance Officer

10/21/2016





**City of Miami**  
**Resolution Legislation**  
**Enactment Number:**

Camillus House  
 1603 N.W. 7th Ave., Bldg B.  
 Miami, FL 33136  
[www.miamigov.com](http://www.miamigov.com)

**File Number: 1267**

**File Type: CRA Resolution**

**Status:**

A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE SOUTHEAST OVERTOWN/PARK WEST COMMUNITY REDEVELOPMENT AGENCY AUTHORIZING ADDITIONAL GRANT FUNDS, IN AN AMOUNT NOT TO EXCEED \$40,000, TO HUMAN RESOURCES OF MIAMI, INC. TO UNDERWRITE COSTS ASSOCIATED WITH PURCHASING A NEW TRUCK AND TRAILER FOR THE OVERTOWN BEAUTIFICATION TEAM PROGRAM; AUTHORIZING THE EXECUTIVE DIRECTOR TO EXECUTE ALL DOCUMENTS NECESSARY FOR SAID PURPOSE; FURTHER AUTHORIZING THE EXECUTIVE DIRECTOR TO DISBURSE FUNDS, AT HIS DISCRETION, ON A REIMBURSEMENT BASIS OR DIRECTLY TO VENDORS, UPON PRESENTATION OF INVOICES AND SATISFACTORY DOCUMENTATION; FUNDS TO BE ALLOCATED FROM SEOPW TAX INCREMENT FUND, ENTITLED "OTHER GRANTS AND AIDS," ACCOUNT CODE NO. 10050.920101.883000.0000.00000.

WHEREAS, the Southeast Overtown/Park West Community Redevelopment Agency ("CRA") is a community redevelopment agency created pursuant to Chapter 163, Florida Statutes, and is responsible for carrying out community redevelopment activities and projects within its Redevelopment Area in accordance with the 2009 Southeast Overtown/Park West Redevelopment Plan ("Plan"); and

WHEREAS, under Section 163.340(9), Florida Statutes "community redevelopment" means projects of a ... community redevelopment agency in a community redevelopment area for the elimination and prevention of the development or spread of slum and blight"; and

WHEREAS, Section 2, Goal 4, at page 11, of the Plan lists the "creati[on of] jobs within the community," as a stated redevelopment goal; and

WHEREAS, Section 2, Goal 6, at page 11, of the Plan lists "improving the quality of life for residents," as a stated redevelopment goal; and

WHEREAS, Section 2, Principle 10, at page 16, of the Plan also lists "[m]aintenance of public streets and spaces has to occur" as a stated redevelopment principle; and

WHEREAS, Section 2, Principle 4, at page 14, of the Plan provides "that employment opportunities be made available to existing residents . . .," as a stated redevelopment principle; and

WHEREAS, the Board of Commissioners of the Southeast Overtown/Park West Community Redevelopment Agency, by CRA-16-0008, authorized a grant, in an amount not to exceed to \$320,000, to Human Resources of Miami, Inc. ("HRM") to underwrite costs associated with the continued operation of the Overtown Beautification Team for 2016 ("Program"); and

WHEREAS, the existing truck being utilized by the Overtown Beautification Team is outdated and the demands of the Program are increasing due of the current level of redevelopment activities taking place within the Redevelopment Area; and

WHEREAS, in order to keep up with the increasing demands, the Program is in need of an additional truck and trailer; and

WHEREAS, the Board of Commissioners wish to authorize additional grant funds, in an amount not to exceed \$40,000 to HRM to underwrite costs associated with purchasing a new truck and trailer for the Overtown Beautification Team Program; and

WHEREAS, the Board of Commissioners finds that such a grant would further the aforementioned redevelopment goals and objectives;

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE SOUTHEAST OVERTOWN/PARK WEST COMMUNITY REDEVELOPMENT AGENCY OF THE CITY OF MIAMI, FLORIDA:

Section 1. The recitals and findings contained in the Preamble to this Resolution are adopted by reference and incorporated herein as if fully set forth in this Section.

Section 2. The Board of Commissioners hereby authorizes additional grant funds, in an amount not to exceed \$40,000 to Human Resources of Miami, Inc. to underwrite costs associated with purchasing a new truck and trailer for the Overtown Beautification Team Program.

Section 3. The Executive Director is authorized to execute all documents necessary for the purposes set forth above.

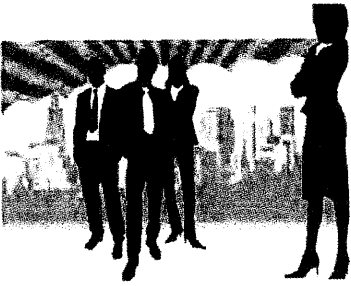
Section 4. The Executive Director is authorized to disburse funds, at his discretion, on a reimbursement basis or directly to vendors, upon presentation of invoices and satisfactory documentation.

Section 5. Funds are to be allocated from SEOPW Tax Increment Fund, entitled "Other Grants and Aids," Account Code No. 10050.920101.883000.0000.00000.

Section 6. This Resolution shall become effective immediately upon its adoption.

APPROVED AS TO FORM AND LEGAL SUFFICIENCY:

  
 Renee Jadusingh, Staff Counsel 10/21/2016



## Human Resources Staffing of Miami, Inc *"Overtown Beautification Team"*

Southeast Overtown / Park West Community Redevelopment Agency ("CRA")  
Nathaniel Joseph Business Development/Job Coordinator  
819 NW 2nd Avenue 3rd Floor  
Miami, Florida, 33136

Dear Nathaniel Joseph,

Thank you so much for giving us the opportunity to serve the Overtown Community with training, life skill, job placements, self-empowerment, not to mention, the increased level of self-esteem, pride, confidence, and ability to contribute to each individual family's household.

In order to continue expansion of services to the swamp area and all of the environment that SOPWCRA will like us to cover, it is necessary for us to have the ability to manage more than 1 geographical area simultaneously. The original truck "1998 GMC", has been retired, and recently we purchased another used truck "Dodge" in order to accommodate the needs of the contract. It will really be helpful to have 2 trucks operating at the same time with 2 team leaders, enhancing the effectiveness of the anti-litter program, which has been such a success in not just renovating the environment, but also changing the residents of this rich historic Overtown Community.

Thank you

  
Marcia Carty  
Grantee/Executive Director

cc: Shaneetha Omoaka  
Crew Manager/Supervisor

915 Northwest 1<sup>st</sup> Avenue Bay 3A • Miami Florida 33136 • (305)377-1952 Office & (305)377-1242

Fax



## PRICE PROPOSAL

### 1 Crew Manager, 1 Crew Leaders and 9 Crew Members

Personnel Cost for Trainees		Total Cost	Percentage
	Quantity		
Crew Manager	1	\$23,400	
Crew Supervisor	1	\$20,280	
Employees/Trainees	9	<u>\$168,480</u>	
		\$212,160	
Fringe Benefits - Payroll Taxes		\$29,384	
Fringe Benefits - Workers' Compensation		<u>\$15,856</u>	
<b>Sub-total</b>		<b>\$257,400</b>	<b>71.9%</b>
<b>Trainee Enrollment Costs</b>			
Trainee Support/Development		\$1,500	
Uniforms		<u>\$3,000</u>	
<b>Sub-total</b>		<b>\$4,500</b>	<b>1.2%</b>
<b>Operational Expenses</b>		<b>\$261,900</b>	<b>73.1%</b>
Storage		\$1,650	
Supplies		\$5,200	
Equipment & Small Truck		\$4,000	
Truck Purchase		\$40,000	
Repair & Maintenance		<u>\$1,500</u>	
<b>Sub-total</b>		<b>\$52,350</b>	<b>14.4%</b>
<b>Program Administration</b>			
Administration/Management		\$43,250	
Auditing		<u>\$2,500</u>	
<b>Sub-total</b>		<b>\$45,750</b>	<b>12.5%</b>
<b>TOTAL PROGRAM COST</b>		<b><u>\$360,000</u></b>	<b><u>100.0%</u></b>

# 2015 Ford F150 Lariat

No-Haggle Price  
**\$37,998\***

Mileage  
**4K**



## Manufacturer warranty may apply

Balance of 3 Years or 36,000 Miles. See store for details.

### KEY FEATURES

2WD	CD Audio	Power Windows
A/C Seat(s)	Cruise Control	Rear Defroster
ABS Brakes	Flex Fuel Vehicle	Rear View Camera
Air Conditioning	Front Seat Heaters	Satellite Radio Ready
Alloy Wheels	Leather Seats	Side Airbags
AM/FM Stereo	Memory Seat(s)	SiriusXM Trial Avail
Automatic Transmission	Overhead Airbags	Smart Key
Auxiliary Audio Input	Power Locks	Sync System
Bed Liner	Power Mirrors	Tow Hitch
Bluetooth	Power Seat(s)	Traction Control

**KEY SPECIFICATIONS**

Exterior	Gray
Interior	Gray
Transmission	Automatic
Drive	2WD
Engine	5.0L
Cylinders	8
Horsepower	385 horsepower@5750rpm
Torque	385 torque@3850rpm
Prior Use	None

**WARRANTIES & MAXCARE****CarMax 30-Day Limited Warranty\***

Covers all of your vehicle's important systems, plus hundreds of parts inside and out. Repairs made under warranty cost you nothing — parts and labor are included.

**MaxCare Extended Service Plan**

An optional MaxCare extended service plan is a great way to protect your car beyond the CarMax Limited Warranty.

\*Price excludes tax, title, tags and \$299 CarMax processing fee (not required by law). Price assumes that final purchase will be made in the State of FL, unless vehicle is non-transferable. Vehicle subject to prior sale. Applicable transfer fees are due in advance of vehicle delivery and are separate from sales transactions. Limited warranty is 60-Day in CT, MN and RI, 90-Day in MA, NJ and NY. Certain vehicles may have open safety recalls. Check [www.safercar.gov](http://www.safercar.gov). We make every effort to provide accurate information, but please verify before purchasing.