

# **Avon Park Housing Development Corporation (A.P.H.D.C.)**

**Board of Directors Regular Meeting  
North Central Heights Community Center  
709 Juneberry Street, Avon Park, Florida  
Tuesday, January 20, 2015  
6:00 P.M.**

**A.P.H.D.C.**

## **Regular Meeting Agenda**

### **ROLL CALL**

**PREVIOUS MINUTES:** Regular Board Meeting Minutes; November 18, 2014

**COMMUNICATIONS:** None

**I. NEW BUSINESS;** None

### **II. OLD BUSINESS:**

- A. Brickell Building, 2 East Main Street, Avon Park; Acquisition Committee Report; Chair Barnard, Committee recommendations to City of Avon Park RFP 03-15.**
- B. RFA 2014-109; FHFC Rural Rental Development; Update on Cornell Colony Project/ status report.**

Other matters to come before the Board:

Next Board Meeting(s): February 17, 2015

### **VI. ADJOURN**

In accordance with the American Disabilities Act and Section 286.26 Florida Statutes, any person with disabilities requiring reasonable accommodations to participate in this meeting should call the Housing Authority offices five days prior to the meeting.

**Avon Park Housing Development Corporation (A.P.H.D.C.)  
Board of Directors Regular Meeting  
North Central Heights Community Center  
709 Juneberry Street, Avon Park, Florida  
Tuesday, November 14, 2014, 6:00 P.M.**

**Meeting Minutes**

**ROLL CALL** –Board Chairperson Harris called the Meeting to order and requested the Secretary to call the roll & record the attendance as follows; Present; Directors Harris, Daffner, Wade, Roberts, Stukes, Vinson, Johnson and Barnard. Absent; Directors Brojek & Windsor. Secretary Shoeman declared a quorum present.

**PREVIOUS MINUTES:** Regular Board Meeting Minutes October 21, 2014; Motion to accept & approve the Meeting Minutes as circulated was made by Director Barnard, seconded by Director Wade; motion carried unanimously.

**COMMUNICATIONS:** The ED informed the Board that Director Vinson had resigned from the Board due to spend more time with business & family.

**I. NEW BUSINESS;**

Brickell Building; 2 East Main Street, Acquisition consideration; City of Avon Park; The ED presented the findings and recommendations provided by the Brickell Building Acquisition Committee held November 5<sup>th</sup>, 2014. Following general discussion regarding the Committee's recommendations, moved by Director Barnard, seconded by Director Stukes to request the Secretary to present a proposal to the City in accordance with the terms and conditions recommended by the Committee; motion carried unanimously. The Secretary will subsequently inform the APHA Board of the APHDC's decision to propose such purpose and request APHA concurrence for such actions.

Cornell Colony; 44 Single Family HOME development; Project status;

The ED advised the Board that APHDC-Cornell Colony LLC is continuing to participate in the process of qualifying for project underwriting with FHFC for project funding for the 44 single family unit development. The APHDC will continue working with Authority General Counsel, Marty Wohl of Marmer Construction and Chris Shear of Housing Trust Group as Co-Developers on progression through the project underwriting process. The ED informed the Board that it is anticipated that the project is tentatively scheduled to close on project financing sometime early spring of 2015.

Verona Apartments; The ED advised the Board that he met with the property owner, inspected the 23 unit complex located on Verona & Hal McRae Ave. and informed the Board that a significant amount of rehabilitation would be required to put the complex back into rental condition. After general discussion it was expressed by a consensus of the Board that the project should not be considered for acquisition at this time.

Other matters to come before the Board: None

Next Board Meeting: Board elected to forego a meeting in December but possibly host a joint Holiday gathering with staff and APHA Board next month. ED to coordinate details of such gathering. Next Regular Meeting to be held January 20, 2015.

**VI. ADJOURN:** Being no further business to come before the Board, meeting was adjourned at 6:37 PM.

\_\_\_\_\_  
Accepted

\_\_\_\_\_  
Attest

\_\_\_\_\_  
SEAL

**The Housing Authority of Avon Park  
Board of Commissioners  
Brickell Building Acquisition Committee Meeting  
Wednesday January 14, 2015  
4:00 PM  
Delaney Heights Community Center  
541 Alton St.  
Avon Park, Florida**

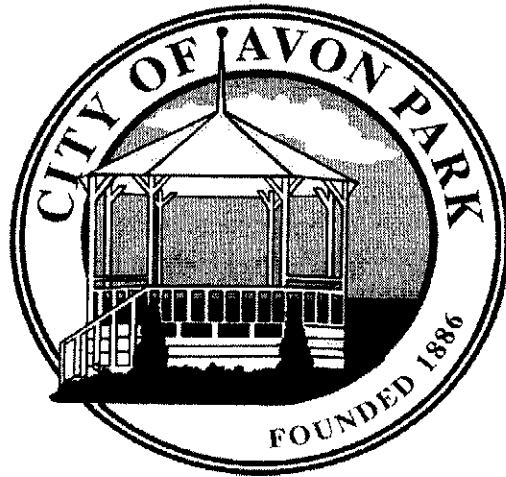
Committee members: APHDC Bd. Directors, Wade & Barnard  
APHA Commissioners Roberts & Smith  
Committee Chair: Cameron Barnard, APHA Board Chairperson

**Agenda**

**Roll call**

1. Executive Director review of published Amendment -1 changes;  
Brickell Building Amended RFP, Amendment-1, City of Avon Park;  
Changes to original RFP;
    - Parking Space Reservation use designation- Removed Resident and replaced with any use of the building.
    - Eliminated requirement to make building restrooms available to the Public.
    - Added "where is" to sold condition of the building.
    - Eliminated minimum purchase price amount.
    - Eliminated required business plan submission and quarterly progress report to City re: rehabilitation progress.
  2. Committee Discussions re: changes, terms & conditions of APHDC Response to RFP.
  3. Committee recommendations to APHDC/APHA Board(s) regarding changes, terms & conditions of APHDC Response to RFP.
5. Adjournment

Any person who might wish to obtain a record of the proceedings for any purpose may need to ensure that a verbatim record of the proceedings is made should call the Housing Authority offices five days prior to the meeting to insure that an audio recording will be made of such meeting. In accordance with the American disabilities Act and Section 286.26 Florida Statutes, any person with disabilities requiring reasonable accommodations to participate in his meeting should call the Housing Authority offices five days prior to the meeting.



**SPECIFICATIONS**

**RFP 03-15**

**Brickell Building Disposition and Marketing**

**AMMENDMENT-1**

**January 5, 2015**

**Only Applies to SECTION II SPECIFICATIONS AND SCOPE OF SERVICES. Section-I remains unchanged.**

**Instructions:** The City of Avon Park issues Ammendment-1 to replace Section—II previously issued. For the purposes of clarity, a ~~strike through~~ will be used to delete or remove language, any added language will be underlined and highlighted in yellow:

1. Description of RFP services: The City of Avon Park is seeking to sell the property located at 2 East Main Street, Avon Park Fl 33825. The optimum vision for the property is to encourage economic development in the downtown area, through commercial, retail, and residential development. In evaluating proposals, the City will consider:
  - a. The experience of the organization proposing.
  - b. The ability to finance the under-taking.
  - c. The consistency of development objectives proposed with the City’s vision for the historic property.
  - d. The economic benefit in the addition of jobs.
2. Exhibit-1 provides an appraisal for the property.
3. Exhibit-2 provides a survey.
4. The property is located in the historic Avon Park Downtown. Consistent with this vision, the following development conditions shall apply:
  - a. The building has a parking lot which would need re-configuration and redesign to address drainage and parking space optimization.
  - b. If 40 parking spaces are available, a minimum of 50% of the spaces shall be dedicated for public use.
  - c. A maximum of 20 parking spaces may be utilized exclusively to satisfy any the ~~residential~~ use of the building.
  - d. The remaining 20 parking spaces or more, can be utilized to satisfy the retail/commercial aspects of any transient business traffic which operates on Main Street, CRA-Main Street District. This parking will also be available to the public for City events.
  - e. The definition of transient parking is not parking permanently or occupying parking spaces overnight.

~~f. The Building has public restrooms available downstairs. The restrooms will be open to the public during Monday through Friday 8AM to 4PM. The restrooms will be available for City sponsored events.~~

5. In accordance with the City's Land Development Regulation, a maximum of 10 housing units may be permitted upstairs.
6. Examples of approved uses for the upstairs could include retail/commercial driven business functions. For examples of approved uses, offices, school classroom, day-care, conference center, restaurant, shops, other government offices.
7. The Building is sold "As-Is" and "where is". It is the proposer's responsibility to review applicable codes and bring the building into compliance with Avon Park and State of Florida Codes.

8. Minimum Performance Measure Requirements:

- ~~1. The minimum purchase price shall be \$320,000 or more as proposed by responder.~~
2. Downstairs shall receive a certificate of occupancy from the Highlands County Building Official within 30-months of execution of a purchase agreement.
3. Upstairs shall receive a certificate of occupancy from the Highlands County Building Official within 40-months of execution of a purchase agreement.
4. With the exception of the required building specific parking spaces, the property deed with survey shall dedicate any needed public easements, and the parking areas to the public.
- ~~5. Proposer shall submit a business plan identifying the steps to be taken to ensure that these performance measures are met. The proposer shall provide a quarterly report to the City identifying the development progress in the rehabilitation of the building.~~
- 6. Purchase agreement shall include liquidated damages section for delays of \$35 per day made payable to the City of Avon Park on a quarterly basis for failure to fulfill the performance measures in attaining a certificate of occupancy for the upstairs and/or downstairs of the building.**
7. In the purchase agreement, the parties agree to a "bench trial" over any contractual dispute or other matters that may arise as a result of the development activities and this contract.

8. In the purchase agreement, the losing party pays attorney's fees in case of a disputed item as referenced under (8) above.

The proposal shall identify the following parameters:

- A. The proposal shall describe the business use for the building upstairs and downstairs. For example, medical clinic, realtor business, housing apartments, and/or business offices.
- B. The proposal shall include any known jobs that will be added as a result of the acquisition.
- C. The proposal shall include a construction budget and schedule to rehabilitate the building to comply and secure the needed certificate of occupancy for the desired land use.
- D. Bid to purchase property (~~minimum \$320,000~~)     \$ \_\_\_\_\_
- E. Any needed financing from the City                     \$ \_\_\_\_\_
- F. Term to be financed (not to exceed 15 years)             \_\_\_\_\_ Years
- G. Interest Rate on Repayment                             \_\_\_\_\_ %
- H. If financing from the City is desired, the proposer will disclose the following documents to be examined by the City's CPA Consultant:
  - a. Financial statements for three years
  - b. Balance Sheet
  - c. Any other applicable document to be reviewed by the City's CPA to determine the proposer's ability to repay on a mortgage.

Note: Section-H (above) shall not be applicable if City financing is not necessary.

If the City is financing, the purchase agreement, ~~will include other details not necessarily mentioned in this specification.~~ For example, insurance requirements, and applicable payment of taxes where appropriate.

Q. Site Inspections may be coordinated through the City for a fee of \$15/visit made payable to the City of Avon Park, with an inspection period not to exceed 1-hour per inspection period. Please coordinate inspections through the City's Representative.

Site Contact Person:

Julian Deleon, City Manager  
Tel. (863) 452-4403  
Fax. (863) 452-4428  
E-mail: [jdeleon@avonpark.cc](mailto:jdeleon@avonpark.cc)





## **SPECIFICATIONS**

**RFP 03-15**

### **Brickell Building Disposition and Marketing**

**THE CITY OF AVON PARK FLORIDA**

**December 9<sup>th</sup>, 2014**

**NOTICE TO BIDDERS**

The City of Avon Park will receive sealed proposals for Brickell Building Disposition and Marketing addressed to the City Manager, 110 E Main St, Avon Park, FL 33825 until February 16th, 2015, no later than 2:00PM at which time and place, proposals received will be publicly opened in the office of the City Manager and read aloud for the following:

## **Brickell Building Disposition and Marketing**

Required Documents and any addendums may be requested by visiting our Website at: <http://www.avonpark.cc> or by contacting the City of Avon Park, City Manager, Julian DeLeon @ (863) 452-4403. RFP Documents are required for submittal.

### **ADDENDA**

It is the Bidders responsibility to contact the City Manager – Julian DeLeon, 863-452-4403 prior to submitting the RFP to ascertain if any addenda have been issued, to obtain all such addenda and return executed addenda with bid. Contractor questions will be accepted for addenda until February 2nd, 2015 at 4PM in order to provide sufficient time for City to respond appropriately to addenda. The failure of a proposer to submit acknowledgement of any addenda that affects the evaluation may be considered an irregularity and may be cause for rejection of the bid.

### **RFP SUBMITTAL:**

An original and one (1) copy (collated in sets) of the bid form supplied by the City of Avon Park and all required documents submittal data including any bidder generated specifications, drawings, etc., shall be enclosed within a sealed envelope with the words, "SEALED RFP No. 03-15 Brickell Building Disposition and Marketing, and the proposer's name and address clearly shown on the outside thereof.

Mailed proposals must be received in the office of the City Manager not later than the time set forth for proposal opening. The City of Avon Park, Florida will not be responsible for any lost or late arriving documents sent via U.S. Postal Service or any other delivery service.

The City of Avon Park at its sole discretion reserves the right to waive technicalities or irregularities, to reject any or all bids, and/or to accept that bid which is in the best interest of the City.

Anyone requiring reasonable accommodation as provided for in the Americans with Disabilities Act or Section 286.26 Florida Statutes should contact the City Manager 863-452-4403.

## **SECTION I                      Terms and Conditions**

- A. All responses shall become the property of the City.
- C. Responses are due and must be received in accordance with the instructions given in the announcement page.
- D. The City will not reimburse respondent(s) for any costs associated with the preparation and submittal of any responses.

- E. Respondents, their agents and associates shall refrain from contacting or soliciting any City Official and that contact may be made ONLY with the individual(s) listed in this document for additional information and clarification.
- F. Due care and diligence has been exercised in the preparation of this document and all information contained herein is believed to be substantially correct; however, the responsibility for determining the full extent of the service required rest solely with those making response. Neither the City nor its representative shall be responsible for any error or omission in the responses submitted, nor for the failure on the part of the respondents to determine the full extent of the exposures.
- G. All timely responses meeting the specifications set forth in this document will be considered. However, respondents are cautioned to clearly indicate any deviations from these specifications. The terms and conditions contained herein are those desired by the City and preference will be given to those responses in full or substantially full compliance with them.
- H. Each respondent is responsible for full and complete compliance with all laws, rules and regulations including those of the Federal Government, the State of Florida and the City of Avon Park. Failure or inability on the part of the respondent to have complete knowledge and intent to comply with such laws, rules and regulations shall not relieve any respondent from its obligation to honor its response and to perform completely in accordance with its response.
- I. The CITY, at its discretion, reserves the right to waive minor informalities or irregularities in any responses, to reject any and all responses in whole or in part, with or without cause, and to accept that response, if any, which in its judgment will be in its best interest.
- J. Award will be made to the respondent whose submittal is determined to be the most advantageous to the City taking into consideration those responses in compliance with the minimum requirements as set forth in this document. The City Council and Mayor reserves the right to reject any and all responses for any reason or make no award whatsoever or request clarification of information from the respondents.
- K. Any interpretation, clarification, correction or change to this document will be made by written addendum issued by the Public Works Department. Any oral or other type of communication concerning this document shall not be binding.

- L. Responses must be signed by an individual of the respondent's organization legally authorized to commit the respondent's organization to the performance of the product(s) and/or service(s) contemplated by this document.
- O. The proposer may submit multiple proposals which would be identified as Alternative.

## **SECTION II SPECIFICATIONS AND SCOPE OF SERVICES**

1. Description of RFP services: The City of Avon Park is seeking to sell the property located at 2 East Main Street, Avon Park Fl 33825. The optimum vision for the property is to encourage economic development in the downtown area, through commercial, retail, and residential development. In evaluating proposals, the City will consider:
  - a. The experience of the organization proposing.
  - b. The ability to finance the under-taking.
  - c. The consistency of development objectives proposed with the City's vision for the historic property.
  - d. The economic benefit in the addition of jobs.
2. Exhibit-1 provides an appraisal for the property.
3. Exhibit-2 provides a survey.
4. The property is located in the historic Avon Park Downtown. Consistent with this vision, the following development conditions shall apply:
  - a. The building has a parking lot which would need re-configuration and redesign to address drainage and parking space optimization.
  - b. If 40 parking spaces are available, a minimum of 50% of the spaces shall be dedicated for public use.
  - c. A maximum of 20 parking spaces may be utilized exclusively to satisfy the residential use of the building.
  - d. The remaining 20 parking spaces or more, can be utilized to satisfy the retail/commercial aspects of any transient business traffic which operates on Main Street, CRA-Main Street District. This parking will also be available to the public for City events.

- e. The definition of transient parking is not parking permanently or occupying parking spaces overnight.
  - f. The Building has public restrooms available downstairs. The restrooms will be open to the public during Monday through Friday 8AM to 4PM. The restrooms will be available for City sponsored events.
5. In accordance with the City's Land Development Regulation, a maximum of 10 housing units may be permitted upstairs.
  6. Examples of approved uses for the upstairs could include retail/commercial driven business functions. For examples of approved uses, offices, school classroom, day-care, conference center, restaurant, shops, other government offices.
  7. The Building is sold "As-Is". It is the proposer's responsibility to review applicable codes and bring the building into compliance with Avon Park and State of Florida Codes.
8. Minimum Performance Measure Requirements:
1. The minimum purchase price shall be \$320,000 or more as proposed by responder.
  2. Downstairs shall receive a certificate of occupancy from the Highlands County Building Official within 30-months of execution of a purchase agreement.
  3. Upstairs shall receive a certificate of occupancy from the Highlands County Building Official within 40-months of execution of a purchase agreement.
  4. With the exception of the required building specific parking spaces, the property deed with survey shall dedicate any needed public easements, and the parking areas to the public.
  5. Proposer shall submit a business plan identifying the steps to be taken to ensure that these performance measures are met. The proposer shall provide a quarterly report to the City identifying the development progress in the rehabilitation of the building.
  6. **Purchase agreement shall include liquidated damages section for delays of \$35 per day made payable to the City of Avon Park on a quarterly basis for failure to fulfill the performance measures in attaining a certificate of occupancy for the upstairs and/or downstairs of the building.**

7. In the purchase agreement, the parties agree to a "bench trial" over any contractual dispute or other matters that may arise as a result of the development activities and this contract.
8. In the purchase agreement, the losing party pays attorney's fees in case of a disputed item as referenced under (8) above.

The proposal shall identify the following parameters:

- A. The proposal shall describe the business use for the building upstairs and downstairs. For example, medical clinic, realtor business, housing apartments, and/or business offices.
- B. The proposal shall include any known jobs that will be added as a result of the acquisition.
- C. The proposal shall include a construction budget and schedule to rehabilitate the building to comply and secure the needed certificate of occupancy for the desired land use.
- D. Bid to purchase property (minimum \$320,000)     \$ \_\_\_\_\_
- E. Any needed financing from the City                     \$ \_\_\_\_\_
- F. Term to be financed (not to exceed 15 years)             \_\_\_\_\_ Years
- G. Interest Rate on Repayment                                     \_\_\_\_\_ %
- H. If financing from the City is desired, the proposer will disclose the following documents to be examined by the City's CPA Consultant:
  - a. Financial statements for three years
  - b. Balance Sheet
  - c. Any other applicable document to be reviewed by the City's CPA to determine the proposer's ability to repay on a mortgage.

Note: Section-H (above) shall not be applicable if City financing is not necessary.

If the City is financing, the purchase agreement, will include other details not necessarily mentioned in this specification. For example, insurance requirements, and applicable payment of taxes where appropriate.

Q. Site Inspections may be coordinated through the City for a fee of \$15/visit made payable to the City of Avon Park, with an inspection period not to exceed 1-hour per inspection period. Please coordinate inspections through the City's Representative.

Site Contact Person:

Julian Deleon, City Manager  
Tel. (863) 452-4403  
Fax. (863) 452-4428  
E-mail: [jdeleon@avonpark.cc](mailto:jdeleon@avonpark.cc)