

AVON PARK HOUSING DEVELOPMENT CORPORATION

Board of Directors Regular Meeting
North Central Heights Community Center
709 Juneberry Street, Avon Park, Florida
Tuesday, February 16th, 2016; 6:00 P.M.
Meeting Agenda

ROLL CALL;

PREVIOUS MINUTES: Regular Board Meeting Minutes; January 19, 2016

COMMUNICATIONS: None

I. OLD BUSINESS;

- A. 695 Palmetto Ave property; Secretary will present two proposals for Engineering Services associated with the proposed site planning required for permitting & constructing 20 single family homes on the subject property.
- B. Cornell Colony Project Status/Update; The Secretary will provide a project construction progress & status report.
- C. APHA- RAD Conversion: Secretary will provide the Board with an update on the APHA's progress in completing conversion process.
- D. NCH II LLC Restructure; Secretary will provide the Board with an update on the restructure of NCH II; HCHO replacing AHS as majority shareholder.

II. NEW BUSINESS;

Executive Search/Strategic Planning Committee; Joint committee comprised of APHA & APHDC will report out their findings & recommendations of RFQ responding consulting firms for Executive Search & Strategic Plan Services for APHA/APHDC.

Other matters to come before the Board:

Next Board Meeting(s): March 15, 2016, Regular 6:00pm Board Meeting.

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

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North Central Heights Community Center
709 Juneberry Street, Avon Park, Florida
Tuesday, January 19, 2016; 6:00 P.M.

Meeting Minutes

ROLL CALL; Chairperson Wade requested the Secretary to call the roll, with the following results: Directors Present; Roberts, Brojek, Stukes, Barnard, Johnson, and Harris. Director Absent; Daffner & Windsor. Secretary Shoeman declared Quorum present.

PREVIOUS MINUTES: Regular Board Meeting Minutes; November 17, 2015 were circulated by the Secretary in advance of the Meeting; Moved by Director Brojek, seconded by Director Harris to approve the minutes; Motion carried unanimously.

COMMUNICATIONS: Secretary Shoeman Introduced Tanya Graham & Ashleigh Mulgrave as Graduate Interns in Housing Management from U.K. interning with the APHA for next 6 months.

I. OLD BUSINESS;

- A. 695 Palmetto Ave. Property; The Secretary briefed the Board on property status and introduced Mr. Charles Russillo to present details of the USA, Inc. panel home building system. After general discussion, the Board directed the ED to proceed with assembling the requisite preliminary information required to solicit development proposals from both Highlands County Habitat for Humanity and USA, Inc. for the construction of a 20 home single family project for the Palmetto site.
- B. Cornell Colony Project Status/Update; The Secretary informed the Board that the project was moving forward timely with construction according to project plans and milestones. A pictorial array was displayed to the Board providing insight of various stages of the project's development.
- C. APHA-RAD Conversion; The Secretary provided the Board with an update of the APHA's progress on their conversion process.
- D. North Central Heights II Restructure; The Secretary provided the Board with an update on the progress of replacing AHS with HCHO as majority shareholder.

II. NEW BUSINESS;

Administrative Office Options; The Secretary presented the Board with three prospective office locations that might be considered in the future for APHA Office expansion. The Board requested the Secretary report back to the Board at their next Meeting revenue sources available to both APHA & APHDC to consider underwriting future building acquisition.

Executive Search & Strategic Plan RFQ; The Secretary provided a final draft of the RFQ to solicit professional consulting services for ED Search & Strategic Planning and requested two members to serve on that Executive Committee. Chair Wade appointed Barnard and Brojek to serve on that Committee

No other matters to come before the Board:

The Board elected to schedule the next Regular Board Meeting February 16th, 2016;
APHDC Regular Board Meeting, 6pm

VI. ADJOURN; Chairman Wade adjourned the meeting at 7:15pm.

ADOPTED THIS 16th DAY OF February, 2016

Accepted

Attest

SEAL

Cool and Cobb Engineering Company

January 28, 2016

Client: Avon Park Housing Development Corporation
21 Tulane Avenue
Avon Park, FL 33825

Project Description: West Palmetto Street Development
695 W. Palmetto Street
Avon Park, FL 33825

Dear Mr. Larry Shoeman;

Cool and Cobb Engineering Company (Engineer) is pleased to submit this Proposal for the design work for the West Palmetto Street Housing Development.

A.) Assumptions:

- 1.) Project consists of a 4.82 acre site which meets all planning and zoning requirements.
- 2.) Owner would like to construct a 20 Unit Housing Development.
- 3.) Type of construction includes roads, water and sewer utilities.
- 4.) Owner will provide 30 Year Title Search to Surveyor to ensure no easements are recorded (Optional).
- 5.) Surveyor will be working for the Engineer and will provide us with a DWG copy of the survey.
- 6.) Cool and Cobb Engineering will work with the surveyor on the lot design.
- 7.) Cool and Cobb will design the roads, water lines and sewer lines needed for the development.
- 8.) Cool and Cobb will provide the drainage calculations and apply for the Southwest Florida Water Management Permit for the Project.
- 9.) A buildings design will not be a part of this Proposal by Cool and Cobb Engineering.
- 10.) Engineer will provide a boundary survey and topographic survey thru sub-contractor.
- 11.) Engineer will provide a landscape and irrigation plan thru a sub-contractor.

B.) Proposed Services:

1.) Site Plan Design

a. City of Avon Park Development Review

- i. Provide a detailed site plan with proposed road elevations, cross sections, grades, etc. for construction and permitting.
- ii. Provide Conceptual Site Plan of site with an allowance of 2 modifications from Client.
- iii. Provide Water lines and Sewer line locations and Designs.
- iv. Provide City of Avon Park Site Plan Permit
- v. Provide a lift station design for the sewer system.
- vi. Provide As-Built Certification to City

Carl E. Cool, P.E.
203 W. Main St.
Avon Park, FL 33825
Fla. License No. 16921
Office: (863) 657-2323
Fax: (863) 657-2324
Email: carl@coolandcobb.com

b. Southwest Florida Water Management Permit

- i. Provide all calculations, documents, and application for Individual Permit
- ii. Provide details of Storm Water Structures and Erosion Control.
- iii. Provide As-Built Certification to SWFWMD

c. FDEP and Permits that will be obtained as follows:

- i. Notice General
- ii. Water Main Extension Permit
- iii. Sewer System Extension Permit
- iv. Provide As-Built Submittal

C.) This Proposal does not include the following:

- 1.) Permit Fees
- 2.) Copy and Shipping Costs.
- 3.) As-Builts
- 4.) Title Searches
- 5.) Environmental Studies
- 6.) Environmental Mitigation Fees
- 7.) Impact Fees
- 8.) Traffic Studies
- 9.) Variances / Special Exceptions
- 10.) Final Record Plat Costs of Surveyor

D.) Payment Schedule:

We propose to provide you with all items under section B, "Proposed Services" for a lump sum of \$17,420.00.

| | | |
|-------|--|-------------|
| I.) | Upon Acceptance of this Proposal | \$ 4,924.00 |
| II.) | Upon Completion of Conceptual Site Plan | \$ 4,000.00 |
| III.) | Upon Final Development Submittal | \$ 2,850.00 |
| IV.) | Upon Completion of Water Management Permit | \$1,646.00 |
| V.) | Upon Completion of DEP Permit | \$3,000.00 |
| VI.) | Upon Submission of As-Built Certificate | \$1,000.00 |


E.) Additional Expenses:

| Labor Rates | | |
|-------------|----------------|-------------|
| Item | Services | Hourly Rate |
| 1.) | Principal Rate | \$ 150.00 |
| 2.) | Engineer Rate | \$ 100.00 |
| 3.) | Designer | \$ 60.00 |
| 4.) | Draftsman | \$ 50.00 |
| 5.) | Secretary | \$ 40.00 |

| Copy Costs | | | |
|------------|------------|---------|----------|
| Item | Page Sizes | Black | Color |
| 1.) | 8.5" x 11" | \$ 0.25 | \$ 2.00 |
| 2.) | 11" x 17" | \$ 1.50 | \$ 8.00 |
| 3.) | 18" x 24" | \$ 2.00 | \$ 12.00 |
| 4.) | 24" x 36" | \$ 2.50 | \$ 16.00 |
| 5.) | 36" x 48" | \$ 4.00 | \$ 25.00 |

Postage, Shipping, or other items will be charged at cost plus 10%.

Thank you for this opportunity to provide you with this Proposal!


James "Mason" Cobb, P.E.
Cool and Cobb Engineering Company

Date

1/29/16

Legal Representative
of Avon Park Housing Development Corporation

Date



LAND PLANNING
SITE DESIGN
SOIL SCIENCE
ROAD DESIGN
WATER SYSTEM DESIGN
WASTE WATER DESIGN

P.O. BOX 588, SEBRING, FLORIDA 33871-0588 * (863) 385-5564 * FAX (863) 385-2462

January 29, 2016

Mr. Larry Shoeman, Executive Director
Avon Park Housing Authority
21 Tulane Avenue
Avon Park, FL 33825

Re: 20 Unit (+/-) Single Family Home Project on W Palmetto Street
Engineering Proposal for Parcel A-15-33-28-010-0430-0000

Dear Mr. Shoeman,

Polston Engineering, Inc. proposes to provide the following engineering services for the purpose of permitting and constructing the proposed approximate 20 single family home development on the approximate 5 acre Parcel A-15-33-28-010-0430-0000 south of West Palmetto and westerly of North Central. Polston Engineering Inc. proposes the following task and fee schedule.

Topographic Survey (surveying subcontractor) – Polston fee \$1,250.00

Environmental Work - A Phase I Environmental can be done if needed. No other environmental work is expected or included. Polston fee - \$2,500.00 (if needed)

City of Avon Park Site Plan Approval - Meetings with City staff and CFRPC, preparation of site plan, meeting with City boards and Council as required for City approval. Polston fee - \$5,500.00

Concurrency Clearance – We are assuming that a traffic study will not be required for this project. Our proposal does not include the cost of a traffic study if required. Polston fee – Not Included

Landscape Architect (Subcontractor) - – Landscaping and irrigation plans, meeting Avon Park minimum code requirements. One time inspection final inspection and asbuilts - Polston fee - \$2,500.00

Final Site Plan – Permitting and Construction Plans, Civil Bid Documents - Polston will prepare the final Site Improvement (Development) Construction Plans in accordance with the Requirements of the City of Avon Park, Highlands County, the Southwest Florida Water Management District (SWFWMD) and the Florida Department of Environmental Protection (FDEP) (sewer & water). Polston will provide grading, paving, storm water drainage, water

distribution, wastewater collection design and permitting plans as required by the various agencies.

Polston fee - \$ 22,500.00

Plat prepared by surveyor for recording (surveying subcontractor) – should you decide to record a subdivision plat of the project for lot sales in lieu of a rental project –

Polston fee \$5,500.00 (if needed)

Drainage and Road Asbuilt survey (surveying subcontractor) - does not include building asbuilt locations –

Polston fee - \$760.00

Engineering inspection, supervision, prepare and certify asbuilts, review bids & draw request
Typically on a project such as this there will be intermediate inspections, meetings, shop drawing review, water line pressure testing, sewage line testing, pay request, etc. Includes final inspection and asbuilt certifications required at the completion of construction.

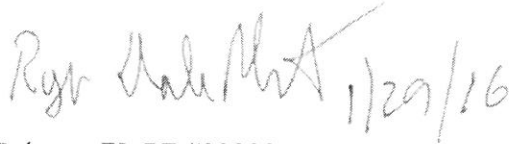
Polston fee \$5,000.00

The total for the engineering, surveying and landscape architect is \$37,510.00, not including the optional Phase I or Subdivision Plat.

Permit and/or application fees required by any and all agencies are not included in our fee and would be your responsibility. A traffic study by a traffic engineer is not included in our proposal.

If you have any questions or need any additional information, please let me know.

Sincerely,



Roger Dale Polston, FL PE #33222
Polston Engineering, Inc. BPE CA #5684