



AGENDA

NORTH MIAMI COMMUNITY REDEVELOPMENT AGENCY BOARD MEETING

TUESDAY, December 12, 2006
5:30 P.M.

NORTH MIAMI CITY HALL – COUNCIL CHAMBERS
776 N.E. 125TH STREET, SECOND FLOOR

CALL TO ORDER – Pledge of Allegiance; Roll Call

APPROVAL OF MINUTES - Regular Meeting on Tuesday, November 28, 2006

ITEMS FOR REVIEW AND/OR ACTION

I. TAB 1

Action Item: Resolution approving the CRA Executive Director's recommendation to negotiate a contract with Sanson, Kline Jacomino & Company, LLP as the first ranked firm pursuant to an evaluation of the responses to CRA RFP #2006-02 to conduct the Independent Audit of the CRA for FY 2005-06 with an option on the part of the CRA to extend the contract on a year to year basis for up to two (2) additional years; and providing that in the event a contract cannot be negotiated with the top ranked firm negotiations can be undertaken with the second (e.g. Alberni Caballero & Castellanos, L.L.P.) and third (e.g. Rachlin Cohen & Holtz) ranked firms respectively.

NOTE: At the December 7, 2006 meeting of the CRAAC, a motion was made to move to the CRA Board the Executive Director's recommendation to negotiate a contract with Sanson, Kline Jacomino & Company LLP as the first ranked firm pursuant to an evaluation of the responses.

Approved 6 to 0.

II. TAB 2

Action Item: Resolution approving the CRA Executive Director's recommendation to negotiate a contract with The Housing Partnership of North Miami pursuant to an evaluation of the responses to CRA RFP #2006-03 to provide Homebuyer Training, Credit Pre-Qualification and Purchase Assistance Services with an option on the part of the CRA to extend the contract on a year to year basis for up to two (2) additional years

NOTE: At the December 7, 2006 meeting of the CRAAC, a motion was made to move to the CRA Board the Executive Director's recommendation to negotiate a contract with The Housing Partnership of North Miami for Homebuyer Training, Credit Pre-Qualification and Purchase Assistance Services.
Approved 6 to 0.

III. Discussion Item: Update regarding the CRA Advisory Committee meeting on December 7, 2006 regarding the action taken by the CRA Board on November 28, 2006 relative to the Pioneer Gardens affordable housing development on the (a) Pre-Development Budget and Plan including the Architect's Construction Cost Estimate, and (b) Budget Request for the Acquisition and Development (A&D) Loan Application.

IV. REPORTS

A. Board Members Report

Chair Kevin A. Burns
Member Michael R. Blynn
Member Jacques Despinosse
Member Scott Galvin
Member Marie Erlande Steril

B. CRA Attorney

C. Executive Director

D. Next Board Meeting – January 23, 2007 at 5:30 p.m.

Next Advisory Committee Meeting – January 4, 2007 at 6:00 p.m.

V. ADJOURNMENT

Note: Two or more members of the City Council/CRA Board of Commissioners and/or other elected or appointed public officials may be present at this meeting. If any person decides to appeal any decision made with respect to any matter considered at this public meeting or hearing, he/she will need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based. If you desire auxiliary services to assist in viewing or hearing the meetings, or reading meeting agendas and minutes, please contact the Office of the CRA Secretary at (305) 895-9817.



NORTH MIAMI COMMUNITY REDEVELOPMENT AGENCY

CRA Board
Kevin A. Burns, Chair
Michael R. Blynn
Jacques Despinosse
Scott Galvin
Marie Erlande Steril

Executive Director
Tony E. Crapp, Sr.

CRA Attorney
Steven W. Zelkowitz

Date: December 7, 2006
To: Honorable Chairman and Members
CRA Board of Commissioners
From: Tony E. Crapp, Sr.
Executive Director
Subject: Contract Award Recommendation regarding responses to
CRA RFP #2006-02 for Independent Auditing Services

It is recommended that the CRA Board adopt the attached resolution approving the CRA Executive Director's recommendation to negotiate a contract with Sanson, Kline Jacomino & Company LLP as the first ranked firm pursuant to an evaluation of the responses to CRA RFP #2006-02 with an option on the part of the CRA to extend the contract on a year to year basis for up to two (2) additional years; and providing that in the event a contract cannot be negotiated with the top ranked firm negotiations can be undertaken with the second (e.g. Alberni, Caballero & Castellanos, L.L.P.) and third (e.g. Rachlin Cohen & Holtz) ranked firms respectively.

Background

Pursuant to CRA Board resolution R-10-2006-23 the subject Request for Proposals (RFP) was issued on October 27, 2006 (copy attached) with responses due on November 17, 2006. Seven (7) proposals were submitted by the RFP deadline from the following respondents at the indicated proposed fees:

-Alberni Caballero & Castellanos, L.L.P.	\$12,000
-Cummings-Grayson & Co., P.A.	\$28,720
-Rachlin Cohen & Holtz	\$23,000
-Reznick Group	\$14,000
-Sanson, Kline, Jacomino & Company, LLP	\$ 8,000
-TriMerge Consulting Group, PA	\$33,050
-Watson Rice LLP	\$36,000

An evaluation committee reviewed the RFP responses during meetings held on December 1, 2006 and December 4, 2006 with a final ranking and recommendation prepared for discussion with the CRA Advisory Committee on December 7, 2006 and presentation to the CRA Board on December 12, 2006.

Attached please find a copy of the evaluation committee's ranking of the firms as well as copies of the three (3) top ranked proposals for your information.



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North Miami Community Redevelopment Agency
 Evaluation Form for RFP # 2006-02
 RE: Independent Auditing Services

⊗ Composite Score Sheet & Ranking

Name of Proposer	Technical Submission Evaluation based on the Proposer's Response to the RFP's Proposal Requirements - Maximum Points = 70	Price Score -- Maximum Points = 30	Total Score	
Alberni Caballero & Castellanos, L.L.P.	53.00	20.00	73.00	②
Cummings-Grayson & Co., P.A.	19.67	8.36	28.03	⑦
Rachlin Cohen & Holtz	57.00	10.43	67.43	③
Reznick Group	24.67	17.14	41.81	⑤
Sanson, Kline, Jacomino & Company, LLP	54.33	30.00	84.33	①
TriMerge Consulting Group, PA	24.33	7.26	31.59	⑥
Watson Rice L.L.P.	42.67	6.67	49.34	④

NOTE: The Price Score is to be determined by using the following formula that results in a uniform assignment of points relative to the Proposer's fee quote.

Lowest Proposed Fee Quote

$$\frac{\text{Proposer's Fee Quote}}{\text{Lowest Proposed Fee Quote}} \times 30 \text{ (Maximum Points)} = \text{Proposer's Price Score}$$

Prepared By: Judy E. Cuyler

Date: 12/4/06

RESOLUTION NO. _____

A RESOLUTION OF THE CHAIRMAN AND BOARD MEMBERS OF THE NORTH MIAMI COMMUNITY REDEVELOPMENT AGENCY APPROVING THE RECOMMENDATION OF AWARD OF CONTRACT TO SANSON, KLINE, JACOMINO & COMPANY, LLP FOR INDEPENDENT AUDITING SERVICES; FURTHER AUTHORIZING THE EXECUTIVE DIRECTOR TO TAKE ANY AND ALL ACTIONS NECESSARY TO FINALIZE NEGOTIATIONS AND BRING BACK FOR CONSIDERATION AND APPROVAL BY THE CHAIRMAN AND BOARD MEMBERS A CONTRACT WITH SANSON, KLINE, JACOMINO & COMPANY, LLP FOR INDEPENDENT AUDITING SERVICES; FURTHER AUTHORIZING THE EXECUTIVE DIRECTOR TO NEGOTIATE WITH THE SECOND AND THEN THIRD RANKED RESPONDENTS TO THE REQUEST FOR PROPOSALS IN THE EVENT NEGOTIATIONS ARE NOT SUCCESSFUL WITH SANSON, KLINE, JACOMINO & COMPANY, LLP; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, pursuant to Request for Proposals #2006-02 issued by the North Miami Community Redevelopment Agency (the "CRA"), the CRA received seven (7) proposals from firms to provide the CRA with independent auditing services including the Independent Audit of the CRA for Fiscal Year 2005-06 with an option on the part of the CRA to extend the contract on a year to year basis for up to two (2) additional years; and

WHEREAS, the proposals were evaluated by a committee comprised of CRA staff and City of North Miami staff and the top three (3) proposals were ranked in the following order based on the benefit to the CRA:

1. Sanson, Kline, Jacomino & Company, LLP
2. Alberni Caballero & Castellanos, LLP
3. Rachlin Cohen & Holtz

WHEREAS, the CRA Executive Director recommends approval of the award for the RFP for independent auditing services to Sanson, Kline, Jacomino & Company, LLP (the "Recommendation of Award"); and

WHEREAS, the CRA Board desires to approve the Recommendation of Award and authorize the CRA Executive Director to finalize negotiations and bring back for CRA Board consideration and approval a contract with Sanson, Kline, Jacomino & Company, LLP for independent auditing services

NOW, THEREFORE, BE IT RESOLVED BY THE CHAIRMAN AND BOARD MEMBERS OF THE NORTH MIAMI COMMUNITY REDEVELOPMENT AGENCY:

Section 1. The recitals in the whereas clauses are true and correct, and incorporated into this Resolution.

Section 2. The CRA approves the Recommendation Award to enter into a contract for independent auditing services with Sanson, Kline, Jacomino & Company, LLP for the Independent Audit of the CRA for Fiscal Year 2005-06 with an option on the part of the CRA to extend the contract on a year to year basis for up to two (2) additional years.

Section 3. The CRA Executive Director is authorized to take any and all actions necessary to finalize negotiations and bring back for CRA Board consideration and approval of the contract with Sanson, Kline, Jacomino & Company, LLP. In the event negotiations are not successful with Sanson, Kline, Jacomino & Company, LLP, the CRA Executive Director is authorized to negotiate with the other respondents in the order as indicated above and bring back for CRA Board consideration and approval a contract for independent auditing services.

Section 4. This resolution shall take effect immediately upon approval.

PASSED AND ADOPTED by a _____ vote of the Board of the North Miami Community Redevelopment Agency, this _____ day of December, 2006.

ATTEST:

NORTH MIAMI COMMUNITY
REDEVELOPMENT AGENCY

FRANK WOLLAND, CITY CLERK

KEVIN A. BURNS, CHAIR

APPROVED AS TO FORM:

GRAY ROBINSON, P.A.
CRA ATTORNEY

SPONSORED BY: ADMINISTRATION

Moved by: _____

Seconded by: _____

Vote:

Chair Kevin A. Burns	_____ (Yes)	_____ (No)
Boardmember Michael R. Blynn	_____ (Yes)	_____ (No)
Boardmember Jacques A. Despinosse	_____ (Yes)	_____ (No)
Boardmember Scott Galvin	_____ (Yes)	_____ (No)
Boardmember Marie Erlande Steril	_____ (Yes)	_____ (No)



NORTH MIAMI COMMUNITY REDEVELOPMENT AGENCY

CRA Board
Kevin A. Burns, Chair
Michael R. Blynn
Jacques Despinosse
Scott Galvin
Marie Erlande Steril

Executive Director
Tony E. Crapp, Sr.

CRA Attorney
Steven W. Zelkowitz

Date: December 7, 2006

To: Honorable Chairman and Members
CRA Board of Commissioners

From: Tony E. Crapp, Sr.
Executive Director

Subject: Contract Award Recommendation regarding responses to
CRA RFP #2006-03 for Homebuyer Training, Credit Pre-
Qualification and Purchase Assistance Services

It is recommended that the CRA Board adopt the attached resolution approving the CRA Executive Director's recommendation to negotiate a contract with The Housing Partnership of North Miami pursuant to an evaluation of the responses to CRA RFP #2006-03 with an option on the part of the CRA to extend the contract on a year to year basis for up to two (2) additional years.

Background

Pursuant to CRA Board resolution R-10-2006-24 the subject Request for Proposals (RFP) was issued on October 27, 2006 (copy attached) with responses due on November 17, 2006. Three (3) proposals were submitted by the RFP deadline from the following respondents at the indicated proposed fees:

-Centurion Community Development Center - \$343,000

-Miami Beach Community Development Corporation in cooperation with the Opa-Locka Community Development Corporation - \$500,000

-The Housing Partnership of North Miami comprised of the Little Haiti Housing Association, NANAY Housing Resource Center, and Neighborhood Housing Services - \$498,387

An evaluation committee reviewed the RFP responses during meetings held on December 1, 2006 and December 4, 2006 with a final ranking and recommendation prepared for discussion with the CRA Advisory Committee on December 7, 2006 and presentation to the CRA Board on December 12, 2006. Please be advised that during the evaluation process the proposal submitted by the Centurion Community Development Center was determined to be Non-Responsive to the requirements of the RFP and was therefore not evaluated.

Attached please find a copy of the evaluation committee's ranking of the firms as well as a copy of the recommended proposal for your information.



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North Miami Community Redevelopment Agency
 Evaluation Form for RFP # 2006-03

RE: Homebuyer Training, Credit Pre-Qualification and Purchase Assistance Services

⊗ Composite Score Sheet & Ranking

Name of Proposer	Technical Submission Evaluation based on the Proposer's Response to the RFP's Proposal Requirements - Maximum Points = 80	Price Score - Maximum Points = 20	Total Score
Centurion Community Development Center	Non-Responsive (N/R)	N/R	N/R
Miami Beach CDC & Opa-Locka CDC	45.67	20.00	65.67
Housing Partnership of North Miami	73.33	13.76	87.09

①

NOTE: The Price Score is to be determined by using the following formula that results in a uniform assignment of points relative to the Proposer's fee quote.

Lowest Proposed Fee Quote

$$\frac{\text{Proposer's Fee Quote}}{\text{Lowest Proposed Fee Quote}} \times 20 \text{ (Maximum Points)} = \text{Proposer's Price Score}$$

Prepared By: Jerry E. Cripps

Date: 12/4/06

RESOLUTION NO. _____

A RESOLUTION OF THE CHAIRMAN AND BOARD MEMBERS OF THE NORTH MIAMI COMMUNITY REDEVELOPMENT AGENCY APPROVING THE RECOMMENDATION OF AWARD OF CONTRACT TO THE HOUSING PARTNERSHIP OF NORTH MIAMI FOR HOMEBUYER TRAINING, CREDIT PRE-QUALIFICATION AND PURCHASE ASSISTANCE SERVICES; FURTHER AUTHORIZING THE EXECUTIVE DIRECTOR TO TAKE ANY AND ALL ACTIONS NECESSARY TO FINALIZE NEGOTIATIONS AND BRING BACK FOR CONSIDERATION AND APPROVAL BY THE CHAIRMAN AND BOARD MEMBERS A CONTRACT WITH THE HOUSING PARTNERSHIP OF NORTH MIAMI FOR HOMEBUYER TRAINING, CREDIT PRE-QUALIFICATION AND PURCHASE ASSISTANCE SERVICES; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, pursuant to Request for Proposals #2006-03 issued by the North Miami Community Redevelopment Agency (the "CRA"), the CRA received three (3) proposals from firms to provide the CRA with homebuyer training, credit pre-qualification and purchase assistance with an option on the part of the CRA to extend the contract on a year to year basis for up to two (2) additional years; and

WHEREAS, the proposal of Centurion Community Development Center was determined to be non-responsive and, therefore, not evaluated; and

WHEREAS, the remaining two (2) proposals were evaluated by a committee comprised of CRA staff and City of North Miami staff and the two (2) proposals were ranked in the following order based on the benefit to the CRA:

1. The Housing Partnership of North Miami
2. Miami Beach Community Development Corporation

WHEREAS, the CRA Executive Director recommends approval of the award for the RFP for homebuyer training, credit pre-qualification and purchase assistance services to The Housing Partnership of North Miami (the "Recommendation of Award"); and

WHEREAS, the CRA Board desires to approve the Recommendation of Award and authorize the CRA Executive Director to finalize negotiations and bring back for CRA Board consideration and approval a contract with The Housing Partnership of North Miami for homebuyer training, credit pre-qualification and purchase assistance services.

NOW, THEREFORE, BE IT RESOLVED BY THE CHAIRMAN AND BOARD MEMBERS OF THE NORTH MIAMI COMMUNITY REDEVELOPMENT AGENCY:

Section 1. The recitals in the whereas clauses are true and correct, and incorporated into this Resolution.

Section 2. The CRA approves the Recommendation Award to enter into a contract for homebuyer training, credit pre-qualification and purchase assistance services with The Housing Partnership of North Miami with an option on the part of the CRA to extend the contract on a year to year basis for up to two (2) additional years.

Section 3. The CRA Executive Director is authorized to take any and all actions necessary to finalize negotiations and bring back for CRA Board consideration and approval of the contract with The Housing Partnership of North Miami. In the event negotiations are not successful with The Housing Partnership of North Miami, the CRA Executive Director is authorized to re-issue a Request for Proposals for homebuyer training, credit pre-qualification and purchase assistance services.

Section 4. This resolution shall take effect immediately upon approval.

PASSED AND ADOPTED by a _____ vote of the Board of the North Miami Community Redevelopment Agency, this _____ day of December, 2006.

ATTEST:

NORTH MIAMI COMMUNITY
REDEVELOPMENT AGENCY

FRANK WOLLAND, CITY CLERK

KEVIN A. BURNS, CHAIR

APPROVED AS TO FORM:

GRAY ROBINSON, P.A.
CRA ATTORNEY

SPONSORED BY: ADMINISTRATION

Moved by: _____

Seconded by: _____

Vote:

Chair Kevin A. Burns	_____ (Yes)	_____ (No)
Boardmember Michael R. Blynn	_____ (Yes)	_____ (No)
Boardmember Jacques A. Despinosse	_____ (Yes)	_____ (No)
Boardmember Scott Galvin	_____ (Yes)	_____ (No)
Boardmember Marie Erlande Steril	_____ (Yes)	_____ (No)