

CRA Regular Board  
Quincy City Hall Chambers  
Quincy, Florida

Special Meeting  
February 16, 2011  
5:30P.M.

The CRA Regular Board met in a Special Session on Wednesday, February 16, 2011 at 5:30 P.M. Vice Chairman Angela Sapp called the meeting to order at 5:40 P.M.

**Present:**

Board Members: Angela Sapp; Keith Dowdell; Andy Gay, Derrick Elias

**Absent:**

Chairman Finley Cook

It was motioned and seconded to approve the absence of Chairman Cook. Board Member Elias made the motion and Board Member Gay seconded the motion. Motion carried.

**Also Present:**

CRA Manager Charles J. Hayes  
CRA Attorney: Larry K. White  
City Manager Jack McLean

**Approval of the Agenda:**

It was motioned to approve the Agenda with correction of the Regular Board Special Meeting to state Special Meeting with only items numbers five and six on the agenda. Board Member Elias made the motion and Board Member Gay seconded the Motion. Motion carried.

**Approval to Award Administration Service for CDBG Grant:**

Mr. Hayes stated to the Board. According to the Grant, a Grant Administrator has to be selected to administer the Grant. A RFP was done per direction of the Board for Administrative Services provider of the CDBG Grant for Tanyard Creek Park. Mr. Hayes stated that the RFP's was scored by a selected Committee which included the Finance Director, City Manager and himself. Mr. Hayes acknowledged that four Companies responded to the FRP: APD Solutions, Dir Banc of Florida, Fred Foxx Enterprises, and Ford Consultants. Mr. Hayes noted that the RFP had certain criteria which all candidates were ranked through a scoring system with 20points being the highest number of points and with a maximum of 95 points total that a candidate could rank on the overall RFP. Criteria: 1. Respondents had to meet which included the Number of Years of experience with administering projects through the State of Florida Small Cities Community Development Block Grant program, 2. The number of year of experience of the firm's management group- with the State of Florida Small cities Community Development Block Grant program, 3. Proposed approach to administration of grant (requires an outline of the proposed tasks to be performed), 4.Number of the client references provided from other communities, 5.The quality of the response from the client references provided from other Communities, and 6. Fee or proposed fee basis. Mr. Hayes noted that the highest score for the RFP was awarded to Fred Foxx Enterprises and the Committee selected Fred Foxx Enterprises as the Grant Administrator for Tanyard Creek Park. **Board Member Gay** stated that on page number two of Fred Foxx Contract it states "To provide, at a minimum, monthly or quarterly updates to the Local Government," Board Member Gay stated that he would like to see at least some attendance to some of the CRA Meeting along with a monthly report so that the Board can provide an oversight of what is going on with the Tanyard Creek Project. *It was motioned and seconded to award options number one: Select Fred Foxx Enterprises to Administer the CDBG Grant with the corrections of a monthly up-date made to the CRA Board and to change the typo of the Fred Foxx Enterprises address listed on the contract. Votes were Unanimous. Motion Carried.*

**Approval to Award Bids for Tanyard Creek Park:**

Mr. Hayes stated to the Board that per the direction of the Board, he sought after a quick turnaround to bid out Tanyard Creek Park. Mr. Hayes stated although the Board have passed a policy of local participation; However because this project is being funded by the Federal Government, it is stated that the City policy could not apply to these funds. Mr. Hayes noted that there were forty Companies to attend the Pre-bidding; and only five Companies actually bid on the project. Mr. Hayes acknowledged that North Florida Construction, Inc. was the lowest bidder with a bid of \$1,283,006.00. Mr. Hayes stated that the bidding process was done in phases: 1A \$ 306,222.00, Phase:1B \$245,326.00, Phase:3 \$311,823.00, Phase:4 \$161,160.00, and Phase:5 \$71,435.00. Mr. Hayes noted that the budget for the project is \$985,000.00 and in order to complete the entire project that the Board would have to seek out additional funds in the amount of \$280,000.00. Mr. Hayes acknowledged that the City Manager and he have spoken with a bank that is willing to loan the City the funds to complete the project. ***It was motioned and seconded to approve Option number 4 of the CRA Manager recommendation: to award the bids to the lowest bidder North Florida Construction, Inc., Complete Phase 1A-5. Work with the manager to seek interim financing through the city to complete the entire Park with the attention to repay the loan back by taking funds from the Commercial Façade Landscape and Infrastructure Grant Program in the amount of \$80,000.00, and \$250,000.00 from the Housing Program of the CRA Budget for fiscal year 2011/12, with the intention to repay the loan within 3 years. Board Member Dowdell amended his Motion to state that the Board will repay the loan back within 1 year. Board Member Elias seconded the Motion. Motion was Unanimous- Motion Carried.***

***Groundbreaking for TanYard Creek Park will be Friday, February 25, 2011 at 10:00 A.M.***

Adjournment:

With no further business to discuss Board Member Elias made a motion to adjourn the CRA Special Board Meeting, seconded by Board Member Gay.

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Vice Chairman Angela Sapp  
Presiding for the CRA Regular Board