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COCOA REDEVELOPMENT AGENCY

COCOA REDEVELOPMENT AGENCY BOARD
REGULAR MEETING AGENDA
DATE: Tuesday, March 1, 2016
TIME: 5:00 p.m.

LOCATION: Cocoa City Hall
65 Stone Street

I. **CALL TO ORDER**
ROLL CALL
INVOCATION
PLEDGE OF ALLEGIANCE

II. **APPROVAL OF AGENDA AND MINUTES**
AGENDA: Regular Meeting of March 1, 2016
MINUTES: Regular Meeting of November 3, 2015
Special Meeting of January 12, 2016
Special Meeting of February 9, 2016

III. **DELEGATIONS**

IV. **PRESENTATIONS**

V. **NEW BUSINESS**
1. Florida Avenue Streetscape Project – Bidding Assistance - Quentin L. Hampton Associates, Inc.,
2. Lee Wenner Park – Mangrove Trimming - Atlantic Environmental Solutions
3. Cocoa Village Post Office – Rental Commission - CBRE

VI. **ATTORNEY'S REPORT**

VII. **AGENCY MEMBERS AND STAFF REPORTS**

VIII. **NEXT MEETING DATE**
The next regularly scheduled meeting of the Cocoa Redevelopment Agency will be on Tuesday, April 5, 2016 at 5:00 PM at the Cocoa City Hall, 65 Stone Street, Cocoa Florida.

IX. **ADJOURNMENT**

NOTICE TO THE PUBLIC:
This is a public meeting. All interested parties may attend. The facility wherein this meeting will be held is accessible to the physically handicapped. Please be advised that more than one member of the City Council may attend.
Pursuant to Section 286.0105, *Florida Statutes,* the City hereby advises the public that: if a person decides to appeal any decision made by this board with respect to any matter considered at its meeting or hearing, that person will need a record of the proceedings and for such purpose, affected persons may need to insure that a verbatim record of the proceedings is made, and such record shall include the testimony and evidence upon which the appeal is to be based. This notice does not constitute consent by the City for the introduction or admission into evidence of otherwise inadmissible or irrelevant evidence, nor does it authorize challenges or appeals otherwise allowed by law. This agenda is posted on the Municipal Bulletin Board and at the Central Brevard Library and Reference Center in Cocoa for public review.

MINUTES
CITY OF COCOA
COCOA REDEVELOPMENT AGENCY
REGULAR MEETING
November 3, 2015

The Cocoa Redevelopment Agency held a regular meeting at 5:00 p.m. at Cocoa City Hall, 65 Stone Street, Cocoa, FL. as publicly noticed.

I. Chairman Parrish called the meeting to order at 5:19 p.m.

PRESENT:	Henry U. Parrish, III	Chairman
	Brenda Warner	Vice Chairwoman
	Michael Blake	Agency member
	Tyler Furbish	Agency member
	Jan Stewart	Agency member
	Ed Lanni	Agency member
	Anthony Garganese	Agency Counsel
	Monica Arsenault	Recording Secretary

ABSENT:

	Don Boisvert	Agency member

STAFF PRESENT: Susan D. McGrady, CRA Program Manager and **Steven P. Belden, AICP,** Community Services Director.

Agency member Blake provided the invocation and led the assembly in the Pledge of Allegiance to the Flag of the United States of America.

II. APPROVAL OF AGENDA /MINUTES:

* **MOTION by Vice Chairwoman Warner; SECONDED by Agency member Lanni to approve the agenda for the regular meeting of November 3, 2015.**

AYES: Parrish, Warner, Blake, Stewart, Lanni, Furbish

MOTION CARRIED UNANIMOUSLY (6-0)

* **A MOTION was made by Vice Chairwoman Warner; SECONDED by Agency member Lanni to approve the minutes of the regular meeting of August 4, 2015.**

AYES: Parrish, Warner, Blake, Stewart, Lanni, Furbish

MOTION CARRIED UNANIMOUSLY (6-0)

* **A MOTION was made by Vice Chairwoman Warner; SECONDED by Agency member Lanni to approve the minutes of the special meeting of October 13, 2015.**

AYES: Parrish, Warner, Blake, Stewart, Lanni, Furbish

MOTION CARRIED UNANIMOUSLY (6-0)

III. DELEGATIONS:

NONE

IV. PRESENTATIONS:

1. **Harrison Street Streetscaping Project – Infrastructure Solution Systems – Tom Vill, PE, AICP.**

   Alternatives were developed for the following parking layouts:

1) Head-on (90 degree) Parking Alternative
   - 43 plus 4 ADA parking spaces
   - 15.5 ft. wide sidewalks

2) Angled (45 degree) Parking Alternative
   - 37 plus 4 ADA parking spaces
   - 17.5 ft. wide sidewalks

3) Parallel Parking Alternative
   - 18 plus 2 ADA parking spaces
   - 30 ft. wide sidewalks

* **A MOTION was made by Agency member Blake; SECONDED by Vice Chairwoman Warner to accept Harrison streetscaping design plan number two.**

AYES: Parrish, Warner, Blake, Stewart, Lanni, Furbish

MOTION CARRIED UNANIMOUSLY (6-0)

V. OLD BUSINESS:

NONE

VI. NEW BUSINESS:

1. **Revised 2016 Fiscal Year Budget**

   At the Regular Board meeting held on July 7, 2015 the Cocoa Community Redevelopment Agency unanimously approved the proposed Fiscal Year 2016 Budget. Subsequently, on September 22, 2015 the Cocoa City Council adopted a millage rate of .0059790 which was the same rate as fiscal year 2015. Additionally, on September 28, 2015 the Brevard County Board of County Commissioners adopted millage rates of .0045497 for the County and 000.6281 for District IV Parks and

Recreation. The reduction in millage rates enacted by the County and the City maintaining its current millage resulted in a net reduction of $3,436.00 in TIF revenue for Fiscal Year 2016. The decrease in revenue was balanced through a corresponding decrease in the Contingency Account. In addition, the carryforward of outstanding purchase orders from Fiscal Year 2015, as well as the updating of other carryforward funds, netted an increase of $161,328.00 in Carryforward Funds.

This revised budget represents a continuation of existing CRA programs and commitments, as well as administrative and legal expenses.

* **A MOTION was made by Agency member Lanni; SECONDED by Agency member Stewart to approve the revised 2016 Fiscal Year Budget.**

AYES: Parrish, Warner, Blake, Stewart, Lanni, Furbish

MOTION CARRIED UNANIMOUSLY (6-0)

2. Community Redevelopment Service Agreement – Cocoa Main Street

The terms of the proposed Service Agreement for Fiscal Year 2016 detail that Cocoa Main Street expend the funds for operational expenditures which are incurred for the purpose of preserving the City of Cocoa's heritage through promotion and marketing activities or events as specified in the Agreement.

Through discussions with **Terry Black**, President and **Ken Wilshire**, Executive Director of Cocoa Main Street, a Scope of Services was developed for the events and service items to be provided according to the Service Agreement. Services to be provided include assistance with marketing and promotional activities for Historic Cocoa Village, partnering with the City's Office of Economic Development on the Annual Chamber of Commerce Wednesday Friendsday on May 2, 2016, efforts to reduce property vacancies in Historic Cocoa Village, landscaping upkeep in the right-of-way and partnering with the City on Special Events.

Based on accomplishing these goals, Cocoa Main Street will be funded on a quarterly basis for their contracted amount of $25,000.00. A funding allocation of $25,000.00 is a line item allocation in the Fiscal Year 2016 Budget.

* **A MOTION was made by Agency member Lanni; SECONDED by Agency member Stewart to authorize the renewal of the Service Agreement with Cocoa Main Street for continued efforts in the areas of design, promotion, organization and economic revitalization in the Cocoa CRA.**

AYES: Parrish, Warner, Blake, Stewart, Lanni, Furbish

MOTION CARRIED UNANIMOUSLY (6-0)

3. 604 Brevard Avenue – Commercial Façade Grant Application

The property, owned by **Thomas Kraft** of General Color Corporation, is a commercial building located at 604 Brevard Avenue. The property will be improved by the installation of a new roof using the Miami-Dade Hurricane Code standards as well as new fascia and soffits. The roof and fascia are unsightly as well as unsafe and not structurally sound.

* **A MOTION was made by Agency member Blake; SECONDED by Agency member Stewart to approve a $5,000.00 matching grant to improve the façade at 604 Brevard Avenue.**

AYES: Parrish, Warner, Blake, Stewart, Lanni, Furbish

MOTION CARRIED UNANIMOUSLY (6-0)

VII. ATTORNEY'S REPORT:

NONE

VIII. AGENCY MEMBERS AND STAFF REPORTS:

1. **Agency Budget Report**
2. **Cocoa Main Street Quarterly Report – July – September 2015**

IX. NEXT MEETING DATE:

The next regularly scheduled meeting of the Cocoa Redevelopment Agency will be held on Tuesday, December 1, 2015 at 5:00 PM at the Cocoa City Hall, 65 Stone Street, Cocoa, Florida.

X. ADJOURNMENT:

* **MOTION made by Agency member Furbish; SECONDED by Agency member Blake to adjourn the regular meeting of November 3, 2015.**

AYES: Parrish, Warner, Furbish, Blake, Stewart, Lanni

THE MOTION CARRIED UNANIMOUSLY (6-0)

MEETING WAS ADJOURNED AT 5:56 p.m.

____
Henry U. Parrish III, Chairman

Respectfully Submitted By:

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Monica Arsenault, Recording Secretary

MINUTES
CITY OF COCOA
COCOA REDEVELOPMENT AGENCY
SPECIAL MEETING
January 12, 2016

The Cocoa Redevelopment Agency held a special meeting at 5:00 p.m. at Cocoa City Hall, 65 Stone Street, Cocoa, FL. as publicly noticed.

I. Chairman Parrish called the meeting to order at 5:13 p.m.

PRESENT:	Henry U. Parrish, III	Chairman
	Brenda Warner	Agency member
	Michael Blake	Agency member
	Tyler Furbish	Agency member
	Jan Stewart	Agency member
	Ed Lanni	Agency member
	Monica Arsenault	Recording Secretary
ABSENT:		
	Don Boisvert	Vice Chairman
	Anthony Garganese	Agency Counsel (arrived at 5:20 pm)

STAFF PRESENT: **Susan D. McGrady,** CRA Program Manager, **Steven P. Belden, AICP,** Community Services Director, and **John A. Titkanich, AICP,** City Manager.

Agency member Lanni provided the invocation and led the assembly in the Pledge of Allegiance to the Flag of the United States of America.

II. APPROVAL OF AGENDA /MINUTES:

* **MOTION by Agency member Furbish; SECONDED by Agency member Blake to approve the agenda for the special meeting of January 12, 2016.**

AYES: Parrish, Warner, Blake, Stewart, Lanni, Furbish

MOTION CARRIED UNANIMOUSLY (6-0)

III. DELEGATIONS:

NONE

IV. PRESENTATIONS:

NONE

V. OLD BUSINESS:

NONE

VI. NEW BUSINESS:

1. City of Cocoa – Memorandum of Understanding – Purchase of Real Property

The subject properties, one of which is located within the Cocoa Community Redevelopment Agency (CRA) and on a prime corridor, can serve as a catalyst for redevelopment. The two (2) parcels total 4.86 acres of mostly vacant land zoned commercial/multifamily. The smaller parcel is located in the City of Rockledge. Due to current debt service obligations and the timing of the purchase, the CRA is unable at this time to secure funding for the purchase. In Fiscal Year 2016, the CRA will make the final debt payment to Suntrust Bank and will then have the capacity to take on additional debt service for the properties.

John Titkanich, AICP, City Manager, spoke on the Memorandum of Understanding and stated that if approved, the City would be purchasing two (2) parcels on behalf of the Cocoa CRA. The CRA would then purchase the parcels from the City of Cocoa. A property swap could then take place, allowing the CRA the opportunity to reduce its indebtedness. The City of Cocoa would take over the property on Brunson Avenue, which the CRA paid $1.5 million for, and the CRA would buy the Florida Avenue property for $800,000.00. An Interfund Loan Agreement would be made to modify the existing loan which would reduce the net amount from $1.5 million dollars to $800,000.00 dollars.

Agency member Brenda Warner inquired if the CRA would retain the rights to the billboards located on the property if the CRA was to purchase, in which **Mr. Titkanich** confirmed that the CRA would retain those rights.

Robert Harvey, resident at 29 Riverside Drive, shared his concerns with the Board.

* **A MOTION was made by Agency member Blake; SECONDED by Agency member Lanni to approve the Memorandum of Understanding between the City of Cocoa and the Cocoa Community Redevelopment Agency for the future purchase of two (2) Brevard County Tax parcels (24-36-33-80-00023.0-0000.00 and 24-36-33-00-00755.0-0000.00) located at the southwestern corner of the intersection of Florida Avenue and Rosa L Jones Drive.**

AYES: Parrish, Warner, Blake, Stewart, Lanni

NAYS: Furbish

MOTION CARRIED (5-1)

VII. ATTORNEY'S REPORT:

NONE

VIII. AGENCY MEMBERS AND STAFF REPORTS:

NONE

IX. NEXT MEETING DATE:

The next regularly scheduled meeting of the Cocoa Redevelopment Agency will be held on Tuesday, February 2, 2016 at 5:00 PM at the Cocoa City Hall, 65 Stone Street, Cocoa, Florida.

X. ADJOURNMENT:

* **MOTION made by Agency member Furbish; SECONDED by Agency member Blake to adjourn the special meeting of January 12, 2016.**

AYES: Parrish, Warner, Furbish, Blake, Stewart, Lanni

THE MOTION CARRIED UNANIMOUSLY (6-0)

MEETING WAS ADJOURNED AT 5:46 p.m.

Henry U. Parrish III, Chairman

Respectfully Submitted By:

Monica Arsenault, Recording Secretary

MINUTES
CITY OF COCOA
COCOA REDEVELOPMENT AGENCY
SPECIAL MEETING
February 9, 2016

The Cocoa Redevelopment Agency held a special meeting at 5:00 p.m. at Cocoa City Hall, 65 Stone Street, Cocoa, FL. as publicly noticed.

I. Chairman Parrish called the meeting to order at 5:03 p.m.

PRESENT:

Henry U. Parrish, III	Chairman
Don Boisvert	Vice Chairman
Michael Blake	Agency member
Jan Stewart	Agency member
Ed Lanni	Agency member
Anthony Garganese	Agency Counsel
Carie Shealy	Recording Secretary

ABSENT:

Brenda Warner	Agency member
Tyler Furbish	Agency member (arrived at 5:09)

STAFF PRESENT: **Susan D. McGrady,** CRA Program Manager.

Agency member Blake provided the invocation and led the assembly in the Pledge of Allegiance to the Flag of the United States of America.

II. APPROVAL OF AGENDA /MINUTES:

* **MOTION by Vice Chairman Boisvert; SECONDED by Agency member Lanni to approve the agenda for the special meeting of February 9, 2016.**

AYES: Parrish, Boisvert, Blake, Stewart, Lanni,

MOTION CARRIED UNANIMOUSLY (5-0)

III. DELEGATIONS:

NONE

IV. PRESENTATIONS:

NONE

V. OLD BUSINESS:

NONE

VI. NEW BUSINESS:

Ms. McGrady presented the Interlocal Agreement between the City of Cocoa and the Cocoa Community Redevelopment Agency (CRA) for the Florida Avenue Streetscape Project for the Board's review. **Ms. McGrady** stated that the Interlocal Agreement memorializes that while the City is the recipient of the $913,000.00 grant from FDOT, it is the Cocoa CRA that will pay for additional streetscaping improvements that are above the $913,000.00. The CRA is partnering with the Public Works Department Stormwater Division and the Utilities Department to offset some of the cost as well as interruption of services for businesses and residents on Florida Avenue. Construction is anticipated to begin in the early summer of 2016. The bid will go out within the next couple of weeks.

* **A MOTION was made by Vice Chairman Boisvert; SECONDED by Agency member Blake to approve the Interlocal Agreement between the City of Cocoa and the Cocoa Community Redevelopment Agency for the Florida Avenue Streetscape Project.**

AYES: Parrish, Boisvert, Blake, Stewart, Lanni

MOTION CARRIED (5-0)

VII. ATTORNEY'S REPORT:

NONE

VIII. AGENCY MEMBERS AND STAFF REPORTS:

Ms. McGrady stated that most of the due diligence on the Rosa L. Jones trailer park has been completed. **Ms. McGrady** is working on the Memorandum of Understanding between the City and the Cocoa CRA for the transfer of the property once the sale is complete with the City. The sale is anticipated to take place no later than February 25, 2016.

The City Manager is currently drafting a letter to White Challis as they are behind on their construction plans for the Brownstones. **Ms. McGrady** shared that White Challis was unable to go to their bank for their construction loan finalization until they received their final site plan approval from the City, which they received on January 22, 2016. White Challis anticipates that they will have the funds by February 28, 2016, at which time they will be able to commence construction.

Chairman Parrish asked for **Ms. McGrady's** personal opinion of how the project is coming along. **Ms. McGrady** stated that she felt that the project was coming along fine as White Challis had indicated a seller had already put down earnest money for a four story brownstone, and there is also interest for a three story brownstone and a two story brownstone which will be built on spec.

IX. NEXT MEETING DATE:

The next regularly scheduled meeting of the Cocoa Redevelopment Agency will be held on Tuesday, March 1, 2016 at 5:00 PM at the Cocoa City Hall, 65 Stone Street, Cocoa, Florida.

X. ADJOURNMENT:

* **MOTION made by Vice Chairman Boisvert; SECONDED by Agency member Stewart to adjourn the special meeting of February 9, 2016.**

AYES: Parrish, Boisvert, Furbish, Blake, Stewart, Lanni

THE MOTION CARRIED UNANIMOUSLY (6-0)

MEETING WAS ADJOURNED AT 5:17 p.m.

Henry U. Parrish III, Chairman

Respectfully Submitted By:

Monica Arsenault, Recording Secretary

AGENDA ITEM V - 1
Florida Avenue Streetscape Project – Bidding Assistance - Quentin L. Hampton Associates, Inc.

MEMO DATE: February 23, 2016
AGENDA DATE: March 1, 2016
PREPARED BY: Susan D. McGrady, CRA Program Manager

REQUESTED ACTION:

Approve the proposal from Quentin L. Hampton Associates, Inc. for bidding assistance for the Florida Avenue Streetscape Project.

BACKGROUND

At the meeting on February 3, 2015, the Cocoa CRA approved the Task Order from Quentin L. Hampton Associates, Inc. for the final design and engineering of the Florida Avenue Streetscape Project.

STAFF COMMENTS

On February 17, 2016 the final Signed and Sealed Plans for the Florida Avenue Streetscape Project were transmitted to the Florida Department of Transportation (FDOT). The Bid Package for the Project will be broadcast on Demandstar on March 7th with a closing date of April 14th.

Quentin L. Hampton has provided a proposal for bidding assistance for the Project. The assistance includes the preparation of the bid documents, preparation of any addenda, addressing of any bidder questions, as well as attendance at the pre-bid meeting and bid opening. Because the Project is being funded by FDOT, specific bidding criteria must be followed in the bidding process as well as the construction phase of the Project. The fee for this service is $6,695.00.

BUDGETARY IMPACT

The Infrastructure Account (110-3230-559.63-00) has a line item allocation of $310,370.00 for the Florida Avenue Streetscape Project. An allocation of $6,695.00 for the Bidding Assistance Proposal will leave an unencumbered balance of $303,675.00 in the Florida Avenue Streetscape Project line item allocation.

REVIEWED

The City Manager, Community Services Director, Finance Director and Deputy Community Services Director and have reviewed this agenda item.

City Manager

John A. Titkanich, Jr., AICP

Community Services Director

Steven P. Belden, AICP

Finance Director

2.23.16
Teri Butler

Deputy Community Services Director

Nancy A. Dresser

REQUESTED MOTION

Approve the proposal from Quentin L. Hampton Associates, Inc for bidding assistance for the Florida Avenue Streetscape Project.

BRAD T. BLAIS, P.E.
DAVID A. KING, P.E.
ANDREW M. GIANNINI, P.E.
KEVIN A. LEE, P.E.

Quentin L. Hampton Associates, Inc.
Consulting Engineers
P.O. DRAWER 290247
PORT ORANGE, FLORIDA 32129-0247

TELEPHONE: (386) 761-6810
FAX: (386) 761-3977
EMAIL: qlha@qlha.com

February 10, 2016

Susan McGrady
C.R.A. Program Manager
City of Cocoa
65 Stone Street
Cocoa, FL 32922

Email: smcgrady@cocoafl.org
Hard Copy Mailed Only on Request

Re: FLORIDA AVENUE STREETSCAPE – BIDDING ASSISTANCE

Dear Ms. McGrady,

Quentin L. Hampton Associates Inc. (QLH) is pleased to provide this revised bidding assistance services proposal for this project. The attached task order addresses the work activities we understand to be required. The task order includes bidding assistance for the project. This revision was made to remove the CEI services, which is addressed in a separate task order.

The attached task order is in conformance with our professional services agreement. We look forward to the opportunity to serve the City of Cocoa and the CRA on this and future projects. If you have any questions or comments, please contact our office.

Sincerely,
QUENTIN L. HAMPTON ASSOCIATES, INC.

David A. King, P.E.
Vice President

Andrew M. Giannini, P.E.
Project Engineer

DAK/KAL:bf

Enclosures: Task Order
Estimated Manhour Schedule

cc: Project File
Billing File

FLORIDA AVENUE STREETSCAPE IMPROVEMENTS – BIDDING ASSISTANCE
CITY OF COCOA COMMUNITY REDEVELOPMENT AGENCY
TASK ORDER

1. GENERAL

1.1. This Task Order is in conformance with the Agreement for Engineering Services ("Agreement") between the City of Cocoa ("City") and Quentin L. Hampton Associates, Inc ("QLH").

2. BACKGROUND

2.1. The City of Cocoa Community Redevelopment Agency (CRA) has planned for streetscape improvements to Florida Avenue between Rosa L. Jones Drive and SR 520/King Street. The CRA previously contracted with Baskerville Donovan Inc. (BDI) to prepare preliminary design plans ("Preliminary Design"). Upon the selection of Florida Avenue for funding from the Space Coast Transportation Planning Organization (SCTPO) for its "Complete Street" Program, the CRA worked with the SCTPO and Kittelson and Associates Inc. (KAI) to prepare a Complete Streets Feasibility Study ("Study") for the roadway. The CRA was successful in acquiring $913,000 in construction funding from the Florida Department of Transportation (FDOT) Local Agency Program (LAP) through the SCTPO. The City was recently recertified by FDOT for the LAP.

2.2. The City Utilities Department contracted with Bussen-Mayer Engineering Group Inc. (BMEG) for the design of utility improvements along the roadway and adjacent streets.

2.3. The CRA contracted with QLH for the streetscape improvement design and permitting.

2.4. The CRA desires QLH to provide bidding assistance services.

3. SCOPE OF WORK/SUB-TASKS

3.1. Bidding

3.1.1. QLH shall assist the CITY in the public bidding of the project by completing the following work items:

3.1.1.1. Preparation of bidding documents per CITY and FDOT standards.
3.1.1.2. Distribution of documents via DemandStar.
3.1.1.3. Preparation of any addenda for issuance via DemandStar.
3.1.1.4. Addressing of potential bidder questions.
3.1.1.5. Attend pre-bid meeting and bid opening.
3.1.1.6. Review received bids.
3.1.1.7. Prepare bid tabulation.
3.1.1.8. Investigate low bidder(s) qualifications.
3.1.1.9. Prepare bid award and FDOT concurrence recommendation letter.
3.1.1.10. Attend CITY Council meeting for bid award.

3. **COMPENSATION**

3.1. QLH proposes to complete the above stated work for an estimated fee of six thousand six hundred ninety-five and 00/100 dollars ($6,695.00).

3.2 These fees are based on the attached estimated man hour schedule.

3.3 The sub-task lump sums include various allowances as shown in the attached schedule. Fees will be adjusted accordingly due to actual costs of the allowance items.

3.4 The above fees are based on payment by City check. Convenience fee of 2% will be charged for E-Pay or credit card payments. The hourly rates listed in the attached man hour schedule reflect discounted rates based on payment by check.

4. **SCHEDULE**

5.1. QLH will strive to complete the above stated bidding assistance work to allow for advertisement for the bidding of the project construction in February 2016.

Quentin L. Hampton Associates, Inc.	**City of Cocoa, Florida**
David A. King, P.E. **Vice President**	**John A. Titkanich, Jr., AICP** **City Manager**
2/10/16 **Date**	**Date**

CITY OF COCOA
FLORIDA AVENUE STREETSCAPE
QLH ESTIMATED MANHOUR SCHEDULE

Task Order Reference	Description	Project Manager (hours)	Professional Engineer (hours)	Engineer Intern (hours)	Construction Services Supervisor (hours)	Construction Project Representative (Inspector) (hours)	CADD Technician (hours)	Compliance Specialist (hours)	Senior Administraitive Supervisor (hours)	Administrative Support (hours)	Subconsultant /Allowance Items	Total Task ($)
		QLH Contract Positions/Rates										
		Equivalent FDOT CEI Positions										
		CEI Senior Project Engineer	CEI Project Administrator/ Project Engineer	Engineer Intern	CEI Senior Inspector	CEI Inspector	CADD/ Computer Technician	CEI Resident Compliance Specialist	CEI Contract Support Specialist	CEI Secretary/ Clerk Typist		
		$175.00	$140.00	$100.00	$75.00	$62.00	$75.00	$60.00	$60.00	$50.00		
3.1.	**Bidding Assistance**											
3.1.1.1.	Preparation of bidding documents per CITY standards	4	0	0	0	0	0	0	0	8		$ 1,100.00
3.1.1.2.	Preparation of documents for CITY distribution of documents via DemandStar	1	0	0	0	0	0	0	0	4		$ 375.00
3.1.1.3.	Preparation/Issuance of any addenda via DemandStar	2	1	0	0	0	4	0	0	4		$ 990.00
3.1.1.4.	Addressing of all potential bidder questions	4	4	0	0	0	0	0	0	2		$ 1,360.00
3.1.1.5.	Attend pre-bid meeting and bid opening	4	0	0	0	0	0	0	0	0		$ 700.00
3.1.1.6.	Review received bids	4	0	0	0	0	0	0	2	0		$ 820.00
3.1.1.7.	Prepare certified bid tabulation	1	0	0	0	0	0	0	2	0		$ 295.00
3.1.1.8.	Investigate low bidder(s) qualifications	2	0	0	0	0	0	0	2	0		$ 470.00
3.1.1.9.	Prepare bid award recommendation letter	1	0	0	0	0	0	0	1	0		$ 235.00
3.1.1.10.	Attend City Council meeting for bid award	2	0	0	0	0	0	0	0	0		$ 350.00
	Subtotals	25	5	0	0	0	4	0	7	18	$ -	$ 6,695.00
	TOTAL ALL TASKS	25	5	0	0	0	4	0	7	18	$ -	$ 6,695.00

Notes:
1. Construction contract duration is 210 days to substantial, 240 days to final.
2. Estimated actual construction duration is 7 months or 30 weeks.
3. Estimated hours based on 7 month duration and :
   a. PM/SPE @ 4 hours per week
   b. PE/PA @ 8 hours per week
   c. EI @ 1 hour per week
   d. CSS/SI @ 4 hours per week
   e. CPR/I @ 40 hours per week
   f. CS/RCS @ 4 hours per week
   g. SAS/CSS @ 1 hour per week
   h. AS/S @ 8 hours per week
4. Project construction estimate is $2.882M as of 11/24/15.
5. Streetscape to Water Main work is 56.75% to 43.25%.

COCOA REDEVELOPMENT AGENCY

AGENDA ITEM V – 2
Lee Wenner Park – Mangrove Trimming – Atlantic Environmental Solutions

MEMO DATE: February 23, 2016
AGENDA DATE: Tuesday, March 1, 2016
PREPARED BY: Susan D. McGrady, CRA Program Manager

REQUESTED ACTION:

Accept the bid from Atlantic Environmental Solutions in the amount of $14,500.00 for the trimming of mangroves at Lee Wenner Park.

BACKGROUND

At the Cocoa CRA Board meeting held on March 3, 2015 the Agency authorized staff to pursue the cleanup and trimming of the mangroves at Lee Wenner Park.

STAFF REPORT

On January 22, 2016 the City of Cocoa was issued permit number ERP 05-33454-001 MA by the Florida Department of Environmental Protection (FDEP) for the trimming of the mangroves at Lee Wenner Park. On February 2, 2016 staff solicited quotes from FDEP certified Professional Mangrove Trimmers in Brevard County. Six (6) companies were contacted and three (3) provided quotes. The lowest and best qualified quote was received from Atlantic Environmental Solutions of Melbourne.

The quote, totaling $14,500.00, includes the trimming of the mangroves at the stormwater pond as well as at the T-dock per the FDEP permit specifications. In addition, they will remove the exotic species in those areas including Brazilian pepper, invasive vines and a strangler fig tree. They anticipate beginning the project approximately three (3) weeks after receiving the signed proposal and the issuance of a City Purchase Order.

BUDGETARY IMPACT

The Debt Service Account (110-3230-559.72-00) currently has an unencumbered balance of $12,701.00 and the Other Grants and Aids Account (110-3230-559.83-00) has an unencumbered balance of $28,212.50. A transfer of $12,701.00 from the Debt Service Account and $1,799.00 from the Other Grants and Aids Account, totaling $14,500.00, to the Contract Services Account (110-3230-559.34-00) will fund the mangrove trimming.

REVIEWED

The City Manager, Community Services Director, Finance Director and Deputy Community Services Director have reviewed this agenda item.

City Manager — John A. Titkanich, Jr., AICP

Community Services Director — Steven P. Belden, AICP

Finance Director — Teri Butler 2.24.16

Deputy Community Services Director — Nancy A. Dresser

REQUESTED MOTION

Accept the bid from Atlantic Environmental Solutions in the amount of $14,500.00 for the trimming of mangroves at Lee Wenner Park.

ATLANTIC ENVIRONMENTALSOLUTIONS
ENVIRONMENTAL PERMITTING & MITIGATION

657 Montreal Avenue • Melbourne, FL 32935
ph 321.676.1505 • fax 321.676.1730

February 8, 2016

Mrs. Susan D. McGrady
City of Cocoa
65 Stone Street
Cocoa, Florida 32922

Re: Mangrove Trimming Proposal for Lee Wenner Park

Dear Mrs. McGrady:

Atlantic Environmental Solutions, Inc. (AES) is pleased to provide the following proposal for requested services, consisting of mangrove trimming, on the above-referenced property. Following is our proposed scope of services. Unsigned, the terms of this proposal are valid until April 1, 2016.

MANGROVE TRIMMING

Trimming	Mangrove trees along 383 linear feet of a stormwater pond and 68 linear feet along the Indian River will be trimmed as per the Florida Department of Environmental Protection permit number ERP 05-339454-001 MA. Mangrove trimming will follow the guidelines set within this permit as well as per Florida Statutes (403.9321-403.9333 F.S.).
Exotic Species Removal	Brazilian pepper, invasive vines, and a strangler fig will be removed in the located indicated in the above referenced permit. All stumps will be treated with a state approved aquatic herbicide.
Removal of Debris	Trimmed debris will be removed from the site and hauled to an approved solid waste facility.

PROFESSIONAL FEE: $14,500.00

DELIVERY

The trimming will begin within approximately 3 weeks of receiving the signed and accepted contract.

TERMS AND CONDITIONS

Please refer to the attached list of AES' standard terms and conditions.

To verify your agreement with the above scope of services and professional fees, as well as the attached terms and conditions, and to authorize AES to commence the scope of service, please sign below and return to our office. If you have any questions regarding this proposal, please do not hesitate to contact us. We look forward to working with you!

Sincerely,

Jon H. Shepherd, MS, PWS
President/Ecologist

Client's Name (please print):____

Client's Signature:__________________________________Date:__________

TERMS AND CONDITIONS FOR PROFESSIONAL SERVICES BETWEEN
ATLANTIC ENVIRONMENTAL SOLUTIONS, INC. AND CLIENT

1. Services performed by Atlantic Environmental Solutions, Inc. (AES) for Client, under this agreement, will be conducted in a manner consistent with that level of care and skill ordinarily exercised by members of the profession currently practicing in the same locality under similar conditions. No other representation, expressed or implied, and no warranty is included or intended in this agreement, or in any report, opinion, document or otherwise.

2. AES' services shall be performed as expeditiously as is consistent with professional skill and care and the orderly progress of the work. AES shall not be responsible for damages or delays caused by any factor outside of AES' control, including, but not limited to, Client's review and decision process, permitting/approval activities, man-made or natural alterations to site conditions subsequent to our field review, and Acts of God.

3. Additional services consist of any service not specifically listed as "Scope of Service" contained herein. Such services shall include revisions due to Client changes or adjustments in scope, budget or quality of the project, and any other services not customarily furnished in accordance with generally accepted environmental consulting practice. Additional services will be billed on a mutually agreed upon hourly or fixed fee basis, and shall not be commenced until a written agreement concerning the additional services is executed by all parties hereto.

4. Any opinion of permitting and mitigation cost prepared by AES represents AES' best judgment as an environmental professional and is supplied for the general guidance of the Client. Because AES has no control over the cost of permitting and mitigation, AES does not guarantee the accuracy of such opinions as compared to actual cost to the Client.

5. AES may provide services to process applications for various permits for the project. AES does not guarantee a permit will be issued. The standard of professional skill and care listed above will be applied to permit processing.

6. By signing this contract, the Client agrees that AES' liability in association with this project shall be limited to the lesser of any actual damages which may have been caused by AES' acts or omissions or the amount of the fees which the Client pays for these services under this contract.

7. Drawings, sketches, reports, and other documents produced by AES are instruments of service with respect to the project and all rights of copyright thereof are retained by AES. AES shall have no liability in the event any changes are made to the documents by Client or others engaged by Client.

8. If the Client fails to make payment when due to AES for services and expenses, Client shall be in default of this agreement, which shall entitle AES to immediately cease all services as described under this or any other agreement between the parties. In the event of such suspension, AES shall have no liability to the Client for delay or damages caused the Client because of such suspension of services.

9. Invoices for services and expenses will be billed upon completion of the scope of work, or upon completion of a distinct phase of the scope of work. Payment is due upon receipt of invoice. Payment will be considered past due if not received within 30 days from date of invoice. Interest will accrue on amounts past due at a rate of 2% per month. Past due payments will be, at AES' option, cause for AES to collect through any legal means. Client shall pay any attorney's fees, and other associated costs, incurred in collecting a delinquent payment.

10. In the event of any action arising out of or relating to this Agreement, AES shall be entitled to recover its costs and expenses, including reasonable attorney's fees, incurred in connection with such action should they prevail on the matter and or issue.

11. Should the client desire to pay the agreed upon fees by credit card, the total fee amount will be increased by 3.75 percent of the total contract amount listed on the contract.

COCOA REDEVELOPMENT AGENCY

AGENDA ITEM V - 3
Cocoa Village Post Office – Rental Commission - CBRE

MEMO DATE: February 23, 2016
AGENDA DATE: Tuesday, March 1, 2016
PREPARED BY: Susan D. McGrady, CRA Program Manager

REQUESTED ACTION:

Approve a payment of $2,927.03 to CBRE for the rental commission on the Lease Amendment for the Cocoa Village Post Office.

BACKGROUND

At the Cocoa CRA meeting on May 5, 2015 the Agency voted to accept the Lease Amendment with the United States Postal Service for the Cocoa Village Post Office located at 32 Orange Street.

STAFF COMMENTS

CBRE served as the leasing agent for the United States Postal Service (USPS) for the Lease Amendment. Included in the Amendment was a onetime 1.5% leasing commission payment of $2,927.03 to CBRE.

The original invoice for the commission was received from CBRE on August 31, 2015. In an oversight, the invoice was not paid and was reissued by CBRE on February 10, 2016.

BUDGETARY IMPACT

The Other Grants and Aids Account (110-3230-559.83-00) has an unencumbered balance of \$26,414.50 (upon the approval of Item V-2). A transfer of \$2,927.03 to the Contract Services Account (110-3230-559.34-00) will allow for payment of the commission to CBRE.

REVIEWED

The City Manager, Community Services Director, Finance Director and Deputy Community Service Director have reviewed this agenda item.

City Manager	John A. Titkanich, Jr., AICP
Community Services Director	Steven P. Belden, AICP
Finance Director	2.24.16 Teri Butler
Deputy Community Services Director	Nancy A. Dresser

REQUESTED MOTION

Approve a payment of \$2,927.03 to CBRE for the rental commission on the Lease Amendment for the Cocoa Village Post Office.

Past Due
Please Remit

CBRE

INVOICE : 2015-819518-001

DEAL INFORMATION:

Deal ID: 2015-819518
Landlord: CITY OF COCOA FLORIDA
Tenant: UNITED STATES POSTAL SERVICE
Producer Name:

Property Name: COCOA DOWNTOWN STATION 111725-006
Property Address: 600 FLORIDA AVE STE 101 COCOA, FL 32922
Office Deal#: 111725-006

Lease From: 11/01/2015
Lease To: 10/31/2020

Bill To:
CITY OF COCOA FLORIDA

603 BREVARD AVE
COCOA, FL 32922
UNITED STATES
ATTN: HENRY U PARRISH III

Invoice Date: 08/31/2015
Re-Invoice Date: 02/10/2016

Federal Tax ID: 95-2743174
CBRE Contact: Tonna Jo Rogers
CBRE Contact Ph#: 202/268-6654
CBRE Contact Email: tonna.rogers@cbre.com

CONSIDERATION/COMMISSION CALCULATION:

Charge Description	Qty	UOM	SQFT	Amount	Consideration	Comm %	Commission Amount
Annual Rent	5.00	PMT	0.00	$39,027.00	$195,135.00	1.50%	$2,927.03
				Total Consideration :	**$195,135.00**	**Total Commission:**	**$2,927.03**

INVOICE DETAIL:

Due Date	Description		Amount Due
08/31/2015	COMMISSION DUE PER 7.27.15 SIGNED AGREEMENT		$2,927.03
		Total Invoice Due:	**$2,927.03**

Comments :

DEAL SUMMARY:

Transaction Commission:	$2,927.03
Plus: Reimbursable Expense:	$0.00
Total Amount Due :	$2,927.03
Less: Outside Broker paid by Client:	-$0.00
Amount Due to CBRE:	$2,927.03
Less: Total Paid To Date:	-$0.00
Remaining Balance Due:	$2,927.03
Total amount Due this Invoice:	**$2,927.03**
Future Installments:	$0.00
Previous Invoice(Unpaid Amount):	$0.00
Outside Broker paid by CBRE (Included in the Total Amount Due):	$0.00

REMITTANCE INSTRUCTION:
Please include invoice with payment

PLEASE MAIL YOUR CHECK TO THIS ADDRESS:
CBRE, Inc.
Location Code 2011 P.O. Box 406588
Atlanta
GA 30384 6588

RECEIVED
FEB 22 2016
BY: JG

1. Regular meeting on 03/01 did not have a quorum, special meeting set 03/08 AF