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**MAILING ADDRESS**

CITY OF SANFORD  
POST OFFICE BOX 1788  
SANFORD, FL 32772-1788

•

**PHYSICAL ADDRESS**

CITY HALL  
300 NORTH PARK AVENUE  
SANFORD, FL 32771-1244

•

TELEPHONE  
407.688.5001

FACSIMILE  
407.688.5002

•

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MAYOR

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DISTRICT 2

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CITY MANAGER

**NSP-3**  
**3<sup>rd</sup> Quarter Progress Report:**  
**October 1, - December 31, 2011**

## NSP-3

### 3<sup>rd</sup> Quarter Progress Report: October 1, - December 31, 2011

The third quarter activities for the NSP program were still slow as staff continued to participate in training, webinars and work with the City's Purchasing Department to finalize the selection process and contract process and language for a sub-grantee. The selection process was completed and Miller Construction Services, LLC and Habitat for Humanities were selected. The contract language and City Commission approval is still in process. To prevent us from reinventing the wheel, we are consulting with Seminole County and the City of Deltona regarding their program guidelines.

Prior to selecting the contractors, references were checked and City departments were consulted for any prior experience with any of the contractors and the nature of that experience. Of particular concern were contractor's compliance with the City's permitting process, if they owned property in the City of Sanford, and if they had a history of code violations on their property. A face to face meeting was held with the Director of Planning and Development Services to review the list.

To evaluate the RFQ's, staff used the Evaluation Form recommended by the Purchasing Department and included in the RFQ. The Evaluation Form consisted of ranking the RFQ's on the following criteria:

- |                                  |              |
|----------------------------------|--------------|
| 1. Qualifications and Experience | 0 -15 Points |
| 2. Similar Project Experience    | 0 -10 Points |
| 3. Approach to work              | 0 -50 Points |
| 4. Financial Qualification/Cost  | 0 -25 Points |

Developer/Contractor	Ranking	Average Ranking	Per Unit Fee
Miller Construction Services	95/100	97.5	\$8,950
Habitat for Humanities	88/94	91	\$6,000
CBR Consulting	92/94	93	\$9,950
Ruby Builders Inc	100/90	95	\$16,050
Corinthian Builders	99/96	97.5	\$11,670
Woodard Construction	93/90	91.5	\$13,409

In addition to the above criteria, the reviewers also considered the developers prior experience with the city of Sanford and if the business was local to Sanford. Bonus points were given for these criteria.

The contractors selected were notified and a meeting held with them to review the program and to discuss with them best practices from their prior NSP experience. The other four contractors responding to the RFQ and not selected, were notified by email of selections.

Miller Construction will be the contractor for the four (4) long term affordable rental units as well as for the four (4) moderate income units. Habitat for Humanities will be the contractor for the four (4) low income resale units.

Submitting the Transmittal to the City Commission for approval of the contract with Miller Construction Services, LLC and Habitat for Humanities is anticipated in January 2012.

During the quarter, considerable time was spent on orientation and training for Lisa Mosca, Administrative Coordinator, hired September 26, 2011. Also, during the quarter Lisa attended the HUD IDIS Training held the first week of December in Buffalo, New York.

During the quarter, staff worked diligently to input the NSP3 Plan into the DRGR reporting program. After numerous set backs re-entries and technical glitches the Plan was transferred to DRGR and submitted late September for approval. The Plan was initially rejected with recommended changes. Changes were performed and Plan re-submitted. The Plan was approved in October.

Staff contacted Professional Services Industries (PSI) for a quote on the cost to conduct the environmental review for the target area and estimated time frame to conduct the ERR.

Staff continues to work on developing a Program Manual that explains the guidelines, income criteria, target area and the application and qualification processes.

The following is a list of webinars and training staff participated in:

**Webinars:**

Staff participated in the following webinars during the quarter

- 10/6/11 Home & NSP Rules
- 10/10/11 NSP- First Look Program
- 10/11/11 Issues with Developers
- 10/25/11 NSP Q & A Session
- 11/3/11 Activity, Delivery and Administrative cost
- 11/17/11 NSP Q & A Session
- 12/1/11 Security Issues for Grantees
- 12/6/11 NSP Income Reporting

**Training:**

Staff participated in the following training during the quarter-

12/1/11 – 12/2/11 Lisa, the Administrative Coordinator, participated in the HUD IDIS Online Training for CDBG Grantees held in Buffalo, New York December 1 -2, 2011.

**Demolition:**

Staff continues to work with the City's Code Enforcement Department on the NSP Toolkits requirements and guidelines for demolition and sample Request for Proposals. The City's Public Works Department will be the primary provider of demolition services. A tentative list of blighted properties in the target area has been created and reviewed for consideration in the NSP program. Several potential sites have been identified and Code Enforcement is actively following –up on them. Final decision will be made after the ERR is completed.

**Acquisition and Rehabilitation:**

No activity this quarter, waiting for final approval from the City Commission for the contract and completion of the ERR.