

**City of Hallandale Beach  
Community Redevelopment Agency**

**Request for Proposal  
#FY 2012-2013-CRA003**

**Stuart & Shelby Development  
205 George Bush Blvd  
Delray Beach, FL 33444  
561-637-7902  
Contact: Chuck Halberg  
561-809-1266 (cell)**

**Proposal dated: April 12, 2013**

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**SECTION 1**

**LETTER OF TRANSMITTAL**

# STUART & SHELBY DEVELOPMENT- GENERAL CONTRACTORS

## LETTER OF TRANSMITTAL HALLANDALE CRA FY 2012-2013-CRA003

April 12, 2013:

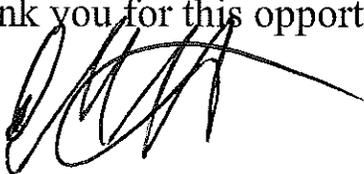
Please accept this letter of transmittal for the above Hallandale Beach CRA RFP.

Stuart & Shelby Development have reviewed the RFP in its entirety and has a full understanding of the scope. We are committed to perform the work within the time period as indicated in the RFP and know that we can easily beat that time period if homes are released in a timely manner. Theoretically if all 12 homes were released to us at one time we could complete all of those within a 12 month period.

We believe we are the best qualified company to partner with and perform this work based not only our companies partners experience in the South Florida construction industry, but recently just having finished 46 units as part of the award winning Lake Worth CRA NSP2 project.

Our submitted proposal is a firm and irrevocable offer until such time as the Hallandale CRA Board approves the prequalification list and contract as a result of this RFP

We thank you for this opportunity,



Charles Halberg, President

Delray Beach Business Person of the Year 2010

## **SECTION 2**

# **MINIMUM QUALIFICATION EXPERIENCE**

# STUART & SHELBY DEVELOPMENT- GENERAL CONTRACTORS

## MINIMUM QUALIFICATION REQUIREMENTS

### Government Experience:

- See enclosed past performance references in Section 7

### Firm Experience:

- See attached Sunbiz report

### Financial Capacity:

- See enclosed financial statement in Section 10

### Single Family Models:

- See enclosed floor plans for 5 models locating which lot they are specifically designed for in Section 9

**FLORIDA DEPARTMENT OF STATE**  
**DIVISION OF CORPORATIONS**

 [www.sunbiz.org](http://www.sunbiz.org)



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## Detail by Entity Name

### Florida Profit Corporation

STUART & SHELBY DEVELOPMENT, INC.

### Filing Information

<b>Document Number</b>	P06000127551
<b>FEI/EIN Number</b>	205645224
<b>Date Filed</b>	10/03/2006
<b>State or Country</b>	FL
<b>Status</b>	ACTIVE

### Principal Address

205 GEORGE BUSH BLVD  
DELRAY BEACH, FL 33444

Changed: 02/01/2010

### Mailing Address

205 GEORGE BUSH BLVD  
DELRAY BEACH, FL 33444

Changed: 02/01/2010

### Registered Agent Name & Address

HALBERG, CHARLES G  
4870 S. CLASSICAL BLVD.  
DELRAY BEACH, FL 33445

Name Changed: 02/11/2007

### Officer/Director Detail

#### **Name & Address**

Title P

HALBERG, CHARLES G  
4870 S. CLASSICAL BLVD.  
DELRAY BEACH, FL 33445

Title V

NEVILLE, WILLIAM  
509 ANCHORAGE DRIVE  
N. PALM BEACH, FL 33408

Title S

MC GOVERN, CHARLES  
68 LEGACY COURT  
DELRAY BEACH, FL 33445

### Annual Reports

Report Year	Filed Date
2010	02/01/2010
2011	01/06/2011
2012	04/09/2012

### Document Images

<a href="#">04/09/2012 ANNUAL REPORT</a>	View image in PDF format
<a href="#">01/06/2011 ANNUAL REPORT</a>	View image in PDF format
<a href="#">02/01/2010 ANNUAL REPORT</a>	View image in PDF format
<a href="#">03/29/2009 ANNUAL REPORT</a>	View image in PDF format
<a href="#">04/30/2008 ANNUAL REPORT</a>	View image in PDF format
<a href="#">02/11/2007 ANNUAL REPORT</a>	View image in PDF format
<a href="#">10/03/2006 Domestic Profit</a>	View image in PDF format

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State of Florida, Department of State

## **SECTION 3**

### **LICENSE TO PRACTICE**

**(See attached State of Florida, Palm Beach County and Delray Beach Licensing. Upon winning of RFP we will get Broward County and Hallandale Beach licenses)**

AC# 6166978

STATE OF FLORIDA

DEPARTMENT OF BUSINESS AND PROFESSIONAL REGULATION  
CONSTRUCTION INDUSTRY LICENSING BOARD

SEQ# L12061901035

DATE	BATCH NUMBER	LICENSE NBR
06/19/2012	110436409	CGC35842

The GENERAL CONTRACTOR  
Named below IS CERTIFIED  
Under the provisions of Chapter 489 FS.  
Expiration date: AUG 31, 2014

HALBERG, CHARLES GORDON  
STUART & SHELBY DEVELOPMENT INC  
205 GEORGE BUSH BLVD  
DELRAY BEACH FL 33445

RICK SCOTT  
GOVERNOR

KEN LAWSON  
SECRETARY

DISPLAY AS REQUIRED BY LAW

CITY OF DELRAY BEACH

38236

BUSINESS TAX RECEIPT  
& CONTRACTOR REGISTRATION

RESTRICTION:

OWNER: HALBERG, CHARLES GORDAN  
BUSINESS NAME: STUART & SHELBY DEVELOPMENT  
LOCATION: 205 GEORGE BUSH BLVD  
CLASSIFICATION: CONTRACTOR-GENERAL

RECEIPT NO 13 00045453  
CONTROL NO 131904  
DATE ISSUED: 7/17/12  
BUSINESS TAX FEE: 164.39  
DELINQUENT FEE: .00  
TRANSFER FEE: .00

TOTAL AMOUNT PAID: 164.39

STUART & SHELBY DEVELOPMENT  
INC  
205 GEORGE BUSH BLVD  
DELRAY BEACH FL 33444

BUSINESS TAX RECEIPT ISSUED FOR THE PERIOD  
OCTOBER 1 2012 TO SEPTEMBER 30 2013

**BUSINESS TAX RECEIPT MUST BE  
CONSPICUOUSLY DISPLAYED TO  
PUBLIC VIEW AT BUSINESS LOCATION**

Notice: This business tax receipt becomes NULL and VOID if ownership, business name, or address is changed. Applicant must apply for Transfer.



ANNE M. GANNON  
CONSTITUTIONAL TAX COLLECTOR  
Serving Palm Beach County

P.O. Box 3353, West Palm Beach, FL 33402-3353  
www.taxcollectorpbc.com Tel: (561) 355-2272

\*\*LOCATED AT\*\*

205 GEORGE BUSH BLVD  
DELRAY BEACH, FL 33444-4034

TYPE OF BUSINESS	OWNER	CERTIFICATION #	RECEIPT #/DATE PAID	AMT PAID	BILL #
23-0051 GENERAL CONTRACTOR	HALBERG CHARLES		U12.575494 - 07/06/12	\$27.50	B40073744

This document is valid only when receipted by the Tax Collector's Office.

STATE OF FLORIDA  
PALM BEACH COUNTY  
2012/2013 LOCAL BUSINESS TAX RECEIPT

LBTR Number: 201007457  
EXPIRES: SEPTEMBER 30, 2013

This receipt does not constitute a franchise,  
agreement, permission of authority to perform the  
services or operate the business described herein  
when a franchise, agreement or other county  
commission, state or federal permission of authority  
is required by county, state or federal law.

STUART & SHELBY DEVELOPMENT INC  
STUART & SHELBY DEVELOPMENT INC  
205 GEORGE BUSH BLVD  
DELRAY BEACH, FL 33444-4034



## **SECTION 4**

# **FIRM QUALIFICATIONS & EXPERIENCE**

# STUART & SHELBY DEVELOPMENT- GENERAL CONTRACTORS

## FIRM QUALIFICATIONS AND EXPERIENCE

### **Firm's years of experience providing the required services:**

The partnerships of Stuart & Shelby Development has over 75 years experience providing single family homes in the South Florida market.

### **Firms years of experience providing the required services to governmental agencies:**

The firm has been providing our services to government entities for the past 6 years but our partners have been involved with government agencies for over 15 years

### **Related experience providing single family housing experience:**

The partners of Stuart & Shelby have been involved in the construction of over 5000 single family homes in South Florida since 1980 having been in upper management with some of South Florida's largest builders. Chuck Halberg, President of Stuart & Shelby Development has been a Florida State Certified licensed GC since 1986 and personally has been involved in over 2500 single family home with out ever being involved in any litigation.

### **Stuart & Shelby Development has never built in Hallandale Beach**

### **Ability to qualify buyers for the project:**

See attached Attraction to Qualified Buyers in submittal

### **Employees:**

Stuart & Shelby currently employees 6 full workers, 1 part time employee and 2 contract workers. A project of this size will require 1 part time project manager, 1 full time superintendent, 3 part time support staff members and 2 contract staff members

### **Provide a list of government and private contracts through 2017:**

Lake Worth CRA 2 new single family homes

Lake Worth CRA 2 single family home remodels (completion end of 2013)

(1 employee and 1 part time staff running these jobs)

2 Condo renovations in Delray Beach (completion June 2013)

1 part time employee running these jobs

**205 George Bush Blvd • Delray Beach, FL 33444**

**Phone 561-637-7902 • Fax 561-637-7904 • [www.stuartandshelby.com](http://www.stuartandshelby.com)**

## **SECTION 5**

# **TEAM & PROJECT MANAGER EXPERIENCE & QUALIFICATIONS**

# STUART & SHELBY DEVELOPMENT- GENERAL CONTRACTORS

## TEAM'S EXPERIENCE AND QUALIFICATIONS

### Personal to be used on project:

**Corey O'Gorman & Jeff Oris** - Project Manager/Homeowner Liaison- This position is responsible for qualified home buyer recruitment and education. Further, this position will act as project manager ensuring a smooth process for the Client (HBCRA), the home buyer and the builder. PM/Homeowner Liaison will also coordinate activities with City Departments including Building (for permits), public works and Utilities for driveway / sidewalk work and utility connections, and will also work with other franchise utilities (Phone and cable) as appropriate.

**Chuck McGovern**- part time project manager for horizontal and vertical construction (bio enclosed)

**Full time superintendent**- To be determined

**Chuck Halberg**- part time oversight of project as President of Stuart & Shelby (bio enclosed)

**William Neville**- part time oversight of project regarding Purchasing and Contract (bio enclosed)

**Patty Eldredge**- Office Manager

### List of similar project in past 5 years:

Lake Worth CRA NSP2 (2011-2013 completed)

General Contractor for new construction and renovation for 46 units as part of this project. Worked closely to administer the HUD requirements for this project, purchased all contracts and full oversight of all construction activities. Project cost: \$5,500,000.00 +/-

Delray Beach Community Land Trust (2009-2011 completed)

General Contractor for the construction 12 new single family homes. Project cost \$1,500,000+/-

Adopt A Family of the Palm Beaches (2008-2009 completed)

General Contractor on the 9 unit affordable housing project. Site development and full construction. Project cost (\$1,200,000 +/-)

Multiple new single family homes in the Delray Beach area for private clients (2008-2013)

Design, develop and build for various private clients. Total project cost over \$5,000,000

### Provide names of persons in organization who was most responsible for managing each project:

Chuck Halberg, President/ GC and Chuck McGovern, Project Manager over see all field activities on all of our project.

William Neville, Vice President over see's purchasing and contract administration on all projects

### Describe all legal claims.

There have never been any legal claims against the company or staff alleging error and/ or omissions or any breach in professional ethics.

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# STUART & SHELBY DEVELOPMENT- GENERAL CONTRACTORS

## PARTNER & PARTIAL RECENT PROJECT PROFILE

### Chuck Halberg, President

- Delray Beach Chamber of Commerce 2010/ 2011 Business Person of the Year
- Florida Licensed General Contractor since 1986
- 41 years in the construction industry including South Florida since 1980
- Construction Management/ Executive since 1980 for three top 200 National Builders
- Oversaw the construction of over 2500 residential single family units, 3500 apartments, and 800,000 SF of commercial space since 1975
- **Personal strengths in business relations, product development, budget management quality control, customer satisfaction**

### Bill Neville, Vice President

- In the construction industry in South Florida since 1983
- Managed purchasing department for organizations with annual construction budgets in excess of \$200,000,000 including 4 of Florida's top builders
- Bachelor of Science in Business Administration. Major in Business Management
- **Personal strengths in budget management, value engineering, product development, quality control**

### Chuck McGovern, Construction Manager

- In the construction industry since 1980, in South Florida since 2000
- Oversaw construction of over 400 residential units in Palm Beach County since 2004 including custom homes, affordable homes and multifamily units
- **Personal strengths in job coordination, value engineering, quality control, customer satisfaction**

### Recent/ Current Projects

- Recently completed 46 units as part of the Lake Worth CRA/ Adopt A Family NSP2 project which has won state awards
- Construction of 12 single family homes for the Delray Beach CLT since 2009 \$120,000-\$175,000
- General Contractor for the 2009 award winning "Outstanding Affordable Housing Project" by The Florida Redevelopment Association. This 9 unit town home building was built for Adopt-A-Family of the Palm Beaches in Lake Worth, Florida \$1,400,000
- 5000 SF single family home in Delray Beach (under construction 2013)
- 4200 SF single family home in Delray Beach (under construction 2013)
- 1800 SF single family home in Boynton Beach completed February 2013
- 5100 SF single family home in Delray Beach- under construction
- 3400 SF single family home in Delray Beach- completed 2011
- 1800 SF single family home in Delray Beach complete 2012
- Renovation to 1500 SF single family home completed 2013

# STUART & SHELBY DEVELOPMENT- GENERAL CONTRACTORS



## Professional Qualifications

Corey W. O'Gorman, AICP

### Areas of Expertise

Strategic planning and project management including: feasibility analysis and due diligence; critical path scheduling and budgeting; development team selection, project financing (grants and loans), contract negotiation and management; zoning, entitlements and permitting; construction management; and grant administration.

### Education, Certifications, and Affiliations

Bachelor of Arts, Environmental Studies  
Rollins College, Winter Park, Florida, 1983  
American Institute of Certified Planners (AICP)  
July, 1991  
Village of North Palm Beach  
Planning Commission, current  
American Planning Association, current  
Florida Trust for Historic Preservation  
Current member  
Florida Redevelopment Association  
Past-Board of Directors Member  
Florida Housing Coalition  
Past-Board of Directors Member

### Project Management:

Wiley Apartments, *Lake Worth, FL*  
Oaks at Shannon's Crossing Apts, *Okeechobee, FL*  
Eden Gardens Apts, *Immokalee, FL*  
Manatee Village Apts, *Ruskin, FL*  
Pollywog Creek Apts, *LaBelle, FL*  
Orchid Gardens, *Lake Worth, FL*  
Begonia Gardens, *Lake Worth, FL*  
American Orchid Society, *Delray Beach, FL*  
Greater Yamaha, *West Palm Beach, FL*

### Project Management & Grant Administration:

Adopt-a-Family NSP2 Scattered Sites Rehabilitation  
and New Construction, *Lake Worth, FL*  
Pollywog Senior Housing, *LaBelle, FL*  
Habitat for Humanity, Providence Point Infrastructure  
Construction, *Tampa, FL*  
In The Pines Phase 1 & 2, *Delray Beach, FL*  
Howard Park Ball-park Lighting, *Lake Worth, FL*  
Latona Avenue Infrastructure, *Lake Worth, FL*  
Washington Avenue Infrastructure, *Lake Worth, FL*

Lake Worth Municipal Pool, *Lake Worth, FL*  
AHEPA Apartments, *West Palm Beach, FL*  
DEEDCO Gardens Apartments, *Homestead, FL*  
Villa Franciscan Apts, *Riviera Beach, FL*  
Villa Madonna Apts, *West Palm Beach, FL*  
YWCA of PB County, *West Palm Beach, FL*

### Studies/Development Feasibility / Due Diligence:

Analysis of Impediments to Fair Housing, *Miami-Dade County, Collier County, Brevard County, City of West Palm Beach, City of Homestead*  
Affordable Housing Strategies, *Belle Glade, FL*  
Section 106 Historic Structures, *St. Pete, FL*  
CDBG Environmental Reviews-Multiple Projects, *PB County, FL*  
Consolidated Plan, Impediments to Affordable Housing, *Spartanburg County, SC*  
1927 Historic High School, *Boynton Beach, FL*  
Boynton Beach Town Square, *Boynton Beach, FL*  
Lake Worth Beach & Casino, *Lake Worth, FL*  
Jupiter Inlet Village, *Jupiter, FL*  
The Lofts of Melbourne, *Melbourne, FL*  
Riverwalk, *Port St. Lucie, FL*  
Coach USA, *Lake Worth, FL*  
Jupiter Medical Offices, *Boynton Beach, FL*  
Baron Sign Company, *Lake Park/Riviera Beach, FL*  
The Arbours, *Cathedral City, CA*  
Riverside Drive, *Palm Beach Gardens, FL*  
Anspach Companies, *Palm Beach Gardens, FL*  
Implant Innovations, *Palm Beach Gardens, FL*  
Lake Drive, *Singer Island, FL*  
Hobe Sound Nursery, *Hobe Sound, FL*  
45<sup>th</sup> Street Medical Offices, *West Palm Beach, FL*  
Falkner Farms, *Manatee County, FL*  
Greenwood Avenue Medical, *West Palm Beach, FL*  
NE 6<sup>th</sup> Avenue, *Delray Beach, FL*

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# STUART & SHELBY DEVELOPMENT- GENERAL CONTRACTORS



## Professional Qualifications

Jeffrey L. Oris, CEcD

### Areas of Expertise

Affordable Housing, Community Planning, Community Development Block Grant (CDBG) Administration, Grant Writing, Project Financial and Incentive Analysis, Zoning and Land Development Regulations, Redevelopment Planning and Financing, Redevelopment Administration, Economic Development Planning, and Municipal Government Administration.

### Education and Certifications

Master of Public Administration  
Syracuse University, Syracuse, New York  
Bachelor of Science, Industrial and Labor Relations  
Cornell University, Ithaca, New York  
Certified Economic Developer (CEcD)  
International Economic Development Council,  
Washington, D.C.

### Affiliations

Florida Redevelopment Association  
Past-President, Past-Board of Directors Member,  
American Planning Association-past member  
International Economic Development Council  
Frequent Guest Speaker for:  
Florida Redevelopment Association  
American Planning Association – FL Chapter  
Florida Atlantic University  
Broward County School Board, *Broward County, FL*  
Qualifications, Selection and Evaluation Committee

### Positions Held

Planning and Redevelopment Consultants, Inc.,  
*Coconut Creek, FL*  
Founder and Principal  
Martin County, Stuart, FL  
Community Development Director  
PMG Associates, Inc., Deerfield Beach, FL  
Director of Government and Development Services  
Margate Redevelopment Agency, Margate, FL  
Executive Director  
City of Margate, FL  
Economic Development Coordinator

### CDBG and Housing Administration

Neighborhood Stabilization Grant Application,  
*Martin County, FL*  
State Housing Initiatives Partnership Program  
Administration, *Martin County, FL*  
Florida Small Cities Community Development Block  
Grant Administration, *Martin County, FL*  
Florida Small Cities Community Development Block  
Grant Disaster Recovery Administration, *Martin  
County, FL*  
Community Development Block Grant Administration,  
*Margate, FL*  
State Housing Initiatives Partnership Program,  
*Margate, FL*  
Community Development Block Grant Consolidated  
Plan, *Margate, FL*  
Local Housing Assistance Plan, *Margate, FL*  
El Nino CDBG Stormwater Improvements Project,  
*Margate, FL*

### Housing Analysis and Programming

Pollywog Creek Senior Housing, *LaBelle, FL*  
West Palm Beach Residential Incentive Program  
Review, *West Palm Beach, FL*  
Martin County Affordable Housing Funding Strategy,  
*Martin County, FL*  
Public Housing Vacancy Reduction Strategy, *Miami-  
Dade County, FL*  
West Perrine Community Redevelopment Plan,  
*Miami-Dade, FL*  
Bella Vista Pricing Study, *United Homes, Miami Lakes,  
FL*  
Brevard County 55+ Housing Pricing Study, *Kenco  
Communities, Boca Raton, FL*

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# STUART & SHELBY DEVELOPMENT- GENERAL CONTRACTORS

## **Capital Projects and Program Management:**

Rio Water-Sewer Improvements, *Martin County, FL*  
Banner Lake Sewer Improvements, *Martin County, FL*  
Hobe Sound Downtown Sewer Improvements, *Martin County, FL*  
Land Acquisition Program, *Margate, FL*  
State Road 7 Streetscape Improvements, *Margate, FL*  
Atlantic Blvd Streetscape Improvements, *Margate, FL*  
Royal Palm Blvd Streetscape Improvements, *Margate, FL*  
Southgate Blvd Reconstruction, *Margate, FL*

## **Market Studies and Project Analysis:**

Gainesville CRA Residential Incentives Program, *Gainesville, FL*  
Flagler Village Project Revenue Estimates, *Flagler Village Association, Fort Lauderdale, FL*  
Forrest City/Magna Entertainment Mixed Use Project Analysis, *Hallandale Beach CRA, Hallandale, FL*  
Mount Dora CRA Market Strategies, *Mount Dora, FL*  
Juno Beach Market Strategies, *Juno Beach, FL*  
Lauderdale Lakes CRA Market Strategies, *Lauderdale Lakes, FL*  
Satellite Beach CRA Market Strategies, *Satellite Beach, FL*  
Fort Pierce CRA Cost Allocation Study, *Fort Pierce, FL*  
North College Ave. Market Strategies, *Ft. Collins, CO*  
Summerton Downtown Market Strategies, *Summerton, SC*

## **Redevelopment Planning and Implementation:**

Satellite Beach CRA Plan Update, *Satellite Beach, FL*  
Naples CRA Plan Update, *Naples, FL*  
Margate CRA Plan, *Margate, FL*  
Margate CRA Land Assembly Strategy, *Margate, FL*  
Park of Commerce CRA Plan, *Lake Worth, FL*  
Callaway CRA Plan, *Callaway, FL*  
West Perrine CRA Plan, *Miami-Dade County, FL*  
N. College Ave. Land Assembly Plan, *Ft. Collins, CO*  
Ybor City CRA Implementation Strategy, *Tampa, FL*  
CRA Sign Code, *Margate, FL*  
Zoning Code Update, *Margate, FL*  
Sign Code Compliance Review, *North Miami Beach, FL*

## **Annexation/Incorporation Studies:**

Park of Commerce Area, *Lake Worth, FL*  
Via Verde Area, *Boca Raton, FL*  
West Town Center Area, *Boca Raton, FL*  
Skylake and Highland Oaks, *North Miami Beach, FL*  
Cape County Feasibility Study, *Cape Coral, FL*

## **Presentations**

Urban Land Institute Technical Advisory Panels:  
Fairbanks Avenue Area, *Winter Park, FL 2012*  
S. Dixie Highway Area, *West Palm Beach, FL 2012*  
International Economic Development Council 2010  
Instructor – Real Estate Development and Reuse Certification Course  
American Planning Association – Florida Chapter 2010  
Creating and Using Redevelopment Incentives  
Florida Redevelopment Association 2009  
Housing and Markets  
Florida Atlantic University Hot Topics Series 2009  
Revisiting the Redevelopment Plan  
Florida Atlantic University Hot Topics Series 2009  
ABC's of CRA's: CRA Basics  
Government Finance Officer's Association 2008  
Tax Increment Financing  
Florida Redevelopment Association 2008  
Legal, Open Government, Sunshine and Reporting Requirements for CRAs  
Florida Atlantic University Hot Topics Series 2008  
ABC's of CRA's: CRA Basics  
Community Development Finance Association 2007  
Tax Increment Use in Florida  
Urban Land Institute - SE Florida Council 2007  
Real Estate Development Trends  
Florida Economic Development Council 2007  
Urban Rural Success Stories  
Florida Chapter American Planning Association 2006  
Community Redevelopment Basics  
Florida Redevelopment Association 2007  
Redevelopment 101 and Compliance  
Procurement and Purchasing  
Florida Redevelopment Association 2006  
Project Financial Analysis  
Residential Housing: What's Hot  
Audits and Special District Reporting  
Florida Redevelopment Association 2005  
CRA Basics  
If You Build It Will They Really Come?  
Incentives: How Much is Enough?  
Efficient and Effective CRA Reporting  
Florida Chapter American Planning Association 2005  
Downtown Housing  
Visit Florida: Downtowns and Small Towns 2005  
Benefits of Downtown Urban Design Guidelines  
Florida Redevelopment Association 2004  
CRA Basics  
Implementing the Plan: Raising Baby CRA's  
Urban Land Institute - SE Florida Council 2004  
Evolution Revolution: The New Downtowns

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## **SECTION 6**

# **PAST PERFORMANCE**

# **STUART & SHELBY DEVELOPMENT- GENERAL CONTRACTORS**

## **PAST PERFORMANCE REFERENCES**

**Lake Worth CRA  
29 South J Street  
Lake Worth, FL 33460  
Mike McManaman NPS2 Administrator  
561-493-2550  
Recently completed 46 units as part of their NSP2 project**

**Lake Worth CRA  
29 South J Street  
Lake Worth, FL 33460  
Joan Olivia Executive Director  
561-493-2550  
Recently contracted for 4 homes to begin in 2013**

**Delray Beach CRA  
20 North Swinton Avenue  
Delray Beach, FL 33444  
Diane Colonna Executive Director  
516-276-8640  
Historic West Settlers Building  
Renovated Historic Franklin House  
Relocated and new foundation for Hartman House**

**Delray Beach Community Land Trust  
145 SW 12th Avenue  
Delray Beach, FL 33444  
Evelyn Dobson Executive Director  
561 243-7505  
12   ingle family affordable homes**

**Adopt A Family of the Palm Beaches  
1712 2nd Avenue North  
Lake Worth, FL 33460  
Matt Constantine Director of Development  
561-253-1361  
Award winning 9 unit affordable house project  
Various single family homes**

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## **SECTION 7**

# **APPROACH TO PROJECT**

# STUART & SHELBY DEVELOPMENT- GENERAL CONTRACTORS

## APPROACH

Stuart & Shelby Development's (SSD) approach to this project is to address all aspects of the program planning, design, potential buyer qualification, permitting, construction and close-out process to ensure that each step logically and seamlessly leads to the next step; that the project is concluded efficiently and in accordance with all of the expectations of the Hallandale Beach Community Redevelopment Agency (HBCRA); and that the HBCRA can quickly and efficiently sell all twelve properties to well qualified homebuyers as soon after construction is concluded as is possible. This approach emphasizes the following key principals:

- **Communication** between all team members of progress and issues throughout the process;
- Construction of **high quality housing** that will be an asset in the near-term and long-term future of this community;
- **Transparency and accountability** for the expenditure of public funds;
- Aggressive outreach to **well qualified local subcontractors and vendors** to ensure both quality of construction and community benefit;
- **Housing affordability** through ensuring high quality of construction (thereby reducing cost of maintenance and upkeep); incorporation of energy efficient design to lower utility and operating costs; recruitment of qualified **residents from the local area** and **local employers** to keep commuting distances and costs at a minimum;
- **Neighborhood stabilization** through recruitment of qualified residents from the local area that can afford to purchase the homes from the HBCRA, and maintain and operate new homes long into the future.

## Proposal

This proposed approach from SSD is to construct homes on all of the twelve (12) lots identified in the solicitation either simultaneously or in groups of 3, 4 or 6 homes so that all homes are completed in a time period of approximately one (1) year from award. This construction effort will be preceded by an aggressive potential buyer qualification program, and thorough program planning, design and permitting. By completing construction of all twelve (12) homes within a short time period there will be efficiencies in the cost to design, permit and construct; the HBCRA will have a better ability to sell all of the units; and, it will have a significant positive impact on the neighborhood through this very visible public investment and the stabilizing influence of new families.

## Program Planning

In order to accomplish the construction of all twelve (12) units, it is important to begin with the proper program planning. This will be accomplished by establishing clear lines of community, determining expectations of performance, and laying out a logical critical path approach to this project. A preliminary schedule is included in this section to illustrate the sequence of events and how the major tasks relate to each other.

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# STUART & SHELBY DEVELOPMENT- GENERAL CONTRACTORS

SSD proposes to begin this effort by undertaking the following initial tasks:

- Establish a single-point-of-contact for SSD and the HBCRA, and a chain of command for each organization to ensure good communication and decision-making;
- Work with the City of Hallandale Beach Development Services Department and Building Division on the design, permitting and construction process so that it is undertaken as efficiently as possible;
- Coordinate with the HBCRA on the details of the process for SSD to identify qualified potential home buyers that are turned over to the HBCRA to purchase homes;
- Assist the HBCRA if needed on a process for establishing a sale price, securing first mortgages, downpayment assistance, purchase and sale agreements, and other relevant requirements needed for the HBCRA to go under contract for sale and to close on the sale to qualified home buyers once construction is completed;
- Work with the HBCRA on the details of the process of selecting qualified subcontractors and vendors including outreaching to the local area, and thresholds for accepting informal quotes, written quotes, and requesting bids;
- Establish the process for submitting pay application by SSD and processing payments by HBCRA including identifying specifics for invoicing and account;
- Establish the close-out process for formulating a punch-list, release of retainage, and release of liens.

Once the Program Planning effort is completed, the design, permitting and construction can commence as quickly as possible.

## **Potential Buyer Qualification**

As detailed herein, SSD will utilize local resources for outreaching to and identifying potential qualified buyers. This may include workshops and information sessions coordinated with the HBCRA and key members of the community such as local employers, churches, and existing residents. SSD will also work with the HBCRA so that they have identified potential first mortgage lenders that buyers can contact as well as sources for downpayment assistance other than the HBCRA if needed by the buyers.

## **Design**

Utilizing the models and specifications submitted herein, SSD will complete the construction drawings, and will coordinate with the Building Division on permit application and related requirements in order to expedite the permit review process.

## **Permitting**

During the design process, SSD will work closely with the HBCRA and the City of Hallandale Beach Building Division to ensure that the plans meet local codes and can be permitted as expeditiously as possible. Because the models will be used several times, SSD will work with the Building Division to obtain approval on a master set of plans for each model, and then be able to resubmit the same plans

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# STUART & SHELBY DEVELOPMENT- GENERAL CONTRACTORS

(with a different site plan/survey) in an effort to make the permitting process more efficient and less costly.

## Construction

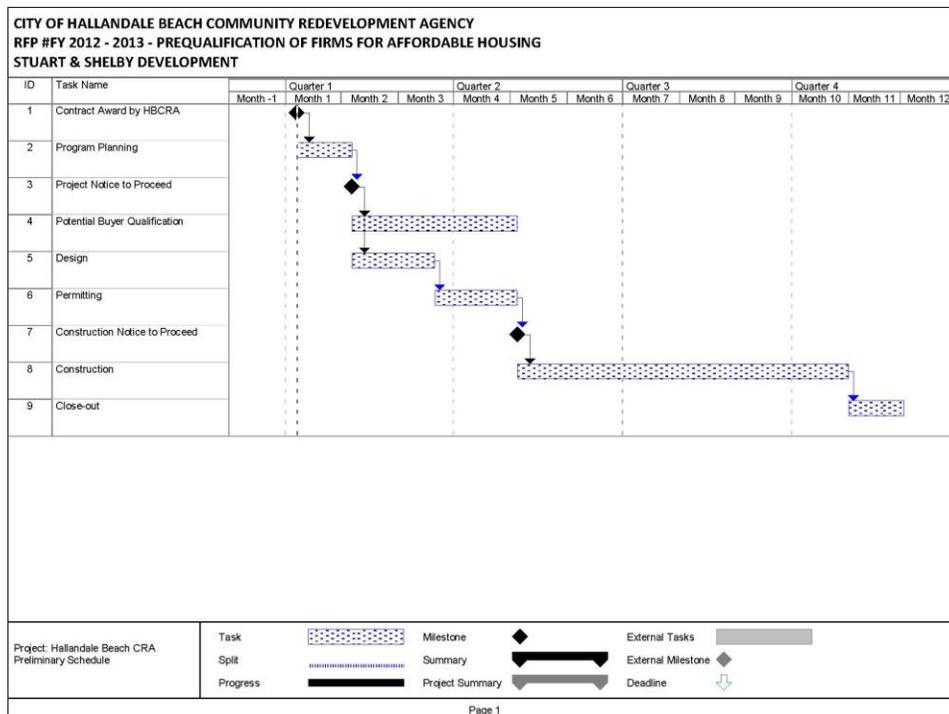
As described herein, SSD will aggressively outreach to qualified local vendors and subcontractors to bid each of the homes. SSD will commence once the building permit is issued and a notice to proceed for each individual property is provided by the HBCRA. SSD will provide a written report of progress to the HBCRA and will encourage regular on-site inspections to review any issues and to process regular pay applications. The typical time frame for construction is approximately four (4) months from notice to proceed to substantial completion. Monthly applications for payment will be made to the HBCRA based on progress of each individual property.

## Close-out

Once the construction reaches substantial completion, SSD will provide written notification to the HBCRA and request a punchlist inspection. Once the punchlist items are complete, SSD will submit the request for final payment and release of retainage. When payment is received SSD will provide final releases, all warranties and will turn over keys to the HBCRA so that they can close on the sale to individual home buyer.

## Preliminary Project Schedule

Below is a preliminary schedule to illustrate the sequence of events and how the major tasks relate to each other.



## **SECTION 8**

### **PROPOSED UNIT MODELS AND OVER ALL COST PER A/C SF & SPECIFICATIONS**

**(This cost is inclusive of all soft and hard  
cost including land development and  
vertical construction)**

# STUART & SHELBY DEVELOPMENT- GENERAL CONTRACTORS

## LOT SPECIFIC MODEL HOME & COST

The following are model descriptions and which lot each model will be on:

**The El Presidente II** is a three bedroom, two bath home with a single car garage. Air conditioned living area is 1,127 square feet

**The Ibis** is a three bedroom, two bath home with a single car garage. Air conditioned living area is 1,127 square feet

**The Seagull** is a two bedroom, two bath home with a single car garage. Air conditioned living area is 1,151 square feet

**The Sunburst** is a two bedroom, two bath home with a single car garage. Air conditioned living area is 1,104 square feet

**The Pelican** is a three bedroom, two bath home with a single car garage. Air conditioned living area is 1,583 square feet

## STUART & SHELBY DEVELOPMENT- GENERAL CONTRACTORS

All pricing includes program management & design, development fees and costs, site work including tree removal and demolition, all vertical construction per the attached plans and specification

<b>Lot &amp; Model</b>	<b>Cost per a/c sf all inclusive</b>	<b>Total cost</b>
Lot 1 Ibis	\$144	\$163,125.00
Lot 2 El Presidente II	\$144	\$163,125.00
Lot 3 Ibis	\$145	\$163,750.00
Lot 4 Seagull	\$138	\$159,038.00
Lot 5 Ibis	\$143	\$161,500.00
Lot 6 Sunburst	\$138	\$152,584.00
Lot 7 Sunburst	\$137	\$151,334.00
Lot 8 Pelican	\$133	\$210,587.00
Lot 9 Pelican	\$134	\$212,097.00
Lot 10 Ibis	\$143	\$162,150.00
Lot 11 Seagull	\$138	\$159,458.00
Lot 12 Ibis	\$144	\$163.125.00

# STUART & SHELBY DEVELOPMENT- GENERAL CONTRACTORS

## Single Family Home Specifications Hallandale Beach CRA 12 Single family homes

### Inspiring Architecture and Design Features

- Complete Architectural plans ready for permit
- Monolithic Slab and CBS exterior walls
- Prefabricated wood truss system
- Covered Entry on all models
- 30 Year 3 Tab shingles
- Gutters on all hip elevations
- Stucco textured finish on exterior walls and overhangs
- Decorative stucco per plan
- Designer paint schemes
- Concrete patios, driveways and entry walks will be a broom swept finish
- Hurricane impact rated windows and sliding glass doors
- Hurricane impact rated metal embossed garage door with opener
- Hurricane impact rated fiberglass six panel entry door
- Fully landscaped lot with sod
- Automatic irrigation system with time clock and rain sensor
- Exterior hose connection (minimum two per home)
- Exterior GFI receptacle (minimum two per home )
- Coach light on one side of garage door, at entry door and double flood lights on two other corners of home
- Minimum 14 SEER air conditioning system with digital thermostat (Carrier or equal)

### Custom Interior

- Knockdown drywall finish on ceilings and walls except bathroom ceilings and walls are orange peel
- White flat paint on all ceilings, low sheen white all rooms per room, white semi glass on all doors and trim.
- Stucco finish on garage masonry walls will be light texture
- Dramatic volume or tray ceilings if applicable per plan
- R-30 ceiling insulation, R4.2 foil on exterior masonry walls
- Hollow core 2 panel or 2 panel interior doors
- Decorative 2-1/4" casing on all swing doors and 4-1/4" base boards in all rooms except bathrooms.
- Lever door hardware on all interior doors (brushed chrome finish)
- 17" Ceramic tile flooring in foyer, kitchen and laundry room (if applicable)
- FHA approved carpet main living areas and bedrooms
- Carrera white/ gray marble window sills
- Abundant bedroom and linen closets and kitchen pantry closets per plans.
- Ventilated "free glide" vinyl coated metal closet shelving

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- Minimum 50 gallon electric water heater- A.O. Smith or equal
- Minimum 150 amp electric service (GE or equal)
- "Decora" rocker light switches through out home with standard receptacle
- Smoke detectors inside and outside all bedrooms
- Cable outlets in all bedrooms and family room or living room
- Phone outlets in all bedrooms and kitchen
- Structure wiring to On-Q panel for TV, Telephone and alarm.
- Alarm system on all exterior doors and house to garage door, one motion detector and one key pad by garage door. Windows can be alarmed for an additional cost. Alarm is Ademco system
- Ceiling fans with light kits in all bedrooms
- Deluxe lighting fixture package

## Gourmet Kitchen

- Timberlake raised panel oak or maple cabinet doors with knobs on doors and pulls on drawers.
- Formica Counter tops in standard colors
- 60/40 stainless steel under mount sink
- Moen single lever faucet with side spray
- Whirlpool (or equal) Appliances in black or white
- Energy Star Refrigerator 22 cf side x side with ice and water in door
- Energy Star Dishwasher
- Electric 30" range Ceran top
- Energy Star over the range microwave
- Full size Energy Star Washer and Full size Dryer
- Badger V garbage disposal

## Luxurious Baths

- Timberlake raised panel oak or maple cabinet doors with knobs on doors and pulls on drawers
- Ceramic tile in all bathrooms (12" x 12" on floors and 6"x 6" on walls) Colors white or bone
- Formica vanity top with steel porcelain round sink
- Master bath and bath #2 tub per plan
- Shower stall in some models per plan includes a standard height chrome enclosure with clear glass.
- Moen Chateau single lever chrome faucet in all baths
- Full length mirror over vanity to a height of 42"
- Chrome bath accessories include towel bar and paper holder in each bath
- Recessed medicine cabinet in all baths
- Elongated commodes in white or biscuit- comfort height Briggs or equal
- Backing for handicap grab bars in walls behind toilet, tub and shower (handicap bars not included)

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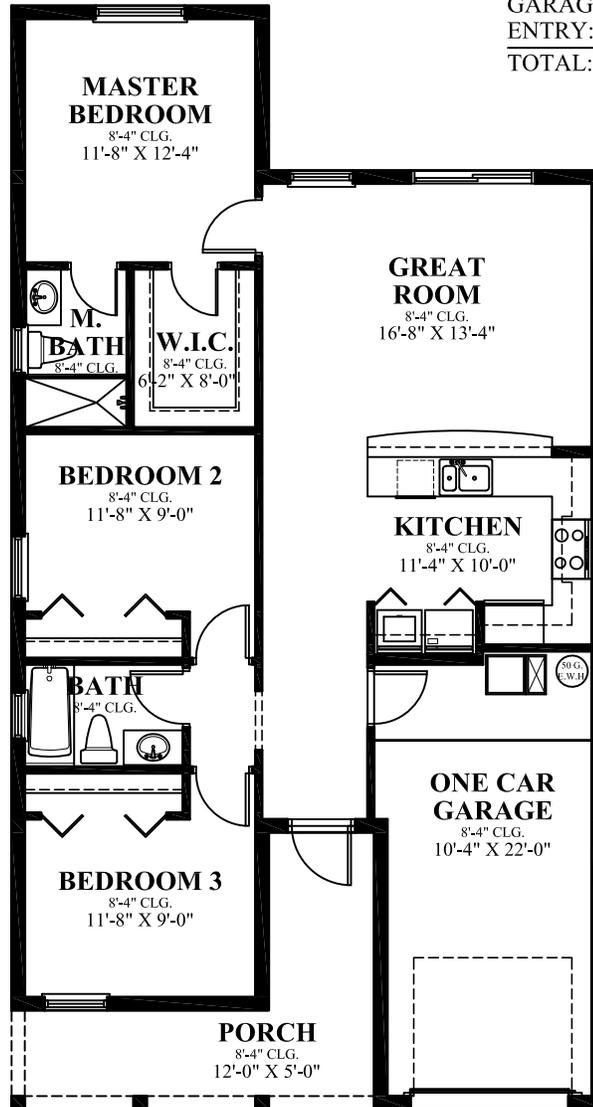
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# The El Presidente II

Three Bedrooms, Two Baths, One Car Garage

**AREA CALCULATIONS:**

A/C LIVING AREA:	1,127 SQ. FT.
GARAGE:	267 SQ. FT.
ENTRY:	140 SQ. FT.
<b>TOTAL:</b>	<b>1,534 SQ. FT.</b>



ALL IDEAS, DESIGNS, ARRANGEMENTS AND PLANS INDICATED OR REPRESENTED BY THIS DRAWING ARE OWNED BY AND THE PROPERTY OF THIS OFFICE AND WERE CREATED, EVOLVED AND DEVELOPED FOR USE ON, AND IN CONNECTION WITH, THE SPECIFIED PROJECT. NONE OF SUCH IDEAS, DESIGN, ARRANGEMENTS OR PLANS SHALL BE USED BY OR DISCLOSED TO ANY PERSON, FIRM OR CORPORATION FOR ANY PURPOSE WHATSOEVER WITHOUT THE WRITTEN PERMISSION OF MAURICE MENASCHE, ARCHITECT.

Stuart & Shelby Development, Inc.

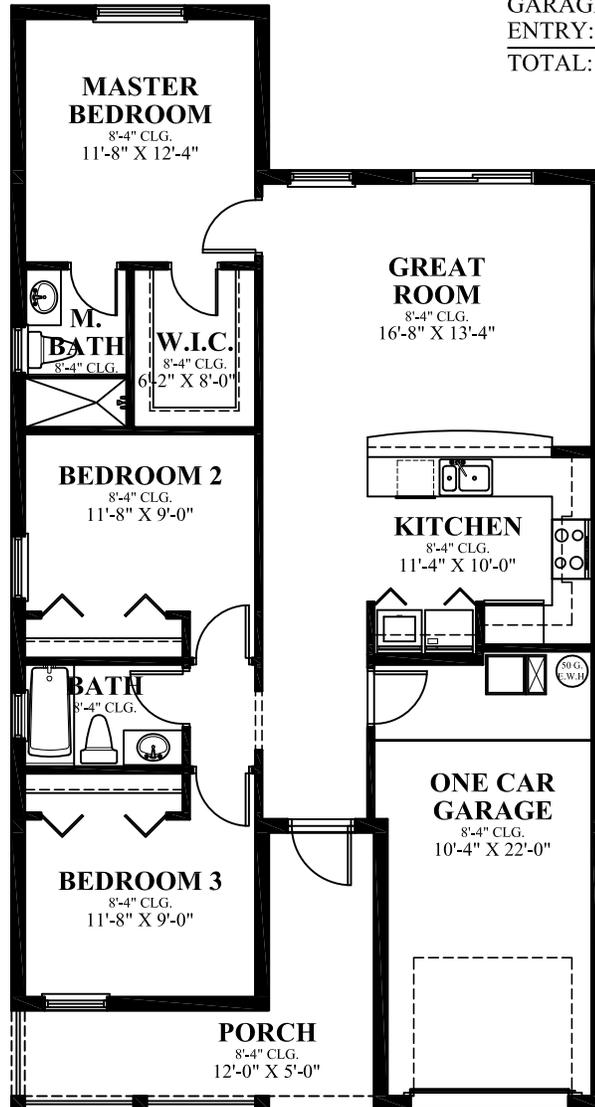
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# The Ibis

Three Bedrooms, Two Baths, One Car Garage

### AREA CALCULATIONS:

A/C LIVING AREA:	1,127 SQ. FT.
GARAGE:	267 SQ. FT.
ENTRY:	140 SQ. FT.
<b>TOTAL:</b>	<b>1,534 SQ. FT.</b>



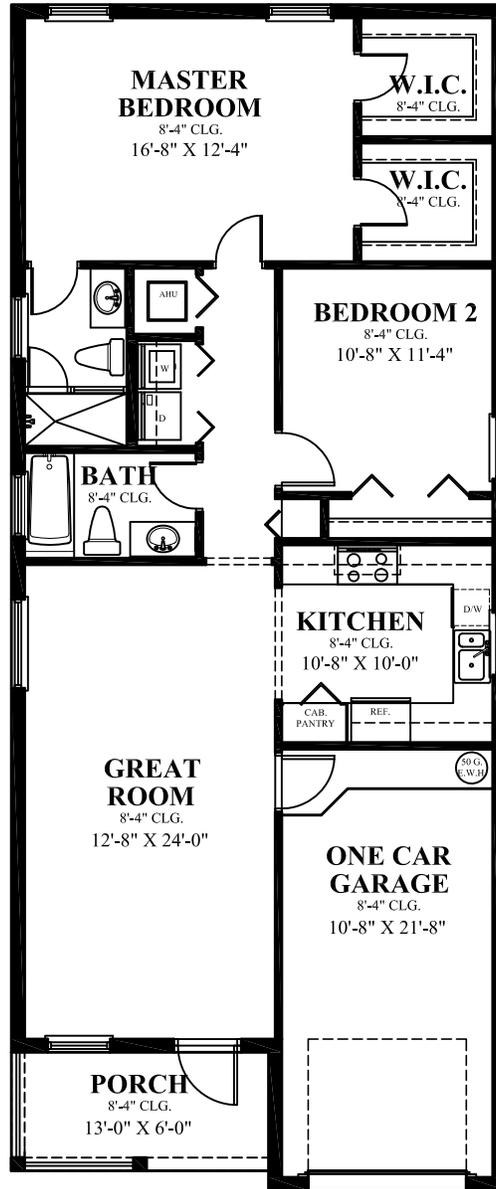
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# The Seagull

Two Bedrooms, Two Baths, One Car Garage



**AREA CALCULATIONS:**

A/C LIVING AREA:	1,151 SQ. FT.
GARAGE:	258 SQ. FT.
ENTRY:	78 SQ. FT.
<b>TOTAL:</b>	<b>1,487 SQ. FT.</b>



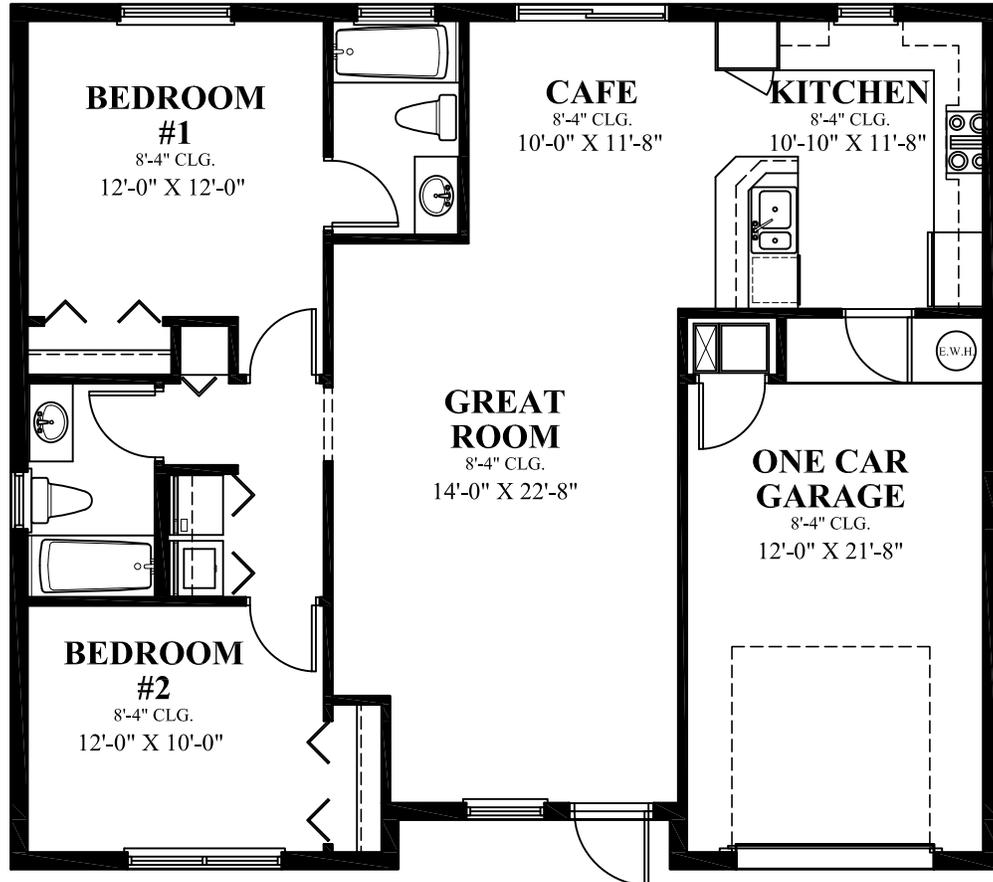
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Stuart & Shelby Development, Inc.

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# The Sunburst

Two Bedrooms, Two Baths, One Car Garage



**AREA CALCULATIONS:**

A/C LIVING AREA:	1,104 SQ. FT.
GARAGE:	274 SQ. FT.
TOTAL:	1,378 SQ. FT.



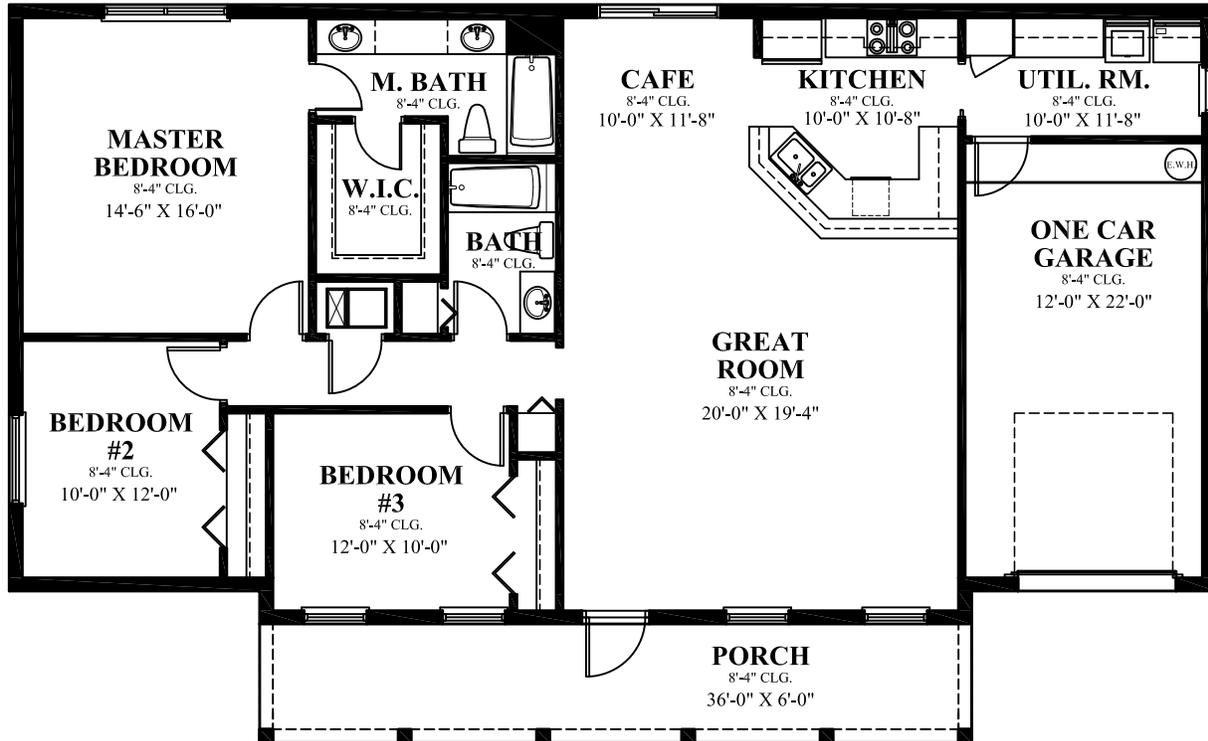
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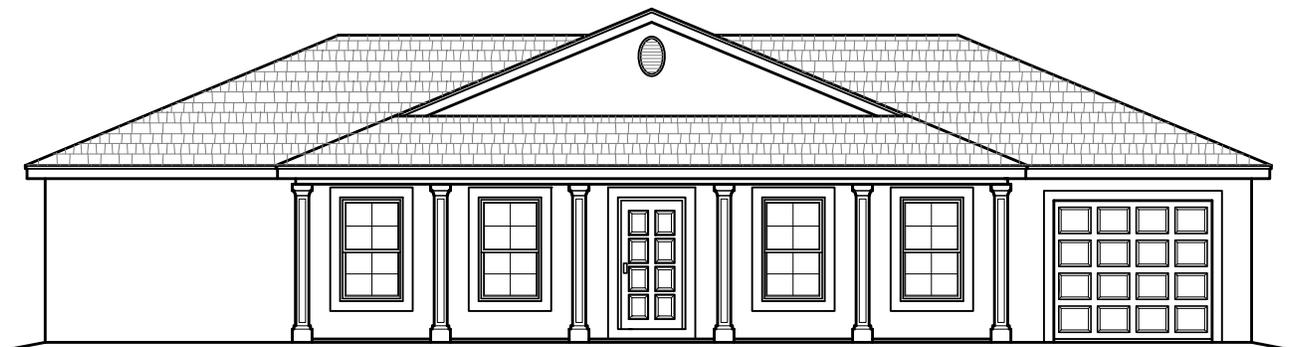
# The Pelican

Three Bedrooms, Two Baths, One Car Garage



**AREA CALCULATIONS:**

A/C LIVING AREA:	1,583 SQ. FT.
GARAGE:	287 SQ. FT.
ENTRY:	216 SQ. FT.
<b>TOTAL:</b>	<b>2,086 SQ. FT.</b>



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**SECTION 9**

**FINANCIAL RESOURCES**

Stuart Shelby Development, Inc.  
Balance Sheet  
December 31, 2012

ASSETS

Current Assets		
Checking - Operating	\$	236,812.40
Inventory - Lots Only		<u>2,739,000.00</u>
<b>Total Current Assets</b>		<b>2,975,812.40</b>
Property and Equipment		
<b>Total Property and Equipment</b>		<b>0.00</b>
Other Assets		
Work in Progress		49,609.97
FPL Deposit		205.00
Loan Origin Cost - Paradise		5,351.50
Amort - Paradise LOC		<u>(446.00)</u>
<b>Total Other Assets</b>		<b><u>54,720.47</u></b>
<b>Total Assets</b>		<b><u>\$ 3,030,532.87</u></b>

LIABILITIES AND CAPITAL

Current Liabilities		
Construction Loan - Paradise	\$	76,529.00
Chase Line of Credit		<u>32,355.33</u>
<b>Total Current Liabilities</b>		<b>108,884.33</b>
Long-Term Liabilities		
<b>Total Long-Term Liabilities</b>		<b><u>0.00</u></b>
<b>Total Liabilities</b>		<b>108,884.33</b>
Capital		
Common Stock		100.00
Partnership Capital		2,704,000.00
Retained Earnings		63,193.16
Net Income		<u>156,355.38</u>
<b>Total Capital</b>		<b><u>2,923,648.54</u></b>
<b>Total Liabilities &amp; Capital</b>		<b><u>\$ 3,032,532.87</u></b>

Stuart Shelby Development, Inc.  
Income Statement  
For the Twelve Months Ending December 31, 2012

	Year to Date	
<b>Revenues</b>		
Sales Income	\$ 4,000,392.11	98.60
WIP Net	56,273.61	1.39
Interest Income	<u>495.59</u>	0.01
<b>Total Revenues</b>	<u><b>4,057,161.31</b></u>	<b>100.00</b>
 <b>Cost of Sales</b>		
Insurance - Builders Risk	3,212.94	0.08
Materials Costs	1,358,999.05	33.50
Subcontract Costs	1,764,164.34	43.48
Consulting - Engineer, Survey	6,073.55	0.15
Permits	57,112.81	1.41
Bond Expense	14,101.80	0.35
Equipment Rental	5,330.76	0.13
Construction Interest	2,558.66	0.06
Licenses and Permits Expense	5,304.90	0.13
Travel Expense	23,924.47	0.59
Utilities - Trash Haul/Toilets	<u>27,534.56</u>	0.68
<b>Total Cost of Sales</b>	<u><b>3,268,317.84</b></u>	<b>80.56</b>
<b>Gross Profit</b>	<u><b>788,843.47</b></u>	<b>19.44</b>
 <b>Operating Expenses</b>		
Wages Expense	216,415.00	5.33
Payroll Tax Expense	16,535.18	0.41
Property Tax	1,399.82	0.03
Rent or Lease Expense	24,600.00	0.61
Amortization	446.00	0.01
Advertising-- Spousership	32,658.43	0.80
Advertising - Publishing	38,918.56	0.96
Cleaning	858.00	0.02
Continuing Education	179.00	0.00
Contributions	500.00	0.01
Dues	1,691.95	0.04
Legal and Accounting	3,480.45	0.09
Postage and Freight Expense	783.52	0.02
Office Supplies Expense	9,966.47	0.25
Small Tools	811.38	0.02
Uniforms	1,235.30	0.03
Utilities - O/H	2,905.73	0.07
Unemployment Taxes	1,006.59	0.02
Warrenty Work	127.19	0.00
Insurance Expense	7,954.74	0.20

Stuart Shelby Development, Inc.  
Income Statement  
For the Twelve Months Ending December 31, 2012

	Year to Date	
Insurance Health	1,276.00	0.03
Insurance - W/C	<u>2,848.00</u>	0.07
Total Operating Expenses	366,597.31	9.04
Income From Operations	<u>422,246.16</u>	10.41
Other Expenses/Income		
Consulting - Management	<u>265,890.78</u>	6.55
Net Income	<u>\$ 156,355.38</u>	10.41



April 10, 2013

RE: Stuart & Shelby Development, Inc.

To Whom It May Concern:

Please accept this letter of good standing and bank reference for the above referenced customer.

This account relationship is currently maintaining a low 6 figures in balances and was established with Paradise Bank since May 2012.

Our customer Stuart & Shelby Development has a very satisfactory banking relationship with us at Paradise Bank and is highly recommended for the normal business commitments.

If you need any further information pertaining to this or have any questions please contact me at 561-243-3033.

Sincerely,

A handwritten signature in black ink, appearing to be "Anne M. Ennis", enclosed within a hand-drawn oval.

Anne M. Ennis  
VP/Branch Manager

## **SECTION 10**

# **PROPOSER ABILITY TO SELL UNITS**

# STUART & SHELBY DEVELOPMENT- GENERAL CONTRACTORS

## **Attraction of Qualified Buyers**

As indicated in the solicitation, the CRA desires for the builder to attract persons who can become qualified buyers for the homes to be constructed and to prepare the qualification paperwork before passing these prospective buyers for negotiation and purchase of the home from the CRA. To this end, Stuart & Shelby Development has included in our team two experts in the field of the affordable housing. These experts will market the properties, disseminate information on the home construction/purchase process with the HBCRA and will work with potential buyers to qualify them for the HBCRA homeownership program.

## **The Marketing Effort**

Stuart & Shelby proposes to disseminate information to groups and organizations serving the neighborhoods surrounding the proposed home sites. This will include non-profit organizations, local houses of worship, and appropriate educational institutions. The information will be presented in a brochure format and will include particulars of the home-ownership program and the required qualifications prospective homeowners must meet.

In addition to the brochure, Stuart & Shelby will work with local houses of worship and large local service employers such as the Villages at Gulfstream and Gulfstream Park, to host two to three homeownership meetings. The purpose of these homeownership meeting will be to make potential program participants aware of the HBCRA's construction/homeownership program. While not finalized, Stuart & Shelby will make every effort to bring local lenders to these meeting to describe what is needed to qualify for a mortgage in the current economic environment and we intend to work with any other homeownership programs of the CRA, City or Broward County to promote homeownership not only through participation in the CRA's construction/homeownership program but through any other available programs.

## **Pre-Qualification of Potential Buyers**

Stuart & Shelby will either work with existing pre-qualification requirements/application forms provided by the HBCRA or our two housing experts will utilize their combined 30 years + of affordable housing experience to create an appropriate pre-qualification application package with the HBCRA staff. Additionally, our housing experts will work with all potential program participants and homebuyers to complete the appropriate application and to verify information provided so that prospective participants can be accepted into the program and acquire a home through the HBCRA construction/homeownership program.

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## **SECTION 11**

# **COMMUNITY BENEFIT PLAN**

# STUART & SHELBY DEVELOPMENT- GENERAL CONTRACTORS

## Community Benefit Plan

### **Local Vendor Preference Policy:**

Purpose: To give local preference to businesses located in Hallandale Beach and Broward County, Florida to help provide employment for local citizens. When evaluating the lowest responsible and responsive bidder for project tasks a preference will be given for business entities that are located in the Broward County or Hallandale Beach area.

### **Definitions:**

A local business shall be defined as a bidder or vendor with a valid business license, issued by Broward County or Hallandale Beach that has been headquartered or has had a branch office within the boundaries of Broward County or Hallandale Beach for at least the past 12 months. Post office boxes are not considered verifiable addresses and shall not be used for the purpose of establishing a physical address. In addition for any proposal or bid to be considered the vendor must provide proof of licensing and insurance with limits that meet or exceed those published in the

### **Invitation to Bid:**

Competitive Bid Process: Stuart & Shelby Development shall strive to encourage the participation of local businesses in the construction process. Local bidders shall be identified through local publications and advertisements for inclusion in the Contractor's invitations to bid. If a local contractor or vendor's proposal is found to be within five percent (5%) of a qualified low bid the local contractor or vendor shall be given the opportunity to submit a last and final proposal. The final contract award shall be made to the vendor or contractor that submits the lowest qualified bid for the applicable trade, if the proposals are considered to be a tie, the preference will be given to the local contractor or vendor.

## **SECTION 12**

# **CRISIS MANAGEMENT PLAN**

# STUART & SHELBY DEVELOPMENT- GENERAL CONTRACTORS

## **CRISIS MANAGEMENT PLAN**

As indicated in the solicitation, there may be emergency and/or crisis situations that occur during the course of this project that will require a higher level of communication between SSD and the HBCRA in order to minimize the affect of the incident on the project and the community. The following identifies potential emergencies or crises and discusses how SSD would address them through proper communication with the HBCRA.

### **Hurricane**

If the project is under construction during the hurricane season, preparation for the storm and impacts due to the storm will need to be addressed. Based on the FEMA flood zone maps, this area appears to be in Zone X which is an area of 500-year flood; areas of 100-year flood with average depths less than 1 foot. Consequently the primary risk will be wind and wind-blown debris. If a hurricane warning is issued, SSD will immediately secure the property and any stored materials or equipment. SSD will also contact the HBCRA to advise of the necessary preparations, and if a hurricane actually strikes the area, SSD will provide a summary of damage/impacts and a plan for re-establishing construction and completion of construction.

Other major natural disasters and events will be handled in a similar fashion. To the extent that there is time for preparation, SSD will contact the HBCRA to provide information on steps being taken, and following the event will also provide information on recovery and re-establishing construction.

### **Fire, vandalism, theft**

For unforeseen incidents that damage the construction or real property, or injure workers, SSD will contact the police and / or fire department as appropriate, as well as inform the HBCRA of the incident, and required follow-up measures. In the event that a builder's risk claim must be filed, that will be addressed by SSD and the outcome reported to the HBCRA. All efforts to protect neighboring properties and residents from the affects of the incident will be taken by SSD.

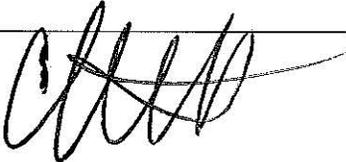
### **Neighborhood complaints**

It is SSD's goal throughout the project to ensure that all neighbor complaints and issues are addressed to the extent possible. SSD will assign a site superintendent to the project whose job it will be to run the day to day operation of construction and will interface with residents. Resident complaint will always be addressed with respect and the attention they deserve, and the complaint as well as the outcome will be communicated to the HBCRA.

**205 George Bush Blvd • Delray Beach, FL 33444**

**Phone 561-637-7902 • Fax 561-637-7904 • [www.stuartandshelby.com](http://www.stuartandshelby.com)**

THIS PROPOSAL SUBMITTED BY:

COMPANY: STUART & SHELBY DEVELOPMENT, INC.
ADDRESS: 205 GEORGE BUSH BLVD.
CITY & STATE: DELRAY BEACH, FLORIDA
ZIP CODE: 33444
TELEPHONE: 561.637.7902
DATE OF RFP: APRIL 12, 2013
FACSIMILE NUMBER: 561.637.7904
E-MAIL ADDRESS: CHUCKH@STUARTANDSHELBY.COM
FEDERAL ID NUMBER: 205645224
NAME & TITLE PRINTED: CHARLES HALBERG, PRESIDENT
SIGNED BY: 

We (I) the above signed hereby agree to furnish the item(s), services(s) and have read all attachments including specifications, terms and conditions and fully understand what is required.

The Request for Proposals, Specifications, Proposal Forms , and/or any other pertinent document form a part of this proposal and by reference made a part hereof. Signature indicates acceptance of all terms and conditions of the RFP.



**ADDENDUM #1  
RFP # FY 2012-2013-CRA003  
PREQUALIFICATION OF FIRMS  
FOR AFFORDABLE HOUSING**

Below find questions and answers for above subject RFP.

Question # 1:

Is part of this pre-qualification for the contractors who just want to do the site-work for the housing. We don't actually build vertically; just ground down: i.e.-water, utilities, grading, paving sidewalks, gutter and curbing.

Answer:

The City enters into a contractual arrangement with the awarded prime contractor only and this contractor must meet the City's qualifications.

Question # 2:

Will the CG have the option to choose a sub to do work, or will they be the Sole GC on the job?

Answer:

Yes, the GC can choose their subs as part of their project team. However, as stipulated in the RFP, the project team will be evaluated based on their experience in this type of project.

CITY OF HALLANDALE BEACH  
COMMUNITY REDEVELOPMENT AGENCY  
RFP # FY 2012-2013-CRA003  
PREQUALIFICATION OF FIRMS FOR AFFORDABLE HOUSING  
ADDENDUM # 1

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Question # 3:

Will you please clarify the requirements for when the project must start, as stated in Section I, Purpose of RFP Introduction/Information, on pg. 5 of 62? Are firms expected to get the building permits within 45 days of notification of the award, or within 90 days of notification?

Answer:

Selected firm(s) will be required to obtain building permits within 45 days of notice to proceed (NTP). Construction will be expected to begin immediately thereafter.

Question # 4:

Will firms be reimbursed for construction costs?

Answer:

Yes, but selected firms must have financial capacity to begin construction. Reimbursements will be made every 30 days, based on submitted draw requests, and only verifiable costs (items inspected by City's inspectors) will be reimbursed.

Question # 5:

If construction costs will be reimbursed, what costs are considered eligible for reimbursement? What is ineligible?

Answer:

See response to question #4.

Question # 6:

Habitat Broward serves as the developer and lender in all of our projects. Will we be able to keep the mortgage income from the sales of the homes, or is the expectation to return it to the HBCRA?

Answer:

That is a possibility. This scenario will be based upon evaluation of the proposal.

CITY OF HALLANDALE BEACH  
COMMUNITY REDEVELOPMENT AGENCY  
RFP # FY 2012-2013-CRA003  
PREQUALIFICATION OF FIRMS FOR AFFORDABLE HOUSING  
ADDENDUM # 1

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Question # 7:

With regard to verifiable references to verify government and firm experience:

- a. May we use the same reference to verify government and firm experience, or would you prefer 10 different references?
  
- b. We recently acquired and renovated 14 foreclosed single family homes in the cities of Sunrise and North Lauderdale. We have before and after photos of the completed work, but no elevations as they were not an NSP requirement. Will you accept photos instead of elevations in cases such as these?
  
- c. Are we required to use the reference form provided on pg. 32 of the RFP? If so, it contains additional questions at the bottom of the page (e.g., delivery time, payment terms, years in business) that are not previously listed in the reference requirements.

Answer:

- a. Same references are acceptable.
- b. No, elevations are necessary to evaluate the proposed models of new homes that are being proposed.
- c. Yes.

Question # 8:

Four of the 12 sites shown on Exhibit 1 of the RFP do not appear to meet the minimum square footage requirement to build a single family home on the lot (5,000). What is the HBCRA's expectation as to how these sites are to be developed if they are too small for a single family home?

Answer:

All lots have been determined to be of adequate size. Proposed models should be appropriate for lot size. HBCRA will determine if changes to any of the sites are required once proposals are received.

CITY OF HALLANDALE BEACH  
COMMUNITY REDEVELOPMENT AGENCY  
RFP # FY 2012-2013-CRA003  
PREQUALIFICATION OF FIRMS FOR AFFORDABLE HOUSING  
ADDENDUM # 1

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Question #9:

Are we to limit our responses to Section XII, Item #4: Minimum Qualification Requirements to a single sheet of letter-sized paper, with attachments such as single family home models, etc.?

Answer:

Yes.

Question #10:

Section XII contains two different #5's (General Requirements and License to practice in Florida & Broward County). Which heading is to be used when responding to question #5?

Answer:

Responses should be titled so that the Evaluation Committee may easily find the information. For example: XII, Submission of Proposals, 5. License to Practice in Florida and Broward County.

Question #11:

Does the HBCRA have any idea as to when the notification of awards will be sent to the selected developer(s)?

Answer:

The specific schedule is difficult to establish at this point, as it depends on the number of proposals received and their content. Ideally the HBCRA would like to commence this project no later than the end of May 2013.

CITY OF HALLANDALE BEACH  
COMMUNITY REDEVELOPMENT AGENCY  
RFP # FY 2012-2013-CRA003  
PREQUALIFICATION OF FIRMS FOR AFFORDABLE HOUSING  
ADDENDUM # 1

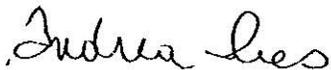
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Bidders are required to acknowledge receipt of this Addendum #1 by completing page below, signing and returning with the proposal submittal. Failure to do so may cause the firm's response to be considered irregular and subject to rejection.

I ACKNOWLEDGE RECEIPT OF ADDENDUM #1:

Company	GRANT & GILBY
Name	CHARLES HAZBERG
Title	PRESIDENT
Signature	
Date	4/11/13

Sincerely,



Andrea Lues, Director  
General Services/Purchasing Department



**ADDENDUM # 2  
RFP # FY 2012-2013-CRA003  
PREQUALIFICATION OF FIRMS  
FOR AFFORDABLE HOUSING**

Below find information as a result of the non-mandatory pre-proposal conference held, Thursday, March 28, 2013 at the City of Hallandale Beach, City Commission Chambers.

1. Attached find Exhibit 1, CRA Buildable Property Study.
2. FIRMS TO USE THIS FORMAT WITH SUBMITTAL FOR COSTS [REVISED 3-29-2013 to replace page 7 Section V. Contract Cost and page 29 Section XVIII. Cost Proposal of the RFP.]

Cost per square feet under A/C:

Model 1 per square feet under A/C	Model 2 per square feet under A/C	Model 3 per square feet under A/C
\$	\$	\$

3. City of Hallandale Beach, Code of Ordinances, Chapter 2. Administration, defines Lobbyists as follows:

**Sec. 2-3. - Lobbyists**; registration and disclosure; enforcement.

(a) The following definitions shall apply:

**Lobbyist** means all persons, firms, organizations and corporations (and their staff members) whether or not acting either on their own behalf on or on behalf of others on a matter before the city in which they may obtain a direct pecuniary gain and/or are paid by a party, principal or client who seek to participate, obtain and/or encourage the passage, defeat, or modification of any ordinance, resolution, contract, bid award, RFP, RFQ, and any action, decision or recommendation of the city commission or any action, decision or recommendation of the city board, agency or committee.

"**Lobbyist**" does not mean a city employee when acting in his official capacity.

**CITY OF HALLANDALE BEACH  
COMMUNITY REDEVELOPMENT AGENCY  
RFP # FY 2012-2013-CRA003  
PREQUALIFICATION OF FIRMS FOR AFFORDABLE HOUSING  
ADDENDUM # 2**

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"Lobbyist" does not mean any person in the public such as a resident who merely appears before the city commission, city board, agency or committee, in an individual capacity for the purpose of expressing his/her opinion without obtaining a direct pecuniary gain and is not specifically paid for the purpose of expressing support of or in opposition to any ordinance, resolution, decision or action on a matter of the city commission or any action recommendation or decision of any city board, agency or committee.

"Lobbyist" does not mean a person who, pursuant to the terms of a collective bargaining agreement, has been designated, and so recognized by the city as being a representative of a collective bargaining unit composed of city employees.

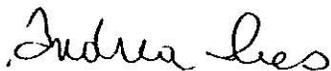
4. References. All firms must use the Reference Form sheet attached and posted on the City's website to provide all references.

Bidders are required to acknowledge receipt of this Addendum #2 by completing page below, signing and returning with the proposal submittal. Failure to do so may cause the firm's response to be considered irregular and subject to rejection.

**I ACKNOWLEDGE RECEIPT OF ADDENDUM #2:**

Company	GTVART & GHEERY
Name	CHARLES HALBERG
Title	PRESIDENT
Signature	
Date	4/11/13

Sincerely,



Andrea Lues, Director  
General Services/Purchasing Department