

BAHAMA VILLAGE REDEVELOPMENT ADVISORY COMMITTEE

PROJECT PROCEDURES

To follow is an outline of procedures required to be followed by an Owner (defined as any group, organization, person etc.) appropriated TIF monies by the Committee. Separate procedures will apply which outline the application process and the Committee selection process.

1. General Conditions

- City Staff briefs Owner on Process and Procedures.
- Owner briefs City Staff on project scope, schedule and other critical aspects.
- All Projects will involve an Architect/Engineer – City Staff to determine exceptions, when applicable.
- All Payments to Architect/Engineer, General Contractor and Others will be direct and made by City.
- City and Owner execute agreement regarding use of funds which contain acknowledgement of process and potential for reversion of funds.

2. Owner Selects Architect/Engineer

- All projects will require engagement of Architect/Engineer.
 - Florida Licensed
 - Local Architect/Engineer with restoration experience preferred.
- Owner and Architect/Engineer develop fee structure.
- Written Agreement required.
- City will review selection of Architect/Engineer and resulting Agreement for reasonableness and completeness.
- Owner and Architect/Engineer enter into Agreement.
- Owner will recommend to City for payment all Requests for Payment from Architect/Engineer.

3. Architect/Engineer Responsibilities

- Develop plans and/or specifications.
 - Based on Desires of Owner and Consistent with Board Approval.
- Determines if estimated cost is within appropriation approved by City Commission - if not inform City Staff.
- Secures all necessary local, state and federal approvals and permits.
- Contractor Selection.
 - Encourage competition to the maximum extent possible.
 - Develop solicitation and bidding documents, if necessary.

- Encourage General Contractors to use Bahama Village resources to the maximum extent possible.
 - Collects bids and makes award recommendation to Owner and City Staff.
- Owner and General Contractor will enter into written Agreement – assistance provided by Architect/Engineer.
 - City will review selection of General Contractor and resulting Agreement for reasonableness and completeness
- Prior to issuance of a Notice to Proceed, Architect/Engineer shall confirm Contractor/Vendor is in good standing and a General Liability Insurance certificate should be received from each contractor/sub. naming the City as additional insured as well as the Owner
- Issue Notice to Proceed
- Monitor Progress of Work until Completion.
- Review and approve all Contractor and “Others” Payment Requests.
- Architect/Engineer shall ensure partial and final releases are secured from all contractors and subcontractors.

4. Other Actions

- City Staff to report on project progress to Commission or Committee