



ENVIRONMENTAL PROTECTION AND GROWTH MANAGEMENT DEPARTMENT

Building Code Services Division

1 North University Drive, Box #302 ~ Plantation, FL 33324-2038 ~ Phone 954-765-4400

PERMANENT CERTIFICATE OF OCCUPANCY

5th Edition (2014) Florida Building Code

Permit Number: 17-01492

Permit Type: SFR: BLDG-RESIDENTIAL - SINGLE FAMILY
Issue Date: 08/17/2018

Folio Number: 0205-06-0660
Property Address: 2743 NW 6 COURT
FORT LAUDERDALE FL 33311

Jurisdiction: Unincorporated
Legal Description: WASHINGTON PARK THIRD ADD21-43 BLOT 11 BLK 18


Owner: CENTRAL COUNTY COMMUNITY DEVELOPMENT CORP INC
560 NW 27 AVE
FT LAUDERDALE FL 33311

Contractor: KNOWLES, TRAVES S.
T KNOWLES & ASSOCIATES LLC
1094 NW 24 AVE
POMPANO BEACH FL 33069

Building Use: Residential
Type of Construction: 5th Ed. FBC (2014) TYPE V-B ORDINARY CONSTRUCTION
Occupancy Classification: 5th Ed. FBC (2014) R3 - RESIDENTIAL / 1 AND 2 FAMILY DWELLINGS

Total Square Feet: 1990
Automatic Sprinkler System: N

Authorization:


Building Official

The described portion of the structure has been inspected for compliance with the requirements of the Florida Building Code for the occupancy and division of occupancy and the use for which the proposed occupancy is classified.

MUST HAVE BUILDING OFFICIAL SIGNATURE TO BE VALID



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PERMANENT CERTIFICATE OF OCCUPANCY

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Permit Number: 17-01493

Permit Type: SFR: BLDG-RESIDENTIAL - SINGLE FAMILY
Issue Date: 10/26/2018

Folio Number: 9232-01-3750
Property Address: 2850 NW 15 ST
FORT LAUDERDALE FL 33311

Jurisdiction: Unincorporated
Legal Description: WASHINGTON PARK FOURTH ADD22-44 BLOT 5 BLK 51

Owner: CENTRAL COUNTY COMMUNITY DEVELOPMENT CORP INC
560 NW 27 AVE
FT LAUDERDALE FL 33311

Contractor: KNOWLES, TRAVES S.
T KNOWLES & ASSOCIATES LLC
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POMPAHO BEACH FL 33069

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Name and Location of Project/Contract # 1:	Broward Municipal Service District Infill Development Project 2850 NW 15th Street, Fort Lauderdale, FL 33311
Name of the Firm that was awarded the Contract.	Central County Community Development Corporation, Inc. wholly-owned subsidiary of the Urban League of Broward County, Inc.
Was the Contract for Modular Homes?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
If Modular Home name of Manufacturer, location of assemblage.	
Was the Contract for Traditional Residential Construction?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Date when Contract started.	Month: 03 Year: 2017
Date when Contract was completed. Must have been completed within the last five (5) years 2013-2018.	Month: 10 Year: 2018 Completed: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> If no reason:
Name of entity for which services were provided to.	Broward County Board of County Commissioners
Updated contact name, phone and email for Project Manager where services were provided to.	Ralph Stone (954) 357-5320 RSTONE@broward.com
Did project receive final Certificate of Occupancy (C.O.)? Provide date.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Date: 10/26/2018
The Proposer must specifically detail all the services that the awarded Firm performed which clearly shows the experience related to the scope of work of this RFP. Proposing Firm <u>must</u> provide pictures of completed projects. Proposing Firm <u>must</u> provide a completed Reference Check form. Must be the same as this project/contract.	Construct a single-family home on vacant land lot donated by Broward County, within 18 months of conveyance. Completed the design and permitting within 6 months of property conveyance. Completed construction activities through Certificate of Occupancy within 12 months of permitting. Assisted the prequalified buyer with obtaining mortgage approval once construction was 75% complete. Buyer closed on the purchase of the property within 3 months of construction completion. <input checked="" type="checkbox"/> Yes, included <input type="checkbox"/> No, Not Included and Why? <input checked="" type="checkbox"/> Yes, included <input type="checkbox"/> No, Not Included and Why?
a. Did proposing Firm awarded the Contract obtain Green Building Certification or other Certifications (please list/provide)?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
b. Copy of Certification obtained provided	<input type="checkbox"/> Yes <input type="checkbox"/> No
c. What level? (if applicable)	

THIS PROPOSAL SUBMITTED BY:

COMPANY:

Urban League of Broward County, Inc. (ULBC)
through its wholly own subsidiary Central County Community Development Corporation (CCCDC)

ADDRESS:

560 NW 27th Avenue

CITY & STATE:

Fort Lauderdale, Florida

ZIP CODE:

33311

TELEPHONE:

(954) 625-2502 (Germaine Smith-Baugh) (954) 625-2508 (Jean-Claude Toussaint)

DATE OF RFP:

May 28, 2019

FACSIMILE NUMBER:

(754) 200-5750

E-MAIL ADDRESS:

gsbaugh@ulbcfl.org (President) jctoussaint@ulbcfl.org (VP of Finance & Admin.)

FEDERAL ID NUMBER:

59-1564384 (ULBC) 65-0699777 (CCCDC)

NAME & TITLE PRINTED:

Germaine Smith-Baugh, Ed.D., President & CEO

SIGNED BY:



WE (I) the above signed hereby agree to furnish the item(s), service(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.

VARIANCE FORM

The proposing Firm must provide and state any and all variances to this RFP, specifications, the Terms and Conditions and City Form Agreement and III on this variance form.

After award of Contract through Board of Directors, via the Resolution, the awarded Firm's Variance Form will be reviewed by appropriate CRA Staff, the CRA Attorney and the Risk Manager. If the Variances presented by your Firm are acceptable to the CRA, the Agreement will be routed to the awarded Firm for execution by the authorized officer of the Firm. The fully executed agreement will be required to be returned to the City of Hallandale Beach Procurement Department, Tom Camaj, via email tcamaj@cohb.org within five (5) business days from receipt of the email from the Procurement Department to the awarded Firm's contact. Failure to provide a duly executed agreement by the awarded Firm to the City within five (5) business days from receipt may result in loss of award of such Contract to your Firm. Variances requested to either the RFP, the Terms and Conditions and the CRA Form Agreement from Firm may result in the CRA rescinding award of Contract to Firm.

If Firm has no Variances, please state "None" below (provide additional pages if necessary). This form must be provided back in Firm's response.

NONE

LEGAL PROCEEDINGS FORM

Proposing Firm must provide items a-d with response. **Provide all applicable documents per category checked as an attachment.** Firm must ensure response is addressing by title for each item a-d below. If an item(s) is not applicable, Firm must check off as applicable stating "N/A" and authorized officer per Sunbiz to provide signature.

- a. **Arbitrations:** List all arbitration demands filed by or against your Firm in the last five (5) years, and identify the nature of the claim, the amount in dispute, the parties and the ultimate resolution of the proceeding.

☐ Check here if provided ☒ Check here if Not Applicable (N/A)

- b. **Lawsuits:** List all lawsuits filed by or against, your Firm in the last five (5) years, and identify the nature of the claim, the amount in dispute, the parties, and the ultimate resolution of the lawsuit.

☒ Check here if provided ☐ Check here if Not Applicable (N/A)

- c. **Other Proceedings:** Identify any lawsuits, administrative proceedings, or hearings initiated by the National Labor Relations Board, Occupational Safety and Health or similar state agencies in the past five (5) years concerning any labor practices or Project safety practices by your Firm. Identify the nature of any proceeding and its ultimate resolution.

☐ Check here if provided ☒ Check here if Not Applicable (N/A)

- d. **Bankruptcies:** Has your Firm or its parents or any subsidiaries ever had a Bankruptcy Petition filed in its name, voluntarily or involuntarily? (If yes, specify date, circumstances, and resolution).

☐ Check here if provided ☒ Check here if Not Applicable (N/A)

- e. **Settlements:** Identify all settlements for your Firm in detail in the last five (5) years.

☐ Check here if provided ☒ Check here if Not Applicable (N/A)

I, Germaine Smith-Baugh, President
Name of Authorized Officer per Sunbiz Title

of Urban League of Broward County, Inc.
Name of Firm as it appears on Sunbiz

I hereby attest that I have the authority to sign this notarized certification and certify that the above referenced information is true, complete and correct.

Germaine Smith-Baugh
Signature of Authorized Officer per Sunbiz

Germaine Smith-Baugh, Ed.D.
Print Name of Authorized Officer per Sunbiz

CARLOS A. PRADA

19820 NW 2nd Street, Pembroke Pines, FL 33029

Home: (954) 447-7527 • Cell: (954) 605-7153 • cprada@comcast.net

SUMMARY OF QUALIFICATIONS

- ❖ US Army Combat Veteran / 12 years of Military experience
 - ❖ 20 years of experience in management.
 - ❖ Exceptional problem solver, driven to succeed with strong interpersonal and negotiation skills.
 - ❖ Boundless energy, capable of adapting to a number of roles simultaneously.
 - ❖ Detail oriented; dependable; disciplined; embrace change readily; able to turn vision into reality.
 - ❖ Excellent communication and presentation skills.
 - ❖ Bilingual – speak, read, and write fluently in English and Spanish.
-

PROFESSIONAL EXPERIENCE

PROJECT MANAGER/FACILITIES COORDINATOR URBAN LEAGUE OF BROWARD COUNTY

May 2010-Present
Ft. Lauderdale, FL

- ❖ Project management
 - Responsible for the construction of single family homes for the Broward County Infill Lots project. Managed the project during planning phase, pre-development, constructions phase, and sale of properties. Completed construction of homes ahead of time of contract and without any change orders. Worked with contractors, sub-contractors, building department officials, county officials, Title Company, attorneys, ULBC's housing department, and buyers throughout the entire project.
 - Worked along with 3 additional non-profits for the Neighborhood Stabilization Project (NSP) from 2010 thru 2013. Project involved the rehab of 146 homes and construction of several single family homes. My responsibility was to work directly with architect, contractors, and building department officials to ensure the timely completion of each rehab/new construction home and minimize change orders. Also worked directly with realtors, title companies, and buyers throughout the selling process.
 - Responsible for the coordination and completion of all projects assigned.
 - Oversee and direct construction management / Negotiate cost estimate with contractors and vendors.
 - Communicate directly with architect, contractors concerning project cost, staffing, and scheduling.
 - Prepare project status reports and responsible to ensure plans adhere to contract specifications and timelines.
 - Responsible to set deadlines, assign responsibilities, and monitor the progress of projects.
 - Responsible for project procurement / Create scopes of work, perform bids, and responsible to manage vendor for project completion.
 - Responsible for the complete project management of over 180 homes in conjunction with other non-profit partners with government contracts.
 - Participate in pre-development and post-development walk-thru with Architect(s) and County/City Official(s) to achieve consensus on the scope of work for each property.
 - Participate in weekly meetings with Architect Firm and development partners.
 - Coordinate home inspections with buyers, realtors, and inspectors.
 - Analyze walk-thru inspections, recommend repairs, and follow through with contractors for project's completion.
 - Responsible for coordinating and correcting any issues that come up on home inspection reports.
- ❖ Property management
 - Independent decision making with property management oversight and management of all vendors.
 - Responsible for coordination of the total maintenance of the Urban League facilities and properties owned/controlled by its subsidiaries.
 - Property management of ULBC rental properties, properties for sale, and new construction.

- Manage building and equipment preventive maintenance program within the confines of annual budget.
- Responsible for complying with all required environmental and building permits.
- Responsible for procurement process of building and equipment services.
- Prepare scope of work, assemble work proposals, solicit bids, interview vendors, facilitate walk-thru and assist in the selection of service vendor.
- Ensures property is free of code violations and/or will immediately resolve any violations issues.
- ❖ Actively participates in Urban League of Broward County's special event committees and projects.
- ❖ Responsible in the creation of emergency preparedness plans, test building security systems, and prepare for emergencies by creating action plans.
- ❖ Oversee IT Department / Provide technical support for information technology and collaborate with IT vendors to maintain system standards and functionality to include AV equipment.
- ❖ Submits timely and accurate reports and data related to upper management.

DIRECTOR

PRO SIGNS & LIGHTING, INC.

May 2000-June 2009

Miami Gardens, FL

Accounts: University of Miami, Jackson Health Systems, and Miami Dade College

- ❖ Project management
 - Negotiated cost estimate with clients: maintained daily contact with clients at location sites
 - Handled all permits and met inspection requirements
- ❖ Built a clientele supported by 100% customer referral.
- ❖ Conducted safety inspections in accordance with OSHA standards to maintain a safe work environment.
- ❖ Directed all financial, budgeting, operating, compliance, purchasing, human resource, public relations, and administrative functions.
- ❖ Ensured timely execution of financial reporting, operating forecasts, cash flow planning, new project evaluation, equipment maintenance and safety, cost/pricing and related activities.
- ❖ Monitored and controlled approved expenditures, and liaised vendors and other contractors.

OCS CANDIDATE/MILITARY INTELLIGENCE

October 1999-November 2008

US ARMY/NATIONAL GUARD

Miami, FL

Campaigns: Operation Safe Skies, Operation Noble Eagle, Operation Enduring Freedom & Operation Iraqi Freedom

- ❖ Assumed first-line supervision responsibilities.
- ❖ Applied fundamental techniques of leadership in group behavior and resources management in a military organization.
- ❖ Conducted lectures in small groups and practical application courses in the areas of leadership, communication resource, training management, and professional skills to include counseling, building team motivation, and problem solving.
- ❖ Served as a team leader during combat operations.
- ❖ Maintained systematic, cross-reference intelligence records and files.
- ❖ Participated with Government Agencies during operations in Iraq conducting raids, apprehension of suspected terrorists and processing of all required paper work to turn-over to military police.
- ❖ Attached to Special Operations (Special Forces – Task Force 101 – 5th Group).

TEAM LEADER

October 1996-October 1999

US ARMY/ ACTIVE DUTY

Ft. Campbell, KY

- ❖ Trained in all aspects of military procedures specializing in weapons as an infantryman.
- ❖ Conducted mounted and dismounted security patrols in urban and field environment.
- ❖ Provided tactical and technical guidance to subordinates.
- ❖ Assisted higher ranking personnel giving professional support to lower enlisted personnel.
- ❖ Assisted in CPR and other emergency procedures.
- ❖ Coordinated operations with other individuals and met deadlines under pressure and harsh conditions.

EDUCATION

B.A. CRIMINAL JUSTICE (MINOR IN PUBLIC ADMINISTRATION)

FAU – Florida Atlantic University

December 2011

Boca Raton, FL

A.A. CRIMINAL JUSTICE

BROWARD COLLEGE

May 2010

Pembroke Pines, FL

CIVIL DISTURBANCE / PRIVATE INVESTIGATOR COURSE

US ARMY – DANTES Course

1998

Ft. Campbell, KY

HIGH SCHOOL

North Miami Senior High

June 1989

North Miami, FL

SPECIAL SKILLS/ CERTIFICATES

- ❖ Microsoft Office Suite Proficient: Word, Excel, PowerPoint, Publisher and Outlook.
 - ❖ Internet and email proficient / Basic knowledge of computer networking.
 - ❖ Experienced with desktop publishing/graphic design software such as: Adobe Photoshop, CorelDraw, and Illustrator.
 - ❖ Occupational Safety and Health Administration (OSHA) Certificate – 10 Hour
 - ❖ National Center for Construction Education & Research (NCCER) Green Certificate
 - ❖ Leadership in Energy & Environmental Design (LEED) Green Associate Certificate
 - ❖ Professional and Workforce Development - Community Real Estate Development Certificate from the University of South Florida
 - ❖ Community Real Estate Development from the University of South Florida / Florida Institute of Government.
-

AWARDS & ACCOMPLISHMENTS

- ❖ US ARMY: Army Commendation Medal, Army Achievement Medal (5 Citations), Good Conduct Medal (3 Citations), Army Service Ribbon, National Defense Service Medal, Armed Forces reserve Medal with letter “M” device, Overseas Service Ribbon, Army Lapel Button, Air Assault Badge, Airborne Badge, Expert Marksmanship Badges in various weapons (M16A2, M4, M9, M203, M249, M240B), Expert Infantryman Badge, Combat Infantryman Badge, Global War on Terror Expeditionary Medal, Global War on Terror Service Medal.
- ❖ Unit Armor Certificate, Ft. Campbell, KY 1998
- ❖ Combat Life Saver Certified, Ft. Campbell, KY 1997-2008
- ❖ Certificate of Achievements (5) for participation in sports and tactical competitions, Ft. Campbell, KY 1996-1998
- ❖ Volunteer Soccer Coach, City of Pembroke Pines, FL 2000-2003
- ❖ Volunteer Hockey Coach, West Pines Optimist Club, FL 1999-2003
- ❖ Volunteer Soccer Coach, Ft. Campbell, KY 1998-1999
- ❖ Volunteer Hockey Coach, YMCA GREATER MIAMI 1994-1996



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PUBLIC ENTITY CRIME FORM

**SWORN STATEMENT PURSUANT TO SECTION 287.133(2) (a),
FLORIDA STATUTES,
PUBLIC ENTITY CRIME INFORMATION**

"A person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a bid, proposal, or reply on a contract to provide any goods or services to a public entity; may not submit a bid, proposal, or reply on a contract with a public entity for the construction or repair of a public building or public work; may not submit bids, proposals, or replies on leases of real property to a public entity; may not be awarded or perform work as a Contractor, supplier, subcontractor, or consultant under a contract with any public entity; and may not transact business with any public entity in excess of the threshold amount provided in Section 287.017, for CATEGORY TWO for a period of 36 months following the date of being placed on the convicted vendor list."

By: Yeu-maine SPB

Title: President & CEO

Signed and Sealed 27th day of June, 2019

Domestic Partnership Certification Form

This form must be completed and submitted with your Firm's submittal.

Equal Benefits Requirements As part of the competitive solicitation and procurement process a Contractor seeking a Contract shall certify that upon award of a Contract it will provide benefits to Domestic Partners of its employees on the same basis as it provides benefits to employees' spouses. Failure to provide such certification shall result in a Contractor being deemed non-responsive.

Domestic Partner Benefits Requirement means a requirement for City/CRA Contractors to provide equal benefits for domestic partners. Contractors with five (5) or more employees contracting with City/CRA, in an amount valued over \$50,000, provide benefits to employees' spouses and the children of spouses.

The Firm providing a response, by virtue of the signature below, certifies that it is aware of the requirements of City of Hallandale Beach Ordinance 2013-03 Domestic Partnership Benefits Requirement, and certifies the following:

Check only one box below:

- ☐ 1. The Contractor certifies and represents that it will comply during the entire term of the Contract with the conditions of the Ordinance 2013-03, Section 23-3, Domestic Partner Benefits Requirement of the City of Hallandale Beach/CRA, or
- ☒ 2. The Firm does not need to comply with the conditions of Ordinance 2013-03, Section 23-3, Domestic Partner Benefits Requirement of the City of Hallandale Beach/CRA, because of allowable exemption: **(Check only one box below):**
 - ☐ The Firm's price for the contract term awarded is \$50,000 or less.
 - ☐ The Firm employs less than five (5) employees.
 - ☐ The Firm does not provide benefits to employees' spouses nor spouse's dependents.
 - ☐ The Firm is a religious organization, association, society, or non-profit charitable or educational institution or organization operated, supervised or controlled by or in conjunction with a religious organization, association or society.
 - ☐ The Firm is a government entity.
 - ☒ The contract is for the sale or lease of property.
 - ☐ The covered contract is necessary to respond to an emergency.

- ☐ The provision of Ordinance 2013-03, Section 23-3 Definition, of the City of Hallandale Beach, would violate grant requirements, the laws, rules or regulations of federal or state law.

I, Germaine Smith-Baugh, President & CEO
Name of authorized Officer per Sunbiz Title

of Urban League of Broward County, Inc.
Name of Firm as it appears on Sunbiz

hereby attest that I have the authority to sign this notarized certification and certify that the above referenced information is true, complete and correct.

Germaine Smith-Baugh . Germaine Smith-Baugh, Ed.D.
Signature Print Name

STATE OF Florida

COUNTY OF Broward

SWORN TO AND SUBSCRIBED BEFORE ME THIS 27th DAY OF

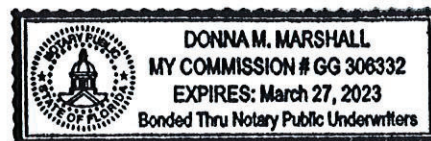
June, 2019 BY Germaine Smith-Baugh

TO ME PERSONALLY KNOWN OR PRODUCED IDENTIFICATION:

(type of ID)

Springfield
Signature of Notary
Donna M. Marshall
Print Name of Notary Public

3/27/2023
Commission expires



Executive Summary

The Urban League of Broward County, Inc. (ULBC) through its wholly owned subsidiary Central County Community Development Corporation (CCCCDC) is submitting a proposal to develop new residential housing units under the Hallandale Beach Community Redevelopment Agency (HBCRA) RFP# FY2018-2019-CRA002.

For more than twenty years, ULBC has been involved in the production of affordable housing throughout Broward County. In this time ULBC/CCCCDC, has developed over 200 residential units. Recently, ULBC/CCCCDC was selected to work in partnership with Broward County Housing Finance & Community Redevelopment Division to redevelop scattered, single-family residential home sites within the Broward Municipal Service District (BMSD). ULBC/CCCCDC along with other participating non-profit organizations working independently to develop a total of 40 new single-family homes, while working collaboratively to engage the community and create a neighborhood revitalization effort to be proud of.

If selected, ULBC/CCCCDC's development team will expand its current new construction activities to redevelop scattered, single-family residential home sites within the HBCRA. ULBC/CCCCDC has engaged T. Knowles & Associates, LLC (TKA) as its general contractor for this project. Three design models (3br/2ba and 4br/2ba) are available to meeting HBCRA's various homebuyer needs. TKA's project approach will include activities such as:

1. Project Planning and Preparation
2. Pre-Construction Meetings
3. Production/Construction
4. Post Project Review

Additionally, ULBC's Housing Counseling team will provide and array homebuyer counseling services to assist the potential buyer with becoming mortgage qualified and securing purchase assistance to ensure affordability. Our team will work to identify buyers by engaging the local community, in addition to encouraging our pipeline of housing counseling clients to consider the newly constructed homes.

CONFLICT OF INTEREST NOTIFICATION REQUIREMENT QUESTIONNAIRE

If you are an employee, board member, elected official(s) or an immediate family member of any such person, please indicate the relationship below. Pursuant to the City of Hallandale Beach Standards of ethics any potential conflict of interest must be disclosed and if requested, obtain a conflict of interest opinion or waiver from the Board of Directors prior to entering into a contract with the CRA.

1. Name of Firm submitting a response to this RFP.

Urban League of Broward County, Inc.

through its wholly own subsidiary Central County Community Development Corporation

2. Describe each affiliation or business relationship with an employee, board member, elected official(s) or an immediate family member of any such person of the City of Hallandale Beach or Hallandale Beach Community Redevelopment Agency, if none so state.

N/A

3. Name of City of Hallandale Beach or Hallandale Beach Community Redevelopment Agency employee, board member, elected official(s) or immediate family member with whom filer/respondent/Firm has affiliation or business relationship, if none so state.

N/A

4. Describe any other affiliation or business relationship that might cause a conflict of interest, if none so state.

N/A

CONFLICT OF INTEREST NOTIFICATION REQUIREMENT QUESTIONNAIRE

5.



Signature of person/Firm

06/27/2019

Date

Section 7: Firm's Qualifications and Experience

a. Provide Detailed information of the Proposer's:

Central County Community Development Corporation, CCCDC, was established in 1993 as a subsidiary of the Urban League of Broward County, Incorporated. The CCCDC was originally established to address the revitalization of the central unincorporated areas of Broward County through affordable housing and neighborhood revitalization. Projects have included and expanded throughout Broward County to include new home construction, rehabilitation of existing properties, acquisition of vacant land, and technical assistance and direct lending to non-profit affordable housing developers. The CCCDC currently is certified as a Community Housing Development Organization, CHDO. With the mission to activate community and economic development revitalization efforts in low income communities and to transform the physical, social and economic infrastructures for better outcomes for residents and businesses, in 2015, the CCCDC expanded to include economic development through technical assistance and direct loan funding to small businesses, particularly minority and women-owned enterprises.

For more than twenty years, ULBC has been involved in the production of affordable housing throughout Broward County. In this time ULBC/CCDC, has developed over 200 residential units. Recently, ULBC/CCDC was selected to work in partnership with Broward County Housing Finance & Community Redevelopment Division to redevelop scattered, single-family residential home sites within the Broward Municipal Service District (BMSD). ULBC/CCDC along with other participating non-profit organizations working independently to develop a total of 40 new single-family homes, while working collaboratively to engage the community and create a neighborhood revitalization effort to be proud of.

ULBC/CCDC has engaged T. Knowles & Associates, LLC (TKA), a residential and commercial construction firm to lead the development team. Traves Knowles, general contractor and his staff have over 50 plus years of combined experience and is uniquely qualified to ensure the effective and efficient implementation of this project (see attachment). In addition to ULBC's new construction projects, TKA has performed numerous residential and commercial construction projects for clients such as:

- Pompano Beach CRA
- Royal Estates–Luxury Single Family Home
- David Posnack Jewish Day School
- Broward County Schools

For nearly 10 years, ULBC/CCDC's internal Project Manager, Carlos Prada has faithfully overseen the redevelopment and property management of nearly 200 residential units. Mr. Prada will work in conjunction with TKA to ensure timely completion of each project.

b. Specify unique circumstances that sets the Proposer apart from others performing the same or similar services:

ULBC/CCCDC is a multi-faceted organization with several lines of service that strategically align with developing core competencies needed for low to moderate income households to build wealth. The agency is a HUD-approved housing counseling agency with a team of a four highly qualified housing counselors that offer comprehensive housing counseling for first-time homebuyers. Participants attend an 8-hour education course that provides information on the steps to homeownership including budgeting and credit, predatory lending, the lending process, searching for and maintaining a home.

Additionally, our buyers will have access to the Individual Development Account (I.D.A.) Program, which is designed to increase knowledge and wealth in the low-income community by providing up to an 8:1 match savings program that will allow participants to either purchase their first home, continue post-secondary education or establish a small business. Financial literacy workshops are held quarterly to encourage good budgeting and savings techniques.

c. Financial Capacity

As shown in the Bond Capacity Letter included by T. Knowles & Associates, LLC, the general contractor present bond level is \$6 million dollars for a single project. In addition, ULBC/CCCDC has the financial capacity to carry up to 5 projects through mobilization and site work through foundation pours **(Attachments 7c)**. Also included for your review is ULBC's audited financial statement for the FY 06/30/2018.

d. Subcontractor and Key Staff Resumes:

Included for your review under the **Attachments 7d** are resumes, licenses and certifications of staff member that are key to the successful execution to the proposal. The key staff members include:

- Senior Management Team
 - Germaine Smith-Baugh, President & CEO/Authorized Representative
 - Courtnee Biscardi, Sr. VP of Operations & Strategy/Authorized Representative
 - Jean-Claude Toussaint, VP of Finance & Administration/Authorized Representative
Financial & Contractual Point of Contact
- Construction Team
 - Traves Knowles, CGC, LEEDS, AP
 - Warren Jenkins, Superintendent
 - Phil Taylor, Superintendent
 - George Messita, Superintendent
 - Carlos Prada, ULBC/CCCDC Project Manager
- Housing Counseling Team
 - Carolyn Hicks-Washington
 - Deborah Estrada Ayala
 - Amaydani Portelles
 - Mercy Belsario

e. Discuss past development/construction activity in the City of Hallandale Beach:

In 2013 and 2014, partnership with the Broward Alliance for Neighborhood Development (BAND), under the Neighborhood Stabilization Program, ULBC/CCCDC provide project management and property management services on three major renovation project located in the City of Hallandale Beach.


DRUG-FREE WORKPLACE FORM

The undersigned vendor in accordance with Florida Statute 287.087

Hereby certified that Urban League of Broward County, Inc. does:
(Name of Business)

1. Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.
2. Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.
3. Give each employee engaged in providing the commodities or contractual services that are under bid a copy of the statement specified in subsection (1).
4. In the statement specified in subsection (1), notify the employees that, as a condition of working on the commodities or contractual services that are under bid, the employee will abide by the terms of the statement and will notify the employer of any conviction of or plea of guilty or nolo contendere to, any violation of Chapter 1893 or of any controlled substance law of the United States or any state, for a violation occurring in the workplace no later than five (5) days after such conviction.
5. Impose a sanction on, or require the satisfactory participation in a drug abuse assistance or rehabilitation program if such is available in the employee's community, by any employee who is so convicted.
6. Make a good faith effort to continue to maintain a drug-free workplace through I implementation of this section.


As a person authorized to sign the statement, I certify that this Firm complies fully with the above requirements.

DATE:	06/27/2019	Germaine Smith-Baugh, Ed.D.	BIDDER'S SIGNATURE: 
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ANTI-KICKBACK AFFIDAVIT

STATE OF Florida)
) SS:
COUNTY OF Broward)

I, the undersigned hereby duly sworn, depose and say that no portion of the sum herein bid will be paid to any employees of the City of Hallandale Beach CRA and its elected officials, as a commission, kickback, reward or gift, directly or indirectly by me or any member of my Firm or by an officer of the corporation.

By: 
Signature of Authorized Officer per Sunbiz

Germaine Smith-Baugh, Ed.D.
Print Name of Authorized Officer per Sunbiz

President
Title of Authorized Officer per Sunbiz

Sworn and subscribed before me this 27th day of June, 2019.


NOTARY PUBLIC

State of Florida at Large



My Commission Expires: 3/27/2023

Carolyn Hicks Washington

3613 Lime Hill Rd, Lauderhill, FL 33319 • 252.673.0834 • chwash20031@yahoo.com

Linkedin: <https://www.linkedin.com/in/carolyn-washington-b8226012>

PROGRAM COORDINATOR-HOUSING

Cost Conscious • Census Building • Quality Assurance • Scheduling • Forecasting • Project Coordination & Management

Summary of Qualifications:

I am an accomplished, high-energy, results-driven professional with more than 30 years of proven success and thorough knowledge of publicly assisted housing programs, management, internal auditing, and financial management. Ability to take on new programs to increase productivity for organizations and reduce costs. Proactive expert in building teams and revitalizing staff within high pressure environments.

EDUCATION

Bachelor of Arts - Business Administration, Concentration: Housing Management

Winston-Salem State University, Winston-Salem, NC - May 1982

CERTIFICATIONS

Tackling the HUD Counselor Exam: Step by Step, May 2018

Financial Capability Program Design for Managers, April 2018

Homebuyer Education Methods: Train the Trainer, August 2017

CreditSmart, June 2016

Family Self-Sufficiency Specialist, August 2014

Blended Occupancy Management Specialist, March 2013

PBM Essentials for the Property Manager Specialist, August 2010

HCV Financial Management & Reporting, August 2008

Housing Development Finance Professional, April 2002

PHM (Public Housing Manager) July 1999

KEY PROFICIENCIES

- | | | |
|---|---------------------------------|-------------------------|
| • Logistic Operations/Housing Management | • Internal Auditing | • Financial Management |
| • Customer Service | • Leadership Management | • Regulatory Compliance |
| • Budget Setting & Forecasting | • Financial Accounting | • Financial Statements |
| • Quality Control | • Inventory Control | • Cost Control |
| • Site Evaluation Check-list & Management | • Service Operations Management | • Troubleshooting |

CAREER HIGHLIGHTS/WORK EXPERIENCE

- Combination of over thirty years managing, and coordinating a comprehensive Housing Program (Housing Choice Voucher (HCV) and Public Housing (PH) programs and Housing Counseling).
- Expended federal/state/local funds in excess of \$5 million annually.
- Selects, supervises, trains and evaluates staff. Works with employees to correct deficiencies; implements discipline and termination procedures.
- Annually reviewed, analyzed and/or updated the Housing Choice Voucher Administrative Plan and the Admission and Continued Occupancy Policy (ACOP).
- Mediated and resolved tenant and landlord conflicts. Conferred with case managers as needed.
- Prepares clear and concise administrative and financial reports. Reconcile data as required by funders Contracts; Comply with policies and procedures with the Individual Development Account program and with the U.S. Department of Housing and Urban Development (HUD).
- Monitors and evaluate program requirements and client continued compliance with guidelines and regulations in the housing programs.

- Monitored Section Eight Management Assessment Program (SEMAP) compliance, including Housing Assistance Payment (HAP) and Housing Choice Voucher (HCV) utilization, making strategic recommendations to the Director to ensure maximization.
- Conducts Quality Control reviews of files for compliance in accordance with housing program guidelines.
- Establishes working relationships with clients, landlords, stakeholders and local HUD representatives.
- Assisted in preparing grant application and annual reports for the Family Self-Sufficiency Program.
- Supervised the HCV and PH waiting list management, Quality Control, Inspections (HQS/UPCS), Project Base Voucher Initiatives, VASH and all special programs including Family Self-Sufficiency (FSS) and Homeownership programs.
- Conducts Performance Evaluations and coordinates training as needed.
- Processed check requests to pay rent to landlords on behalf of veteran families.
- Screened veteran families for eligibility, assisted in locating housing, resource referral and planned goals for self-sufficiency, posted information into the Homeless Management Information System (HMIS).
- Provided liaison between employees, the public, residents, other governmental entities, clients, law enforcement official, media and other individual organizations.

PROFESSIONAL EXPERIENCE

Housing Program Coordinator, Urban League Broward County	2017-Present
SSVF Case Manager, Urban League of Broward County	2016-2017
Assistant Director of Assisted Housing, Housing Authority of the City of Fort Lauderdale	2010-2015
Assistant Section 8 Director, Housing Authority of the City of Fort Lauderdale	2005-2010
Section 8 Housing Manager, Choanoke Area Development Association of N.C.	2001-2005
Admissions and Occupancy Manager, Orlando Housing Authority	2000-2001
Public Housing Manager, Orlando Housing Authority	1998-2000

PROFESSIONAL & VOLUNTEER AFFILIATIONS

Girl Scout Troop Leader-10586 (2013-Present), Past Board Member, Hills of Inverrary 2002-2019, Past President of the Adult Usher Ministry (2011-2013), Society of Missions, Coordinator (2018-Present)-First Baptist Church Piney Grove, Lauderdale Lakes, FL.

ADDITIONAL SKILLS & ABILITIES

Proficient in Microsoft Office Suite



Participant Transcript History

Carolyn H. Washington

NN

Carolyn H. Washington

Urban League of Broward County, Inc.
590 NW 27th Avenue
Fort Lauderdale, FL 33311-8854
954-554-1888
cswashington@ulbcd.org

Fax: 754-200-5750

Event Name	Course ID	Course Name	Course Date	CEU	CE Hours	Passed?	Grade	Comments
NTI Kansas City, MO - 5/7/18 - 5/11/18	HC2005	Ready, Set, Prep: Tackling the HUD Counselor Exam Step by Step	05/10/2018 - 05/11/2018	1.20	12.00			
	HC220	Client Management and Tracking with CounselorMax®	05/07/2018 - 05/09/2018	1.80	18.00			
PBT Miami Gardens, FL - 4/24/18 - 4/25/18	HC375	Financial Capability Program Design for Managers	04/24/2018 - 04/25/2018	1.20	12.00			
NTI Philadelphia, PA - 8/14/17 - 8/18/17	HC2236	Homebuyer Education Methods: Training the Trainer	08/14/2017 - 08/18/2017	3.00	30.00	Yes	92	

Deborah S. Estrada Ayala

2738 NE 30th Place
Fort Lauderdale, FL 33306
(954) 830-0231

Email: deborahsaudi@yahoo.com

EDUCATION

Bachelor degree in Business Administration – Major in Marketing.
University of Puerto Rico, Bayamón Campus. Graduated in June/2000. Yoga
Instructor at Escuela Superior de Yoga IYTA. Graduated in Jan/2015.

SKILLS

Major Field Skills

- ☐ Customer Service, identifying target, selling techniques, Oral Presentations, Human Resources, consumer behavior analysis, creativity, ability to work under pressure.

Computer Skills

- ☐ Microsoft Word, Excel, Power Point, Access, Great Plains, Internet, Quickbooks.

Communication Skills

- ☐ Excellent communication skills in English and Spanish. Creative Writing.

EXPERIENCE

Urban league of Broward County

Intake Specialist, Housing Department
Fort Lauderdale, FL February – to Present

Colors & More, Inc.

Bookkeeping

Bayamón, PR March 2007 – September 2017

Duties: Managing Accounting Payable and Bookkeeping of 7 Harris Paints stores, Assist in Marketing Plan, Filing and updating weekly Ledger Account General, Debtors & Credit, Assist in all accounts payable and receivable, In charge of Debt Collection, Inventory, managing store's accounting system.

Ciudadanos Pro Defensa Belleza de PR (Non-Profit Organization)

Program Coordinator

Guaynabo, PR March 2007 – September 2017

Duties: Grant Submission, coordinate fundraising activities and educational programs, workshops for teachers and students (community in general), submission of financial reports to the funding agency, Manuscripts for publication and updating research documents for Principal Investigators, Responsible for all clerical duties for the program, Design Power Point presentations, to assist in other groups and organizations. Design Orientation Plan for schools and community, helping them to feel empower to create a solution for the school or community needs.

Puentes Servicios Psicológicos niños y adolescentes

Yoga Instructor RYT 200

I am a certified Yoga Instructor and use my knowledge of Reiki II as a complementary alternative to traditional medicine. Work with children with special needs as autism, ADHD, and other diagnosis. Also, help their family to cope and

Deborah S. Estrada Ayala

116 A SW 20 Ave.
Fort Lauderdale, FL33312
(939)639-6179

Email: deborahsaudi@yahoo.com

understand the challenges to become a better support for their kids. Prepare workshops to help with Breathing and Relaxation Technics, Balance and Mental Health, helping to transform aggressive behavior.

Inaru Ethnic Boutique

Owner

Dorado, PR January 2005 – March 2007

Duties: Customer service, Inventory maintenance, customer service, supervise, budget planning, manage accounts payable / receivable, design low cost operational and promotional strategies, etc.

Carmelo Group / Bloques Carmelo

Marketing Assistant / Customer Service

Toa Baja PR June 1999 – January 2005

Duties:

- ☐ **Marketing Assistant:** Responsible for Web site maintenance, analyze and prepare monthly and weekly reports for marketing and sales purposes. Analyze marketing campaign responses, post commercials in radio an television, analyze and identify strategies for new products publicity plan. Coordinate seminars as well as internal and external activities. Approve publicity agency invoicing.
- ☐ **Customer Service:** Coordinate Sale Representatives weekly rout. Identify customer needs and deal effectively with customer's complains. Products and services orientation. Prepare bill of lading, Invoicing and accounts receivable service, Sales and follow-up services to important clientele.
- ☐ **Support all departments such as:** Reception- managing telephone system (answering phone), Sale Representative, Human Resources – (payroll) and administrative secretary.

VOLUNTEER

Green Culebra (Non-Profit Environment Organization)

Volunteer

Culebra PR (2008 - to present)

I can gladly say, I took the time to contribute with Culebra Island and its natural resources. One of the best experience as a volunteer was helping to lead the baby leatherback turtles safe to the ocean. Prepare and participate in workshops for elementary and High School students about eco friendly practices. Integrate with the comunnity, assessing their needs and understanding their culture diversity.

REFERENCES

Available upon request



AMERICA

Participant Transcript History
Amarydani Portelles

Training Division

NH
Amarydani Portelles

Urban League of Broward County, Inc.
560 NW 27th Avenue
Fort Lauderdale, FL 333118854
954-625-2539
aportelles@ulbcofl.org

Fax:

Event Name	Course ID	Course Name	Course Date	CEU	CE Hours	Passed?	Grade	Comments
PBT Miami, FL • 6/27/16 - 6/29/16	HO370	Financial Coaching Advanced Practicum: Taking Your Practice to the Next Level	06/27/2016 - 06/29/2016	1.80	18.00			
PBT Fort Lauderdale, FL • 4/6/16 - 4/8/16	HO209rq	Delivering Effective Financial Education for Today's Consumer	04/06/2016 - 04/08/2016	1.80	18.00			
NTI Atlanta, GA • 2/22/16 - 2/26/16	HO208	Building Skills for Financial Confidence	02/22/2016 - 02/23/2016	1.20	12.00	Yes	87	
	HO310	Financial Coaching: Helping Clients Reach Their Goals	02/25/2016 - 02/26/2016	1.20	12.00			

Amaydani Portelles
amaydani@hotmail.com
754-368-7417

Professional Summary:

Dynamic and solutions-oriented professional, with a solid history of achievement in customer service. Experience working in fast paced environments demanding strong organizational and interpersonal skills. Detail oriented and resourceful in completing projects, able to multi task effectively. (Bilingual English-Spanish)

Experience:

Urban League of Broward County.

Ft. Lauderdale, FL

October 2018 to Present.

First Time Home Buyer Program/Housing Counselor

- Gather information from the clients to complete the intake process.
- Create Case or client files containing personal and financial information to determinate the status of the client. (Financial Management Education or Pre-Purchase).
- Develop an Action Plan that identifies the needs and/or goals, the steps necessary to meet the goals and the timeframe.
- Assist the client to review spending habits and budget appropriately.
- Assist the client to fix and/or increase credit score.
- Provides referrals when appropriate.
- Conducts the First Time Home Buyer Workshop including Financial Management Education and Post-Purchase.

Urban League of Broward County.

Ft. Lauderdale, FL

September 2015 – October 2018.

Center for Working Families Program/Financial-Life Coach

- Provided one-on-one coaching services to eligible clients.
- Assess clients overall financial situation by set up financial goals, reviewing income, assets, monthly budget, credit report and make a plan to improve credit score.
- Provided Dispute Workshops, to help the client to prepare the dispute letters and mail outs.
- Responsible for providing resources and financial education to participants motivated to attain asset building goals.
- Conducts case management and follow-up services on clients as required by contract.
- Meet all performance standards and requirements for programs contract.
- Informs clients of resources, events, job fairs, workshops and referral services internal and external.
- Submits timely and accurate reports and data.

Amaydani Portelles
amaydani@hotmail.com
754-368-7417

The Credit & Banking Law Group
Boca Raton, FL
April 2010-Septiembre 2015
Intake/Debt Negotiator

- Negotiate with creditors and Law Firms on behalf of the clients to arrange settlements, payments adjustment or set up a payment plan.
- Provided initial interaction with potential and existing clients by providing all the information of Debt Settlement Program and Consolidation Program via inbound and outbound calls in English and Spanish.
- Prepare contract, power of attorney and other legal documentation for potential clients.
- Prepare daily, weekly, monthly and annual reports.
- Purchase and distribute all office supplies needed.
- Perform other related duties as required assigned.

Christian Debt Consolidation
Boca Raton, FL
December 2007 to April 2010
Intake/Customer Services Representative

- Assisted with counseling via inbound and outbound calls in English and Spanish.
- Data entry and prepare all potential clients documentation.
- Ensured that all outgoing mail was processed, stamped and shipped.
- Ensure that all incoming mail was retrieved, opened, stored and properly distributed.
- Advise clients of all procedures in regards to the company as well the creditors.

Certifications:

- HO210-Practice, Study, Success: Test Strategies for HUD's Counselors-Certification Exam. June-2019
- Freddie Mac-Credit Smart (Spanish)-May-2019
- Tenancy Webinar. October-2018
- Mental Health First Aid USA. September-2018
- Scam Prevention & Reporting. July-2018
- Bankruptcy Basic. July-2018
- Freddie Mac-Credit Smart. April-2018
- HO370-Financial Coaching Advanced. June-2016
- HO209-Delivering Effective Financial Education for today's Consumers. April-2016
- HO310-Financial coaching: Helping Clients Reach their Goals. February-2016
- HO208-Building Skills for Financial Confidence. February-2016

Education

Bachelor's Degree in Marketing July 1997
Universidad Nuevas Profesiones
Caracas-Venezuela



Participant Transcript History
Mercedes Belisario

Training Division

NN

Mercedes Belisario

560 NW 27th Avenue
Fort Lauderdale
954-625-2543
mbelisario@nwbfl.org

Fax: 754-200-5750

Event Name	Course ID	Course Name	Course Date	CEU	CE Hours	Passed?	Grade	Comments
eLearning Course	HO285d	Counseling Clients Seeking Rental Housing	12/13/2016 -	0.25	2.50			
PBT Miami Gardens, FL - 4/24/18 - 4/25/18	HO375	Financial Capability Program Design for Managers	04/24/2018 - 04/25/2018	1.20	12.00			
PBT Atlanta, GA - 2/12/18 - 2/15/18	HO200	Ready, Set, Prep: Tackling the HUD Counselor Exam Step by Step	02/12/2018 - 02/13/2018	1.20	12.00			
eLearning Course	HO018WT	Innovative Approaches to Building Financial Capability Programs - eClassroom Express Webinar Training	04/13/2017 - 04/18/2017	0.15	1.50	yes	80	
eLearning Course	HO017WT	Using Financial Coaching Techniques to Engage and Motivate Clients - Interactive Webinar Training	03/16/2017 - 03/21/2017	0.15	1.50	yes	100	
eLearning Course	HO010WT	Understanding the Skills Needed to be a Successful Financial Coach - eClassroom Express Webinar Training	02/22/2017 - 02/28/2017	0.15	1.50	yes	100	
NTI Detroit, MI - 8/8/16 - 8/12/16	HO258d	Building Skills for Financial Confidence	08/11/2016 - 08/12/2016	1.20	12.00	No	57	
	HO370	Financial Coaching Advanced Practicum: Taking Your Practice to the Next Level	08/08/2016 - 08/10/2016	1.80	18.00			
PBT Fort Lauderdale, FL - 4/6/16 - 4/8/16	HO208q	Delivering Effective Financial Education for Today's Consumer	04/06/2016 - 04/08/2016	1.80	18.00			
eLearning Course	HO003WT	Fair Housing: Building Competency in Housing Counseling - Interactive Webinar Training	03/18/2016 -	0.15	1.50			
NTI Washington, DC - 12/7/15 - 12/11/15								

As of: 03/17/2019

NN
 Mercedes Balciano

Urban League of Broward County, Inc.
 560 NW 27th Avenue
 Fort Lauderdale, FL 33311-885
 354-628-2643
 mbalciano@ubcfl.org

Fax: 754-200-5750

Event Name	Course ID	Course Name	Course Date	CEU	CE Hours	Passed?	Grade	Comments
	HC02D	Client Management and Tracking with CounselorMax	12/07/2015 - 12/09/2015	1.80	18.00			
	HC024	Advanced Reporting and Customization for CounselorMax	12/10/2015 - 12/11/2015	1.20	12.00			
PBT Miami, FL - 6/2/15 - 6/3/15	HC010	Financial Coaching: Helping Clients Reach Their Goals	06/02/2015 - 06/03/2015	1.20	12.00			
NTI Kansas City, MO - 5/4/15 - 5/8/15	HC037	Advanced Foreclosure: Case Study Practicum	05/04/2015 - 05/05/2015	1.20	12.00			
eLearning Course	HC001WT	Foreclosure Tune-up - Interactive Webinar Training	04/16/2015 - 04/22/2015	0.15	1.50	yes	73.33	
NTI Washington, DC - 12/9/14 - 12/12/14	HC045-1q	Foreclosure Intervention and Default Counseling Certification, Part I	12/08/2014 - 12/12/2014	3.00	30.00	Yes	80	
PBT Miami, FL - 10/8/14 - 10/10/14	HC103	Lending Basics for Homeownership Counselors	10/08/2014 - 10/10/2014	1.80	18.00			
eLearning Course	HC104el	HECM: Counseling Basics Overview	09/02/2011 - 09/02/2011	0.25	2.50	yes	78.3	
eLearning Course	HC085el	Counseling Clients Seeking Rental Housing	08/31/2011 - 09/15/2011	0.25	2.50	yes	88.1	
eLearning Course	HC102el	Mortgage Lending Fundamentals for Homeownership Professionals	08/29/2011 - 09/13/2011	0.25	2.50	yes	88.1	
eLearning Course	HC080el	Counseling Buyers of REO Properties	07/21/2011 - 08/17/2011	0.25	2.50	yes	90	
eLearning Course	HC130el	Understanding Credit Reports and Credit Scoring	07/19/2011 - 08/25/2011	0.25	2.50	yes	75.6	
eLearning Course	HC080el	Counseling Buyers of REO Properties	02/17/2011 -	0.25	2.50			
	HC085el	Counseling Clients Seeking Rental Housing	02/17/2011 -	0.25	2.50			

As of: 05/17/2018

NN
Morcedes Bolesario

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954-625-2543
mbolesario@jlibert.org

Fax 754-200-5750

Event Name	Course ID	Course Name	Course Date	CEU	CE Hours	Passed?	Grade	Comments
eLearning Course	HQ346el	Understanding and Applying Foreclosure Intervention and Loss Mitigation Tools	02/18/2010 - 02/21/2010	0.25	2.50	Yes		
PBT Ft. Lauderdale, FL - 11/16/09 - 11/20/09	HQ345ng	Foreclosure Intervention and Default Counseling Certification, Part I	11/16/2009 - 11/20/2009	3.00	30.00	Yes	92	
PBT Jupiter, FL - 9/14/09 - 9/18/09	HQ290	Homeownership Counseling Certification: Principles, Practices and Techniques, Part I	09/14/2009 - 09/18/2009	3.00	30.00	Yes	100	
eLearning Course	HQ109el	Foreclosure Basics for Homeownership Counselors	07/30/2009 - 08/28/2009	0.40	4.00	Yes		

Mercy Belisario

3181 Coral Lake Dr. Coral Springs, FL 33065
E-mail: mercy.21@hotmail.com Mobile: (754)368-1621

SKILLS

- Ability to work well under pressure on my own or with a team.
- Fluent in Spanish and English.
- Excellent Communication and Organizational Skills.

Project Reinvest Financial Capability (PRFC) , CounselorMax, Counselor Direct (HHF), CRM, Sales Force, Vanco system, CreditSoft program, Plug n Pay Credit card program, CreditSoft, Canopy software Clarifire and Word, Excel, Windows, Powerpoint

EXPERIENCE

Urban League Of Broward County, FI

July-2014 to present

Housing Specialist Case Manager

- Input data into a Web-based application to manage the client's Foreclosure prevention process (CounselorMax) and Project Reinvest Financial Capability (PRFC)
- Submits timely and accurate reports and data related to program and clients
 - Organize and implements strategies that result in positive achievements for borrower
- Maintain files and keep clients records
- Perform comprehensive one-on-one housing counseling sessions to new and existing clients.
 - Follow up the status and progress of each case
 - Maintains accurate and complete files for program clients according to services and Lender.
 - Develop a relationship with Lenders, agencies and contact person to ensure coordinated and comprehensive delivery of services to clients in foreclosure
 - Liaison ULBC, Lenders, attorneys and others Housing counselors agencies.

RKE Law Group – Hallandale Beach, FI

April-2012 / July-2014

Foreclosure Modification / Mediation Paralegal

Housing Coordinator

- Prepared borrowers Financials to negotiate in mediation and/or to Lender's attorney to obtain TPP or permanent loan modification.
- Negotiate with lenders on behalf of homeowners.
- Knowledge of processing loans, assisting clients with all paperwork.
- Manage cases progress and working towards a successful case settlement
- Called Opposing Counsel for update reviews, and follow up Counties Administrator Order.
- Responded promptly when returning telephone calls and replying to correspondence, emails, and faxes.
- Prepared and submits modification documents according to each Bank guidelines.
- Managed Loan Processors and internal weekly report.
- Used My Motion Calendar to schedule Mediation or Conciliation Mediation
- Collected documents required and submitted to the Bank
- Communicated with coworkers, management, staff and clients in professional manner

Consumer Credit Management Services - Delray Beach, FL Aug-2009 / April-2012

Loss Mitigation - Foreclosure Mediation Team Lead:

- Managed Counselors and created the internal process to control workflow and ensure quality of services.
- Liaison CCMS, attorneys and the Program Manager Collins Center.
- Guided borrowers' through the complex and stressful process of completing financial worksheets by exercising patience and experience gained throughout my career.
- Counseled borrowers' and prepare them to negotiate in the mediation directly with the lender or any person authorized by the bank to obtain a permanent loan modification.
- Knowledge of Government Programs RMFMP, RMA, HAMP, and HHF.
- Prepared internal weekly and monthly reporting.
- Prepared and submit to The Collins Center monthly invoicing for mediation foreclosure counseling services.
- Loss Mitigation Counselor following HUD protocols and guidelines.
- Software: Canopy Software for The Collins Center RMFM and Clarifire for Fannie Mae Pre-Suit counseling and CounselorMax for Loan Modification/Loss Litigation.

Christian Debt Consolidation - Boca Raton, FL

May-2005 / Jul-2009

Assistant Manager:

- Vanco (ACH): Processed clients' payments.
- Credit Card.
- Reviewed advisors files.
- Payroll.
- Reviewed all leads information.
- Followed up clients' file with the Services Provider (Corp).
- Daily report.

EDUCATION

Florida Atlantic University

Paralegal (2016)

Colegio Universitario de Caracas Venezuela

Administration as Organization & System

CERTIFICATIONS

Financial Certified Credit Counselor at

NeighborWorks Center for Homeownership Education and Counseling
Practice, Study, Success: Test Strategies for HUD's Counselor

NCHEC Certification in Homeownership Counseling:

Foreclosure Basics, intermediate and advanced

Foreclosure Intervention and Default Counselors

Financial Coaching: Helping Clients Reach their Goals

Lending Basic for Homeownership Counselors

FHA Loss Mitigation Program Training

Homeownership Counseling Certification: Principles, Practices and Techniques Part I

Mortgage Lending Fundamentals for Homeownership Professionals

Understanding Credit Reports and Credit Scoring

Understanding and Applying Foreclosure Intervention and Loss Mitigation Tools

FHA Insured Loan and Affordable Mortgage Option
Counseling Buyers of REO Properties
Using Effective Practices to Improve your Foreclosure Counseling Program

CONFIDENTIALITY FORM

Sealed bids/proposals, or replies received by an agency pursuant to a competitive solicitation are exempt from Chapter 119, Florida Statutes. The Proposer must include any materials it asserts to be exempted from public disclosure under Chapter 119, Florida Statutes, in a separate bound document labeled "Attachment to Request for Proposals, RFP Number and Name - Confidential Material".

The Proposer must identify the specific Statute that authorizes exemption from the Public Records Law. Any claim of confidentiality on materials the Proposer asserts to be exempt from public disclosure and placed elsewhere in the proposal will be considered waived by the Proposer upon submission, effective after opening.

Proposer should take special note of this as it relates to proprietary information that might be included in this solicitation.

I, Germaine Smith-Baugh, President

Name of authorized Officer per Sunbiz and/or legal documentation Title

of Urban League of Broward County, Inc.

Name of Firm as it appears on Sunbiz and/or legal documentation hereby, attest that I have the authority to sign this notarized certification and certify that the Firm complies with the above requirements.



Signature

President

Title

JEAN-CLAUDE TOUSSAINT

Coral Springs, FL 33076 | 917.439.5506 | jctoussaint@hotmail.com

Shaping Fiscal Policy, Process Improvement Operations, Cost Control, and Margin Improvement

Financial and Operations Strategist | Six Sigma Green Belt Holder | Consistent Revenue Growth

Top-performing leader and growth strategist with over 20 years' experience and proven track record of success leading financial aspects in complex, multi-constituent human / community services within non-profit, government, and corporate sectors. Executive with expertise in creating sustainable technology, operations, financial cost control and compliance, revenue, and quality improvements.

- Strategic Financial Planning and Analysis
- Operations Management
- Budgeting and Auditing
- Vendor Negotiations
- System Administration and Policy
- Process Improvement and Data Analysis
- Project and Risk Management
- Leadership and Team Building
- Government Funding
- Coaching and Training

MANAGEMENT HIGHLIGHTS

- **Generated revenue growth by \$2 million** with new business strategies.
- **Championed in \$138,000+ in annual savings** with system improvement strategies; key Management Leader for motivated staff of 10 finance associates and energized underproductive employees to realize stellar team performance.
- **Pioneered in \$250 million budget consolidation oversight**, \$90 million operating budget, and acting as advisor to CFO.

CAREER ACHIEVEMENTS

- Received Federal and State Recognition for high caliber cost reporting and knowledge of Office of Management and Budget circulars.
- Consistently received outstanding leadership performance evaluations and federal oversight reviews.
 - Two-time recipient of Management Achievement Awards.

PROFESSIONAL EXPERIENCE

URBAN LEAGUE BROWARD COUNTY; Fort Lauderdale, FL

Empowering communities and changing lives in the areas of education, jobs, housing, health and entrepreneurship.

Vice President of Finance and Administration

04 / 2016 – Present

Financial Strategy and Operations | Budgeting and Scenario Planning | Key advisor to CEO

Shouldering increasingly broad authority for all the financial operations and technological development functions along with ensuring cyber security of the organization.

- Managing the assets, finances, operational efficiency, departmental budgeting, scenario development and planning, and financial implications of strategic options and business models that support and enhance the organization's mission.
- Implementing economic and community development goals for the Urban League of Broward County, and coordinating with the development community, local businesses and various government agencies and staff.
- Creates comprehensive development strategy and implementation plan (including philanthropy, non-traditional revenue, social enterprise, housing construction, etc.) to meet organization's current and future program and mission needs.
- Timely financial reports resulting in three consecutive years of unqualified audit opinion by BCA Watson Rice LLP

CAREERSOURCE BROWARD; Fort Lauderdale, FL

Federally-funded and locally-controlled organization providing diverse services to employers and job seekers in Broward County, Florida.

Senior Vice President Finance

09 / 2015 – 04 / 2016

Financial Strategy and Operations | Budgeting and Scenario Planning | Key advisor to CEO

Recruited to direct and oversee all the facets of fiscal activities, while maintaining fiscal security and integrity.

- Analyzed budgets, financial reports, and projections for accurate reporting of financial standing. Produced accurate, timely financial reports resulting in an unqualified opinion by Cherry Bekaert LLP for the 2016 audit.

BROWARD COUNTY HOUSING FINANCE AND COMMUNITY DEVELOPMENT; Fort Lauderdale, FL
Administering the housing programs to develop and preserve affordable housing, and improve communities.
Financial Controls Manager 03 / 2014 – 09 / 2015

Financial Management | Budgeting | Auditing | Supervision

Recruited to provide financial management, monitor federal housing grant programs, and develop annual budgets in collaboration with the Director.

- Supervised the Fiscal Section, and analyzed audit reports from non-profit organizations and cities receiving Federal grant funds through Broward County.

CHARLOTTE AREA TRANSIT SYSTEM; Charlotte, NC
Public transport system operating bus and rail services.

Revenue and Financial Controls Manager 12 / 2011 – 03 / 2014

Revenue Management | Fiscal Compliance | Auditing | Cost Control | Vendor Negotiations

Recruited for spearheading the revenue management and fiscal compliance by overseeing the team that provided support to business units ensuring proper communication of the financial policies, practices, and procedures and compliance in concert with federal, state and local oversight stakeholders and standards.

- Successfully rolled out the implementation of the July 2012 fare, increasing revenue growth.
- Created the organization's audit calendar and developed streamlined procedures for audit engagements resulting in consistently passing external audits without incident.
- Successfully developed the indirect cost allocation plan for submission to the Federal Transit Administration.

MECKLENBURG COUNTY AREA MENTAL HEALTH; Charlotte, NC

A drug or alcohol rehabilitation center with a primary focus on substance abuse treatment.

Fiscal Administrator 08 / 2007 – 08 / 2011

Financial Strategy and Operations | Cost Control | Supervision | Budgeting | Vendor Relations

Recruited to oversee the allocation of a \$90 million operating budget and implementation of workflow efficiencies throughout the local government unit responsible for controlling a network of treatment providers.

- Spearheaded in the restructure of the SOPs, developed internal controls guidelines, refined fundraising strategies, and drafted policy for regulating acceptance of donations and release of financial information.
 - Engaged high-spirited team and worked collaboratively with volunteers in organizing numerous events for United Way fundraising campaign reaching 97% of goal.
 - Improved workload planning, reduced absences, and conceived new budget preparation protocol eliminating silo approach.
 - Ramped up rate of invoices paid within 21 days of receipt by an average of 89% over three years.
-

Prior Work History

National Urban League, Inc.; New York, NY

Grants and Budget Manager 03 / 2006 – 04 / 2007

Metropolitan Jewish Health Systems Elderplan, Inc.; Brooklyn, NY

Senior Accountant 07 / 2004 – 03 / 2006

New York City Economic Development Corporation; New York, NY

Assistant Vice-President (promotion) 02 / 2001 – 07 / 2004

Senior Budget Analyst 11 / 1998 – 02 / 2001

EDUCATION

Master of Business Administration; LONG ISLAND UNIVERSITY - Brooklyn, NY

Bachelor of Science; BROOKLYN COLLEGE - Brooklyn, NY

Six Sigma Green Belt

REFERENCE CHECK FORM

Please note that the information for the Projects/Contracts must be the same as the Projects/Contracts provided within the Reference Check Form. If Firm does not provide the completed/signed Reference Check Forms as requested, Firm will be determined non-responsive, not evaluated, and not considered.

RFP # FY 2018-2019-CRA002 PRE-QUALIFICATION OF FIRMS NEW RESIDENTIAL HOUSING

PROPOSING FIRM'S NAME(S): Urban League of Broward County, Inc. through Central County Community Development Corporation

PROJECT NAME: Hallandale Beach CRA New Residential Housing Development

NAME OF FIRM THAT WAS AWARDED THE AGREEMENT:

Urban League of Broward County, Inc. through Central County Community Development Corporation

WAS THE CONTRACT FOR MODULAR HOMES? ☐ YES ☒ NO

WAS THE CONTRACT FOR RESIDENTIAL TRADITIONAL CONSTRUCTION HOUSING?
☒ YES ☐ NO

WAS GREEN CERTIFICATION AWARDED? ☐ YES ☒ NO

NAME ALL THE FIRMS THAT WERE SUBCONTRACTORS TO THE PROJECT AND PROVIDED SERVICES:

T. Knowles & Associates, LLC, Traves Knowles, CGC

Name of reference:	Ralph Stone	Phone:	(954) 357-5320
Title of reference:	Director	E-mail Address:	RSTONE@broward.com
Company/Employer:	Broward County Housing Finance & Community Redevelopment Division		

Please answer the following questions regarding services provided by the proposer named above.

1. What was the scope of project provided and completed by the Contractor?

ULBC was contracted to complete the new construction of four single-family, infill homes from the ground up within 18 months of property conveyance.

ULBC assisted its first-time homebuyers with preparing a saving plan to ensure they had the necessary funds saved for the buyer's contribution.

2. Provide detail information about the level of commitment of the Firm to your operation. Did the Firm devote the time, and personnel necessary to successfully complete the entities needs?

ULBC committed the necessary staff and financial resources to ensure the timely completion of the project. There were never any causes for concern throughout the construction, such as lag time or major work stoppages.

3. How long was the Firm on Contract to provide construction of homes.

18 months

4. Provide detail information about the competence, level of professionalism, accessibility, and responsiveness of the Firm's personnel supervising and performing the work.

ULBC's team provided high level development services throughout the infill development project. The project management staff effectively navigated the predevelopment phase by meeting with the Planning, Engineering, and Building officials prior to submitting plans to ensure the timely review, processing, and approval of the architectural plans. The construction team's project oversight and strict adherence to the project schedule and budget ensured ULBC would deliver its finished project timely and on budget.

5. Provide detail information about the Firm's response time, as required by your Agreement. Where there ever any issues and why?

ULBC committed the necessary staff and financial resources to ensure the timely completion of the project. There was never any causes for concern throughout the construction, such as lag time or major work stoppages.

6. Provide detail information about the Firm's success at minimizing any issues, quality of work, reporting capabilities and customer service with entities staff.

The construction team provided the necessary project oversight and strict adherence to the project schedule and budget, which ensured ULBC would deliver its finished project timely and on budget. The construction quality consistently met the necessary standards and warranted prompt approvals upon inspection by the building officials. ULBC's Housing Counseling team ensured the buyer's readiness for closing upon the issuance of the Certificate of Occupancy.

7. Provide your level of satisfaction with the Firm's success at keeping you updated and informed, particularly when special needs or problems arose during work?

ULBC's staff submitted written status reports monthly which detailed accomplishments and challenges faced during the development process. As issues arose, we were able to work with the staff to troubleshoot and resolve the issues timely.

8. Provide your level of satisfaction with the Firm's overall work throughout the years on the Contract?

We are very satisfied with quality of work and level of commitment provided by ULBC's development team.

9. What were the Firms operational schedule as required by your agreement/contract.

ULBC was required to secure permits with 6 months of property conveyance and complete the construction within 12 months of permit issuance.

ADDITIONAL COMMENTS:

I strongly offer my recommendation for ULBC to provide development services for the Hallandale Beach CRA project.

SIGNATURE: _____ **Date:** _____

REFERENCE CHECK FORM

Please note that the information for the Projects/Contracts must be the same as the Projects/Contracts provided within the Reference Check Form. If Firm does not provide the completed/signed Reference Check Forms as requested, Firm will be determined non-responsive, not evaluated, and not considered.

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PROPOSING FIRM'S NAME(S): Urban League of Broward County, Inc. through Central County Community Development Corporation

PROJECT NAME: Hallandale Beach CRA New Residential Housing Development

NAME OF FIRM THAT WAS AWARDED THE AGREEMENT:

Urban League of Broward County, Inc. through Central County Community Development Corporation

WAS THE CONTRACT FOR MODULAR HOMES? ☐ YES ☒ NO

WAS THE CONTRACT FOR RESIDENTIAL TRADITIONAL CONSTRUCTION HOUSING?

☒ YES ☐ NO

WAS GREEN CERTIFICATION AWARDED? ☐ YES ☒ NO

NAME ALL THE FIRMS THAT WERE SUBCONTRACTORS TO THE PROJECT AND PROVIDED SERVICES:

T. Knowles & Associates, LLC, Traves Knowles, CGC

Name of reference:	Suzanne Weiss	Phone:	(954) 357-4915
Title of reference:	Manager, Homeownership & Repair Section	E-mail Address:	SUWeiss@broward.com
Company/Employer:	Broward County Housing Finance & Community Redevelopment Division		

Please answer the following questions regarding services provided by the proposer named above.

1. What was the scope of project provided and completed by the Contractor?

ULBC was contracted to complete the new construction of four single-family, infill homes from the ground up within 18 months of property conveyance.

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9. What were the Firms operational schedule as required by your agreement/contract.

ULBC was required to secure permits with 6 months of property conveyance and complete the construction within 12 months of permit issuance.

ADDITIONAL COMMENTS:

I strongly offer my recommendation for ULBC to provide development services for the Hallandale Beach CRA project.

SIGNATURE: _____ Date: _____



BRODER & COMPANY

6191 Orange Drive. #6159E
Davie, FL 33314
(954) 584-3002

500 Vince Place
Saint Johns, FL 32259
(904) 295-8775

6/26/2019

Urban League of Broward County
560 NW 27th Ave
Ft. Lauderdale, FL 33311

RE: T. Knowles & Associates, LLC

To Whom It May Concern:

We are the bonding agents for T. Knowles & Associates, LLC. We have been doing business with Traves Knowles and his company since its inception in 2012.

T. Knowles & Associates, LLC's present bond line is \$6 million single job and \$8 million aggregate uncompleted work program.

Traves Knowles has done a great job in his business building projects on time and within budget. Because of his excellent reputation we have only written a couple of bonds for the company. After owners do their due diligence they have waived the bond requirement.

If you have any questions, please let us know.

Very truly yours,

Arthur K. Broder



ADDENDUM # 1
RFP # FY 2018-2019-CRA002
PRE-QUALIFICATION OF FIRMS NEW RESIDENTIAL HOUSING

Please ensure you check the City's website for the latest addendum released for this project. Below find the link to the City's website: www.cohb.org/solicitations.

Firm must provide this form signed by an authorized officer of your Firm to acknowledge receipt of ADDENDUM # 1 and provide with your Firm's response.

PLEASE NOTE:

Question #1.

What form of proposal are you looking for?

Answer #1.

See RFP document on City website at www.cohb.org/solicitations . Please ensure to read the scope of work detailed on pages 3-7.

ADDENDUM #1

PLEASE NOTE RECEIPT OF ADDENDUM # 1 BY SIGNING BELOW AND INCLUDE WITH YOUR FIRM'S SUBMISSION.

I ACKNOWLEDGE RECEIPT OF ADDENDUM # 1:

Company	Urban League of Broward County, Inc.
Name	Germaine Smith-Baugh, Ed.D.
Title	President & CEO
Signature	
Date	June 27, 2019

Sincerely,



Andrea Lues, Director, Procurement Department

Name and Location of Project/Contract # 2:	Broward Municipal Service District Infill Development Project 2743 NW 6th Court, Fort Lauderdale, FL 33311
Name of the Firm that was awarded the Contract.	Central County Community Development Corporation, Inc. wholly-owned subsidiary of the Urban League of Broward County, Inc.
Was the Contract for Modular Homes?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
If Modular Home name of Manufacturer, location of assemblage.	
Was the Contract for Traditional Residential Construction?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Date when Contract started.	Month: 03 Year: 2017
Date when Contract was completed. Must have been completed within the last five (5) years 2013-2018.	Month: 08 Year: 2018 Completed: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> If no reason:
Name of entity for which services were provided to.	Broward County Board of County Commissioners
Updated contact name, phone and email for Project Manager where services were provided to.	Ralph Stone (954) 357-5320 RSTONE@broward.com
Did project receive final Certificate of Occupancy (C.O.)? Provide date.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Date: 08/17/2018
The Proposer must specifically detail all the services that the awarded Firm performed which clearly shows the experience related to the scope of work of this RFP. Proposing Firm must provide pictures of completed projects. Proposing Firm must provide a completed Reference Check form. Must be the same as this project/contract.	Construct a single-family home on vacant land lot donated by Broward County, within 18 months of conveyance. Completed the design and permitting within 6 months of property conveyance. Completed construction activities through Certificate of Occupancy within 12 months of permitting. Assisted the prequalified buyer with obtaining mortgage approval once construction was 75% complete. Buyer closed on the purchase of the property within 3 months of construction completion. <input checked="" type="checkbox"/> Yes, included <input type="checkbox"/> No, Not Included and Why? <input checked="" type="checkbox"/> Yes, included <input type="checkbox"/> No, Not Included and Why?
a. Did proposing Firm awarded the Contract obtain Green Building Certification or other Certifications (please list/provide)?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
b. Copy of Certification obtained provided	<input type="checkbox"/> Yes <input type="checkbox"/> No
c. What level? (if applicable)	



[Department of State](#) / [Division of Corporations](#) / [Search Records](#) / [Detail By Document Number](#) /

Detail by Entity Name

Florida Not For Profit Corporation

CENTRAL COUNTY COMMUNITY DEVELOPMENT CORPORATION

Filing Information

Document Number	N93000001352
FEI/EIN Number	65-0699777
Date Filed	03/19/1993
State	FL
Status	ACTIVE
Last Event	AMENDMENT
Event Date Filed	07/12/1993
Event Effective Date	NONE

Principal Address

560 N.W. 27 AVENUE
FT. LAUDERDALE, FL 33311

Changed: 04/11/2012

Mailing Address

560 N.W. 27 AVENUE
FT. LAUDERDALE, FL 33311

Changed: 04/11/2012

Registered Agent Name & Address

THE URBAN LEAGUE OF BROWARD COUNTY INC.
560 N.W. 27 AVENUE
FT. LAUDERDALE, FL 33311

Address Changed: 04/11/2012

Officer/Director Detail

Name & Address

Title Chairman

SMITH-BAUGH, GERMAINE
560 N.W. 27 AVENUE
FT. LAUDERDALE, FL 33311

Title D

NOLAN, BRIAN
11317 S.W. 114 CIRCLE TERRACE
MIAMI, FL 33176

Title D

KINSELL, KELLY
350 EAST LAS OLAS BLVD, 18TH FLR
FT. LAUDERDALE, FL 33301

Title Director

Adams, Pamela
547 N.W. 9 Avenue, Suite 5
Fort Lauderdale, FL 33311

Title D

Hosendolph, Darryl
Holsen Inc. Enterprises
Miami, FL

Title D

McDonald-Anderson, Tammy
New Urban Community Development Corporation
Palm Beach, FL

Title D

Davis, Kareisha
Low Income Neighborhood
Fort Lauderdale, FL

Annual Reports

Report Year	Filed Date
2017	02/14/2017
2018	01/09/2018
2019	01/24/2019

Document Images

01/24/2019 -- ANNUAL REPORT	View image in PDF format
01/09/2018 -- ANNUAL REPORT	View image in PDF format
02/14/2017 -- ANNUAL REPORT	View image in PDF format
03/14/2016 -- ANNUAL REPORT	View image in PDF format
02/10/2015 -- ANNUAL REPORT	View image in PDF format
02/26/2014 -- ANNUAL REPORT	View image in PDF format
04/05/2013 -- ANNUAL REPORT	View image in PDF format
04/11/2012 -- ANNUAL REPORT	View image in PDF format
04/13/2011 -- ANNUAL REPORT	View image in PDF format

03/17/2010 -- ANNUAL REPORT	View image in PDF format
04/14/2009 -- ANNUAL REPORT	View image in PDF format
01/15/2008 -- ANNUAL REPORT	View image in PDF format
02/14/2007 -- ANNUAL REPORT	View image in PDF format
02/24/2006 -- ANNUAL REPORT	View image in PDF format
02/08/2005 -- ANNUAL REPORT	View image in PDF format
02/12/2004 -- ANNUAL REPORT	View image in PDF format
03/24/2003 -- ANNUAL REPORT	View image in PDF format
01/31/2002 -- ANNUAL REPORT	View image in PDF format
01/24/2001 -- ANNUAL REPORT	View image in PDF format
02/26/2000 -- ANNUAL REPORT	View image in PDF format
03/05/1999 -- ANNUAL REPORT	View image in PDF format
05/14/1998 -- ANNUAL REPORT	View image in PDF format
06/13/1997 -- ANNUAL REPORT	View image in PDF format
03/21/1996 -- ANNUAL REPORT	View image in PDF format
05/01/1995 -- ANNUAL REPORT	View image in PDF format

Florida Department of State, Division of Corporations



[Department of State](#) / [Division of Corporations](#) / [Search Records](#) / [Detail By Document Number](#) /

Detail by Entity Name

Florida Not For Profit Corporation

URBAN LEAGUE OF BROWARD COUNTY, INCORPORATED

Filing Information

Document Number	731379
FEI/EIN Number	59-1564384
Date Filed	12/02/1974
State	FL
Status	ACTIVE
Last Event	AMENDMENT
Event Date Filed	04/06/2007
Event Effective Date	NONE

Principal Address

560 N.W. 27 AVENUE
FT. LAUDERDALE, FL 33311

Changed: 04/11/2012

Mailing Address

560 N.W. 27 AVENUE
FT. LAUDERDALE, FL 33311

Changed: 04/11/2012

Registered Agent Name & Address

SMITH-BAUGH, GERMAINE
560 N.W. 27 AVENUE
FT. LAUDERDALE, FL 33311

Name Changed: 02/14/2007

Address Changed: 04/11/2012

Officer/Director Detail

Name & Address

Title Immediate Past Chairman

DAVIS, SHAUN
2521 Hollywood Blvd
Hollywood, FL 33020

Title President

SMITH-BAUGH, GERMAINE
560 N.W. 27 AVENUE
FT. LAUDERDALE, FL 33311

Title Treasurer

Sackman, Shawn
SunTrust Bank
515 East Las Olas Blvd
Fort Lauderdale, FL 33301

Title Chairman

Paterson, Chris
1301 International Parkway
Suite 400
Sunrise, FL 33323

Title Secretary

Hogans, Timothy
Florida Power Light
Fort Lauderdale, FL

Title 1st Vice Chair

Calloway, Sidney C.
Shutts & Bowen, LLP
200 East Broward Blvd.,
2100
Fort Lauderdale, FL 33301

Annual Reports

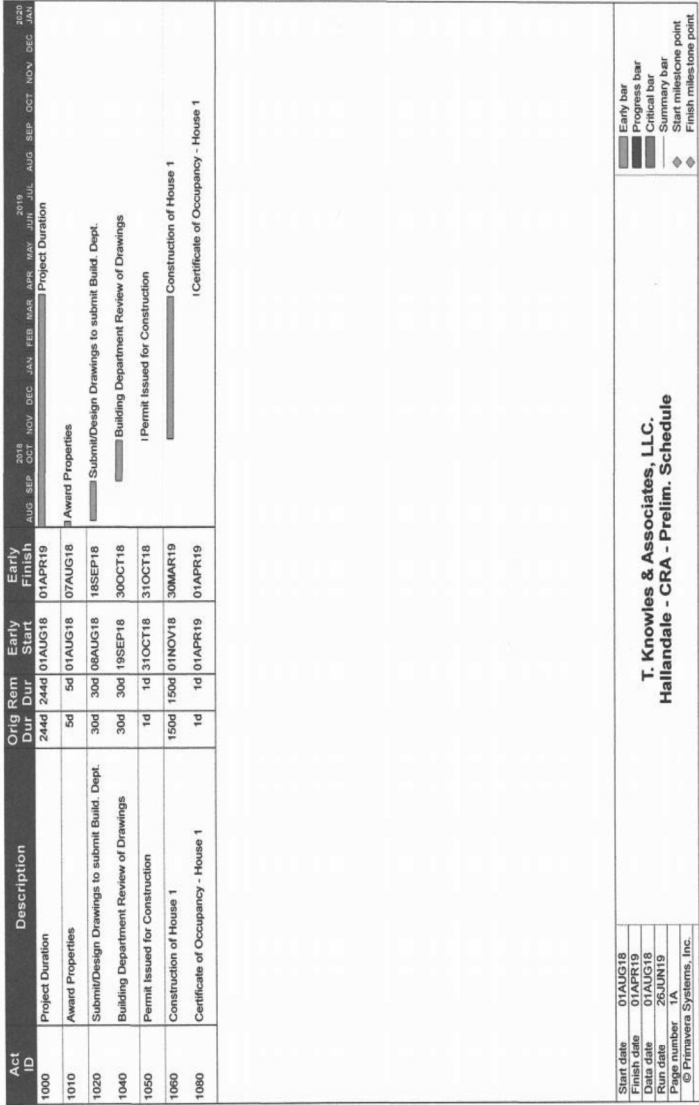
Report Year	Filed Date
2017	02/14/2017
2018	01/09/2018
2019	01/24/2019

Document Images

01/24/2019 -- ANNUAL REPORT	View image in PDF format
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02/14/2017 -- ANNUAL REPORT	View image in PDF format
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02/26/2014 -- ANNUAL REPORT	View image in PDF format
04/05/2013 -- ANNUAL REPORT	View image in PDF format
04/11/2012 -- ANNUAL REPORT	View image in PDF format
03/24/2011 -- ANNUAL REPORT	View image in PDF format

03/17/2010 -- ANNUAL REPORT	View image in PDF format
01/09/2009 -- ANNUAL REPORT	View image in PDF format
01/15/2008 -- ANNUAL REPORT	View image in PDF format
04/06/2007 -- Amendment	View image in PDF format
02/14/2007 -- ANNUAL REPORT	View image in PDF format
02/24/2006 -- ANNUAL REPORT	View image in PDF format
02/08/2005 -- ANNUAL REPORT	View image in PDF format
02/12/2004 -- ANNUAL REPORT	View image in PDF format
03/24/2003 -- ANNUAL REPORT	View image in PDF format
01/31/2002 -- ANNUAL REPORT	View image in PDF format
02/09/2001 -- ANNUAL REPORT	View image in PDF format
02/29/2000 -- ANNUAL REPORT	View image in PDF format
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04/23/1998 -- ANNUAL REPORT	View image in PDF format
05/20/1997 -- ANNUAL REPORT	View image in PDF format
03/21/1996 -- ANNUAL REPORT	View image in PDF format
05/01/1995 -- ANNUAL REPORT	View image in PDF format

Project Schedule



REFERENCE CHECK FORM

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PROPOSING FIRM'S NAME(S): Urban League of Broward County, Inc. through Central County Community Development Corporation

PROJECT NAME: Hallandale Beach CRA New Residential Housing Development

NAME OF FIRM THAT WAS AWARDED THE AGREEMENT:

Urban League of Broward County, Inc. through Central County Community Development Corporation

WAS THE CONTRACT FOR MODULAR HOMES? ☐ YES ☒ NO

WAS THE CONTRACT FOR RESIDENTIAL TRADITIONAL CONSTRUCTION HOUSING?

☒ YES ☐ NO

WAS GREEN CERTIFICATION AWARDED? ☐ YES ☒ NO

NAME ALL THE FIRMS THAT WERE SUBCONTRACTORS TO THE PROJECT AND PROVIDED SERVICES:

T. Knowles & Associates, LLC, Traves Knowles, CGC

Name of reference:	Ralph Stone	Phone:	(954) 357-5320
Title of reference:	Director	E-mail Address:	RSTONE@broward.com
Company/Employer:	Broward County Housing Finance & Community Redevelopment Division		

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We are very satisfied with quality of work and level of commitment provided by ULBC's development team.



9. What were the Firms operational schedule as required by your agreement/contract.

ULBC was required to secure permits with 6 months of property conveyance and complete the construction within 12 months of permit issuance.

ADDITIONAL COMMENTS:

I strongly offer my recommendation for ULBC to provide development services for the Hallandale Beach CRA project.

SIGNATURE: _____

Date: _____

6.28.12

REFERENCE CHECK FORM

Please note that the information for the Projects/Contracts must be the same as the Projects/Contracts provided within the Reference Check Form. If Firm does not provide the completed/signed Reference Check Forms as requested, Firm will be determined non-responsive, not evaluated, and not considered.

RFP # FY 2018-2019-CRA002 PRE-QUALIFICATION OF FIRMS NEW RESIDENTIAL HOUSING

PROPOSING FIRM'S NAME(S): Urban League of Broward County, Inc. through Central County Community Development Corporation

PROJECT NAME: Hallandale Beach CRA New Residential Housing Development

NAME OF FIRM THAT WAS AWARDED THE AGREEMENT:

Urban League of Broward County, Inc. through Central County Community Development Corporation

WAS THE CONTRACT FOR MODULAR HOMES? ☐ YES ☒ NO

WAS THE CONTRACT FOR RESIDENTIAL TRADITIONAL CONSTRUCTION HOUSING?

☒ YES ☐ NO

WAS GREEN CERTIFICATION AWARDED? ☐ YES ☒ NO

NAME ALL THE FIRMS THAT WERE SUBCONTRACTORS TO THE PROJECT AND PROVIDED SERVICES:

Ziegler Builders, Access Builders, Harper & Sons Construction, DSG Construction, Stacy Bomar Construction

Name of reference:	Andre McAden	Phone:	(954) 461-1437
Title of reference:	Executive Director	E-mail Address:	amcaden@bandflorida.org
Company/Employer:	Broward Alliance for Neighborhood Development		

Please answer the following questions regarding services provided by the proposer named above.

1. What was the scope of project provided and completed by the Contractor?

The Urban League of Broward County provided project management services to BAND under its Neighborhood Stabilization Program and veteran homebuyer program. Upon the acquisition for foreclosed properties, services included providing initial inspections, developing scopes of work, conducting bidder's meetings, overseeing major renovations in excess of \$80k to \$100k as well as providing property management services.

2. Provide detail information about the level of commitment of the Firm to your operation. Did the Firm devote the time, and personnel necessary to successfully complete the entities needs?

Throughout the project, the Urban League allocated ample time and staff that was necessary, which contributed to the successful implementation of the major renovation programs.

3. How long was the Firm on Contract to provide construction of homes.

2009 through 2016

4. Provide detail information about the competence, level of professionalism, accessibility, and responsiveness of the Firm's personnel supervising and performing the work.

The Urban League's project management staff successfully oversaw the timely construction of over 200 major renovations by working closely with the general contractors, BAND staff members and local building officials to move through preconstruction (inspections, scope preparation, contractor selection) and construction (permitting, rehab, punch-list). The majority of the rehabs were completed within the estimated completion deadlines and on budget.

5. Provide detail information about the Firm's response time, as required by your Agreement. Where there ever any issues and why?

There were no major issues with the Urban League's response to construction activities. Any issues were communicated and resolved during the weekly development team meetings.

6. Provide detail information about the Firm's success at minimizing any issues, quality of work, reporting capabilities and customer service with entities staff.

The Urban League provided a weekly written report which detailed any construction delays and other issues. Most issues were resolved during our weekly development team meetings.

7. Provide your level of satisfaction with the Firm's success at keeping you updated and informed, particularly when special needs or problems arose during work?

Very satisfied with the Urban League's weekly reports and response to issues as they arose.

8. Provide your level of satisfaction with the Firm's overall work throughout the years on the Contract?

BAND is very satisfied with the Urban League's dedication and commitment to its projects over the years and continues to seek opportunities to work together on similar projects in the future.

9. What were the Firms operational schedule as required by your agreement/contract.

Construction was to be completed within 6 months of acquisition.

ADDITIONAL COMMENTS:

SIGNATURE:  Date: 06/27/2019

Section 8: Approach to the Project

a – g Detail the intended approach for the development of housing:

In an effort to expand its current new construction activities of redeveloping scattered, single-family residential home sites within the HBCRA, the ULBC/CCDC development team will implement a project approach that will include:

1. Project Planning and Preparation:
 - Determine model suitability for development sites
 - Evaluate the site for any extraordinary conditions
 - Confer with City and County staff to determine all soft cost and construction requirements prior to pre-construction and construction phases
 - Meet with all utility and outside agencies to assist with establishing project timelines
 - Secure land and financing options
2. Pre-Construction:
 - Prepare staffing, subcontractors, material acquisition, prepare construction site
 - Prepare construction site includes temporary fencing site, land clearing, ordering all surveys and soil testing
 - Develop construction drawings to submit to the City for a building permit.
 - Meet with Green Certifier to review plans to gain maximum points building a Bronze Certified Green home through the Florida Green Building Coalition
3. Production/Construction (Construction Snapshot Below):
 - Phase 1 - Set Building Pad Foundation/Slab, Electrical, Plumbing, A/C underground
 - Phase 2 - Once Block Walls are up, Trusses, Wood Sheathing, Paper Roof, Windows and Doors Installed
 - Phase 3 -Metal Framing, Drywall, Cabinets, Electrical Wall and Ceilings, A/C Duct Work and Vents, Plumbing Installed. Primed Walls/Ceilings and Exterior, Roof Shingled
 - Phase 4 -Final Paint, Plumbing/Light Fixtures Installed, Kitchen Tops, Bath Vanities, Tile/Carpet Installed, Bath Accessories Installed, Landscape/Irrigation, Driveway Installed
 - Phase 5 –Final Inspections Issued/Completed and CO/Certificate of Occupancy is Issued
4. Post Project Review:
 - Site walkthrough, close out punch list developed and 1 year warranty issued by TKA.
 - Please note that this process will be followed for all lots and projects awarded to TKA.
5. Homebuyer Preparation: Throughout the development process, the housing counseling team will:
 - Work with HBCRA staff to engage local residents to begin housing counseling process
 - Notify ULBC mortgage ready homebuyer of available properties coming online
 - Encourage clients to participate in the IDA Match Savings Program

Section 10: Past Performance – References

See attached completed and signed verifiable reference forms

Section 11: Turn-Key Plan Book with Probable Costs & Renderings

See attached models with floor plans and probable costs for development



[Department of State](#) / [Division of Corporations](#) / [Search Records](#) / [Detail By Document Number](#) /

Detail by Entity Name

Florida Not For Profit Corporation

URBAN LEAGUE OF BROWARD COUNTY, INCORPORATED

Filing Information

Document Number	731379
FEI/EIN Number	59-1564384
Date Filed	12/02/1974
State	FL
Status	ACTIVE
Last Event	AMENDMENT
Event Date Filed	04/06/2007
Event Effective Date	NONE

Principal Address

560 N.W. 27 AVENUE
FT. LAUDERDALE, FL 33311

Changed: 04/11/2012

Mailing Address

560 N.W. 27 AVENUE
FT. LAUDERDALE, FL 33311

Changed: 04/11/2012

Registered Agent Name & Address

SMITH-BAUGH, GERMAINE
560 N.W. 27 AVENUE
FT. LAUDERDALE, FL 33311

Name Changed: 02/14/2007

Address Changed: 04/11/2012

Officer/Director Detail

Name & Address

Title Immediate Past Chairman

DAVIS, SHAUN
2521 Hollywood Blvd
Hollywood, FL 33020

Title President

SMITH-BAUGH, GERMAINE
560 N.W. 27 AVENUE
FT. LAUDERDALE, FL 33311

Title Treasurer

Sackman, Shawn
SunTrust Bank
515 East Las Olas Blvd
Fort Lauderdale, FL 33301

Title Chairman

Paterson, Chris
1301 International Parkway
Suite 400
Sunrise, FL 33323

Title Secretary

Hogans, Timothy
Florida Power Light
Fort Lauderdale, FL

Title 1st Vice Chair

Calloway, Sidney C.
Shutts & Bowen, LLP
200 East Broward Blvd.,
2100
Fort Lauderdale, FL 33301

Annual Reports

Report Year	Filed Date
2017	02/14/2017
2018	01/09/2018
2019	01/24/2019

Document Images

01/24/2019 -- ANNUAL REPORT	View image in PDF format
01/09/2018 -- ANNUAL REPORT	View image in PDF format
02/14/2017 -- ANNUAL REPORT	View image in PDF format
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01/15/2008 -- ANNUAL REPORT	View image in PDF format
04/06/2007 -- Amendment	View image in PDF format
02/14/2007 -- ANNUAL REPORT	View image in PDF format
02/24/2006 -- ANNUAL REPORT	View image in PDF format
02/08/2005 -- ANNUAL REPORT	View image in PDF format
02/12/2004 -- ANNUAL REPORT	View image in PDF format
03/24/2003 -- ANNUAL REPORT	View image in PDF format
01/31/2002 -- ANNUAL REPORT	View image in PDF format
02/09/2001 -- ANNUAL REPORT	View image in PDF format
02/29/2000 -- ANNUAL REPORT	View image in PDF format
03/08/1999 -- ANNUAL REPORT	View image in PDF format
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03/21/1996 -- ANNUAL REPORT	View image in PDF format
05/01/1995 -- ANNUAL REPORT	View image in PDF format

T. Knowles & Associates, LLC

General Contractor

Specializing In:

General Contracting, Design Build, Construction/Program/Project Management, Owner's Representative & Consultant.

3007 W Commercial Blvd, Suite 202
Fort Lauderdale, FL 33309
Office 754-205-5538
traves@tkassocllc.com

T. Knowles & Associates, LLC

Our Company

We have provided quality construction services, on budget to many satisfied clients. Our number one goal is to keep all projects under budget and on time. We know the ins and outs of construction like no one else, and our knowledge can make the difference between a successful project and a costly one.

We specialize in new construction, commercial and residential, renovation and remodeling. We also specialize in design build, construction and project management, and consulting or we can be your owner's representative. From original designs to complete renovations, we have you covered.

T. Knowles & Associates, LLC




Key Points to Company's Success

- **Diversified Builder, LEED Qualified**
- **Commercial, Residential**
- **Track record of completing projects on time and on/under budget**
- **Experience building affordable housing**
- **Produce quality construction every time**
- **Experience developing single family, infill new construction homes simultaneously**
- **Ability to meet project milestones**
- **Solid background in building residential as well as commercial**
- **Delivered every project on time and on budget**
- **Ability to handle variety of size projects**
- **Worked with CRA projects with Single Family Homes**
- **Local Team – Always ready and fully operational from Day #1**

Why This Team:

- Ability to handle variety of size projects
- History of Building Single Family Homes
- Worked with CRA projects with Single Family Homes
- Local Team – Always ready and fully operational from Day #1
- Full Service Team from beginning to end
- Well Experienced Team
- Proven Track Record with finishing projects on Time
- All Projects Finish within budget
- Proven Success Everytime
- Produce quality construction every time
- Ability to meet project milestones

Company License

	RICK SCOTT, GOVERNOR	JONATHAN ZACHEM, SECRETARY	
STATE OF FLORIDA DEPARTMENT OF BUSINESS AND PROFESSIONAL REGULATION CONSTRUCTION INDUSTRY LICENSING BOARD THE GENERAL CONTRACTOR HEREIN IS CERTIFIED UNDER THE PROVISIONS OF CHAPTER 489, FLORIDA STATUTES KNOWLES, TRAVES SANTEL T KNOWLES & ASSOCIATES LLC 6432 NW 54TH STREET LAUDERHILL FL 33319 LICENSE NUMBER: CGC1521499 EXPIRATION DATE: AUGUST 31, 2020 Always verify licenses online at MyFloridaLicense.com  Do not alter this document in any form. This is your license. It is unlawful for anyone other than the licensee to use this document.			

Company License

BROWARD COUNTY LOCAL BUSINESS TAX RECEIPT
115 S. Andrews Ave., Rm. A-100, Ft. Lauderdale, FL 33301-1895 – 954-831-4000
VALID OCTOBER 1, 2018 THROUGH SEPTEMBER 30, 2019

DBA:
Business Name: T KNOWLES & ASSOCIATES LLC

Receipt #: 180-267336
Business Type: GENERAL CONTRACTOR

Owner Name: TRAVES SANTEL KNOWLES
Business Location: 2433 NW 16 LN BAY #5
POMPANO BEACH
Business Phone: 7542055538

Business Opened: 02/19/2015
State/County/Cert/Reg: CGC1521499
Exemption Code:

Rooms **Seats** **Employees** **Machines** **Professionals**
5

For Vending Business Only				Vending Type:		
Number of Machines:						
Tax Amount	Transfer Fee	NSF Fee	Penalty	Prior Years	Collection Cost	Total Paid
27.00	0.00	0.00	0.00	0.00	0.00	27.00

THIS RECEIPT MUST BE POSTED CONSPICUOUSLY IN YOUR PLACE OF BUSINESS

THIS BECOMES A TAX RECEIPT
WHEN VALIDATED

This tax is levied for the privilege of doing business within Broward County and is non-regulatory in nature. You must meet all County and/or Municipality planning and zoning requirements. This Business Tax Receipt must be transferred when the business is sold, business name has changed or you have moved the business location. This receipt does not indicate that the business is legal or that it is in compliance with State or local laws and regulations.

Mailing Address:
TRAVES SANTEL KNOWLES
6432 NW 54 ST
LAUDERHILL, FL 33319

Receipt # 03B-17-00000112
Paid 09/11/2018 27.00

2018 - 2019

Bond Letter

T. Knowles & Associates is bondable.

- \$6 Million Single Project
- \$8 Million Aggregate Projects



BRODER & COMPANY

6191 Orange Drive, #61596
Davie, FL 33314
(954) 584-1008

500 Viscas Place
Saint John, FL 33959
(904) 995-8775

6/26/2019

Urban League of Broward County
560 NW 27th Ave
Ft. Lauderdale, FL 33311

RE: T. Knowles & Associates, LLC

To Whom It May Concern:

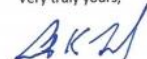
We are the bonding agents for T. Knowles & Associates, LLC. We have been doing business with Traves Knowles and his company since its inception in 2012.

T. Knowles & Associates, LLC's present bond line is \$6 million single job and \$8 million aggregate uncompleted work program.

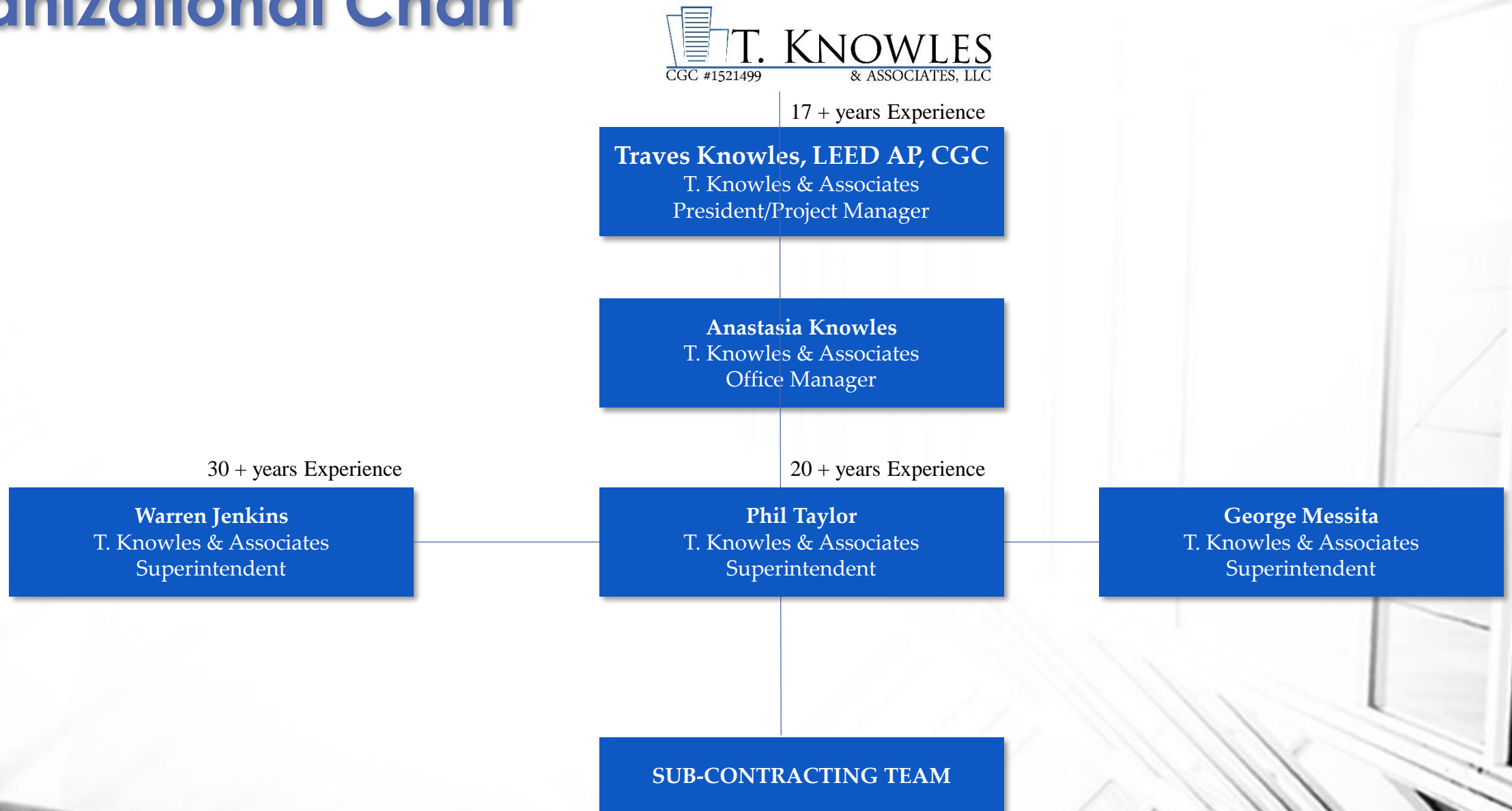
Traves Knowles has done a great job in his business building projects on time and within budget. Because of his excellent reputation we have only written a couple of bonds for the company. After owners do their due diligence they have waived the bond requirement.

If you have any questions, please let us know.

Very truly yours,


Arthur K. Broder

Organizational Chart



Our Company is **GREEN BUILDING, LEED Certified**



GREEN BUILDING CERTIFICATION INSTITUTE

HEREBY CERTIFIES THAT

Traves Knowles

HAS ACHIEVED THE DESIGNATION OF

LEED® ACCREDITED PROFESSIONAL

BY DEMONSTRATING THE KNOWLEDGE OF GREEN BUILDING PRACTICE
REQUIRED FOR SUCCESSFUL IMPLEMENTATION OF THE LEADERSHIP IN ENERGY
AND ENVIRONMENTAL DESIGN (LEED®) GREEN BUILDING RATING SYSTEM™.



Chairman

March 20, 2009

Date Issued

Peter Templeton, President

Printed on 50% bamboo fibers / 50% post-consumer fibers with vegetable based inks.

Project Manager Highlights

- **Project Manager – Traves Knowles, President, CGC, LEED, AP**
- Our project manager, Traves Knowles who is also the owner of the company has over 17 years in the construction industry. He is experience with and wide variety of construction including developing affordable housing and new single family and infill construction homes, new construction commercial and residential, remodeling and interior build out.
- Experienced with developing affordable housing and new single family & infill construction homes
- Will oversee and manage the overall project
- Main contact to make sure the work is done to satisfaction
- Experienced and knowledgeable
- Knows the plans well, did the take offs and estimate
- Will interact with the architect and contact liaison
- Answers questions and resolve any issues that may arise
- Helps with coordination for the projects

Project Manager



SPECIALIZING IN: GENERAL CONTRACTING, DESIGN BUILDING, CONSTRUCTION PROGRAM/PROJECT MANAGEMENT, OWNER'S REPRESENTATIVE & CONSULTANT

Traves Knowles, Project Manager, LEED, AP

CONSTRUCTION EXPERIENCE: 17 years

EDUCATION:

MS in Construction Management
Florida International University

BS in Electrical Engineering
Florida Atlantic University

PROFESSIONAL AFFILIATIONS:

National Society of Black Engineers
Institute of Electrical and Electronic Engineers
American Society of Mechanical Engineers

LICENSES:

Leadership in Energy and Environmental Design
General Contractor License

PROFILE:

One of the most dynamic members of T. Knowles & Associates team, Traves has worked in a broad range of capacities in the construction industry for the last ten years. Traves has managed projects of various sizes and complexities for Aviation, Education, Development, Conventional, Religious and Retail construction projects. His wide ranging experience brings added value to the Owner and to T. Knowles & Associates projects. As Project Manager, Traves is responsible for managing office duties and supervising fieldwork, including Subcontractors and other Field Staff. His other responsibilities include developing scopes of work for bidding, the bidding process, contract negotiations, submittal and shop drawing review, pay requisitions and change order request processing, meeting minutes documentation, schedule analysis, RFI processing, and budget control. Traves has a reputation of maintaining excellent client relationships, while preserving policy and procedural implementation.

RELEVANT EXPERIENCE:

- DPJDS – New Turf Field, Davie, FL - \$1.5M
- Xceed – School Interior Buildout, Weston, FL - \$300K
- Sawgrass Mall Kiosk – New Fruit Kiosk, Sunrise, FL - \$150K
- Royal Estates – Multi-million SFH, Cooper City, FL - \$2M
- Laundry/Storage Facility – New Facility with Infrastructure, Weston, FL - \$1M
- Single Family Homes – 3 SFH (Pompano Beach Infill Lots), Pompano Beach, FL - \$600K
- Office Building – New 2 Story Office Building with Garage, Ft. Lauderdale, FL - \$1.2M
- Single Family Homes – 4 New SFH (Broward County Infill Lots), Ft. Lauderdale, FL - \$800+K
- Single Family Home – SFH, Ft. Lauderdale, FL - \$170K
- Southside School – Equipment Screen, Fort Lauderdale, FL - \$70K
- DPJDS – New Middle School, Davie, FL - \$6+M

3007 W Commercial Blvd, Suite 202 | Fort Lauderdale, FL 33309

Office 754-205-5538 | Cell 954-756-1514

traves@tkassocllc.com or ana@tkassocllc.com



SPECIALIZING IN: GENERAL CONTRACTING, DESIGN BUILDING, CONSTRUCTION PROGRAM/PROJECT MANAGEMENT, OWNER'S REPRESENTATIVE & CONSULTANT

- Bullard Estates – New Community with Infrastructure, Ft. Lauderdale, FL - \$1.2M
- Nobel Learning Facilities – Misc. Buildouts/Renovations, Various Locations, FL - \$600K
- Urban League – Misc. Buildouts/Renovations, Ft. Lauderdale, FL - \$110K
- Goldcoast School – New Interior Buildout, North Miami Beach, FL - \$180K
- Opalocka – Creative Offices Renovation – Phase 1 and 2, Opalocka, FL \$400K
- DPJDS – Legacy – Administrative Building Renovation, Weston, FL - \$350K
- DPJDS – New High School and Gym, Davie, FL - \$6.5M
- Sagemont: Upper School – New Fine Arts Building, Weston, FL - \$1.6M
- Urban League of Broward County, Community and Empowerment Center, Fort Lauderdale, FL - \$5.4M
- Dan Marino Foundation – New Vocational College Project, Fort Lauderdale, FL - \$1.3M
- Miami Sunset Senior High School, Miami, FL – MDCPS ADA Renovations Project - \$950K
- City of Miami Beach, Miami Beach, FL – Bandshell Park Site Renovations – \$1.2M
- FLL-Hollywood International Airport - CCTV Phase II, Fort Lauderdale, FL - \$5.45M
- Larkdale Elementary School – SBBC Cafeteria Replacement/Multipurpose Building, Sunrise, FL - \$5.2M
- Stoneman Douglas High School – SBBC New Track and Field Stadium & Drainage Project, Parkland, FL – \$780K
- Tropical Elementary School, Plantation, FL – SBBC TPM Project - \$4.2M
- Stephen Foster Elementary School, Fort Lauderdale, FL - SBBC TPM Project - \$3.7M
- Coral Park Elementary School, Coral Springs, FL – SBBC TPM Project - \$1.2M
- Eagle Point Elementary School, Weston, FL – SBBC TPM Project - \$900K
- Meadowbrook Elementary School, Fort Lauderdale, FL – SBBC TPM Project - \$450K
- Fox Trail Elementary School, Davie, FL – SBBC New Parking Lot Project - \$400K
- FLL-Hollywood International Airport - Ramp Rehabilitation Concourses D, E and F, Fort Lauderdale, FL - 4.4M
- FLL-Hollywood International Airport - Consolidated Rental Car Facility Project, Fort Lauderdale, FL - \$247M
- FLL-Hollywood International Airport - Terminal 4 Phase 1A Redesign Project, Fort Lauderdale, FL - \$11.5M
- FLL-Hollywood International Airport - Terminal 1, 2, & 3 Interim Baggage Solution Project, Fort Lauderdale, FL - \$20.5M
- FLL-Hollywood International Airport - Pedestrian Bridge, Revenue Control Plaza and Related Work, Fort Lauderdale, FL - \$14M

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Superintendent Highlights

- **Superintendent – Warren Jenkins**
- Our superintendent, Warren Jenkins has over 30 years of experience in managing residential and commercial projects. Throughout his career, Mr. Jenkins has also managed projects related to developing affordable housing and new single-family infill construction homes.
- Experienced with developing affordable housing and new single family & infill construction homes
- Communicates daily with project manager
- Ensure site safety
- Monitors, instruct and oversee workers
- Experienced in ground up construction
- Reads and understands plans
- Strong ability to problem solve
- Ability to manage several projects at once
- Ability to meet project timelines

Superintendent



SPECIALIZING IN: GENERAL CONTRACTING, DESIGN BUILDING, CONSTRUCTION/PROGRAM/PROJECT MANAGEMENT, OWNER'S REPRESENTATIVE & CONSULTANT

Warren Jenkins, Superintendent

CONSTRUCTION EXPERIENCE: 30+ years

EDUCATION:

Morgan State University
Bachelor of Science - BS

CERTIFICATIONS:

OSHA 10 Hours, OSHA 30 Hours

PROFILE:

Warren has worked in a broad range of capacities in the construction industry for several years. Warren has been a Project Superintendent on various projects in Broward County.

Warren is proficient in preparing contracts, and subcontracts including detailed scopes of work, closeout documents, change orders, reviewing shop drawings and submittals, budget revisions and pay application. He also assists in bid preparations and bid presentations; preparing daily & monthly reports, maintain logs in Microsoft Excel, Owner Direct Material Purchase Orders, CCA's, PCO's, CIC's, and general administrative and field duties inputting information using Prolog and Primavera Expedition. He acts as the liaison with the Owner Representative and the Subcontractors on all her projects and has established great working relationships with them.

RELEVANT EXPERIENCE:

- Sawgrass Mall Kiosk – New Fruit Kiosk, Sunrise, FL - \$150K
- Royal Estates – Multi-million SFH, Cooper City, FL - \$2M
- Single Family Homes – 3 SFH (Pompano Beach Infill Lots), Pompano Beach, FL - \$600K
- Single Family Homes – 4 New SFH (Broward County Infill Lots), Ft. Lauderdale, FL - \$800+K
- Single Family Home – SFH, Ft. Lauderdale, FL - \$170K
- DPJDS – New Middle School, Davie, FL - \$6+M
- Bullard Estates – New Community with Infrastructure, Ft. Lauderdale, FL - \$1.2M
- DPJDS – Legacy – Administrative Building Renovation, Weston, FL - \$350K
- DPJDS – New High School and Gym, Davie, FL - \$6.5M
- Sagemont: Upper School – New Fine Arts Building, Weston, FL 1.6M
- FLL-Hollywood International Airport - Ramp Rehabilitation Concourses D, E & F, Ft. Lauderdale, FL 4.4M
- FLL-Hollywood International Airport - CCTV Phase II, Fort Lauderdale, FL - \$5.45M
- Forest Park Elementary School, Boynton Beach, FL - \$26M
- Tyrone Bryant Branch Library, Fort Lauderdale, FL - \$3.2M
- Tropical Elementary School, Plantation, FL - \$4.2M
- Stephen Foster Elementary School, Fort Lauderdale, FL - \$3.7M
- Mount Hermon AME Church, Fort Lauderdale, FL - \$4.2M
- Urban League of Broward County, Community & Empowerment Center, Ft. Lauderdale, FL - \$5.4M
- NFL Yet Center, Miami FL - \$858K
- Coral Sunset Elementary School, Boca Raton, FL - \$10M

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- Hammock Pointe Elementary School, Boca Raton, FL - \$12M
- Broward County Courthouse, Fort Lauderdale, FL - \$4.2M
- Broward County Mid Rise Office Building, Fort Lauderdale, FL - \$7M
- Broward Sheriff's Office Multiple Renovations, Fort Lauderdale, FL - \$2.5M

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traves@tkassocllc.com or ana@tkassocllc.com

Project Plan Approach

1. Project Planning:

Project Preparation:

- Determine which model works best on the land presented by the client.
- Evaluate the site to see if there are an extraordinary condition.
- Check with the city and county to determine all soft cost prior to pre-construction/construction.
- Meet with all utility and outside agencies to help establish timelines.
- Secure land and financing options

2. Pre-Construction:

- Prepare staffing, subcontractors, material acquisition, prepare construction site
- Prepare construction site includes temporary fencing site, clearing the land, ordering all surveys and soil testing.
- Develop construction drawings to submit to the City for a building permit.

Project Plan Approach (Cont'd)

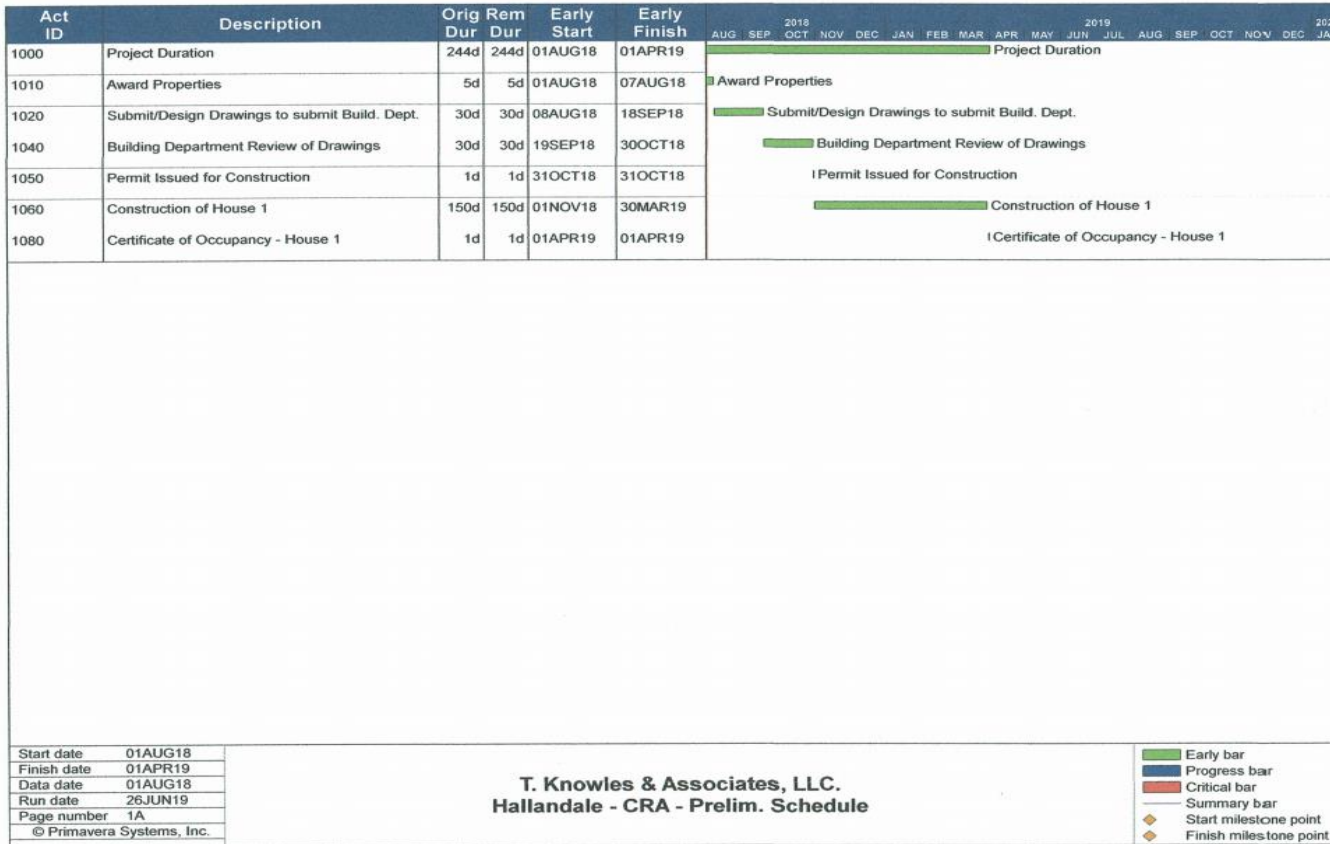
3. Production/Construction:

- During Construction (Please snapshot below):
- Phase 1 - Start - Building Pad Foundation/Slab, Electrical, Plumbing, AC underground
- Phase 2 - Once Block Walls are up, Trusses, Wood Sheathing, Paper Roof, Windows and Doors Installed
- Phase 3 - Metal Framing, Drywall, Cabinets, Electrical Wall and Ceilings, AC Duct Work and Vents, Plumbing Installed. Primed Walls/Ceilings and Exterior, Roof Shingled
- Phase 4 - Final Paint, Plumbing/Light Fixtures Installed, Kitchen Tops, Bath Vanities, Tile/Carpet Installed, Bath Accessories Installed, Landscape/Irrigation, Driveway Installed
- Phase 5 – Final Inspections Issued/Completed and CO/Certificate of Occupancy is Issued

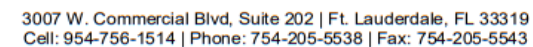
4 . Post Project Review:

- Site walkthrough, close out punch list developed and 1 year warranty issued by TKA.
- Please note that this process will be followed for all lots and projects awarded to TKA.

Project Schedule



- Energy Efficient, CBS Construction



Project Layout

3 bedroom layout

- Energy Efficient, CBS Construction



SPECIALIZING IN: GENERAL CONTRACTING, DESIGN BUILDING, CONSTRUCTION/PROGRAM/PROJECT MANAGEMENT, OWNER'S REPRESENTATIVE & CONSULTANT

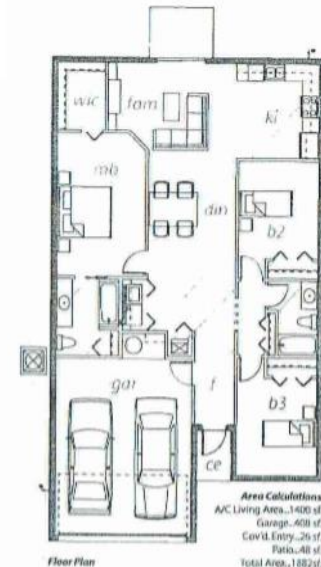
3 - BEDROOM LAYOUT CYPRESS MODEL

General Features

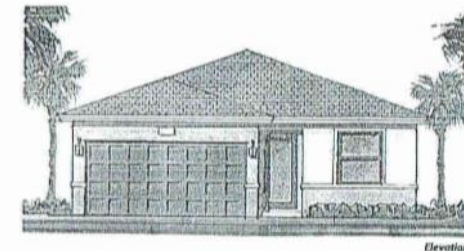
- 18" x 18" ceramic tile in kitchen, and bathrooms
- Plush stain resistant carpeting with padding
- Raised panel interior doors
- Raised panel bi-fold/sliding closet doors
- Décor switches throughout
- Category 5e structured wiring for phone in kitchen
- Master and additional bedroom
- All bedrooms and family room wired for cable
- RG6 coaxial cable in all bedrooms and family
- Ceiling fan in master and family room
- Electric water heater
- Central air conditioning
- Washer/dryer
- Garage door with automatic opener
- Solid wood finish cabinets with brush nickel hardware
- Easy care counter tops

Exterior Features

- Designer exterior stone along front exterior
- Large covered porch with railings
- 3 dimensional shingle roofing
- Covered porch with rails
- Exterior hose bibs
- Entry doorbell
- Hurricane impact windows and doors



Area Calculations
A/C Living Area: 1400 sf
Garage: 600 sf
Cov'd Entry: 26 sf
Patio: 48 sf
Total Area: 1882 sf



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Project Layout

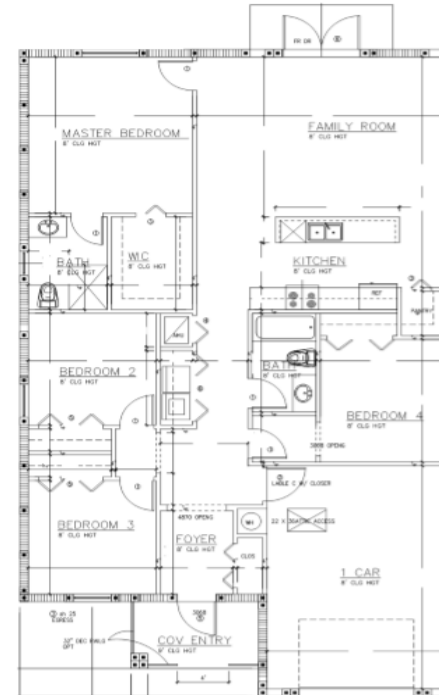
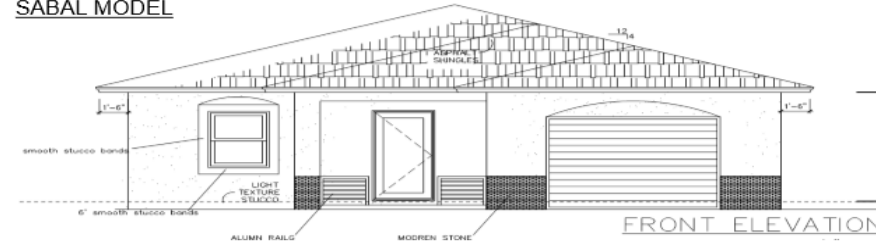
4 bedroom layout

- Energy Efficient, CBS Construction



SPECIALIZING IN: GENERAL CONTRACTING, DESIGN BUILDING, CONSTRUCTION/PROGRAM/PROJECT MANAGEMENT, OWNER'S REPRESENTATIVE & CONSULTANT

4 - BEDROOM LAYOUT SABAL MODEL



General Features

- 18" x 18" ceramic tile in kitchen, and bathrooms
- Plush stain resistant carpeting with padding
- Raised panel interior doors
- Raised panel bi-fold/sliding closet doors
- Décor switches throughout
- Category 5e structured wiring for phone in kitchen
- Master and additional bedroom
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Exterior Features

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- Entry doorbell
- Hurricane impact windows and doors

Construction Projects - Similar

ULBC Home



Fort Lauderdale Home - Proposed Optional 3 or 4 Bedroom Layout



Pompano CRA Home – Proposed 4 Bedroom Layout



Fort Lauderdale Home



Construction Projects

FNCC – New Laundry/Storage Facility



Office Building Fort Lauderdale



Southside Equipment Screen Fort Lauderdale



Royal Estates – Luxury Single Family Home





Construction Projects

David Posnack Jewish Day School – New Middle School Building

30,000 SF

\$6.5 million

Delivered on time for the start of school August 2017

Synalovski Romanik Saye – Architect of Record



Construction Projects



David Posnack Jewish Day School – New High School & Gymnasium Building
With Infrastructure

50,000 SF

\$6.5 million

Delivered on time for the start of school August 2015

Synalovski Romanik Saye – Architect of Record



Construction Projects



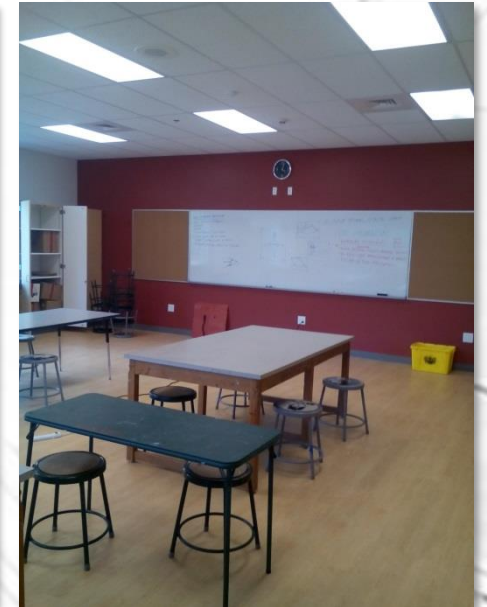
Sagemont Upper School – Fine Arts Building

10,000 SF Addition

\$1.6 million

Delivered on time for the start of school August 2014

Synalovski Romanik Saye – Architect of Record



T. Knowles & Associates, LLC



Construction Projects

Tropical Elementary – School Board of Broward County

19,000 SF New Construction – 14 Classrooms

\$4.2 million

Delivered on time for the start of school August 2011

Synalovski Romanik Saye – Architect of Record



T. Knowles & Associates, LLC

Construction Projects



Stephen Foster Elementary – School Board of Broward County

17,000 SF New Construction – 12 Classrooms

\$3.6 million

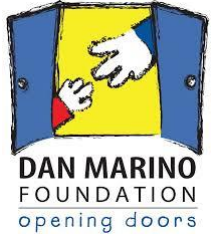
Delivered on time for the start of school August 2011

Synalovski Romanik Saye – Architect of Record



T. Knowles & Associates, LLC

Construction Projects



Dan Marino Foundation Vocational Campus

15,000 SF Renovation

\$1.2 million

Delivered on time in February 2014

Powers Schram Architecture & Planning – Architect of Record



T. Knowles & Associates, LLC

Construction Projects



Urban League of
Broward County

Urban League of Broward County

30,000 SF New Construction

\$ 5.4 million

Delivered on time in April 2012

Design 2 Form – Architect of Record



T. Knowles & Associates, LLC

Construction Projects

New Mt. Olive Baptist Church

100,000 SF New Construction and Renovation

\$ 18 million

Mateu Architecture – Architect of Record



T. Knowles & Associates, LLC

Other Construction Projects

- SouthSide School – Equipment Screens – City of Fort Lauderdale
- David Posnack Fire Sprinkler Repair Project
- Sagemont Upper & Lower School Renovation Project
- Bullard Estates – New Community Development with Infrastructure
- David Posnack Administration Building Renovation
- David Posnack Lower School Library and Art Room Renovation
- Urban League of Broward County Condo Renovations
- Sculpture Projects – City of Fort Lauderdale & City of Tamarac
- Goldcoast Schools Interior Build Out
- Opalocka Community Creative Arts Building Interior Renovation
- Chesterbrook Academy Renovations in West Palm Beach, Port St. Lucie, and Coconut Creek

T. Knowles & Associates, LLC

Unique Qualifications of T. Knowles

- President of T. Knowles is the Project Manager
- President of T. Knowles estimated the project personally
- Extensive understanding of driven deadlines
- Proven track record of delivering projects **on time and under budget**
- Collaborative working relationship with project team
- T. Knowles is dedicated to building a trusted relationship and want to be your **preferred builder**
- Transparent and honest problem solving, Change Orders are not our motive
- Focused, hands on and available

Call Traves anytime - 754-205-5538

T. Knowles & Associates, LLC



Urban League of
Broward County

June 27, 2019

Mr. Jeremy Earle, Ph.D.
Executive Director
Hallandale Beach Community Redevelopment Agency
400 South Federal Highway
Hallandale Beach, Florida 33009

RE: RFP# FY2018-2019-CRA002 New Residential Housing Proposal Transmittal Letter

Dear Mr. Earle:

The Urban League of Broward County, Inc. (ULBC) through its wholly owned subsidiary Central County Community Development Corporation (CCCCDC) is submitting a proposal to develop new residential housing units under the Hallandale Beach Community Redevelopment Agency RFP# FY2018-2019-CRA002.

For more than twenty years, ULBC has been involved in the production of affordable housing. In this time and most recently through CCCDC, has independently as well as collaboratively developed over 200 residential units (single-family, townhomes, etc.) throughout Broward County. By entering into agreement with the Hallandale Beach Community Redevelopment Agency's (HBCRA), ULBC/CCCCDC will continue its community redevelopment efforts by completing the construction of new affordable, single-family homes for low to moderate income individuals and families. ULBC/CCCCDC will facilitate the full development process initiating at predevelopment planning through the issuance of Certificate of Occupancy.

ULBC offers a holistic approach to development that encompasses all phases of the development process. Our services will range from conceptual design and construction through the provision of homebuyer counseling services to assist the end-buyer with becoming mortgage qualified and securing purchase assistance to ensure affordability.

For the purposes of this proposal, ULBC/CCCCDC development team will consist of following team members:

- Traves Knowles, General Contractor, T. Knowles & Associates, LLC
- Carlos Prada, ULBC Construction Project Manager

Additionally, Jean-Claude Toussaint will be the direct point of contact for all contractual and financial matters throughout the term of the Agreement. However, the following ULBC Senior Management staff members are authorized to make representation on behalf of ULBC/CCCCDC:

- Germaine Smith-Baugh, President & CEO; gsbaugh@ulbcfl.org; (954) 625-2502

- Courtnee Biscardi, Senior VP of Operations & Strategy; cbiscardi@ulbcfl.org; (954) 625-2577
- Jean-Claude Toussaint, VP of Finance & Administration; jctoussaint@ulbcfl.org; (954) 625-2508

Lastly, ULBC/CCCDC understands the proposal is a firm and irrevocable offer until such time as the HBCRA Board of Directors awards a contract(s) as a result of this RFP. Please note, our team is primed and ready to aid HBCRA in the facilitation of its next phase of affordable housing development.

Respectfully Yours,



Germaine Smith-Baugh, Ed.D.
President & CEO

Project Layout

Optional 3 or 4
bedroom layout

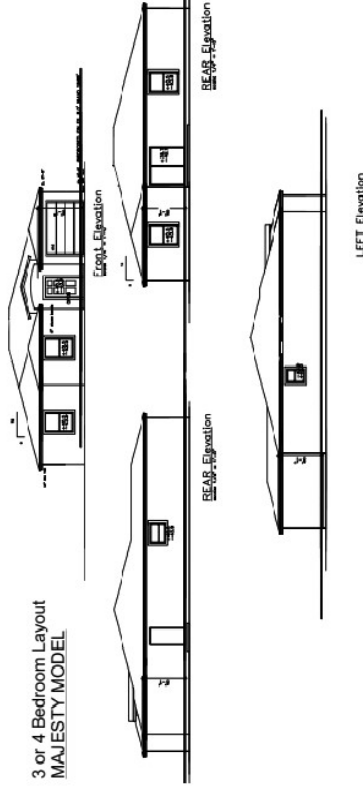
- Energy Efficient, CBS
Construction



CCC # 15274599

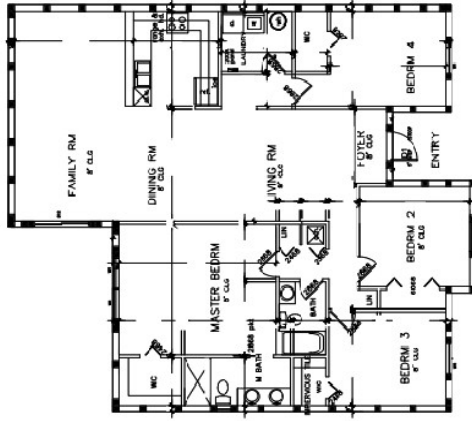
SPECIALIZING IN: GENERAL CONTRACTING, DESIGN BUILDING, CONSTRUCTION/PROGRAM/PROJECT
MANAGEMENT, OWNER'S REPRESENTATIVE & CONSULTANT

3 or 4 Bedroom Layout MAJESTY MODEL



- General Features**
- 18" x 18" ceramic tile in kitchen, and bathrooms
 - Plush stain resistant carpeting with padding
 - Raised panel interior doors
 - Raised panel bi-fold/sliding closet doors
 - Decor switches throughout
 - Category 5+ structured wiring for phone in kitchen
 - Master and additional bedroom
 - All bedrooms and family room wired for cable
 - RG6 coaxial cable in all bedrooms and family
 - Ceiling fan in master and family room
 - Electric water heater
 - Central air conditioning
 - Washer/dryer
 - Garage door with automatic opener
 - Solid wood finish cabinets with brushed nickel hardware
 - Easy care counter tops

- Exterior Features**
- Designer exterior stone along front exterior
 - Large covered porch with railings
 - 3 dimensional shingle roofing
 - Covered porch with rails
 - Exterior hose bibs
 - Entry doorbell
 - Hurricane impact windows and doors



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Project Layout

3 bedroom layout

- Energy Efficient, CBS
Construction



T. KNOWLES
& ASSOCIATES, LLC

*SPECIALIZING IN: GENERAL CONTRACTING, DESIGN BUILDING, CONSTRUCTION PROGRAM/PROJECT
MANAGEMENT, OWNER'S REPRESENTATIVE & CONSULTANT*

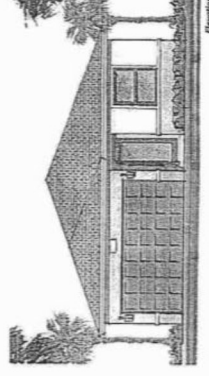
3 - BEDROOM LAYOUT CYPRESS MODEL

General Features

- 18" x 18" ceramic tile in kitchen, and bathrooms
- Plush stain resistant carpeting with padding
- Raised panel interior doors
- Raised panel bi-fold/sliding closet doors
- Decor switches throughout
- Category 5e structured wiring for phone in kitchen
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Project Layout

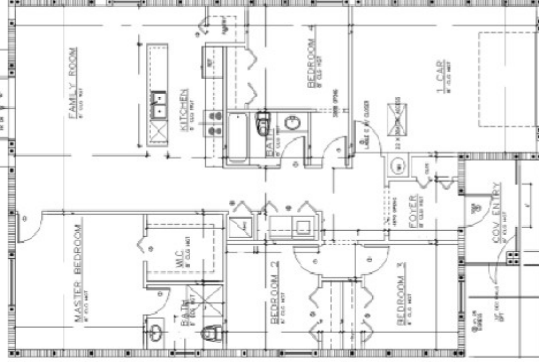
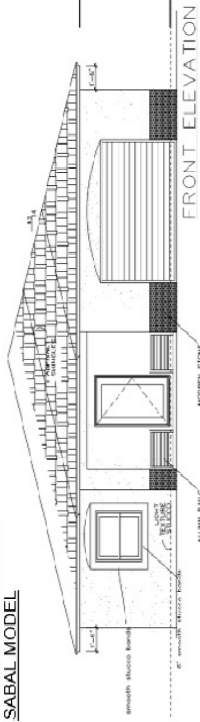
4 bedroom layout

- Energy Efficient, CBS Construction



SPECIALIZING IN: GENERAL CONTRACTING, DESIGN BUILDING, CONSTRUCTION/PROGRAM/PROJECT MANAGEMENT, OWNER'S REPRESENTATIVE & CONSULTANT

4 - BEDROOM LAYOUT SABAL MODEL



General Features

- 18" x 18" travertine tile in kitchen, and bathrooms
- Push rain resistant carpeting with padding
- Raised panel interior doors
- Raised panel bi-fold/sliding closet doors
- Décor switches throughout
- Category 5e structured wiring for phone in kitchen
- Master and additional bedroom
- All bedrooms and family room wired for cable
- RG6 coaxial cable in all bedrooms and family
- Ceiling fan in master and family room
- Electric water heater
- Central air conditioning
- Washer/dryer
- Garage door with automatic opener
- Solid wood finish cabinets with brushed nickel hardware
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Exterior Features

- Designer exterior stone along front exterior
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REFERENCE CHECK FORM

Please note that the information for the Projects/Contracts must be the same as the Projects/Contracts provided within the Reference Check Form. If Firm does not provide the completed/signed Reference Check Forms as requested, Firm will be determined non-responsive, not evaluated, and not considered.

RFP # FY 2018-2019-CRA002 PRE-QUALIFICATION OF FIRMS NEW RESIDENTIAL HOUSING

PROPOSING FIRM'S NAME(S): Urban League of Broward County, Inc. through Central County Community Development Corporation

PROJECT NAME: Hallandale Beach CRA New Residential Housing Development

NAME OF FIRM THAT WAS AWARDED THE AGREEMENT:

Urban League of Broward County, Inc. through Central County Community Development Corporation

WAS THE CONTRACT FOR MODULAR HOMES? ☐ YES ☒ NO

WAS THE CONTRACT FOR RESIDENTIAL TRADITIONAL CONSTRUCTION HOUSING?

☒ YES ☐ NO

WAS GREEN CERTIFICATION AWARDED? ☐ YES ☒ NO

NAME ALL THE FIRMS THAT WERE SUBCONTRACTORS TO THE PROJECT AND PROVIDED SERVICES:

T. Knowles & Associates, LLC, Traves Knowles, CGC

Name of reference:	Ralph Stone	Phone:	(954) 357-5320
Title of reference:	Director	E-mail Address:	RSTONE@broward.com
Company/Employer:	Broward County Housing Finance & Community Redevelopment Division		

Please answer the following questions regarding services provided by the proposer named above.

1. What was the scope of project provided and completed by the Contractor?

ULBC was contracted to complete the new construction of four single-family, infill homes from the ground up within 18 months of property conveyance.

ULBC assisted its first-time homebuyers with preparing a saving plan to ensure they had the necessary funds saved for the buyer's contribution.

2. Provide detail information about the level of commitment of the Firm to your operation. Did the Firm devote the time, and personnel necessary to successfully complete the entities needs?

ULBC committed the necessary staff and financial resources to ensure the timely completion of the project. There were never any causes for concern throughout the construction, such as lag time or major work stoppages.

3. How long was the Firm on Contract to provide construction of homes.

18 months

4. Provide detail information about the competence, level of professionalism, accessibility, and responsiveness of the Firm's personnel supervising and performing the work.

ULBC's team provided high level development services throughout the infill development project. The project management staff effectively navigated the predevelopment phase by meeting with the Planning, Engineering, and Building officials prior to submitting plans to ensure the timely review, processing, and approval of the architectural plans. The construction team's project oversight and strict adherence to the project schedule and budget ensured ULBC would deliver its finished project timely and on budget.

5. Provide detail information about the Firm's response time, as required by your Agreement. Where there ever any issues and why?

ULBC committed the necessary staff and financial resources to ensure the timely completion of the project. There was never any causes for concern throughout the construction, such as lag time or major work stoppages.

6. Provide detail information about the Firm's success at minimizing any issues, quality of work, reporting capabilities and customer service with entities staff.

The construction team provided the necessary project oversight and strict adherence to the project schedule and budget, which ensured ULBC would deliver its finished project timely and on budget. The construction quality consistently met the necessary standards and warranted prompt approvals upon inspection by the building officials. ULBC's Housing Counseling team ensured the buyer's readiness for closing upon the issuance of the Certificate of Occupancy.

7. Provide your level of satisfaction with the Firm's success at keeping you updated and informed, particularly when special needs or problems arose during work?

ULBC's staff submitted written status reports monthly which detailed accomplishments and challenges faced during the development process. As issues arose, we were able to work with the staff to troubleshoot and resolve the issues timely.

8. Provide your level of satisfaction with the Firm's overall work throughout the years on the Contract?

We are very satisfied with quality of work and level of commitment provided by ULBC's development team.



9. What were the Firms operational schedule as required by your agreement/contract.

ULBC was required to secure permits with 6 months of property conveyance and complete the construction within 12 months of permit issuance.

ADDITIONAL COMMENTS:

I strongly offer my recommendation for ULBC to provide development services for the Hallandale Beach CRA project.

SIGNATURE: _____

Date: _____

6.28.12

REFERENCE CHECK FORM

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RFP # FY 2018-2019-CRA002 PRE-QUALIFICATION OF FIRMS NEW RESIDENTIAL HOUSING

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PROJECT NAME: Hallandale Beach CRA New Residential Housing Development

NAME OF FIRM THAT WAS AWARDED THE AGREEMENT:

Urban League of Broward County, Inc. through Central County Community Development Corporation

WAS THE CONTRACT FOR MODULAR HOMES? ☐ YES ☒ NO

WAS THE CONTRACT FOR RESIDENTIAL TRADITIONAL CONSTRUCTION HOUSING?

☒ YES ☐ NO

WAS GREEN CERTIFICATION AWARDED? ☐ YES ☒ NO

NAME ALL THE FIRMS THAT WERE SUBCONTRACTORS TO THE PROJECT AND PROVIDED SERVICES:

T. Knowles & Associates, LLC, Traves Knowles, CGC

Name of reference:	Ralph Stone	Phone:	(954) 357-5320
Title of reference:	Director	E-mail Address:	RSTONE@broward.com
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SIGNATURE: _____

Date: _____

6.28.12