

**PALM BEACH COUNTY  
BOARD OF COUNTY COMMISSIONERS  
AGENDA ITEM SUMMARY**

**Meeting Date:** January 4, 2022

Consent

Regular

Ordinance

Public Hearing

**Department:** Facilities Development & Operations

**I. EXECUTIVE BRIEF**

**Motion and Title:** Staff recommends motion to approve: Amendment No. 2 to the Developer and Operator Agreement (R2021-0148) (the "Agreement") with the West Palm Beach Housing Authority (WPBHA) for the Cottage Homes Project to extend the date by which WPBHA is to complete design and permitting.

**Summary:** On January 12, 2021, the Board of County Commissioners (Board) approved the Agreement with the WPBHA for the development, ownership and operation of a small lot housing pilot project upon 1.36 acres of County owned real property fronting Military Trail and Clemens Street in western Lake Worth Beach (commonly referred to as the Cottage Homes Project). Under the Agreement, WPBHA is to improve the property with 17 detached housing structures, a community center, ancillary parking and other customary site improvements, and the County will provide up to \$3.973m in Infrastructure Sales Tax (IST) funding for the development and construction. The County also agreed to convey ownership the property to the WPBHA at the time of construction permit issuance. Under Section 24.2 of the Agreement, WPBHA had until September 13, 2021 to complete the design and permitting process or either party may terminate the Agreement. On August 17, 2021, the Board approved Amendment No. 1 to the Agreement (R2021-0148) that extended this deadline to January 11, 2022 due to delays caused by the COVID-19 pandemic during the design phase of the project. WPBHA has completed the design phase of the project but is now requesting until March 14, 2022 to complete the permitting process, due to unforeseeable delays it has experienced during the permitting phase. Due to the unique nature of the Cottage Homes Project's small lot concept, WPBHA has experienced unavoidable delays in the permitting process since the project does not conform to the usual form of permitting for a residential housing development. WPBHA and staff from the County's Planning, Zoning and Building Department (PZB) have worked closely together to develop a permitting process for this pilot project which involves: 1) a Master Permit for the sixteen units comprised of Type 1, Type 2 and Type 3 homes; 2) stand-alone permits for the Type 1 ADA unit and the Clubhouse; and 3) after approval of the Master Permit, additional permitting of each of the 17 mastered housing units individually identified on their assigned lots. The WPBHA has obtained approval of the Master Plan permit for the project and submitted for review the individual housing unit permits. On December 15, 2021 the Board approved a Declaration of Easements providing for the access road into the project, which is required for the individual unit permits to move forward. The WPBHA in its original project schedule did not anticipate this permitting approach and requests additional time to complete the process. FDO staff supports this request for an extension. Amendment No. 2 to the Agreement will give WPBHA until March 14, 2022 to complete the permitting process for the Cottage Homes Project. The revised project schedule reflects the delays experienced during the design and permitting process, while retaining projected duration for the upcoming phases consistent with WPBHA's original proposal other than the construction phase being extended by 2.5 months due to anticipated supply and labor shortages, which many projects are currently experiencing. This extension will still keep the Facility opening in FY 2023 although later in FY 2023 rather than earlier in the year as previously represented to the Board at the time of approval of the Agreement. FDO staff will continue to work with WPBHA to ensure timely progress on the Cottage Homes Project. **(FDO Admin) District 2/Countywide (MWJ)**

**Background & Policy Issues:** On January 12, 2021, the Board approved the Agreement with the WPBHA for the development, ownership and operation of a small lot housing pilot project upon 1.36 acres of County owned real property fronting Military Trail and Clemens Street in western Lake Worth Beach (commonly referred to as the Cottage Homes Project). Under the Agreement, WPBHA is to improve the property with 17 detached housing structures, a community center, ancillary parking and other customary site improvements. **CONTINUED ON PAGE 3**

**Attachments:**

1. Location Map
2. Amendment No. 2
3. Updated Project Schedule for the Cottage Homes Project
4. WPBHA Letter requesting extension and FDO Director Response to request
5. Monthly Progress Report

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**Recommended By:** *[Signature]* **Department Director** 12/14/21 **Date**

**Approved By:** *[Signature]* **for County Administrator** 12/30/2021 **Date**



**Background & Policy Issues: Continued from Page 1.** The 17 housing units will be distributed amongst three different layouts, six 2-bedroom/1-bathroom units, six 2-bedroom/2-bathrooms units, and five 3-bedroom/2-bathrooms units; with square footage ranging from 981 to 1,200. The County will provide up to \$3.973m in IST funding for the development and construction. Any remaining IST funds upon construction completion will remain available to WPBHA for future application toward capital renewal/replacement needs. IST funds can only be used for capital improvements and cannot be used for operational costs. The County also agreed to convey ownership the property to the WPBHA at the time of construction permit issuance. The conveyance of the property will be at no cost to WPBHA and subject to restrictions for government use and operation and maintenance for housing for low, very low and extremely low income residents.

Due to the use of IST funds, the property and improvements must always remain in public ownership and as a result, all units will be rental units with maximum gross monthly rents for the first year ranging from \$598 to \$730, and maximum continued occupancy by any given tenant of 24 months. Following construction completion, WPBHA will be responsible for placement of eligible family households into available units. WPBHA will be required to coordinate with the County’s Community Services Department for priority placement of eligible families on a waiting list to be maintained by the County. Both rental amounts and duration of stay will be limited. The County will be required to provide subsidies (based on qualifications) for utilities, security deposits and rent, as well as any wrap around services the County desires to be provided to the project’s occupants.

All capital construction costs beyond the \$3,973,458.06 being made available by the Agreement will be the sole responsibility of the WPBHA. All of those County proceeds being derived through the one penny infrastructure surtax, eligible expenses are limited to capital improvements with no application toward project operating costs. Any remaining balance upon construction completion will be held by the County for future application to project Renewal/Replacement needs until such time that all funds have been fully exhausted.

The WPBHA has completed project design and obtained approval of the Master Plan permit. The submissions for the individual housing units and standalone permits were completed on December 14, 2021. On December 15, 2021 the Board approved a Declaration of Easements providing for the access road into the project, which is required for the individual unit permits to move forward. Staff requested expedited placement of the regular item as part of the Zoning Hearing agenda in an effort to ensure continuous project progression. The Declaration of Easements provides for an access road to the project which will in turn allow the County’s Planning, Zoning and Building department to assign individual addresses to each one of the units. This in turn, will facilitate review and issuance of the individual permits. Amendment No. 2 to the Agreement will give WPBHA until March 14, 2022 to complete the permitting process for the Cottage Homes Project. Specifically, it will allow for the Declaration of Easements to be executed and for review, and eventual approval, of the individual permits. Below is a comparison of the initial project schedule to the new project schedule after the extension:

Task	WPBHA Original Schedule (days)	Amendment No. 1 Revised Schedule (days)	Amendment No. 2 Revised Schedule (days)	Comments
<i>Approval of the Developer and Operator Agreement by the Board of County Commissioners: January 12, 2021</i>				
Procurement of Design Professionals	30-45	98	98	All contracts have been executed as of April 20, 2021
Design Phase for Owner, Architect and Engineer	60	105-112	111	Final Design Completed September 9, 2021
County Review of plans, drawings, and applications	10	10	10	Complete
Government Regulatory Approvals & Permits	60-120	60-120	166-188	Master Plan submitted September 28, 2021 and Completed November 12, 2021 Stand-Alones (Type 1 ADA and Clubhouse) submitted December 14, 2021 Type 1,2,3 Individual (16 homes) submitted December 14, 2021
Subcontractor Solicitation & Procurement	60	60	60	
Construction	340	340	420	
Recording of Easement / Legal Documents	30	30	30	
Occupancy	30	30	30	

Attachment 1



4521 Clemens Street

**AMENDMENT NO. 2  
TO THE DEVELOPER AND OPERATOR AGREEMENT**

**This Amendment No. 2** (“Amendment”) is made and entered into on \_\_\_\_\_, 2022 by and between **Palm Beach County**, a political subdivision of the State of Florida, by and through its Board of County Commissioners (“County”), and the **West Palm Beach Housing Authority**, a public body corporate and politic created under Section 421 of the Florida Statutes (the “Authority”).

**WITNESSETH**

**WHEREAS**, on January 12, 2021, the parties hereto entered into the Developer and Operator Agreement (R2021-0148), which has been amended by Amendment No. 1 dated August 17, 2021 (R2021-1059) (collectively, the “Agreement”); and

**WHEREAS**, the parties desire to amend and modify certain provisions of the Agreement.

**NOW THEREFORE**, in consideration of the mutual covenants, promises and representations contained herein, the Parties agree as follows:

**1. Recitals.** The above recitals are true and correct and incorporated herein by reference.

**2. Agreement Modifications and Additions.** The following provisions of the Agreement are modified as follows:

**The first sentence of Section 24.2 of the Agreement is deleted in its entirety and replaced with the following:**

Prior to the Conveyance Date, this Agreement may be terminated by either party in the event that the Authority is unable to obtain all required permits and approvals for construction of the Facility by **March 14, 2022** or the Authority discovers unforeseen site conditions that would require extensive site improvements that would make the project financially unfeasible based upon the Program Cost Estimate submitted by the Authority in its Step 2 Proposal.

**3. All Other Terms Affirmed.** In all other respects, the terms and conditions of the Agreement shall remain in full force and effect and are hereby ratified and affirmed by the parties hereto.

**4. Governing Law.** This Amendment shall be governed by and construed in accordance with the laws of the State of Florida, without regard to conflicts of law.

**THE REMAINDER OF THIS PAGE IS LEFT BLANK INTENTIONALLY**

IN WITNESS WHEREOF, the parties hereto have caused this Amendment to the Agreement to be executed as of the day and year first above written.

ATTEST:

JOSEPH ABRUZZO  
CLERK & COMPTROLLER

PALM BEACH COUNTY, a political  
subdivision of the State of Florida, by and  
through its Board of County  
Commissioners

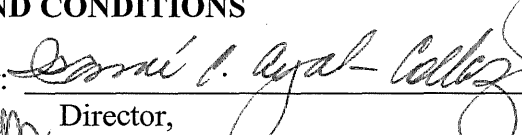
By: \_\_\_\_\_  
Deputy Clerk

By: \_\_\_\_\_  
Mayor

APPROVED AS TO  
LEGAL SUFFICIENCY

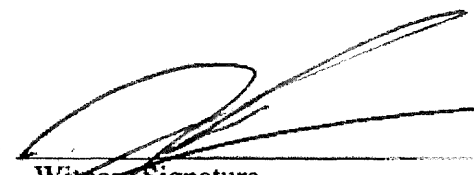
APPROVED AS TO TERMS  
AND CONDITIONS

By:  for Mike Jones  
Assistant County Attorney

By:   
Director,  
Facilities Development & Operations

**WITNESSES:**

**WEST PALM BEACH HOUSING  
AUTHORITY, a public body corporate and  
politic created under Section 421 of the  
Florida Statutes**

By:   
\_\_\_\_\_  
Witness Signature

By:   
\_\_\_\_\_  
Executive Director

KEVIN BROOKS  
\_\_\_\_\_  
Print Witness Name

**COTTAGE HOMES PROJECT SCHEDULE**

**ATTACHMENT 3**

<i>Contract Action:</i>	<i>Current Approved Schedule</i>	<i>Revised Schedule</i>
Contract Commencement	<b>Completed 1/12 2021</b>	
Procurement of Design Professionals	<b>Completed 2/8/2021</b>	
Negotiate & Execute Professional Contracts	<b>Completed 4/20/2021</b>	
Design & Permitting Phases	<b>Completed 9/9/2021</b>	
<ul style="list-style-type: none"> <li>• Initial Site Planning, design feasibility</li> <li>• Prelim Civil and Architect Plans</li> <li>• Final Signed &amp; Sealed Plans</li> <li>• Submit for approval by County FDO</li> </ul>	<b>Completed 8/13/2021</b> <b>Completed 9/9/2021</b> <b>Completed 8/31/2021</b>	
Government Regulatory Approvals		
<ul style="list-style-type: none"> <li>• Submission/ Plan Review I</li> <li>• Review Comments, Revise, Resubmit Review II</li> </ul>	October 20, 2021  December 20, 2021	<i>Master Plan Submission</i> <b>Completed 9/28/2021</b>  <i>Master Plan Review Comments Revise, Resubmit, Review</i> <b>Completed 11/4/2021</b>  <i>Master Permitting Complete</i> <b>Completed 11/12/2021</b>  <i>Standalones Submission</i> <b>Completed 12/14/2021</b>  <i>Government Regulatory Approvals Period</i> December 14, 2021 - February 20, 2022



*Type 1,2,3 Individual  
Submission (16 homes)*

**Completed 12/14/2021**

*Government Regulatory  
Approvals Period*

December 14, 2021 - February  
20, 2022

**DEADLINE TO COMPLETE DESIGN AND PERMITTING PROCESS March 14, 2022**

**Subcontractor Solicitation**

- |                              |                   |                             |
|------------------------------|-------------------|-----------------------------|
| • Solicitation Preparation   | January 25, 2022  | <i>Beginning March 2022</i> |
| • Pre-Bid Meeting, Advertise | February 25, 2022 | April 5, 2022               |
| • Review Bid & Selection     | March 7, 2022     | May 15, 2022                |
| • Issue Contracts            | March 28, 2022    | May 31, 2022                |

Construction Completion of Each Unit      March 3, 2023      July 25, 2023

Preparing & Recording of Legal Documents      April 3, 2023      *\* During Pre-Construction Period*

Occupancy/ Lease up      May 4, 2023      July - August 2023



# West Palm Beach Housing Authority

3700 Georgia Avenue · West Palm Beach, FL 33405 · Phone (561) 655-8530 · Fax (561) 832-8962

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December 1, 2021

Isamí C. Ayala-Collazo, Director  
Palm Beach County Facilities Development & Operations  
2633 Vista Parkway  
West Palm Beach, FL 33411

Re: Request for Extension to the Developer & Operator Agreement between the  
West Palm Beach Housing Authority & Palm Beach County, Florida.

Dear Ms. Ayala-Collazo,

The West Palm Beach Housing Authority (“WPBHA”) hereby requests a second extension to the Developer & Operator Agreement dated January 12, 2021 for the Cottage Homes Project (“Project”). The Agreement currently provides that the design and permitting phase, including obtaining building permits and construction related approvals, must be completed by January 11, 2022. For reasons set forth herein, the WPBHA respectfully requests an extension to May 17, 2022, in order to complete the permitting process.

The Developer and Operator Agreement (“Agreement”) between the West Palm Beach Housing Authority (“WPBHA”) and Palm Beach County was approved by the Board of County Commissioners and executed on January 12, 2021. The Agreement originally provided the design and permitting phase be complete by September 13, 2021. Thereafter, the WPBHA requested and received an extension to January 11, 2022. The WPBHA made this request as the initial project deadline had been overly ambitious in light of the novel nature of the project, the time required to negotiate the design contract, and the time required to complete the design phase of the project in the backdrop of the COVID-19 pandemic. The COVID-19 pandemic compounded the need for additional time, as the initial project timeline proposed in March 2020, could not anticipate the impact of the pandemic on the construction industry.

Upon entering the permitting phase in concert with the approval of Amendment No. 1, the unique nature of the cottage homes small lot concept once again resulted in unavoidable and unforeseeable delay. The Project, as conceived, does not conform to the usual form of permitting for residential housing development. Accordingly, the handling of this new concept

## ATTACHMENT 4

for both the WPBHA and the County required additional time to address issues of first impression on how to submit and review within the existing building permitting matrix.

Upon the completion and approval of final plans in late August, all known application fees and architectural, landscape, and civil plans were submitted to the extent possible for review to the appropriate County and State offices. The WPBHA discovered that a single submission of all plans for building permitting was not workable in the electronic permitting system. Issues of addressing, project categorization and lot identification prevented the plans from uploading for review. The WPBHA contacted the Planning, Zoning & Building Department (PBZ) to determine how best to approach the permitting of the Project.

After careful consideration, PBZ informed the WPBHA that it would require the Project to apply for a Master Permit for the sixteen units comprised of Type 1, Type 2, and Type 3 homes. PBZ also classified the Type 1 ADA unit and the Clubhouse as separate "standalone" permits, which would come after the Master. Finally, upon approval of the Master Permit, all sixteen mastered housing units would require an additional permitting submission individually identified on their assigned lots. The original Cottage Homes Project Schedule did not anticipate this approach, instead providing for a complete Project submission upon completion of the plans and then a resubmission after receipt of plan review comments.

Upon receiving instruction from the PBZ, the WPBHA submitted the Application for Type 1, Type 2, and Type 3 Master Plans ("Master Plan") electronically on September 28, 2021. Only minor clarifications were required based on review comments received. The WPBHA expeditiously resubmitted the Master Plan on November 4, 2021 and the plan for all Master Permits were approved on November 12, 2021.

Subsequent to the approval of the Master Permits, and in keeping with the PBZ's outlined procedures, the WPBHA began the addressing process. Standalone structures cannot be uploaded electronically without addresses. In order for addressing to be assigned, the access road for the Project required both naming and the creation of a perpetual access easement. The road name has been reserved and approval obtain from FDO. The WPBHA has paid the requisite fee for the name. Also, the WPBHA obtained the legal sketch for the easement. The easement will go before the Planning & Zoning Board on December 15, 2021 for approval.

Civil permitting has been moving forward. Eleven permits have been determined necessary for the project. During the civil permitting, the County's Water Utilities Department determined a Level I Environmental Assessment ("ESA") is required as a condition precedent for permits. The ESA has been ordered and is anticipated for delivery on December 10, 2021.

Concurrently with the above, the WPBHA is submitting the sixteen-mastered housing units under individual permits. The WPBHA has begun uploading plans into the system under the current property control numbers and individual lot identification via the site plan. PBZ advised that submission of the lot number, block number and model type in lieu of addresses would work around system limitations to move permitting forward.

In light of the foregoing, the WPBHA estimates completing submission for permitting for the standalones and the sixteen individuals units by December 20, 2021. Thereafter, the WPBHA will work diligently to resubmit for final permit approvals after the first quarter of 2022. Pursuant to the Agreement, the County may then convey the ownership of the property to the WPBHA at the time of construction permit issuance.

The WPBHA is mindful that the additional request for time will affect the remainder of the Construction Schedule and Construction Completion deadlines. Accordingly, it has undertaken an additional internal review to determine how best to mitigate the impact of this extension request. The WPBHA submits a proposed revised Construction Schedule herewith providing for completion in the fall of 2023.

Finally, please find attached as Exhibit A, documentation in support of the request for extension of time to complete the permitting phase of the Project. This documentation provides additional support and supplemental status information for our request.

Should you have any questions or concerns, please do not hesitate to contact me.

Sincerely,

A handwritten signature in black ink, appearing to read 'L. Odum', with a long horizontal flourish extending to the right.

Linda Odum  
Executive Director

cc: Charlotte Burnett, Esq.  
Director of Development & General Counsel.

## Brenda Znachko

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**From:** Isami Ayala-Collazo  
**Sent:** Monday, December 13, 2021 7:52 PM  
**To:** Charlotte Burnett  
**Cc:** Brenda Znachko; Linda Odum  
**Subject:** RE: Revision for Extension Request for Developer & Operator Agreement Cottage Homes

**Follow Up Flag:** Follow up  
**Flag Status:** Completed

Good evening Charlotte,

As per our conversation, based on the permitting tasks that remain outstanding, FDO's assessment is that the permitting process has 60-90 days left. Note that this estimate assumes that WPBHA will diligently address and comply with all submissions as required by the permitting authority. This stated, I can recommend an extension to March 14, 2022. Please update the construction schedule accordingly.

Cordially,

*Isami*

**From:** Charlotte Burnett <cburnett@wpbha.org>  
**Sent:** Thursday, December 9, 2021 2:43 PM  
**To:** Isami Ayala-Collazo <IAyalaCollazo@pbcgov.org>  
**Cc:** Brenda Znachko <BZnachko@pbcgov.org>; Linda Odum <LOdum@wpbha.org>  
**Subject:** Revision for Extension Request for Developer & Operator Agreement Cottage Homes  
**Importance:** High

\*\*\*\*\* Note: This email was sent from a source external to Palm Beach County. Links or attachments should not be accessed unless expected from a trusted source. \*\*\*\*\*

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Good afternoon Isami,

Thank you for taking the time to speak with me concerning our recent request for extension of time and request for amendment to the Developer & Operator Agreement between the West Palm Beach Housing Authority (WPBHA) and Palm Beach County for the Cottage Homes project. From our discussions, I understand you were able to speak internally to obtain critical input on the amount of time necessary in order to obtain permitting for the project. The estimate provided was 60-90 days, rather than the 120 days sought by the WPBHA. We are encouraged by this revision of time and respectfully request to modify the request for extension. Accordingly, the WPBHA requests the extension of time be amended to reflect approximately 60 days, i.e. Monday, March 14, 2022.

I will submit a revised proposed Construction Schedule should you concur with this date. I look forward to hearing from you.

Sincerely,

Charlotte

Charlotte Burnett, Esq.  
General Counsel  
West Palm Beach Housing Authority  
3765 Georgia Avenue  
West Palm Beach, FL 33405  
(561) 655-8530 x1105

## MONTHLY PROGRESS MEETING AND EXECUTIVE SUMMARY

<b>Reporting Period:</b> November 2021	<b>Project Title:</b> Cottage Homes
<b>Date of Report:</b> December 14, 2021	<b>Program Rep:</b> Charlotte Burnett
<b>Report Author:</b> Michael McManaman	<b>Project Sponsor:</b> Palm Beach County
	<b>Project Number:</b> 2021-022504

**EXECUTIVE SUMMARY:** During the month of November and into early December, the project continued to proceed through permit review as the permit reviewers, the WPBHA, as well as the project Civil Engineer, Engenuity Group, worked through this “new to all” process.

Encouragingly, the Master Plans for the three “types” of homes were approved, and the WPBHA was directed to then submit individual permit application submittals for each of the lots to include the 17 Residential Homes and the Clubhouse, for a total of 18 individual building permits. In immediate response to the 12/7/21 letter from the County’s FD&O Director, most of the plans were submitted by 12/10/21, and as of 12/14/21, all required sufficiency review has been completed and the plans are properly received by the County to commence review, comment and approval.

On 12/14/21, the County assigned addresses to each of the homes that are associated with the three “types” of homes being constructed, totaling 16 homes. Only the structures that are stand-alone permit applications, which include one “Type 1 ADA unit” and the Clubhouse are yet to be assigned an address.

Concurrently, Engenuity Group as the licensed project Engineer continued to work with the various Agencies to facilitate the review, respond to questions, comments and further direction in a prompt and expeditious manner. Civil Engineering permit review saw some successes but also some delays which are summarized herein. As of the date of this report, we have successfully received 5 permit approvals, and are awaiting 7.

During this reporting period, Engenuity notified the WPBHA that subsequent to initial review, a Phase I Environmental Site Assessment (ESA) of the property was required prior to the Palm Beach County Water Utility Department being able to continue its review. Also, the approval by the Utility Department was a necessary step prior to the permit review process to proceed to the County Health Department for Water and Sewer review.

The WPBHA tasked Engenuity with engaging a qualified firm to perform the ESA, and subsequent to receiving and along with the WPBHA, reviewing the proposal, engaged Ardaman and Associates to perform the ESA. At the WPBHA’s request, the team was able to negotiate the timeframe from an original proposed turnaround time of 5-6 weeks ARO, down to about 10 days, without an increase in price, such that the delay in the aforementioned Utility Department review could be mitigated to the greatest extent possible. Ardaman was able to deliver the ESA which found “**no evidence of recognized environmental conditions**” in connection with the Cottage Homes property. Engenuity provided supplemental requested documentation to the County on 12/2/21, and submitted the ESA on 12/10/21. The review is now in the hands of the Utilities Department as of the date of this report.

Additionally, in follow-up to the identified need for an Easement on the project, and in support of the required Board of County Commissioners’ of Palm Beach County, Florida approval of the Easement, the WPBHA engaged Engenuity to provide the necessary sketch and legal description to support the access easement. Engenuity provided 4 signed and sealed originals of the sketch and legal description to the WPBHA, which then submitted to the County for inclusion with the

# ATTACHMENT 5

Zone Board Agenda item. The approval of the easement is expected at the 12/15/21 Zoning Board Meeting.

Prior to this reporting period, final approved plans were due by 1/11/22, based on the first extension to the original schedule provided. During this reporting period, and inconsideration of where the current review status is, the unknowns associated with the review of this type of project, as well as the required timeframe for submitting Agenda items to potentially further extend the date for the approval of final plans and the subsequent construction, the WPBHA originally requested an additional 120 days. This 4-month extension was a conservative estimate, as this is a new process for the WPBHA and the County, and many of the time elements are not in control of the WPBHA. To substantiate the time request, the WPBHA provided myriad documents of the efforts undertaken, responses provided, and status to the best of our knowledge, as it applies to both the architectural review and the Civil Engineering review. Through discussion and negotiation after input from the PBC Building Department Director, a 60-90 day extension was thought to be sufficient time. To that end, the new date requested as the deadline for receiving 100% approved plans is March 14, 2022. This date will be considered by the Board of County Commissioners of Palm Beach County, Florida on or about 1/4/22, at its regularly-scheduled meeting. A complete schedule based on the March 14, 2022 date can be found below.

The project team held its monthly call-in meeting on November 18, 2021 at 3pm, to talk about project progress, and to discuss any challenges, provide any updates that had not been previously shared, etc. The next progress meeting is scheduled for December 16, 2021 at 3pm.

The WPBHA continues to discuss and make progress on the forms of solicitation and contracting as it pertains to the procurement of required construction trades, materials, site accessories and equipment, etc., to include required documentation, the proper inclusion of work in each trade category and the timing of procurement, bid surety and bid bond requirements, and all requirements included in the Developer Operator Agreement between the County and the WPBHA.

The WPBHA has not submitted reimbursement requests for the last two months, as the value of reimbursable funds is comparably low, and will be made part of a future reimbursement request.

**Balance of Payments to Consultants and Subcontractors**

<u>Consultant or Subcontractor</u>	<u>Contract Total</u>	<u>Paid To Date</u>	<u>Balance To Finish</u>	<u>Reimb. Request</u>	<u>Paid by County</u>
<b>PROPOSAL PHASE:</b>					
David Laurence Architecture	\$12,500	\$12,500	\$0	#1 (8/21')	<b>YES</b>
Schmidt Nichols	\$7,330.74	\$7,330.74	\$0	#1 (8/21)	<b>YES</b>
<b>CONTRACT PHASE:</b>					
REG Architects (+\$,1500 exp)	\$85,000	\$22,200.00	\$62,800.00	#1 (8/21')	<b>YES</b>
		\$33,000.00	\$29,800.00	#2 (9/21')	<b>YES</b>
		\$10,150.00	\$19,650.00	#3 (10/21')	<b>YES</b>
Engenuity Group	\$41,975.08	\$14,109.58	\$27,865.50	#1 (8/21')	<b>YES</b>
		\$15,328.00	\$12,537.50	#2 (9/21')	<b>YES</b>
		\$10,192.00	\$2,345.50	#3 (10/21')	<b>YES</b>
Schmidt Nichols	\$12,500.00	\$353.48	\$12,146.52	#1 (8/21')	<b>YES</b>
		\$806.25	\$11,340.27	#2 (9/21')	<b>YES</b>



**Project Milestone Status Review:**

<b>Contract Action:</b>	<b>Current Approved Schedule</b>	<b>Revised Sched. Elements</b>	<b>Revised Sched. Status</b>
Contract Commencement	<b>Completed 1/12/2021</b>		
Procurement of Design Professionals	<b>Completed 2/8/2021</b>		
Negotiate & Execute Profess. Contracts	<b>Completed 4/20/2021</b>		
<u>Design and Permitting Phases</u>	<b>Completed 9/9/2021</b>		
-Initial Site Planning, design Feasibility			
-Prelim Civil and Architectural Plans	Completed 8/13/2021		
-Final Signed & Sealed Plans	Completed 9/9/2021		
-Submit for approval by County FDO	Completed 8/31/2021		
<u>Govt. Regulatory Approval</u>			
-Submission/Plan Review I	10/20/2021	Master Plan Submission	Completed 9/28/2021
-Review Comments, Revise, Resubmit Review II	12/20/2021	Master Plan Rev. Comments	Completed 11/4/2021
		Master Permitting Complete	Completed 11/12/2021
		Standalones Submission	Completed 12/14/2021
		Govt. Regulatory Approval Period	12/14/2021 through 2/20/2022
		Type 1,2,and 3 Individual Submittal (16 homes)	Completed 2/14/2021
<b>DEADLINE TO COMPLETE DESIGN AND PERMITTING PROCESS:</b>			<b>MARCH 14, 2022</b>
<u>Subcontractor Solicitation</u>			
-Solicitation Preparation	1/25/2022		Beginning 3/2022
-Pre-Bid Meeting/Advertise	2/25/2022		4/5/2022
-Review Bid & Selection	3/7/2022		5/15/2022
-Issue Contracts	3/28/2022		5/31/2022
Construction Completion	3/3/2023		7/25/2023
Preparing & Record/ Legal Docs	4/3/2023		During Pre-Const. Period
Occupancy/Lease-up	5/4/2023		8/2023