

**October 19, 2021
Regular Meeting
12:00 Noon**



City of Port St. Joe

Rex Buzzett, Mayor-Commissioner
Eric Langston, Commissioner, Group I
David Ashbrook, Commissioner, Group II
Brett Lowry, Commissioner, Group III
Scott Hoffman, Commissioner, Group IV

[All persons are invited to attend these meetings. Any person who decides to appeal any decision made by the Commission with respect to any matter considered at said meeting will need a record of the proceedings, and for such purpose may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based. The Board of City Commission of the City of Port St. Joe, Florida will not provide a verbatim record of this meeting.]

BOARD OF CITY COMMISSION

Regular Public Meeting

12:00 Noon

Tuesday October 19, 2021

Call to Order

Consent Agenda

Minutes

- **Regular Meeting 10/5/21** **Pages 1-5**
- **Special Meeting 10/12/21** **Page 6**

City Engineer

- **Maddox Park Gazebo- Update**
- **First Street Lift Station and Long Ave. Water/Sewer Project**
- **First Street Sewer Repairs and Paving**
- **Clifford Sims Park Plan**

City Attorney

- **Ord. 559 Property Rights & Coastal Management Element** **Pages 7-8**
(Handout 272 Pages)
 - **First Reading & Request to Transmit to DEO**

Old Business

- **City Projects** **Pages 9-10**
- **Covid-19 Update- Mayor Buzzett**
- **RFQ 2021- Workforce Development Partnership** **Page 11**

New Business

- **MLD Architects Task Order- Centennial Bldg. Renovations** **Pages 12-19**

Public Works

- **Update**

Surface Water Plant

- **RFP 2021-11 Caustic Soda** **Page 20**
- **RFP 2021-12 Sodium Hypochlorite** **Page 21**
- **RFP 2021-14 Liquid Ferric Sulfate** **Page 22**

Wastewater Plant

- **Update**

Finance Director

- **Update**

Code Enforcement

- Update

Police Department

- Update

City Clerk

- Grants- Update

Pages 23-24

Citizens to be Heard

Discussion Items by Commissioners

Motion to Adjourn

MINUTES OF THE REGULAR MEETING OF THE BOARD OF CITY COMMISSIONERS FOR THE CITY OF PORT ST. JOE, FLORIDA, HELD AT 2775 GARRISON AVENUE, October 5, 2021, at Noon.

The following were present: Commissioners Ashbrook, Hoffman, and Lowry. City Manager Jim Anderson, City Clerk Charlotte Pierce, and City Attorney Clinton McCahill were also present. Mayor Buzzett and Commissioner Langston were absent and the meeting was chaired by Mayor Pro tem David Ashbrook.

CONSENT AGENDA

Minutes

A Motion was made by Commissioner Hoffman, second by Commissioner Lowry, to approve the Minutes of the Regular Meeting of September 21, 2021, and the Special Meeting for the final Public Hearing on the FY 2021 – 2022 Budget of September 21, 2021. All in favor; Motion carried 3-0.

City Engineer – Kaleb Brown

Maddox Park Gazebo

The project is out for bids, and the bids will be received on October 29, 2021.

First Street Lift Station and Long Avenue Water / Sewer Project

The project is under construction. The next progress meeting is scheduled for October 8, 2021.

Clifford Sims Park Plan

This is currently in design.

First Street Resurfacing

The project is currently in design and its work is at 60% completion.

Commissioner Hoffman asked that Dewberry check a pipe behind the Washington Gym that is causing water to pond up.

City Attorney –

Ordinance 596 Commission Compensation; First Reading and Request to Advertise:

A Motion was made by Commissioner Hoffman, second by Commissioner Lowry, to have the First Reading and Advertise Ordinance 596. All in favor; Motion carried 3-0.

Attorney McCahill read Ordinance 596 by Title only.

Commissioner Hoffman shared that he felt this was a more equitable way for Commission salaries to increase rather than go several years with no increase in pay and then have a large increase one year.

Mayor Pro tem Ashbrook stated he supports this theory.

Commissioner Lowry did not have any objections to the Ordinance.

Christy McElroy questioned if Commissioners received benefits. She felt that it was premature to change salaries because it had only been 3 years since the last raise, suggested that other cities of similar size be checked to see how they handled salaries, and noted the Commissioners were to be public servants.

Old Business

Current City Projects

Mr. Anderson shared that all projects are moving along well.

Covid 19 Update, Mayor Buzzett

Mr. Anderson noted that Covid is trending downward and we are at around 7%. The moratorium on rentals has been lifted.

Purchasing Policy

Currently, the City's policy requires that purchases over \$10,000 be bid out. The current state statute allows for purchases up to \$250,000 to be made without bids. Mr. Anderson requested that the City increase our bid threshold to \$25,000 before it must be bid. With escalating prices and lack of materials, this would allow the City to move forward with projects rather than have to wait for a commission meeting.

Commissioner Hoffman stated that he does not disagree with this recommendation and Commissioner Lowry said that he has no problem with the suggestion.

A Motion was made by Commissioner Hoffman, second by Commissioner Lowry, to increase the City's Purchasing Policy to \$25,000 before a bid is required. All in favor, Motion carried 3-0.

New Business –

Employee Jackets, Commissioner Hoffman

A Motion was made by Commissioner Hoffman, second by Commissioner Lowry, to sell surplus scrap metal to purchase winter jackets for all employees. All in favor; Motion carried 3-0. Mr. Grantland shared that he has enough scrap brass to sell that will cover the purchase of jackets for all City employees.

CDBG-CV Application Due November 1, 2021

Mr. Anderson noted there is a meeting Wednesday with our grant writers to discuss this grant. To qualify for the grant, it appears that the total LMI for the City needs to be 51% and our City is currently at 35% - 36% LMI. At this time, it does not appear that the City would qualify for the grant.

Legislative Request 2021 – 2022 due November 1, 2021

A Motion was made by Commissioner Hoffman, second by Commissioner Lowry, to request at least \$400,000 for a bathroom, an amphitheater, and a Splash Pad at Core Park. All in favor; Motion carried 3-0.

Cemeteries, Commissioner Langston

Eddie Fields asked about the City's responsibility in taking care of problem plots at Forest Hill Cemetery and requested that a new flag be put up.

Clerk Pierce responded that when the plot is purchased, it is the responsibility of the family to maintain, and a copy of the Ordinance and Resolutions covering the rules of the cemeteries are provided to the families with their deed. She also shared that she has been working with family members on the vault that continues to rise during heavy rains and they are trying to get the issue resolved. She noted that as early as 2009 family members were contacted about this issue and nothing has been done to resolve it. All vaults are required to be placed 8" below grade and the top of the vault is not to be used as a slab.

PSJRA Meeting October 19, 2021, at 11:00 A.M.

Mr. Anderson reminded the Commission of the PSJRA Meeting on October 19, 2021.

PDRB Membership

The term of Letha Mathews expires in November and she has asked to continue serving on the PDRB. A Motion was made by Commissioner Lowry, second by Commissioner Hoffman, to extend the term of Ms. Mathews for 3 more years. All in favor, Motion carried 3-0.

Letter of Support for Pioneer Bay Community Development Corporation (CDC)

Mayor Pro tem Ashbrook asked for a Letter of Support for the Pioneer Bay Community Development Corporation (CDC). He stated that he wanted it worded exactly as the letter from the County other than removing the words Gulf County Board of County Commissioners and inserting the Port St. Joe Board of City Commissioners.

Public Works – John Grantland

Request to Purchase Truck on State Contract

A Motion was made by Commissioner Lowry, second by Commissioner Hoffman, to purchase 5 vehicles, Code Enforcement Vehicle \$26,072; Water Plant Truck \$29,934; Wastewater Plant Truck \$30,445; Waste Distribution Truck \$48,875; and a Bucket Truck \$166,660 for a total of \$301,986 on state contract. All in favor; Motion carried 3-0. Mr. Grantland noted that with the shortage in vehicles and lack of production, it will be about 6 months before these vehicles are delivered.

Surface Water Plant – Larry McClamma

Mr. McClamma was running the plant and unable to be at the meeting. Mr. Anderson shared that the employee that transferred from Public Works began working at the plant yesterday.

Wastewater Plant – Kevin Pettis

Mr. Pettis was running the plant and could not attend the meeting. Mr. Anderson did not have any updates from the Wastewater Treatment Plant.

Finance Director – Mike Lacour

FRDAP Committee Recommendation

Mr. Lacour shared that the FRDAP Committee's first recommendation was to replace the old, damaged playground equipment at the Washington Gym and their alternate recommendation was to make improvements to the 10th Street Basketball Court and playground sail.

A Motion was made by Commissioner Hoffman, second by Commissioner Lowry, to apply for up to a \$150,000 grant with a City match of \$37,000. All in favor; Motion carried 3-0.

Rod Rigel has resigned from the FRDAP Committee and a suggestion was made to add Brenda Fisher. No decision was made to add Ms. Fisher.

The FRDAP Committee will be meeting the first Monday of each month beginning in November.

RFP 2021-09 Washington Complex Outdoor Exercise Equipment; Request to Award Bid Pending State Approval:

A Motion was made by Commissioner Lowry, second by Commissioner Hoffman, to award RFP 2021-09 to Tri Active USA Fitness Equipment in the amount of \$21,975 pending state approval. All in favor; Motion carried 3-0.

RFP 2021-10 Forest Park South Outdoor Exercise Equipment; Request to Award Bid Pending State Approval:

A Motion was made by Commissioner Hoffman, second by Commissioner Lowry, to award RFP 2021-09 to Tri Active USA Fitness Equipment in the amount of \$21,975 pending state approval. All in favor; Motion carried 3-0.

Code Enforcement –

Mr. Anderson shared that grass continues to be an issue and encouraged residents to tidy up around their homes.

Police Department – Chief Richards

Chief Richards requested that he be allowed to purchase 8 radar units at \$3,043 each through a grant and funds from his budget. The grant funds would provide \$18,763.50 and his budget would contribute \$5,580. A Motion was made by Commissioner Lowry, second by Commissioner Hoffman, to make the purchase from the sole source provider, Kustom Signals, Inc., in the amount of \$24,344. All in favor; Motion carried 3-0.

Chief Richards also noted the very high traffic count the City is experiencing.

City Clerk – Charlotte Pierce

Grants Update –

Clerk Pierce shared that City Staff continues to have weekly meetings with our Grant Writers, the Ferguson Group, on grants that the City would be eligible to apply for.

Citizens to be Heard –

Christy McElroy noted the trash pile on 13th Street containing TVs, grass, and tires. Mr. Anderson stated that a letter will be sent to the property owner, and if the City has to pick up the debris, the owner will be assessed the fee for pick up.

Ms. McElroy also shared her concerns about the large truck and dump truck traffic on Woodward Avenue.

Letha Mathews asked if efforts were being made to make the citizens aware of the Amnesty Day on October 23, 2021, in the parking lot of the Gulf County Courthouse. It was noted that the flyer for Amnesty Day is on the City's website.

Eddie Fields mentioned the need for repairs on Avenues C and D. Mr. Grantland responded that the issue is a result of faulty construction. Mr. Anderson shared that a grant for repairs has been applied for and it could be about 6 weeks before anything is known about grant funding.

Chester Davis stated wood had been used in prior construction of the road work.

John Fuentes of Vitas Hospice asked if the City would be sponsoring any events where their company could participate. Mr. Fuenter was referred to the Gulf County Health Department as they do local events.

Discussion Items by Commissioners

Commissioner Hoffman shared his concerns about the Depot Creek ditch that runs along 20th Street to Buck Griffin Lake and is causing issues across from Faith Christian School. Mr. Grantland noted that this has been previously repaired and seems to be holding.

He asked about the possibility of an annual contribution to the Chamber of Commerce. Mike Lacour responded that there is currently a \$3,000 line item for the Chamber of Commerce in the new budget.

Commissioner Hoffman noted that he has talked to the Boy Scout Troop and they will be partnering with the City to identify flags that need to be replaced. The VFW will provide the new flags and dispose of the old flags.

Commissioner Lowry asked that City Staff contact BCC about roadside pickup as he is receiving calls about the debris and the pickup service needs to improve.

Mayor Pro tem Ashbrook discussed the Food Truck Ordinance and asked that it be required to be located in a Commercial Zone, privately owned, require a City Business License, must provide seating, connect to City utilities and allow for COVID distancing. He shared that the state statute considers 6 months as temporary. The current Ordinance requires that the truck be attached but he does not feel that is necessary with the other suggested requirements. He did note that he would abstain from voting as his employer, Tapper and Company, will be applying for a truck permit.

Commissioner Hoffman also noted that he will be abstaining on voting on the Food Truck Ordinance as he is involved with his brother's Food Truck.

Motion to Adjourn –

There was no other business to come before the Commission and Mayor pro tem Ashbrook adjourned the meeting at 1:25 P.M.

Approved this _____ day of _____ 2021.

David A. Ashbrook, Mayor pro tem

Date

Charlotte M. Pierce, City Clerk

Date

**MINUTES OF THE SPECIAL MEETING OF THE BOARD OF CITY
COMMISSIONERS FOR THE CITY OF PORT ST. JOE, FLORIDA, HELD AT
2775 GARRISON AVENUE, October 12, 2021, at 12:00 Noon.**

The following were present: Mayor Buzzett, Commissioners Ashbrook, Hoffman, and Langston. City Manager Jim Anderson, City Clerk Charlotte Pierce, and Finance Director Michael Lacour were also present. Commissioner Lowry was absent.

CONSENT AGENDA

2022 – 2023 FRDAP Grant Application

At the Regular City Commission Meeting on October 5, 2021, Mr. Lacour shared that the FRDAP Committee's first recommendation was to replace the old, damaged playground equipment at the Washington Gym and their alternate recommendation was to make improvements to the 10th Street Basketball Court and playground sail.

A Motion was made by Commissioner Hoffman, second by Commissioner Lowry, to apply for up to a \$150,000 grant with a City match of \$37,000. All in favor; Motion carried 3-0.

Mr. Lacour has since found out that FRDAP will not allow an application to be submitted if there is an open grant for the same location, and a Splash Pad may also be applied for. Currently, there is an open grant for RFP 2021-09 Washington Complex Outdoor Exercise Equipment and the 2022 – 2023 FRDAP Grant Application to replace the old, damaged playground equipment at the Washington Gym will need to be rescinded.

A Motion was made by Commissioner Hoffman, second by Commissioner Ashbrook, to rescind the motion of October 5, 2021, to apply for a grant to replace the old, damaged playground equipment at the Washington Gym. All in favor; Motion passed 4-0.

Discussion was held about applying for a FRDAP Grant for a Splash Pad at Core Park.

Charles Gathers shared his concerns about the location and suggested that the community would be better served to have the Splash Pad at the Washington Gym Site.

A Motion was made by Commissioner Hoffman, second by Commissioner Ashbrook, that the 2022 – 2023 FRDAP Grant Application be for a Splash Pad at Core Park. All in favor; Motion carried 4-0.

Citizens to be Heard –

Charles Gathers expressed his appreciation to the Commissioners for the use of the Washington Gym Pavilion for a Day of Prayer this past weekend.

Discussion Items By Commissioners

Neither Mayor Buzzett nor the Commissioners had any additional updates to share.

Mayor Buzzett adjourned the meeting at 12:30

Approved this _____ day of _____ 2021.

Rex Buzzett, Mayor

Date

Charlotte M. Pierce, City Clerk

Date

ORDINANCE NO. 559

AN ORDINANCE AMENDING THE COMPREHENSIVE PLAN OF THE CITY OF PORT ST. JOE, SPECIFICALLY TO ADOPT TOWN-INITIATED TEXT AMENDMENTS TO (1) ESTABLISH A PROPERTY RIGHTS ELEMENT AND (2) TO REVISE THE COASTAL MANAGEMENT ELEMENT TO BE CONSISTENT WITH AND INCORPORATE BY REFERENCE THE UPDATED PORT ST. JOE PORT MASTER PLAN 2021; PROVIDING FOR SEVERABILITY; REPEALING ALL ORDINANCES IN CONFLICT; AND PROVIDING AN EFFECTIVE DATE

WHEREAS, Section 163.3184, Florida Statutes, provides for the authority and procedure for the City Commission of Port St. Joe, Florida to amend its Comprehensive Plan utilizing procedures applicable to large scale developments; and

WHEREAS, on October 4, 2021, the Planning and Development Review Board sitting as the local planning agency for the City, recommended transmittal of the amendments to the comprehensive plan of the City; and

WHEREAS, the City Commission desires to adopt the amendments to the current comprehensive plan to guide and control the future development of the City, and to preserve, promote, and protect the public health, safety, and welfare.

WHEREAS, on October 19, 2021 the Port St. Joe City Commission authorized transmittal of the proposed plan amendment to the appropriate state agencies;

NOW, THEREFORE, BE IT ENACTED BY THE PEOPLE OF THE CITY OF PORT ST. JOE, FLORIDA:

SECTION 1. APPROVAL

The City of Port St. Joe Comprehensive Plan Property Rights Element and the revised Coastal Management Element are hereby amended as set forth on Exhibit "A".

SECTION 2. CONSISTENCY WITH CITY OF PORT ST. JOE COMPREHENSIVE PLAN

The Board of City Commissioners hereby finds and determines that the approval of the amendments is consistent with the goals, objectives and policies of the City of Port St. Joe Comprehensive Plan as amended.

SECTION 3. ENFORCEMENT

The City may enforce this Ordinance as authorized by law.

SECTION 4. REPEAL

All ordinances or parts of ordinances in conflict herewith are hereby repealed.

SECTION 5. SEVERABILITY

The provisions of this Ordinance are hereby declared to be severable. If any provision of this Ordinance, or the application thereof, to any person or circumstance is held to be invalid, such invalidity shall not affect other provisions or applications of this Ordinance that can be given effect without the invalid provision or application.

SECTION 6. EFFECTIVE DATE

The effective date of this plan amendment shall become effective when the amendment to the Comprehensive Plan adopted by Ordinance No. 595 becomes effective as provided by law including Section 163.3184, Florida Statutes. No development orders, development permits, or land uses dependent on this amendment may be issued or commence before it has become effective.

This Ordinance was adopted in open regular meeting after its second reading this _____ day of _____, 2021.

THE CITY COMMISSION OF THE CITY
OF PORT ST. JOE, FLORIDA

By: _____
Rex Buzzett, Mayor-Commissioner

Attest: _____
Charlotte M. Pierce
City Clerk

Current City Projects 10/19/21

- Washington Gym Bathroom- County Approved a match of up to \$25K to Rehab. the Restrooms on 8/24/21
- Keepers' Quarter (Eglin) Rehab- Under Construction
- **Tennis Court Lighting- Complete**
- Tree/Stump removal from Parks- Ongoing
- Maddox Park Drainage- Need more info. from engineer to bid and direction from the Board
- Clifford Sims Park Repairs- Dewberry is working on a plan
- Utility Mapping- Ongoing
- Maddox Park Gazebo- Out for Bids
- Splash Pad- Need Direction from the Board
- City Pier Lighting- Being Reviewed by City Electricians
- **Hwy 98 & 3rd Street Crosswalk- Complete**
- Centennial Bldg. Rehab- Grant Approved
- Lighthouse Complex Rehab- Grant Approved
- Core Park Stage, Splash Pad, & Restroom- Applying for Legislative Funding 11/1/21
- Sewer Rehab. CDBG-DR- Grant Funding Approved 5/21, Waiting on Grant Agreement
- Stormwater Rehab. MLK Corridor CDBG-DR (FAMU)- Grant Application was not approved
- City Hall Complex- Working on a possible USDA Grant/Loan
- Community Garden- Lease Agreement signed
- Park Point Sewer- Under Design & Permitting
- First Street Sewer Rehab- Approved by the Board as an Emergency Repair 6/1/21, submitted to SRF for inclusion in the Long Ave Project
- First Street Paving from First Street to Hwy 71 SCOP- Under Design
- Long Ave Water/Sewer- Under Construction
- Lighthouse Rehab- Approved to bid on 7/6, working on Bid Docs

- 8th & 9th Street Ditch Cleaning- Scheduled
- Monument Ave. Sidewalks- Out for Bids
- Dooder Parker Park- Outdoor Exercise Equipment & Disc Golf Improvements- Waiting on the State Approval to Award Bid
- Washington Gym Complex- Outdoor Exercise Equipment & Disc Golf Course- Waiting on State Approval to Award Bid
- Buck Griffin Lake Fishing Pier- Rehab Underway by City Staff
- Buck Griffin Lake Sidewalk Repair- The work is being Scheduled
- Haven Road & Sea grass Circle Sewer- Under Design & Permitting
- New Boat Ramp Access Road- Under Design
- Dugout Repairs at Benny Roberts Park- Interlocal Agreement for the County to Make the Repairs has not been signed by the County

REBID OF RFQ # 2021-01
Public-Private Partnership To Develop Workforce and/or Affordable Housing
Opportunities
August 6, 2021
3:05 P.M.
City Commission Conference Room

VENDOR

HP Capital Partners, LLC

(Withdrawn)

Dikos

Royal American Development, Inc

October 5, 2021

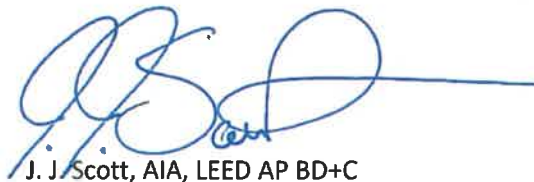
Mr. Jim Anderson
City Manager
City of Port St. Joe
305 Cecil G. Costin Sr. Blvd.
Port St. Joe, Florida 32456

Project: Renovations and Repairs
Centennial Building
Port St. Joe, Florida

Dear Jim:

MLD Architects is pleased to submit this proposal to provide professional Architectural and Engineering services for the historic Centennial Building Renovation and Repairs as outlined in Exhibit A attached. Our professional fees for this work are \$39,805.00 for basic services and \$5,690.00 for additional services for a total of \$45,495.00

Please call me if you have any questions or comments concerning this proposal. Thank you for consideration of our firm for this very interesting project and the opportunity to be involved in the preservation of this unique building.



J. J. Scott, AIA, LEED AP BD+C
President/Principal Architect

Enc: - *Exhibit A: Scope of Basic Services*
- *Exhibit B: Compensation and Proposed Payment Schedule*
- *Exhibit C: Proposed Schedule*
- *Exhibit D: Fee Proposal Breakdown*
- *Exhibit E: Agreement*

EXHIBIT A – BASIC SERVICES

A1. GENERAL

- a. Scope Evaluation to include renovations, window restoration, floor and ceiling repairs and restoration, HVAC replacement, plumbing, electrical and lighting, switchgear and generator, stucco repairs, and interior and exterior priming and painting.

A2. CONSTRUCTION DOCUMENTS DEVELOPMENT PHASE

- a. Coordination
 - i. Coordinate architectural drawings and specifications.
- b. Architectural/Engineering Design
 - i. Evaluate/ Document existing conditions.
 - ii. Provide CAD drawings for design, contract documents.
 - iii. Non-technical and technical specifications for quality control of construction.
- c. Deliverables
 - i. The following submittals are included for the design phase:
 - 1. Design Development (50% Submittal)
 - 2. Contract Documents (100% submittal)
 - ii. At each phase three prints and an electronic copy of the submittal will be provided. Electronic format will be in portable document format (pdf). One set to be submitted by the City of Port St. Joe to the Division of Historical Resources for review at each design phase.

A3. EXCLUSIONS

- a. Specialty Consultants, Conservators and Engineering not listed above
- b. Wind Uplift Calculations
- c. Civil/Geotechnical/Environmental Engineering
- d. Structural or Plumbing Engineering
- e. Fire Protection Engineering
- f. Hazardous Material Abatement and Monitoring
- g. Biological Investigation
- h. Surveying
- i. Security
- j. Access Control
- k. Fire Alarm
- l. Photovoltaic Systems
- m. Commissioning
- n. LEED Certification
- o. Advertising for Bidders
- p. Site/Exterior Lighting
- q. Equipment rental for site investigation or site visits

EXHIBIT B – COMPENSATION AND PROPOSED PAYMENT SCHEDULE

B1. LUMP SUM FEE

- a. Total Construction Budget per Grant Application \$440,000.00
 - 1) DMS Fee Curve for Basic Services \$ 40,819.00
- b. The lump sum fee for the outlined Basic services \$ 39,805.00
- c. The lump sum fee for the outlined Additional Services \$ 5,690.00
- d. **Total Lump Sum Fee \$ 45,495.00**
 - 1) The fee is derived from the attached spreadsheet breakdown.

B2. PAYMENT SCHEDULE

- a. Design Development (50% Submittal) \$20,230.00
- b. Construction Documents (100% Submittal) \$20,230.00
- c. Construction Administration \$5,035.00

The Construction Administration will be billed monthly according to Contractor's % of completion. Reimbursable expenses will be billed as used.

B3. STANDARD BILLING RATES

Principal	\$180.00/hr.	Senior Project Manager	\$135.00/hr.
Registered Architect/ PM	\$110.00/hr.	Graduate Architect/Inspector	\$90.00/hr.
Designer	\$80.00/hr.	Clerical/Administration	\$55.00/hr.

B4. REIMBURSABLES beyond that includes (Site Visit Per Trip Cost, Printing / Copying requested supplemental services by consultants) a reimbursable factor of 1.15

B5. LATE PAYMENTS

- a. Payments are due upon receipt of invoice. Payments due and unpaid sixty (60) days after date of invoice shall bear interest of 5% and likewise every additional thirty (30) days thereafter, until full payment of invoice and accrued interest has been received.

B6. SITE VISITS AND MEETINGS ANTICIPATED

- a. Field Work
 - 1) J.J. Scott and Aaron White (1 Trips)
- b. Pre-Bid Meeting (1 Trips)
 - 1) J.J. Scott or Aaron White
- c. Pre-Construction Meeting (1 Trips)
 - 1) J.J. Scott or Aaron White
- d. Construction Administration (5 Trips)
 - 1) J.J. Scott or Aaron White
- e. Substantial Observation (1 Trip)
 - 1) J.J. Scott or Aaron White
- f. Final Observation (1 Trip)
 - 1) J.J. Scott or Aaron White

B7. LIMITATION OF LIABILITY

- a. The Architect's Liability is limited to the amount of this contract.
- b. Pursuant to Section 558.0035, Florida Statutes, the parties understand and agree that the architect's employees or agents may not be sued or held individually liable for negligent performance of this agreement.
- c. **PLEASE SEE A COPY OF THE ENTIRE STATUTE BELOW**

558.0035 Design professionals; contractual limitation on liability.—

(1) A design professional employed by a business entity or an agent of the business entity is not individually liable for damages resulting from negligence occurring within the course and scope of a professional services contract if:

- (a) The contract is made between the business entity and a claimant or with another entity for the provision of professional services to the claimant;
 - (b) The contract does not name as a party to the contract the individual employee or agent who will perform the professional services;
 - (c) The contract includes a prominent statement, in uppercase font that is at least 5 point sizes larger than the rest of the text, that, **pursuant to this section, an individual employee or agent may not be held individually liable for negligence;**
 - (d) The business entity maintains any professional liability insurance required under the contract; and
 - (e) Any damages are solely economic in nature and the damages do not extend to personal injuries or property not subject to the contract.
- (2) As used in this section, the term "business entity" means any corporation, limited liability company, partnership, limited partnership, proprietorship, firm, enterprise, franchise, association, self-employed individual, or trust, whether fictitiously named or not, doing business in this state.

EXHIBIT C – PROPOSED TENTATIVE SCHEDULE

Please review the schedule below for the approximate dates of completion for each phase of the scope of work. We will do the best we can on our end to finish the design documents per the proposed schedule below however, there are some things that are out of our hands that may/will affect the duration of the project. Those issues and circumstances include but are not limited to:

- Owner's chosen project delivery method.
- Owner's review of documents
- Owner's availability for meetings/ site visits
- Owner's review and selection of materials/ finishes
- Availability of Travel Cancellations
- Changes in scope
- Changes in layout, elevations, materials, etc. late in the design process.
- Permitting reviews
- Architectural/ Historic Board review
- Lack of adherence to the construction documents by the contractor.
- Possible Rebidding
- Owner's review of bids or low bid contractor references
- Contractor shop drawing submittals
- City or County inspections
- Contractor caused delays
- Concealed conditions
- Delays in delivery of materials/finishes/furnishings
- Lead times for materials/finishes/furnishings
- Excessive punchlist items
- Delays in completion of punchlist items
- Demobilization of contractor or subcontractor due to any number of factors
- Work during holidays
- Weather related delays/ Power Outages
- Delays associated with material/ finish manufacturer testing or inspections
- Owner required working hours/days limitations

Let me know if anything has changed and we will modify as necessary. The schedule below gives approximate durations and dates for the completion of the tasks and are subject to change due various unforeseen circumstances, listed and not listed above. Penalties and fines such as liquidated damages, withholding payment, etc. for not meeting deadlines indicated below, are not included or allowed. Signed acceptance of our proposal, to which the document is attached, is considered approval of this proposed timeline and its caveats, limitations and restrictions.

PROPOSED TIMELINE:

Task	Approximate Duration
Field Work	w/in 15 days of Authorization
50% Design Development Submittal	45 days after Field Work
50% Review Meeting	w/in 15 days of 50% Submittal
100% Submittal	45 days after 50% Review comments received
100% Review Meeting/ Approval	w/in 15 days of 100% Submittal
Permitting	30 days
Mobilization	30 Days
Start Construction/NTP	30 Days
Construction/ Substantial Completion	220 Days after NTP
Final Completion	30 days after Substantial Completion

EXHIBIT D – FEE PROPOSAL SPREADSHEET

October 05, 2021

FEE PROPOSAL

PROJECT: Restoration and Repairs
Centennial Building
Port St. Joe, Florida

SCOPE OF SERVICES: FIELD INVESTIGATION, PREPARATION OF CONSTRUCTION DOCUMENTS, BIDDING,

SERVICE	Arch / Prin	Sr. PM	Arch/PM	Grad Arch	Designer	Clerical	
Review existing plans/ Field Work (1 Trip)	2		2	2			
Proposal / Program Definition	1		2	1		1	
Project Coordination / Administration	1		2	1			
Product/ Material/ Warranty Research	2		4	2			
50% Construction Documents	2		8	8			
50% Review Meeting (Via Microsoft Teams)	2		2	2			
Construction Documents	3		5	8			
Specifications	3		4	4			
100% Review Meeting (Via Microsoft Teams)	1		1	1			
Document Reviews / Coordination	2		2	4		1	
Pre-Bid Meeting/ Addendum (1 Trip)	1		1	1			
Bid Opening	1		1	1			
Contractor Scope Review/ Recommendation	2		2	2		1	
Pre-Construction Conference (1 Trip)	1		3	1		1	
Shop Drawing Reviews	1		5	3		1	
Field Inspections (5 Trips)	5		5	5		1	
Reports / Coordination	1		3	3			
Substantial Inspection (1 Trip)	2		1	1			
Final Inspection / Closeout (1 Trip)	2		1	1		1	
FEE SUMMARY	HR RATE	TOTAL PROJECT MAN HOURS					TOTALS
Architect / Principal	\$180.00	35.0					\$6,300
Sr. Registered Architect	\$135.00		0.0				\$0
Registered Architect	\$120.00			54.0			\$6,480
Graduate Architect/ Project Manager	\$90.00				51.0		\$4,590
Architect / Designer	\$80.00					0.0	\$0
Clerical Support	\$55.00					7.0	\$385
TOTAL LUMP SUM ARCHITECTURAL BASIC SERVICES							\$17,755
Engineering Services							
Mechanical and Plumbing Engineering					LS		\$10,850
Electrical Engineering					LS		\$11,200
TOTAL ENGINEERING SERVICES							\$22,050
Additional Services							
Travel, Mileage, Expenses, and Per Diem	\$534 /Trip Cost	10 Trips			Reimbursable		\$5,340
Print, Photo, Copy					Reimbursable		\$350
TOTAL REIMBURSABLE SERVICES							\$5,690
GRAND TOTAL LUMP SUM ARCHITECTURAL SERVICES							\$45,495

EXHIBIT E: AGREEMENT/ SIGNATURE PAGE

The above cover letter and the attached exhibits are agreed upon and entered into as of the day and year written below as the date of acceptance.



MLD Architects, LLC:

J.J. Scott, AIA, LEED AP BD+C
President/Principal Architect
10/5/2021

City of Port St. Joe:

Signature:

Printed Name:

Title:

Date:

RFP # 2021-11
Caustic Soda 50% Membrane Grade
September 30, 2021 - 3 :05 P.M.
City Commission Conference Room

[illegible]

RFP # 2021-12
Sodium Hypochlorite
September 30, 2021 - 3 :05 P.M.
City Commission Conference Room

[illegible]

RFP # 2021-14
Liquid Ferric Sulfate
September 30, 2021 - 3 :05 P.M.
City Commission Conference Room

[illegible]

Grants Updated- 10/19/21

Title	Amount	Status
NWFWMD/NERDA	\$971,850	Draft Stormwater Master Plan Complete. Water Quality portion is on hold.
FDOT/SCOP	\$397,375	Application for resurfacing of first Street from Hwy 98 to Hwy 71. Approved for 21/22 funding
FEMA PA	\$9,778,787	Damage from Hurricane Michael
FDEM	\$660,943 \$5,000	Hazard Mitigation. Elevation of (12) lift stations and switch gear for Washington Gym Generator Power. Submitted 3/6/20. 25% match
FRDAP	\$100,000	Applied for (2) grants on 10/15/20. Washington Gym Complex and Dodder Parker Park for exercise equipment, playground Equipt. & Disc Golf. Grants approved 7/21 Waiting on State Approval to Award Bids
FDEP/SRF	\$4,537,600	Application submitted for Construction of Long Ave. Sewer Line and Lift Station. Grant \$3,630,080 and Loan \$907,520 Combo 80/20. Approved, Notice of Award has been issued.
Historic Resources/Hurricane Michael	\$497,495	Centennial Bldg. Rehab. Grant awarded, waiting on a contract. No Match.
CDBG-DR	\$9,996,000	Sewer Rehab- City Wide. Approved 5/21.
CDBG-DR	\$8,566,469	Police/Fire Station. Application not approved. Re-submitted in Round two of funding on 9/15/21
CDBG-DR	\$4,987,330	Intelligent Stormwater on MLK-FAMU. Application not approved.
Legislative Approp.	\$150,000	Washington Gym Restrooms. Application not approved.
FDOT/SCOP	TBD	Niles Rd. from Garrison to Long Ave Re-surfacing. Application submitted.
Historic Resources/Hurricane Michael	\$83,000	Washington Gym. Submitted by UF, ranked #10
Historic Resources/Hurricane Michael	\$327,707	Cape San Blas Lighthouse Complex. Approved with no match
USDA	\$4,000,000	Potential 65% loan/35% grant for new Government Complex
COVID-19 Rescue Plan	\$1,786,545	Grant Agreement signed 9/15/21. Potential Match for New Government Complex
Congressman Dunn Legislative Request	\$943,222.50	Commercial District Waterline Replacement. Was not approved.
FDEP Water Protection Funds	\$965,000	System Wide Septic to Sewer for 175 connections. Grant Application Submitted 7/15/21
FDEP Water Protection Funds	\$4,300,000	Beacon Hill Sewer. Grant Application Submitted 7/15/21
FDEP Water Protection Funds	\$1,834,401.60	Pipe Replacement under the 10 th Street Park. Grant Application submitted 7/15/21

CDBG- DR Phase II	\$6,654,566	Road & Stormwater Repairs. Application submitted 9/15/21
FDEP	\$230,000	Resilient Florida (Study of PSJ). Submitted 8/30/21
FRDAP	\$150,000	Core Park Splash Pad, 25% City Match. Submitted 10/14/21
Legislative Appropriation		Core Park Splash Pad, Rest Room, & Stage. Application is due 11/1/21