

**June 3, 2025
Regular Meeting
12:00 Noon**

**City Commission Chambers
2775 Garrison Avenue
Port St. Joe, Florida**



City of Port St. Joe

Rex Buzzett, Mayor-Commissioner
Eric Langston, Commissioner, Group I
Steve Kerigan, 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

June 3, 2025

Call to Order

Consent Agenda

Minutes

- **Regular Meeting 5/20/25**

Pages 1-4

City Engineer

- **Paving Quantities Update**

City Attorney

- **Resolution 2025-09, Alley Abandonment- David Warriner**

Pages 5-6

Old Business

- **City Projects**

Pages 7-8

New Business

- **Windmark DRI- Comm. Lowry**
- **R & B Festival Request- Terrance Chambers**

Pages 9-17

Public Works

- **Garrison Ave. Shoulder Work**
- **20th Street Stormwater Pipe Evaluation**
- **386 Utility Evaluation Task Order**

Pages 18-20

Page 21-22

Pages 23-28

Surface Water Plant

- **Update**

Wastewater Plant

- **Sand Filter Design Task Order**
- **Feed Pump Evaluation & Design Task Order**

Pages 29-33

Pages 34-39

Finance Director

- **FEMA- Update**
- **Grants Reimbursement- Update**

Code Enforcement

- **Update**

Police Department

- Update

City Clerk

- Grants- Update

Pages 40-42

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, May 20, 2025, at Noon.**

The following were present: Mayor Buzzett, Commissioners Hoffman, Kerigan, and Lowry. City Manager Jim Anderson, City Clerk Charlotte Pierce, and City Attorney Clinton McCahill were also present. Commissioner Langston was absent.

CONSENT AGENDA

Mayor Buzzett recognized the Port St. Joe High School Baseball Team and their coaches, Ashley Summerlin, Tyler Worley, and Rock Quinn. He congratulated them for winning their district and regional games and competing in the state final four.

Mayor Buzzett also shared that the Port St. Joe High School Odyssey of the Mind Team will be competing in the World Competition.

Minutes

A Motion was made by Commissioner Hoffman, second by Commissioner Lowry, to approve the Minutes of the Regular Meeting of May 6, 2025. All in favor; Motion carried 4-0.

Planning Board Recommendation

Plat Approval Request: Windmark JV, LLC – Windmark Beach North Phase 3, East Unit 1

A Motion was made by Commissioner Hoffman, second by Commissioner Kerigan, to approve the Plat request. All in favor; Motion carried 4-0. Mr. Anderson shared that the request today is for 103 Homes.

City Engineer

Mr. Baxley was unable to attend the meeting and there was no status report on the projects.

Paving Quantities Update

Mr. Anderson noted that the contractor is still working on this, and that the final topcoat should be put on the roads that have been paved in about two weeks.

Elizabeth Moore, Anchor CEI, updated the Commission on the CDBG DR Lift Station Grant. The Force Main portion is approximately 95% complete and the Lift Station 20%.

The Sewer Collection and Transmission System Rehabilitation Phase 3 has 26 people on the Plan Holders List and Mrs. Moore anticipates a number of bids will be submitted for the project.

City Attorney

Mr. McCahill has been reviewing the information provided by Chief Richards and should have something prepared soon to address the issues on Reid Avenue.

Old Business

City Projects

Mr. Anderson noted that waterline tie ins have been completed in the business district.

New Business

Pet Memorial – Leesa Haire and Phyllis Goff

A Motion was made by Commissioner Hoffman, second by Commissioner Kerigan, to allow a Pet Memorial on a metal bridge at Buck Griffin Lake. All in favor; Motion carried 4-0. The project will be maintenance free, and the Garden Club will help with signage and possible horticulture. Pet owners would be allowed to attach the collars of deceased pets on the bridge as a way to remember them.

Jim Martin expressed his concerns about wind and weight loads on the bridge from the collars.

Sheriff Mike Harrison presented the Commission with a letter requesting closure of the alley behind the Sheriff's Department.

Mr. Anderson reviewed the steps that would be necessary for this to happen and will be working with City Staff on this.

Jeremy Novak, Gulf County Attorney addressed the Commission on the following issues. The letter from Gulf County Commission Chairman Sandy Quinn on closing the alley as requested by Sheriff Mike Harrison, the DRI at Windmark with possible litigation from the County, and the recent request to annex Parcel 04571-000R into the City.

CDC Brownfield Request Discussion

Richard Benderson requested that the 3 parcels owned by the NPSJ CDC be designated as Brownfield Property. A lengthy discussion followed, and Chester Davis asked if a petition was needed from the North Port St. Joe Community supporting the request.

Commissioners expressed their concerns about adjoining properties, the devaluation of the property next to the designated parcels and recommended that Mr. Benderson contact the FL DEP to apply for the designation from their department which would use scientific evidence to prove the designation.

Mr. Benderson asked that a vote be taken on his request.

The issue died for the lack of a Motion.

Public Works – John Grantland

Mr. Grantland did not have any updates for the Commission.

Surface Water Plant – Larry McClamma

RFP 2025-03 Beach Booster Station Repair (Handout Bids Close 5/16)

A Motion was made by Commissioner Kerigan, second by Commissioner Lowry, to award RFP 2025-03 to low bidder Apex Foundations in the amount of \$42,585. All in favor; Motion carried 4-0.

Mr. McClamma shared that the Surface Water Plant passed the State of Florida Second Quarter Disinfectant Byproducts Test.

Wastewater Plant – Joe Harris

Mr. Harris noted there is currently 4 ½ feet of freeboard in the lagoon, more algae is appearing because of the warmer weather but the three pumps are circulating the pond in order to reduce the build up, the plant is discharging 7 days a week, and everything is operational.

Finance Director

Grants Reimbursement Update

FEMA Update

Mr. Lacour has responded to a request for additional information concerning the \$800,000 reimbursement from the City.

Code Enforcement

Mr. Anderson shared that an Ordinance is being worked on to regulate the Smoke Shops and should be available at the next meeting.

Police Department – Chief Richards

Chief Richards and the Police Department are preparing for the Memorial Day Weekend and the influx of summer visitors.

City Clerk – Charlotte Pierce

Grants Update

Clerk Pierce shared staff is in the process of closing out the Centennial Building and Cape San Blas Lighthouse Complex Hurricane Michael Grants and they are very laborious.

Lighthouse Lens Discussion

Mrs. Pierce shared of an opportunity to possibly have the lens of the Cape San Blas Lighthouse restored to the tower. Lens have been restored to Lighthouses at Montauk, NY and Point Wilson, WA. Direction from the Commission was to proceed with gathering information on restoring the lens to the lighthouse and light it.

She also reminded the Commissioners that their Form I Financial Disclosure Forms are due by July 1, 2025, and must be filed electronically this year

Citizens to be Heard

Chester Davis, Robert Branch, and Jim Martin shared their thoughts on various issues.

Discussion Items by Commissioners

Neither Commissioners Kerigan nor Lowry had any additional items to discuss with the Commissioners.

Commissioner Hoffman asked about the entrance way signs to Port St. Joe that listed the high school sports accomplishments. Mr. Anderson will check on this.

He also asked that Twentieth Street be ridden to check the intersections of Forest Park, Juniper, and Cypress Avenues as they are in need of attention.

Mayor Buzzett encouraged each Commissioner to make an appointment with Mr. McCahill to discuss some of the statements made by Attorney Novak.

Mayor Buzzett also shared his concern about the need to advertise for a CFO that would be able to assist the City Clerk and Mr. Lacour. Mr. Lacour is planning to retire next year, and the person needs to be on board and trained before he retires. He encouraged the Commissioners to talk with Mr. Anderson about the needs of these two positions.

Motion to Adjourn

There was no additional business to come before the Commission and Mayor Buzzett adjourned the meeting at 1:35 P.M.

Approved this _____ day of _____ 2025.

Rex Buzzett, Mayor

Date

Charlotte M. Pierce, City Clerk

Date

RESOLUTION NO. 2025-09

A RESOLUTION OF THE CITY OF PORT ST. JOE, FLORIDA, PURSUANT TO CHAPTER 336.10 FLORIDA STATUTES, DECLARING THE ABANDONMENT OF THE ALLEY LOCATED IN BLOCK 7 OF THE CITY RUNNING BETWEEN SECOND AND THIRD STREETS AND BETWEEN GULF COUNTY PARCEL ID. NO.: 04658-050R AND PARCEL ID. NO.: 04659-000R AND UNDERNEATH PARCEL ID. NO.: 04658-000R AND PARCEL ID. NO.: 04658-010R; SUBJECT TO CONDITIONS; AND PROVIDING FOR RECORDING AND AN EFFECTIVE DATE.

WHEREAS, the City of Port St. Joe, Florida (“City”) owns an approximately 20 foot wide alley way located in Block 7 of the City running between Second and Third streets and between Gulf County Parcel ID. No.: 04658-050R and Parcel No.: 94659-000R and underneath Parcel ID. No.: 04658-000R and Parcel ID. No.: 04658-010R more particularly described as:

The alley located in Block 7 as described in the Plat of the City of Port St. Joe, Florida in Plat Book 1, Page 16 as recorded in the Official Records of Gulf County, Florida.

WHEREAS, THE City Commission finds that the alley way under consideration is not needed by the public as an alley way and the same should therefore be returned to private ownership; and

WHEREAS, the abandoned alley way will be divided along the shared property line between the current owners of the Gulf County Parcel Id. No.’s mentioned above; and

WHEREAS, the City has determined that abandoning the alley way serves a valid public purpose.

NOW THEREFORE BE IT RESOLVED by the City Commission of the City of Port St. Joe as follows:

SECTION 1. The foregoing recitals are incorporated into this Resolution as true statements.

SECTION 2. The City Commission of the City of Port St. Joe, Florida hereby declares the alley way described above as abandoned for all legal purposes and the same shall revert back to the current property owners of the Gulf County Parcel Id. No.’s described above.

SECTION 3. The City Commission has approved the abandonment subject to the condition that the Owner’s of the Gulf County Parcel Id. No.’s described above acknowledge the existence of a City Sewer Line that runs underneath the abandoned alley way and that the City shall not be liable for any property damages they may result from that City Sewer Line.

SECTION 4. The City Clerk is hereby directed to cause this Resolution and all documents required under Chapter 336.10 Florida Statutes to be recorded upon its passage in the Official Records in and for Gulf County, Florida, to evidence the abandonment.

SECTION 5. This Resolution shall become effective immediately upon recordation of the Resolution and all other documents required under Chapter 336.10 Florida Statutes.

PASSED AND ADOPTED this 3rd day of June 2025, by the PORT ST. JOE CITY COMMISSION meeting in regular session.

CITY OF PORT ST. JOE, FLORIDA

By: _____
Rex Buzzett, Mayor

Attest: _____
Charlotte Pierce, City Clerk

APPROVED AS TO FORM AND LEGALITY

Clinton T. McCahill, City Attorney

Current City Projects 6/3/25

- Maddox Park Drainage- Need more info. from engineer to bid and direction from the Board.
- Sewer Rehab. CDBG-DR- Grant Funding Approved 5/21, Grant Agreement Received, The CCTV work is complete and Anchor Engineering is working on the rehab/replacement plans. L& K Contractors have been awarded the Lift Station Rehab bid on 8/20/24. Bids for the rehab are due 6/13/25.
- Beacon Hill Sewer- The Lift Station is Operational & the Collection System is built. City staff is installing the taps.
- 9/15/23 Dewberry tasked to Survey & Topo the new City Hall Complex with Conceptual Plan options. Dewberry has now been tasked to handle the Civil Engineering and permitting. MLD has been tasked for the Architectural Services on 10/15/24.
- 9/26/23 Dewberry tasked to work on the Expansion of Zone 3 at the WW Sprayfields. The bid was awarded to North Florida Construction on 4/16/24 to clear the property. The construction is complete and Dewberry is working on the FDEP Permit to place in operation.
- Downtown Waterline Replacement Phase II- The SRF Funding has been approved and the bid has been awarded to L & K Contractors. Construction began on 9/30/24.
- 2/11/24 A Task Order was signed with Dewberry to survey the alley between Bay & Harbor Street for potential stormwater improvements. The survey is complete and staff is trying to find a property owner to give the City and easement for a Stormwater Drain Inlet.
- Allen Memorial Paving SCOP Grant. The Project was awarded to Roberts & Roberts on 9/17/24. Construction is underway.
- Monument Ave. Paving from 19th Street to Allen Memorial. The project was awarded to Roberts & Roberts on 9/17/24. Construction is underway.
- 3/19/24 A Task Order was signed with Dewberry to design the \$1.5 M Legislative Approp. for multiple roads to be paved. The Bid was awarded to

Roberts & Roberts on 11/5/24, CEI Services was awarded to SCE on 1/7/25.
The project is under construction.

- Centennial Bldg. Roof- Requesting an Engineer Task Order for specs to repair the roof. 4/1/25
- Washington Gym Roof- Tasked Anchor Consulting Engineers for specs to replace the side roofs on the gym 4/9/25. Flashing repairs scheduled for 5/17 by Matthews & Sons. Complete
- Speed Table on 7th Street- Complete

Who: Terrance Chambers

Location: Washington Gym

Date: July 3, 2025

Type of Event: R & B Festival

Times of Event: 8 pm - 2 am

Contact phone # & email:

850-819-0493 tac2503@yahoo.com

X

Application

NA

Tax Exempt Certificate

Alcohol Permit

Certificate of Liability Insurance

X

Trash Plan

X

Security Plan

Lineup of artists/vendors

100

of people (proposed attendance)

1550.00

Fee

001360/362000

1000.00

Deposit

001000/22900

46.50

Tax

001360/312600

Key Out

Key In

Deposit Returned/Rental Complete

Total
2596.50

AGREEMENT FOR TEMPORARY USE OF WASHINGTON GYM
CITY OF PORT ST. JOE, FLORIDA

NAME OF INDIVIDUAL OR ORGANIZATION ENTERING AGREEMENT (HEREIN KNOWN AS USER)

TERRANCE CHAMBERS

ADDRESS: 116 Bridgeport LN

Port St Joe FL 32456
CITY STATE ZIP

TELEPHONE 850 819 0493 EMAIL +9C2503@yahoo.com

DATE(S) REQUESTED July 3 2025 TIMES OF EVENT 8pm - 2am

TYPE OF EVENT IN DETAIL R + B FESTIVAL

PROPOSED # OF PEOPLE ATTENDING THE EVENT 100 people

Please check the following boxes that apply to your event:

- ☐ Alcohol
- ☒ Artists/Vendors
- ☐ Tax Exemption

In consideration of the mutual covenants and conditions contained herein, the Board of City Commissioners of the City of Port St. Joe, Florida, a municipal corporation (herein known as "City"), agrees to make available the Washington Gym to User on the date(s) set forth above.

All "Users" be advised that the Board of City Commission does not rent this facility to organizations for extended periods of time. Rentals are on a temporary basis only, and Users are urged to make other arrangements as soon as possible.

1. The City shall:

- A. Furnish light, heat, and water by means of appliances installed for ordinary purposes, but for no other purposes. Interruptions, delays, or failure to furnish any of the same, caused by anything beyond the control of the City Commissioners, shall not be charged to the City of Port St. Joe.
- B. Not be responsible for any damage, accidents, or injury that may happen to the User or his agents, servants, employees, spectators, or any and all other participants and/or property from any cause whatsoever, arising out of or resulting from the above described activity during the period covered by this agreement.
- C. Reserve the right, in the exercise of its discretion, to rescind and cancel this agreement at any time when the purpose or purposes for which the premises herein described are being used and intended to be used, shall be obnoxious or inimical to the best interest of the City; anything herein contained notwithstanding.
- D. The activities of the City have first priority and the City reserves the right to alter this schedule by notifying the renting party 48 hours prior to a scheduled event.

2. **The User shall:**

- A. Take the premises as they are found at the time of occupying by the User.
- B. Remove from the premises within twenty-four (24) hours following the conclusion of the contracted activity all equipment and material owned by the User. The City assumes no liability for the User's equipment and material.
- C. Not re-assign this agreement or sublet the premises or any part thereof or use said premises or any part thereof for any purpose other than that herein specified, without written consent of the City.
- D. Indemnify the City and hold it harmless from any liability, including court costs and attorney's fees which result from any of the activities which occur on the property during the term of this Agreement. In the event that User's use of the premises includes a performance or performances which might be subject to a license fee payable to any organization such as ASCAP or BMI, User shall be responsible for such fee and will indemnify and hold City harmless in the event that any such fee is assessed against City.

3. **Payment of Charges:**

- A. All payments and deposits must be made by check or money order payable to the City of Port St. Joe and paid in full before the facility is reserved.
- B. All payments will be delivered to the City as of the date of the execution of this Agreement.
- D. Attached hereto as Exhibit "A" is the fee schedule for use of these City facilities.

4. **The Following Regulations shall be followed:**

- A. Activities will not be permitted between 12:00 a.m. (midnight) and 6:00 a.m. without prior permission from the Commission.
- B. The City equipment will not be taken from the premises under any conditions and in the event any equipment is found missing, User is responsible for its replacement cost.
- C. Alcohol Permits and/or Certificates of Liability Insurance must be provided to the City before rental when alcohol is allowed at the event.
- D. Certificates of Liability Insurance must be provided to the City before facility is reserved for all large events.
- E. A trash plan must be in place for all events and given to the City at the time the facility is reserved.
- F. A security plan must be in place for all large events and given to the City at the time the facility is reserved.
- G. All lineups of artists and/or vendors must be provided to the City at the time the facility is reserved.
- H. The premises shall not be marked upon, painted, cut, drilled, driven nails or screws into, or in any way deface the walls, ceilings, partitions or floors of the Premises or of the Building, and any defacement, damage or injury caused will be the responsibility of user who signed this application.

5. **Deposit Guidelines**

- Deposits will be cashed immediately and a refund check will be issued once the following items have been addressed after the rental date(s).
 1. All lights were turned off after the event
 2. All A/C Heating units must be turned back up to a temperature of 77°
 3. All trash and decorations have been removed and placed in outside dumpsters after the event
 4. The premises have been secured after the event
 5. No damage to the property
 6. All the tables and chairs will be folded up and returned to the location they were found. (Do not remove tables and chairs from premises, be sure to let any party planners know they are property of the City).
 7. Keys must be returned to City Hall no later the 12:00 Noon the day after the event. If the event occurs on a weekend, there is a drop box behind City Hall where the keys can be returned.

All buildings are inspected by a city employee prior to, and after each event. Items not found in satisfactory condition after your departure could result in a forfeiture of your deposit.

**** Deposits will not be returned on cancellations unless requested 30 days before the scheduled rental****

6. **Acknowledgment:**

- A. This agreement will not be binding upon the City until occupied and approved by the City Commissioners.
- B. It is understood that the City, as used herein, shall include the employees, administrators, agents, and City Commissioners.
- C. I (person requesting permit) TERRANCE CHAMBERS, a citizen of the State of Florida and of the United States of America, do hereby solemnly swear or affirm that I am not a member of an organization or party which believes in or teaches, directly or indirectly, the overthrow of the Government of the United States or of Florida by force or violence. Furthermore, the organization that I represent subscribes to the above statements of loyalty.
- D. I understand that masks are strongly encouraged, and anyone attending this event will follow the CDC Guidelines in place for COVID-19.

FOR CITY OF PORT ST. JOE:

FOR USER:

Approving Authority

Terrance Chambers
Signature

Date

5/15/25
Date

Bonnie Durham

From: terrance chambers <tac2503@yahoo.com>
Sent: Sunday, May 18, 2025 7:49 PM
To: Bonnie Durham
Subject: Thrash Plan

TRASH Plan

TT&T Cleaning Services

Sent from my iPhone

Bonnie Durham

From: terrance chambers <tac2503@yahoo.com>
Sent: Sunday, May 18, 2025 7:47 PM
To: Bonnie Durham
Subject: Security Plan

Security Plan

Lead - Nick Monette phone # 8506249856
15 security personnel team

5 years experience working security
Rules

No loud music

No lotting

No arguing , fighting,

We'll have security at every exit & entering

Three roaming security

All patrons after parking will be told to go inside the venue

Security in the parking lot

Patrons drinking will be ID

Sent from my iPhone

Bonnie Durham

From: terrance chambers <tac2503@yahoo.com>
Sent: Friday, May 16, 2025 9:49 AM
To: Bonnie Durham
Subject: Fwd: Vendors List

Sent from my iPhone

Begin forwarded message:

From: terrance chambers <tac2503@yahoo.com>
Date: June 28, 2024 at 7:48:18 AM CDT
To: bdurham@psj.fl.gov
Subject: Vendors List

Sea breeze BBQ

Menu- Ribs , chicken, Boston butt, Baked Beans , Mac& cheese

Twisted Turkey Wings

Menu- Smoked Turkey Legs, seafood mac&Cheese, Waterboy Rice, Sausages

ALL Food trucks are SELF SUFFICIENT.

Sent from my iPhone

Jim Anderson

From: Bonnie Durham
Sent: Monday, May 19, 2025 11:37 AM
To: Jim Anderson
Subject: FW: Artist list

Hi Jim,

These are the Artist's that will be at the July 3rd event at Washington Gym.

Thanks,

Bonnie

-----Original Message-----

From: terrance chambers <tac2503@yahoo.com>
Sent: Monday, May 19, 2025 11:25 AM
To: Bonnie Durham <bdurham@psj.fl.gov>
Subject: Artist list

Joshua Gibson -Panama City Fl R&B artist

Sheldon Roden - Sarasota Fl. R&B artist
Sent from my iPhone




CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

05/19/2025

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER		CONTACT	
	Gaslamp Insurance Services	Event Helper Customer Service	
	DBA Event Helper Insurance Services	PHONE (A/C, No. Ext):	(530) 477-6521
	PO Box 1549	FAX (A/C, No):	
	Grass Valley CA 95945	E-MAIL ADDRESS: info@theeventhelper.com	
INSURED		INSURER(S) AFFORDING COVERAGE	
Terrance Chambers		INSURER A:	Lloyds Syndicate 2623
116 Bridgeport Ln		INSURER B:	Lloyds Syndicate 623
Port St. Joe FL 32456		INSURER C:	
		INSURER D:	
		INSURER E:	
		INSURER F:	

COVERAGES**CERTIFICATE NUMBER:****REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY					EACH OCCURRENCE \$ 1,000,000
	<input checked="" type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR					DAMAGE TO RENTED PREMISES \$ 100,000
	<input checked="" type="checkbox"/> Host Liquor Liability					MED EXP (Any one person) \$ 5,000
	<input checked="" type="checkbox"/> Retail Liquor Liability					PERSONAL & ADV INJURY \$ 1,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER:					GENERAL AGGREGATE \$ 2,000,000
	<input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC					PRODUCTS - COMP/OP AGG \$ 2,000,000
	OTHER:					Deductible \$ 1,000
	AUTOMOBILE LIABILITY					COMBINED SINGLE LIMIT (Ea accident) \$
	ANY AUTO					BODILY INJURY (Per person) \$
	OWNED AUTOS ONLY	<input type="checkbox"/> SCHEDULED AUTOS				BODILY INJURY (Per accident) \$
	HIRED AUTOS ONLY	<input type="checkbox"/> NON-OWNED AUTOS ONLY				PROPERTY DAMAGE (Per accident) \$
	UMBRELLA LIAB	<input type="checkbox"/> OCCUR				EACH OCCURRENCE \$
	EXCESS LIAB	<input type="checkbox"/> CLAIMS-MADE				AGGREGATE \$
	DED RETENTION \$					\$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY					PER STATUTE OTH-ER
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)	<input type="checkbox"/> Y/N	N/A			E.L. EACH ACCIDENT \$
	If yes, describe under DESCRIPTION OF OPERATIONS below					E.L. DISEASE - EA EMPLOYEE \$
						E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Certificate holder listed below is named as additional insured per attached CG 20 26 04 13. Attendance: 100, Event Type: Festival & Cultural Event - Indoor/Outdoor. Policy includes a 36 month Extended Reporting Period. Damage to Premises Rented (Other than Fire) included in the Each Occurrence Limit shown above. R&B Festival- with Joshua Gibson and Sheldon Roden; No Hard Rock, Heavy Metal, Hip-Hop, Punk Rock, Rap or Ska music performances;

CERTIFICATE HOLDER**CANCELLATION**

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

Washington Recreation Center
414 Kenny St
Port St. Joe

FL 32456

AUTHORIZED REPRESENTATIVE



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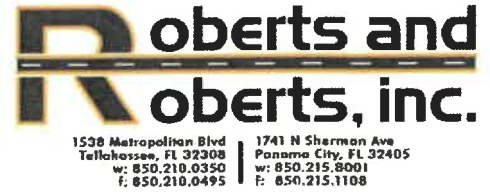
PROPOSAL

DATE: 05/27/25

COMPANY: City of Port St Joe

ATTENTION: John Grantland

PROJECT: 20th St. Drainage Evaluation



PROPOSAL BASED ON PLANS DATED: N/A

ROBERTS AND ROBERTS, INC. hereinafter called the company, agrees to furnish all labor, materials, and equipment required for the performance of the following described work in connection with the construction improvements at the abovementioned project.

[illegible]

TERMS AND CONDITIONS

PROPOSAL AND CONTRACT

PROJECT: 20th St. Drainage Evaluation
DATE: 05/27/25

Payment in full for all work performed hereunder during any month shall be made not later than the tenth day of the following month. Final and complete payment for all work performed hereunder shall be made not later than ten (10) days after the completion of such work. Interest at the highest rate allowable under the laws of the jurisdiction in which the contract is executed, or one and one half (1.5%) percent per month, whichever is less, shall be charged and paid on all unpaid balances from the due date to the date we receive payment.

Any deviations from the specifications or modification of the terms of this contract and any extra or incidental work, or reductions in work, shall be set forth in writing and signed by both parties prior to the making of such change. We will be compensated for any increase in our costs by such change, on the basis of the increase plus ten percent (10%) profit. If a time is set for the performance of work, and if, in our sole judgement, such change will increase the time necessary for our performance, we will be granted a reasonable extension of time.

We will provide and pay for Workmen's Compensation Insurance covering our employees and Public Liability and Property Damage Insurance protecting ourselves. We will also assume responsibility for the collection and payment of Social Security and State Unemployment Taxes applicable to our employees. A certificate of insurance describing our coverage will be provided upon request.

We shall be provided with suitable access to the work area. If our work is dependent upon or must be undertaken in conjunction with the work of others, such work shall be so performed and completed as to permit us to perform our work hereunder in a normal uninterrupted single shift operation.

Unless a time for the performance of our work is specified, we shall undertake it in the course of our normal operating schedule. We shall not be liable for any failure to undertake or complete the work for causes beyond our control, including but not limited to, fire, flood, or other casualty, labor disputes or other disagreements, and accidents or other mishaps, whether affecting this work or other operations in which we are involved, directly or indirectly.

Unless a lump sum price is to be paid for the foregoing work and is clearly so stated, it is understood and agreed that the quantities referred to above are estimates only and that payment shall be made at the stated unit prices.

If the foregoing meets with your acceptance, kindly sign and return our proposal and complete the project information below. Upon it's receipt, it is understood that the foregoing, including the terms and conditions set forth shall constitute the full and complete agreement between us.

THIS PROPOSAL EXPIRES THIRTY (30) DAYS FROM THE DATE HEREOF, BUT MAY, AT THE SOLE OPTION OF THE COMPANY, BE ACCEPTED AT ANY LATER DATE.

RESPECTFULLY SUBMITTED:

Brian Strickland

ROBERTS AND ROBERTS, INC.

ACCEPTED BY:

SIGNATURE / TITLE / DATE



PROJECT / OWNER INFORMATION

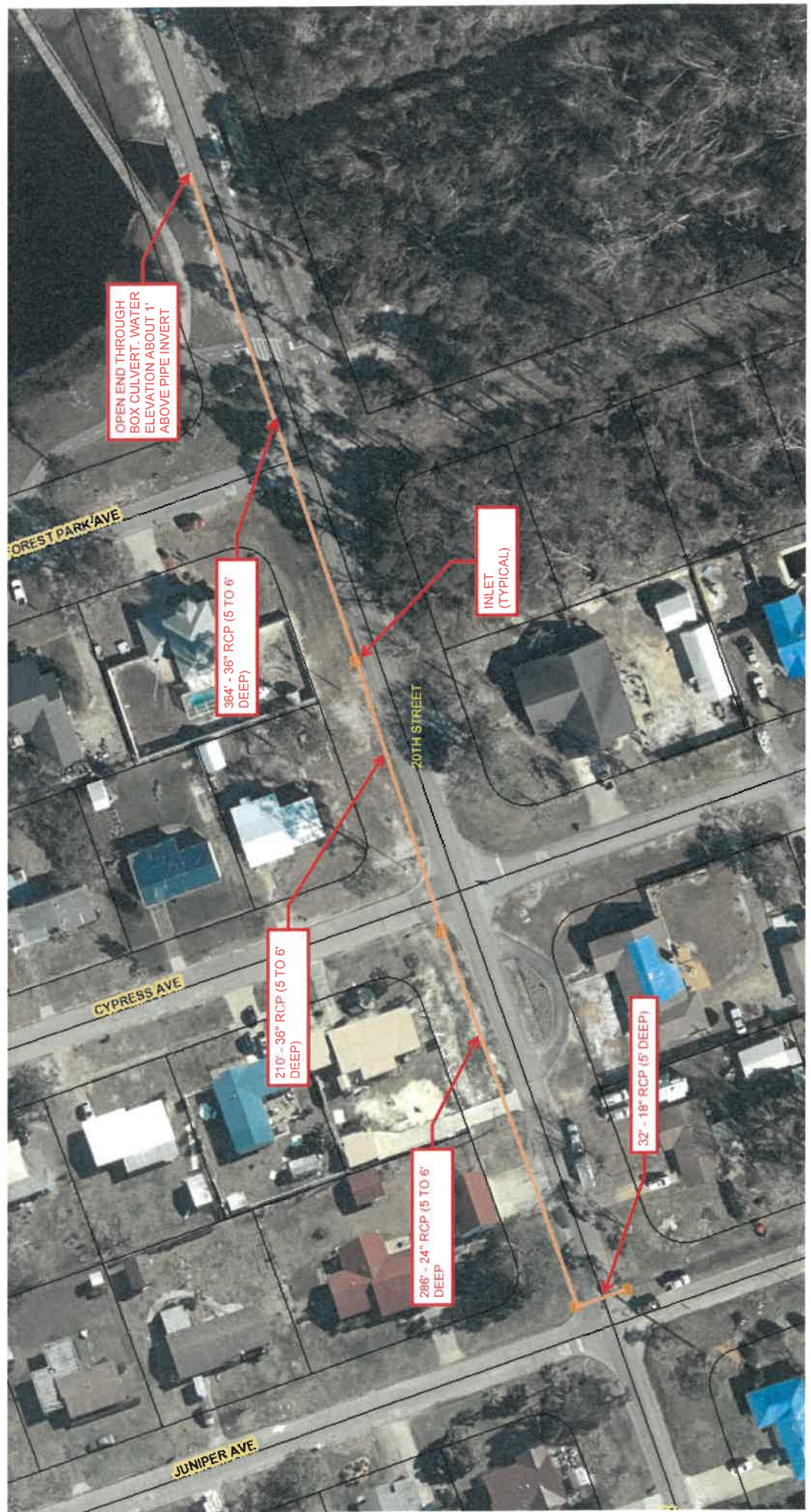
YOUR PROJECT NAME OR DESCRIPTION:

PROJECT LOCATION OR ADDRESS:

PARCEL IDENTIFICATION NUMBER:

COMPANY & BILLING ADDRESS:

PHONE NUMBER AND EMAIL ADDRESS:



PROPOSAL

DATE: 05/22/25

COMPANY: City of Port St Joe

ATTENTION: John Grantland

PROJECT: Garrison Shoulder Rehab



1538 Metropolitan Blvd Tallahassee, FL 32308 w: 850.210.0350 f: 850.210.0495	1741 N Sherman Ave Panama City, FL 32405 w: 850.215.8001 f: 850.215.1108
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PROPOSAL BASED ON PLANS DATED: N/A

ROBERTS AND ROBERTS, INC. hereinafter called the company, agrees to furnish all labor, materials, and equipment required for the performance of the following described work in connection with the construction improvements at the abovementioned project.

[illegible]

TERMS AND CONDITIONS

PROPOSAL AND CONTRACT

PROJECT: Garrison Shoulder Rehab
DATE: 05/22/25

Payment in full for all work performed hereunder during any month shall be made not later than the tenth day of the following month. Final and complete payment for all work performed hereunder shall be made not later than ten (10) days after the completion of such work. Interest at the highest rate allowable under the laws of the jurisdiction in which the contract is executed, or one and one half (1.5%) percent per month, whichever is less, shall be charged and paid on all unpaid balances from the due date to the date we receive payment.

Any deviations from the specifications or modification of the terms of this contract and any extra or incidental work, or reductions in work, shall be set forth in writing and signed by both parties prior to the making of such change. We will be compensated for any increase in our costs by such change, on the basis of the increase plus ten percent (10%) profit. If a time is set for the performance of work, and if, in our sole judgement, such change will increase the time necessary for our performance, we will be granted a reasonable extension of time.

We will provide and pay for Workmen's Compensation Insurance covering our employees and Public Liability and Property Damage Insurance protecting ourselves. We will also assume responsibility for the collection and payment of Social Security and State Unemployment Taxes applicable to our employees. A certificate of insurance describing our coverage will be provided upon request.

We shall be provided with suitable access to the work area. If our work is dependent upon or must be undertaken in conjunction with the work of others, such work shall be so performed and completed as to permit us to perform our work hereunder in a normal uninterrupted single shift operation.

Unless a time for the performance of our work is specified, we shall undertake it in the course of our normal operating schedule. We shall not be liable for any failure to undertake or complete the work for causes beyond our control, including but not limited to, fire, flood, or other casualty, labor disputes or other disagreements, and accidents or other mishaps, whether affecting this work or other operations in which we are involved, directly or indirectly.

Unless a lump sum price is to be paid for the foregoing work and is clearly so stated, it is understood and agreed that the quantities referred to above are estimates only and that payment shall be made at the stated unit prices.

If the foregoing meets with your acceptance, kindly sign and return our proposal and complete the project information below. Upon its receipt, it is understood that the foregoing, including the terms and conditions set forth shall constitute the full and complete agreement between us.

THIS PROPOSAL EXPIRES THIRTY (30) DAYS FROM THE DATE HEREOF, BUT MAY, AT THE SOLE OPTION OF THE COMPANY, BE ACCEPTED AT ANY LATER DATE.

RESPECTFULLY SUBMITTED:

Brian Strickland

ROBERTS AND ROBERTS, INC.

ACCEPTED BY:

SIGNATURE / TITLE / DATE

PROJECT / OWNER INFORMATION

YOUR PROJECT NAME OR DESCRIPTION:

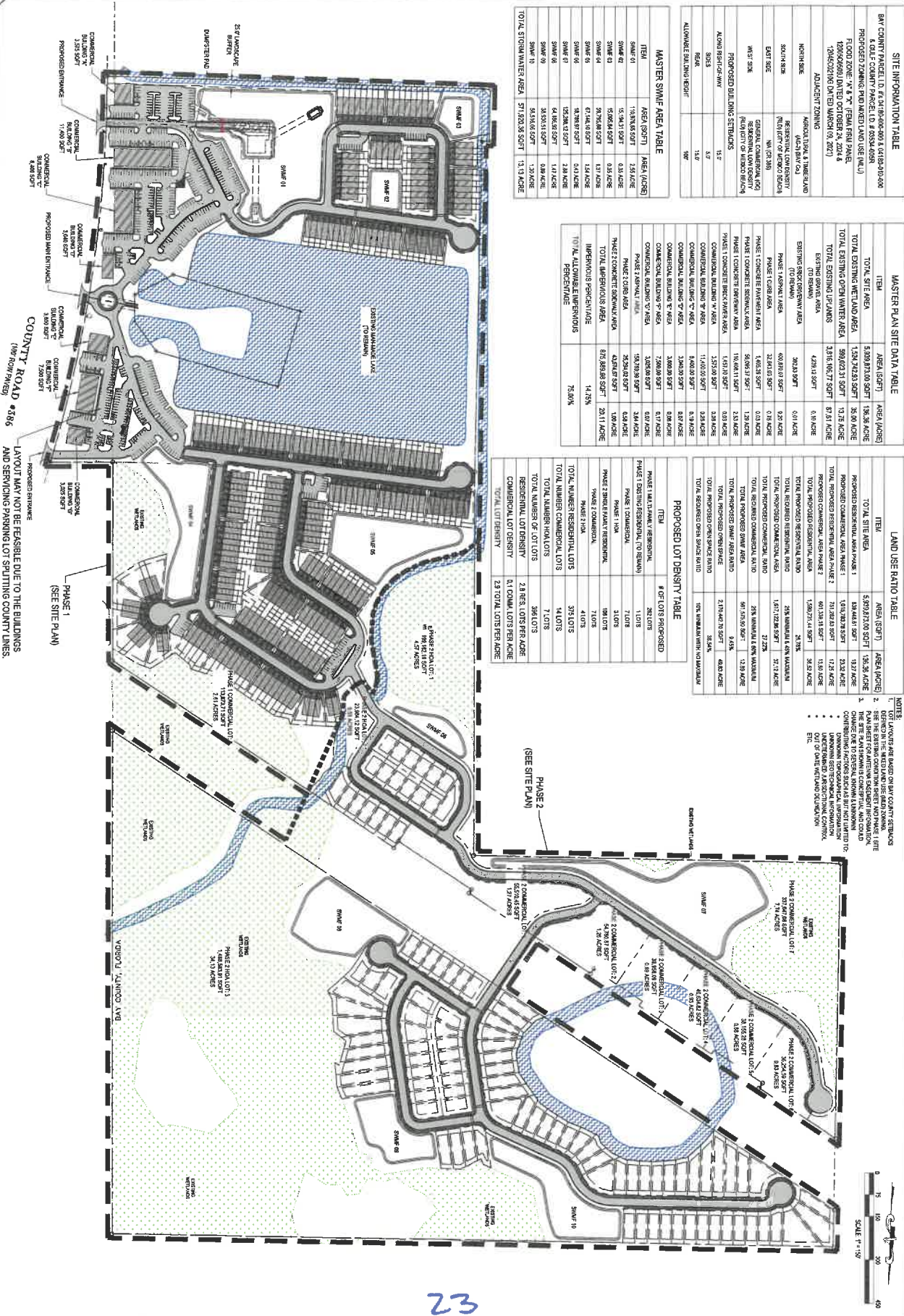
PROJECT LOCATION OR ADDRESS:

PARCEL IDENTIFICATION NUMBER:

COMPANY & BILLING ADDRESS:

PHONE NUMBER AND EMAIL ADDRESS:

22





DATE: 11-11-24 SHEET NO. C-04	PROJECT NUMBER: 24-1698-01			REVISIONS:	
	DESIGNED BY:	DRAWN BY:	CHECKED BY:	DATE	BY
	L. WATSON	J. BARWICK	T. MARSH		
FOR: NICHOL CREEK DEVELOPMENT, LLC 510 GILMER FERRY ROAD BALL GROUND, GA 30107					

NICKLE CREEK DEVELOPMENT
1011 HWY 386
PORT ST. JOE, FLORIDA 32456

SCE
SOUTHEASTERN
CONSULTING ENGINEERS, INC.
115-A SAILORS COVE DRIVE
PORT ST. JOE, FL 32456
(850) 227-1397
L&E 2906A



P. 850.215.1285 F. 850.215.1286
450 Magnolia Avenue
Panama City, FL 32401

May 18, 2025

**Ms. Jim Anderson
City Manager
City of Port St. Joe
City Hall
305 Cecil G. Costin, Sr. Boulevard
Port St. Joe, Florida 32456**

Sent via email to: janderson@psj.fl.gov and cpierce@psj.fl.gov

**RE: HARMON DEVELOPMENT WASTEWATER SYSTEM ANALYSIS
PROFESSIONAL ENGINEERING SERVICES**

Dear Mr. Anderson:

At the request of the City of Port St. Joe (City), Anchor Consulting Engineering and Inspection, Inc. (Anchor) is pleased to submit the below proposal and attached Task Order for professional engineering services for the *Harmon Development Wastewater System Analysis* project.

BACKGROUND

The City requested Anchor provide a wastewater system analysis for the proposed Harmon Development.

Anchor will analyze the Beach Hill Lift Station, the Atlantic/Americus Lift Station and the Windmark Lift Station to determine if these lift stations have enough capacity for the wastewater demand proposed by the Harmon Development.

Anchor will perform a forcemain capacity analysis to determine what size forcemain will be required for the development and if the City's forcemain will need to be upsized in order to meet the proposed developments demand.

Anchor will provide a conceptual design that may include alternates and shall also provide associated cost estimate for potential work to be completed to connect this development into the City's wastewater system.

Anchor will provide the City with a recommendation for the proposed wastewater improvements that would be required for the proposed development.

PROFESSIONAL SERVICES FEES

The services listed above shall be performed for the lump sum fee of **\$6,500.00.**

EXCLUSIONS

- ❖ Civil Engineering Construction drawings
- ❖ Construction inspection (submitted under separate cover).
- ❖ Construction administration (submitted under separate cover)
- ❖ Surveying of any kind.
- ❖ Right of way easement dedication or vacation.
- ❖ Environmental services including biological surveys, Phase I and II ESAs, historical and archaeological assessments, listed species reports, etc.
- ❖ Geotechnical Services of any kind.
- ❖ Architectural (floor plans, elevations, plumbing, HVAC, electrical and structural).
- ❖ Recreational design.
- ❖ Water Distribution engineering and design.
- ❖ Any other service not specifically referenced in this proposal.

CLOSING

If the City is in agreement with the above scope of services, please execute the Task Order attached (Attachment A) and return to Anchor as our Notice to Proceed.

Anchor appreciates the opportunity to be of continued service to the City.

If you have any questions or comments, please call me at emoore@anchorcei.com or call me at 850.215.1285.

Anchor Consulting Engineering and Inspection, Inc.



**Elizabeth S. Moore, PE
President**

EM/mor

Attachments

COPY: Brittany Trumbull, PE, Vice President, Anchor (via email emoore@anchorcei.com)
 Mandy O'Regan, Planning Technician, Anchor (via email moregan@anchorcei.com)



ATTACHMENT A

ANCHOR TASK ORDER

ATTACHMENT A

**COMBINED TASK ORDER
AND NOTICE TO PROCEED**

TASK ORDER NO. 1680.009

Reference is made to that certain **AGREEMENT FOR PROFESSIONAL SERVICES** between the **CITY OF PORT ST. JOE** and **ANCHOR CONSULTING ENGINEERING AND INSPECTION, INC.** (Consultant) dated **JULY 25, 2022** (the "Agreement"), the terms, conditions and definitions of which are incorporated herein as if set forth in full.

Pursuant to the Agreement, Consultant agrees to perform the specific tasks set forth upon incorporated proposal letter dated May 18, 2025 relating to the Harmon Development Wastewater System Analysis project.

Consultant's total compensation shall be a not to exceed amount of **\$6,500.00**.

Work shall begin immediately upon signed Task Order.

There are no additional rights and obligations related to this Task Order other than as specified in the Agreement.

Upon execution of this task order by both Consultant and the City of Port St. Joe, Consultant is directed to proceed.

Parties have caused these presents to be executed in their names on the date shown.

ANCHOR CONSULTING ENGINEERING AND INSPECTION, INC.



Elizabeth S. Moore, P.E.
President

05/18/2025

Date

CITY OF PORT ST. JOE

Jim Anderson
City Manager

Date

BASKERVILLE-DONOVAN, INC
PROFESSIONAL ENGINEERING SERVICES PROPOSAL FOR THE
CITY OF PORT ST. JOE**CITY OF PORT ST. JOE WWTF (PERMIT NO.: FLA20206)**
SAND FILTRATION DESIGN
April 16, 2025**Section I. BACKGROUND**

The Port St. Joe Wastewater Treatment Facility (WWTF) is an existing 3.1 million gallons per day (MGD) annual average daily flow (AADF) WWTF. The WWTF includes an influent mechanical bar screen with a manual bar screen for redundancy, two (2) grit separators, a 70-acre aerated facultative lagoon, two (2) cloth media filters, and two (2) chlorine contact chambers. Treated effluent is disposed of via a sprayfield land application system (R-001), which is rated for 1.775 MGD AADF. Currently, the WWTF is flow limited due to the 1.775 MGD AADF effluent disposal capacity. The City of Port St. Joe (the "City") intends to modify the existing sprayfield system and construct two (2) new rapid infiltration basins. Once completed, the WWTF will have an effluent disposal capacity of 2.30 MGD.

Currently, the Port St. Joe WWTF utilizes two (2) cloth media filters. The filters are located immediately downstream of the 70-acre facultative lagoon, and the treated lagoon wastewater is conveyed to the filter system via two (2) 30-horsepower self-priming pumps. Plant staff indicated the existing filter system "blinds over" frequently, causing plant staff to take the filter system offline to maintain the system. Plant staff indicated the filter system can be taken offline multiple times a month, and maintenance time performed on the filter system can last anywhere from three (3) to five (5) days. When the filter system is taken offline for maintenance, the WWTF cannot filtrate or disinfect wastewater. This results in the WWTF accumulating and storing wastewater in the 70-acre facultative lagoon until the filter system is placed back into service.

With the need for the WWTF to reduce the overall maintenance time spent on the filter system and the need to increase the filtration treatment capacity, the City has requested assistance from Baskerville-Donovan, Inc. (BDI) with the design of a new sand filtration system. The purpose of the design is to provide filtration technology that allows the WWTF to improve its filtration treatment efficiency given the algae and solids loading in the 70-acre aerated facultative lagoon. The proposed sand filtration system will include, but not limited to a new sand filtration vessel, modifications to the existing in-plant pump station, piping, valves, and fittings modifications, site grading, concrete slab(s), and electrical improvements and modifications. The tasks associated with this task order includes survey, design, permitting, and bidding services.

Section II. SCOPE OF SERVICES**Task 1 – Basis of Design Report**

This task includes the identification and evaluation of the sand filtration technology best suited to provide efficient and reliable filtration at the WWTF. Consideration will be given in this evaluation for capital cost, operation and maintenance cost, filtration performance data, and anticipated needs to accommodate the projected ultimate capacity if site conditions allow this. The evaluation will also include non-economic factors such as process reliability and flexibility, safety, power requirements,

utilities required, instrumentation and controls required, and proven equipment operation and maintenance support history.

The preliminary site layout presented in the Basis of Design Report will be adjusted with staff input to maximize the sand filtration system at the facility site. The planning phase will also determine the solids (i.e., Total Suspended Solids (TSS), algae, etc.) design flow rate, the solids influent design parameters, and the performance level of the sand filtration system best suited for the WWTF filtration application. The results of these evaluations and calculations will be documented in the Basis of Design Report of the findings including BDI's Opinions of Probable Construction Cost (OPCC) for these improvements (See additional OPCC details below).

BDI will conduct and attend (1) Basis of Design Kick-Off meeting and one (1) Basis of Design Draft Report meeting with the City to discuss the draft report, sand filtration equipment selection, and site layout. Based on the comments received from the City, BDI will incorporate the comments into the final Basis of Design Report.

Opinion of Probable Construction Cost Note: BDI's OPCC are to be made on the basis of Engineer's experience and qualifications and represent BDI's best judgment as an experienced and qualified professional generally familiar with the construction industry. However, since BDI has no control over the cost of labor, materials, equipment, or services furnished by others, or over contractors' methods of determining prices, or over competitive bidding or market conditions, BDI cannot and does not guarantee that proposals, bids, or actual Construction Cost will not vary from the OPCC prepared by BDI.

If the Owner wishes greater assurance as to probable Construction Cost, the City shall employ an independent cost estimator to provide an estimate based on the finalized Basis of Design Report. The OPCC provided by the independent cost estimator will be included in the Basis of Design Report.

Task 2 – Surveying

Upon authorization provided by the City, BDI will engage our survey team to provide control points, benchmarks, site survey, and topographic mapping necessary for site/civil components of the overall design. The control points will be utilized for the project layout configuration. The site survey will include the location of existing utilities and infrastructure observed around the site such as, location of visible utilities, overhead power, and roadway around the site. If requested, survey services for additional needs, such as the desire to add subsurface utility engineering (SUE), will be added by amendment once a revised scope of work is identified.

Tasks 3 – Geotechnical Exploration

This task is for geotechnical explorations necessary to determine the soils and subsurface conditions for the design of the foundation for the proposed sand filtration vessels. Based on our understanding of the above project information, we recommend drilling one (1) 30 foot deep Standard Penetration Test (SPT) bores in the proposed sand filtration site area to evaluate the subsurface conditions present. We also propose three (3) 5-foot-deep auger borings along the proposed sand filtration concrete slab. This task is an allowance not to exceed without further authorization from the City.

Tasks 4 – Wastewater Treatment Facility – Sand Filtration Design

BDI will prepare construction plans, technical specifications, and contract documents for bidding and construction of the sand filtration system and supporting components to make the sand filtration system a complete and operable system. The scope of work includes preparation of project documents at the 60%, 90% and 100% design plans and specifications. Submittal materials for the 60 percent completion level shall include the specification outline, the mechanical components of the sand filtration system, in-plant pump station modifications, overall structural dimensions, site grading and piping plan, and electrical single line drawings. Submittal for the 90 percent completion level shall include all drawings advanced to this completion level, project specifications, and an updated opinion of probable construction cost (OPCC). BDI will develop 100 percent complete contract documents including drawings, specifications in MASTERSPEC format, BDI Standard Technical Specifications and manufacturer's recommended specifications. The product of this task will be the biddable plans and specifications lacking only bid dates.

BDI will conduct and attend (1) 60% Design Review Meeting and one (1) 90% Design Review Meeting with the City to discuss the project design. Based on the comments received from the City, BDI will incorporate the comments into the construction plans and technical specifications.

Tasks 5 – FDEP Minor Revision To A Wastewater Facility Permit

Preparation of FDEP Form 62-610.910(9) - APPLICATION FOR A MINOR REVISION TO A WASTEWATER FACILITY OR ACTIVITY PERMIT shall include all pertinent information required to submit the form to FDEP. BDI shall prepare the necessary permit application form, appropriately certified, with supporting documents for the City's submittal to state regulators for the permits noted. The City will provide historical and current operational data as required to complete the application and supporting documentation. Permit fees associated with permit applications and approvals shall be paid by the City. Forms and supporting documentation shall be prepared for the City signature.

Responses to Requests for Additional Information (RAI) Note: BDI will prepare responses for one (1) round of additional information from the FDEP following their review of the permit application. Any requirements for additional surveying, environmental studies, sampling, and other studies not previously completed are not included in this scope of work. Requests for additional services outside this scope of work will be provided on a time and material basis with prior authorization from the City.

Additional Services

BDI proposes that bidding services and construction administration services will be negotiated as an amendment to this Task Order, timed according to the City's desired construction schedule.

Section III. OWNER'S RESPONSIBILITY

Task 1 - The City will provide all available information (drawings, permits, reports, etc.) to assist with the development of the Basis of Design Report. The City shall participate in equipment evaluation, provide input into the design and layout, and provide written comments on the Basis of Design Report.

Task 4 - The City shall participate in the review of the project construction plans and technical specifications.

Section IV. DELIVERABLES

BDI will provide the following deliverables to the City:

- BDI deliverables for **Task 1** include:
 - a. One (1) electronic copy (PDF) of the City of Port St. Joe WWTF – Sand Filtration Basis of Design Report (Draft).
 - b. One (1) electronic copy (PDF) of the City of Port St. Joe WWTF – Sand Filtration Basis of Design Report (Final).
- BDI deliverables for **Task 4** includes:
 - a. 60% Submittal: One full-size (22"x34") electronic copy (PDF) and one half-size (11"x17") electronic copy (PDF). BDI will provide one full-size and one half-size hard copy of the construction plans and technical specifications upon request from the City.
 - b. 90% Submittal: One full-size (22"x34") electronic copy (PDF) and one half-size (11"x17") electronic copy (PDF). BDI will provide one full-size and one half-size hard copy of the construction plans and technical specifications upon request from the City.
 - c. 100% Submittal: One full-size (22"x34") electronic copy (PDF) and one half-size (11"x17") electronic copy (PDF). BDI will provide one full-size and one half-size hard copy of the construction plans and technical specifications upon request from the City.
- BDI deliverables for **Task 5** include:
 - a. One (1) electronic copy of the *FDEP Form 62-610.910(9) - APPLICATION FOR A MINOR REVISION TO A WASTEWATER FACILITY OR ACTIVITY PERMIT* application. BDI will provide one hard copy of the FDEP permit application upon request from the City.

Section V. SCHEDULE

WWTF Sand Filtration – Design Schedule (Task 1 through 5)

Design Project Schedule Milestones		Calendar Days (each Task)	Calendar Days (from NTP)
1	Notice to Proceed	0	0
2	Task 1 - Basis of Design Report	75	75
3	Client Review Duration	20	95
4	Task 2 - Surveying	14	109
5	Task 3 – Geotechnical Exploration (Concurrent with Task 2)	35	130
6	Task 4– WWTF Sand Filtration Design - 60% Submittal (Concurrent with Task 2 & 3)	60	155
7	Client Review Duration	20	175
8	Task 4– WWTF Sand Filtration Design - 90% Submittal	45	220
9	Client Review Duration	20	240
10	Task 5 - Permitting	30	270
11	Task 4– WWTF Sand Filtration Design - 100%/Release for Bid Submittal	30	270
Total Engineering Design Duration		-	270

***Schedule Note:** Schedules are subject to change based on time of receipt of a Notice to Proceed (NTP), but changes will be coordinated with the City. The proposed schedule assumes a review period for the City staff to review the design documents mentioned above. Change in review times, delays in the City approval and non-considered events may impact the proposed schedule.*

Section VI. Fee Schedule:

BDI requests compensation for the performance of Tasks 1 through 5 as presented below. The design fee, which includes the WWTF Sand Filter - Basis of Design Report, is based on a percentage of the construction estimate of \$3,500,000 for the sand filtration system and uses the generally accepted engineering fee curve published by the American Society of Civil Engineers and the State Revolving Fund (SRF) to developed the A/E Fees. The design fee is approximately 6.10% of the construction cost with geotechnical explorations, survey, and permitting as additional services.

Task 1 – WWTF Sand Filter - Basis of Design Report (Lump Sum)	<u>\$30,600.00</u>
Task 2 – Surveying (Lump Sum)	<u>\$8,712.00</u>
Task 3 – Geotechnical Exploration (Lump Sum)	<u>\$9,595.00</u>
Task 4 – WWTF Sand Filtration Design (Lump Sum)	<u>\$186,575.00</u>
Task 5 – FDEP Permitting (Lump Sum)	<u>\$5,640.00</u>
Total Service Fee (Lump Sum)	<u>\$241,122.00</u>

Excluded Items:

- Permitting Application Fees

Section VII. ACCEPTANCE

Acceptance and approval of the above scope and fees is indicated by signature in the space provided below. This signed Task Order will constitute an "Agreement and Notice to Proceed" for the accomplishment of this Work.

Submitted By:

BASKERVILLE-DONOVAN, INC.



T. Keith Hill, P.E. President/CEO

Date:

4/16/2025

Accepted By:

CITY OF PORT ST. JOE


Jim Anderson – City Manager

Date:

BASKERVILLE-DONOVAN, INC
PROFESSIONAL ENGINEERING SERVICES PROPOSAL FOR THE
CITY OF PORT ST. JOE

CITY OF PORT ST. JOE WWTF (PERMIT NO.: FLA20206)
FILTER FEED PUMP EVALUATION AND DESIGN
April 16, 2025

Section I. BACKGROUND

The Port St. Joe Wastewater Treatment Facility (WWTF) is an existing 3.1 million gallons per day (MGD) annual average daily flow (AADF) WWTF. The WWTF includes an influent mechanical bar screen with a manual bar screen for redundancy, two (2) grit separators, a 70-acre aerated facultative lagoon, two (2) cloth media filters, and two (2) chlorine contact chambers. Treated effluent is disposed of via a sprayfield land application system (R-001), which is rated for 1.775 MGD AADF. Currently, the WWTF is flow limited due to the 1.775 MGD AADF effluent disposal capacity. The City of Port St. Joe (the City) intends to modify the existing sprayfield system and construct two (2) new rapid infiltration basins. Once completed, the WWTF will have an effluent disposal capacity of 2.30 MGD.

Currently, the Port St. Joe WWTF utilizes two (2) Gorman-Rupp self-priming pumps. The self-priming pumps are located immediately downstream of the 70-acre facultative lagoon, and the treated lagoon wastewater is conveyed to the filter system via two (2) 30-horsepower self-priming pumps. Plant staff indicated the existing pumps are problematic and prevents the WWTF to pump sufficient flow to the existing filter system. The pumps were placed into service April 2013, and the problems associated with the filter feed pumps are unknown at this time.

With the need for the WWTF to evaluate and improve the flow capacity pumped to the proposed sand filtration system, the City has requested assistance from Baskerville-Donovan, Inc. (BDI) with the evaluation and design of the filter feed pump system. The purpose of the filter feed pump hydraulic evaluation is to review and evaluate the current filter feed pump configuration to determine the modifications required to improve the pumping capacity and efficiency at the filter feed pump systems. The filter feed pump hydraulic evaluation will include but not limited to the review of the existing suction and discharge piping configuration, review of the existing filter feed pump data (i.e., flow rate, pressure data, etc.), review of the solids concentration (i.e., total suspended solids (TSS), algae solids, etc.) pumped through the existing system, compatibility of the existing filter feed pump system with the new sand filtration system, and recommendations to improve the filter feed pump system. Based on the filter feed pump hydraulic evaluation recommendation, and concurrence from the City, the proposed filter feed pump design will include, but not limited to modifications to the suction and discharge piping alignment, modifications and/or replacement of the existing filter feed pump system, site grading, concrete slab(s), and electrical improvements and modifications. The tasks associated with this task order includes survey, design, permitting, and bidding services.

Section II. SCOPE OF SERVICES**Task 1 – Filter Feed Pump Hydraulic Evaluation**

The Filter Feed Pump Hydraulic evaluation process includes:

- **Data Collection & System Analysis**
 - Review existing pump specifications, operating conditions, and historical performance data.
 - Analyze influent characteristics and variability in flow rates.
 - Identify potential operational inefficiencies or mechanical issues.
- **Hydraulic Performance Assessment**
 - Conduct pump curve analysis to determine actual vs. expected performance.
 - Evaluate head loss, pressure variations, and flow dynamics.
 - Assess the impact of varying influent conditions on pump operation.
 - Assess motor and drive system efficiency.
 - Recommend modifications to improve energy performance.
- **System Integration & Compatibility Check**
 - Confirm pump suitability for downstream filtration processes.
 - Evaluate potential impacts of pump operations on filtration system performance.
 - Review system controls, automation, and instrumentation for integration.
- **Recommendations & Mitigation Strategies**
 - Identify necessary upgrades or adjustments.
 - Provide guidance on operational improvements.

Through discussions with the City, we understand the project's purpose is to evaluate the existing filter feed pump conditions and provide filter feed pump improvements and recommendations to the City. The hydraulic evaluation will also determine the influent solids concentration (i.e., Total Suspended Solids (TSS), algae, etc.), the design flow rate, and the performance level of the filter feed pump best suited for the WWTF sand filtration application. Based on the filter feed pump hydraulic evaluation, BDI will provide the City with a Filter Feed Pump Hydraulic Evaluation Report for the City to review. The results of the hydraulic evaluation and calculations will be documented in the Filter Feed Pump Hydraulic Evaluation Report of the findings including BDI's Opinions of Probable Construction Cost (OPCC) for these improvements (See additional OPCC details below).

BDI will conduct and attend one (1) Filter Feed Pump Hydraulic Evaluation Kick-Off meeting and one (1) Filter Feed Pump Hydraulic Evaluation Report meeting with the City to discuss the draft report, filter feed pump hydraulic evaluation findings, and proposed filter feed pump improvements and modifications. Based on the comments received from the City, BDI will incorporate the comments into the final Filter Feed Pump Hydraulic Evaluation Report. BDI will use the report as the basis of design for the Filter Feed Pump Improvement Design.

Opinion of Probable Construction Cost Note: BDI's OPCC are to be made on the basis of Engineer's experience and qualifications and represent BDI's best judgment as an experienced and qualified professional generally familiar with the construction industry. However, since BDI has no control over the cost of labor, materials, equipment, or services furnished by others, or over contractors' methods of



determining prices, or over competitive bidding or market conditions, BDI cannot and does not guarantee that proposals, bids, or actual Construction Cost will not vary from the OPCC prepared by BDI.

If the Owner wishes greater assurance as to probable Construction Cost, the City shall employ an independent cost estimator to provide an estimate based on the finalized Basis of Design Report. The OPCC provided by the independent cost estimator will be included in the Basis of Design Report.

Task 2 – Surveying

Upon authorization provided by the City, BDI will engage our survey team to provide control points, benchmarks, site survey, and topographic mapping necessary for site/civil components of the overall design. The control points will be utilized for the project layout configuration. The site survey will include the location of existing utilities and infrastructure observed around the site such as, location of visible utilities, overhead power, and roadway around the site. If requested, survey services for additional needs, such as the desire to add subsurface utility engineering (SUE), will be added by amendment once a revised scope of work is identified.

Tasks 3 – Geotechnical Exploration

This task is for geotechnical explorations necessary to determine the soils and subsurface conditions for the design of the foundation for the proposed filter feed pump system. Based on our understanding of the above project information, we recommend drilling one (1) 30 foot deep Standard Penetration Test (SPT) bores in the proposed filter feed pump site area to evaluate the subsurface conditions present. We also propose two (2) 5-foot-deep auger borings along the proposed filter feed pump concrete slab. This task is an allowance not to exceed without further authorization from the City.

Tasks 4 – Wastewater Treatment Facility – Filter Feed Pump Design

BDI will prepare construction plans, technical specifications, and contract documents for bidding and construction of the filter feed pump system and supporting components to make the filter feed pump system a complete and operable system. The scope of work includes preparation of project documents at the 60%, 90% and 100% design plans and specifications. Submittal materials for the 60 percent completion level shall include the specification outline, the mechanical components of the filter feed pump system, overall structural dimensions, site grading and piping plan, and electrical single line drawings. Submittal for the 90 percent completion level shall include all drawings advanced to this completion level, project specifications, and an updated opinion of probable construction cost (OPCC). BDI will develop 100 percent complete contract documents including drawings, specifications in MASTERSPEC format, BDI Standard Technical Specifications and manufacturer's recommended specifications. The product of this task will be the biddable plans and specifications lacking only bid dates.

BDI will conduct and attend (1) 60% Design Review Meeting and one (1) 90% Design Review Meeting with the City to discuss the project design. Based on the comments received from the City, BDI will incorporate the comments into the construction plans and technical specifications.

Tasks 5 – FDEP Minor Revision To A Wastewater Facility Permit

Preparation of FDEP Form 62-610.910(9) - APPLICATION FOR A MINOR REVISION TO A WASTEWATER FACILITY OR ACTIVITY PERMIT shall include all pertinent information required to submit the form to FDEP. BDI shall prepare the necessary permit application form, appropriately certified, with supporting documents for the "City's" submittal to state regulators for the permits noted. The City will provide historical and current



operational data as required to complete the application and supporting documentation. Permit fees associated with permit applications and approvals shall be paid by the City. Forms and supporting documentation shall be prepared for the City signature.

Responses to Requests for Additional Information (RAI) Note: BDI will prepare responses for one (1) round of additional information from the FDEP following their review of the permit application. Any requirements for additional surveying, environmental studies, sampling, and other studies not previously completed are not included in this scope of work. Requests for additional services outside this scope of work will be provided on a time and material basis with prior authorization from the City.

Additional Services

BDI proposes that bidding services and construction administration services will be negotiated as an amendment to this Task Order, timed according to the City's desired construction schedule.

Section III. OWNER'S RESPONSIBILITY

Task 1 - The City will provide all available information (reports, calculations, etc.) to assist with the development of the Filter Feed Pump Hydraulic Evaluation Report (Basis of Design Report). The City shall participate in filter feed pump hydraulic evaluation, provide input into the improvement and recommendations, and provide written comments on the Filter Feed Pump Hydraulic Evaluation Report (Basis of Design Report). .

Task 4 – The City shall participate in the review of the project construction plans and technical specifications.

Section IV. DELIVERABLES

BDI will provide the following deliverables to the City:

- BDI deliverables for **Task 1** include:
 - a. One (1) electronic copy (PDF) of the City of Port St. Joe WWTF – Filter Feed Pump Hydraulic Evaluation Report (Draft).
 - b. One (1) electronic copy (PDF) of the City of Port St. Joe WWTF – Filter Feed Pump Hydraulic Evaluation Report (Final).
- BDI deliverables for **Task 4** includes:
 - a. 60% Submittal: One full-size (22"x34") electronic copy (PDF) and one half-size (11"x17") electronic copy (PDF). BDI will provide one full-size and one half-size hard copy of the construction plans and technical specifications upon request from the City.
 - b. 90% Submittal: One full-size (22"x34") electronic copy (PDF) and one half-size (11"x17") electronic copy (PDF). BDI will provide one full-size and one half-size hard copy of the construction plans and technical specifications upon request from the City.
 - c. 100% Submittal: One full-size (22"x34") electronic copy (PDF) and one half-size (11"x17") electronic copy (PDF). BDI will provide one full-size and one half-size hard copy of the construction plans and technical specifications upon request from the City.
- BDI deliverables for **Task 5** include:

- a. One (1) electronic copy of the FDEP Form 62-610.910(9) - APPLICATION FOR A MINOR REVISION TO A WASTEWATER FACILITY OR ACTIVITY PERMIT application. BDI will provide one hard copy of the FDEP permit application upon request from the City.

Section V. SCHEDULE

WWTF Filter Feed Pump – Design Schedule (Task 1 through 5)

Design Project Schedule Milestones		Calendar Days (each Task)	Calendar Days (from NTP)
1	Notice to Proceed	0	0
2	Task 1 - Filter Feed Pump Hydraulic Evaluation Report	60	60
3	Client Review Duration	20	80
4	Task 2 - Surveying	14	94
5	Task 3 – Geotechnical Exploration (Concurrent with Task 2)	28	108
6	Task 4– WWTF Filter Feed Pump Design - 60% Submittal (Concurrent with Task 2 & 3)	45	125
7	Client Review Duration	20	145
8	Task 4– WWTF Filter Feed Pump Design - 90% Submittal	30	175
9	Client Review Duration	20	195
10	Task 5 - Permitting	30	225
11	Task 4– WWTF Filter Feed Pump Design - 100%/Release for Bid Submittal	30	225
Total Engineering Design Duration		-	225

Schedule Note: Schedules are subject to change based on time of receipt of a Notice to Proceed (NTP), but changes will be coordinated with the City. The proposed schedule assumes a review period for the City staff to review the design documents mentioned above. Change in review times, delays in the City approval and non-considered events may impact the proposed schedule.

Section VI. Fee Schedule:

BDI requests compensation for the performance of Tasks 1 through 5 as presented below. The design fee, which includes the WWTF Filter Feed Pump Hydraulic Evaluation Report, is based on a percentage of the construction estimate of \$1,000,000 for the filter feed pump system improvements (i.e., existing pump/piping modifications, filter feed pump replacement, etc.) and uses the generally accepted engineering fee curve published by the American Society of Civil Engineers and the Florida Department of Management Services for A/E Fees. The design fee is approximately 9.17% of the construction cost with geotechnical explorations, survey, and permitting as additional services.

Task 1 – Filter Feed Pump Hydraulic Evaluation (Lump Sum)	<u>\$20,470.00</u>
Task 2 – Surveying (Lump Sum)	<u>\$8,712.00</u>
Task 3 – Geotechnical Exploration (Lump Sum)	<u>\$7,800.00</u>
Task 4 – WWTF Filter Feed Pump Design (Lump Sum)	<u>\$71,255.00</u>
Task 5 – FDEP Permitting (Lump Sum)	<u>\$5,640.00</u>
Total Service Fee (Lump Sum)	<u>\$113,877.00</u>



Excluded Items:

- Permitting Application Fees

Section VII. ACCEPTANCE

Acceptance and approval of the above scope and fees is indicated by signature in the space provided below. This signed Task Order will constitute an "Agreement and Notice to Proceed" for the accomplishment of this Work.

Submitted By:
BASKERVILLE-DONOVAN, INC.


Richard W. Delp, CSI – W.R. Director/V.P.

Date: 4/16/2025

Accepted By:
CITY OF PORT ST. JOE

Jim Anderson – City Manager

Date: _____

Grants Updated- 6/3/25

Title	Amount	Status
NWFWMD/NERDA	\$971,850	Draft Stormwater Master Plan Complete. Water Quality portion is on hold.
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. Approved 12/16/22
FEMA	1.4M	Clifford Sims Park Repairs due to Hurricane Michael. Approved 4/21/23. The project is complete and we have requested reimbursement.
Historic Resources/Hurricane Michael	\$497,495	Centennial Bldg. Rehab. Grant awarded. The project is complete and we have requested reimbursement.
CDBG-DR	\$9,996,000	Sewer Rehab- City Wide. Approved 5/21. CCTV work approved.
National Park System/Hurricane Michael	\$83,000	Washington Gym Rehabilitation. Submitted by UF. Approved and will be administered thru the State of Florida Division of Historical Resources
Historic Resources/Hurricane Michael	\$327,707	Cape San Blas Lighthouse Complex. The project has been re-bid. Approval has been given for the amended scope of work by the State.
USDA	\$4,000,000	Potential 65% loan/35% grant for new Government Complex. The funding request is on hold.
COVID-19 Rescue Plan	\$1,786,545	Grant Agreement signed 9/15/21. Funds received. \$1,000,000 allocated for 10 th Street Sports Complex & \$786,545 for Road Paving already spent.
FDEO	\$675,426.00	Commercial District Waterline Replacement. Grant Approved 4/8/22. Phase I is complete.
FDEP Water Protection Funds	\$965,000	System Wide Septic to Sewer for 175 connections. Grant Application approved 11/10/21. Accepting Applications for service.
FDEP Water Protection Funds	\$4,300,000	Beacon Hill Sewer. Grant Application Approved 11/9/21. The collection system and lift station is constructed. City Staff is making taps.
FDEP	\$218,895	Resilient Florida (Study of PSJ). Submitted 8/30/21, Working with UF.
FDOT/SCOP	\$575,417.65	Application for re-surfacing Allen Memorial. Approved on 8/23/22 for the 2024 fiscal year. The contract was awarded to Roberts & Roberts.
NOAA	\$280,000 \$1,563,611	Stormwater Management (H&H) Study, Approved 4/21/23 Phase II Application submitted 12/19/23
FDOT Phase I FDOT Phase II	\$100,000 \$129,580	Hwy 98 Beautification Grant, Approved 12/16/22. Coastal has completed the design. Out for bids Phase II approved 1/10/24

Legislative Request 2023	\$1,500,000	Road Paving, submitted by Clark Smith approved in the 23/24 State Budget. Grant being worked thru FDOT.
FDEP/SRF	\$102,000 Loan/\$98,000 Grant	Lead and Copper Service Line Inventory. Additional \$9,800 Grant/ \$10,200 Loan Approved as well. The project is complete.
FDEP/SRF	\$1,506,338 Loan/\$655,456 Grant	Downtown Water line Replacement Phase II. Approved, Application submitted on 11/2/23
Gulf Consortium	\$750,000	Signed the sub-grant agreement with Gulf County on 10/31/23 for the ESAD Purchase re-imbursement
FDOT	\$43,000	Police Dept. - Occupant Protection. Application submitted on 2/27/24. The grant was approved and signed by the City on 10/15/24.
FDOT	\$561,884.66	Ave C & D Paving SCOP Grant. Application submitted 3/25.
Historic Resources (FDHR)	\$1,000,000	Washington Gym Improvements. 25% match required. City/County/ UF partnership. Application submitted 5/31/24.
NWFWMD	\$80,000	Water Plant Backwash Reuse Project. Estimated \$200,000 project, Grant has been approved.
Legislative Request 2025	\$2,000,000 \$300,000	Fire/Police Public Safety Facility Core Park Restrooms
CDBG	\$1,780,790 \$1,723,660	MLK Blvd. Revitalization- Submitted 5/25 Washington Gym Improvements- Submitted 5/25
National Fish & Wildlife	\$400K \$100K	60% Design for a Stormwater Pond on Ave A 60% Design for a new Weir at Buck Griffin Lake- Submitted 5/6/25



TWO HIRED GUNS CONSULTING

Strategic Fundraising Report – May 2025 *City of Port St. Joe*

FL Commerce Grant Application

I am preparing a \$5M request for the WWTF. This grant requires several documents, which have been provided by city staff. The grant operates on a rolling application and I will work from City Hall on June 9 to complete the application as it requires a .gov login that is specific to the city.

Rural Infrastructure Fund Grant (RIF)

I am working with the head of the fund and seeking legislative support for a July 1 application for \$5M in support of the WWTF. We only need the two letters of support from Rep. Shoaf and Senator Simon to proceed. Both letters are in process.

Triumph Grant

I continue to assemble the many pieces for the Triumph grant. I will likely need to schedule a meeting with City staff to review the reimbursement aspect of the grant award. I am planning for a later summer submission with a request for \$10M for the WWTF.

CDBG Grant

I am already planning for the necessary steps to request \$5M for the WWTF via the CDBG grant next March. This grant requires two public hearings and a city-wide survey.

Next Up

- Complete the RIF and FL Commerce grants'
- Prepare the final documents for Triumph
- Prepare the survey requirement for the CDBG grant
- Begin outlining an application for a Trail Go grant application via DEP