



City Manager Report

April 5, 2021

WE BELIEVE YOU!
JACKSONVILLE BEACH, NEPTUNE BEACH, ATLANTIC BEACH.

24 HR Rape Crisis Hotline

904.721.7273

Serving survivors and their loved ones of all ages and genders.



Stefen Wynn, M.P.A.

116 1st St.

Neptune Beach, FL 32266

www.ci.neptune-beach.fl.us/city-manager

Capital Improvement Projects

FY-2021 JARBOE PARK

REVISED Construction Timeline:

01

Construction Timeline:

*Revised Construction
Timeline and Schedule*

3/04/2021	Sod Installation Began Along Erosion Prone Areas
3/11/2021	Construction Meeting with ACON on finish/Punchlist
3/15/2021	Council Selected Court Surfaces to construct new ball courts
3/21/2021	Grant Extension with FDEP for Reimbursement <u>See Attachment B</u>
3/22/2021	Playground Equipment Arrives and Installation Begins
3/26/2021	Northern Path adjacent to pond “soft” opening to the public
4/01/2021	Construction Meeting with Court Surfaces, Allstate Electric, and Asphalt subcontractor
4/03/2021	Sod & Hydroseeding Completed in areas impacted by new path and bridge construction
4/05/2021	Court Surfaces begins to Mobilize on Site - Grading will begin this week on ball courts
4/05/2021	Stormwater Installation Begins (pending approval from Council - Agenda Item 10.C.)
4/06/2021	Shade Sails Footer Installation
4/07/2021	Kompan installs EWF at Younger Children’s Playground
4/16/2021	Kompan completes playground installations
4/19/2021	Kompan begins fitness station installations
5/24/2021	Forming Begins on Concrete Paths, Curbing, Pads and Walls
5/27/2021	Pouring Begins on Concrete Paths, Curbing, Pads and Walls
5/15/2021	Court Major Construction Substantial Completion
6/14/2021	Court Punchlist Complete and Final Completion
6/21/2021	Painting to Begin on Water Treatment Plant Wall - Neutral color palette chosen to allow for mural at a later date

Park Construction
Coordination
Meetings

*Agendas from these
meetings can be
found as:*

Attachment A

Capital Improvement Projects

FY-2021 JARBOE PARK

02

Contract Price:

Tracking Costs



Jarboe Park Phase 1 Improvements - Project Cost Tracking - Page 1 of 2

Asset	Original Contract Price *	Contract Price with C.O.	Current Billing Date	Current Billing Amount	Approved Balance Remaining	Total Cost **	Funding Source
Trail, Bridge & Bridge Relocation; Site Work (Pond, Courts & Playground site work) - ACON Contract with Change Order #1 (Approved 2/16/2021 during Special Council Meeting)	\$ 279,379.98	\$ 321,192.48	3/12/2021	\$ (265,410.96)	\$ 55,781.52	\$ 321,192.48	Better Jax/Recreational Trails Program Grant
ADA Parking - Internal Work Performed by City Employees	\$ 12,000.00	N/A	3/22/2021	\$ -	\$ 12,000.00	\$ 12,000.00	Better Jax
Playgrounds - Kompan contract with Change Order #1 (Approved 2/16/2021 during Special Council Meeting)	\$ 232,904.06	\$ 288,651.83	3/22/2021	\$ -	\$ 288,651.83	\$ 288,651.83	Better Jax/Eckstein Foundation Grant/Donations
Courts, Lighting & Fencing - Court Surfaces Contract (Approved 3/15/2021 during Special Council Meeting)	\$ 498,775.00	N/A	3/22/2021	\$ -	\$ 498,775.00	\$ 498,775.00	Better Jax
Multi-Use Field & Landscaping - Belcorp Purchase Authorization Approved by CM within Approval Authority (Sod and Hydroseed, Additional Landscaping may come from another line item)	\$ 7,500.00	N/A	3/12/2021	\$ (1,866.66)	\$ 5,633.34	\$ 7,500.00	Better Jax
Surveying Services - Ghitto Surveying Contract (Approved 2/16/2021 during Special Council Meeting), Surveying	\$ 16,045.00	N/A	2/25/2021	\$ (15,092.00)	\$ 953.00	\$ 16,045.00	Better Jax
Fill Dirt - JB Coxwell, Purchase Authorization within the FY-21 Budget Amount for Jarboe Park CIP	\$ 73,500.00	N/A	2/27/2021	\$ (60,900.00)	\$ 12,600.00	\$ 73,500.00	Better Jax
Concrete (Sidewalks, Curbs & Parking) - Internal Work completed by City Employees, Material Cost Only.	\$ 65,000.00	N/A	3/26/2021	\$ (10,057.10)	\$ 54,942.90	\$ 65,000.00	Public Works, Water & Sewer Svcs., Stormwater Utilities - Line item transfers (reductions in one fund to increase Jarboe Park CIP Fund)
Furnishings - Considered part of Phase 1 by Design Engineer, but will not be completed during FY-21 and will need to be budgeted in FY-22	\$ -	N/A		\$ -	\$ -	\$ -	TBD
Pavilion - Removed from the scope of work for Ball Courts, and will not be completed in FY-21, and will need to be budgeted in FY-22	\$ -	N/A		\$ -	\$ -	\$ -	TBD
Stormwater Improvements - Materials from Oldcastle & Allen's Culverts, Work completed by PW staff. Unanticipated work, corrected and designed by City Staff, includes: storm inlets, piping, and outfalls; Labor from Gruhn - May (\$16,268.80)	\$ 28,326.80	N/A	3/22/2021	\$ -	\$ 28,326.80	\$ 28,326.80	Stormwater Utility Fund
City Demolition - Internal Work performed by PW Staff (Dumpsters, misc. concrete, etc. incl. \$2,500 Limbaugh Invoice)	\$ 16,055.73	N/A	3/26/2021	\$ (16,055.73)	\$ -	\$ 16,055.73	Better Jax
Phase 2 (Formerly Phase 1B & pieces of 1C) - Parking Lot on West side of 5th Street, Moving Old City, Multi-purpose Field, Furnishings & Landscaping, including trees (dependent upon COJ funding) and irrigation.	TBD	N/A	TBD	N/A	N/A	TBD	TBD
Phase 3 (Formerly Phase 2) - Eastside Path, with significant dirt work as called out by the Design Engineer, includes new bridges, and Parking Lot on East side of Park (on otherside of the ditch)	TBD	N/A	TBD	N/A	N/A	TBD	TBD

**Total Price of Contracts/P.A.'s without C.O.'s: \$ 1,229,383.56

**Total Price of Contracts/P.A.'s with Approved C.O.'s: \$ 1,327,046.84

Total Billed to Date: \$ (369,382.45)

FY-20 + FY-21 \$1,243,088 + Change Orders \$97,663.28: \$ 1,340,751.28

N/A: Not Applicable

TBD: To Be Determined

****Total Remaining Budget Balance: \$

957,664.39



Jarboe Park Phase 1 Improvements - Project Cost Tracking - Page 2 of 2

FY-20 + FY-21 Approved Budgets: \$ 1,243,088.00

ACON Change Order #1 Amount: \$ 41,812.50

Kompan Change Order #1 Amount: \$ 55,850.78

Total Amount of Approved Change Orders: \$ 97,663.28

Total Council Approved Amounts w/Change Orders: \$ 1,340,751.28

* Unless otherwise noted, work is performed by a contract or Purchase Authorization (There are instances where material cost alone is estimated, and labor not considered, since City Employees would perform the work)

** Assumes that the entire contract or Purchase Authorization is used

*** This Amount is anticipated to above the FY-20 & FY-21 Budgeted Amounts and will require transfers to the Jarboe Park CIP from Public Works Funds

**** The Total without including Change Orders into the Calculation of Budget Remaining is: \$899,818.38

Parsons Estimates (received 10/30/20)			
Phase 1	\$ 2,223,946.00		\$ 2,223,946.00
Phase 2		\$ 586,018.83	\$ 586,018.83
Parsons Phase 1 and 2 Total Estimate:			\$ 2,809,964.83

Capital Improvement Projects

FY-2021 JARBOE PARK

03

Construction
Progress:

*Pictures in
Motion*



Capital Improvement Projects

FY-2021 JARBOE PARK

03

Construction
Progress Cont.:

*Pictures in
Motion Cont.*



JARBOE PARK IMPROVEMENTS
4/1/2021



Capital Improvement Projects

FY-2021 Senior Activity Center

04

Senior Center:

Finish Work Being Completed, Electrical Work and HVAC, and Status of RFQ

Senior Center:

Finish Work Being Completed:

Many changes have been happening to the Senior Activity Center over the last month. Utilities have been connected, punch lists have started and materials have been ordered to remove the Bard HVAC units from the side of the building. Buehler Air Conditioning have already begun the installation of the new units on the Western side of the building and should be finished by the middle of April.

See Attachment C for NBSAC Finish Work Cost Tracking Spreadsheet

On 3/25/2021, I informed the Council of a Change Order from Vanguard for the cost of materials to cover the holes left by the Bard HVAC units. Since the purchase was \$6,050.00 and is within my approval authority, I authorized the purchase (with the rising cost of construction materials, I'm sure that waiting would have caused the cost to increase). Included with that email was a spreadsheet tracking the costs associated with finishing the Senior Activity Center and shows a balance remaining for donation funds.

See Attachment D for Vanguard CO #1 - Materials

The final piece to moving the HVAC units includes installing disconnects for each of the new A/C units. Public Works has obtained written quotes from: Crawford Electric; Integrity First; and a preliminary verbal quote from Limbaugh Electric. The two written quotes received are within my approval authority and will be released once Limbaugh submits their written quote, or refusal to quote on 4/5/2021.

Funding Request & In-Kind Donation Request:

On, 3/23/2021, Leslie and I attended the City of Jacksonville Public Hearing for a \$75,000.00 request for funding to completing the Senior Activity Center (COJ 2021-0154, Introduced: Councilor Diamond). Leslie plans to attend the upcoming COJ Neighborhoods Committee meeting on 4/5/2021; and we both plan to attend the COJ Finance Committee Meeting on 4/6/2021. The request would appropriate funds from COJ's General Services/Special Events fund to General Services/Public Works-Office of the Director Fund. Receiving the full amount of funding will positively impact the exterior finishes of the Senior Activity Center.

On 3/26/2021, I requested an in-kind donation for the labor that Beaches Energy Services performed while installing underground electrical service to the new Senior Activity Center. NB-SAC serves residents throughout all of Duval County, including our neighboring beaches cities. The City of Atlantic Beach generously provided a \$2,500.00 donation towards the new SAC. The in-kind donation ask to the City of Jacksonville Beach (BES) is: \$3,227.55.

See Attachment E for BES Invoice for in-kind Donation Request

RFQ for Design Services:

The current plan is to release CONB RFQ NO. 2021-02 Senior Center Finish Design on April 7, 2021 with a deadline for responses scheduled for April 28, 2021 at 2PM. The estimated design services budget is \$20,000.00; and would be on the May 3, 2021 Council Meeting Agenda for consideration.

See Attachment F for Draft of CONB RFQ NO. 2021-02

City Manager Coordinated Projects

CM Meetings, Coordination Meetings

Meetings:

Various meetings with residents, visitors, vendors, and other interested parties that are a normal part of City Management. Some of these meetings involve supplements to the City's Revenue Streams, and some involve requests for inclusion in upcoming City Budgets. All of these meetings are equally important and only include the City Manager when the process requires it.

01

Meetings:

Schedule

Past Meetings:

3/2/2021 - Vanguard Meeting onsite at NBSAC

3/4/2021 - Meeting with Residents on Cherokee Road

3/5/2021 - Meeting with TPO RE: Parking Study Final Draft Review

3/10/2021 - Lot Management Agreement Meeting RE: Parking Program

3/11/2021 - Jarboe Park Construction Meeting

3/17/2021 - Introduction to CHW consultants RE: Interested in responding to City RFQ's

3/17/2021 - Beaches' City Manager Coordination Meeting

3/18/2021 - Meeting with Councilor Boylan from COJ

3/18/2021 - Vanguard Punchlist Walkthrough for SAC

3/23/2021 - Beaches Command Staff Meeting RE: Special Events at Beaches

3/23/2021 - Jarboe Park Court Surfaces Introduction Meeting and Coordination

3/23/2021 - PH Hearing with COJ RE: Funding Request for NBSAC

3/24/2021 - Finance Committee; Parks and Land Use Committee; Strategic Plan. Com.

3/29/2021 - Joint Beaches Meeting RE: Summer Beach Crowds

3/30/2021 - Teleconference with Smyrna, Ga. RE: Outdoor Dog Park/Tap Room

3/31/2021 - LOGT conference with Beaches Leaders and COJ See Attachment G

3/31/2021 - Jax Surf & Paddle Lease Agreement Meeting

4/1/2021 - Jarboe Park Construction Coordination Meeting

Upcoming Meetings:

4/5/2021 - DA (Lucky's) Coordination Meeting #2

4/6/2021 - COJ Finance Committee Meeting RE: NBSAC Funding Request

4/6/2021 - COAB & CONB Joint Meeting with BTCA RE: Summer Crowds

4/6/2021 - SR A1A Mayport Flyover Lane Repurposing Coordination Meeting (FDOT)

4/7/2021 - WastePro General Manager David Searcy RE: Schedule Change Request

4/9/2021 - COJ Executive Team Visit to CONB (CFO, DPW, and CoS)

4/16/2021 - Meeting with Steve Broome

6/11, 7/16, 8/12 - FLC Legislative Policy Committee Meetings (I've joined the Board)

City Manager Coordinated Projects

CM Meetings, Coordination Meetings, Misc.

02

Coordination Meetings with TLM Realty:

*Coordination &
Progress Monitoring
for Development
Agreement*

Coordination Meetings with TLM Realty:

Coordination Meetings are scheduled to take place on:

~~3/1/2021~~; 4/5/2021; 5/3/2021; 6/7/2021; 8/16/2021; 10/18/2021; 12/6/2021; 2/7/2022

All of these dates have a (10) day window for the City to object to anything discussed during these meetings. This means that staff will be extraordinarily pressed ensuring that the City's best interests are upheld, while also ensuring that the other major projects happening in the City also receive attention.

See Attachment H for the 4/5/2021 Coordination Meeting #2 Agenda



4/21/2021 Email from Andrew Greene with TLM Realty -

Note that I'm including in the agenda a Dropbox link to download the full Design Development drawing set for background information, but I'm not proposing that we review that set on the call (unless questions come up). Rather, I'd propose to focus conversation on items 2-5. For item #2, I'm also including Publix's roof plan which confirms that the existing acoustical screening in the rear is to remain per the City's request.

I look forward to speaking Monday.

Community Development Department:

Code Enforcement, Building Department, CDB, Vision Plan, Comprehensive Plan & Land Development Code

01

Departmental Reports:

Submitted by: Kristina L. Wright, MAURP, FRA-RA Community Development Director

Departmental

Reports:

*Code Enforcement,
Building
Department, and
CDB*

Community Development Department

The attached Gantt chart summarizes the itinerary to take us from where we are currently to final completion of the Comprehensive Plan and Land Development Code. As you can see within the Gantt chart, it is estimated that near April 20th we are looking at two (2) days of internal workshops to discuss the Comprehensive Plan Element drafts. We will take the final draft plan to the CDB and City Council in June after DEO has reviewed the initial draft in May.

More specifically, the Planning Team is currently working on examining existing net and gross densities to identify underlying patterns, characteristic of each subarea for preservation purposes and for future planning. The hope is to also consider bringing what's in existence into greatest conformity while requiring all properties to recoup/preserve additional pervious surface area to meet or exceed lot coverage requirements. The objective is to relieve the stormwater and flooding issues within the City as the primary incentive since it is a significant and costly concern.

As a result of Friday's meeting, the Planning Team is getting back with us on Wednesday after analyzing the existing triplexes, quadraplexes, and multiplexes currently in existence for us to consider advanced planning strategies reflective of best practices. We do not anticipate any future density increases; however, we are going to try to bring what is in existence into the conformity as best as possible with the emphasis being on increasing pervious surface area.

In sum, our planning team is evaluating available strategies to best serve the public health, safety and welfare through increased pervious surface area recapture and preservation in exchange for trying to bring older non-conforming properties into greatest compliance so that there is no longer a disincentive to redevelop/remodel existing older structures, which has been a considerable concern from the beginning of this process.

In other news, the Community Development Board will hear the Special Exception for 580 Atlantic for outdoor seating and 2 residential variance requests at the next CDB Meeting on April 14th at 6 PM. Further, the Commercial Inspection Review Program is underway. Our Fire Marshal reports that for the month of February there was one (1) new school inspection, three (3) new business inspections, and six (6) annual inspections performed, totaling \$725 in fees. For the month of March, there was one (1) school inspection, one (1) daycare inspection, three (3) new business inspections, 15 annual inspections, and four (4) re-inspections, totaling \$1,840. Attached are supplemental Departmental Reports for further review.

See Attachment I for Code Enforcement Activity (March, 2021)

See Attachment J for Building Activity

See Attachment K for Fire Marshal Activity

See Attachment L for Comprehensive Plan, and Land Development Code Schedule

Public Works Department:

Distributions & Collections; Wastewater; Streets & Parks; Water; Stormwater; and Upcoming Projects

01

Departmental Reports:

Submitted by: Jim French, PE Director of Public Works

Week of March 1, 2021

Departmental Reports:

Distributions & Collections; Wastewater; Streets & Parks; Water; Stormwater; and Upcoming Projects

- Distributions and Collections removing sidewalk at Jarboe Park along Florida Boulevard at the new bridge.



- Distributions and Collections replacing an outside shower at the beach purchased for \$3,346.19.



- The Wastewater Plant is replacing an influent pump purchased for \$23,572.25.
- The Wastewater Plant is collecting samples to send to the lab.
- The Wastewater Plant is preparing for a FDEP inspection on March 17, 2021.
- The Water Plant is coordinating the installation of a monopole at the water tower for the removal of the mobile phone antennae off the water tower. The mobile phone antennae must be removed to repair damage on the water tower.



Public Works Department:

Distributions & Collections; Wastewater; Streets & Parks; Water; Stormwater; and Upcoming Projects

02

Departmental Reports:

Submitted by: Jim French, PE Director of Public Works

Departmental Reports:

Distributions & Collections; Wastewater; Streets & Parks; Water; Stormwater; and Upcoming Projects

Week of March 8, 2021

- Distributions and Collections repaired a leaking service at 1716 Strand Street.
- Streets and parks poured concrete at Jarboe Park behind Neptune House
- Clean-up and organize the Public Works facility to prepare for the FDEP inspection scheduled on March 17, 2021
- Illicit discharge and illegal dumping found at 435 South Street. After arriving at the site, we found that Pinnacle Pool Plastering, Inc. (Contractor) was performing active work that had a discharge pipe routed to the City's roadway.
 - The Contractor was working on the pool in the back yard. That discharge was discharging milky white water other than stormwater.
 - We also noticed a white sediment residue left behind from the discharge water going down the street.
 - The City's inlet is located at South Street and 4th Street, and the discolored water had made its way adjacent to that inlet. We promptly notified the crew working that the discharge was creating an issue and would need to get cleaned up.



- Distributions and Collections installed new service to the Senior Activity Center
- Ordered signs and reflectors for traffic calming on Forest Avenue at the crosswalk. One of the 'stop at crosswalk' signs ahead is on back order.
- Processing Change Order to Purchase Authorization No. 6502 with Gruhn May for the sewer work on Bay Street. Change Order to Purchase Authorization No. 6502 due to unforeseen conditions. Conflict with existing force main prevents the Contractors use of trench box needed to safely install the new gravity sewer.
- Illicit discharge and illegal dumping found at 1923 First Street. After arriving at the site, a Contractor was painting the upstairs apartment and evidence of paint cleaning in the City's roadway. The illicit discharge and illegal dumping found was a white water other than stormwater in the curb and in the adjacent inlet at Margaret Street and First Street intersection.
 - We promptly notified the Contractor working that the discharge was creating an issue and would need to get cleaned up.



Public Works Department:

Distributions & Collections; Wastewater; Streets & Parks; Water; Stormwater; and Upcoming Projects

03

Departmental Reports:

Submitted by: Jim French, PE Director of Public Works

Departmental Reports:

Distributions & Collections; Wastewater; Streets & Parks; Water; Stormwater; and Upcoming Projects

Week of March 15, 2021

- Stormwater installed two (2) small inlets on 500 block of Margarett Street that continuously floods. On March 16, 2021, we received a letter from the residents at 593 Margaret Street thanking us and that the City's team exceeded expectations.

City of Neptune Beach
116 First Street
Neptune Beach, FL 32266

MAR16/21 RCVD

Dear Honorable Mayor Brown,

Thank you very much for your expeditious response and action, regarding the storm water situation on Margaret Street. They have done a great job and were respectful and quick. You and your team have exceeded any and all expectations.

We are truly fortunate to live in this wonderful city.

Thank you again.

Sincerely,



Paul and Amanda West
593 Margaret Street
Neptune Beach, FL 32266

Cc: City Manager Stefyn Wynn

- Streets and parks formed & poured concrete sidewalk in Jarboe Park
- Streets and parks cut the concrete sidewalk poured in Jarboe Park
- Gruhn-May worked on final segment of sewer main along Bay Street at Northern edge of Jarboe Park



- After receiving an email response from the FDEP, we promptly went out on the beach to repair the beach damage and push the dirt back into the hole removing the public safety hazard. The hole was located between Lemon St and Orange Street.



Public Works Department:

Distributions & Collections; Wastewater; Streets & Parks; Water; Stormwater; and Upcoming Projects

04

Departmental Reports:

Submitted by: Jim French, PE Director of Public Works

Departmental Reports:

Distributions & Collections; Wastewater; Streets & Parks; Water; Stormwater; and Upcoming Projects

Week of March 22 & 29, 2021

- Gruhn & May finished the sewer work on Bay Street.
- Distribution and collections worked in Jarboe Park to grade dirt along Bay Street, clean-up site, mowing, moving fence, pour concrete, etc.
- Distribution and collections unloaded the storm structures for Jarboe Park
- Street and Parks formed and poured concrete paths, moved grass, and clean-up the site in Jarboe Park
- We sent in a request to the FDEP to work on the Atlantic Blvd beach access to improve emergency vehicle access.
- The Water plant changed out a check valve on the 1,000 GPM high service pump
- Gruhn & May passing out door hangers in the area for the new water main for Arrowhead Trail to notify residents.
 - See Attachment M for Door Hanger
- Distribution and collections found the sewer service for the 310 3rd Street (Old Winter Law Firm site)
- Streets and parks forming and pouring concrete sidewalk in Jarboe Park
- The wastewater treatment plant is replaced the impeller and volute on the influent pump since the vender sent the wrong parts.
- Collected parts for replacing the dune protection markers and start working to replace the dune protection PVC/Rope protection.
- Gruhn & May started work on the new water main for Arrowhead Trail based on the delayed locates.



North Beaches Parking

Quarterly Report - 1st Quarter (Jan. - March)



01

North Beaches Parking

1st Quarter Report



2021 Q1 Quarterly Report

January - March, 2021

MOBILITY MANAGEMENT DEPARTMENT
NORTH BEACHES PARKING PROGRAM



North Beaches Parking

Quarterly Report - 1st Quarter (Jan. - March)



02

North Beaches Parking

1st Quarter Report

Q1 REVENUE AND TRANSACTIONS



January paid parking revenue: \$35,227.20
January total transactions: 14,159



February paid parking revenue: \$34,095.10
February total transactions: 12,951



March paid parking revenue: \$52,359.85
March total transactions: 18,324

Q1 total revenue: \$121,682.15
Q1 total transactions: 45,434
Q1 daily revenue average: \$1,352
Q1 daily transaction average: 505

COAB REVENUE SHARE

January revenue, Atlantic Beach: \$6,075.10
70% disbursed: \$4,252.57

February revenue, Atlantic Beach: \$4,769.60
70% disbursed: \$3,338.72

March revenue, Atlantic Beach: \$6,995.75
70% disbursed: \$4,897.03



Two of the ten North Beaches kiosks are in Atlantic Beach. They are integrated with the Flowbird app as well.

North Beaches Parking

Quarterly Report - 1st Quarter (Jan. - March)

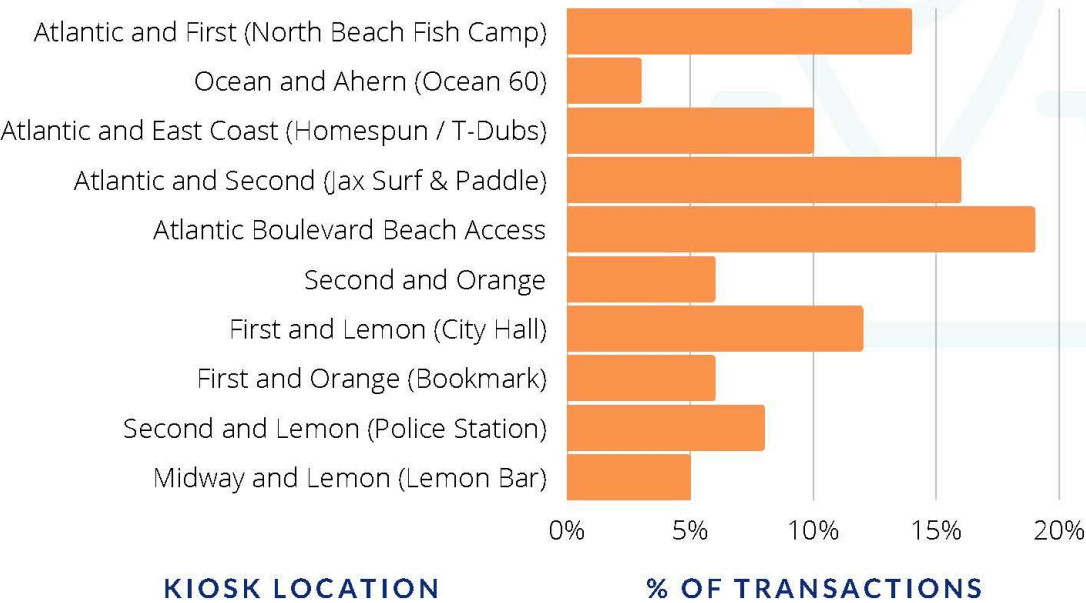


03

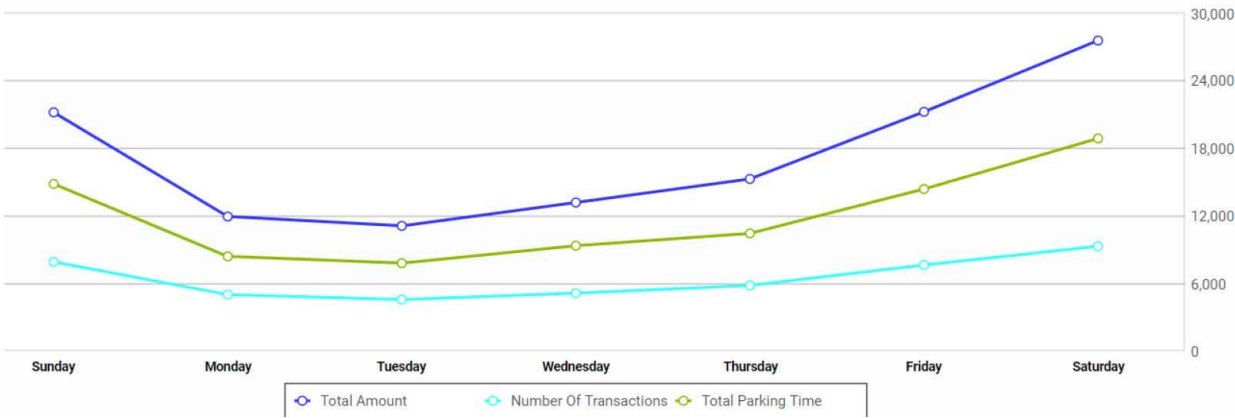
**North Beaches
Parking**

1st Quarter Report

Q1 TOTAL TRANSACTIONS BY LOCATION



Q1 TRANSACTIONS BY DAY OF WEEK



North Beaches Parking

Quarterly Report - 1st Quarter (Jan. - March)



04

North Beaches Parking

1st Quarter Report

RESIDENTS REGISTERED TO PARK AS OF APRIL 1, 2021



Neptune Beach Residents Registered: 1,048



Atlantic Beach Residents Registered: 2,407

Q1 HIGHLIGHTS

For the first time since its inception, the paid parking program generated over \$50,000 in total revenue in the span of one month (March 2021). We expect that the beautiful summer weather will continue to keep our Beaches Town Center area busy throughout the season.

In preparation for the high volume of visitors, we welcomed a new hire in January: Jim Ero. Jim is an Atlantic Beach resident and is retired from his full time career as a pilot. He enjoys helping visitors navigate our Beaches Town Center and use our parking program.



North Beaches Parking

Quarterly Report - 1st Quarter (Jan. - March)



05

North Beaches Parking

1st Quarter Report

NEW LOOK; SAME NORTH BEACHES.

We have started the process of updating our logos, branding, and signage around the Beaches Town Center and on our website(s). Residents' and visitors' parking experience will not be impacted.



(Previous logo)



(New logo)





Meeting Agenda with Updated Notes

Date: March 11, 2021

Time: 9:00 am

Location: Neptune House

Attendees	<p>CONB: Colin Moore, Jim French, Stefen Wynn</p> <p>ACON: Frank Anderson</p>
Review previous meeting notes	
<p>Project schedule updates:</p> <ul style="list-style-type: none"> Two forecasts Critical milestones Critical deliveries 	<ul style="list-style-type: none"> Week of 3/1/2021: <ul style="list-style-type: none"> Sod along bank (<i>installed on 3/4/2021</i>) Grading and Lime rock for new path adjacent Florida Blvd Existing concrete path on island to be removed. New grading with ADA compliant slope to connect to asphalt path (<i>completed by 3/8/2021</i>) Week of 3/8/2021: <ul style="list-style-type: none"> Form for circular path (<i>completed 3/9/2021</i>) Riprap (<i>installed 3/9/2021</i>) Asphalt paving of new path adjacent Florida Blvd (<i>completed 3/9/2021</i>) Concrete for circular path (<i>completed 3/10/2021</i>) Courts Bid Response Deadline 3/10/2021 Completion of sewer work Week of 3/15/2021: <ul style="list-style-type: none"> Dirt to address drainage adjacent to Bay St New concrete path connection from island Additional Sod, Hydroseeding? Final cut for playground areas Relocate construction fencing Opening to public - new park paths and bridge (reimbursement requirement for grant) Week of 3/22/2021: <ul style="list-style-type: none"> Playground Equipment delivered?
Requests for information	
Contingency Items	

Submittals	
Contractor coordination <ul style="list-style-type: none"> • ACON • KOMPAN • Courts (TDB) • Irrigation (TBD) • Landscaping (TBD) • Paving (TBD) • Path lighting (TBD) • HVAC 	<ul style="list-style-type: none"> • KOMPAN in March with equipment and materials (<i>anticipated week of 3/22/2021</i>) • City installing stormwater pipes in April • City forming paths in April • HVAC contractor relocating equipment April (<i>3 bids received</i>) • City constructing fence around HVAC electrical with new post caps
Contractor Items	<ul style="list-style-type: none"> • Final cut for playground areas (<i>anticipated prior to the week of 3/22/2021</i>)
City Items <ul style="list-style-type: none"> • Purchase Authorizations • Coordination needs 	<ul style="list-style-type: none"> • Fill dirt (currently at 350 of 350 loads, another 50 loads requested to address drainage adjacent to Bay St, Colin looking into billing discrepancy) • Ordering stormwater inlets • Answer questions from Courts pre-bid meeting (<i>finalized addendum sent out 3/3/2021</i>) • Demo of existing pavement adjacent Florida Blvd (<i>completed 3/2/2021</i>)
Pay requests	Status of pay request No. 3 for February
Change Orders	Status of C.O. #1 (<i>approved 2/16/2021</i>)
Action Items 3/4/2021	<ul style="list-style-type: none"> • Hydroseeding and additional sod for rest of park – including along Bay St (3rd quote received) • Timing for installation of Drainage System • Concrete path connections to island, Bay St? • Conduit installation and light locations – coordinate with Beaches Energy (<i>decision on light locations as follow up to phone call on 2/25/2021</i>)



Meeting Agenda

Date: April 1, 2021

Time: 9:00 am

Location: Neptune House

Attendees	CONB: Colin Moore, Stefen Wynn Court Surfaces: Bryan McMandon
Review previous meeting notes	
Project schedule updates: <ul style="list-style-type: none"> • Two forecasts • Critical milestones • Critical deliveries 	<ul style="list-style-type: none"> • Week of 3/15/2021: <ul style="list-style-type: none"> ○ New concrete path connection from island (3/17) ○ Completion of sewer work (3/17) ○ Additional 21 loads of dirt delivered (3/18-3/19) ○ Final cut for playground areas (3/18-3/19) ○ Playground equipment delivered (3/19) • Week of 3/22/2021: <ul style="list-style-type: none"> ○ Younger Children's Playground installation ○ Meeting with Court Surfaces (3/23) ○ Next concrete path sections (3/24) ○ Stormwater structures delivered (3/25) ○ Preparation for sod and hydroseed ○ Meeting with Pickleball by the Sea ○ Opening to public – northern path adjacent to pond (3/26) • Week of 3/29/2021: <ul style="list-style-type: none"> ○ Older Children's Playground installation ○ Preparation for sod and hydroseed (3/30 - 3/31) ○ Next concrete path section – bridge to Neptune House (3/31) ○ Sod (3/31) ○ COJ Tree Planting Project meeting (4/1) ○ Shade Sail meeting (4/1) ○ Hydroseeding (4/3) ○ Bay St fence relocation • Week of 4/5/2021: <ul style="list-style-type: none"> ○ Playground stormwater installation ○ Shade Sail footers installation (4/5-4/6) ○ EWF delivered for Younger Children's Playground (4/7) ○ Next concrete path section

Requests for information	
Contingency Items	
Submittals	Court Surfaces documentation (bonds to be recorded 3/31)
Contractor coordination <ul style="list-style-type: none"> • ACON • KOMPAN • Court Surfaces • Irrigation (TBD) • Landscaping (TBD) • Paving (TBD) • Path lighting (TBD) • HVAC 	<ul style="list-style-type: none"> • Installation of stormwater pipes in April (three quotes received) • City forming paths in March, April • HVAC contractor relocating equipment April (<i>3 bids received</i>) • City constructing fence around HVAC electrical with new post caps
Contractor Items	<ul style="list-style-type: none"> • ACON Punch List Items
City Items <ul style="list-style-type: none"> • Purchase Authorizations • Coordination needs 	<ul style="list-style-type: none"> • Demo of existing basketball court • Playground stormwater inlet installation • Plan next sections of concrete work
Pay requests	
Change Orders	
Action Items 4/1/2021	<ul style="list-style-type: none"> • Court Surfaces mobilization schedule • Pole mounting options for court lights • Staking corners of the courts, stormwater structures • Adding concrete ribbon curb item • Timing for installation of drainage system

**AMENDMENT NO. 2
TO AGREEMENT NO. T1812
BETWEEN
FLORIDA DEPARTMENT OF ENVIRONMENTAL PROTECTION
AND
CITY OF NEPTUNE BEACH**

This Amendment to Agreement No. T1812 (Agreement) is made by and between the Department of Environmental Protection (Department), an agency of the State of Florida, and City of Neptune Beach, 116 First Street, Neptune Beach, Florida 32266 (Grantee), on the date last signed below.

WHEREAS, the Department entered into the Agreement with the Grantee for the construction of a 10' x 1,000 L.F. (+/-10%) hard-surface trail with limerock base course, 10' x 30' (+/-10%) prefabricated aluminum bridge, 10' x 40' (+/-10%) prefabricated aluminum bridge, shade structures with benches, trash cans and dog waste stations, and trailhead parking improvements; with the purchase and installation of an outdoor fitness station, a bike repair station, bike racks, entry sign, bicycle/pedestrian counter, water fountain and informational kiosk effective May 7, 2019; and,

WHEREAS, the parties wish to amend the Agreement as set forth herein to extend the grant period to November 7, 2021.

NOW THEREFORE, the parties agree as follows:

- 1) The Agreement is extended for a 6-month period to begin May 7, 2021 and remain in effect until November 7, 2021. The Department and the Grantee shall continue to perform their respective duties during this extension period pursuant to the same terms and conditions provided in the Agreement.
- 2) Attachment 3-A, Revised Grant Work Plan, is hereby deleted in its entirety and replaced with Attachment 3-B, Second Revised Grant Work Plan, as attached to this Amendment. All references in the Agreement to Attachment 3-A shall hereinafter refer to Attachment 3-B, Second Revised Grant Work Plan.
- 3) All other terms and conditions of the Agreement remain in effect. If and to the extent that any inconsistency may appear between the Agreement and this Amendment, the provisions of this Amendment shall control.

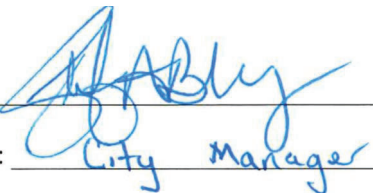
The parties agree to the terms and conditions of this Amendment and have duly authorized their respective representatives to sign it on the dates indicated below.

City of Neptune Beach

By: _____

Title: _____

Date: _____


City Manager

3/10/2021

**Florida Department of
Environmental Protection**

By: _____

Secretary or Designee

Date: _____

Digitally signed by Callie
DeHaven
Date: 2021.03.30 13:44:50
-04'00'

LIST OF ATTACHMENTS/EXHIBITS INCLUDED AS PART OF THIS AMENDMENT:

Specify Type
Attachment

Letter/Number
3-B

Description
Second Revised Grant Work Plan (3 pages)

Agreement No.: T1812

Amendment No.: 2

Rev. 10/8/18

1 of 1

ATTACHMENT 3-B
SECOND REVISED GRANT WORK PLAN
RECREATIONAL TRAILS PROGRAM (RTP)

Project Name: Jarboe Park Phase II
Grantee Name: City of Neptune Beach
RTP Project # T18012

SUMMARY: The Grantee will complete the Project Element(s), which were approved by the Department through the RTP Application Evaluation Criteria, pursuant to Chapter 62S-2, Florida Administrative Code (F.A.C.) and the FHWA Recreational Trails Program Interim Guidance Manual. Any alteration(s) to the Project Element(s) defined in the Grant Work Plan resulting in a change in the total point score of Grantee's Application as it appears on the RTP Advisory Committee's Priority List for FY2017-18 is considered a significant change, must be pre-approved by the Department, and requires a formal Amendment to this Agreement. All work must be completed in accordance with laws, rules, and guidance including, but not limited to: local, state and federal laws, the approved Project plans, all required permits, the Florida Building Code and, as applicable, the Manual of Uniform Minimum Standards for Design, Construction and Maintenance for Streets and Highways ("Florida Greenbook"). Prior to the Department issuing a Notice to Proceed to the Grantee, as specified in Attachment 6, Program Specific Requirements, the Department must receive evidence of and have approved all Deliverables in Task 1.

The Department will designate the Project complete upon receipt and approval of all Deliverables and when Project site is open and available for use by the public for outdoor recreation purposes. The Department will retain ten percent (10%) of the Grant Award until the Grantee completes the Project and the Department approves the Completion Documentation set forth in paragraph 62S-2.075(7)(e), F.A.C. The final payment of the retained ten percent (10%) will be processed within thirty (30) days of the Project being designated complete by the Department.

For the purpose of this Agreement, the terms "Project Element" and "Project Task" are used interchangeably to mean an identified facility within the Project.

The project is located at 301 Florida Boulevard, Neptune Beach, FL 32266 and is a Non-Motorized/Diverse Use Trail.

BUDGET: Reimbursement for allowable costs for the Project may not exceed the maximum grant award amount outlined below. Required match will be provided by cash or in-kind services as set forth in subsection 62S-2.071(4), F.A.C. Grantee shall maintain an accounting system that meets generally accepted accounting principles and will maintain financial records to properly account for all Program and matching funds. The total estimated Project cost provided below is based on the approved RTP Application. A detailed Project cost analysis will be provided in the Deliverables for Task 1, prior to the Department issuing the Notice to Proceed. All final Project costs shall be submitted to the Department with the payment request.

Maximum Grant Award Amount:	\$ 200,000
Required Grantee Match Amount:	\$ 50,000
Total Estimated Project Cost:	\$ 250,000
Match Ratio:	80:20

Scope of Work/Tasks within Deliverable	Deliverables	Due Date	Financial Consequences
TASK 1 1.A. Development of Commencement Documentation Checklist (OGT-11) ¹ .	DELIVERABLE 1 The Department will issue Notice to Proceed upon receipt and approval of:	180 calendar days after Execution of Agreement ²	The Department will terminate the Project Agreement if the required

<p>1.B. A Cost Analysis Form, with detailed budget (and In-House Cost Schedule(s), if applicable).</p>	<p>1.A. All applicable Project specific Commencement documentation, listed on Commencement Documentation Checklist (OGT-11).</p> <p>1.B. Cost Analysis Form with detailed budget (and/or In-House Cost Schedule(s), if applicable).</p> <p>Project planning expenses, such as application preparation, surveys (boundary and topographic), title searches, project signs, architectural and engineering fees, permitting fees, project inspection fees, and other similar fees are eligible for reimbursement. However, reimbursement, if requested, shall not to exceed fifteen percent (15%) of total Project cost, and shall be invoiced upon Project completion, in accordance with the Payment Request Schedule below.</p> <p>The Grantee may not proceed with construction of the Project until Notice to Proceed has been issued.</p>	<p>COMPLETE 11/06/2020</p>	<p>Deliverables are not submitted and approved by the Department.</p>
<p>TASK 2</p> <p>2.A. Development of Project Elements, including:</p> <p>Construction of 10' x 1,300 L.F. (+/- 10%) hard-surface trail with the purchase and installation of 10' wide (+/-10%) prefabricated aluminum bridge.</p> <p>2.B. Development of Completion of Documentation Checklist (OGT-13).</p> <p>2.C. Completion of Final Status Report (DRP-109).</p>	<p>DELIVERABLE 2</p> <p>The Grantee may request reimbursement upon Department receipt and approval of:</p> <p>2.A. Development of required Project Elements.</p> <p>2.B. All applicable Project specific Completion documentation listed on Project Completion Documentation Checklist (OGT-13).</p> <p>2.C. Final Status Report (DRP-109).</p> <p>The Grantee may request reimbursement for allowable budgeted expenses and costs pursuant to the Agreement that are directly related to the successful completion of construction and/or development of the Project site. Reimbursement shall not exceed the Grant Award Amount, less any reimbursement requested for Deliverable 1, and shall be invoiced upon Project completion, in accordance with the Payment Request Schedule below. Ten percent (10%) of the payment request will be retained until the Project is designated complete by the Department.</p>	<p>Due 60 calendar days prior to the expiration of this Agreement which shall also be the Project Completion Date³</p> <p>09/08/2021</p>	<p>No reimbursement will be made for Deliverable(s) deemed unsatisfactory by the Department. Payment(s) will not be made for unsatisfactory or incomplete work. In addition, a Task may be terminated for Grantee's failure to perform.</p>

Project Task Performance Standard: The Department's Grant Manager will review the Project Completion Certificate and the Deliverables to verify compliance with the requirements for funding under the Recreation Trails Program (RTP); approved plans and application approved for funding. Upon review and written acceptance by the Department's Grant Manager of the Project Completion Certification and the Deliverables, the Grantee may proceed with the payment request submittal.

Payment Request Schedule: Following Department approval of all Project Deliverables, the Grantee may submit a **single payment request** on Payment Request Summary Form (DRP-115) along with all required documentation as outlined in the Financial Reporting Procedures (DRP-110), as applicable, to support payment. A payment request submitted as part of the reimbursement process must correspond with the Cost Analysis and supporting documents provided under Project Tasks. The payment request must include documentation regarding the match source, as required.

Endnotes:

1. RTP documentation is available at <https://floridadep.gov/lands/land-and-recreation-grants/content/rtp-assistance> and/or, Land and Recreational Grants Section, State of Florida Department of Environmental Protection, 3900 Commonwealth Boulevard, M.S. 585, Tallahassee, Florida 32399-3000.
2. Project Agreement is subject to termination if Commencement documents under Task 1 are not received and approved by the Department within 12 months of the Project Agreement execution.
3. This time period may be extended within the parameters of the RTP and/or FHWA federal guidelines, upon written request of the Grantee and approval by the Department.

NB-SAC Exterior Finishes		
<i>NBSAC Donation Fund</i>		
Beginning Balance	\$ 170,994.24	10/1/2019 - 3/25/2021
HVAC - Buehler A/C, New Ground Units & Handlers	\$ (30,108.00)	<u>Approved at Special Council Meeting on :</u> 3/15/2021
Electrical - Limbaugh Electric, Energizing the Building & Installing a Transformer and Master Panel	\$ (31,369.80)	<u>Approved at Special Council Meeting on :</u> 3/15/2021
Plumbing - Advantage Plumbing, Final Connection of all Plumbing penetrations for connection to Public Utilities	\$ (3,925.00)	<u>Approved at Special Council Meeting on:</u> 3/15/2021
Additional Materials - CO#1 Vanguard, Materials to close openings caused by removing BARD HVAC systems.	\$ (6,050.00)	<u>Approved by City Manager on:</u> 3/25/2021
Donation Balance: \$ 99,541.44		



Distribution:

CHANGE ORDER

Architect ☐
Contractor/Seller/Lessor ☒
Owner/Buyer/Lessee ☒
Const. Mgr. ☐
Other: ☐

Date: 3/25/2021

Change Order Number: 38741-01

Contract Date: 9/18/2021

Owner/Buyer/Lessee: City of Neptune Beach

Project Location: 2004 Forest Ave. Neptune Beach FL 32266

Project Number: 38741 Lease: ☐ Sale: ☒

Contractor/Seller/Lessor: Vanguard Modular Building Systems, LLC

Architect:

THE CONTRACT IS HEREBY CHANGED AS FOLLOWS:

<u>Description</u>	<u>Amount</u>
Provide all 2x4' framing, sheetrock, OSB sheathing, house wrap, hardi stucco siding, hardi reveal track, caulking and paint necessary to close the openings on the buildings exterior created by the removal of the BARD HVAC systems.	
Total cost of materials above, less any applicable taxes	\$6,050.00

Total Contract Adjustment: **\$6,050.00**

Not valid until signed by Owner, or Architect (or Owner's Rep if any) and Contractor

The original Contract Sum was \$400,000.00
Net change by previously issued Change Orders \$0.00
The Contract Sum Prior to this Change Order was \$400,000.00
The Contract Sum will be increased by this Change Order in the amount of \$6,050.00
The new Contract Sum including this Change Order will be \$406,050.00
The Contract Time will be unchanged by " " days.
The date of estimated Substantial Completion as of the date of this Change Order will be: 3/31/21

Note: This summary does not reflect changes in the Contract Sum or Contract Time, which have been authorized by Construction Change Directive. All terms, conditions and provisions of the Sale/Construction Agreement/Lease Agreement are in full force and effect unless specifically amended herein.

Architect/Owner's Rep.	Contractor/Seller/Lessor	Owner/Buyer/Lessee
	Vanguard Modular Building Systems, LLC.	City of Neptune Beach
Address:	Address: 1185 Wilburn Rd. Conley GA 30288	Address: 2004 Forest Ave. Neptune Beach FL 32266
By:	By:	By:
Name/Title:	Name/Title: Ken Weaver - BOM	Name/Title: Stefan Wynn, City Manager
Date:	Date: 3/25/2021	Date: 3/25/2021

Updated 10-22-08



INVOICE

P/244013
P/16BEACHES | ENERGY
SERVICESCITY OF JACKSONVILLE BEACH
P O BOX 51389
JACKSONVILLE BEACH, FL 32240-1389

(904) 247-6131

TO: CITY OF NEPTUNE BEACH
ATTN: JIM FRENCH PE
2010 FOREST AVENUE
NEPTUNE BEACH, FL 32266-6140INVOICE NO: 9139
DATE: 3/16/21

CUSTOMER NO: 1774/1774

TYPE: ER - ELECTRIC RECEIVABLES 410

QUANTITY	DESCRIPTION	UNIT PRICE	EXTENDED PRICE
1.00	ELEC-PRI & SUBD NON TAX MATERIALS - NON TAXABLE PRIMARY FEE FOR THE INSTALLATION OF UNDERGROUND FACILITIES AT SENIOR CITIZENS MODULAR BUILDING 2004 FOREST AVENUE NEPTUNE BEACH / DUVAL	3,227.55	3,227.55

APPROVED

ACCT.# 300-1110-569-60-65 DATE 3-24-2021

DEPT. HEAD

FINANCE DIR.

CITY MANAGER

TOTAL DUE: \$3,227.55

- Senior Center Modular Building

PLEASE DETACH AND SEND THIS COPY WITH REMITTANCE

DATE: 3/16/21 DUE DATE: 3/31/21
CUSTOMER NO: 1774/1774NAME: CITY OF NEPTUNE BEACH
TYPE: ER - ELECTRIC RECEIVABLES 410REMIT AND MAKE CHECK PAYABLE TO:
CITY OF JACKSONVILLE BEACH
P O BOX 51389
JACKSONVILLE BEACH FL 32240-1389INVOICE NO: 9139
TERMS: NET 15 DAYS

AMOUNT: \$3,227.55

NOTICE OF REQUEST FOR QUALIFICATIONS

CITY OF NEPTUNE BEACH

Duval County, Florida

Senior Activity Center Exterior and Landscaping Design

NOTICE IS HEREBY GIVEN that the City of Neptune Beach, Florida (City), seeks Professional Engineering Services to prepare Exterior Design and Landscaping for a new Senior Activity Center located at: 2004 Forest Ave. Neptune Beach, Fl. 32266. The City is seeking professional services related to design and assist with obtaining any necessary permitting for the construction of: a front porch, ADA considerations for ingress/egress, parking lot, storm water, landscaping; permitting with SJRWMD, and other relevant agencies. The new Senior Activity Center is a modular building system located within a residential neighborhood and abuts the City's Public Works Yard (including a wastewater treatment facility).

Current Estimated Fee: \$20,000.

An individual or entity ("Firm") responding to this RFQ must provide evidence of required licenses, certificates, or registrations with its submission or within 10 days thereof in order to be considered. The City shall own all ideas, documents, plans and materials developed as a result of this solicitation and Firm is informed of the same shall be subject to reuse in accordance with Section 287.055(10), Florida Statutes.

Firm (i) confirms it has read and is familiar with Section 119.07(3), Florida Statutes regarding certain building plans, blueprints, schematic drawings, which depict the internal layout and structural elements of a building, facility, or other structure owned or operated by the City or other agency that are per said section exempt from Section 119.07(1), Florida Statutes, and Section 24(a), Art. I of the Florida Constitution ("Exempt Plans"); and

(ii) agrees Firm shall remain in compliance with same, including maintaining the exempt status of such Exempt Plans for so long as they are held by Firm or otherwise in possession. The City may cancel, withdraw, or modify this RFQ at any time and reserves the right to reject any or all responses and to waive irregularities, formalities, and informalities as it determines in the City's best interest.

Responses will be accepted from Firms desiring to provide these services to the City by a single electronic file submission in searchable PDF format, smaller than 5MB, that includes the attached RFQ Transmittal Memorandum completed as appropriate, a Letter of Interest addressed to: Stefen A.B. Wynn, M.P.A., City Manager, and referring to this RFQ by number, together with a Statement of Qualifications and any supplemental material allowing evaluation for further consideration (short-listing) based upon the following criteria/point system: Successful completion of projects of comparable scope and complexity (40), Experience Designing tasteful landscaping elements for a Municipal Buildings (20), Form SF330 (10), Workload and Availability (10), Past Performance/references from Similar Municipalities (20).

The PDF file must be emailed to: CM@nbfl.us; and clerk@nbfl.us **BEFORE 4PM, April XX, 2021**. As a courtesy, the City will endeavor to provide an email acknowledgement usually sent within a few days after submission receipt (submissions received on the day of the deadline may not be acknowledged before the deadline or at all). It is the Firm's responsibility to confirm submission (PDF file) has been received.

Any questions prior to bid opening shall be directed, in writing, via email to Stefen Wynn, at CM@nbfl.us

The modular building is onsite, and the main structure is nearing final completion. Even though the building is situated at: 2004 Forest Avenue, there are many items that need to be completed.

To ensure that the Senior Activity Center Building complies with all relevant sections of the City's Code ,including appropriate buffering as required per the City's Code, and to ensure that the final product complies with ADA guidelines and the requirements of the SJRWMD for storm water treatment from the parking lot.

Items to be included for Design:

- **Design (Architectural and Engineering) for Improvements:**
 - Porch
 - Parking Lot
 - Storm Water
 - Landscaping
 - HVAC moving or screening
 - Buffering Requirements as required by Code
- **Permitting with SJRWMD**
 - Permitting with other relevant agencies as needed
- **Construction of:**
 - Porch
 - Landscaping/buffering/screening/curbing
 - Electrical
 - Fine Grading
 - Ingress/Egress and ADA considerations (sidewalks from each ramp)
 - Parking Lot Space Requirements (14 spaces and 1 van accessible space for a total of 15 required spaces)

Proposed Timeline to Completion:

- **April 7, 2021** – CONB BID NO. 2021-02 Senior Center Finish Design-Build published
- **April 28, 2021** – CONB Bid NO. 2021-02 deadline at 2PM
- **May 3, 2021** – Recommendation for Council Consideration on Design-Build Firm

ARCHITECT-ENGINEER QUALIFICATIONS

OMB Control Number: 9000-0157
Expiration Date: 2/29/2024

Paperwork Reduction Act Statement - This information collection meets the requirements of 44 USC § 3507, as amended by section 2 of the Paperwork Reduction Act of 1995. You do not need to answer these questions unless we display a valid Office of Management and Budget (OMB) control number. The OMB control number for this collection is 9000-0157. We estimate that it will take 29 hours (25 hours for part 1 and 4 hours for Part 2) to read the instructions, gather the facts, and answer the questions. Send only comments relating to our time estimate, including suggestions for reducing this burden, or any other aspects of this collection of information to: U.S. General Services Administration, Regulatory Secretariat Division (M1V1CB), 1800 F Street, NW, Washington, DC 20405.

PURPOSE

Federal agencies use this form to obtain information from architect-engineer (A-E) firms about their professional qualifications. Federal agencies select firms for A-E contracts on the basis of professional qualifications as required by 40 U.S.C. chapter 11, Selection of Architects Engineers, and Part 36 of the Federal Acquisition Regulation (FAR).

The Selection of Architects and Engineers statute requires the public announcement of requirements for A-E services (with some exceptions provided by other statutes), and the selection of at least three of the most highly qualified firms based on demonstrated competence and professional qualifications according to specific criteria published in the announcement. The Act then requires the negotiation of a contract at a fair and reasonable price starting first with the most highly qualified firm.

The information used to evaluate firms is from this form and other sources, including performance evaluations, any additional data requested by the agency, and interviews with the most highly qualified firms and their references.

GENERAL INSTRUCTIONS

Part I presents the qualifications for a specific contract.

Part II presents the general qualifications of a firm or a specific branch office of a firm. Part II has two uses:

1. An A-E firm may submit Part II to the appropriate central, regional or local office of each Federal agency to be kept on file. A public announcement is not required for certain contracts, and agencies may use Part II as a basis for selecting at least three of the most highly qualified firms for discussions prior to requesting submission of Part I. Firms are encouraged to update Part II on file with agency offices, as appropriate, according to FAR Part 36. If a firm has branch offices, submit a separate Part II for each branch office seeking work.

2. Prepare a separate Part II for each firm that will be part of the team proposed for a specific contract and submitted with Part I. If a firm has branch offices, submit a separate Part II for each branch office that has a key role on the team.

INDIVIDUAL AGENCY INSTRUCTIONS

Individual agencies may supplement these instructions. For example, they may limit the number of projects or number of pages submitted in Part I in response to a public announcement for a particular project. Carefully comply with any agency instructions when preparing and submitting this form. Be as concise as possible and provide only the information requested by the agency.

DEFINITIONS

Architect-Engineer Services: Defined in FAR 2.101.

Branch Office: A geographically distinct place of business or subsidiary office of a firm that has a key role on the team.

Discipline: Primary technical capabilities of key personnel, as evidenced by academic degree, professional registration, certification, and/or extensive experience.

Firm: Defined in FAR 36.102.

Key Personnel: Individuals who will have major contract responsibilities and/or provide unusual or unique expertise.

SPECIFIC INSTRUCTIONS

Part I - Contract-Specific Qualifications

Section A. Contract Information.

1. Title and Location. Enter the title and location of the contract for which this form is being submitted, exactly as shown in the public announcement or agency request.

2. Public Notice Date. Enter the posted date of the agency's notice on the Federal Business Opportunity website (FedBizOpps), other form of public announcement or agency request for this contract.

3. Solicitation or Project Number. Enter the agency's solicitation number and/or project number, if applicable, exactly as shown in the public announcement or agency request for this contract.

Section B. Architect-Engineer Point of Contact.

4-8. Name, Title, Name of Firm, Telephone Number, Fax (Facsimile) Number and E-mail (Electronic Mail) Address. Provide information for a representative of the prime contractor or joint venture that the agency can contact for additional information.

Section C. Proposed Team.

9-11. Firm Name, Address, and Role in This Contract.

Provide the contractual relationship, name, full mailing address, and a brief description of the role of each firm that will be involved in performance of this contract. List the prime contractor or joint venture partners first. If a firm has branch offices, indicate each individual branch office that will have a key role on the team. The named subcontractors and outside associates or consultants must be used, and any change must be approved by the contracting officer. (See FAR Part 52 Clause "Subcontractors and Outside Associates and Consultants (Architect-Engineer Services)"). Attach an additional sheet in the same format as Section C if needed.

Section D. Organizational Chart of Proposed Team.

As an attachment after Section C, present an organizational chart of the proposed team showing the names and roles of all key personnel listed in Section E and the firm they are associated with as listed in Section C.

Section E. Resumes of Key Personnel Proposed for this Contract.

Complete this section for each key person who will participate in this contract. Group by firm, with personnel of the prime contractor or joint venture partner firms first. The following blocks must be completed for each resume:

12. Name. Self-explanatory.

13. Role in this contract. Self-explanatory.

14. Years Experience. Total years of relevant experience (block 14a), and years of relevant experience with current firm, but not necessarily the same branch office (block 14b).

15. Firm Name and Location. Name, city and state of the firm where the person currently works, which must correspond with one of the firms (or branch office of a firm, if appropriate) listed in Section C.

16. Education. Provide information on the highest relevant academic degree(s) received. Indicate the area(s) of specialization for each degree.

17. Current Professional Registration. Provide information on current relevant professional registration(s) in a State or possession of the United States, Puerto Rico, or the District of Columbia according to FAR Part 36.

18. Other Professional Qualifications. Provide information on any other professional qualifications relating to this contract, such as education, professional registration, publications, organizational memberships, certifications, training, awards, and foreign language capabilities.

19. Relevant Projects. Provide information on up to five projects in which the person had a significant role that demonstrates the person's capability relevant to her/his proposed role in this contract. These projects do not necessarily have to be any of the projects presented in Section F for the project team if the person was not involved in any of those projects or the person worked on other projects that were more relevant than the team projects in Section F. Use the check box provided to indicate if the project was performed with any office of the current firm. If any of the professional services or construction projects are not complete, leave Year Completed blank and indicate the status in Brief Description and Specific Role (block (3)).

Section F. Example Projects Which Best Illustrate Proposed Team's Qualifications for this Contract.

Select projects where multiple team members worked together, if possible, that demonstrate the team's capability to perform work similar to that required for this contract. Complete one Section F for each project. Present ten projects, unless otherwise specified by the agency. Complete the following blocks for each project:

20. Example Project Key Number. Start with "1" for the first project and number consecutively.

21. Title and Location. Title and location of project or contract. For an indefinite delivery contract, the location is the geographic scope of the contract.

22. Year Completed. Enter the year completed of the professional services (such as planning, engineering study, design, or surveying), and/or the year completed of construction, if applicable. If any of the professional services or the construction projects are not complete, leave Year Completed blank and indicate the status in Brief Description of Project and Relevance to this Contract (block 24).

23a. Project Owner. Project owner or user, such as a government agency or installation, an institution, a corporation or private individual.

23b. Point of Contact Name. Provide name of a person associated with the project owner or the organization which contracted for the professional services, who is very familiar with the project and the firm's (or firms') performance.

23c. Point of Contact Telephone Number. Self-explanatory.

24. Brief Description of Project and Relevance to this Contract. Indicate scope, size, cost, principal elements and special features of the project. Discuss the relevance of the example project to this contract. Enter any other information requested by the agency for each example project.

25. Firms from Section C Involved with this Project. Indicate which firms (or branch offices, if appropriate) on the project team were involved in the example project, and their roles. List in the same order as Section C.

Section G. Key Personnel Participation in Example Projects.

This matrix is intended to graphically depict which key personnel identified in Section E worked on the example projects listed in Section F. Complete the following blocks (see example below).

26. and 27. Names of Key Personnel and Role in this Contract. List the names of the key personnel and their proposed roles in this contract in the same order as they appear in Section E.

28. Example Projects Listed in Section F. In the column under each project key number (see block 29) and for each key person, place an "X" under the project key number for participation in the same or similar role.

29. Example Projects Key. List the key numbers and titles of the example projects in the same order as they appear in Section F.

Section H. Additional Information.

30. Use this section to provide additional information specifically requested by the agency or to address selection criteria that are not covered by the information provided in Sections A-G.

Section I. Authorized Representative.

31. and 32. Signature of Authorized Representative and Date. An authorized representative of a joint venture or the prime contractor must sign and date the completed form. Signing attests that the information provided is current and factual, and that all firms on the proposed team agree to work on the project. Joint ventures selected for negotiations must make available a statement of participation by a principal of each member of the joint venture.

33. Name and Title. Self-explanatory.

SAMPLE ENTRIES FOR SECTION G (MATRIX)

26. NAMES OF KEY PERSONNEL (From Section E, Block 12)	27. ROLE IN THIS CONTRACT (From Section E, Block 13)	28. EXAMPLE PROJECTS LISTED IN SECTION F (Fill in "Example Projects Key" section below first, before completing table. Place "X" under project key number for participation in same or similar role.)									
		1	2	3	4	5	6	7	8	9	10
Jane A. Smith	Chief Architect	X		X							
Joseph B. Williams	Chief Mechanical Engineer	X	X	X	X						
Tara C. Donovan	Chief Electrical Engineer	X	X		X						

29. EXAMPLE PROJECTS KEY

NUMBER	TITLE OF EXAMPLE PROJECT (From Section F)	NUMBER	TITLE OF EXAMPLE PROJECT (From Section F)
1	Federal Courthouse, Denver, CO	6	XYZ Corporation Headquarters, Boston, MA
2	Justin J. Wilson Federal Building, Baton Rouge, LA	7	Founder's Museum, Newport, RI

Part II - General Qualifications

See the **"General Instructions"** on page 1 for firms with branch offices. Prepare Part II for the specific branch office seeking work if the firm has branch offices.

1. **Solicitation Number.** If Part II is submitted for a specific contract, insert the agency's solicitation number and/or project number, if applicable, exactly as shown in the public announcement or agency request.

2a-2e. **Firm (or Branch Office) Name and Address.** Self-explanatory.

3. **Year Established.** Enter the year the firm (or branch office, if appropriate) was established under the current name.

4. **Unique Entity Identifier.** Insert the unique entity identifier issued by the entity designated at SAM. See FAR part 4.6.

5. **Ownership.**

a. **Type.** Enter the type of ownership or legal structure of the firm (sole proprietor, partnership, corporation, joint venture, etc.).

b. **Small Business Status.** Refer to the North American Industry Classification System (NAICS) code in the public announcement, and indicate if the firm is a small business according to the current size standard for that NAICS code (for example, Engineering Services (part of NAICS 541330), Architectural Services (NAICS 541310), Surveying and Mapping Services (NAICS 541370)). The small business categories and the internet website for the NAICS codes appear in FAR part 19. Contact the requesting agency for any questions. Contact your local U.S. Small Business Administration office for any questions regarding Business Status.

6a-6c. **Point of Contact.** Provide this information for a representative of the firm that the agency can contact for additional information. The representative must be empowered to speak on contractual and policy matters.

7. **Name of Firm.** Enter the name of the firm if Part II is prepared for a branch office.

8a-8c. **Former Firm Names.** Indicate any other previous names for the firm (or branch office) during the last six years. Insert the year that this corporate name change was effective and the associated unique entity identifier. This information is used to review past performance on Federal contracts.

9. **Employees by Discipline.** Use the relevant disciplines and associated function codes shown at the end of these instructions and list in the same numerical order. After the listed disciplines, write in any additional disciplines and leave the function code blank. List no more than 20 disciplines. Group remaining employees under "Other Employees" in column b. Each person can be counted only once according to his/her primary function. If Part II is prepared for a firm (including all branch offices), enter the number of employees by disciplines in column c(1). If Part II is prepared for a branch office, enter the number of employees by discipline in column c(2) and for the firm in column c(1).

10. **Profile of Firm's Experience and Annual Average Revenue for Last 5 Years.** Complete this block for the firm or branch office for which this Part II is prepared. Enter the experience categories which most accurately reflect the firm's technical capabilities and project experience. Use the relevant experience categories and associated profile codes shown at the end of these instructions, and list in the same numerical order. After the listed experience categories, write in any unlisted relevant project experience categories and leave the profile codes blank. For each type of experience, enter the appropriate revenue index number to reflect the professional services revenues received annually (averaged over the last 5 years) by the firm or branch office for performing that type of work. A particular project may be identified with one experience category or it may be broken into components, as best reflects the capabilities and types of work performed by the firm. However, do not double count the revenues received on a particular project.

11. **Annual Average Professional Services Revenues of Firm for Last 3 Years.** Complete this block for the firm or branch office for which this Part II is prepared. Enter the appropriate revenue index numbers to reflect the professional services revenues received annually (averaged over the last 3 years) by the firm or branch office. Indicate Federal work (performed directly for the Federal Government, either as the prime contractor or subcontractor), non-Federal work (all other domestic and foreign work, including Federally-assisted projects), and the total. If the firm has been in existence for less than 3 years, see the definition for "Annual Receipts" under FAR 19.101.

12. **Authorized Representative.** An authorized representative of the firm or branch office must sign and date the completed form. Signing attests that the information provided is current and factual. Provide the name and title of the authorized representative who signed the form.

List of Disciplines (*Function Codes*)

Code	Description	Code	Description
01	Acoustical Engineer	32	Hydraulic Engineer
02	Administrative	33	Hydrographic Surveyor
03	Aerial Photographer	34	Hydrologist
04	Aeronautical Engineer	35	Industrial Engineer
05	Archeologist	36	Industrial Hygienist
06	Architect	37	Interior Designer
07	Biologist	38	Land Surveyor
08	CADD Technician	39	Landscape Architect
09	Cartographer	40	Materials Engineer
10	Chemical Engineer	41	Materials Handling Engineer
11	Chemist	42	Mechanical Engineer
12	Civil Engineer	43	Mining Engineer
13	Communications Engineer	44	Oceanographer
14	Computer Programmer	45	Photo Interpreter
15	Construction Inspector	46	Photogrammetrist
16	Construction Manager	47	Planner: Urban/Regional
17	Corrosion Engineer	48	Project Manager
18	Cost Engineer/Estimator	49	Remote Sensing Specialist
19	Ecologist	50	Risk Assessor
20	Economist	51	Safety/Occupational Health Engineer
21	Electrical Engineer	52	Sanitary Engineer
22	Electronics Engineer	53	Scheduler
23	Environmental Engineer	54	Security Specialist
24	Environmental Scientist	55	Soils Engineer
25	Fire Protection Engineer	56	Specifications Writer
26	Forensic Engineer	57	Structural Engineer
27	Foundation/Geotechnical Engineer	58	Technician/Analyst
28	Geodetic Surveyor	59	Toxicologist
29	Geographic Information System Specialist	60	Transportation Engineer
30	Geologist	61	Value Engineer
31	Health Facility Planner	62	Water Resources Engineer

List of Experience Categories (*Profile Codes*)

Code	Description	Code	Description
A01	Acoustics, Noise Abatement	E01	Ecological & Archeological Investigations
A02	Aerial Photography; Airborne Data and Imagery Collection and Analysis	E02	Educational Facilities; Classrooms
A03	Agricultural Development; Grain Storage; Farm Mechanization	E03	Electrical Studies and Design
A04	Air Pollution Control	E04	Electronics
A05	Airports; Nav aids; Airport Lighting; Aircraft Fueling	E05	Elevators; Escalators; People-Movers
A06	Airports; Terminals and Hangars; Freight Handling	E06	Embassies and Chanceries
A07	Arctic Facilities	E07	Energy Conservation; New Energy Sources
A08	Animal Facilities	E08	Engineering Economics
A09	Anti-Terrorism/Force Protection	E09	Environmental Impact Studies, Assessments or Statements
A10	Asbestos Abatement	E10	Environmental and Natural Resource Mapping
A11	Auditoriums & Theaters	E11	Environmental Planning
A12	Automation; Controls; Instrumentation	E12	Environmental Remediation
		E13	Environmental Testing and Analysis
B01	Barracks; Dormitories		
B02	Bridges	F01	Fallout Shelters; Blast-Resistant Design
		F02	Field Houses; Gyms; Stadiums
C01	Cartography	F03	Fire Protection
C02	Cemeteries (<i>Planning & Relocation</i>)	F04	Fisheries; Fish ladders
C03	Charting: Nautical and Aeronautical	F05	Forensic Engineering
C04	Chemical Processing & Storage	F06	Forestry & Forest products
C05	Child Care/Development Facilities		
C06	Churches; Chapels	G01	Garages; Vehicle Maintenance Facilities; Parking Decks
C07	Coastal Engineering	G02	Gas Systems (Propane; Natural, Etc.)
C08	Codes; Standards; Ordinances	G03	Geodetic Surveying: Ground and Air-borne
C09	Cold Storage; Refrigeration and Fast Freeze	G04	Geographic Information System Services: Development, Analysis, and Data Collection
C10	Commercial Building (<i>low rise</i>) ; Shopping Centers		
C11	Community Facilities	G05	Geospatial Data Conversion: Scanning, Digitizing, Compilation, Attributing, Scribing, Drafting
C12	Communications Systems; TV; Microwave		
C13	Computer Facilities; Computer Service	G06	Graphic Design
C14	Conservation and Resource Management		
C15	Construction Management	H01	Harbors; Jetties; Piers, Ship Terminal Facilities
C16	Construction Surveying	H02	Hazardous Materials Handling and Storage
C17	Corrosion Control; Cathodic Protection; Electrolysis	H03	Hazardous, Toxic, Radioactive Waste Remediation
C18	Cost Estimating; Cost Engineering and Analysis; Parametric Costing; Forecasting	H04	Heating; Ventilating; Air Conditioning
C19	Cryogenic Facilities	H05	Health Systems Planning
		H06	Highrise; Air-Rights-Type Buildings
D01	Dams (<i>Concrete; Arch</i>)	H07	Highways; Streets; Airfield Paving; Parking Lots
D02	Dams (<i>Earth; Rock</i>); Dikes; Levees		
D03	Desalinization (<i>Process & Facilities</i>)	H08	Historical Preservation
D04	Design-Build - Preparation of Requests for Proposals	H09	Hospital & Medical Facilities
D05	Digital Elevation and Terrain Model Development	H10	Hotels; Motels
D06	Digital Orthophotography	H11	Housing (<i>Residential, Multi-Family; Apartments; Condominiums</i>)
D07	Dining Halls; Clubs; Restaurants		
D08	Dredging Studies and Design	H12	Hydraulics & Pneumatics
		H13	Hydrographic Surveying

List of Experience Categories (*Profile Codes continued*)

Code	Description	Code	Description
I01	Industrial Buildings; Manufacturing Plants	P09	Product, Machine Equipment Design
I02	Industrial Processes; Quality Control	P10	Pneumatic Structures, Air-Support Buildings
I03	Industrial Waste Treatment	P11	Postal Facilities
I04	Intelligent Transportation Systems	P12	Power Generation, Transmission, Distribution
I05	Interior Design; Space Planning	P13	Public Safety Facilities
I06	Irrigation; Drainage		
J01	Judicial and Courtroom Facilities	R01	Radar; Sonar; Radio & Radar Telescopes
L01	Laboratories; Medical Research Facilities	R02	Radio Frequency Systems & Shieldings
L02	Land Surveying	R03	Railroad; Rapid Transit
L03	Landscape Architecture	R04	Recreation Facilities (Parks, Marinas, Etc.)
L04	Libraries; Museums; Galleries	R05	Refrigeration Plants/Systems
L05	Lighting (Interior; Display; Theater, Etc.)	R06	Rehabilitation (Buildings; Structures; Facilities)
L06	Lighting (Exteriors; Streets; Memorials; Athletic Fields, Etc.)	R07	Remote Sensing
		R08	Research Facilities
M01	Mapping Location/Addressing Systems	R09	Resources Recovery; Recycling
M02	Materials Handling Systems; Conveyors; Sorters	R10	Risk Analysis
M03	Metallurgy	R11	Rivers; Canals; Waterways; Flood Control
M04	Microclimatology; Tropical Engineering	R12	Roofing
M05	Military Design Standards	S01	Safety Engineering; Accident Studies; OSHA Studies
M06	Mining & Mineralogy	S02	Security Systems; Intruder & Smoke Detection
M07	Missile Facilities (Silos; Fuels; Transport)	S03	Seismic Designs & Studies
M08	Modular Systems Design; Pre-Fabricated Structures or Components	S04	Sewage Collection, Treatment and Disposal
		S05	Soils & Geologic Studies; Foundations
N01	Naval Architecture; Off-Shore Platforms	S06	Solar Energy Utilization
N02	Navigation Structures; Locks	S07	Solid Wastes; Incineration; Landfill
N03	Nuclear Facilities; Nuclear Shielding	S08	Special Environments; Clean Rooms, Etc.
O01	Office Buildings; Industrial Parks	S09	Structural Design; Special Structures
O02	Oceanographic Engineering	S10	Surveying; Platting; Mapping; Flood Plain Studies
O03	Ordnance; Munitions; Special Weapons	S11	Sustainable Design
		S12	Swimming Pools
P01	Petroleum Exploration; Refining	S13	Storm Water Handling & Facilities
P02	Petroleum and Fuel (Storage and Distribution)		
P03	Photogrammetry	T01	Telephone Systems (<i>Rural; Mobile; Intercom, Etc.</i>)
P04	Pipelines (Cross-Country - Liquid & Gas)	T02	Testing & Inspection Services
P05	Planning (Community, Regional, Areawide and State)	T03	Traffic & Transportation Engineering
P06	Planning (Site, Installation, and Project)	T04	Topographic Surveying and Mapping
P07	Plumbing & Piping Design	T05	Towers (<i>Self-Supporting & Guyed Systems</i>)
P08	Prisons & Correctional Facilities	T06	Tunnels & Subways

List of Experience Categories (*Profile Codes continued*)

Code	Description
U01	Unexploded Ordnance Remediation
U02	Urban Renewals; Community Development
U03	Utilities (Gas and Steam)
V01	Value Analysis; Life-Cycle Costing
W01	Warehouses & Depots
W02	Water Resources; Hydrology; Ground Water
W03	Water Supply; Treatment and Distribution
W04	Wind Tunnels; Research/Testing Facilities Design
Z01	Zoning; Land Use Studies

ARCHITECT-ENGINEER QUALIFICATIONS

PART I - CONTRACT-SPECIFIC QUALIFICATIONS

A. CONTRACT INFORMATION

1. TITLE AND LOCATION (City and State)

2. PUBLIC NOTICE DATE

3. SOLICITATION OR PROJECT NUMBER

B. ARCHITECT-ENGINEER POINT OF CONTACT

4. NAME AND TITLE

5. NAME OF FIRM

6. TELEPHONE NUMBER

7. FAX NUMBER

8. E-MAIL ADDRESS

C. PROPOSED TEAM

(Complete this section for the prime contractor and all key subcontractors.)

	(Check)				9. FIRM NAME	10. ADDRESS	11. ROLE IN THIS CONTRACT
	PRIME	J-V	PARTNER	SUBCON-TRACTOR			
a.					<input type="checkbox"/> CHECK IF BRANCH OFFICE		
b.					<input type="checkbox"/> CHECK IF BRANCH OFFICE		
c.					<input type="checkbox"/> CHECK IF BRANCH OFFICE		
d.					<input type="checkbox"/> CHECK IF BRANCH OFFICE		
e.					<input type="checkbox"/> CHECK IF BRANCH OFFICE		
f.					<input type="checkbox"/> CHECK IF BRANCH OFFICE		

D. ORGANIZATIONAL CHART OF PROPOSED TEAM

☐ (Attached)

E. RESUMES OF KEY PERSONNEL PROPOSED FOR THIS CONTRACT*(Complete one Section E for each key person.)*

12. NAME	13. ROLE IN THIS CONTRACT	14. YEARS EXPERIENCE	
		a. TOTAL	b. WITH CURRENT FIRM
15. FIRM NAME AND LOCATION <i>(City and State)</i>			
16. EDUCATION <i>(Degree and Specialization)</i>		17. CURRENT PROFESSIONAL REGISTRATION <i>(State and Discipline)</i>	
18. OTHER PROFESSIONAL QUALIFICATIONS <i>(Publications, Organizations, Training, Awards, etc.)</i>			

19. RELEVANT PROJECTS

a.	(1) TITLE AND LOCATION <i>(City and State)</i>	(2) YEAR COMPLETED	
		PROFESSIONAL SERVICES	CONSTRUCTION <i>(If applicable)</i>
(3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE		<input type="checkbox"/> Check if project performed with current firm	
b.	(1) TITLE AND LOCATION <i>(City and State)</i>	(2) YEAR COMPLETED	
		PROFESSIONAL SERVICES	CONSTRUCTION <i>(If applicable)</i>
(3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE		<input type="checkbox"/> Check if project performed with current firm	
c.	(1) TITLE AND LOCATION <i>(City and State)</i>	(2) YEAR COMPLETED	
		PROFESSIONAL SERVICES	CONSTRUCTION <i>(If applicable)</i>
(3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE		<input type="checkbox"/> Check if project performed with current firm	
d.	(1) TITLE AND LOCATION <i>(City and State)</i>	(2) YEAR COMPLETED	
		PROFESSIONAL SERVICES	CONSTRUCTION <i>(If applicable)</i>
(3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE		<input type="checkbox"/> Check if project performed with current firm	
e.	(1) TITLE AND LOCATION <i>(City and State)</i>	(2) YEAR COMPLETED	
		PROFESSIONAL SERVICES	CONSTRUCTION <i>(If applicable)</i>
(3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE		<input type="checkbox"/> Check if project performed with current firm	

F. EXAMPLE PROJECTS WHICH BEST ILLUSTRATE PROPOSED TEAM'S QUALIFICATIONS FOR THIS CONTRACT <i>(Present as many projects as requested by the agency, or 10 projects, if not specified. Complete one Section F for each project.)</i>		20. EXAMPLE PROJECT KEY NUMBER
21. TITLE AND LOCATION <i>(City and State)</i>	22. YEAR COMPLETED	
	PROFESSIONAL SERVICES	CONSTRUCTION <i>(If applicable)</i>
23. PROJECT OWNER'S INFORMATION		
a. PROJECT OWNER	b. POINT OF CONTACT NAME	c. POINT OF CONTACT TELEPHONE NUMBER
24. BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT <i>(Include scope, size, and cost)</i>		

25. FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT			
a.	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE
b.	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE
c.	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE
d.	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE
e.	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE
f.	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE

[illegible]

NUMBER	TITLE OF EXAMPLE PROJECT (From Section F)	NUMBER	TITLE OF EXAMPLE PROJECT (From Section F)
1		6	
2		7	
3		8	
4		9	
5		10	

H. ADDITIONAL INFORMATION

30. PROVIDE ANY ADDITIONAL INFORMATION REQUESTED BY THE AGENCY. ATTACH ADDITIONAL SHEETS AS NEEDED.

DRAFT

I. AUTHORIZED REPRESENTATIVE

The foregoing is a statement of facts.

31. SIGNATURE

32. DATE

33. NAME AND TITLE

[illegible]

City of Neptune Beach



Stefen Wynn, M.P.A.
City Manager

Mayor's Office
City Hall at St. James Building
117 W. Duval St. Suite 400
Jacksonville, FL. 32202

March 31, 2021

RE: Request for Inclusion – *LOGT Improvement Projects, County Drainage Culverts within the CONB*

Dear Mayor Curry,

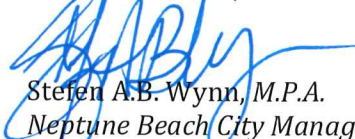
Over the past year, the cities in Duval County have become closer than ever before, collaborating messaging and policies while protecting our residents and ensuring that their basic needs are met. The City of Neptune Beach appreciates your leadership throughout the pandemic, and we look forward to further collaboration between our cities. We hope to continue building on the open communication between us that we have enjoyed over the last year, and the City of Neptune Beach respectfully request that the City of Jacksonville include two additional projects within the *LOGT Proposed Projects*.

Both projects are directly related to stormwater drainage collected in Atlantic Beach and routed South through Hopkins Creek in Neptune Beach. The first drainage culvert is located on North Florida Boulevard, a Duval County (COJ) Street, and crosses Hopkins Creek. The second drainage culvert is located on Forest Avenue, located directly South of the Florida Boulevard culvert, also crossing Hopkins Creek.

Attachment A will clarify that the Master Stormwater Management Plan for the City of Jacksonville includes Hopkins Creek, and includes a map to better see our requests. Major improvements within the collections systems of Atlantic Beach have greatly increased the volume of water handled through the culverts in Neptune Beach. The culverts in Neptune Beach at the Hopkins Creek crossings are too small and need to be resized to accommodate the larger volume of water that is now being handled from improvements to our North.

Residents in Neptune Beach living along Hopkins Creek report that the water level during normal rain events in the past year have crept closer to their homes than even two and three years ago. Based on estimates completed for the Florida Boulevard South Culvert for design, construction and CEI, both projects can expect to each cost: \$1,564,408 for a total of: \$3,128,816.

In Public Service,


Stefen A.B. Wynn, M.P.A.
Neptune Beach City Manager
116 First Street
Neptune Beach, Fl. 32266
cm@nbfl.us

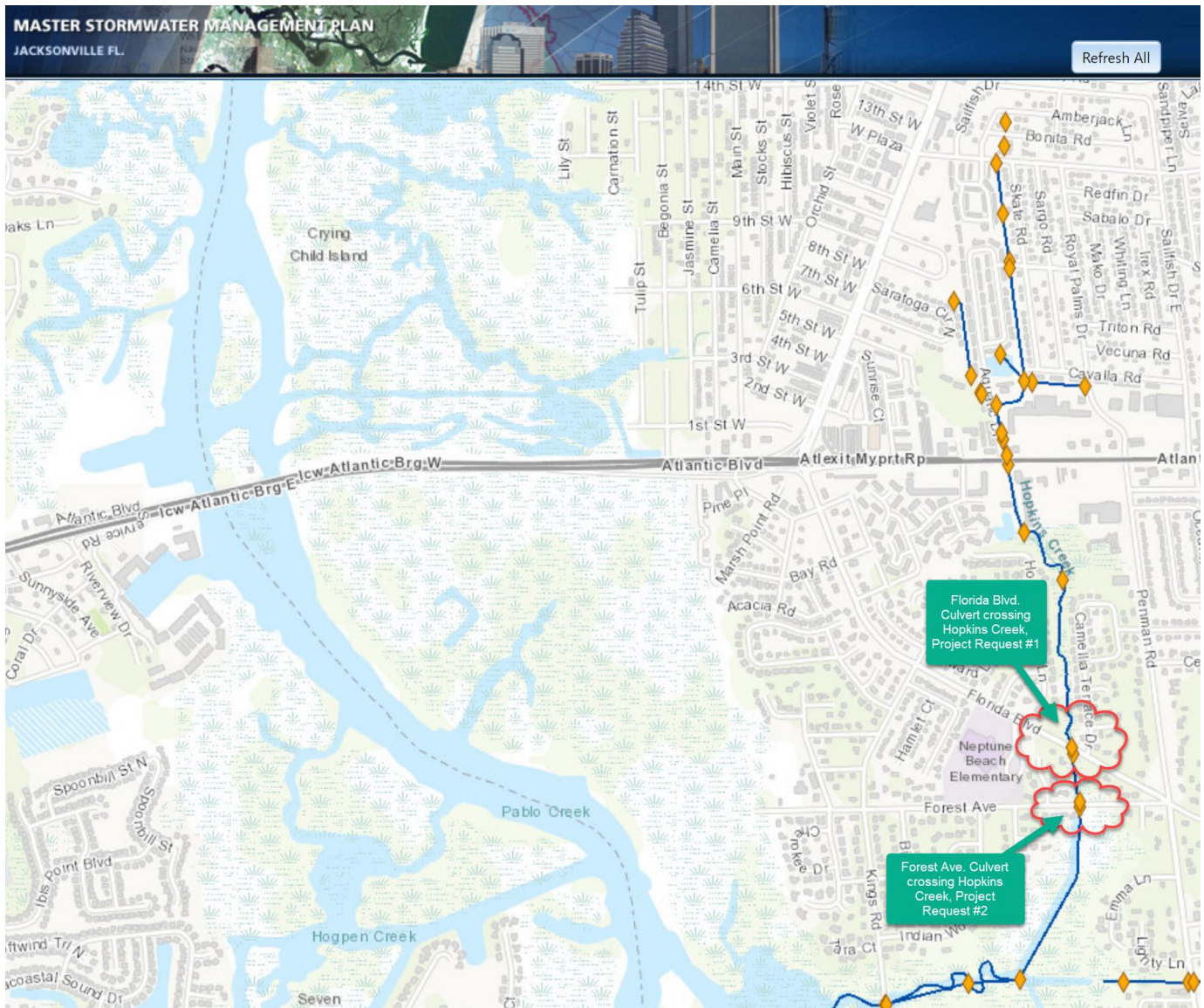
116 First Street • Neptune Beach, Florida 32266-6140
(904) 270-2400 x 31 • FAX (904) 270-2526



Attachment A

CONB Project Inclusion Request for LOGT Improvement Plan

Cost Estimate & Location Map





Culvert Cost Estimates					
Description of Work	Quantity	Unit	Unit Price	Subtotal	Total
Design Engineering	2	ea	\$ 123,813.00	\$ 247,626.00	
Maintenance of Traffic	2	ea	\$ 65,281.00	\$ 130,562.00	
Construction	2	ea	\$ 1,227,959.00	\$ 2,455,918.00	
CEI 12% of Construction	2	ea	\$ 147,355.08	\$ 294,710.16	
					\$3,128,816.16



Development Agreement – 540-580 Atlantic Blvd.

City Manager Coordination Meeting #2

April 5, 2021 – 2:00 pm

Scheduled Participants

City of Neptune Beach, FL Scheduled Participants

Mr. Stefen Wynn, City Manager
Ms. Kristina Wright, Community Development Director
Ms. Piper Turner, Code Compliance Supervisor
Mr. Jim French, Director of Public Works

Property Owner, Scheduled Participants

Mr. Andrew Greene, Vice President, TLM Realty Corp.
Mr. Noah Marks, Associate, ELM
Mr. Michael Schiebe, Landscape Architect, ELM
Mr. Wade P. Olszewski, Sr. Vice President/Associate, CPH Corp.

Meeting Agenda

1. General Plans Update - Neptune Plaza Design Development Set Available for Review (Large File - Dropbox Link Below)
https://www.dropbox.com/s/tff4henfd24vg8k/20-23_Neptune%20Plaza%20West_COMBINED_Design%20Development_04.02.2021.pdf?dl=0
2. Response to City Questions on Rooftop Units
 - a. Existing Acoustical Screening to Remain – See Publix A-5 Roof Plan (attached)
3. Rear Site Design Modifications
 - a. Truck Circulation
 - b. Publix Generator Locations
4. Site Furnishings
 - a. Status of Neptune Plaza Site Furnishings
 - b. Special Exception Application for Publix
5. Other Items
 - a. Developer has Deposited Escrow with City Attorney (Ansbacher)
 - b. Development Agreement Executed, Recording Scheduled for 4/5
 - c. Atlantic Blvd. Bus Stop (Follow Up from 3/1 Meeting)
6. Next Steps
 - a. Meeting Notes – Tuesday, April 6



Development Agreement – 540-580 Atlantic Blvd.

- b. City Objections – Friday, April 16
 - c. Next Meeting – Monday, May 3
7. Adjourn



Case Detail Report

03/01/2021 - 03/31/2021

Case #	Case Date	Parcel #	Description of Violation	Main Status	Date Completed	Total Fees
2021044	3/29/2021		tree removal/ arborist permit	Closed	4/30/2021	

Notes

Note
Palms in Jarboe park did not survive trans planting and must be removed no permit needed.

Case #	Case Date	Parcel #	Description of Violation	Main Status	Date Completed	Total Fees
2021043	3/29/2021	173526 0000	tree removal/ arborist permit		3/29/2021	

Case #	Case Date	Parcel #	Description of Violation	Main Status	Date Completed	Total Fees
2021042	3/17/2021	178692 2034				
Case #	Case Date	Parcel #	Description of Violation	Main Status	Date Completed	Total Fees
2021041	3/25/2021	172481 0022	limb removal	Pending		

Notes

Note
Good afternoon, Office Pike. I live at the corner of Bay and Magnolia Street, and am writing to ask about multiple pairs of shoes hanging in

the pine tree
behind my
house at the
corner of
Fifth St. and
Bay. When
my husband
and I moved
into our
home 4 years
ago there
were shoes
hanging in
the pine tree
and in our
very large
camphor
tree. Our
children told
us the shoes
were a sign
that drugs
were sold in
that area, but
I have no
idea if there
is any truth
to that. The
last pair of
shoes fell out
this summer
and we
thought we
were done
with it.
Recently, we
noticed there
are now
shoes 3-4
pair hanging
from the
limbs of the
pine tree
behind our
home.
Is there a
way to
remove the
limb with all
the shoes?

Notes

Note
to be cut when scheduled by city yard.

Case #	Case Date	Parcel #	Description of Violation	Main Status	Date Completed	Total Fees
2021040	3/24/2021		camper	Closed	3/25/2021	
Case #	Case Date	Parcel #	Description of Violation	Main Status	Date Completed	Total Fees
2021039	3/24/2021	178077 3136	tree removal/ arborist permit	Closed	4/26/2021	

Notes

Note
Do you see the drain pipe (4 inch in picture). The tree has to go the roots are causing havoc to it. I will call a plumber every 6 months to deroot it. I am trying to do things the right way and I am hitting a brick wall on My property. I will have a plumber come out soon as I can not see this tree being a focus of My Life. I am not asking the city to pay to remove it. I can only do so much as a Neptune

Beach
homeowner
and tax
payer.
Sent from
Mail for
Windows 10

Mr. Koivu,
attached is
the photo
that I
received and
in this photo
there is no
visible pipe or
any damage.
We are
dealing with
the removal
of a viable
protected
Oak tree and
not a Holly
tree. You
have the
following
options under
the current
codes:

1. Employee
an Arborist to
declare the
tree as a
nonviable /
dead tree.
2. You can
replace the
tree and or
pay into the
tree
mitigation
fund.
3. You can
provide proof
of the
damage to
your home
because of
the growth
and location
of the tree.

This method would allow the removal of the tree with no monetary penalty or replacing the tree of a hard wood species inch for inch.

I believe that option 3, Is the proper choice for the removal of a tree causing damage to your home and the least costly option to have the protected tree removed from your property. I would only require photos of the damaged pipe or written explanation of the damage that the tree is causing from the plumber. You stated you have already paid the plumber and they should document the service provided on your bill for a statement of services render by a

state licensed
company.
The only
other
requirement
that must be
met is that
you have
notified your
Home
Owners
Association if
required.

Case #	Case Date	Parcel #	Description of Violation	Main Status	Date Completed	Total Fees
2021038	3/22/2021		Illicit Discharge	Open		

Notes

Note
<p>Good Morning Officer Dehm,</p> <p>Had a caller named James Bennett (# 904-994-2572) call in today reporting that someone is possibly dumping some type of oil, he thinks it's cooking oil in the ditch at Summer Sands and Atlantic Blvd . Right behind the Community Credit Union. I inquired if he saw anyone and his response was "No". He thinks its a Restaurant, but could not provide specific name.</p>

Case #	Case Date	Parcel #	Description of Violation	Main Status	Date Completed	Total Fees
2021037	3/19/2021	173749 5000	noise and other investigation	Open	3/26/2021	

Notes

Note

Hello Mr
Dehm
Thank you so
much for
meeting with
me a few
Fridays ago. I
wanted to
send you the
copy of the
recording of
the back lash
I received
from my
neighbors
when I had
to call the
police last
October. Let
me know if it
plays or if I
need to re-
send.
I wanted to
follow up on
any next
steps about
their smoking
and loud
music. I
wanted to
find out if it is
coming in
from the
balcony with
my door open
or if it is only
when my
door is
closed? Right
now it is
coming into
my home
because they
insist on
playing their
music right
by the shared
wall,
I hope all is
going well let

me know if it
is all music
coming into
my home or
just if you
can hear it
from the
street.
this under
investigation.

Case #	Case Date	Parcel #	Description of Violation	Main Status	Date Completed	Total Fees
2021036	3/19/2021	173527 0000	camper	Closed	4/3/2021	

Notes

Note
<p>Good afternoon</p> <p>We are bringing our camper home late this evening. (was going to do it on Sunday but due to the NorEaster we have decided to move it today)</p> <p>Camper will arrive today 3/19/2021- We will be leaving around noon on Friday 3/26/2021</p> <p>We will be back home on 4/3/2021 and will get everything serviced and cleaned and take back to storage on Saturday 4/10/2021</p> <p>Thank you and Have a great weekend</p>

Case #	Case Date	Parcel #	Description of Violation	Main Status	Date Completed	Total Fees
2021035	3/19/2021		contractor violations	Closed	3/19/2021	

Notes

Note
<p>Officer Dehm, Thank you for your response to the matters regarding the contractors at 1717 Strand. You were timely and professional which was appreciated.</p> <p>I'm in the initial steps of a complete remodel of my duplex at 1714-1716 Strand. The builder said it was best to move from the house temporarily until work is complete. Renting is an option though will be challenging because of my cats and dogs. Someone suggested I get an RV or trailer and live on the property during construction. Is this allowed? If</p>

so, what are the restrictions?
If not, is there any alternative to live outside the house yet on the property during construction?
I want to be prepared.

Thank you in advance,
Sharon Jachem.

I made contractor aware of complaint and provided instructions to follow.

Case #	Case Date	Parcel #	Description of Violation	Main Status	Date Completed	Total Fees
2021034	3/17/2021	178077 2062	Illicit Discharge	Closed	3/17/2021	

Notes

Note
investigation revealed this was only rain water.

Case #	Case Date	Parcel #	Description of Violation	Main Status	Date Completed	Total Fees
2021033	3/17/2021		large hole dug on beach	Closed	3/19/2021	

Notes

Note
The D.E.P. approval granted and the hole was filled in.

Case #	Case Date	Parcel #	Description of Violation	Main Status	Date Completed	Total Fees
2021032	3/8/2021	173696 0000	VIOLATION OF CITY PROPERTY		3/8/2021	

Notes

Note
investigation of dune walk over. This property has D.E.P permit and case is closed not city's jurisdiction.
D.E. P permit issued and appears to be in compliance.

Case #	Case Date	Parcel #	Description of Violation	Main Status	Date Completed	Total Fees
2021031	3/4/2021		tree removal/ arborist permit	Closed	3/10/2021	
Case #	Case Date	Parcel #	Description of Violation	Main Status	Date Completed	Total Fees
2021030	3/3/2021	178077 6145	tree removal/ arborist permit	Closed	3/4/2021	
Case #	Case Date	Parcel #	Description of Violation	Main Status	Date Completed	Total Fees
2021029	3/1/2021		OBISTACALS PLACED IN ROADWAY	Closed	4/2/2021	

Notes

Note
city manager took over case.

Case #	Case Date	Parcel #	Description of Violation	Main Status	Date Completed	Total Fees
2021028	3/1/2021		investigation/ elec bike	Closed	3/2/2021	

Notes

Note
got with chief and city attorney we were advised use state statute until city ordinance could be amended.

Case #	Case Date	Parcel #	Description of Violation	Main Status	Date Completed	Total Fees
2021027	3/23/2021	177729 9070	tree removal	Open		
Case #	Case Date	Parcel #	Description of Violation	Main Status	Date Completed	Total Fees
2021026	3/10/2021	173759 0000	E.P.A. dumping investigation	Closed	3/10/2021	

Notes

Note
The spill was caused by the owners handyman, who took action and completely cleaned the spill and all contaminated areas. This case is closed and no fines were issued.

Case #	Case Date	Parcel #	Description of Violation	Main Status	Date Completed	Total Fees
2021025	3/8/2021	173183 0000	dumping epa investigation	Closed		

Notes

Note
spill was cleaned up as required.

Case #	Case Date	Parcel #	Description of Violation	Main Status	Date Completed	Total Fees
2021024	3/4/2021	173721 0000	unsafe structure nuisance structure	Closed	3/19/2021	

Activity

Comments

Notes

Note
Part of the up stairs guard rail has been removed leaving the deck open.
Letter of correction posted on property giving 10 days to cure.

						\$0.00
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Total Records: 21

4/1/2021

Building Activity October 1, 2020 to September 30, 2021

Month	# of permits issued	Plan review	inspections completed	cash receipts	tree removal permits	Valuation of work done
Oct-20	84	58	151	\$13,016.40	6	\$2,168,231
Nov-20	92	66	91	\$12,601.91	4	\$1,973,657
Dec-20	98	64	115	\$12,967.22	3	\$1,192,593
Jan-21	97	52	112	\$16,389.85	9	\$1,400,891
Feb-21	112	95	139	\$22,409.82	11	\$2,442,996
Mar-21	148	95	199	\$19,042.59	10	\$2,598,077
Apr-21						
May-21						
Jun-21						
Jul-21						
Aug-21						
Sep-21						
Totals	631	430	807	\$96,427.79	43	\$11,776,445

Building Activity October 1, 2019 to September 30, 2020

Month	# of permits issued	Plan review	inspections completed	cash receipts	tree removal permits	Valuation of work done
Oct-19	109	72	154	\$18,140.88	8	\$2,635,167
Nov-19	104	42	137	\$17,620.03	10	\$789,285
Dec-19	75	48	125	\$16,678.57	3	\$2,525,584
Jan-20	119	86	167	\$20,808.16	8	\$2,156,052
Feb-20	108	78	155	\$25,276.96	11	\$1,069,889
Mar-20	111	63	171	\$18,273.82	10	\$1,120,506
Apr-20						
May-20						
Jun-20						
Jul-20						
Aug-20						
Sep-20						
Totals	626	389	909	\$116,798.42	50	\$10,296,483
Difference	5	41	-102	-\$20,370.63	-7	\$1,479,962

Fire Inspections for existing business started February 16th

For the month of February we did:

1 School Inspection
3 New Business Inspections
6 Annual Inspections

Billed \$725.00

For the Month of March we did:

1 school inspection
1 day care inspection
3 new business inspections
15 Annual inspections
4 re-inspections

Billed \$1840.00

Plan review done in house

9.04 hours

78.04 rate charged by Universal

\$705.48 savings for the City

Dear Resident

As you are probably aware, the City of Neptune Beach will be replacing the water line on Arrowhead Trail. They have contracted with us, Gruhn May, Inc. to complete the project. We will be starting preliminary locates, surveying and field work on 3/29/21. We anticipate to be completed on or about 4/30/21.

We fully understand that our work will impact your daily lives and routines. We will do our best to minimize the impact and inconvenience, but unfortunately, we can't eliminate it. If at any time, you have any questions, concerns or complaints please contact me to discuss.



GRUHN MAY, INC.
CU-C024580

6897 Philips Parkway Dr. N.
Jacksonville, FL 32256
904-262-9544 office
904-838-6585 Gordon cell
gordon@gruhnmay.com

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