

**June 4, 2024  
Regular Meeting  
12:00 Noon**

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



## **City of Port St. Joe**

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

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

# BOARD OF CITY COMMISSION

Regular Public Meeting

12:00 Noon

June 4, 2024

**Call to Order**

## **Consent Agenda**

### **Minutes**

- Regular Meeting 5/21/24

**Pages 1-3**

### **City Engineer**

- CEI Services Task Order, Downtown Waterlines Replacement Phase II
- CEI Services Wastewater Sprayfield Expansion

**Pages 4-6**

**Pages 7-8**

### **City Attorney**

- Update

## **Old Business**

- City Projects

**Pages 9-10**

## **New Business**

- Centennial Bldg. Improvements- Change Order 2 & 3
- Water Supply Request- Double Adar LLC

**Pages 11-13**

**Page 14**

### **Public Works**

- RFP 2024-09 Downtown Waterlines Replacement Phase II

**Page 15**

### **Surface Water Plant**

- Update

### **Wastewater Plant**

- Update

### **Finance Director**

- FEMA- Update
- Grants Reimbursement- Update
- Affirmative Action, & Equal Opportunity Policy- CDBG-DR Grant

**Pages 16-24**

### **Code Enforcement**

- Update

### **Police Department**

- Update

**City Clerk**

- **Grants- Update**

**Pages 25-26**

**Citizens to be Heard**

**Discussion Items by Commissioners**

**Motion to Adjourn**

**MINUTES OF THE REGULAR MEETING OF THE BOARD OF CITY  
COMMISSIONERS FOR THE CITY OF PORT ST. JOE, FLORIDA, HELD AT  
2775 GARRISON AVENUE, May 21, 2024, at Noon.**

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

**CONSENT AGENDA**

**Minutes**

A Motion was made by Commissioner Langston, second by Commissioner Hoffman, to approve the Minutes of the Regular Meeting of May 7, 2024. All in favor; Motion carried 3-0.

**City Engineer**

In the absence of Mr. Baxley, Mr. Anderson shared that the Clifford Sims Park, Phase I Downtown Water Project, and Centennial Building are ongoing. He anticipates completion of these in the next 30 days and expects the Phase II Downtown Water Project to begin shortly.

**City Attorney**

Attorney McCahill did not have anything specific for the Commission today.

**Old Business**

*City Projects*

Contract work has started on Zone 3 of the Sprayfields, and bids for the Lift Stations repairs under the CDBG-DR are being prepared.

**New Business**

*Washington Gym Grant Application*

A Motion was made by Commissioner Langston, second by Commissioner Hoffman, to authorize the University of Florida to apply for the grant in the amount of \$1,000,000. All in favor; Motion carried 3-0. The City will administer the grant and the UFHP services are Pro Bono. A 25% match will be required and is determined by the amount applied for. Gulf County Commissioner Sandy Quinn is checking to see if the funding the county has received can be counted as the match.

*Washington Gym Concert Request*

A Motion was made by Commissioner Langton, second by Commissioner Hoffman, to grant the request for the concert to begin at 9:00 P.M., on July 3, 2024, and last until 3 A.M. on July 4, 2024. All in favor; Motion carried 3-0.

Mayor Buzzett noted his concerns about the current rental deposits and requested the Commission revisit the rate schedule soon. He feels that extensive repairs are being made to the Centennial

Building and Washington Gym and deposits should be higher. If everything is okay after the event, the deposit will be returned to the renter.

#### *Oil Exploration*

At the May 7, 2024 meeting, Deborah Mays requested that a Letter of Objection be sent to the FL Department of Environment Protection opposing the drilling for oil in the Apalachicola Region which is upstream of the City's drinking water supply.

A Motion was made by Commissioner Hoffman, second by Commissioner Langston, to write a letter objecting to the oil drilling. All in favor; Motion carried 3-0.

#### *County Budget Request*

A Motion was made by Commissioner Hoffman, second by Commissioner Langston, to request \$200,000 from the TDC Budget to be used for bathrooms or the purchase of land. All in favor; Motion carried 3-0.

#### **Public Works – John Grantland**

##### *RFQ 2024-09 Planning Services Downtown Waterlines Replacement Phase II*

A Motion was made by Commissioner Hoffman, second by Commissioner Langston, to Table this while information is gathered. All in favor; Motion carried 3-0.

#### **Surface Water Plant – Larry McClamma**

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

#### **Wastewater Plant – Kevin Pettis**

Mr. Pettis shared there is 13" of freeboard in the pond, they are very pleased with the new forklift, and he has been meeting with companies that build new Wastewater Treatment Plants. Mr. Pettis shared that the current construction prices are \$25 - \$28 Million per million gallon of plant size. The City would need a minimum plant of 3 million gallons.

#### **Finance Director – Mike Lacour**

##### *FEMA*

Mr. Lacour is still waiting on reimbursements from FEMA.

##### *Grants Reimbursement Updates*

FRDAP has not scheduled a site visit, they continue to state they are understaffed, and this is an ongoing issue.

##### *Excessive Force Policy – CDBG-DR Grant and Anti-Fraud, Waster and Abuse Policy CDBG-DR Grant*

A Motion was made by Commissioner Hoffman, second by Commissioner Langston, to adopt the Excessive Force Policy and Anti-Fraud Water and Abuse Policy for CDBG-DR Grants. All in favor; Motion carried 3-0. This is to amend the current City Policies and bring them up to date.

## **Code Enforcement**

There were no updates from Code Enforcement.

## **Police Department – Chief Richards**

Chief Richards noted it was a busy weekend as the department received 40 calls in three days. He anticipates it will be a busy summer.

## **City Clerk – Charlotte Pierce**

### *Current Grants Update*

Clerk Pierce shared that City Staff continues to work on compliance and grant opportunities.

## **Citizens to be Heard**

*Robert Branch* and *Christy McElroy* voiced their concerns about the proposed county airport.

*Marvin Davis* asked if the City contributed to the Gulf County Library. Mr. Anderson responded that the City contributed \$8,000 last year.

## **Discussion Items by Commissioners**

*Neither Commissioner Hoffman* nor Langston had any additional information to share with the Commissioners.

*Mayor Buzzett* recognized and congratulated the Port St. Joe Garden Club and *Melissa Watson* for their volunteer hours on Reid Avenue to improve the appearance and make it a more appealing location to our residents and guests.

## **Motion to Adjourn**

There was no other business to come before the Commission, and Mayor Buzzett adjourned the meeting at 1:03 P.M.

Approved this \_\_\_\_\_ day of \_\_\_\_\_ 2024.

\_\_\_\_\_  
Rex Buzzett, Mayor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Charlotte M. Pierce, City Clerk

\_\_\_\_\_  
Date



Dewberry Engineers Inc. | 850.227.7200  
324 Marina Drive | 850.227.7215 fax  
Port Saint Joe, FL 32456 | www.dewberry.com

May 21, 2024

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

RE: Downtown Water System Improvements – Phase 2  
Professional Services Proposal - CEI

Dear Mr. Anderson,

Dewberry Engineers Inc. (DEI) is pleased to provide this proposal for construction engineering and inspection (CEI) services. It is our understanding that the City has received bids and awarded the subject project. The following list defines the services that will be provided to complete the projects:

A. CONSTRUCTION ENGINEERING AND INSPECTION

- Schedule and attend the preconstruction meeting
- Assist City with submittal review
- Witness and verify material testing for compliance
- Provide weekly project progress reports. Progress reporting will be done based on limited inspection hours as described below.
- Respond to RAI(s) during the construction phase
- Review contractor pay requests and submittals
- Attend project walk throughs
- Assist in developing project punch list
- Prepare contract close out documents if required

The services described above are for the duration of the project using a 5-day work week for 300 calendar days. Estimated man hour allocations are as follows:

- Admin Professional II – 0.5 hrs./wk. x 40 weeks = 20 hours
- Inspector II - 8 hrs./wk. x 40 weeks = 320 hours
- Profession Engineer VII – 1 hrs./wk. x 40 weeks = 40 hours

We propose to perform the services described above for an hourly fee not to exceed **\$50,000.00** without City approval. If additional services are required beyond **\$50,000.00** an additional task order will be required. Please see the attached standard hourly billing rates.

Services not included in this proposal are as follows:

1. As built survey.
2. Construction stakeout.
3. Weekend/holiday overtime hours.
4. Resident inspection services.

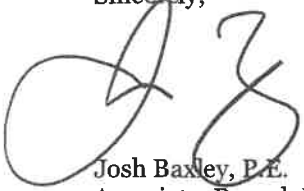
Mr. Jim Anderson  
CEI Services  
May 21, 2024

We appreciate the opportunity to provide engineering services for the City of Port St. Joe. If this proposal is acceptable, please sign in the space provided below. Should you have questions or need additional information, please give me a call at 850.693.2181

Sincerely,

Accepted By: \_\_\_\_\_

Date: \_\_\_\_\_



Josh Baxley, P.E.  
Associate, Branch Manager



# Standard Hourly Billing Rate Schedule

Dewberry	Hourly Rates
<b>Professional</b>	
Principal	\$350.00
Architect I,II,III	\$110.00, \$125.00, \$145.00
Architect IV,V,VI	\$165.00, \$185.00, \$205.00
Architect VII,VIII,IX	\$230.00, \$250.00, \$280.00
Interior Designer I,II,III,IV	\$100.00, \$120.00, \$130.00, \$165.00
Engineer I,II,III	\$115.00, \$135.00, \$155.00
Engineer IV,V,VI	\$170.00, \$195.00, \$225.00
Engineer VII,VIII,IX	\$250.00, \$275.00, \$305.00
Geographer/GIS I,II,III	\$95.00, \$105.00, \$125.00
Geographer/GIS IV,V,VI	\$145.00, \$165.00, \$185.00
Geographer/GIS VII,VIII,IX	\$215.00, \$250.00, \$290.00
Professional I,II,III	\$105.00, \$125.00, \$150.00
Professional IV,V,VI	\$170.00, \$190.00, \$210.00
Professional VII,VIII,IX	\$235.00, \$260.00, \$290.00
<b>Technical</b>	
Designer I,II,III	\$110.00, \$135.00, \$160.00
Designer IV,V,VI	\$180.00, \$200.00, \$220.00
CADD Technician I,II,III,IV,V	\$80.00, \$100.00, \$120.00, \$140.00, \$175.00
Surveyor I,II,III	\$68.00, \$83.00, \$98.00
Surveyor IV,V,VI	\$115.00, \$125.00, \$145.00
Surveyor VII,VIII,IX	\$160.00, \$190.00, \$235.00
Technical I,II,III	\$85.00, \$105.00, \$130.00
Technical IV,V,VI	\$140.00, \$155.00, \$180.00
<b>Emergency Management</b>	
Emergency Management I, II, III	\$85.00, \$110.00, \$140.00
Emergency Management IV, V, VI	\$170.00, \$220.00, \$280.00
<b>Construction</b>	
Construction Professional I,II,III	\$125.00, \$155.00, \$185.00
Construction Professional IV,V,VI,VII	\$215.00, \$240.00, \$285.00, \$320.00
Inspector I,II,III	\$85.00, \$110.00, \$140.00
Inspector IV,V,VI,VII	\$160.00, \$180.00, \$205.00, \$240.00
<b>Survey Field Crews</b>	
Fully Equipped 1, 2, 3 Person Crews	\$145.00, \$175.00, \$230.00
With Laser Scanner 1, 2 Person	\$195.00, \$225.00
<b>Administration</b>	
Admin Professional I,II,III,IV	\$70.00, \$95.00, \$115.00, \$145.00
Non-Labor Direct Costs	Cost + 15%

\*\* Company Confidential and Proprietary



Dewberry Engineers Inc. | 850.227.7200  
324 Marina Drive | 850.227.7215 fax  
Port Saint Joe, FL 32456 | www.dewberry.com

May 28, 2024

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

RE: Wastewater Plant Zone 3 Construction  
Professional Services Proposal - CEI

Dear Mr. Anderson,

Dewberry Engineers Inc. (DEI) is pleased to provide this proposal for construction engineering and inspection (CEI) services. The following list defines the services that will be provided to complete the projects:

A. CONSTRUCTION ENGINEERING AND INSPECTION

- Schedule and attend the preconstruction meeting.
- Assist City with submittal review.
- Witness and verify all material testing for compliance.
- Provide weekly project progress reports.
- Respond to all Requests for Additional Information (RAIs) during the construction phase.
- Provide periodic construction inspection.
- Assist in developing project punch list.
- Provide Certification of construction completion to FDEP.

We propose to perform the services described above for an hourly fee not to exceed **\$25,000.00** without City approval. If additional services are required beyond **\$25,000.00** an additional task order will be required. Please see the attached standard hourly billing rates.

Services not included in this proposal are as follows:

1. As built survey.
2. Construction stakeout.
3. Weekend/holiday overtime hours.
4. Resident inspection services.
5. Surveying services.
6. Record drawings.

We appreciate the opportunity to provide engineering services for the City of Port St. Joe. If this proposal is acceptable, please sign in the space provided below. Should you have questions or need additional information, please give me a call at 850.693.2181

Sincerely,

Josh Baxley, P.E.  
Associate, Branch Manager

Accepted By: \_\_\_\_\_

Date: \_\_\_\_\_

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With Laser Scanner 1, 2 Person	\$195.00, \$225.00
<b>Administration</b>	
Admin Professional I,II,III,IV	\$70.00, \$95.00, \$115.00, \$145.00
Non-Labor Direct Costs	Cost + 15%

\*\* Company Confidential and Proprietary

## Current City Projects 6/4/24

- Maddox Park Drainage- Need more info. from engineer to bid and direction from the Board.
- Clifford Sims Park Repairs- RJ Gorman has completed construction and the rock bid was awarded to Monolith Construction.
- Centennial Bldg. Rehab- Under construction with Monolith Construction.
- Lighthouse Complex Sleeping Beauty Rehab- The bid has been awarded Monolith Construction and the State has approved the modified plans.
- Sewer Rehab. CDBG-DR- Grant Funding Approved 5/21, Grant Agreement Received, The CCTV work is complete and Anchor Engineering is working on the rehab/replacement plans.
- Long Ave. Paving- Final pay request to mill and resurface 1" on the entire road to be completed in the Spring 2024
- Beacon Hill Sewer- The Lift Station is Operational & the Collection System is under Construction. City staff is preparing to install the taps.
- 11/7/23 Dewberry has provided a conceptual drawings for the 10<sup>th</sup> Street Ballfields based on League Representatives. A decision by the Board is needed on how to proceed along with the required funding.
- 9/15/23 Dewberry tasked to Survey & Topo the new City Hall Complex with Conceptual Plan options. Dewberry has now been tasked to handle the Civil Engineering and permitting. MLD Architects is working on a task order for a complete set of plans
- 9/26/23 Dewberry tasked to work on the Expansion of Zone 3 at the WW Sprayfields. The bid was awarded to North Florida Construction on 4/16/24 to clear the property.
- Downtown Waterline Replacement Phase I, construction began 11/13 by Monolith.
- Downtown Waterline Replacement Phase II- The SRF Funding has been approved and the bids have been received.
- 2/11/24 A Task Order was signed with Dewberry to survey the alley between Bay & Harbor Street for potential stormwater improvements. The

survey is complete and we are waiting on the H & H Study to determine the best course of action.

- 3/5/24 A Task Order was signed for Dewberry to design the paving of Monument Ave. from 19<sup>th</sup> Street to Allen Memorial.
- 3/19/24 A Task Order was signed with Dewberry to design the \$1.5 M Legislative Approp. for multiple roads to be paved.
- 2<sup>nd</sup> Street parking Improvements. The contract was awarded to F & F Contractors and the project is scheduled to begin the week of 5/20/24.
- 4/26/24 The approved Emergency repair of the Ave. E stormwater pipe is complete and the road will be patched in the next few weeks.

## Jim Anderson

---

**From:** Melissa Van Heerden <office@monolithgc.com>  
**Sent:** Tuesday, May 21, 2024 1:39 PM  
**To:** Charlotte Pierce; Jim Anderson  
**Cc:** Chris Karagiannis; Chris Foisy; Nick SanPhillipo  
**Subject:** Change Orders for the Centennial Building  
**Attachments:** AIA Change order G701 Centennial 2.pdf; AIA Change order G701 Centennial 3.pdf

Good afternoon,

Please see attached change orders for the Centennial Building. Change order 2 is for the deduction for the sound panels and 3 is for the lighting, concrete work, and interior and exterior railings. Please let me know if you have any questions.

Kind regards,

Melissa VanHeerden  
Monolith Construction  
Phone: 850-247-1130  
[office@monolithgc.com](mailto:office@monolithgc.com)

Verify by calling before sending any requested wire transfers using previously known contact information prior to sending funds. If anything seems suspicious, please call to verify.



# Document G701™ – 2017

## Change Order

**PROJECT:** *(name and address)*  
Centennial Building

**CONTRACT INFORMATION:**  
Contract For:  
Date: 11/16/23

**CHANGE ORDER INFORMATION:**  
Change Order Number: 2  
Date: 5/21/24

**OWNER:** *(name and address)*  
City of Port St Joe  
305 Cecil G. Costin Blvd  
Port St Joe, FL 32456

**ARCHITECT:** *(name and address)*  
MLD Architects  
211 John Knox Road, Suite 105  
Tallahassee, FL 32303

**CONTRACTOR:** *(name and address)*  
Monolith Construction  
524 1st Street  
Port St Joe, FL 32456

The Contract is changed as follows:


*(Insert a detailed description of the change and, if applicable, attach or reference specific exhibits. Also include agreed upon adjustments attributable to executed Construction Change Directives.)*

Deduction for change for cost of sound deadening panels.

The original Contract Sum was	\$ 490,000.00
The net change by previously authorized Change Orders	\$ 109,551.66
The Contract Sum prior to this Change Order was	\$ 599,551.66
The Contract Sum will be decreased by this Change Order in the amount of	\$ (13,000.00)
The new Contract Sum, including this Change Order, will be The Contract Time will be unchanged by	\$ 586,551.66
The new date of Substantial Completion will be	( 0 ) days.

*NOTE: This Change Order does not include adjustments to the Contract Sum or Guaranteed Maximum Price, or the Contract Time, that have been authorized by Construction Change Directive until the cost and time have been agreed upon by both the Owner and Contractor, in which case a Change Order is executed to supersede the Construction Change Directive.*

**NOT VALID UNTIL SIGNED BY THE ARCHITECT, CONTRACTOR AND OWNER.**

<b>ARCHITECT</b> <i>(Firm name)</i>	Monolith Construction  <b>CONTRACTOR</b> <i>(Firm name)</i>	<b>OWNER</b> <i>(Firm name)</i>
<b>SIGNATURE</b>	<b>SIGNATURE</b>	<b>SIGNATURE</b>
<b>PRINTED NAME AND TITLE</b>	Chris Karagiannis <b>PRINTED NAME AND TITLE</b>	<b>PRINTED NAME AND TITLE</b>
<b>DATE</b>	5/21/24 <b>DATE</b>	<b>DATE</b>

**CAUTION:** You should sign an original AIA Contract Document, on which this text appears in RED. An original assures that changes will not be obscured.

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AIA®

## Document G701™ – 2017

## Change Order

**PROJECT:** *(name and address)*  
Centennial Building

**CONTRACT INFORMATION:**  
Contract For:  
Date: 11/16/23

**CHANGE ORDER INFORMATION:**  
Change Order Number: 3  
Date: 5/21/24

**OWNER:** *(name and address)*  
City of Port St Joe  
305 Cecil G. Costin Blvd  
Port St Joe, FL 32456

**ARCHITECT:** *(name and address)*  
MLD Architects  
211 John Knox Road, Suite 105  
Tallahassee, FL 32303

**CONTRACTOR:** *(name and address)*  
Monolith Construction  
524 1st Street  
Port St Joe, FL 32456

The Contract is changed as follows:

*(Insert a detailed description of the change and, if applicable, attach or reference specific exhibits. Also include agreed upon adjustments attributable to executed Construction Change Directives.)*

Additional scope:

Concrete on exterior	6,050.00
Railing on exterior and interior steps	9,858.00
Exit and overhead lighting	6,160.00

The original Contract Sum was	\$ 490,000.00
The net change by previously authorized Change Orders	\$ 96,551.66
The Contract Sum prior to this Change Order was	\$ 586,551.66
The Contract Sum will be increased by this Change Order in the amount of	\$ 22,068.00
The new Contract Sum, including this Change Order, will be	\$ 608,619.66
The Contract Time will be unchanged by	( 14 ) days.
The new date of Substantial Completion will be	

**NOTE:** This Change Order does not include adjustments to the Contract Sum or Guaranteed Maximum Price, or the Contract Time, that have been authorized by Construction Change Directive until the cost and time have been agreed upon by both the Owner and Contractor, in which case a Change Order is executed to supersede the Construction Change Directive.

**NOT VALID UNTIL SIGNED BY THE ARCHITECT, CONTRACTOR AND OWNER.**

<b>ARCHITECT</b> <i>(Firm name)</i>	Monolith Construction <b>CONTRACTOR</b> <i>(Firm name)</i>	<b>OWNER</b> <i>(Firm name)</i>
<b>SIGNATURE</b>	<b>SIGNATURE</b>	<b>SIGNATURE</b>
<b>PRINTED NAME AND TITLE</b>	Chris Karagiannis <b>PRINTED NAME AND TITLE</b>	<b>PRINTED NAME AND TITLE</b>
<b>DATE</b>	5/21/24 <b>DATE</b>	<b>DATE</b>

**CAUTION:** You should sign an original AIA Contract Document, on which this text appears in RED. An original assures that changes will not be obscured.

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The City of Port St Joe

May 30, 2024

Mr. Rex Buzzett-Mayor

Mr. Jim Anerson-City Manager

Gentlemen,

It was a pleasure to meet you in your offices on Monday, May 20<sup>th</sup> 2024.

As we discussed, our company Double Adar LLC owns approximately 3400 acres on Overstreet/Hwy 386 in Gulf County. The property is known as the Circle J Ranch. We acquired the property about 2 years ago. The property has an approved land use change and been approved by the state. We currently are approved for 7002 residential lots with the ability to increase our lot count to 13,640 with sewer.

We had been working with Gulf County to get water to our project and were told numerous times we would have water by April 2024. At current, the county is unable to provide water to our site.

One of our consultants suggested that we speak with the City of Port St Joe. He advised us that the city has a large amount of water available since the paper mill shut down and the water line is only about 3 ½ +/- miles from our property, which is substantially closer than water the county may provide at their White City location. The city has water to the intercoastal bridge on Overstreet/Hwy 386 which would be a significant savings to our development.

We would like to enter into a more formal discussion regarding our development/company working with the City of Port St. Joe with regard to the city providing water to us.

Kindest regards,

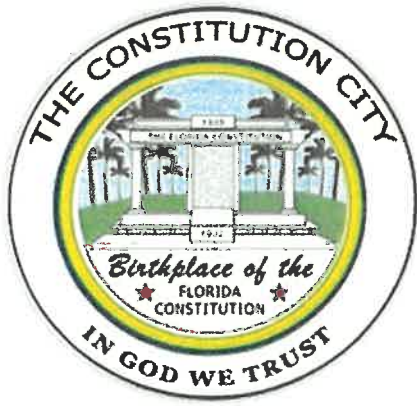
Tim House

770-722-0952

t.house@mindspring.com

**RFP # 2024-09**  
**Downtown Water System Improvements Phase 2**  
**City Commission Conference Room**  
**May 3, 2024, at 3:05 P.M.**

VENDOR		BID AMOUNT
C. W. Roberts)		\$2,745,717.77
L E K		\$2,111,847.00
Monolith		\$2,275,441.00
North FL		\$3,830,308.19



# City of Port St. Joe, Florida Affirmative Action, and Equal Opportunity Policy

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# **I. Preamble – Statement of Affirmative Action**

The City of Port St. Joe is committed to affirmative action, nondiscrimination, and equal employment opportunity. Our government belief is that any employment decision, policy, or program that restricts the full utilization of qualified individuals through its design, implementation, or impact harms the City of Port St. Joe, regardless of intention. The City does not discriminate in terms, conditions, or benefits of employment against any employee or applicant based on race, color, religion, national origin, culture and respective hair styles, ancestry, sex, sexual orientation, status as a Vietnam-era veteran, veteran, age, or disability. The policies and procedures of the City's Department of Human Resources are intended to guarantee equal opportunity for all. All employment decisions and actions will be made without consideration for the aforementioned characteristics. The City of Port St. Joe takes affirmative action to ensure equal opportunity for members of protected classes, minorities, women, people with disabilities, and veterans, in addition to maintaining vigilance over activities designed to eliminate discriminatory employment barriers. The objective is to achieve equal representation of minorities, women, individuals with disabilities, and veterans in all City departments and at all job levels. Each City department is accountable for implementing affirmative action and promoting its full realization through the recruitment of protected classes that are underutilized. The City will continue to take affirmative action to train and promote employees in order to increase their opportunities for higher level employment, with a particular emphasis on job classifications where members of protected classes are underutilized and underrepresented. Our organization is best represented by its diversity, and we remain committed to the affirmative action, policies, procedures, knowledge, skills, abilities, and attitudes required to continue building and retaining a workforce reflective of the people we serve.

Employees and applicants shall not be subjected to harassment, intimidation, threats, coercion, or discrimination because they have engaged in or may engage in any of the following activities:

1. Filing a complaint.
2. Assisting or participating in an investigation, compliance evaluation, hearing, or any other activity related to the administration of section 503 or any other Federal, State, or local law requiring equal opportunity for individuals with disabilities.
3. Opposing any act or practice made unlawful by section 503 or its implementing regulations in this part, or any other Federal, State or local law requiring equal opportunity for individuals with disabilities; or
4. Exercising any other right protected by section 503 or its implementing regulations in this part.

This policy incorporates by reference the requirements of:

- Federal Executive Orders 11246 and 11375 as amended,
- Title VI and Title VII of the Civil Rights Act of 1964 as amended,
- Title VIII of the federal Civil Rights Act of 1968 as amended,

- Civil Rights Act of 1991
- Sections 503 and 504 of the Rehabilitation Act of 1973, Revised order No. 4,
- Office of Federal Contract Compliance (OFCCP) (U.S. Department of Labor),
- Americans with Disabilities Act of 1990,
- Americans with Disabilities Act of 1992,
- Age Discrimination Act of 1975 as amended by Executive Order No. 116,
- Florida Small and Minority Business Act Executive
- Executive Order 12559
- Executive Order 11063
- Executive Order 11246
- Executive Order 11375
- Executive Order 12086
- Section 3 of the Housing and Community Development Action of 1968
- Equal Pay Act of 1963
- Section 109 of the Housing and Community Development Act of 1974 as amended,
- CROWN ACT
- Equal Employment Opportunity Act of 1972
- Section 504 of the Rehabilitation Act of 1973
- Family and Medical Leave Act of 1993
- Vietnam Era Veterans Readjustment Rights Act of 1974
- Genetic Information Nondiscrimination Act (GINA) of 2008

In addition, it is the policy of the City of Port St. Joe to manage the diversity of our employees by fostering an inclusive workforce, creating an environment that respects the individual, promoting a respect for diverse ideas, opinions, and experiences, and providing all employees with the opportunity to reach their full potential.

To implement its policy of equal opportunity, the City of Port St. Joe has adopted this Affirmative Action Plan (AAP). The Department of Human Resources is responsible for assisting with the implementation of the Affirmative Action Plan and monitoring compliance with the City's equal opportunity policy and affirmative action procedures.

## II. AA Policy

- A. The City of Port St. Joe has established its Affirmative Action policy/Equal Employment Opportunity policy (AA/EEO) In accordance with the intent of the rules, regulations, and guidelines of the federal and state laws and agencies having oversight in the equal opportunity area. Including the requirements of Federal Executive Orders 11246 and 11375 as amended, Title VI and Title VII of the Civil Rights Act of 1964 as amended, Title VIII of the federal Civil Rights Act of 1968 as amended, Civil Rights Act of 1991, Sections 503 and 504 of the Rehabilitation Act of 1973, Revised order No. 4, Office of Federal Contract Compliance (OFCCP) (U.S. Department of Labor), Americans with Disabilities Act of 1990, Americans with Disabilities Act of 1992, Age Discrimination Act of 1975 as amended by Executive Order No. 116, Florida Small and Minority Business Act Executive, Executive Order 12559, Executive Order 11063, Executive Order 11246, Executive Order 11375,

Executive Order 12086, Section 3 of the Housing and Community Development Act of 1968, Equal Pay Act of 1963, Section 109 of the Housing and Community Development Act of 1974 as amended, CROWN ACT, Equal Employment Opportunity Act of 1972, Section 504 of the Rehabilitation Act of 1973, Family and Medical Leave Act of 1993, Vietnam Era Veterans Readjustment Rights Act of 1974, Genetic Information Nondiscrimination Act (GINA) of 2008, and the City's ordinances.

1. The City will adhere to the provisions of all federal, state and local laws and regulations governing equal opportunity in employment.
2. The City will, without regard to circumstances of race, color, religion, sex, marital status, sexual orientation, national origin, culture and its respective hair styles, age, disability, or Vietnam Era Veteran status:
  - Hire persons who are qualified to perform with or without reasonable accommodations the defined duties and responsibilities of the position to be filled.
  - Provide all employees with the privileges and benefits associated with employment.
  - Promote and transfer employees on a non-discriminatory basis.
  - Provide all employees with an equal opportunity to participate in applicable training and development programs.
  - Compensate all employees based upon the principle of equal pay for equal work.
  - Establish and/or maintain all employee facilities on a non-discriminatory basis.
- B. The City will not limit, segregate, or classify its employees in any way which would deprive any individual of opportunities, or adversely affect his/her/their status as an employee because of such employee's race, color, religion, sex, marital status, sexual orientation, national origin, culture and respective hair styles, age, disability, or Vietnam era veteran status.
- C. The City will not discharge any employee because of race, color, religion, sex, marital status, sexual orientation, national origin, culture and its respective hair styles, age, disability, or Vietnam era veteran status.
- D. The City shall provide reasonable accommodation to employees with a disability when necessary to enable such employees to perform the essential functions of their jobs (refer to Anti-Discrimination Policies). The City shall also provide reasonable accommodation to job applicants with disabilities where necessary to enable such applicants to complete the job application process.
- E. The City will continue to administer all HR activities such as but not limited to: compensation, benefits, transfers, training and development, social and recreational programs, without regard to race, color, religion, national origin, culture and its respective hair styles, sex, marital status, sexual orientation, age, disability, or Vietnam era Veteran status.



- F. The City will take affirmative steps, including the establishment of goals, to ensure that the City workforce reflects, at all levels, and in all types of positions the race, sex, disability, or other protected status of the labor markets from which such employees are drawn.
- G. The City will use both traditional and non-traditional sources and methods of recruiting applicants for employment in order to re-affirm its commitment to equal employment opportunity and affirmative action, and to maintain and encourage a diverse workforce.
- H. The City will take affirmative steps to develop the talents, skills, and other abilities of its workforce and other local resources so that people from underutilized and underrepresented groups within the population may have the opportunity to advance to higher level positions within the City.

### **III. Dissemination of Affirmative Action Policy**

#### **A. Internal Dissemination**

- Upon approval, the City Clerk will direct department heads to post a copy of this plan in a highly visible place within each department.
- The AA/EEO policy will be included with in the Personnel Manual (policies for municipal employees).
- Training for department heads, managers and supervisors will be provided with a focus on explaining the intent of the policy, plan, goals, and responsibilities necessary.
- Post a copy of the plan on the City's web page.
- Statement of Policy shall be included in employee orientation programs.
- All policy decisions concerning Affirmative Action will be given the widest possible dissemination within departments programs, projects, etc.

#### **B. External Dissemination**

- Copies of the policy and plan will be made available to the public upon request.
- The policy and plan will be placed on the City's internet site.
- Notice to the public of the Statement of Policy through posting and publications shall be provided as required by law.
- Notification shall be made in writing to all recruitment sources, contractors, subcontractors, and vendors of the existence of the Statement of Policy and Affirmative Action policy (i.e., job postings, advertisement, applicable forms).
- All communication with the public in regard to recruitment, jobs, interviews, and employment shall state that the City of Port St. Joe is an Equal Opportunity/ Affirmative Action employer (see above).
- The City of Port St. Joe employment applications shall include a statement that the City of Port St. Joe is an Equal Opportunity/Affirmative Action employer.



## IV. Responsibility and Accountability for Affirmative Action Plan

The City Clerk is appointed as an Equal Opportunity Officer. Duties include coordinating local efforts in recruiting employees and soliciting bids, resolving complaints, and submitting required reports. The Clerk will document all activities it undertakes to comply with the dissemination of this policy and their outreach efforts.

The City Clerk also have a set schedule for the review of all physical and mental job qualification standards to ensure that, to the extent qualification standards tend to screen out qualified individuals with disabilities, they are job-related for the position in question and are consistent with business necessity.

The City Clerk shall design and implement an audit and reporting system that will:

- Measure the effectiveness of the Affirmative Action Plan.
- Indicate any need for remedial action.
- Determine the degree to which the Affirmative Action Plan objectives have been attained.
- Determine whether known individuals with disabilities have had the opportunity to participate in all company sponsored educational, training, recreational, and social activities.
- Measure the compliance with the affirmative action program's specific obligations; and
- Document the actions taken to comply with the obligations of paragraphs 41CFR § 60.44(h)(1)(i) through (v) of this section, and retain these documents as employment records subject to the recordkeeping requirements set forth in the Personal Manual.

The affirmative action plan shall be reviewed and updated annually by the City Clerk.

## V. Human Resources Hiring Process

### A. Employment

This local government will encourage the employment of local residents and those who are female and/or of a minority racial/ethnic classification. This will be accomplished through the following procedures.

1. Current employees will be encouraged to improve their job skills and qualifications through training and education. Such improvements are to be considered for employee promotion.
2. The City shall protect existing employees and persons that apply for job vacancies that have been advertised by the City from discrimination in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral, and other aspects of employment, on the basis of race, color, religion, sex, national origin, disability, age, or genetics.

3. All employment opportunities will be publicly advertised, including the equal opportunity employer designation. This is to provide an adequate opportunity for qualified individuals to apply for employment and to assure an adequate pool of qualified applicants (including minorities) from which to hire.
4. When appropriate, notification of employment opportunities will be issued to organizations such as local schools, employment services, minority organizations, and social service agencies that may refer qualified individuals for employment consideration.
5. Recruitment practices, including those described in paragraphs 3 and 4, will be conducted in an effort to include qualified minorities and females in all levels of responsibility and departments of government, in percentage of the population and/or available workforce.
6. When applicants are equally qualified, preference will be given to hiring minorities and females in furtherance of the goal expressed in paragraph 5.

The City shares a common belief that each employee should be able to work in an environment free of discrimination, sexual harassment or any other form of harassment, based on race, color, religion, age, gender, pregnancy, national origin, disability or marital status. The City will not tolerate unlawful discrimination, sexual harassment or other forms of harassment of any person by a partner, supervisor, co-worker, vendor, client, customer or anyone else. (Per section 5.4 Prohibiting Discrimination, including Sexual and other Forms of Harassment of the Personnel Manual)

#### B. Establishment of Quantifiable Goals

The City of Port St. Joe will strive to maintain a minority employment percentage level for its staff that is the same as or higher than the percent of minorities residing within Gulf County, based on the minority percentage information utilized by the Florida Small Cities Community Development Block Grant program for scoring grant applications. The Small Cities CDBG program annually updates Gulf County's minority population percentage as reported by the Department of Housing and Urban Development, HUD.

Statistically, it may be difficult for the local government workforce to totally mirror the Gulf County percentage due to unique or specific needs, sample size differences, and other similar contributing factors. However, the City of Port St. Joe is committed to providing employment opportunities to all of its citizens.

If a stated goal has been attained and one employee leaves the City's employ either voluntarily or involuntarily, the City is not obligated to select another candidate of the same minority/majority status if that candidate is not the most qualified. In such an event, the stated goals would automatically be waived in the best interest of the City and the effort to attain goals would be renewed with the next available vacancy.

Goals and procedures established herein may be waived or amended by an official vote of the full City Commission with results duly recorded in the City Commission Meeting minutes.

The City ensure that its personnel processes will provide for careful, thorough, and systematic consideration of the job qualifications of applicants and employees with known disabilities for job vacancies filled either by hiring or promotion, and for all training opportunities offered or available. The City ensures that its personnel processes do not stereotype individuals with disabilities in a manner which limits their access to all jobs for which they are qualified. In addition, the City ensures that applicants and employees with disabilities have equal access to its personnel processes, including those implemented through information and communication technologies. The City will provide necessary reasonable accommodation to ensure applicants and employees with disabilities receive equal opportunity in the operation of personnel processes. (Refer to 3.21 Equal Opportunity Employment in the City's Personnel Manual)

## **VI. Procurement of Goods and Services**

This local government will encourage the utilization of small and minority owned businesses. This will be accomplished through the following procedures.

1. The City shall require contractors that work for the City and prospective City contractors to affirm that they will refrain from actions that result in the discrimination in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral, and other aspects of employment, on the basis of race, color, religion, sex, national origin, disability, age, or genetics.
2. In situations where a prime contractor intends to use one or more sub-contractors to successfully complete a City sponsored project, the City shall require the prime contractor to solicit minority & women owned firms as sub-contractors from the list of certified minority and women owned businesses maintained by the Florida Department of Management Services and provide documentation to the City that the solicitation has taken place.
3. The City will solicit certified minority and women owned businesses from the list of certified minority and women owned businesses maintained by the Florida Department of Management Services. In soliciting bids for contractual services, the City shall require contractors to solicit minority and female subcontractors.
4. Lists of local minority and female-owned businesses will be maintained for use in soliciting quotes and bids.
5. Where applicable, federal equal opportunity affirmative action language will be included in contracts and requests for bids.
6. Contractors will be informed of equal opportunity affirmative action obligation requirements to insure their compliance.

### **Contractor Agreement**

The degree to which the City carries out (complies with) the mandatory Affirmative Action, and Equal Opportunity employer clause within its contracts.

# Grants Updated- 6/4/24

Title	Amount	Status
NWFWMD/NERDA	\$971,850	Draft Stormwater Master Plan Complete. Water Quality portion is on hold.
FDEM	\$660,943 \$5,000	Hazard Mitigation. Elevation of (12) lift stations and switch gear for Washington Gym Generator Power. Submitted 3/6/20. 25% match. Approved 12/16/22
FEMA	1.4M	Clifford Sims Park Repairs due to Hurricane Michael. Approved 4/21/23
Historic Resources/Hurricane Michael	\$497,495	Centennial Bldg. Rehab. Grant awarded.
CDBG-DR	\$9,996,000	Sewer Rehab- City Wide. Approved 5/21. CCTV work approved.
National Park System/Hurricane Michael	\$83,000	Washington Gym Rehabilitation. Submitted by UF. Approved and will be administered thru the State of Florida Division of Historical Resources
Historic Resources/Hurricane Michael	\$327,707	Cape San Blas Lighthouse Complex. The project has been re-bid. Waiting on Approval of the amended scope of work by the State.
USDA	\$4,000,000	Potential 65% loan/35% grant for new Government Complex. The project is on hold.
COVID-19 Rescue Plan	\$1,786,545	Grant Agreement signed 9/15/21. Funds received. \$1,000,000 allocated for 10 <sup>th</sup> Street Sports Complex & \$786,545 for Road Paving already spent.
FDEO	\$675,426.00	Commercial District Waterline Replacement. Grant Approved 4/8/22. Phase I under construction.
FDEP Water Protection Funds	\$965,000	System Wide Septic to Sewer for 175 connections. Grant Application approved 11/10/21. Accepting Applications for service.
FDEP Water Protection Funds	\$4,300,000	Beacon Hill Sewer. Grant Application Approved 11/9/21. The collection system is out for bids and the lift station is being constructed.
FDEP	\$218,895	Resilient Florida (Study of PSJ). Submitted 8/30/21, Working with UF.
FRDAP	\$150,000	Core Park Splash Pad & Restroom, 25% City Match. Submitted 8/27/23. Second Request. Was not approved.
FDOT/SCOP	\$575,417.65	Application for re-surfacing Allen Memorial. Approved on 8/23/22 for the 2024 fiscal year.
NOAA	\$280,000 \$1,563,611	Stormwater Management (H&H) Study, Approved 4/21/23 Phase II Application submitted 12/19/23
FDOT Phase I FDOT Phase II	\$100,000 \$129,580	Hwy 98 Beautification Grant, Approved 12/16/22. Coastal has completed the design. Out for bids Phase II approved 1/10/24



Legislative Request 2023	\$1,500,000	Road Paving, submitted by Clark Smith approved in the 23/24 State Budget. Grant being worked thru FDOT.
FDEP/SRF	\$102,000 Loan/\$98,000 Grant	Lead and Copper Service Line Inventory. Additional \$9,800 Grant/\$10,200 Loan Approved as well.
FDEP/SRF	\$1,506,338 Loan/\$655,456 Grant	Downtown Water line Replacement Phase II. Approved, Application submitted on 11/2/23
Legislative Request 2023	\$500,000 \$1,000,000	Fire/Police Public Safety Facility Road Paving Workforce Housing Project Submitted 11/10/23
Army Corps of Engineers	TBD, up to \$15,000,000	Stormwater Improvements, Application submitted on 10/18/23
Gulf Consortium	\$750,000	Signed the sub-grant agreement with Gulf County on 10/31/23 for the ESAD Purchase re-imbursement
Dept. of Commerce	\$2,000,000	Rural Infrastructure Fund, Workforce Housing Access Road. Application submitted 11/3/23. Was not approved.
FDOT	\$47,302	Police Dept. - Occupant Protection. Application submitted on 2/27/24.
FDOT	\$84,302	Police Dept. -Speed & Aggressive Driving. Application submitted on 2/27/24.
FDOT	\$561,884.66	Ave C & D Paving SCOP Grant. Application submitted the first week in March 2024.
Historic Resources (FDHR)	\$1,000,000	Washington Gym Improvements. 25% match required. City/County/UF partnership. Application submitted 5/31/24.