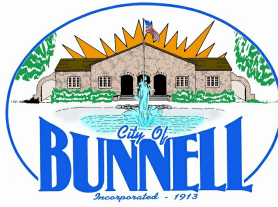


**CATHERINE D. ROBINSON**  
**MAYOR**

**JOHN ROGERS**  
**VICE-MAYOR**

**DAN DAVIS**  
**CITY MANAGER**



*Crossroads of Flagler County*

**COMMISSIONERS:**

**ELBERT TUCKER**

**BILL BAXLEY**

**JOHN SOWELL**

## **BUNNELL CITY COMMISSION MEETING**

**Monday, April 10, 2017**

**7:00 PM**

201 West Moody Boulevard,  
City Commission Chambers - Building 3  
Bunnell, FL 32110

---

**A. Call Meeting to Order and Pledge Allegiance to the Flag and Roll Call**

**Roll Call**

**Invocation for our Military Troops and National Leaders**

**B. Consent Agenda:**

**B.1. Approval of Warrant**

- a. 2017 04 10 Warrant

**B.2. Approval of Minutes**

- a. 2017 03 27 City Commission Minutes

**B.3. Request Authorization to Surplus Retired Computer Equipment**

**B.4. Authorization for the Aerial Spraying of Mosquito Control Product over the City Limits**

**B.5. Request to piggyback the National Joint Powers Alliance (NJPA) joint purchasing contract 062916-GPC for Bunnell Auto (NAPA) purchases.**

**B.6. Request to submit the St. Johns River Water Management District (SJRWMD) FY2018 Districtwide Cost Share Grant Application (DWCS Grant).**

**C. Introductions, Commendations, Proclamations, and Presentations:**

**C.1. Presentation of Plaque of Appreciation to Commissioner Bonita Robinson**

**C.2. Oath of Office Ceremony**

**C.3. There will be a short recess with refreshments, after which, the meeting will reconvene**

**C.4. Election of Vice Mayor**

**C.5. Approval of Rules & Procedures and Confirmation of Commissioner Appointments for Committees and Boards.**

**C.6. Proclamation: Sexual Assault Awareness Month.**

**C.7. Proclamation: National Public Safety Telecommunications Week**

**D. Public Comments:**

Comments regarding items not on the Agenda. Citizens are encouraged to speak; however, comments are limited to four (4) minutes.

**E. Ordinances: (Legislative):**

**E.1.** Ordinance 2017-04 Request to Voluntarily Contract (De-Annex) Approximately 9.024 Acres of Property. – Second Reading.

**E.2.** Ordinance 2017-09: Amending Chapters 166 and 163 Sections 66-161 and 66-237 Code of Ordinances Low Pressure Sewer System (LPSS) and Pretreatment Effluent Pumping (PEP) Regulations - Second Reading

**F. Resolutions: (Legislative): None**

**G. Old Business:**

**G.1.** Approval to Cap Next Year's Health Insurance Renewal at No More than 15%

**H. New Business:**

**H.1.** Request to waive the fire re-inspection fees for 2323 N. State St. #50.

**H.2.** Request to award RFQ 2017-03 Engineering Design Services Reclaim Water Extension Project.

**I. Reports:**

- **City Clerk**
- **City Attorney**
- **City Manager**
- **Mayor and City Commissioners**

**J. Call for Adjournment.**

**This agenda is subject to change without notice. Please see posted copy at City Hall, and our website [www.BunnellCity.us](http://www.BunnellCity.us).**

**NOTICE:** If any person decides to appeal any decision made by the City Commission or any of its boards, with respect to any matter considered at any meeting of such boards or commission, he or she will need a record of the proceedings, and for this purpose he or she 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 based, 286.0105 Florida Statutes.

**Any person requiring a special accommodation at this meeting because of a disability or physical impairment should contact the City Clerk at (386) 263-8807.**

**THE CITY OF BUNNELL IS AN EQUAL OPPORTUNITY SERVICE PROVIDER.**

*Posted by City Clerk's office on April 5, 2017*



## City of Bunnell, Florida

### Agenda Item No. a.

Document Date: 4/3/2017 Amount:  
Department: City Clerk Account #:  
Subject: 2017 04 10 Warrant  
Agenda Section: Approval of Warrant

#### ATTACHMENTS:

Description	Type
2017 04 10 Warrant	Warrant

#### Summary/Highlights:

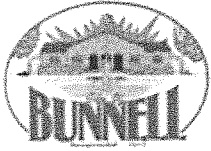
Warrant

#### Background:

#### Staff Recommendation:

#### City Attorney Review:

#### Finance Department Review/Recommendation:



City of Bunnell, FL

# Warrant

By Fund

Payable Dates - 04/10/2017

Post Dates - 04/10/2017

(None)	Payment Date	Vendor Name	Description (Payable)	Account Number	Amount
<b>Fund: 001 - GENERAL FUND</b>					
		Capricia Oats	Hall Security Deposit Refund	001-2201000	85.00
		Florida Combined Life	Dental Insurance - 04/2017	001-2184000	1,807.88
		Tiffany Robinson	CANCELLED Hall Security Dep	001-2201000	175.00
		Mildred Williams	Hall Security Deposit Refund	001-2201000	125.00
		Colonial Life & Accident Insur	03/2017	001-2185000	580.74
		Angela Horton	Hall Security Deposit Refund	001-2201000	125.00
		Felcia Warren	Hall Security Deposit Refund	001-2201000	125.00
		City of Bunnell - WS O&M	M&M Development	001-2291000	653.32
		Daniel Murphy	CANCELLED - Hall Security De	001-2201000	175.00
		Florida Health Care Plans	FHC HMO T66	001-2184000	20,044.60
		Florida Health Care Plans	FHC Triple Option	001-2184000	1,318.82
		Florida Health Care Plans	FHC HMO T23	001-2184000	4,644.48
		Florida Health Care Plans	FHC HMO T23	001-2184500	1,387.54
		Florida Blue	Life Insurance - 04-2017	001-2184000	275.81
					<b>31,523.19</b>
<b>Department: 511 - Legislative</b>					
		Flagler County Clerk of Courts	CREDIT Duplicate Payment 21	001-0511-511.3300	-18.50
		State of Florida Department o	Local Phone Service thru 1/26	001-0511-511.4100	17.22
		News Journal	Newspaper Adv for Ord. 2017	001-0511-511.4800	46.60
		News Journal	ORD 2017-03 Vol Annex	001-0511-511.4800	169.10
		News Journal	Newspaper Advertising- ORD	001-0511-511.4800	80.10
		Business Information Systems	BIS Recording Software Maint	001-0511-511.3400	1,130.00
		State of Florida Department o	Local Phone Service thru Feb	001-0511-511.4100	17.22
			<b>Department 511 - Legislative Total:</b>		<b>1,441.74</b>
<b>Department: 512 - Executive</b>					
		Verizon Wireless	Verizon Wireless - FY2016	001-0512-512.4100	-9.29
		Verizon Wireless	Cell Phones 2/14-3/13	001-0512-512.4100	52.15
		Bankcard Center	2017 Sanford Onsite Training	001-0512-512.5500	147.00
			<b>Department 512 - Executive Total:</b>		<b>189.86</b>
<b>Department: 513 - Administrative Services</b>					
		State of Florida Department o	Phone Charges Instate & Out	001-0513-513.4100	0.19
		State of Florida Department o	Local Phone Service thru 1/26	001-0513-513.4100	86.10
		DEX Imaging	Copier Overage Copy Room N	001-0513-513.4700	30.62
		DEX Imaging	Copier Overage Copy Room N	001-0513-513.4700	127.71
		UniFirst Corporation	UNIFORMS	001-0513-513.5220	1.26
		UniFirst Corporation	UNIFORMS	001-0513-513.5220	1.26
		State of Florida Department o	Phone Charges Instate & Out	001-0513-513.4100	0.32
		Staples Advantage	Paper, Labels & Flash Drive	001-0513-513.5100	19.98
		Staples Advantage	Paper, Labels & Flash Drive	001-0513-513.5100	31.95
		Flagler County Board of Count	CPR/AED-First Aid Training	001-0513-513.5500	20.00
		Suzanne Johnston, Flagler Co	Postage Due for 10/2016	001-0513-513.4200	188.71
		Christopher Hughes	Fire Inspector - Fire Pay Repor	001-0513-513.3400	702.00
		UniFirst Corporation	UNIFORMS	001-0513-513.5220	1.26
		State of Florida Department o	Local Phone Service thru Feb	001-0513-513.4100	86.10
			<b>Department 513 - Administrative Services Total:</b>		<b>1,297.46</b>
<b>Department: 516 - Finance</b>					
		Flagler County Board of Count	CPR/AED-First Aid Training	001-0516-516.5500	10.00
		Bankcard Center	FGFOA Boot Camp	001-0516-516.4000	340.00
			<b>Department 516 - Finance Total:</b>		<b>350.00</b>
<b>Department: 517 - Information Technology</b>					
		CDW Government	CREDIT - Part returned	001-0517-517.5200	-394.00
		Verizon Wireless	Verizon Wireless - FY2016	001-0517-517.4100	-10.87



## Warrant

Payable Dates: - 04/10/2017 Post Dates: - 04/10/2017

(None)	Payment Date	Vendor Name	Description (Payable)	Account Number	Amount
		Verizon Wireless	Cell Phones 2/14-3/13	001-0517-517.4100	53.69
		SOFTWARE HOUSE INTERNAT	Kaspersky Endpoint Security S	001-0517-517.3400	715.00
<b>Department 517 - Information Technology Total:</b>					<b>363.82</b>

## Department: 521 - Law Enforcement

Verizon Wireless	Verizon Wireless - FY2016	001-0521-521.4100	-10.87
State of Florida Department o	CREDIT - PD	001-0521-521.4100	-396.94
State of Florida Department o	Phone Charges Instate & Out	001-0521-521.4100	0.03
State of Florida Department o	Local Phone Service thru 1/26	001-0521-521.4100	17.22
Bartow Ford Co	2 PD Vehicles	001-0521-521.6400	36,883.06
Verizon Wireless	Cell Phones 2/14-3/13	001-0521-521.4100	376.78
Lynch Oil Company	Blanket PO for PD Fuel	001-0521-521.5210	87.79
Southern Custom Creations LL	PD Vehicle # 1702 Graphics	001-0521-521.4620	350.00
Southern Custom Creations LL	Fender Decals for Vehicle 160	001-0521-521.4620	40.00
State of Florida Department o	Phone Charges Instate & Out	001-0521-521.4100	0.24
DGG Taser & Tactical Supply	(2) Item 8675 Blauer Short Sle	001-0521-521.5220	105.98
Flagler County Board of Count	CPR/AED-First Aid Training	001-0521-521.5500	5.00
Lynch Oil Company	Blanket PO for PD Fuel	001-0521-521.5210	457.62
DGG Taser & Tactical Supply	(2) Item 8675 Blauer Short Sle	001-0521-521.5220	90.98
O'reilly Automotive Inc	Fan Relay - PD#1609	001-0521-521.4620	126.34
State of Florida Department o	Local Phone Service thru Feb	001-0521-521.4100	17.22
O'reilly Automotive Inc	Oil Filter, Sensor & Oil - PD#1	001-0521-521.4620	75.43
City of Bunnell - WS O&M	200 S Church St	001-0521-521.4300	47.42
Department 521 - Law Enforcement Total:			38,273.30

## Department: 522 - Fire Control

Moore Medical Corp, LLC	CREDIT - Medical Supplies	001-0522-522.5200	-30.00
Derek Fraser	Petty Cash replenishment	001-0522-522.5200	29.97
Flagler County Board of Count	Pump test and preventative	001-0522-522.4620	730.76
Flagler County Board of Count	Pump test and preventative	001-0522-522.4620	770.57
Derek Fraser	Petty Cash replenishment	001-0522-522.5220	8.50
Derek Fraser	Petty Cash replenishment	001-0522-522.5200	26.24
Derek Fraser	Petty Cash replenishment	001-0522-522.5200	19.98
Derek Fraser	Petty Cash replenishment	001-0522-522.5200	16.19
State of Florida Department o	Phone Charges Instate & Out	001-0522-522.4100	0.81
State of Florida Department o	Local Phone Service thru 1/26	001-0522-522.4100	5.80
Derek Fraser	Petty Cash replenishment	001-0522-522.5220	21.51
State of Florida Department o	Wireless Air Cards FD	001-0522-522.4100	108.15
Sun Country Termite & Pest C	PEST CONTROL - FD	001-0522-522.3400	40.00
DG Hardware, Inc.	Fastners	001-0522-522.4620	3.00
Lynch Oil Company	FUEL BLANKET PO	001-0522-522.5210	35.81
DG Hardware, Inc.	Cloths Hook, Netsetter, CLam	001-0522-522.4620	14.45
Bankcard Center	Engraved Plate, 7x9 Award &	001-0522-522.5200	91.00
Bunnell Auto Supply, Inc.	Adapter, Coupling, Brake Hos	001-0522-522.4620	30.19
State of Florida Department o	Phone Charges Instate & Out	001-0522-522.4100	1.00
Lynch Oil Company	FUEL BLANKET PO	001-0522-522.5210	122.29
State of Florida Department o	Wireless Air Cards FD	001-0522-522.4100	108.15
State of Florida Department o	Local Phone Service thru Feb	001-0522-522.4100	17.22
City of Bunnell - WS O&M	1601 Old Moody Blvd	001-0522-522.4300	244.16
Department 522 - Fire Control Total:			2,415.75

## Department: 524 - Community Development

State of Florida Department of Corrections	CORRECTION Quarterly Building	001-0524-524.4900	-72.55
News Journal	Newspaper Advertising- Notices	001-0524-524.4800	34.10
Verizon Wireless	Cell Phones 2/14-3/13	001-0524-524.4100	11.46
Staples Advantage	Paper, Labels & Flash Drive	001-0524-524.5100	8.58
Alliant Engineering Inc	Matthews Site Plan Engineering	001-0524-524.3400	225.00
Christopher Hughes	Fire Inspector - Fire Pay Report	001-0524-524.3401	125.00
Department 524 - Community Development Total:			331.59

## Department: 541 - Road and Street Facilities

Grainger	Asphalt Rake	001-0541-541.5200	-83.00
BuildersFirst	CREDIT - Railroad Ties	001-0541-541.4600	-79.20

(None)	Payment Date	Vendor Name	Description (Payable)	Account Number	Amount
		BuildersFirst	OFFSET DUPLICATE CREDIT IN	001-0541-541.5300	79.20
		BuildersFirst	CREDIT	001-0541-541.5300	-45.84
		State of Florida Department o	Local Phone Service thru 1/26	001-0541-541.4100	17.22
		Michael Baker Jr. Inc.	Engineer Design Services- Co	001-0541-541.6300	13,160.31
		Sun Country Termite & Pest C	PEST CONTROL - PARKS & REC	001-0541-541.3400	30.00
		UniFirst Corporation	UNIFORMS	001-0541-541.5220	45.19
		DG Hardware, Inc.	Cable Ties	001-0541-541.5200	7.64
		DG Hardware, Inc.	Entry Knob	001-0541-541.4610	14.39
		DG Hardware, Inc.	AA Batteries	001-0541-541.5200	8.99
		Verizon Wireless	Cell Phones 2/14-3/13	001-0541-541.4100	111.50
		Lynch Oil Company	FUEL BLANKET PO	001-0541-541.5210	154.08
		Lynch Oil Company	FUEL BLANKET PO	001-0541-541.5215	96.85
		DG Hardware, Inc.	Glade Spray & Cleaner	001-0541-541.5200	12.21
		Boulevard Tire Center	Tires, Alignment & Balance - P	001-0541-541.4620	533.99
		UniFirst Corporation	UNIFORMS	001-0541-541.5220	45.19
		Lynch Oil Company	FUEL BLANKET PO	001-0541-541.5210	210.88
		DG Hardware, Inc.	Tank Repair Kit, Tube, Trap &	001-0541-541.4610	42.08
		DG Hardware, Inc.	Tube, Cleaner, Drain & Nut Sli	001-0541-541.4610	20.69
		Advanced Auto Parts	Lug Nut , Oil & Filter - PW#91	001-0541-541.4620	41.64
		Flagler County Board of Count	CPR/AED-First Aid Training	001-0541-541.5500	30.00
		Central Hydraulics, Inc.	HIGH PRESSURE HOSE FOR GR	001-0541-541.4620	123.38
		Flagler Power Equipment	EXMARK BLADES	001-0541-541.4640	380.88
		Nextran	Battery - PW	001-0541-541.4640	314.00
		Bunnell Auto Supply, Inc.	Adhesive Cleaner, Outlet Box	001-0541-541.4620	77.57
		Bunnell Auto Supply, Inc.	Wheel Weight	001-0541-541.4620	44.99
		Advanced Auto Parts	Lift Support String - PW#922	001-0541-541.4620	36.26
		Lynch Oil Company	FUEL BLANKET PO	001-0541-541.5210	129.00
		UniFirst Corporation	UNIFORMS	001-0541-541.5220	45.19
		Traffic Supplies & Distribution	STREET SIGNS AND SUPPLIES	001-0541-541.5310	129.00
		Traffic Supplies & Distribution	STREET SIGNS AND SUPPLIES	001-0541-541.5310	138.00
		Traffic Supplies & Distribution	STREET SIGNS AND SUPPLIES	001-0541-541.5310	144.00
		Traffic Supplies & Distribution	STREET SIGNS AND SUPPLIES	001-0541-541.5310	153.00
		Traffic Supplies & Distribution	STREET SIGNS AND SUPPLIES	001-0541-541.5310	18.75
		Traffic Supplies & Distribution	STREET SIGNS AND SUPPLIES	001-0541-541.5310	59.88
		Traffic Supplies & Distribution	STREET SIGNS AND SUPPLIES	001-0541-541.5310	26.94
		State of Florida Department o	Local Phone Service thru Feb	001-0541-541.4100	17.22
		Bankcard Center	GEMPLERS - 6 Trash Grabbers	001-0541-541.5264	165.74
		City of Bunnell - WS O&M	400 A N State St - IRR	001-0541-541.4300	64.51
		City of Bunnell - WS O&M	03-4991-00 Corner of Railroa	001-0541-541.4300	64.51
		City of Bunnell - WS O&M	901 N State St - IRR	001-0541-541.4300	64.51
		City of Bunnell - WS O&M	305 Tolman St	001-0541-541.4300	194.80
		City of Bunnell - WS O&M	1001 C S State St - IRR	001-0541-541.4300	64.51
		City of Bunnell - WS O&M	210 S State St - IRR	001-0541-541.4300	64.51
Department 541 - Road and Street Facilities Total:					16,975.16

## Department: 572 - Parks and Recreation

Sun Country Termite & Pest C	PEST CONTROL - PARKS & REC	001-0572-572.3400	75.00
Sun Country Termite & Pest C	PEST CONTROL - PARKS & REC	001-0572-572.3400	75.00
Sun Country Termite & Pest C	PEST CONTROL - PARKS & REC	001-0572-572.3400	37.00
UniFirst Corporation	UNIFORMS	001-0572-572.5220	19.70
Palm Coast Heating & Air Con	MUNICIPAL CITY HALL A/C RE	001-0572-572.4610	62.50
Palm Coast Heating & Air Con	MUNICIPAL CITY HALL A/C RE	001-0572-572.4610	73.75
Sun Country Termite & Pest C	PEST CONTROL - PARKS & REC	001-0572-572.3400	30.00
Lynch Oil Company	FUEL BLANKET PO	001-0572-572.5210	104.50
Lynch Oil Company	FUEL BLANKET PO	001-0572-572.5210	13.66
UniFirst Corporation	UNIFORMS	001-0572-572.5220	19.70
DG Hardware, Inc.	Liners, Cleaners, Sponges & PI	001-0572-572.5200	151.99
Lynch Oil Company	FUEL BLANKET PO	001-0572-572.5210	14.00
UniFirst Corporation	UNIFORMS	001-0572-572.5220	19.70
City of Bunnell - WS O&M	300 Citrus St - JB King Park	001-0572-572.4300	691.23
City of Bunnell - WS O&M	200 S Church St	001-0572-572.4300	142.24

**Warrant****(None)****Payment Date****Vendor Name****Description (Payable)****Account Number****Amount**

City of Bunnell - WS O&amp;M

401 E Court St

001-0572-572.4300

194.53

City of Bunnell - WS O&amp;M

405 E Drain St

001-0572-572.4300

181.77

**Department 572 - Parks and Recreation Total:****1,906.27****Fund 001 - GENERAL FUND****Total:****95,068.14**

## Warrant

Payable Dates: - 04/10/2017 Post Dates: - 04/10/2017

(None)	Payment Date	Vendor Name	Description (Payable)	Account Number	Amount
Fund: 401 - ENTERPRISE FUND					
Department: 533 - Water Utility Services					
		Verizon Wireless	Verizon Wireless - FY2016	401-0533-533.4100	-12.42
		State of Florida Department o	Phone Charges Instate & Out	401-0533-533.4100	0.01
		State of Florida Department o	Local Phone Service thru 1/26	401-0533-533.4100	51.24
		Sun Country Termite & Pest C	PEST CONTROL WTP & WWTP	401-0533-533.3401	30.00
		UniFirst Corporation	UNIFORMS	401-0533-533.5220	31.64
		Palm Coast Heating & Air Con	MUNICIPAL CITY HALL A/C RE	401-0533-533.4610	62.50
		Palm Coast Heating & Air Con	MUNICIPAL CITY HALL A/C RE	401-0533-533.4610	73.75
		DG Hardware, Inc.	Rivet & Cord Extension	401-0533-533.4620	3.87
		DG Hardware, Inc.	Rivet & Cord Extension	401-0533-533.4620	17.99
		Wells Fargo Vndor Fin Serv	Copier Lease - UT V66580132	401-0533-533.3401	56.48
		Ferguson Enterprises, Inc.	Operating Supplies for Water	401-0533-533.5205	560.00
		Verizon Wireless	Cell Phones 2/14-3/13	401-0533-533.4100	210.01
		DEX Imaging	Copier Overage WS N2P1Z03	401-0533-533.4700	8.00
		DEX Imaging	Copier Overage WS N2P1Z03	401-0533-533.4700	41.76
		Lynch Oil Company	FUEL BLANKET PO	401-0533-533.5210	111.53
		Lynch Oil Company	FUEL BLANKET PO	401-0533-533.5210	39.30
		Bunnell Auto Supply, Inc.	Test for Fuel in Generators - U	401-0533-533.4640	13.50
		UniFirst Corporation	UNIFORMS	401-0533-533.5220	31.64
		DEX Imaging	115283 V665801326 UT	401-0533-533.4700	20.59
		State of Florida Department o	Phone Charges Instate & Out	401-0533-533.4100	0.01
		AT&T	Analog Circuit - Alarm Auto Di	401-0533-533.4100	23.60
		Environmental Land Services	ROAD BASE FOR WWTP & WT	401-0533-533.5205	154.18
		Flagler County Board of Count	CPR/AED-First Aid Training	401-0533-533.5500	20.00
		Lynch Oil Company	FUEL BLANKET PO	401-0533-533.5210	16.61
		Lynch Oil Company	FUEL BLANKET PO	401-0533-533.5210	97.54
		UniFirst Corporation	UNIFORMS	401-0533-533.5220	31.64
		State of Florida Department o	Local Phone Service thru Feb	401-0533-533.4100	51.33
		CISS, Inc.	Background Check Arlotta & V	401-0533-533.3401	55.00
		Bankcard Center	FGFOA Boot Camp	401-0533-533.4000	170.00
		City of Bunnell - WS O&M	100 Utility St	401-0533-533.4300	279.24
		City of Bunnell - WS O&M	305 Tolman St	401-0533-533.4300	97.40
Department 533 - Water Utility Services Total:					2,347.94

## Department: 535 - Sewer / Wastewater Services

Miller Pipeline Corp	CREDIT on INV 392533	401-0535-535.6300	-200.00
Verizon Wireless	Verizon Wireless - FY2016	401-0535-535.4100	-4.30
Sizemore Welding, Inc.	CREDIT- COB-06658-2016	401-0535-535.5200	-56.00
State of Florida Department o	Phone Charges Instate & Out	401-0535-535.4100	0.02
State of Florida Department o	Local Phone Service thru 1/26	401-0535-535.4100	31.55
ORMOND SEPTIC SYSTEMS	HAULING & TREATMENT OF B	401-0535-535.3400	950.00
Sun Country Termite & Pest C	PEST CONTROL WTP & WWTP	401-0535-535.3400	30.00
UniFirst Corporation	UNIFORMS	401-0535-535.5220	27.26
Palm Coast Heating & Air Con	MUNICIPAL CITY HALL A/C RE	401-0535-535.4610	62.50
Palm Coast Heating & Air Con	MUNICIPAL CITY HALL A/C RE	401-0535-535.4610	73.75
DG Hardware, Inc.	Rivet & Cord Extension	401-0535-535.4620	3.86
DG Hardware, Inc.	Rivet & Cord Extension	401-0535-535.4620	17.99
DG Hardware, Inc.	FLEET PURCHASES	401-0535-535.4620	7.19
News Journal	AD for RFQ 2017-03	401-0535-535.6300	259.83
DG Hardware, Inc.	FLEET PURCHASES	401-0535-535.4620	0.40
DG Hardware, Inc.	FLEET PURCHASES	401-0535-535.4620	0.40
DG Hardware, Inc.	FLEET PURCHASES	401-0535-535.4620	0.72
DG Hardware, Inc.	FLEET PURCHASES	401-0535-535.4620	0.40
Wells Fargo Vndor Fin Serv	Copier Lease - UT V66580132	401-0535-535.3400	56.49
Verizon Wireless	Cell Phones 2/14-3/13	401-0535-535.4100	123.80
DEX Imaging	Copier Overage WS N2P1Z03	401-0535-535.4700	41.75
DEX Imaging	Copier Overage WS N2P1Z03	401-0535-535.4700	8.00
Lynch Oil Company	FUEL BLANKET PO	401-0535-535.5210	116.23
UniFirst Corporation	UNIFORMS	401-0535-535.5220	27.26
DEX Imaging	115283 V665801326 UT	401-0535-535.4700	20.59

Warrant

Payable Dates: - 04/10/2017 Post Dates: - 04/10/2017

(None)

Payment Date

Vendor Name

Description (Payable)

Account Number

Amount

News Journal	CDBG 100 YR FLOODPLAIN AD	401-0535-535.6300	243.80
Lynch Oil Company	FUEL BLANKET PO	401-0535-535.5210	77.10
State of Florida Department o	Phone Charges Instate & Out	401-0535-535.4100	0.02
Hawkins Inc	WWTP CHEMICALS	401-0535-535.5200	441.60
Environmental Land Services	ROAD BASE FOR WWTP & WT	401-0535-535.5200	154.17
Flagler County Board of Count	CPR/AED-First Aid Training	401-0535-535.5500	20.00
Bankcard Center	UT17.0109.0800 HAY FOR AIR	401-0535-535.5200	16.00
ORMOND SEPTIC SYSTEMS	HAULING & TREATMENT OF B	401-0535-535.3400	950.00
Lynch Oil Company	FUEL BLANKET PO	401-0535-535.5210	48.40
Lynch Oil Company	FUEL BLANKET PO	401-0535-535.5210	117.69
UniFirst Corporation	UNIFORMS	401-0535-535.5220	27.26
Hawkins Inc	WWTP CHEMICALS	401-0535-535.5200	308.48
State of Florida Department o	Local Phone Service thru Feb	401-0535-535.4100	43.05
CISS, Inc.	Background Check Arlotta & V	401-0535-535.3400	55.00
Bankcard Center	FGFOA Boot Camp	401-0535-535.4000	170.00
City of Bunnell - WS O&M	03-0161-00 N Bay St - LS	401-0535-535.4300	70.25
City of Bunnell - WS O&M	Grand Reserve Dr LS	401-0535-535.4300	64.51
City of Bunnell - WS O&M	301 Tolman St	401-0535-535.4300	510.35
City of Bunnell - WS O&M	305 Tolman St	401-0535-535.4300	97.39
City of Bunnell - WS O&M	Lincoln St LS	401-0535-535.4300	64.51
City of Bunnell - WS O&M	1001 D S State St - LIFT	401-0535-535.4300	42.57
<b>Department 535 - Sewer / Wastewater Services Total:</b>			<b>5,121.84</b>

Department: 536 - Engineering - Utilities

State of Florida Department o	Local Phone Service thru 1/26	401-0536-536.4100	17.22
City of Flagler Beach	City Engineer	401-0536-536.3400	1,063.14
City of Flagler Beach	City Engineer	401-0536-536.4000	80.25
State of Florida Department o	Local Phone Service thru Feb	401-0536-536.4100	17.22
<b>Department 536 - Engineering - Utilities Total:</b>			<b>1,177.83</b>
<b>Fund 401 - ENTERPRISE FUND</b>			<b>Total: 8,647.61</b>

## Warrant

Payable Dates: - 04/10/2017 Post Dates: - 04/10/2017

(None)	Payment Date	Vendor Name	Description (Payable)	Account Number	Amount
<b>Fund: 402 - SOLID WASTE</b>					
<b>Department: 534 - Garbage / Solid Waste Control Services</b>					
		McGee Tire & Services	Blanket PO for McGee Tire	402-0534-534.4620	518.00
		Rush Truck Centers of Florida	CREDIT - TAX REF Fan Blad an	402-0534-534.4620	-30.94
		Hedstrom Environmental	HEDSTROM ENVIRONMENTAL	402-0534-534.5264	880.00
		UniFirst Corporation	UNIFORMS	402-0534-534.5220	18.47
		Jamson Labs/Power Kleen	SW CLEANING SUPPLIES	402-0534-534.5200	130.76
		Verizon Wireless	Cell Phones 2/14-3/13	402-0534-534.4100	104.30
		UniFirst Corporation	UNIFORMS	402-0534-534.5220	18.47
		Lynch Oil Company	FUEL BLANKET PO	402-0534-534.5210	645.01
		Environmental Land Services	Blanket PO for ELS	402-0534-534.3400	3,497.37
		Lynch Oil Company	FUEL BLANKET PO	402-0534-534.5210	567.44
		DG Hardware, Inc.	Alum Flashing, Rivet & Solar S	402-0534-534.5200	66.53
		UniFirst Corporation	UNIFORMS	402-0534-534.5220	18.47
		<b>Department 534 - Garbage / Solid Waste Control Services Total:</b>			<b>6,433.88</b>
		<b>Fund 402 - SOLID WASTE Total:</b>			<b>6,433.88</b>

Warrant

Payable Dates: - 04/10/2017 Post Dates: - 04/10/2017

(None)	Payment Date	Vendor Name	Description (Payable)	Account Number	Amount
<b>Fund: 502 - Municipal Complex Building Fund</b>					
<b>Department: 519 - Municipal Complex</b>					
		Bankcard Center	SUPPLIES FOR METAL DOOR -	502-0519-519.4610	77.67
		Bankcard Center	SUPPLIES FOR METAL DOOR -	502-0519-519.4610	553.84
		Bankcard Center	SUPPLIES FOR METAL DOOR -	502-0519-519.4610	53.55
		Bankcard Center	SUPPLIES FOR METAL DOOR -	502-0519-519.4610	78.48
		Bankcard Center	SUPPLIES FOR METAL DOOR -	502-0519-519.4610	299.52
		Bankcard Center	SUPPLIES FOR METAL DOOR -	502-0519-519.4610	20.00
		Bankcard Center	SUPPLIES FOR METAL DOOR -	502-0519-519.4610	4.60
		Bankcard Center	SUPPLIES FOR METAL DOOR -	502-0519-519.4610	321.45
		Bankcard Center	SUPPLIES FOR METAL DOOR -	502-0519-519.4610	308.58
		Bankcard Center	SUPPLIES FOR METAL DOOR -	502-0519-519.4610	662.31
		Bankcard Center	SUPPLIES FOR METAL DOOR -	502-0519-519.4610	24.00
		Bankcard Center	SUPPLIES FOR METAL DOOR -	502-0519-519.4610	95.00
		Palm Coast Heating & Air Con	MUNICIPAL CITY HALL A/C RE	502-0519-519.4610	73.75
		Palm Coast Heating & Air Con	MUNICIPAL CITY HALL A/C RE	502-0519-519.4610	62.50
		Palm Coast Heating & Air Con	PD MOVE - RUN NEW THERM	502-0519-519.4610	195.00
		Sun Country Termite & Pest C	PEST CONTROL MUNICIPAL C	502-0519-519.3401	150.00
		City Electric Supply	PW17.0106.0821 - MOVE PD	502-0519-519.4610	26.80
		City Electric Supply	PW17.0106.0821 - MOVE PD	502-0519-519.4610	25.38
		Bankcard Center	SHEET METAL FOR PD	502-0519-519.4610	151.80
		Bankcard Center	SEAMLESS GUTTERS FOR MU	502-0519-519.4610	810.00
		City of Bunnell - WS O&M	201 W Moody Blvd - Municip	502-0519-519.4300	505.33
			<b>Department 519 - Municipal Complex Total:</b>		<b>4,499.56</b>
			<b>Fund 502 - Municipal Complex Building Fund Total:</b>		<b>4,499.56</b>
			<b>Grand Total:</b>		<b>114,649.19</b>



## Report Summary

## Fund Summary

Fund	Expense Amount
001 - GENERAL FUND	95,068.14
401 - ENTERPRISE FUND	8,647.61
402 - SOLID WASTE	6,433.88
502 - Municipal Complex Building Fund	4,499.56
<b>Grand Total:</b>	<b>114,649.19</b>

## Account Summary

Account Number	Account Name	Expense Amount
001-0511-511.3300	Recording Fees	-18.50
001-0511-511.3400	Other Contract Services	1,130.00
001-0511-511.4100	Communications Expens	34.44
001-0511-511.4800	Advertising / Promo Exp	295.80
001-0512-512.4100	Communications Expens	42.86
001-0512-512.5500	Training	147.00
001-0513-513.3400	Other Contract Services	702.00
001-0513-513.4100	Communications Expens	172.71
001-0513-513.4200	Postage	188.71
001-0513-513.4700	Printing / Binding Expen	158.33
001-0513-513.5100	Office Supplies Expense	51.93
001-0513-513.5220	Uniforms Exp	3.78
001-0513-513.5500	Training	20.00
001-0516-516.4000	Travel/Per Diem	340.00
001-0516-516.5500	Training	10.00
001-0517-517.3400	Other Contract Services	715.00
001-0517-517.4100	Communications Expens	42.82
001-0517-517.5200	Operating Supplies	-394.00
001-0521-521.4100	Communications Expens	3.68
001-0521-521.4300	Utility - Public Services	47.42
001-0521-521.4620	Repair / Maint - Vehicles	591.77
001-0521-521.5210	Fuel	545.41
001-0521-521.5220	Uniforms Exp	196.96
001-0521-521.5500	Training	5.00
001-0521-521.6400	Machinery/Equipment E	36,883.06
001-0522-522.3400	Other Contract Services	40.00
001-0522-522.4100	Communications Expens	241.13
001-0522-522.4300	Utility - Public Services	244.16
001-0522-522.4620	Repair / Maint - Vehicles	1,548.97
001-0522-522.5200	Operating Supplies	153.38
001-0522-522.5210	Fuel	158.10
001-0522-522.5220	Uniforms Exp	30.01
001-0524-524.3400	Other Contract Services	225.00
001-0524-524.3401	Bldg / Fire Inspection Ex	125.00
001-0524-524.4100	Communications Expens	11.46
001-0524-524.4800	Advertising / Promo Exp	34.10
001-0524-524.4900	Other Current Chgs & O	-72.55
001-0524-524.5100	Office Supplies Expenses	8.58
001-0541-541.3400	Other Contract Services	30.00
001-0541-541.4100	Communications Expens	145.94
001-0541-541.4300	Utility - Public Services	517.35
001-0541-541.4600	Repair / Maint - Service	-79.20
001-0541-541.4610	Repair / Maint - Bldgs	77.16
001-0541-541.4620	Repair / Maint - Vehicles	857.83
001-0541-541.4640	Equipment Repair & Mai	694.88
001-0541-541.5200	Operating Supplies	-54.16
001-0541-541.5210	Fuel	493.96
001-0541-541.5215	Fuel - Off Road Diesel	96.85
001-0541-541.5220	Uniforms Exp	135.57

Completed by  
  
 Approved by  




**Account Summary**

Account Number	Account Name	Expense Amount
001-0541-541.5264	Small Equipment Purcha	165.74
001-0541-541.5300	Road Repair Local Optio	33.36
001-0541-541.5310	Signage	669.57
001-0541-541.5500	Training	30.00
001-0541-541.6300	Improvements - Other T	13,160.31
001-0572-572.3400	Other Contract Services	217.00
001-0572-572.4300	Utility - Public Services	1,209.77
001-0572-572.4610	Repair / Maint - Bldgs	136.25
001-0572-572.5200	Operating Supplies	151.99
001-0572-572.5210	Fuel	132.16
001-0572-572.5220	Uniforms Exp	59.10
001-2184000	Med/Health Employee Li	28,091.59
001-2184500	Retiree Medical	1,387.54
001-2185000	125 Plans Employee Pay	580.74
001-2201000	Deposits Paybl - CtyHall/	810.00
001-2291000	Due to M & M Develop	653.32
401-0533-533.3401	Other Contract Services	141.48
401-0533-533.4000	Travel / Per Diem	170.00
401-0533-533.4100	Communications Expens	323.78
401-0533-533.4300	Utility - Public Services	376.64
401-0533-533.4610	Repair / Maint - Bldgs	136.25
401-0533-533.4620	Repair / Maint - Vehicles	21.86
401-0533-533.4640	Repair / Maint - Equipm	13.50
401-0533-533.4700	Printing / Binding Expen	70.35
401-0533-533.5205	Operating Supplies Exp -	714.18
401-0533-533.5210	Fuel	264.98
401-0533-533.5220	Uniforms Exp	94.92
401-0533-533.5500	Training	20.00
401-0535-535.3400	Other Contract Services	2,041.49
401-0535-535.4000	Travel / Per Diem	170.00
401-0535-535.4100	Communications Expens	194.14
401-0535-535.4300	Utility - Public Services	849.58
401-0535-535.4610	Repair / Maint - Bldgs	136.25
401-0535-535.4620	Repair / Maint - Vehicles	30.96
401-0535-535.4700	Printing / Binding Expen	70.34
401-0535-535.5200	Operating Supplies	864.25
401-0535-535.5210	Fuel	359.42
401-0535-535.5220	Uniforms Exp	81.78
401-0535-535.5500	Training	20.00
401-0535-535.6300	Improvements - Other T	303.63
401-0536-536.3400	Other Contract Services	1,063.14
401-0536-536.4000	Travel/Per Diem	80.25
401-0536-536.4100	Communications Expens	34.44
402-0534-534.3400	Other Contract Services	3,497.37
402-0534-534.4100	Communications - Solid	104.30
402-0534-534.4620	Repair/Maint Vehicles -	487.06
402-0534-534.5200	Operating Supplies	197.29
402-0534-534.5210	Fuel	1,212.45
402-0534-534.5220	Uniforms - Solid Waste	55.41
402-0534-534.5264	Small Equipment - Solid	880.00
502-0519-519.3401	Other Contract Services	150.00
502-0519-519.4300	Utility Public Service	505.33
502-0519-519.4610	Repair/Maint/Bldg	3,844.23
<b>Grand Total:</b>		<b>114,649.19</b>

**Project Account Summary**

Project Account Key	Expense Amount
**None**	114,405.39

Project Account Summary

Project Account Key	Expense Amount
cdbgexp	243.80
Grand Total:	114,649.19



## City of Bunnell, Florida

### ATTACHMENTS:

Description

2017 03 27 City Commission Minutes

Type

Minutes

CATHERINE D. ROBINSON  
MAYOR

JOHN ROGERS  
VICE-MAYOR

DAN DAVIS  
CITY MANAGER



*Crossroads of Flagler County*

COMMISSIONERS:

ELBERT TUCKER

BILL BAXLEY

BONITA ROBINSON

## BUNNELL CITY COMMISSION MINUTES

Monday, March 27, 2017

7:00 PM

201 West Moody Boulevard,  
City Commission Chambers - Building 3  
Bunnell, FL 32110

---

### A. Call Meeting to Order and Pledge Allegiance to the Flag

Mayor Robinson called the meeting to order at 7:00 PM and led the pledge to the flag.

**Roll Call: Present:** Mayor Catherine D. Robinson, Vice Mayor John Rogers, Commissioner Elbert Tucker, Commissioner Bill Baxley, Commissioner Bonita Robinson, City Attorney Wade Vose, City Manager Dan Davis, and City Clerk Sandra Bolser.

### Invocation for our Military Troops and National Leaders

Commissioner Robinson led the invocation.

### B. Introductions, Commendations, Proclamations, and Presentations:

**B.1. Presentation:** Fire Chief Derek Fraser's Retirement: Mayor Robinson presented Mr. Fraser with a shadow box and thanked him for his years of service to the City of Bunnell Fire Department.

**B.2. Presentation:** Oath of Office for new Fire Chief Ron Bolser: City Manager Davis swore Mr. Bolser into office.

**B.3. Presentation:** State Surgeon's General Healthy Weight Community Champion: Mr. Bob Snyder with the Flagler County Health Department presented the City with the "Healthy Weight Community Champion 2017" award.

**B.4. Proclamation:** Crime Victims' Rights Week: Ms. Candi Wilks of the Family Life Center was present to accept the Proclamation.

**B.5. Proclamation:** April as Child Abuse Prevention Month

**B.6. Proclamation:** April as Water Conservation Month: Mr. Sample, St. John's River Water Management District was present to accept the Proclamation

### C. Consent Agenda:

#### C.1. Approval of Warrant

- a. 2017 03 27 Warrant

#### C.2. Approval of Minutes

- a. 2017 03 13 City Commission Meeting Minutes

**C.3.** Request for Approval of update to Policy 303.0 Training and Development

**C.4.** Request for Approval of Ormond Septic System Contract 1 Month Renewal

**Motion:** Approve the Consent Agenda.

**Motion by:** Vice Mayor Rogers

**Seconded by:** Commissioner Baxley

**Board Discussion:** None.

**Public Comments:** None.

**Vote:** Motion carried 5-0.

**D. Public Comments:**

Comments regarding items not on the Agenda. Citizens are encouraged to speak; however, comments are limited to four (4) minutes.

**Mr. Steve Woodin**, 200 N. Railroad Street expressed concerns over the drainage canal that is located at Deen Road and Railroad Street. He advised he witnessed a vehicle run off into the canal, and feels the City should consider a guard rail in that area.

Mr. Woodin also stated he had a minor water issue and was treated in a very unprofessional manner by a customer service person and her supervisor. He requested to speak with the City Manager and was treated in a very disrespectful manner.

*The City Commission Chambers was evacuated due to a fire alarm. Mayor Robinson called the meeting back to order at 7: 52 PM after it was determined the building was safe.*

*Mayor Robinson requested to move items H.4 and H.5 up on the agenda. The Board consented.*

**H.4.** Request Approval of the Proposed Health Insurance Renewal Contract: Gay Ross, Blue Cross Blue Shield, David Miller, Florida Health Care Plans and Christine Hancock, HR Administrator was present to answer questions regarding the proposal.

**Motion:** Approve the Proposed Health Insurance Renewal Contract.

**Motion by:** Commissioner Robinson

**Seconded by:** Vice Mayor Rogers

**Board Discussion:** None.

**Public discussion:** None.

**Vote:** Motion carried 4-0. Mayor Robinson recused herself as she is an employee with Florida Health Care.

**H.5.** Approval to Cap Next Year's Health Insurance Renewal at no more than 15%: Ms. Ross explained the offer to cap the rates for 2018.

**Motion:** Table Item

**Motion by:** Commissioner Robinson

**Seconded by:** Vice Mayor Rogers

**Board Discussion:** Vice Mayor Rogers asked if this letter means that next year the Board will not have to approve the rate increase. City Attorney Vose advised this letter does imply an auto renewal and questioned if this proposal negates the City's ability to go out to bid. Ms. Ross advised she can request that the company revise the proposal.

Commissioner Tucker asked if the letter had to be signed on this date. Ms. Ross advised the proposal needs to be signed no later than April 15<sup>th</sup>.

**Public discussion:** None.

**Vote:** Motion carried 3-0. **Summary vote:** **Recused:** Mayor Robinson, **No:** Commissioner Tucker, **Yes:** Commissioner Baxley, Commissioner Robinson, and Vice Mayor Rogers.

**E. Ordinances: (Legislative):**

**E.1.** Ordinance 2017-09 Amending Chapters 166 and 163, Sections 66-161 and 66-237 code of Ordinances Low Pressure Sewer System (LPSS) and Pretreatment Effluent Pumping (PEP) Regulations – First Reading: Attorney Vose read the short title into the record. City Manager Davis advised this is the Ordinance that was discussed at the last two meetings. It determines how the City will maintain the PEP systems.

**Motion:** Approve Ordinance 2017-09 Amending Chapters 166 and 163, Sections 66-161 and 66-237 code of Ordinances Low Pressure Sewer System (LPSS) and Pretreatment Effluent Pumping (PEP) Regulations.

**Motion by:** Commissioner Tucker

**Seconded by:** Commissioner Robinson

**Board Discussion:** Commissioner Tucker advised this Ordinance is to clarify the line of demarcation that was discussed at the last meeting.

**Public discussion:** None.

**Vote:** Motion carried 3-2: **Summary vote:** **Yes:** Commissioner Tucker, Commissioner Baxley and Commissioner Robinson; **No:** Mayor Robinson and Vice Mayor Rogers.

**F. Resolutions: (Legislative):**

**F.1.** Resolution 2017-09 Amending General Fund Budget for Residential Construction Mitigation Program (RCMP) Grant: Attorney Vose read the short title into the record. Finance Director Stella Gurnee explained the proposed Resolution.

**Motion:** Adopt Resolution 2017-09 Amending General Fund Budget for Residential Construction Mitigation Program (RCMP) Grant

**Motion by:** Commissioner Tucker

**Seconded by:** Commissioner Baxley

**Board Discussion:** Commissioner Robinson disclosed that she had applied for this grant, but was turned down.

**Public discussion:** None.

**Vote:** Motion carried 5-0.

**G. Old Business: None**

**H. New Business:**

**H.1.** Request Authorization of Residential Construction Mitigation Program (RCMP) grant application. Finance Director Gurnee advised staff is requesting authorization to apply for this grant and allow the City Manager to sign the application so that City can meet this grant cycle. She further advised the County has decided they will no longer administer the program. If the City is awarded this grant they will receive the administration fees.

**Motion:** Approve the grant application for Residential Construction Mitigation Program (RCMP).

**Motion by:** Commissioner Tucker

**Seconded by:** Vice Mayor Rogers

**Board Discussion:** Commissioner Baxley asked if this grant is going to cost the City money in the future. Ms. Gurnee advised it is a 100% funded grant and the cost to administer the program will be borne by the grant.

**Public discussion:** Daisy Henry asked how the information would be provided to the people in the community.

**Vote:** Motion carried 5-0.

**H.2. Award Bid 2017-02: Residential Construction Mitigation Program:** Ms. Gurnee explained the City only received one bid and that staff compared the bids to the County's bid and the State is very satisfied with this bidder and has already approved seven (7) homes.

**Motion:** Approve the grant application for Residential Construction Mitigation Program (RCMP).

**Motion by:** Vice Mayor Rogers

**Seconded by:** Commissioner Robinson

**Board Discussion:** None.

**Public discussion:** None.

**Vote:** Motion carried 5-0.

**H.3. Discussion for qualifying the installation of residential/municipal street speed bumps:** City Manager reviewed the results of the recent speed study for the streets in question. He further advised there is a need for speed bumps on two of the streets; however, staff has recommended putting additional stop signs in these areas and wait until the next budget to install the speed bumps. Commissioner Robinson advised when she initially brought this to the Board she followed the same procedures that Commissioner Baxley did. Stop signs were never recommended then and speed bumps were installed. Mayor Robinson advised there were already stop signs in that area. Vice Mayor Rogers explained the City Manager was requesting to install the stop signs as a temporary measure until the City could add the cost of the speed bumps to the next budget. Commissioner Robinson stated she was requesting three (3) speed bumps on one street. Commissioner Baxley asked if there was money in the budget that could be used to purchase a few speed bumps. City Manager Davis advised we can move money and purchase one set; however, he is concerned with setting a precedence of purchasing items that are not budgeted.

**Motion:** Install one set of speed bumps on Booe and install the stop signs as designated by staff.

**Motion by:** Commissioner Tucker

**Seconded by:** Commissioner Robinson

**Board Discussion:** No further discussion.

**Public Discussion:** Daisy Henry advised people are still running through stop signs. She would rather see the stop signs on Booe and the speed bumps on Martin Luther King.

**Vote:** Motion carried unanimously.

**I. Reports:**

- **City Clerk:** None.
- **City Attorney:** None.
- **City Manager:** Mr. Davis reviewed the results of the Citizens' Survey and the City Manager's Monthly Report. Mr. Davis asked if the Board was agreeable to holding the next Workshop at 6:00 PM on April 10<sup>th</sup>. He further advised he is taking a vacation from Thursday through Monday and Ms. Gurnee will be the acting City Manager in his absence.
- **Mayor and City Commissioners**
  - **Commissioner Tucker:** Thanked Commissioner Robinson for her service. He also advised the Board that the 15% increase in the insurance renewal for next year is a steal because insurance premiums are probably going to continue to go up for the next several years.
  - **Commissioner Baxley:** Thanked Commissioner Robinson for her service.
  - **Commissioner Robinson:** She enjoyed the last three years of her service as a commissioner. She learned a lot and will be attending meetings to stay informed.
  - **Vice Mayor Rogers:** Thanked Commissioner Robinson and advised he attended a fund raiser at the Carver Center.
  - **Mayor Robinson:** The fund raiser is a fun event. She enjoyed the cake bidding war. She gave kudos to Barbara Revels and the County for the event and the funds raised will go toward remodeling the restrooms.

**J. Call for Adjournment.**

**Motion:** Adjourn meeting at 8:53PM.

**Motion by:** Vice Mayor Rogers

**Seconded by:** Commissioner Baxley

**Vote:** Motion carried 5-0.

---

Catherine D. Robinson, Mayor

---

Sandra Bolser, City Clerk

---

Date

---

Date





## City of Bunnell, Florida

### Agenda Item No. B.3.

Document Date: 3/21/2017 Amount: 0  
Department: IT Account #: N/A  
Subject: Request Authorization to Surplus Retired Computer Equipment  
Agenda Section: Consent Agenda:

#### ATTACHMENTS:

Description	Type
Retired Equipment List	Exhibit
Note to File - Donation	Exhibit
Note to File - FCHA Contribution	Exhibit

#### Summary/Highlights:

The attached list of equipment and materials has been reviewed by IT, and has surpassed its usefulness to the City of Bunnell. If declared surplus, this equipment will be disposed of per City Policy.

#### Background:

Following the annual IT equipment replacement schedule, all equipment being removed from service is inspected and redeployed if possible. The attached list of equipment and materials are no longer needed for the operations of the City of Bunnell.

Following some research of City records, none of the equipment appears to have been purchased via a grant, and may be disposed of per City Policy.

#### Staff Recommendation:

Recommend approval and declare the attached list of equipment surplus to be disposed of per City Policy.

#### City Attorney Review:

#### Finance Department Review/Recommendation:

Recommend approval.

# CITY OF BUNNELL DECLARATION OF SURPLUS PROPERTY

Administrative Services / IT

Department



Director Signature

3/21/2017  
Date

I hereby declare the below listed items are either obsolete, unfit for use, or are generally no longer needed by this department.

ITEM DESCRIPTION	SERIAL/MODEL NUMBER	INVENTORY TAG NUMBER	CONDITION Excellent (But no longer needed), Good, Poor, Scrap	ESTIMATED VALUE
Dell Latitude D800	50QBM31	B0179		
DELL AXIM X51V	1TVM381	B2950		
DVR	17581			
Toshiba PSAFGU-020002	X7213888Q			
CHECK POINT L-50	1303135541600640			
DELL LATITUDE D610	75CJH81	B0166		
INTEL SR1530AHLX	QSHX7460227			
DELL LATITUDE E6520	5NS36R1	B4143		
DELL LATITUDE E6520	D7S36R1	B4145		
DELL LATITUDE E6520	4KTQ6R1	B4151		
DELL LATITUDE E6520	5DS36R1	B4141		
DELL LATITUDE E6520	6GS36R1	B4142		
DELL LATITUDE E6520	5LS36R1	B4149		
DELL LATITUDE E6520	JNS36R1	B4150		
DELL LATITUDE E6520	J6S36R1	B4148		
DELL DOCKING STATION / MONITOR STAND	310239745000BQ01E8	B0287		
DELL DOCKING STATION / MONITOR STAND	310239745000BU0466			
DELL DOCKING STATION / MONITOR STAND	310239745000BU0438			
DELL DOCKING STATION / MONITOR STAND	310239745000BU043E	B0299		
DELL DOCKING STATION / MONITOR STAND	310239745000BU043C	B0291		
DELL DOCKING STATION / MONITOR STAND	CN-06U643-42940-584-07JS	B0188		
DELL DOCKING STATION	CN-0HD062-48643-85J-B201			

# CITY OF BUNNELL DECLARATION OF SURPLUS PROPERTY

ITEM DESCRIPTION	SERIAL/MODEL NUMBER	INVENTORY TAG NUMBER	CONDITION Excellent (But no longer needed), Good, Poor, Scrap	ESTIMATED VALUE
DELL DOCKING STATION	CN-OHD062-48643-87M-3046			
DELL DOCKING STATION	CN-OHD062-48643-85J-B153			
PLANET NETWORKING WNAP-6305	WNAP-6305E1004226000384			
PLANET NETWORKING WNAP-6305	UNREADABLE			
PLANET NETWORKING WNAP-6305	UNREADABLE			
PLANET NETWORKING WNAP-6305	UNREADABLE			
PLANET NETWORKING WNAP-6305	UNREADABLE			
PLANET NETWORKING WNAP-6305	UNREADABLE			
PLANET NETWORKING WNAP-6305	UNREADABLE			
PLANET NETWORKING WNAP-6305	UNREADABLE			
PLANET NETWORKING WNAP-6305	UNREADABLE			
PLANET NETWORKING WNAP-6305	UNREADABLE			
PLANET NETWORKING WNAP-6305	WNAP-6305E100422800154			
PLANET NETWORKING WNAP-6305	WNAP-6305E100422600370			
PLANET NETWORKING WNAP-6305	UNREADABLE			
OPTOMA EP758 DLP PROJECTOR W/REMOTE	O81C626AAAAAA1091			
DELL OPTIPLEX 745	6HFCYC1	B4214		
DELL OPTIPLEX 780	G3VW8P1	B0278		
DELL OPTIPLEX 780	G3XW8P1	B0218		
DELL 2007FB	MX-OG32-4H-74262-OBP-191L	B0228		
DELL 2007FB	MX-OG32-4H-74262-OBP-18TL	B0219		
IBM 6734-AB0	5508381			
DELL E173FPF	CN-0D5428-72872-570-2WJS			
DELL E178FPC	CN-OTP219-64180-77C-1AKS			
DELL OPTIPLEX 780	G3VX8P1	B0281		
DELL 1905FP	MX-OW8690-48323-5B9-0PHA			
DELL P190ST	CN-ORNMH6-74445-OC6-CEKS	B0297		
DEll 1901FP	CN-05Y232-71618-38N-ABEU	B0174		
DELL 1908FPC	CN-OG438H-64180-869-0D2H-A00			
DELL P190ST	CN-ORNMH6-74445-OC6-CUVS			
DELL P190ST	CN-ORNMH6-74445-OC6-C8WS	B0293		



CATHERINE D. ROBINSON  
MAYOR

JOHN ROGERS  
VICE-MAYOR

DAN DAVIS  
CITY MANAGER



COMMISSIONERS:

ELBERT TUCKER

BILL BAXLEY

JOHN SOWELL

## **MEMORANDUM**

TO: File

FROM: Donald H. Wines, Sr IT Specialist

DATE: April 10, 2017

SUBJECT: Donation of Computer Equipment to the  
Bunnell Volunteer Firefighters' Association.

The equipment listed below has been declared surplus by the Bunnell City Commission on April 10, 2017. At the request of former Fire Chief Derek Fraser, and the direction of City Manager Dan Davis, this equipment is being donated to the Bunnell Volunteer Firefighter's Association. The equipment is in as is, where is condition, and the Association assumes all responsibility for maintaining the equipment henceforth.

Make	Model	Serial Number	Description	Bunnell ID
DELL	OPTIPLEX 780	G3XW8P1	MINI TOWER COMPUTER	B0218
DELL	2007FB	MX-OG32-4H-74262-OBP-191L	MONITOR	B0228
DELL	2007FB	MX-OG32-4H-74262-OBP-18TL	MONITOR	B0219
DELL	Keyboard, Mouse, Speaker Bar, and power strip.			

CC: Ron Bolser, Fire Chief

The City of Bunnell is an Equal Opportunity Service Provider.

Post Office Box 756· Bunnell, Florida 32110-0756· 386-437-7500· Fax 386-437-7503

[www.bunnellcity.us](http://www.bunnellcity.us)

CATHERINE D. ROBINSON  
*MAYOR*

JOHN ROGERS  
*VICE-MAYOR*

DAN DAVIS  
*CITY MANAGER*



**COMMISSIONERS:**

ELBERT TUCKER

BILL BAXLEY

JOHN SOWELL

## **MEMORANDUM**

TO: File

FROM: Donald H. Wines, Sr. IT Specialist

DATE: April 10, 2017

SUBJECT: Neighborhood Camera Project.

Some of the retired equipment listed in the April 10, 2017 City Commission agenda for surplus, specifically the DVR, and the Planet Networking WNAP-6305s, were originally purchased as part of the Neighborhood Camera Project in 2012. In researching City records, it appears the Flagler County Housing Authority provided a \$25,000 donation or contribution to the City for this project to be installed. Staff is unable to find any agreement or grant paperwork associated with this contribution that would specify any additional steps that are necessary to dispose of this equipment. The equipment identified above has been replaced utilizing City General Funds and this project is operational.

CC: Tom Foster, Chief of Police  
Flagler County Housing Authority

The City of Bunnell is an Equal Opportunity Service Provider.

Post Office Box 756 · Bunnell, Florida 32110-0756 · 386-437-7500 · Fax 386-437-7503  
[www.bunnellcity.us](http://www.bunnellcity.us)



## City of Bunnell, Florida

### Agenda Item No. B.4.

Document Date: 3/24/2017 Amount:  
Department: City Clerk Account #:  
Subject: Authorization for the Aerial Spraying of Mosquito Control Product over the City Limits  
Agenda Section: Consent Agenda:

#### ATTACHMENTS:

Description	Type
East Flagler Mosquito Control District Documents	Contract

#### Summary/Highlights:

This is an annual request for approval for the East Flagler Mosquito Control District (EFMCD), in compliance with Federal Aviation Administration requirements, to fly over congested areas within the City of Bunnell for the purpose of applying mosquito control products.

#### Background:

The EFMCD applies mosquito control products by helicopter over or adjacent to congested areas of Flagler County and its' municipalities. The purpose of these flights is for the suppression of mosquito populations. Flagler will normally be performed at an altitude of 500 feet.

Additionally, the district may perform low-level flights over and adjacent to wetlands for the purpose of arresting mosquito development. Authorization by the City is required each year. This authorization will extend from April 15, 2017 through April 15, 2018.

#### Staff Recommendation:

Approve and execute authorization for the aerial spraying of mosquito control products over the Bunnell city limits by the East Coast Mosquito Control District.

#### City Attorney Review:

N/A

#### Finance Department Review/Recommendation:

N/A

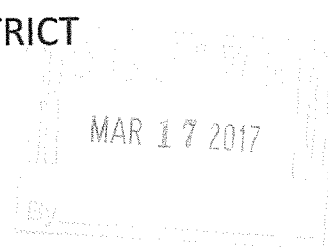
# EAST FLAGLER MOSQUITO CONTROL DISTRICT

24 Utility Drive

Palm Coast, FL 32137

Tel: 386.445.4135 Fax: 386.446.5104

flaglermosquito.com



Joseph Cash, Director  
Mark V. Positano, Assistant Director/Operations Supervisor  
Noah McKinnon, Board Attorney

Board of Commissioners:  
Julius Kwiatkowski, Chair  
Barbara Sgroi, Vice-Chair  
Florence Fruehan, Treasurer

March 15, 2017

Re: Aerial Spraying

To Flagler County Local Governments:

Each year we request, in compliance with Federal Aviation Administration requirements, authorization to fly over congested areas. As you are aware, the citizens you represent pay for mosquito control services via property taxes and a portion of the service includes aerial operations. To provide service in a timely fashion, without contacting each local government prior to each operation, we require a signed authorization that extends for one year. This matter has become a formality over the years.

For those unfamiliar with District operations, the authorizations permit the District to perform low-level flights (500 feet) over various entities for mosquito control. We rarely apply control materials over congested areas, but if the need arises, the authorization is necessary. The District is solely responsible for determining need, which would be based on an exceptional nuisance or an impending health threat.

The primary use for the aircraft is the control of developing mosquitoes away from congested areas, in and around wetlands.

The enclosed **Public Notice** will be published monthly beginning in April and ending in October, and serves to provide ongoing public awareness about aerial spray operations and further provides contact information. This should satisfy members of the various local governing boards desiring more notification for their constituents.

Please execute the accompanying authorization (Chairman, Mayor, etc.) and return to our office no later than April 13, 2017.

Thank you for your prompt attention to this matter.

Sincerely,

*Joseph Cash*

Joseph Cash  
Director

Enc.

cc: Mosquito Control Board  
Noah C. McKinnon, Board Attorney



## Authorization

This authorization recognizes that the East Flagler Mosquito Control District, in the exercise of its public health and safety responsibilities, may fly at low levels (500 feet) over congested areas in connection with its operations. This authorization extends from April 15, 2017 through April 15, 2018.

Signature: \_\_\_\_\_

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

Print/type name: \_\_\_\_\_

Title: \_\_\_\_\_

Name of local government: \_\_\_\_\_

### Return to:

East Flagler Mosquito Control District  
24 Utility Drive  
Palm Coast, FL 32137

Please return no later than April 13, 2017.

**Public Notice**  
**Aerial Spraying**

In compliance with regulations of the Federal Aviation Administration (FAA), public notice is hereby given that the East Flagler Mosquito Control District may apply control products by helicopter over or adjacent to congested areas of Flagler County and its municipalities. The purpose of these flights is for the suppression of mosquito populations. Flights will normally be performed at an altitude of 500 feet. Additionally, the District may perform low level flights over and adjacent to wetlands for the purpose of arresting mosquito development.

Areas outside the boundaries of the District may also be subject to aerial spraying in the event of an extraordinary nuisance or potential public health threat.

All flights will be in the public interest, and at times, maximize public safety and mosquito control effectiveness. All control products are approved for control purposes by the Florida Department of Agriculture and U.S. Environment Protection.

For additional information visit the District website at [flaglermosquito.com](http://flaglermosquito.com) or by calling 386-445-4135. The website will map areas to be sprayed by truck or by air. Those desiring advance information on spraying may wish to visit the website frequently, or may telephone to be added to the District's advance notification list.



## City of Bunnell, Florida

### Agenda Item No. B.5.

Document Date: 3/28/2017 Amount: \$19,000  
Department: Public Works and Parks/Rec Account #: Multiple departments  
Subject: Request to piggyback the National Joint Powers Alliance (NJPA) joint purchasing contract 062916-GPC for Bunnell Auto (NAPA) purchases.  
Agenda Section: Consent Agenda:

#### ATTACHMENTS:

Description	Type
NJPA COOP	Contract
NAPA AWARD	Contract

#### Summary/Highlights:

Staff is requesting to continue participation in Bunnell Auto's NJPA joint purchasing contract and requesting local vendor preference as provided in the purchasing policy.

#### Background:

The NJPA current contract 031212-GPC with NAPA Auto Parts for the procurement of auto parts, equipment, accessories, supplies, and services expires April 12, 2017.

NAPA has been awarded a new contract 062916-GPC with NJPA effective September 6, 2016 and will expire on September 6, 2020.

#### Staff Recommendation:

Approve piggybacking NJPA contract 062916-GPC.

#### City Attorney Review:

Reviewed and approved.

#### Finance Department Review/Recommendation:

Recommend Approval

Home > Cooperative Purchasing > Contracts - Fleet > Fleet Services, Parts & Equipment > NAPA Auto Parts



## NAPA Auto Parts



**Contract#:** 062916-GPC

**Category:** Fleet Services, Parts & Equipment

**Maturity Date:** 09/06/2020

NJPA Contract #062916-GPC brings more than 400,000 NAPA Parts and Accessories to contract purchasing. NAPA is the leader in automotive & truck replacement parts, auto-body & paint products, tools & equipment, specialty parts, accessories, and service items. Two-hour delivery is generally available throughout the U.S. from 6,000 stores in all 50 states. Non-locally stocked products generally ship next day from 59 distribution centers.

NAPA Know How, brings expertise to your fleet department by giving technicians the parts they need, when they need them. Save time, money, and satisfy your bidding requirements, by utilizing NJPA's national, competitively bid contracts.

Overview

Contract Documentation

Pricing

Marketing Materials

NJPA Contact Information

**HOW TO PURCHASE**   
Our step-by-step guide

### Vendor Contact Info

Don Lachance  
Direct Phone: 678-934-5057  
[don\\_lachance@genpt.com](mailto:don_lachance@genpt.com)  
[www.genpt.com](http://www.genpt.com)



[NAPA Testimonials](#)

View products: [www.napaonline.com](http://www.napaonline.com)

Electronic ordering: [www.napaprolink.com](http://www.napaprolink.com)

Contract Award  
RFP #062916

**FORM D**



**Formal Offering of Proposal**  
(To be completed only by the Proposer)

**AUTOMOTIVE AND TRUCK REPLACEMENT PARTS AND TIRES WITH RELATED EQUIPMENT,  
ACCESSORIES, AND SERVICES**

In compliance with the Request for Proposal (RFP) for AUTOMOTIVE AND TRUCK REPLACEMENT PARTS AND TIRES WITH RELATED EQUIPMENT, ACCESSORIES, AND SERVICES, the undersigned warrants that the Proposer has examined this RFP and, being familiar with all of the instructions, terms and conditions, general and technical specifications, sales and service expectations, and any special terms, agrees to furnish the defined products and related services in full compliance with all terms and conditions of this RFP, any applicable amendments of this RFP, and all Proposer's response documentation. The Proposer further understands that it accepts the full responsibility as the sole source of solutions proposed in this RFP response and that the Proposer accepts responsibility for any subcontractors used to fulfill this proposal.

Company Name: Genuine Parts Co. dba NAPA auto\_\_\_\_Date: 7/1/16

Company Address: 2999 Wildwood Parkway

City: Atlanta\_\_\_\_State: Georgia\_\_\_\_Zip: 30339

Contact Person: Don Lachance\_\_\_\_Title: Major Accounts Government Sales Manager

Authorized Signature: x  DENNIS P. TOLIVAR  
(Name printed or typed)

**FORM E**  
**CONTRACT ACCEPTANCE AND AWARD**



(Top portion of this form will be completed by NJPA if the vendor is awarded a contract. The vendor should complete the vendor authorized signatures as part of the RFP response.)

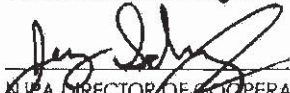
NJPA Contract #: 062916-GPC

Proposer's full legal name: Genuine Parts Company dba NAPA Auto Parts

**Based on NJPA's evaluation of your proposal, you have been awarded a contract. As an awarded vendor, you agree to provide the products and services contained in your proposal and to meet all of the terms and conditions set forth in this RFP, in any amendments to this RFP, and in any exceptions that are accepted by NJPA.**

The effective date of the Contract will be September 6, 2016 and will expire on September 6, 2020 (no later than the later of four years from the expiration date of the currently awarded contract or four years from the date that the NJPA Chief Procurement Officer awards the Contract). This Contract may be extended for a fifth year at NJPA's discretion.

**NJPA Authorized Signatures:**

  
NJPA DIRECTOR OF COOPERATIVE CONTRACTS  
AND PROCUREMENT/CPO SIGNATURE

Jeremy Schwartz  
(NAME PRINTED OR TYPED)

  
NJPA EXECUTIVE DIRECTOR/CEO SIGNATURE

Chad Coquette  
(NAME PRINTED OR TYPED)

Awarded on September 6, 2016

NJPA Contract # 062916-GPC

**Vendor Authorized Signatures:**

The Vendor hereby accepts this Contract award, including all accepted exceptions and amendments.

Vendor Name Genuine Parts Company

Authorized Signatory's Title Vice President of Major Accounts

  
VENDOR AUTHORIZED SIGNATURE

Dennis P. Tolivar  
(NAME PRINTED OR TYPED)

Executed on Sept. 9, 2016

NJPA Contract # 062916-GPC



## City of Bunnell, Florida

### Agenda Item No. B.6.

Document Date: 3/31/2017 Amount: N/A  
Department: Utilities Account #: N/A  
Subject: Request to submit the St. Johns River Water Management District (SJRWMD)  
FY2018 Districtwide Cost Share Grant Application (DWCS Grant).  
Agenda Section: Consent Agenda:

#### ATTACHMENTS:

Description	Type
Construction Cost Estimate for SJRWMD Grant Application_032317	Quote
SJRWMD WWTP SITE MAP	Plans
Districtwide Cost-Share Application	Cover Memo

#### Summary/Highlights:

City Staff has determined through our recent discussions with Florida Department of Environmental Protection (FDEP) staff that the existing discharge limit exceedances can likely be improved by the permitting and future conversion of an existing reject water pond on-site to a Rapid Infiltration Basin (RIB). This pond could then be utilized for the future disposal of excess reclaimed water during wet weather periods of the year when reclaimed water demands are low. Additionally, a modification to the equalization basin by changing from diffused aeration to a mixer will provide an improved treatment process. The treatment modification will improve the Wastewater Treatment Plant (WWTP) microbiology and therefore increase nitrogen removal that has caused the City to exceed discharge limits. We request your approval at this time to apply for this 100% reimbursable construction grant. The City is in position to complete the design and permitting of the above WWTP upgrades later this year and begin construction in early 2018.

Note: This Rural Economic Development Initiative (REDI) grant application provides funding due to our small community. In addition, this grant will be highly attractive due to its direct opportunity to improving the environment by increasing water recharge to the aquifer and improved treatment. If successfully awarded and accepted we will only be responsible for the survey, design, and permitting costs associated with the anticipated construction. We have already had preliminary discussions with Quenton L. Hampton Associates, Inc. (QLHA) and are confident that we can acquire adequate design and permitting assistance from them through our continuing engineering contract and stay within our current budgetary constraints to have the design and permitting modification work completed later this calendar year. In this way we will be well positioned to commence construction in early 2018. These costs are currently estimated at \$39,924 and construction costs estimated around \$266,160, which are fully reimbursed by the SJRWMD FY2018 Districtwide Cost Share Grant.

#### Background:

The City of Bunnell is currently operating under a Consent Order and an Administrative Order for the FDEP

at our WWTP due to exceeding the existing discharge limits of our operating permit conditions. This grant will provide us with a viable means to vastly improve our treatment process and increase discharge options to better meet our permitted discharge limits to the receiving waters.

**Staff Recommendation:**

Approve Staff's request to submit the St. Johns River Water Management District FY2018 Districtwide Cost Share Grant Application.

**City Attorney Review:**

Reviewed and approved.

**Finance Department Review/Recommendation:**

Recommend approval.



**CITY OF BUNNELL**  
**RIB CONSTRUCTION AT WWTP SITE**

**OPINION OF PROBABLE COSTS**

<i><b>ITEM</b></i>	<i><b>DESCRIPTION</b></i>	<i><b>QTY</b></i>	<i><b>UNIT</b></i>	<i><b>UNIT COST</b></i>	<i><b>TOTAL</b></i>
1	Mobilization and Bonds	1	LS	\$3,000.00	\$3,000.00
2	Flow Meter and Piping Improvements	1	LS	\$15,000.00	\$15,000.00
3	Monitoring Wells (2)	2	EA	\$2,500.00	\$5,000.00
4	Disk Harrow for RIB Maintenance	1	LS	\$2,000.00	\$2,000.00
5	Dewatering	1	LS	\$8,000.00	\$8,000.00
6	Remove Clay Pond Liner (est 3ft)	4,500	CY	\$8.35	\$37,575.00
7	Install Clean Sand Fill (est 3ft)	4,500	CY	\$8.43	\$37,935.00
8	Sod Pond Slopes	2,020	SY	\$2.70	\$5,454.00
9	Silt Fence	1,000	LF	\$2.00	\$2,000.00
10	Soil Tracking Prevention	1	LS	\$3,000.00	\$3,000.00
	<b>Construction Estimate Subtotal</b>				<b>\$118,964</b>
	<i>Contingency @ 10%</i>				<b>\$11,896</b>
	<b>Total Estimated Construction Costs</b>				<b>\$130,860</b>
	<i>Engineering, CA &amp; Inspection @ 15%</i>				<b>\$19,629</b>
	<b>TOTAL ESTIMATED PROJECT COST</b>				<b>\$150,489</b>

**Estimated annual debt service plus O+M**

Annual debt service

Annual O+M cost

**Total**

\$150,489 x (A/P, N=20, i=3%)

\$10,113

\$6,000

**\$16,113** per yr

**Estimated pollutant load removal**

Total Nitrogen

Total Phosphorous

50,000 gpd estimated flow rate\*\*

10 mg/L

2.5 mg/L

**1,522 lb/yr TN**

**381 lb/yr TP**

**Cost per Pound of Pollutant Removed**

\$16,113 per yr divided by #TN or #TP

**TN = \$10.59 per # TN**

**TP = \$42.35 per # TP**

\*\* RIB loading rate to be determined by soil tests and hydrogeological modeling

Prepared By:  
 Quentin L Hampton Assoc, Inc  
 March 30, 2017

Prepared By:  
Quentin L Hampton Assoc, Inc  
March 30, 2017

**CITY OF BUNNELL**  
**RIB CONSTRUCTION AT WWTP SITE**

**OPINION OF PROBABLE COSTS**

<i>ITEM</i>	<i>DESCRIPTION</i>	<i>QTY</i>	<i>UNIT</i>	<i>UNIT COST</i>	<i>TOTAL</i>
1	Mobilization and Bonds	1	LS	\$3,000.00	\$3,000.00
2	Demolition of Diffusers and Air Piping	1	LS	\$20,000.00	\$20,000.00
3	Mixer Installation	1	LS	\$100,000.00	\$100,000.00

	<b>Construction Estimate Subtotal</b>	<b>\$123,000</b>
	Contingency @ 10%	\$12,300
	<b>Total Estimated Construction Costs</b>	<b>\$135,300</b>
	Engineering, CA & Inspection @ 15%	\$20,295
	<b>TOTAL ESTIMATED PROJECT COST</b>	<b>\$155,595</b>

**Estimated annual debt service plus O+M**

	\$155,595 x (A/P, N=20, i=3%)
Annual debt service	\$10,456
Annual O+M cost	\$1,000
<b>Total</b>	<b>\$11,456 per yr</b>

**Estimated pollutant load removal**

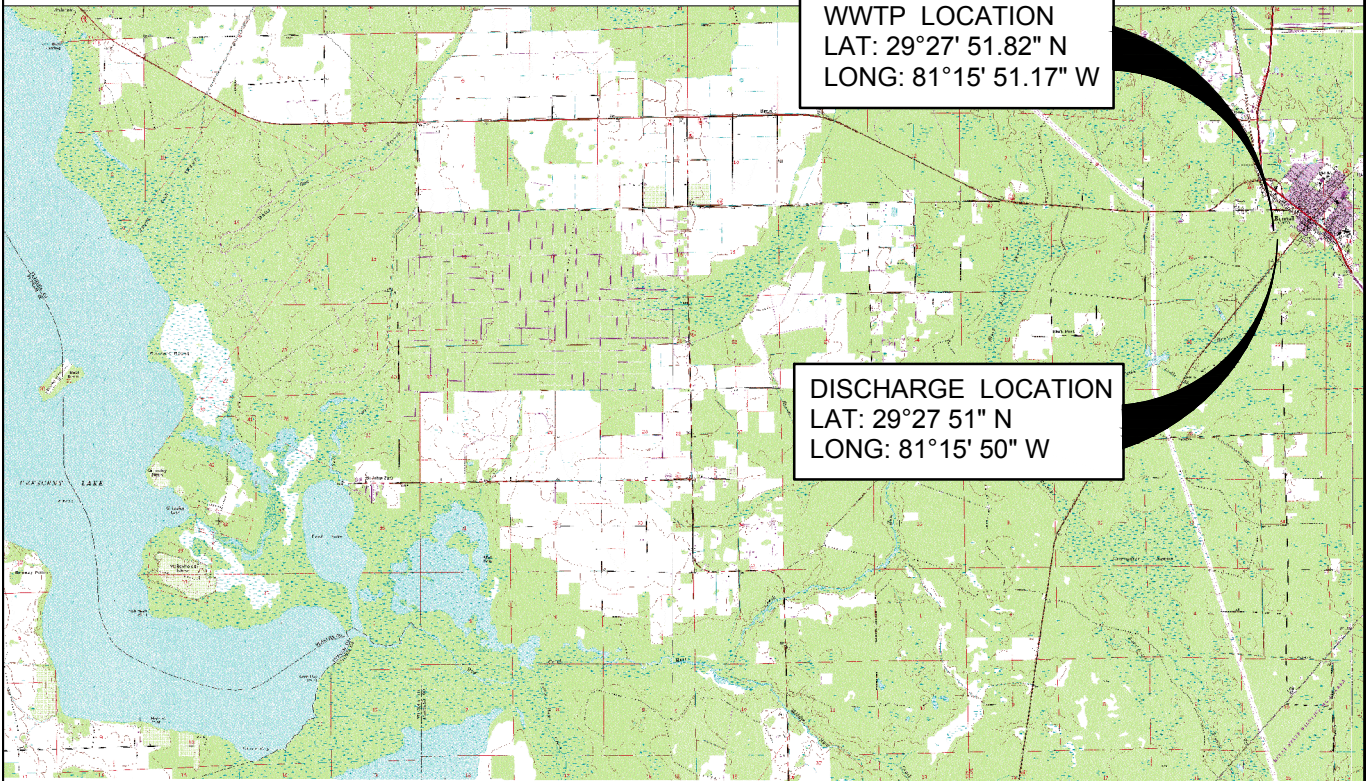
Total Nitrogen	350,000 gpd, based on 2016 AADF
	6 mg/L
	<b>6,393 lb/yr TN</b>

**Cost per Pound of Pollutant Removed**

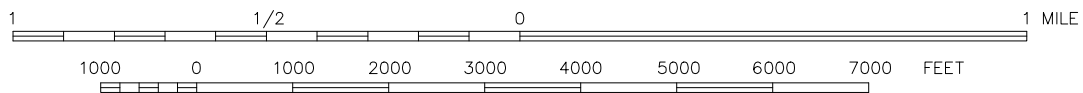
\$11,456 per yr divided by #TN

**TN = \$1.79 per # TN**

Prepared By:  
Quentin L Hampton Assoc, Inc  
March 30, 2017



GRAPHIC SCALE:



LOCATION MAP

SECTION	15
TOWNSHIP	12S
RANGE	30E

FROM BUNNELL, ST. JOHNS PARK AND FLAGLER BEACH WEST, FL USC&G QUADRANGLE
---

PURPOSE:  
BUNNELL WWTP  
FLAGLER COUNTY, FLORIDA

PREPARED BY:  
QUENTIN L. HAMPTON ASSOC. INC.  
P. O. DRAWER 290247  
PORT ORANGE, FLORIDA 32129-0247

FIGURE #1

DATE: MARCH 29, 2017



## Fiscal Year 2017-2018 (FY18) Districtwide Cost-Share (DWCS) Application

### INSTRUCTIONS FOR USE OF THIS FORM:

This form is designed to assist in submitting a complete application for consideration by the St. Johns River Water Management District (District) for the FY18 DWCS Program. Detailed guidance on completing this application can be found in the Funding Guidance Document. All sections of the form must be completed to be considered a complete application. **Any information listed on the checklist that is not included in the application will result in an automatic deduction of 5 points in the evaluation.** If additional space is needed to fully complete a section, please attach separately. County governments, municipalities, water supply authorities, and other interested public and private entities are eligible to submit.

A. BASIC INFORMATION	
<b>A-1</b>	<b>NAME OF ENTITY / ORGANIZATION:</b> City of Bunnell <b>PROJECT NAME:</b> WWTP Discharge and Treatment Modifications
<b>A-2</b>	<b>Contact information of project manager or contact person:</b> <i>(District will send correspondence concerning this application ONLY to the below person)</i> Name/title: Michael Baldwin ( Utility Manager ) Email address: mbaldwin@bunnellcity.us Mailing address: PO Box 756, Bunnell FL 32110 Office Phone: (386) 437-7515      Mobile Phone: (386) 235-3069
<b>A-3</b>	<b>Contact information of person with authority to enter into a contractual agreement, if other than project manager or contact person:</b> If same as A-2 above, do not complete this section. Name/title: CATHERINE D. ROBINSON Email address: crobinson@bunnellcity.us Mailing address: PO Box 756, Bunnell FL 32110 Office Phone: (386) 437-7500      Mobile Phone: (      )
<b>A-4</b>	<b>What County is this project located?</b> <div style="display: flex; flex-wrap: wrap;"> <div style="width: 33%;"><input type="checkbox"/> Alachua</div> <div style="width: 33%;"><input type="checkbox"/> Baker</div> <div style="width: 33%;"><input type="checkbox"/> Bradford</div> <div style="width: 33%;"><input type="checkbox"/> Brevard</div> <div style="width: 33%;"><input type="checkbox"/> Clay</div> <div style="width: 33%;"><input type="checkbox"/> Duval</div> <div style="width: 33%;"><input checked="" type="checkbox"/> Flagler</div> <div style="width: 33%;"><input type="checkbox"/> Indian River</div> <div style="width: 33%;"><input type="checkbox"/> Lake</div> <div style="width: 33%;"><input type="checkbox"/> Marion</div> <div style="width: 33%;"><input type="checkbox"/> Nassau</div> <div style="width: 33%;"><input type="checkbox"/> Orange</div> <div style="width: 33%;"><input type="checkbox"/> Osceola</div> <div style="width: 33%;"><input type="checkbox"/> Putnam</div> <div style="width: 33%;"><input type="checkbox"/> Seminole</div> <div style="width: 33%;"><input type="checkbox"/> St. Johns</div> <div style="width: 33%;"><input type="checkbox"/> Okeechobee</div> <div style="width: 33%;"><input type="checkbox"/> Volusia</div> </div>
<b>A-5</b>	<b>What Water Supply Planning Region is this project located (Refer to map at <a href="http://www.sjrwmd.com/watersupply/planning.html">http://www.sjrwmd.com/watersupply/planning.html</a>)</b> <input checked="" type="checkbox"/> North Florida (North Florida Regional Water Supply Partnership/North Florida Water Initiative) <input type="checkbox"/> Central Springs and East Coast <input type="checkbox"/> Central Florida (Central Florida Water Initiative)

A-6	<p><b>Is the project located in an area that has an established Total Maximum Daily Load (TMDL) or Basin Management Action Plan (BMAP)? Does the project benefit a water body with an established Minimum Flows &amp; Levels (MFL)? If so, name the water body. For MFL projects, indicate whether or not there is an implemented Prevention / Recovery strategy.</b></p> <p>X TMDL. Waterbody: Old Haw Creek/Cresent Lake      <input type="checkbox"/> BMAP. Waterbody:</p> <p><input type="checkbox"/> MFL. Waterbody:</p> <p>Prevention/Recovery Strategy Implemented? <input type="checkbox"/> Yes      <input type="checkbox"/> No</p>
A-7	<p><b>Is the Applicant a Rural Economic Development Initiative (REDI) Community?</b> X Yes      <input type="checkbox"/> No</p> <p>If yes, please attach a signed Waiver of Matching Funds Letter on your letterhead. See format at <a href="http://www.sjrwmd.com/funding/FY2017-2018/">http://www.sjrwmd.com/funding/FY2017-2018/</a></p>
A-8	<p><b>For County or Municipal applicants: Have you adopted the District's model Landscape Irrigation Ordinance? (Scoring Criterion #5):</b> X Yes      <input type="checkbox"/> No</p> <p><i>Include a copy of an adopted landscape irrigation ordinance. The District's model ordinance can be found here: <a href="http://www.sjrwmd.com/wateringrestrictions/pdfs/updated_model_ordinance-landscape_irrigation.pdf">http://www.sjrwmd.com/wateringrestrictions/pdfs/updated_model_ordinance-landscape_irrigation.pdf</a></i></p>
<b>B. PROJECT INFORMATION</b>	
B-1	<p><b>PRIMARY PROJECT TYPE (District Core Mission)</b></p> <p><i>Check only one and provide evidence in Section B-3. Projects that include more than District Mission may receive additional scoring consideration. Additional District Mission benefits should be described in Section B-3.</i></p> <p><input type="checkbox"/> Water Supply      <input type="checkbox"/> Water Conservation      X Water Quality</p> <p><input type="checkbox"/> Flood Protection      <input type="checkbox"/> Natural Systems</p>
B-2	<p><b>PROJECT DESCRIPTION (Scoring Criterion #1)</b></p> <p><b>a. Short description</b></p> <p><i>Succinctly describe the project, e.g. what is being constructed or what is the program to be implemented?</i></p> <p>This project encompasses the proposed construction of a Rapid Infiltration Basin ( RIB ) and eliminate equalization basin (EQ) aeration at our Wastewater Treatment Plant Facility. The existing WWTF is designed for biological nutrient removal. Existing EQ aeration reduces food source for nutrient removal. Replacing areation in the EQ basin with a submersible mixer to maintain influent BOD for a consistent food source. WWTF effluent primarily discharges to a reclaimed water system and during wet weather discharges to Haw Creek which feeds Crescent Lake that has an existing TMDL established for TN and TP. We plan to convert the previously permitted on-site reject water pond into a RIB Facility in order to assist us in reducing surface water discharges during wet weather conditions. This proposed project will allow us to reduce nutrient loading to Haw Creek and more fully develop our reclaimed water customer base due to this increased flexibility of disposal options, recharge the aquifer during certain weather conditions, and to reduce our surface water discharges to the receiving water bodies. In addition it will help us to reduce our levels of nutrient loading to the receiving water bodies and assist us in meeting our current discharge permitting limit requirements related to total nitrogen and total phosphorus.</p> <p>Planning for the project is 75% complete. We have discussed permitting with FDEP and both items can be treated as a minor modification. Areas of construction are previously developed on WWTF site, no additional permitting is required. the City has a continuing contract with consulting engineering firm to start design upon receipt of cost share funding agreement.</p>

**b. How will you measure success? Describe your plan of action to measure the effectiveness of your project? Is monitoring proposed?**

We will measure our success by continuing to evaluate our effluent discharge quality and quantity and how successful we can become in particular in reducing our nutrient total monthly discharge. We will continue to strive to reach a zero discharge level and to minimize nutrient loading in the effluent stream to our natural environment. Our monthly Discharge Monitoring Reports (DMR's) will act as our monitoring guage to chart discharge improvement. These reports are available on the DEP website.

**c. Describe how this project relates to larger projects and or goals of the applicant. Is the project multi-phased?:**

This project helps further achieve the SJRWMD goals of improving water quality and reduce augmenting water supply, and reduce nutrient loading to Crescent Lake. As previously stated we believe this to be a needed cost effective addition to our improve future wastewater treatment plant operations and expand reclaimed water distribution system. It should also assist us in contributing to the control of saltwater intrusion into our service area boundaries by increasing groundwater recharge. This project is not proposed as a multi-stage project. The City's goal is to reach zero discharge levels and to reduce loadings of TN and TP to surface waters.

**d. Describe the location and include a map. The map should identify any potentially affected MFL, TMDL, impaired water bodies, affected wetlands or springs.**

Please see attached map(s)

Project location at WWTF site, discharge to Haw Creek and downstream Crescent Lake which has a TMDL for nutrients.

Latitude: 29°27' 51.82" N  
Longitude: 81°15' 51.17" W

**Coordinates for the project (use centroid for large areas): Latitude:**

**Longitude:**



B-3	<p><b>BENEFITS TO DISTRICT MISSIONS (<i>Scoring Criterion #2</i>)</b>  <i>Describe the benefit to one (or more) of the District's main missions (Water Supply/Conservation, Water Quality, Flood Protection and/or Natural Systems).. Attach separate pages if necessary.</i></p> <p><b>Primary benefit:</b>Water Quality - RIB disposal is an improved way to dispose of highly treated effluent water during wet weather periods. Added treatment plant flexibility will allow us to better focus our efforts in reducing the overall level of remaining residual contaminants prior to direct reclaimed application, percolation / recharge thru the RIB , or the last resort of direct surface water disposal in diminished amounts. EQ modifications will allow the WWTF to achieve better nutrient removal. All effluent will have reduced nutrient loading including reclaimed, RIB, and surface water disposal. Current effluent TN concentrations average 16 mg/L. With EQ modification, it is anticipated that average TN concentrations will be reduced to 10mg/L for all effluent disposal. All water discharged to the RIB will eliminate nutrient loading to haw Creek.</p> <p><b>Secondary benefit(s) (if applicable):</b> Water Supply - A RIB installation will allow increased aquifer recharge during wet weather periods. With the modification to the Equalization Basin by using a mixer 100% of the WWTP's Effluent discharge will have a lower nutrient loading on the surficial aquifer and surface water discharges.</p>
-----	--

<b>B-4</b>	<p><b>If the Project is for Water Resource Development or Alternative Water Supply Development identify the source water (<i>check all that apply</i>):</b></p> <p><input type="checkbox"/> Fresh Groundwater</p> <p><input type="checkbox"/> Brackish Groundwater</p> <p><input type="checkbox"/> Stormwater</p> <p><input checked="" type="checkbox"/> Reclaimed Water</p> <p><input type="checkbox"/> Surface Water: Identify surface water body:</p> <p><input type="checkbox"/> Brackish Surface Water: Identify surface water body:</p> <p><input type="checkbox"/> Other: Identify Source:</p>																																																																
<b>B-5</b>	<p><b>District Permit Information:</b>  <i>If the applicant has an SJRWMD-issued Consumptive Use Permit and or an Environmental Resource Permit for the project site, provide the following:</i></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="width: 33%;">Permit Type:</th><th style="width: 33%;">Permit #</th><th style="width: 34%;">Expiration date/Compliant (yes / no)</th></tr> <tr> <td>CUP</td><td>1982-6</td><td>1/11/2037 / Yes</td></tr> <tr> <td>WWTP</td><td>FL0020907</td><td>9/25/2021 / Yes</td></tr> <tr> <td> </td><td> </td><td> </td></tr> </table>	Permit Type:	Permit #	Expiration date/Compliant (yes / no)	CUP	1982-6	1/11/2037 / Yes	WWTP	FL0020907	9/25/2021 / Yes																																																							
Permit Type:	Permit #	Expiration date/Compliant (yes / no)																																																															
CUP	1982-6	1/11/2037 / Yes																																																															
WWTP	FL0020907	9/25/2021 / Yes																																																															
<b>B-6</b>	<p><b>Project likelihood of successful completion within the current fiscal year:</b>  <b>a. Project Readiness (<i>Scoring Criterion #3</i>):</b> <i>Check all that apply and supply requested dates (month/day/year) and attach a detailed project construction schedule.</i></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th colspan="2"></th><th colspan="2">Current % Complete</th><th colspan="4"></th></tr> <tr> <td></td><td>Planning</td><td>75</td><td>%</td><td>Start Date:</td><td>3/17</td><td>Completion Date:</td><td>5/17</td></tr> <tr> <td></td><td>Design</td><td>0</td><td>%</td><td>Start Date:</td><td>6/17</td><td>Completion Date:</td><td>9/17</td></tr> <tr> <td></td><td>Permitting</td><td>0</td><td>%</td><td>Start Date:</td><td>8/17</td><td>Completion Date:</td><td>10/17</td></tr> <tr> <td></td><td>Bidding</td><td>0</td><td>%</td><td>Start Date:</td><td>10/18</td><td>Completion Date:</td><td>11/17</td></tr> <tr> <td></td><td colspan="2">Construction</td><td></td><td>Start Date:</td><td>12/17</td><td>Completion Date:</td><td>6/18</td></tr> <tr> <td></td><td colspan="2">Future Phases</td><td></td><td>Start Date:</td><td></td><td>Completion Date:</td><td></td></tr> <tr> <td></td><td colspan="2">Other</td><td></td><td>Start Date:</td><td></td><td>Completion Date:</td><td></td></tr> </table> <p><i>Include documentation that demonstrates that the construction start date is realistic (e.g. critical milestones, commission approval dates, procurement timeline, etc.).</i></p> <p><i>Applicant has identified all required permits necessary for project construction. Applicant initials _____</i></p>			Current % Complete							Planning	75	%	Start Date:	3/17	Completion Date:	5/17		Design	0	%	Start Date:	6/17	Completion Date:	9/17		Permitting	0	%	Start Date:	8/17	Completion Date:	10/17		Bidding	0	%	Start Date:	10/18	Completion Date:	11/17		Construction			Start Date:	12/17	Completion Date:	6/18		Future Phases			Start Date:		Completion Date:			Other			Start Date:		Completion Date:	
		Current % Complete																																																															
	Planning	75	%	Start Date:	3/17	Completion Date:	5/17																																																										
	Design	0	%	Start Date:	6/17	Completion Date:	9/17																																																										
	Permitting	0	%	Start Date:	8/17	Completion Date:	10/17																																																										
	Bidding	0	%	Start Date:	10/18	Completion Date:	11/17																																																										
	Construction			Start Date:	12/17	Completion Date:	6/18																																																										
	Future Phases			Start Date:		Completion Date:																																																											
	Other			Start Date:		Completion Date:																																																											

	<b>b. Local Government / Public Support:</b> <i>Describe the public support for your project (meetings attended, community workshops, presentations to councils, notification in newsletters, etc.)</i> Present and discuss at City Commission meeting 4/10/2017.		
<b>C. PROJECT COST INFORMATION</b>			
C-1	<b>a. Breakdown of project cost</b> <i>(provide details in separate attachment)</i> <i>Attach a table or spreadsheet with detailed project costs for each task or segment of the project. The District will contribute only to the construction costs of the project. Indicate at the conclusion of the table/spreadsheet, a cost effectiveness evaluation as described below.</i>		
	<b>b. Cost-share request funding table</b> <i>The District's share (C) cannot exceed 33% for Alternative Water Supply, Water Quality, Flood Protection and Natural Systems projects and 50% for Water Conservation projects of the total construction cost (B) except for REDI communities that have submitted a waiver, up to 100% of total construction cost can be reimbursed.</i>		
	A. Total estimated project cost: (includes capital, construction, land acquisition, planning, permitting & design costs)	\$ 306,084	
	B. Construction cost:	Year 1 (FY2018) \$ 266,160	Year 2 (FY2019) \$
	C. Cost-share amount requested:	\$ 266,160	
	D. Estimated Applicant's Annual Operation & Maintenance Costs:	\$ 7000.00	
	E. Estimated Service life of components:	20 years	
	<b>c. Funding Sources:</b> <i>Identify any other outside sources of funding including State or Federal appropriations or grant monies, municipal bonds. Identify source and status of applicant funding.</i> The City of Bunnell is a REDI Community and applying for Cost Share Funding. Planning, design and permitting will be paid by capital funds.		

	<p><b>d. Project partners:</b> <i>Check one below and if multi-jurisdictional include the percent of funding to be contributed by each partner.</i></p> <p><input checked="" type="checkbox"/> Single entity</p> <p><input type="checkbox"/> Multi-jurisdictional (attach copy of partnership agreement or memorandum of understanding, if available, and include status of agreement). Identify other partners:</p>	
<b>C-2</b>	<p><b>Quantification of Project Benefits</b></p> <p><b>For Water Supply/Conservation Projects:</b>  _____ MGD conserved/alternative water supplied</p> <p><b>For Water Quality Projects:</b>  <u>7,915</u> Lbs/year TN removed/reduced  <u>381</u> Lbs/year TP removed/reduced</p> <p><b>For Flood Protection projects:</b>  _____ Acres protected from flooding</p> <p><u>Annual Exceedance probability</u> -  As is: 1/ _____ years  After implementation: 1/ _____ years</p>	<p><b>For Natural Systems projects:</b>  _____ Acres Wetlands Restored/Enhanced  _____ Acres Uplands Restored/Enhanced  _____ Linear feet of shoreline  Restored/Enhanced</p> <p><b>For projects benefiting MFL waterbodies:</b>  _____ MGD of water withdrawn or recharged  _____ MGD of alternative source to offset  withdrawals.</p>
<b>C-3</b>	<p><b>Cost Effectiveness (<i>Scoring Criterion #4</i>)</b> <i>(complete for all that apply)</i></p> <p><i>For Water Supply and Water Conservation projects, and for Water Quality projects, please attach the Cost Effectiveness Calculator (as provided at <a href="http://www.sjrwmd.com/funding/FY2017-2018/">http://www.sjrwmd.com/funding/FY2017-2018/</a>) and appropriate supporting documentation. For Water Quality, Flood Protection, and Natural Systems projects, please provide methodology used and additional supporting documentation, including, for Water Supply and Water Quality projects, the cost effectiveness calculator.</i></p> <p>Water Supply: cost per 1000 gallons made available</p> <p>Water Conservation: cost per 1000 gallons conserved</p> <p>Water Quality: \$12.38 cost per lb TN  \$42.35 cost per lb TP</p> <p>Flood Protection: Benefit/Cost ratio (will be calculated by District)</p> <p>Natural Systems: cost per acre or linear feet shoreline</p> <p>MFL projects: cost per % recovery of MFL water body (will be calculated by District)</p>	

<b>Provide the required attachments: project map, construction schedule/timeline, project cost table or spreadsheet and cost effectiveness calculator; plus additional information required for your specific project type in accordance with the District's 2018 DWCS Funding Program Guidance.</b>	

<p>I certify that all information on this form and the attached document(s), if applicable, is true and correct.</p> <p><b><i>Signature of the person with authority to enter into a contractual agreement.</i></b></p>
---

Name (print): CATHERINE D. ROBINSON

Signature: \_\_\_\_\_

Title: City Mayor

Date: April 10<sup>th</sup>, 2017



## City of Bunnell, Florida

### Agenda Item No. B.3.

Document Date: 3/21/2017 Amount: 0  
Department: IT Account #: N/A  
Subject: Request Authorization to Surplus Retired Computer Equipment  
Agenda Section: Consent Agenda:

#### ATTACHMENTS:

Description	Type
Retired Equipment List	Exhibit
Note to File - Donation	Exhibit
Note to File - FCHA Contribution	Exhibit

#### Summary/Highlights:

The attached list of equipment and materials has been reviewed by IT, and has surpassed its usefulness to the City of Bunnell. If declared surplus, this equipment will be disposed of per City Policy.

#### Background:

Following the annual IT equipment replacement schedule, all equipment being removed from service is inspected and redeployed if possible. The attached list of equipment and materials are no longer needed for the operations of the City of Bunnell.

Following some research of City records, none of the equipment appears to have been purchased via a grant, and may be disposed of per City Policy.

#### Staff Recommendation:

Recommend approval and declare the attached list of equipment surplus to be disposed of per City Policy.

#### City Attorney Review:

#### Finance Department Review/Recommendation:

Recommend approval.

# CITY OF BUNNELL DECLARATION OF SURPLUS PROPERTY

Administrative Services / IT

Department



Director Signature

3/21/2017  
Date

I hereby declare the below listed items are either obsolete, unfit for use, or are generally no longer needed by this department.

ITEM DESCRIPTION	SERIAL/MODEL NUMBER	INVENTORY TAG NUMBER	CONDITION Excellent (But no longer needed), Good, Poor, Scrap	ESTIMATED VALUE
Dell Latitude D800	50QBM31	B0179		
DELL AXIM X51V	1TVM381	B2950		
DVR	17581			
Toshiba PSAFGU-020002	X7213888Q			
CHECK POINT L-50	1303135541600640			
DELL LATITUDE D610	75CJH81	B0166		
INTEL SR1530AHLX	QSHX7460227			
DELL LATITUDE E6520	5NS36R1	B4143		
DELL LATITUDE E6520	D7S36R1	B4145		
DELL LATITUDE E6520	4KTQ6R1	B4151		
DELL LATITUDE E6520	5DS36R1	B4141		
DELL LATITUDE E6520	6GS36R1	B4142		
DELL LATITUDE E6520	5LS36R1	B4149		
DELL LATITUDE E6520	JNS36R1	B4150		
DELL LATITUDE E6520	J6S36R1	B4148		
DELL DOCKING STATION / MONITOR STAND	310239745000BQ01E8	B0287		
DELL DOCKING STATION / MONITOR STAND	310239745000BU0466			
DELL DOCKING STATION / MONITOR STAND	310239745000BU0438			
DELL DOCKING STATION / MONITOR STAND	310239745000BU043E	B0299		
DELL DOCKING STATION / MONITOR STAND	310239745000BU043C	B0291		
DELL DOCKING STATION / MONITOR STAND	CN-06U643-42940-584-07JS	B0188		
DELL DOCKING STATION	CN-0HD062-48643-85J-B201			

# CITY OF BUNNELL DECLARATION OF SURPLUS PROPERTY

ITEM DESCRIPTION	SERIAL/MODEL NUMBER	INVENTORY TAG NUMBER	CONDITION Excellent (But no longer needed), Good, Poor, Scrap	ESTIMATED VALUE
DELL DOCKING STATION	CN-OHD062-48643-87M-3046			
DELL DOCKING STATION	CN-OHD062-48643-85J-B153			
PLANET NETWORKING WNAP-6305	WNAP-6305E1004226000384			
PLANET NETWORKING WNAP-6305	UNREADABLE			
PLANET NETWORKING WNAP-6305	UNREADABLE			
PLANET NETWORKING WNAP-6305	UNREADABLE			
PLANET NETWORKING WNAP-6305	UNREADABLE			
PLANET NETWORKING WNAP-6305	UNREADABLE			
PLANET NETWORKING WNAP-6305	UNREADABLE			
PLANET NETWORKING WNAP-6305	UNREADABLE			
PLANET NETWORKING WNAP-6305	UNREADABLE			
PLANET NETWORKING WNAP-6305	UNREADABLE			
PLANET NETWORKING WNAP-6305	WNAP-6305E100422800154			
PLANET NETWORKING WNAP-6305	WNAP-6305E100422600370			
PLANET NETWORKING WNAP-6305	UNREADABLE			
OPTOMA EP758 DLP PROJECTOR W/REMOTE	O81C626AAAAAA1091			
DELL OPTIPLEX 745	6HFCYC1	B4214		
DELL OPTIPLEX 780	G3VW8P1	B0278		
DELL OPTIPLEX 780	G3XW8P1	B0218		
DELL 2007FB	MX-OG32-4H-74262-OBP-191L	B0228		
DELL 2007FB	MX-OG32-4H-74262-OBP-18TL	B0219		
IBM 6734-AB0	5508381			
DELL E173FPF	CN-0D5428-72872-570-2WJS			
DELL E178FPC	CN-OTP219-64180-77C-1AKS			
DELL OPTIPLEX 780	G3VX8P1	B0281		
DELL 1905FP	MX-OW8690-48323-5B9-0PHA			
DELL P190ST	CN-ORNMH6-74445-0C6-CEKS	B0297		
DEll 1901FP	CN-05Y232-71618-38N-ABEU	B0174		
DELL 1908FPC	CN-OG438H-64180-869-0D2H-A00			
DELL P190ST	CN-ORNMH6-74445-0C6-CUVS			
DELL P190ST	CN-ORNMH6-74445-0C6-C8WS	B0293		





CATHERINE D. ROBINSON  
MAYOR

JOHN ROGERS  
VICE-MAYOR

DAN DAVIS  
CITY MANAGER



COMMISSIONERS:

ELBERT TUCKER

BILL BAXLEY

JOHN SOWELL

## **MEMORANDUM**

TO: File

FROM: Donald H. Wines, Sr IT Specialist

DATE: April 10, 2017

SUBJECT: Donation of Computer Equipment to the  
Bunnell Volunteer Firefighters' Association.

The equipment listed below has been declared surplus by the Bunnell City Commission on April 10, 2017. At the request of former Fire Chief Derek Fraser, and the direction of City Manager Dan Davis, this equipment is being donated to the Bunnell Volunteer Firefighter's Association. The equipment is in as is, where is condition, and the Association assumes all responsibility for maintaining the equipment henceforth.

Make	Model	Serial Number	Description	Bunnell ID
DELL	OPTIPLEX 780	G3XW8P1	MINI TOWER COMPUTER	B0218
DELL	2007FB	MX-OG32-4H-74262-OBP-191L	MONITOR	B0228
DELL	2007FB	MX-OG32-4H-74262-OBP-18TL	MONITOR	B0219
DELL	Keyboard, Mouse, Speaker Bar, and power strip.			

CC: Ron Bolser, Fire Chief

The City of Bunnell is an Equal Opportunity Service Provider.

Post Office Box 756· Bunnell, Florida 32110-0756· 386-437-7500· Fax 386-437-7503

[www.bunnellcity.us](http://www.bunnellcity.us)

CATHERINE D. ROBINSON  
*MAYOR*

JOHN ROGERS  
*VICE-MAYOR*

DAN DAVIS  
*CITY MANAGER*



**COMMISSIONERS:**

ELBERT TUCKER

BILL BAXLEY

JOHN SOWELL

## **MEMORANDUM**

TO: File

FROM: Donald H. Wines, Sr. IT Specialist

DATE: April 10, 2017

SUBJECT: Neighborhood Camera Project.

Some of the retired equipment listed in the April 10, 2017 City Commission agenda for surplus, specifically the DVR, and the Planet Networking WNAP-6305s, were originally purchased as part of the Neighborhood Camera Project in 2012. In researching City records, it appears the Flagler County Housing Authority provided a \$25,000 donation or contribution to the City for this project to be installed. Staff is unable to find any agreement or grant paperwork associated with this contribution that would specify any additional steps that are necessary to dispose of this equipment. The equipment identified above has been replaced utilizing City General Funds and this project is operational.

CC: Tom Foster, Chief of Police  
Flagler County Housing Authority

The City of Bunnell is an Equal Opportunity Service Provider.

Post Office Box 756 · Bunnell, Florida 32110-0756 · 386-437-7500 · Fax 386-437-7503  
[www.bunnellcity.us](http://www.bunnellcity.us)



## City of Bunnell, Florida

### Agenda Item No. B.4.

Document Date: 3/24/2017 Amount:  
Department: City Clerk Account #:  
Subject: Authorization for the Aerial Spraying of Mosquito Control Product over the City Limits  
Agenda Section: Consent Agenda:

#### ATTACHMENTS:

Description	Type
East Flagler Mosquito Control District Documents	Contract

#### Summary/Highlights:

This is an annual request for approval for the East Flagler Mosquito Control District (EFMCD), in compliance with Federal Aviation Administration requirements, to fly over congested areas within the City of Bunnell for the purpose of applying mosquito control products.

#### Background:

The EFMCD applies mosquito control products by helicopter over or adjacent to congested areas of Flagler County and its' municipalities. The purpose of these flights is for the suppression of mosquito populations. Flagler will normally be performed at an altitude of 500 feet.

Additionally, the district may perform low-level flights over and adjacent to wetlands for the purpose of arresting mosquito development. Authorization by the City is required each year. This authorization will extend from April 15, 2017 through April 15, 2018.

#### Staff Recommendation:

Approve and execute authorization for the aerial spraying of mosquito control products over the Bunnell city limits by the East Coast Mosquito Control District.

#### City Attorney Review:

N/A

#### Finance Department Review/Recommendation:

N/A

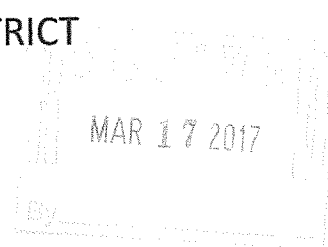
# EAST FLAGLER MOSQUITO CONTROL DISTRICT

24 Utility Drive

Palm Coast, FL 32137

Tel: 386.445.4135 Fax: 386.446.5104

flaglermosquito.com



Joseph Cash, Director  
Mark V. Positano, Assistant Director/Operations Supervisor  
Noah McKinnon, Board Attorney

Board of Commissioners:  
Julius Kwiatkowski, Chair  
Barbara Sgroi, Vice-Chair  
Florence Fruehan, Treasurer

March 15, 2017

Re: Aerial Spraying

To Flagler County Local Governments:

Each year we request, in compliance with Federal Aviation Administration requirements, authorization to fly over congested areas. As you are aware, the citizens you represent pay for mosquito control services via property taxes and a portion of the service includes aerial operations. To provide service in a timely fashion, without contacting each local government prior to each operation, we require a signed authorization that extends for one year. This matter has become a formality over the years.

For those unfamiliar with District operations, the authorizations permit the District to perform low-level flights (500 feet) over various entities for mosquito control. We rarely apply control materials over congested areas, but if the need arises, the authorization is necessary. The District is solely responsible for determining need, which would be based on an exceptional nuisance or an impending health threat.

The primary use for the aircraft is the control of developing mosquitoes away from congested areas, in and around wetlands.

The enclosed **Public Notice** will be published monthly beginning in April and ending in October, and serves to provide ongoing public awareness about aerial spray operations and further provides contact information. This should satisfy members of the various local governing boards desiring more notification for their constituents.

Please execute the accompanying authorization (Chairman, Mayor, etc.) and return to our office no later than April 13, 2017.

Thank you for your prompt attention to this matter.

Sincerely,

*Joseph Cash*

Joseph Cash  
Director

Enc.

cc: Mosquito Control Board  
Noah C. McKinnon, Board Attorney

## Authorization

This authorization recognizes that the East Flagler Mosquito Control District, in the exercise of its public health and safety responsibilities, may fly at low levels (500 feet) over congested areas in connection with its operations. This authorization extends from April 15, 2017 through April 15, 2018.

Signature: \_\_\_\_\_

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

Print/type name: \_\_\_\_\_

Title: \_\_\_\_\_

Name of local government: \_\_\_\_\_

### **Return to:**

**East Flagler Mosquito Control District  
24 Utility Drive  
Palm Coast, FL 32137**

**Please return no later than April 13, 2017.**

**Public Notice**  
**Aerial Spraying**

In compliance with regulations of the Federal Aviation Administration (FAA), public notice is hereby given that the East Flagler Mosquito Control District may apply control products by helicopter over or adjacent to congested areas of Flagler County and its municipalities. The purpose of these flights is for the suppression of mosquito populations. Flights will normally be performed at an altitude of 500 feet. Additionally, the District may perform low level flights over and adjacent to wetlands for the purpose of arresting mosquito development.

Areas outside the boundaries of the District may also be subject to aerial spraying in the event of an extraordinary nuisance or potential public health threat.

All flights will be in the public interest, and at times, maximize public safety and mosquito control effectiveness. All control products are approved for control purposes by the Florida Department of Agriculture and U.S. Environment Protection.

For additional information visit the District website at [flaglermosquito.com](http://flaglermosquito.com) or by calling 386-445-4135. The website will map areas to be sprayed by truck or by air. Those desiring advance information on spraying may wish to visit the website frequently, or may telephone to be added to the District's advance notification list.



## City of Bunnell, Florida

### Agenda Item No. B.5.

Document Date: 3/28/2017 Amount: \$19,000  
Department: Public Works and Parks/Rec Account #: Multiple departments  
Subject: Request to piggyback the National Joint Powers Alliance (NJPA) joint purchasing contract 062916-GPC for Bunnell Auto (NAPA) purchases.  
Agenda Section: Consent Agenda:

#### ATTACHMENTS:

Description	Type
NJPA COOP	Contract
NAPA AWARD	Contract

#### Summary/Highlights:

Staff is requesting to continue participation in Bunnell Auto's NJPA joint purchasing contract and requesting local vendor preference as provided in the purchasing policy.

#### Background:

The NJPA current contract 031212-GPC with NAPA Auto Parts for the procurement of auto parts, equipment, accessories, supplies, and services expires April 12, 2017.

NAPA has been awarded a new contract 062916-GPC with NJPA effective September 6, 2016 and will expire on September 6, 2020.

#### Staff Recommendation:

Approve piggybacking NJPA contract 062916-GPC.

#### City Attorney Review:

Reviewed and approved.

#### Finance Department Review/Recommendation:

Recommend Approval



Home > Cooperative Purchasing > Contracts - Fleet > Fleet Services, Parts & Equipment > NAPA Auto Parts



## NAPA Auto Parts



**Contract#:** 062916-GPC

**Category:** Fleet Services, Parts & Equipment

**Maturity Date:** 09/06/2020

NJPA Contract #062916-GPC brings more than 400,000 NAPA Parts and Accessories to contract purchasing. NAPA is the leader in automotive & truck replacement parts, auto-body & paint products, tools & equipment, specialty parts, accessories, and service items. Two-hour delivery is generally available throughout the U.S. from 6,000 stores in all 50 states. Non-locally stocked products generally ship next day from 59 distribution centers.

NAPA Know How, brings expertise to your fleet department by giving technicians the parts they need, when they need them. Save time, money, and satisfy your bidding requirements, by utilizing NJPA's national, competitively bid contracts.

Overview

Contract Documentation

Pricing

Marketing Materials

NJPA Contact Information

### HOW TO PURCHASE

Our step-by-step guide



### Vendor Contact Info

Don Lachance

Direct Phone: 678-934-5057

[don\\_lachance@genpt.com](mailto:don_lachance@genpt.com)

[www.genpt.com](http://www.genpt.com)



[NAPA Testimonials](#)

View products: [www.napaonline.com](http://www.napaonline.com)

Electronic ordering: [www.napaprolink.com](http://www.napaprolink.com)

Contract Award  
RFP #062916

**FORM D**



**Formal Offering of Proposal**  
(To be completed only by the Proposer)

**AUTOMOTIVE AND TRUCK REPLACEMENT PARTS AND TIRES WITH RELATED EQUIPMENT,  
ACCESSORIES, AND SERVICES**

In compliance with the Request for Proposal (RFP) for AUTOMOTIVE AND TRUCK REPLACEMENT PARTS AND TIRES WITH RELATED EQUIPMENT, ACCESSORIES, AND SERVICES, the undersigned warrants that the Proposer has examined this RFP and, being familiar with all of the instructions, terms and conditions, general and technical specifications, sales and service expectations, and any special terms, agrees to furnish the defined products and related services in full compliance with all terms and conditions of this RFP, any applicable amendments of this RFP, and all Proposer's response documentation. The Proposer further understands that it accepts the full responsibility as the sole source of solutions proposed in this RFP response and that the Proposer accepts responsibility for any subcontractors used to fulfill this proposal.

Company Name: Genuine Parts Co. dba NAPA auto\_\_\_\_Date: 7/1/16

Company Address: 2999 Wildwood Parkway

City: Atlanta\_\_\_\_State: Georgia\_\_\_\_Zip: 30339

Contact Person: Don Lachance\_\_\_\_Title: Major Accounts Government Sales Manager

Authorized Signature: x *Don P. Tolivar* DENNIS P. Tolivar  
(Name printed or typed)

**FORM E**  
**CONTRACT ACCEPTANCE AND AWARD**



(Top portion of this form will be completed by NJPA if the vendor is awarded a contract. The vendor should complete the vendor authorized signatures as part of the RFP response.)

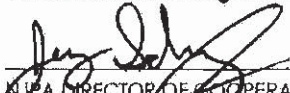
NJPA Contract #: 062916-GPC

Proposer's full legal name: Genuine Parts Company dba NAPA Auto Parts

**Based on NJPA's evaluation of your proposal, you have been awarded a contract. As an awarded vendor, you agree to provide the products and services contained in your proposal and to meet all of the terms and conditions set forth in this RFP, in any amendments to this RFP, and in any exceptions that are accepted by NJPA.**

The effective date of the Contract will be September 6, 2016 and will expire on September 6, 2020 (no later than the later of four years from the expiration date of the currently awarded contract or four years from the date that the NJPA Chief Procurement Officer awards the Contract). This Contract may be extended for a fifth year at NJPA's discretion.

**NJPA Authorized Signatures:**

  
NJPA DIRECTOR OF COOPERATIVE CONTRACTS  
AND PROCUREMENT/CPO SIGNATURE

Jeremy Schwartz  
(NAME PRINTED OR TYPED)

  
NJPA EXECUTIVE DIRECTOR/CEO SIGNATURE

Chad Coquette  
(NAME PRINTED OR TYPED)

Awarded on September 6, 2016

NJPA Contract # 062916-GPC

**Vendor Authorized Signatures:**

The Vendor hereby accepts this Contract award, including all accepted exceptions and amendments.

Vendor Name Genuine Parts Company

Authorized Signatory's Title Vice President of Major Accounts

  
VENDOR AUTHORIZED SIGNATURE

Dennis P. Tolivar  
(NAME PRINTED OR TYPED)

Executed on Sept. 9, 2016

NJPA Contract # 062916-GPC



## City of Bunnell, Florida

### Agenda Item No. B.6.

Document Date: 3/31/2017 Amount: N/A  
Department: Utilities Account #: N/A  
Subject: Request to submit the St. Johns River Water Management District (SJRWMD)  
FY2018 Districtwide Cost Share Grant Application (DWCS Grant).  
Agenda Section: Consent Agenda:

#### ATTACHMENTS:

Description	Type
Construction Cost Estimate for SJRWMD Grant Application_032317	Quote
SJRWMD WWTP SITE MAP	Plans
Districtwide Cost-Share Application	Cover Memo

#### Summary/Highlights:

City Staff has determined through our recent discussions with Florida Department of Environmental Protection (FDEP) staff that the existing discharge limit exceedances can likely be improved by the permitting and future conversion of an existing reject water pond on-site to a Rapid Infiltration Basin (RIB). This pond could then be utilized for the future disposal of excess reclaimed water during wet weather periods of the year when reclaimed water demands are low. Additionally, a modification to the equalization basin by changing from diffused aeration to a mixer will provide an improved treatment process. The treatment modification will improve the Wastewater Treatment Plant (WWTP) microbiology and therefore increase nitrogen removal that has caused the City to exceed discharge limits. We request your approval at this time to apply for this 100% reimbursable construction grant. The City is in position to complete the design and permitting of the above WWTP upgrades later this year and begin construction in early 2018.

Note: This Rural Economic Development Initiative (REDI) grant application provides funding due to our small community. In addition, this grant will be highly attractive due to its direct opportunity to improving the environment by increasing water recharge to the aquifer and improved treatment. If successfully awarded and accepted we will only be responsible for the survey, design, and permitting costs associated with the anticipated construction. We have already had preliminary discussions with Quenton L. Hampton Associates, Inc. (QLHA) and are confident that we can acquire adequate design and permitting assistance from them through our continuing engineering contract and stay within our current budgetary constraints to have the design and permitting modification work completed later this calendar year. In this way we will be well positioned to commence construction in early 2018. These costs are currently estimated at \$39,924 and construction costs estimated around \$266,160, which are fully reimbursed by the SJRWMD FY2018 Districtwide Cost Share Grant.

#### Background:

The City of Bunnell is currently operating under a Consent Order and an Administrative Order for the FDEP

at our WWTP due to exceeding the existing discharge limits of our operating permit conditions. This grant will provide us with a viable means to vastly improve our treatment process and increase discharge options to better meet our permitted discharge limits to the receiving waters.

**Staff Recommendation:**

Approve Staff's request to submit the St. Johns River Water Management District FY2018 Districtwide Cost Share Grant Application.

**City Attorney Review:**

Reviewed and approved.

**Finance Department Review/Recommendation:**

Recommend approval.

**CITY OF BUNNELL**  
**RIB CONSTRUCTION AT WWTP SITE**

**OPINION OF PROBABLE COSTS**

<i><b>ITEM</b></i>	<i><b>DESCRIPTION</b></i>	<i><b>QTY</b></i>	<i><b>UNIT</b></i>	<i><b>UNIT COST</b></i>	<i><b>TOTAL</b></i>
1	Mobilization and Bonds	1	LS	\$3,000.00	\$3,000.00
2	Flow Meter and Piping Improvements	1	LS	\$15,000.00	\$15,000.00
3	Monitoring Wells (2)	2	EA	\$2,500.00	\$5,000.00
4	Disk Harrow for RIB Maintenance	1	LS	\$2,000.00	\$2,000.00
5	Dewatering	1	LS	\$8,000.00	\$8,000.00
6	Remove Clay Pond Liner (est 3ft)	4,500	CY	\$8.35	\$37,575.00
7	Install Clean Sand Fill (est 3ft)	4,500	CY	\$8.43	\$37,935.00
8	Sod Pond Slopes	2,020	SY	\$2.70	\$5,454.00
9	Silt Fence	1,000	LF	\$2.00	\$2,000.00
10	Soil Tracking Prevention	1	LS	\$3,000.00	\$3,000.00
	<b>Construction Estimate Subtotal</b>				<b>\$118,964</b>
	<b>Contingency @ 10%</b>				<b>\$11,896</b>
	<b>Total Estimated Construction Costs</b>				<b>\$130,860</b>
	<b>Engineering, CA &amp; Inspection @ 15%</b>				<b>\$19,629</b>
	<b>TOTAL ESTIMATED PROJECT COST</b>				<b>\$150,489</b>

**Estimated annual debt service plus O+M**

Annual debt service

Annual O+M cost

**Total**

\$150,489 x (A/P, N=20, i=3%)

\$10,113

\$6,000

**\$16,113** per yr

**Estimated pollutant load removal**

Total Nitrogen

Total Phosphorous

50,000 gpd estimated flow rate\*\*

10 mg/L

2.5 mg/L

**1,522 lb/yr TN**

**381 lb/yr TP**

**Cost per Pound of Pollutant Removed**

\$16,113 per yr divided by #TN or #TP

**TN = \$10.59 per # TN**

**TP = \$42.35 per # TP**

\*\* RIB loading rate to be determined by soil tests and hydrogeological modeling

Prepared By:  
 Quentin L Hampton Assoc, Inc  
 March 30, 2017

Prepared By:  
Quentin L Hampton Assoc, Inc  
March 30, 2017

**CITY OF BUNNELL**  
**RIB CONSTRUCTION AT WWTP SITE**

**OPINION OF PROBABLE COSTS**

<i>ITEM</i>	<i>DESCRIPTION</i>	<i>QTY</i>	<i>UNIT</i>	<i>UNIT COST</i>	<i>TOTAL</i>
1	Mobilization and Bonds	1	LS	\$3,000.00	\$3,000.00
2	Demolition of Diffusers and Air Piping	1	LS	\$20,000.00	\$20,000.00
3	Mixer Installation	1	LS	\$100,000.00	\$100,000.00

	<b>Construction Estimate Subtotal</b>	<b>\$123,000</b>
	Contingency @ 10%	\$12,300
	<b>Total Estimated Construction Costs</b>	<b>\$135,300</b>
	Engineering, CA & Inspection @ 15%	\$20,295
	<b>TOTAL ESTIMATED PROJECT COST</b>	<b>\$155,595</b>

**Estimated annual debt service plus O+M**

	\$155,595 x (A/P, N=20, i=3%)
Annual debt service	\$10,456
Annual O+M cost	\$1,000
<b>Total</b>	<b>\$11,456 per yr</b>

**Estimated pollutant load removal**

Total Nitrogen	350,000 gpd, based on 2016 AADF
	6 mg/L <b>6,393 lb/yr TN</b>

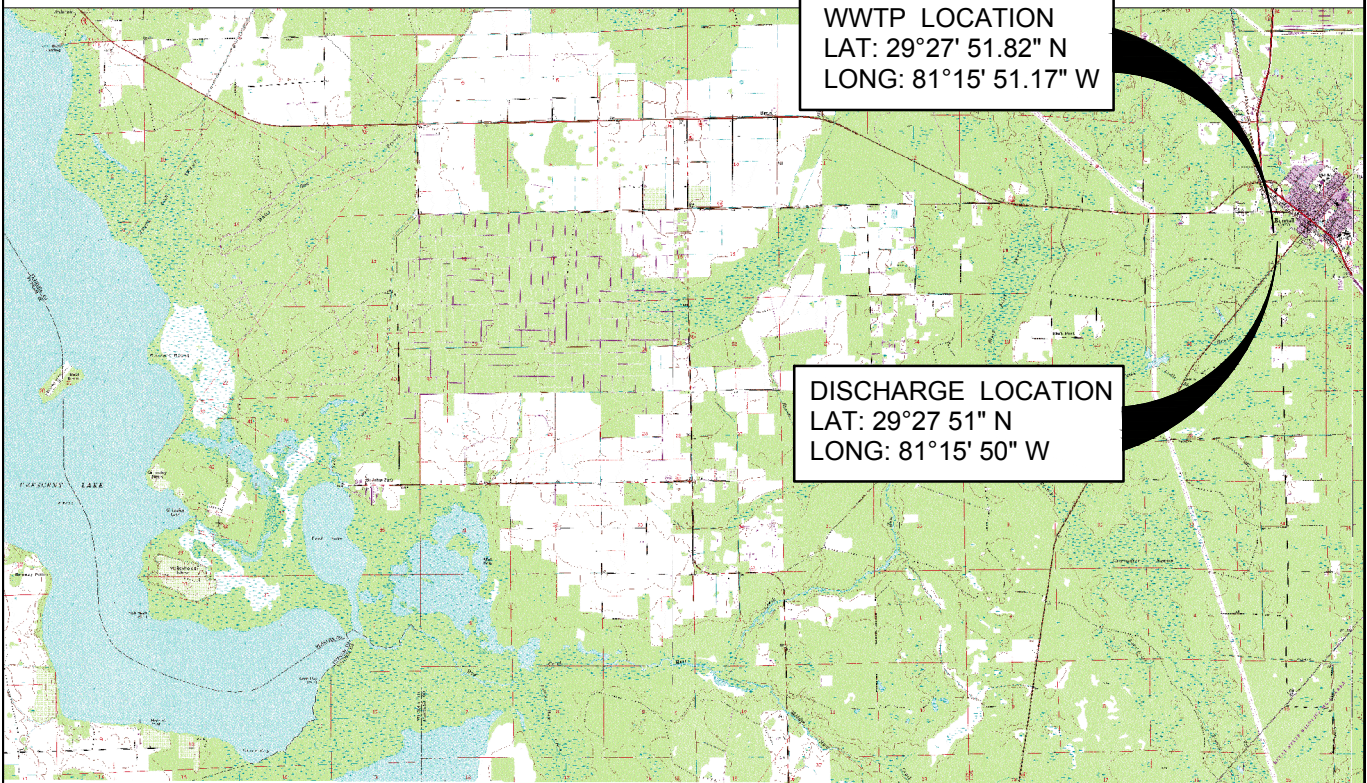
**Cost per Pound of Pollutant Removed**

\$11,456 per yr divided by #TN

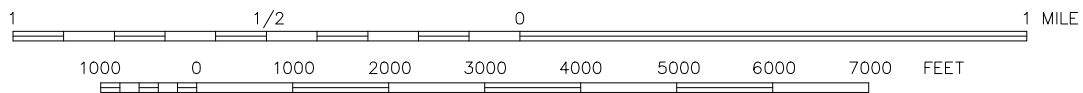
**TN = \$1.79 per # TN**



Prepared By:  
Quentin L Hampton Assoc, Inc  
March 30, 2017



GRAPHIC SCALE:



LOCATION MAP

SECTION	15
TOWNSHIP	12S
RANGE	30E

FROM BUNNELL, ST. JOHNS PARK AND FLAGLER BEACH WEST, FL USC&G QUADRANGLE
---

PURPOSE:  
BUNNELL WWTP  
FLAGLER COUNTY, FLORIDA

PREPARED BY:  
QUENTIN L. HAMPTON ASSOC. INC.  
P. O. DRAWER 290247  
PORT ORANGE, FLORIDA 32129-0247

FIGURE #1

DATE: MARCH 29, 2017



## Fiscal Year 2017-2018 (FY18) Districtwide Cost-Share (DWCS) Application

### INSTRUCTIONS FOR USE OF THIS FORM:

This form is designed to assist in submitting a complete application for consideration by the St. Johns River Water Management District (District) for the FY18 DWCS Program. Detailed guidance on completing this application can be found in the Funding Guidance Document. All sections of the form must be completed to be considered a complete application. **Any information listed on the checklist that is not included in the application will result in an automatic deduction of 5 points in the evaluation.** If additional space is needed to fully complete a section, please attach separately. County governments, municipalities, water supply authorities, and other interested public and private entities are eligible to submit.

A. BASIC INFORMATION	
<b>A-1</b>	<b>NAME OF ENTITY / ORGANIZATION:</b> City of Bunnell <b>PROJECT NAME:</b> WWTP Discharge and Treatment Modifications
<b>A-2</b>	<b>Contact information of project manager or contact person:</b> <i>(District will send correspondence concerning this application ONLY to the below person)</i> Name/title: Michael Baldwin ( Utility Manager ) Email address: mbaldwin@bunnellcity.us Mailing address: PO Box 756, Bunnell FL 32110 Office Phone: (386) 437-7515      Mobile Phone: (386) 235-3069
<b>A-3</b>	<b>Contact information of person with authority to enter into a contractual agreement, if other than project manager or contact person:</b> If same as A-2 above, do not complete this section. Name/title: CATHERINE D. ROBINSON Email address: crobinson@bunnellcity.us Mailing address: PO Box 756, Bunnell FL 32110 Office Phone: (386) 437-7500      Mobile Phone: (      )
<b>A-4</b>	<b>What County is this project located?</b> <div style="display: flex; flex-wrap: wrap;"> <div style="width: 33%;"><input type="checkbox"/> Alachua</div> <div style="width: 33%;"><input type="checkbox"/> Baker</div> <div style="width: 33%;"><input type="checkbox"/> Bradford</div> <div style="width: 33%;"><input type="checkbox"/> Brevard</div> <div style="width: 33%;"><input type="checkbox"/> Clay</div> <div style="width: 33%;"><input type="checkbox"/> Duval</div> <div style="width: 33%;"><input checked="" type="checkbox"/> Flagler</div> <div style="width: 33%;"><input type="checkbox"/> Indian River</div> <div style="width: 33%;"><input type="checkbox"/> Lake</div> <div style="width: 33%;"><input type="checkbox"/> Marion</div> <div style="width: 33%;"><input type="checkbox"/> Nassau</div> <div style="width: 33%;"><input type="checkbox"/> Orange</div> <div style="width: 33%;"><input type="checkbox"/> Osceola</div> <div style="width: 33%;"><input type="checkbox"/> Putnam</div> <div style="width: 33%;"><input type="checkbox"/> Seminole</div> <div style="width: 33%;"><input type="checkbox"/> St. Johns</div> <div style="width: 33%;"><input type="checkbox"/> Okeechobee</div> <div style="width: 33%;"><input type="checkbox"/> Volusia</div> </div>
<b>A-5</b>	<b>What Water Supply Planning Region is this project located (Refer to map at <a href="http://www.sjrwmd.com/watersupply/planning.html">http://www.sjrwmd.com/watersupply/planning.html</a>)</b> <input checked="" type="checkbox"/> North Florida (North Florida Regional Water Supply Partnership/North Florida Water Initiative) <input type="checkbox"/> Central Springs and East Coast <input type="checkbox"/> Central Florida (Central Florida Water Initiative)

A-6	<p><b>Is the project located in an area that has an established Total Maximum Daily Load (TMDL) or Basin Management Action Plan (BMAP)? Does the project benefit a water body with an established Minimum Flows &amp; Levels (MFL)? If so, name the water body. For MFL projects, indicate whether or not there is an implemented Prevention / Recovery strategy.</b></p> <p>X TMDL. Waterbody: Old Haw Creek/Cresent Lake      <input type="checkbox"/> BMAP. Waterbody:</p> <p><input type="checkbox"/> MFL. Waterbody:</p> <p>Prevention/Recovery Strategy Implemented? <input type="checkbox"/> Yes      <input type="checkbox"/> No</p>
A-7	<p><b>Is the Applicant a Rural Economic Development Initiative (REDI) Community?</b> X Yes      <input type="checkbox"/> No</p> <p>If yes, please attach a signed Waiver of Matching Funds Letter on your letterhead. See format at <a href="http://www.sjrwmd.com/funding/FY2017-2018/">http://www.sjrwmd.com/funding/FY2017-2018/</a></p>
A-8	<p><b>For County or Municipal applicants: Have you adopted the District's model Landscape Irrigation Ordinance? (Scoring Criterion #5):</b> X Yes      <input type="checkbox"/> No</p> <p><i>Include a copy of an adopted landscape irrigation ordinance. The District's model ordinance can be found here: <a href="http://www.sjrwmd.com/wateringrestrictions/pdfs/updated_model_ordinance-landscape_irrigation.pdf">http://www.sjrwmd.com/wateringrestrictions/pdfs/updated_model_ordinance-landscape_irrigation.pdf</a></i></p>
<b>B. PROJECT INFORMATION</b>	
B-1	<p><b>PRIMARY PROJECT TYPE (District Core Mission)</b></p> <p><i>Check only one and provide evidence in Section B-3. Projects that include more than District Mission may receive additional scoring consideration. Additional District Mission benefits should be described in Section B-3.</i></p> <p><input type="checkbox"/> Water Supply      <input type="checkbox"/> Water Conservation      X Water Quality</p> <p><input type="checkbox"/> Flood Protection      <input type="checkbox"/> Natural Systems</p>
B-2	<p><b>PROJECT DESCRIPTION (Scoring Criterion #1)</b></p> <p><b>a. Short description</b></p> <p><i>Succinctly describe the project, e.g. what is being constructed or what is the program to be implemented?</i></p> <p>This project encompasses the proposed construction of a Rapid Infiltration Basin ( RIB ) and eliminate equalization basin (EQ) aeration at our Wastewater Treatment Plant Facility. The existing WWTF is designed for biological nutrient removal. Existing EQ aeration reduces food source for nutrient removal. Replacing areation in the EQ basin with a submersible mixer to maintain influent BOD for a consistent food source. WWTF effluent primarily discharges to a reclaimed water system and during wet weather discharges to Haw Creek which feeds Crescent Lake that has an existing TMDL established for TN and TP. We plan to convert the previously permitted on-site reject water pond into a RIB Facility in order to assist us in reducing surface water discharges during wet weather conditions. This proposed project will allow us to reduce nutrient loading to Haw Creek and more fully develop our reclaimed water customer base due to this increased flexibility of disposal options, recharge the aquifer during certain weather conditions, and to reduce our surface water discharges to the receiving water bodies. In addition it will help us to reduce our levels of nutrient loading to the receiving water bodies and assist us in meeting our current discharge permitting limit requirements related to total nitrogen and total phosphorus.</p> <p>Planning for the project is 75% complete. We have discussed permitting with FDEP and both items can be treated as a minor modification. Areas of construction are previously developed on WWTF site, no additional permitting is required. the City has a continuing contract with consulting engineering firm to start design upon receipt of cost share funding agreement.</p>

**b. How will you measure success? Describe your plan of action to measure the effectiveness of your project? Is monitoring proposed?**

We will measure our success by continuing to evaluate our effluent discharge quality and quantity and how successful we can become in particular in reducing our nutrient total monthly discharge. We will continue to strive to reach a zero discharge level and to minimize nutrient loading in the effluent stream to our natural environment. Our monthly Discharge Monitoring Reports (DMR's) will act as our monitoring guage to chart discharge improvement. These reports are available on the DEP website.

**c. Describe how this project relates to larger projects and or goals of the applicant. Is the project multi-phased?:**

This project helps further achieve the SJRWMD goals of improving water quality and reduce augmenting water supply, and reduce nutrient loading to Crescent Lake. As previously stated we believe this to be a needed cost effective addition to our improve future wastewater treatment plant operations and expand reclaimed water distribution system. It should also assist us in contributing to the control of saltwater intrusion into our service area boundaries by increasing groundwater recharge. This project is not proposed as a multi-stage project. The City's goal is to reach zero discharge levels and to reduce loadings of TN and TP to surface waters.

**d. Describe the location and include a map. The map should identify any potentially affected MFL, TMDL, impaired water bodies, affected wetlands or springs.**

Please see attached map(s)

Project location at WWTF site, discharge to Haw Creek and downstream Crescent Lake which has a TMDL for nutrients.

Latitude: 29°27' 51.82" N  
Longitude: 81°15' 51.17" W

**Coordinates for the project (use centroid for large areas): Latitude:**

**Longitude:**

B-3	<p><b>BENEFITS TO DISTRICT MISSIONS (<i>Scoring Criterion #2</i>)</b>  <i>Describe the benefit to one (or more) of the District's main missions (Water Supply/Conservation, Water Quality, Flood Protection and/or Natural Systems).. Attach separate pages if necessary.</i></p> <p><b>Primary benefit:</b>Water Quality - RIB disposal is an improved way to dispose of highly treated effluent water during wet weather periods. Added treatment plant flexibility will allow us to better focus our efforts in reducing the overall level of remaining residual contaminants prior to direct reclaimed application, percolation / recharge thru the RIB , or the last resort of direct surface water disposal in diminished amounts. EQ modifications will allow the WWTF to achieve better nutrient removal. All effluent will have reduced nutrient loading including reclaimed, RIB, and surface water disposal. Current effluent TN concentrations average 16 mg/L. With EQ modification, it is anticipated that average TN concentrations will be reduced to 10mg/L for all effluent disposal. All water discharged to the RIB will eliminate nutrient loading to haw Creek.</p> <p><b>Secondary benefit(s) (if applicable):</b> Water Supply - A RIB installation will allow increased aquifer recharge during wet weather periods. With the modification to the Equalization Basin by using a mixer 100% of the WWTP's Effluent discharge will have a lower nutrient loading on the surficial aquifer and surface water discharges.</p>
-----	--



B-4	<p><b>If the Project is for Water Resource Development or Alternative Water Supply Development identify the source water (<i>check all that apply</i>):</b></p> <p><input type="checkbox"/> Fresh Groundwater</p> <p><input type="checkbox"/> Brackish Groundwater</p> <p><input type="checkbox"/> Stormwater</p> <p><input checked="" type="checkbox"/> Reclaimed Water</p> <p><input type="checkbox"/> Surface Water: Identify surface water body:</p> <p><input type="checkbox"/> Brackish Surface Water: Identify surface water body:</p> <p><input type="checkbox"/> Other: Identify Source:</p>																															
B-5	<p><b>District Permit Information:</b>  <i>If the applicant has an SJRWMD-issued Consumptive Use Permit and or an Environmental Resource Permit for the project site, provide the following:</i></p> <table border="1" data-bbox="302 810 1547 1056"> <thead> <tr> <th data-bbox="302 810 703 879">Permit Type:</th><th data-bbox="703 810 1102 879">Permit #</th><th data-bbox="1102 810 1547 879">Expiration date/Compliant (yes / no)</th></tr> </thead> <tbody> <tr> <td data-bbox="302 879 703 932">CUP</td><td data-bbox="703 879 1102 932">1982-6</td><td data-bbox="1102 879 1547 932">1/11/2037 / Yes</td></tr> <tr> <td data-bbox="302 932 703 993">WWTP</td><td data-bbox="703 932 1102 993">FL0020907</td><td data-bbox="1102 932 1547 993">9/25/2021 / Yes</td></tr> <tr> <td data-bbox="302 993 703 1056"></td><td data-bbox="703 993 1102 1056"></td><td data-bbox="1102 993 1547 1056"></td></tr> </tbody> </table>								Permit Type:	Permit #	Expiration date/Compliant (yes / no)	CUP	1982-6	1/11/2037 / Yes	WWTP	FL0020907	9/25/2021 / Yes															
Permit Type:	Permit #	Expiration date/Compliant (yes / no)																														
CUP	1982-6	1/11/2037 / Yes																														
WWTP	FL0020907	9/25/2021 / Yes																														
B-6	<p><b>Project likelihood of successful completion within the current fiscal year:</b>  <b>a. Project Readiness (<i>Scoring Criterion #3</i>):</b> <i>Check all that apply and supply requested dates (month/day/year) and attach a detailed project construction schedule.</i></p> <table border="1" data-bbox="302 1182 1547 1591"> <thead> <tr> <th data-bbox="302 1182 526 1255"></th><th data-bbox="526 1182 695 1255">Current % Complete</th><th data-bbox="695 1182 1547 1255"></th></tr> </thead> <tbody> <tr> <td data-bbox="302 1255 375 1302">Planning</td><td data-bbox="526 1255 695 1302">75 %</td><td data-bbox="695 1255 1547 1302">Start Date: 3/17      Completion Date: 5/17</td></tr> <tr> <td data-bbox="302 1302 375 1348">Design</td><td data-bbox="526 1302 695 1348">0 %</td><td data-bbox="695 1302 1547 1348">Start Date: 6/17      Completion Date: 9/17</td></tr> <tr> <td data-bbox="302 1348 375 1394">Permitting</td><td data-bbox="526 1348 695 1394">0 %</td><td data-bbox="695 1348 1547 1394">Start Date: 8/17      Completion Date: 10/17</td></tr> <tr> <td data-bbox="302 1394 375 1442">Bidding</td><td data-bbox="526 1394 695 1442">0 %</td><td data-bbox="695 1394 1547 1442">Start Date: 10/18      Completion Date: 11/17</td></tr> <tr> <td data-bbox="302 1442 375 1491"></td><td data-bbox="526 1442 695 1491">Construction</td><td data-bbox="695 1442 1547 1491">Start Date: 12/17      Completion Date: 6/18</td></tr> <tr> <td data-bbox="302 1491 375 1539"></td><td data-bbox="526 1491 695 1539">Future Phases</td><td data-bbox="695 1491 1547 1539">Start Date:      Completion Date:</td></tr> <tr> <td data-bbox="302 1539 375 1591"></td><td data-bbox="526 1539 695 1591">Other</td><td data-bbox="695 1539 1547 1591">Start Date:      Completion Date:</td></tr> </tbody> </table> <p><i>Include documentation that demonstrates that the construction start date is realistic (e.g. critical milestones, commission approval dates, procurement timeline, etc.).</i></p> <p><i>Applicant has identified all required permits necessary for project construction. Applicant initials _____</i></p>									Current % Complete		Planning	75 %	Start Date: 3/17      Completion Date: 5/17	Design	0 %	Start Date: 6/17      Completion Date: 9/17	Permitting	0 %	Start Date: 8/17      Completion Date: 10/17	Bidding	0 %	Start Date: 10/18      Completion Date: 11/17		Construction	Start Date: 12/17      Completion Date: 6/18		Future Phases	Start Date:      Completion Date:		Other	Start Date:      Completion Date:
	Current % Complete																															
Planning	75 %	Start Date: 3/17      Completion Date: 5/17																														
Design	0 %	Start Date: 6/17      Completion Date: 9/17																														
Permitting	0 %	Start Date: 8/17      Completion Date: 10/17																														
Bidding	0 %	Start Date: 10/18      Completion Date: 11/17																														
	Construction	Start Date: 12/17      Completion Date: 6/18																														
	Future Phases	Start Date:      Completion Date:																														
	Other	Start Date:      Completion Date:																														

	<b>b. Local Government / Public Support:</b> <i>Describe the public support for your project (meetings attended, community workshops, presentations to councils, notification in newsletters, etc.)</i> Present and discuss at City Commission meeting 4/10/2017.		
<b>C. PROJECT COST INFORMATION</b>			
C-1	<b>a. Breakdown of project cost</b> <i>(provide details in separate attachment)</i> <i>Attach a table or spreadsheet with detailed project costs for each task or segment of the project. The District will contribute only to the construction costs of the project. Indicate at the conclusion of the table/spreadsheet, a cost effectiveness evaluation as described below.</i>		
	<b>b. Cost-share request funding table</b> <i>The District's share (C) cannot exceed 33% for Alternative Water Supply, Water Quality, Flood Protection and Natural Systems projects and 50% for Water Conservation projects of the total construction cost (B) except for REDI communities that have submitted a waiver, up to 100% of total construction cost can be reimbursed.</i>		
	A. Total estimated project cost: (includes capital, construction, land acquisition, planning, permitting & design costs)	\$ 306,084	
	B. Construction cost:	Year 1 (FY2018) \$ 266,160	Year 2 (FY2019) \$
	C. Cost-share amount requested:	\$ 266,160	
	D. Estimated Applicant's Annual Operation & Maintenance Costs:	\$ 7000.00	
	E. Estimated Service life of components:	20 years	
	<b>c. Funding Sources:</b> <i>Identify any other outside sources of funding including State or Federal appropriations or grant monies, municipal bonds. Identify source and status of applicant funding.</i> The City of Bunnell is a REDI Community and applying for Cost Share Funding. Planning, design and permitting will be paid by capital funds.		



	<p><b>d. Project partners:</b> <i>Check one below and if multi-jurisdictional include the percent of funding to be contributed by each partner.</i></p> <p><input checked="" type="checkbox"/> Single entity</p> <p><input type="checkbox"/> Multi-jurisdictional (attach copy of partnership agreement or memorandum of understanding, if available, and include status of agreement). Identify other partners:</p>	
<b>C-2</b>	<p><b>Quantification of Project Benefits</b></p> <p><b>For Water Supply/Conservation Projects:</b>  _____ MGD conserved/alternative water supplied</p> <p><b>For Water Quality Projects:</b>  <u>7,915</u> Lbs/year TN removed/reduced  <u>381</u> Lbs/year TP removed/reduced</p> <p><b>For Flood Protection projects:</b>  _____ Acres protected from flooding</p> <p><u>Annual Exceedance probability</u> -  As is: 1/ _____ years  After implementation: 1/ _____ years</p>	<p><b>For Natural Systems projects:</b>  _____ Acres Wetlands Restored/Enhanced  _____ Acres Uplands Restored/Enhanced  _____ Linear feet of shoreline Restored/Enhanced</p> <p><b>For projects benefiting MFL waterbodies:</b>  _____ MGD of water withdrawn or recharged  _____ MGD of alternative source to offset withdrawals.</p>
<b>C-3</b>	<p><b>Cost Effectiveness (<i>Scoring Criterion #4</i>)</b> <i>(complete for all that apply)</i></p> <p><i>For Water Supply and Water Conservation projects, and for Water Quality projects, please attach the Cost Effectiveness Calculator (as provided at <a href="http://www.sjrwmd.com/funding/FY2017-2018/">http://www.sjrwmd.com/funding/FY2017-2018/</a>) and appropriate supporting documentation. For Water Quality, Flood Protection, and Natural Systems projects, please provide methodology used and additional supporting documentation, including, for Water Supply and Water Quality projects, the cost effectiveness calculator.</i></p> <p>Water Supply: cost per 1000 gallons made available</p> <p>Water Conservation: cost per 1000 gallons conserved</p> <p>Water Quality: \$12.38 cost per lb TN  \$42.35 cost per lb TP</p> <p>Flood Protection: Benefit/Cost ratio (will be calculated by District)</p> <p>Natural Systems: cost per acre or linear feet shoreline</p> <p>MFL projects: cost per % recovery of MFL water body (will be calculated by District)</p>	

<b>Provide the required attachments: project map, construction schedule/timeline, project cost table or spreadsheet and cost effectiveness calculator; plus additional information required for your specific project type in accordance with the District's 2018 DWCS Funding Program Guidance.</b>	

<p>I certify that all information on this form and the attached document(s), if applicable, is true and correct.</p> <p><b><i>Signature of the person with authority to enter into a contractual agreement.</i></b></p>
---

Name (print): CATHERINE D. ROBINSON

Signature: \_\_\_\_\_

Title: City Mayor

Date: April 10<sup>th</sup>, 2017



## **City of Bunnell, Florida**

### **Agenda Item No. C.C.2.**

Document Date: 3/9/2017 Amount:  
Department: City Clerk Account #:  
Subject: Oath of Office Ceremony  
Agenda Section: Introductions, Commendations, Proclamations, and Presentations:

#### **Summary/Highlights:**

Oath of Office for newly elected officials:

John Rogers  
John Sowell

A short recess will follow with refreshment provided, after which, the meeting will reconvene.

#### **Background:**

#### **Staff Recommendation:**

#### **City Attorney Review:**

#### **Finance Department Review/Recommendation:**



## City of Bunnell, Florida

### Agenda Item No. C.4.

Document Date: 4/3/2017 Amount: N/A  
Department: City Clerk Account #: N/A  
Subject: Election of Vice Mayor  
Agenda Section: Introductions, Commendations, Proclamations, and Presentations:

#### Summary/Highlights:

The City Commission is responsible for electing the Vice Mayor from among the current Commission members.

#### Background:

Per the City Charter, the Vice Mayor shall be elected annually after City elections.

##### ***Sec. 3.06. - Mayor.***

*F. The Commission shall elect from among its members a Vice Mayor who shall preside at City Commission meetings in the absence of the Mayor. Election of the Vice Mayor shall be performed annually at the first regular Commission meeting in April after the City election.*

The current Vice Mayor is John Rogers. He was last elected to this position on April 11, 2016; however, he has been serving as the Vice Mayor since April 8, 2013.

#### Staff Recommendation:

None. The Vice Mayor is nominated by a member of the Commission and elected by the Commission.

#### City Attorney Review:

#### Finance Department Review/Recommendation:



## **City of Bunnell, Florida**

### **Agenda Item No. C.C.5.**

Document Date: 3/9/2017 Amount: N/A  
Department: City Clerk Account #: N/A  
Subject: Approval of Rules & Procedures and Confirmation of Commissioner Appointments for Committees and Boards.  
Agenda Section: Introductions, Commendations, Proclamations, and Presentations:

#### **ATTACHMENTS:**

Description	Type
Commission Rules and Procedures	Exhibit
Commissioner Committee and Board Appointments	Exhibit

#### **Summary/Highlights:**

The City Commission adopts the rules and procedures for conducting Commission meetings, and appoints commissioners to sit on local committees and boards, following elections.

#### **Background:**

The rules and procedures which explain how the City Commission will operate or run the City Commission meetings are adopted following elections.

The rules and procedures were last adopted in April 2016. There are no proposed changes in the rules and procedures that were adopted at that time.

In addition, City Commissioners volunteer to serve on Committees and Boards. The list of current appointments is provided as an attachment. The Commission needs to review the appointments and either confirm the appointments to each committee/board or appoint a new City Commissioner to serve on that committee/board.

#### **Staff Recommendation:**

#### **City Attorney Review:**

#### **Finance Department Review/Recommendation:**



## **Rules & Procedures for Conducting the Meetings of the Bunnell City Commission**

1. The order of business shall be the posted agenda. All topics that City Commissioners wish to discuss or to take action on must be listed on the posted agenda to properly notify the public. For an item to be placed on the agenda by a member of the public, an agenda request form must be fully completed, the requestor will meet as needed with appropriate City staff and the item will be written and submitted in accordance with the Agenda Process Manual published March 2016 and as amended. A phone call to City Hall requesting to be placed on the agenda is not sufficient - an agenda request form must be filled out completely. City staff and Commissioners will follow the agenda process as detailed in the Agenda Process Manual published March 2016 and as amended.

2. The agenda item will be read by the Mayor or the presiding officer. Whoever has asked for the item to be placed on the agenda, or their representative, will be asked to come to the podium to present the item to the Commission. After the presentation is given, Commission members will have the opportunity to ask the presenter questions. Once all questions have been answered by the presenter, the Mayor will ask for the “pleasure of the Board.” A Commission member can then make a motion and the Mayor will ask for a second. The item will then be opened for discussion by the presiding officer.

3. Before any member of the Commission can make a motion or address the assembly upon any question, it is necessary that he or she “obtain” the floor. That is, he or she must address the presiding officer by title thus, “Madame Mayor,” who will then announce the Commissioner’s name. When two or more speak at the same time, then the Mayor or presiding officer will decide who is entitled to

the floor. No Commissioner may speak a second time on the same question if another Commissioner who has not spoken wishes to speak.

4. After a motion is made and seconded, then the Mayor or presiding officer will repeat the motion, name the motioner and the second and that becomes the official motion. After that time the floor is open for discussion among the commissioners. Discussion may not occur until a Commissioner has “obtained” the floor as described in rule two (2). After discussion is concluded among the Commission, then the question is open for public comment that shall be limited to four minutes per speaker and limited as to the number of speakers as the Mayor or presiding officer determines. At that time the question is once again open for discussion by the Commission. Public comment shall be directed to the Mayor or presiding officer. After discussion is concluded the Mayor or presiding officer will call the question and the vote will be taken. The result will be announced by the Mayor or presiding officer.

5. The section of the agenda “reports” is for the purpose of reporting an item. It is not for debate or discussion of issues or questions. The rule of thumb that applies is that “If the item is used to solicit a response or to engage in discussion then it is not a report”.

6. It is the right of any Commissioner who notices a breach of these rules to insist upon enforcement. In such case the Commissioner shall say “point of order” and shall be recognized immediately. The speaker will stop speaking immediately. The Commissioner shall then state the point of order. The Mayor or presiding officer will decide the point and will either allow the speaker to continue or not. If the Mayor or presiding officer so rules, then the speaker cannot continue without a two-thirds majority vote of the Commission.

7. Whenever papers or written correspondence are laid before the Commission, every member has a right to read them once before being asked to vote on them. A copy of any papers or written correspondence laid before the Commission shall be provided to the City Clerk for the record. A member of the City Commission does not have the right to read third party papers without first getting permission from a majority of the Commission. The intent of this rule is to prevent surprises, anonymous letters or correspondence coming before the Commission without the Commission having necessary time to prepare a written response. The question upon granting such permission cannot be debated or amended.

8. Suspension of the rules: The rules of the Commission shall not be suspended except for a definite purpose and by a two-thirds vote of the Commission.

9. A motion to table a question takes precedence of all other subsidiary motions and yields to “Point of Order” motions only. It is not debatable and cannot be amended or have any subsidiary motions applied to it. A majority rules and the item may not be removed from the “table” without a majority vote. It remains tabled until the Commission votes to “take it from the table”, unless specifically tabled to a date certain. A motion to table may be made at any point even up to the last vote.

10. When a motion is before the Commission and the mover wants to modify or withdraw it, the Chair should grant the permission if no one objects. If someone objects, then the Chair shall put the question to a vote.



## City Commission Committee/Board Appointments

BOARD APPOINTMENT	COMMITTEE/BOARD NAME	MEETS	LOCATION
Mayor Robinson	North East Florida Regional Council	1 <sup>st</sup> . Thursday, Monthly	Jacksonville
Mayor Robinson	Flagler League of Mayors	Quarterly	Members rotate hosting
Commissioner Robinson	George Washington Carver Governance Board	Next meeting TBD at each Mtg	Bunnell Community Center
Commissioner Baxley	School Concurrence Committee	Annually	Advise when determined
Vice Mayor Rogers	River to Sea TPO	4 <sup>th</sup> Wednesday, each month	Daytona Beach
Commissioner Tucker	Land Development Code Advisory Committee	1 <sup>st</sup> & 3 <sup>rd</sup> Thursday, each month 5:30 PM	GSB, 3 <sup>rd</sup> . Fl. Conference Rm
Mayor – Chair Vice Mayor – Vice Chair All Members	CRA Board (Commissioners seated as members)	Annually until further notice	Commissioner Chambers, Bldg 3



## City of Bunnell, Florida

### Agenda Item No. E.1.

Document Date: 3/14/2017 Amount: N/A  
Department: Community Development Account #: N/A  
Subject: Ordinance 2017-04 Request to Voluntarily Contract (De-Annex) Approximately 9.024 Acres of Property. – Second Reading.  
Agenda Section: Ordinances: (Legislative):

#### ATTACHMENTS:

Description	Type
Proposed Ordinance	Ordinance
Location Map	Location Map(s)

#### Summary/Highlights:

This applicants, Kathryn and Clinton Palmer, have filed a petition to voluntarily contract or de-annex approximately 9.024 acres of property from the City of Bunnell.

The proposed property was annexed into the City via Ordinance 2007-30 and as amended by Ordinance 2008-20.

This item was heard at the March 13, 2017 City Commission meeting for First Reading. At this meeting, the Commission voted to approve the proposed ordinance. Second Reading of the ordinance skipped the March 27, 2017 to allow for the required advertising. This item was advertised in the News Tribune on March 29, 2017 and April 5, 2017.

#### Background:

The applicants, Kathryn and Clinton Palmer, are the owners of approximately 9.024 acres of property located east of the intersection of County Road 75 and County Rd 90 East. The applicants are requesting contraction from the City of Bunnell as their adjacent property immediately to the west of this parcel is located in Unincorporated Flagler County.

From Florida Statutes:

#### ***171.052 Criteria for contraction of municipal boundaries.***

*(1) Only those areas which do not meet the criteria for annexation in s. 171.043 may be proposed for exclusion by municipal governing bodies. If the area proposed to be excluded does not meet the criteria of s. 171.043, but such exclusion would result in a portion of the municipality becoming noncontiguous with the rest of the municipality, then such exclusion shall not be allowed.*

*(2) The ordinance shall make provision for apportionment of any prior existing debt and property.*

#### ***171.043 Character of area to be annexed***

*A municipal governing body may propose to annex an area only if it meets the general standards of subsection (1) and the requirements of either subsection (2) or subsection (3).*

*(1) The total area to be annexed must be contiguous to the municipality's boundaries at the time the annexation proceeding is begun and reasonably compact, and no part of the area shall be included within the boundary of another incorporated municipality.*

*(2) Part or all of the area to be annexed must be developed for urban purposes. An area developed for urban purposes is defined as any area which meets any one of the following standards:*

*(a) It has a total resident population equal to at least two persons for each acre of land included within its boundaries;*

*(b) It has a total resident population equal to at least one person for each acre of land included within its boundaries and is subdivided into lots and tracts so that at least 60 percent of the total number of lots and tracts are 1 acre or less in size; or*

*(c) It is so developed that at least 60 percent of the total number of lots and tracts in the area at the time of annexation are used for urban purposes, and it is subdivided into lots and tracts so that at least 60 percent of the total acreage, not counting the acreage used at the time of annexation for nonresidential urban purposes, consists of lots and tracts 5 acres or less in size.*

*(3) In addition to the area developed for urban purposes, a municipal governing body may include in the area to be annexed any area which does not meet the requirements of subsection (2) if such area either:*

*(a) Lies between the municipal boundary and an area developed for urban purposes, so that the area developed for urban purposes is either not adjacent to the municipal boundary or cannot be served by the municipality without extending services or water or sewer lines through such sparsely developed area; or*

*(b) Is adjacent, on at least 60 percent of its external boundary, to any combination of the municipal boundary and the boundary of an area or areas developed for urban purposes as defined in subsection (2).*

The propped property to be contracted has a land use designation of City of Bunnell Agriculture and the zoning designation of City of Bunnell Agricultural.

The property is currently vacant.

The property is contiguous to the City limits on the southern property line or 25% of the property only.

The contraction of this parcel will not result in a portion of the City becoming noncontiguous with the rest of the municipality.

Since the property fails to meet the annexation criteria, it meets the criteria for contraction.

### **Staff Recommendation:**

Adopt Ordinance 2017-04 Request to Voluntarily Contract (De-Annex) Approximately 9.024 Acres of Property. – Second Reading.

### **City Attorney Review:**

Reviewed and approved as to form.

### **Finance Department Review/Recommendation:**



## **ORDINANCE 2017-04**

**AN ORDINANCE OF THE CITY OF BUNNELL, FLORIDA, FOR THE VOLUNTARY CONTRACTION (DEANNEXATION) OF THE CITY BOUNDARY BY DEANNEXING 9.024 ACRES MORE OR LESS OF REAL PROPERTY, GENERALLY LOCATED EAST OF COUNTY ROAD 90 E, MORE PARTICULARLY AND LEGALLY DESCRIBED ON EXHIBIT A, ATTACHED HERETO AND FULLY INCORPORATED HEREIN BY THIS REFERENCE; PROVIDING FOR THE AMENDMENT OF CITY BOUNDARIES TO CONTRACT THE SUBJECT PROPERTIES FROM THE CITY BOUNDARIES; PROVIDING FOR REPEAL OF PRIOR INCONSISTENT ORDINANCES AND RESOLUTIONS, SEVERABILITY, AND AN EFFECTIVE DATE.**

**WHEREAS**, Chapter 171, *Florida Statutes*, provides the exclusive method of municipal annexation or contraction in order to ensure sound urban development and efficient provision of urban services; and

**WHEREAS**, Clinton and Kathryn Palmer, own a parcel identified by Flagler County Tax Parcel ID Number: 24-12-29-5550-00130-0011 totaling approximately 9.024 acres, such property described in Exhibit A and illustrated in Exhibit B, and incorporated herein by reference is contiguous to the corporate limits of the City of Bunnell; and

**WHEREAS**, this property was voluntarily annexed into the City of Bunnell by Ordinance 2007-30 adopted on June 19, 2007 and as amended by Ordinance 2008-20 adopted on April 15, 2008; and

**WHEREAS**, the Owner has requested that the City deannex this parcel; and

**WHEREAS**, this parcel fails to meet all of the criteria of Chapter 171.043, F.S., specifying the character of an area that may be annexed upon the proposal of a municipality; and

**WHEREAS**, this parcel has not been developed for urban purposes and is currently vacant property; and

**WHEREAS**, this parcel does not lie between the City and an area to be served by the City water or sewer service; and

**WHEREAS**, this parcel is not adjacent on at least 60 percent of its external boundary to the municipal boundary; and

**WHEREAS**, the contraction of this parcel will not result in a portion of the City becoming noncontiguous with the rest of the municipality; and

**WHEREAS**, upon adoption of this Ordinance, the municipal boundary lines of the City of Bunnell shall be redefined to exclude the subject real property.

**NOW, THEREFORE, BE IT ORDAINED BY THE CITY COMMISSION OF THE CITY OF BUNNELL, FLORIDA:**

**Section 1. Recitals.**

The foregoing recitals are true and correct and are fully incorporated herein by this reference.

**Section 2. Contraction of Subject Properties.**

The Subject Property as illustrated in Exhibit "B" shall be, and is hereby deannexed from the City of Bunnell, Florida. This property is described in Exhibit A and illustrated in Exhibit B. The Subject Property shall be excluded from the existing boundaries of the City of Bunnell, Florida, from the effective date of this ordinance.

**Section 3. City Boundaries Redefined.**

(a) Within seven (7) days of the adoption of this Ordinance, the City Clerk shall file a copy of said Ordinance with the Clerk of the Court (Land Records/Recording), with the Chief Administrative Officer of Flagler County (the County Manager), with the Florida Department of State, and with such other agencies and entities as may be required by law or otherwise desirable.

(b) The City Manager, or designees within City management staff, shall ensure that the property contracted/de-annexed by this Ordinance is removed from the *City of Bunnell Comprehensive Plan*, the Official Zoning Map of the City of Bunnell and the map of the City Limits of the City of Bunnell in an expeditious manner.

(c) The City Manager, or designees, are hereby authorized and directed to legally describe and map the revised City Limits of the City of Bunnell and to take any and all appropriate actions or propose actions to the City Commission as may be authorized in accordance with controlling law.

**Section 4. Repeal of Prior Inconsistent Ordinances and Resolutions.**

All ordinances and resolutions or parts of ordinances and resolutions in conflict herewith are hereby repealed to the extent of the conflict.

**Section 5. Severability.**

If any section, subsection, sentence, clause, phrase, word or provision of this Ordinance is for any reason held invalid or unconstitutional by any court of competent jurisdiction, whether for substantive, procedural, or any other reason, such portion shall be deemed a separate, distinct and independent provision, and such holding shall not affect the validity of the remaining portions of this Ordinance.

**Section 6. Effective Date.**

This Ordinance shall take effect immediately upon enactment.

First Reading: approved on this 13<sup>th</sup> day of March 2017.

Second Reading: adopted on this 10<sup>th</sup> day of April 2017.

**CITY COMMISSION, City of Bunnell, Florida.**

By: \_\_\_\_\_  
Catherine D. Robinson, Mayor

Approved for form and content by:

---

Wade Vose, City Attorney

Attest:

---

Sandra Bolser, City Clerk

Seal:

## **EXHIBIT A**

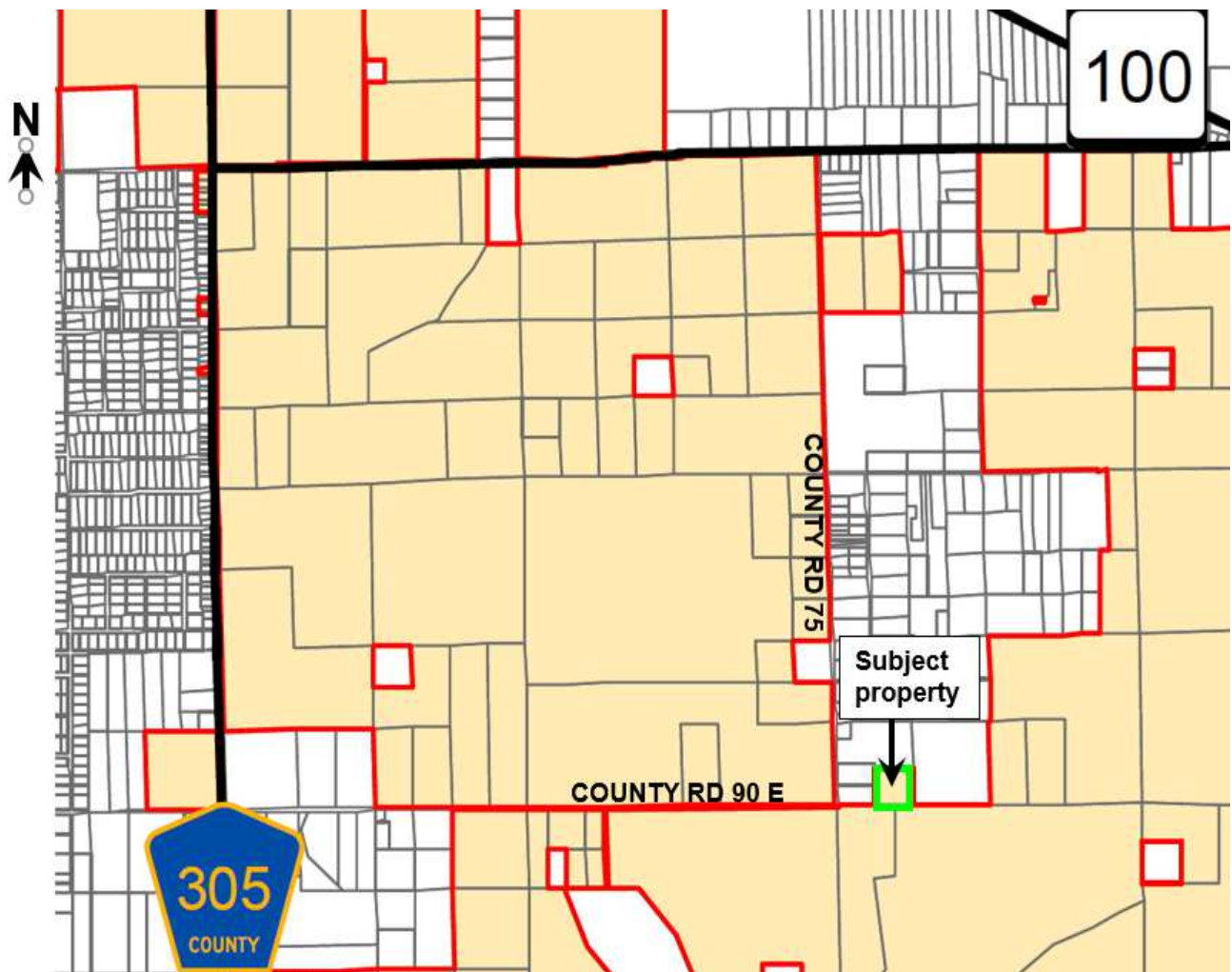
Parcel Number: 24-12-29-5550-00130-0011

9.024 AC ST JOHNS DEV CO SUBD SLY 595.19' OF TRACT 3 BLK 13 OR  
532/1714 OR 872/1626 OR 1054/498 OR 1229/635 ANNEX ORD 2007-52,1620/122  
ANNEX ORD 2007-30, 1592/902 & 2008-20, 1656/364 OR 1836/1440OR 2092/1081

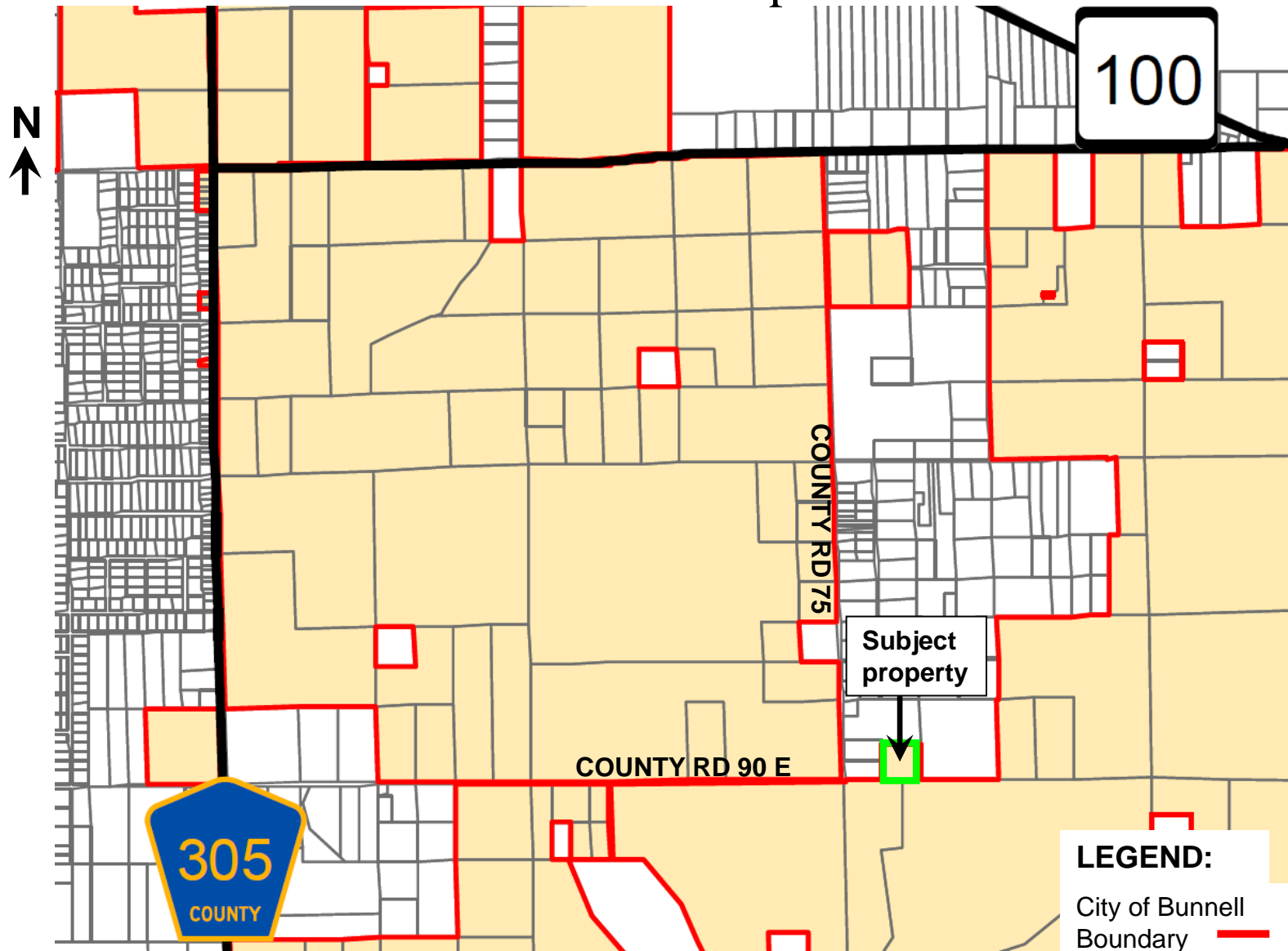
Note: Legal Description is taken from the Flagler County Property Appraiser site. As noted on the Property Appraiser's site these "legal description shown here may be condensed for assessment purposes. Exact description may be obtained from the recorded deed."



## EXHIBIT B



# Palmer Voluntary Contraction Request- Location Map





## City of Bunnell, Florida

### Agenda Item No. E.2.

Document Date: 4/3/2017 Amount: N/A  
Department: City Clerk Account #: N/A  
Subject: Ordinance 2017-09: Amending Chapters 166 and 163 Sections 66-161 and 66-237  
Code of Ordinances Low Pressure Sewer System (LPSS) and Pretreatment Effluent  
Pumping (PEP) Regulations - Second Reading  
Agenda Section: Ordinances: (Legislative):

#### ATTACHMENTS:

Description	Type
Ordinance 2017-09	Ordinance

#### Summary/Highlights:

This is a request to amend the above Code of Ordinances Chapters regarding the regulating of Utilities requirements. This item was heard at the March 27, 2017 City Commission meeting. At this meeting, the Commission voted 3-2 to approve the proposed ordinance. This item was advertised in the News Journal on March 31, 2017.

#### Background:

To clarify LPSS and PEP systems management:

The City shall maintain individual LPSS and PEP Systems which include the pretreatment tank, the pump with-in, the control panel and the alarm system only.

The owner of the property is responsible for the piping, tanks and all other plumbing equipment installed between the house and/or accessory buildings and the pretreatment tank. The owner of the property shall provide the electric power necessary to operate the LPSS/PEP System.

All LPSS and PEP systems accepted by the City shall become the property of the City and will be operated and maintained by the City. No person shall do any type of work, nor be reimbursed for any type of work, on the LPSS or PEP system unless written authorization from the City is received prior to the work being accomplished. All work done under this authorization shall be inspected and approved by the City.

#### Staff Recommendation:

Adopt Ordinance 2017-09 Amending Section Chapters 166 and 163 Sections 66-161 and 66-237 Code of Ordinances LPSS and PEP Regulations - Second Reading.

#### City Attorney Review:

Reviewed and approved.

#### Finance Department Review/Recommendation:

Recommend approval.

## **ORDINANCE 2017-09**

**AN ORDINANCE OF THE CITY OF BUNNELL, FLORIDA AMENDING THE BUNNELL CODE OF ORDINANCE SECTION 66-161 DEFINITIONS; DEFINING THE POINT OF DEMARCATION FOR LOW PRESSURE SEWER SYSTEMS AND PRETREATMENT EFFLUENT PUMPING STATIONS; ADDING REGULATIONS FOR LOW PRESSURE SEWER SYSTEMS AND PRETREATMENT EFFLUENT PUMPING STATIONS; PROVIDING FOR CONFLICTING PROVISIONS, SEVERABILITY AND APPLICABILITY; AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, Chapters 166 and 163, Florida Statutes, include authority to enact regulations to protect the health, safety and welfare, and interests of the citizens of the City; and

**WHEREAS**, the City Commission of the City of Bunnell finds it in the public interest to ensure the Code of Ordinance provides for the regulation of utilities requirements; and

**WHEREAS**, some sections of the City contain low pressure sewer systems or pretreatment effluent pumping stations; and

**WHEREAS**, the Bunnell Code of Ordinances does not presently provide regulations for low pressure sewer systems or pretreatment effluent pumping stations; and

**WHEREAS**, regulations are needed regarding the City and owner responsibilities regarding these types of systems.

**NOW THEREFORE BE IT ORDAINED BY THE COMMISSION OF THE CITY OF BUNNELL, FLAGLER COUNTY, FLORIDA THAT:**

### **Section 1.**

The Bunnell Code of Ordinances Section 66-161, is hereby amended as follows:

#### **Sec. 66-161. Definitions.**

Low Pressure Sewer System (LPSS) is defined as a sanitary collection system which uses a small pump station associated with an individual property to move wastewater through a transmission system. Low pressure sewers are installed where gravity sewers are not cost effective or feasible.

*Point of demarcation* means the point at which the utilities responsibility ends and the owner's responsibility begins. This point is determined to be at the city easement in which the owners' property and the city's easement meet. For a water service, the water meter is the point of demarcation, and for the sanitary sewer service, this point is set at the easement where the city easement and the owner's property meet.

Point of demarcation for Low Pressure Sewer Systems or Pretreatment Effluent Pumping systems is the installed cleanout immediately adjacent to the LPSS/PEP Tank on the property owner's side of the LPSS/PEP tank. If a cleanout is not installed, the point of demarcation is the immediate point of entry into the LPSS/PEP tank.

Pretreatment Effluent Pumping Stations (PEP) is defined as a self-contained system that includes a vault/tank, pump, float, and alarm and receives raw sewage from a household. In the pretreatment tank the wastewater is treated anaerobically. Once the level of the tank reaches a set level, a pump will activate and then deliver flow to a pressured sewer main that conveys to a gravity sewer/lift station/treatment plant.

## **Section 2.**

The Bunnell Code of Ordinances is hereby amended as follows:

### **Sec. 66-237 – Low Pressure Sewer Systems (LPSS) and/or Pretreatment Effluent Pumping (PEP) Stations.**

(a) The City shall maintain individual LPSS and PEP Systems which include the pretreatment tank, the pump with-in, the control panel and the alarm system only.

(b) The owner of the property is responsible for the piping, tanks and all other plumbing equipment installed between the house and/or accessory buildings and the pretreatment tank. The owner of the property shall provide the electric power necessary to operate the LPSS/PEP System.

(c) All LPSS and PEP systems accepted by the City shall become the property of the City and will be operated and maintained by the City. No person shall do any type of work, nor be reimbursed for any type of work, on the LPSS or PEP system unless written authorization from the City is received prior to the work being accomplished. All work done under this authorization shall be inspected and approved by the City.

(d) The City shall make a reasonable effort to inspect and keep its facilities in good repair, but assumes no liability for any damage caused to the system that is beyond the control of normal maintenance or due to situations not previously reported to the department. This shall include damage due to breaking of pipes, entry of foreign material into the system, or other reasons. If the public works director/utility manager determines that a service call or the replacement of a pump, a control panel or an alarm system is the result of improper use of the system by the owner of the property served thereby or by anyone on his said property, or the result of improper installation of a control panel or alarm system, the cost of such service call or replacement pump, control panel or alarm system shall be charged to such owner. If the LPSS/PEP system is damaged through negligence, the property owner or utility account holder will be charged for time and materials needed to make repairs.

(e) Utility Easements are required for equipment outside the standard right of way to be serviced and maintained by the City. The property owner is responsible for providing the City with the Utility Easement agreement.

**Section 3. Implementing Administrative Actions.**

The City Manager, or designee, is hereby authorized and directed to implement the provisions of this Ordinance and to take any and all necessary administrative actions to include, but not be limited to, the adoption of administrative forms, policies, procedures, processes and rules.

**Section 4. Codification.**

The provisions of this Ordinance, including its recitals, shall become and be made a part of the *Bunnell Code of Ordinance* and the Sections of this Ordinance may be re-numbered or re-lettered to accomplish such intention and the word "Ordinance", or similar words, may be changed to "Section," "Article", or other appropriate word; provided, however, that Sections 3, 4, 5, 6 and 7 shall not be codified. The Code codifier is granted liberal authority to codify the provisions of this Ordinance.

**Section 5. Conflicts.**

All ordinances or parts thereof in conflict with this Ordinance are hereby repealed to the extent of such conflict.

**Section 6. Severability.**

If any section, subsection, sentence, clause, phrase, or portion of this Ordinance, or application hereof, is for any reason held invalid or unconstitutional by any court of competent jurisdiction, such portion or application shall be deemed a separate, distinct, and independent provision and such holding shall not affect the validity of the remaining portions thereof.

**Section 7. Effective Date.**

This Ordinance shall take effect immediately upon enactment.

First Reading: approved on this 27th day of March 2017.

Second Reading: adopted on this \_\_\_\_\_ day of \_\_\_\_\_ 2017.

**CITY COMMISSION, City of Bunnell, Florida.**

By: \_\_\_\_\_  
Catherine D. Robinson, Mayor

Approved for form and content by:

\_\_\_\_\_  
Wade Vose, City Attorney

Attest:

\_\_\_\_\_  
Sandra Bolser, City Clerk

Seal:



## City of Bunnell, Florida

### Agenda Item No. G.1.

Document Date: 4/3/2017 Amount:  
Department: City Clerk Account #:  
Subject: Approval to Cap Next Year's Health Insurance Renewal at No More than 15%  
Agenda Section: Old Business:

#### ATTACHMENTS:

Description	Type
City of Bunnell - One Year Agreement	Contract

#### Summary/Highlights:

Florida Health Care Plans offered a one year agreement to cap the City's Health Insurance renewal for next year at no more than 15%.

#### Background:

This item was discussed at the 03/27/2017 Meeting and tabled. Questions arose about whether or not this agreement would be an auto renewal. The Florida Health Care representative advised:

- The intent of the letter is that City of Bunnell would not shop their renewal with any other Health Carrier for an effective date of 5/1/18 if FHCP delivers a rate increase of no more than 15%.
- If FHCP delivers a rate increase of more than 15%; then The City of Bunnell could go out and obtain quotes from other carriers.

#### Staff Recommendation:

Approve the Florida Health Care Plans one year agreement to cap the City's Health Insurance renewal for next year at no more than 15%.

#### City Attorney Review:

#### Finance Department Review/Recommendation:





**Florida  
Health Care  
Plans**



An Independent Licensee of the Blue Cross and Blue Shield Association

P.O. Box 9910 • Daytona Beach, FL 32120 • [www.fhcp.com](http://www.fhcp.com)

Phone: (386) 676-7100 • Toll Free: (800) 352-9824

***City of Bunnell  
One Year Arrangement  
5/1/2018 – 4/30/2019***

Florida Health Care Plans (FHCP) will provide renewal rates to the City of Bunnell contingent upon the terms of this one year arrangement. The 05/01/2018 renewal will be calculated using the standard FHCP underwriting methodology with an opt-out clause for the City of Bunnell if the total renewal increase exceeds 15.0% for the stated term of this agreement.

**Commitments for the One Year Arrangement**

- i) FHCP and City of Bunnell are entering into a 1-year agreement together
- ii) FHCP agrees to the above terms for the 5/1/2018 renewal
- iii) FHCP agrees to provide the renewal development no later than February 28<sup>th</sup>, 2018.
- iv) IP Pooling Excess and associated charge backs, credibility levels, and demographics to remain consistent according to group size as per our Underwriting Guidelines.
- v) City of Bunnell agrees to renew 05/01/2018 subject to opt-out clause referred to above.

---

David C. Schandel, CFO, Associate CEO  
FHCP

---

City of Bunnell



## City of Bunnell, Florida

### Agenda Item No. H.1.

Document Date: 3/21/2017 Amount: \$130.00  
Department: City Clerk Account #:  
Subject: Request to waive the fire re-inspection fees for 2323 N. State St. #50.  
Agenda Section: New Business:

#### ATTACHMENTS:

Description	Type
Invoice sent to business owner	Exhibit
Historical Fire Inspection documentation	Exhibit
FY 15/16 Fire Inspection Reports	Exhibit

#### Summary/Highlights:

This is a request from Maria Regeci, owner of Atlas Associates Inc., to waive all fire re-inspection fees incurred as a result of second and third fire re-inspections for the fiscal year 2015/2016 business tax receipt.

#### Background:

The City Fire Inspector completes annual fire inspections of all local business to ensure compliance with all applicable provisions of local, state and federal codes.

From the Land Development Code:

#### **Sec. 6-63. - Fire safety inspector.**

*(c) The city fire safety inspector shall be authorized and empowered to make inspections at reasonable hours of all uses or activities regulated by this article, in order to determine if applicable provisions of codes and ordinances and regulations relating to fire safety are being followed.*

*(d) Inspections may be made without notice, and refusal to allow such an inspection shall be deemed a violation of this article. Such failure to permit an inspection shall be sufficient grounds and probable cause for a court of competent jurisdiction to issue an administrative warrant for the purpose of inspecting, surveying or examining such premises.*

*(e) In the event a building, structure, or land appears to be vacant or abandoned, and the property owner cannot be readily contacted in order to obtain consent for an inspection, the fire safety inspector may enter into or upon any open or unsecured portion of the premises in order to conduct an inspection thereof.*

#### **Sec. 6-66. - Fees.**

*Fees shall be as set forth below. Such fee shall be used to defray the cost of monitoring the compliance of this article.*

*B. Inspections for occupancies, having from zero up to and including 5,000 square feet shall be:*

- 1. Annual inspection fee: ..... \$30.00*
- 2. First re-inspection fee: ..... No charge*  
*(Minimum of 30 Days from B.1. above)*

3. *Second re-inspection fee: ..... \$50.00*

*(In addition to all previous fees)*

*(Minimum of 45 days from B.I. above)\**

4. *Third re-inspection fee: ..... \$80.00*

*(In addition to all previous fees) (Minimum of 60 days from B.I. above)\**

*\* Failure to comply may be referred to code enforcement board at any time for penalty action, fines or revocation of occupational license. Forced closure of occupancy with the appropriate posting of signage will be at the recommendation of the fire inspector with the approval of the fire chief or his designee.*

The required annual fire inspection is not new to businesses in Bunnell. Per City fire inspection documentation, Atlas Associates Inc. has had fire inspections on the following dates:

August 29, 2013- Passed

September 18, 2014- Passed

October 19, 2015- Passed

The City Fire Inspector completed fire inspections at Atlas Associates Inc. for the fiscal year 2015/2016 business tax receipt on the following dates:

October 31, 2016- Failed

December 6, 2016- Failed

December 29, 2016- Failed

January 26, 2017- Passed

On the bottom of each fire inspection report is the language which states the fees for re-inspections. Ms. Regeci or an employee signed every fire inspection report for each visit/re-inspection.

The City sends out the invoice for fire re-inspections only when the inspection has been passed to ensure all fees are billed correctly and to ensure the business does not get double billed for the same inspection.

The City has already paid the fire inspector for the re-inspections which were required. The amount due covers the City's administrative costs and the costs paid to the fire inspector per his contract with the City.

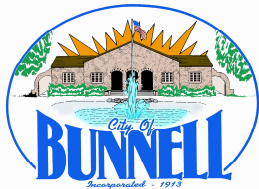
#### **Staff Recommendation:**

Denial of the request to waive the fire re-inspection fees.

#### **City Attorney Review:**

#### **Finance Department Review/Recommendation:**

The City incurs contract services expense for every fire inspection. The fee is designed to pay for these costs. Recommend denial of request.



*Crossroads of Flagler County*

## BUSINESS TAX FIRE FEE NOTICE

Post Office Box 756  
Bunnell, Florida 32110-0756  
386-437-7516  
Fax 386-437-8253  
Website: [www.bunnellcity.us](http://www.bunnellcity.us)

February 17, 2017

ATLAS ASSOCIATES INC  
2323 N STATE ST, STE-050  
BUNNELL FL 32110

License Class: INSURANCE AGENCY  
Tax Receipt #: 3607  
2323 STATE ST N 50

DUE: 3/17/17

**Fees:**

FIRE-02	FIRE 2ND REINSPECT <5K SQFT	0.00	50.00
FIRE-03	FIRE 3RD REINSPECT <5K SQFT	0.00	80.00

---

Total Amount Due: **\$ 130.00**

---

A fire inspection was conducted at your business location for Local Business Tax Receipt **#3607** at 2323 N. State St. #50, which resulted in re-inspections to ensure the violations were corrected.

In accordance with Ordinance 2004-18, re-inspection fees are charged for the second (2<sup>nd</sup>), third (3<sup>rd</sup>) re-inspections and special fire inspections.

According to our records, the following inspections were conducted for your Fiscal Year 2015/2016 Business Tax Receipt:

Annual inspection: **10/31/16 Failed Fire Pay Report 681H**

First re-inspection: **12/6/16 Failed Fire Pay Report 683H**

Second (2<sup>nd</sup>) re-inspection: **12/29/16 Failed Fire Pay Report 683H**

Third (3<sup>rd</sup>) re-inspection: **1/26/17 Passed Fire Pay Report 685H**

The total amount due shown above is due upon receipt of this notice. Failure to pay these fees may result in code enforcement action.

Please remit your payment in cash, money order, or check made payable to the **"City of Bunnell"**. You may mail your payment to: **City of Bunnell, Attn: City Clerk Office, PO Box 756, Bunnell, FL 32110-0756.**

Please contact the Deputy City Clerk at 386-263-8808 with any questions you have regarding this notice.

3607



ATLAS ASSOCIATES INC



10/01/2012 - 09/30/2013



S-030



INSURANCE AGENCY

## General

## Fees

## Information

Comments

## History

Footprint

Code

FIRE1



ANNUAL

08/29/13 COMPLETE 612H

Code	Description	Data
FIRE1	ANNUAL	08/29/13 COMPLETE 612H

7

1

Clear

kbates

License Management - (View)

File









Edit


Options

Functions

Consoles


Help






License

3607




Period

10/01/2013 - 09/30/2014




Issued To

ATLAS ASSOCIATES INC



License Code

S-030



\*\* Notes \*\*

INSURANCE AGENCY

General

Fees

Information


Comments

History

Footprint

Code

FIRE1



Text

633H PASS 9/18/2014

Description


ANNUAL

Code	Description	Data
FIRE1	ANNUAL	633H PASS 9/18/2014

☐ Edit This Record

View

kbates




Clear

License	3607	Issued To	ATLAS ASSOCIATES INC	
Period	10/01/2014 - 09/30/2015	** Notes **	License Code	S-030
				INSURANCE AGENCY

General Fees Information Comments History Footprint

Code	FIRE1	Text	10/19/15 PASS 654H
Description	ANNUAL		

Code	Description	Data
FIRE1	ANNUAL	10/19/15 PASS 654H

 [Edit This Record](#)

 Clear

View

kbates

3607

FIRE INSPECTION NOTICE

Inspection Date 10-31-16 Business Name Atley Associates Inc  
Inspector Hyley Business Address 2323 W Sld 50  
Owner/Manager Amis Business Phone 206-8600 Emergency Phone \_\_\_\_\_  
INSPECTION TYPE Annual 1<sup>st</sup> Re-Inspect 2<sup>nd</sup> Re-Inspect 3<sup>rd</sup> Re-Inspect Certificate of Occupancy Complaint Special  
Code Board\* Other

NOTICE: THIS IS A **MAINTENANCE INSPECTION** WHICH HAS DISCLOSED THE FOLLOWING FIRE SAFETY HAZARDS AND OR VIOLATIONS. COMPLIANCE WITH THIS INSPECTION IS NOT CONCLUSIVE AND DOES NOT GUARANTEE COMPLIANCE WITH OTHER CITY ADOPTED CODES OR STATE LAWS. ADDITIONAL VIOLATIONS MAY BE DISCLOSED THAT ARE NOT ON THIS LIST OR UPON FURTHER INSPECTION.

NOTICE OF FIRE/SAFETY HAZARDS: YOU ARE HEREBY NOTIFIED THAT AN INSPECTION OF YOUR PREMISES BY A CITY OF BUNNELL FIRE INSPECTOR HAS DISCLOSED THE FOLLOWING FIRE/SAFETY HAZARDS AND/OR CODE VIOLATIONS. THE INSPECTION WAS VISUAL ONLY FOR DETERMINING CODE COMPLIANCE AND DOES NOT INFER ANY WARRANTY, EITHER EXPRESSED OR IMPLIED, CONCERNING THE WORKABILITY OR SERVICEABILITY OF ANY SYSTEMS.

**VIOLATION**

1. ☐ CITY of BUNNELL LOCAL BUSINESS TAX RECEIPT VALID & POSTED ON PREMISES. ORD 2007-42
2. ☐ INSTALL APPROVED ADDRESS IDENTIFICATION LEGIBLE FROM STREET & AT BACK / OTHER DOOR[S]. NFPA 1, 10.12.1  
ORD 2001-04
3. ☐ PATH OF TRAVEL TO EXIT DOORS TO REMAIN FREE OF OBSTRUCTIONS AT LEAST EQUAL TO DOOR WIDTH. NFPA 1, 14.4;  
NFPA 101, 7.1.10.1
4. ☐ REMOVE ALL OBSTRUCTIONS TO RATED, SELF CLOSING FIRE DOORS & MAINTAIN IN OPERABLE CONDITION. NFPA 1, 14.5.4.1;  
NFPA 101, 7.2.1.8
5. ☐ ASSEMBLY- **LESS THAN 100 OCCUPANTS/BUSINESS/MERCANTILE**: EXIT DOOR LOCKS SHALL NOT REQUIRE A KEY OR TOOL OR SPECIAL KNOWLEDGE OR CODE OR EFFORT TO OPERATE FROM INSIDE THE BUILDING.  
[EXCEPTION: PRINCIPAL ENTRANCE/EXIT DOORS WITH SIGN: "THIS DOOR TO REMAIN UNLOCKED WHEN THE BUILDING IS OCCUPIED". (Other restrictions may apply)] NFPA 1, 14.5.2.4;  
NFPA 101, 7.2.1.5.4
6. ☐ ASSEMBLY- **100 OCCUPANTS OR MORE**: PANIC HARDWARE SHALL BE MAINTAINED ON ALL MEANS OF EGRESS DOORS. EXCEPTION: KEY LOCK PERMITTED ON MAIN EXIT IF: (1) SINGLE DOOR OR PAIR OF DOORS (2) OCCUPANT LOAD 600 OR LESS, AND (3) SIGN PROVIDED "THIS DOOR TO REMAIN UNLOCKED WHEN THE BUILDING IS OCCUPIED", AND (4) ANY LATCHES ARE RELEASED BY PANIC HARDWARE. NFPA 101, 13.2.2.2.3
7. ☒ MAINTAIN EXIT SIGNS. MUST BE FULLY OPERATIONAL AT ALL TIMES NFPA 1, 10.4.1;  
NFPA 101, 4.6.12.1
8. ☒ MAINTAIN EMERGENCY LIGHTING. MUST BE FULLY OPERATIONAL AT ALL TIMES NFPA 1, 10.4.1;  
NFPA 101, 4.6.12.1
9. ☐ MAINTAIN FIREWALLS AND VERTICAL OPENING PROTECTION WHERE PROVIDED. NFPA 101, 8.2
10. ☒ CERTIFIED FIRE EXTINGUISHERS SHALL BE PROVIDED, PROPERLY MOUNTED [TOP OF EXTINGUISHER; MIN 3 FEET TO A MAX OF 5 FEET ABOVE FLOOR] AND MUST BE RE-CERTIFIED ANNUALLY. NFPA 1, 13.6.1;  
NFPA 10 CHAPTER 5
11. ☐ FIRE EXTINGUISHERS SHALL BE RECERTIFIED ANNUALLY NFPA 1, 13.6.6.8.3;  
NFPA 10, 6.3.1
12. ☐ PROVIDE CLASS K FIRE EXTINGUISHER IN COMMERCIAL KITCHEN USING COOKING OILS & FATS NFPA 1, 13.6.5.3;  
NFPA 10, 5.7.1
13. ☐ RESTAURANT HOOD SYSTEM SHALL BE INSPECTED & CERTIFIED EVERY 6 MONTHS NFPA 96, 11.2.1
14. ☐ PROVIDE & MAINTAIN SMOKE DETECTORS NFPA 1, 13.7.1.4.9
15. ☐ MAINTAIN **30 INCH** CLEARANCE TO ELECTRICAL PANELS. & **IDENTIFY** BREAKERS TO THEIR USE NFPA 70, 110.26;  
NFPA 70, 110.22
16. ☐ FIXTURES AND RECEPTACLES SHALL BE SECURED AND HAVE COVER PLATES. NFPA 70, 406.5
17. ☐ REMOVE EXTENSION CORDS AND MULTI-PLUG ADAPTERS USED FOR PERMANENT WIRING. EXCEPTION: FUSED, UL APPROVED MULTI-PLUG ADAPTER MAY BE USED FOR COMPUTERS, DATA PROCESSING EQUIPMENT AND SIMILAR DESKTOP OFFICE EQUIPMENT. NFPA 1, 11.1.5

NOTES:

**ORDER TO COMPLY:** AS SUCH CONDITIONS ARE CONTRARY TO LAW, YOU ARE HEREBY REQUIRED TO CORRECT SAID CONDITIONS IMMEDIATELY UPON RECEIPT OF THIS NOTICE. FAILURE TO COMPLY WITH THIS ORDER WILL/MAY RENDER YOU LIABLE FOR THE PENALTIES PROVIDED BY LAW FOR THESE VIOLATIONS. A REINSPECTION TO DETERMINE COMPLIANCE WILL BE CONDUCTED ON OR ABOUT 11-30-16

Less than 5,000 SQFT: 2<sup>nd</sup> Re-Inspection fee is \$ 50.00, 3<sup>rd</sup> Re-Inspection fee is \$ 80.00. These fees are in addition to the annual fire inspection fee and are billable.  
More than 5,000 SQFT: 2<sup>nd</sup> Re-Inspection fee is \$ 80.00, 3<sup>rd</sup> Re-Inspection fee is \$ 100.00. These fees are in addition to the annual fire inspection fee and are billable.

\* FAILURE of 3<sup>rd</sup> INSPECTION REQUIRES REFERRAL TO THE CODE ENFORCEMENT BOARD FOR LEGAL ACTION. CITY OF BUNNELL ORDINANCE 2004-18. THE CODE ENFORCEMENT BOARD IS EMPOWERED TO LEVY FINES OF UP TO \$ 250.00 PER DAY PER VIOLATION FOR NON-COMPLIANCE FOR EACH DAY THE VIOLATION CONTINUES.

\_\_\_\_ NO VIOLATIONS NOTED

I have read the **ORDER TO COMPLY** and understand the violations to be corrected. I have been informed as to the correction(s) necessary to be in compliance.

Business / Property Owner or Representative

Inspection Officer

REV: 10/23/2012



FIRE INSPECTION NOTICE

Inspection Date 12-6-16 Business Name Atlas Associates Inc  
Inspector HUGHES Business Address 2323 N. STATE ST  
Owner/Manager Maria Business Phone 206-8600 Emergency Phone \_\_\_\_\_  
INSPECTION Annual New Business \_\_\_\_\_ Certificate of Occupancy \_\_\_\_\_ Complaint \_\_\_\_\_ Special  
TYPE 1<sup>st</sup> Re-Inspect 2<sup>nd</sup> Re-Inspect 3<sup>rd</sup> Re-Inspect Code Board\* \_\_\_\_\_ Other \_\_\_\_\_

NOTICE: THIS IS A MAINTENANCE INSPECTION WHICH HAS DISCLOSED THE FOLLOWING FIRE SAFETY HAZARDS AND OR VIOLATIONS. COMPLIANCE WITH THIS INSPECTION IS NOT CONCLUSIVE AND DOES NOT GUARANTEE COMPLIANCE WITH OTHER CITY ADOPTED CODES OR STATE LAWS. ADDITIONAL VIOLATIONS MAY BE DISCLOSED THAT ARE NOT ON THIS LIST OR UPON FURTHER INSPECTION.

NOTICE OF FIRE/SAFETY HAZARDS: YOU ARE HEREBY NOTIFIED THAT AN INSPECTION OF YOUR PREMISES BY A CITY OF BUNNELL FIRE INSPECTOR HAS DISCLOSED THE FOLLOWING FIRE/SAFETY HAZARDS AND/OR CODE VIOLATIONS. THE INSPECTION WAS VISUAL ONLY FOR DETERMINING CODE COMPLIANCE AND DOES NOT INFER ANY WARRANTY, EITHER EXPRESSED OR IMPLIED, CONCERNING THE WORKABILITY OR SERVICEABILITY OF ANY SYSTEMS.

VIOLATION

1. \_\_\_\_\_ CITY of BUNNELL LOCAL BUSINESS TAX RECEIPT VALID & POSTED ON PREMISES. ORD 2007-42
2. \_\_\_\_\_ INSTALL APPROVED ADDRESS IDENTIFICATION LEGIBLE FROM STREET & AT BACK / OTHER DOOR[S]. NFPA 1, 10.12.1  
ORD 2001-04
3. \_\_\_\_\_ PATH OF TRAVEL TO EXIT DOORS TO REMAIN FREE OF OBSTRUCTIONS AT LEAST EQUAL TO DOOR WIDTH. NFPA 1, 14.4;  
NFPA 101, 7.1.10.1
4. \_\_\_\_\_ REMOVE ALL OBSTRUCTIONS TO RATED, SELF CLOSING FIRE DOORS & MAINTAIN IN OPERABLE CONDITION. NFPA 1, 14.5.4.1;  
NFPA 101, 7.2.1.8
5. \_\_\_\_\_ ASSEMBLY- LESS THAN 100 OCCUPANTS/BUSINESS/MERCANTILE: EXIT DOOR LOCKS SHALL NOT REQUIRE A KEY OR TOOL OR SPECIAL KNOWLEDGE OR CODE OR EFFORT TO OPERATE FROM INSIDE THE BUILDING.  
[EXCEPTION: PRINCIPAL ENTRANCE/EXIT DOORS WITH SIGN: "THIS DOOR TO REMAIN UNLOCKED WHEN THE BUILDING IS OCCUPIED". (Other restrictions may apply) NFPA 1, 14.5.2.4;  
NFPA 101, 7.2.1.5.4
6. \_\_\_\_\_ ASSEMBLY- 100 OCCUPANTS OR MORE: PANIC HARDWARE SHALL BE MAINTAINED ON ALL MEANS OF EGRESS DOORS. EXCEPTION: KEY LOCK PERMITTED ON MAIN EXIT IF: (1) SINGLE DOOR OR PAIR OF DOORS (2) OCCUPANT LOAD 600 OR LESS, AND (3) SIGN PROVIDED "THIS DOOR TO REMAIN UNLOCKED WHEN THE BUILDING IS OCCUPIED", AND (4) ANY LATCHES ARE RELEASED BY PANIC HARDWARE. NFPA 101, 13.2.2.2.3
7. ✓ MAINTAIN EXIT SIGNS. MUST BE FULLY OPERATIONAL AT ALL TIMES NFPA 1, 10.4.1;  
NFPA 101, 4.6.12.1
8. ✓ MAINTAIN EMERGENCY LIGHTING. MUST BE FULLY OPERATIONAL AT ALL TIMES NFPA 1, 10.4.1;  
NFPA 101, 4.6.12.1
9. \_\_\_\_\_ MAINTAIN FIREWALLS AND VERTICAL OPENING PROTECTION WHERE PROVIDED. NFPA 101, 8.2
10. \_\_\_\_\_ CERTIFIED FIRE EXTINGUISHERS SHALL BE PROVIDED, PROPERLY MOUNTED [TOP OF EXTINGUISHER; MIN 3FEET TO A MAX OF 5 FEET ABOVE FLOOR] AND MUST BE RE-CERTIFIED ANNUALLY. NFPA 1, 13.6.1;  
NFPA 10 CHAPTER5
11. \_\_\_\_\_ FIRE EXTINGUISHERS SHALL BE RECERTIFIED ANNUALLY NFPA 1, 13.6.6.8.3;  
NFPA 10, 6.3.1
12. \_\_\_\_\_ PROVIDE CLASS K FIRE EXTINGUISHER IN COMMERCIAL KITCHEN USING COOKING OILS & FATS NFPA 1, 13.6.5.3;  
NFPA 10, 5.7.1
13. \_\_\_\_\_ RESTAURANT HOOD SYSTEM SHALL BE INSPECTED & CERTIFIED EVERY 6 MONTHS NFPA 96, 11.2.1
14. \_\_\_\_\_ PROVIDE & MAINTAIN SMOKE DETECTORS NFPA 1, 13.7.1.4.9
15. \_\_\_\_\_ MAINTAIN 30 INCH CLEARANCE TO ELECTRICAL PANELS. & IDENTIFY BREAKERS TO THEIR USE NFPA 70, 110.26;  
NFPA 70, 110.22
16. \_\_\_\_\_ FIXTURES AND RECEPTACLES SHALL BE SECURED AND HAVE COVER PLATES. NFPA 70, 406.5
17. \_\_\_\_\_ REMOVE EXTENSION CORDS AND MULTI-PLUG ADAPTERS USED FOR PERMANENT WIRING. EXCEPTION: FUSED, UL APPROVED MULTI-PLUG ADAPTER MAY BE USED FOR COMPUTERS, DATA PROCESSING EQUIPMENT AND SIMILAR DESKTOP OFFICE EQUIPMENT. NFPA 1, 11.1.5

NOTES:

2 weeks

ORDER TO COMPLY: AS SUCH CONDITIONS ARE CONTRARY TO LAW, YOU ARE HEREBY REQUIRED TO CORRECT SAID CONDITIONS IMMEDIATELY UPON RECEIPT OF THIS NOTICE. FAILURE TO COMPLY WITH THIS ORDER WILL/MAY RENDER YOU LIABLE FOR THE PENALTIES PROVIDED BY LAW FOR THESE VIOLATIONS. A REINSPECTION TO DETERMINE COMPLIANCE WILL BE CONDUCTED ON OR ABOUT \_\_\_\_\_

Less than 5,000 SQFT: 2<sup>nd</sup> Re-Inspection fee is \$ 50. 00, 3rd Re-Inspection fee is \$ 80.00. These fees are in addition to the annual fire inspection fee and are billable.  
More than 5,000 SQFT: 2<sup>nd</sup> Re-Inspection fee is \$ 80. 00, 3rd Re-Inspection fee is \$ 100.00. These fees are in addition to the annual fire inspection fee and are billable.

\* FAILURE OF 3<sup>rd</sup> INSPECTION REQUIRES REFERRAL TO THE CODE ENFORCEMENT BOARD FOR LEGAL ACTION. CITY OF BUNNELL ORDINANCE 2004-18. THE CODE ENFORCEMENT BOARD IS EMPOWERED TO LEVY FINES OF UP TO \$ 250.00 PER DAY PER VIOLATION FOR NON-COMPLIANCE FOR EACH DAY THE VIOLATION CONTINUES.

\_\_\_\_\_ NO VIOLATIONS NOTED

I have read the ORDER TO COMPLY and understand the violations to be corrected. I have been informed as to the correction(s) necessary to be in compliance.

M. Hughes  
Business / Property Owner or Representative

[Signature]  
Inspection Officer

REV: 10/23/2012

FIRE INSPECTION NOTICE

Inspection Date 12-29-16 Business Name Atlas Associates Inc  
Inspector HUGHES Business Address 2323 N. STATE RD  
Owner/Manager MARIA Business Phone 206-8600 Emergency Phone \_\_\_\_\_  
INSPECTION TYPE Annual New Business Certificate of Occupancy Complaint Special  
1<sup>st</sup> Re-Inspect 2<sup>nd</sup> Re-Inspect 3<sup>rd</sup> Re-Inspect Code Board\* Other

NOTICE: THIS IS A MAINTENANCE INSPECTION WHICH HAS DISCLOSED THE FOLLOWING FIRE SAFETY HAZARDS AND OR VIOLATIONS. COMPLIANCE WITH THIS INSPECTION IS NOT CONCLUSIVE AND DOES NOT GUARANTEE COMPLIANCE WITH OTHER CITY ADOPTED CODES OR STATE LAWS. ADDITIONAL VIOLATIONS MAY BE DISCLOSED THAT ARE NOT ON THIS LIST OR UPON FURTHER INSPECTION.

NOTICE OF FIRE/SAFETY HAZARDS: YOU ARE HEREBY NOTIFIED THAT AN INSPECTION OF YOUR PREMISES BY A CITY OF BUNNELL FIRE INSPECTOR HAS DISCLOSED THE FOLLOWING FIRE/SAFETY HAZARDS AND/OR CODE VIOLATIONS. THE INSPECTION WAS VISUAL ONLY FOR DETERMINING CODE COMPLIANCE AND DOES NOT INFER ANY WARRANTY, EITHER EXPRESSED OR IMPLIED, CONCERNING THE WORKABILITY OR SERVICEABILITY OF ANY SYSTEMS.

VIOLATION

1.    CITY of BUNNELL LOCAL BUSINESS TAX RECEIPT VALID & POSTED ON PREMISES. ORD 2007-42
2.    INSTALL APPROVED ADDRESS IDENTIFICATION LEGIBLE FROM STREET & AT BACK / OTHER DOOR[S]. NFPA 1, 10.12.1  
ORD 2001-04
3.    PATH OF TRAVEL TO EXIT DOORS TO REMAIN FREE OF OBSTRUCTIONS AT LEAST EQUAL TO DOOR WIDTH. NFPA 1, 14.4;  
NFPA 101, 7.1.10.1
4.    REMOVE ALL OBSTRUCTIONS TO RATED, SELF CLOSING FIRE DOORS & MAINTAIN IN OPERABLE CONDITION. NFPA 1, 14.5.4.1;  
NFPA 101, 7.2.1.8
5.    ASSEMBLY- LESS THAN 100 OCCUPANTS/BUSINESS/MERCANTILE: EXIT DOOR LOCKS SHALL NOT REQUIRE A KEY OR TOOL OR SPECIAL KNOWLEDGE OR CODE OR EFFORT TO OPERATE FROM INSIDE THE BUILDING.  
[EXCEPTION: PRINCIPAL ENTRANCE/EXIT DOORS WITH SIGN: "THIS DOOR TO REMAIN UNLOCKED WHEN THE BUILDING IS OCCUPIED". (Other restrictions may apply)] NFPA 1, 14.5.2.4;  
NFPA 101, 7.2.1.5.4
6.    ASSEMBLY- 100 OCCUPANTS OR MORE: PANIC HARDWARE SHALL BE MAINTAINED ON ALL MEANS OF EGRESS DOORS. EXCEPTION: KEY LOCK PERMITTED ON MAIN EXIT IF: (1) SINGLE DOOR OR PAIR OF DOORS (2) OCCUPANT LOAD 600 OR LESS, AND (3) SIGN PROVIDED "THIS DOOR TO REMAIN UNLOCKED WHEN THE BUILDING IS OCCUPIED", AND (4) ANY LATCHES ARE RELEASED BY PANIC HARDWARE. NFPA 101, 13.2.2.2.3
7.    MAINTAIN EXIT SIGNS. MUST BE FULLY OPERATIONAL AT ALL TIMES NFPA 1, 10.4.1;  
NFPA 101, 4.6.12.1
8.    MAINTAIN EMERGENCY LIGHTING. MUST BE FULLY OPERATIONAL AT ALL TIMES NFPA 1, 10.4.1;  
NFPA 101, 4.6.12.1
9.    MAINTAIN FIREWALLS AND VERTICAL OPENING PROTECTION WHERE PROVIDED. NFPA 101, 8.2
10.    CERTIFIED FIRE EXTINGUISHERS SHALL BE PROVIDED, PROPERLY MOUNTED [TOP OF EXTINGUISHER; MIN 3 FEET TO A MAX OF 5 FEET ABOVE FLOOR] AND MUST BE RE-CERTIFIED ANNUALLY. NFPA 1, 13.6.1;  
NFPA 10 CHAPTER 5
11.    FIRE EXTINGUISHERS SHALL BE RECERTIFIED ANNUALLY NFPA 1, 13.6.6.8.3;  
NFPA 10, 6.3.1
12.    PROVIDE CLASS K FIRE EXTINGUISHER IN COMMERCIAL KITCHEN USING COOKING OILS & FATS NFPA 1, 13.6.5.3;  
NFPA 10, 5.7.1
13.    RESTAURANT HOOD SYSTEM SHALL BE INSPECTED & CERTIFIED EVERY 6 MONTHS NFPA 96, 11.2.1
14.    PROVIDE & MAINTAIN SMOKE DETECTORS NFPA 1, 13.7.1.4.9
15.    MAINTAIN 30 INCH CLEARANCE TO ELECTRICAL PANELS. & IDENTIFY BREAKERS TO THEIR USE NFPA 70, 110.26;  
NFPA 70, 110.22
16.    FIXTURES AND RECEPTACLES SHALL BE SECURED AND HAVE COVER PLATES. NFPA 70, 406.5
17.    REMOVE EXTENSION CORDS AND MULTI-PLUG ADAPTERS USED FOR PERMANENT WIRING. EXCEPTION: FUSED, UL APPROVED MULTI-PLUG ADAPTER MAY BE USED FOR COMPUTERS, DATAPROCESSING EQUIPMENT AND SIMILAR DESKTOP OFFICE EQUIPMENT. NFPA 1, 11.1.5

NOTES:

2 weeks

ORDER TO COMPLY: AS SUCH CONDITIONS ARE CONTRARY TO LAW, YOU ARE HEREBY REQUIRED TO CORRECT SAID CONDITIONS IMMEDIATELY UPON RECEIPT OF THIS NOTICE. FAILURE TO COMPLY WITH THIS ORDER WILL/MAY RENDER YOU LIABLE FOR THE PENALTIES PROVIDED BY LAW FOR THESE VIOLATIONS. A REINSPECTION TO DETERMINE COMPLIANCE WILL BE CONDUCTED ON OR ABOUT \_\_\_\_\_

Less than 5,000 SQFT: 2<sup>nd</sup> Re-Inspection fee is \$ 50.00, 3<sup>rd</sup> Re-Inspection fee is \$ 80.00. These fees are in addition to the annual fire inspection fee and are billable.  
More than 5,000 SQFT: 2<sup>nd</sup> Re-Inspection fee is \$ 80.00, 3<sup>rd</sup> Re-Inspection fee is \$ 100.00. These fees are in addition to the annual fire inspection fee and are billable.

\* FAILURE of 3<sup>rd</sup> INSPECTION REQUIRES REFERRAL TO THE CODE ENFORCEMENT BOARD FOR LEGAL ACTION. CITY OF BUNNELL ORDINANCE 2004-18. THE CODE ENFORCEMENT BOARD IS EMPOWERED TO LEVY FINES OF UP TO \$ 250.00 PER DAY PER VIOLATION FOR NON-COMPLIANCE FOR EACH DAY THE VIOLATION CONTINUES.

\_\_\_\_ NO VIOLATIONS NOTED

I have read the ORDER TO COMPLY and understand the violations to be corrected. I have been informed as to the correction(s) necessary to be in compliance.

Business / Property Owner or Representative

Inspection Officer

REV: 10/23/2012

3607

FIRE INSPECTION NOTICE

Inspection Date 1-26-17 Business Name ATLAS ASSOCIATES INC  
Inspector HUGHES Business Address 2323 N. STATE ST  
Owner/Manager MARIA Business Phone 206-8600 Emergency Phone \_\_\_\_\_  
INSPECTION TYPE Annual New Business \_\_\_\_\_ Certificate of Occupancy \_\_\_\_\_ Complaint \_\_\_\_\_ Special  
1<sup>st</sup> Re-Inspect \_\_\_\_\_ 2<sup>nd</sup> Re-Inspect \_\_\_\_\_ 3<sup>rd</sup> Re-Inspect ✓ Code Board\* \_\_\_\_\_ Other \_\_\_\_\_

NOTICE: THIS IS A **MAINTENANCE INSPECTION** WHICH HAS DISCLOSED THE FOLLOWING FIRE SAFETY HAZARDS AND OR VIOLATIONS. COMPLIANCE WITH THIS INSPECTION IS NOT CONCLUSIVE AND DOES NOT GUARANTEE COMPLIANCE WITH OTHER CITY ADOPTED CODES OR STATE LAWS. ADDITIONAL VIOLATIONS MAY BE DISCLOSED THAT ARE NOT ON THIS LIST OR UPON FURTHER INSPECTION.

NOTICE OF FIRE/SAFETY HAZARDS: YOU ARE HEREBY NOTIFIED THAT AN INSPECTION OF YOUR PREMISES BY A CITY OF BUNNELL FIRE INSPECTOR HAS DISCLOSED THE FOLLOWING FIRE/SAFETY HAZARDS AND/OR CODE VIOLATIONS. THE INSPECTION WAS VISUAL ONLY FOR DETERMINING CODE COMPLIANCE AND DOES NOT INFER ANY WARRANTY, EITHER EXPRESSED OR IMPLIED, CONCERNING THE WORKABILITY OR SERVICEABILITY OF ANY SYSTEMS.

**VIOLATION**

1. \_\_\_\_\_ CITY of BUNNELL LOCAL BUSINESS TAX RECEIPT VALID & POSTED ON PREMISES. ORD 2007-42
2. \_\_\_\_\_ INSTALL APPROVED ADDRESS IDENTIFICATION LEGIBLE FROM STREET & AT BACK / OTHER DOOR[S]. NFPA 1, 10.12.1  
ORD 2001-04
3. \_\_\_\_\_ PATH OF TRAVEL TO EXIT DOORS TO REMAIN FREE OF OBSTRUCTIONS AT LEAST EQUAL TO DOOR WIDTH. NFPA 1, 14.4;  
NFPA 101, 7.1.10.1
4. \_\_\_\_\_ REMOVE ALL OBSTRUCTIONS TO RATED, SELF CLOSING FIRE DOORS & MAINTAIN IN OPERABLE CONDITION. NFPA 1, 14.5.4.1;  
NFPA 101, 7.2.1.8
5. \_\_\_\_\_ ASSEMBLY- **LESS THAN 100** OCCUPANTS/BUSINESS/MERCANTILE: EXIT DOOR LOCKS SHALL NOT REQUIRE A KEY OR TOOL OR SPECIAL KNOWLEDGE OR CODE OR EFFORT TO OPERATE FROM INSIDE THE BUILDING.  
[EXCEPTION: PRINCIPAL ENTRANCE/EXIT DOORS WITH SIGN: "THIS DOOR TO REMAIN UNLOCKED WHEN THE BUILDING IS OCCUPIED". (Other restrictions may apply)] NFPA 1, 14.5.2.4;  
NFPA 101, 7.2.1.5.4
6. \_\_\_\_\_ ASSEMBLY- **100 OCCUPANTS OR MORE**: PANIC HARDWARE SHALL BE MAINTAINED ON ALL MEANS OF EGRESS DOORS. EXCEPTION: KEY LOCK PERMITTED ON MAIN EXIT IF: (1) SINGLE DOOR OR PAIR OF DOORS (2) OCCUPANT LOAD 600 OR LESS, AND (3) SIGN PROVIDED "THIS DOOR TO REMAIN UNLOCKED WHEN THE BUILDING IS OCCUPIED", AND (4) ANY LATCHES ARE RELEASED BY PANIC HARDWARE. NFPA 101, 13.2.2.2.3
7. \_\_\_\_\_ MAINTAIN EXIT SIGNS. MUST BE FULLY OPERATIONAL AT ALL TIMES NFPA 1, 10.4.1;  
NFPA 101, 4.6.12.1
8. \_\_\_\_\_ MAINTAIN EMERGENCY LIGHTING. MUST BE FULLY OPERATIONAL AT ALL TIMES NFPA 1, 10.4.1;  
NFPA 101, 4.6.12.1
9. \_\_\_\_\_ MAINTAIN FIREWALLS AND VERTICAL OPENING PROTECTION WHERE PROVIDED. NFPA 101, 8.2
10. \_\_\_\_\_ CERTIFIED FIRE EXTINGUISHERS SHALL BE PROVIDED, PROPERLY MOUNTED [TOP OF EXTINGUISHER; MIN 3 FEET TO A MAX OF 5 FEET ABOVE FLOOR] AND MUST BE RE-CERTIFIED ANNUALLY. NFPA 1, 13.6.1;  
NFPA 10 CHAPTER 5
11. \_\_\_\_\_ FIRE EXTINGUISHERS SHALL BE RECERTIFIED ANNUALLY NFPA 1, 13.6.6.8.3;  
NFPA 10, 6.3.1
12. \_\_\_\_\_ PROVIDE CLASS K FIRE EXTINGUISHER IN COMMERCIAL KITCHEN USING COOKING OILS & FATS NFPA 1, 13.6.5.3;  
NFPA 10, 5.7.1
13. \_\_\_\_\_ RESTAURANT HOOD SYSTEM SHALL BE INSPECTED & CERTIFIED EVERY 6 MONTHS NFPA 96, 11.2.1
14. \_\_\_\_\_ PROVIDE & MAINTAIN SMOKE DETECTORS NFPA 1, 13.7.1.4.9
15. \_\_\_\_\_ MAINTAIN **30 INCH** CLEARANCE TO ELECTRICAL PANELS. & **IDENTIFY** BREAKERS TO THEIR USE NFPA 70, 110.26;  
NFPA 70, 110.22
16. \_\_\_\_\_ FIXTURES AND RECEPTACLES SHALL BE SECURED AND HAVE COVER PLATES. NFPA 70, 406.5
17. \_\_\_\_\_ REMOVE EXTENSION CORDS AND MULTI-PLUG ADAPTERS USED FOR PERMANENT WIRING. EXCEPTION: FUSED, UL APPROVED MULTI-PLUG ADAPTER MAY BE USED FOR COMPUTERS, DATA PROCESSING EQUIPMENT AND SIMILAR DESKTOP OFFICE EQUIPMENT. NFPA 1, 11.1.5

NOTES:

**ORDER TO COMPLY:** AS SUCH CONDITIONS ARE CONTRARY TO LAW, YOU ARE HEREBY REQUIRED TO CORRECT SAID CONDITIONS IMMEDIATELY UPON RECEIPT OF THIS NOTICE. FAILURE TO COMPLY WITH THIS ORDER WILL/MAY RENDER YOU LIABLE FOR THE PENALTIES PROVIDED BY LAW FOR THESE VIOLATIONS. A REINSPECTION TO DETERMINE COMPLIANCE WILL BE CONDUCTED ON OR ABOUT \_\_\_\_\_.

Less than 5,000 SQFT: 2<sup>nd</sup> Re-Inspection fee is \$ 50.00, 3<sup>rd</sup> Re-Inspection fee is \$ 80.00. These fees are in addition to the annual fire inspection fee and are billable.  
More than 5,000 SQFT: 2<sup>nd</sup> Re-Inspection fee is \$ 80.00, 3<sup>rd</sup> Re-Inspection fee is \$ 100.00. These fees are in addition to the annual fire inspection fee and are billable.

\* FAILURE OF 3<sup>rd</sup> INSPECTION REQUIRES REFERRAL TO THE CODE ENFORCEMENT BOARD FOR LEGAL ACTION. CITY OF BUNNELL ORDINANCE 2004-18. THE CODE ENFORCEMENT BOARD IS EMPOWERED TO LEVY FINES OF UP TO \$ 250.00 PER DAY PER VIOLATION FOR NON-COMPLIANCE FOR EACH DAY THE VIOLATION CONTINUES.

✓ NO VIOLATIONS NOTED

I have read the **ORDER TO COMPLY** and understand the violations to be corrected. I have been informed as to the correction(s) necessary to be in compliance.

Guyle Whitten  
Business / Property Owner or Representative

Gibbs  
Inspection Officer

REV: 10/23/2012



## **City of Bunnell, Florida**

### **Agenda Item No. H.2.**

Document Date: 3/16/2017 Amount: N/A  
Department: Finance Account #: 401-0535-535.6300  
Subject: Request to award RFQ 2017-03 Engineering Design Services Reclaim Water Extension Project.  
Agenda Section: New Business:

#### **ATTACHMENTS:**

Description	Type
RFP 2017-03 Engineering Design Service Reclaim Water Extension	Bid Package
Alliant proposal	Exhibit
CPH Proposal	Exhibit
Quentin L Hampton Proposal	Exhibit

#### **Summary/Highlights:**

On March 13, 2017 the City Commission approved the acceptance of a REDI grant from St. Johns Water Management District (SJWMD) for the construction of a reclaim water extension from Grand Reserve to Highway 100. The City is responsible for obtaining the engineering design services for this project.

#### **Background:**

The City issued Request for qualifications (RFQ) 2017-03 for engineering design services for the reclaim water extension from Grand Reserve to Highway 100 funded from a grant from SJWMD. The responses were evaluated in accordance with Florida statues section 287.055 known as the Consultants Competitive Negotiations Act. This act requires that the Committee rank the three most qualified proposers. This ranking is forwarded for approval to the City Commission. Subsequent negotiations will follow the provision of the Consultants Competitive Negotiations Act.

#### **Staff Recommendation:**

Recommend approval of the review committee rankings as follows:

1. Alliant Engineering
2. CPH Engineering
3. Quentin L. Hampton and Associations

Authorize the Finance Director to negotiate following the provisions of the Consultants Competitive Negotiations Act.

#### **City Attorney Review:**

Reviewed and Approved.

**Finance Department Review/Recommendation:**

Recommend Approval.



**REQUEST FOR QUALIFICATION STATEMENTS  
FOR PROFESSIONAL UTILITY ENGINEERING SERVICES  
PROPOSAL NO. 2017-03**

NOTICE IS HEREBY GIVEN THAT THE CITY OF BUNNELL IS ACCEPTING SEALED QUALIFICATION STATEMENTS FROM PROFESSIONAL ENGINEERING CONSULTING FIRMS TO PROVIDE DESIGN SERVICES FOR THE INSTALLATION OF RECLAIMED MAIN PIPE SYSTEM < 24" DIAMETER, TOTALING 8,000 LF; UP TO 3 PROJECTS MAY BE SUBMITTED TO MEET THE 8,000 LF REQUIREMENT. PROJECT CONSTRUCTION IS GRANT FUNDED. DUE TO GRANT DEADLINES TIME IS OF THE ESSENCE FOR COMPLETION OF PROJECT DESIGN.

NOTICE SHALL BE POSTED IN THE DAYTONA JOURNAL INTERESTED PARTIES MAY OBTAIN INSTRUCTION PACKETS ON THE WEBSITE [WWW.DEMANDSTAR.COM](http://WWW.DEMANDSTAR.COM), THE CITY'S WEBSITE AT [WWW.BUNNELLCITY.US](http://WWW.BUNNELLCITY.US) OR VIA EMAIL FROM MBALDWIN@BUNNELLCITY.US.

YOU ARE HEREBY INVITED TO SUBMIT A SEALED QUALIFICATION STATEMENT COMPLETE WITH ALL INFORMATION REQUESTED TO THE OFFICE OF THE CITY CLERK OF THE CITY OF BUNNELL, 201 WEST MOODY BLVD., BUNNELL, FL 32110.

**SUBMIT QUALIFICATION STATEMENTS**

**TO:** SANDI BOLSER – CITY CLERK

**MAILING ADDRESS:**

Bunnell City Clerk  
P. O. Box 756  
Bunnell, Florida 32110

**WALK-IN DELIVERY ADDRESS:**

Bunnell City Clerk  
201 West Moody Blvd.  
Bunnell, Florida 32110

**TIMETABLE:**

Date of Distribution: March 9, 2017  
Last Date of Inquiries: March 17, 2017  
Qualification Statements Due: March 24, 2017, at 2:00 PM.

**Proposers must indicate on the sealed envelope the following:**

- A. Title of Proposal – Professional Utility Engineering Services**
- B. RFQ # 2017-03**
- C. Name of Proposer**

## **GENERAL CONDITIONS**

**CONTACT:** All prospective Proposers are hereby instructed not to contact any member of the City of Bunnell City Commission, City Manager, or City Staff members other than the noted contact person regarding this RFQ at any time prior to the posting on the Web Site of the final evaluation and recommended ranking by City staff for this project. Any such contact shall be cause for rejection of your RFQ

**PUBLIC ENTITY CRIMES:** A person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a Bid or Proposal on a contract to provide any goods or services to a public entity, may not submit a Bid or Proposal on a contract with a public entity for the construction or repair of a public building or public work, may not submit Bids or Proposals on leases of real property to a public entity, may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity, and may not transact business with any public entity in excess of the threshold amount provided in Section 287.017, for CATEGORY TWO, for a period of 36 months from the date of being placed on the convicted vendor list.

**CODE ETHICS FOR PUBLIC OFFICERS AND EMPLOYEES:** Pursuant to Florida Statutes, any Public Officer or Employee of the City of Bunnell will abide by all ethical requirements as outlined in Chapter 112, Part III.

**DISCRIMINATION:** Pursuant to Section 287.134(2)(a), Florida Statutes, an entity or affiliate who has been placed on the discriminatory vendor list may not submit a bid or proposal on a contract to provide any goods or services to a public entity, may not submit a bid or proposal on a contract with a public entity for the construction or repair of a public building or public work, may not submit bids or Proposal on leases of real property to a public entity, may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity, and may not transact business with any public entity.

**PUBLIC RECORDS/NON-CONFIDENTIALITY OF BIDS AND/OR PROPOSALS:** The City of Bunnell cannot and does not warrant the confidentiality of any information submitted in response to this solicitation. Florida law provides that municipal records shall, at all times, be open for personal inspection by any person, Section 119.01, F.S., The Public Records Law. Information and materials received by the City of Bunnell in connection with all Proposers' response shall be deemed public records subject to public inspection upon award, recommendation of award, or 10 days after bid/proposal opening, whichever occurs first. Section 119.071, F.S.

**SUBMISSION OF PROPOSALS:** All Proposals shall be submitted in a sealed envelope. The Request for Qualification Statements (RFQ) number, title, and opening date shall be clearly displayed on the outside of the sealed envelope. The delivery of said Proposal to the prescribed delivery point on or before the specified opening date and time is solely and strictly the responsibility of the Proposer. Any Proposal received at the prescribed delivery point after the specified date and time will not be accepted. Proposals must be submitted on forms provided by the City. No other forms will be accepted. Telephone and Fax Proposals will not be considered. No Proposal may be modified after opening. No Proposal may be withdrawn after opening.

**DELAYS:** The City of Bunnell, at its sole discretion, may delay the scheduled due dates indicated above if it is to the advantage of the City to do so. The City will post notification of any and all changes in scheduled due dates on-line at the City of Bunnell Website [www.bunnellcity.us](http://www.bunnellcity.us) and Demand Star [www.demandstar.com](http://www.demandstar.com).

**ADDENDUM:** Should revisions to the RFQ documents become necessary, the City will post addenda information on-line at the City of Bunnell website [www.bunnellcity.us](http://www.bunnellcity.us) and Demand Star [www.demandstar.com](http://www.demandstar.com). All Proposers should check the City of Bunnell website and Demand Star website to verify information regarding Addenda. It is the sole responsibility of the Proposer to ensure he/she obtains information related to Addenda.

**EXECUTION OF RFQ:** Proposal must contain a manual signature of authorized representative in the space(s) provided. Proposals must be typed or printed in ink. Use of erasable ink is not permitted. All corrections made by Proposer to any

Proposal entry must be initialed. The company name and Federal Employer Identification Number (F.E.I.N.) shall appear in the space(s) provided.

**RFQ OPENING:** Proposals shall be opened at the time, date, and place specified in the RFQ, and the name of the Proposer shall be read aloud publicly.

**RFQ TABULATION:** Any Proposer wishing to receive a copy of the RFQ tabulation is required to enclose a stamped, self-addressed envelope with their Proposal.

**CLARIFICATION/CORRECTION OF RFQ ENTRY:** The City of Bunnell reserves the right to allow for the clarification of questionable entries and for the correction of obvious mistakes.

**INTERPRETATION:** Any questions concerning conditions and specifications shall be directed in writing to Michael Baldwin, Utilities Manager unless otherwise specified in the RFQ. Those interpretations, which may affect the eventual outcome of this Proposal, will be furnished in writing to all prospective Proposers. No interpretation shall be considered binding unless provided in writing by the City of Bunnell.

**MINORITY POLICIES:** The City of Bunnell, Florida, encourages the full participation of Disadvantaged and Women Business Enterprises (D&WBE) in the provision of goods and services.

**ADDITIONAL TERMS AND CONDITIONS:** The City of Bunnell reserves the right to reject Proposals containing any additional terms or conditions not specifically requested in the original conditions and specifications.

**TAXES:** The City of Bunnell is exempt from Federal Excise Taxes and all sales taxes.

**ASSIGNMENT:** Any purchase order or contract issued pursuant to an RFQ and the monies that may become due there under are not assignable except with the prior written approval of the City Manager or City Commission, whichever authorized the purchase order or contract.

**LIABILITY:** The vendor shall hold and save the City of Bunnell, its officers, agents, and employees harmless against claims by third parties resulting from the vendor's or supplier's breach of contract or negligence, including all attorney's fees and costs, and shall pay any and all damages, fees, and costs assessed on behalf of the City. The City expressly reserves all rights, privileges and benefits of sovereign immunity.

**AWARDS:** The City reserves the right, in its sole discretion, as the best interest of the City may require, to make award(s) by individual item, group of items, all or none, or a combination thereof; on a geographical basis and/or with one or more vendors or contractors; or to reject any and all Proposals or waive any minor irregularity or technicality in the Proposals received.

**EQUAL EMPLOYMENT OPPORTUNITY:** Title VII of the Civil Rights Act of 1964 protects individuals against employment discrimination based on race and color as well as national origin, sex, or religion.

**The CITY OF BUNNELL** reserves the right to accept or reject all responses, to waive irregularities, and to re-advertise as may be determined to be in the best interest of the City.

**ADDITIONAL TERMS AND CONDITIONS:** Unless expressly accepted by the City, only the terms and conditions in this document shall apply: No additional terms and conditions included with the RFQ response shall be considered. Any and all such additional terms and conditions shall have no force and effect, and are inapplicable to this RFQ if submitted either purposely through intent or design, or inadvertently appearing separately in transmittal letters, specifications, literature, price lists or warranties. It is understood and agreed that the general and/or any special conditions in these RFQ documents are the only conditions applicable to this RFQ and the Proposer's authorized signature on the Request for Qualification Response Form attests to this. Exceptions to the terms and conditions will not be accepted.



**GOVERNMENTAL RESTRICTIONS:** In the event that any governmental restrictions are imposed which would necessitate alteration of the material quality, workmanship or performance of the items offered on this RFQ prior to their delivery, it shall be the responsibility of the Proposer to notify the Finance Director at once, indicating in his/her letter the specific regulation which required an alteration, including any price adjustments occasioned thereby. The City reserves the right to accept such alteration or to cancel the contract or purchase order at no further expense to the City.

**PURCHASING AGREEMENTS WITH OTHER GOVERNMENT AGENCIES:** All Proposers submitting a response to this RFQ agree that such response also constitutes an RFQ to all governmental agencies within the State of Florida, under the same conditions, for the same contract price, and for the same effective period as this RFQ, should the Proposer feel it is in their best interest to do so. Each governmental agency desiring to accept this RFQ, and make an award thereof, shall do so independently of any other governmental agency. Each agency shall be responsible for its own purchases and each shall be liable only for materials and/or services ordered and received by it, and no agency assumes any liability by virtue of this RFQ. This agreement in no way restricts or interferes with the right of any governmental agency to re-qualify any or all Proposers.

**CITY OF BUNNELL**  
**Request for Qualification Statements**  
**PROFESSIONAL UTILITY ENGINEERING SERVICES**

The City of Bunnell is requesting qualification statements from professional engineering firms to provide design services for reclaimed pipe system < 24" diameter, totaling 8,000 LF. the project location is from grand reserve blvd. to state road 100 and commerce parkway. Design should include equipment needed to adequately apply pressure to end users for direct irrigation; up to 3 projects may be submitted to meet the 8,000 LF requirement. Project construction is funded by a St. Johns Water Management District (SJWMD) grant. Due to grant deadlines time is of the essence for design completion.

The document package necessary for participating in this RFQ can be obtained on-line at [www.bunnellcity.us](http://www.bunnellcity.us) and [www.demandstar.com](http://www.demandstar.com) , or by calling Onvia Demand Star Services at (800) 711-1712. If you have any difficulty obtaining the RFQ documents, the RFQ package can be obtained by email from Michael Baldwin at the City of Bunnell at mbaldwin@bunnellcity.us

There will not be a pre-proposal meeting.

All Responders shall submit one (1) **original** and five (5) **bound** copies of their documents on letter size paper in a sealed envelope or package along with an electronic copy in pdf format on USB or CD of the full response. Proposals **must** include all items shown on section IX. Proposal Submission, of the scope of services.

- The proposal must be submitted no later than **FRIDAY March 24, 2017 AT 2:00 PM LOCAL TIME** at the Clerk's Office, City Hall, Physical Address: 201 W. Moody Blvd., Bunnell, FL 32110 or Mailing Address: PO Box 756 Bunnell, Florida 32110. Proposals shall be addressed to Ms. Sandi Bolser, City Clerk.

Any proposals not complying strictly with the requirements of this Request for Qualifications (RFQ) may be, ruled to be nonresponsive and ineligible for consideration.

**THE CITY RESERVES THE RIGHT to reject any or all proposals or parts thereof or to accept the proposal or parts thereof when considered in the best interest of the City. Any proposal received after the time and date specified will not be considered.**

## **GENERAL INSTRUCTIONS**

1. **Inquiries:** Questions may arise as firms are preparing their proposals. Please direct questions in writing, no later than COB March 17, 2017 to: Michael Baldwin, Utilities Manager. P.O. Box 756, Bunnell, FL 32110, email: [mbaldwin@bunnellcity.us](mailto:mbaldwin@bunnellcity.us) .
2. **Signature Requirements:** Proposals must be signed by a duly authorized officer(s) of the proposing firm. Consortiums, joint ventures, or teams submitting proposals, although permitted and encouraged, will not be considered responsive unless it is established that all contractual responsibility rests solely with one firm or legal entity which shall not be a subsidiary or affiliate with limited resources. Each proposal shall indicate the entity responsible for execution on behalf of the proposal team.
3. **Addenda and Supplements to the Request for Proposal (RFQ):** In the event that it becomes necessary to revise any part of this RFQ, or if additional information is necessary to enable the proposing firm to make an adequate interpretation of the provisions of this RFQ, a supplement to the RFQ will be posted on the City of Bunnell website and Demand Star.
4. **Rejection Rights:** The City of Bunnell reserves the right, at any time, to modify, waive or otherwise vary the terms and conditions of this RFQ including, but not limited to, the deadlines for submission and submission requirements. The City further reserves the right to reject any or all submittals, to cancel or withdraw this RFQ at any time and to negotiate with any party prior to or after submittal of proposals. Selection is also dependent upon the negotiation of a mutually acceptable contract with the successful proposers.
5. **Cost of Proposal Preparation:** No reimbursement will be made by the City of Bunnell for any costs incurred in the preparation of the proposal or presentation.
6. **Proposals to be in Effect:** Each proposal shall state that it is valid for a period of not less than 90 days from date of receipt.

**CITY OF BUNNELL**  
**Request for Qualification Statement**  
**PROFESSIONAL ENGINEERING DESIGN SERVICES**  
**SCOPE OF SERVICE**

**I. GENERAL PURPOSE AND INTRODUCTION**

Notice is hereby given that the City of Bunnell is accepting sealed Qualification Statements to be received no later than **March 24, 2017 at 2:00PM Local Time** for Design Services for Reclaimed Water Main Extension from Grand Reserve Blvd. to SR100 and Commerce Parkway.

**II. SCOPE OF WORK TO BE PERFORMED**

The City of Bunnell is working alongside with the St. Johns River Water Management District to develop and construct a reclaim main extension. The City is seeking Engineering services to assist in Design services for the Reclaim Water Main Extension from Grand Reserve Blvd to SR100 and Commerce Parkway. **The project objective is to extend the reclaim line and design any/all facilities to be able to provide a reclaim water product at a serviceable water pressure to the end user.**

- The Consultant agrees to utilize the E-Verify system in screening employees hired during the time of the contract. Except as otherwise provided in this Agreement, no charge for work or materials shall be allowed or approved by the City.

**Changes to Scope of Work.** Either party may propose changes to the scope or time schedule of the Work or Services under a Task Assignment which shall be submitted to the other party in writing for consideration of feasibility and the likely effect on the cost and schedule for performance of the Work or Services. The parties shall mutually agree upon any proposed changes, including resulting equitable adjustments to costs and schedules for the performance of the Services. The agreed changes shall be documented, in one or more Amendments to the Task Assignment. If despite good faith negotiations the parties are unable to agree to the terms of an amendment to a task assignment, the parties shall follow the dispute resolution process provided under Section 17.

**Time is of the Essence.** Time is of the essence for each Task Assignment issued under this Agreement and all Projects performed in accordance herewith. Completion of preliminary design must be completed no later than 60 days after contract execution. Preliminary design is subject to granting agency (SJWMD) review and approval. Any minor design changes required by SJWMD must be complete within 30 days of notification from SJWMD. If major design changes are required, the City will negotiate acceptable timeframe with design services provider.

For each purpose related to this Agreement and each Task Assignment, Consultant and contractors, subcontractors or sub consultants shall be independent contractors with respect to the City and nothing herein shall create any association, partnership, joint venture or agency relationship between them.

City and Consultant shall exhaust all methods to resolve issues, including but not limited to, the Dispute Resolution procedures in Section 17 of this Agreement before any action is taken to declare the City or Consultant in default of this Agreement.

**III. CALENDAR OF EVENTS**

- A. **03/09/2017** Request for Qualifications (RFQ) Release Date
- B. **03/24/2017** RFQ Due no later than **2:00 PM EDT** Bunnell Municipal Complex, 201 W. Moody Blvd., Bunnell, FL 32110

- C. 03/28/2017 Review and Selection of RFQs by selection Committee.
  - D. 04/10/2017 Selection Committee's recommendation presented to City Commission for approval.
- The above schedule may be changed solely at the City's discretion.*

#### IV. PROPOSAL

Proposals shall comply with the **40 page** limit and applicable criteria set forth herein.

#### V. SELECTION PROCESS

The responses will be evaluated in accordance with Florida Statutes Section 287.055 known as the Consultants Competitive Negotiations Act. A designated City Staff Technical Review Committee will review and evaluate responses to this RFQ and will designate no less than three of the most qualified proposers based on rankings. Proposers may be invited to appear for interviews by the Technical Review Committee or be asked to further demonstrate their qualifications, although in the interest of expediting the process, this is not anticipated. The City Staff Technical Review Committee will shortlist and rank the three most qualified firms. Ranking of the short-listed proposers shall be forwarded to the City Manager for approval and recommendation to the City Commission. Subsequent negotiations shall follow in accordance with the provisions of the Consultant's Competitive Negotiation Act for individual task orders.

#### VI. CONFLICT OF INTEREST

Any prospective Responder and law firm must make an affirmative statement to the effect that, to its knowledge, the appointment as Responder will not result in a conflict of interest with respect to current or anticipated clients of the law firm. If a conflict is deemed to possibly exist, the prospective Responder or law firm shall state the nature of such conflict, and a proposal to resolve the same prior to appointment as Responder.

#### VII. EVALUATION CRITERIA

The CITY OF BUNNELL shall be the sole judge of its own best interests, the responses, and the resulting agreement. Award(s) will be made to the Responder(s) who presents the best value to the CITY OF BUNNELL based on the entire evaluation process and all the information gathered. Proposal packages will be reviewed and evaluated by a Selection Committee. **Financial criteria will be evaluated only by Committee Members in the Finance Department, not by all members of the Selection Committee.** Proposal packages will be reviewed and evaluated in accordance with the following criteria and weighting factors:

##### **ABILITY OF FIRM AND ITS PROFESSIONAL PERSONNEL (0 - 40 POINTS)**

1. Review the level of qualifications and experience of the firm and project team and appropriateness of the organization of the project team.
2. Review the professional resources available to properly provide services as requested in the RFQ document.
3. Reviews the project team to insure the team proposed contains all critical disciplines required.
4. Prime team proposed should have exceptional professional resources to properly provide services.
5. The project manager and proposed team should be uniquely qualified to provide the desired services.

Below Average.....0 Points  
 Average.....10 Points  
 Above Average..... 20 Points  
 Well Above Average.....30 Points  
 Outstanding.....40 Points

## **FIRM'S EXPERIENCE WITH PROJECTS OF SIMILAR SIZE AND PAST PERFORMANCE (0 - 30 POINTS)**

1. Reviews the firms experience with projects of similar size, type and scope and the performance on those specific projects.
2. The prime firm must have adequate, recent (within the past five years) experience with projects of similar types as defined in the RFP document.
3. Experience pertaining to specific City of Bunnell projects will also be considered. City of Bunnell staff shall not however furnish references for such projects.
4. The scope of services provided should represent projects that are similar to those defined in the RFQ document.
5. The overall performance of the firm relative to projects of similar size and scope should be evaluated.

Below Average.....0 Points  
Average.....10 Points  
Above Average..... 15 Points  
Well Above Average.....20 Points  
Outstanding.....30 Points

## **EFFECTS OF THE FIRMS CURRENT AND PROJECTED WORKLOAD (0 - 30 POINTS)**

1. Evaluates the workload commitments that will impact the firm's ability to complete services on schedule.
2. The submittal should demonstrate that the firm has adequate time available and personnel to complete services on schedule and additional backup staffing capability in the event of unforeseen circumstances.

Below Average.....0 Points  
Average.....10 Points  
Above Average..... 15 Points  
Well Above Average.....20 Points  
Outstanding.....30 Points

## **VIII. INSURANCE REQUIREMENTS**

A. The Responder shall procure and maintain, at its sole expense during the life of the engagement, insurance of the types and the minimum amounts stated below.

<u>Type</u>	<u>Amount</u>
Professional Liability/Errors & Omissions	\$1,000,000
Comprehensive General Liability	\$1,000,000
Comprehensive Automobile Liability	\$1,000,000

B. Such insurance shall be written by a company or companies licensed to do business in the State of Florida and satisfactory to the City Commission. Prior to commencing any work under the engagement letter, certificates evidencing the maintenance of said insurance shall be furnished to and approved by the City.

C. The insurance shall provide that no material alteration or cancellation, including non-renewal, shall be effective until thirty (30) days after receipt of written notice by the City; provided, however, that for the professional liability insurance, in lieu of the foregoing requirement, the City in its sole discretion, may agree to accept notice of such material alteration or cancellation from the Responder.

D. The insurance procured for the Responder shall name the City of Bunnell as an additional

insured on the comprehensive general liability.

## **IX. PROPOSAL SUBMISSION**

Qualification Statements shall include the following:

All Responders shall submit one (1) **original** and five (5) **bound** copies of their documents on letter size paper in a sealed envelope or package along with an electronic copy in pdf format on USB or CD of the full response. Proposals **must** include all items shown in this.

1. Cover Letter: The cover letter shall be addressed to Ms. Sandi Bolser, City Clerk. Cover letter should state if the firm qualifies for minority designation.
2. Listing of proposed consultant team and Project Manager, including anticipated sub consultants with names, addresses and contact information
3. Provide a work history of similar projects completed by the Consultant (including references and their telephone numbers), and an estimate of the Consultant's current workload or a forecast of the Consultant's ability to assign resources to the project to complete in the time frame noted in the RFQ.
4. Completed Conflict, Non-Conflict of Interest Statement/Litigation Statement (attached Form A).
5. Completed Drug-Free Workplace Certification (attached Form B).
6. Copy of firm's certificate of insurance.
7. Copy of Prime Engineering firm's current Florida Professional License renewal
8. Copy of W-9

Details: **40 single page limit**. Total page limit excludes (7) described forms.

## **X. INQUIRIES AND ADDENDA**

Each Respondent shall examine the RFQ document and shall judge all matters relating to the adequacy and accuracy of this document. Any inquiries, suggestions, or requests concerning interpretation, clarification, or additional information pertaining to the RFQ shall be made through the City of Bunnell's Utilities Manager Michael Baldwin at 201 W Moody Blvd., Bunnell, FL 32110, or email [mbaldwin@bunnellcity.us](mailto:mbaldwin@bunnellcity.us). The City shall not be responsible for oral interpretations given by any City employee, representative, or others. The issuance of a written addendum is the only official method whereby interpretation, clarification, or additional information can be given. It shall be the responsibility of each Respondent, prior to submitting the proposal, to determine if addenda were issued and to make such addenda a part of the proposal.

## **XI. RESPONDER PREPARATION EXPENSES**

Each responder preparing a proposal in response to this request shall bear all expenses associated with their preparation. Responders shall prepare a response with the understanding that no claims for reimbursement shall be submitted to the City for the expense of preparation or presentation.

## **XII. RIGHT TO PROTEST**

Any actual or prospective bidder who is aggrieved in connection with the solicitation or award of a contract may seek resolution of his/her complaints by contacting the City Manager.

### **XIII. NO CORRECTIONS**

Once a competitive proposal is submitted, the City shall not accept any request by any proposer to correct errors or omissions in any calculations or competitive price submitted.

### **XIV. OPENNESS OF PROCUREMENT PROCESS**

Written competitive proposals, other submissions, correspondence, and all records made thereof, as well as negotiations conducted pursuant to this RFP, shall be handled in compliance with Chapters 119 and 286 Florida Statutes. The City gives no assurance as to the confidentiality of any portion of any proposal once submitted.

### **XV. NO COLLUSION**

By offering a submission to the RFP, the proposer certifies the proposer has not divulged to, discussed or compared his/her competitive proposal with other proposers and has not colluded with any other proposers or parties to this competitive proposal whatsoever

### **XVI. INFORMALITY WAIVER/REJECTION OF PROPOSALS**

The City reserves the right to reject any or all responses and to waive any irregularity, variance or INFORMALITY whether technical or substantial in nature, in keeping with the best interest of the City.

### **XVII. APPROPRIATIONS CLAUSE**

The City, as an entity of government, is subject to the appropriation of funds by its legislative body in an amount sufficient to allow continuation of its performance in accordance with the terms and conditions of this contract for each fiscal year following the fiscal year in which this contract shall remain in effect. Upon notice that sufficient funds are not available in the subsequent fiscal years, the City shall thereafter be released of all terms and other conditions.



**CONFLICT/NON-CONFLICT OF INTEREST STATEMENT**

(Form A)

**CHECK ONE**

☐ To the best of our knowledge, the undersigned firm has no potential conflict of interest due to any other clients, contracts, or property interest for this project.

**OR**

☐ The undersigned firm, by attachment to this form, submits information which may be a potential conflict of interest due to other clients, contracts, or property interest for this project.

**LITIGATION STATEMENT**

**CHECK ONE**

☐ The undersigned firm has had no litigation and/or judgments entered against it by any local, state or federal entity and has had no litigation and/or judgments entered against such entities during the past ten (10) years.

☐ The undersigned firm, **BY ATTACHMENT TO THIS FORM**, submits a summary and disposition of individual cases of litigation and/or judgments entered by or against any local, state or federal entity, by any state or federal court, during the past ten (10) years.

\_\_\_\_\_  
COMPANY NAME

\_\_\_\_\_  
AUTHORIZED SIGNATURE

\_\_\_\_\_  
NAME (PRINT OR TYPE)

\_\_\_\_\_  
TITLE

Failure to check the appropriate blocks above may result in disqualification of your proposal. Likewise, failure to provide documentation of a possible conflict of interest, or a summary of past litigation and/or judgments, may result in disqualification of your proposal.

***THIS PAGE MUST BE COMPLETED AND RETURNED WITH YOUR PROPOSAL***

**CITY OF BUNNELL**

**DRUG-FREE WORKPLACE CERTIFICATION**

(Form B)

Does your Agency have a Drug-Free Workplace Program: Yes: \_\_\_\_\_ No: \_\_\_\_\_

In order to have a drug-free workplace program, a business shall:

Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.

Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violation.

Give each employee that engages in providing the commodities or contractual services that are under proposal a copy of the statement specified in subsection (1).

In the statement specified in subsection (1), notify the employees that, as a condition of working on the commodities or contractual services that are under proposal, the employee will abide by the terms of the statement and will notify the employer of any conviction of, or plea of guilty or nolo contendere to, any violation of Chapter 893 or of any controlled substance law of the United States or any state, for a violation occurring in the workplace no later than five (5 ) calendar days after such conviction.

Impose sanctions on, or require the satisfactory participation in a drug abuse assistance or rehabilitation program if such is available in the employee's community, by any employee who is so convicted.

Make a good faith effort to continue to maintain a drug-free workplace through implementation of this section.

\_\_\_\_\_  
NAME

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
TITLE



March 24, 2017

Sandi Bolser, City Clerk  
Bunnell City Clerk  
PO Box 756  
Bunnell, FL 32110

**RE: SOQ: Professional Engineering Design Services, Proposal No. 2017-01**

Dear Ms. Bolser:

Alliant Engineering, Inc. is pleased to submit our qualifications for Design Services in the areas of Water, Sewer and Reclaimed Pipe Systems less than 24" in diameter. Mr. Curt Wimpée will serve as the Project Manager and will be Alliant Engineering's main point of contact.

Curt M. Wimpée, PE  
7406 Fullerton Street, Suite 110, Jacksonville, FL 32256  
Phone: 904-647-5383 Email: cwimpee@alliant-inc.com

Alliant was founded in 1995 and is currently made up of 75 professionals and support staff. Alliant offers professional services in the areas of Land Development, Utility Design, Transportation, Traffic Engineering, Highway Design-Build, and Surveying.

We are confident our proposal demonstrates that Alliant is the best selection for this project as highlighted in the following points.

- The Alliant Team has the **ability** and the **technical expertise** to deliver this important reclaim extension project.
- The Alliant Team has **extensive experience** with projects of similar size as evidenced in our highlighted 2016 projects.
- Alliant's Project Manager has **designed** and **managed dozens of local projects in the City of Bunnell and Flagler County** as presented in his enclosed resume.
- Alliant Engineering has the **size** and **capacity** to **Fast Track** this project as needed to meet important deadlines.

It is our understanding that the City of Bunnell (City) has secured funding through the REDI Communities Cost-Share Program with the St. Johns River Water Management District to help fund this reclaimed watermain extension project. The project will extend the existing system to service existing and future customers within Grand Reserve and along the State Road 100 (Moody Blvd.) corridor. The City is now requesting qualifications for a professional engineering firm to provide Project Management, Design and

Construction Administration services related to this reclaim extension.

We further understand that the proposed extension listed in this RFQ is an intermediate step in the overall goal of eliminating surface discharge from the City's Waste Water Treatment Plant, while providing businesses and residents alike with a more affordable option for irrigation and industrial use water. While this proposed extension will provide service to the SR 100 corridor at Grand Reserve Blvd., the City should continue planning for a fully looped system that will provide the backbone of a city-wide reclaimed water network. At Alliant, we are not only excited about providing services for this phase of the system, but look forward to assisting the City in planning for this ultimate buildout of the network.

Through our proposal we demonstrate that Alliant is highly qualified to provide these services and is the best selection for the Project. Our Team has the expertise to deliver this project on time and under budget. Alliant's project approach focuses on timely, honest, open communication and delivering quality from planning to project closeout. Alliant will share the Best Practices and Lessons Learned that we have developed in our delivery of large, complex, time-critical projects. Alliant has developed a thorough, effective Quality Management Plan and incorporates quality procedures in every step of the design process.


In short, we want to serve the City of Bunnell and we are committed to providing the highest quality service in the completion of this important reclaimed watermain extension project.

We acknowledge the receipt of Addendum One that was dated March 3, 2017.

Thank you for your consideration and we look forward to partnering with the City of Bunnell. Please feel free to contact Curt or me with any questions or if you require any additional information.

Sincerely,  
Alliant Engineering, Inc.

Clark Wicklund, PE  
Vice President  
612.767.9302  
(Authorized Representative)



Curt M. Wimpée, PE  
Southeast Regional Manager  
904.647.5383

## Table of Contents

### RFQ 2017-01

<b>Cover Letter.....</b>	<b>1</b>
<b>Table of Contents .....</b>	<b>3</b>
<b>Company and Staff Qualifications .....</b>	<b>4</b>
<i>Project Organizational Chart .....</i>	<i>6</i>
<i>Resumes .....</i>	<i>7</i>
<b>Representative Projects .....</b>	<b>11</b>
<b>Project Approach and Innovation .....</b>	<b>12</b>
<b>Quality and Schedule Control .....</b>	<b>14</b>
<b>Certification and Licensure .....</b>	<b>16</b>
<b>Required Forms.....</b>	<b>19</b>
<i>Conflict/Non-Conflict of Interest Statement .....</i>	<i>19</i>
<i>Drug Free Work Place Certification .....</i>	<i>20</i>
<i>Alliant Certificate of Insurance.... ..</i>	<i>21</i>
<i>Alliant 2017 W-9 .....</i>	<i>22</i>
<i>Addendum One .....</i>	<i>23</i>

Alliant Engineering, Inc. (Alliant) offers professional design and project management services in Land Development and Municipal Infrastructure, Transportation, Traffic Engineering, Design-Build, Structural, Landscape Architecture, and Surveying. Alliant's backbone is a professionally diverse group of talented professionals dedicated to providing quality design, management and construction services.

Established in 1995, Alliant has provided 21 years of professional engineering services to a broad range of public and private clients. Our collaborative team approach and integrated management style allows us to efficiently complete projects while providing a high level of quality. We bring value to our clients by combining unmatched civil engineering expertise, experience and innovation.

In 2015, Minneapolis based Alliant opened an office in Jacksonville, Florida to better serve our existing clients in the southeast. Our southeast office provides the same high quality civil engineering services that our Midwest clients value. Leading our Florida office and the primary contact for this project, is Curt Wimpée, PE, a Jacksonville native with over 22 years of experience in civil engineering. Curt has designed and permitted successful projects throughout central and northeast Florida including dozens of projects in and around the City of Bunnell.

Mr. Wimpée will be the Project Manager and the single point of contact.

**Contact Name:** Curt M. Wimpée, PE  
**Telephone:** 904.647.5383  
**Email:** cwimpee@alliant-inc.com  
**Mailing Address:** 7406 Fullerton St, Ste 110  
 Jacksonville, FL 32256

### Staff Qualifications

The core Alliant Team selected and proposed for this SOQ is an efficient and highly qualified group of professionals. These professionals have a combined 91 years of experience in civil engineering and have designed hundreds of miles of pressurized

pipe networks across North America. Our core Team is supported by a pool of skilled production staff consisting of AutoCAD technicians and engineers that have been trained by Alliant to provide only the highest quality plans and specifications using the latest software and cutting edge industry tools.

The following section provides a brief overview of the Key Personnel proposed for the City of Bunnell, and identifies what role each person will play on this project. Their years of experience and areas of expertise are also included. Since this section only provides a brief overview, please review the resumes at the end of this section for more detail. The Project Organizational Chart is shown on page 6.

### Curt Wimpée, PE



*Role: Project Manager*

Mr. Wimpée will be Alliant's Project Manager (PM) and primary point of contact for the City of Bunnell. Curt is an Associate at Alliant and has over 22 years of experience in municipal engineering, land development and transportation. Curt's experience includes localized and regional utility extensions, lift stations, City and DOT roadway reconstructions and new roadways, MOT plans, signage and striping plans, concrete and asphalt pavement design, storm water management systems, regional drainage studies, residential mixed use, and large scale commercial developments.

Having worked in both the private and the public sectors, Curt has developed an approach that carefully balances the interests of stakeholders with a private developer's keen eye for value. He understands that successful projects are judged not only by quality, price and speed, but also by satisfied stakeholders and the community served. As Alliant's PM, his goal is to successfully lead the project design team by using constant communication that establishes clear expectations, well defined goals and regular accountability. In addition, Curt will work as a liaison between City staff, project stakeholders, permitting agencies, and the design team.

Clear and consistent communication is the keystone of his proactive management style.

Curt has worked in and performed engineering services in Flagler County for the past 17 years. He has served as the PM and Engineer of Record for dozens of projects in the region, including many within the City of Bunnell. His local familiarity is evidenced by the past project listings in his attached resume.

### Clark Wicklund, PE

*Role: Principal-in-Charge, QA/QC*



Mr. Wicklund has more than 22 years of experience in the design and construction of municipal and private infrastructure projects. Over the course of his career, Clark has worked on a number of large scale utility extensions with aggressive schedules. He has been the PM for numerous development and infrastructure projects in 17 different states. These projects required the preparation of preliminary cost analysis, scheduling, all phases of project design, preparations of engineering plans and specifications, and submittals for the municipal approval process. **As Vice President and a Principal of Alliant, Clark has the authority to balance resources and workload to meet challenges in design and schedule.**

### Mark Rausch, PE

*Role: Senior Design Engineer*



Mr. Rausch has more than 16 years of experience in the design and construction of municipal and private infrastructure projects. He has been the PM for numerous developments and infrastructure improvements for medical and professional office parks, residential and mixed use developments, institutional, industrial, and big box commercial. These projects required the preparation of preliminary planning and cost analysis, scheduling, all phases of project design, preparation of plans and specifications, submittal for the governmental approval process, and construction administration. Mark's mastery of AutoCAD Civil 3D

and pipe network modeling software will provide the technical expertise for the final engineering design and layout of the proposed reclaim extension.

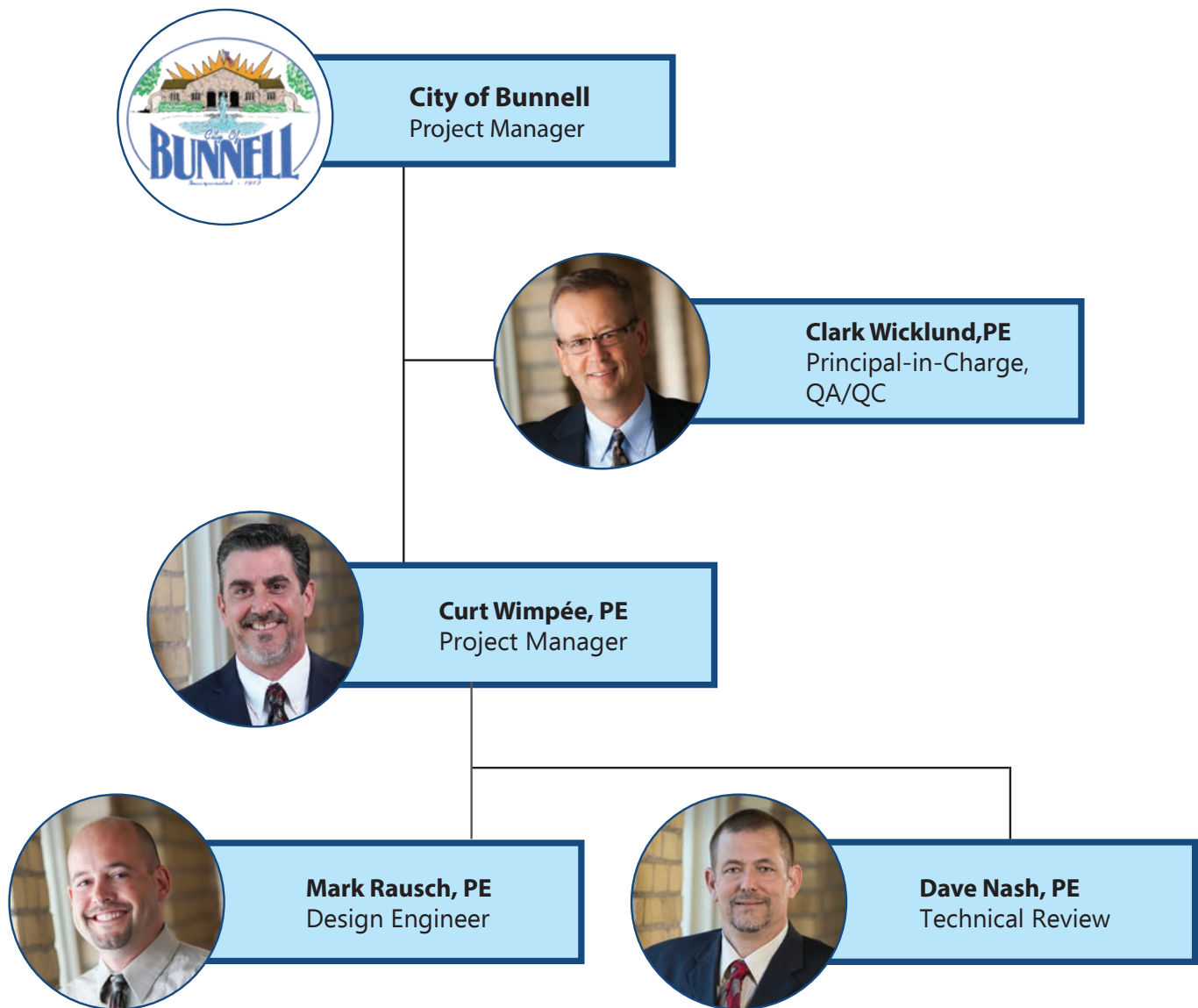
### Dave Nash, PE

*Role: Technical Review*

Mr. Nash is a professional engineer with over 31 years



of experience in the private sector and as a consulting City Engineer. Dave currently provides senior level design and management of major developments that require substantial infrastructure improvements. Dave works closely with municipal agency representatives, developers and contractors throughout the planning, design and construction of large scale development and municipal projects. Dave will provide internal peer review and input on the design to ensure a well thought out and value engineered design.



**FIGURE 1:** Project Organizational Chart



# CURT WIMPÉE, PE

## SENIOR PROJECT MANAGER

Mr. Wimpée is a Senior Project Manager with over 22 years of experience all areas of civil engineering. Curt has provided design and project management for numerous infrastructure projects in Flagler County Florida and across North America. Having worked in both the public and private sectors, he has a unique understanding of how to proactively communicate with communities and project stakeholders while always looking for unique and value added solutions to design.



### REPRESENTATIVE LOCAL PROJECT EXPERIENCE

- Colbert Lane Regional Utility and Roadway Improvements – Palm Coast, FL
- Palm Industrial Park – Bunnell, FL
- Lot 6, Steel Rail Industrial Park, Bunnell, FL
- Advanced Auto Parts – Bunnell, FL
- Destiny Group Office Building – Bunnell, FL
- Bunnell Commons – Bunnell, FL
- Bunnell Business Center – Bunnell, FL
- Bunnell Warehouses – Bunnell, FL
- Old Kings Village – Flagler County, FL
- Bulow Plantation DRI – Flagler County, FL
- Rivergate Subdivision – Palm Coast, FL
- Sweetbottom Plantation Subdivision – Flagler County, FL
- Sawgrass Villas – Palm Coast, FL
- Portofino Subdivision – Palm Coast, FL
- Park Place Subdivision – Palm Coast, FL
- Forest Park Subdivision – Palm Coast, FL
- Beach Haven Residential Subdivision – Flagler County, FL
- Colbert Landings Phase I & II – Palm Coast, FL
- Flagler Beach Mixed Use – Flagler Beach, FL
- The Preserve at Graham – Palm Coast, FL
- Old Hammock Plantation – Flagler County, FL
- Solitude Condominiums – Flagler County, FL
- Hammock Preserve Mixed Use – Flagler County, FL
- Renaissance at Hammock Dunes – Flagler County, FL
- Allie's Shore – Flagler County, FL
- Amanda Subdivision – Flagler County, FL
- Surf Club North Subdivision – Flagler County, FL
- Intracoastal Bank – Palm Coast, FL
- Triangle Air Hanger Flex – Flagler County, FL
- Triangle Air II – Flagler County, FL
- Pinnacles Professional Park – Palm Coast, FL
- Emeritus Assisted Living – Palm Coast, FL
- Hammock Beach Commercial – Flagler County, FL
- Hammock Beach Commercial Park South – Flagler County, FL
- H&S Mixed Use – Flagler County, FL
- Old Dixie Crossings – Flagler County, FL
- Sherri's Operations Center – Flagler County, FL
- Old Brick Road – Flagler County, FL
- Indian Trails Fire Station – Palm Coast, FL
- Grace Presbyterian Church – Palm Coast, FL
- Christ the King Lutheran Church – Flagler County, FL
- Merrill Borrow Pit – Flagler County, FL

### PROFESSIONAL ENGINEER

- Experience: 22 years

### PROJECT ROLE

- Project Manager

### PROFESSIONAL REGISTRATIONS

- Florida (79764)
- Minnesota (40487)

### EDUCATION

- B.S. Civil Engineering, University of Minnesota

### PROFESSIONAL AFFILIATIONS

- American Society of Civil Engineers
- FCARD
- NEFBA

### AREAS OF EXPERTISE

- Project Management
- Utility Design
- Lift Stations
- Drainage Studies and Stormwater Management System Design
- Roadway Design and Reconstruction
- Maintenance of Traffic
- Signings and Markings
- General Engineering Consulting
- Public Involvement
- Public Meeting Participation

# CLARK WICKLUND, PE

VICE PRESIDENT

Mr. Wicklund has more than 22 years of experience in the design and construction of municipal and private infrastructure projects. He has been the project manager for numerous site development and utility projects in 17 states. These projects required the preparation of preliminary cost analysis, scheduling, all phases of project design, preparations of plans and specifications, and submittal for the municipal approval process.



## COMMERCIAL/RETAIL DEVELOPMENT

- Twin Cities Premium Outlets - Eagan, MN
- The Markets at Rush Creek - Maple Grove, MN
- Lowes - Oak Park Heights, MN
- L.A. Fitness - West St. Paul, MN
- Lifetime Fitness - IL, IN, MI, TX
- ABRA Autobody - MN, GA, CO
- Tricon Franchises - MN, MI, WI, GA
- Walgreens - MN, CO
- Rib Crib - MN, AK, KS, MO, OK, MT, TX
- Oak Park Commons - Oak Park Heights, MN
- Northgate Mall - Blaine, MN
- West Health - Plymouth, MN

## REDEVELOPMENT/MIXED-USE

- Central Park Commons - Eagan, MN
- L.A. Fitness - West St. Paul, MN
- Heart of the City - Burnsville, MN
- Falcon Heights Town Square - Falcon Heights, MN
- Bottineau Commons - Minneapolis, MN
- Block "C" Redevelopment - Minneapolis, MN
- The Village at Little Canada - Little Canada, MN
- Blaine Town Square - Blaine, MN

## OFFICE/INDUSTRIAL

- 610 Industrial Park - Rosemount, MN
- Continental Carbonics - Shakopee, MN
- Rosemount Clean Energies - Rosemount, MN
- Lexington Preserve Business Park - Blaine, MN
- Waters Annex - Eagan, MN
- Minnesota School of Business - Blaine, MN
- Ridgeview Professional Building - Waconia, MN
- Liberty Property Trust - Bloomington, MN
- Two Twelve Medical Center - Chaska, MN
- West Bloomington Technology Park - Bloomington, MN

## RESIDENTIAL DEVELOPMENT

- Palmer Pointe - Minnetrista, MN
- Carver Crossings - Maplewood, MN
- Encore/Zenith/ALOFT - Minneapolis, MN
- East End - Minneapolis, MN
- Little Canada Redevelopment - Little Canada, MN

## PROFESSIONAL ENGINEER

- Experience: 22 years

## PROJECT ROLE

- QA/QC Manager
- Principal-in-Charge

## PROFESSIONAL REGISTRATIONS

- Minnesota (40922)

## PROFESSIONAL AFFILIATIONS

- American Society of Civil Engineers
- Sensible Land Use Coalition
- American Council of Engineering Companies

## EDUCATION

- B.S. Civil Engineering, University of Minnesota

## AREAS OF EXPERTISE

- Design and Construction of Municipal and Private Infrastructure Projects
- Implementation of Stormwater Management and Erosion Control Systems
- Project Entitlements and Agency Coordination
- Construction Oversight and Owner Representation
- Highest and Best Use Analysis of Land
- Contract Preparation, Oversight and Adherence
- Oversight of Project Staffing and Deliverables
- Project Delivery and Scheduling

## MARK RAUSCH, PE

### ASSOCIATE

Mr. Rausch has more than 16 years experience in the design and construction of municipal and private infrastructure projects. He has been the project manager for numerous development projects including residential, commercial, and office land uses. These projects require the preparation of preliminary cost analysis, scheduling, all phases of project design, preparations of plans and specifications, submittal for the municipal approval process, and construction administration over the course of the project.



#### MEDICAL/OFFICE DEVELOPMENT

- Ridgeview Medical Clinic - Chanhassen, MN
- Ridgeview Medical Clinic - Excelsior, MN
- Ridgeview Professional Building - Waconia, MN
- Marie Steiner Kelting Hospice - Chaska, MN
- Two Twelve Medical Center - Chaska, MN
- Ridgeview Medical Center - Waconia, MN
- Little Canada Medical Building - Little Canada, MN

#### COMMERCIAL/RETAIL DEVELOPMENT

- Lifetime Fitness - Chanhassen, MN
- Kenrick Commons - Lakeville, MN
- Savage Commons - Savage, MN
- Savage Retail - Savage, MN
- West Bloomington Technology Park - Bloomington, MN
- Eden Prairie Tech Building - Eden Prairie, MN
- Central Park Commons - Eagan, MN

#### RESIDENTIAL DEVELOPMENT

- Missississippi Jewel - Lake City, MN
- Spring Creek - Carver, MN
- Nickel Creek - Carver, MN
- Palmer Pointe - Minnetrista, MN
- Elm Creek Highlands - Plymouth, MN
- The Willows - Plymouth, MN
- Fox Ridge - Arden Hills, MN
- Josephine Woods - Roseville, MN
- Lone Lake Highlands - Minnetonka, MN
- Tessman Century Farm - Brooklyn Park, MN
- Southridge - Woodbury, MN
- Rahr Preserve - Bloomington, MN
- Reeder Ridge - Eden Prairie, MN
- Lakeside Estates - Victoria, MN
- Vicksburg Ridge - Plymouth, MN
- Donegal - Maple Grove, MN
- Maple Brook - Maple Grove, MN
- Cortland - Apple Valley, MN
- Enclave on the Greenway - Plymouth, MN
- Cedar Grove Townhomes - Eagan, MN

#### PROFESSIONAL ENGINEER

- Experience: 16 years

#### PROJECT ROLE

- Design Engineer

#### PROFESSIONAL REGISTRATIONS

- Minnesota (43480)

#### EDUCATION

- B.S. Civil Engineering, University of Minnesota

#### AREAS OF EXPERTISE

- Design and Construction of Municipal and Private Infrastructure Projects
- Hydraulic and Hydrologic Modeling
- Implementation of Stormwater Management and Erosion Control Systems
- Project Entitlements and Agency Coordination
- Contract Preparation, Oversight and Adherence
- Project Delivery and Scheduling

## DAVE NASH, PE

### SENIOR PROJECT MANAGER

Mr. Nash is a civil engineer with 31 years of experience in the engineering field. As a senior project manager, Dave has navigated land development projects through the entire entitlement process from sketch plan to technical design and site construction. Dave has worked closely with local municipal agency representatives, developers, architects, contractors and surveyors throughout the planning, design and construction of residential, commercial and industrial development.



#### MUNICIPAL

- Update Comprehensive Watermain Plan – Osseo, MN
- Update MSA Street System – Otsego, MN
- Nashua Avenue – MSA Plan – Street Construction – Otsego, MN
- Thurston Avenue MSA Plan – Anoka, MN
- Update City Stormwater Management Plan – Ramsey, MN
- 153rd Avenue MSA Plan – Street and Utility Construction – Ramsey, MN
- Update City Map – Isle, MN
- Grand Marais, MN – Preliminary Report and Final Construction Plans – Cook County Airport

#### REDEVELOPMENT/MIXED-USE

- Excelsior & Grand – St. Louis Park, MN
- Waypoint – Wayzata, MN
- Kohls Store – Eagan, MN
- Ellipse II – St. Louis Park, MN

#### OFFICE/INDUSTRIAL

- Metropolitan Industrial Park – Maple Grove, MN
- Melrose Institute (Park Nicollet Eating Disorder Institute) – St. Louis Park, MN
- Powers Point – Chanhassen, MN

#### COMMERCIAL/RETAIL DEVELOPMENT

- Woodland Creek Golf Course – Andover, MN
- Markets of Rush Creek – Maple Grove, MN
- Elk River Crossing – Elk River, MN
- Wal-Mart Store – Pine City, MN
- Mann's Theater – Eagan, MN
- Holiday Convenience Store – Champlin, MN
- Begin Oaks Golf course, Plymouth, MN
- Woodland Creek Golf Course, Andover, MN

#### RESIDENTIAL DEVELOPMENT

- The Lakes of Maple Grove – Maple Grove, MN
- Bridgewater at Lake Medina – Medina, MN
- Lakeview – Orono, MN
- Fields of Medina – Medina, MN
- Country Oaks North – Andover, MN
- Cedar Hollow – Plymouth MN
- Birch Park – St. Joseph, WI
- Steeple Hill – Plymouth, MN
- Cambridge Park – Maple Grove, MN
- The Harvest Phase II – Chaska, MN

#### PROFESSIONAL ENGINEER

- Experience: 31 years

#### PROJECT ROLE

- Technical Review

#### PROFESSIONAL REGISTRATIONS

- Minnesota (21836)

#### EDUCATION

- B.S. Civil Engineering, University of Minnesota

#### AREAS OF EXPERTISE

- Site Grading and Erosion Control Design and Implementation
- Design and Construction of Municipal and Private Infrastructure Projects
- Development Approval Process - Private Developments
- Project Entitlements and Agency Coordination
- Contract Preparation, Oversight and Adherence
- Project Delivery and Scheduling

Alliant has provided design and construction services for numerous projects requiring pressurized pipe networks. The following projects were chosen due to their similar size and scope. **All three projects were completed in 2016 and total over 20,210 LF of pipe.**

<i>Project Name:</i>	<b>Central Park Commons</b>
<i>Client:</i>	CSM Corporation
<i>Contact:</i>	John Ferrier
<i>Phone:</i>	612.395.7037
<i>Email:</i>	jferrier@csmcorp.net
<i>Completion:</i>	August 2016
<i>Description:</i>	Central Park Commons is a 47-acre mixed-use urban style project that includes retail, professional office, and restaurants. <b>A total of 7,530 LF of 10" and 8" C-900 PVC and Ductile Iron Pipe</b> was installed as part of the project.

<i>Project Name:</i>	<b>Tributary Crossings</b>
<i>Client:</i>	Tradition Development
<i>Contact:</i>	Jacob Fick
<i>Phone:</i>	952.322.8704
<i>Email:</i>	jacob.fick@traditiondevelopment.com
<i>Completion:</i>	September 2016
<i>Description:</i>	Tributary Crossings is a new 140 lot single family home subdivision with new roads and utility infrastructure. The project included a 12" watermain extension totaling 1,880 LF to service the site. The project included an additional 4,850 LF of 8" and 6" watermain internal to the development. <b><u>A total of 6,730 LF of 12", 8", and 6" C-900 PVC Pipe</u></b> was installed as part of the project.

<i>Project Name:</i>	<b>Enclave on the Greenway</b>
<i>Client:</i>	Pulte Homes
<i>Contact:</i>	Chad Onsgard
<i>Phone:</i>	952.229.0723
<i>Email:</i>	chad.onsgard@pultegroup.com
<i>Completion:</i>	November 2016
<i>Description:</i>	Enclave on the Greenway is a new 128 single family home subdivision with new roads and utility infrastructure. A total of <b><u>5,950 LF of 8" and 6" C-900 PVC Pipe</u></b> was installed as part of the project.



At Alliant, we take pride in delivering complex projects on difficult timelines. This can only be accomplished through great project management and a sound project approach. Open, honest and timely communication with the City, stakeholders and potential sub-consultants is the key to project success. We will facilitate all formal reviews in an organized and timely manner to keep the project moving forward. We will also conduct progress meetings to efficiently provide updates and to discuss particular design issues that are critical to the schedule for both the City and project team. Our Quality Management Plan (QMP) will be revised to be specific to each project and will be followed religiously throughout design. The following paragraphs summarize our organized approach to initiating and delivering the project listed in this SOQ.

### **Mobilization**

Once Alliant has been awarded a project, the PM will meet with the team to choose the appropriate support staff after discussing the project requirements with the City. ProjectWise software will be utilized for the efficient management of project data files allowing access from multiple locations. Alliant has the technology in place to get a project up and running immediately upon award.

### **Managing Workloads**

Alliant is dedicated to client satisfaction. To this end, we regularly assess our workload and plan for growth by keeping our staff level above our immediate needs. This enables us to keep quality and responsiveness at the highest level. For this project, we understand that the preliminary design is due within 60 days of our notice to proceed. As a Principal of Alliant and a member of our core team, Mr. Wicklund can allocate the support staff and resources to easily meet that schedule.

Alliant project managers meet every other week to discuss current workload and staffing needs. We maintain a high-level project design schedule that tracks the expected level of project commitments per month compared to the available staffing. At our project manager meetings, we discuss project

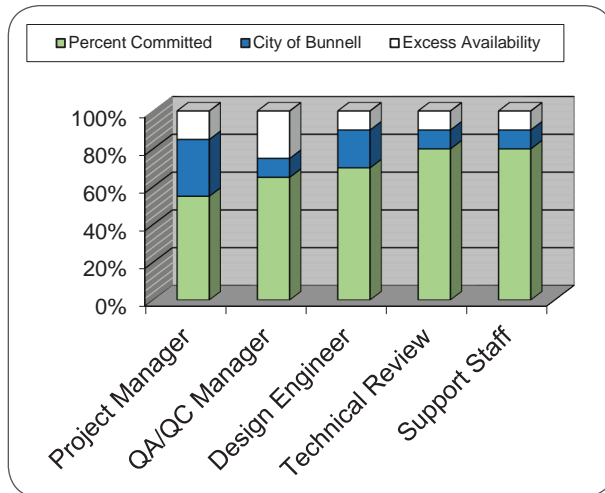
specific needs and upcoming deadlines to determine if the current staffing is appropriate or if changes will be required to ensure that schedules are met.

For specific projects, managing workloads begins with correctly anticipating the staffing levels required to deliver the project within the agreed upon schedule. Alliant has developed a Project Development Log through its work on large scale design-build projects. For each step in the design process, a well-thought out schedule is developed that identifies key milestones for design development, quality control, and submittals and reviews. The original start and completion dates are identified and interim steps in the quality control process are provided for the project team to conduct their internal checks and cross-disciplinary reviews. Finally, the QC process is finalized when the Quality Assurance Manager (QAM) reviews the documents to ensure the process has been followed. Once the QAM is satisfied that the QMP has been followed, the 60% design package will be submitted to the City for review.

The City will submit written comments or redlines at the end of their review period. Alliant will review the comments and prepare responses indicating the action to be taken (such as “incorporate change”, or “delete comment” with explanation of why the comment is being deleted). A comment resolution meeting will be scheduled to review the comments and responses and resolve any outstanding issues. Then, in this case, the 90% design would begin and the process would be repeated.

Project progress will be tracked and discussed at the Project Manager meetings. If the project is not tracking as originally planned, changes will be made to get back on schedule. These changes include requesting the project team to work extended hours, or adding appropriate staff to the Team.

Figure 2 on the following page illustrates the estimated time allotment that each of the key members can contribute at the moment. These percentages will fluctuate from week to week based on external



**FIGURE 2:** Workload and Availability Graph

influences, but resources will be concentrated when needed to complete specific tasks or address project needs as critical items dictate.

## Communication with the City of Bunnell

Fast-tracked projects require intense and continuous communication and collaboration with the City and their oversight team. Alliant will establish a draft meeting schedule for discussion at the kickoff meeting. We envision three levels of meetings: Design Review, Over-The-Shoulder Review and Progress Meetings.

## Design Review

Design review meetings will be face-to-face meetings to go over review comments at major milestones during the project. The appropriate deliverables will be submitted for City review. A meeting will be scheduled after the City's review period to go over comments. As discussed in our QMP, every comment will be included in a Comment Response memo and the required action will be documented.

## OTSR

OTSRs will be scheduled in between the major milestones. These informal design reviews will allow the City to be kept abreast of, and have input into, the design as it is progressing. The intent of these meetings is to present "in-progress" plans to the City to discuss specific issues where decisions are required

that may impact schedule. OSTRs may also include key stakeholders as appropriate. It is envisioned that most OTSR meetings would also be face-to-face.

## Progress Meetings

We will use frequent Progress Meetings to keep the City's team fully informed and involved in all aspects of the project. These meetings serve as a forum to address issues, hot topics, and identify action items that need to take place. The meetings can also serve as mini "over-the-shoulder" design reviews for portions of the project to get instant feedback from the City regarding particular issues. We consider these meeting to provide "collaboration on the fly", and we use them to present all key components of the design prior to the actual submittal. This approach ensures that the City is part of the decision making progress upfront, reducing the risk of surprises and potential re-work.

Most meetings will include an agenda, meeting minutes, and action item log. The minutes and action item log can be shared internally with Alliant's Team, and with the City staff to inform persons not at the meeting of decisions and action items that had been identified.

In addition to regularly scheduled meetings, we will establish the systems and protocols for easy sharing of electronic files to assist with design collaboration and review.

### Quality and Schedule Control

Alliant has developed several processes that enhance our ability to deliver complex projects with aggressive schedules. The following bullet points summarize our best practices and lessons learned from previous projects. These lessons enhance our ability to deliver projects on or before the proposed bidding date.

- **Identify** critical activities early on.
- **Generate** Design Development Logs that identify design periods, City Review periods, and time for quality control/quality assurance. These Design Development Logs are frequently reviewed and updated to assure schedule adherence. This Log will be a standing agenda item at each project Manager meeting.
- **Engage** team members and City staff early and often to identify critical path items and to foster cross-discipline communications and input. On a fast track schedule, issues that are not resolved in a timely manner affect the work flow. Often these issues can be resolved at the Task Manager level, with input from various disciplines, and lead to design decisions which flow down to the design support staff.
- **Identify** and immediately communicate to the City any issues or risks that arise so the problem does not compound and affect the schedule. Identify mitigation measures for each issue or risk and present to the City. Open communication with the City's PM is imperative to successful project delivery.
- **Schedule** OTSRs with the City to receive input on key issues between major milestone submittals. These OTSR can be to resolve a specific design issue or they can be a quick review of the plans to ensure that the design is progressing in the right direction.
- **Utilize** ProjectWise software to share project files with project team members and the City. ProjectWise allows work to be done efficiently in multiple offices, and allows the City easy access for reviews.
- **Incorporate** advanced accounting software (Alliant utilizes Deltek Vision) to track the level of effort being expended on the project. Com-

pare actual level of effort to the anticipated level of effort and progress being made. If necessary, adjust staffing levels up or down to maintain schedule and/or budget.

- **Manage** subconsultants as if they are your own staff. Keep them abreast of all design and schedule changes by including them in internal design meetings. Work with managers at subconsultant firms to ensure the proper staff is assigned to the project.
- **Develop** open and honest dialogue if changes to the project scope require schedule adjustments. Talk about this early on and agree on the best approach with the City's PM.
- **Utilize** progress meetings with the City to identify and address hot topics, issues, and action items. Capture this information in meeting minutes and action item logs, and share with the City and Alliant team members.
- **Ensure** there is agreement on scope of project, and when decisions need to be made. Some projects may require a roll plot or plan that clearly identifies the overall scope of the project to provide a clear path forward before getting caught up in plan sheet development.
- **Address** cost participation and cost sharing between the City and the St. Johns River Water Management District early. Clearly define boundaries, project numbers, and responsibilities.

### Quality Management

Alliant has developed an internal QMP and has refined it based on numerous Design-Bid-Build projects. We understand that a key responsibility of our team is to provide quality in design, in our plans, and in project documentation.

To accomplish this, we will develop a project-specific QMP for each project received. The QMP is a living document that will be modified as part of our continuous improvement process involving the City and other project team members as the project progresses. The QMP provides our team guidance on how to ensure that we provide the services, designs, drawings, and reports in a manner that meet



the professional standard of care for such work and the requirements of the RFP. Each key element of our quality process is structured to allow the City to actively participate in the design development.

As a principal of Alliant, Clark Wicklund will serve as the Design Quality Assurance Manager and will conduct quality control audits to ensure that the QMP is being followed. Clark has over 22 years of experience and is very familiar with the quality management process.

Alliant's experience with the quality process has shown that the quality process must be part of the everyday work flow, and must be taken seriously from the top down and the bottom up. Accountability of production staff is very important to ensure that quality is built in from the very beginning of production. Incorporation of Alliant's "best practices" and "lessons learned" provide enhancements to the typical QMP template. Value added components of Alliant's QMP include implementation of the following:

- Design kickoff meeting to establish expectations of both the City and our design team.
- Deliverables and documents scheduled and sequenced to allow the City to efficiently complete reviews.
- Consistently scheduled meetings to ensure that participants have input into critical areas of the design as it is being developed, rather than at the completion of design.
- Independent technical reviews to ensure that the deliverables and documents meet the standard of care and are completed in accordance with contract requirements.
- Alliant has developed an extensive quality control system through our design-build and design-bid-build experiences. As part of this process, we record every comment received from the City during each design submittal. The comment is logged in a comment resolution form, and the disposition of each comment is recorded and discussed with the City at each step in the process.

- Quality assurance audits of all submittals for full compliance with the Quality Control process described in the QMP

## *State of Florida Department of State*

I certify from the records of this office that ALLIANT ENGINEERING, INCORPORATED is a Minnesota corporation authorized to transact business in the State of Florida, qualified on March 10, 2011.

The document number of this corporation is F11000001096.

I further certify that said corporation has paid all fees due this office through December 31, 2016, that its most recent annual report/uniform business report was filed on March 8, 2016, and that its status is active.

I further certify that said corporation has not filed a Certificate of Withdrawal.

*Given under my hand and the  
Great Seal of the State of Florida  
at Tallahassee, the Capital, this  
the Eighth day of March, 2016*



*Ken Diefner*  
**Secretary of State**

Tracking Number: CC2853361498

To authenticate this certificate, visit the following site, enter this number, and then follow the instructions displayed.

<https://services.sunbiz.org/Filings/CertificateOfStatus/CertificateAuthentication>



**Florida dbpr** **DBPR ONLINE SERVICES**

Log On Home

Search for a Licensee  
 Apply for a License  
 View Application Status  
 Find Exam Information  
 File a Complaint  
 AB&T Delinquent  
 Invoice & Activity  
 List Search

**Licensee Details**

**Licensee Information**

Name: WIMPEE, CURTIS MARCEL (Primary Name)  
 Main Address: 11410 WILDECROFT TERRACE  
 JACKSONVILLE Florida 32223  
 County: DUVAL  
 License Mailing:  
 LicenseLocation:

**License Information**

License Type: Professional Engineer  
 Rank: Prof Engineer  
 License Number: 79764  
 Status: Current,Active  
 Licensure Date: 08/13/2015  
 Expires: 02/28/2019

Minnesota State Board of Architecture, Engineering,  
 Land Surveying, Landscape Architecture,  
 Geoscience and Interior Design  
 This is to certify that

**Clark John Wicklund**

is a licensed

**Professional Engineer**

40922	01/10/2017	06/30/2018
License Number	Effective Date	Expiration Date

MINNESOTA STATE BOARD OF ARCHITECTURE, ENGINEERING,  
 LAND SURVEYING, LANDSCAPE ARCHITECTURE, GEOSCIENCE  
 AND INTERIOR DESIGN  
 THIS IS TO CERTIFY THAT

**Clark John Wicklund**

is a licensed

**Professional Engineer**

License Number	Effective Date	Expiration Date
40922	01/10/2017	06/30/2018

Minnesota State Board of Architecture, Engineering,  
Land Surveying, Landscape Architecture,  
Geoscience and Interior Design  
This is to certify that

**Mark Patrick Rausch**

is a licensed

**Professional Engineer**

43480	06/13/2016	06/30/2018
License Number	Effective Date	Expiration Date
ISSUED TO:	Mark Patrick Rausch Alliant Engineering, Inc. 233 Park Ave S Ste 300 Minneapolis, MN 55415	

License Number	Expires
43480	06/30/2018

MINNESOTA STATE BOARD OF ARCHITECTURE, ENGINEERING,  
LAND SURVEYING, LANDSCAPE ARCHITECTURE, GEOSCIENCE  
AND INTERIOR DESIGN  
THIS IS TO CERTIFY THAT

**Mark Patrick Rausch**

is a licensed

**Professional Engineer**

License Number	Effective Date	Expiration Date
43480	06/13/2016	06/30/2018

Minnesota State Board of Architecture, Engineering,  
Land Surveying, Landscape Architecture,  
Geoscience and Interior Design  
This is to certify that

**David J Nash**

is a licensed

**Professional Engineer**

21836	06/02/2016	06/30/2018
License Number	Effective Date	Expiration Date
ISSUED TO:	David J Nash 4610 Bluebell Trail N Medina, MN 55340	

License Number	Expires
21836	06/30/2018

MINNESOTA STATE BOARD OF ARCHITECTURE, ENGINEERING,  
LAND SURVEYING, LANDSCAPE ARCHITECTURE, GEOSCIENCE  
AND INTERIOR DESIGN  
THIS IS TO CERTIFY THAT

**David J Nash**

is a licensed

**Professional Engineer**

License Number	Effective Date	Expiration Date
21836	06/02/2016	06/30/2018



**CONFLICT/NON-CONFLICT OF INTEREST STATEMENT**

(Form A)

**CHECK ONE**

☒ To the best of our knowledge, the undersigned firm has no potential conflict of interest due to any other clients, contracts, or property interest for this project.

**OR**

☐ The undersigned firm, by attachment to this form, submits information which may be a potential conflict of interest due to other clients, contracts, or property interest for this project.

**LITIGATION STATEMENT****CHECK ONE**

☒ The undersigned firm has had no litigation and/or judgments entered against it by any local, state or federal entity and has had no litigation and/or judgments entered against such entities during the past ten (10) years.

☐ The undersigned firm, **BY ATTACHMENT TO THIS FORM**, submits a summary and disposition of individual cases of litigation and/or judgments entered by or against any local, state or federal entity, by any state or federal court, during the past ten (10) years.

Alliant Engineering, Inc.  
COMPANY NAME

C. Wicklund  
AUTHORIZED SIGNATURE

Clark Wicklund  
NAME (PRINT OR TYPE)

Vice President  
TITLE

Failure to check the appropriate blocks above may result in disqualification of your proposal. Likewise, failure to provide documentation of a possible conflict of interest, or a summary of past litigation and/or judgments, may result in disqualification of your proposal.

***THIS PAGE MUST BE COMPLETED AND RETURNED WITH YOUR PROPOSAL***

**CITY OF BUNNELL**

**DRUG-FREE WORKPLACE CERTIFICATION**

(Form B)

Does your Agency have a Drug-Free Workplace Program:

Yes: ☒

No: ☐

In order to have a drug-free workplace program, a business shall:

Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.

Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violation.

Give each employee that engages in providing the commodities or contractual services that are under proposal a copy of the statement specified in subsection (1).

In the statement specified in subsection (1), notify the employees that, as a condition of working on the commodities or contractual services that are under proposal, the employee will abide by the terms of the statement and will notify the employer of any conviction of, or plea of guilty or nolo contendere to, any violation of Chapter 893 or of any controlled substance law of the United States or any state, for a violation occurring in the workplace no later than five (5) calendar days after such conviction.

Impose sanctions on, or require the satisfactory participation in a drug abuse assistance or rehabilitation program if such is available in the employee's community, by any employee who is so convicted.

Make a good faith effort to continue to maintain a drug-free workplace through implementation of this section.

Clark Wicklund  
\_\_\_\_\_  
NAME  
C. Wicklund  
\_\_\_\_\_  
SIGNATURE  
Vice President  
\_\_\_\_\_  
TITLE



# CERTIFICATE OF LIABILITY INSURANCE

ALLIENG-01

DOTR

DATE (MM/DD/YYYY)

02/20/2017

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

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

PRODUCER Associated Benefits and Risk Consulting 12600 Whitewater Drive Minnetonka, MN 55343	(952) 945-0200	CONTACT NAME: Paula Larson PHONE (A/C, No, Ext): E-MAIL ADDRESS: Paula.Larson@associatedBRC.com FAX (A/C, No): INSURER(S) AFFORDING COVERAGE INSURER A: Charter Oak Fire Insurance Co. INSURER B: Nationwide Mutual Insurance Co INSURER C: Travelers Indemnity Company INSURER D: Travelers Casualty Ins Co of America INSURER E: Travelers Casualty and Surety Co. of America INSURER F:	NAIC # 31194
INSURED Alliant Engineering Inc. 233 Park Avenue South Suite 300 Minneapolis, MN 55415			

## COVERAGES

## CERTIFICATE NUMBER:

## REVISION NUMBER:

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

INSR LTR	TYPE OF INSURANCE	ADDITIONAL INSURER	SUBROGATION WAIVED	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> GENERAL LIABILITY <input type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PROJECT <input type="checkbox"/> LOC	X		680-6H187197-16-47	10/30/2016	10/30/2017	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000
B	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS			BA3026886291	10/30/2016	10/30/2017	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (PER ACCIDENT) \$
C	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input checked="" type="checkbox"/> RETENTION \$ 10,000			CUP4C824574	10/30/2016	10/30/2017	EACH OCCURRENCE \$ 5,000,000 AGGREGATE \$ 5,000,000
D	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below Y / N <input checked="" type="checkbox"/> N / A		N / A	UB3987T263	10/30/2016	10/30/2017	<input checked="" type="checkbox"/> WC STATUTORY LIMITS <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
E	Professional Liability			105364916	10/30/2016	10/30/2017	\$5,000,000

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

The City of Bunnell is an additional insured, as required by written contract, with respects to General Liability per form CGD381 0915.

## CERTIFICATE HOLDER

## CANCELLATION

City of Bunnell PO BOX 756 Bunnell, FL 32110-	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.  AUTHORIZED REPRESENTATIVE 
---	---

© 1988-2010 ACORD CORPORATION. All rights reserved.

ACORD 25 (2010/05)

The ACORD name and logo are registered marks of ACORD



Form **W-9**  
(Rev. December 2014)  
Department of the Treasury  
Internal Revenue Service

**Request for Taxpayer  
Identification Number and Certification**

**Give Form to the  
requester. Do not  
send to the IRS.**

**1** Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.  
**Alliant Engineering, Inc.**

**2** Business name/disregarded entity name, if different from above

**3** Check appropriate box for federal tax classification; check only **one** of the following seven boxes:  
☐ Individual/sole proprietor or single-member LLC  
☐ C Corporation ☒ S Corporation ☐ Partnership ☐ Trust/estate  
☐ Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ \_\_\_\_\_  
**Note.** For a single-member LLC that is disregarded, do not check LLC; check the appropriate box in the line above for the tax classification of the single-member owner.  
☐ Other (see instructions) ▶ \_\_\_\_\_

**4** Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):  
 Exempt payee code (if any) \_\_\_\_\_  
 Exemption from FATCA reporting code (if any) \_\_\_\_\_  
*(Applies to accounts maintained outside the U.S.)*

**5** Address (number, street, and apt. or suite no.)  
**233 Park Ave S., Ste 300**

**6** City, state, and ZIP code  
**Minneapolis, MN 55415**

**7** List account number(s) here (optional)

**Part I Taxpayer Identification Number (TIN)**  
 Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.  
**Note.** If the account is in more than one name, see the instructions for line 1 and the chart on page 4 for guidelines on whose number to enter.

**Social security number**  
 [ ] [ ] [ ] - [ ] [ ] - [ ] [ ] [ ] [ ]  
**or**  
**Employer identification number**  
 4 1 - 1 8 1 8 0 4 6

**Part II Certification**  
 Under penalties of perjury, I certify that:  
 1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and  
 2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and  
 3. I am a U.S. citizen or other U.S. person (defined below); and  
 4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.  
**Certification instructions.** You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 3.

**Sign Here** Signature of U.S. person ▶ *[Signature]* Date ▶ **1-7-17**

**General Instructions**  
 Section references are to the Internal Revenue Code unless otherwise noted.  
**Future developments.** Information about developments affecting Form W-9 (such as legislation enacted after we release it) is at [www.irs.gov/fw9](http://www.irs.gov/fw9).  
**Purpose of Form**  
 An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following:  
 • Form 1099-INT (interest earned or paid)  
 • Form 1099-DIV (dividends, including those from stocks or mutual funds)  
 • Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)  
 • Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)  
 • Form 1099-S (proceeds from real estate transactions)  
 • Form 1099-K (merchant card and third party network transactions)  
 • Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)  
 • Form 1099-C (canceled debt)  
 • Form 1099-A (acquisition or abandonment of secured property)  
 Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.  
 If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See *What is backup withholding?* on page 2.  
 By signing the filled-out form, you:  
 1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),  
 2. Certify that you are not subject to backup withholding, or  
 3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income, and  
 4. Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct. See *What is FATCA reporting?* on page 2 for further information.

Cat. No. 10231X

Form W-9 (Rev. 12-2014)



CATHERINE D. ROBINSON  
MAYOR

JOHN ROGERS  
VICE-MAYOR

DAN DAVIS  
CITY MANAGER



**COMMISSIONERS:**

ELBERT TUCKER

BILL BAXLEY

BONITA ROBINSON

DATE: February 7, 2017

TO: ALL BIDDERS

FROM: Stella Gurnee, Finance Director

RE: Addendum #1 for RFQ 2017-01 Professional Engineering Design Services

This addendum is being issued to provide all prospective proposers with corrected information on e-mail contact shown on page 1 of the bid document:

Page 1 indicates that interested parties may obtain instruction packets via e-mail at [mbaldwin@bunnellcity.us](mailto:mbaldwin@bunnellcity.us).

Page 1 is corrected to state that interested parties may obtain instruction packets via e-mail at [mbaldwin@bunnellcity.us](mailto:mbaldwin@bunnellcity.us).

In all other respects, except as specifically stated herein, the subject RFQ remains unchanged.

**END OF ADDENDUM #1**

The City of Bunnell is an Equal Opportunity Service Provider.

Post Office Box 756• Bunnell, Florida 32110-0756• 386-437-7500• Fax 386-437-7503  
[www.bunnellcity.us](http://www.bunnellcity.us)

CATHERINE D. ROBINSON  
MAYOR

JOHN ROGERS  
VICE-MAYOR

DAN DAVIS  
CITY MANAGER



COMMISSIONERS:

ELBERT TUCKER

BILL BAXLEY

BONITA ROBINSON

DATE: March 3, 2017  
TO: ALL RESPONDENTS  
FROM: Stella Gurnee, Finance Director  
RE: Questions for RFQ 2017-03 Professional Engineering Services

This information is being issued to provide all prospective proposers on questions asked regarding the RFQ (answers shown in red):

1. Is permitting included within the 60-day and 30-day timeline including for FDOT?  
*The Permitting will not need to go to FDOT, the planned RCW is solely planned to stay on private ROW and not cross onto SR100.*
2. How many firms submitted on the original RFQ?  
*7 Firms Responded*
3. Can the City provide a map of the intended route of the RCW?  
*Attached is a simple map of the planned route. The Road will have a 20' utility easement.*
4. Will the connection at SR100 and Commerce Parkway require a crossing of SR100?  
*The RCW main will not be connecting to Commerce Parkway at this time. As customers come online, we will expand the RCW along SR100 and also through Commerce PKWY.*
5. Can you please verify that the RW pipeline connection point is at the golf course RW pump station on Grand Reserve Drive?  
*Yes, the RW line is extending from the point where it currently stops at the golf course valve structure. There is two pump stations close by, one services the golf course and the other services the common areas and houses. The current RW line has 2 valves above ground currently and then open feeds the Reclaim storage pond/Driving range.*
6. The RFQ includes the following: "Design should include equipment needed to adequately apply pressure to end users for direct irrigation". What is the pressure at the golf course connection point? What is the required pressure at the end user location?  
*The RW line currently pumps to open end ponds. The valves are actuated by float controls. When the floats reach shut off level, they close the valves at the reuse ponds. When the pressure reaches 30psi at the WWTP(Reuse Pumps) that tells the system that the valves are closed and the pumps shut off. I*

The City of Bunnell is an Equal Opportunity Service Provider.

Post Office Box 756• Bunnell, Florida 32110-0756• 386-437-7500• Fax 386-437-7503  
[www.bunnellcity.us](http://www.bunnellcity.us)

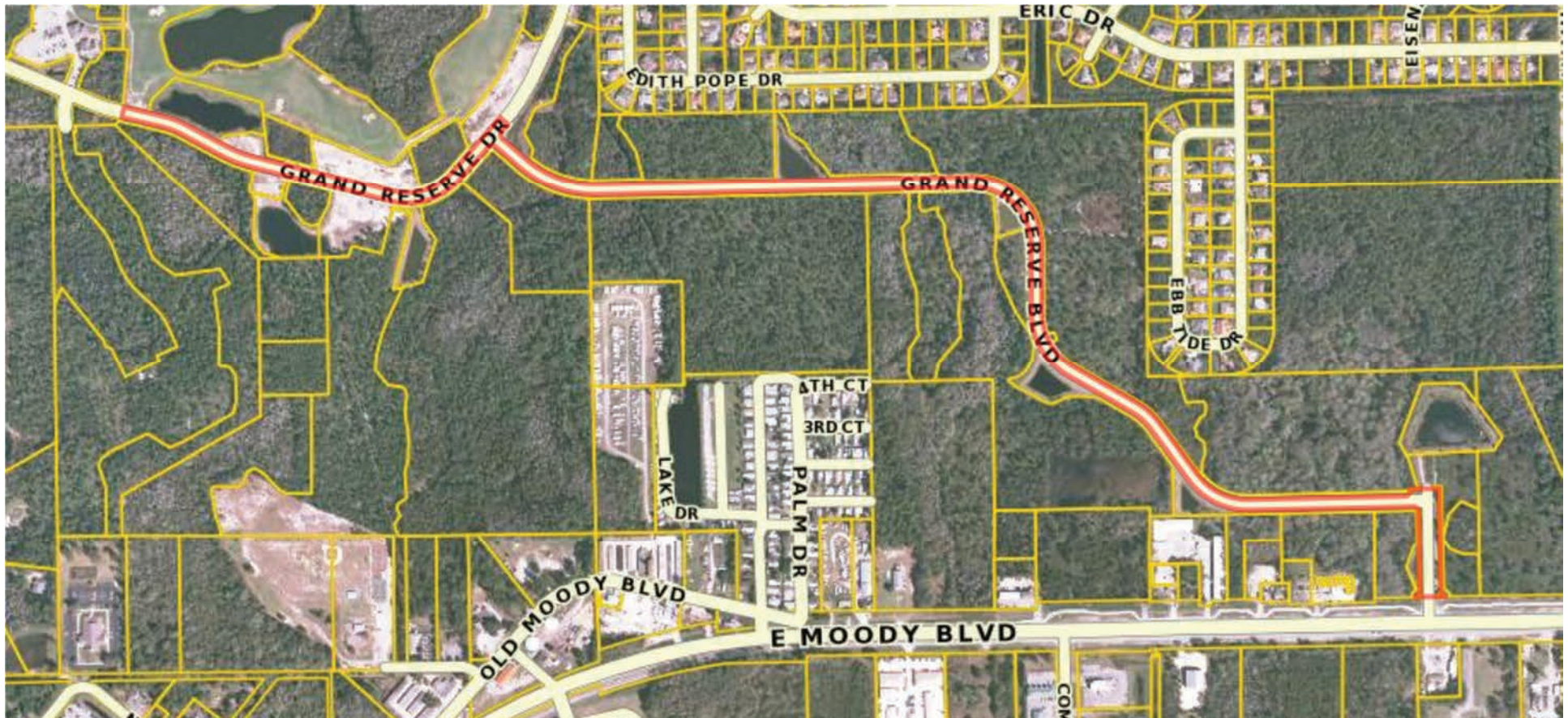
have seen the Psi reading reach 45/50psi but that is not normal operation. The end service pressure needs to be able to Irrigate the medians and support a pressured main that could service anyone needing reclaim services. Typically, a 50-60psi will maintain an irrigation system. Typically, this is going to require a booster station at the end of the extension, we need an engineering firm to provide the design/modeling/options to do this.

**END OF QUESTIONS**

The City of Bunnell is an Equal Opportunity Service Provider.

Post Office Box 756• Bunnell, Florida 32110-0756• 386-437-7500• Fax 386-437-7503  
[www.bunnellcity.us](http://www.bunnellcity.us)

Map of Reclaim Extension Route







# PROFESSIONAL SERVICES

For the City of  
Bunnell

**cph**

**Proposal No. 2017-03**  
**"Professional Utility  
Engineering Services"**

**CPH, Inc.**  
520 Palm Coast Parkway SW, Suite 200  
Palm Coast, FL 32137  
Phone 386.445.6569  
Fax 386.447.8991  
[www.cphcorp.com](http://www.cphcorp.com)

# TABLE OF CONTENTS

**01** COVER LETTER

**02** PROPOSED TEAM

**03** SIMILAR PROJECTS/  
WORKLOAD

**04** COMPLETED CONFLICT,  
NON-CONFLICT  
STATEMENT

**05** COMPLETED DRUG-  
FREE WORKPLACE  
CERTIFICATION

**06** CERTIFICATE OF  
INSURANCE

**07** PRIME PROFESSIONAL'S  
LICENSE

**08** COMPLETED W-9





March 23, 2017

Ms. Sandi Bolser, City Clerk  
City of Bunnell  
201 West Moody Blvd.  
Bunnell, FL 32110

520 Palm Coast Parkway, SW  
Suite 200  
Palm Coast, FL 32137  
Phone: 386.445.6569  
Fax: 386.447.8991

Re: Professional Utility Engineering Services  
Proposal No. 2017-03

Ms. Bolser:

CPH, Inc. (CPH) is pleased to provide our qualifications for the contract identified above. We have been providing utility design services to municipal clients in Florida since 1981, and have been located in Flagler County for over 18 years. We have developed a team that is local, understands the City, has similar pipeline experience, and is available.

Our local office, at 520 Palm Coast Parkway SW, Suite 200, Palm Coast, FL 32137, is fully staffed with principals of the firm, engineers, surveyors, designers, technicians, and administrative staff that have successfully worked together on over \$300 million in utility improvements throughout Flagler County. This team has worked together for over a decade, and understands the local area as well and has established relationships with regulatory agencies. Through this experience, CPH and our team members have developed an extensive portfolio of relevant design details and an understanding of the City's design guidelines.

CPH and our proposed team have provided services for small to large pipeline projects ranging in size from 2" to 84" in diameter. Our proposed team recently completed services for the City of Palm Coast's Reclaimed Water System. This project was separated into three phases. Phase A consisted of a 30-inch reclaimed water main, Phase B consisted of a 20-inch reclaimed water main, and the Phase C improvements included the construction of the Cigar Lake Reclaimed Water Re-Pumping Station and connection to the Town Center Reclaimed Water Distribution System.

CPH is a full service design firm with a history of providing engineering services for utility projects for over 35 years. Since our foundation in 1981, CPH has provided planning, evaluation, design, and permitting services to clients for sewer collection systems, reclaimed systems, and water systems. Projects have included collection, transmission, pumping and treatment. CPH has served over 60 separate city and county municipal clients. Work has included providing planning, design, permitting and construction management for over \$500 Million in utility improvements in the last ten (10) years, with hundreds of millions more completed in our 35+ year history. CPH has provided design, permitting, and construction services for utility infrastructure projects with pipe sizes ranging from 4" to 84" and has provided services for over 500 miles of pipeline projects.

Our proposed team is made up of well-qualified individuals. All of the assigned team members each have fifteen plus (15+) years of direct pipeline experience and have worked together on over one hundred (100) similar reclaimed, water, and sewer pipeline projects. Each team member has provided design and construction for projects equaling 8,000 LF or larger and our team has developed a proven approach to these types of projects. As an example of our team experience, we have provided a chart



below of our key team members and one project for each that meets or exceeds the minimum experience requirement.

Name	Role	Project Name	Diameter	Length (Linear Feet)
David A. Gierach, P.E., CGC	Principal-in-Charge	Palm Coast Reclaimed Water System	16" to 30"	56,856
Rocco R. Nasso, P.E.	Project Manager	Old Kings Road North RWM	16" to 30"	31,488
J. Brett Markovitz	Client Contact	Matanzas Woods Pkwy Reclaimed Water Main	16", 18"	16,368
N. Katriina Bowman, P.E., CCS	Engineer of Record	Old Kings Road South RWM	16" to 30"	16,898
David E. Mahler, P.E.	Utility Engineer	North Side Area Reclaimed Water Main Extensions	6", 8", 12", 16", 18"	15,096
James R. Morris, Jr., P.E.	Utility Engineer	SSA/ESA 36" WM & 24" Reclaimed Water Main	20"	39,960
Gerald M. Cox, CGC, CUC	QA/QC and CEI	Islamorada Village Wide Gravity Sewer & Vacuum Assist (Design/Build/Operate)	4" to 10"	43,957
Thomas J. Galloway, PSM	Project Surveyor	Area IV Well Outfitting and Raw Water Transmission Main – Phases 1 and 2	16" to 20"	72,000
Clinton Iannotti	Senior Inspector	Palm Coast Reclaimed Water System	16" to 30"	56,856

Our previous project experience and ability to effectively provide a variety of engineering services to long-term clients is evidence of our commitment. **Our personnel will endeavor to provide prompt, personalized, and cost effective services that are completely professional in helping to achieve your goals.** On the following page we have included a chart of recent reclaimed water main projects that the CPH team has completed for other municipal clients in Florida.

**This proposal is valid for a period of no less than 90 days from the date of receipt.**

We appreciate the opportunity to respond to the City's request, and we look forward to meeting with you to answer any questions you may have about our company. Thank you for considering our firm.

Sincerely,

**CPH, Inc.**

David A. Gierach, P.E., CGC  
President

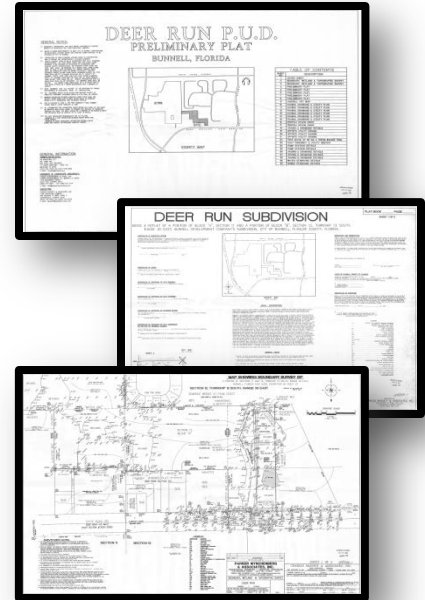


CPH and our team members are very excited about the opportunity to serve the City of Bunnell on this project. We have performed some field visits, and gathered some preliminary data. The general alignment from Grand Reserve Drive consists of a connection to an existing 10" reclaimed water main at the pump station on Grand Reserve Drive then Easterly to the intersection of Grand Reserve Drive and Grand Reserve Blvd. The alignment continues East and South along Grand Reserve Blvd. to the intersection of Grand Reserve Blvd. and Grand Reserve Parkway. From there, the pipeline continues South along Grand Reserve Parkway to State Road HWY 100 Right of way (R/W) where the proposed reclaimed line terminates.

The projected utility alignment is along established paved roadways. Grand Reserve Drive, 50' R/W, Grand Reserve Blvd., 50' R/W and Grand Reserve Parkway 100' R/W. All roads being a 24' paved asphalt surface with 2' curb and gutter. Grand Reserve Parkway transitions into a divided one lane in and 2 lanes out entry with 2' curb and gutter at the intersection of S.R. HWY 100.

The R/W is currently privately owned by Deer Run CDD and anticipated that a 20' Utility easement will be dedicated to The City of Bunnell for the purpose of this reclaimed line. Booster pump evaluation and modeling would be provided to allow the City the options available for the most efficient and economical applications to the proposed system and distribution needs.

**Grand Reserve Drive** - There is gravity sewer running in the center of the road way, 10" water main on the North side, 6" sanitary force main on the South side, and two (2) storm water crossings the first discharging to the North and the second to the S. of the roadway, there are FPL electrical concrete pull boxes on both sides of the road as well as fire hydrants. There is an existing sidewalk on the North side of the road and planted trees on both sides in all areas not designated as conservation. The preferred utility route is on the S. side of Grand Reserve Drive between the existing 6" force main and R/W. A connection will be provided to the existing 10" reclaimed water main on the S. side of the roadway and continue eastward to Grand Reserve Blvd. A road crossing will be required across Grand Reserve Blvd. A directional drill is recommended at this location.



**Grand Reserve Blvd.** - There are six (6) fenced culvert crossings providing hydraulic connections between the North side and South side of the roadway. It appears the gravity sanitary sewer runs down the center of the roadway. Fire hydrant locations and the 10" water main run along the S. side of the road. Storm water piping predominantly runs along the North and East side of the road close to the pavement edge with two of the three retention ponds being located on the South side of the roadway. There is a sewer lift station and 6" force main on the North side of the road. FPL pull boxes were observed on the South side of the road so it is assumed that the electric transmission lines are also on the South side. The preferred proposed utility route would be the North and East of Grand Reserve Boulevard where there are less crossing conflicts and existing utility lines. The proposed reclaim utility line would be located outside and parallel the existing 6" force main.



**Grand Reserve Parkway** - Fire hydrant locations and the water main run along the West side of the roadway. One (1) 18 inch storm water pipe crosses the pavement from East to West into a retention pond located on the West side of the roadway at the site entry. The preferred proposed utility route would be the East side of Grand Reserve Parkway where there is less conflict. The large entry structure will require a directional drill to navigate to the S.R. HWY 100 R/W. An alternative route around the Entry Structure may be investigated for economy if sufficient R/W is available.



#### **Grand Reserve Parkway and S.R. HWY 100 R/W**

The proposed reclaimed main will terminate at the S.R. HWY 100 R/W as directed by the City of Bunnell Utility Department.



#### **Service Pressure Evaluation**

Hydraulic evaluation of the reclaimed system can be done such that the proper selection of pumps and pipes can be determined based upon the flows and pressures needed at any given point in the distribution system. The key element is to determine the most economical way to achieve the desired levels of service. Depending on the size of the system and the existing distribution system we



can make a proper pump selection to meet the demands required by the end user. Some situations may dictate an inline booster pump station and others scenarios may be met by modifications of the high service pumps at the facility. The hydraulic modeling provides a means of evaluation of the different scenarios to allow a well informed decision to be made. These types of evaluations are done by our staff on numerous occasions for our clients.

### **Design Standards**

- Where the proposed reclaim utility line would be located parallel to the existing utilities, Florida Department of Environmental Protection (FDEP) separation requirements of three (3) feet clearance between force main, gravity sewer and storm sewer pipes, and six (6) feet between potable water mains would be met.
- Testing of the new main piping, fittings and valves will be designed in accordance with FDEP and the City of Bunnell Utility Department.
- All existing water, sewer stub outs and storm pipe crossings would also be designed to meet FDEP and the City of Bunnell requirements.
- The reclaimed water pipe stub outs (if needed) would be strategically located and sized to serve adjacent parcels on both sides of the roadway with directional drill at those locations where it crosses the pavement.

## Reclaimed Water Main Chart

Reclaimed Water Mains (RWM) Projects	Diameter	Length (l.f.)	Dir. Drill or Jack & Bore	Open Cut	FDOT ROW
Palm Coast Matanzas Woods Reclaimed Water Main	16"-18"	16,368			
Old Kings Road North RWM	16" to 30"	31,488	✓		
Old Kings Road South RWM	16" to 30"	16,898	✓		
ESA SSA Pipeline Project	20"	39,960			
Oviedo Reclaimed Water Main Phase I and II	20", 24"	21,680	✓		✓
North Side Area Reclaimed Water Main Extensions	6", 8", 12", 16", 18"	15,096		✓	
International Parkway Water Main & RWM Extensions	16"	13,300			
Glen Abbey Reclaimed Water Line	12"- 4"	17,450	✓		
Casselberry Reclaimed Expansion	4", 6", 8", 12"	125,136	✓		
Winter Springs Reclaimed Water Improvements	4", 6", 8"	8,850			
Donald E. Smith Road Reclaimed	8" and 18"	4,875	✓		
Wekiva – Apopka Reclaimed Interconnect	16"	31,680		✓	✓
Volusia-Sanford Reclaimed Interconnect	20", 24"	2,750	✓	✓	✓
Palm Coast New Well Field	8" to 24"	22,176	✓		
Martin Luther King Blvd 12" Reclaimed Water Main Extension	12", 30"	2,150		✓	✓
Eustis Reclaimed Water System Expansion	6", 8", 10", 12"	13,200	✓		
Lake Groves Reclaimed Water Main	12", 16"	13,200	✓		
Grant Line Road and Wayside Drive Utilities Construction	8-16"	10,000			✓
East Lake Mary Boulevard Utility Relocations	8", 12", 24"	11,400			
International Parkway Water Main and Reclaimed Water Main Construction	16"	13,300			
Greenwood Lakes/Heathrow Water and Reclaimed Water Transmission Mains	16"	5,500			✓
CR-46A Reclaimed Water Main	12", 14", 20"	12,830			
Sanlando Reuse System- Ph III	16"	11,500	✓		
Palmetto Ave., Valencia Ct., Woodfield Dr. RWM Extensions	4"	4,700	✓		
SR 46 Detour Road and SR 415 Utility Relocations	8" to 10"	1,370	✓		
S.R. 50 Station 737+37.82 to Station 903+50 Utilities Relocation Project, Ocoee	4"-12"	7,500			✓

## 2. Proposed Consultant Team



CPH has provided planning, design, and construction services to numerous utility clients for projects that include reclaimed, water, wastewater, conveyance systems, pumping facilities, and treatment plants. Our team has successfully implemented these types of projects throughout Florida for over 40 years for small to large size utility service areas. The team has designed and permitted utility infrastructure projects with pipe sizes ranging from 4" to 84" and has provided services for over 500 miles of pipeline projects. The chart below details our team's years of experience and education. In addition, we have included detailed resumes on the following pages. The team can be reached at our CPH Palm Coast Office, 520 Palm Coast Parkway SW, Suite 200, Palm Coast, FL 32137, Phone: 386.445.6569, Email: [info@cphcorp.com](mailto:info@cphcorp.com).

Name	Title	Years of Experience	Education/Licenses
David A. Gierach, P.E., CGC	Principal-in-Charge	33	B.S. in Environmental Engineering, University of Florida Professional Engineer – FL (No. 38642) General Contractor License – FL (No. 060789)
J. Brett Markovitz	Client Contact	35	Area of Specialties: Project Administration, Permitting, Construction Management, Commercial/Residential Developments, Public Improvements, Quality Control
Rocco R. Nasso, P.E.	Project Manager	16	B.S. in Civil Engineering, University of Central Florida Professional Engineer - FL (No. 64727) Qualified Stormwater Management Inspector, Advanced Maintenance of Traffic Certification, OSHA Construction Safety & Health Certification, CTQP Asphalt Paving Technician- Level I & II
N. Katriina Bowman, P.E., CCS	Project Engineer	29	M.S. in Civil Engineering, Clemson University B.S. in Civil Engineering, Clemson University Professional Engineer - FL (No. 45155) Certified Construction Specifier – Construction Specifications Institute (CSI), Qualified Stormwater Management Inspector, Advanced Maintenance of Traffic Qualification (FDOT)
David E. Mahler, P.E.	Project Engineer	26	B.S. in Environmental Engineering, University of Central Florida Professional Engineer – FL (No. 50041)
James R. Morris, Jr., P.E.	Project Engineer	16	B.S. in Environmental Engineering, University of Central Florida Professional Engineer – FL (No. 62384)
Gerald M. Cox, CGC, CUC	QA/QC and CEI	41	B.S. in Building Construction, University of Florida Certified General Contractor – FL (No. 010771) Certified Utility Contractor – FL (No. 051667)
Thomas J. Galloway, PSM	Project Surveyor	26	B.S. in Surveying and Mapping, University of Florida Professional Surveyor & Mapper – FL (No. 6549)
Clint T. Iannotti	Senior Inspector	19	Architectural/Structural AutoCAD Diploma, St. Augustine Technical Center CTQP Final Estimates- Level I & II, Advanced Maintenance of Traffic, Intermediate Maintenance of Traffic, Qualified Stormwater Management Inspector, Critical Structures Construction Issues Course





# DAVID A. GIERACH, P.E., CGC

## PRINCIPAL-IN-CHARGE

Mr. Gierach has over 33 years of experience in engineering and construction for projects that include roadways, trails, parks, treatment facilities, pump/lift stations, drainage, pipelines, and vertical construction projects. He has managed the planning, design, permitting, and construction of projects that range from \$1 Million to projects over \$200 Million in value. His expertise includes gravity sewer systems including collection and treatment. He has worked on small to large regional collection systems that include replacement, evaluation and repairs, expansions, upgrades, pipe bursting, pipelining, manhole adjustment and repairs, and pump stations. David has provided services for innovative solutions relevant to sewer systems that include gravity with vacuum assist, low pressure systems, and hybrid methods for utility clients. In addition, David is well versed in various installation methods including open cut, micro tunneling, directional drill, jack and bore, subaqueous, as well as aerial crossings.



### WORK EXPERIENCE



#### OLD KINGS ROAD WATER MAIN NORTH

- 16" to 30", 31,488 LF

#### OLD KINGS ROAD WATER MAIN SOUTH

- 16" to 30", 16,898 LF



#### TITUSVILLE AREA IV RAW WATER TRANSMISSION MAIN – PHASES I AND II

- 16" to 20", 72,000 LF



#### ISLAMORADA VILLAGE WIDE GRAVITY SEWER & VACUUM ASSIST (DESIGN/BUILD/OPEERATE)

- 3" to 20", 500,000 LF

#### PALM COAST NEW WELLFIELD

- 8" to 24", 22,176 LF

#### MIDWAY UTILITIES REPLACEMENT – PHASE I

- 4" to 10", 10,665 LF



#### SEMINOLE COUNTY REGIONAL WATER TREATMENT FACILITY AT YANKEE LAKE

- 4" to 42", 40,000 LF



#### VOLUSIA-SANFORD RECLAIMED WATER MAIN INTERCONNECT

- 20" and 24", 2,750 LF

#### INTERNATIONAL PARKWAY WATER MAIN & RECLAIMED WATER MAIN EXTENSIONS

- 16" and 20", 19,400 LF



#### EAST LAKE MARY BLVD UTILITY RELOCATIONS

- 6" to 24", 53,000 LF

#### CITY OF SANFORD SEWER SYSTEM

- 6" to 24", 225,675 LF



#### CHICKASAW WOODS AND SHENANDOAH PARK UTILITY IMPROVEMENTS

- 8" to 10", 77,600 LF



#### BELLE TERRE PARKWAY UTILITY RELOCATION IMPROVEMENTS

- 16" to 20", 21,120 LF

#### KEY LARGO WASTEWATER TREATMENT DISTRICT SEWER PUMP STATION SERVING BASIN A/B AND C/D AND BASIN A AND D

- 4" to 10", 72,681 LF



### EDUCATION

Bachelor of Science in Environmental Engineering, University of Florida



### LICENSES

Professional Engineer – FL (No. 38642)  
General Contractor License – FL (No. 060789)



### PROFESSIONAL SKILLS

- Project Management
- Trail/Sidewalk Design
- Roadway / Transportation
- Construction Administration
- Stormwater Management
- Planning, Design and Engineering Services during construction for water, wastewater, and reclaimed water type projects
- Process Design / Analysis
- Master Water / Wastewater / Reclaimed Water Plans



# J. BRETT MARKOVITZ

## CLIENT CONTACT

Mr. Markovitz serves CPH in the capacity of Palm Coast Office Manager. He has been with CPH since 1983, and has managed the Palm Coast office since 1999. Mr. Markovitz has been involved with overseeing production and quality control of the municipal and private engineering projects produced in the Palm Coast office. This includes a broad range of utility projects such as wastewater treatment and water treatment plant design and construction of new and upgrade projects, utility lift station and pipe transmission and collection projects, and utility applications for roadway and land development projects.



## WORK EXPERIENCE



### OLD KINGS ROAD WATER MAIN NORTH

- 16" to 30", 31,488 LF



### OLD KINGS ROAD WATER MAIN SOUTH

- 16" to 30", 16,898 LF



### TITUSVILLE AREA IV RAW WATER TRANSMISSION MAIN – PHASES I AND II

- 16" to 20", 72,000 LF



### PALM COAST NEW WELLFIELD

- 8" to 24", 22,176 LF



### PALM COAST MATANZAS PARKWAY RECLAIMED WATER MAIN

- 8" to 24", 22,176 LF



### BELLE TERRE PARKWAY UTILITY RELOCATION IMPROVEMENTS

- 16" to 20", 21,120 LF



### INTERNATIONAL PARKWAY WATER MAIN & RECLAIMED WATER MAIN EXTENSIONS

- 16" and 20", 19,400 LF

### ST. JOHNS PARKWAY – PHASES I, II, & III

- 6" to 16", 2,360 LF

### GREENWOOD LAKES/HEATHROW WATER AND RECLAIMED WATER TRANSMISSION MAINS

- 16", 5,500 LF

### CITY OF SANFORD SEWER SYSTEM

- 6" to 24", 225,675 LF



### EAST LAKE MARY BOULEVARD UTILITY RELOCATIONS

- 8", 12", 24", 11,400 LF



### WATER MAIN LOOPING CONSTRUCTION

- 8" to 12", 11,900 LF



### GRANT LINE ROAD AND WAYSIDE DRIVE UTILITIES CONSTRUCTION

- 8" to 18", 38,600 LF



## PROFESSIONAL SKILLS

- Project Administration
- Permitting
- Construction Management
- Commercial/Residential Developments
- Public Improvements
- Quality Control



# ROCCO R. NASSO, P.E.

## PROJECT MANAGER

Mr. Nasso serves CPH as a Project Manager and Engineer. His design experience includes stormwater calculations and modeling (ICPR and Hydraflow), transmission main design and modeling (WaterCAD), pump sizing, and lift station design. His other duties include the preparation, construction coordination with contractors in the build out phase and processing of permits through various regulatory and municipal agencies.



## WORK EXPERIENCE



### SEMINOLE COUNTY REGIONAL WATER TREATMENT FACILITY AT YANKEE LAKE

- 4" to 42", 40,000 LF



### LAKE HARRIET WATER TRANSMISSION MAIN

- 8", over 6,100 LF



### TITUSVILLE AREA IV RAW WATER TRANSMISSION MAIN – PHASES I AND II

- 16" to 20", 72,000 LF



### OLD KINGS ROAD WATER MAIN NORTH

- 16" to 30", 31,488 LF



### MIDWAY UTILITIES REPLACEMENT – PHASE I

- 4" to 10", 10,665 LF



### VOLUSIA-SANFORD RECLAIMED WATER MAIN INTERCONNECT

- 20" and 24", 2,750 LF



### EAST LAKE MARY BLVD UTILITY RELOCATIONS

- 6" to 24", 53,000 LF



### PALM COAST NEW WELL FIELD

- 8" to 24", 22,176 LF

### ST. JOHNS PARKWAY – PHASES I, II, & III

- 6" to 16", 2,360 LF



## EDUCATION

B.S. in Civil Engineering, University of Central Florida



## LICENSES

Professional Engineer - FL (No. 64727), Qualified Stormwater Management Inspector (FDEP), Intermediate Maintenance of Traffic Certification, OSHA Construction Safety and Health Certification, Advanced Maintenance of Traffic



## PROFESSIONAL SKILLS

- Construction Documents and Administration
- Extensive expertise with large drainage basins
- Expert in Conveyance systems
- Stormwater Management Systems
- Utility Distribution Systems
- Roadway Design
- Construction Documents and Administration





# N. KATRIINA BOWMAN, P.E., CCS

## PROJECT ENGINEER

Ms. Bowman has been an engineer with CPH since 1989. She has worked with local governments and private developers on a variety of projects. Her stormwater design capabilities include large basin drainage studies, stormwater modeling, and permitting. She also has extensive utility design and permitting experience, including pressure system modeling, lift station design, preparation of utility adjustment plans, preparation of FDEP State Revolving Fund Loan program loan applications. Her roadway design capabilities include alignment, pavement design, local collection system and stormwater management design, preparation of signing and marking plans, and preparation of traffic control plans.



## WORK EXPERIENCE



### TITUSVILLE AREA IV RAW WATER TRANSMISSION MAIN – PHASES I AND II

- 16" to 20", 72,000 LF



### LAKE HARRIET WATER TRANSMISSION MAIN

- 8", over 6,100 LF



### SEMINOLE COUNTY REGIONAL WATER TREATMENT FACILITY AT YANKEE LAKE

- 4" to 42", 40,000 LF



### OLD KINGS ROAD WATER MAIN SOUTH

- 16" to 30", 16,898 LF



### VOLUSIA-SANFORD RECLAIMED WATER MAIN INTERCONNECT

- 20" and 24", 2,750 LF



### MIDWAY UTILITIES REPLACEMENT – PHASE I

- 4" to 10", 10,665 LF



### PALM COAST NEW WELL FIELD

- 8" to 24", 22,176 LF

### EAST LAKE MARY BLVD UTILITY RELOCATIONS

- 6" to 24", 53,000 LF

### ST. JOHNS PARKWAY – PHASES I, II, & III

- 6" to 16", 2,360 LF



## EDUCATION

M.S. in Civil Engineering, Clemson University

B.S. in Civil Engineering, Clemson University



## LICENSES

Professional Engineer - FL (No. 45155)  
Certified Construction Specifier – Construction Specifications Institute (CSI),  
Qualified Stormwater Management Inspector (FDEP)  
Advanced Maintenance of Traffic Qualification (FDOT)



## PROFESSIONAL SKILLS

- Utility Distribution Systems
- Roadway Design
- Construction Documents and Administration



# DAVID E. MAHLER, P.E.

## PROJECT ENGINEER

Mr. Mahler serves CPH as Sr. Vice President and Design Manager for utility projects. He has over 25 years of experience in engineering and construction for projects that include treatment facilities, pump/lift stations, drainage, pipelines, and vertical construction projects. He has managed the planning, design, permitting, and construction of projects that range from \$1 Million to projects over \$30 Million in value. His expertise includes gravity sewer systems including collection and treatment. He has worked on small to large regional collection systems that include replacement, evaluation and repairs, expansions, upgrades, pipe bursting, pipelining, manhole adjustment and repairs, and pump stations. David has provided services for innovative solutions relevant to sewer systems that include gravity with vacuum assist, low pressure systems, and hybrid methods for utility clients. In addition, David is well versed in various installation methods including open cut, microtunneling, directional drill, jack and bore, subaqueous, as well as aerial crossings.



### WORK EXPERIENCE



#### SR 50 UTILITY RELOCATION PROJECT – ORANGE COUNTY

- 4" to 30", 40,656 LF

#### SR 50 UTILITY RELOCATION - OCOEE

- 4" to 12", 7,500 LF



#### SR 50 UTILITY RELOCATION – WINTER GARDEN

- 6", 12", 7,700 LF



#### SSA/ESA 36' WATER MAIN AND 24" RECLAIMED WATER MAIN

- 20", 39,960 LF



#### ISLAMORADA VILLAGE WIDE GRAVITY SEWER & VACUUM ASSIST (DESIGN/BUILD/OPEERATE)

- 3" to 20", 500,000 LF



#### SR 426 UTILITY RELOCATION PROJECT

- 10" and 16", 4,000 LF



#### MIDWAY UTILITIES REPLACEMENT – PHASE I

- 4" to 10", 10,665 LF



#### MIAMI SHORES VILLAGE CENTRAL BUSINESS DISTRICT LOW PRESSURE SEWER SYSTEM (LPSS) AND WATER MAIN IMPROVEMENTS

- 8" DIP, 3"-4" HDPE LPS, 7,412 LF

#### SEMINOLA BLVD SANITARY SEWER EXPANSION

- 8", 6,546 LF

#### CHICKASAW WOODS AND SHENANDOAH PARK UTILITY IMPROVEMENTS

- 8" to 10", 77,600 LF

#### KEY LARGO WASTEWATER TREATMENT DISTRICT SEWER PUMP STATION SERVING BASIN A/B AND C/D AND BASIN A AND D

- 4" to 10", 72,681 LF



### EDUCATION

B.S. in Environmental Engineering,  
University of Central Florida



### LICENSES

Professional Engineer- FL (No. 50041)



### PROFESSIONAL SKILLS

- Water Supply, Treatment, Pumping, Storage and Distribution
- Wastewater Collection, Pumping and Treatment
- Reclaimed Water Storage, Pumping and Distribution
- Utility Systems Hydraulic Modeling
- Large Diameter Pressurized Pipeline Design in Urbanized Areas
- Utility System Relocations, including several projects due to FDOT roadway widening



# JAMES R. MORRIS, JR., P.E.

## PROJECT ENGINEER

Mr. Morris serves CPH as Vice President and Design Manager/Engineer for utility projects. He has over 15 years of experience in engineering and construction for projects that include pump/lift stations, drainage, and pipelines. He has managed the planning, design, permitting, and construction of projects that range from \$1 Million to over \$15 Million in value. His expertise includes gravity sewer systems including collection and treatment. Jay currently holds certifications with the National Association of Sewer Service Companies that include the Pipeline Assessment & Certification Program (PACP), Manhole Assessment & Certification Program (MACP) and Lateral Assessment & Certification Program (LACP). Jay has extensive experience in the evaluation of existing gravity sewer systems utilizing these national standards and the design of improvements. He has worked on small to large regional collection systems that include replacement, evaluation and repairs, expansions, upgrades, pipe bursting, pipelining, manhole adjustment and repairs, and pump stations. In addition, Jay is well versed in various installation methods including open cut, micro tunneling, directional drill, jack and bore, subaqueous, as well as aerial crossings.



## WORK EXPERIENCE



### POINCIANA BOULEVARD AND U.S. 17-92 WATER MAIN

- 24", 21,628 LF



### SR-50 UTILITY RELOCATION PROJECT – ORANGE COUNTY

- 4" to 30", 40,656 LF



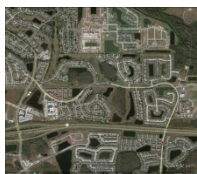
### MARTIN LUTHER KING RWM

- 12", 30", 2,150 LF



### SR-426 UTILITY RELOCATION PROJECT

- 10", 16", 4,000 LF



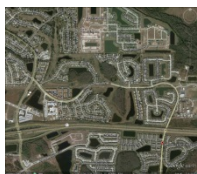
### SR 50 UTILITY RELOCATION - OCOEE

- 4" to 12", 7,500 LF



### SR 50 UTILITY RELOCATION – WINTER GARDEN

- 6", 12", 7,700 LF



### SSA/ESA 36' WATER MAIN AND 24" RECLAIMED WATER MAIN

- 20", 39,960 LF



### ISLAMORADA VILLAGE WIDE GRAVITY SEWER & VACUUM ASSIST (DESIGN/BUILD/OPEERATE)

- 3" to 20", 500,000 LF



### CHICKASAW WOODS AND SHENANDOAH PARK UTILITY IMPROVEMENTS

- 8" to 10", 77,600 LF

### KEY LARGO WASTEWATER TREATMENT DISTRICT SEWER PUMP STATION SERVING BASIN A/B AND C/D AND BASIN A AND D

- 4" to 10", 72,681 LF



## EDUCATION

B.S. in Environmental Engineering,  
University of Central Florida



## LICENSES

Professional Engineer - FL (No. 62384)  
Commercial Pilot License (No.  
266577109)



## PROFESSIONAL SKILLS

- Project Manager and Engineer for Multiple Large Diameter Pressurized Pipelines in Urban Areas
- Utility Relocations
- Water, Reclaimed Water, and Wastewater Transmission Systems Design
- Construction Administration
- Utility Coordination
- Pumping Facilities
- Plan and Specification Preparation
- Design on Aerial Crossings, Jack and Bores, and Directional Drills





**GERALD M. COX, CGC, CUC**  
QA/QC AND CEI



**THOMAS J. GALLOWAY, PSM**  
PROJECT SURVEYOR



**CLINTON T. IANNOTTI**  
CEI

Jerry serves CPH as a lead in construction inspection/observation services and quality control. He is a licensed utility and general contractor with over 41 years of experience in the design and construction of industrial, commercial and utility projects. With his extensive construction experience, Jerry assists CPH in development of design strategies and value engineering. He also serves as a quality control manager to ensure proposed designs are correct and constructable. Jerry is proficient at estimating, scheduling, construction means & methods and construction management.

Mr. Galloway has over 25 years of experience in the surveying and mapping profession. His experience ranges from working in the field and office on small to large development projects, to serving as Party Chief/Survey CADD Technician, Project Manager and Survey Manager. Mr. Galloway has served as Principal and Director of the Surveying Division of the firm since its establishment in 2001. He has overseen the department's growth from two survey crews to managing the current seven survey crews. Additionally, he has been personally involved in over 2,500 surveys while at CPH.

Mr. Iannotti serves the firm of CPH as Project Coordinator. He has been with CPH since 1999. He has been involved with municipal design and construction. His work consists of computer-aided drafting, project inspection, and construction administration of projects for municipal and private clients. Mr. Iannotti has 19 years of experience working with municipal and private clients. He often serves as Project Coordinator that includes attending weekly progress meetings, utility coordination meetings, and construction administration.



#### EDUCATION

B.S. in Building Construction, University of Florida



#### EDUCATION

B.S. in Surveying and Mapping, University of Florida



#### EDUCATION

Architectural/Structural AutoCAD Diploma, St Augustine Technical Center, 1995-96



#### LICENSES

Certified General Contractor – FL (No. 010771)  
Certified Utility Contractor – FL (No. 051667)



#### LICENSES

Professional Surveyor & Mapper - FL (No. LS6549)  
NCEES Council #1291



#### LICENSES

FDOT Asphalt Pave Technician, Level II  
Intermediate Maintenance of Traffic



#### WORK EXPERIENCE OF TEAM



##### OLD KINGS ROAD WATER MAIN NORTH

- 16" to 30", 31,488 LF

##### OLD KINGS ROAD WATER MAIN SOUTH

- 16" to 30", 16,898 LF



##### TITUSVILLE AREA IV RAW WATER TRANSMISSION MAIN – PHASES I AND II

- 16" to 20", 72,000 LF



##### PALM COAST NEW WELLFIELD

- 8" to 24", 22,176 LF

##### MIDWAY UTILITIES REPLACEMENT – PHASE I

- 4" to 10", 10,665 LF



##### BELLE TERRE PARKWAY UTILITY RELOCATION IMPROVEMENTS

- 16" to 20", 21,120 LF

# SSA/ESA 36" WM & 24" RECLAIMED WM

*Orlando, FL*

## OWNER'S CONTACT INFO

Orange County Utility Department, Gary Morris,  
P.E. 9150 Curry Ford Rd, Orlando, FL 32825 Phone:  
407.254.9711, Email: gary.morris@ocfl.net

## PROJECT DESCRIPTION

Orange County Utilities (County) recently selected CPH for design, bidding, and construction services for **seven miles** of both a **36-inch Potable Water Main** and a **20-inch Reclaimed Water Main**. The new pipelines interconnect Orange County's South Service Area (SSA) to their East Service Area (ESA). This interconnect will help achieve the anticipated water demands in Orange County.

The construction cost is estimated to be \$20 million.

# MATANZAS WOODS PKWY RECLAIMED WM

*Palm Coast, FL*

## OWNER'S CONTACT INFO

City of Palm Coast, Mr. Richard Adams,, 2 Utility Drive, Palm Coast, FL 32137 Phone: 386.986.2350, Email: radams@palmcoastgov.com

## PROJECT DESCRIPTION

CPH provided engineering services in connection with the design update and construction of **3.1 miles of a 16 to 18-inch reclaimed water main** to connect the reuse systems of two wastewater treatment plants in the City of Palm Coast, allowing for joint reuse and disposal of reclaimed water.

CPH originally designed the reclaimed water main to 90% design completion in 2010. Since that time, several of the City's and/or County's related projects have been completed or are proposed, necessitating that CPH update the reclaimed water main design to ensure that the proposed alignment of the reclaimed water main will not conflict with any of the other completed or proposed improvements.

## SIMILARITY TO RFQ:

36,960 LF, 20" Reclaimed Water Main

## COMPLETED AS PRIME FIRM IN 5 YEARS?

Yes, Completed in January 2017

## EXPERIENCE PERTAINING TO CITY OF BUNNELL:

Similar Project Type and Size

## Scope Similar to That Identified in RFQ:

Design, Bidding, Permitting, Construction Administration Services

## Members of Proposed Team That Worked on This Project?

David A. Gierach, P.E., CGC, David E. Mahler, P.E., James R. Morris, Jr., P.E., Gerald M. Cox, CGC, CUC, Thomas J. Galloway, PSM

## SIMILARITY TO RFQ:

16,368 LF, 18" Reclaimed Water Main

## COMPLETED AS PRIME FIRM IN 5 YEARS?

Yes, Completed in October 2015

## EXPERIENCE PERTAINING TO CITY OF BUNNELL:

Located in Flagler County, Similar Project

## Scope Similar to That Identified in RFQ:

Design, Construction Observation, Surveying, Construction Plans and Specifications, Bidding Phase Services, Permitting

## Members of Proposed Team That Worked on this Project?

Brett Markovitz, David A. Gierach, P.E., CGC, David E. Mahler, P.E., N. Katriina Bowman, P.E., CCS, Rocco Nasso, P.E., Thomas J. Galloway, PSM, Clint Iannotti

# VOLUSIA-SANFORD INTERCONNECT

*Sanford to DeBary, FL*

## OWNER'S CONTACT INFO

City of Sanford, Mr. Bilal Iftikhar, P.E., P O Box 1788,  
Sanford, FL 32772-1788 Phone: 407.688.5000 Ext.  
5085, Email: bilal.iftikhar@sanfordfl.gov

## PROJECT DESCRIPTION

Type of Construction: Approximately **1350-ft directional drill (24" PE Reclaimed Water Main river crossing)** and **approximately 1400-ft of open cut reclaimed water main (20")**

This project is for the extension of the City of Sanford's existing reclaimed water system across the St. Johns River into Volusia County. The Project includes construction of new reclaimed water main starting at Wayside Park in Seminole Co. and ending near the Lake Monroe Park entrance in Volusia Co. The reclaimed water main consists of 20" D.I. open cut construction along a 1400-ft (+/-) portion of the route, plus approximately 1350-ft of new 24" HDPE directional bore construction, the majority of which will be the crossing of the St. Johns River. The construction also includes a new above grade valve and antenna in Wayside Park and new above grade interconnect (including a meter, control panels, and antenna) in Volusia County. CPH also performed the design, permitting, and construction services for the Volusia County portion of this project. The projected flows to be sent to Volusia County are between 150,000 to 1,500,000 GPD. Permits obtained for the City include: FDOT Utility Permit, U.S. Army Corps of Engineers Regional General Permit, FDEP Environmental Resource Permit.



### SIMILARITY TO RFQ:

2,750 LF, 20" and 24" Reclaimed Water Main

### COMPLETED AS PRIME FIRM IN 5 YEARS?

Yes, Completed in December 2014

### EXPERIENCE PERTAINING TO CITY OF BUNNELL:

Similar Project Type and Size

### Scope Similar to That Identified in RFQ:

Design, Permitting, Construction  
Administration Services

### Members of Proposed Team That Worked on This Project?

Brett Markovitz, David A. Gierach, P.E., CGC,  
David E. Mahler, P.E., N. Katriina Bowman,  
P.E., CCS, Rocco Nasso, P.E., Gerald M. Cox,  
CGC, CUC, Thomas J. Galloway, PSM, Clint  
Iannotti





# NORTH SIDE AREA RECLAIMED WM EXTENSION

Ocoee, FL

## OWNER'S CONTACT INFO

City of Ocoee, Mr. David Wheeler, P.E., 150 North Lakeshore, Ocoee, FL 34761 Phone: 407.905.3100, Email: [dwheeler@ci.ocoe.fl.us](mailto:dwheeler@ci.ocoe.fl.us)

## PROJECT DESCRIPTION

This project was divided into two phases – Phase 1 was located along McCormick Road just west of Ingram Road to and along Ocoee Apopka Road south to Chablis Way. The project consisted of the installation of approximately **8,100-ft of 16-inch polyvinyl chloride (PVC) reclaimed water main** by open cut and approximately **888 LF of 18-inch high density polyethylene (HDPE) reclaimed water main** by directional drill, **555 LF of 8-inch PVC** and **68 LF of 6-inch HDPE reclaimed water main**, connection to an existing 16-inch reclaimed water main, valves, fittings, pressure testing, and restoration.

Phase 2 of the project was in two segments and was bid in March Phase 2 of the project was in two segments and was bid in March 2014. The first segment was on McCormick Road just east of Ingram Road to and along N. Clarke Road south to Whitefriar Drive. The second segment was on Ingram Road from the south end of the McCormick Woods subdivision to the south end of the Ingram Trails subdivision. The project consisted of the installation of approximately **1,730 LF of 16-inch**, **3,676 LF of 12-inch**, **8 lf of 8-inch** and **71 LF of 6-inch PVC reclaimed water main** by open cut, connections to existing reclaimed water mains, valves, fittings, pressure testing, and restoration.



## SIMILARITY TO RFQ:

15,096 LF, 6" to 18" Reclaimed Water Main

## COMPLETED AS PRIME FIRM IN 5 YEARS?

Yes, Completed in 2014

## EXPERIENCE PERTAINING TO CITY OF BUNNELL:

Similar Project Type and Size

## Scope Similar to That Identified in RFQ:

Design, Permitting, Construction Administration

## Members of Proposed Team That Worked on This Project?

David A. Gierach, P.E., CGC, David E. Mahler, P.E., James R. Morris, Jr., P.E., Gerald M. Cox, CGC, CUC





# OTHER RECENT PIPELINE EXPERIENCE





## Force Main Projects Completed

Force Main (FM) Projects	Diameter	Length (l.f.)	Dir. Drill or Jack & Bore	Open Cut	FDOT ROW
S.R. 50 Utility Relocation Project, Ph I-III	4, 8, 12, 16, 20 and 30"	40,656	✓	✓	✓
SR-528 Utility Relocation Project	30"	1,500	✓	✓	✓
International Drive and Universal Boulevard Force Main	24"	10,100	✓	✓	✓
Western Development Phase II: Force main	24"	12,000		✓	
East Lake Mary Boulevard Utility Relocations	6", 12", 20"	21,600		✓	
Key Largo Wastewater Treatment District, Southern Force main Project	4" - 18"	51,234		✓	✓
Key Largo Wastewater Treatment District, Northern Force main Project	4" - 18"	29,933	✓	✓	✓
Belle Terre Utility Relocation	16"	21,120		✓	
Wekiva - Apopka Reclaimed Interconnect	16"	10,000		✓	
U.S. 17-92 Utility Plans	16"	7,920		✓	
SR 400 Force Main Relocation Project	16"	2,878	✓	✓	✓
Lake Underhill Utility Relocations	16"	1,810		✓	✓
Sandalhaven Force Main	12"	15,840		✓	
Shell Road FM Extension	12"	4,180		✓	
Islamorada Village Wide Wastewater System DBO	4" - 10"	43,957		✓	
S.R. 426 Utility Relocation Project	10"	5,300		✓	✓
Powell Adams Road Rural to Urban Final Design	10"	2,180		✓	
US 27 Force Main Extension	8"	15,840		✓	
Enterprise Road Utility Relocation	8"	10,560		✓	
Miami Shores Village Central Business District Low Pressure Sewer System (LPSS) and Water Main Improvements	8" DIP, 3"-4" HDPE LPS	7,412		✓	
Moselle Avenue and Corrine Terrace Force Main Replacements	6"	12,635		✓	
Fox Hollow Force Main Improvements	6"	3,080	✓	✓	
SR 46 Detour Road and SR 415 Utility Relocations	6"	2,600	✓	✓	✓
SR 434 Utility Relocations; I-4 to Rangeline Road	6"	605			✓
Country Club Road Utilities Relocation	12"	Relocated			
Chickasaw Trail Utility Relocations	24"	1,700			
Boggy Creek Road Intersection Utility Relocation Project	16"	2,000			

## Water Main Projects Completed

Water Main (WM) Projects	Diameter	Length (l.f.)	Dir. Drill or Jack & Bore	Open Cut	FDOT ROW
ARRA-Funded Water System Improvements Projects (Phases I-III)	6" to 12"	217,606			
<b>Area IV Well Outfitting and Raw Water Transmission</b>	16" to 20"	72,000	✓		
Pipe Bursting of Potable Water Mains Using Pre-Chlorinated Pipe	4" and 6"	40,500			
S.R. 50 Utility Relocation Project, Ph I	12" and 16"	12,000	✓		✓
S.R. 50 Utility Relocation Project, Ph II	6-12", 20"	8,200	✓		✓
S.R. 50 Utility Relocation Project, Ph III	8", 12", 16"	20,025	✓		✓
Belle Terre Utility Relocation	20"	21,120	✓		
State Road 16 Water System Interconnect Design-Build	20"	18,038	✓		✓
Water Main Looping Construction	8" to 12"	11,900	✓	✓	✓
Osceola Parkway Phase II	24"	10,900	✓		
Osceola Parkway	24"	10,900			
Midway Utilities Replacement, Phase I	4" to 10"	10,665	✓		✓
CR 557 Water Main	12"	10,105			
Enterprise Road Utility Relocation	12"	8,202	✓		
Lake Conway East Water and Wastewater System	4", 6", 8"	7,600			
Lake Conway Park Water Distribution System	6" and 8"	6,710			
S.R. 426 Utility Relocation Project	10" and 16"	4,000	✓		✓
International Parkway Water Main & RWM Extensions	16" and 20"	6,100			
Lake Harriet Water Transmission Main	8"	6,100	✓		
Tanglewood Water Main Replacements	4" and 6"	5,270	✓		
Palm Coast Well Field Expansion	8" to 12"	22,176	✓		
Poinciana Blvd and US-17/92 Water Main	24"	21,648	✓		✓
Oviedo Reclaimed Water Main Phase II	10" and 16"	7,400	✓		✓
Grant Line Road and Wayside Drive Utilities	8-16"	16,600			
East Lake Mary Boulevard Utility Relocations	8" and 12"	20,000			
Bear Gully Road and Lake Mary Boulevard Water Main Construction	16"	9,305			
North Orlando First Addition Water Line Improvements	8"	8,780			
S.R. 50 Station 737+37.82 to Station 903+50 Utilities Relocation Project, Ocoee	4"-12"	7,500			✓
Chickasaw Woods Residential Development Utility Evaluations	4"-8"	10,920			
ESA SSA Pipeline Project	36"	39,960			

# MLK BLVD 12" RWM EXTENSION

*Kissimmee, FL*

## OWNER'S CONTACT INFO

Toho Water Authority, Mr. Edwin Matos, P.E.,  
951 Martin Luther King Blvd., Kissimmee, FL 34741  
Phone: 407.944.5024, Email: [ematos@tohowater.org](mailto:ematos@tohowater.org)

## PROJECT DESCRIPTION

Toho Water Authority (TWA) desired a new reclaimed water main service for its new Administration facility on Martin Luther King Blvd (MLK) with a **new 12-inch service line**. The project included two separate segments; the first segment included a connection to TWA's existing 30-inch reclaimed water main (RWM) located on the Kissimmee Airport Property and extended **1,500 LF**. The second phase was **650 LF** which required a significant open cut of John Young Parkway and work within a congested right of way. The project also included a **110 LF of 8 -inch HDPE pipe** installed by directional bore.

CPH designed and permitted the project as well as provided construction observation services and significant coordination services between FDOT, the City of Kissimmee, and a private contractor working in the work zone.



## SIMILARITY TO RFQ:

2,150 LF, 12" and 30" Reclaimed Water Main

## COMPLETION DATE:

Completed in August 2010

## EXPERIENCE PERTAINING TO CITY OF BUNNELL:

Similar Project Type and Size

## Scope Similar to That Identified in RFQ:

Design, Permitting, Construction  
Observation, Coordination Services

## Members of Proposed Team That Worked on This Project?

David A. Gierach, P.E., CGC, David E.  
Mahler, P.E., James R. Morris, Jr., P.E.



# OLD KINGS RD NORTH RECLAIMED WATER MAIN

*Palm Coast, FL*

## OWNER'S CONTACT INFO

City of Palm Coast, Mr. Richard Adams, 2 Utility  
Drive, Palm Coast, FL 32137 Phone: 386.986.2350,  
Email: radams@palmcoastgov.com

## PROJECT DESCRIPTION

The Old Kings Road North project improvements consisted of a **30-inch reclaimed water main** that extended westerly from WWTP No. 1 to the FPL easement at the intersection of Oak Trails and Old Kings Road. The overall pipeline length was **31,488 LF**. The 30-inch reclaimed water main then connected to a **16-inch reclaimed water main** to the North and to a **20-inch reclaimed water main** to the South. The 16-inch reclaimed water main extended Northerly from the 30-inch reclaimed water main at Oak Trails and Old Kings Road along the FPL easement to the storage ponds at the Hammock Dunes Community Development District (DCDD) Creek Golf Course and the Conservatory Development.

These developments then distribute the reclaimed water via individual systems to the developments. Automatic control valves operated by level controls in the individual storage lakes maintain preset levels within the lakes. The level of the lakes as well as the status of the control valves are transmitted via Remote Telemetry Units (RTU's) to the central control center at WWTP No. 1. In addition a **future 16-inch reclaimed water main was designed by CPH** along Matanzas Boulevard from Old Kings Road to US Highway No. 1 that will connect the WWTP No. 1 reclaimed water main to a future WWTP No. 2 reclaimed water main system and to future reclaimed water storage ponds for separate future developments.



### SIMILARITY TO RFQ:

31,488 LF, 16" to 30" Reclaimed Water Main

### COMPLETION DATE:

Completed in September 2009

### EXPERIENCE PERTAINING TO CITY OF BUNNELL:

Located in Flagler County, Similar Project

### Scope Similar to That Identified in RFQ:

Design, Construction Observation, Surveying, Construction Plans and Specifications, Bidding Phase Services, Permitting

### Members of Proposed Team That Worked on This Project?

Brett Markovitz, David A. Gierach, P.E., CGC, N. Katriina Bowman, P.E., CCS, Rocco Nasso, P.E., Thomas J. Galloway, PSM, Clint Iannotti





# RECLAIMED WATER SYSTEM

*Palm Coast, FL*

## OWNER'S CONTACT INFO

City of Palm Coast, Mr. Richard Adams, 2 Utility Drive, Palm Coast, FL 32137 Phone: 386.986.2350, Email: radams@palmcoastgov.com

## PROJECT DESCRIPTION

Following the expansion of WWTP No. 1, CPH provided the design and observed construction of the Biosolids, Reclaimed Water and Aerobic Digestion Improvements at WWTP No. 1. This work was completed in 2008 and included the addition of a reclaimed water pumping station which provided the pumping capacity needed to deliver reclaimed water to new reuse sites. Piping for the new reclaimed water pumping station includes a **30-inch reclaimed water main** which supplies reclaimed water to the developments to the North and to the South along Old Kings Road. CPH also served as the lead for the overall design and permitting of the reclaimed distribution system. The design was separated into three phases; Phase A, Phase B, and Phase C were separate projects that were designed and constructed after the initial WWTP No. 1 improvements were completed. Phase A improvements consisted of **2116 LF of 30-inch reclaimed water main** which extended westerly from WWTP No. 1 to the FPL easement at the intersection of Oak Trails and Old Kings Road. The 30-inch reclaimed water main then connected **66 LF of Phase A 16-inch reclaimed water main** to the North to a Phase B **20-inch reclaimed water main** to the South. Phase B improvements consisted of **16,264 LF of a 20-inch reclaimed water main** which extended from the 30-inch reclaimed water main at Oak Trails and Old Kings Road Southerly along the FPL easement to Cigar Lake. Cigar Lake was developed from a borrow pit that was used for construction of the Town Center Development. Phase C improvements consisted of construction of the Cigar Lake Reclaimed Water Re-Pumping Station and connection to the Town Center Reclaimed Water Distribution System.



## SIMILARITY TO RFQ:

18,446 LF, 16" to 30" Reclaimed Water Main

## COMPLETION DATE:

Completed in September 2009

## EXPERIENCE PERTAINING TO CITY OF BUNNELL:

Located in Flagler County, Similar Project

## Scope Similar to That Identified in RFQ:

Architectural and Engineering Design, Surveying, Permitting and Construction Observation

## Members of Proposed Team That Worked on This Project?

David A. Gierach, P.E., CGC, J. Brett Markovitz, N. Katriina Bowman, P.E., CCS, Rocco Nasso, P.E., David E. Mahler, P.E., James R. Morris, Jr., P.E., Gerald M. Cox, CGC, CUC, Thomas J. Galloway, PSM, Clint Iannotti

# OLD KINGS RD SOUTH RECLAIMED WATER MAIN

*Palm Coast, FL*

## OWNER'S CONTACT INFO

City of Palm Coast, Mr. Richard Adams, 2 Utility  
Drive, Palm Coast, FL 32137 Phone: 386.986.2350,  
Email: [radams@palmcoastgov.com](mailto:radams@palmcoastgov.com)

## PROJECT DESCRIPTION

The Old Kings Road South project improvements consisted of a **20-inch reclaimed water main** that extended from the 30-inch reclaimed water main at Oak Trails and Old Kings Road southerly along the FPL easement to Cigar Lake. The overall pipeline project length was **16,898 LF**.

Cigar Lake is a lake that has been developed from a borrow pit that was used for construction of the Town Center Development. The storage capacity of Cigar Lake is approximately 25 MG and it is independent of the storm water system. Reclaimed water blends with the naturally occurring ground water allowing the pond to act as both a storage pond and surface water augmentation source during heavy season demands for irrigation water.

The fill station consists of a 20 -inch fill line, a pressure sustaining valve that maintains back pressure on the reclaimed system allowing continuous use even when filling pond, and a flow meter that tracks the quantity of water flowing to the pond. Reclaimed water is then conveyed to the Town Center Reclaimed water distribution system via a re-pumping station at Cigar Lake which consists of a lake intake and distribution pumping station.



## SIMILARITY TO RFQ:

16,898 LF, 20" Reclaimed Water Main

## COMPLETION DATE:

Completed in December 2007

## EXPERIENCE PERTAINING TO CITY OF BUNNELL:

Located in Flagler County, Similar Project

## Scope Similar to That Identified in RFQ:

Design, Surveying, Permitting,  
Construction Administration

## Members of Proposed Team That Worked on This Project?

David A. Gierach, P.E., CGC, Rocco Nasso,  
P.E., N. Katriina Bowman, P.E., CCS,  
J. Brett Markovitz, Thomas J. Galloway,  
PSM, Clint Iannotti



# RECLAIMED WATER SYSTEM PHASES I & II

*Oviedo, FL*

## OWNER'S CONTACT INFO

City of Oviedo, Mr. Bobby Wyatt, P.E., 400  
Alexandria Blvd., Oviedo, FL 32765 Phone:  
407.971.5648, Email: bwyatt@cityofoviedo.net

## PROJECT DESCRIPTION

Phase I – The project consisted of engineering design and construction services for **2,000 LF of 20-inch and 7,000 LF of 24-inch** reclaimed water main on Lockwood Boulevard from Mitchell Hammock to Seminole Creek Drive, all within public rights-of-way. CPH developed Reuse Feasibility Plan for the City and obtained funding from FDEP SRF sources. The planning function was part of the overall needs to obtain funding. The program was a joint effort with the City of Orlando (Iron Bridge Facility) and Seminole County.

Phase II – The project consisted of engineering design and construction services for **6,600 LF of 16-inch water main, 800 LF of 10-inch water main, 9,780 LF of 24-inch reclaimed water main and 2,900 LF of 24-inch directional bored reclaimed water main** on Old Lockwood Road from McCulloch Road to Lockwood Boulevard. This work was completely within public rights of way. Following the completion of the Phase I portion of the project, the City of Oviedo proceeded with Phase II to connect to the City of Orlando main. Seminole County also desired to install a water main in the same area and therefore, all of the coordination and layout for both lines was performed by CPH.



## SIMILARITY TO RFQ:

21,680 LF, 20" and 24" Reclaimed Water Main

## COMPLETION DATE:

Phase I Completed in July 2002  
Phase II Completed in August 2007

## EXPERIENCE PERTAINING TO CITY OF BUNNELL:

Similar Project

## Scope Similar to That Identified in RFQ:

Design, Surveying, Construction Plans and Specifications, Permitting, Construction Administration

## Members of Proposed Team That Worked on This Project?

David A. Gierach, P.E., CGC, David Mahler, P.E., James R. Morris, Jr., P.E., Thomas J. Galloway, PSM





# SR 50 UTILITY RELOCATIONS (PH I-III)

*Orange County, FL*

## OWNER'S CONTACT INFO

Orange County, Mr. Jose E. Hernandez, P.E.,  
9150 Curry Ford Road, Orlando, FL 32825, Phone:  
407.254.9718, E-Mail: Jose.Hernandez2@ocfl.net

## PROJECT DESCRIPTION

The first phase of this three phase project consisted of the design and construction administration services to relocate water and force mains as well as incorporate a new gravity collection system and pump station design into the FDOT widening plans of SR-50 from Santa Rosa Drive (just west of SR 436) east to SR-417, approximately 4 miles in total length. Services included the design of 15,000 LF of gravity collection lines ranging in size from 8-inch to 24-inch in diameter; installation of approximately 83 manholes with depths to 20-ft. deep; installation a triplex pump master pump station; removal of certain sections of force main, connection of other force main systems to the gravity collection system and a new lateral connections to the gravity sewer service on SR-50. The project also included design for the installation or relocation of **8,000 LF of 16-inch, 4,000 LF of 12-inch water mains and 4,000 LF of 20-inch and 1,800 LF of 8-inch force mains.**

The second phase of the SR-50 project involving relocation of utilities along approximately 1.1 miles of FDOT Roadway from SR-417 to SR-425 (Dean Road). Utility relocation and improvements included the Orange County Utilities Division (OCUD) wastewater collection, wastewater transmission and water distribution systems. Services included the design of approximately **5,500 LF of 20-inch water main and approximately 2,700 LF of other water mains ranging in size from 6 inches to 12 inches.** The project also included design for the installation or relocation of **5,000 LF of 24-inch force main and 3,700 LF of 4 to 12-inch force main.**

The third phase of the SR-50 FDOT widening project is currently under design and involves the relocation of utilities along approximately 4.9 miles of existing roadway from SR-425 (Dean Road) to Old Cheney Highway, near Avalon Park Boulevard. The utility relocations and replacements are necessary to accommodate roadway widening by the FDOT. This segment includes the replacement of approximately **5,500 LF of 24-inch water main, 11,300 LF of 20-inch water main, 2,600 LF of 12-inch water main and 4,500 LF of 10-inch and under water mains.** It also includes the replacement of **1,200 LF of 30-inch, 5,897 LF of 24-inch, 8,000 LF of 16-inch, 1,100 LF of 12-inch and 8,700 LF of 8-inch and under force mains.**



## SIMILARITY TO RFQ:

Phase I: 12,000 LF, 12" and 16" Water Main  
Phase II: 8,200 LF, 6-12" and 20" Water Main  
Phase III: 20,025 LF, 8", 12" and 16" Water Main

## COMPLETION DATE:

Phase I Completed in July 2009  
Phase II Completed in February 2010  
Phase III is Ongoing

## EXPERIENCE PERTAINING TO CITY OF BUNNELL:

Similar Size

## Scope Similar to That Identified in RFQ:

Design, Permitting, Construction Administration, Bid Phase Services, Construction Plans and Specifications

## Members of Proposed Team That Worked on This Project?

David A. Gierach, P.E., CGC, David E. Mahler, P.E., James R. Morris, Jr., P.E., Gerald M. Cox, CGC, CUC, Clint Iannotti

# ISLAMORADA VILLAGE WIDE WASTEWATER SYSTEM, DESIGN, BUILD, OPERATE

*Islamorada, FL*

## OWNER'S CONTACT INFO

Layne Heavy Civil, Mr. Wesley Self, P.E., D.B.I.A.,  
2003 Bluestone Circle, Birmingham, AL 35242,  
Phone: 770.969.4040, E-Mail: Wesley.Self@layne.com

## PROJECT DESCRIPTION

CPH's areas of responsibility included the design and permitting of the gravity sewer collection system with vacuum assist for the Island of Upper Matecumbe Key; sewer pumping stations for the Islands of South Plantation Key, Upper Matecumbe Key and Lower Matecumbe Key; and a low pressure force main collection systems for the Island of Windley Key and portions of Upper Matecumbe Key. CPH provided input data and documentation associated with areas of responsibility incorporated into the Preliminary Design Report for the overall project. This work included an analysis of flow data that incorporated FKEC water consumption information, review of existing package wastewater plants, and survey/analysis provided within the project solicitation documents in order to properly project anticipated wastewater flows for system design. CPH designed the following components for the project:

- Vacuum/Low Pressure Collection System Consisting of Approximately **400,000 LF of 3 -inch to 10 -inch PVC Gravity Sewers** with vacuum assist, and 1-1/4 -inch to 6 -inch HDPE Low Pressure Force Mains.
- Transmission System Consisting of Approximately **100,000 LF of 8-inch to 18-inch PVC and 6 -inch to 20-inch HDPE Force Mains.**
- Four (4) Pump Stations.
- One (1) Master Pump Station.
- Seven (7) Ocean Channel Crossings using Horizontal Directional Drilling (HDD) in sizes ranging from 8-inch to 18 -inch.
- Service Connection for Approximately 5,000 Customers.
- Installation of 400 Residential and Commercial Grinder Pump Stations. E-1 Grinder Pump Manufacturer.



## SIMILARITY TO RFQ:

100,000 LF, 8" to 18" PVC Force Main  
100,000 LF, 6" to 20" HDPE Force Main

## COMPLETION DATE:

Completed in November 2015

## EXPERIENCE PERTAINING TO CITY OF BUNNELL:

Similar Size

## Scope Similar to That Identified in RFQ:

Design and Permitting

## Members of Proposed Team That Worked on This Project?

David A. Gierach, P.E., CGC, J. Brett Markovitz, Rocco Nasso, P.E., N. Katriina Bowman, P.E., CCS, David E. Mahler, P.E., James R. Morris, Jr., P.E., Gerald M. Cox, CGC, CUC, and Thomas J. Galloway, PSM

# MIDWAY UTILITIES REPLACEMENT - PH I

*Seminole County, FL*

## OWNER'S CONTACT INFO

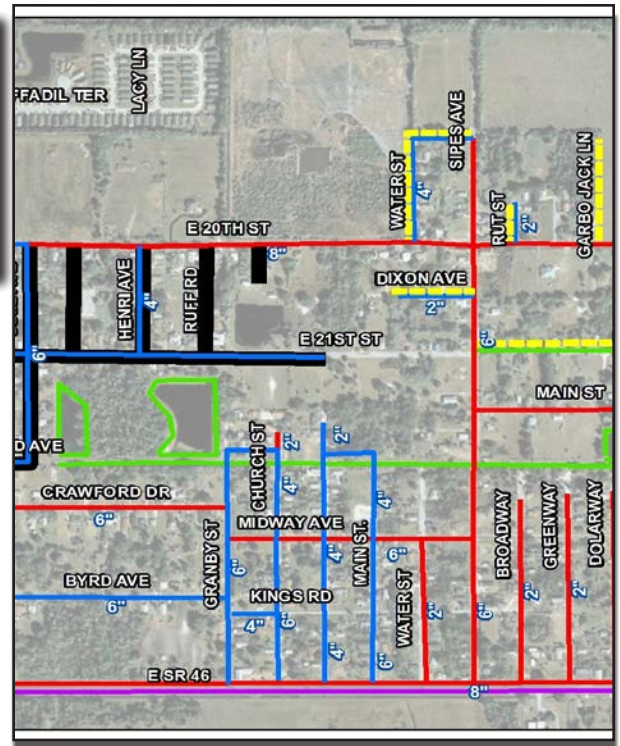
Seminole County, Mr. Ralston Reodica, 534 W. Lake Mary Blvd, Lake Mary, FL 32773 Phone: 407.665.2389  
Email: rreodica@seminolecountyfl.gov

## PROJECT DESCRIPTION

The project included construction of approximately 10,665-ft of new 4-inch -10-inch water main, water services, and fire hydrants within Midway, and the abandonment in place (via grouting) of existing 6-inch water main. Work also included directional drill construction and the installation of a new Master Meter Assembly.

CPH collected data from the Midway-Canaan Community Water Association, City of Sanford, Seminole County, and FDOT and performed site visits to evaluate the existing site conditions and locations of existing water mains and meters due to the limited information on the existing system. CPH also provided surveying services since the right-of-way was unknown / undocumented throughout Midway.

The design included preliminary layout of the new lines and coordination with the County on the proposed construction, permitting requirements, known future plans of other utilities and agencies for the project area. Since the County has secured funding for the project under the County Community Development Block Grant (CDBG) program, CPH worked closely with the County to monitor construction costs and assist with Davis Bacon wage rate requirements during construction.



## SIMILARITY TO RFQ:

10,665 LF, 4" to 10" Water Main

## COMPLETION DATE:

Completed in August 2015

## EXPERIENCE PERTAINING TO CITY OF BUNNELL:

Similar Size and Grant Funding

## Scope Similar to That Identified in RFQ:

Research, Design, Surveying, Permitting, Grant Funding Assistance

## Members of Proposed Team That Worked on This Project?

David A. Gierach, P.E., CGC, N. Katriina Bowman, P.E., CCS, Rocco Nasso, P.E., Thomas Galloway, PSM





# AREA IV WELL OUTFITTING & RAW WATER TRANSMISSION MAIN PHASES I & II

*Titusville, FL*

## OWNER'S CONTACT INFO

TIFA, LLC, Mr. Sean Stauffer, P.E., 2836 Garden Street, Titusville, FL 32796 Phone: 321.383.5650, Email: sean.stauffer@titusville.com

## PROJECT DESCRIPTION

Phase 1- The City of Titusville Area IV Well Outfitting and Raw Water Transmission Main project Phase 1 included the drilling of 5 water supply production wells, 3 saline water monitoring wells, outfitting of 6 production wells, and construction of approximately **72,000 LF of new raw water transmission main (16-20-inch diameter pipeline)** from the City's Mourning Dove Water Treatment Plant to the Area IV well field.

Phase 2- CPH performed design, surveying, permitting, bidding and construction phase services for Phase 2 of the Titusville Wellfield for TIFA LLC. The design and permitting phase services included civil engineering, survey, and environmental services and included hydraulic modeling of the wellfield, stormwater pre-development and post-development analysis of stormwater quality and attenuation, 100 year flood zone compensating storage. This phase included well drilling of 8 production wells and 1 saline water monitoring well, conversion of 1 test well to a production well, and well outfitting of 9 production wells. Additionally, the project included the construction of approximately **18,975 LF of raw water transmission main** from the north end of the existing Area IV Phase 1 Wellfield (near well 408) to each of the Area IV Phase 2 production wells (Wells WR-1 through WR-9).



## SIMILARITY TO RFQ:

Phase I: 72,000 LF, 16" to 20" Water Main  
Phase II: 18,975 LF, 16" to 20" Water Main

## COMPLETION DATE:

Phase I Completed in May 2012  
Phase II Completed in June 2014

## EXPERIENCE PERTAINING TO CITY OF BUNNELL:

Similar Size

## Scope Similar to That Identified in RFQ:

Design, Environmental, Surveying, Bid Phase Services, Permitting, Construction Phase Services, Hydraulic Modeling, Stormwater Design, SRF Loan Services

## Members of Proposed Team That Worked on This Project?

David A. Gierach, P.E., CGC, Gerald M. Cox, CGC, CUC, N. Katriina Bowman, P.E., CCS, Rocco Nasso, P.E., Thomas J. Galloway, PSM



# VACUUM PUMP STATION SERVING BASIN A/B AND C/D AND BASIN A AND D/ KEY LARGO WASTEWATER TREATMENT DISTRICT

*Key Largo, FL*

## OWNER'S CONTACT INFO

Layne Heavy Civil, Mr. Richard Crow, 81990 Overseas Hwy, Suite 204, Islamorada, FL 33036, Phone: 305.414.8356, E-Mail: richard.crow@Layne.com

## PROJECT DESCRIPTION

This project consisted of the design of the AIRVAC equipped vacuum pump station (VPS) for Basins A and B as well as one to serve Basins C and D. This project also consisted of the design of collection Basin A as well as Basin D by the use of a vacuum sewer collection system.

Basin A consists of **39,031 LF of PVC pipe**, and Basin D consists of **33,650 LF of PVC pipe** ranging in size from **4-inch to 10-inch**. Both VPS' consist of a 2,600 sq. ft. architecturally designed building that blends in with the residential nature of the areas. The buildings are constructed to withstand hurricane force winds of 150 mph and storm surge. They include an architectural metal roof with concrete block construction and precast concrete roof panels under the architectural roof to tie the walls, slab and ceiling into one cohesive structure. The structures were considered an essential building. Housed inside each building are a vacuum tank, five 25-HP vacuum pumps, two 75-HP discharge pumps and all related equipment, all based on AIRVAC design standards. Since these are essential buildings, an emergency generator and fuel supply system is housed inside each building. An odor control system is also contained within the building to minimize objectionable odors in the area from the discharge of the vacuum pumps.

CPH provided a preliminary report which compared the use of gravity collection, low pressure systems and vacuum systems. CPH provided assistance with site selection and a full survey of the VPS Sites, as well as the neighborhoods for the collection system. The survey was used as the base for the design drawings.



## SIMILARITY TO RFQ:

72,681 LF, 4" to 10" PVC Sewer

## COMPLETION DATE:

Completed in December 2010

## EXPERIENCE PERTAINING TO CITY OF BUNNELL:

Similar Size

## Scope Similar to That Identified in RFQ:

Design, Site Selection, Surveying Services, Construction Plans and Specifications

## Members of Proposed Team That Worked on This Project?

David A. Gierach, P.E., CGC, J. Brett Markovitz, Rocco Nasso, P.E., N. Katriina Bowman, P.E., CCS, David E. Mahler, P.E., James R. Morris, Jr., P.E., Gerald M. Cox, CGC, CUC, Thomas J. Galloway, PSM



# PALM COAST NEW WELLFIELD

*Palm Coast, FL*

## OWNER'S CONTACT INFO

City of Palm Coast, Mr. Richard Adams, 2 Utility Drive, Palm Coast, FL 32137 Phone: 386.986.2350, Email: [radams@palmcoastgov.com](mailto:radams@palmcoastgov.com)

## PROJECT DESCRIPTION

CPH provided design, permitting and construction administrative services for shallow aquifer wells for the City of Palm Coast.

The wells fields furnish raw water to the City's Water Plant 3, a Low Pressure Reverse Osmosis Facility. Design included drilling test wells to determine potential yields within the well field, modeling the well field potential, and developing a raw water well location plan. Permitting was through the Saint Johns River Water Management District. Each well site incorporated a future lower Floridian well also.

The well fields were split into two phases:

Phase I – Completed and in service

- 6 Wells, gravel packed, 100 ft. deep +/-, Capacity of 1.5 MGD
- Stainless Steel submersible well pumps and motors
- Pump control valves that maintain a constant downstream pressure
- 3 stand-by generators ( 2 wells for each generator)
- **12,000 LF of PVC raw water piping** ranging in size from 8-inch to 16-inch
- Radio telemetry from each well to the water plant to control pump operation and receive flow information

Phase II – Designed, waiting for award of construction contract

- 12 Wells, gravel packed, 100 ft. deep +/-, Projected capacity of 3.0 MGD
- Stainless Steel submersible well pumps and motors
- Pump control valves that maintain a constant downstream pressure
- 6 stand-by generators, ( 2 wells for each generator)
- **35,000 LF of PVC raw water piping** ranging in size from 8-inch to 24-inch
- Radio telemetry from each well to the water plant to control pump operation and receive flow information.



## SIMILARITY TO RFQ:

12,000 LF, 8" to 16" Raw Water

## COMPLETION DATE:

Completed in 2009

## EXPERIENCE PERTAINING TO CITY OF BUNNELL:

Located in Flagler County, Similar Project

## Scope Similar to That Identified in RFQ:

Design, Permitting, Construction Administration Services

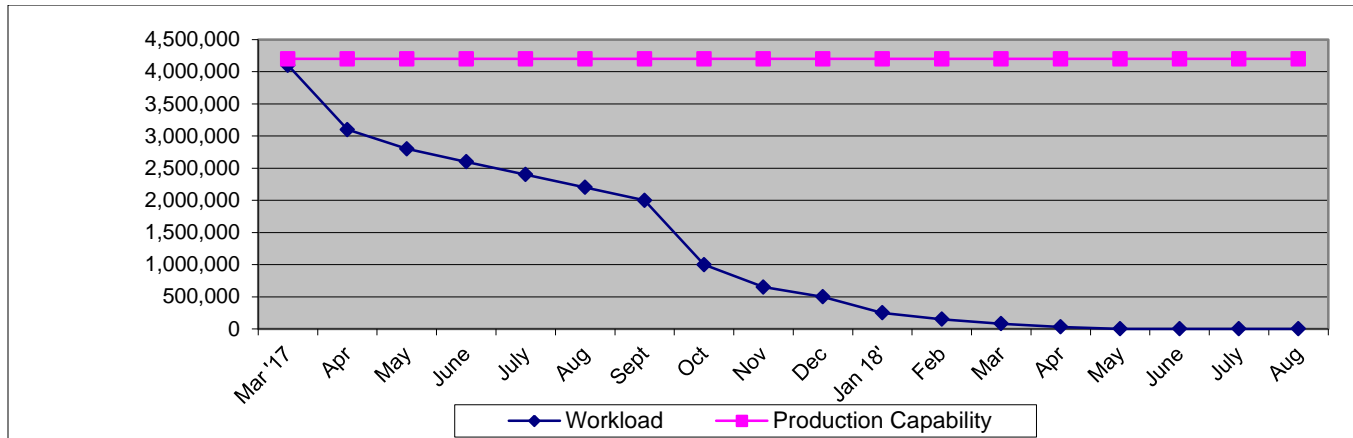
## Members of Proposed Team That Worked on This Project?

David A. Gierach, P.E., CGC, Gerald M. Cox, CGC, CUC, N. Katriina Bowman, P.E., CCS, Rocco Nasso, P.E., Thomas J. Galloway, PSM



## Corporate Workload

The current and projected workload of our team is such that we can provide responsive service to the City of Bunnell. We are well-staffed, equipped with our nearby location, and believe that we and our team members can provide a high quality, professional service to the City that is completely responsive and cost effective. The graph below depicts our current contracted backlog with no consideration for any additional work. The current workload will spread over 18 months. Our current production capability is \$4,500,000 per month. With that capacity, there are more than adequate personnel hours to cover the workload.



## Staffing Availability Matrix

The team proposed to provide services to the City of Bunnell has adequate time available to dedicate to the successful completion of the Professional Utility Engineering Services Project.

Key Personnel	Current Availability	Availability in 6 Months	Availability in 12 months
David A. Gierach, P.E., CGC	50%	65%	75%
J. Brett Markovitz	65%	75%	85%
Rocco R. Nasso, P.E.	60%	75%	80%
J. Brett Markovitz	65%	75%	85%
N. Katriina Bowman, P.E., CCS	70%	75%	85%
David E. Mahler, P.E.	75%	70%	80%
James R. Morris, Jr., P.E.	60%	70%	80%
Gerald M. Cox, CGC, CUC	50%	60%	72%
Thomas J. Galloway, PSM	50%	60%	75%
Clint Iannotti	70%	75%	85%



**CONFLICT/NON-CONFLICT OF INTEREST STATEMENT**

(Form A)

**CHECK ONE**

☒ To the best of our knowledge, the undersigned firm has no potential conflict of interest due to any other clients, contracts, or property interest for this project.

**OR**

☐ The undersigned firm, by attachment to this form, submits information which may be a potential conflict of interest due to other clients, contracts, or property interest for this project.

**LITIGATION STATEMENT**

**CHECK ONE**

☐ The undersigned firm has had no litigation and/or judgments entered against it by any local, state or federal entity and has had no litigation and/or judgments entered against such entities during the past ten (10) years.

☒ The undersigned firm, **BY ATTACHMENT TO THIS FORM**, submits a summary and disposition of individual cases of litigation and/or judgments entered by or against any local, state or federal entity, by any state or federal court, during the past ten (10) years.

CPH, Inc.

COMPANY NAME



AUTHORIZED SIGNATURE

N. Katriina Bowman, P.E., CCS

NAME (PRINT OR TYPE)

Vice President

TITLE

Failure to check the appropriate blocks above may result in disqualification of your proposal. Likewise, failure to provide documentation of a possible conflict of interest, or a summary of past litigation and/or judgments, may result in disqualification of your proposal.

## Litigation Statement

The following case is still in process:

**City of Fernandina Beach vs. CPH Engineers, Inc. et al Case No. 2014-CA-343 Division: CA; Policy No. RDP0018939**

***Origination Date – December 2014***

The City of Fernandina Beach filed suit in relation to a subdivision which had two streets having groundwater flowing over the curb and draining into the street for a distance of about fifty yards on each street. The subdivision was designed by another engineer and CPH assisted the developer during construction. The project was built eight years ago and only recently has the problem occurred. CPH is investigating the matter and it appears a new pond was built in the area and the outfall of the storm system is not functioning correctly. We are working with the City to resolve the issue; however, CPH was not the original Design Engineer nor did this issue occur until many years after project completion; therefore, CPH does not feel that we are liable on either of these counts and the City has agreed and a release is being prepared.

***THIS PAGE MUST BE COMPLETED AND RETURNED WITH YOUR PROPOSAL***

**CITY OF BUNNELL**

**DRUG-FREE WORKPLACE CERTIFICATION**

(Form B)

Does your Agency have a Drug-Free Workplace Program: Yes: X No:       

In order to have a drug-free workplace program, a business shall:

Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.

Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violation.

Give each employee that engages in providing the commodities or contractual services that are under proposal a copy of the statement specified in subsection (1).

In the statement specified in subsection (1), notify the employees that, as a condition of working on the commodities or contractual services that are under proposal, the employee will abide by the terms of the statement and will notify the employer of any conviction of, or plea of guilty or nolo contendere to, any violation of Chapter 893 or of any controlled substance law of the United States or any state, for a violation occurring in the workplace no later than five (5 ) calendar days after such conviction.

Impose sanctions on, or require the satisfactory participation in a drug abuse assistance or rehabilitation program if such is available in the employee's community, by any employee who is so convicted.

Make a good faith effort to continue to maintain a drug-free workplace through implementation of this section.

N. Katriina Bowman, P.E., CCS

NAME



SIGNATURE

Vice President

TITLE

## 6. Copy of firm's certificate of insurance



### CERTIFICATE OF LIABILITY INSURANCE

CPHEN-1 OP ID: KM

DATE (MM/DD/YYYY)  
11/30/2016

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

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

<b>PRODUCER</b> JCJ Insurance Agency 2208 Hillcrest Street Orlando, FL 32803 Mark E. Jackson		<b>CONTACT NAME:</b> Kristin McIntosh <b>PHONE (A/C, No, Ext):</b> 321-445-1117 <b>FAX (A/C, No):</b> 321-445-1076 <b>E-MAIL ADDRESS:</b> certs@jcj-insurance.com													
<b>INSURED</b> CPH, Inc. CPH Engineers, Inc. 500 West Fulton Street Sanford, FL 32771		<b>INSURER(S) AFFORDING COVERAGE</b> <table border="1"> <tr> <td>INSURER A: Continental Casualty Company</td> <td>20443</td> </tr> <tr> <td>INSURER B: Valley Forge Insurance Company</td> <td>20508</td> </tr> <tr> <td>INSURER C: Transportation Insurance</td> <td>20494</td> </tr> <tr> <td>INSURER D: RLI Insurance Company</td> <td>13056</td> </tr> <tr> <td>INSURER E:</td> <td></td> </tr> <tr> <td>INSURER F:</td> <td></td> </tr> </table>		INSURER A: Continental Casualty Company	20443	INSURER B: Valley Forge Insurance Company	20508	INSURER C: Transportation Insurance	20494	INSURER D: RLI Insurance Company	13056	INSURER E:		INSURER F:	
INSURER A: Continental Casualty Company	20443														
INSURER B: Valley Forge Insurance Company	20508														
INSURER C: Transportation Insurance	20494														
INSURER D: RLI Insurance Company	13056														
INSURER E:															
INSURER F:															

COVERAGES		CERTIFICATE NUMBER:		REVISION NUMBER:		
THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.						
INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> Contractual Liab <input checked="" type="checkbox"/> XCU GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC <input type="checkbox"/> OTHER:		C5099618199	04/01/2016	04/01/2017	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 Emp Ben. \$ 1,000,000
B	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS		C5099618204	04/01/2016	04/01/2017	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
C	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input checked="" type="checkbox"/> RETENTION \$ 10000		C5099618218	04/01/2016	04/01/2017	EACH OCCURRENCE \$ 5,000,000 AGGREGATE \$ 5,000,000 \$
D	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N N/A	PSW0002907	01/01/2017	01/01/2018	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
D	Professional Liab Claims-Made Form		RDP0023754	04/01/2016	04/01/2017	Per Claim 2,000,000 Aggregate 2,000,000

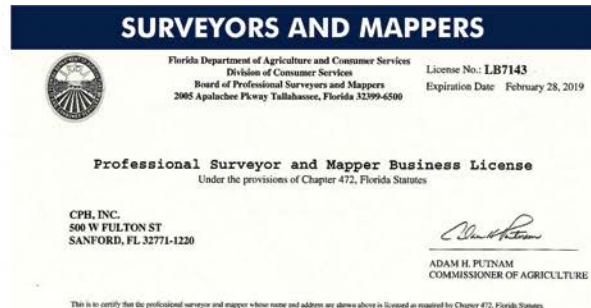
DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

<b>CERTIFICATE HOLDER</b>  <b>FORPROPOSAL</b>  <b>For Proposal Purposes</b> ***** *****	<b>CANCELLATION</b>  SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.  AUTHORIZED REPRESENTATIVE 
---	--


© 1988-2014 ACORD CORPORATION. All rights reserved.



## 7. Copy of Prime Engineering firm's current Florida Professional License renewal



## 8. Copy of W-9

<b>Form W-9</b> (Rev. December 2011) Department of the Treasury Internal Revenue Service	<b>Request for Taxpayer Identification Number and Certification</b>	<b>Give Form to the requester. Do not send to the IRS.</b>																																				
Print or type See Specific Instructions on page 2.	Name (as shown on your income tax return) CPH, Inc.																																					
	Business name/disregarded entity name, if different from above																																					
	Check appropriate box for federal tax classification: <input type="checkbox"/> Individual/sole proprietor <input type="checkbox"/> C Corporation <input checked="" type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate  <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ _____  <input type="checkbox"/> Other (see instructions) ▶ _____																																					
	<input type="checkbox"/> Exempt payee																																					
	Address (number, street, and apt. or suite no.) 500 West Fulton Street City, state, and ZIP code Sanford, FL 32771																																					
List account number(s) here (optional)		Requester's name and address (optional)																																				
<b>Part I Taxpayer Identification Number (TIN)</b>																																						
Enter your TIN in the appropriate box. The TIN provided must match the name given on the "Name" line to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see <i>How to get a TIN</i> on page 3.																																						
<b>Note.</b> If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.																																						
<table border="1" style="width: 100%; border-collapse: collapse;"><tr><td colspan="9" style="text-align: center;">Social security number</td></tr><tr><td> </td><td> </td><td> </td><td>-</td><td> </td><td> </td><td> </td><td> </td><td> </td></tr></table> <table border="1" style="width: 100%; border-collapse: collapse;"><tr><td colspan="9" style="text-align: center;">Employer identification number</td></tr><tr><td>5</td><td>9</td><td>-</td><td>2</td><td>0</td><td>6</td><td>8</td><td>8</td><td>0</td></tr></table>			Social security number												-						Employer identification number									5	9	-	2	0	6	8	8	0
Social security number																																						
			-																																			
Employer identification number																																						
5	9	-	2	0	6	8	8	0																														
<b>Part II Certification</b>																																						
Under penalties of perjury, I certify that:																																						
1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and																																						
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and																																						
3. I am a U.S. citizen or other U.S. person (defined below).																																						
<b>Certification instructions.</b> You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 4.																																						
<b>Sign Here</b>	Signature of U.S. person ▶ 	Date ▶ 3/20/2017																																				
<b>General Instructions</b>																																						
Section references are to the Internal Revenue Code unless otherwise noted.																																						
<b>Purpose of Form</b>																																						
A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.																																						
Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:																																						
1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),																																						
2. Certify that you are not subject to backup withholding, or																																						
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income.																																						
<b>Note.</b> If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.																																						
<b>Definition of a U.S. person.</b> For federal tax purposes, you are considered a U.S. person if you are:																																						
<ul style="list-style-type: none"><li>• An individual who is a U.S. citizen or U.S. resident alien,</li><li>• A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States,</li><li>• An estate (other than a foreign estate), or</li><li>• A domestic trust (as defined in Regulations section 301.7701-7).</li></ul>																																						
<b>Special rules for partnerships.</b> Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax on any foreign partners' share of income from such business. Further, in certain cases where a Form W-9 has not been received, a partnership is required to presume that a partner is a foreign person, and pay the withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid withholding on your share of partnership income.																																						



ORIGINAL

QLH

Quentin L. Hampton Associates



**Request For Qualification Statements  
Professional Utility Engineering Services  
RFQ #2017-03  
City of Bunnell**

---

**Quentin L. Hampton Associates, Inc.**

4401 Eastport Parkway, Port Orange, Florida 32127

386-761-6810 | Fax: 386-761-3977 | [www.qlha.com](http://www.qlha.com)

---





# NOTHING BUT THE FACTS...

**HEADQUARTERS:** 4401 Eastport Parkway, Port Orange, FL 32127

**YEARS IN BUSINESS:** 53 years

## **ROOTS:**

QLH's roots began in municipal wastewater engineering sector during the transition from primary to secondary/tertiary treatment. The firm pioneered advanced nutrient removal processes and public access reclaimed water. QLH has evolved into an engineering consultant specializing in all facets of water resources and municipal engineering including potable water, wastewater, reclaimed water, stormwater, civil/site design, parks and recreation, planning design services, airport facilities, and construction engineering inspection services.

## **SPECIALIZING IN:**

Planning, Design, and Construction Services for: raw water supply, water treatment, water distribution, wastewater collection, wastewater treatment, reclaimed water, stormwater management, parks and recreation, planning design services, and general civil projects. We also specialize in funding assistance and building inspections/plan review.

## **WHAT WE MOST COVET:**

Our long term continuing professional relationships with clients in East Central Florida ranging up to 48 years.

## **3 QUICK THINGS YOU DON'T KNOW ABOUT US:**

1. Privately owned by the professional engineers that actively work on all day-to-day operations.
2. Only serve public clients.
3. The project manager who starts a project will serve as the lead design professional from inception to completion.

# QLH

*Quentin L. Hampton Associates*

**Quentin L. Hampton Associates, Inc.**

4401 Eastport Parkway, Port Orange, Florida 32127

386-761-6810 | Fax: 386-761-3977 | [www.qlha.com](http://www.qlha.com)



BRAD T. BLAIS, P.E.  
DAVID A. KING, P.E.  
ANDREW M. GIANNINI, P.E.  
KEVIN A. LEE, P.E.

Quentin L. Hampton Associates, Inc.  
**Consulting Engineers**  
P.O. DRAWER 290247  
PORT ORANGE, FLORIDA 32129-0247

TELEPHONE: (386) 761-6810  
FAX: (386) 761-3977  
EMAIL: qlha@qlha.com

March 24, 2017

Sandi Bolser, City Clerk  
City of Bunnell  
201 W. Moody Boulevard  
Bunnell, FL 32110

**REQUEST FOR QUALIFICATION STATEMENTS  
PROFESSIONAL UTILITY ENGINEERING SERVICES  
RFQ# 2017-03**

Dear Ms. Bolser,

We are pleased to submit this Statement of Qualifications for Professional Engineering Services for the City of Bunnell. Quentin L. Hampton Associates, Inc. (QLH) has provided potable water engineering services for over 53 years and welcomes the opportunity to serve the City of Bunnell (City). Our team provides unmatched qualifications, expertise and project delivery to the City through our combined experience.

Our proposed project team consists of the following members:

- QLH – Lead Consultant/Potable Water/Civil/Environmental
- Southeastern Surveying & Mapping – Surveying
- Bechtol Engineering & Testing, Inc. – Geotechnical

Although none of the proposed team members are minority owned businesses, QLH is receptive to utilizing a MBE/DBE sub-consultant if needed. The proposed team was selected based on our years of experience with these sub-consultants to ensure our ability to complete this project to the best of our ability and to meet the specific grant funding schedule requirements. In regard to the project schedule requirements, we will dedicate the necessary resources to complete the project ahead of schedule, including the specific preliminary design requirements. We also intend to propose value added features to the design, including but not limited to options for reclaimed water disposal/additional use to help the City improve overall reclaimed water system operation.

QLH is very excited about the potential to serve the City with professional engineering services. We have focused on providing service to cities such as Bunnell throughout our existence. Our structure and work delivery method have both been developed over the years for this type of service and client. We strongly suggest you contact any of our long-standing continuing services clients to confirm our professional abilities and commitment to service.

QLH has been successful in the engineering consulting field by providing our clients with reasonable cost consulting services and cost effective construction projects for over 53 years. Our engineering staff has large firm experience with a small firm commitment to personal service. We believe in constant communication with the client in keeping the project status updated.



# QLH



BRAD T. BLAIS, P.E.  
DAVID A. KING, P.E.  
ANDREW M. GIANNINI, P.E.  
KEVIN A. LEE, P.E.

Quentin L. Hampton Associates, Inc.  
*Consulting Engineers*  
P.O. DRAWER 290247  
PORT ORANGE, FLORIDA 32129-0247

TELEPHONE: (386) 761-6810  
FAX: (386) 761-3977  
EMAIL: qlha@qlha.com

We pride ourselves not on the number of our clients, but on the number of years of service to each of those clients. We have a full staff of engineers, technicians, field inspectors and other support staff who are ready to begin work on your projects immediately. I, David A. King, P.E., will be the Principal-in-Charge and primary contact person for this proposal. Brad T. Blais, P.E. will be the alternate. We both may be reached at 4401 Eastport Parkway, Port Orange, FL 32127, telephone (386) 761-6810, facsimile (386) 761-3977, website [www.qlha.com](http://www.qlha.com), e-mail [dking@qlha.com](mailto:dking@qlha.com) or [bblais@qlha.com](mailto:bblais@qlha.com).

Very truly yours,  
QUENTIN L. HAMPTON ASSOCIATES, INC.



David A. King, P.E.  
Vice President

DAK:el

Enclosure



# QLH



PROPOSED TEAM

QLH



## THE TOP TEN

---

### *Ten Things That Set Us Apart From the Competition*

1. QLH specializes in water, wastewater and reclaimed water engineering.
2. QLH has a proven record of efficiently serving small to medium municipalities throughout central Florida.
3. QLH's approach is to develop excellent working relationships with our clients in order to operate as an extension to city staff to be "goal driven" vs. "fee driven".
4. QLH has an established local presence in Flagler County since 1964 and excellent working relationships with local agencies.
5. QLH has large firm capabilities, but with small firm service.
6. QLH maintains very low overhead which provides for competitive rates and financial stability.
7. QLH only serves governmental clients, no private clients; thus avoiding conflicts of interest/priorities.
8. QLH project managers are all principal owners of the firm.
9. QLH offers unrivaled funding/financing expertise including SJRWMD Cost Share, FDEP 319h, and FDEP SRF.
10. QLH has the largest construction services staff in East Central Florida including a licensed building code administrator and certified general contractor.

# QLH

---

Quentin L. Hampton Associates

---

Quentin L. Hampton Associates, Inc.

4401 Eastport Parkway, Port Orange, Florida 32127

386-761-6810 | Fax: 386-761-3977 | [www.qlha.com](http://www.qlha.com)

---

# Project Team

Quentin L. Hampton Associates, Inc. (QLH) proposes to use the following team for Professional Utility Engineering Services

<b>Principal-In-Charge/ Project Manager</b>	David A. King, P.E., Vice President/Treasurer P.O. Drawer 290247, Port Orange, FL 32129 (386) 761-6810 <a href="mailto:dking@qlha.com">dking@qlha.com</a>
<b>Project Engineers/ Managers</b>	<p>Brad T. Blais, P.E., President P.O. Drawer 290247, Port Orange, FL 32129 (386) 761-6810 <a href="mailto:bblais@qlha.com">bblais@qlha.com</a></p> <p>Andrew M. Giannini, P.E., Secretary/Project Manager P.O. Drawer 290247, Port Orange, FL 32129 (386) 761-6810 <a href="mailto:agiannini@qlha.com">agiannini@qlha.com</a></p> <p>Kevin A. Lee, P.E., Project Manager P.O. Drawer 290247, Port Orange, FL 32129 (386) 761-6810 <a href="mailto:klee@qlha.com">klee@qlha.com</a></p> <p>Michael Anderson, P.E., Project Manager P.O. Drawer 290247, Port Orange, FL 32129 (386) 761-6810 <a href="mailto:manderson@qlha.com">manderson@qlha.com</a></p>
<b>Construction Services &amp; Funding Assistance</b>	<p>Gary Wisniewski, Construction Services Manager P.O. Drawer 290247, Port Orange, FL 32129 (386) 761-6810 <a href="mailto:garyw@qlha.com">garyw@qlha.com</a></p> <p>Erika Lustik, Grants Coordinator P.O. Drawer 290247, Port Orange, FL 32129 (386) 761-6810 <a href="mailto:elustik@qlha.com">elustik@qlha.com</a></p> <p>Tabitha Russell, Grants Coordinator P.O. Drawer 290247, Port Orange, FL 32129 (386) 761-6810 <a href="mailto:trussell@qlha.com">trussell@qlha.com</a></p>
<b>Sub-Consultants</b>	<p>Gary Krick, PSM &amp; Darryll DeMarsh, CGPRT <b>Southeastern Surveying and Mapping Corporation</b> Surveying &amp; Mapping 6500 All American Boulevard, Orlando, FL 32810 (407) 292-8580</p> <p>Thomas Bechtol, P.E. &amp; Love Patel, BSCE <b>Bechtol Engineering &amp; Testing, Inc.</b> Geotechnical Engineering 605 W. New York Avenue, Suite A, DeLand, FL 32720 (386) 734-8444</p>

QLH



# Quentin L. Hampton Associates, Inc.

QLH was formed by Quentin L. Hampton in 1964 and was incorporated in 1967. Quentin L. Hampton was a pioneer in wastewater treatment and acquired numerous patents for various treatment processes. Quentin served until his retirement in 1985. Rick Fernandez followed Quentin as president and took the company into the next millennium. Under Rick's direction and guidance, the company grew to over 35 employees. Rick retired in 2005, but stayed with the company until 2010 as a Director. Quentin's son, took

Quentin L. Hampton



over the helm in 2005 and was the firm's president until retirement in 2009. Currently, Brad Blais serves as President, David King serves as Vice President/Treasurer and Andrew Giannini serves as Secretary of the corporation and are the company's future. With their guidance Quentin L. Hampton Associates will continue to grow and to serve our clients into the far future.

QLH is privately owned by the corporate officers/professional engineers. Therefore all company decisions are made amongst these owners to the benefit of our clients versus from afar and to the benefit of stockholders as can happen with large regional/national firms.

The tenure of employees at QLH range up to 32 years with an average tenure of 13 years. This tenure is evidence of the company's dedication to our employees. This results in an unrivaled continuity of employee knowledge, abilities and experience that benefits our clients.

Brad T. Blais



QLH has maintained headquarters in Volusia County since 1964. Our main office is located at 4401 Eastport Parkway, Port Orange, Florida, 32127. QLH

has also operated branch offices in Largo, Cocoa and Cocoa Beach as needs arose. We currently operate a satellite office in Cocoa Beach, for which we partner with our client, the City of Cocoa Beach, for such office.

QLH maintains a continual presence throughout Central and North Florida due to our service to continuing contract services to clients throughout these areas.



QLH was a leader in upgrades to tertiary and advanced wastewater improvements to treatment facilities in the 1980s and development of public access reclaimed water systems in the 1990s and 2000s. During the growth of the company, expertise was also developed in potable water, stormwater, civil, environmental and other areas. QLH continues to be an industry leader in these areas.

Throughout the company's existence, primary focus was placed on serving municipalities throughout Central Florida and most recently North Florida as well. Continuing contracts with current municipal clients date as far back as 1968. For over the last 18 years, QLH has only served governmental clients thus avoiding potential conflicts of interest that may arise when serving private clients and the development community. QLH is an expert in the governmental processes and procedures required for public engineering, bidding and construction.

QLH's strategic plan includes continuing to provide our existing and new clients unsurpassed professional engineering services that improve the world around us while improving the quality of life of our clients' residents/customers, our clients and our employees.



# QLH

# Company History and Composition

QLH was founded by Quentin L. Hampton during 1964 and Articles of Incorporation were prepared during 1967. The owners are professional engineers, active in all phases of the firm's design and production. Corporate officers/owners are Brad T. Blais, P.E., President, David A. King, P.E., Vice President/Treasurer, and Andrew M. Giannini, P.E., Secretary, and Kevin A. Lee, P.E.

QLH has 28 full time employees including:

- Five (5) registered professional engineers
- Eight (8) inspectors
- One (1) production manager
- One (1) administrative services supervisor
- Five (5) CADD/GIS technicians
- Two (2) grant specialist/administrative assistants
- One (1) engineering intern
- One (1) grant compliance specialist/inspector
- One (1) construction supervisor
- Three (3) administrative assistants

All of the firm's project resources are based out of the Port Orange office.

The engineers and designers assigned to the City's projects are experienced professionals. Once a project manager is assigned, that individual will manage the City's project from conception to completion of construction. Continuity of personnel is a QLH trademark.

QLH has developed a reputation for excellence and innovation within our areas of expertise. Our design and construction services staff is familiar with local contractors, City staff, local private utility company personnel, and regulatory staff from all regional and local agencies.

The client list and duration of tenure, shown below, indicate the firm's range of service. QLH has served neighboring municipalities and surrounding communities for over 53 years.

Client	Continuing Service Since
Cocoa Beach	1968
Port Orange	1980
DeLand	1987
Ormond Beach	1992

Client	Continuing Service Since
Edgewater	1994
Holly Hill	1995
South Daytona	1995
Cocoa	1997
Volusia County	1998
Orange City	2001
Ponce Inlet	2001
New Smyrna Beach	2002
Flagler Beach	2003
Utilities Commission New Smyrna Beach	2006
Satellite Beach	2006
Deltona	2009
Brevard County	2009
DeBary	2010
Cape Canaveral	2011
Mount Dora	2014
Bunnell (desired)	2017

QLH is integrally involved in the design and planning process for its clients. A foundation of the firm is the philosophy of its staff to function as an extension of the client's staff for which they serve. Communication is vital to the success of projects. Having established lines of communication is a direct benefit to the City of Bunnell.

QLH has assembled the best team of engineering professionals to effectively complete the City of Bunnell's projects. David King will provide client services management and project management, along with Brad Blais and Andrew Giannini. On every project, we will establish a team of in-house personnel to provide the majority of all work effort and select technical sub-consultants to provide specialized services on an as-needed basis. Upon request for task assignment scope and fee proposals, QLH and City staff shall jointly determine what design team members are best suited for each project. This includes QLH engineers and specialty sub-consultants. QLH is flexible and can make any necessary design team adjustments to suit the City's needs.



QLH

# Company Focus and Advantages

QLH designs and projects have been at the forefront of technology and the firm continues to assist its clients in the implementation of cost effective projects which benefit the customers they serve as well as the environment we all share. The QLH motto, 'Large Firm Ability, Small Firm Service' represents our approach to project design and client service. We have the depth of staff and experience to undertake multi-million dollar construction programs, but we regularly complete small projects, letter reports, and permitting activities quickly and efficiently. The engineers, technicians, and inspectors all have greater than ten years experience and unlike many firms, the project managers and technicians who start your projects will see it through completion.

The engineers, technicians, and inspectors assigned to work on this project will serve as an 'extension of staff'. Larger firms are primarily interested in profitability on every project and assignment. Usually there is little involvement by the firm's principals and large firms with branch offices are typically not flexible or willing to embrace creative solutions, alternative project delivery techniques or new ideas. Smaller firms, such as QLH, are better equipped to provide personalized service. QLH is the only medium sized firm in East Central Florida which specializes solely in public sector engineering/design, and construction services, thus combining the best of both worlds.

QLH specializes in providing comprehensive, personalized governmental consulting services to communities in East Central Florida. The firm is unique in its ability to provide personalized service. QLH personnel and project managers provide consistent service and advice during the financing, design, and construction stage of each project. It is not the firm's policy to bill for minor expenses or charge for miscellaneous services such as phone calls, copies, and mileage.

The most demonstrative feature of our firm's performance is our ability to listen to the needs of individual clients and provide cost effective designs to satisfy those needs. We are focused

on learning everything about your project and offering independent solutions to each problem as opposed to offering canned designs, which may be modified to fit a particular site. We offer the firm's technical abilities as a means of achieving the project goals established by the City of Bunnell's Staff and the City Commission.

## Subsurface Utility Engineering

Quentin L. Hampton Associates, Inc. (QLH) was proud to announce the addition of Subsurface Utility Engineering (SUE) to our available offerings in 2013. These SUE services complement our over 53 years of water and wastewater utility engineering experience. The underground environment has become extremely complicated with ever increasing crowded right-of-ways and the utilization of trenchless technologies. Potential liability of inaccurate or incomplete existing utility information has also increased. Utility companies are being forced to provide very finite information on existing facilities and engineers/surveyors are being relied upon to provide this more accurate information and utilize such in utility design.



QLH utilizes electronic line tracing equipment, ground penetrating radar, and vacuum locate equipment to ascertain on-site utility information to ASCE/FDOT Quality Level A standards. QLH also provides ASCE/FDOT Level B - D information in order to provide the appropriate level of effort and cost as needed for the specific project.

QLH

In addition to the above mentioned services, QLH also provides value-added services related to these SUE services. QLH also provides the following related services:

- Utility conflict identification
- Utility relocation design
- Utility condition assessment
- Utility asset evaluation
- Utility mapping and GIS development

QLH can provide any of these services concurrent with our engineering design services or as separate stand alone services on a task order or continuing services on-call basis.

### Sub-Consultants

QLH prefers to utilize sub-consultants for which we have long standing working history and relationships with. The table below shows the length of these relationships and history.

QLH Sub-Consultant	Years of Established Relationship and History
Southeastern Surveying & Mapping Corp	12
Bechtol Engineering & Testing, Inc.	28

### Southeastern Surveying and Mapping Corporation

Founded in 1972, Southeastern Surveying and Mapping Corporation (SSMC) is an independent, employee-owned Professional Surveying and Mapping; Geographic Information Systems (GIS); Subsurface Utility Engineering (SUE) and Grant Writing/Administration team that serves Florida's leading public and private organizations as the single largest Surveying and Mapping firm in the State of Florida.

### Traditional Services

Land Surveying and Mapping by SSMC applies experience and a complete surveyor's toolkit including four wheel drive vehicles, ATV's, boats, airboats, fathometers, LiDAR, GPS, reflectorless total stations, digital levels, electronic field books and a proprietary data collection format, and graphic production using MicroStation, ArcInfo, AutoCAD Civil 3D, AutoCAD Land Development, Revit, CAICE,

and GEOPAK tools to deliver compatible data in ready to use form to our clients and team members.

Expedited schedules and budget compliance are full time concerns, with daily tracking and reporting by an in house designed system customized to the requirements of a full service Surveying and Mapping team that works with Public Sector Clients daily.

### Non-Traditional Services

Subsurface Utility Designation and Location (Test Holes) by SSMC's full service Utility Division, employs the best electronic sensing devices as well as Ground Penetrating Radar (GPR) and records research to designate underground utilities that includes lost or buried stormwater structures and then uses highly mobile, safe, nondestructive vacuum excavation equipment to uncover and positively identify them. Utility crews are cross trained in field survey methods.

The SSMC team prides itself on its repeat public sector and private sector clients (some for 42 years) that we work with demonstrating our teams continued ability to control costs, produce a quality product and meet deadlines.

### Bechtol Engineering and Testing, Inc.

Bechtol Engineering And Testing, Inc. (BET) is a consulting engineering firm specializing in Environmental Services, Hydrogeologic and Geotechnical Engineering, and Construction Materials Testing. Since its inception in 1989, BET has provided professional engineering and testing services for a wide array of clients in both the private and governmental sectors throughout the State of Florida. During this time BET has earned a solid reputation for providing the highest level of cost-effective professional engineering services.

BET maintains a Professional Engineer currently licensed in the State of Florida, with expertise in the areas of Environmental Services, Hydrogeologic and Geotechnical Engineering, and Construction Materials Testing. Environmental personnel are OSHA 40-hour Hazardous Worker Trained, and are current with 8-hour refresher courses. Materials testing personnel are FDOT, ACI, NICET, and Nuclear Gauge Certified and meet or exceed minimum technical requirements. Environmental,



QLH

Hydrogeologic and Geotechnical drilling is performed by Licensed Water Well Contractors. All Environmental, Hydrogeologic, Geotechnical and Materials Testing Services are provided in strict accordance with applicable FDEP, FDOT, AASHTO, and ASTM specifications. BET has sufficient staff, laboratory equipment, and field apparatus to provide services requested in a timely manner.

BET maintains a comprehensive Quality Assurance/Quality Control Plan and Standard Operating Procedures to insure attainment

of quality professional service and accurate data. This program has been established to provide general guidelines and procedures for Environmental, Geotechnical and Materials Testing services provided by personnel of BET and any subconsultants or sub-contractors working under the direction of BET, and to ensure the accuracy of engineering field and laboratory data to be utilized in the preparation of engineering and testing reports, in accordance with standards established by the Engineering Profession and applicable State and Federal law.

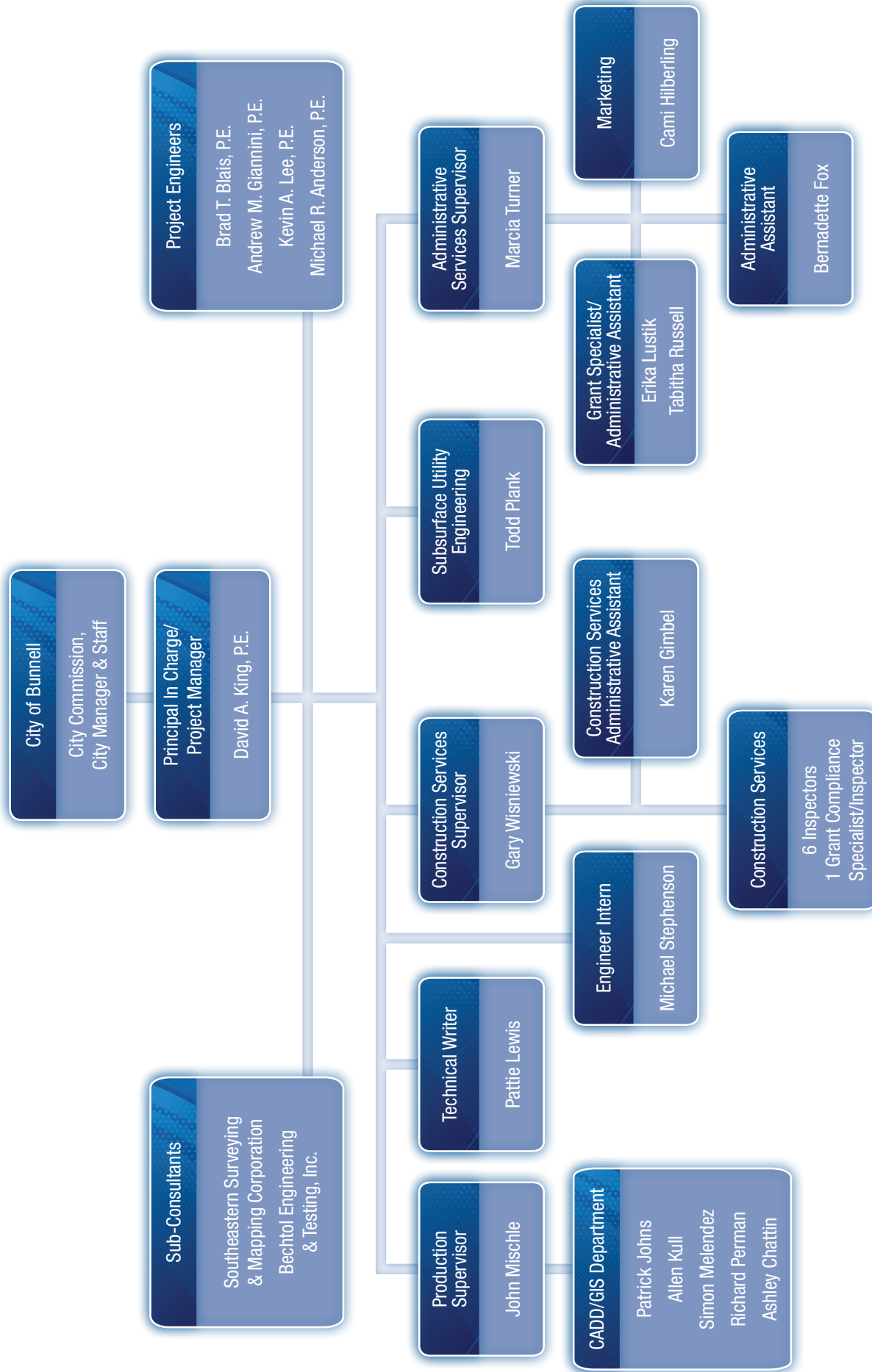
---

QLH



QLH

# QLH Organizational Chart



QLH

**David A. King, P.E.**

**Position:** Project Manager/Vice President, Quentin L. Hampton Associates, Inc.

**Years of Experience:** 25

**Years with QLH:** 18

**Education:** B.S. Civil

Engineering University of Central Florida, 1991

**Professional Registration:** Professional Engineer, Florida

**Professional Affiliations:**

- Florida Engineering Society (Past Chapter President)
- American Society of Civil Engineers (Past Branch President)
- Florida Institute of Consulting Engineers
- Florida Stormwater Association
- Water Environment Federation
- American Public Works Association (APWA)
- American Water Works Association (AWWA)

Mr. King currently serves as Vice President of QLH. His duties include project management and engineering on various civil, water resources, stormwater and other projects. He serves as City Engineer for the cities of Flagler Beach, Edgewater, and Satellite Beach. Mr. King also oversees the Subsurface Utility Engineering (SUE) department at QLH. For many of our clients, Mr. King provides program management services for their capital improvements programs.

Mr. King specializes in water and wastewater conveyance systems including pump stations, storage, transmission, distribution and collection. Mr. King also specializes in general civil and stormwater design including retrofit stormwater, streetscape and other similar type projects.

Mr. King has been employed at QLH since 1999. Prior to joining QLH, Mr. King held the Engineering Division Manager/City Engineer position at the City of Cocoa where he was employed for 7 years. At the City, Mr. King was responsible for a multimillion dollar per year capital project improvement

program. Many of the projects were designed in-house in which Mr. King was in responsible charge of. Other projects were contracted out to consultants who provided Mr. King the experience of being the “client”. Mr. King worked very closely with the operations and maintenance staff to incorporate many cost/time saving and performance features into the various projects. Mr. King also was a key member of a design team which designed improvements to a 48 MGD preliminary treatment, storage and pumping potable water facility in which a patent was received.

Mr. King’s wastewater experience has included various treatment facility improvements such as headworks rehabilitation, digester improvements, filter press additions, odor control improvements and effluent disposal projects. Mr. King has experience with collection systems including gravity pipelines up to 18 inches in diameter, pump stations up to 150 horse power and force mains up to 24 inches in diameter.

Mr. King’s reclaimed water experience has included storage projects such as ground storage tanks up to 5 million gallons, reservoirs up to 175 acres and ASR systems. Mr. King’s pumping and distribution experience includes pump stations up to 150 horse power and pipelines up to 24 inches in diameter. Mr. King also has experience in augmentation projects utilizing stormwater and groundwater augmentation sources using surface water intake systems, underground storage facilities and horizontal and vertical wells.

Mr. King’s water experience has included wellfield development and raw water pipelines up to 48 inches in diameter along with various treatment plant improvements such as filter improvements, disinfection system improvements, ASR storage and other improvements. Mr. King’s storage and transmission experience includes ground storage tanks to 5 million gallons, pump stations to 250 horse power and pipelines up to 54 inches in diameter. Mr. King is also experienced in water distribution having designed many water distribution projects, many of which were water main replacements of aged, deteriorated existing water mains.

QLH



Mr. King's utility planning experience has included asset evaluation and management studies, distribution and collection system modeling, facility plans for funding acquisition and bond system evaluation reports. Mr. King has also assisted the majority of current and past clients with their utility capital improvements programs (CIP) and in some cases, program management of such CIPs. Mr. King is also experienced in hazard planning and mitigation.

Mr. King's construction services experience has included projects up to \$10 million including multidiscipline projects involving civil, structural, electrical, mechanical, plumbing, and other trades. Mr. King is experienced with FDOT construction standards and Federal compliance procedures. Mr. King's construction project management experience is extensive and includes design-build and other non-conventional delivery methods.

QLH



QLH

**Brad T. Blais, P.E.**

**Position:** Principal-In-Charge/President  
 Quentin L. Hampton Associates, Inc.

**Years of Experience:** 29

**Years with QLH:** 29

**Education:**  
 B.S. Civil Engineering,

North Carolina State University, 1988

**Professional Registration:** Professional Engineer, Florida

**Professional Affiliations:**

- Chairman: City of Port Orange Construction Regulation Board
- Florida Engineering Society (Past Chapter President)
- National Society of Professional Engineers
- Florida Institute of Consulting Engineers
- Water Environment Federation
- American Water Works Association

**Publications:**

“Volusian Water Alliance Aquifer Management Plan (RAMP) Phase I,” Water Reuse Association National Conference, 2002

“VWA Water Supply Plan: A Regional Water Supply/Planning Case Study,” Co-Author, Florida Water Resources Journal, February 2003

“Nutrient Removal Enhancement Using Process Automation at Holly Hill”, Co-Author, Florida Water Resources Journal, January 2012

“Sustainability and TMDL Compliance Using Moving Bed Biofilm Treatment in Cocoa Beach”, Florida Water Resources Conference, 2014

“Achieving Extremely Low Effluent TN and TP Using IFAS Technology”, Co-Author, WEFTEC 2014

Mr. Blais currently serves as President of Quentin L. Hampton Associates, Inc. (QLH). In addition to his management, client service and business development responsibilities, Mr. Blais serves as project manager for many of the firm’s ongoing projects. Recent projects include water and wastewater treatment facilities, sewage collection

systems, water and reclaimed water distribution systems and municipal building projects.

Mr. Blais specializes in water treatment, advanced wastewater treatment process design, and reclaimed water system planning and implementation. He is also responsible for preparation of utility master plans and regional water supply planning. In addition to serving as Engineer of Record (EOR) for project design, he also manages construction and provides contract administration services for these projects. He specializes in grant and loan acquisition. He has assisted clients in securing over \$10 million in grants and \$60 million in low interest loans since 2008.

Throughout his career, Mr. Blais has planned, designed and supervised construction of hundreds of water resource related and general civil projects. The projects cover a broad range of categories from small water distribution projects to multi-million dollar advanced wastewater treatment facilities. He has authored utility master plans, rate studies, bond reports and regional water supply planning documents. He is actively involved with AWWA, WEF and FWRC and has authored technical publications and presented papers at the State and National conferences.

Mr. Blais has designed and supervised construction of a wide variety of wastewater collection, transmission, advanced wastewater treatment and an array of effluent disposal projects. He performs biological process design, hydraulic modeling, instrumentation and control design and layout.

QLH has pioneered reclaimed water production and utilization in Florida and Mr. Blais has planned and designed numerous reclaimed water storage and distribution facilities. This includes over 50 MG of storage tanks and pumping capacity and 65 miles of reclaimed water distribution mains. The storage primarily consists of above ground concrete tanks and excavated reservoirs. Pump stations are computer controlled variable speed facilities capable of meeting a wide range of demand conditions. The distribution networks are hydraulically modeled and designed to meet peak irrigation demand conditions.

QLH

Mr. Blais has prepared planning and design documents for a wide variety of raw water supply, water treatment, water storage, pumping and distribution projects. Public water supply is regulated in Florida by Water Management Districts under the Consumptive Use Permitting (CUP) process. Mr. Blais has negotiated CUP's for the majority of utilities in Volusia County.

Mr. Blais' utility planning experience is extensive. He has prepared utility master plans, regional water supply plans and feasibility studies for multiple cities, counties and private utilities. The planning

documents have served as a foundation for most clients' Capital Improvement Program (CIP).

Mr. Blais has over 25 years experience supervising construction of utility and civil projects. He has provided project management and CEI services for small projects and multi-million dollar facilities. He holds a certification as a residential building inspector and multiple FDOT certifications for all aspects of quality control and project management. He is an effective communicator and negotiator who has a demonstrated track record of successfully managing project schedules and budgets.

QLH

QLH



**Andrew M. Giannini, P.E.**

**Position:** Project manager, Quentin L. Hampton Associates, Inc.

**Years of Experience:** 26

**Years with QLH:** 16

**Education:**  
B.S. Engineering

Technology, University of Central Florida, 1982

B.S. Mathematics and Computer Science, Troy State University 1980

**Professional Registration:** Professional Engineer, Florida

**Professional Affiliations:**

- Florida Engineering Society
- National Society of Professional Engineers
- Florida Institute of Consulting Engineers
- American Water Works Association

Mr. Giannini currently serves as Corporate Secretary of Quentin L. Hampton Associates, Inc. (QLH). His duties include project management and engineer on various stormwater, civil and utilities projects. He currently serves as City Engineer for the Town of Ponce Inlet. Mr. Giannini has authored numerous stormwater master plans for several cities in Volusia County and has participated in preparation of many utility master plans.

Mr. Giannini specializes in stormwater retrofit and civil design in existing urban or rural development. He is adept at hydrodynamic modeling of complex drainage systems. Mr. Giannini also specializes in water and wastewater distribution system design and construction of these systems.

Mr. Giannini joined QLH in 2001. In the years prior, Mr. Giannini performed similar duties with civil engineering firms in Volusia County and prior to that, Palm Beach County. He has a total of over 25 years of engineering experience that includes numerous civil site plan design and permitting, stormwater retrofit design, water and wastewater conveyance systems, and several park projects for municipal clients.

Mr. Giannini's wastewater experience has included various collection systems and pump stations for new developments and existing where a system was never included. Mr. Giannini has designed and permitted regional pump stations and force main systems with pumps up to 70 HP in size and mains up to 18 inch in diameter.

Mr. Giannini's reclaimed water experience includes design and construction of over 8,000 LF of 12- inch, 16-inch and 20-inch reclaimed main for the City of Deltona, and an additional 27,000 LF of various size mains for Volusia County Utilities. Mr. Giannini has also designed reclaimed water augmentation projects utilizing stormwater and groundwater sources. The projects were incorporated into stormwater retrofit projects where detention ponds were added for drainage improvements.

Mr. Giannini's water project experience includes rehabilitation of wells, pumps, and storage tanks. Mr. Giannini has designed and permitted numerous water transmission and distribution mains ranging from 6-inch to 24-inch in size. Many of the projects were constructed in existing developed areas where construction was a challenge.

Mr. Giannini has contributed to several utility master plan studies for the purposes of evaluating existing systems and providing recommendations for long term planning efforts. The master plans include utility capital improvement programs that assist our clients with funding sources for the improvements. Mr. Giannini is adept at water and sewer system modeling and analysis, cost estimating and planning.

Mr. Giannini has served as construction administration engineer on projects that exceed \$10 million in construction cost. Projects that he has administered include stormwater, roadway, civil site, structural and utility. Mr. Giannini is experienced with FDOT construction processes and standards, including Federal compliance procedures.



QLH

## Kevin A. Lee, P.E.



**Position:** Project Engineer, Quentin L. Hampton Associates, Inc.

**Years of Experience:** 10

**Years with QLH:** 10

**Education:** Environmental Engineering, University of Florida, 2006

B.S. Environmental Engineering, University of Florida, 2005

**Professional Registration:** Professional Engineer, Florida

### Professional Affiliations:

- Water Environment Federation
- American Water Works Association
- Florida Engineering Society (Past Chapter President)
- National Society of Professional Engineers

### Publications:

“Nutrient Removal Enhancement Using Process Automation at Holly Hill”, Co-Author, Florida Water Resources Journal, January 2012.

Mr. Lee currently serves as a Project Engineer for QLH. His duties include project management and engineering on various water resources projects. His experience ranges from planning, evaluation studies, conceptual design, permitting, design, construction administration, and inspection of the projects. Mr. Lee has been the engineer of record or aided in the design of several upgrades at water and wastewater treatment plants.

Mr. Lee specializes in water and wastewater treatment systems. His advanced wastewater treatment and nutrient removal experience includes computer modeling of biological systems to optimize the rated capacity of treatment facilities and/or upgrade the treatment level. Many of these treatment processes include process monitoring and controls to optimize biological nutrient removal.

Mr. Lee joined QLH in 2006 upon completion of graduate school. He gained field experience as

a resident project representative for one year during the expansion and upgrade of a 3.0 MGD Water Reclamation Facility. This field experience included most aspects of treatment plant design and construction: piping, mechanical equipment installation and replacement, construction of new and rehabilitation of existing structures and tankage, electrical and instrumentation.

Mr. Lee has been involved in the design and permitting of several wastewater treatment plants including facilities operated by the Cities of Cocoa, Cocoa Beach, DeLand, Edgewater, Holly Hill, Port Orange, Utilities Commission of New Smyrna Beach, and Volusia County. He acted as a design engineer for the process conversion for the City of Cocoa Beach’s WRF including mixed bed biofilm reactors and a reclaimed water ASR well. Mr. Lee is the engineer of record for a rehabilitation of the City of Edgewater’s Wastewater Treatment Plant. Construction is scheduled to be completed in 2014.

Mr. Lee’s reclaimed water experience includes system modeling and planning documents for Citywide distribution system. Mr. Lee has completed permitting to increase the storage level in the City of Port Orange’s 140 acre reclaimed reservoir. This permitting effort included a new surface water discharge from the reservoir to an adjacent wetland system for beneficial freshwater recharge. He has also participated in the design of a stormwater and surface water recovery project which included advanced treatment to remove TSS for reclaimed water augmentation.

Mr. Lee’s water supply design and permitting experience includes a wellfield expansion installing four (4) wells with emergency power and contract administration for various Upper Floridan Aquifer wells and a Lower Floridan Aquifer well. He has designed several upgrades to existing water treatment plants and pump stations including: cartridge filters, lime slakers, thickener drives, and high service pumps. He has completed fourlog virus inactivation certification and associated process upgrades for the Cities of Flagler Beach, Holly Hill, Port Orange, two (2) facilities operated by Volusia County, and the Utilities Commission of New Smyrna Beach.

QLH

Mr. Lee has also authored Consumptive Use permit Renewals and Compliance Reports for more than five (5) municipalities. Mr. Lee's utility planning experience includes authoring utility master plans, CUP permit renewals, compliance reports, and CIP planning assistance. The utility master plans have included population projections, raw water supply, reclaimed irrigation and aquifer recharge, water and wastewater treatment plant evaluations, treatment plant upgrade evaluations, collection system and distribution system layout and modeling. Planning documents included proposed capital projects with implementation schedule and estimated construction costs.

Mr. Lee gained field experience as a resident project representative for one (1) year during the expansion and upgrade of the City of Holly Hill's WWTP. This field experience included most aspects of treatment plant design and construction: mechanical piping, equipment installation and replacement, construction of new and rehabilitation of existing structures, electrical and instrumentation. He has also provided contract administration services for projects ranging from replacement of 24,000 LF of water distribution pipe in an existing residential neighborhood, several lift station rehabilitations, potable well installations, and treatment plant upgrades. Contract administration includes presiding over coordination meetings, verifying pay applications, representative between owner and contractor, quality reviews, and contract close out.

QLH

QLH



## Michael R. Anderson, P.E.

**Position:** Project Manager/Project Engineer,  
Quentin L. Hampton Associates, Inc.

**Years of Experience:** 15

**Years with QLH:** 8 Months

**Education:** B.S. Agricultural & Biological  
Engineering, University of Florida, 2001

Sales Engineering Certificate,  
University of Florida, 2001

**Professional Registration:**

Professional Engineer, Florida

**Professional Affiliations:**

- Florida Engineering Society
- American Society of Civil Engineers
- National Society of Professional Engineers
- Florida Stormwater Association

Mr. Anderson currently serves as a Project Manager and Project Engineer at QLH. His experience in civil engineering design and construction encompasses a wide variety of projects ranging from stormwater master plans, urban land development, roadway design, civil construction, and miscellaneous public projects. His experience includes but is not limited to stormwater modeling, construction document and specification preparation, construction project management, management of sub-consultants and sub-contractors, cost estimating, bid preparation, Construction Engineering Inspection (CEI) and construction administration.

Mr. Anderson specializes in general civil engineering design and construction, with an emphasis on civil infrastructure design.

Mr. Anderson has been employed by QLH since July 2016 where he works on stormwater modeling, civil infrastructure, and site design. Prior to joining QLH, Mr. Anderson worked for a civil engineering general contractor working primarily for the Florida Department of Transportation and other government entities. As a construction project manager, Mr. Anderson was responsible for multi-million dollar state highway construction projects and Local Agency Program construction projects, oftentimes, which included new utility construction or utility rehabilitation.

He began his career as a civil engineer in South Florida where he worked as a consultant to Seacoast Utility Authority, in Palm Beach Gardens, as a land development utility reviewer. In 2004, Mr. Anderson opened a branch office in Palm Coast, Florida for Singhofen and Associates, Inc., whom was the Engineer of Record for the Town Center and Linear Park projects in that city. While serving as branch manager for SAI, Mr. Anderson worked on several planned unit developments, general site designs, and permitting within the Flagler County, Flagler Beach, and Palm Coast area. In addition, he volunteered as a Palm Coast Planning and Land Development Regulation Board member, ultimately serving as Chair, and was an instrumental technical resource to the City in developing and implementing their first adopted Land Development Code.

Mr. Anderson has previously served time as the City of Port Orange Community Development Engineer where he was the Floodplain Manager. While at the City, he was responsible for drainage concerns throughout the city, the NPDES program, site plan review, and the local National Flood Insurance Program Community Rating System. At the City, Mr. Anderson worked very closely with the public, public works, and utility operations and maintenance staff to solve many problems throughout the City.

Mr. Anderson's wastewater design experience includes various subdivision sanitary sewer collection systems including sanitary sewage lift stations. Throughout his construction experience, Mr. Anderson has been responsible for sanitary sewer collection design-build retrofit and new construction, notably assisting in the master wastewater design for the Palm Coast Town Center. Mr. Anderson has design and construction experience with new and replacement sanitary sewer collection systems including gravity pipelines up to 24 inches in diameter, force main pump systems up to 70 HP, and force mains up to 30 inches in diameter.

Mr. Anderson's reclaimed water experience has included design and construction of pressurized reclaimed water distribution systems up to 24 inches in diameter.



QLH

Mr. Anderson's water experience includes design and construction of water main distribution pipelines up to 24 inches in diameter and master planned water distribution systems, notably assisting in the water distribution system design for the Palm Coast Town Center. He has been involved in many new water main and rehabilitation projects including replacement of existing active mains and individual utility services, with minimal interruption to customers.

Mr. Anderson's construction project management experience has included single projects valuing over \$15 million including multidiscipline projects involving civil, structural, electrical, mechanical, plumbing, and other trades. Mr. Anderson is highly experienced with FDOT construction standards and specifications as well as other Local, State, and Federal compliance procedures. Mr. Anderson's construction experience is extensive and includes design-build, value engineering, and other non-conventional delivery methods.

QLH

QLH

## Gary L. Wisniewski

**Position:** Construction Services Supervisor,  
Quentin L. Hampton Associates, Inc.

**Years of Experience:** 41

**Years with QLH:** 33

**Education:** Graduate of Municipal Training Institute  
Pittsburgh Urban Public Works Administration, 1974

### Professional Certifications:

- ICC Accessibility Inspector/Plans Examiner #5166779-21
- ICC Housing Code Official #5166779-H6
- ICC Building Code Official #5166779-B6
- ICC Building Plans Examiner #5166779-B3
- ICC Certified Building Official #5166779-CB
- ICC Property Maintenance & Housing Inspector #5166779-64
- NABCEP Certified Energy Practitioners
- ICC Combination Plans Examiner #5166779-C3
- ICC Master Code Professional #262S
- ICC Mechanical Inspector #5166779-M5
- ICC Mechanical Code Official #5166779-M6
- ICC Mechanical Plans Examiner #5166779-M3
- ICC Electrical Inspector #539S
- ICC Electrical Code Official #5166779-E6
- ICC Electrical Plans Examiner #040S
- ICC Plumbing Code Official #5166779-P6
- ICC Plumbing Plans Examiner #5166779-P3
- ICC Commercial Combination Inspector #5166779-C5
- ICC Commercial Electrical Inspector #5166779-E2
- ICC Building Inspector #5166779-B5
- ICC Residential Combination Inspector #5166779-R5
- ICC Standard Coastal Construction Inspector #5166779-C1
- ICC Property Maintenance & Housing Inspector #5166779-64
- Hurricane Mitigation
- ACI Concrete Field Testing Technician – Grade 1
- Confined Space Entry
- Troxler Nuclear Testing & Gauge Operation #7110817
- Sunshine Safety Council Work Zone Traffic Control Intermediate Level #BT-05-0078
- Solar Trade Knowledge
- FDEP Stormwater Management Inspector #7007
- American Red Cross CPR/1st Aid
- Florida Solar Energy Green Home Designator
- OSHA 30 Hour Course

### State Licenses:

- Florida General Contractor CGC057951
- Building Inspector BN0002745 Coastal, One & Two Family, Electrical, Plumbing, Mechanical, Building
- One and Two Family Plans Examiner SFP106
- Plans Examiner PX2075 (Elec, Plumbing, Mech, Bldg)
- Building Code Administrator BU1345
- ATSSA Worksite Traffic Supervisor #49223
- Florida D.O.T. Asphalt Paving Technician #5589
- Stormwater Management #7007
- Solar Contractor (pending)
- Home & Wind Mitigation Inspector HI4758

### Professional Affiliations:

- Southern Building Code Congress International
- Council of American Building Officials of Central FL
- Building Officials & Inspectors of Volusia County
- East Florida Builders Association
- Construction Trade Board, City of Port Orange
- Volusia County Code Compliance Review Board
- PADI Divemaster #DM-156581
- International Code Council

### Background:

From 1976 to 1983 Mr. Wisniewski worked as a municipal inspector for the City of Pittsburgh Public Works Department. His responsibilities included inspection and construction management for roadway, bridge, water and sewer contracts for large scale municipal projects.

In 1984, Mr. Wisniewski joined Quentin L. Hampton Associates, Inc. as a field inspector. Since that time he has served as supervisor of our construction management section with a staff of 12 field inspectors. Responsibilities include supervision of projects, resolution of field conflicts, review of pay requests, testing results and “as-built” drawings. His staff is responsible for inspection of public works projects for the cities of Cocoa, Cocoa Beach, DeLand, DeBary, Edgewater, Holly Hill, Flagler Beach, South Daytona, Ormond Beach, Port Orange, New Smyrna Beach, and Volusia County as well as subdivision and site inspections for work performed by private developers within the cities of Port Orange, Edgewater, and Ponce Inlet. Gary and his staff have also performed building inspections and plan review for the Town of Ponce Inlet, cities of Edgewater, Port Orange, South Daytona, Lake Helen, and Holly Hill.

QLH



## Gary B. Krick, PSM

1986 Florida Registration LS4245

### Employment

**SOUTHEASTERN SURVEYING AND MAPPING CORPORATION**  
**President/Project Manager**

**FLORIDA**  
**Years Employed (1973-Present)**

Gary has over **44 years** of Professional Surveying and Mapping Services experience. Gary is responsible for managing project resources, progress, completion time frames and budget. Gary has a proven track record of job performance, projects completed on time, within budget and providing quality deliverables. Gary has been personally responsible for the management of thousands of projects as described in the District's scope of services. Gary's commitment to your project is the resources and staff that are required to deliver a quality product on time and within budget.

### Relevant Project Experience:

#### Osceola County Municipalities, as Sub-Consultant

- City of Titusville SR 405 Force Main Replacement (Grissom) (2500 LF), Subsurface Utility Verification w/Survey Collection: Performed Test Holes at (4) specific locations as marked on plan sheets; Survey collection of utilities. 2017

#### Brevard County Municipalities, as Sub-Consultant

- City of Cocoa Wetland Application Feasibility Study (166 ac), Topographic Survey 2016
- City of Titusville Area Two Watershed Flooding: Topographic Survey (South St. Area – (46) features), Topographic Survey (south of South St. Area – (50) features) 2016
- City of Titusville Knox McRae Baffle Box Design, Topographic Survey 2016
- City of Cocoa 30" Water Supply Main Wellfield Water Main, Located in Orange County, Design Survey, Description/Sketch 2014
- City of Cocoa 30" Water Supply Main Well 13 Econ Bridge, Located in Orange County, Topographic Survey, Utility Designation/Location 2014
- City of Cocoa 30" Water Supply Main Extension near Well 17, Located in Orange County, Supplemental Survey Services 2013

#### Orange County Municipalities, as Sub-Consultant

- City of Winter Garden CR 535 & SR 429/Stoneybrook West Pkwy. Intersection Improvements, Descriptions/Sketches, Supplemental Topographic Survey (2016), Additional Design Survey, Establish Right-of-Way (2015), Design Survey, Establish Right-of-Way (2011) 2011-2016
- City of Winter Garden Avalon Rd. Improvements, various locations, Design Survey, Right-of-Way Staking 2013-2015
- City of Winter Garden Plant St./East Crown Point Rd., Additional Design Topographic Survey 2016
- City of Winter Garden East Crown Point Rd. & Fullers Cross Rd. Intersection Improvements, Descriptions/Sketches, Design Surveys 2013-2015
- City of Orlando Herndon Annex, Boundary and Topographic Survey 2014
- City of Orlando Proposed Orlando Police Department Headquarters, Boundary Survey, Topographic Survey 2014
- City of Orlando Stormwater Ponds 69A, 69B & 69C, Topographic Hydrographic Surveys 2014
- City of Winter Garden East Daniels Rd. & Ropers Rd. Traffic Signal Improvements, Design Survey, Utility Location 2014

#### Seminole County Municipalities, as Prime Consultant

- City of Casselberry Lake Concord District Unit 1, ALTA/ACSM Boundary Survey, Topographic Survey, Metes and Bounds Description/Sketch 2015

#### Seminole County Municipalities, as Sub-Consultant

- City of Longwood SR 434 & CR 427, Boundary Survey, Topographic Survey 2016
- City of Longwood West SR 434 & Raymond Ave. (FDOT Parcel), Vacant Boundary Survey, Topographic Survey 2016
- City of Winter Springs SR 434 at Winter Springs City Hall-Turn Lane, Design Topographic Survey, Utility Designation 2016
- City of Longwood East Maine Ct. Right-of-Way Conveyance, Freyman Holdings, LLC., Boundary Survey 2015

#### Volusia County Municipalities, as Prime Consultant

- City of Port Orange Police Shooting Range Facility, Boundary Survey, Topographic Survey 2016

#### Volusia County Municipalities, as Sub-Consultant

- City of DeBary Benson Junction Rd. & S. Shell Rd., Survey Review 2016

### Education:

Valencia Community College; Trimble GPS Surveying Training Center; Continuing Education for Licensing Requirements; Mean High Water Surveying Training FDEP Methodology

### Professional Organization Membership:

Central Florida Chapter of the Florida Surveying & Mapping Society; Volusia County Chapter of the Florida Surveying & Mapping Society; National Society of Professional Surveyors; Florida Utility Coordinating Committee; Florida Global Navigation Satellite Systems Users Group



QLH

## Darryll DeMarsh, CGPRT

### Employment

#### SOUTHEASTERN SURVEYING AND MAPPING CORPORATION

Orlando, Florida

Vice President / Utility Division Manager

Years Employed (1999-Present)

Darryll has over 17 years SUE experience and is responsible for coordinating, estimating, managing and administrating utility projects for design and relocation and planning utility mapping projects for conflict verification.

#### THE SPECTRA GROUP, INC. / Project Specialist / Virginia Beach, Virginia

(1993-1999)

### Recent Related Project Experience

#### Brevard County

- SR 5 (US 1), SR 500 (US 192) to CR 511 (Aurora Rd), Utility Designation/Location, as Sub-Consultant 2010
- FL Institute of Technology Emergency Tank Removal, Utility Designation/Location, as Sub-Consultant 2010
- Harris Corporation Hangar Expansion (2.42 ac), Utility Designation, as Sub-Consultant 2010
- Duval County
- Florida Christian Apartments, Utility Designation, as Sub-Consultant 2010

#### Flagler County

- DW CTSP - US 1 at White View Parkway, Utility Location, as Sub-Consultant 2010

#### Lake County

- CR 44 Decel Lane Shoulder Improvements, Utility Location, as Sub-Consultant 2010
- Golden Eagle Boulevard Off Site Water Main, Utility Designation/Location, as Sub-Consultant 2010
- WCE 310 Relocated SR 50, Emergency Utility Designation/Location, Progress Energy Florida 2010

#### Orange County

- SR 50 at SR 417 24" Force Main Upgrade, Utility Designation/Location, as Sub-Consultant 2010
- Central Florida Parkway at John Young Intersection, Utility Designation/Location, as Sub-Consultant 2010
- Chickasaw Trail Widening over SR 408, Utility Location, as Sub-Consultant 2010
- CONSERV II Utility Mapping (25 ac), Utility Designation, as Sub-Consultant 2010
- Cypress Creek Blvd. and Orlando-Vineland Road Traffic Signalization, Utility Location, City of Orlando 2010
- Fairbanks Avenue Force Main Route, Utility Designation/Location, as Sub-Consultant 2010
- Florida Citrus Bowl Renovations (20 ac), Utility Location, as Sub-Consultant 2010
- Moselle Avenue/Corrine Terrace Force Main Replacement, Utility Designation, as Sub-Consultant 2010
- North Bumby Avenue Drainage Study, Utility Designation/Location, City of Orlando 2010
- Orange County Southern Service Area, Utility Designation/Location, as Sub-Consultant 2011
- Orlando Trade Port Drive Hangar (5,280'), Utility Designation/Location, as Sub-Consultant 2010
- Shingle Creek Transmission Force Main & Reclaim Water Main Project, Utility Location, Sub-Consultant 2010
- Winter Park Underground Conversion, Utility Designation, as Sub-Consultant 2010

#### Osceola County

- Thacker Avenue Elementary School GPR, Utility Designation/Location, The School Dist. of Osceola Cnty. 2010
- The Fountains at San Remo Court Poinciana, Utility Designation, as Sub-Consultant 2010
- Toho Water Authority Manhole Project, Utility Location, as Sub-Consultant 2010
- VCC Osceola Campus Portable Buildings, Utility Designation, as Sub-Consultant 2010

#### Seminole County

- SC Apple Valley Hillcrest Street 14" AC Waterline Replacement, Utility Location, as Sub-Consultant 2010
- THOR 169T7-WCA 69kv Relocation, Chapman Road, Layout and Reference (10) proposed poles, PEF 2010
- Town Parke Apartments SR 434, Utility Designation, as Sub-Consultant 2010

#### Volusia County

- NSB Central Beach Flood Mitigation Phase IIIa Improvements, Utility Coordination, as Sub-Consultant 2010
- VOTRAN Facility Soil Screening S. Daytona, Utility Location, as Sub-Consultant 2010

### Education

Dutchess Community College, 2 yrs Liberal Arts; Numerous FDOT & Equipment Training Seminars; **Ground Penetrating Radar (GPR) Certified; Confined Space Safety Awareness Training; MOT Trained and Certified**

### Professional Organizations

Associate Member of the Sunshine State One Call of Florida; Central FL Branch of American Public Works Assoc.; Florida Utility Coordinating Committee; Associate Member of the Florida Surveying and Mapping Society; Florida Chapter of the Urban and Regional Information Systems Association; Member of Catholic Cemetery Conference; Member of Florida Rural Water Association

SOUTHEASTERN SURVEYING AND MAPPING CORPORATION  
6500 All American Boulevard, Orlando, Florida 32810

(407) 292-8580 ext 2238 X Fax (407) 292-0141 X e-mail: [ddemarsh@southeasternsurveying.com](mailto:ddemarsh@southeasternsurveying.com)

QLH

**THOMAS R.H. BECHTOL, P.E.**  
President / Principal Engineer  
tb@bechtol.com

**BECHTOL ENGINEERING & TESTING, INC.**  
605 W. New York Avenue, Suite A; Deland, FL 32720  
386-734-8444

---

#### **SUMMARY OF CAPABILITIES**

- Geotechnical Engineering
- Foundation Engineering
- Soils & Construction Materials Testing
- Hydrogeologic Engineering
  - Effluent Disposal - Land Application
  - Stormwater Retention Analysis & Design
  - Solid Waste Disposal Facilities Permitting and Monitoring

#### **EDUCATION**

B.S.E. Environmental Engineering,  
University of Central Florida, 1980

#### **Graduate Studies:**

Drillers and Exploration - University of Missouri, Rolla  
New Methods in In-Situ Testing - University of Florida  
Stormwater Permitting - University of Florida

#### **Engineering Seminars:**

Including Wastewater Disposal, Materials Testing, Stormwater Regulation and several Management Seminars.

#### **REGISTRATION**

Registered Professional Engineer, Florida 1987

#### **PROFESSIONAL EXPERIENCE**

Mr. Bechtol is owner and President of Bechtol Engineering & Testing, inc., and is responsible for corporate management and project engineering. Mr. Bechtol has over 30 years of engineering experience; 21 years with Bechtol Engineering & Testing, Inc.

Geotechnical Engineering experience includes subsurface exploration, foundation design, excavations, slope stability analyses, grout stabilization, settlement analysis and soils compaction as well as a comprehensive range of related field and laboratory testing services. In addition, Mr. Bechtol has practical knowledge and experience in the area of land surveying.

In the area of soils and materials testing, he has had responsibility for many aspects of soil and materials testing projects including project coordination, review of field and laboratory data, engineering evaluation and report preparation. Specific experience includes soils and concrete testing services for projects ranging from single family residences to multi-story condominiums. Mr. Bechtol has also been involved in several roadway related projects including work for the Florida Department of Transportation, County of Volusia and many other municipalities and private individuals throughout Central and Northeast Florida. In addition, he is experienced in many special testing services including LBR testing, load testing of piles and structural components, cement and chemical grout stabilization, vibration monitoring, R-meter testing and soil resistivity.

Specific hydrogeologic experience includes the design of effluent disposal ponds, spray irrigation systems, and drainfield systems for the disposal of wastewater effluent, for many private and public projects ranging in size from a few thousand to several million gallon per day capacities. In addition, he has been involved in the groundwater analysis and design of many stormwater retention systems throughout Northeast Florida. Mr. Bechtol has had extensive experience in hydrogeologic related areas of effluent disposal and stormwater management permitting through the Florida Department of Environmental Regulation and St. Johns River Water Management District, as well as many other municipalities. Mr. Bechtol is also responsible for permitting and monitoring of numerous solid waste disposal facilities in northeastern Florida.

#### **PROFESSIONAL AFFILIATIONS**

National Society of Professional Engineers

Florida Engineering Society - Daytona Beach  
Chapter President 1989-90

Volusia County Association of Responsible Developers  
Member Executive Council 1992-93

QLH



## Love Bhumiraj Patel, B.S.C.E.

(386) 785 6039 • patel.love92@gmail.com

### Education

- ❖ B.S. Civil Engineering – Embry-Riddle Aeronautical University, *Daytona Beach, Florida*

### Experience

- ❖ **Project Engineer (Supervision – Thomas Bechtol, P.E.)** *May 2015 – ...*  
**Bechtol Engineering & Testing, DeLand, FL**
  - Geotechnical & Foundation – Building & bridge foundation/earthwork design; Geotechnical Studies; Preliminary site development studies; Groundwater & septic system design; Retaining wall & helical anchor design; Underpinning/stabilization; Sinkhole stabilization monitoring; Monitoring of pile, pavement, slab, roof and structural components installation and subsequent load analysis; Engineering design, strength and failure studies; Asphalt pavement studies; Limited structural inspections; Limited foundation sub-grade inspections
  - Environmental Engineering & Testing – FDEP Phase I & II Environmental Site Assessments, Groundwater Quality Monitoring Reports; Environmental permitting & compliance monitoring, Contamination assessments
  - CMT & Q.C. – Asphalt thickness coring/testing; Deep foundation / SPT / Auger borings; Aggregate & base testing; Concrete/grout/mortar sampling & compressive testing; Nuclear density gauge; Standard & modified proctor; Marshall method testing; Drilled shaft inspection; Asphalt paving inspection; Pile load testing; FDOT Quality Control
- ❖ **Sr. Engineer Technician** *December 2012– August 2014*  
**Environmental & Geotechnical Specialists, Tallahassee, FL**
  - Supervised & managed: field equipment inventory, company trucks, and newly employed interns
  - Assistant manager of the Geotechnical Soils Laboratory
  - Subsurface drilling and soil sampling along with geophysical laboratory testing
  - Roadway and stormwater design using GIS and CAD software (Certified User)
    - ❖ FDOT – Interstate 10, Lane Expansion project ~80 miles
    - ❖ FDOT – Interstate 10, Bridge Scour Investigations
    - ❖ LBR & CBR testing for Highways and Roadways
- ❖ **Construction Inspector** – Stormwater, Erosion, Sediment Control  
**FDEP Trained & Certified to Practice in the U.S.**
  - Reinforcing the regulation for proper design, construction, and maintenance of erosion and sediment controls
  - Determine that offsite sedimentation and turbidity in receiving waters are being prevented

### Projects

- ❖ **Bechtol Engineering & Testing, projects include:**
  - Building/Bridge/Foundation/Retaining Wall Evaluation & Design
    - ❖ DiMucci Towers 14, Daytona Beach Shores, FL – Foundation Design
    - ❖ DeLand Animal Hospital, DeLand, FL – Foundation Design & Mortar Testing
    - ❖ Global One Pilot Training Facility, Orlando, FL – Building Design Evaluation & Foundation Design
    - ❖ Eau Gallie Veterinary Hospital, Melbourne, FL – Foundation & Pavement Design
    - ❖ Sanford-Orlando International Airport – Foundation, Structures & Earthwork Design
    - ❖ Multiple RaceTrac Petroleum Locations in FL – Foundation, Septic & Pavement Design
    - ❖ Lantern Drive Bridge Replacement, South Daytona, FL – Bridge Foundation Design & Settlement Analysis
    - ❖ Ryanwood Concrete Box Culvert, Daytona Beach, FL – Bridge Foundation Design
    - ❖ Multiple Residential Locations – Retaining Wall Design, Failure Analysis & Repair Recommendation
    - ❖ Multiple Residential & Commercial Locations – Sinkhole Rehabilitation
  - Pavement Evaluation & Design
    - ❖ Melaleuca Blvd., Port St. Lucie, FL – Asphalt Sampling & Pavement Design
    - ❖ The Cascades Residential Development, DeLand, FL – Asphalt Sampling & Pavement Design
  - Soil & Water – Sampling & Environmental Testing
    - ❖ Thatcher Chemical Plant; HTS Waste Management Facility; Gel Recycling Inc.; Samsula Landfill
  - FDOT Quality Control
    - ❖ Royal Palm Parkway., Palm Coast, FL – Asphalt Paving Operation
    - ❖ International Speedway Blvd., Daytona Beach – Drilled Shaft Installation (Intersection Mast Arms)



QLH

WORK HISTORY

QLH





*Quentin L. Hampton Associates*

---

Quentin L. Hampton Associates, Inc.

4401 Eastport Parkway, Port Orange, Florida 32127

386-761-6810 | Fax: 386-761-3977 | [www.qlha.com](http://www.qlha.com)

---

# Work History

QLH has an extensive work history of successful water and wastewater projects. QLH also has extensive experience in project funding assistance. Many of these projects are similar to this reclaimed water main project.

Listed below is information regarding QLH's project funding experience and specifically SJRWMD Cost Share funding. Also below is information on just a few similar past QLH projects.

## Funding Assistance

QLH has an unsurpassed amount of experience in project funding. We have assisted clients with project funding via the following programs:

- SJRWMD Cost Share
- FDEP State Revolving Fund (SRF) Loans
- Florida Rural Water Loans
- FDEP Impaired Water Funding
- DOE Energy Efficiency & Conservation Block Grant Program
- FDOT Joint Project Agreement (JPA)
- FDOT Local Agency Program (LAP)
- FDEP 319h Grants
- FEMA Hazard Mitigation Grant Program
- EPA STAG Funding

Below is a summary of total grant/loan amounts per type of grant/loan since 2010:

<b>FDEP SRF Loans</b>	\$86,332,234
<b>SJRWMD Cost Share</b>	\$28,878,145
<b>FDOT LAP</b>	\$14,622,897
<b>FDEP 319h</b>	\$3,598,216
<b>FDEP Grants</b>	\$2,250,000
<b>FEMA HMGP</b>	\$2,097,333
<b>FDOT JPA</b>	\$1,500,000
<b>ARRA FEMA</b>	\$1,141,000
<b>FDEP TMDL</b>	\$1,009,300
<b>CDBG</b>	\$320,000
<b>DOE</b>	\$196,738
<b>ARRA/FDOT LAP</b>	\$64,000
<b>DEO</b>	\$25,000

QLH has two (2) dedicated Grant Funding Specialists whose primary work duties are to assist clients in the acquisition and collection of grant funding. We provide complete services in this area including the critical reimbursement request duties which provides the client expedient reimbursements of expended funds. QLH also has a dedicated Grant Compliance Specialist who provides the various grant compliance duties which can be extensive for federally funding projects. Compliance duties can include:

- Davis-Bacon Payroll Review and Verification
- EEO/MBE/WBE Utilization Verification
- Buy American Material Verifications
- E-Verify Monitoring
- On-the-Job Training Monitoring

QLH



The following is a partial list of recent St Johns River Water Management District Cost Share grant projects that QLH has obtained since 2010:

Year	Client	Project Name	Type of Grant/Loan	Grant/Loan Amount
2016	City of Cocoa Beach	Muck Removal Phase 2	SJRWMD	\$680,000
2016	City of Ormond Beach	S. Peninsula RWM Extension	SJRWMD	\$5,071,075
2016	City of Flagler Beach	Ocean Palm Subdivision SW Improvements	SJRWMD	\$875,000
2016	City of DeLand	WVWS Project 4A Deltona Storage & Treatment	SJRWMD	\$9,700,000
2016	City of DeLand	Reclaimed Water Retrofit Project	SJRWMD	\$1,212,000
2015	City of Cocoa	Florida Ave & Factory St SW Improvements	SJRWMD	\$207,641
2015	City of DeLand	Reclaimed Water Retrofit Project 2B	SJRWMD	\$1,518,750
2015	City of Edgewater	East Thomas St. Septic Tank Elimination & SW Imp.	SJRWMD	\$289,278
2015	City of Cocoa Beach	Minutemen Causeway SW Improvements & Streetscape	FDOT-LAP, DEP-TMDL, DEP-319(h), SJRWMD, FDEP SRF	\$50,000
2015	City of DeLand	Reclaimed Water Interconnect Project	SJRWMD	\$2,230,632
2015	City of DeLand	WVWS Reclaimed Water Retrofit, Part B & Wiley M Nash WRF Upgrades	SJRWMD	\$1,516,050
2015	City of DeLand	WWTP Aeration & Instrumentation	SJRWMD	\$604,000
2014	Volusia County	North Peninsula FM and Package Plant Abandonment	SJRWMD	\$490,141
2014	City of Deltona	Doyle Road Reclaimed Water Main	SJRWMD	\$2,400,000
2014	City of Deltona	Alexander Avenue Storage Tank	SJRWMD	\$720,000
2012	City of Ormond Beach	Airport Road FM & RWM Improvements	SJRWMD/FDEP SRF	\$1,313,578
Total Grants/Loans				\$142,034,863

QLH



QLH

# Similar Projects

## City of Deltona

### Alexander Avenue Reclaimed Water Storage Tank, Pump Station & Doyle Road Transmission Main

**Project Team:** Brad Blais, P.E.

**Owner:** Matt Doan, P.E., Public Works Director  
City of Deltona, (386) 878-8950,  
[mdoan@deltonafl.gov](mailto:mdoan@deltonafl.gov)

**Start Date:** September 2014

**Completion Date:** August 2015

The City of Deltona owned approximately 120 acres at a site referred to as the Alexander Avenue property. A portion of the property was designated for use as a water resource management area. This included areas reserved for effluent disposal and stormwater management. Site master planning performed has identified property on the south end of the 120 acre parcel which is reserved for the proposed ground storage tank and pump station. QLH designed and permitted the proposed 1.0 MG reclaimed water ground storage tank and pump station upgrades at the site. Design included civil, structural, mechanical, electrical, and instrumentation drawings.

The scope of engineering services included the design and engineering services required to construct a storage tank and high service pump station. The project included the construction of a 1.0 MG pre-stressed concrete ground storage tank and high service pumping station. Ground storage and pumping was provided at the City owned

parcel on Alexander Avenue. The required design engineering services included geotechnical analysis, data collection, permit application preparation, grant coordination, preparation of construction drawings, specifications and bidding assistance, and construction phase services.

**The overall design scope also included 32,000 LF of 20" reclaimed water transmission main** from the City's new 'Eastern' WWTP to the storage tank and pump station and Rapid Infiltration Basin (RIB) site on Alexander Avenue. The reclaimed water main commenced on SR #415 and terminated at the storage tank site. It includes 20" HDPE and 20" PVC installed via directional drill and open cut, respectively. **It was partially funded by a \$2.00M cost share grant from SJRWMD.**

It included wetland crossings and utility relocation work within FDOT and Volusia County right-of-way.

QLH provided design, CEI and funding assistance services for all phases of this program, including: 'Eastern' WWTP, RIB Site, Reuse Transmission Main, Storage Tank, Pump Station and CUP Permitting. The 40-acre RIB/Pump Station is an integral part of the regional recharge enhancement program that supports the City's C.U.P. and compliance requirements.



QLH



# Cities of Deltona, DeLand, Orange City & Volusia County

## West Volusia Water Suppliers Water Interconnects Part A & B

**QLH Project Manager:** Brad Blais, P.E.

**Contact:** Keith Riger, P.E., Director of Public Services, (386) 740-5813; [rigerk@deland.org](mailto:rigerk@deland.org)

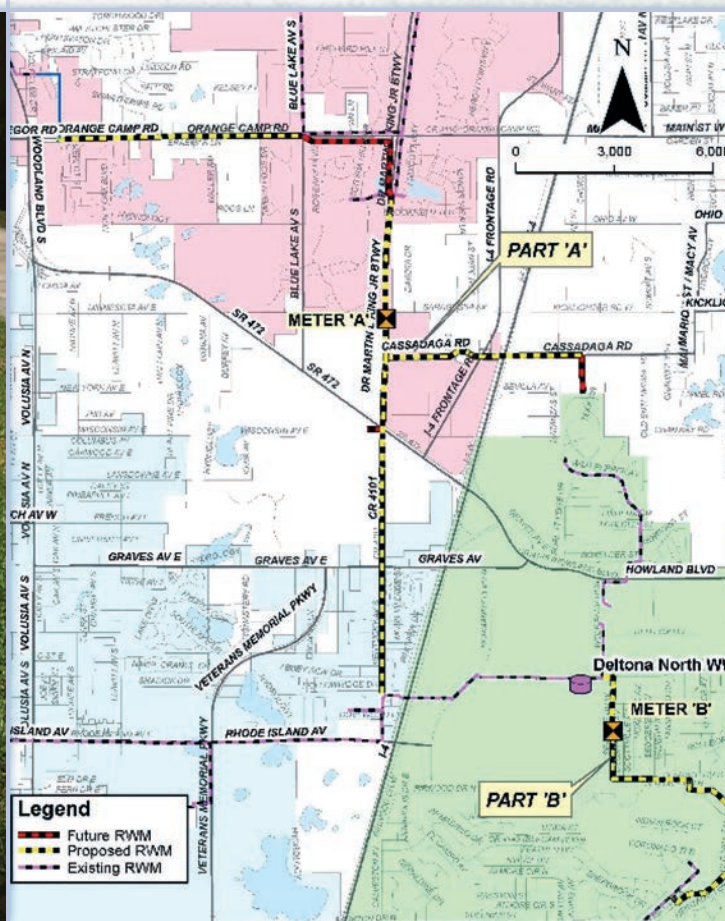
**Construction Cost:** \$4,607,229

The West Volusia Water Suppliers (WVWS) include the following members: DeLand, Deltona, Orange City and Volusia County. Each of the members own and operate utilities which provide water, sewer and reclaimed water service to residents and customers in unincorporated areas. All four (4) utilities are impacted by the existing Blue Spring Minimum Flow Regime (MFR) which will reduce the volume of groundwater that can be withdrawn within the springshed area. A MFR compliance strategy was developed by the WVWS, and adopted by the water management district as a prevention and recovery strategy (PRS) for the Blue Spring MFR.

A major component of this strategy is utilizing reclaimed water and other lower quality water sources to serve non-potable needs.

Interconnecting the utility's reclaimed water distribution networks is an essential part of this plan. **This project consisted of the installation of 47,925 LF of up to 18" diameter pipe** and provided approximately 8,000,000 GPD of reclaimed water transfer capacity. Upon completion, Deland, Deltona and Volusia County were each capable to share approximately 4.0 MGD of non-potable water resources between their respective reuse storage, pumping, and distribution systems.

The project was divided into two (2) phases, A and B, but it was bid and administered as a single project. QLH prepared the grant applications and administered **two (2) cost share grants for this project including a \$900,000 planning/design grant from the USEPA and a \$2.03M cost share grant from SJRWMD**. The project included work within FDOT and Volusia County rights-of-way and a directional drill crossing of US Hwy. I-4 at Cassadaga Road.





QLH

# City of Ormond Beach

## Airport Road Force Main & Reclaimed Water Main

**Project Team:** Brad Blais, P.E.

**Owner:** John Noble, P.E., City Engineer,  
City of Ormond Beach, (386) 676-3302,  
[noble@ormondbeach.org](mailto:noble@ormondbeach.org)

**Construction Cost:** \$6,325,241

QLH prepared the City's utility Master Plan in 2008. One of the primary projects identified was a new sewage force main connecting the western service area to the WWTP. Another significant project was construction of a reclaimed water transmission main to serve the western service area. QLH prepared planning, funding, design, permitting, bidding and CEI services for this project.

Initial phases of this project included a 4 MG reclaimed water storage tank and high service pumping station at the WWTP. Subsequent phases included approximately four (4) miles of reclaimed water main and force main piping to convey sewage flow from the western service area and return reclaimed water to storage tanks and distribution systems in Breakaway Trails and Hunter's Ridge. This project increased annual reclaimed water demand in Ormond Beach by approximately 2.0 MGD.

This project consisted of a 16" force main

replacement which was an extension of the N. U.S. 1 force main also designed by QLH. It parallels U.S. 1 and Airport Road in Ormond Beach. The force main conveys flow from Hunter's Ridge, Breakaway Trails, and destination Daytona and all sewage flow west of the Tomoka River. **The reclaimed water main piping ranged in size from 24" to 12" in diameter.** It includes crossing of the Tomoka River and I-95. The project includes a series of two (2) booster pumps and control valves to convey reuse to the western service area. Approximately 20,000 LF of 6" diameter force main and **15,000 LF of reclaimed water main piping** on U.S. 1 and Airport Road.

The 20,000 LF of reclaimed water main piping ranges in size from 24" to 12" diameter. It includes crossings of the Tomoka River and I-95. The project includes a series of two (2) booster pumps and control valves to convey reuse to the western service area. QLH provided funding assistance and grant acquisition for this project. A \$6 million SRF loan and \$1.3 million grant from SJRWMD were acquired in support of this project. The total project cost for the force main and reclaimed water main components was **\$6.34M**. It was completed in 2013.





QLH



# City of Port Orange

## Reclaimed Water Reservoir/Recharge Basin Project, Phases I, II, & III

**QLH Project Managers:** David A. King, P.E., & Brad T. Blais, P.E.

**Contact:** Tom Troutman, Chief WWTP Operator, City of Port Orange, (321) 506-5785, [ttroutman@port-orange.org](mailto:ttroutman@port-orange.org)

**Construction Cost:** \$12,100,000

QLH has served as Port Orange's utility consultant since 1982. All of the City's water and sewer projects for the past 30 years were designed and overseen by the firm's engineering staff. The reclaimed water reservoir/recharge basin project was conceived by QLH as part of a regional program which would ultimately consist of a series of interconnected reservoirs enabling seasonal storage of reuse and shared utilization of the resource. The project was a required component of the City's Consumptive Use Permit (CUP) and **SJRWMD shared in the cost of construction.**

Primary components of this project include: (1) 3.0 mg storage tank, **22,000 LF 24" D.I.P. reclaimed water main**, 100 acre and 75-acre pair of reservoir/recharge basins. All of the components are constructed on City western wellfield property

west of Tomoka Farms Road in Volusia County. This project provides for increased reuse utilization, eliminates effluent discharge to the Halifax River and enhances aquifer recharge. The project also includes the harvest of stormwater to transfer and store in the basins as further reclaimed water supply augmentation and recharge.

The project was designed to enable recovery (2.5 mgd) on a continuous basis and a peak recovery capacity of 4 mgd. The project will yield 1.0 mgd of additional irrigation water supply. Recharge is estimated at 0.8 mgd. The estimated potable water offset provided by reclaimed water is 0.93 mgd.

Phase I of the three (3) phase project was bid and awarded to Censtate Contractors. The total bid price for Phase I was \$8.77 million. A Florida Forever Grant of \$2.38 million was received for the project.

Phase II was an excavation contract for excavation of the 100 acre reservoir. The total bid price was \$1.05 million awarded to Halifax Paving.

Phase III was for additional mechanical components and electrical system. The total bid price was \$2.28 million and was awarded to Wright Construction.





QLH



# City of Cocoa

## Reclaimed Water Reservoir/Recharge Basin Project, Phases I, II, & III

**QLH Project Manager:** David A. King, P.E.

**Contact:** Ed Wegerif, P.E., Public Works Director,  
City of Cocoa, (321) 433-8800

65 Stone Street, Cocoa, FL 32922

**Construction Cost:** \$4,322,842

The City of Cocoa planned in their Capital Improvement Program the installation of a wastewater force main and reclaimed water main along SR 520 between I-95 and existing facilities located at Clearlake Road and each end of Clearlake Road. The construction included approximately **21,000 LF of 20" – 6" diameter reclaimed water mains,**

with approximately 2,800 LF by horizontal directional drill method along with approximately 16,300 LF of 20" – 8" diameter wastewater force mains, with approximately 2,100 LF by horizontal directional drill method and approximately 40,000 LF of 2" conduit.

The City contracted QLH to secure and administer a **State Revolving Fund (SRF)** loan for construction and supervision. QLH completed the design, permitting, bidding, contract administration, and inspection for this project, in addition to SRF Loan Administration.





QLH



# City of Edgewater

## Reclaimed Water Trunk Line Phase I

**QLH Project Manager:** David A. King, P.E.

**Contact:** Brenda DeWees, Public Works Director,  
City of Edgewater

(386) 424-2400; [bdeweess@cityofedgewater.org](mailto:bdeweess@cityofedgewater.org)

**Construction Cost:** \$831,402

The project consisted of the installation of approximately 9,000 LF of 16" diameter reclaimed water main by horizontal directional drill method, using Certalock PVC pipe.

The trunk line serves as the vital north-south transmission main for the City's distribution system. Over many years of in-fill development and increases in reclaimed water customers, the City began witnessing pressure problems. QLH modeled the system and included future growth estimates. Route alternatives were evaluated both hydraulically and for ease/ability of construction. The ability to construct the pipeline with horizontal directional drill methods provided for reduced impact to residents, existing utilities, and traffic.



QLH



# City of Port Orange

## Airport Road/Williamson Blvd. Widening Utility Relocation

**QLH Project Manager:** David A. King, P.E.

**Owner:** Kenny Ho, Engineering & Construction Manager, City of Port Orange

(386) 506-5754, [kho@port-orange.org](mailto:kho@port-orange.org)

**Construction Cost:** \$3,333,830

This project consisted of the replacement of existing force main, water main, water and reclaimed water facilities serving large developed areas of the City. The project involved the replacement/upgrades to water, wastewater, and reclaimed water facilities along a 3.2 mile Volusia County road project involving the construction of a four lane raised median section, bridge replacement

and signalization in which the utility work was constructed by the road contractors via a Joint Project Agreement (JPA). The utility upgrades included approximately 1,600 LF of 16" force main, 8,000 LF of 16" reclaimed water line, 5,000 LF of 16" water main, 400 LF of 10" water main, 200 LF of 8" gravity sewer, 700 LF of 16" and 12" force mains and other miscellaneous work.

The services QLH provided consisted of design, permitting (FDEP, Volusia County), bidding assistance, construction contract administration, and field inspection services.





QLH

WORKLOAD

QLH





*Quentin L. Hampton Associates*

---

Quentin L. Hampton Associates, Inc.

4401 Eastport Parkway, Port Orange, Florida 32127

386-761-6810 | Fax: 386-761-3977 | [www.qlha.com](http://www qlha.com)

---

# Workload (Current and Forecast)

QLH can respond immediately and deliver projects quickly. We have proven on throughout the years that final design, permitting and project delivery can be fast tracked based upon the client's needs, grant funding or other reasons.

Our size allows us the flexibility to respond to changes in project manpower requirements immediately when needed. We can provide the needed additional manpower when multiple projects require attention at the same time.

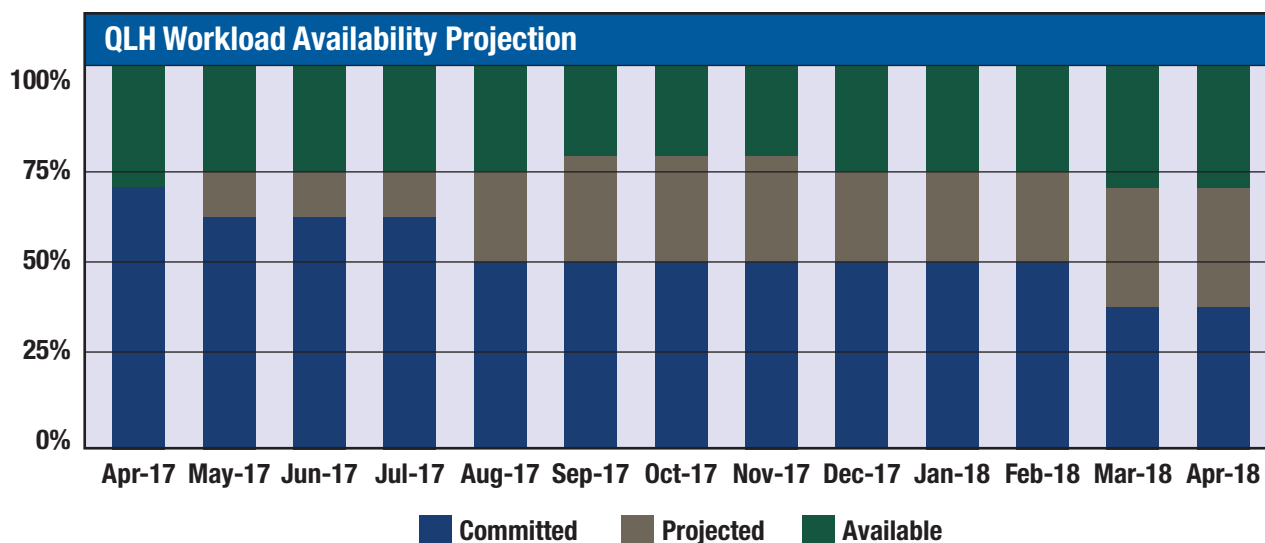
We have a long history of servicing few clients, but servicing them completely in our fields of expertise. We work for you and your needs are our

primary concern. We are an efficient group of highly motivated individuals. QLH pledges to maintain the requisite staffing required at all times to meet the City of Bunnell's needs.

Our current workload is such that we can immediately begin work on this project. Our estimated current company availability is 30%. Availability of specific proposed team members is below.

Our forecasted workload will allow QLH to more than adequately assign the resources required for this project. The graph below shows our estimated workload availability projection.

Key Personnel	Role	Current Available Workload Capacity
David A. King, P.E., QLH	Project Manager	35%
Brad T. Blais, P.E., QLH	Project Engineer Process Design	30%
Andrew M. Giannini, P.E., QLH	Project Engineer Civil/Site Design	35%
Kevin A. Lee, P.E., QLH	Project Engineer Civil/Site Design	25%
Gary Wisniewski, QLH	Construction Services Supervisor	60%
Gary Krick, PSM, Southeastern Surveying & Mapping Corporation	Surveying & Mapping Sub-Consultant	30%
Thomas Bechtol, P.E., Bechtol Engineering & Testing, Inc.	Geotechnical Sub-Consultant	25%



QLH



REQUIRED DOCUMENTS

QLH





*Quentin L. Hampton Associates*

---

Quentin L. Hampton Associates, Inc.

4401 Eastport Parkway, Port Orange, Florida 32127

386-761-6810 | Fax: 386-761-3977 | [www.qlha.com](http://www.qlha.com)

---



**CONFLICT/NON-CONFLICT OF INTEREST STATEMENT**

(Form A)

**CHECK ONE**

☒ To the best of our knowledge, the undersigned firm has no potential conflict of interest due to any other clients, contracts, or property interest for this project.

**OR**

☐ The undersigned firm, by attachment to this form, submits information which may be a potential conflict of interest due to other clients, contracts, or property interest for this project.

**LITIGATION STATEMENT****CHECK ONE**

☒ The undersigned firm has had no litigation and/or judgments entered against it by any local, state or federal entity and has had no litigation and/or judgments entered against such entities during the past ten (10) years.

☐ The undersigned firm, **BY ATTACHMENT TO THIS FORM**, submits a summary and disposition of individual cases of litigation and/or judgments entered by or against any local, state or federal entity, by any state or federal court, during the past ten (10) years.

Quentin L. Hampton Associates, Inc.  
COMPANY NAME

  
AUTHORIZED SIGNATURE

Brad T. Blais, P.E.  
NAME (PRINT OR TYPE)

President  
TITLE

Failure to check the appropriate blocks above may result in disqualification of your proposal. Likewise, failure to provide documentation of a possible conflict of interest, or a summary of past litigation and/or judgments, may result in disqualification of your proposal.

QLH

***THIS PAGE MUST BE COMPLETED AND RETURNED WITH YOUR PROPOSAL***

**CITY OF BUNNELL**

**DRUG-FREE WORKPLACE CERTIFICATION**

(Form B)

Does your Agency have a Drug-Free Workplace Program: Yes: X No: \_\_\_\_\_

In order to have a drug-free workplace program, a business shall:

Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.

Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violation.

Give each employee that engages in providing the commodities or contractual services that are under proposal a copy of the statement specified in subsection (1).

In the statement specified in subsection (1), notify the employees that, as a condition of working on the commodities or contractual services that are under proposal, the employee will abide by the terms of the statement and will notify the employer of any conviction of, or plea of guilty or nolo contendere to, any violation of Chapter 893 or of any controlled substance law of the United States or any state, for a violation occurring in the workplace no later than five (5 ) calendar days after such conviction.

Impose sanctions on, or require the satisfactory participation in a drug abuse assistance or rehabilitation program if such is available in the employee's community, by any employee who is so convicted.

Make a good faith effort to continue to maintain a drug-free workplace through implementation of this section.

Quentin L. Hampton Associates, Inc.  
Brad T. Blais, P.E.

NAME

SIGNATURE

President

TITLE

QLH



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

2/7/2017

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

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

<b>PRODUCER</b> Caton-Hosey Insurance 3731 Nova Rd.  Port Orange FL 32129		<b>CONTACT NAME:</b> Melissa Adrian, CPSR <b>PHONE (A/C, No, Ext):</b> (386) 767-3161 <b>FAX (A/C, No):</b> (386) 760-1770 <b>E-MAIL ADDRESS:</b> melissa@catonhosey.com															
<b>INSURED</b> QUENTIN L HAMPTON & ASSOCIATES INC PO BOX 290247  PT ORANGE FL 32129		<table border="1"> <thead> <tr> <th>INSURER(S) AFFORDING COVERAGE</th> <th>NAIC #</th> </tr> </thead> <tbody> <tr> <td>INSURER A: Valley Forge Insurance Company</td> <td>20508</td> </tr> <tr> <td>INSURER B: Westfield Insurance Company</td> <td>24112</td> </tr> <tr> <td>INSURER C: Commerce &amp; Industry</td> <td>19410</td> </tr> <tr> <td>INSURER D: Continental Casualty Ins Co C/o Cna</td> <td>20443</td> </tr> <tr> <td>INSURER E:</td> <td></td> </tr> <tr> <td>INSURER F:</td> <td></td> </tr> </tbody> </table>		INSURER(S) AFFORDING COVERAGE	NAIC #	INSURER A: Valley Forge Insurance Company	20508	INSURER B: Westfield Insurance Company	24112	INSURER C: Commerce & Industry	19410	INSURER D: Continental Casualty Ins Co C/o Cna	20443	INSURER E:		INSURER F:	
INSURER(S) AFFORDING COVERAGE	NAIC #																
INSURER A: Valley Forge Insurance Company	20508																
INSURER B: Westfield Insurance Company	24112																
INSURER C: Commerce & Industry	19410																
INSURER D: Continental Casualty Ins Co C/o Cna	20443																
INSURER E:																	
INSURER F:																	

COVERAGES		CERTIFICATE NUMBER: CL164814921		REVISION NUMBER:		
THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.						
INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:		1069074479	4/5/2016	4/5/2017	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000
B	<b>AUTOMOBILE LIABILITY</b> <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input checked="" type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS		CWP0986697	4/5/2016	4/5/2017	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ PIP-Basic \$ 10,000
C	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$		00009319	4/5/2016	4/5/2017	EACH OCCURRENCE \$ 4,000,000 AGGREGATE \$ 4,000,000
D	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N N/A	1069060341	4/5/2016	4/5/2017	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000

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

## CERTIFICATE HOLDER

City of Bunnell  
 PO Box 756  
 Bunnell, FL 32110

## CANCELLATION

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

AUTHORIZED REPRESENTATIVE

John Hosey/ATHOMP

© 1988-2014 ACORD CORPORATION. All rights reserved.

ACORD 25 (2014/01)

INS025 (2014/01)

The ACORD name and logo are registered marks of ACORD



QLH

Client#: 1051678

QUENTL1

ACORD™

## CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

2/08/2017

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

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

<b>PRODUCER</b> <b>USI Insurance Services, LLC</b> <b>1715 N. Westshore Blvd. Suite 700</b> <b>Tampa, FL 33607</b>	<b>CONTACT NAME:</b> <b>PHONE (A/C, No, Ext): 813 321-7500</b> <b>FAX (A/C, No):</b> <b>E-MAIL ADDRESS:</b> <b>INSURER(S) AFFORDING COVERAGE</b> <b>INSURER A : XL Specialty Insurance Company</b> <b>INSURER B :</b> <b>INSURER C :</b> <b>INSURER D :</b> <b>INSURER E :</b> <b>INSURER F :</b>	<b>NAIC #</b> <b>37885</b>
<b>INSURED</b> <b>Quentin L. Hampton Associates, Inc.</b> <b>PO Drawer 290247</b> <b>4401 Eastport Pkwy</b> <b>Port Orange, FL 32127-0247</b>		

## COVERAGES

## CERTIFICATE NUMBER:

## REVISION NUMBER:

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

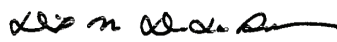
INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	<b>COMMERCIAL GENERAL LIABILITY</b> <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:						EACH OCCURRENCE \$ DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COMP/OP AGG \$ COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS						\$ \$ \$ \$ \$
	<b>UMBRELLA LIAB</b> <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$						<input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS-MADE \$ \$ \$
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? <input type="checkbox"/> Y / <input type="checkbox"/> N (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below						<input type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
A	<b>Professional Liability</b>			DPR9803146	04/03/2016	04/03/2017	<b>\$1,000,000 per claim</b> <b>\$2,000,000 annl aggr.</b>

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

Professional Liability coverage is written on a claims-made basis.

## CERTIFICATE HOLDER

## CANCELLATION

<b>City of Bunnell</b> <b>P. O. Box 756</b> <b>Bunnell, FL 32110</b>	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.  <b>AUTHORIZED REPRESENTATIVE</b> 
--	--

© 1988-2014 ACORD CORPORATION. All rights reserved.

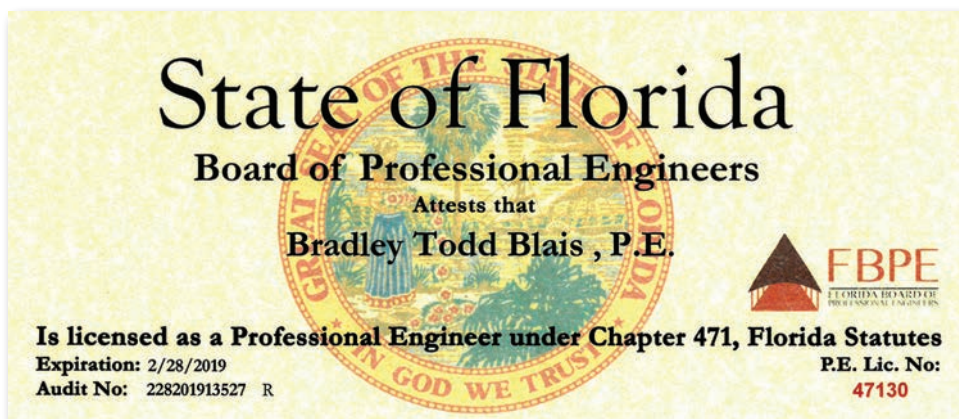
ACORD 25 (2014/01) 1 of 1  
 #S19830281/M17531991

The ACORD name and logo are registered marks of ACORD

MRLEW

QLH

## Quentin L. Hampton Associates, Inc. Licenses



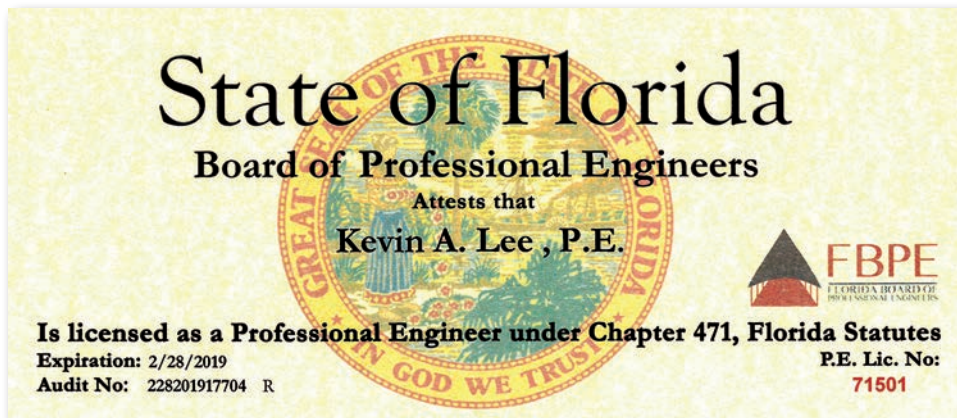
Please note that all P.E. licenses have been renewed and we are awaiting new certificates.



QLH



## Quentin L. Hampton Associates, Inc. Licenses

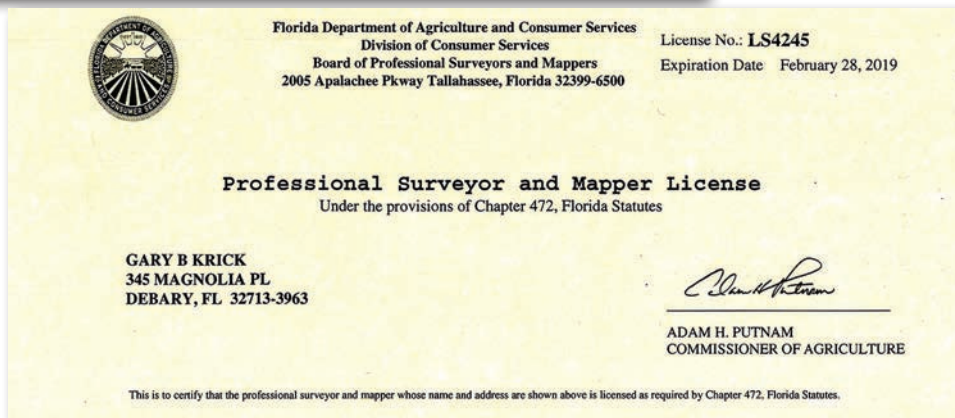
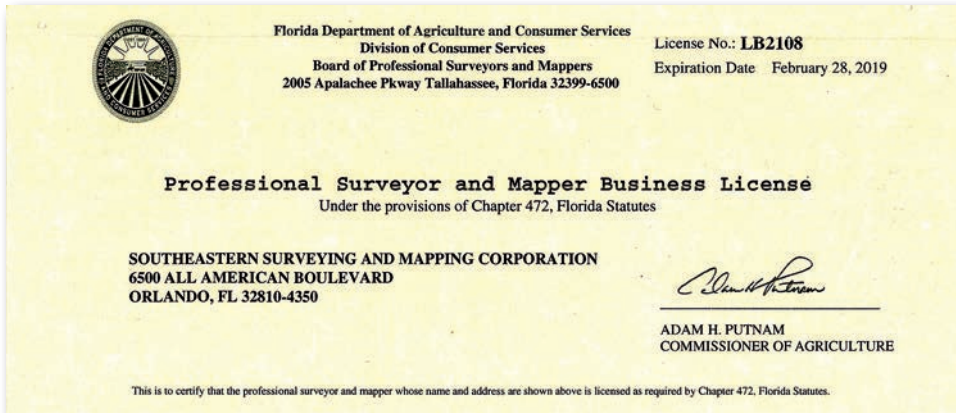


Please note that all P.E. licenses have been renewed and we are awaiting new certificates.

QLH



## Sub-Consultant's Licences



Please note that all P.E. licenses have been renewed and we are awaiting new certificates.

QLH



Form <b>W-9</b> (Rev. December 2014) Department of the Treasury Internal Revenue Service	<b>Request for Taxpayer Identification Number and Certification</b>	<b>Give Form to the requester. Do not send to the IRS.</b>																																																		
<b>1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.</b> <b>Quentin L. Hampton Associates, Inc.</b>																																																				
<b>2 Business name/disregarded entity name, if different from above</b> _____																																																				
Print or type See Specific Instructions on page 2.	<b>3 Check appropriate box for federal tax classification; check only one of the following seven boxes:</b> <input type="checkbox"/> Individual/sole proprietor or single-member LLC <input checked="" type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ _____ <b>Note.</b> For a single-member LLC that is disregarded, do not check LLC; check the appropriate box in the line above for the tax classification of the single-member owner. <input type="checkbox"/> Other (see instructions) ▶ _____																																																			
	<b>4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):</b> Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____ <small>(Applies to accounts maintained outside the U.S.)</small>																																																			
	<b>5 Address (number, street, and apt. or suite no.)</b> <b>Post Office Drawer 290247</b>	<b>Requester's name and address (optional)</b> <b>City of Bunnell</b> <b>PO Box 756</b> <b>Bunnell, FL 32110</b>																																																		
	<b>6 City, state, and ZIP code</b> <b>Port Orange, FL 32129</b>	<b>7 List account number(s) here (optional)</b> _____																																																		
<b>Part I Taxpayer Identification Number (TIN)</b> Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see <i>How to get a TIN</i> on page 3. <b>Note.</b> If the account is in more than one name, see the instructions for line 1 and the chart on page 4 for guidelines on whose number to enter.																																																				
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="10" style="text-align: center;"><b>Social security number</b></td> </tr> <tr> <td style="width: 30px; height: 20px;"></td> <td style="width: 30px; height: 20px;"></td> <td style="width: 30px; height: 20px;"></td> <td style="width: 30px; height: 20px;"></td> <td style="width: 30px; height: 20px;"></td> <td style="width: 30px; height: 20px;"></td> <td style="width: 30px; height: 20px;"></td> <td style="width: 30px; height: 20px;"></td> <td style="width: 30px; height: 20px;"></td> <td style="width: 30px; height: 20px;"></td> </tr> <tr> <td colspan="10" style="text-align: center;">or</td> </tr> <tr> <td colspan="10" style="text-align: center;"><b>Employer identification number</b></td> </tr> <tr> <td style="width: 30px; height: 20px; text-align: center;">5</td> <td style="width: 30px; height: 20px; text-align: center;">9</td> <td style="width: 30px; height: 20px; text-align: center;">-</td> <td style="width: 30px; height: 20px; text-align: center;">1</td> <td style="width: 30px; height: 20px; text-align: center;">2</td> <td style="width: 30px; height: 20px; text-align: center;">2</td> <td style="width: 30px; height: 20px; text-align: center;">1</td> <td style="width: 30px; height: 20px; text-align: center;">2</td> <td style="width: 30px; height: 20px; text-align: center;">6</td> <td style="width: 30px; height: 20px; text-align: center;">1</td> </tr> </table>			<b>Social security number</b>																				or										<b>Employer identification number</b>										5	9	-	1	2	2	1	2	6	1
<b>Social security number</b>																																																				
or																																																				
<b>Employer identification number</b>																																																				
5	9	-	1	2	2	1	2	6	1																																											
<b>Part II Certification</b> Under penalties of perjury, I certify that:																																																				
1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and 2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and 3. I am a U.S. citizen or other U.S. person (defined below); and 4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.																																																				
<b>Certification instructions.</b> You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 3.																																																				
<b>Sign Here</b>	<b>Signature of U.S. person ▶</b>																																																			
	<b>Date ▶</b> 3-23-17																																																			
<b>General Instructions</b> Section references are to the Internal Revenue Code unless otherwise noted. <b>Future developments.</b> Information about developments affecting Form W-9 (such as legislation enacted after we release it) is at <a href="http://www.irs.gov/fw9">www.irs.gov/fw9</a> . <b>Purpose of Form</b> An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following: <ul style="list-style-type: none"> <li>• Form 1099-INT (interest earned or paid)</li> <li>• Form 1099-DIV (dividends, including those from stocks or mutual funds)</li> <li>• Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)</li> <li>• Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)</li> <li>• Form 1099-S (proceeds from real estate transactions)</li> <li>• Form 1099-K (merchant card and third party network transactions)</li> </ul>																																																				
• Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition) • Form 1099-C (canceled debt) • Form 1099-A (acquisition or abandonment of secured property) Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN. If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See <i>What is backup withholding?</i> on page 2. By signing the filled-out form, you: <ol style="list-style-type: none"> <li>1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),</li> <li>2. Certify that you are not subject to backup withholding, or</li> <li>3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income, and</li> <li>4. Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct. See <i>What is FATCA reporting?</i> on page 2 for further information.</li> </ol>																																																				



QLH

## OUR DEFINITION OF SUCCESS

A project designed and constructed which exceeds the project goals for all stakeholders, is within the project budget, and results in constructed facilities which can be efficiently maintained and operated by the client throughout and beyond the proposed lifespan.



*Quentin L. Hampton Associates*

**Quentin L. Hampton Associates, Inc.**

4401 Eastport Parkway, Port Orange, Florida 32127  
386-761-6810 | Fax: 386-761-3977 | [www.qlha.com](http://www.qlha.com)



## IN THE WORDS OF OUR LEADERSHIP:

---

*"We believe our firm fills a niche in the market place for professional engineering services for small to medium size municipalities. We provide solid engineering and personalized service at a reasonable fee while improving the environment and the quality of life for client's residents/ customers, our clients, and our employees."*



---

Quentin L. Hampton Associates

---

Quentin L. Hampton Associates, Inc.  
4401 Eastport Parkway, Port Orange, Florida 32127  
386-761-6810 | Fax: 386-761-3977 | [www.qlha.com](http://www.qlha.com)

---