



WORK SESSION Agenda

September 5, 2024
5:30 PM
6738 Dixon Street
Milton, FL 32570

- 1. Call Meeting to Order**
- 2. Review of City Council Regular Meeting Agenda for September 5th**
- 3. Old Business**
- 4. New Business**
 - Item # 2024-2743
Whisper Creek Subdivision Property Swap
 - Item # 2024-2744
HRIS Software
 - Item # 2024-2745
Milton Historic Cemetery Tour
 - Item # 2024-2746
Locklin Lake Engineering Services
 - Item # 2024-2747
Memorial for Myson McKenney
 - Item # 2024-2748
LOST Educational Program
- 5. Council Comments**
- 6. Citizen Comments**
- 7. Adjournment**

Pursuant to the provisions of the Americans with Disabilities Act, any person requiring special accommodations to participate in this meeting is asked to advise the City at least 48 hours before the meeting by contacting City Hall, 6738 Dixon Street, Milton, or by calling 983-5410.

"If any person decides to appeal any decision made by the board, agency, or commission, with respect to any matter considered at such meeting or hearing, he or she will need a record of the proceedings, and that for such 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 to be based." FS 286.0105



Agenda Item # 2024-2743

Whisper Creek Subdivision Property Swap

MEETING DATE

September 5, 2024

PREPARED BY

Ed Spears, Director of
Economic Development

BACKGROUND

This item is for Council approval of a property swap within the Whisper Creek Subdivision. The City of Milton owns an approximately 1/2 acre parcel in Whisper Creek. The property is to be used for a new water well and storage tank to service the area. The developers approached the City and proposed a property swap for the parcel directly adjacent to the City's parcel. The developers wish to utilize the City's property for an access driveway to the development. In exchange, the City has negotiated to receive the adjacent property totaling 1 acre. This provides more space for the well and tower facility and a larger security buffer around the infrastructure. The City agreed to incur the costs associated with the transaction, which are estimated at \$2,500.

SUMMARY

The costs to close this transaction are estimated at \$2,500. Funds will be paid from Public Works Funds Forward.

RECOMMENDATION

Staff recommends approval of the property swap and the payment of the fees associated with the transaction.

ATTACHMENTS

1. Whisper_Creek_Land_Swap_090524

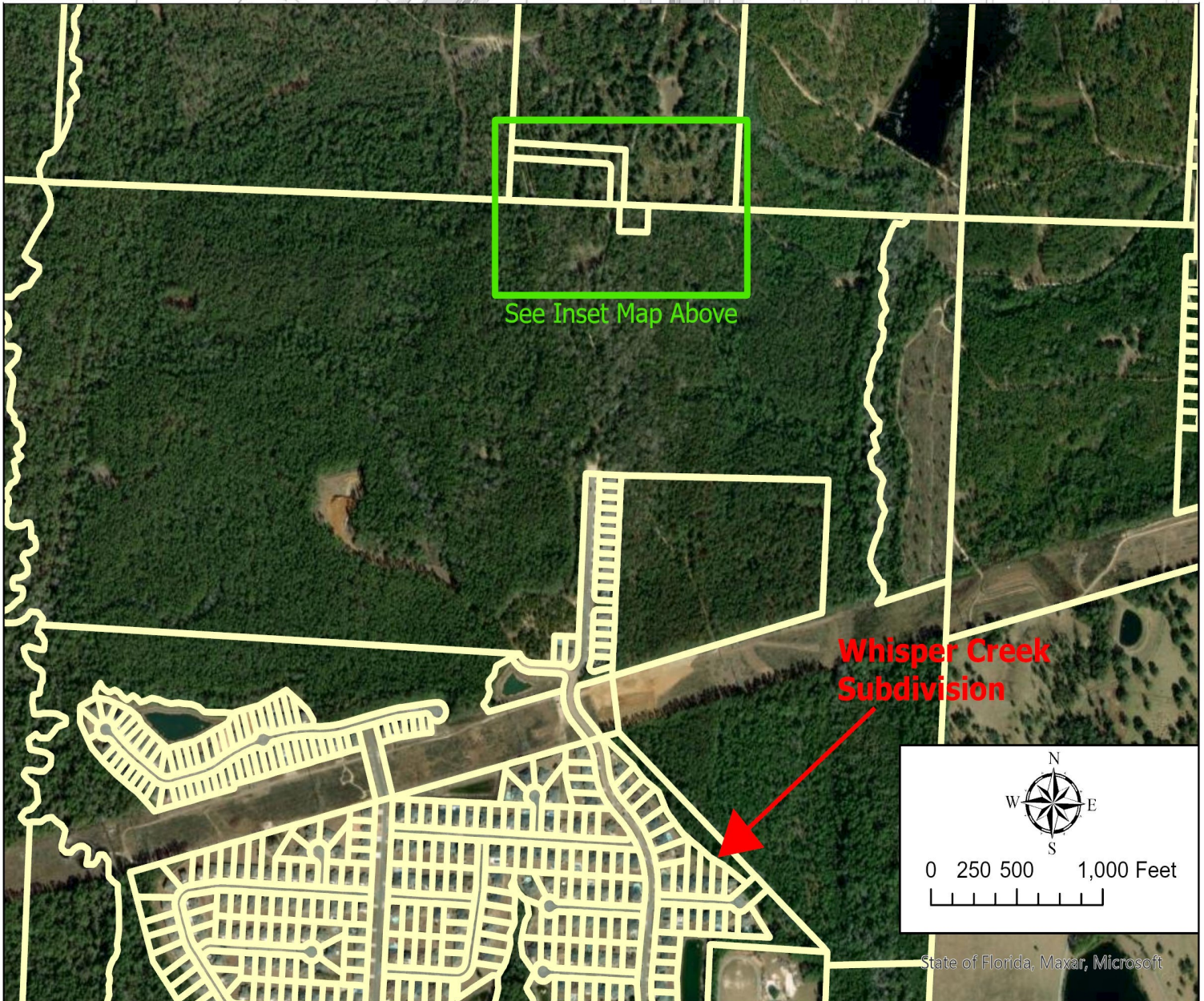
Whisper Creek Land Swap Map

City of Milton Existing Property .57 Acres

PROPOSED WATER BOOSTER TANK SITE 43,573.8 SF

WATER BOOSTER TANK SITE 23,813.3 SF

The map displays a land swap area. A large, irregularly shaped area is outlined in blue, representing the City of Milton's existing property, which is .57 acres in size. A blue arrow points from this text to the blue-outlined area. Within this blue-outlined area, there is a smaller, circular area shaded with a black dot pattern, labeled "WATER BOOSTER TANK SITE 23,813.3 SF". To the right of this blue-outlined area, there is a larger, rectangular area outlined in red, labeled "PROPOSED WATER BOOSTER TANK SITE 43,573.8 SF". The map also shows various other land parcels, some with dashed lines indicating boundaries or easements, and a road or driveway running through the area.





Agenda Item # 2024-2744

HRIS Software

MEETING DATE

September 5, 2024

PREPARED BY

Ed Spears, Director of
Economic Development

BACKGROUND

Over the past several months, the City's HR and IT Departments have collaborated to review multiple vendors, comparing capabilities and pricing to identify a HRIS (Human Resources Information System) and payroll system that meets the City's specific needs.

The City of Milton currently operates using outdated paper-based systems and software and, in many areas, we are completely lacking in the standard tools which organizations require for base-level HR processes, compliance, and payroll processing. The lack of a centralized system has led to fragmented data, errors, increased workloads, and reliance on external vendors for tasks that could be handled internally with the right tools. This inefficiency not only raises operational costs but also strains employees and exposes the City to potential liability.

It's important to note that most organizations and municipalities now utilize modern HRIS and payroll systems. By adopting such a system, we ensure that the City of Milton's HR and payroll functions align with best practices and support both the city and its employees.

To improve efficiency, accuracy, and employee experience while reducing costs, we propose adopting Paycom as an all-in-one HRIS and payroll system.

Paycom will automate every stage of the employee lifecycle, from recruitment to offboarding, including recruitment, onboarding, compliance, time tracking, training, and more. This will significantly reduce manual workloads, "by-hand" duplicate data entry processes, errors, and administrative and employee burdens.

Paycom will also replace current software either partially or in whole, vendor services, resulting in notable cost savings. For example, just by the implementation of managing recruitment in-house, the system is expected to "pay for itself" by reducing the need for staffing agencies. The Paycom platform also fully integrates with the City's Naviline Financial Software.

After thorough reviewal and comparisons of systems, all individuals in the decision-making process unanimously agreed that Paycom is the best solution for the City.

Paycom has a proven track record with government agencies and municipalities, making it well-suited to handle the City's unique workforce and payroll needs, addresses technology challenges of the City's workforce through easy-to use and mobile technology capabilities, superior initial implementation and ongoing customer support, top-tier data security, and much more. Additionally, we were able to secure a quote from Paycom that was comparable or less

to others considered.

With extensive experience in selecting, implementing, and usage of HR and payroll systems, the City's new HR Director is confident that Paycom will deliver the best return on investment, streamlining operations and allowing resources to be redirected toward strategic initiatives that support the City's long-term goals.

SUMMARY

Initial investment \$4,500.00 (Software, customized build-out, conversion, training employees, and testing).

3-year agreement (0%, 1%, 4%).

\$1,155.51/Payroll = \$30,043.26/annually.

The system will be active starting January 2025. Estimated Fiscal Cost FY25 \$22,532.25.

Estimated savings in costs to the City by implementation at least \$50,000/annually.

Funds are available in account 001-0523-523-52-10 Software Acquisition.

RECOMMENDATION

Council approve the acquisition of the Paycom HR Software System and authorize the City Manager to enter into a three-year agreement.

ATTACHMENTS

1. HRIS Quotes

Features	UKG	ADP	Paycom
Annual Cost	\$22,392.00	\$29,120.00	\$30,000.00
Initial Investment	\$12,000.00	\$400.00	\$4,500.00
Contract yrs	5	10	3
Year over year increase rate	4%	0	0%,1%,4%
Est. annual cost for additional products or services	\$6,000.00	\$6,000.00	\$0
Total annual cost (first year)	\$40,392.00	\$35,520.00	\$34,500.00
Payroll	☒	☒	☒
Employee Payroll self-approval	☐	☐	☒
Garnishment Management	☐	☐	☒
ATS (Applicant Tracking System)	☒	☐	☒
Self-onboarding	☒	☒	☒
Employee Self Service	☒	☒	☒
Drug Screening	☐	☐	☒
Background Checks	☐	☐	☒
Performance Management	☒	☒	☐
Learning - Customizable Content	☐	☐	☒
Employee Self Service	☒	☒	☒
Timesheets	☒	☒	☒
Leave Management	☐	☒	☒
COBRA Administration	☒	☒	☒
Push Reporting	☒	☒	☒
Fully customizable Reports after purchase	☐	☐	☒
Data Analytics Dashboard	☐	☐	☒
Surveys	☐	☐	☒
Integration with Navline	☒	☒	☒
Integration with employee navigator	☒	☐	☐
Industry (Governmentl)recommended	☒	☒	☒
Full Site Mobile App	☐	☐	☒
Dedicated Support Team	☒	☐	☒
On-site support and training	☐	☐	☒
Data stored on Premise of Vendor	☐	☐	☒
Direct Data exchange	☐	☐	☒
Totals	13	11	24



Quote#: Q-262629
Expires: 04 Jul, 2024
Sales Executive: Ian Lesniewski
Effective Date: Effective as of the date of last signature of this Order

ORDER FORM

Order Type: Quote
Date: 04 Jun, 2024

Customer Legal Name:
CITY OF MILTON

Ship To: CITY OF MILTON
6738 DIXON ST
MILTON, FL 32570-4888 USA

Customer Legal Address:
6738 DIXON ST, MILTON, FL 32570-4888 USA

Bill To: CITY OF MILTON
6738 DIXON ST
MILTON, FL 32570-4888 USA

Bill To Contact:

Ship To Contact: Krystle Nowlin

Ship to Phone: 850-983-5464
Ship to Mobile:
Contact: Krystle Nowlin
Email: knowlin@miltonfl.org

Currency: USD
Customer PO Number:
Solution ID: 6206673
Initial Term: 60 months
Uplift Percent: 4 %

Shipping Terms: Shipping Point
Ship Method: FedEx Ground
Freight Term: Prepay & Add
Renewal Term: 12 months
Payment Terms: Net 30 Days

Billing Start Date: 90 Days from the Effective Date

Subscription Services

Billing Frequency: Monthly in Arrears

Subscription Services	Quantity	PEPM	Monthly Price
UKG READY TIME	150	USD 2.98	USD 447.00
UKG READY ACCRUALS MANAGER	150	USD 0.50	USD 75.00
UKG READY HR	150	USD 2.98	USD 447.00



Subscription Services	Quantity	PEPM	Monthly Price
UKG READY PAYROLL	150	USD 2.98	USD 447.00
UKG READY ACA MANAGER	150	USD 0.25	USD 37.50
UKG READY PERFORMANCE	150	USD 0.50	USD 75.00
UKG READY RECRUITING	150	USD 0.50	USD 75.00
UKG READY INTEGRATION HUB	1	USD 0.00	USD 0.00
UKG READY PAYROLL SERVICES	150	USD 1.75	USD 262.50
Total Price			USD 1,866.00

One Time Setup Fee

Billing Frequency: Billed 100% upon signature of the order form

Item	Total Price
One Time Setup Fees	USD 12,000.00

Quote Summary

Item	Total Price
Minimum Monthly SaaS Service & Equipment Rental Fee	USD 1,866.00

Item	Total Price
Minimum Annual SaaS Service & Equipment Rental Fee	USD 22,392.00

Item	Total Price
Total One Time Fees	USD 12,000.00

Order Notes:

UKG will provide the Services in accordance with the Services Descriptions and Statements of Work located at: www.ukg.com/services-descriptions

The applicable Subscription Fees are due monthly in arrears based on the actual number of employees subject to the Minimum Quantity as set forth in this order and invoiced following the end of each month commencing on the Billing Start Date. Customer agrees that UKG shall direct debit its designated bank account for the applicable invoice amount in the month the invoice is due.

The monthly subscription amount (number of employees multiplied by the applicable Subscription Fee) may increase or decrease if the number of employees increases or decreases, but in no event shall the monthly Subscription Fee be calculated on less than the Monthly Minimum Quantity above.

After the Initial Term, the Subscription Fee shall increase per annum by the Uplift amount set forth above.

This order entered into between the Customer and Kronos SaaS, Inc., a UKG company, is subject to the terms and conditions of the



Master Agreement Reference #18221 dated March 18th, 2019 between the Lead Agency (acting as "Owner") and Kronos SaaS, Inc. (as the "Contractor"), as amended (collectively referred to as the "US Communities Agreement #18221").

IN WITNESS WHEREOF, the parties have caused this Order to be executed by their authorized representatives and shall be effective as of the date of the last signature below.

CITY OF MILTON		Kronos SaaShr, Inc.	
Signature:	_____	Signature:	_____
Name:	_____	Name:	_____
Title:	_____	Title:	_____
Date:	_____	Date:	_____
The monthly price on this Order has been rounded to two decimal places for display purposes. As many as eight decimal places may be present in the actual price. Due to the rounding calculations, the actual price may not display as expected when displayed on your Order. Nonetheless, the actual price on your invoice is the true and binding total for this Order for purposes of amounts owed for the term.			

Pricing Details



Bi-Weekly Processing Fees

	Count	Base Fee	Rate	Bi-Weekly	Annual
- Payroll <i>(Incl. Tax Filing, G/L, Garnishments, UE)</i> - Enhanced HR <i>(Incl. Onboarding and Voice of EE)</i> - Hr Assist <i>(Incl. HR Helpdesk Support, Labor Law Posters)</i> - Time & Attendance <i>(Incl. PTO Accruals, Scheduling)</i> - Recruitment <i>(Incl. ATS, 3 ZipRecruiter Job Slots)</i> - Performance & Compensation Mgmt - Analytics <i>(Payroll, HR, and Time)</i>	148	\$50	\$9.50	\$1,456.00	\$37,856

Note: 10 Year Price Lock w/ No Early Term Penalty
Expires 5/23/2024

6 Months Free Over 2 Years Also Applied to Pricing Below!!!

Annual Recurring Fees		\$37,856
6 MONTHS FREE OVER 2 YEARS	3 Months Free In Years 1 & 2	(\$8,736)
Net Annual Recurring Fees Years 1 & 2		\$29,120

Annual Year End Fees	Rate
W-2's	\$5.25 per

Setup Fees (Payroll, HR, Time, Recruitment, Performance, Compensation Mgmt)

WAIVED

Note: If Applicable

Courier Delivery: \$20 per

Additional Jurisdictions for Tax Filing: \$11 per Month (first state is included)

6 Months Free Does Not Apply to W-2's or Additional Jurisdictions

Additional Options:

>>> **Employee Navigator Connector for Benefits Integration**

ADP = \$1 PEPM (Based on # of Benefits Eligible Employees >>> **Billed by ADP Marketplace**)

>>> **Bread Crumb Tracking for Time & Attendance**

Econz = \$7.20 Per User with Setup Fees Waived (ex: if only for 20 Public Works EE's x 7.20 = \$144 per month = \$1728 per year)

ADP Mobile Punch Link Integration with Econz = \$1 PEPM with **\$2500 Setup Fee Waived!!!** (\$1800/year for 150 EE's)

>>> **Navline Integration**

ADP Automated Export Services = \$400 one-time setup fee

Note: General Ledger File Import included as part of Payroll Bundle



Proposal Summary for Valued Partner - City Of Milton Florida

Company Summary					
Company Name	# of Checks/ Vouchers	Base/Per Check	Per Payroll Fee	Total Initial Investment	Annual Estimate
City Of Milton Florida	138	\$170.19/ \$7.14	\$1,155.51	\$4,500.00	\$30,043.26
Total (USD)	138		\$1,155.51	\$4,500.00	\$30,043.26

Frequency Summary				
Company Name	Frequency	# of Checks/Vouchers	Per Payroll Fee	Annual Estimate
City Of Milton Florida	Bi-Weekly	138	\$1,155.51	\$30,043.26
Total (USD)		138	\$1,155.51	\$30,043.26

All monetary values in this document are in (USD)

Created on 09/03/2024. Valid For 30 Days.

Client Signature
Printed Name

Title
Date

Human Capital Management Solution

Solution	Base	Per Check	Per Payroll Fee
Background Screening			Per Use Fee
Single Application HCM System			Included
Dedicated Paycom Specialist			Included
Beti®			Included
- Approve My Check®			Included
- Payroll Automation			Included
- Payroll Dashboard			Included
GONE®			Included
Applicant Tracking			Included
Drug Testing			Per Use Fee
New Hire Reporting			Included
Employee Self-Service®			Included
- AskHere			Included
- Manager on-the-Go®			Included
Documents and Checklists			Included
- Self-Onboarding			Included
Time and Attendance			Included
Time-Off Accrual Tracking			Included
Time-Off Requests			Included
Payroll Processing			Included
- Check Vouchers			Included
- Federal Electronic Tax Depositing (941,940)			Included
- Deposit and File State Tax Deposits			Included
- Deposit and File SUTA (State Unemployment)			Included
- Quarterly Federal/State Deposit Statements			Included
- Quarterly 941s Signed and Filed			Included
- Jurisdiction Filing (6.00 USD per additional Jurisdiction)	Jurisdictions: 1		\$ -
- Position Seat Management			Included
- Direct Data Exchange®			Included
- Employment Predictor			Included
- Organizational Chart			Included
- My Analytics/Executive Dashboard			Included
- Tax Registration Service			Per Use Fee
Payroll Gross to Net			Included
General Ledger Concierge			Included
Paycom Pay®			Included
Advanced Report Center			Included
Workers Comp Tracking			Included
401(k) Standard Report			Included
Tax Credits			Included
Enhanced Affordable Care Act			Included
Personnel Action Forms			Included

All monetary values in this document are in (USD)

- Performance Discussion Forms				Included
Vault				Included
Total (USD)	138	\$170.19	\$7.14	\$1,155.51

Pay-Per-Use				
Solution	Quantity	Base	Per Check	Per Payroll Fee
Direct Deposits	0	\$8.88	\$0.31	\$ -
Full Garnishments	0	\$ -	\$10.00	\$ -
Total (USD)				\$0.00

Grand Total Per Payroll (USD)				\$1,155.51
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One-Time Conversion, Set-Up and Training				
Solution	Option	Quantity	Per Unit Charge	Fee
Client Conversion	Included			\$4,500.00
Training	Included			Included
Total Initial Investment (USD)				\$4,500.00

Annually				
Solution	Option			Annual Fee
940 Filed	Included			Included
W-3 Transmittal	Included			\$75.00
Employee/Employer W-2s	Included		Per W-2	\$6.95
ACA Form 1094 (B or C)	Included			\$75.00
ACA Form 1095 (B or C)	Included		Per 1095 Form	\$6.95

All Pricing is subject to change with written or electronic notice. Client acknowledges and agrees that delivery fees and check stuffing fees do not always involve delivery of a physical check, paystub, and/or report to Client. Additional processing fees may apply.

All applicable taxes, including but not limited to sales or service taxes, are not included in the above proposal (unless specified otherwise). Client is responsible for applicable taxes in addition to the fees outlined in the proposal. Applicable taxes may vary by jurisdiction.

Paycom's Services, fees, and charges are subject to the Payroll and Human Capital Management Services Agreement, which is hereby incorporated by reference, and includes the current version of the General Terms and Conditions and applicable Schedules located at paycom.com/agreements



Payroll and Human Capital Management Services Agreement

This Payroll and Human Capital Management Services Agreement (“PHCMSA”), effective as of the date of Client’s signature below (“Effective Date”), is by and between Paycom Payroll, LLC, a Delaware limited liability company whose corporate headquarters is located at 7501 W. Memorial Road, Oklahoma City, OK 73142, United States of America, and its applicable affiliates (hereinafter “Paycom”) and the undersigned Client (hereinafter “Client”).

Paycom and Client agree that this PHCMSA, the General Terms and Conditions (www.paycom.com/agreements), as may be amended from time to time as provided for therein (the “GTC”), and all of the applicable service component Schedules (www.paycom.com/agreements) (“Schedules”) shall apply to all services provided by Paycom to Client except for certain standalone services governed by separate agreements. The GTC and the applicable Schedules are incorporated by reference herein as if fully set forth herein. All of Paycom’s services provided to Client, but excluding the background screening services, shall be and are collectively referred to as the “Services.” This PHCMSA, the GTC and the applicable service component Schedules shall be and are collectively referred to as the “Agreement.”

Subject to the terms and conditions of the Agreement, Paycom agrees to perform and Client hereby engages and hires Paycom to perform on Client’s behalf each of the Services indicated on proposal(s) acknowledged by Client and as more specifically described in this Agreement.

Subject to the terms and conditions of this Agreement, Paycom shall make available to Client each service component of the Services promptly after Client provides Paycom with the information and documents that Paycom requires to begin performing the subject Services.

Paycom’s Services are based upon information and instructions provided by Client. Client is solely responsible for the accuracy and completeness of all information and instructions provided to Paycom. Notwithstanding anything to the contrary in this Agreement, Paycom shall not be liable or responsible for errors or omissions arising from Paycom’s reliance upon Client’s instructions or incorrect or incomplete information, designations, elections, or instructions provided by Client.

Notwithstanding anything to the contrary in this Agreement, the Services provided by Paycom expressly do not include the rendering of legal, tax, accounting, or investment advice to Client or Client’s employees.

LIMITATIONS OF LIABILITY. NOTWITHSTANDING ANYTHING TO THE CONTRARY HEREIN, BUT EXCEPT AS TO THOSE MATTERS PROVIDED FOR IN SECTIONS 12 AND/OR 24 OF THE GENERAL TERMS AND CONDITIONS, IN NO EVENT SHALL EITHER PARTY BE LIABLE TO THE OTHER PARTY FOR ANY INCIDENTAL, INDIRECT, CONSEQUENTIAL, PUNITIVE OR SPECIAL DAMAGES (INCLUDING BUT NOT LIMITED TO DAMAGES TO LOST ANTICIPATED SAVINGS), WHETHER FORESEEABLE OR NOT AND HOWEVER CAUSED, EVEN IF SUCH PARTY IS ADVISED OF THE POSSIBILITY THAT SUCH DAMAGES MIGHT ARISE. NOTWITHSTANDING ANYTHING TO THE CONTRARY HEREIN, EXCEPT AS LIMITED FURTHER BY THE AGREEMENT AND EXCEPT FOR THE ITEMS DESCRIBED IN SECTIONS 24.1 THROUGH 24.8 OF THE GENERAL TERMS AND CONDITIONS, THE AGGREGATE LIABILITY OF EACH PARTY TO THE OTHER FOR ANY OR ALL LOSSES OR INJURIES FROM ANY ACTS OR OMISSIONS UNDER THIS AGREEMENT OR FROM ANY SERIES OF BREACHES ARISING OUT OF THE SAME ERROR, ACT, INCIDENT, OR OMISSION, REGARDLESS OF THE NATURE OF THE LEGAL OR EQUITABLE RIGHT CLAIMED TO HAVE BEEN VIOLATED, SHALL UNDER NO CIRCUMSTANCES EXCEED AND SHALL BE LIMITED TO AN AMOUNT EQUAL TO THE FEES PAID BY CLIENT TO PAYCOM UNDER THIS AGREEMENT DURING THE TWELVE MONTH PERIOD IMMEDIATELY PRECEDING THE FIRST OCCURRENCE OF THE ALLEGED BREACH, OR SERIES OF BREACHES ARISING OUT OF THE SAME ERROR, ACT, INCIDENT, OR OMISSION, FOR THE SERVICE COMPONENT(S) WHICH IS/ARE THE SUBJECT OF THE ALLEGED BREACH.

The Agreement will begin on the Effective Date and continue for three (3) years after the date Client processes its first payroll with Paycom (“Initial Term”). However, if Client or any of Client’s affiliated client code entities has an already effective agreement or agreements with Paycom (“Existing Agreement(s)”), the Initial Term of this Agreement shall match and run concurrently with the longest term of the Existing Agreement, including any addendum. After the Initial Term, any renewal period shall equal the length of the Initial Term (“Renewal Term”). After the Initial Term or any Renewal Term, the Agreement shall automatically renew for a Renewal Term unless either Party terminates the Agreement with written or electronic notice at least ninety (90) days prior to expiration of the Initial Term or Renewal Term. The Initial Term and Renewal Term, if any, together shall be considered the term (“Term”).

In consideration of Client’s commitment to use Paycom for thirty-six months, Paycom’s fee rates for its Services shall be limited during the Initial Term. During the Initial Term, Paycom may only increase its fee rates by up to 0% in year 1, 2% in year 2, and 4% in year 3. For the sake of clarity, Paycom’s fees may be subject to fluctuation depending upon the extent to which Client uses Paycom’s Services (i.e. if Client’s employee count increases during this time period, Paycom’s fee rates will be as stated but the fees will increase as a result of the additional employee check processing quantities). Moreover, if during the Initial Term, the Client elects to receive additional service offerings or additional software functionality, then Client will be charged for any such additional services or functionality. Further, this price lock shall not apply to any additional processing fees or pass-through charges.

In the event Client terminates or ceases to exclusively use Paycom’s Services for any reason during the Term - or - in the event Paycom terminates Client as a result of Client’s material breach of its obligations under the Agreement during the Term, then Client shall be liable for and shall pay Paycom an early termination fee, computed as follows:

The average monthly Paycom fee amount assessed against Client (by averaging all Paycom monthly fees and charges assessed against Client throughout the most recent prior six (6) full calendar months of Client’s use of Paycom’s Services as its exclusive provider); multiplied by the number of months remaining in the Term. In the event Client does not initially use Paycom’s Services for six full months, then the average monthly Paycom fee shall be computed based upon the estimated average monthly fee calculated on the proposal(s) signed by Client. In the event Client does not process a first payroll with Paycom, the termination fee will be equal to the average monthly fee calculated on the proposal(s) signed by Client multiplied by 36.

Business tax identification number (FEIN in USA): _____

Paycom’s right to recover an early termination fee shall be in addition to any other rights Paycom may have against Client under any other applicable agreement (including Paycom’s right to recover any unpaid fees or charges for Services rendered). The Parties agree that Paycom’s pricing to Client was based upon a multi-month commitment and that the early termination fee constitutes’ the Parties good faith liquidated estimate of Paycom’s actual damages in the event of early termination and is not intended as any sort of penalty.

Client shall not be liable for an early termination fee, as described above, in the event Client ceases to use Paycom’s services as a result of a material breach by Paycom of Paycom’s obligations under the Agreement that remains uncured within a reasonable time after Client provides Paycom with written notice of Paycom’s alleged breach and a reasonable opportunity to cure.

All issues and questions concerning the construction, validity, enforcement, performance and interpretation of the Agreement, the parties’ business dealings now or hereafter, and the parties’ corresponding, contemporaneous and/or subsequent agreements shall be governed by, and construed in accordance with, the laws of the State of Oklahoma, United States of America. With respect to any claim arising out of the Agreement, the parties’ business dealings and/or the parties’ corresponding, contemporaneous and/or subsequent agreements, each party irrevocably submits to the exclusive jurisdiction and exclusive venue of the State or U.S. Federal courts located in Oklahoma County, Oklahoma, United States of America.

The PHCMSA, GTC and any applicable Schedule are intended to contain supplemental and complementary terms and conditions. In the event of a direct conflict between the terms of the PHCMSA, the GTC and any Schedule such conflict shall be resolved in the following order, from highest priority to lowest priority: (1) PHCMSA; (2) GTC; and (3) the applicable Schedule. Notwithstanding the foregoing sentence, any terms in such Schedule that are specific to the service provided in the Schedule, as distinguished from general contract terms, shall control over (1) and (2).

Client and the undersigned individual each represent that the signatory to this Agreement is authorized to enter into such agreement on behalf of Client. By signing below, Client agrees that it has (1) received the Agreement, (2) had an opportunity to read the Agreement and (3) agrees to be bound by the terms of the Agreement.

IN WITNESS WHEREOF, Paycom and Client have executed this Agreement as of the Effective Date.

AGREED AND ACCEPTED BY CLIENT:

City of Milton
COMPANY LEGAL NAME

TYPE OR PRINT NAME TITLE

AUTHORIZED SIGNATURE Date

**PAYCOM PAYROLL, LLC d/b/a PAYCOM, for itself
and its applicable affiliates:**

AUTHORIZED SIGNATURE

TYPE OR PRINT NAME

Reporting Agent
TITLE

Business tax identification number (FEIN in USA): _____



Agenda Item # 2024-2745

Milton Historic Cemetery Tour

MEETING DATE

September 5, 2024

PREPARED BY

BACKGROUND

SUMMARY

RECOMMENDATION

ATTACHMENTS

None



Agenda Item # 2024-2746

Locklin Lake Engineering Services

MEETING DATE

September 5, 2024

PREPARED BY

Ed Spears, Director of
Economic Development

BACKGROUND

Baskerville-Donovan, Inc. was the top ranked firm for RFQ 2023-10 - Locklin Lake. They were not selected to provide the services. The relationship with the selected firm has ended and the services are still required to meet the requirements of the state legislative funding and to carry out the project. Staff has re-engaged with BDI and they are willing to provide the services. The scope of work and the fee proposal are attached. BDI's proposal is for all three phases of design - dredge, shoreline stabilization and stormwater treatment systems. The funding on hand is for the dredging project only. However, staff has submitted grants for the two remaining phases.

The total budget for the complete project is \$4,425,000:

\$1,000,000 - State Appropriation (Dredge)

\$500,000 - City Match (Match Required for Water Quality Grant)

\$100,000 - Homeowners (Match Required for Water Quality Grant)

\$2,025,000 - Pending Water Quality Grant (Stormwater Treatment System)

\$800,000 - Pending NOA Climate Resilience Regional Challenge Grant (Shoreline Stabilization)

Expenditures to date total \$26,307.50. This includes one paid invoice totaling \$11,350 and one outstanding invoice totaling \$14,957.50. It is unknown at this time if the grant will reimburse the City for these expenses. Either way, the total amount available for the project will be minus that amount.

This project has languished for far too long and the property owners deserve relief. Locklin Lake directly receives 10 stormwater outfalls and is a critical aspect of the City's stormwater system. The lake traps sediment and absorbs nutrients before sending water down Collin's Mill Creek to the Blackwater River.

SUMMARY

Funds for this item are available through a state legislative appropriation and required City Match.

RECOMMENDATION

Council authorize staff to negotiate and execute a phased contract with Baskerville-Donovan, Inc. for engineering services for the Locklin Lake project not to exceed \$339,040.

ATTACHMENTS

1. Locklin Lake Proposal - Digital
2. Locklin lake Scope of Services 8-30-2024
3. Locklin Lake Fee Proposal 9.3.24



BASKERVILLE-DONOVAN, INC. ENGINEERING THE SOUTH SINCE 1927

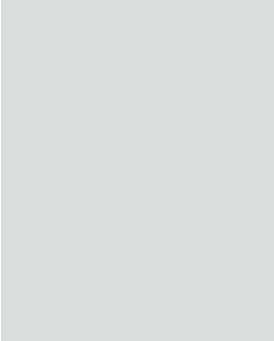
Engineer Services – Locklin Lake 2023.10



May 17, 2023

Prepared For:
City of Milton
6738 Dixon Street
Milton, Florida, 32570



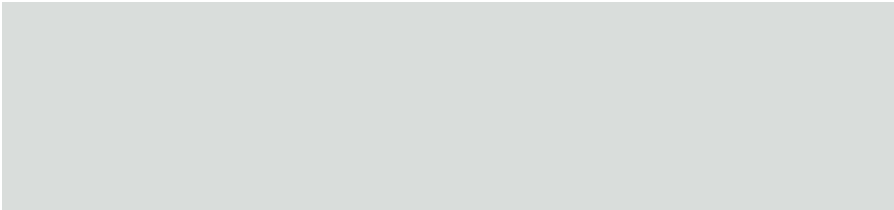


CONTENTS

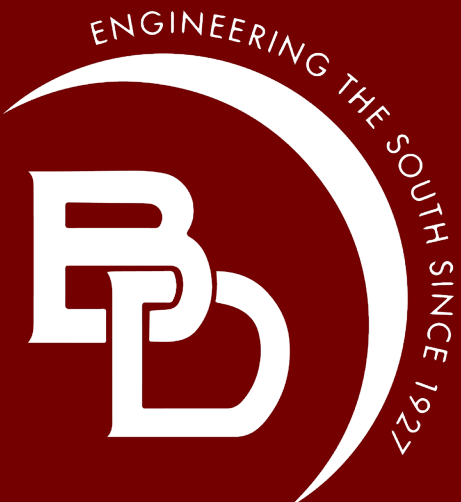
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1. Letter of Transmittal



May 10, 2023

City of Milton
Purchasing Department
6738 Dixon Street
Milton, FL 32570



Jim Waite
Executive Vice President

RE: RFP 2023.10 Engineer Services – Locklin Lake

Dear Selection Committee Members:

The Baskerville-Donovan, Inc. Team (BDI) understands the challenges small communities face in providing the infrastructure needs for the citizens and its ratepayers. **We will use the lessons learned from over 96 years of design experience throughout the Florida Panhandle to ensure your project is technically correct, constructible, and most importantly, cost-effective.** We have enjoyed our long-standing relationship with the City of Milton, and you have proven your confidence in our team, time and time again. We are committed to upholding that trust with the success of this project.

Included in our response to this RFQ are a representative set of highly qualified staff, successful projects, satisfied clients, and a dedicated Project Manager, **Mike Langston, P.E.** Mr. Langston and the entire BDI team are familiar with this project, having completed the dam repairs and dredging permit in 2008.

BDI is a registered Florida Corporation #59-0857184 that has four offices located in Florida and southern Alabama, with our headquarters located in Pensacola. Our offices are each fully staffed and equipped with state-of-the-art technology, software, and engineering production systems. BDI specializes in local government consulting with almost 80% of our clients being local city and county governments. We live where we work. This makes our intentional investment in local communities genuine and personal.

BDI is a federally recognized Small Business Enterprise (SBE), multi-disciplinary professional services company, providing consulting services in the areas of civil engineering, surveying, and planning.

Our Corporate office is located at 449 West Main Street, Pensacola, FL 32502.

TOTAL NUMBER OF PERSONNEL INCLUDING PERSONNEL BY DISCIPLINE	
Civil Engineers	22
Professional Land Surveyors	2
CADD Technicians	5

PROFESSIONAL BUSINESS LICENSES	
FL Professional Engineer	#340
FL Surveyor and Mapper	#LB340
FL Corporate Charter	#214937



Florida Department of Agriculture and Consumer Services
Division of Consumer Services
Board of Professional Surveyors and Mappers
2005 Apalachee Pkwy Tallahassee, Florida 32399-6800

License No.: LB340
Expiration Date February 28, 2025



Santa Rosa
Tax Collector
STAN COLLE NICHOLS

[Vehicle Registration](#)

[Property Tax](#)

[Business Tax](#)

Professional Surveyor and Mapper Business License
Under the provisions of Chapter 472, Florida Statutes

BASKERVILLE-DONOVAN, INC.
449 W MAIN ST
PENSACOLA, FL 32502-5591

WILTON SIMPSON
COMMISSIONER OF AGRICULTURE

This is to certify that the professional surveyor and mapper whose name and address are shown above is licensed as required by Chapter 472, Florida Statutes.

[Search](#) > [Account Summary](#)

Business Tax Account #81925

BASKERVILLE DONOVAN, INC. | [Request a change to your Business Tax Account](#)

Current owner:
BASKERVILLE DONOVAN, INC.

Current business address:
449 W MAIN ST
PENSACOLA, FL 32502-5591



[Get bills by email](#)

State of Florida
Department of State

I certify from the records of this office that BASKERVILLE DONOVAN, INC. is a corporation organized under the laws of the State of Florida, filed on August 26, 1958.

The document number of this corporation is 21-6937.

I further certify that said corporation has paid all fees due this office through December 31, 2022, that its most recent annual report/uniform business report was filed on December 19, 2022, and that its status is active.

I further certify that said corporation has not filed Articles of Dissolution.

Given under my hand and the Great Seal of the State of Florida at Tallahassee, the Capital, this the Nineteenth day of December, 2022.



Secretary of State

Tracking Number: 5628112762
To verify from this website with the following disclaimer, click on the link below the instructions displayed.
<https://services.dhs.gov/Tracking/CertificatesOfBusinessQualification>



Licensee Details

Licensee Information

Name:	BASKERVILLE-DONOVAN INC (Primary Name)
Main Address:	449 W MAIN ST PENSACOLA Florida 32502
County:	ESCAMBIA
License Mailing:	
LicenseLocation:	

License Information

License Type:	Registry
Rank:	Registry
License Number:	340
Status:	Current
Licensure Date:	05/10/1977
Expires:	

I certify that to the best of my knowledge and belief the information submitted for consideration and evaluation is true, correct, and accurate.

Contact Information:

Jim Waite

Executive Vice President

449 West Main Street, Pensacola, Florida 32502

O-(850) 438-9661 C-(850) 777-6888

jwaite@baskervilledonovan.com

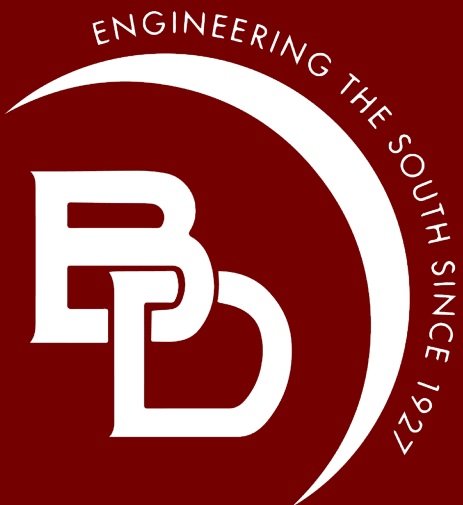
Sincerely,

BASKERVILLE-DONOVAN, INC.

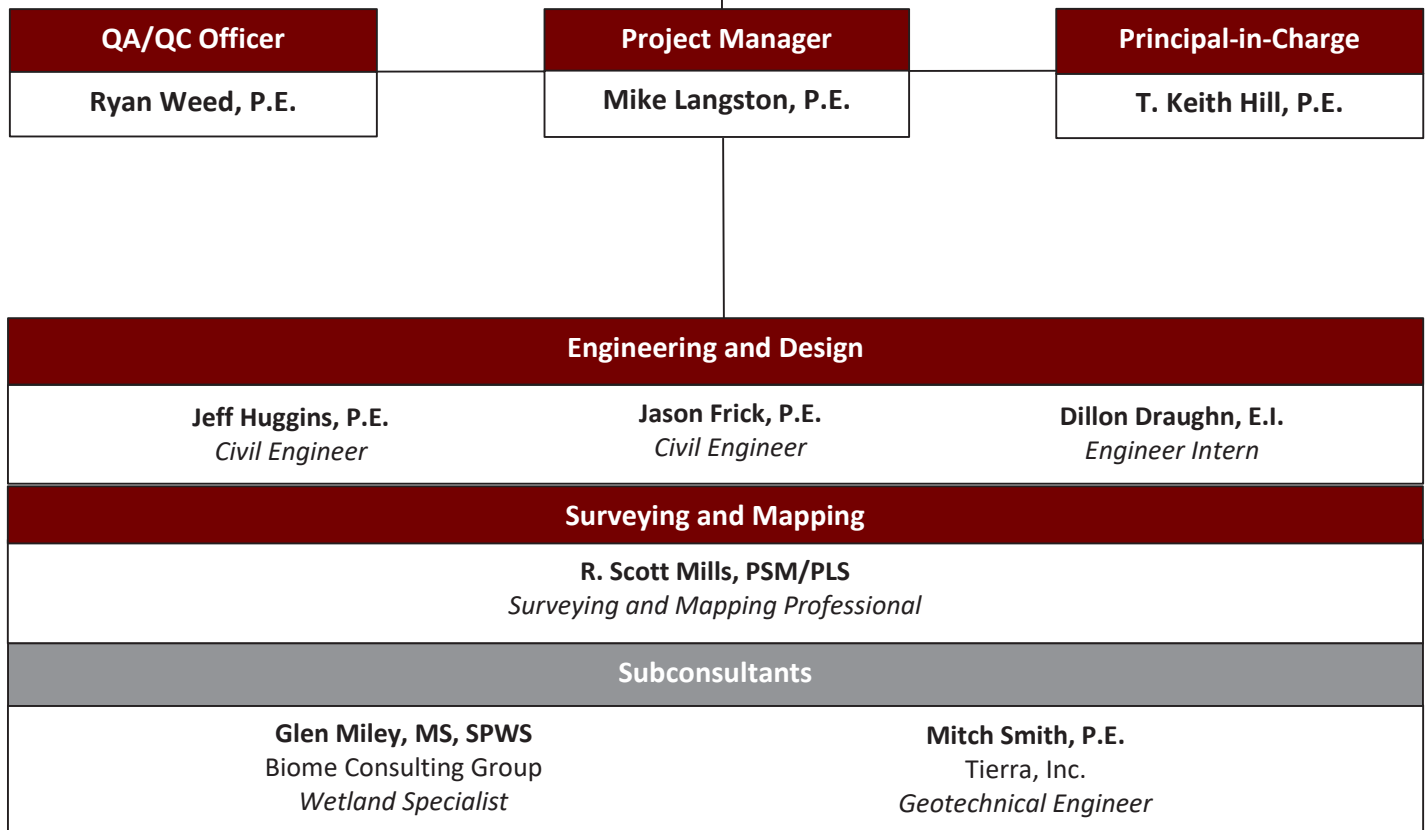
Jim Waite

Executive Vice President

2. Qualifications



Organizational Chart



MICHAEL D. LANGSTON, P.E. PROJECT MANAGER



INTRODUCTION

27 YEARS WITH BDI

34 YEARS OF EXPERIENCE

Mr. Langston serves as a Sr. Civil Engineer at Baskerville-Donovan. He has been involved in infrastructure planning for public entities and design of roadways, and stormwater management systems.



LOCATION

449 West Main Street
Pensacola, FL 32502

EDUCATION

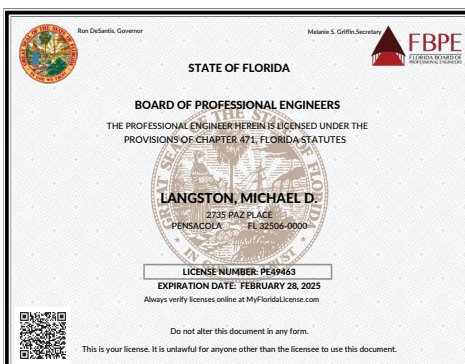
BCE, Civil Engineering, Georgia
Institute of Technology, 1989

AREA OF EXPERTISE

- Planning, Designing, Permitting, and Drafting for Land Development Projects
- ADA Design
- Roadway Design
- Utility Coordination and Relocation
- Stormwater Design

PROFESSIONAL REGISTRATIONS

- Professional Engineer FL #49463
- Professional Engineer AL #30667



SIMILAR EXPERIENCE

Villa Venyce Channel Dredge – Santa Rosa County, FL:

Sr. Civil Engineer for professional services to perform the survey, design, construction documents, and permit application submittals required for the maintenance dredging of the Grand Canal Channel and replacement of the existing Private Aids to Navigation marking the channel. The project area includes the mouth of Grand Canal Channel at Villa Venyce and extends approximately 850 linear feet South into Santa Rosa Sound, Class II Florida Waters, and Prohibited Shellfish Harvesting Area.

Lafitte Cove Inlet Channel Design & Permit – Santa Rosa County, FL:

Sr. Civil Engineer for professional services to perform a hydrographic & topographic survey, design and construction plans, and permitting for the Lafitte Cove Inlet from just inside the Inlet to approximately 800 linear feet North of the Inlet. The Santa Rosa Island Authority requested a proposal to obtain a new Nationwide Permit from the U.S. Army Corps of Engineers (USACE) and confirm State exemption for maintenance dredging activities. A permit plan set, and appropriate permit application documents will be prepared and submitted to the Florida Department of Environmental Protection and USACE. A set of construction documents will be provided for maintenance dredging of the site if commenced within 6 months of receipt of the Permits acquired under the task order.

Community Maritime Park Breakwater – Pensacola, FL:

Project Manager for this breakwater project designed by BDI. The structure was designed to protect the marinas in Downtown Pensacola from the wind coming across Pensacola Bay. The Breakwater matches the existing Maritime Park bulkhead, with dual steel sheet piles, and a 15-foot-wide concrete cap on top, suitable for site seeing. The breakwater extends a total of 412 feet into the Bay and provides protection for the 48 slip, day-use marina proposed for the west side of the Maritime Park.

Watson Bayou Dredging – Panama City, FL:

Project Manager for this project that included redefining dredging extent, preparation of Environmental Resource Program permit application, geotechnical investigation, and survey services in attempts to remove shoaled material near outfall structures to provide sufficient navigation depths and to provide sufficient removal of accumulated sediments for water quality purposes.

T. KEITH HILL, P.E.

PRINCIPAL-IN-CHARGE



INTRODUCTION

Mr. Hill provides the senior project oversight of the Project Manager's efforts ensuring the satisfaction of client communications and Baskerville-Donovan's standards of excellence. He is proficient in modeling software, such as KYPipe 2000 and Surge 5.0.

24 YEARS WITH BDI

25 YEARS OF EXPERIENCE



LOCATION

449 West Main Street
Pensacola, FL 32502

EDUCATION

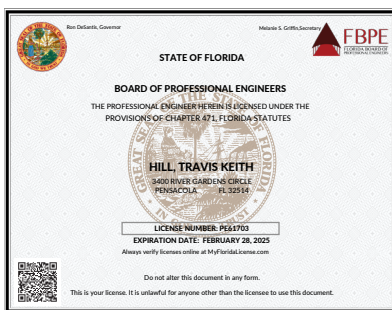
MS, Civil/Environmental Engineering,
Auburn University, 1998
BS, Zoology, Auburn University, 1992

AREA OF EXPERTISE

- Design of Wastewater Treatment Facilities
- Hydraulic Modeling
- Transient Surge Analysis of Municipal Water Distributions
- QA/QC

PROFESSIONAL REGISTRATIONS

- Professional Engineer FL #61703



SIMILAR EXPERIENCE

Villa Venyce Channel Dredge – Santa Rosa County, FL:

Principal-in-Charge for professional services to perform the survey, design, construction documents, and permit application submittals required for the maintenance dredging of the Grand Canal Channel and replacement of the existing Private Aids to Navigation marking the channel. The project area includes the mouth of Grand Canal Channel at Villa Venyce and extends approximately 850 linear feet South into Santa Rosa Sound, Class II Florida Waters, and Prohibited Shellfish Harvesting Area.

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RYAN L. WEED, P.E.

CIVIL ENGINEER



INTRODUCTION

13 YEARS WITH BDI

18 YEARS OF EXPERIENCE

Mr. Weed specializes in civil engineering for Baskerville-Donovan's Mobile and Pensacola offices. He has worked on projects both in the U.S. and South America for clients from private entities to cities, counties, states, and the U.S. military.



LOCATION

1201 Montlimar Drive Suite 650,
Mobile, AL 36609

EDUCATION

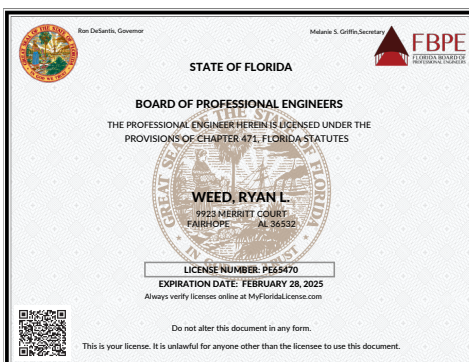
BS, Civil Engineering, University
of South Alabama, 2002

AREA OF EXPERTISE

- Drainage Analysis
- Drainage Design
- Land Development Design
- Transportation Design
- Airfield Design
- Construction Inspection
- Permitting

PROFESSIONAL REGISTRATIONS

- Professional Engineer FL #65470



SIMILAR EXPERIENCE

Villa Venyce Channel Dredge – Santa Rosa County, FL:

QA/QC Officer for professional services to perform the survey, design, construction documents, and permit application submittals required for the maintenance dredging of the Grand Canal Channel and replacement of the existing Private Aids to Navigation marking the channel. The project area includes the mouth of Grand Canal Channel at Villa Venyce and extends approximately 850 linear feet South into Santa Rosa Sound, Class II Florida Waters, and Prohibited Shellfish Harvesting Area.

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QA/QC Officer for the beach renourishment project to provide design, hydrographic survey, and construction administration on a portion of Pensacola Beach known as Quietwater Beach. The overall project included the placement (nourishment) of up to 1.75 million cubic yards of sand (pay volume) along 43,100 linear feet of the Gulf of Mexico shoreline at Pensacola Beach, FL. BDI survey crews performed a hydrographic survey to collect necessary data prior to the renourishment project.

W. JEFF HUGGINS, P.E.

CIVIL ENGINEER



INTRODUCTION

13 YEARS WITH BDI

14 YEARS OF EXPERIENCE

Mr. Huggins' has provided Civil Engineering services for clients which include the Florida Department of Transportation, Alabama Department of Transportation, city and county governments in multiple states, as well as U.S. and Latin America design work for the U.S. Army Corps of Engineers.



LOCATION

449 West Main Street
Pensacola, FL 32502

EDUCATION

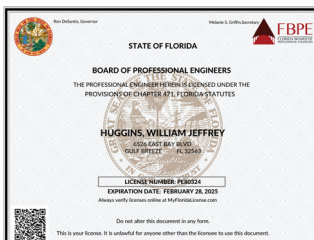
BS, Civil Engineering, University
of South Alabama, 2009

AREA OF EXPERTISE

- Permitting
- Drainage Analysis
- Transportation Design
- ADA Compliance
- Stormwater Systems

PROFESSIONAL REGISTRATIONS

- Professional Engineer FL #80324
- NCAT Roadway Tech Level 1
- NCAT Radiation Safety Certification
- U.D. DOT & FHWA Certificate of the Design and Operation of Work Zone Traffic Control
- Maintenance of Traffic Advanced Level Training Course



SIMILAR EXPERIENCE

Villa Venyce Channel Dredge – Santa Rosa County, FL:

Project Manager for engineering design, construction documents, and permit application submittals required for the maintenance dredging of the Grand Canal Channel and replacement of the existing Private Aids to Navigation marking the channel. The project area includes the mouth of Grand Canal Channel at Villa Venyce and extends approximately 850 linear feet South into Santa Rosa Sound, Class II Florida Waters, and Prohibited Shellfish Harvesting Area.

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JASON J. FRICK, P.E.

CIVIL ENGINEER



INTRODUCTION

8 YEARS WITH BDI

8 YEARS OF EXPERIENCE

Mr. Frick has provided civil engineering services for clients including Alabama Department of Transportation, city and county governments in multiple states, as well as the U.S. and Latin America design work for the U.S. Army Corps of Engineers.



LOCATION

449 West Main Street
Pensacola, FL 32502

EDUCATION

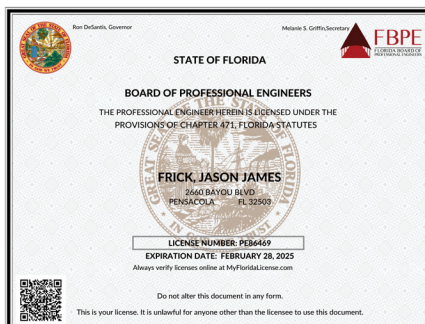
BS, Civil Engineering, University
of South Alabama, 2014

AREA OF EXPERTISE

- Stormwater Drainage Analysis and Design
- Site Civil Design
- Transportation Design
- Funding Procurement Assistance

PROFESSIONAL REGISTRATIONS

- Professional Engineer: FL #86469
- FDEP Stormwater Erosion and Sedimentation Control Inspector #42043
- FDOT Temporary Traffic Control (TTC) Advanced Course #62232



SIMILAR EXPERIENCE

Community Maritime Park Breakwater – Pensacola, FL:

Civil Engineer for this breakwater project designed by BDI. The structure was designed to protect the marinas in Downtown Pensacola from the wind coming across Pensacola Bay. The Breakwater matches the existing Maritime Park bulkhead, with dual steel sheet piles, and a 15-foot-wide concrete cap on top, suitable for site seeing. The breakwater extends a total of 412 feet into the Bay and provides protection for the 48 slip, day-use marina proposed for the west side of the Maritime Park.

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M. DILLON DRAUGHN, E.I.

ENGINEER INTERN



INTRODUCTION

2 YEARS WITH BDI

2 YEARS OF EXPERIENCE

As a Northwest Florida local, Mr. Draughn has provided civil engineering services for clients across the Florida Panhandle, including county and city governments.



LOCATION

449 West Main Street
Pensacola, FL 32502

EDUCATION

BS, Civil Engineering, University of
South Alabama, 2020
MS, Coastal Engineering,
University of South Alabama, 2022

AREA OF EXPERTISE

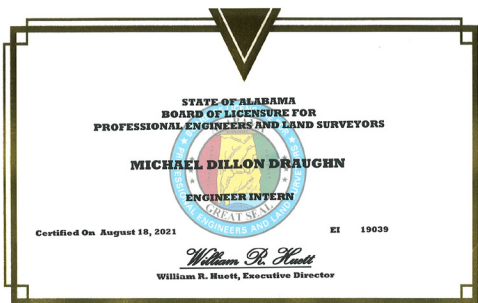
- Stormwater & Drainage
- Infrastructure Design
- Roadway Improvements
- Cost Estimates of Design Phase
- Construction Inspection

AFFILIATIONS

- American Society of Civil Engineers
- Coasts, Oceans, Ports and Rivers
Institute
- Society of American Military Engineers

PROFESSIONAL REGISTRATIONS

- State of Alabama Engineer Intern
#EI19039



SIMILAR EXPERIENCE

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Little Sabine Channel Dredging Expansion – Pensacola Beach, FL:

Engineer Intern for professional services to improve vessel & navigation safety in Little Sabine Bay. The narrow section of channel between an existing sandbar and the Beach Marina's fuel docks created a bottleneck during events and other peak times of vessel traffic. Expanding the channel beyond its historic maintenance limits required additional permitting through the U.S. Army Corps of Engineers and Florida Department of Environmental Protection.

Gilmore Drive Drainage Improvements – Gulf Breeze, FL:

Engineer Intern for the design and improvements of Gilmore Drive Drainage. The design documents included construction plans and permits for installing a gravity collection and conveyance system necessary to convey a 100-year storm event from the lowest area of the stormwater basin to a positive outfall into Santa Rosa Sound.

Sharp Point Beach Nourishment – Pensacola Beach, FL:

Engineer Intern for this project that involved increasing the width of the beach by allocating 2,000 cubic yards to the given location. This increased the level of defense of the landward infrastructure. I was tasked to oversee the construction of this project and perform routine inspections from start to finish.

ROBERT S. MILLS, PSM/PLS

SURVEY MANAGER



INTRODUCTION

39 YEARS WITH BDI

48 YEARS OF EXPERIENCE

Mr. Mills has managed many large-scale projects for county and city municipalities, FDEP, FDOT, various utility companies, private industries, commercial developments, and federal government.



LOCATION

449 West Main Street
Pensacola, FL 32502

EDUCATION

University of West Florida

AREA OF EXPERTISE

- Surveying
- Mapping

PROFESSIONAL REGISTRATIONS

- FL Professional Surveyor and Mapper #LS5509
- AL Professional Land Surveyor #20892

AFFILIATIONS

- Florida Surveying and Mapping Society

SIMILAR EXPERIENCE

Villa Venyce Channel Dredge – Santa Rosa County, FL:

Survey Manager for this project for professional services to perform the survey, design, construction documents, and permit application submittals required for the maintenance dredging of the Grand Canal Channel and replacement of the existing Private Aids to Navigation marking the channel. The project area includes the mouth of Grand Canal Channel at Villa Venyce and extends approximately 850 linear feet south into Santa Rosa Sound, Class II Florida Waters, and Prohibited Shellfish Harvesting Area.

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Florida Department of Agriculture and Consumer Services
Division of Consumer Services
Board of Professional Surveyors and Mappers
2005 Apalachee Parkway Tallahassee, Florida 32399-6500

License No.: LS5509
Expiration Date February 28, 2025

Professional Surveyor and Mapper License
Under the provisions of Chapter 472, Florida Statutes

ROBERT SCOTT MILLS
1201 GOLDEN ROAD RD
CANTONMENT, FL 32533-9065

Nicole Fried
NICOLE "NIKKI" FRIED
COMMISSIONER OF AGRICULTURE

This is to certify that the professional surveyor and mapper whose name and address are shown above is licensed as required by Chapter 472, Florida Statutes.



Glen Miley, PWS

Environmental Specialist

Education: MS, Biology, University of South Alabama; BS, Biology, University of Alabama

Registration: Professional Wetland Scientist – Florida; Qualified Stormwater Inspector – Florida
Certified Prescribed Fire Manager – Florida

Affiliations: National Society of Professional Engineers (NSPE); American Society of Civil Engineers (ASCE)

Years with Biome: 25

Years with other firms: 3

Introduction

Mr. Miley is a founding partner of Biome Consulting Group that serves the ecological / environmental, regulatory-compliance needs with an eye toward large-scale ecological restoration and quantitative assessment and monitoring projects. As an environmental scientist, Mr. Miley specialties includes Wetland Delineation; Endangered Species Regulation and Permitting; Phase I Site Assessments; Environmental Impact Assessments; Stream Restoration; Restoration of Coastal Ecosystems; Longleaf Medical Training, Wilderness First Aid.

Experience

Wetland Delineation, Permit Management, Fox Valley - Niceville, Florida: Performed a 415-acre wetland jurisdictional determination according to Federal and State Guidelines: See description in 19c (3). Prepare, submit and obtain wetland permits for the 520-lot single family subdivision including approval of the flagged wetland boundary. Obtain concurrence through Dept. of State, Division of Historical Resources regarding the presence of historical resources on-site.

Wetland Delineation, Permit Management, Sommerset - Navarre, Florida: Performed a wetland jurisdictional determination according to Federal and State Guidelines: See description in 19c (3). Perform “Site Specific Survey” for protected species according to Escambia County Land Development Code: See description in 19c (3). Prepare, submit and obtain wetland permits for the 60-lot single family subdivision including approval of the flagged wetland boundary. Obtain concurrence through Dept. of State, Division of Historical Resources regarding the presence of historical resources on-site.

Wetland Delineation, Endangered Species Survey, Permit Management, Magnolia West - Perdido Key, Florida: Performed a wetland jurisdictional determination according to Federal, State and County Guidelines: acquire and review soil mapping and aerial photography of the site, inspect the site to analyze plant communities, soils, and

hydrology and determine the extent of the wetland area and hang survey flagging on the wetland/upland boundaries. Perform “Site Specific Survey” for protected species according to Escambia County Land Development Code requirements: inspect the site by walking transects to assess the presence and condition of habitat for protected species known to inhabit Escambia County, compose report of findings. Prepare, submit and obtain wetland permits for the 111-unit condominium development including approval of the flagged wetland boundary.

Environmental Site Assessment, Blue Angel Elementary School - Pensacola, Florida: Performed a wetland jurisdictional determination according to Federal, State and County Guidelines: acquire and review soil mapping and aerial photography of the site, inspect the site to analyze plant communities, soils, and hydrology and determine the extent of the wetland area and hang survey flagging. Perform “Site Specific Survey” for protected species according to Escambia County Land Development Code requirements: inspect the site by walking transects to assess the presence and condition of habitat for protected species known to inhabit Escambia County, compose report of findings. Prepare, submit and obtain wetland permits for the elementary school including approval of the flagged wetland boundary and wetland enhancement/restoration for mitigation.



Mitchell L. Smith, P.E.

Geotechnical Engineer (Tierra, Inc.)

Education: Bachelor of Science in Civil and Geotechnical Engineering, Auburn University

Registration: Professional Engineer: FL #43416

Affiliations: N/A

Years' Experience: 36

Introduction

Mr. Smith has over 30 years of experience in geotechnical engineering, construction and materials testing (CMT), and environmental consulting. Mr. Smith is a licensed professional engineer in Florida, Georgia, and Alabama, and has analyzed, reviewed, and managed thousands of geotechnical, CMT, and environmental projects.

Experience

SR 30 (US 98) Navy Boulevard PD&E – Escambia County, FL: Geotechnical Engineer of Record. PD&E project with Phase II design services which included improvements of Navy Blvd. from SR 295 to the Bayou Chico Bridge in Escambia County, Florida. Focus of the project was on roadway improvements to meet aesthetic requirements, and drainage improvements.

SR 10 (Nine Mile Road) from US 90 to CR 99– Escambia County, FL: Geotechnical Engineer of Record. Capacity project which included 2.4 miles of roadway widening from a 2-lane to a 4-lane road section. Project also included a box culvert extension and multiple stormwater pond sites. The presence of soft ground conditions in the high fill embankment areas adjacent to the box culvert required careful settlement analysis and ground improvement in an effort to protect both the existing box culvert the future roadway widening.

VT-MAE Project- Pensacola International Airport – Pensacola, FL: Geotechnical Engineer of Record for the VT MAE Maintenance & Repair Overhaul (MRO) facility. The project included a 175,000 SF hangar, taxiways, aprons, staging and wash rack areas, parking lots, an access road, and a turn lane with signalization. The hangar is founded on a combination of deep foundations to resist uplift loads (augered cast-in-place piles) and shallow foundations.

Pensacola International Airport – Pensacola, FL: Geotechnical Engineer of Record for multiple expansions and additions to the Pensacola Gulf Coast Regional Airport. Projects included the first Terminal Building expansion in mid to late 1990's, which included a 4-story parking garage; the extension of Runway 17/35 and Runway 8/26 in the early to mid-2000's; and the expansion in the mid to late 2000's, which included a second Terminal Building expansion, a new Rental Car Facility, and a new multi-story parking garage.

Panama City International Airport – Panama City, FL: Geotechnical Engineer for Construction & Materials Testing services for the construction of the new Panama City International Airport. The project included materials testing and acceptance of the base and surface courses of the entrance road and pavement areas as well as the base and concrete pavement for the runway and taxiway.

SR 292 from SR 173 to SR 295 PD&E Study – Escambia County, FL: Geotechnical Engineer of Record for the PD&E study to evaluate widening SR 292 from a 2-lane roadway to a 6-lane roadway. The project included a desktop study of available information, preliminary test borings to evaluate soil and groundwater conditions in the roadway areas, and engineering analysis to support development of the PD&E document.

Availability Chart

City of Milton Locklin Lake Team

Workload and Availability



Michael Langston, P.E.
Project Manager
34 Yrs. Experience
30% Available



T. Keith Hill, P.E.
Principal-in-Charge
25 Yrs. Experience
30% Available



Ryan Weed, P.E.
QA/QC Officer
18 Yrs. Experience
30% Available



Jeff Huggins, P.E.
Civil Engineer
14 Yrs. Experience
30% Available



Jason Frick, P.E.
Civil Engineer
8 Yrs. Experience
30% Available



Dillon Draughn, E.I.
Engineer Intern
2 Yrs. Experience
25% Available



Scott Mills, PSM/PLS
Survey Manager
48 Yrs. Experience
30% Available

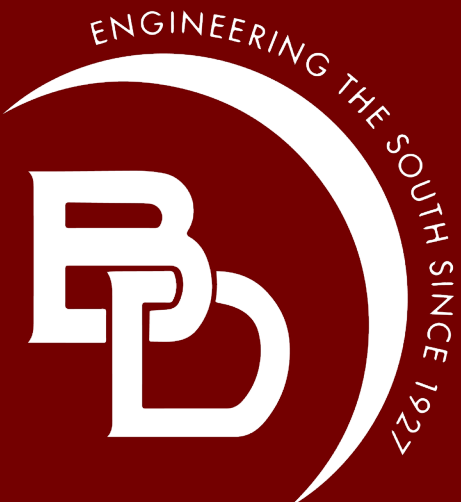


Glen Miley, PWS
Wetlands Specialist
(Biome Consulting Group)
28 Yrs. Experience
30% Available



Mitchell Smith, P.E.
Geotechnical Engineer
(Tierra, Inc.)
34 Yrs. Experience
30% Available

3. Proposed Approach



Understanding and Approach

Project Overview:

Locklin Lake is located in Santa Rosa County within the City limits of Milton, Florida. The lake was created in the 1820s by an impoundment dam across Collins Mill Creek. The impoundment provided water power for a grist mill.

Over the years the dam and spillway have been repaired and reconstructed several times. Due to the location of the lake and urbanization of the surrounding lands, the lake has been the recipient of sewage overflows, stormwater pollution, and sediment discharges.

In the 1980s the City of Milton constructed a sanitary sewer collection system along and adjacent to the lake and excavated sediment from the lake bottom. In the 1990s BDI prepared a Comprehensive Stormwater Master Plan (SWMP) for the City of Milton. Following the recommendations outlined in the SWMP, the City of Milton installed upstream retention ponds and sediment traps on drainage systems that discharge to the headwaters of the lake. In 2017 BDI prepared an update to the SWMP and defined the Locklin Lake watershed as Basin A. The update also reviewed water quality components of the watershed, listed specific water quality improvements upstream of the lake, and included excavation of the lake bottom to recover available water depths for flood control and residence volume for settling sediment. The water quality component for Locklin Lake was identified as Project K within the SWMP update.

The City of Milton previously obtained two grants for the restoration of Locklin Lake. The grants were issued by the Department of Environmental Protection and were administered through the Division of Water Resource Management. The City of Milton has obtained and recorded a drainage easement over the lake for restoration activities and future maintenance.



Reconstruction of the Locklin Lake impoundment was designed and permitted by BDI in 2006. The project was completed with the final grant certifications issued in December 2018. BDI performed contract administration and inspection services during reconstruction of the impoundment berm and dam control structure. The permits issued included full reconstruction of the dam, impoundment berm, and excavation to the lake bottom to a depth of 14 feet. Two grants were provided for Locklin Lake restoration, however, the cost to reconstruct the impoundment and outfall structure consumed the monies available and excavation of Locklin Lake was not performed under those grants due to funding limitations.

Project Approach:

The value the BDI team brings to this project is our extensive experience in stormwater management and permitting of similar facilities. Our approach begins with a kickoff meeting including all stakeholders

of the project. Team resources will be allocated to ensure a complete product, on schedule, and within budget.

The contributing Locklin Lake watershed is approximately 3,000 acres with approximately 1,500 acres located outside of the City limits. The lake impoundment area includes approximately 10 acres. With the extensive watershed area and the minimal lake area, sedimentation has been a continued issue. The excavation of the accumulated sediment is a maintenance necessity to ensure stormwater storage during rain events and provide a measure of water quality treatment for the contributing drainage basin. The City of Milton does not have jurisdiction over approximately half of the watershed and cannot control or limit sedimentation from that area. The receiving water from Locklin Lake is the Blackwater River, an Outstanding Florida Water (OFW).

The lake is expected to be drained and sediment removed by excavation methods. Excavation material from the lake bottom will be removed and properly disposed of offsite. Special attention will be given to areas where sanitary sewer mains cross Locklin Lake. During construction of the lake impoundment overflow structure, historical artifacts were found. Those artifacts were excavated, documented, buried on the upstream side of the impoundment, and recorded with the State as a historical record. Special attention will also be provided to this area.

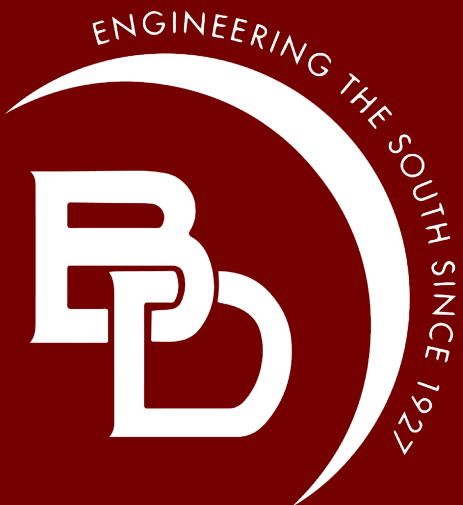


The project design will initiate by updating the existing survey prepared by BDI in 2006. Horizontal and vertical controls will be set and established for design and construction activities. Wetland limits will be defined and mapped. Access to the lake for excavation equipment will be evaluated and coordinated with the City for adequate routes. Previous construction plans and permit documents for the lake excavation will be updated based on the new survey data. The plans and permit documents will be submitted to the City for review and upon approval will be submitted to the appropriate permitting agencies.

Bidding assistance shall be provided including attendance of a pre-bid conference and response to bidder questions on design issues via addendum narrative, as necessary, and verification tabulation of bids.

CEI and project closeout services shall be provided. CEI includes attendance of a pre-construction conference, responses to contractor questions on design issues during construction, onsite inspection to oversee construction, preparation of record drawings from contractor-provided as-builts, and permit certifications based on acceptable construction by the Contractor. The construction activities will be monitored, documented, and compared to grant and permit requirements for this new activity. Inspection services will include field coordination with the selected contractor, review of truck routes and potential sediment transport, documentation of field inspections, and review of contractor pay requests.

4. Prior Work Experience



Villa Venyce Channel Dredge & Channel Markers

Santa Rosa County, FL



BDI was hired by Santa Rosa County for professional services to perform the survey, design, and permitting required for the maintenance dredging of the Grand Canal Channel and replacement of the existing Private Aids to Navigation marking the channel entrance.

The project area includes the mouth of Grand Canal Channel at Villa Venyce and extends approximately 850 linear feet south into Santa Rosa Sound, Class II Florida Waters, and Prohibited Shellfish Harvesting Area.

Information from the hydrographic and topographic surveys will be used to produce a set of plans and specifications for the maintenance dredging of Grand Canal Channel and replacement of the existing port-side (green) Channel markers. The plans for dredging will be prepared in accordance with Florida Department of Environmental Protection (FDEP) and U.S. Army Corps of Engineers (USACE) requirements for work within Waters of the State.

Project has been awarded to contractor with construction to begin Spring 2023.

BDI services include:

- Surveying
- Engineering design and construction documents
- Permit application submittals
- Bidding services
- Construction observation

14315.05

Client:

Santa Rosa County

Contact:

Michael Schmidt, P.E.
Environmental Director
6051 Old Bagdad Highway
Suite 300
Milton, FL 32583
michaels@santarosa.fl.gov
(850) 393-9804

Date: 2021 – Ongoing

Project Cost:

Design \$74K
Construction N/A

Challenges:

- Protection of Submerged Aquatic Vegetation (SAV's) near the navigation channel
- Limited space is available upland of the site for dredge spoil recovery

Solutions:

- SAV's were delineated and protected from impacts from dredging activities
- The design utilized a geotextile filtration bags and return discharge pumps that could fit within a small available footprint of a county park in the adjacent neighborhood

Benefit:

- Protection of SAV's and vessel access to the canal system

Status: Ongoing

Change Order History: N/A

PM/Key Personnel:

Jeff Huggins, Jason Frick, Dillon Draughn, Hilary Bauer, Keith Hill, Ryan Weed, Scott Mills

Lafitte Cove Inlet Channel Design & Permitting

Pensacola Beach, FL



BDI was hired for professional services to perform the hydrographic & topographic survey, design, construction plans, and permitting for the Lafitte Cove Inlet from just inside the inlet to approximately 800 linear feet north of the inlet.

The Santa Rosa Island Authority (SRIA) requested a proposal to obtain a new Nationwide Permit from the U.S. Army Corps of Engineers (USACE) and confirm State exemption for maintenance dredging activities. A permit plan set, and appropriate permit application documents were prepared and submitted to the Florida Department of Environmental Protection (FDEP) and USACE. A set of construction documents will be provided for maintenance dredging of the site, if commenced within 6 months of receipt of the Permits acquired under task order.

During the permitting process, the FDEP issued a request for additional information from the SRIA to provide reasonable assurances that project would not impact submerged aquatic vegetation, which resulted in a client requested change order.

Contract currently out for bid with construction expected to begin Spring 2023.

BDI services include:

- Hydrographic & topographic survey
- Engineering design and construction plans
- Permitting

Client:

Santa Rosa Island Authority

Contact:

Leigh Davis
Executive Director
1 Via De Luna Drive
Pensacola Beach, FL 32561
Leigh_Davis@sria-fla.com
(850) 932-2257

Date: 2021 – (ongoing)

Project Cost:

Design \$32K
Construction N/A

Challenge:

- To ensure project would not impact submerged aquatic vegetation

Solutions:

- Provided a submerged aquatic vegetation survey for emergent/emergent vegetation
- The seagrass boundary was physically located

Benefit:

- Endangered species and habitats were protected

Status: Design complete

Change Order History:

- C.O. \$1K – Client directive

PM/Key Personnel:

Jeff Huggins, Jason Frick, Hilary Bauer, Dillon Draughn, Keith Hill, Ryan Weed, Scott Mills

21202.51

Watson Bayou Dredging Permit

Panama City, FL



BDI supported the City of Panama City in preparing and submitting an Environmental Resource Permit (ERP) for dredge removal of approximately 3,029 cubic yards of sediment within approximately 18.7 acres of the upper end of Watson Bayou at Bay Avenue.

The project included redefining dredging extent, preparation of ERP permit application, geotechnical investigation, and survey services in attempt to remove shoaled material near outfall structures to provide sufficient navigation depths and to provide sufficient removal of accumulated sediments for water quality purposes.

Dredged material was deposited and dewatered at a temporary spoil site (DMMA) located on a 0.3-acre vacant City parcel. After the material was dried and cleared of debris, the material was relocated to a permanent spoil site on the City's property. When hauling was complete, DMMA site was cleared, graded, stabilized with sod, and an as-built survey was completed.

The permitting facilitated future action and plans by the City staff.

BDI services include:

- Civil engineering
- Permitting
- Pre and post-dredging surveys
- Geotechnical investigation
- Construction engineering inspection

03002.01

Client:
City of Panama City

Contact:
Mr. Dale Cronwell, P.E.
City Engineer/Assistant Public
Works Director
501 Harrison Avenue
Panama City, FL 32401
dcronwell@panamacity.gov
(850) 872-3016

Date: 2014 – 2015

Project Cost:
Design \$45K
Construction \$227K

Challenge:

- Locating and protecting utilities potentially damaged by construction activity

Solution:

- Securing the Environmental Resource Permit to facilitate future dredging of the Bayou

Benefit:

- A higher water flow to wash out the Bayou more efficiently in addition to increasing the quality of drinking water

Status: Complete

Change Order History: N/A

PM/Key Personnel: Mike Langston, Scott Mills, Keith Hill, Fred Donovan, Jr.

Community Maritime Park Breakwater Project

Pensacola, FL



BDI worked with Community Maritime Park Associates to design the Maritime Park Breakwater. Like all downtown locations, marinas need protection from the long fetch and potential high winds coming across Pensacola Bay.

The breakwater was needed to protect against wave action during storms. The structure is built as a steel crib – 2 walls of steel sheet piles tied together with oversized threaded rods, then filled with sand to add mass. On top of this assembly is a very large concrete cap. Handrails by Brownsville Welding were added to allow pedestrian access. Cathodic protection was installed to extend the life of the steel sheet piles in the saltwater.

The Breakwater matches the existing Maritime Park bulkhead, with dual steel sheet piles, and a 15-foot-wide concrete cap on top, suitable for site seeing. The breakwater extends a total of 412 feet into the Bay and provides protection for the 48-slip day-use marina proposed for the west side of the Maritime Park.

BDI services include:

- Value engineering
- Design
- Permitting
- Surveying
- Bidding services
- Construction coordination & observation

29001.04

Client:
City of Pensacola

Contact:
David Forte
Deputy City Administrator
222 West Main Street
Pensacola, FL 32502
dforte@cityofpensacola.com
(850) 435-1696

Date: 2014 – 2015

Project Cost:
Design \$166K
Construction \$848K

Challenge:

- Worked with property owners to acquire a property easement in order to build the project

Solution:

- Provided value engineering services to ensure client's budget and scope were aligned

Benefit:

- Provides protection for the 48-slip day use marina schedule for construction January 2023

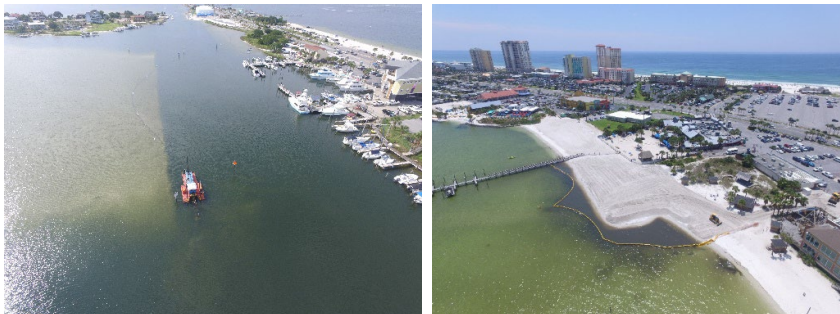
Status: Complete

Change Order History: N/A

PM/Key Personnel: Mike Langston, Jeff Huggins, Scott Mills, Keith Hill, Ryan Weed

Little Sabine Channel Dredging Expansion & Quietwater Beach Nourishment

Pensacola Beach, FL



BDI was selected by the Santa Rosa Island Authority (SRIA) for the Quietwater Beach nourishment project and Little Sabine Bay channel dredging and expansion.

This project combined two critical projects into one. The first objective was to renourish Quietwater Beach, and restore it back to its 2013 seaward limits. The project's permit required that fill be hauled in from inland sources via trucks and prohibited using dredging as a means for obtaining fill material.

Another project identified by SRIA staff was the need to improve vessel & navigation safety in Little Sabine Bay. The narrow section of channel between an existing sandbar and the Beach Marina's fuel docks created a bottleneck during events and other peak times of vessel traffic. Expanding the channel beyond its historic maintenance limits required additional permitting through the U.S. Army Corps of Engineers (USACE) and Florida Department of Environmental Protection (FDEP).

Operating as a single project, BDI planned and coordinated the effort with the USACE and FDEP so that suitable fill obtained and stockpiled from the channel expansion dredging could be hauled via truck for placement on Quietwater Beach.

BDI services included:

- Survey
- Permitting
- Plans and specifications
- Construction coordination & inspection
- Bidding services
- Post construction survey

21202.28

Client:

Santa Rosa Island Authority

Contact:

Leigh Davis
Executive Director
1 Via De Luna Drive
Pensacola Beach, FL 32561
leigh_davis@sria-fla.com
(850) 932-2257

Date: 2018 – 2019

Project Cost:

Design \$77K
Construction \$533K

Challenges:

- Keeping costs within budget and overcoming restrictions
- Permit restrictions prohibited dredging to renourish, it required fill to be hauled in via trucks

Solution:

- The projects were combined with innovative practices that allowed completion in compliance with existing and/or new obtained permits

Benefits:

- Provided storm protection for coastal structures and enhanced beach for recreation
- Improved navigation safety within Little Sabine Bay

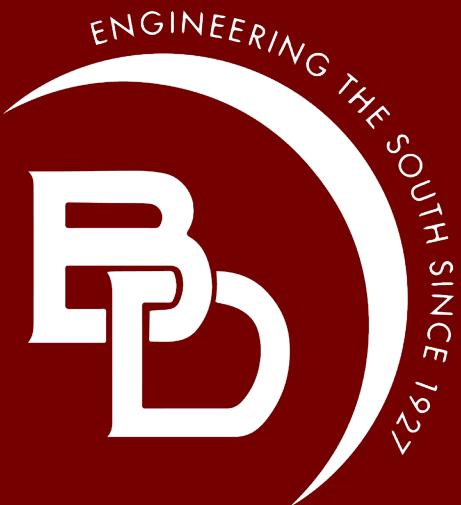
Status: Complete

Change Order History: N/A

PM/Key Personnel:

Jeff Huggins, Mike Langston, Jason Frick, Scott Mills, Keith Hill, Ryan Weed

5. Additional Information



**SWORN STATEMENT PURSUANT TO SECTION 287.133(3)(A),
FLORIDA STATUTES ON PUBLIC ENTITY CRIME**

THIS FORM MUST BE SIGNED AND SWORN TO IN THE PRESENCE OF A NOTARY PUBLIC OR OTHER OFFICIAL AUTHORIZED TO ADMINISTER OATHS.

1. This sworn statement is submitted to City of Milton
By T. Keith Hill, P.E.
(print this individual's name and title)

for Baskerville-Donovan, Inc.
(print name of entity submitting statements)
whose business address is 449 West Main Street, Pensacola, FL 32502
and if applicable whose Federal Employer Identification Number (FEIN) is 59-0857184

If the entity has no FEIN, include the Social Security Number of the individual signing this sworn Statement:
N/A

2. I understand that a "public entity crime" as defined in paragraph 287.133(1)(a), Florida Statutes, mean a violation of any state or federal law by a person with respect to and directly related to the transactions of business with any public entity or with an agency or political subdivision of any other state or with the United States including, but not limited to any bid or contract for goods or services to be provided to any public entity or any agency or political subdivision of any other state or of the United States and involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, or material misrepresentation.
3. I understand that "convicted" or "conviction" as defined in Paragraph 287.133(1)(b), Florida Statutes means a finding of guilt or a conviction of a public entity crime, with or without adjudication of guilt, in any federal or state trial court of record relating to charges brought by indictment or information after July 1, 1989, as a result of a Jury verdict, nonjury trial, or entry of a plea of guilty or nolo contendere.
4. I understand that an "affiliate" as defined in paragraph 287.133(1)(a), Florida Statutes, means:
1. A predecessor or successor of a person convicted of public entity crime; or
 2. An entity under the control of any natural person who is active in the management of the entity and who has been convicted of a public entity crime. The term "affiliate" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in the management of an affiliate. The ownership by one person of shares constituting a controlling interest in another person, or a pooling of equipment or income among persons when not for fair market value under an arm's length agreement, shall be a prima facie case that one person controls another person. A person who knowingly enters into a joint venture with a person who has been convicted of a public entity crime in Florida during the preceding 36 months shall be considered an affiliate.
5. I understand that a "person" as defined in Paragraph 287.133(1)(e), Florida Statutes, means any natural person or entity organized under the laws of any state or of the United States with the legal power to enter into a binding contract and which bids or applies to bid on contracts for the provision of goods or services let by a public entity, or which otherwise transacts or applies to transact business with a public entity. The term "person" includes those officers, executives, partners, shareholders, employees, members, and agents who are active in management of an entity.
6. Based on information and belief, the statement which I have marked below is true in a relation to the entity submitting this sworn statement. (Please indicate which statement applies).

☒ Neither the entity submitting this sworn statement, nor any of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, or any affiliate of the entity has been charged with and convicted of a public entity crime within the past 36 months.

☐ The entity submitting this sworn statement, or one or more of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, or an affiliate of the entity has been charged with and convicted of a public entity crime within the past 36 months. AND (Please indicate which additional statement applies).

☐ The entity submitting this sworn statement, or one or more of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, or agents who are active in the management of the entity, or an affiliate of the entity has been charged with and convicted of a public entity crime within the past 36 months. However, there has been a subsequent proceeding before a Hearing Officers of the State of Florida, Division of Administrative Hearings and the Final Order by the Hearing Officer determined that it was not in the public interest to place the entity submitting this sworn statement on the convicted vendor list. (Attached is a copy of the final order).

I UNDERSTAND THAT THE SUBMISSION OF THIS FORM TO THE CONTRACTING OFFICER FOR THE PUBLIC ENTITY IDENTIFIED IN PARAGRAPH 1 (ONE) ABOVE IS FOR THE PUBLIC ENTITY ONLY AND, THAT THIS FORM IS VALID THROUGH DECEMBER 31 OF THE CALENDAR YEAR IN WHICH IT IS FILED AND FOR THE PERIOD OF THE CONTRACT ENTERED INTO, WHICHEVER PERIOD IS LONGER. I ALSO UNDERSTAND THAT I AM REQUIRED TO INFORM THE PUBLIC ENTITY PRIOR TO ENTERING INTO A CONTRACT IN EXCESS OF THE THRESHOLD AMOUNT PROVIDED IN SECTION 287.017, FLORIDA STATUTES, FOR CATEGORY TWO OF ANY CHANGE IN THE INFORMATION CONTAINED IN THIS FORM.

J. Keith Hill
(Signature)

City of Pensacola

STATE OF FLORIDA

Sworn and subscribed before me this 10th day of May, 200³ by
T. Keith Hill who is Personally known to me X

Or who produced identification - N/A
(Type of Identification)

Cynthia Marie Zelius
(Signature) Notary Public—State of Florida

(Printed, typed or stamped commissioned name of notary public)

My commission expires _____ (SEAL)





City of Milton

DRUG-FREE WORKPLACE (F.S. 287.087)

Preference to businesses with drug-free workplace programs.—Whenever two or more bids, proposals, or replies that are equal with respect to price, quality, and service are received by the state or by any political subdivision for the procurement of commodities or contractual services, a bid, proposal, or reply received from a business that certifies that it has implemented a drug-free workplace program shall be given preference in the award process.

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

- (1) 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.
- (2) 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 violations.
- (3) Give each employee engaged in providing the commodities or contractual services that are under bid a copy of the statement specified in subsection (1).
- (4) 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 bid, 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 5 days after such conviction.
- (5) Impose a sanction 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.
- (6) Make a good faith effort to continue to maintain a drug-free workplace through implementation of this section.

Vendor Name Baskerville-Donovan, Inc. Date: 5/10/2023

We have a drug-free workplace program. ☒ yes; or ☐ no (check one)

Vendor's Signature

P.O. Box 909 • 6738 Dixon Street • Milton, Florida 32572 • (850) 983-5400 • Fax (850) 983-5415
~ Established 1844 ~



City of Milton

NON-COLLUSION AFFIDAVIT

STATE OF Florida

COUNTY OF Escambia

T. Keith Hill, P.E.

Owner, Partner or Officer of Firm

Baskerville-Donovan, Inc. 449 West Main Street, Pensacola, FL 32502

Company Name, Address, City and State

Being of lawful age, being first duly sworn, on oath says that he/she is the agent authorized by the bidder to submit the attached bid. Affidavit further states as proposer, that they have not been a party to any collusion among bidders in restraint of competition by agreement to bid at a fixed price or to refrain from bidding; or with any officer of the City of Milton or any of their employees as to quantity, quality or price in the prospective contract; or any discussion between bidders and any official of the City of Milton or any of their employees concerning exchange of money or other things of value for special consideration in submitting a sealed bid for:

FIRM NAME: Baskerville-Donovan, Inc.

SIGNATURE: T. Keith Hill

TITLE: President/CEO

The foregoing instrument was acknowledged before me this 10th day of May, 2023 by the above signed acting on behalf of the organization/company. He/she is personally known to me or has produced N/A as identification and did (did not) take an oath.



Cynthia Marie Zelius
Signature of Notary

P.O. Box 909 • 6738 Dixon Street • Milton, Florida 32572 • (850) 983-5400 • Fax (850) 983-5415
~ Established 1844 ~



City of Milton

CONFLICT OF INTEREST DISCLOSURE FORM

For purposes of determining any possible conflict of interest, all bidders/proposers, must disclose if any City of Milton, employee(s), elected officials(s), or if any of its agencies is also an owner, corporate officer, agency, employee, etc., of their business.

Indicate either "yes" (a City employee, elected official, or agency is also associated with your business), or "no". If yes, give person(s) name(s) and position(s) with your business.

YES

NO ☒

NAME(S)

POSITION(S)

Baskerville-Donovan, Inc.

Firm Name

By (Signature):

449 West Main Street Pensacola, FL 32502

Address

E-Mail: khill@baskervilledonovan.com

T. Keith Hill, P.E.

By (Printed):
President/CEO

Title

(850) 438-9661

Phone No.

Z:\Forms\CONTRACTOR FORMS\Conflict of Interest Disclosure Form.docx



City of Milton

E-VERIFY STATEMENT OF COMPLIANCE

Contractor hereby certifies compliance with the following:

Pursuant to § 448.095(2) Florida Statutes (2020), Contractor shall register with and use the E-Verify system operated by the United States Department of Homeland Security to verify the work authorization status of all new employees hired by Contractor while performing work or providing services for the City of Milton. Contractor shall also include in any related subcontracts a requirement that subcontractors performing work or providing services for the City of Milton on its behalf register with and use the E-Verify system to verify the work authorization status of all new employees hired by the subcontractor while performing work or providing services for the City of Milton. Additionally, Contractor shall include in any related subcontracts a requirement that subcontractors performing work or providing services for the City of Milton on its behalf provide Contractor with an affidavit stating that the subcontractor does not employ, contract with, or subcontract with any unauthorized alien as defined in 8 U.S.C. § 1324a(h)(3). Contractor shall maintain a copy of such affidavit for the duration of its contract with the City of Milton.

Baskerville-Donovan, Inc.

FIRM NAME

SIGNATURE

President/CEO

TITLE

*P.O. Box 909 • 6738 Dixon Street • Milton, Florida 32572
Phone (850) 983-5400 • Fax (850) 983-5415
Established 1844*

CERTIFICATION REGARDING LOBBYING LOWER TIER COVERED TRANSACTIONS

Applicants should review the instructions for certification included in the regulations before completing this form. Signature on this form provides for compliance with certification requirements under 15 CFR Part 28, "New Restrictions on Lobbying."

LOBBYING

As required by Section 1352, Title 31 of the U.S. Code, and implemented at 15 CFR Part 28, for persons entering into a grant, cooperative agreement or contract over \$100,000 or a loan or loan guarantee over \$150,000 as defined at 15 CFR Part 28, Sections 28.105 and 28.110, the applicant certifies that to the best of his or her knowledge and belief, that:

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

(3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure occurring on or before October 23, 1996, and of not less than \$11,000 and not more than \$110,000 for each such failure occurring after October 23, 1996.

Statement for Loan Guarantees and Loan Insurance

The undersigned states, to the best of his or her knowledge and belief, that:

In any funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this commitment providing for the United States to insure or guarantee a loan, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

Submission of this statement is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required statement shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure occurring on or before October 23, 1996, and of not less than \$11,000 and not more than \$110,000 for each such failure occurring after October 23, 1996.

As the duly authorized representative of the applicant, I hereby certify that the applicant will comply with the above applicable certification.

NAME OF APPLICANT

Baskerville-Donovan, Inc.

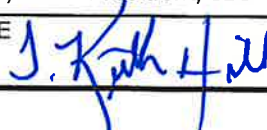
AWARD NUMBER AND/OR PROJECT NAME

2023.10 Engineer Services - Locklin Lake

PRINTED NAME AND TITLE OF AUTHORIZED REPRESENTATIVE

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

SIGNATURE



DATE

5/10/2023

VENDORS ON SCRUTINIZED COMPANIES LISTS

By executing this Certificate, the bid proposer, certifies that it is not: (1) listed on the Scrutinized Companies that Boycott Israel created pursuant to section 215.4725, Florida Statutes, (2) engaged in a boycott of Israel, (3) listed on the Scrutinized Companies Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, created pursuant to section 215.473, Florida Statutes, or (4) engaged in business operations in Cuba or Syria. Pursuant to section 287.135(5), Florida Statutes, the City may disqualify the bid proper immediately or immediately terminate any agreement entered into for cause if the proposer is found to have submitted a false certification as to the above or if the Contractor is placed on the Scrutinized Companies that Boycott Israel List, is engaged in a boycott of Israel, has been placed on the Scrutinized Companies with Activities in Sudan or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, or has been engaged in business operations in Cuba or Syria, during the term of the Agreement. If the City determines that the bid proposer has submitted a false certification the City will provide written notice to the bid proposer. Unless the bid proposer demonstrates in writing, within 90 calendar days of receipt of the notice, that the City's determination of false certification was made in error, the City shall bring a civil action against the bid proposer. If the City's determination is upheld, a civil penalty shall apply, and the bid proposer will be ineligible to bid on any Agreement with a Florida agency or local governmental entity for three years after the date of City's determination of false certification by bid proposer.

As the person authorized to sign this statement, I certify that this firm complies fully with the above requirements.

DATE: 5/10/2023
COMPANY: Baskerville-Donovan, Inc.
ADDRESS: 449 West Main Street
Pensacola, FL 32502

PHONE NO.: (850) 438-9661

SIGNATURE: 
NAME: T. Keith Hill, P.E.
(Typed or Printed)
TITLE: President/CEO
E-MAIL: khill@baskervilledonovan.com

**CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY AND
VOLUNTARY EXCLUSION – LOWER TIER COVERED TRANSACTIONS**

1. The bidder certifies, by submission of this document, that neither it nor its principals, nor its subcontractors nor their principals, are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
2. The bidder also certifies that it and its principals and the bidder's subcontractors and their principals:
 - a.) Have not within a three-year period preceding this bid been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state or local) transaction or contract under a public transaction; violation of federal or state anti-trust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
 - b.) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (federal, state, or local) with commission of any of the offenses enumerated in 3a. of this certification; and
 - c.) Have not within a three-year period preceding this bid had one or more public transactions (federal, state, or local) terminated for cause or default.
3. Where the bidder is unable to certify any of the statements in this certification, such prospective participant shall attach an explanation to this form.
4. The bidder acknowledges that the certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the federal government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.
5. The bidder acknowledges that all subcontractors selected for this project must be in compliance with paragraphs 1-4 above and bidder will incorporate these requirements in all subcontracts.

 _____ Signature	Engineering Services - Locklin Lake _____ Project Name
T. Keith Hill, P.E. President/CEO _____ Printed Name and Title	2023.10 _____ Project Number
Baskerville-Donovan, Inc. _____ Firm	449 West Main Street _____ Street Address
5/10/2023 _____ Date	Pensacola, FL 32502 _____ City, State, Zip

**NOTICE OF REQUIREMENTS FOR AFFIRMATIVE ACTION
TO ENSURE EQUAL EMPLOYMENT OPPORTUNITY
(EXECUTIVE ORDER 11246 AND 41 CFR PART 60-4)**

The following Notice shall be included in, and shall be a part of all solicitations for offers and bids on all Federal and federally assisted construction contracts or subcontracts in excess of \$10,000.

The Offeror's or Bidder's attention is called to the "Equal Opportunity Clause" and the "Standard Federal Equal Employment Opportunity Construction Contract Specifications" set forth herein.

The goals and timetables for minority and female participation, expressed in percentage terms for the Contractor's aggregate workforce in each trade on all construction work in the covered area, are as follows:

Timetables	Goals for minority participation for each trade	Goals for female participation for each trade
	18.3 %	6.9 %

These goals are applicable to all the Contractor's construction work (whether or not it is Federal or federally assisted) performed in the covered area. If the contractor performs construction work in a geographical area located outside of the covered area, it shall apply the goals established for such geographical area where the work is actually performed. With regard to this second area, the contractor also is subject to the goals for both its federally involved and non federally involved construction.

The Contractor's compliance with the Executive Order and the regulations in 41 CFR Part 60-4 shall be based on its implementation of the Equal Opportunity Clause, specific affirmative action obligations required by the specifications set forth in 41 CFR 60-4.3(a), and its efforts to meet the goals. The hours of minority and female employment and training must be substantially uniform throughout the length of the contract, and in each trade and the contractor shall make a good faith effort to employ minorities and women evenly on each of its projects. The transfer of minority or female employees or trainees from Contractor to Contractor or from project to project for the sole purpose of meeting the Contractor's goals shall be a violation of the contract, the Executive Order, and the regulations in 41 CFR Part 60-4. Compliance with the goals will be measured against the total work hours performed.

The Contractor shall provide written notification to the Director of the Office of Federal Contract Compliance Programs within 10 working days of award of any construction subcontract in excess of \$10,000 at any tier for construction work under the contract resulting from this solicitation. The notification shall list the name, address and telephone number of the subcontractor; employer identification number of the subcontractor; estimated dollar amount of the subcontract; estimated starting and completion dates of the subcontract; and the geographical area in which the subcontract is to be performed. As used in this Notice, and in the contract resulting from this solicitation, the "covered area" is:

State of	<u>Florida</u>
County of	<u>Santa Rosa</u>
City of	<u>Milton</u>

SMALL, MINORITY, AND WOMEN'S BUSINESSES
PURCHASING/PROCUREMENT UNDERSTANDING

By submission of this document, the Contractor understands that if the Contractor intends to let any subcontracts for a portion of the work, the Contractor shall take affirmative steps to assure that small, minority, and women's businesses are used when possible as sources of supplies, equipment, construction, and services.

Affirmative steps shall consist of:

- (1) Placing qualified small and minority businesses and women's business enterprises on solicitation lists;
- (2) Ensuring that small and minority businesses and women's business enterprises are solicited whenever they are potential sources;
- (3) Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority businesses and women's business enterprises;
- (4) Establishing delivery schedules, where the requirements of the contract permit, which encourage participation by small and minority businesses and women's business enterprises;
- (5) Using the services and assistance of the U. S. Small Business Administration, the Minority Business Development Agency of the U.S. Department of Commerce, and State and local governmental small business agencies;
- (6) Requiring each party to a subcontract to take the affirmative steps of this section; and
- (7) The Contractor is encouraged to procure goods and services from labor surplus area firms.

As the person authorized to sign the statement, I certify that this firm understands and will utilize the above guidance to the best of its ability. I also certify that this firm understands that if notified of being the Successful Bidder, within ten calendar days, the firm must submit to the City documentation of the affirmative steps it has taken to utilize Minority and Women's Business Enterprises (MBEs and WBEs) in the Work and documentation of its intended use of MBE and WBEs in the Work.



CONTRACTOR'S SIGNATURE

5/10/2023

DATE

Employee Equal Opportunity Bidder's Certification

Pursuant to 41 CFR 60-1.7, if the price of this bid exceeds \$10,000, the bidder, by signing and submitting this proposal, certifies the following:

- a) Affirmative action programs pursuant to 41 CFR 60-2 have been developed and are on file;
- b) Documentation of a previous contract or subcontract subject to the equal opportunity clause is available;
- c) All reports due under the applicable filing requirements have been filed with the Joint Reporting Committee, the Deputy Assistant Secretary or the Equal Employment Opportunity Commission; and
- d) Each prospective construction subcontractor that may be awarded a lower-tier construction subcontract with a price exceeding \$10,000 shall meet the above requirements a) through c).

Pursuant to 41 CFR 60-1.8, if the price of this bid exceeds \$10,000, the bidder, by signing and submitting this proposal, certifies the following:

- a) That he/she does not maintain or provide for his/her employees any segregated facility at any of his/her establishments;
- b) That he/she does not permit employees to perform their services at any location, under his/her control, where segregated facilities are maintained;
- c) That he/she will not maintain or provide for employees any segregated facilities at any of his/her establishments;
- d) That he/she will not permit employees to perform their services at any location under his/her control where segregated facilities are maintained;
- e) That a breach of this certification is violation of the Equal Opportunity Clause of this contract; and
- f) That he/she will obtain identical certifications from proposed Subcontractors prior to the award of Subcontracts exceeding \$10,000 which are not exempt from the provisions of the Equal Opportunity clause, and that he will retain such certifications in his/her files.

As used in this certification, the term "segregated facilities" means any waiting rooms, work eating areas, time clocks, locker rooms, and other storage or dressing areas, transportation and housing facilities provided for employees which are in fact segregated on the basis of race, color, religion, or otherwise.


Signature

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

Printed Name and Title

Baskerville-Donovan, Inc.

Firm

5/10/2023

Date

Engineer Services - Locklin Lake

Project Name

2023.10

Project Number

449 West Main Street

Street Address

Pensacola, FL 32502

City, State, Zip



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

4/11/2023

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

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

PRODUCER Sihle Insurance Group, Inc. 1700 West Main Street Suite 300 Pensacola FL 32502	CONTACT NAME: Alice Pousson PHONE (A/C, No, Ext): 850-332-5458 Ext. 1924 FAX (A/C, No): 850-607-2060 E-MAIL ADDRESS: Apousson@sihle.com
INSURED Baskerville-Donovan Inc. 449 W Main Street Pensacola FL 32502	INSURER(S) AFFORDING COVERAGE INSURER A: Westfield Insurance Company INSURER B: FFVA Mutual Insurance Company INSURER C: Continental Casualty Company INSURER D: Transportation Insurance Company INSURER E: Continental Insurance Company INSURER F: Carolina Casualty Insurance Company
	NAIC # 24112 10385 20443 20494 35289 10510

COVERAGES**CERTIFICATE NUMBER:** 1117502357**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 INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
D	☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☒ OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: ☐ POLICY ☒ PROJECT ☒ LOC OTHER:			5091275910	9/1/2022	9/1/2023	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 15,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 PIP \$
A	AUTOMOBILE LIABILITY ☒ ANY AUTO ☐ OWNED AUTOS ONLY ☐ SCHEDULED AUTOS ☒ HIRED AUTOS ONLY ☒ NON-OWNED AUTOS ONLY			CWP0684938	9/1/2022	9/1/2023	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ PIP \$ 10,000
E	☒ UMBRELLA LIAB ☒ OCCUR ☐ EXCESS LIAB ☐ CLAIMS-MADE DED ☒ RETENTION \$ 10,000			4027179086	9/1/2022	9/1/2023	EACH OCCURRENCE \$ 5,000,000 AGGREGATE \$ 5,000,000 PIP \$
B F	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	N/A	WC8400023586 KEY0146750	1/1/2023 1/4/2023	1/4/2023 1/4/2024	☒ PER STATUTE ☐ 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
C D	Professional Liability Contractors Equipment	N N	N N	AEH276170839 4027179184	1/29/2023 9/1/2022	1/29/2024 9/1/2023	Professional & Pollut Leased & Rented Max per item 2,000,000 50,000 25,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)Umbrella does not go over the Professional/Pollution Liability
Project: RFP 2023.10 Engineer Services – Locklin Lake**CERTIFICATE HOLDER****CANCELLATION**City of Milton
PO Box 909
Milton FL 32572

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

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ACORD 25 (2016/03)

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BASKERVILLE-DONOVAN, INC.
ENGINEERING THE SOUTH SINCE 1927

**CITY OF MILTON
LOCKLIN LAKE RESTORATION PROJECT
RFP 2023.10**

**SCOPE OF WORK
August 2024**

GOALS AND OBJECTIVES

The goal of this project is to provide professional surveying and engineering services to the City of Milton for water quality improvements at Locklin Lake. The design areas for this project will include the entire Locklin Lake, and flow ways and immediate drainage systems that discharge to Locklin Lake.

SCOPE OF WORK

Task 1 – Conceptual Design (30% Plans)

This phase consists of a review of previous surveys and design plans prepared for the City of Milton including drainage master plans and maps. Survey work will include establishment of vertical and horizontal controls, updates of existing topographic surveys of Locklin Lake, and location of immediate drainage systems discharging to Locklin Lake. Drainage immediately upstream of Locklin lake will be identified, drainage basins will be determined, and flow rates will be established. Potential location of treatment recommended, and utility impacts will be evaluated. Concept plans will be prepared and submitted to the City of Milton and utility providers for review and comment.

Task 2 – Design Development (60% Plans)

This phase consists of incorporating review comments from the 30% plan submittals and detailed evaluations of the treatment unit sizes and locations. The need for drainage easements around the treatment units will be determined. Design development plans will be prepared and submitted to the City of Milton and utility providers for review and comment.

Task 3 – Construction Documents (90% Plans)

This phase consists of incorporating review comments from the 60% plan submittals and preparing 90% construction plans. Lake cross sections will be prepared for the survey data and earthwork quantities will be estimated. An initial cost estimate will be prepared. Permit documents will be prepared during this task and will be submitted to Florida Department of Environmental Protection (FDEP) to initiate the permitting stage.

Task 4 – Construction Documents (100% Plans)

This phase consists of incorporating review comments from the 90% plan submittals and preparing 100% construction documents. Lake cross sections and treatment unit designs will be finalized. Project specifications will be prepared, and the cost estimate will be updated. The final plans will be submitted to the City of Milton and utility providers. A bid form will be prepared for public advertising.

Task 5 – Bidding and Construction Administration Services

This phase includes assistance to the city in preparing bid documents, attendance of a pre-construction meeting, responding to Requests for Additional Information (RAI) during bidding activities, attendance of a pre-construction kick-off meeting and limited construction coordination during construction including shop drawing reviews, attendance of progress meetings,

consultation on change order requests, response to contractor questions during construction, preparing a punch list after construction activities, preparing record drawings from contractor provided as-builts, and preparing close-out documents as requested by the city. These services are offered on an hourly basis utilizing the BDI current billing rates and schedules.

PERMITTING

This phase consists of completing permit documents and submitting to FDEP for an Environmental Resource Program (ERP) permit. A pre-application meeting will be held with FDEP prior to the 90% submittal. Review comments will be addressed where feasible and coordinated into the 100% construction plans.

PROJECT SCHEDULE AND DELIVERABLES

This project shall be completed on the following schedule.

Task	Calendar Days
Notice to Proceed	0
30% Design Submittal	45
City Review	TBD
60% Design Submittal	45
City Review	TBD
90% Design Submittal	45
City Review	TBD
100% Submittal	30
Total	165 plus Review Time

Deliverables will include two 11x17 (half-size) paper sets, two paper copies of reports, cost estimates and supporting documents as specified for each design stage and one digital file of each submittal. Construction services are offered on an hourly basis with an estimated budget including the necessary items to achieve acceptance of work and prepare certifications, if needed.

The following items are not included in our scope of work:

- Permit Fees and Impact Fees
- Phase 1 and 2 Environmental Assessment (EA)
- Wetland Impact Mitigation Plans
- Cultural Resource Assessment Survey
- Geotechnical Investigations
- Maintenance of Traffic Plans
- Third party cost estimates

BASKERVILLE-DONOVAN, INC.

449 West Main Street
Pensacola, FL 32502
office 850-438-9661

September 3, 2024**Professional Services Fee Estimate****Project: Locklin Lake**

Task Description			Hourly (Not To Exceed)	Lump Sum	Total Amount
PHASE 1					
Task 1 - Design Development (30% Plans)				\$ 54,040	\$ 54,040
Task 2 - Construction Documents (60% Plans)				\$ 47,210	\$ 47,210
Task 3 - Construction Documents (90% Plans)				\$ 49,080	\$ 49,080
Task 4 - Construction Documents (100% Plans)				\$ 39,410	\$ 39,410
Task 5 - Bidding and Const. Admin. Serv.			\$ 58,000		\$ 58,000
Surveying Services				\$ 51,300	\$ 51,300
Permitting Services Budget			\$ 20,000		\$ 20,000
Surveying Allowance for Easement Prep. (Hourly T&M)			\$ 20,000		\$ 20,000
BDI Hourly Services (Not To Exceed)			\$ 98,000		
Lump Sum Professional Services				\$ 241,040	
Total Fee for Professional Services					\$ 339,040



Agenda Item # 2024-2747

Memorial for Myson McKenney

MEETING DATE

September 5, 2024

PREPARED BY

Ed Spears, Director of
Economic Development

BACKGROUND

Staff is requesting Council's concurrence to expend up to \$1,500 for a memorial plaque for Myson McKenney.

SUMMARY

This project will be funded by non-departmental funds forward.

RECOMMENDATION

Council concur with an expenditure of up to \$1,500 for a memorial plaque for Myson McKenney.

ATTACHMENTS

None



Agenda Item # 2024-2748

LOST Educational Program

MEETING DATE

September 5, 2024

PREPARED BY

Ed Spears, Director of
Economic Development

BACKGROUND

The City of Milton is projected to receive \$764,620 in Local Option Sales Tax Funding for Fiscal Year 2025. 100% of those funds are dedicated to the City's Capital Improvement Plan. In the coming Fiscal Year, LOST funds will pay for a new roof on the Community Center, police vehicles, a portion of the Fire Training Facility, new playing field light poles at Hindall Park, lift station improvements, manhole rehabilitation, street and sidewalk improvements and upgrades at the existing wastewater treatment plant. These funds are critical to the City.

In November, there will be a county-wide vote on an increase to a full cent LOST. While the City cannot advocate for the tax, we are allowed to provide information to educate the public on the tax and how the City utilizes it. If the tax is approved by the voters in November, the City would receive approximately \$1.5 million or more to fund our capital improvements.

Staff is requesting Council input on developing an educational campaign that utilizes the City's various public outreach platforms (social media, website, utility billing mailers, etc.) to inform the public. Staff estimates the costs to be \$2,500.

All materials will be reviewed by the City Attorney to ensure statutory compliance before publication.

SUMMARY

If approved, funds are available from the Administration Department Funds Forward.

RECOMMENDATION

Council provide direction to staff.

ATTACHMENTS

None