

VERNON MYERS
MAYOR - COMMISSIONER

MARY LAWSON BROWN
VICE MAYOR - COMMISSIONER

ALLEGRA KITCHENS
COMMISSIONER

PHIL LEARY
COMMISSIONER

JAMES NORWOOD, JR.
COMMISSIONER



ELWIN C. "WOODY" BOYNTON, JR.
CITY MANAGER

BETSY JORDAN DRIGGERS
CITY CLERK

MATTHEW D. REYNOLDS
FINANCE DIRECTOR

GARY S. GETCHELL
CHIEF OF POLICE

MICHAEL LAMBERT
CHIEF FIRE DEPT.

DONALD E. HOLMES
CITY ATTORNEY

Regular meeting 2nd and 4th Thursdays each month at 6:00 p.m.

November 17, 2011

TO MESSRS: MARY LAWSON BROWN, ALLEGRA KITCHENS, PHIL LEARY AND
JAMES NORWOOD, Jr.:

You are hereby notified that a special called meeting of the Palatka City Commission is called to be held on Wednesday, November 23, 2011 at the regular meeting place of the Palatka City Commission, Palatka City Hall, 201 N. 2nd Street, Palatka, Florida, to commence at 12:00 noon.

The purpose of the meeting is to hear the following consent items:

1. **Award the bid and contract in the amount of \$45,960 to Gibson Electric** for lighting upgrades within City buildings and St. Johns Avenue street lighting, in connection with the 2010 Energy Conservation Project (100% grant funded), per results of RFP and recommendation of Project Architect
2. **Authorize execution of Supplemental Agreement # 11-22 in an amount not to exceed \$36,500.00 with Passero Associates, LLC, Airport Engineers**, for Engineering Design, Bidding and other work associated with the Airport Access Road Rehabilitation Project, per recommendation of City Manager.

Isl Vernon Myers
Vernon Myers, MAYOR

We acknowledge receipt of a copy of the foregoing notice of a special meeting on the 17th day of November, 2011.

Isl Mary Lawson Brown
COMMISSIONER

Isl Phil Leary
COMMISSIONER

Isl James Norwood, Jr.
COMMISSIONER

Isl Allegra Kitchens
COMMISSIONER

PERSONS WITH DISABILITIES REQUIRING ACCOMMODATIONS IN ORDER TO PARTICIPATE IN THIS MEETING SHOULD CONTACT THE CITY CLERK'S OFFICE AT 329-0100 AT LEAST 24 HOURS IN ADVANCE TO REQUEST ACCOMMODATIONS.

Agenda
Item

1

201 N. 2nd Street
Palatka, FL 32177
Tel. (386) 329-0100
Fax (386) 329-0199

City of Palatka
Office of the City Manager

To: Mayor Myers, Commissioners

From: Woody Boynton, City Manager

Date: November 17, 2011

RE: Recommendation of Award – 2010 Energy Conservation Project

Attached are a recommendation letter from Robert Taylor and Bid Tabulation Sheet for the 2010 Energy Conservation Project. This project will replace lighting in several City buildings and the street lighting on St. Johns Avenue. This project is funded by a grant received from the Florida Energy and Climate Commission. We are expecting significant energy and cost savings associated with this project.

The Base Bid and Alternatives selected are within the budget set aside in the original grant application and the project should be funded 100% by the grant indicated above. The City's match is being provided by work being completed at the WWTP associated with the reuse project.

Therefore, staff is recommending approval of this bid. Should you have any questions, please call.

Robert E. Taylor
AIA Architect PA

710 St. Johns Ave
PO Box 267
Palatka, Florida 32177

Robert E. Taylor, Architect
FL Corp Registration No. AAC000589
CA Registration No. RA007674
NCARB No. 40804

17 November 2011

Mr. Elwin C. "Woody" Boynton, City Manager
City of Palatka
201 N. Second St.
Palatka, FL 32177

Subject City of Palatka Lighting Retrofit
City of Palatka
201 North Second Street
Palatka, FL 32177
Architect's Project No. 1120

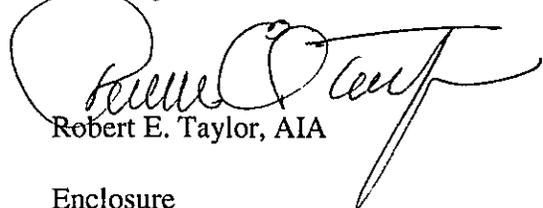
Dear Mr. Boynton:

Please be advised that on 9 November 2011 our office received two bids on behalf of the Palatka City for Subject Project. The Bid tabulation was typed and previously submitted to your office under separate cover. The apparent low bid was from Gibson Electric of Ocala, Florida.

I have contacted the references submitted and received positive comments for two of the three. The third reference never called back. Based on their comments I recommend the award of the Base Bid in the amount of \$37,570.00 plus Additive Alternate No. 1, the Building and Zoning Department - Building No. 7 in the amount of \$8,390.00 for a grand total of \$45,960.00.

Enclosed is a copy of a letter from Gibson Electric, dated 16 November 2011, informing that if their Company was awarded the contract in the amount quoted, they would accept it. Please advise if I need to be in attendance at a Special Meeting of the City Commission to answer questions or provide additional information.

Sincerely,



Robert E. Taylor, AIA

Enclosure

RET/th

Phone
386 325-7341

Fax
386-325-0608

Web Address
www.ret-tbd.com

E-mail
taylor@ret-tbd.com

To:

November 16, 2011

Robert E. Taylor Architect

710 St. Johns Ave

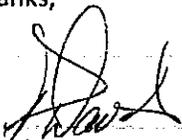
Palatka, FL 32177

Re: City of Palatka Lighting Retrofits

We are pleased to accept the project #1120 per the submitted bid proposal dated November 9, 2011. Please notify of any information you require for contract purposes. We look forward to working with you and the City of Palatka.

Please call with any questions.

Thanks,



Paul Davis

Project Manager

352-482-0930 direct

Cc: Mr. Woody Boynton
City Manager

BID TABULATION

PROJECT:		DATE:		9-Nov-11						
City of Palatka Lighting Retrofit		PLACE:		Ms. Betsy Driggers, City Clerk City Hall 201 N. Second Street Palatka, FL 32177						
ARCHITECT:		TIME:		2:00 p.m.						
ARCHITECT'S PROJ. NO		1120								
BIDDER	Base Bid	Add. Alt No 1 Building & Zoning Dept Building No 7	TOTAL	1 Org & 2 cc Proposal	Public Entity Stmt	Certif. Debarments	Disclosure Lobbying	Addenda	Bid Bond	COMMENTS
Gibson Electric	\$ 37,570.00	\$ 8,390.00	\$ 45,960.00	X	X	X	X	X	X	
Preston Electric	\$ 60,600.00	\$ 7,000.00	\$ 67,600.00	X	X	X	X	X	X	Certified Check for \$3,100.

Agenda
Item

2

201 N. 2nd Street
Palatka, FL 32177
Tel. (386) 329-0100
Fax (386) 329-0199

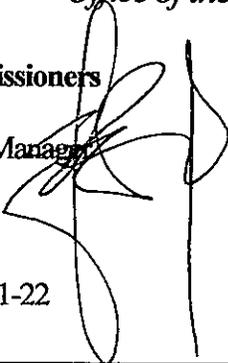
City of Palatka
Office of the City Manager

To: Mayor Myers, Commissioners

From: Woody Boynton, City Manager

Date: November 17, 2011

RE: Passero Work Order #11-22



Attached is a Work Order from Passero Associates in the amount of \$36,500 to complete engineering design, surveying, permitting and bidding of work associated with the Main Access Road Rehabilitation. We are very excited about the potential of this project to improve the aesthetics of the access road to the terminal building. A joint participating agreement with the FDOT was recently executed which will cover 100% of the cost of the engineering and construction of this project.

Staff is recommending approval of this work order.

Should you have any questions, please call.

City of Palatka – Palatka Municipal Airport

**Engineering Design, Topographic Surveying,
Stormwater Permitting, and Bidding**

**Main Access Road Rehabilitation, Drainage,
Signage, Landscaping, Auto Parking
Improvements, Utilities, Lane Modification, and
Sidewalk**

(Supplemental Agreement 11-22)



**Main Access Road Rehabilitation, Drainage, Signage, Landscaping, Auto Parking Improvements, Utilities,
Lane Modification, and Sidewalk
Engineering Design, Topographic Survey, Stormwater Permitting, and Bidding**

PASSERO ASSOCIATES (PA) agrees to perform the following services, in accordance with the terms and conditions of this Work Order and the Master Consulting Services Agreement with the City of Palatka (dated February 10, 2011), all of which terms and conditions are incorporated herein by reference:

Project Location: Palatka Municipal Airport (Kay Larkin Field), Palatka, Florida.

Project Description: Engineering design and bidding for Main Access Rehabilitation, Drainage, Signage, Landscaping, Auto Parking Improvements, Utilities, Lane Modification, and Sidewalk.

Scope of Basic Services: Site investigation, engineering design, stormwater permitting, and bidding.

Scope of Special Services: Topographic survey

Client Manager: Mr. Woody Boynton, City Manager.

Client Project Coordinator: John Youell, Airport Manager.

PA Program Manager: Mr. Andrew Holesko, CM, Program Manager.

<u>Basic Services Compensation and Method of Payment:</u>	Not-to-Exceed	\$ 30,125.00.
<u>Special Services Compensation and Method of Payment:</u>	Topographic Survey	\$ 6,375.00.
<u>Total Project Cost:</u>	Not-to-Exceed	\$ 36,500.00.

Schedule: To be determined as soon as Notice-to-Proceed is issued.

Meetings: As needed and directed by the City.

- Deliverables:**
1. Engineering design, bid plans and specifications.
 2. Project meetings and presentations as directed by the City.

"CONSULTANT" - PASSERO ASSOCIATES, LLC

BY: Andrew M. Holesko

Andrew M. Holesko, Program Manager
Typed Name, Title

"CLIENT" - CITY OF PALATKA

BY: _____

Woody Boynton, City Manager
Typed Name, Title

BY: _____

Vernon Myers, (Mayor)
Typed Name, (Title)

ATTEST BY: Heidi Stiens
Heidi Stiens, Exec Assistant

ATTEST BY: _____

ATTACHMENT A-1

Scope of Work

**Main Access Road Rehabilitation, Drainage, Signage, Landscaping, Auto Parking Improvements, Utilities, Lane Modification, and Sidewalk
Engineering Design, Topographic Survey, Stormwater Permitting, and Bidding**

Palatka, Florida

I. PROJECT DESCRIPTION

The project will involve rehabilitation of the main access road pavement and drainage and will include signage, landscaping, auto parking improvements, utilities, lane modification, and sidewalk.

II. BASIC SERVICES

Passero Associates will provide the following services to assist the City of Palatka with the layout, engineering design, and stormwater permitting of the main access road improvements at Palatka Municipal Airport.

A. PRELIMINARY DESIGN PHASE

1. Review existing documents such as record drawings, specifications, studies and reports to become familiar with project data.
2. Visit the site to observe field conditions and validate the existing database.
3. Contact the SPONSOR and FDOT to review scope of work and clarify project design requirements, construction sequencing and operational concerns.
4. Prepare preliminary plans identifying areas requiring topographic field survey and other field reconnaissance that may be required. The required field program will be developed into a schedule that minimizes interference with airport operations. The schedule will be coordinated with the SPONSOR. CONSULTANT will supervise the field investigations as required.
5. Perform field survey of topographic and utility data. Field information will be mapped and provided to the CONSULTANT design team.
6. Prepare preliminary grading and drainage design.
7. Prepare preliminary construction plans, supplemental documents and construction phasing plans, soil boring logs and typical cross sections.
8. Prepare preliminary quantity takeoffs for the future bid schedule.
9. Prepare preliminary probable construction costs.
10. The design team and the SPONSOR will conduct a preliminary design review meeting to discuss and resolve content, cost and other comments.

B. STORMWATER DESIGN/PERMITTING PHASE

1. Review St. Johns River Water Management District Handbook: "Regulation of Stormwater Management Systems" for applicability to project
2. Meet with SJRWMD staff (as needed) to review project requirements.
3. Identify existing pervious and impervious surfaces, as well as existing drainage system components and function.
4. Identify proposed pervious and impervious surfaces, including the planning for future airport property development along Hwy 100, as well as proposed drainage system components and function.
5. Design and recommend an acceptable set of stormwater treatment measures for the proposed drainage system.
6. Submit application to SJRWMD for "Standard General Environmental Resource Permit."
7. Respond to Request for Additional Information from SJRWMD.

C. FINAL DESIGN PHASE

1. Finalize the grading and drainage design.
2. Prepare final construction plans and supplemental documents such as construction phasing plans, soil boring logs and cross sections.
3. Prepare final quantity takeoffs for the bid schedule. This will include items shown on the drawings and/or described in the technical specifications.
4. Prepare a final probable construction cost utilizing the quantity takeoff and bid items previously developed.
5. Prepare final contract agreements and technical specifications.
6. Submit advance final documents to the SPONSOR and Florida Department of Transportation for final review and comment. The design team and the SPONSOR will conduct a final review meeting to discuss and resolve final comments.
7. Reproduce copies of the bid documents which include plans, specifications, construction phasing plans, soil boring logs and cross sections. These documents will be supplied to the SPONSOR.

D. BID PHASE

1. Prepare advertisement for bids, contract document log and assist the SPONSOR in the legal advertisement of the project and tracking of outstanding contract document sets.
2. Questions from potential bidders will be directed to and answered by addendum (if required).
3. A pre-bid conference will be scheduled at least ten (10) days prior to the scheduled bid opening. Minutes of the pre-bid conference will be prepared by CONSULTANT and supplied to all meeting attendees and contract document holders.
4. CONSULTANT will assist the SPONSOR at the bid opening. CONSULTANT will review the bids received for conformance with the contract documents. CONSULTANT will review the contractor's personnel, equipment lists, and financial statement to verify the contractor's qualifications and financial responsibility. If the contractor has no past working relationship with CONSULTANT, the SPONSOR and FDOT, the contractor's references will be checked.
5. Prepare a bid tabulation and, if approved by the SPONSOR, send it to all bidders.
6. Recommendation of award or rejection of bids, if appropriate, to the SPONSOR. Concurrence of the award by FDOT will be requested.

7. Prepare conformed copies of the contract and coordinate contractor execution of the contract. The attachments to the contract such as bonds and insurance will be review by CONSULTANT.
8. Review the contractor executed documents with the SPONSOR prior to execution by the SPONSOR. After the contracts have been executed by the SPONSOR, the construction administration department will assist in distributing copies of the contracts to the contractor and FDOT.
9. Contact FDOT for permission to issue a Notice to Proceed (NTP). After receiving FDOT permission, a sample NTP letter will be sent to the SPONSOR and CONSULTANT will coordinate the transmittal of the NTP to the contractor.

III. SPECIAL SERVICES

C. Topographic Survey

A topographic survey will be provided for this project.

Other special services (such as environmental studies or other special studies, etc.) are services that often cannot be defined at the beginning of the project, but still may be required before the project is complete. If needed, other special services shall be performed as approved by the City in writing.

IV. OTHER CONSIDERATIONS

1. This project does not include any form of special services, (other than as specified above). For example, the project does not include the following:
 - Any Additional Permitting
 - Preparation of additional related Design, Construction Plans, and Specifications
 - Other special services (such as environmental studies, permitting, traffic study or other special studies, etc.) that may be desired or requested.
2. The City is responsible for providing complete and thorough data in a timely fashion as requested by Passero, including all necessary data from Airport / City archives. Passero is not responsible for data that is not provided for in the course of this Agreement.

END OF SCOPE OF SERVICES.