

Resolution No. 2023-3151

A Resolution of the City of Sanford, Florida, amending the City's annual operating budget for the fiscal year beginning October 1, 2022 and ending September 30, 2023 relating to Downtown Sanford Marina FEMA damage, permitting and remediation engineering services; providing for implementing administrative actions; providing for a savings provision; providing for conflicts; providing for severability and providing for an effective date.

Whereas, the Commission of the City of Sanford, Florida has adopted an annual operating budget for the fiscal year beginning October 1, 2022 and terminating on September 30, 2023 specifying certain projected revenues and expenditures for the operations of Sanford municipal government; and

Whereas, the City's budget presumes that each department generally will, to the best of their ability, maintain its expenditures within its allocated budgeted level and exercise prudence in expending funds during the course of the City's fiscal year; and

Whereas, from time-to-time circumstances and events may require that the original City budget may need revision such as the need for Downtown Sanford Marina FEMA damage, permitting and remediation engineering services; and

Whereas, the City Commission, in its judgment and discretion, has the authority to adjust the budget to more closely coincide with actual and expected events.

Now, therefore, be it adopted and resolved by the City Commission of the City of Sanford, Florida as follows:

Section 1. Adoption of Budget Amendment; Downtown Sanford Marina FEMA Damage, Permitting And Remediation Engineering Services.

The annual operating budget of the City of Sanford for the fiscal year beginning October 1, 2022 and terminating on September 30, 2023 is hereby revised and

amended by Attachment "A" for the provision of Downtown Sanford Marina FEMA damage, permitting and remediation engineering services. The Attachment is hereby incorporated into this Resolution as if fully set forth herein verbatim. Except as amended herein, the annual operating budget for the City of Sanford for the fiscal year beginning October 1, 2022 and terminating on September 30, 2023 shall remain in full force and effect.

Section 2. Implementing Administrative Actions; Downtown Sanford Marina FEMA Damage, Permitting And Remediation Engineering Services.

The City Manager, or designee, is hereby authorized and directed to implement the provisions of this Resolution by means of such administrative actions as may be deemed necessary and appropriate with regard to Downtown Sanford Marina FEMA damage, permitting and remediation engineering services.

Section 3. Savings.

The prior actions of the City of Sanford relating to the adoption of the City budget and related activities to include, but not be limited to, those relating to Downtown Sanford Marina FEMA damage, permitting and remediation engineering services, and other actions taken with or in conjunction therewith, and any and all associated or related activities, are hereby ratified and affirmed.

Section 4. Conflicts.

All resolutions or parts of resolutions in conflict with this Resolution are hereby repealed.

Section 5. Severability.

If any section, sentence, phrase, word, or portion of this Resolution is determined to be invalid, unlawful or unconstitutional, said determination shall not be held to invalidate or impair the validity, force or effect of any other section, sentence, phrase, word, or portion of this Resolution not otherwise determined to be invalid, unlawful, or unconstitutional.

Section 6. Effective Date.

This Resolution shall become effective immediately upon adoption.

Passed and adopted this 14th day of August, 2023.

Attest:

City Commission of the City of Sanford


Traci Houchin, MMC, FCRM
City Clerk




Art Woodruff
Mayor

For use and reliance of the Sanford
City Commission only.
Approved as to form and legality.


William Colbert
City Attorney

REQUEST FOR BUDGET AMENDMENT

Fiscal Year 2023

Department: Marina

Division: Marina

Date: 8/14/2023

CHANGES IN REVENUES

REVENUE ACCOUNT NUMBER					Project #	Revenue Account Title	Current Budget	Current Unrealized (Budget)	Amount of Change	Adjusted Unrealized
Fund	Revenue	Act Cd	Ele							
001	0000	389	98	00		Use of Reserves	\$ -	\$ -	\$ 49,400	\$ 49,400
001	7979	581	91	54		Transfer to Marina Fund	-	-	49,400	49,400
TOTAL CHANGES IN REVENUES									<u>\$ 98,800</u>	

CHANGES IN EXPENDITURES

EXPENDITURE ACCOUNT NUMBER					Project #	Expenditure Account Title	Current Budget	Current Balance	Amount of Change	Remaining Balance
Fund	Dpt/Div	Activity	Obj	Ele						
457	0000	381	01	00		Transfer from General Fund	\$ -	\$ -	\$ 49,400	\$ 49,400
457	5502	575	31	00		Professional Services	-	-	49,400	49,400
TOTAL CHANGES IN EXPENDITURES									<u>\$ 98,800</u>	

REASON FOR AMENDMENT: Downtown Marina FEMA Engineering and Permitting Services

DIRECTOR APPROVAL: _____

DATE: 7/31/23

FINANCE APPROVAL: Cynthia Lindsey

DATE: 7/31/23

CITY MANAGER APPROVAL: _____

DATE: 7/31/23

CITY COMMISSION AGENDA DATE: August 14, 2023

APPROVED? Y

FOR FINANCE USE

Entry Date: _____

Batch Number: _____

Document #: BA 11-103



TASK AUTHORIZATION FORM

Task Authorization No. _____
Project Title Downtown Sanford Marina Design & Permitting for FEMA Project
Owner City of Sanford
Contractor: Neel-Schaffer
Agreement Date and Solicitation Number: RFQ 14/15-16

This Task Authorization is necessary to cover work to be performed under the existing Agreement. The GENERAL CONDITIONS, SUPPLEMENTARY CONDITIONS, and STANDARD SPECIFICATIONS apply to and govern all work under this Task Authorization Form.

Execution of the Task Authorization by the City shall serve as authorization for the CONSULTANT to provide the above project, professional services as set out in the Task Authorization form below; to that certain **Agreement dated** 27th day of April, 2017 between the CITY and the CONSULTANT and further delineated in the specifications, conditions and requirements stated in the following listed documents, which are attached hereto and made a part hereof.

ATTACHMENTS (Check all that apply):

- Drawings/Plans/Specification
- Detailed Services and Task for project or Study
- Special Conditions
- Other please specify _____

Time for completion: The work authorization by this TASK AUTHORIZATION shall be commenced upon receipt of a Purchase Order by the CONSULTANT and shall be completed within (425) calendar days from receipt of Purchase Order by the CONSULTANT.



TASK AUTHORIZATION

TASK 1

Description of Work: Prepare Preliminary Design for Actual Cost Estimate. Neel-Schaffer along with our subconsultant, Edgewater Resources, will assist the City of Sanford to prepare preliminary design and a cost estimate for the actual replacement cost of items approved by FEMA. This work will be used to negotiate actual replacement cost with FEMA once their estimate is received. This design will include more detailed design for large line items like dredging to allow bidding to support costs for FEMA review. This task includes attendance at virtual meetings with the City, FEMA Consultant, and FEMA.

Contract Price: \$25,500

Contract Time: 30 calendar days

TASK 2

Description of Work: Preliminary Design for Non-FEMA Approved Elements. The team will prepare preliminary design documents and updated cost estimate for items not approved by FEMA but still needed to repair the Marina. These items may include the offshore wave attenuator/breakwater, the boat launch ramp seawall, dredging, and seawall replacement near the drystack building.

Price: \$6,900

Time: 30 calendar days

TASK 3

Description of Work: FDEP/USACE Permit Revisions (Post Hurricane) & Processing

Price: \$17,000

Time: 180 to 365 calendar days (depending on agency review time)



TASK AUTHORIZATION SUMMARY			
No.	Description	Contract Price	Contract Time
1	Preliminary Design & Cost Estimate (Actual Replacement Cost Project) for FEMA Eligible Items	\$25,500.00	30 Days
2	Preliminary Design & Cost Estimate (Non-FEMA eligible items) to prepare for permitting	\$6,900.00	30 Days
3	FDEP and USACE Permit revisions (post hurricane) and processing	\$17,000.00	180 to 365 Days
TOTAL		\$ 49,400.00	425 Days

APPROVAL TASK AUTHORIZATION

ACKNOWLEDGMENTS

The aforementioned work affected thereby, is subject to all provisions of the original Agreement it is expressly understood and agreed that the approval of the Task Authorization shall have no effect on the original Agreement other than matters expressly provided herein.



CITY OF
SANFORD
FINANCE DEPARTMENT

IN WITNESS WHEREOF, the City and **(NEEL-SCHAFFER, INC.)** have executed this instrument for the purpose herein expressed.

ATTEST:

CITY OF SANFORD

Traci Houchin MMC, FCRM

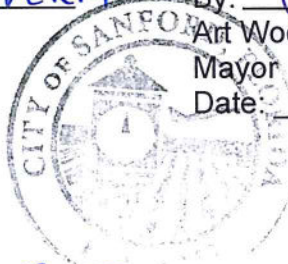
Traci Houchin, MMC, FCRM
City Clerk

By: *[Signature]*

Art Woodruff

Mayor

Date: *8-14-23*



Approved as to form and
legal sufficiency.

William L. Colbert

William L. Colbert, City Attorney

ATTEST:

NEEL-SCHAFFER, INC.

[Signature]

Coleen Nagy
Administrative Services Manager

By: *[Signature]*

Steven R. Cockerham, P.E.

Dated: 08/01/2023

Attachments to be included;

- Section **00XXX** Task Authorization
- Attachment "A" Consultant RFQ – Agreement
- Attachment "B" Price Sheet
- Proposed Schedule of Subcontractor Participation
- Insurance Requirement Form

END OF SECTION



WS	__	RM	__	X
Item No.	8.6			

**CITY COMMISSION MEMORANDUM 23-140
AUGUST 14, 2023 AGENDA**

TO: Honorable Mayor and Members of the City Commission
PREPARED BY: Craig M. Radzak, Assistant City Manager
SUBMITTED BY: Norton N. Bonaparte, Jr., ICMA-CM, City Manager
SUBJECT: Downtown Sanford Marina FEMA Damage, Permitting and Remediation Engineering Services; Budget Amendment; Resolution No. 2023-3151

STRATEGIC PRIORITIES:

- Unify Downtown & the Waterfront
- Promote the City’s Distinct Culture
- Update Regulatory Framework
- Redevelop and Revitalize Disadvantaged Communities

SYNOPSIS:

Approval of Resolution No. 3151, to amend the budget and a procurement to Neel-Schaffer, Inc., in association with Edgewater Resources LLC, for Downtown Sanford Marina FEMA Damage, Permitting and Remediation Engineering Services is requested.

FISCAL/STAFFING STATEMENT:

The total lump sum fee for service is \$49,400. Funding is from a transfer from the General Fund reserves.

BACKGROUND:

The City Commission has taken steps to commit fund balances to several City needs including Marina repairs, improvements and master planning services. In late September, 2022, Hurricane Ian significantly damaged docks and flooded the Marina office and dry storage building which caused the priorities for repair and replacement of slips and docks re-evaluated.

City staff has engaged the City’s Federal Emergency Management Agency (FEMA) consultant to discuss the approach to document and assess the damages from Hurricane Ian. A proposal from Neel-Schaffer (in association with Edgewater Resources, LLC) provides for the needed services at a reasonable cost. The City plans to submit for FEMA reimbursement for the repairs or replacement of the docks caused by Ian. FEMA has made their initial visit and is concurring with most identified damage and cost estimates. The City is continuing to work on improvements needed to bring the Marina to safe and proper working conditions. Neel-Schaffer is needed to perform Downtown Sanford Marina FEMA damage, permitting and remediation engineering services under a continuing services agreement (RFQ 14/15-16) with the City.

Neel-Schaffer’s proposal provides damage assessment services consisting of three tasks which are preparing preliminary design for an actual cost estimate, the preliminary design for non-FEMA approved elements and necessary permit revisions and processing.

An allowance for engineering services for attending special meetings with FEMA officials for the specific purpose of review of project scope and cost for FEMA eligible expenses is provided.

LEGAL REVIEW:

The Assistant City Attorney has reviewed the materials and prepared Resolution No. 2023-3151 and has no legal objection. The procurement activity will occur in accordance with the requirements of the City's Purchasing Policies and Procedures.

RECOMMENDATION:

City staff recommends that the City Commission adopt Resolution No. 2023-3151, amending the budget in the amount of, \$49,400, to implement the procurement of permitting and engineering services from Neel-Schaffer in association with Edgewater Resources, as outlined.

SUGGESTED MOTION:

"I move to approve Resolution No. 2023-3151, and the associated procurement."

Attachments: (1). Task Authorization Form.
(2). Resolution No. 2023-3151.