

JESSE NELSON
MAYOR

VICKIE GAINER
CITY MANAGER

KEVIN OBOS
LEGAL COUNSEL



COMMISSIONERS
BRANDON ALDRIDGE

PAT PERNO
JAMIE WARRICK
JUDY TINDER

NOTICE

INFRASTRUCTURE TAX OVERSITE COMMITTEE REGULAR MEETING THURSDAY MARCH 3 – 4:00 P.M.

LYNN HAVEN GARDEN CLUB – 4th Street and HWY-77

THE PUBLIC IS INVITED TO ATTEND

AGENDA

1. Call to order
2. Public Commentary
3. Approval of October 6, 2021 Meeting Minutes
4. Approval of Invoices submitted to FDOT for reimbursement
5. Update of approved paving project for 2021/2022 (Bobby Baker)
6. Update on ½ Cent stormwater project (Chris Lightfoot)
7. Adjourn

****IF A PERSON DECIDES TO APPEAL ANY DECISION MADE BY THE COMMISSION WITH RESPECT TO ANY MATTER CONSIDERED AT THIS MEETING, THEY WILL NEED A RECORD OF THE PROCEEDINGS, AND FOR SUCH PURPOSE THEY MAY NEED TO ENSURE THAT A VERBATIM RECORD OF THE PROCEEDINGS IS MADE, WHICH RECORD INCLUDES THE TESTIMONY AND EVIDENCE UPON WHICH THE APPEAL IS BASED. FLORIDA STATE STATUTE 286.0105.**

****IN ACCORDANCE WITH THE AMERICANS WITH DISABILITIES ACT AND FLORIDA STATUTES, 286.26, PERSONS WITH DISABILITIES NEEDING SPECIAL ACCOMMODATION TO PARTICIPATE IN THIS PROCEEDING SHOULD CONTACT CITY HALL NO LATER THAN 48 HOURS PRIOR TO THE PROCEEDING AT TELEPHONE 850-265-2121 FOR ASSISTANCE; IF HEARING IMPAIRED, TELEPHONE THE FLORIDA RELAY SERVICE NUMBERS, (800) 955-8771 (TDD) OR (800) 955-8770 (VOICE) FOR ASSISTANCE.**

WEDNESDAY, OCTOBER 6TH 2021
INFRASTRUCTURE SURTAX OVERSIGHT COMMITTEE MEETING – 4 P.M.

Present: Frank Stephens (Chair)
Ryan Scray (Deputy Chair)
Anderson Edwards
Bobby Baker, Public Works Director
Chris Lightfoot, Public Works Deputy Director
Cicelia Holliday, Secretary

Apologies: Stacie Houchins

Absent: Rhona Lairsey

Item #1. Call to order. The Chair, Mr. Stephens, called the meeting to order at 4.01 P.M.

Item #2. Public Commentary.

None.

Item #3. Previous Minutes of June 25th, 2021.

Motion by Mr. Scray: To approve the previous minutes of June 25th 2021,
with the correction to Mr. Edwards name.

Second to the Motion Mr. Edwards

On Vote:

Scray aye

Edwards aye

Stephens aye

Motion passed: 3-0

Item #4. Approval of Panhandle Engineering Invoices.

Bobby Baker spoke about the Invoices.

Mr. Scray queried about the approx. \$2,400 balance, and no potential additional cost to be incurred by Panhandle? Mr. Baker confirmed no, just the certification.

The Chair asked what other engineering firms we use? Mr. Baker answered Mott MacDonald and Dewberry.

Mr. Scray queried if the date on the initials is the invoice date or signed date? Mr. Baker confirmed it is the signed date.

Mr. Edwards asked why the invoices are not marked “paid”?

Mr. Scray suggested they should be stamped “paid” and annotated with the check #, and then asked if he did a public records request on any of the invoices would they show as paid? Mr. Baker confirmed they would. Mr. Scray said that should suffice.

The Chair asked if the initial on the invoice was the approval for the check to be written? Mr. Baker confirmed yes.

Motion by Mr. Scray: To approve the Panhandle Engineering invoices.

Second to the Motion Mr. Edwards

On Vote:

Scray aye

Edwards aye

Stephens aye

Motion passed: 3-0

Item #5. Update of approved paving project for 2021/2022.

Mr. Baker provided an update on the project and provided a CAR for the record.

Mr. Scray asked how many less bidders were there this time? Mr. Baker confirmed three less.

Mr. Scray asked if he knew why? Mr. Baker said potentially because they needed to own their own certified asphalt company, and many don't.

Mr. Scray asked how far this was advertised? Mr. Baker said as far as Georgia, Alabama, Florida-wide, and also on the DOT website.

Motion by Mr. Scray:	To schedule the next meeting between 90-120 days after the start of the paving project.
Second to the Motion	Mr. Edwards

On Vote:

Scray	aye	
Edwards	aye	
Stephens	aye	Motion passed: 3-0

Mr. Edwards asked for clarity that the consultant advises the City and then the consultant gets the contract for the design? Mr. Baker confirmed yes, and we have three engineers on contract who were DOT approved.

Mr. Edwards said that the process appears to him to be a conflict of interest.

Mr. Scray said he didn't think so because there is a competitive consultation process to appoint the three engineering consultants who do different engineering work. Mr. Scray then asked if the consultants ever try to generate additional work from the City? Mr. Baker said no, but they do go out and find the City grants and funding.

Item #6. Adjourn.

There being no further business the Chair made a motion to adjourn the meeting at 4.46 P.M.

Second to the Motion	Mr. Scray
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On Vote:

Stephens	aye	
Scray	aye	
Edwards	aye	Motion passed: 3-0

APPROVED THIS _____ DAY OF _____ 2021.

Frank Stephens, Chairperson

ATTEST:

Bobby Baker, Public Works Director

INVOICE

Invoice Number 150011-09
Invoice Date: 8/31/21
Page: 1

Phone: 850-763-5200

ATTENTION: MR. BOBBY BAKER, DTR

Project Description:

LEGISLATIVE ROADWAY REPAIRS
YEAR 2021

Bill To:
CITY OF LYNN HAVEN 825 OHIO AVENUE LYNN HAVEN, FL 32444

Customer ID: 2-150011

Customer PO	Payment Terms	Sales Rep ID	Due Date		
21000859-00	Net 30 Days	CBF	Due Upon Receipt		
Description	\$Proposal	% This Billing	\$This Billing	\$Previously Billed	% Remaining
ENGINEERING DESIGN TASKS 2100859-00	164,500.00	1	1,645.00	160,387.50	001

ok
10/10
9-7-21

Subtotal	1,645.00
Sales Tax	
Total Invoice Amount	1,645.00
Payment/Credit Applied	
TOTAL	1,645.00

Check/Credit Memo No:

12% Annual Finance Charge on Accounts Over 30 Days

**PANHANDLE
ENGINEERING, INC.**
600 OHIO AVENUE
LYNN HAVEN, FL 32444

INVOICE

Invoice Number 150011-08
Invoice Date: 7/31/21
Page: 1

Phone: 850-763-5200

ATTENTION: MR. BOBBY BAKER, DTR

Project Description:

**LEGISLATIVE ROADWAY REPAIRS
YEAR 2021**

Bill To:

CITY OF LYNN HAVEN
825 OHIO AVENUE
LYNN HAVEN, FL 32444

Customer ID: 2-150011

Customer PO 21000859-00	Payment Terms Net 30 Days	Sales Rep ID CBF	Due Date Due Upon Receipt
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Description	\$Proposal	% This Billing	\$This Billing	\$Previously Billed	% Remaining
ENGINEERING DESIGN TASKS	164,500.00	3	4,112.50	156,275.00	002

Subtotal	4,112.50
Sales Tax	
Total Invoice Amount	4,112.50
Payment/Credit Applied	
TOTAL	4,112.50

Check/Credit Memo No:

12% Annual Finance Charge on Accounts Over 30 Days

*OK
BMM*

8-24-21



**PANHANDLE
ENGINEERING, INC.**

600 OHIO AVENUE
LYNN HAVEN, FL 32444

INVOICE

Invoice Number 150011-07
Invoice Date: 6/30/21
Page: 1

Phone: 850-763-5200

ATTENTION: MR. BOBBY BAKER, DTR

Project Description:

LEGISLATIVE ROADWAY REPAIRS
YEAR 2021

Bill To: CITY OF LYNN HAVEN 825 OHIO AVENUE LYNN HAVEN, FL 32444
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Customer ID: 2-150011

Customer PO	Payment Terms	Sales Rep ID	Due Date		
21000859-00	Net 30 Days	CBF	Due Upon Receipt		
Description	\$Proposal	% This Billing	\$This Billing	\$Previously Billed	% Remaining
ENGINEERING DESIGN TASKS	164,500.00	5	8,225.00	148,050.00	005

Subtotal	8,225.00
Sales Tax	
Total Invoice Amount	8,225.00
Payment/Credit Applied	
TOTAL	8,225.00

Check/Credit Memo No:

12% Annual Finance Charge on Accounts Over 30 Days

**PANHANDLE
ENGINEERING, INC.**

600 OHIO AVENUE
LYNN HAVEN, FL 32444

INVOICE

Invoice Number 150011-06
Invoice Date: 5/31/21
Page: 1

Phone: 850-763-5200

ATTENTION: MR. BOBBY BAKER, DTR

Project Description:

LEGISLATIVE ROADWAY REPAIRS
YEAR 2021

Bill To:
CITY OF LYNN HAVEN 825 OHIO AVENUE LYNN HAVEN, FL 32444

Customer ID: 2-150011

Customer PO	Payment Terms	Sales Rep ID	Due Date
21000859-00	Net 30 Days	CBF	Due Upon Receipt

Description	\$Proposal	% This Billing	\$This Billing	\$Previously Billed	% Remaining
ENGINEERING DESIGN TASKS	164,500.00	10	16,450.00	131,600.00	010
<i>OK</i> <i>(BMM)</i> <i>6-4-21</i>					

Subtotal	16,450.00
Sales Tax	
Total Invoice Amount	16,450.00
Payment/Credit Applied	
TOTAL	16,450.00

Check/Credit Memo No:

12% Annual Finance Charge on Accounts Over 30 Days

**PANHANDLE
ENGINEERING, INC.**

600 OHIO AVENUE
LYNN HAVEN, FL 32444

INVOICE

Invoice Number 150011-05
Invoice Date: 4/30/21
Page: 1

Phone: 850-763-5200

ATTENTION: MR. BOBBY BAKER, DTR

Project Description:

LEGISLATIVE ROADWAY REPAIRS
YEAR 2021

Bill To:
CITY OF LYNN HAVEN 825 OHIO AVENUE LYNN HAVEN, FL 32444

Customer ID: 2-150011

Customer PO	Payment Terms	Sales Rep ID	Due Date
21000859-00	Net 30 Days	CBF	Due Upon Receipt

Description	\$Proposal	% This Billing	\$This Billing	\$Previously Billed	% Remaining
ENGINEERING DESIGN TASKS	164,500.00	10	16,450.00	115,150.00	020
<p>OK BB 5-4-21</p>					

Subtotal	16,450.00
Sales Tax	
Total Invoice Amount	16,450.00
Payment/Credit Applied	
TOTAL	16,450.00

Check/Credit Memo No:

12% Annual Finance Charge on Accounts Over 30 Days

**PANHANDLE
ENGINEERING, INC.**

600 OHIO AVENUE
LYNN HAVEN, FL 32444

INVOICE

Invoice Number 150011-04
Invoice Date: 3/31/21
Page: 1

Project Description:

**LEGISLATIVE ROADWAY REPAIRS
YEAR 2021**

Phone: 850-763-5200

ATTENTION: MR. BOBBY BAKER, DTR

Bill To:
CITY OF LYNN HAVEN 825 OHIO AVENUE LYNN HAVEN, FL 32444

Customer ID: 2-150011

Customer PO	Payment Terms	Sales Rep ID	Due Date		
21000859-00	Net 30 Days	CBF	Due Upon Receipt		
Description	\$Proposal	% This Billing	\$This Billing	\$Previously Billed	% Remaining
ENGINEERING DESIGN TASKS	164,500.00	10	16,450.00	98,700.00	030
<i>ok VBM 4-9-21</i>					

Subtotal	16,450.00
Sales Tax	
Total Invoice Amount	16,450.00
Payment/Credit Applied	
TOTAL	16,450.00

Check/Credit Memo No:

12% Annual Finance Charge on Accounts Over 30 Days

**PANHANDLE
ENGINEERING, INC.**
600 OHIO AVENUE
LYNN HAVEN, FL 32444

INVOICE

Invoice Number 150011-03
Invoice Date: 2/28/21
Page: 1

Phone: 850-763-5200

ATTENTION: MR. BOBBY BAKER, DTR

Project Description:

LEGISLATIVE ROADWAY REPAIRS
YEAR 2021

Bill To:

CITY OF LYNN HAVEN
825 OHIO AVENUE
LYNN HAVEN, FL 32444

Customer ID: 2-150011

Customer PO	Payment Terms	Sales Rep ID	Due Date		
21000859-00	Net 30 Days	CBF	Due Upon Receipt		
Description	\$Proposal	% This Billing	\$This Billing	\$Previously Billed	% Remaining
ENGINEERING DESIGN TASKS	164,500.00	20	32,900.00	65,800.00	040
<p>OK MM 3-4-21</p>					

Subtotal	32,900.00
Sales Tax	
Total Invoice Amount	32,900.00
Payment/Credit Applied	
TOTAL	32,900.00

Check/Credit Memo No:

12% Annual Finance Charge on Accounts Over 30 Days

**PANHANDLE
ENGINEERING, INC.**

600 OHIO AVENUE
LYNN HAVEN, FL 32444

INVOICE

Invoice Number 150011-02
Invoice Date: 1/31/21
Page: 1

Phone: 850-763-5200

ATTENTION: MR. BOBBY BAKER, DTR

Project Description:

LEGISLATIVE ROADWAY REPAIRS
YEAR 2021

Bill To: CITY OF LYNN HAVEN 825 OHIO AVENUE LYNN HAVEN, FL 32444
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Customer ID: 2-150011

Customer PO	Payment Terms	Sales Rep ID	Due Date		
21000859-00	Net 30 Days	CBF	Due Upon Receipt		
Description	\$Proposal	% This Billing	\$This Billing	\$Previously Billed	% Remaining
ENGINEERING DESIGN TASKS	164,500.00	25	41,125.00	24,675.00	060
OK (BB) 2-3-21					

Check/Credit Memo No:

Subtotal	41,125.00
Sales Tax	
Total Invoice Amount	41,125.00
Payment/Credit Applied	
TOTAL	41,125.00

12% Annual Finance Charge on Accounts Over 30 Days



600 OHIO AVENUE
LYNN HAVEN, FL 32444

INVOICE

Invoice Number 150011-01
Invoice Date: 12/31/20
Page: 1

Project Description:

LEGISLATIVE ROADWAY REPAIRS
YEAR 2021

Phone: 850-763-5200

ATTENTION: MR. BOBBY BAKER, DTR

Bill To:
CITY OF LYNN HAVEN 825 OHIO AVENUE LYNN HAVEN, FL 32444

Customer ID: 2-150011

Customer PO	Payment Terms	Sales Rep ID	Due Date
21000859-00	Net 30 Days	CBF	Due Upon Receipt

Description	\$Proposal	% This Billing	\$This Billing	\$Previously Billed	% Remaining
ENGINEERING DESIGN TASKS	164,500.00	15	24,675.00		085
				OK VBM 1-5-21	

Subtotal	24,675.00
Sales Tax	
Total Invoice Amount	24,675.00
Payment/Credit Applied	
TOTAL	24,675.00

Check/Credit Memo No:

12% Annual Finance Charge on Accounts Over 30 Days



 **PANHANDLE
ENGINEERING, INC.**

EXHIBIT B

**TASK ORDER
CITY OF LYNN HAVEN
City of Lynn Haven Roadway Repairs 2021
PE FILE NO. 150011**

This Task Order is for the purpose of *Panhandle Engineering, Inc. (PE)* as the Engineer to provide professional consulting services for the referenced project to the *City of Lynn Haven (City)* acting by and through its Commission and under the Continuing Service Agreement. *PE* has developed the following scope of services and associated fee schedule.

DESCRIPTION SCOPE OF SERVICES:

DESIGN AND PREPARATION OF CONSTRUCTION PLANS

Panhandle Engineering, Inc. (PE) will provide design to meet minimum requirements of the City standards to include slope design, pedestrian crossings, appropriate signage, minimal surface drainage, appropriate thermoplastic striping, valve and manhole adjustment, milling, leveling, replacement where required, asphalt design, erosion control, and restoration. Based on initial observations, review of specific asphalt cores, a combination of milling, crack relief and full depth reclamation is anticipated.

A. Design and Bid Document Preparation

1. Geotechnical Roadway Cores Services to be performed by Magnum Engineering, Inc.
2. Design of the resurfacing will be based on the Florida Green Book, FDOT Design Standards, MUTCD, and ADA.
3. Provide details for resurfacing, striping, erosion control, staging, and technical specifications.
4. Provide construction plans with the details for bidding.
5. Provide technical specifications and bid/contract documents for bidding per the City's Procurement Policy.
6. Prepare a bid schedule/form which breaks down each road segment cost which will allow for deductive alternatives if the low bid is over budget.
7. Kick-Off Meeting W/Staff and Progress Meetings as Required During Design.
8. 60% Review Meeting W/City Staff.
9. 60% Submittal to FDOT & Response to RAI's.
10. 90% Construction Plan Review Meeting W/City Staff.
11. 90% Submittal to FDOT & Response to RAI's.
12. 100% Submittal to FDOT & Response to RAI's.
13. FDOT Permitting for all work in State Right of Way Intersections.

B. Bidding

1. Assist the City by publicly bidding the project as required by the FDOT Grant Agreement.
2. Answer questions during the bid process.
3. Issue addendums as necessary for clarifications and addressing contractor inquiries.
4. Attend the public bid opening and prepare a bid tab for the opening.
5. Review all bid packages.

6. Prepare a certified bid tab with a detailed breakdown of each bid line item and verify cost calculations.
7. Make a recommendation for award based on low bid and conformance with the bid requirements.
8. Provide consultation and address questions during construction relative to the design if issues arise.

EXCLUSIONS

1. Electrical, Cable, Telephone, Gas, Water/Sewer, or Other Communication Utility Design/Relocation (none anticipated).
2. Advertisement Fees for Bidding.
3. Stormwater Attenuation Design/Permitting (none anticipated).
4. Surveying-Plans will be based on use of Bay County GIS data for all resurfacing.
5. Construction Engineering and Inspection (CEI) (by third party engineer).
6. Review of As-Builts and Project Certifications.
7. Review of Testing.

PROPOSED FEE SCHEDULE

Design & Preparation of Construction Plans/Bid Documents/Bidding **\$164,500**

City of Lynn Haven
825 Ohio Avenue
Lynn Haven, FL 32444

By: *Vickie Gainer*

Name: Vickie Gainer

Title: City Manager

Witnessed: *Julie Anderson*

Date: 9/9/20

DAN RUSSELL
MAYOR PRO TEM

VICKIE GAINER
CITY MANAGER

KEVIN OBOS
CITY ATTORNEY



COMMISSIONERS
BRANDON ALDRIDGE
PAT PERNO
JUDY TINDER

December 15, 2020

Engineering Firm: Panhandle Engineering Inc.
Type of Service: Design
Contract/Task Amount: \$164,500
Local Agency Contract Number (if applicable): G1T07
Project Name: City of Lynn Haven Roadway Repairs Phase II
FPID: 445849-2-54-01

The City of Lynn Haven has established procedures for the selection of professional services to ensure compliance with Florida Statute 287.055, The Consultant's Competitive Negotiation Act (CCNA).

In Accordance with Florida Statutes 287.055, the consultant for the above named project was procured in compliance with the Consultant Competitive Negotiation Act (CCNA) and is qualified to provide consulting services to the City of Lynn Haven

A handwritten signature in cursive script that reads "Vickie Gainer".

Vickie Gainer
City Manager
City of Lynn Haven

STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION
Vendor Eligibility Check Prior to Contract Award

375-030-91
PROCUREMENT
07/15

Project Description(s): City of Lynn Haven Roadway Repairs Phase II

Financial Project Number(s): 445849-2-54-01

In accordance with State law:

Section 287.133(2)(b), Florida Statutes, provides that public entities may not contract with firms that have been excluded from participating in the public contracting process.

A public entity may not accept any bid, proposal, or reply from, award any contract to, or transact any business in excess of the threshold amount provided in s. 287.017, F.S., for CATEGORY TWO with any person or affiliate on the convicted vendor list for a period of 36 months following the date that person or affiliate was placed on the convicted vendor list unless that person or affiliate has been removed from the list pursuant to Section 287.133(3)(f), F.S. A public entity that was transacting business with a person at the time of the commission of a public entity crime resulting in that person being placed on the convicted vendor list may not accept any bid, proposal, or reply from, award any contract to, or transact any business with any other person who is under the same, or substantially the same, control as the person whose name appears on the convicted vendor list so long as that person's name appears on the convicted vendor list.

A contract award (reference 2 CFR 180.220) must not be made to parties listed on the government-wide Excluded Parties List System in the System for Award Management (SAM), in accordance with the OMB guidelines at 2 CFR 180 that implement Executive Orders 12549 (3 CFR Part 1986 Comp., p. 189) and 12689 (3 CFR Part 1989 Comp., p. 235), "Debarment and Suspension." The Excluded Parties List System in SAM contains the names of parties debarred, suspended, or otherwise excluded by agencies, as well as parties declared ineligible under statutory or regulatory authority other than Executive Order 12549.

The Convicted Vendor List/ Suspended Vendor List / Discriminatory Vendor List / Federal Excluded Parties List/ Vendor Complaint Lists are available at the following Department of Management Services site:

http://www.dms.myflorida.com/business_operations/state_purchasing/vendor_information/convicted_suspended_discriminatory_complaints_vendor_lists

I have checked the aforementioned lists to verify that the vendor is eligible for contract award/execution:

Procurement Office or Contracting Awarding Office:

Vickie Gainer

Printed Name

Vickie Gainer

Signature

Date: 12/16/20