

**City of Palm Coast, Florida  
Agenda Item**

**Agenda Date:** April 7, 2026

**Agenda Item:** A.5

<b>Department</b> CITY CLERK <b>Division</b> CITY CLERK	<b>Amount</b> <b>Org/Account #</b>
<b>Subject:</b> PRESENTATION - 25 YEAR ICMA RECOGNITION	
<b>Presenter:</b>	
<b>Attachments:</b>	
<b>Background:</b> Mr Richard Kelton, FCCMA-ICMA Sr. Advisor, Emeritus, will present the 25 year ICMA recognition.	
<b>Recommended Action:</b> <b>FOR PRESENTATION ONLY</b>	

**City of Palm Coast, Florida  
Agenda Item**

**Agenda Date:** April 7, 2026

<b>Department</b> CITY CLERK <b>Division</b> CITY CLERK	<b>Amount</b> <b>Org/Account #</b>
<b>Subject:</b> MINUTES OF THE CITY COUNCIL: MARCH 17, 2026 BUSINESS MEETING	
<b>Presenter:</b>	
<b>Attachments:</b> 1. Minutes (1)	
<b>Background:</b>	
<b>Recommended Action:</b> <b>APPROVE MINUTES OF THE CITY COUNCIL: MARCH 17, 2026 BUSINESS MEETING</b>	



# City of Palm Coast Minutes

City Hall  
160 Lake Avenue  
Palm Coast, FL 32164  
[www.palmcoast.gov](http://www.palmcoast.gov)

## City Council Business Meeting

*Mayor Michael Norris*  
*Vice Mayor Theresa Pontieri*  
*Council Member Charles Gambaro*  
*Council Member Ty Miller*  
*Council Member David Sullivan*

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**Tuesday, March 17, 2026**

**9:00 AM**

**City Hall - Jon Netts Community Wing**

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**City Staff**

**Michael McGlothlin, City Manager**

**Marcus Duffy, City Attorney**

**Kaley Cook, City Clerk**

- Public Participation shall be in accordance with Section 286.0114 Florida Statutes.
- Other matters of concern may be discussed as determined by City Council.
- If you wish to obtain more information regarding the City Council's agenda, please contact the City Clerk's Office at 386-986-3713.
- In accordance with the Americans with Disabilities Act and Section 286.26, Florida Statutes, persons needing a reasonable accommodation to participate in any of these proceedings or meeting should contact the City Clerk at 386-986-3713, at least 48 hours prior to the meeting.
- City Council Meetings are streamed live on YouTube at <https://www.youtube.com/@PalmCoastFL>.
- It is proper meeting etiquette to silence all electronic devices, including cell phones while Council is in session. Any person who decides to appeal any decision of the City Council with respect to any matter considered at this meeting will need a record of the proceedings, and for such purpose, may need to hire a court reporter 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.

NOTICE: This meeting is being live streamed on the City of Palm Coast YouTube channel and audio recorded for public record and transparency.

### **A. CALL TO ORDER**

*Mayor Norris called the meeting to order at 9:00 a.m.*

### **B. PLEDGE OF ALLEGIANCE TO THE FLAG AND A MOMENT OF SILENCE**

### **C. ROLL CALL**

*City Clerk Kaley Cook called the roll. All members were present.*

### **D. PROCLAMATIONS AND PRESENTATIONS**

#### **1. PROCLAMATION - FEBRUARY 28, 2026, AS RARE DISEASE DAY**

*Mr. McGlothlin read the proclamation.*

**2. PROCLAMATION - MARCH 2026 AS DEVELOPMENTAL DISABILITIES AWARENESS MONTH**

*Mr. McGlothlin and Mayor Norris presented the proclamation to the Cedar Bridge Foundation. Teresa Baker, Co-Founder and Vice President of the Cedar Bridge Foundation, shared comments and thanks.*

*Mayor Norris shared about the many resources available in the community.*

*Vice Mayor Pontieri was appreciative of the community and outreach for the available resources.*

*Council Member Sullivan was glad to see how things have changed over his lifetime.*

**3. PRESENTATION - RESIDENTIAL ROADWAY SPEED LIMIT REDUCTION**

*Mayor Norris read the title into the record.*

*Scott Kehoe, Traffic Engineer III, presented the topic to City Council. Topics presented included: speed limit governing standard, speed limit standards, speed limit investigation and findings, speed limit reduction implementation requirements, locations, and costs.*

*City Council held discussion on the following topics: results of the study regarding collector streets, lack of signage on residential roads, maintenance responsibility, recommendation not to retrofit signs, pricing for successful retrofitting of signs, costs for other available options, requests to TPO for funding, period data for accidents with fatalities, concerns for road with long stretches, encouragement to obtain safety improvement grants and to look at critical areas, enforcement issues, and current status of speed calming devices.*

*Mr. McGlothlin asked for consensus on direction for staff.*

*City Council held discussion and provided consensus to seek grant funding opportunities and to not dedicate any funding in this budget cycle.*

*Mr. McGlothlin shared the eligible roads for funding in the L section.*

*Public Comment:*

*Jeani Durte discussed speed on residential roads and the roads reviewed as part of the study.*

*Jeremy Davis discussed support for safer neighborhoods, importance of looking at the bigger picture, costs and staff time, and determining if changing a number on a sign will make a difference.*

*Kirk Whittington discussed placement of signs, changing the look of residential neighborhoods, the difference between 5 miles per hour, location of signs and home value, impressions to new buyers, matters of speeding as a job of the Sheriff's Department, and did not support the expense.*

*Mark Webb shared that he was passionate about this issue, witnessing young children walking on the street to get to a school bus, studies presented and the documentation of people driving over the speed limit, enforcement from the Sheriff's Office, ineffectiveness of lowering the speed 5 miles per hour, and suggested changing residential street speed limits to 20 miles per hour.*

#### **E. PUBLIC PARTICIPATION**

Public Participation shall be held in accordance with Section 286.0114 Florida Statutes. And pursuant to the City Council's Meeting Policies and Procedures:

- (1) This agenda item has a thirty (30) minute limit.
- (2) Each speaker shall at the podium, provide their name and may speak for up to 3 minutes.
- (3) The Public may provide comments to the City Council relative to matters not on the agenda at the times indicated in this Agenda. Following any comments from the public, there may be discussion by the City Council.
- (4) Public speakers may address their comments to the Council as a whole, the Mayor, or to an individual Council Member
- (5) When addressing the City Council on specific, enumerated Agenda items, speakers shall:
  - (a) make their comments concise and to the point;
  - (b) not speak more than once on the same subject;
  - (c) not, by speech or otherwise, delay or interrupt the proceedings or the peace of the City Council;
  - (d) obey the orders of the Mayor or the City Council; and (e) not make any irrelevant, impertinent or slanderous comments while addressing the City Council; which pursuant to Council rules, shall be considered disorderly.
- (6) Any person who becomes disorderly or who fails to confine his or her comments to the identified subject or business, shall be cautioned by the Mayor and thereafter must conclude his or her remarks on the subject within the remaining designated time limit. Any speaker failing to comply, as cautioned, shall be barred from making any additional comments during the meeting and may be removed, as necessary, for the remainder of the meeting. Members of the public may make comments during the public comment portion of the meeting. Please be advised that public comment will only be permitted during the public comment portions of the agenda at the times indicated by the Chair during the meeting.

*Mayor Norris advised that this section of public comment is for non-agenda items.*

*Jeani Duarte discussed the City Charter and urged the Council to postpone Charter Amendments.*

*Jeremy Davis discussed public participation, comments shared by residents and feeling targeted, and resident perspectives on various topics.*

*Mr. McGlothlin replied that he will be doing a follow-up with Mr. Davis and that staff will follow up on the other comments as applicable.*

*Council Member Miller and Attorney Duffy held discussion on the 2018 review of the City's Charter as required, the changes approved by City voters, a lack of a provision in the current City Charter for a vacant seat that is not the Mayor's seat, the Charter language regarding a Charter Review, and that conducting a Charter Review at this time is within the guidelines set by the Charter.*

*Vice Mayor Pontieri, Mayor Norris, and Mr. McGlothlin held discussion on the comments raised by Mr. Davis regarding residents feeling targeted by staff. Mr. McGlothlin encouraged anyone with concerns to contact him directly.*

**F. APPROVAL OF MINUTES**

**4. MINUTES OF THE CITY COUNCIL: MARCH 3, 2026, BUSINESS MEETING MARCH 10, 2026, WORKSHOP MEETING**

**Motion to approve by Vice Mayor Pontieri and seconded by Council Member Gambaro. The motion passed unanimously.**

**G. APPOINTMENTS**

**5. APPOINT MEMBERS AND ALTERNATES TO THE PARKS AND RECREATION ADVISORY BOARD (PRAB)**

*Attorney Duffy provided an overview of the item and recommendation for procedure.*

*City Council allowed the candidates in attendance 3 minutes to share comments.*

**Motion made to appoint Megan Rizzo to the Parks and Recreation Advisory Board by Council Member Miller and seconded by Vice Mayor Pontieri.**

**Approved – Council Member Charles Gambaro, Council Member Ty Miller, Council Member David Sullivan, Mayor Michael Norris, Vice Mayor Theresa Pontieri**

*City Council then completed ballots to appoint Agnes Lightfoot, John Subers, Philip McClure, Julia Walthall as regular members and DeAnna OFlaherty and Kelsey McManus as alternate Members.*

**H. ORDINANCES FIRST READING**

**6. ORDINANCE 2026-XX 56 HARGROVE GRADE ZONING MAP AMENDMENT, APPLICATION 6185**

*Mayor Norris read the title into the record.*

*Attorney Duffy called for any ex parte communications and completed a swearing in.*

*Michael Hanson, Senior Planner, presented the topic. Topics presented included: application background and request, aerial maps, future land use map, zoning map comparison, zoning map amendment, land use analysis, industrial uses, environmental analysis, findings summary, updates since continuation, applicant volunteered items, PLDRB meeting recommendation, and next steps.*

*Michael Chiumento, on behalf of the applicant, presented the topic to Council. Topics presented included: details about Hard Rock Materials, City goals and objectives, City recruitment, existing versus proposed, community concerns, CCR/Performance per standard code, economic impact, and compliance.*

*Theresa Petty, Owner of Hard Rock Materials, shared about the company and selection of Palm Coast.*

*City Council held discussion on the following topics: covenants, to add language that no applicant or any other assigned can challenge the covenants, traffic impact fees, remilling costs and funding sources, clarification on process and why the item came forward as a rezoning, Vice Mayor Pontieri's instinct, history on the board and concerns, buffers, intent to keep and utilize an existing pond, trip counts and frequency as the plant grows, existing industrial zoning on Hargrove Grade, operational and enforcement mechanisms for trip counts, request for sales tax impacts to be provided, request for details regarding intersection improvements, and anticipation of questions for second reading and having those details available.*

**Motion made to approve the Planning and Land Development Regulation Board recommendation of application No. 6185 approving the proposed rezoning by Council Member Sullivan and seconded by Council Member Gambaro.**

*Public Comment:*

*Jeremy Davis discussed traffic, light industrial, different traffic pattern, significant infrastructure costs faced by residents, and long-term roadway maintenance costs.*

*Kate Hunter, who works in Hargrove Industrial Park, shared about cement dust and studies regarding the effects of concrete dust contaminations, and provided a handout to City Council which has been attached to these minutes.*

*Jeani Duarte believed that the video shown did not do the company any justice, discussed hazardous materials, that 15 jobs are not a benefit to the community, water usage, long term health and environmental concerns, and excessive wear and tear on roadways.*

*Andy Vargas, owner of Autohaus of Palm Coast, shared reasons to deny the rezoning, discussed the road evaluation study and items not addressed, and that a comprehensive traffic study was not done.*

*Andrea, business owner in the Hargrove Industrial Area, asked Council to consider the effects on established businesses in the surrounding area, stated that an approval would be inconsistent with prior decisions and shows that land use policies are for sale, and that Council must apply zoning consistently and fairly.*

*Dylan Chopra, representing 15 Hargrove LLC, shared that they own the parcel directly across from the property, discussed the prior application, that the same concerns exist here, that approval would be inconsistent with the Council's prior decision, and that if approved, he believes that they have a strong legal basis to pursue a claim against the City and asked Council to maintain consistency.*

*Chris Fulton, property owner of 2 Marketplace on Hargrove, discussed negatives to small businesses, roadway delay concerns, increased roadway dangers, current road issues, and believed that the company has a place in Palm Coast, but not this one.*

*John Sackett, employee of Hard Rock Materials and resident, discussed growth, supplying materials locally, and supporting local businesses.*

*Terrence Nelson, employee of Hard Rock Materials, shared his current commute of 100 miles, the benefits of creating local jobs, and safety as a main consideration for the company.*

*Robert Artbury, employee of Hard Rock Materials, shared about the company's dedication to employees.*

*Mark Knoblauch shared conversations with the Planning committee, approving the project as the responsible choice, discussed truck weight, median income across Palm Coast, and voluntary deed covenants.*

*George Wiley shared about building 4 houses, his experience working for Hard Rock and Cemex, the company handling projects in an organized way, the need for concrete, and wanting to service Palm Coast.*

*John Santos, owner of Major Auto Repair, asked what will happen if there is an accident and inability for others on Hargrove to exit, and shared concern for road conditions and concrete debris.*

*Steve Parrish, on the board of directors for the Palm Coast Hargrove Industrial Center and speaking to represent owners, shared about the small businesses on Hargrove Grade, expectation that the City would maintain the integrity of the light industrial zoning, and hoped that the Council would see the change as detrimental to surrounding businesses.*

*Austin, with Hard Rock Materials, discussed meetings with the City, issues raised that can be navigated, complimented City staff, and encouraged Council to base decisions on facts, not fears.*

*Ralph Votino, new business owner on Hargrove Grade, discussed the impact to the area.*

*Joe Rossheim, local business owner, stated that the issue is far more complicated than it seems, that this would change the composition of Hargrove Grade and set a dangerous precedent, discussed the denial of a similar request and rules changing depending on who is asking.*

*Mr. McGlothlin shared the cost for milling and resurfacing Hargrove Grade.*

*City Council continued discussion on the topic to include legal considerations and review criteria that has to be used to make the decision, basis on LDC sections for a decision, properties being held and not used, conflict and contradiction to the public interest, return on investment, and very little difference between this project and the prior one.*

*Vice Mayor Pontieri asked if the motion includes the additional considerations outlined throughout the discussion.*

*Council Member Sullivan agreed that the motion includes the considerations agreed upon during discussion.*

*Council Member asked to have the covenants before second reading.*

*Council Member Gambaro looked for willingness to allow Council Member and residents to see the facility for themselves.*

*Ms. Petty was comfortable with the request, discussed the safety requirements for a visit, and discussed investments already made.*

*Vice Mayor Pontieri stated that this is setting a dangerous standard and reminded the Council that the decision before them is not about the company, but rather, considering rezoning the property and the compatibility of a rezoning.*

**Failed**

**Denied – 4-**

**Council Member Miller, Vice Mayor Pontieri, Council Member Gambaro, Mayor Norris**

**Approved – 1-**

**Council Member Sullivan**

*City Council recessed at 12:48 p.m.*

## **I. RESOLUTIONS**

### **7. RESOLUTION 2026-35 ACCEPTING THE ANNUAL COMPREHENSIVE FINANCIAL REPORT FOR THE FISCAL YEAR ENDING SEPTEMBER 30, 2025 AS PRESENTED BY MAULDIN & JENKINS, LLC.**

*City Council resumed at 1:16 p.m.*

*Mayor Norris read the title into the record.*

*Daniel Anderson with Mauldin & Jenkins presented the report to City Council.*

*City Council held discussion on the selection of a new firm this year, a seamless transition, and thanks to the auditor and staff.*

**Motion to approve by Council Member Gambaro and seconded by Council Member Miller**

*Public Comment:*

*Jeani Duarte appreciated that it was a different auditor, however, it is still an internal control audit and believed a forensic audit is needed.*

*Council Member Miller replied that this was an external audit completed by an external independent auditor.*

*Mr. McGlothlin shared compliments to the Finance team and auditors.*

**Passed**

**Approved – Vice Mayor Pontieri, Council Member Gambaro, Council Member Sullivan, Council Member Miller, Mayor Norris**

**8. RESOLUTION 2026-36 APPROVING A CONSTRUCTION CONTRACT WITH PBM CONSTRUCTORS, INC., FOR WTP #1 WELLFIELD EXPANSION: EQUIP SW-147 AND SW-148 AND NEW RAW WATER MAIN**

*Mayor Norris read the title into the record.*

*Brian Roche, Utility Director, provided a brief overview of the item.*

*City Council held discussion on the following topics: comments from the St. Johns River Water Management District on aquifers, unusually dry conditions, investments into the infrastructure to maximize available water, reiterate that this is part of the capital improvement plan, the aquifer feeds southern Florida cities as well, and funding sources.*

**Motion to approve by Council Member Gambaro and seconded by Council Member Sullivan**

*Public Comment:*

*Jeani Duarte shared about a utilities tour that she attended last year, discussions on capacity, City well locations and number of wells, and that there is not a capacity problem but a waste problem.*

*Mr. Roche replied to discuss wells and well field protection long-term.*

**Passed**

**Approved – Council Member Charles Gambaro, Council Member Ty Miller, Council Member David Sullivan, Mayor Michael Norris, Vice Mayor Theresa Pontieri**

**9. RESOLUTION 2026-37 APPROVING EXPENSES FOR THE 2 UTILITY DRIVE MODIFICATIONS PROJECT**

*Mayor Norris read the title into the record.*

*Mr. Roche, Utility Director, and Mr. Cote, Stormwater & Engineering Director, presented the topic to Council.*

*City Council held discussion on the following topics: square footage, option of lease availability, project timeline, option to buy a building to use for a few years and then sell, employee work locations, importance of a safe workplace, potential options available,*

*purchasing versus leasing, funding options, cost savings to be had, potential of additional uses for the trailers, timeline for use of the trailers and potential to move to use for animal shelter administrative services, MOC timeline, current zoning of the property, research on the trailers, potential years of the lease, and animal shelter timeline.*

**Motion by Vice Mayor Pontieri and seconded by Council Member Miller to budget \$2.5 million for the purchase of these buildings rather than the lease that was presented.**

*Public Comment:*

*Jeani Duarte was appalled by the request, discussed scarcity and urgency, utility management failures, need to see good stewardship first, keep the staff disbursed and sell the location, and Wastewater Treatment Plant 1 is priority over all of the other treatment plants.*

**Passed**

**Approved – Council Member Sullivan, Council Member Miller, Vice Mayor Pontieri, Council Member Gambaro, Mayor Norris**

**J. CONSENT**

*Vice Mayor Pontieri asked staff to explain the abandonment of the easement.*

*Attorney Duffy and Mr. Cote shared details of the items as requested.*

*Mayor Norris referenced item 11 and reiterated that he wants to be informed of items that are processed administratively.*

*Vice Mayor Pontieri asked about item 14 and discussed funding.*

**Motion by Council Member Gambaro and seconded by Council Member Miller to adopt the consent agenda**

*Public comment:*

*Jeani Duarte shared expectations for infrastructure, problems with westward expansion, and asked where the money went.*

*Mayor Norris shared about State appropriations received and that the loop road is not fully funded.*

10. **RESOLUTION 2026-38 APPROVING REPEALING RESOLUTION 2025-41 VACATING CERTAIN STREETS LOCATED AS PROVIDED FOR IN THE PLAT OF PALM COAST PARK AS RECORDED IN OFFICIAL RECORDS BOOK 3022, PAGE 1145 OF FLAGLER COUNTY**
11. **RESOLUTION 2026-39 DESIGNATING AN ADMINISTRATIVE AUTHORITY TO RECEIVE, REVIEW, AND PROCESS THE PLATS OR REPLATS SUBMITTED, INCLUDING DESIGNATING AN ADMINISTRATIVE OFFICIAL RESPONSIBLE FOR**

**APPROVING, APPROVING WITH CONDITIONS, OR DENYING THE PROPOSED PLATS OR REPLATS SUBMITTED TO THE CITY OF PALM COAST**

12. **RESOLUTION 2026-40 APPROVING VACATING CERTAIN STREETS LOCATED AS PROVIDED FOR IN THE PLAT OF PALM COAST PARK, TRACTS 18 AND 20, RECORDED IN THE OFFICIAL RECORDS OF FLAGLER COUNTY IN OFFICIAL RECORDS MAP BOOK 37 PAGE 32**
13. **RESOLUTION 2026-41 APPROVING A RIGHT-OF-WAY MAP FOR THE MATANZAS WESTWARD EXPANSION PROJECT**
14. **RESOLUTION 2026-42 APPROVING THE SUBMISSION OF A FLORIDA INLAND NAVIGATION DISTRICT WATERWAYS ASSISTANCE PROGRAM APPLICATION FOR DESIGN SERVICES ASSOCIATED WITH THE IMPROVEMENTS TO THE ACQUIRED WATERFRONT PROPERTY**
15. **RESOLUTION 2026-43 AMENDING RESOLUTION 2025-72 RELATING TO PIGGYBACKING THE FLORIDA SHERIFFS ASSOCIATION CONTRACT NO. FSA25-TRS27.0 WITH BOULEVARD TIRE CENTER**

**Passed**

**Approved – Council Member Miller, Vice Mayor Pontieri, Council Member Gambaro, Council Member Sullivan, Mayor Norris**

**K. DISCUSSION BY CITY COUNCIL OF MATTERS NOT ON THE AGENDA**

*Council Member Miller highlighted that he sent Council Members a link for a bracket and provided sports updates.*

*Council Member Gambaro recognized fallen service members over the last few weeks.*

*Council Member Sullivan wished a Happy Saint Patrick's Day.*

*Mayor Norris shared the KIA and injury numbers.*

*Vice Mayor Pontieri sought consensus from Council to review codes related to animal control and treatment of animals at a future workshop.*

*Attorney Duffy sought clarity on what information Council would like to receive in the presentation.*

*Vice Mayor Pontieri looked to review the entire code related to animal control. City Council held discussion on the topic and agreed to review after June legislation.*

*Vice Mayor Pontieri looked for consensus to re-address the policy for permits for field usage, leagues, how we treat locals versus out of county leagues, ensuring that we are being fair to local leagues, and to include the topic in another Parks & Recreation item at a future workshop.*

*Mr. McGlothlin shared about upcoming meetings with the leagues and that he hopes to have the topic on an agenda for the Parks & Recreation Advisory Board.*

**L. DISCUSSION BY CITY ATTORNEY OF MATTERS NOT ON THE AGENDA**

*Attorney Duffy wished a Happy Saint Patrick's Day.*

**M. DISCUSSION BY CITY MANAGER OF MATTERS NOT ON THE AGENDA**

**16. REPORTING OF EMERGENCY AND SOLE SOURCE FOR FEBRUARY 2026**

*Mr. McGlothlin wished a Happy St. Patrick's Day.*

*Public participation was opened.*

*Jeani Duarte asked Attorney Duffy to explain sections of the Charter and directed him to pass down response paperwork to the City Clerk for filing. Ms. Duarte continued her comments to discuss beliefs on special election for a vacancy for the Mayor's seat, and believed statements to be contradictory.*

*Mayor Norris replied that the Charter is specific about special elections for the Mayor.*

*Ms. Duarte continued her comments to state that is not what was previously stated and that it is not what shows in the current Charter, and claimed that the language was altered.*

*Attorney Duffy replied that incorrect claims have been made, that the topic has already been litigated, and that the Council has moved forward on the topic.*

**N. ADJOURNMENT**

*The meeting was adjourned at 2:37 p.m.*

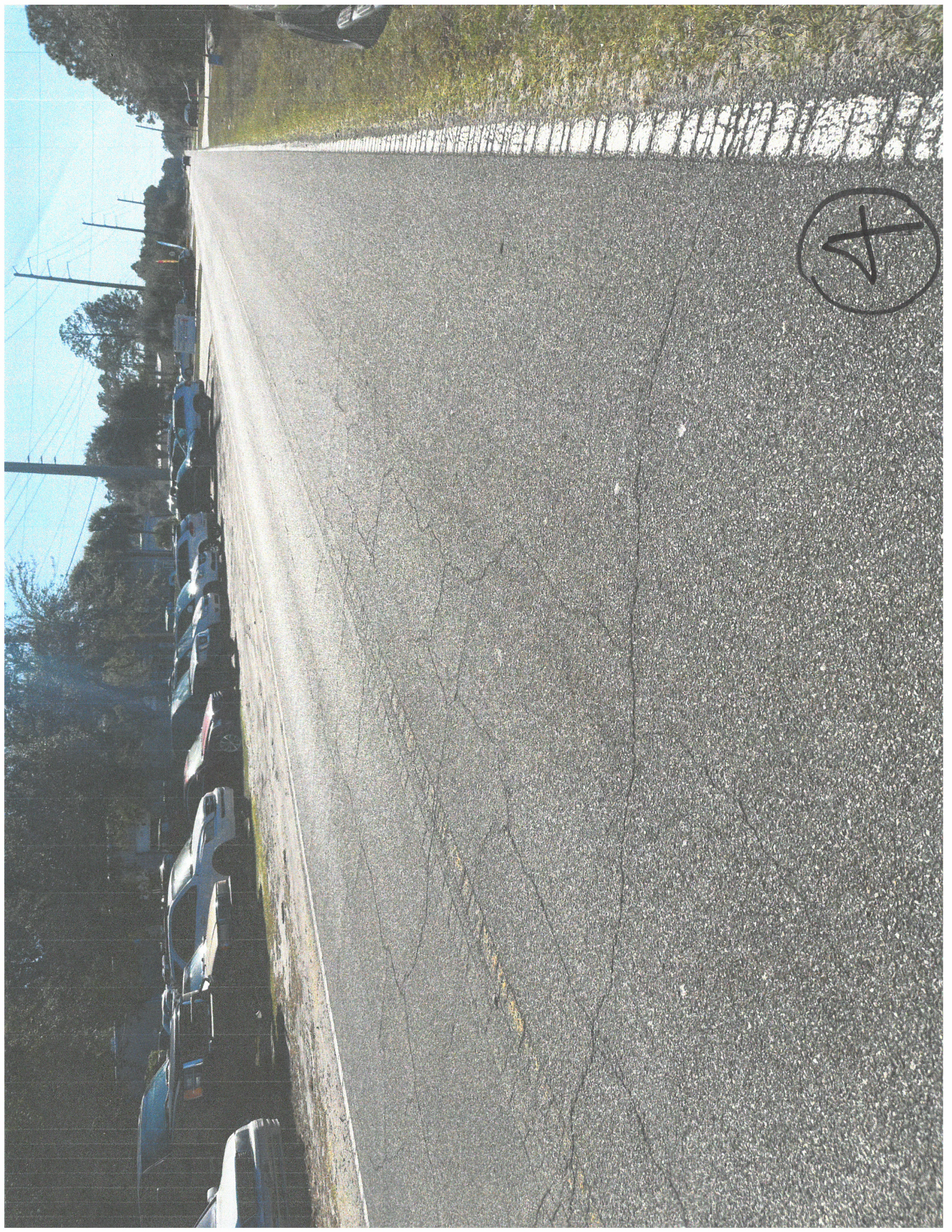
*Respectfully submitted by: Kaley Cook, CMC, FCRM  
City Clerk*





2









ROAD  
WORK  
AHEAD

6



35

7

The Charter is clear!

03/17/2026

**Section 3(e) requires voter approval** for any major financial obligations.

In 2024, voters were asked by a current seat on this Dais, to remove that Charter Safe Guard. They said "**NO!**"

Yet a **\$330 million bond** was approved.

**And** a council seat within the election window was not placed on the 2024 ballot, nor was a special election called—yet **the seat remains appointed**.

**The Mayor vacancy language was altered** as well as other items in our charter without any voter-approved ballot.

That altered Charter was recited by the City Attorney August 27, 2024 and provided to the Charter Review Committee while now, accelerating The Charter Review early, with appointed seats still on this dais.

The City has already confirmed it has been **in test mode at least since May of 2025** for changes made to our drinking water system.

**Do Not** sit up on that dais and present Google research and expect the public to accept it as fact. The factual Data and Transcripts have already spoken for themselves.

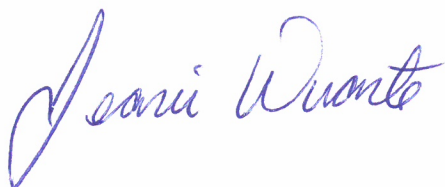
Ms. Pontieri it is not your job to provide compelling closing statements on behalf of the Utilities. It is your job to protect the health, safety and well being of the citizens of Palm Coast.

I speak from documented facts.

I am requesting

1. Charter compliance,
2. A written clarification of the stated actions above, within 3 days,
3. and that this review be tabled until 2028—when the Council is fully elected.

Thank you.



PASS  
Vic Mayor

Mayor  
Council

Florida Statutes  
Constitutional Law

2. If the Mayor or the Council member is subsequently found not guilty of the charge, or if the charge is otherwise dismissed or altered so that suspension would no longer be required as provided herein, the suspension shall be lifted by the Council, and the Council member or Mayor shall be entitled to receive full back allowances and such other emoluments or as he/she would have been entitled to had the suspension not occurred.
- (d) Recall. The electors of the City following the procedures for recall established by general law or ordinance may remove the Mayor or any member of the City Council from office.
- (e) **Filling of vacancies.**
  1. If, for any reason other than recall, a vacancy occurs in the office of Mayor, the Vice Mayor shall assume the position of Mayor, and within 30 days following the occurrence of such vacancy, a Special Election shall be called as outlined in section 3(5)(b). The Special Election for Mayor shall be for the remainder of the unfilled term.
  2. If, for any reason other than recall, a vacancy occurs in the office of any Council seat within the first two years of a term, the office shall be filled by appointment within 30 days following the occurrence of such vacancy by majority vote of the remaining Council members. Such appointments shall last until the next regularly scheduled election, at which time the seat shall be declared open and an election held for the remaining two years of the original term, thus continuing the original staggering of district seats.
  - 3.

Vacancies / Vic Mayor

member or Mayor shall be entitled to receive full back allowances and such other emoluments or as he/she would have been entitled to had the suspension not occurred. Recall. The electors of the City following the procedures for recall established by general law or ordinance may remove the Mayor or any member of the City Council from office.

**Filling of vacancies.**

1. If, for any reason other than recall or assuming the office of Mayor, a vacancy occurs in the office of any Council seat within the first two years of a term, the office shall be filled by appointment within 90 days following the occurrence of such vacancy by majority vote of the remaining Council members. If said vacancy occurs within six (6) months of the next regularly scheduled election, the remaining Council members may delay the appointment. Such appointments shall last until the next regularly scheduled election, at which time the seat shall be declared open and an election held for the remaining two years of the original term, thus continuing the original staggering of district seats.
2. If, for any reason other than recall or assuming the office of Mayor, a vacancy occurs in the office of any Council seat within the last two years of a term, the office shall be filled by appointment within 90 days following the occurrence of such vacancy by majority vote of the remaining Council members. If said vacancy occurs within six (6) months of the next regularly scheduled election, the remaining Council members may delay the appointment. Such appointments shall last until the next regularly scheduled election, at which time the seat shall be declared open and an election held for the regular four-year term.
- 3.

Time to take Sept. 10, 2018 Charter

Printed 2024 Charter Printed 9/16/2024 11 7

**Agenda Date:** April 7, 2026

<b>Department</b> STORMWATER AND ENGINEERING <b>Division</b> CONSTRUCTION MGT AND ENGINEERING	<b>Amount</b> \$675,000 <b>Org/Account #</b> 21802600-063000 SR66006-10
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**Subject:** RESOLUTION 2026-XX APPROVING A WORK ORDER FOR DESIGN SERVICES FOR TOWN CENTER BOULEVARD WIDENING

**Presenter:** Carl L Cote, Director of Stormwater and Engineering

**Attachments:**

1. Presentation
2. Resolution
3. Draft Work Order Proposal

**Background:**

**Council Priority:**

**D. Sustainable Environment and Infrastructure**

CPH, Inc., a continuing engineering services provider, conducted a traffic study of the Town Center Blvd between Royal Palms Pkwy and Old Kings Rd. Short-term options were presented that would improve operations between the intersections.

Staff recommend widening the segment of Town Center Blvd from the existing four lane section from the roundabout at Central Ave to Royal Palms Pkwy and could possibly include a new roundabout at Royal Palms Pkwy. The design services include modifying the existing roundabouts that were built by old standards and need updating to slow down traffic, improve safety, and operations.

Under the existing contract RFSQ-SWE-24-75, staff negotiated a scope and in the amount of \$675,00 with RS&H, to provide engineering design services for Town Center Boulevard Widening and existing roundabouts modifications. City staff have determined that the cost for the services is reasonable and fair and is consistent with these types of services for a project of this size and scope.

This item is to approve a work order with RS&H in the amount of \$675,000. The project is funded under the FY26 CRA Budget. Funds to cover this work order were transferred from CRA operating to CRA Capital.

**Source of Funds Worksheet**

CRA Operating 21802600-046000

Original Budget \$713,231.00

Transfer to CRA Capital 21802600-063000-SR66006-10

Revised Budget \$713,231.00

Total Expended/Encumbered to Date: 0

Pending Work Orders/Contracts: 0

Current (WO/Contract): \$675,000

Balance: \$ 38,231

**Recommended Action:**

**ADOPT RESOLUTION 2026-XX APPROVING A WORK ORDER FOR DESIGN SERVICES FOR TOWN CENTER BOULEVARD WIDENING AND EXISTING ROUNDABOUT MODIFICATIONS**

City of Palm Coast  
**Town Center  
Improvement Project**





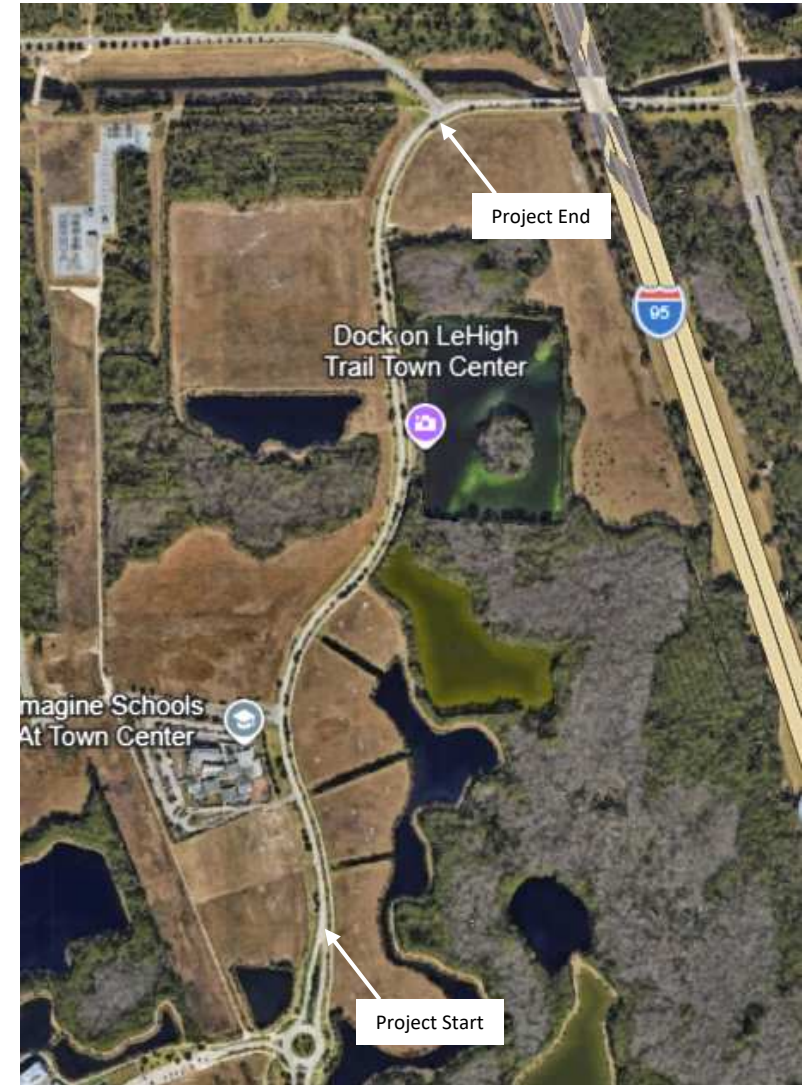
# Agenda

- Town Center Blvd Concerns
- Town Center Blvd Potential Roadway Improvements
- Town Center Blvd at Royal Palms Pkwy – Short Term Improvement
- Town Center Blvd - Request for Approval



# Town Center Blvd Concerns

- Back up of traffic on Town Center Blvd during school drop off and pick up
- Traffic Congestion at:
  - Royal Palms Pkwy & Town Center Blvd
  - Old Kings Rd & Town Center Blvd





# Town Center Blvd Improvements

- Based on the Agreement from the Town Center DRI and intersection analysis at Town Center Blvd
  - Widen the roadway from 2 lanes to 4 lanes from North of Central Ave to Royal Palms Pkwy
    - No land is required because right of way is available on the west side of the roadway
    - Will include turn lane improvements on Town Center Blvd
  - Install Roundabout at Royal Palms Pkwy and Town Center Blvd
    - Long Term solution that will accommodate future 4-laning from Royal Palms to Old Kings Rd. Currently under design as Part of Old Kings Rd South Project.
    - May require some land to create roundabout



# Town Center Blvd Improvements

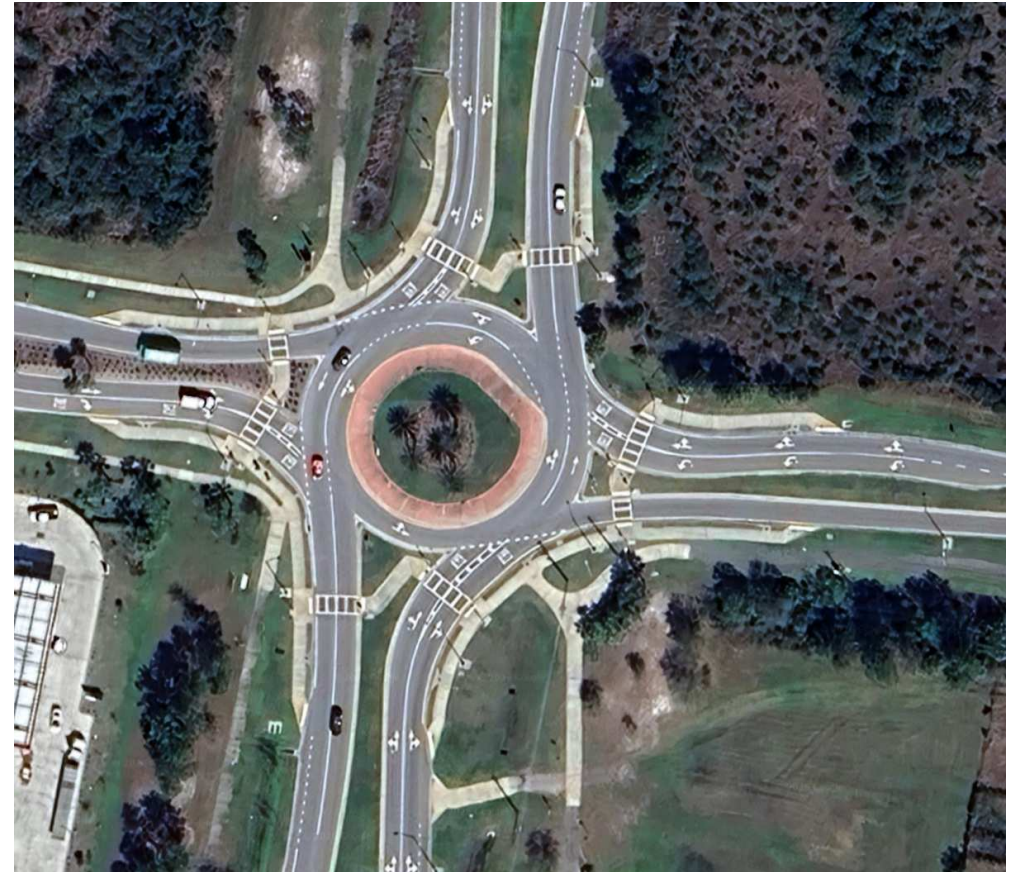
- Roundabout Updates
  - Design to update the roundabout:
    - Town Center Blvd at Central Ave
    - Central Ave at Landing Blvd





# Town Center Blvd Improvements

- Roundabout Updates
  - Create a stronger Chi-cane to slow traffic into the roundabout
  - Improving geometry to fit traffic needs
  - Provide more striping and signage to improve guidance into and thru the roundabout.





# Town Center Blvd Improvements

- RS&H will be providing Design Services for all proposed improvements
  - Four-laning of Town Center Blvd and Roundabout at Town Center Blvd & Royal Palms Pkwy - \$536,957
  - Roundabout Improvements/Modernization - \$138,060
    - Central Ave at Town Center Blvd
    - Landing Blvd at Central Ave
  - Total - \$675,000



# Town Center Blvd at Royal Palms Pkwy

## Concerns

- Currently a Two-way stop controlled intersection
- Southbound left turn experiences significant delays throughout the day; especially during the AM & PM peak hours
  - SB Left – Delay & Queue Lengths
    - AM – 289 Sec/Veh & 400 ft
    - PM – 297 Sec/Veh & 260 ft
- Proposed Improvement – Install Stop Signs at all approaches SB Left – Delay & Queue Lengths
  - AM – 54.9 Sec/Veh & 166 ft
  - PM – 21.5 Sec/Veh & 57 ft
- All other approaches will continue to operate at an acceptable level of service
- Improvements include:
  - Install 3 new flashing Stop signs on Town Center Blvd
  - Install 2 New Stop Bars on Town Center Blvd
  - Install 2 new warning signs “STOP signs Ahead”
  - Update Crosswalk striping on Town Center Blvd





# Town Center Blvd at Old Kings Rd

## Concerns

- Currently a signalized intersection without turn lanes
- Eastbound & Northbound approaches experiences significant queuing & during the AM & PM peak hours
  - EB – Delay & Queue Lengths
    - AM – 58.3 Sec/Veh & 387 ft
    - PM – 47.1 Sec/Veh & 280 ft
  - NB – Delay & Queue Lengths
    - AM – 97.4 Sec/Veh & 238 ft
    - PM – 80.3 Sec/Veh & 208 ft
- Proposed Improvement – Convert Signal to Multiway Stop (Short Term)
  - EB – Delay & Queue Lengths
    - AM – 95.7 Sec/Veh & 291 ft
    - PM – 45.5 Sec/Veh & 164 ft
  - NB – Delay & Queue Lengths
    - AM – 36.3 Sec/Veh & 120 ft
    - PM – 44.0 Sec/Veh & 155 ft



# Town Center Blvd at Old Kings Rd

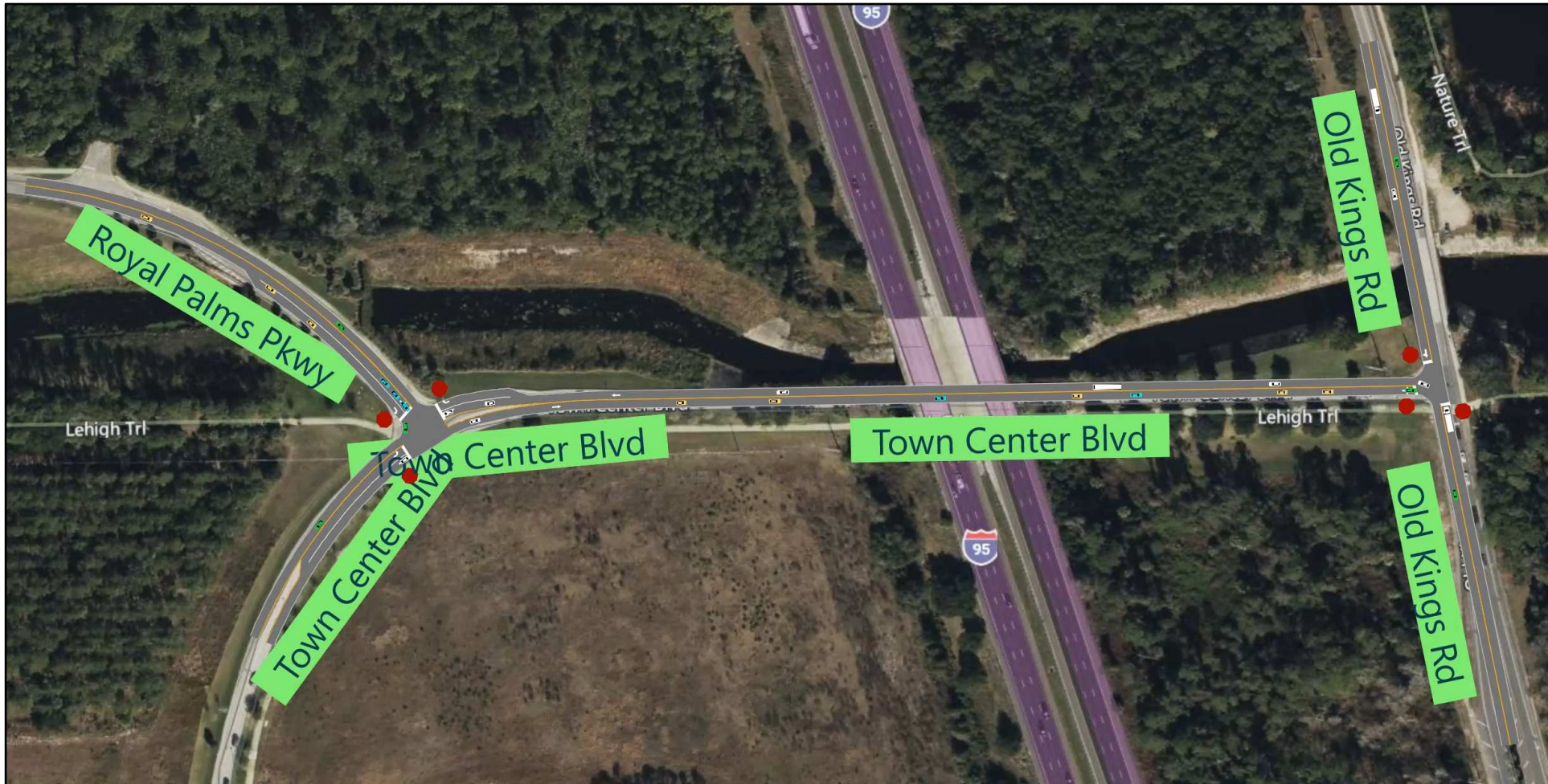
- Improvements include:
  - Replace signal heads with Red Ball Flashers
  - Install 3 new Flashing Stop signs
  - Remove Pedestrian Signal Heads
  - 3 new warning signs “STOP signs Ahead”
  - Updated Crosswalk Striping & Stop Bars





# Town Center Blvd Improvements

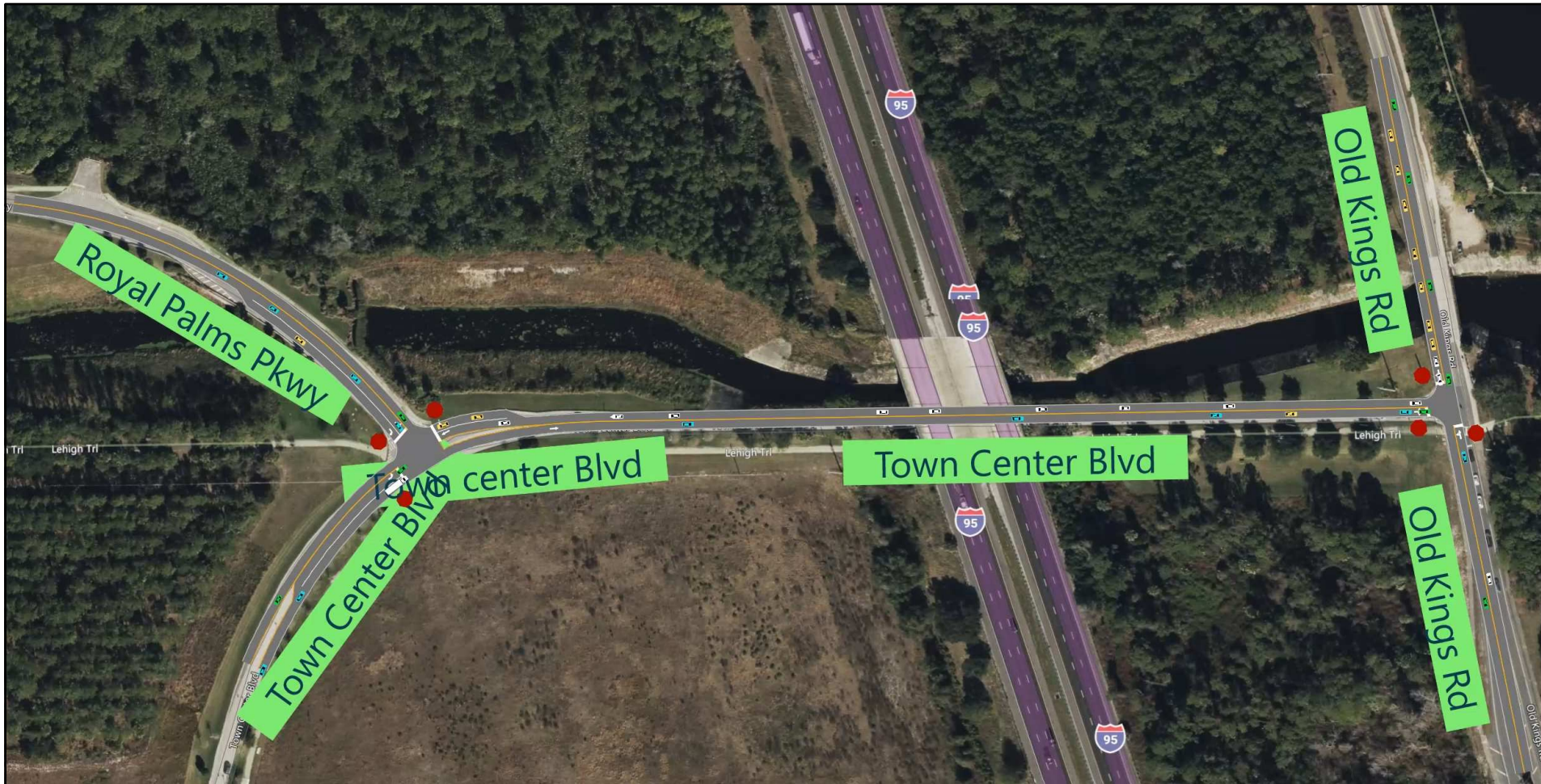
AM Peak Hour





# Town Center Blvd Improvements

PM Peak Hour





# Short Term Improvement Costs

## Town Center Blvd at Royal Palms Pkwy

- Three (3) new solar powered Flashing Stop Signs – \$3,428.14
- Two (2) new Stop Sign Ahead signs – \$300

## • Town Center Blvd at Old Kings Rd

- Three (3) new Flashing Stop signs and – \$3,428.14
- Three (3) new Stop Sign Ahead signs - \$450
- Replace signal heads to single head red lights - \$2,982

## • Stripping Placement & Refreshing

- Stripping Materials - \$3,650.47



# Town Center Blvd - Request for Approval

Staff is requesting the approval for the following:

- Contract with RS&H for \$675,000 for the design of the following:
  - Four-laning of Town Center from Central Ave to Royal Palms Pkwy
  - New Roundabout at Royal Palms Pkwy & Town Center Blvd
  - Modernization plans for the roundabouts:
    - Central Ave at Town Center Blvd
    - Central Ave at Landing Blvd
- Short Term Improvements
  - Royal Palms Pkwy at Town Center Blvd - \$4,190
  - Old Kings Rd at Town Center Blvd - \$6,860
  - Striping Placement & Refreshing - \$3,650
  - Total – \$14,700

**RESOLUTION 2026-  
TOWN CENTER BOULEVARD WIDENING**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PALM COAST, FLORIDA, APPROVING A WORK ORDER WITH RS&H., FOR DESIGN SERVICES FOR THE TOWN CENTER BOULEVARD PROJECT: PROVIDING LEGISLATIVE AND ADMINISTRATIVE FINDINGS; PROVIDING FOR FUTURE AMENDMENTS; PROVIDING FOR SEVERABILITY; PROVIDING FOR CONFLICTS; PROVIDING FOR IMPLEMENTING ACTIONS; AND PROVIDING FOR AN EFFECTIVE DATE.**

**WHEREAS**, RS&H desires to provide engineering services for the Town Center Boulevard Widening Project, for the City of Palm Coast; and

**WHEREAS**, the City Council of the City of Palm Coast desires to approve the above-mentioned services for the above-mentioned project for the City of Palm Coast; and

**WHEREAS**, in accordance with Chapter 2, Article 1, Division 3 - Purchase and Contractual Services Sections, 2-26 – Approval Requirements - Subsection A., City Council desires to grant authority for the City Manager to enter into any necessary contracts including those that are equal to or exceed \$50,000.00 associated with the expenses related to the above-mentioned project.

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF PALM COAST, FLORIDA, AS FOLLOWS:**

**SECTION 1. LEGISLATIVE AND ADMINISTRATIVE FINDINGS.** The above recitals (whereas clauses) are hereby adopted as the legislative and administrative findings of the City Council.

**SECTION 2. APPROVAL OF WORK ORDER.** The City Council of the City of Palm Coast hereby approves the terms and conditions of a work order with RS&H for the Town Center Boulevard Widening Project., as attached hereto and incorporated herein by reference as Exhibit “A.”

**SECTION 3. AUTHORIZATION TO NEGOTIATE, FINALIZE, AND EXECUTE.** The City Manager, or designee, is hereby authorized to negotiate, finalize, and execute the necessary documents.

**SECTION 4. FUTURE AMENDMENTS.** The City Manager, or designee is hereby authorized to approve any future amendment to Project Agreements/Contracts for changes totaling less than \$50,000.00 as long as this amount does not exceed the line-item limit for the budgeted purchase. Further, the City Manager has the authority to execute amendments to Project Agreements/Contracts on behalf of the City for any other changes that may be necessary.

**SECTION 5. SEVERABILITY.** If any section or portion of a section of this Resolution proves to be invalid, unlawful, or unconstitutional, it shall not be held to invalidate or impair the validity, force, or effect of any other section or part of this Resolution.

**SECTION 6. CONFLICTS.** All resolutions or parts of resolutions in conflict with any of the provisions of this Resolution are hereby repealed.

**SECTION 7. IMPLEMENTING ACTIONS.** The City Manager is hereby authorized to take any actions necessary to implement the action taken in this Resolution.

**SECTION 8. EFFECTIVE DATE.** This Resolution shall take effect immediately upon adoption by the City Council.

**DULY PASSED AND ADOPTED** by the City Council of the City of Palm Coast, Florida, on this 7<sup>th</sup> day of April 2026.

ATTEST:

CITY OF PALM COAST

\_\_\_\_\_  
KALEY COOK, CITY CLERK

\_\_\_\_\_  
MICHAEL NORRIS, MAYOR

APPROVED AS TO FORM AND LEGALITY

\_\_\_\_\_  
MARCUS DUFFY, CITY ATTORNEY

Attachment: Exhibit "A" WO proposal



10748 Deerwood Park Blvd. S  
Jacksonville, FL 32256

904-256-2500

[rsandh.com](http://rsandh.com)

January 16<sup>th</sup>, 2026

City of Palm Coast  
160 Lake Avenue  
Palm Coast, Florida 32164

Attn: Scott Kehoe, PE  
Traffic Engineer  
City of Palm Coast

**RE: Proposal for Engineering Design Services  
REVISED 2/25/26**  
Town Center Boulevard Widening  
City of Palm Coast  
Master Service Agreement for RFSQ-SWE-24-75  
RS&H Opportunity No: 1-2026-03065

Dear Mr. Kehoe:

We appreciate the opportunity to submit this proposal to the City of Palm Coast to provide engineering design services for the above referenced project. This proposal summarizes our understanding of the project, scope of services, schedule, and fee to perform the work.

RS&H looks forward to providing services to you on this project. If you have questions regarding this proposal, please do not hesitate to contact us.

Sincerely,

**RS&H, INC.**

CJ Youmans, PE  
Associate Vice President  
Northeast Florida Area Leader, Infrastructure

Chris Jackson, PE  
Senior Vice President  
Atlantic Gulf Division Leader

Cc: Stephen Park, Area Discipline Leader, Highway  
Bridget Blansit, Northeast Florida Area Leader, Construction Management



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## PROJECT UNDERSTANDING

Our understanding is that the City of Palm Coast (the City) desires to widen the existing two-lane Town Center Boulevard from Central Avenue to Royal Palms Parkway, a distance of 0.85 miles, to provide four lanes (two in each direction).

The project is located within the limits of the City of Palm Coast in Flagler County, Florida. The existing corridor was constructed in 2006 by Florida Landmark Communities and consists of the following:

Facility Type:	Local
Historical Traffic:	6,400 Annual Average Daily Traffic (AADT) (2024) (Florida Traffic Online)
Posted Speed:	35 mph
Configuration:	Two-lane, two-way
Lane Width:	12' each (24' total)
Pavement Type:	Asphalt
Pedestrian:	Concrete Sidewalk (6.5')
Shoulders:	Left/Inside: FDOT Type D Curb Right/Outside: Drainage swale

The facility appears to be configured for a future four-lane, two-way facility as shown in the “Construction Plans for Town Center at Palm Coast” (Singhofen & Associates, 2003). Construction of the existing corridor was permitted by the City of Palm Coast and St. Johns River Water Management District (Environmental Resource Permit # 88948-2).

### Roadway

The proposed construction work will include the addition of two lanes on the west side of the existing roadway facility and will consist of the following:

Facility Type:	Local
Estimated Traffic:	17,300 AADT (2055, 5.5% forecasted growth rate)
Posted Speed:	35 mph
Configuration:	Divided four-lane, two-way with raised median
Lane Width:	12' each (48' total)
Pavement Type:	Asphalt
Pedestrian:	Concrete Sidewalk (6.5')
Shoulders:	Inside: FDOT Type D Curb Outside: Drainage swale

The roadway facility will be designed using the current editions of the criterion below:

Design Criteria:	Florida Design Manual (FDM), FDOT Standard Plans for Roadway Construction, FDOT Flexible Pavement Design Manual, FDOT Soils and Foundations Handbook, FDOT Drainage Manual, FDOT Standard Specifications for Road and Bridge Construction, FDOT
------------------	--



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Minimal work is anticipated on the existing two lanes and right (east) side of the corridor. The existing pavement and striping are beginning to deteriorate, and the striping must be replaced for the new configuration with two northbound travel lanes; however, the City may resurface and restripe under a separate construction contract.

#### Royal Palms Pkwy Roundabout

We understand that the City is working with CPH on a traffic analysis for the Town Center Blvd corridor, including the intersection with Royal Palms Pkwy. It is anticipated that the recommended intersection configuration shall be a roundabout consistent with other intersections in the Town Center area. The City desires that the interim roundabout constructed with the Town Center Blvd widening project be configured to align with the ultimate four-lane configuration of Royal Palms Pkwy and Town Center Blvd to the east.

#### Landing Blvd / Central Ave Roundabout (Added 2/18/26)

We understand that Landing Blvd will be extended south to the existing Target development and SR 100 (E Moody Blvd) soon, which will increase traffic through the roundabout intersection with Central Ave. The City also has observed traffic congestion, high approach speeds, and crashes at the roundabout due to its geometrical features and pavement markings, which are outdated and should be updated to improve operability, reduce speeds, and reduce crashes.

#### Town Center Blvd / Central Ave Roundabout (Added 2/18/26)

Like the Landing Blvd roundabout, the Central Ave roundabout experiences high approach speeds and should be updated to improve operability, reduce speeds, and reduce crashes.

#### Maintenance of Traffic

The new roadway work will be constructed in a manner that will allow traffic to operate on the existing lanes during construction. The work will be performed in phases to allow for the maintenance of traffic at the south and north ends of the project. The work will include the clearing and grubbing of the existing planted vegetation (trees and landscaped areas).

#### Drainage

The existing drainage patterns along the corridor consist of an existing collection system that is conveyed via drainage swale, inlets, and pipes to wet detention, stormwater management facilities (ponds). With construction of additional roadway pavement, the additional runoff will be required to be treated and attenuated in compliance with current SJRWMD criteria. The existing stormwater ponds were designed and permitted under previous criteria, and the project may be required to provide special design considerations to receive permit approval.

Our understanding is that the existing storm sewer collection constructed with the existing roadway facility can convey the additional stormwater runoff from the proposed travel lanes. We do not anticipate the need to increase existing storm sewer pipes. In addition, our understanding is that the existing stormwater ponds have sufficient capacity to treat and attenuate the additional roadway pavement.

#### Environmental

It is our understanding that environmental activities were performed during the initial design, permitting, and construction of the existing corridor. No wetland areas are anticipated to exist within the limits of roadway construction, and therefore, no environmental impacts are anticipated with this project.



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At the north end of the project, the Lehigh Greenway crosses Town Center Blvd. Special emphasis for this crossing may require coordination with Flagler County and state agencies.

#### Utilities

The corridor appears to feature utilities throughout the corridor, including communications (AT&T) and power (FP&L). Other potential utilities include sanitary sewer (forcemain and/or gravity), potable water, irrigation, fiber, and/or cable TV. The proposed roadway and drainage work will be designed to avoid these existing utilities, however, conflicts may arise and may need to be coordinated.

#### Lighting

The corridor features conventional roadway decorative lighting on the east side of the corridor providing lighting for the roadway travel lanes and sidewalk. It is anticipated that the existing corridor lighting will not be sufficient for the proposed four-lane facility with sidewalks, and therefore, additional lighting will be necessary. It is anticipated that Florida Power & Light will install lighting after roadway construction is completed.

#### Landscaping

The corridor features planted landscaping and trees along both sides of the roadway. It is anticipated that the landscaping may be irrigated to supplement watering in these areas. The landscaping and irrigation on the west side will be cleared to allow for construction of the new travel lanes. The City may require to replace the existing landscaping with new landscaping consistent with the east side of the roadway. A tree assessment survey will need to be performed to identify existing trees species, size (Diameter at Breast Height, DBH), caliper, height, and condition of all canopy and understory trees. An approach to the landscaping design, planting plan, and irrigation will be established for the newly landscaped areas.

Our understanding of the project is based on the limited information available from preliminary discussions with the City, our review of SJRWMD environmental permits, and site visits. Our scope of services outlined below reflects our current understanding of the design services required from RS&H to successfully deliver the project.

### **SCOPE OF SERVICES**

Based on our discussions and initial project research, we understand that the requested scope of services is summarized below:

#### **Phase I: Concept Development (10% Submittal)**

RS&H shall proceed with the following concept development design services as described below:

1. Upon Notice to Proceed, RS&H will authorize Clary & Associates (Surveyor) to perform the following Right-of-Way (ROW) and topographic services as described in Attachment A and summarized below:
  - a. Perform one (1) ROW Survey to establish the existing roadway alignment baseline, ROW lines, easement lines, reference points.
  - b. Perform one (1) Topographic Survey to locate above ground features, drainage, pavement, curbing, landscaping, and trees.
  - c. Perform a Quality Level B Utility Designation within the project limits
2. RS&H will prepare two (2) 10% roadway concepts, horizontal linework only) as described below:



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- a. Concept 1 - Configuration for the future four-lane roundabout at Royal Palms Pkwy to allow for the future widening of Royal Palms Pkwy at the intersection. The intent is to avoid major reconstruction of the roundabout once constructed with this project.
- b. Concept 2 – Configuration of the four-lane Town Center Blvd from Central Ave to Royal Palms Pkwy

The City will review and approve the concepts prior to RS&H beginning Phase II on Final Design Services.

**Phase II: Final Design Services (60% and 100% Submittals)**

RS&H shall proceed with the following final design services as described below for the four-lane widening of Town Center Blvd from Central Ave to Royal Palms Pkwy.

- 1) RS&H will authorize Terracon Consultants to perform geotechnical exploration services as described in Attachment C and below:
  - a. Perform 50 geotechnical borings (10 SPT borings, 40 hand auger borings)
  - b. Acquire and test six (6) samples for Resilient Modulus
  - c. Acquire and test three (3) samples for corrosion series testing
  - d. Prepare geotechnical recommendations for roadway construction
- 2) RS&H will perform the following Project Management services:
  - a. Provide project administration and maintain project design schedule
  - b. Provide project design coordination with design disciplines
  - c. Meet with City staff monthly and/or at the request of City staff
  - d. Prepare monthly invoice packages including status report, activities completed, and schedule updates.
- 3) RS&H will perform the following Roadway Design services:
  - a. Prepare final roadway design of Prepare for four-lane widening of Twon Center Blvd from Central Ave to Royal Palms Pkwy
  - b. Prepare one (1) Engineer’s Opinion of Probable Cost (EOPC) based upon FDOT Historical Costs.
  - c. Prepare one (1) Pavement Design Analysis consistent with anticipated traffic levels, the pavement design of the existing lanes, and the requirements in the FDOT Flexible Pavement Manual.
- 4) RS&H will prepare one (1) set of 11”x17” Roadway Construction Plans consisting of the following sheets:
  - a. Keysheet / Signature Sheet
  - b. Typical Sections
  - c. General Notes
  - d. Project Layout
  - e. Roadway Plan View / Profile View
  - f. Driveway and Sidewalk Profiles (as needed)
  - g. Intersection Details
  - h. Roadway Cross Sections
  - i. Temporary Traffic Control Plans
  - j. Roadway Details (as needed)
  - k. Utility Adjustment Plans
- 5) RS&H will perform the following Signing and Pavement Marking
  - a. Perform an existing sign inventory within the project limits



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- 6) RS&H will prepare one (1) set of 11"x17" Signing and Pavement Marking Plans consisting of the following sheets:
  - a. Keysheet / Signature Sheet
  - b. General Notes
  - c. Project Layout
  - d. Plan View
  - e. Special Details (as needed)
- 7) RS&H will perform the following Drainage Analysis services
  - a. Perform SJRWMD environmental resource permit research to identify existing permits.
  - b. Provide recommended stormwater management approach for environmental permitting.
  - c. Perform base clearance analysis for the establishment of the proposed roadway profile.
  - d. Prepare a proposed stormwater collection and conveyance system to connect with the existing stormwater collection system.
  - e. Analyze temporary drainage patterns to occur during construction and provide temporary drainage solutions to minimize temporary pavement flooding.
  - f. Prepare one (1) SJRWMD permit modification application and respond to no more than two Request for Additional Information (RAI) letters.
- 8) RS&H will prepare one (1) set of 11"x17" Drainage Plans to be included with the Roadway Plans and will consist of the following sheets:
  - a. Drainage Maps
  - b. Drainage Network Plan
  - c. Pond Control Structure Modification Details
  - d. Sediment and Erosion Control Plan and Details
- 9) RS&H will perform the following Lighting Design and Analysis services:
  - a. Perform photometric analysis of the existing corridor
  - b. Develop one (1) Lighting Design Analysis Report (LDAR) with proposed photometric plan and proposed light pole locations consistent with FDOT and AASHTO lighting design standards for use by Florida Power & Light (FPL).
  - c. Coordinate with FPL as needed for lighting design and luminaire specifications as needed.
- 10) RS&H will prepare one (1) set of 11"x17" Lighting Plans consisting of the following sheets:
  - a. Keysheet / Signature Sheet
  - b. General Notes
  - c. Project Layout
  - d. Plan View
  - e. Applicable details
- 11) RS&H will perform the following Landscape Architecture services:
  - a. Perform field investigation to determine existing tree species, size (DBH), caliper, and height within project limits and identify trees to be removed.
  - b. Determine tree mitigation requirements
  - c. Determine landscape design approach, planting plan, and irrigation design needs
- 12) RS&H will prepare one (1) set of 11"x17" Landscape Plans consisting of the following sheets:
  - a. Keysheet / Signature Sheet



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- b. General Notes
- c. Planting Plans and Details
- d. Irrigation Plans and Details

All deliverables shall be delivered digitally with electronic signing/sealing for all design professionals consistent with Florida Statutes.

Upon completion of these services, it is anticipated that the City will procure a construction contract to construct the project. Post-Design and CEI services are not included with this proposal, however, RS&H will be ready to support the City as needed through the construction phase for this project.

### **OWNER RESPONSIBILITIES**

As discussed, the City of Palm Coast shall provide the following documents to RS&H to support design preparation efforts:

- 1. Existing Roadway Construction Plans (if any)
- 2. Traffic Analysis for Town Center Blvd and Royal Palms Pkwy (prepared by CPH)
- 3. Existing Geotechnical Reports (if any)
- 4. Existing Lighting Plans and/or existing luminaire specifications
- 5. Updated Master Stormwater Model (ICPR) for Town Center development

The City shall be responsible for fees associated with SJRWMD permit application, City of Palm Coast, and other project permitting fees as necessary.

### **OPTIONAL SERVICES**

Additional services beyond those identified in the above Scope of Services may be needed to complete the project. These services shall be considered Optional Services and shall only be performed as authorized by the City of Palm Coast's Contract Manager. Costs associated with these services are included within this proposal.

#### Topographic Services (Clary & Associates)

Additional topographic services will be determined during the final design phase and will be performed as needed to complete the project.

- 1. Perform up to 30 Quality Level A locates (Verification of Vertical and Horizontal) utility locates within the project limits as needed to locate and avoid existing utilities.
- 2. Perform topographic survey of the Landing Blvd/Central Ave roundabout
- 3. Perform topographic survey of the Town Center Blvd/Central Ave roundabout

#### Design Services (RS&H)

Additional design services will be determined during the final design phase and will be performed as needed to complete the project.



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1. Analyze Landing Blvd roundabout for geometrical features, markings, and signage and provide recommend modernization improvements.
2. Analyze Central Ave / Town Center Blvd roundabout for geometrical features, markings, and signage and provide recommend modernization improvements.

**EXCLUSIONS**

The following services are not anticipated to be needed to complete the project, and are not included within the Scope of Services:

1. Contamination Assessment
2. Environmental Assessment (i.e. Wetland, Noise/Air)
3. Utility Design Services or Plans
4. Traffic Analysis Services
5. Signalization Design Services and/or Plans
6. Structures Design Services and/or Plans
7. Public Involvement Services
8. Post-Design Services
9. Construction Engineering and Inspection Services

If these services are needed, RS&H shall prepare a proposal for additional services at the request of the City.

**SCHEDULE**

Services are to commence upon issuance of a Purchase Order and Notice-to-Proceed from the City’s Contract Manager, which is anticipated to occur in March 2026. RS&H will complete the services as follows:

May 2026	Submit Concept Plan (10%)
August 2026	Submit 60% Plans Submit SJRWMD ERP Permit Application
November 2026	Submit 100% Plans

Deliverable dates shall be subject to change based on issuance of the Purchase Order and Notice-to-Proceed. RS&H will update and maintain the project schedule throughout the design process.

**DELIVERABLES**

The following deliverables will be produced by RS&H and its subconsultant partners as described below:

RS&H

1. One (1) set of Concept Exhibits
2. One (1) set of 11"x17" Construction Plans as described above
3. One (1) Engineer’s Opinion of Probable Cost
4. One (1) set of Design Documentation (as necessary for Roadway, Drainage, Lighting)
5. One (1) set of SJRWMD ERP Permit Application with up to two (2) responses to Requests for Additional Information



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Clary & Associates

1. Topographic Survey (3D CAD in MicroStation ORD format) within project limits
2. One (1) set of Project Network Control Sheets

Terracon Consultants

1. Roadway Geotechnical Report

**METHOD OF COMPENSATION**

The Scope of Services shall be performed under a Purchase Order / Work Order under the Master Services Agreement (Professional Services) under RFSQ-SWE-24-75 consistent with its terms and conditions. All work performed within the Scope of Work shall be paid as Cost Plus with Limiting Amount as summarized below and as detailed in Attachment B.

<b>Consultant</b>	<b>Design Services</b>	<b>Fee</b>
RS&H	Engineering and Landscape Architecture Design Services	\$ 366,747
Clary & Associates	Topographic Survey Services	\$ 63,200
Terracon Consultants	Geotechnical Exploration	\$ 107,010
<b>Subtotal</b>		<b>\$ 536,957</b>

The Optional Services identified below shall only be provided at the City’s request and written approval. These services will be adjusted as needed during the design process based upon the work.

<b>Consultant</b>	<b>Optional Services</b>	<b>Fee</b>
RS&H	Roundabout Analysis and Design Services	\$ 77,560
Clary & Associates	Level A Utility Locates	\$ 28,500
	Topographic Survey Services, Roundabout	\$ 32,000
<b>Subtotal</b>		<b>\$ 138,060</b>

Our total fee for services are summarized in the table below:

<b>Services</b>	<b>Fee</b>
Design Services	\$ 536,957
Optional Services	\$ 138,060
Adjustment (Budgetary Limit)	- \$ 17
<b>Total Fee</b>	<b>\$ 675,000</b>

We look forward to providing services to you on this project. If you have questions regarding this proposal, please do not hesitate to contact us.

- Attachments:
- Attachment A – Estimate of Work Effort and Cost
  - Attachment B – Proposal, Clary & Associates
  - Attachment C – Proposal, Terracon Consultants
  - Attachment D – Optional Services Proposal, RS&H
  - Attachment E – Optional Services Proposal, Clary & Associates

**ESTIMATE OF WORK EFFORT AND COST - PRIME CONSULTANT**

**ATTACHMENT A**  
Estimate of Work Effort and Cost

Name of Project: City of Palm Coast - Town Center Blvd Widening

Consultant Name: RS&H

Date: 2/25/2026  
Estimator: WCY / SP

Revised

Staff Classification	Total Staff Hours From "SH Summary - Firm"	Project Manager	Project Officer	Senior Engineer I	Engineer II	Engineer I	Engineering Intern	Project Landscape Architect	Landscape Designer	SH By	Salary Cost By	Average Rate Per
		\$77.00	\$103.00	\$77.00	\$57.00	\$47.00	\$38.00	\$69.00	\$50.00	Activity	Activity	Task
3. Project Common and Project General Tasks	70	63	7	0	0	0	0	0	0	70	\$5,572	\$79.60
4. Roadway Analysis	630	19	0	63	95	217	236	0	0	630	\$30,896	\$49.04
5. Roadway Plans	229	7	0	23	34	80	85	0	0	229	\$11,238	\$49.07
6a. Drainage Analysis	349	10	0	35	52	122	129	0	0	348	\$17,065	\$49.04
6b. Drainage Plans	94	3	0	9	14	33	35	0	0	94	\$4,603	\$48.97
7. Utilities	36	36	0	4	0	0	0	0	0	40	\$3,080	\$77.00
8. Environmental Permits, and Env. Clearances	121	4	0	12	18	42	45	0	0	121	\$5,942	\$49.11
19. Signing & Pavement Marking Analysis	107	3	0	11	16	37	40	0	0	107	\$5,249	\$49.06
20. Signing & Pavement Marking Plans	65	2	0	7	10	23	24	0	0	66	\$3,256	\$49.33
23. Lighting Analysis	139	4	0	14	21	49	51	0	0	139	\$6,824	\$49.09
24. Lighting Plans	83	2	0	8	12	29	31	0	0	82	\$3,995	\$48.72
25. Landscape Analysis	283	8	0	0	0	0	0	57	218	283	\$15,449	\$54.59
26. Landscape Plans	105	3	0	0	0	0	0	21	81	105	\$5,730	\$54.57
<b>Total Staff Hours</b>	2,311	164	7	186	272	632	676	78	299	2,314		
<b>Total Staff Cost</b>		\$12,628.00	\$721.00	\$14,322.00	\$15,504.00	\$29,704.00	\$25,688.00	\$5,382.00	\$14,950.00		\$118,899.00	\$51.38

Survey Field Days by Subconsultant  
4 - Person Crew:

Notes:  
1. This sheet to be used by Prime Consultant to calculate the Grand Total fee.

SALARY RELATED COSTS:				\$118,899.00
OVERHEAD:		170.91%		\$203,210.28
OPERATING MARGIN:		32.00%		\$38,047.68
FCCM (Facilities Capital Cost Money):		0.52%		\$621.84
EXPENSES:		5.02%		\$5,968.73
			<b>Adjustment</b>	<b>\$0.00</b>
<b>SUBTOTAL ESTIMATED FEE:</b>	RS&H			<b>\$366,747.53</b>
Subconsultant:	Clary & Associates			<b>\$63,200.00</b>
Subconsultant:	Terracon Consultants			<b>\$107,009.96</b>
<b>SUBTOTAL ESTIMATED FEE:</b>				<b>\$536,957.49</b>
Optional Services - RS&H				<b>\$77,560.00</b>
Optional Services - Clary & Associates				<b>\$60,500.00</b>
			<b>Adjustment</b>	<b>(\$17.49)</b>
<b>GRAND TOTAL ESTIMATED FEE:</b>				<b>\$675,000.00</b>

Check = \$118,899.00



*Florida Department of Transportation*

RON DESANTIS  
GOVERNOR

605 Suwannee Street  
Tallahassee, FL 32399-0450

JARED W. PERDUE, P.E.  
SECRETARY

December 09, 2025

Christian Jackson, Senior VP & Compliance Coordinator  
RS&H, INC.  
10748 Deerwood Park Blvd S  
Jacksonville, FL 32256  
chris.jackson@rsandh.com

Dear Mr. Jackson:

The Florida Department of Transportation has reviewed your application for prequalification package and determined that the data submitted is adequate to technically prequalify your firm for the following professional services types of work per Rule 14-75, F.A.C.:

2.0 - Project Development & Environmental (PD&E) Studies

3.1 - Minor Highway Design  
3.2 - Major Highway Design  
3.3 - Controlled Access Highway Design

4.1.1 - Miscellaneous Structures  
4.1.2 - Minor Bridge Design  
4.2.1 - Major Bridge Design - Concrete  
4.2.2 - Major Bridge Design - Steel

5.1 - Conventional Bridge Inspection  
5.2 - Movable Bridge Inspection  
5.3 - Complex Bridge Inspection  
5.4 - Bridge Load Rating

6.1 - Traffic Engineering Studies  
6.2 - Traffic Signal Timing  
6.3.1 - Intelligent Transportation Systems Analysis and Design  
6.3.2 - Intelligent Transportation Systems Implementation  
6.3.3 - Intelligent Transportation Traffic Engineering Systems Communications  
6.3.4 - Intelligent Transportation Systems Software Development

7.1 - Signing, Pavement Marking and Channelization  
7.2 - Lighting  
7.3 - Signalization

10.1 - Roadway Construction Engineering Inspection  
10.3 - Construction Materials Inspection

- 10.4 - Minor Bridge & Miscellaneous Structures CEI
- 10.5.1 - Major Bridge CEI - Concrete
- 10.5.2 - Major Bridge CEI - Steel
- 10.5.3 - Major Bridge CEI - Segmental
  
- 11.0 - Engineering Contract Administration and Management
  
- 13.3 - Policy Planning
- 13.4 - Systems Planning
- 13.5 - Subarea/Corridor Planning
- 13.6 - Land Planning/Engineering
- 13.7 - Transportation Statistics
  
- 14.0 - Architect
  
- 15.0 - Landscape Architect
  
- 21.0 - Acquisition, Negotiation, Closing, and Order of Taking
  
- 24.0 - Acquisition Relocation Assistance
  
- 25.0 - Right of Way Clearing and Leasing

Your firm is now technically prequalified with the Department for Professional Services in the above referenced work types. The overhead audit has been accepted, and your firm may pursue projects in the referenced work types with fees of any dollar amount. This status shall be valid until September 30, 2026, for contracting purposes.

**Approved Rates**

Home Overhead	Field Overhead	Facilities Capital Cost of Money (FCCM)	Premium Overtime	Home Direct Expense	Field Direct Expense	Published Fee Schedule
170.91%	138.54%	0.523%	Reimbursed	5.02%	19.12%	No

\*Rent and utilities excluded from field office rate. These costs will be directly reimbursed on contracts that require the consultant to provide field office.

**Per Title 23, U.S. Code 112, there are restrictions on sharing indirect cost rates. Refer to Code for additional information.**

Should you have any questions, please feel free to contact me by email at [FDOT.PSPrequalification@dot.state.fl.us](mailto:FDOT.PSPrequalification@dot.state.fl.us).

Sincerely,



Philip Pitts  
Professional Services Qualification Administrator  
PP/NE

STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION  
**OPERATING MARGIN JUSTIFICATION**

**1. CONTACT INFORMATION**

a. Firm Name: RS&H, Inc.		b. Phone No.: 904-256-2500	
c. Address (including suite number): 10748 Deerwood Park Blvd S	d. City: Jacksonville	e. State: FL	f. Zip Code: 32256

**2. COMPLEXITY OF PROJECT**

The degree of difficulty associated with this project. Are there unique aspects to the project? Degree of coordination with others outside FDOT should be considered. This includes other agencies, municipalities, etc. multiple districts, multimodal projects  
**LOW** – Straight-forward projects. Well defined and specific scope of services.

**Typical Project Type**

- **Bridge Inspection:** bridge inspection except scour; All
- **CEI:** Category 1 Bridges, 3R Rural, signalization, simple and straight-forward projects.
- **Design:** simple 3R-Rural; 3R Urban ride only.
- **Geotechnical:** standard.
- **PD&E:** Small simple projects with specific scopes.
- **Planning:** Data/traffic counts.
- **Survey:** resurfacing 3R rural/urban.
- **Traffic Operations:** turn-lane projects (design).

**MEDIUM** – Projects with some specialized areas requiring some specialized skills.

**Typical Project Type**

- **Bridge Inspection:** generally not applicable.
- **CEI:** resurfacing with some improvements; ITS, construction on new alignments, and signal system timing, development and implementation; rural arterials and rural interstate capacity improvements.
- **Design:** 3R Urban with some improvements, intersection, improvements with safety, Category 1 bridges.
- **PD&E:** widening with limited issues and bridge replacement with limited impacts.
- **Railroads:** all.
- **Survey:** survey in water areas.
- **Traffic Operations:** traffic operations studies and signal design projects.

**HIGH** – Complex multi-disciplined projects requiring specialized skills with significant management issues. Project that has numerous complicated traffic phases, involved highly technical construction features requiring specialized skills of the inspection staff. A complex project may also include complex involvement by multiple third parties (i.e., multiple utility relocations, railroads, airports, regulatory agencies, municipalities). The size of the project will not necessarily determine whether the construction project is complex. Large, repetitive projects on their own are not considered complex.

**Typical Project Type**

- **Bridge Inspection:** bridge scour.
- **CEI:** CEI for multi-level bridges in a corridor or interchange; numerous complicated traffic phases; specialized technical skills; Coating Systems; bridge projects involving movable spans, significant post-tensioning operations, pre-cast segmental components, and steel structures with large horizontal and vertical curvature; Multiple third party involvement (railroads, utilities, airports, municipalities, regulatory agencies)
- **Design:** new alignments, major widening, major reconstruction, railroad bridge design, Segmental Class 2 bridges, Movable Bridges.
- **PD&E:** PD&E with Feasibility study, multiple disciplines, significant issues;
- **Planning:** large planning (multimodal).
- **Survey:** pilings and bridges.
- **Traffic Operations:** ITS

**Complexity of Project Allowed Range: 5% to 7%**

**Consultant %: 7.00%**

**JUSTIFICATION:**

High: Design, major widening with multi-disciplined project (Roadway, Maintenance of Traffic, Drainage, Lighting, Signing and Pavement Markings, Landscaping.

**3. DEGREE OF (FINANCIAL) RISK**

Indicate the amount of financial risk assumed by the consultant in relation to this project.  
**LOW** – Contracts with well-defined and specific scopes, minimal probability of costs overruns and low financial risk exposure. Scope clarification meeting held, if applicable.

**Typical Project Type**

- **Bridge Inspection:** bridge inspections.
- **CEI:** subconsultants providing support personnel, ITS.
- **Design:** simple 3R rural, 3R urban ride only.
- **Geotechnical:** all.
- **PD&E:** accurate and specific scope & pre-negotiation meetings.
- **Planning:** most planning.
- **Survey:** all, including SUE.
- **Traffic Operations:** traffic operations studies; traffic counts.

**MEDIUM** – Projects with potential for additional coordination efforts with outside agencies/parties; coordination with several Districts, multiple municipalities, etc.

**Typical Project Type**

- **Bridge Inspection:** bridge scour.
- **CEI:** standard CEI contract.
- **Design:** design for new alignments, major reconstruction, and widening.
- **PD&E:** experimental design and broad scopes.
- **Planning:** some planning.
- **Railroads:** all.
- **Traffic Operations:** traffic signal projects, ITS design

**HIGH** – lump sum consultant contracts with possibility of overrunning costs; experimental design; projects involving significant financial risk, hazardous materials, and potential for significant unknown issues.

**Typical Project Type**

- **CEI:** high visibility, lump sum CEI contracts, multiple projects.
- **Design:** projects with multiple bridges.
- **PD&E:** multiple alternatives, multiple agency approval required.
- **Planning:** large multimodal projects (airports, seaports, railroads, transit).

<b>Degree of (Financial) Risk Allowed Range: 3% to 5%</b>	<b>Consultant %: 4.00%</b>
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**JUSTIFICATION:**

Medium - Design, widening. Additional coordination efforts likely needed with City of Palm Coast and other stakeholders.

**4. PROJECT SCHEDULE**

<p><b>LOW</b> – no critical short term deadlines or requirements for large staffing concentrations, unfunded projects to go on the shelf.</p> <p><u><b>Typical Project Type</b></u></p> <ul style="list-style-type: none"> <li>• <b>Bridge Inspection:</b> bridge inspection; bridge scour.</li> <li>• <b>CEI:</b> resurfacing; support services.</li> <li>• <b>Design:</b> all 3R projects, standard schedule</li> <li>• <b>PD&amp;E:</b> no design phase scheduled in Work Program.</li> <li>• <b>Planning:</b> all.</li> <li>• <b>Railroads:</b> all.</li> <li>• <b>Traffic Operations:</b> ITS.</li> <li>• <b>Survey:</b> all 3R projects.</li> </ul>	
<p><b>MEDIUM</b> – standard schedule.</p> <p><u><b>Typical Project Type</b></u></p> <ul style="list-style-type: none"> <li>• <b>Bridge Inspection:</b> generally not applicable.</li> <li>• <b>CEI:</b> ITS; push button construction.</li> <li>• <b>Design:</b> standard design; bridges, large corridors.</li> <li>• <b>Traffic Operations:</b> traffic counts.</li> <li>• <b>Survey:</b> increased number of crews needed</li> </ul>	
<p><b>HIGH</b> – High visibility projects with short durations and aggressive schedules requiring large commitment of staff. Fast track projects with high profile and quick implementation schedule.</p> <p><u><b>Typical Project Type</b></u></p> <ul style="list-style-type: none"> <li>• <b>Bridge Inspection:</b> generally not applicable.</li> <li>• <b>CEI:</b> multi-financial project contract, construction bonus, urban (day &amp; night), high visibility; phased utility reallocations by others during the construction project.</li> <li>• <b>Design:</b> mobility/economic stimulus.</li> <li>• <b>PD&amp;E:</b> design phase funded in the Work Program, bridge replacements.</li> </ul>	
<b>Project Schedule Allowed Range: 1% to 3%</b>	<b>Consultant %: 2.00%</b>
<p><b>JUSTIFICATION:</b> Medium - Design, standard design and standard schedule.</p>	

**5. COST CONTROL EFFORTS**

<p>The degree to which the Consultant controls its costs for wages rates (by region), overhead, expenses and FCCM. The cost control is not generally dependent upon the type of project. Factors to be considered in negotiating this criteria are the following, and other project-specific items:</p> <ul style="list-style-type: none"> <li>• Burdened salary rates (by region) by classification.</li> <li>• Reasonableness of the proposed distribution of staffing for the project.</li> <li>• Specialized services requiring specialized staff.</li> <li>• Reimbursed or excluded premium overtime.</li> </ul>	
<p><b>LOW</b> – (3% to 6%) Lower or minimal cost control efforts.</p> <p><b>MEDIUM</b> – (7% to 15%) Moderate cost control efforts.</p> <p><b>HIGH</b> – (16% to 27%) Substantial cost control efforts.</p>	
<b>Cost Control Efforts Allowed Range: 3% to 27%</b>	<b>Consultant %: 19.00%</b>
<p><b>JUSTIFICATION:</b> High - Substantial cost control efforts, burdened salary rates are below statewide and district averages, reasonable proposed distribution of staffing for project, no premium overtime paid to RS&amp;H associates.</p>	

**6. OPERATING MARGIN JUSTIFICATION TOTAL**

<p>The total for items 2 through 5 will be calculated for you.</p>	
<b>Total Allowed Range: 12% to 42%</b>	<b>Consultant %: 32.0%</b>

STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION  
**OPERATING MARGIN JUSTIFICATION**

**7. CONTRACT DURATION ADJUSTMENT FACTOR**

For contracts of longer duration (reference table below), the Department shall allow a Contract Duration Adjustment Factor (CDAF). CDAF is defined as an economic price adjustment, necessitated by instability of labor costs for an extended period of contract performance (Reference 48 CFR Section 16.203). CDAF is not negotiated, but shall be a fixed number of points based on the overall anticipated length of contract (project schedule). CDAF points shall be allocated by the Department as follows:

	Anticipated Length of Contract	CDAF Points	
	<b>0-12 Months</b>	<b>0</b>	
	<b>13-24 Months</b>	<b>0</b>	
	<b>25-36 Months</b>	<b>3</b>	
	<b>37-48 Months</b>	<b>4.5</b>	
	<b>49-60 Months</b>	<b>5.5</b>	

- a) For new contracts, CDAF is applied beginning with the first labor hour incurred.
- b) CDAF shall only be applicable for contracts selected (contract final ranking) on or after November 1, 2014.
- c) In the event a contract selected on or after November 1, 2014 is extended (time extension) by six or more months, CDAF shall be applied prospectively to the extended/remaining services only, in accordance with the table shown above.
- d) CDAF shall not be applied to contracts selected before November 1, 2014, nor contract amendments/time extensions for contracts selected before November 1, 2014.
- e) For calculation purposes, CDAF shall be added to operating margin and applied to unloaded direct salaries.
- f) CDAF is applicable only to consultant firms who are awarded operating margin points.

For Calculation purposes, CDAF shall be added to Operating Margin and applied to direct salaries:

**Allowed CDAF for this project: 0**



Email: [Cj.Youmans@rsandh.com](mailto:Cj.Youmans@rsandh.com)

February 25, 2026

RS&H  
10748 Deerwood Park Blvd S.  
Jacksonville, Florida, 32256

Attn: CJ Youmans

Re: COPC- Town Center Blvd Widening  
Palm Coast Florida (See Attachments)

Dear Mr. Youmans

Pursuant to your request, we are pleased to submit to you our proposal for surveying and mapping services on the above-mentioned property. The scope of our services to be provided is outlined as follows:

1. Perform a **Right of Way Survey** of the site in accordance with the Standards of Practice of the State of Florida, Chapter 5J-17.05-FAC, F.S. Establish baseline, right of way lines, references and create PNC Sheets for the 1.08 miles of roadway.
2. Perform a **Topographic Survey** of the site in accordance with the Standards of Practice of the State of Florida, Chapter 5J-17.05-FAC, F.S. **Extend survey 25 feet beyond the right of way, project length is 1.08 miles.**
  - Set Horizontal and Vertical control (NAVD88) Benchmarks every 1000.'
  - Locate all above ground features, Drainage, Pavement, curbing, landscaping, all trees,
3. Perform **Quality Level B Designation** within project limits.
4. Perform **Quality Level A Locates**, total of 30 VVH's @ \$950.00 each.

Optional Services

**\*\*Final Deliverable will be in MicroStation ORD\*\***

Our fees to perform the above outlined scope of services will be according to the following schedule:

1. \$13,200.00 (Thirteen Thousand Two Hundred Dollars)
2. \$34,000.00 (Thirty-Four Thousand Dollars)
3. \$16,000.00 (Sixteen Thousand Dollars)
4. \$28,500 (Twenty-Eight Thousand Five Hundred Dollars)

Optional Services

**Any additional work or additional certifications requested outside of the above outlined scope of work can be quoted at that time on a lump sum basis or will be billed to you at our current hourly rates.** In addition to the lump sum fees in this contract, any out-of-pocket expenses will be billed to you at our cost.

Initial \_\_\_\_\_

February 25, 2026  
Page 2  
RS&H

TERMS:

The CLIENT will be billed on a progress-completed basis, and the **BILL WILL BE DUE UPON RECEIPT**. Balances outstanding more than thirty (30) days from the date of billing shall bear interest at the rate of one and one-half percent (1-1/2%) per month. All collection costs, including reasonable attorney fees, shall be paid by the CLIENT. This agreement may be terminated without cause by either party upon fifteen (15) days' written notice. In the event of termination, Clary & Associates, Inc. shall be compensated, as provided herein, for services performed to termination date and for all termination expenses.

**\*\*\*There will be a 3% processing fee added to your total when processing your credit card. There is no processing fee if paid with cash or check.**

We certainly appreciate the opportunity of submitting this proposal to you and if the above meets with your approval, please execute one copy of this agreement by initialing the preceding pages, signing below, and returning this to our office for our files. If you have any questions, please do not hesitate to call.

This proposal consists of 5 pages. Any additions or exclusions to this document are not considered a part hereof.

Sincerely,  
Clary & Associates, Inc.  
*Professional Surveyors & Mappers*

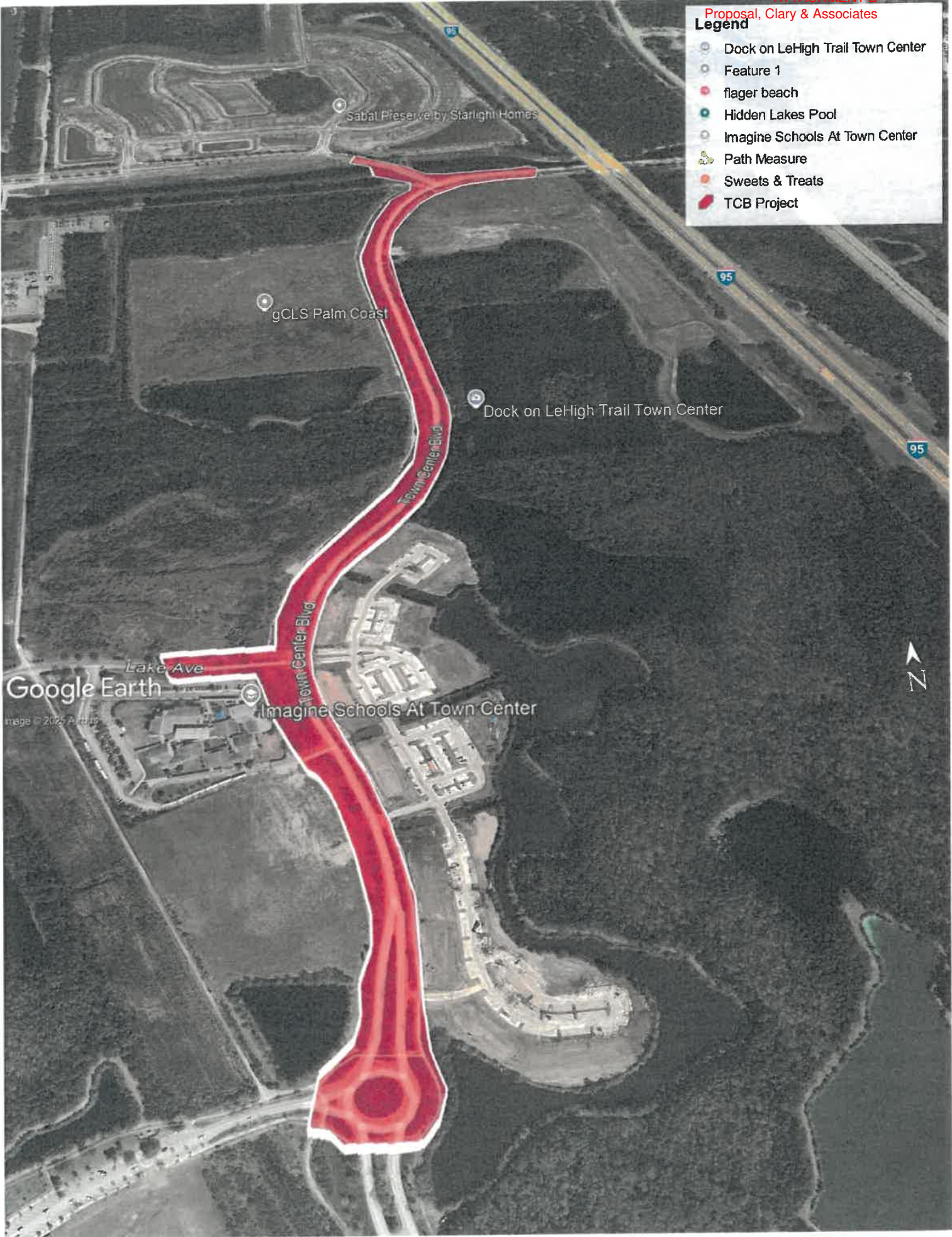


Michael Nethery  
Executive Vice President

Initial \_\_\_\_\_

**Legend**

- Dock on LeHigh Trail Town Center
- Feature 1
- flager beach
- Hidden Lakes Pool
- Imagine Schools At Town Center
- Path Measure
- Sweets & Treats
- TCB Project







Since 1983, Clary & Associates, Inc. has been making its mark as a leading provider of professional surveying and mapping services. We have a well-earned reputation for delivering high performance and value. By blending innovation and integrity, our team of skilled professionals is committed to maintaining the highest standards of excellence while serving our clients.

Clary & Associates, Inc. has been providing subsurface utility engineering (S.U.E.) services since 1997 and has a proven track record of designating, locating, surveying, and mapping subsurface utilities in a timely and cost sufficient manner.



S.U.E. services help utility owners, designers, engineers, and contractors avoid costly delays and conflicts. Clary utilizes state-of-the-art electronic designative procedures and efficient vacuum excavation equipment to provide accurate designation and location of subsurface utilities without damaging existing casings or utilities. Clary is also certified by the American Traffic Safety Service Association for Maintenance of Traffic Levels One, Two, and Three.

Clary provides the full range of S.U.E. quality Levels to client specifications to ensure that each project had the most accurate and comprehensive utility locations. Project specifications may contain any or all of the four following quality levels:

- Quality Level D – Information comes solely from existing utility records
- Quality Level C – Visible aboveground utility facilities are surveyed and data is correlated with existing utility records
- **Quality Level B** – Surface geophysical techniques are used to determine the existence and horizontal position of underground utilities
- **Quality Level A** – Nondestructive digging equipment is used at critical points to determine the precise horizontal and vertical position of underground utilities, as well as their type, size, condition, material and other characteristics

Clary & Associates, Inc. recognizes the need for flexibility and quick response to various requests. We are available to begin services immediately. We will always dedicate the necessary personnel, equipment and resources to complete the project in accordance with the project requirements and deadlines.

Clary & Associates team members meet or exceed the minimum qualifications for their respective positions.

Clary & Associates, Inc. is a registered SBE firm with the Florida Department of Transportation.

February 24, 2026

RS&H, Inc.  
10748 Deerwood Park Blvd S.  
Jacksonville, Florida 32256

**Attn:** Mr. CJ Youmans, P.E.  
P: (904) 256-2267  
E: Cj.Youmans@rsandh.com

**RE: Proposal for Geotechnical Engineering Services**  
Town Center Blvd from Central Ave to Royal Palms Pkwy  
Palm Coast, Flagler County, Florida  
Terracon Proposal No. PEQ265005

Dear Mr. Youmans:

We appreciate the opportunity to submit this proposal to RS&H, Inc. to provide Geotechnical Engineering services for the above referenced project.

## A. PROJECT INFORMATION

### Site Location

Item	Description
<b>Location</b>	The project site is an approximately 0.75-mile-long portion of Town Center Boulevard between Central Avenue and Royal Palms Parkway in Palm Coast, Flagler County, Florida.
<b>Proposed Construction</b>	We understand that the proposed construction will include the widening of Town Center Boulevard from the existing condition of 2-lanes to a 4-lane divided section with associated median curb, outside drainage swale, and sidewalk.
<b>Current Ground Cover</b>	Publicly available satellite imagery from Google Earth indicates that the project site is currently an existing roadway with the area of the proposed widening covered primarily in maintained grass and landscape features.

## B. SCOPE OF SERVICES

Based on the available information, a summary of the Proposed Scope of Geotechnical Field Services is as follows:



Town Center Blvd. from Central Ave to Royal Palms Pkwy

FIN:

Terracon Proposal No. PEQ265005

DECRPTION OF WORK	QTY.	RATE	UNIT	AMOUNT
<b><u>I. FIELD EXPLORATION SUBTOTAL</u></b>				
401-Geo Auger Borings-H& & Truck/Mud Bug	200	\$19.00	Foot	\$ 3,800.00
418-Geo Drill Crew Support Vehicle	6	\$279.16	Day	\$ 1,674.96
434-Geo Ground Penetrating Radar	10	\$545.00	Hour	\$ 5,450.00
440-Geo Grout Boreholes-Truck/Mud Bug 0-50 Ft	200	\$11.00	Foot	\$ 2,200.00
478-Geo SPT Truck/Mud Bug 0-50 Ft	200	\$27.00	Foot	\$ 5,400.00
498-Geo Temp Casing 4in truck/Mud Bug 0-50 Ft	50	\$19.00	Foot	\$ 950.00
531-Geo Truck/Mud Bug Drill Rig and Crew (2-person)	50	\$346.00	Hour	\$ 17,300.00
612-Mobilization Drill Rig Truck Mount	2	\$1,029.00	Each	\$ 2,058.00
<b>FIELD EXPLORATION SUBTOTAL</b>				<b>\$ 38,832.96</b>
<b><u>II. LABORATORY TESTING</u></b>				
805-Soils Corrosion Series FM5-550 through F-553	3	\$394.00	Each	\$ 1,182.00
811-Soils Liquid Limit AASHTO T89	15	\$92.00	Each	\$ 1,380.00
817-Soils Moisture Content Laboratory AASHTO T265	30	\$34.00	Each	\$ 1,020.00
819-Soils Organic Content Ignition FM T-267	15	\$91.00	Each	\$ 1,365.00
822-Soils Particale size Anlyz AASHTO T88 (No Hydrometer)	30	\$152.00	Each	\$ 4,560.00
826-Soils Plastic Limit & Plasticity Index AASHTO T90	15	\$92.00	Each	\$ 1,380.00
<b>LABORATORY TESTING SUBTOTAL</b>				<b>\$ 10,887.00</b>
<b><u>III. PROFESSIONAL SERIVCES</u></b>				
Chief Engineer 2	17.00	\$350.00	Hour	\$ 5,950.00
Senior Engineer 2	68.00	\$250.00	Hour	\$ 17,000.00
Engineer 1	136.00	\$150.00	Hour	\$ 20,400.00
Senior Engineering Technician	68.00	\$120.00	Hour	\$ 8,160.00
MAT Geologist	0.00	\$250.00	Hour	\$ -
Scientist	0.00	\$100.00	Hour	\$ -
CADD/Compurter	34.00	\$120.00	Hour	\$ 4,080.00
Secretary/Clerical	17.00	\$100.00	Hour	\$ 1,700.00
<b>PROFESSIONAL SERVICES SUBTOTAL</b>				<b>\$ 57,290.00</b>
<b>TOTAL ESTIMATED FEE</b>				<b>\$ 107,009.96</b>

**ESTIMATE OF WORK EFFORT AND COST - SUBCONSULTANT**

Name of Project: Town Center Widening from Central Ave to Royal Palms Pkwy  
 County: Flagler  
 FPN: 0  
 FAP No.: 1/0/1900

Consultant Name: RS&H  
 Consultant No.: PEQ265005  
 Date: 2/24/2026  
 Estimator: M. Darden

Staff Classification	Total Staff Hours From "SH Summary Firm"	Chief Engineer 2	Senior Engineer 1	Engineer 1	Senior Engineering	MAT Geologist	Scientist	CADD/Computer	Secretary/Clerical	Staff Classification 9	Staff Classification 10	Staff Classification 11	Staff Classification 12	SH By Activity	Salary Cost By Activity	Average Rate Per Task
35. Geotechnical	341	17	68	136	68	0	0	34	17	0	0	0	0	340	\$57,290	\$168.50
<b>Total Staff Hours</b>	341	17	68	136	68	0	0	34	17	0	0	0	0	340	<b>\$57,290.00</b>	<b>\$168.50</b>

Check = \$57,290.00

Notes:  
 1. This sheet to be used by Subconsultant to calculate its fee.

SALARY RELATED COSTS:				\$57,290.00
OVERHEAD:		0%		\$0.00
OPERATING MARGIN:		0%		\$0.00
FCCM (Facilities Capital Cost Money):		0.00%		\$0.00
EXPENSES:		0.00%		\$0.00
<b>SUBTOTAL ESTIMATED FEE:</b>				<b>\$57,290.00</b>
Survey (Field)	0	4-person crew	\$ - / day	\$0.00
Geotechnical Field and Lab Testing				<b>\$49,719.96</b>
<b>SUBTOTAL ESTIMATED FEE:</b>				<b>\$107,009.96</b>
Optional Services				<b>\$0.00</b>
<b>GRAND TOTAL ESTIMATED FEE:</b>				<b>\$107,009.96</b>

**35. Geotechnical**

Estimator: M. Darden

Town Center Widening from Central Ave to Royal Palms Pkwy

0

Representing	Print Name	Signature / Date
FDOT District		
Terracon		

**NOTE: Signature Block is optional, per District preference**

Task No.	Task	Units	No of Units	Hours/ Unit	Total Hours	Comments
<b>Roadway</b>						
35.1	Document Collection and Review	LS	1	40	40	Review of existing data: USDA/USGS/Existing Roadway Plans, Existing Utility Plans, and Existing Structures Plans. Reviewed data will be used for evaluation of historic constructability issues and risks.
35.2	Develop Detailed Boring Location Plan	LS	1	20	20	50 total Roadway Borings (200 linear feet of SPT and 200 linear feet of Hand Augers) 1 HA to 5' every 100 LF staggered left and right of the center line with 1 SPT to 20' every 500 LF
35.3	Stake Borings/Utility Clearance	Boring	50	0.75	38	Stake and coordinate utility location for 50 borings
35.4	Muck Probing	Crew Day	0	0	0	None anticipated
35.5	Coordinate and Develop MOT Plans for Field Investigation	EA	1	8	8	Follow FDOT MOT Index as needed for borings
35.6	Drilling Access Permits	Location	0	0	0	None anticipated
35.7	Property Clearances	EA	0	0	0	None anticipated
35.8	Groundwater Monitoring	EA	0	0	0	None anticipated
35.9	LBR/Resilient Modulus Sampling	EA	6	2.5	15	1 mile x 2 select strata x 3 samples/mile = 6 samples x 1 hr x 2 person crew + 3 hrs round trip to SMO = 15 hrs, corrosion sampling 3 samples
35.10	Coordination of Field Work	100 lf of boring	4	1	4	see 35.2
35.11	Soil and Rock Classification - Roadway	100 lf of boring	4	2	8	see 35.2
35.12	Design LBR	LS	0	0	0	SMO report
35.13	Laboratory Data	100 lf of boring	4	1	4	see 35.2
35.14	Seasonal High Water Table	Boring	50	0.75	38	
35.15	Parameters for Water Retention Areas	EA	0	0	0	None anticipated
35.16	Delineate Limits of Unsuitable Material	Cross-section	0	0	0	None anticipated
35.17	Electronic Files for Cross-Sections	100 lf of boring	2	2	4	provide XML files
35.18	Embankment Settlement and Stability	Embankment Boring	0	0	0	none anticipated
35.19	Monitor Existing Structures	LS	1	4	4	identifying structures only

**35. Geotechnical**

Task No.	Task	Units	No of Units	Hours/ Unit	Total Hours	Comments
35.20	Stormwater Volume Recovery and/or Background Seepage Analysis	EA	0	0	0	n/a
35.21	Geotechnical Recommendations	LS	1	20	20	Design Recommendations
35.22	Pavement Condition Survey and Pavement Evaluation Report	LS	0	0	0	n/a
35.23	Preliminary Roadway Report	LS	1	20	20	preliminary report
35.24	Final Report	EA	1	40	40	final report
35.25	Auger Boring Drafting	100 lf boring	2	6	12	see 35.2
35.26	SPT Boring Drafting	100 lf boring	2	8	16	see 35.2
<b>Roadway Geotechnical Subtotal</b>					<b>291</b>	
<b>Structures</b>						
35.27	Develop Detailed Boring Location Plan	LS	0	0	0	
35.28	Stake Borings/Utility Clearance	Boring	0	0	0	
35.29	Coordinate and Develop MOT Plans for Field Investigation	EA	0	0	0	
35.30	Drilling Access Permits	Location	0	0	0	none anticipated
35.31	Property Clearances	EA	0	0	0	none anticipated
35.32	Collection of Corrosion Samples	EA	0	0	0	
35.33	Coordination of Field Work	100 lf of boring	0	0	0	
35.34	Soil and Rock Classification - Structures	100 lf of boring	0	0	0	
35.35	Tabulation of Laboratory Data	100 lf of boring	0	0	0	
35.36	Estimate Design Groundwater Level for Structures	EA	0	0	0	
35.37	Selection of Foundation Alternatives (BDR)	Bridge boring	0	0	0	
35.38	Detailed Analysis of Selected Foundation Alternate(s)	Bridge boring	0	0	0	See Basis for reducing by 35.35
35.39	Bridge Construction and Testing Recommendations	Bridge boring	0	0	0	
35.40	Lateral Load Analysis (Optional)	Bridge boring	0	0	0	Duplication of Structural Effort?
35.41	Walls	Wall Boring	0	0	0	
35.42	Sheet Pile Wall Analysis (Optional)	Wall Boring	0	0	0	Duplication of Structural Effort?
35.43	Design Soil Parameters for Signs, Signals, High Mast Lights, and Strain Poles and Geotechnical Recommendations	Boring	0	0	0	

**35. Geotechnical**

Task No.	Task	Units	No of Units	Hours/ Unit	Total Hours	Comments
35.44	Box Culvert Analysis	EA	0	0	0	
35.45	Preliminary Report - BDR	EA	0	0	0	
35.46	Final Report - Bridge and Associated Walls	EA	0	0	0	
35.47	Final Reports - Signs, Signals, Box Culvert, Walls and High Mast Lights	EA	0	0	0	
35.48	SPT Boring Drafting	100 lf of boring	0	0	0	
35.49	Other Geotechnical	LS	0	0	0	None anticipated
<b>Structural Geotechnical Subtotal</b>					<b>0</b>	
<b>Geotechnical Technical Subtotal</b>					<b>291</b>	
35.50	Technical Special Provisions and Modified Special Provisions	EA	0	0	0	
35.51	Field Reviews	LS	1	5	5	
35.52	Technical Meetings	LS	1	5	5	Meetings listed below
35.53	Quality Assurance/Quality Control	LS	%	5%	15	
35.54	Supervision	LS	%	5%	15	
<b>Geotechnical Nontechnical Subtotal</b>					<b>40</b>	
35.55	Coordination	LS	%	3%	10	
<b>35. Geotechnical Total</b>					<b>341</b>	

Technical Meetings	Units	No of Units	Hours/ Unit	Total Hours	Comments	PM Attendance at Meeting Required?	Number
Kickoff Meeting with FDOT	EA	1	1	1			0
Boring Layout Approval	EA	1	1	1			0
Attend in BDR Review Meeting	EA	0	0	0			0
30/60/90% Submittal Review	EA	1	1	1			0
Other Meetings	EA	2	1	2			0
<b>Subtotal Technical Meetings</b>				<b>5</b>		<b>Subtotal Project Manager Meetings</b>	<b>0</b>
Progress Meetings (if required by FDOT)	EA	0	0	0	PM attendance at Progress Meetings is manually entered on General Task 3		--
Phase Review Meetings	EA	0	0	0	PM attendance at Phase Review Meetings is manually entered on General Task 3		--
<b>Total Meetings</b>				<b>5</b>	<b>Total Project Manager Meetings (carries to Tab 3)</b>		<b>0</b>

Carries to 35.52

Carries to Tab 3

**ESTIMATE OF WORK EFFORT AND COST - PRIME CONSULTANT**

Name of Project: City of Palm Coast - Town Center Blvd Widening  
Optional Services

Consultant Name: RS&H

Date: 2/18/2026  
Estimator: WCY / SP

Staff Classification	Total Staff Hours From "SH Summary - Firm"	Project Manager	Project Officer	Senior Engineer I	Engineer II	Engineer I	Engineering Intern	Project Landscape Architect	Landscape Designer	SH By	Salary Cost By	Average Rate Per
		\$77.00	\$103.00	\$77.00	\$57.00	\$47.00	\$38.00	\$69.00	\$50.00	Activity	Activity	Task
3. Project Common and Project General Tasks	3	3	0	0	0	0	0	0	0	3	\$231	\$77.00
4. Roadway Analysis	189	6	0	19	28	66	70	0	0	189	\$9,283	\$49.12
5. Roadway Plans	52	2	0	5	8	18	19	0	0	52	\$2,563	\$49.29
6a. Drainage Analysis	49	1	0	5	7	17	18	0	0	48	\$2,344	\$48.83
6b. Drainage Plans	25	1	0	3	4	9	9	0	0	26	\$1,301	\$50.04
19. Signing & Pavement Marking Analysis	83	2	0	8	12	29	31	0	0	82	\$3,995	\$48.72
20. Signing & Pavement Marking Plans	16	0	0	2	2	6	6	0	0	16	\$778	\$48.63
23. Lighting Analysis	74	2	0	7	11	26	27	0	0	73	\$3,568	\$48.88
24. Lighting Plans	22	1	0	2	3	8	8	0	0	22	\$1,082	\$49.18
<b>Total Staff Hours</b>	513	18	0	51	75	179	188	0	0	511		
<b>Total Staff Cost</b>		\$1,386.00	\$0.00	\$3,927.00	\$4,275.00	\$8,413.00	\$7,144.00	\$0.00	\$0.00		\$25,145.00	\$49.21

Check = \$25,145.00

Survey Field Days by Subconsultant 4 - Person Crew:
--

Notes:

- This sheet to be used by Prime Consultant to calculate the Grand Total fee.

<b>SALARY RELATED COSTS:</b>				\$25,145.00
OVERHEAD:		170.91%		\$42,975.32
OPERATING MARGIN:		32.00%		\$8,046.40
FCCM (Facilities Capital Cost Money):		0.52%		\$131.51
EXPENSES:		5.02%		\$1,262.28
<b>SUBTOTAL ESTIMATED FEE:</b>				<b>\$77,560.51</b>
Subconsultant:	Clary & Associates			\$0.00
Subconsultant:	Terracon Consultants			\$0.00
<b>SUBTOTAL ESTIMATED FEE:</b>				<b>\$77,560.51</b>
			Adjustment	-\$0.51
<b>GRAND TOTAL ESTIMATED FEE:</b>				<b>\$77,560.00</b>



Email: [Cj.Youmans@rsandh.com](mailto:Cj.Youmans@rsandh.com)

February 13, 2026

RS&H  
10748 Deerwood Park Blvd S.  
Jacksonville, Florida, 32256

Attn: CJ Youmans

Re: COPC- Landing Blvd Roundabout Topo  
Palm Coast Florida (See Attachments)

Dear Mr. Youmans

Pursuant to your request, we are pleased to submit to you our proposal for surveying and mapping services on the above-mentioned property. The scope of our services to be provided is outlined as follows:

1. Perform a **Right of Way Survey** of the site in accordance with the Standards of Practice of the State of Florida, Chapter 5J-17.05-FAC, F.S. **Project Limits: 400' West Central Ave, 300' East Central Ave, 300' South Landing Blvd and full roundabout.** Establish baseline, right of way lines, references and create PNC Sheets for the 0.21 miles of roadway.
2. Perform a **Topographic Survey** of the site in accordance with the Standards of Practice of the State of Florida, Chapter 5J-17.05-FAC, F.S. **Full Roundabout, crosswalk 400' west on Central Ave 15' from Edge pavement south and front of walk north side, crosswalk 300' east on Central Ave back walk northside and 15' from edge pavement Southside, crosswalk 300' south on Landing Blvd front walk to front walk both sides road**
  - Set Horizontal and Vertical control (NAVD88) Two Benchmarks within limits.
  - Locate all above ground features, Drainage, Pavement, curbing, landscaping, all trees,

**\*\*Final Deliverable will be in MicroStation ORD\*\***

Our fees to perform the above outlined scope of services will be according to the following schedule:

1. \$7,000.00 (Seven Thousand Dollars)
2. \$17,000.00 (Seventeen Thousand Dollars)

**Any additional work or additional certifications requested outside of the above outlined scope of work can be quoted at that time on a lump sum basis or will be billed to you at our current hourly rates.** In addition to the lump sum fees in this contract, any out-of-pocket expenses will be billed to you at our cost.

Initial \_\_\_\_\_

February 13, 2026  
Page 2  
RS&H

TERMS:

The CLIENT will be billed on a progress-completed basis, and the **BILL WILL BE DUE UPON RECEIPT**. Balances outstanding more than thirty (30) days from the date of billing shall bear interest at the rate of one and one-half percent (1-1/2%) per month. All collection costs, including reasonable attorney fees, shall be paid by the CLIENT. This agreement may be terminated without cause by either party upon fifteen (15) days' written notice. In the event of termination, Clary & Associates, Inc. shall be compensated, as provided herein, for services performed to termination date and for all termination expenses.

**\*\*\*There will be a 3% processing fee added to your total when processing your credit card. There is no processing fee if paid with cash or check.**

We certainly appreciate the opportunity of submitting this proposal to you and if the above meets with your approval, please execute one copy of this agreement by initialing the preceding pages, signing below, and returning this to our office for our files. If you have any questions, please do not hesitate to call.

This proposal consists of 3 pages. Any additions or exclusions to this document are not considered a part hereof.

Sincerely,  
Clary & Associates, Inc.  
*Professional Surveyors & Mappers*



Michael Nethery  
Executive Vice President

Initial \_\_\_\_\_



Legend

Untitled Map

Write a description for your map.

Google Earth

Camacho Family Roofing

200 ft

Central Ave

Landing Blvd



**Email: [Cj.Youmans@rsandh.com](mailto:Cj.Youmans@rsandh.com)**

February 13, 2026

RS&H  
10748 Deerwood Park Blvd S.  
Jacksonville, Florida, 32256

Attn: CJ Youmans

Re: COPC- Central Ave Roundabout additional topo  
Palm Coast Florida (See Attachments)

Dear Mr. Youmans

Pursuant to your request, we are pleased to submit to you our proposal for surveying and mapping services on the above-mentioned property. The scope of our services to be provided is outlined as follows:

1. Perform a **Topographic Survey** of the site in accordance with the Standards of Practice of the State of Florida, Chapter 5J-17.05-FAC, F.S. **This will be an extension to the Town Center Blvd project adding to the roundabout.** From the cross walk heading west on Central Ave, extend topo 300' back of walk to back of walk, from the cross walk heading south on Town Center Blvd, extend topo 400', fifteen feet off edge pavement both sides road. Right of Way work will be performed in the initial project.
  - Recover Horizontal and Vertical control from Town Center Widening project.
  - Locate all above ground features, Drainage, Pavement, curbing, landscaping, all trees,

**\*\*Final Deliverable will be in MicroStation ORD\*\***

Our fees to perform the above outlined scope of services will be according to the following schedule:

1. \$8,000.00 (Eight Thousand Dollars Dollars)

**Any additional work or additional certifications requested outside of the above outlined scope of work can be quoted at that time on a lump sum basis or will be billed to you at our current hourly rates.** In addition to the lump sum fees in this contract, any out-of-pocket expenses will be billed to you at our cost.

Initial \_\_\_\_\_

February 13, 2026  
Page 2  
RS&H

TERMS:

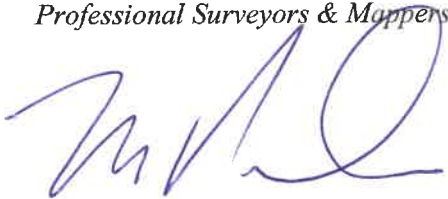
The CLIENT will be billed on a progress-completed basis, and the **BILL WILL BE DUE UPON RECEIPT**. Balances outstanding more than thirty (30) days from the date of billing shall bear interest at the rate of one and one-half percent (1-1/2%) per month. All collection costs, including reasonable attorney fees, shall be paid by the CLIENT. This agreement may be terminated without cause by either party upon fifteen (15) days' written notice. In the event of termination, Clary & Associates, Inc. shall be compensated, as provided herein, for services performed to termination date and for all termination expenses.

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We certainly appreciate the opportunity of submitting this proposal to you and if the above meets with your approval, please execute one copy of this agreement by initialing the preceding pages, signing below, and returning this to our office for our files. If you have any questions, please do not hesitate to call.

This proposal consists of 3 pages. Any additions or exclusions to this document are not considered a part hereof.

Sincerely,  
Clary & Associates, Inc.  
*Professional Surveyors & Mappers*



Michael Nethery  
Executive Vice President

Initial \_\_\_\_\_



Legend

Untitled Map

Write a description for your map.

Google Earth

# City of Palm Coast, Florida Agenda Item

**Agenda Date:** April 7, 2026

<b>Department</b> UTILITY <b>Division</b> PROJECT ENGINEERING AND CONSTRUCTION	<b>Amount</b> \$6,394,130.00 <b>Org/Account #</b> 54029082-063000-82012
---	--

**Subject:** RESOLUTION 2026-XX APPROVAL OF A GUARANTEED MAXIMUM PRICE (GMP) CONTRACT AMENDMENT FOR CONSTRUCTION SERVICES, ENGINEERING SERVICES, AND A PROJECT CONTINGENCY FOR THE WASTEWATER TREATMENT FACILITY NO.1 ELECTRICAL UPGRADES

**Presenter:** Danny Ashburn, Utility Systems Manager

**Attachments:**

1. Resolution
2. CEI Proposal Wharton-Smith
3. CPH Proposal

**Background:**

**Council Priority:**

**D. Sustainable Environment and Infrastructure**

Wastewater Treatment Facility 1 (WWTF #1) located at 26 Utility Drive uses an activated sludge treatment process. This facility is currently processing 6.83 million gallons per day (MGD) and has gone through two (2) significant modifications (being in 1994 and 2006).

This facility serves most of the customers between US Hwy 1 and the eastern city limits; approximately 75% of the City's sewer flow. WWTF #1 is currently under a Construction Management at Risk (CMAR) expansion project with Wharton-Smith, Inc. The proposed wastewater expansion project is to provide an additional 4.00 MGD. The layout maximizes the use of the site; it will utilize recommended advanced wastewater treatment processes.

This CMAR contract was originally awarded on July 15, 2025, for \$1.18 million for preconstruction activities as the first installment in a projected series of Guaranteed Maximum Price (GMP) agreements. This expansion project will be constructed in phases currently identified as GMP-1, GMP-2, and GMP-3. In addition, this CIP line item will include separate contracts for CPH, Inc., the design engineer, and a future construction management services agreement.

These contract amendments for GMP-1 are:

- CPH, Inc. for engineering drawing and technical specification documents, bid phase support, and construction management services for \$430,535.00.

- Wharton-Smith Inc. for construction services for \$5,713,585.00.

GMP-1 will include replacing the existing 500 KW generator with new 1000 KW generator and electrical upgrades to include new motor control centers and PLC upgrades. The existing generator is approaching 30 years old and existing PLCs are antiquated and are no longer supported by the manufacturer. Estimated time of completion for this project is 16 months.

On October 15, 2024, Council approved an agreement #RFSQ-SWE-23-34 with CPH, Inc. in the amount of \$4,777,420.00 for the engineering design of the WWTF #1 4.0 MGD expansion, which based on a Preliminary Design Report (PDR) that CPH, Inc. finalized in 2024 under this RFSQ contract for the amount of \$ 919,203.16. For this GMP-1, staff have negotiated a scope and fee with CPH, Inc. totaling \$430,545.00 for bid documents, bid phase support, and construction management services including construction engineering and inspection of electrical equipment.

On July 15, 2025, council approved an agreement #RFSQ-SWE-24-36 with Wharton-Smith Inc., in the amount of \$1,176,124.00 for preconstruction services. City Staff is ready to move forward with the construction phase of this project. Wharton Smith has submitted a guaranteed maximum price of \$5,713,585.00 for the GMP-1 construction phase.

This item is for approval of \$6,394,130.00 consisting of \$430,545.00 CPH, Inc. amendment, the \$5,713,585.00 Wharton-Smith Inc. amendment, and a project contingency of \$250,000.00. Funds for this project are budgeted out of the Five-Year Utility Capital Projects Fund.

**Source of Funds Worksheet**

Original Budget: \$24,303,944.40

Total Expended/Encumbered to Date: \$3,607,908.38

Pending Work Orders/Contracts: \$0.00

Current (WO/Contracts): \$6,394,130.00

Balance: \$14,301,906.02

**Recommended Action:**

**ADOPT RESOLUTION 2026-XX APPROVAL OF A GUARANTEED MAXIMUM PRICE (GMP) CONTRACT AMENDMENT FOR CONSTRUCTION SERVICES, ENGINEERING SERVICES, AND A PROJECT CONTINGENCY FOR THE WASTEWATER TREATMENT FACILITY NO.1 ELECTRICAL UPGRADES**

**RESOLUTION 2026-  
WWTF 1 ELECTRICAL UPGRADES**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PALM COAST, FLORIDA, APPROVAL OF A GUARANTEED MAXIMUM PRICE CONTRACT AMENDMENT ONE FOR CONSTRUCTION ADMINISTRATIVE SERVICES AND PROJECT CONTINGENCY FOR THE WASTEWATER TREATMENT FACILITY NO. 1 ELECTRICAL UPGRADES: PROVIDING LEGISLATIVE AND ADMINISTRATIVE FINDINGS; PROVIDING FOR FUTURE AMENDMENTS; PROVIDING FOR SEVERABILITY; PROVIDING FOR CONFLICTS; PROVIDING FOR IMPLEMENTING ACTIONS; AND PROVIDING FOR AN EFFECTIVE DATE.**

WHEREAS, Wharton-Smith, Inc. desires to provide construction administrative services for the Wastewater Treatment Facility No. 1 electrical upgrades for the City of Palm Coast; and

WHEREAS, the City Council of the City of Palm Coast desires to approve services for the above-mentioned project for the City of Palm Coast.

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF PALM COAST, FLORIDA, AS FOLLOWS:**

**SECTION 1. LEGISLATIVE AND ADMINISTRATIVE FINDINGS.** The above recitals (whereas clauses) are hereby adopted as the legislative and administrative findings of the City Council.

**SECTION 2. APPROVAL OF AGREEMENT.** The City Council of the City of Palm Coast hereby approves the terms and conditions of the guaranteed maximum price contract amendment with Wharton-Smith, Inc. for construction administrative services for the Wastewater Treatment Facility No. 1 for electrical upgrades as attached hereto and incorporated herein by reference as Exhibit "A."

**SECTION 3. FUTURE AMENDMENTS.** The City Manager, or designee is hereby authorized to approve any future amendment to the guaranteed maximum price contract amendment for changes totaling less than \$50,000.00 as long as this amount does not exceed the line-item limit for the budgeted purchase. Further, the City Manager has the

authority to execute amendments to the guaranteed maximum price contract amendment on behalf of the City for any other changes that may be necessary.

**SECTION 4. SEVERABILITY.** If any section or portion of a section of this Resolution proves to be invalid, unlawful, or unconstitutional, it shall not be held to invalidate or impair the validity, force, or effect of any other section or part of this Resolution.

**SECTION 5. CONFLICTS.** All resolutions or parts of resolutions in conflict with any of the provisions of this Resolution are hereby repealed.

**SECTION 6. IMPLEMENTING ACTIONS.** The City Manager is hereby authorized to take any actions necessary to implement the action taken in this Resolution.

**SECTION 7. EFFECTIVE DATE.** This Resolution shall take effect immediately upon adoption by the City Council.

**DULY PASSED AND ADOPTED** by the City Council of the City of Palm Coast, Florida, on this 7<sup>th</sup> day of April 2026.

ATTEST:

CITY OF PALM COAST

\_\_\_\_\_  
KALEY COOK, CITY CLERK

\_\_\_\_\_  
MICHAEL NORRIS, MAYOR

APPROVED AS TO FORM AND LEGALITY

\_\_\_\_\_  
MARCUS DUFFY, CITY ATTORNEY

Attachment: Exhibit "A" GMP Amendment Proposal

# The City of Palm Coast WWTF No. 1 Expansion GMP-1 Electrical Upgrades



## Guaranteed Maximum Price

Issued: 2/20/26

Presented by Wharton-Smith (CMAR)



Wharton-Smith Contact:

Andrew Lanphier-Preconstruction Manager-Water

[alanphier@whartonsmith.com](mailto:alanphier@whartonsmith.com)

Engineer: CPH

## TABLE OF CONTENTS

**Section 1 – Executive Summary**

**Section 2 – Base Bid Cost Summary**

**Section 3 – Bid Evaluations**

**Section 4 – Risk Register**

**Section 5 – Construction Schedule**

## SECTION 1 – EXECUTIVE SUMMARY

February 20, 2026

Ms. Nancy Thakkar  
Utility Project Manager II  
City of Palm Coast  
160 Lake Avenue  
Palm Coast, FL 32164

Palm Coast WWTF No. 1 Expansion  
GMP-1 Electrical Upgrades

Dear Ms. Thakkar:

Wharton-Smith is pleased to submit the Guaranteed Maximum Price for the WWTF No.1 Expansion, GMP-1 Electrical Upgrades project inclusive of Deductive Alternate 1. Our current construction schedule along with a comprehensive breakdown of material, equipment, subcontractor, and labor is provided in the supporting documentation following this letter. The GMP for this scope of work is valued at **\$5,713,585**

Please note the following clarifications regarding this proposal:

1. All work is in accordance with CPH's Wastewater Treatment Facility No. 1 Expansion- GMP#1 plans and technical specifications 100% Submittal – September 2025.
  - a. **Electrical work is inclusive of Deductive Alternate 1 by Bailey Engineering.**
2. Please refer to Section 2 for the GMP Cost Summary, Directs and General Conditions which shall be considered lump sum.
3. Bid evaluations for each of the work packages have been included in Section 3 along with the proposals from each recommended bidder.
4. The contingency and allowances carried within this GMP is reflective of the proposed Risk Register included in Section 4.
5. Our current estimated duration of construction is sixteen (16) months for the scope of work. We have included project management staff that is appropriate for this project. Please reference the enclosed current construction schedule in section 5.
6. We have the following clarifications for the team's review and consideration:
  - a. Storm water pollution prevention (SWPPP) is included.
  - b. We have included an allowance of \$13,000 for building permits.
  - c. We have included an allowance of \$10,000 for independent testing.
  - d. We have included an allowance of \$100,000 for removal of underground fuel tank.
  - e. We have included a performance and payment bond and insurance.
  - f. An allowance for building permits is included; it is assumed that all other permits are to be paid for directly by the owner as necessary.
  - g. It is assumed that Palm Coast will provide power and water for use during construction and startup activities at no cost to the project.
  - h. All pricing (Labor, Materials, Equipment, Subcontract) is based on current market value from the day of the bid with no escalation or inflation adjustments unless otherwise noted.

- i. The duration of material lead times are based on current market conditions.
- j. The Risk Register includes an allowance for Escalations.
- k. No delegated design for permanent installations has been included in this GMP. It is assumed all permanent structural, architectural, mechanical, electrical, and process components have been fully detailed by the Engineer of Record.
- l. Pricing for Builder's Risk insurance carried within this GMP considers this to be a stand alone project with a separate substantial completion date outside of the main 4MGD expansion project.
- m. Generator startup and load bank testing is excluded.

Upon review, I am available to discuss at your earliest convenience.

Regards,



Andrew Lanphier

Preconstruction Manager – Water

Wharton Smith, Inc.

## SECTION 2 – COST SUMMARY



**CITY OF PALM COAST - PALM COAST WWTF NO. 1 EXPANSION  
 GMP 1 - EARLY WORK PACKAGE W/ DEDUCTIVE ALTERNATE  
 2/20/2026**

**COST SUMMARY**

		LABOR	EQUIPMENT	MATERIALS	SUBS	TOTALS
<b>Total Direct Costs</b>		\$ 24,457	\$ 9,000	\$ 108,231	\$ 3,821,882	\$ 3,963,570
<b>Total GC's</b>		\$ 844,998	\$ -	\$ 50,704	\$ 16,000	\$ 911,702
<b>Owner's Allowance</b>					\$ -	\$ -
<b>Contingency (Risk Register)</b>					\$ 262,350	\$ 262,350
<b>CONSTRUCTION COSTS</b>		<b>\$869,455</b>	<b>\$9,000</b>	<b>\$158,934</b>	<b>\$4,100,232</b>	<b>\$5,137,621</b>
<b>Bond</b>					\$ 40,459	\$ 40,459
<b>Insurance</b>					\$ 63,973	\$ 63,973
<b>Fee</b>	<b>9.0%</b>				\$ 471,532	\$ 471,532
		<b>\$869,455</b>	<b>\$9,000</b>	<b>\$158,934</b>	<b>\$4,676,196</b>	<b>\$5,713,585</b>



COST OF WORK							
DESCRIPTION	QTY	UOM	LABOR	EQUIPMENT	MATERIALS	SUBS	\$ TOTALS
			\$ AMOUNT	\$ AMOUNT	\$ AMOUNT	\$ AMOUNT	
<b>GENERAL REQUIREMENTS DIVISION 0</b>							\$ 177,437
GENERAL REQUIREMENTS SUMMARY	1	LS	\$ 24,457	\$ 9,000	\$ 108,231	\$ 35,750	\$ 177,437
<b>BID PACKAGES</b>							\$ 3,786,132
Electrical Package	1	LS	\$ -	\$ -	\$ -	\$ 1,941,490	\$ 1,941,490
I&C Package	1	LS	\$ -	\$ -	\$ -	\$ 605,257	\$ 605,257
Precast Electrical Building	1	LS	\$ -	\$ -	\$ -	\$ 141,912	\$ 141,912
HVAC Package	1	LS	\$ -	\$ -	\$ -	\$ 167,851	\$ 167,851
Master Plant Contractor	1	LS	\$ -	\$ -	\$ -	\$ 929,622	\$ 929,622



**Wharton-Smith, Inc.**  
CONSTRUCTION GROUP

JOB NAME: PALM COAST WWTF NO. 1 EXPANSION

0

ESTIMATE #:

GENERAL CONDITIONS																
DESCRIPTION	QTY	UNIT	MH/ UNIT	BASE RATE	LABOR			EQUIPMENT			MATERIAL			SUBCONTRACTS		\$ TOTALS
					U/P	TOTAL MH	\$ AMOUNT	HR/UNIT	RATE	\$ AMOUNT	U/P	\$ AMOUNT	\$ AMOUNT	U/P	\$ AMOUNT	
<b>PROJECT MANAGEMENT TEAM</b>																
<b>FIELD STAFF</b>																
Superintendent	52	WK	40	\$165.00	\$6,600.00	2,083	\$343,728			\$0.00		\$0	\$0		\$0	\$343,728
<b>OFFICE STAFF</b>																
Senior Project Manager	65	WK	16	\$176.00	\$2,816.00	1,042	\$183,322			\$0.00		\$0	\$0		\$0	\$183,322
Project Engineer	65	WK	24	\$101.00	\$2,424.00	1,562	\$157,802			\$0.00		\$0	\$0		\$0	\$157,802
Administrative Assistant	65	WK	4	\$100.00	\$400.00	260	\$26,040			\$0.00		\$0	\$0		\$0	\$26,040
<b>OTHER STAFF</b>																
Executive Management	65	WK	4	\$196.00	\$784.00	260	\$51,038			\$0.00		\$0	\$0		\$0	\$51,038
Project Accountant	65	WK	4	\$131.00	\$524.00	260	\$34,112			\$0.00		\$0	\$0		\$0	\$34,112
Quality Manager	52	WK	2	\$176.00	\$352.00	104	\$18,332			\$0.00		\$0	\$0		\$0	\$18,332
Safety Manager	52	WK	4	\$147.00	\$588.00	208	\$30,623			\$0.00		\$0	\$0		\$0	\$30,623
<b>RELATED MANAGEMENT COSTS</b>																
Software Costs	1	LS		\$52.00	\$0.00	0	\$0			\$0.00		\$0	\$0	\$16,000	\$16,000	\$16,000
Housing for On-site Staff	1	LS		\$52.00	\$0.00	0	\$0			\$0.00	\$47,386.67	\$47,387	\$50,704		\$0	\$50,704
<b>TOTAL GENERAL CONDITIONS</b>						<b>5,781</b>	<b>\$844,998</b>			<b>\$0</b>		<b>\$47,387</b>	<b>\$50,704</b>		<b>\$16,000</b>	<b>\$911,702</b>



**Wharton-Smith, Inc.**  
CONSTRUCTION GROUP

JOB NAME:	PALM COAST WWTF NO. 1 EXPANSION			
ESTIMATE #:	0			

GENERAL REQUIREMENTS	DURATION =		0 DIRECT MANHOURS		0 MONTHS, PLANNED		0 MANWEEKS		0 MEN							
	DESCRIPTION	QTY	UNIT	MH/UNIT	BASE RATE	LABOR		EQUIPMENT		MATERIAL		SUBCONTRACTS		\$ TOTALS		
						U/P	TOTAL MH	\$ AMOUNT	HR/UNIT	RATE	\$ AMOUNT	U/P	\$ AMOUNT		\$ AMOUNT	U/P
W/ 7% TAX																
<b>TEMP FACILITIES &amp; UTILITIES</b>																
WATER, INSTALL AND REMOVE TEMPORARY SYSTEM	1	LS	120	\$52.00	\$6,240.00	120	\$6,240		\$0.00	\$5,000.00	\$5,000	\$5,350		\$0	\$11,590	
WATER, MONTHLY	12	MO		\$52.00	\$0.00	0	\$0		\$0.00	\$400.00	\$4,800	\$5,136		\$0	\$5,136	
ELECTRIC, MONTHLY CHARGES	12	MO		\$52.00	\$0.00	0	\$0		\$0.00	\$500.00	\$6,000	\$6,420		\$0	\$6,420	
HARD WIRE INTERNET/PHONE, INSTALL & REMOVE - W-S	1	LS		\$52.00	\$0.00	0	\$0		\$0.00		\$0	\$0	\$2,500.00	\$2,500	\$2,500	
INTERNET/TELEPHONE, MONTHLY CHARGES - W-S	12	MO		\$52.00	\$0.00	0	\$0		\$0.00	\$500.00	\$6,000	\$6,420		\$0	\$6,420	
FIELD OFFICE, WHARTON SMITH INC	12	MO	5	\$52.00	\$260.00	60	\$3,120		\$0.00	\$2,000.00	\$24,000	\$25,680		\$0	\$28,800	
FIELD OFFICE, WHARTON SMITH - DELIVERY/RETURN	1	LS		\$52.00	\$0.00	0	\$0		\$0.00	\$7,500.00	\$7,500	\$8,025	\$6,000.00	\$6,000	\$14,025	
JOB OFFICE SUPPLIES	12	MO		\$52.00	\$0.00	0	\$0		\$0.00	\$750.00	\$9,000	\$9,630		\$0	\$9,630	
COMPUTER EQUIPMENT FOR FIELD OFFICE - W-S	1	LS		\$52.00	\$0.00	0	\$0		\$0.00	\$5,000.00	\$5,000	\$5,350		\$0	\$5,350	
TOOL TRAILERS - 1 REQUIRED	12	MO		\$52.00	\$0.00	0	\$0		\$0.00	\$250.00	\$3,000	\$3,210		\$0	\$3,210	
TEMPORARY TOILETS - 2 REQUIRED	12	MO		\$52.00	\$0.00	0	\$0		\$0.00	\$500.00	\$6,000	\$6,420		\$0	\$6,420	
TEMPORARY SEWAGE HOLDING TANKS - ENGINEER & W-S	12	MO		\$52.00	\$0.00	0	\$0		\$0.00	\$300.00	\$3,600	\$3,852		\$0	\$3,852	
SITE SECURITY	12	MO		\$52.00	\$0.00	0	\$0		\$0.00		\$0	\$0	\$750.00	\$9,000	\$9,000	
<b>CONSTRUCTION EQUIPMENT &amp; TOOLS</b>																
SMALL TOOLS AND SUPPLIES	1	LS		\$52.00	\$0.00	0	\$0		\$0.00	\$10,000	\$10,000	\$10,700		\$0	\$10,700	
ATV/SIDE-BY-SIDE	12	MO		\$52.00	\$0.00	0	\$0	1	\$750.00	\$9,000.00	\$100.00	\$1,200	\$1,284	\$0	\$10,284	
<b>SAFETY &amp; HEALTH &amp; HOUSEKEEPING</b>																
CLEAN-UP THROUGHOUT DURATION OF PROJECT	52	WK	4	\$52.00	\$208.00	208	\$10,833		\$0.00		\$0	\$0		\$0	\$10,833	
DUMPSTERS	12	MO		\$52.00	\$0.00	0	\$0		\$0.00	\$500.00	\$6,000	\$6,420		\$0	\$6,420	
<b>PERMITS, FEES, INSURANCE, LEGAL, ETC.</b>																
BUILDER'S RISK INSURANCE- COASTAL COUNTY	12	MO		\$52.00	\$0.00	0	\$0		\$0.00		\$0	\$0	\$1,000.00	\$12,000	\$12,000	
<b>PROJECT DOCUMENTATION AND SERVICES</b>																
PROJECT SIGNS	1	LS	32	\$52.00	\$1,664.00	32	\$1,664		\$0.00	\$1,250.00	\$1,250	\$1,338		\$0	\$3,002	
PHOTOGRAPHS	12	MO		\$52.00	\$0.00	0	\$0		\$0.00	\$150.00	\$1,800	\$1,926		\$0	\$1,926	
PRE-CONSTRUCTION AUDIO-VIDEO DOCUMENTATION	1	LS		\$52.00	\$0.00	0	\$0		\$0.00		\$0	\$0	\$1,250.00	\$1,250	\$1,250	
DESIGN SERVICES (CADD) - AS-BUILTS	1	LS	40	\$65.00	\$2,600.00	40	\$2,600		\$0.00		\$0	\$0		\$0	\$2,600	
PLANS & SPECIFICATIONS REPRODUCTION COSTS	1	LS		\$52.00	\$0.00	0	\$0		\$0.00	\$1,000.00	\$1,000	\$1,070		\$0	\$1,070	
REGISTERED SURVEYOR SERVICES	1	LS		\$52.00	\$0.00	0	\$0		\$0.00		\$0	\$0	\$5,000.00	\$5,000	\$5,000	
<b>TOTAL GENERAL REQUIREMENTS</b>						460	\$24,457		\$9,000	\$100,150	\$108,231	\$35,750		\$35,750	\$177,437	

## SECTION 3 – BID EVALUATION

Bid Package #: **Electrical Package**  
 1  
**GMP-1 - Wastewater Treatment Facility No. 1 Expansion**  
**City of Palm Coast**  
**12/17/25**

	ESI Greg Kirk 352-504-1022 gkirk@electric-services.com	Chinchor Don Hasco 386-804-5769 dhasco@chinchoelectric.com	Cogburn Chad Walker 904-463-4234 cwalker@cogburnbros.com	Sinns and Thomas Mike Seiple 407-467-3560 mseiple@sinnsandthomas.com	BMP Electric, Inc. Orville Parrish/Robert Sharrer 407-325-1607/386-315-4848 oparrish@bmelectric.com/rsharrer@bmpe
<b>Total Adjusted Bid:</b>	NO BID	\$ 2,624,820.00	\$ 1,941,490.00	NO BID	\$ 3,345,600.00

Item No:	Brief Description	Qty	Unit	Unit Cost	Total	Unit Cost	Total	Unit Cost	Total	Unit Cost	Total	Unit Cost	Total
1.	Electrical Package	1	LS		\$ -	\$ 2,598,832.00	\$ 2,598,832.00	\$ 2,449,000.00	\$ 2,449,000.00	\$ -	\$ -	\$ 3,280,000.00	\$ 3,280,000.00
2.	Payment & Performance Bond Rate	1	LS		\$ -	\$ 25,988.00	\$ 25,988.00	\$ 24,490.00	\$ 24,490.00	\$ -	\$ -	\$ 65,600.00	\$ 65,600.00

Item No:	Brief Description	Qty	Unit	Unit Cost	Total	Unit Cost	Total	Unit Cost	Total	Unit Cost	Total	Unit Cost	Total
1.	Addendum 1 - Additive Alternate	1	LS		\$ -	\$ 690,201.00	\$ 690,201.00	\$ 725,000.00	\$ 725,000.00	\$ -	\$ -	\$ -	\$ -
2.	Payment & Performance Bond Rate	1	LS		\$ -	\$ 6,900.00	\$ 6,900.00	\$ 7,250.00	\$ 7,250.00	\$ -	\$ -	\$ -	\$ -
3.	Deductive Alternate 1	1	LS		\$ -	\$ -	\$ -	\$ (532,000.00)	\$ (532,000.00)	\$ -	\$ -	\$ -	\$ -
<b>Base Bid Subtotal:</b>				\$ -	\$ -	\$ 2,624,820.00	\$ 2,624,820.00	\$ 2,473,490.00	\$ 2,473,490.00	\$ -	\$ -	\$ 3,345,600.00	\$ 3,345,600.00
<b>Bid Deductive Alternate Total:</b>				\$ -	\$ -	N/A	N/A	\$ (532,000.00)	\$ (532,000.00)	\$ -	\$ -	N/A	N/A
<b>Total Bid:</b>				\$ -	\$ -	\$ 2,624,820.00	\$ 2,624,820.00	\$ 1,941,490.00	\$ 1,941,490.00	\$ -	\$ -	\$ 3,345,600.00	\$ 3,345,600.00

Item No:	Scheduled Lead Times for Deliverables and Construction	Calendar Days to Complete	Calendar Days to Complete	Calendar Days to Complete	Calendar Days to Complete	Calendar Days to Complete
1.	MCC Submittal Packages		8-12 weeks		90	2 weeks
2.	VFD Submittal Packages		8-12 weeks		90	2 weeks
3.	Panelboard Submittal Package		8-12 weeks		60	2 weeks
4.	Lead Time for MCC Delivery		32 weeks		210	35 weeks
5.	Lead Time for VFD Delivery		18 weeks		210	35 weeks
6.	Lead Time for Panelboard Delivery		12 weeks		120	24 weeks
7.	Longest Lead Time Item Not Listed:		N/A		N/A	35 weeks
8.	Lead Time for Mobilization		3 - 4 weeks		30	1-2 weeks
9.						
10.						

Recommend *Cogburn Bros* as the lowest responsive bidder.

Project: Palm Coast WWTF No. 1 Expansion

Bid Package: **Electrical Package**

Bid Package No: **01**

To: Andrew Lanphier  
 Wharton-Smith, Inc.  
[watergmpbids@whartonsmith.com](mailto:watergmpbids@whartonsmith.com)

**Bidder Information:**

Company: Cogburn Bros., Inc.

Contact Name: Chad Walker Title: Sr VP

Address: 3300 Faye Rd. Jacksonville, FL 32226

Phone Number: 904.358.7344 Email: cwalker@cogburnbros.com

**Bid Proposal Documentation Checklist (check all that apply):**

- |   |  |
|---|--|
| <input checked="" type="checkbox"/> Bid Form                    | <input type="checkbox"/> Value Engineering Proposal          |
| <input type="checkbox"/> Sanctions and Litigation               | <input checked="" type="checkbox"/> Certificate of Insurance |
| <input checked="" type="checkbox"/> Licenses                    | <input type="checkbox"/> Clarifications                      |
| <input checked="" type="checkbox"/> Proof of Bonding Capability |  |
| <input type="checkbox"/> Bid Schedule                           |  |

**Bidder's Acknowledgements:**

- The undersigned Bidder agrees if this bid is accepted, to enter into a Purchase Order or Subcontract Agreement with the Construction Manager per the Agreement terms included in the Bid Documents.
- Bidder accepts all the terms and conditions of the Bid Documents.
- Bidder has examined copies of all the Bid Documents and the following addenda:

No. <u>1</u> Dated <u>11/24/25</u>	No. <u>2</u> Dated <u>12/5/25</u>
No. <u>3</u> Dated <u>12/16/25</u>	No. <u>      </u> Dated <u>      </u>

- Bidder has carefully examined the site and locality where the work is to be performed and the legal requirements (federal, state and local laws, ordinances, rules and regulations) and conditions affecting cost, degree of difficulty, progress or performance of the work and has made such independent investigations as Bidder deems necessary.
- Bidder has reviewed and understands the Project Schedule furnished in the Bid Documents and commits to perform and complete the Scope of Work of this Bid Proposal within the durations indicated and will meet all milestone dates detailed therein. Bidder understands that time is of the essence and any delays in completion of any portion of the Work may result in damages.
- This Bid is genuine and (a) not made in the interest or on behalf of any undisclosed person, firm, or corporation (b) is not submitted in the conformity with any agreement or rules of any group, association, organization, or corporation (c) Bidder has not directly or indirectly induced or solicited any other Bidder to submit a false or sham Bid (d) Bidder has not solicited or induced any person, firm or corporation to refrain from bidding (e) Bidder has not sought by collusion to obtain for himself any advantage over any other Bidder or over Owner.

7. This Bid Proposal will remain open for acceptance by the Construction Manager for a period of one hundred and eighty (180) days after the date submitted. The price is to be valid for the duration of the Project Schedule after execution of a Purchase Order or Subcontract Agreement.
8. The total base bid includes all labor, material, equipment, taxes, overhead, profit, and all other costs required to complete the scope of this Bid Package as outlined in the Bid Documents.
9. The bid pricing will be broken out as follows. Regarding the bid pricing, the total bid price will be dependent on whether the alternates are accepted by the City of Palm Coast. The City of Palm Coast has the sole discretion to accept any, all, or none of the work items for this scope of work based on the bid pricing received.

Item No.	Brief Description of Item	QTY	UM	Unit Price	Total Price
1.	Electrical Package	1	LS	\$	\$2,449,000.00
2.	Payment & Performance Bond Rate	1	LS	%	\$24,490.00
				<b>Total Bid:</b>	\$2,473,490.00

**(TOTAL BID AMOUNT WRITTEN IN WORDS):**

---

**SCHEDULED LEAD TIMES FOR DELIVERABLE**

Item No.	Brief Description of Item	Calendar Days to Complete
1.	MCC Submittal Packages	90
2.	VFD Submittal Packages	90
3.	Panelboard Submittal Package	60
4.	Lead Time for MCC Delivery	210
5.	Lead Time for VFD Delivery	210
6.	Lead Time for Panelboard Delivery	120
7.	Longest Lead Time Item Not Listed: _____	_____
8.	Lead Time for Mobilization	30

**ADDENDUM 1 - ADDITIVE ALTERNATE**

Item No.	Brief Description of Item	QTY	UM	Unit Price	Total Price
1.	Addendum 1 – Additive Alternate	1	LS	\$	\$725,000.00
2.	Payment & Performance Bond Rate	1	LS	%	\$7,250.00
				<b>Total Additive Alternate Bid:</b>	\$732,250.00

**(TOTAL ADDITIVE ALTERNATE BID AMOUNT WRITTEN IN WORDS):**

**Seven hundred thirty-two thousand two hundred fifty dollars and zero cents**

**DEDUCTIVE ALTERNATE 1**

Item No.	Brief Description of Item	QTY	UM	Unit Price	Total Price
1.	Deductive Alternate 1	1	LS	\$	(\$532,000.00)
				<b>Total Deductive Alternate Bid:</b>	(\$532,000.00)


**(TOTAL DEDUCTIVE ALTERNATE BID AMOUNT WRITTEN IN WORDS):**

**Five hundred thirty-two thousand and zero cents**

List of Subcontractors: Lightning Specialists, Inc., C.E. Testing/RESA Power, Inc.

Cogburn Bros., Inc. has not been subject to any sanctions or litigation in the past ten years

The undersigned hereby certifies that Bidder has carefully reviewed the Bid Documents and with full knowledge and understanding of the requirements of the Bid Documents and that this Bid Proposal meets all specifications, terms, and conditions contained in the Bid Documents, in its entirety.

  
 Signature

CHAD WALKER / SR V.P.  
 Print Name / Title

2/20/26  
 Date



Ron DeSantis, Governor

Melanie S. Griffin, Secretary



**STATE OF FLORIDA**  
**DEPARTMENT OF BUSINESS AND PROFESSIONAL REGULATION**

**ELECTRICAL CONTRACTORS' LICENSING BOARD**

THE ELECTRICAL CONTRACTOR HEREIN IS CERTIFIED UNDER THE  
PROVISIONS OF CHAPTER 489, FLORIDA STATUTES

**WALKER, ROBBIE CHAD**

COGBURN BROS, INC.  
3300 FAYE ROAD  
JACKSONVILLE FL 32226

**LICENSE NUMBER: EC13008916**

**EXPIRATION DATE: AUGUST 31, 2026**

Always verify licenses online at [MyFloridaLicense.com](http://MyFloridaLicense.com)

ISSUED: 07/15/2024

Do not alter this document in any form.

This is your license. It is unlawful for anyone other than the licensee to use this document.





February 5, 2025

Re: **Cogburn Bros., Inc.**  
**Bonding Reference Letter**

To Whom It May Concern:

It is a privilege for Guignard Company to be the agency handling the Performance and Payment Bond requirements for Cogburn Bros., Inc. Bonds are provided through Western Surety Company, which has a Best Rating of A, XIV, and a Treasury Limit of \$146,804,000 as reported in the July 2024 edition of the Federal Register, Circular 570.

Prudent surety underwriting requires our satisfaction of financial ability, experience, and personnel. Cogburn Bros., Inc. has our complete confidence in all of these areas.

Although maximum limits have not been established, we would favorably consider single projects in the \$75,000,000 range, with an aggregate program in the area of \$150,000,000. This is subject to our normal underwriting requirements at the time any request is made, including without limitation, prior review and approval of relevant contract documents, bond forms, and confirmation of project financing.

This letter is not an assumption of liability, nor is it a bid bond or performance bond. It is issued only as a bonding reference from us as requested by our client. Any arrangement for surety credit is a matter between Cogburn Bros., Inc. and the surety company. If you have any questions or concerns please contact me at (407) 834-0022, or (888) 220-3780.

Sincerely,

Jennifer L. Hindley  
Attorney in Fact

# Western Surety Company

## POWER OF ATTORNEY APPOINTING INDIVIDUAL ATTORNEY-IN-FACT

**Know All Men By These Presents**, That WESTERN SURETY COMPANY, a South Dakota corporation, is a duly organized and existing corporation having its principal office in the City of Sioux Falls, and State of South Dakota, and that it does by virtue of the signature and seal herein affixed hereby make, constitute and appoint

**Bryce R Guignard, M Gary Francis, April L Lively, Jennifer L Hindley, Margie L Morris, Allyson Foss Wing, Deborah Ann Defoe, Christine A Morton, Kelly Phelan, David R Turcios, Mariel Urchipia, Amanda Jo Herstine, Individually**

of Longwood, FL, its true and lawful Attorney(s)-in-Fact with full power and authority hereby conferred to sign, seal and execute for and on its behalf bonds, undertakings and other obligatory instruments of similar nature

### - In Unlimited Amounts -

and to bind it thereby as fully and to the same extent as if such instruments were signed by a duly authorized officer of the corporation and all the acts of said Attorney, pursuant to the authority hereby given, are hereby ratified and confirmed.

This Power of Attorney is made and executed pursuant to and by authority of the Authorizing By-Laws and Resolutions printed at the bottom of this page, duly adopted, as indicated, by the shareholders of the corporation.

**In Witness Whereof**, WESTERN SURETY COMPANY has caused these presents to be signed by its Vice President and its corporate seal to be hereto affixed on this 14th day of February, 2024.



WESTERN SURETY COMPANY

Larry Kasten, Vice President

State of South Dakota }  
County of Minnehaha } ss

On this 14th day of February, 2024, before me personally came Larry Kasten, to me known, who, being by me duly sworn, did depose and say: that he resides in the City of Sioux Falls, State of South Dakota; that he is a Vice President of WESTERN SURETY COMPANY described in and which executed the above instrument; that he knows the seal of said corporation; that the seal affixed to the said instrument is such corporate seal; that it was so affixed pursuant to authority given by the Board of Directors of said corporation and that he signed his name thereto pursuant to like authority, and acknowledges same to be the act and deed of said corporation.

My commission expires

March 2, 2026



M. Bent, Notary Public

### CERTIFICATE

I, Paula Kolsrud, Assistant Secretary of WESTERN SURETY COMPANY do hereby certify that the Power of Attorney hereinabove set forth is still in force, and further certify that the By-Law and Resolutions of the corporation printed below this certificate are still in force. In testimony whereof I have hereunto subscribed my name and affixed the seal of the said corporation this 5th day of February, 2025.



WESTERN SURETY COMPANY

Paula Kolsrud, Assistant Secretary

### Authorizing By-Laws and Resolutions

#### ADOPTED BY THE SHAREHOLDERS OF WESTERN SURETY COMPANY

This Power of Attorney is made and executed pursuant to and by authority of the following By-Law duly adopted by the shareholders of the Company.

Section 7. All bonds, policies, undertakings, Powers of Attorney, or other obligations of the corporation shall be executed in the corporate name of the Company by the President, Secretary, and Assistant Secretary, Treasurer, or any Vice President, or by such other officers as the Board of Directors may authorize. The President, any Vice President, Secretary, any Assistant Secretary, or the Treasurer may appoint Attorneys in Fact or agents who shall have authority to issue bonds, policies, or undertakings in the name of the Company. The corporate seal is not necessary for the validity of any bonds, policies, undertakings, Powers of Attorney or other obligations of the corporation. The signature of any such officer and the corporate seal may be printed by facsimile.

This Power of Attorney is signed by Larry Kasten, Vice President, who has been authorized pursuant to the above Bylaw to execute power of attorneys on behalf of Western Surety Company.

This Power of Attorney may be signed by digital signature and sealed by a digital or otherwise electronic-formatted corporate seal under and by the authority of the following Resolution adopted by the Board of Directors of the Company by unanimous written consent dated the 27th day of April, 2022:

“RESOLVED: That it is in the best interest of the Company to periodically ratify and confirm any corporate documents signed by digital signatures and to ratify and confirm the use of a digital or otherwise electronic-formatted corporate seal, each to be considered the act and deed of the Company.”

Go to [www.cnasurety.com](http://www.cnasurety.com) > Owner / Obligee Services > Validate Bond Coverage, if you want to verify bond authenticity.



## DESCRIPTIONS (Continued from Page 1)

Excess Liability Each Occ Limit: \$5,000,000  
Excess Liability Aggregate Limit: \$5,000,000

B EX9S18792025NF Eff Date: 01/01/2025 Exp Date: 01/01/2026

Excess Liability Retention: 0

Excess Liability Each Occ Limit: \$10,000,000

Excess Liability Aggregate Limit: \$10,000,000

**\*\* Workers Comp Information \*\***

Proprietors/Partners/Executive Officers/Members Excluded:

Ronnie Cogburn, Other

Larry Cogburn, Other



Phone (904) 358-7344 Jacksonville, FL 32226 Fax (904) 358-2805

## **PALM COAST WWTF No.1 GMP 1 – ELECTRICAL UPGRADES QUALIFICATIONS LETTER**

### **Project Team**

#### **1. Chad Walker - Senior Vice President**

- Role: Oversees Cogburn Bros North Florida Regional Group, ensures alignment with company strategies, and provides high-level guidance and decision-making. Responsible for stakeholder engagement and resource allocation.

#### **2. Bryan Sullivan - Regional Director**

- Role: Oversees Cogburn Bros North Florida Regional Group South Division, coordinating efforts across departments and management team. Responsible for supervising the project management team and ensuring objectives are met on time and within budget.

#### **3. Gary Zamaites – Director of Pre-Construction**

- Role: Oversees planning and development phase of project. Responsible for all aspects of preconstruction planning, including project budgeting, scheduling, design coordination, and risk management

#### **4. Austin Helmers – Assistant Project Manager**

- Role: Directly oversees daily project operations, manages team members, and communicates with stakeholders. Acts as the bridge between upper management and project staff to relay updates and challenges.

#### **5. Bill Newman – Project Superintendent**

- Role: Responsible for managing construction site's day to day operation, ensuring safety protocols are followed, and supervising workers. Coordinates with GC and subcontractors and oversees the logistical aspects of the project.

## Past Projects

**Project Name:** JEA Greenland WRF

**Owner:** JEA

**Contact:** JEA (904) 665-6000

**Location:** Jacksonville, FL

**Start/ Finish:** December 2021 – August 2025

**Total Project Value:** \$120,000,000

**Project Value by Cogburn Bros., Inc.:** \$20,500,000

**Project Description:** The JEA Greenland WRF Project consisted of the construction of Jacksonville's first new water reclamation facility in Duval County in 45 years. The project included construction to support reuse water output, and includes innovative equipment including headworks, bioreactors, clarifiers, filters and ultraviolet disinfection, solids dewatering facility, reclaimed water storage tank, and chemical systems.

**Project Name:** JEA Nassau WRF

**Owner:** JEA

**Contact:** JEA (904) 665-6000

**Location:** Jacksonville, FL

**Start/ Finish:** February 2022 – August 2025

**Total Project Value:** \$110,000,000

**Project Value by Cogburn Bros., Inc.:** \$15,600,000

**Project Description:** The JEA Nassau WRF Expansion Project consisted of the expansion of the existing wastewater plant and construction of a new 2MGD water reclamation facility to meet the growing demands of Nassau County. The project included construction of a new Headworks, Secondary Clarifier 1 & 2, Scum Pump Station, RAS/WAS Pump Station, UV Disinfection System, as well as a new Operations Building, Maintenance Building, and Main Electrical Building.

**Project Name:** North Bryan County WRF

**Owner:** Bryan County Board of Commissioners

**Contact:** (912) 459-6520

**Location:** Bryan County, GA

**Start/ Finish:** December 2022 – May 2025

**Total Project Value:** \$73,000,000

**Project Value by Cogburn Bros., Inc.:** \$14,300,000

**Project Description:** The Bryan County WRF Project consisted of a new 4 MGD water reclamation facility to accommodate the population and flow projections for this area. The project included a new influent pump station, headworks, screening grit removal structure, aeration basins, UV disinfection structure, and post aeration basins, as well as new electrical facilities and admin building.



# **RESUME**

## **Chad Walker**

### **Sr. Vice President**

#### **Present Employer: (1997-Present)**

- Cogburn Bros Electric Inc.  
3300 Faye Road  
Jacksonville, Florida 32226

#### **Positions Held:**

- Apprentice (1997-2003)
- Journeyman Electrician (2003-2005)
- Foreman (2005-2008)
- Site Superintendent (2008-2013)
- Assistant Project Manager (2013-2014)
- Project Manager (2014-2018)
- Senior Project Manager (2018-2020)
- Director (2020-2022)
- Vice President (2022-2025)
- Sr. Vice President (2025-Present)
- Estimator (2014-Present)
- NJATC Apprenticeship Committee (2014-Present)
- NECA Future Leaders Chairman (2019-2020)
- NECA Board Of Directors Treasurer (2021-Present)

#### **Education:**

- Baldwin High School (1997)
- Jacksonville National Joint Apprenticeship (1997-2003)

#### **Training / License / Certifications:**

- Journeyman Electrician License (2003)
- Master Electrician License (2018)
- Con-Est Estimating
- Electrical Project Supervision – EPS I, II, & III
- OSHA 10 & OSHA 30
- FOA – Fiber Optic Certification
- Confined Space
- Lock Out / Tag Out
- Equipment, Man Lift, Fork Lift Operator
- NFPA 70e Arc Flash Procedures



## **Prior Projects / Facilities:**

- **Foreman (Direct Reports of 6-10)**
  - Golden Ocala WTF & WWTF (\$1.2M Project)
  - Baker County Correctional WWTF (\$600K Project)
  - Columbia County Correctional WWTF (\$550K Project)
  - Ash Street WWTF (\$1.3M Project)
  
- **Site Superintendent (Direct Reports of 15 - 25)**
  - St. Johns County Reverse Osmosis WTF (\$3.2M Project)
  - City Of St. Augustine Reverse Osmosis WTF - (\$4.7M Project)
  - Owens Corning Tank Farm Expansion – (\$800K Project)
  
- **Project Manager / Estimator (Direct Reports of 70 - 90)**
  - Hinesville WWTF (\$2.1M Project)
  - Anheuser Busch Can Plant Line 7 Expansion - (\$1.6M Project)
  - Anheuser Busch Can Plant HVAC Project - (\$1.1M Project)
  - Indian Creek WRF – (\$3.9M Project)
  - Citrus County WRF – (\$3.85M Project)
  - Anderson Ozone – (\$850K Project)
  - Saluda WTP – (\$1.25M Project)
  - TPC WRF – (\$2.4M Project)
  - Cocoa Beach WRF Upgrade – (\$1.2M Project)
  - Harbor Road WWTP – (\$2.3M Project)
  - Travis Field WRF - (\$4.1M Project)
  - Pooler WRF – (\$4.6M Project)
  - JEA McDuff WTP – (\$2.7M Project)
  - JEA Norwood WTP – (\$2.0M Project)



- **Director (Direct Reports of 90 - 130)**
  - JEA Buckman WRF – (\$52M Project)
  - JEA Greenland WRF – (\$20.2M Project)
  - JEA Radio Ave BPS/GST/WWTP – (\$3.9M Project)
  - N. Bryan Co WRF – (\$14.3M Project)
  - JEA Nassau WRF – (\$14.1M Project)
  - CCUA Peters Creek - (\$5.2M Project)
  - Columbia Co WRF – (\$3.8M Project)
  
- **Vice President & Sr. Vice President (Direct Reports of 225 - 250)**
  - JEA Buckman WRF – (\$52M Project)
  - BJWSA Cherry Point WRF – (\$17.4M Project)
  - SJCU SR 207 WRF – (\$16.3M Project)
  - JEA Arlington East Ph 2 – (\$11.25M Project)

### **Functions / Responsibilities:**

- Project - Manpower Management, Planning, Layout and Oversight
- Billing, Scheduling, Purchasing, and Procurement
- Business Development, Quality & Risk Management, And Client Relations
- Read, Interpret, and Execute Blueprints and Wiring Schematics
- Estimating, Contract Review, Submittals, Change Orders, and Project Closeout
- Project Conception, BOD, And GMP Development

### **References:**

- **David Lassetter**  
Electrical Engineer - Contact Number (904) 743-1585
- **Scott Trigg**  
St. Johns County Engineer III - Contact Number (904) 209-2622
- **Charles Cobb**  
Chatham Senior Electrical Engineer - Contact Number (912) 238-2400



# **RESUME**

## **Bryan Sullivan**

### **Regional Director**

#### **Present Employer: (2008-Present)**

- Cogburn Bros Electric Inc.  
3300 Faye Road  
Jacksonville, Florida 32226

#### **Positions Held:**

- Apprentice (2007-2011)
- Journeyman Electrician (2011-2013)
- Site Superintendent (2013-2019)
- Assistant Project Manager (2019-2022)
- Project Manager (2022-2025)
- Regional Director (2025-Present)
- Estimator (2019-Present)
- NECA Future Leaders Board Member (2019-2020)

#### **Education:**

- Sandalwood High School (2006)
- Jacksonville National Joint Apprenticeship (2007-2011)

#### **Training / License / Certifications:**

- Journeyman Electrician License (2011)
- Master Electrician License (2018)
- Con-Est Estimating
- Electrical Project Supervision – EPS I, II, & III
- OSHA 10 & OSHA 30
- FOA – Fiber Optic Certification
- Confined Space
- Lock Out / Tag Out
- Equipment, Man Lift, Fork Lift Operator
- NFPA 70e Arc Flash Procedures



## **Prior Projects / Facilities:**

- **Site Superintendent (Direct Reports of 10-25)**
  - Buckman Diegester (\$700K Project)
  - Buckman Biosolids (\$550k Project)
  - Savannah Wildlife Conservation (\$600K Project)
  - Greenland WTP (\$1.5M Project)
  - Shearwater MPS (\$750K Project)
  - Alachua Ave MPS (\$800k Project)
  - Daytona WTP Generator (\$1.5M Project)
  - Daytona WTP RO Pilot Plant (\$900K Project)
  
- **Project Manager / Estimator (Direct Reports of 70 - 90)**
  - CSX Headquarters (\$1M Project)
  - CSX Data Center Chillers (\$1.2M Project)
  - CSX Dispatch Center (\$2M Project)
  - JEA Greenland WRF (\$20.2M Project)
  - JEA Twin Creeks BPS (\$1M Project)
  - JEA Twin Creeks WW BPS (\$2M Project)
  - JEA Nocatee BPS (\$1.2M Project)
  - CCUA Ridgecrest (\$750K Project)
  - GRU Murphree High Service Pump Station (\$550K Project)
  
- **Director (Direct Reports of 90 - 130)**
  - GRU Main St WRF Phase 1 (\$1.1M Project)
  - JEA Blacksfords (\$700k Project)
  - SJCU SR207 (\$17M Project)
  - JEA Arlington East Ph 2 (\$11.25M Project)



- Glencoe WTP Softening Upgrades (\$4M Project)
- Valdosta WTP#2 (\$2.2M Project)
- JEA Oakridge WTP (\$3.1M Project)
- Town of Mayo WWTF (\$3.4M Project)
- City of Hahira (\$2M Project)
- Winco Utilities WWTP (\$1M Project)
- TP Smith BNR Blower (\$2.9M Project)

### **Functions / Responsibilities:**

- Project - Manpower Management, Planning, Layout and Oversight
- Billing, Scheduling, Purchasing, and Procurement
- Business Development, Quality & Risk Management, And Client Relations
- Read, Interpret, and Execute Blueprints and Wiring Schematics
- Estimating, Contract Review, Submittals, Change Orders, and Project Closeout
- Project Conception, BOD, And GMP Development

### **References:**

- **Todd Gilbert**  
JEA Senior Electrical Engineer  
Contact Number (904) 545-7238
- **Kevin McNaught**  
Chief Engineer CSX  
Contact Number (904) 357-7437
- **Stephen Bailey**  
Bailey Engineering Owner/Lead Electrical Engineer  
Contact Number (954) 448-7930



## RESUME

**Gary Zamaites**  
**Chief Estimator & Director Of Pre-Construction**

**Present Employer: (1986-Present)**

- Cogburn Bros Electric Inc.  
3300 Faye Road  
Jacksonville, Florida 32226

**Positions Held:**

- Apprentice (1986-1991)
- Journeyman Electrician (1991-1995)
- Foreman (1995-1998)
- Site Superintendent (1998-2001)
- Assistant Project Manager (2001-2003)
- Project Manager (2003-2016)
- Sr. Project Manager (2016-2018)
- Chief Estimator (2018-Current)
- Director Of Pre-Construction (2019-Current)

**Education:**

- Jacksonville National Joint Apprenticeship (1986-1991)
- United State Navy (1982-1986)

**Training / License / Certifications:**

- Journeyman Electrician License (1994)
- Con-Est Estimating
- Electrical Project Supervision – EPS I, II, & III
- OSHA 10 & OSHA 30
- FOA – Fiber Optic Certification
- Confined Space
- Lock Out / Tag Out
- Equipment, Man Lift, Fork Lift Operator
- NFPA 70e Arc Flash Procedures

**Functions / Responsibilities:**

- Estimating & Scope and Contract Review
- Read, Interpret, and Execute Blueprints and Wiring Schematics
- Estimating & Scope and Contract Review
- Project Conception, BOD, And GMP Development



# **RESUME**

## **Austin Helmers**

### **Assistant Project Manager**

#### **Present Employer: (2013-Present)**

- Cogburn Bros Electric Inc.  
3300 Faye Road  
Jacksonville, Florida 32226

#### **Positions Held:**

- Apprentice (2003-2007)
- Journeyman Electrician (2007-2017)
- Project Foreman (2017-2019)
- Site Superintendent (2020-2021)
- Project Team Lead (2022- 2024)
- Assistant Project Manager (2024-2025)

#### **Education:**

- Englewood High School (2001)
- Jacksonville National Joint Apprenticeship (2003-2007)

#### **Training / License / Certifications:**

- Journeyman Electrician License (2007)
- Electrical Project Supervision – EPS I
- OSHA 10, OSHA 30, & OSHA 40 EM 385 1-1
- JEA Safety Leadership Development for Supervisors
- JEA Substation Training Certification
- JEA/NEFSC Construction Site Safety Orientation Certification
- Coyne Basic First Aid Training
- Confined Space
- Lock Out / Tag Out
- Equipment, Man Lift, Fork Lift Operator
- NFPA 70E Arc Flash Procedures



## **Prior Projects / Facilities:**

### **Site Superintendent / Project Team Lead (Direct Reports of 10-25)**

- JEA Arlington East Secondary Clarifier 5 Addition - (\$2M Project)
- JEA Generating Stations APSTF Upgrade - (\$1.5M Project)
- JEA Robitzsch & Blanding Pump Lift Station - (\$400K Project)
- JEA Arlington East Medium Voltage Switchgear Replacement - (\$1.2M Project)
- JEA St. Johns River Power Park DCS Replacement - (\$11M Project)
- JEA Northside Generating Station Exciter Upgrade - (\$400 K Project)
- JEA Brandy Branch Generating Station UPS Replacement - (\$250K Project)

### **Assistant Project Manager (Direct Reports of 25-60)**

- JEA Arlington East Water Reclamation Facility Expansion Phase 2 - (\$11.25M Project)
- JEA Southwest Water Reclamation Facility Expansion - (\$18M Project)
- JEA 118<sup>th</sup> Street Master Pump Station Upgrade - (\$1M Project)
- JEA Wilson Blvd Master Pump Station Upgrade - (\$800K Project)
- JEA Arlington East Odor Control Upgrade - (\$550K Project)

## **Functions / Responsibilities:**

- Oversight of Project Personnel and Workforce Activities
- Planning and Coordinating Project Schedules and Timelines
- Billing, Invoicing, Purchasing, and Procurement
- Facilitate Effective Communication and Information Flow
- Customer Relations, Networking, Team Building
- Monitor Project Advancement in relation to Milestones and Deadlines

## **References:**

- **John Burke**  
Hazen Senior Electrical Engineer - Contact Number (904) 629-9929
- **Peter Doherty**  
JEA Senior Manager W/WW Project Management -Contact Number (651) 356-5287
- **Scott Lagow**  
JEA W/WW Project Management Consultant - Contact Number (954) 553-8631



**RESUME**  
**Bill Newman**  
**Site Superintendent**

**Present Employer: (1991-Present)**

- Cogburn Bros Electric Inc.  
3300 Faye Road  
Jacksonville, Florida 32226

**Positions Held:**

- Electrical Helper (1991-1997)
- Apprentice (1997-2001)
- Journeyman Electrician (2001-2009)
- Site Superintendent (2009-Present)

**Education:**

- Wolfson High School (1991)
- Jacksonville National Joint Apprenticeship (1997-2001)

**Training / License / Certifications:**

- Journeyman Electrician License (2001)
- Electrical Project Supervision – EPS I, II, & III
- OSHA 10 & OSHA 30
- Confined Space
- Lock Out / Tag Out
- Equipment, Man Lift, Fork Lift Operator
- NFPA 70e Arc Flash Procedures

**Prior Projects / Facilities:**

- **Site Superintendent (Direct Reports of 10-45)**
  - Riberia WWTP
  - SJCU Switchgear Replacement
  - New Sugar Mill Woods WWTP
  - Cocoa Beach Filter Replacement
  - Largo Medical EPSS
  - SJCU SR207 WRF, BPS and MPS



### **Functions / Responsibilities:**

- Oversee Design, planning, scheduling, specifications, submittals as well as other key components to maintain a smooth, safe work environment. Be the liaison between Cogburn Brothers Electric and the General Contractor as well as the Owner/Client. Ability to work with others to quickly resolve design conflicts in a timely manner. Display transparency and involve a high level of communication with other trades, General Contractor and The Owner/Client. Establish a Safety First environment and a high level of quality control that is reflective of the Cogburn Brothers Electric High Standards.

### **References:**

- **David Lassetter**  
Electrical Engineer - Contact Number (904) 743-1585
- **Scott Trigg**  
St. Johns County Engineer III - Contact Number (904) 209-2622
- **Rick Hegarty**  
Construction Manager- 707-484-1611

Bid Package #:

2

I&C Package

GMP-1 - Wastewater Treatment Facility No. 1 Expansion

City of Palm Coast

12/17/25

	DSI David Gibbons 904-591-0431 dgibbons@dsinnovations.com	ITG Ian Weller 904-425-4760 iweller@itg.com	Revere Muni Sales 863-226-0219 muni-sales@reverecontrol.com	Inframark Jean Mead 470-303-6455 jean.mead@inframark.com
<b>Total Adjusted Bid:</b>	\$ 621,657.38	\$ 628,069.00	\$ 1,013,407.00	\$ 799,625.00

**Base Bid Line Items**

Item No:	Brief Description	Qty	Unit	Unit Cost	Total	Unit Cost	Total	Unit Cost	Total	Unit Cost	Total
1.	Complete I&C System Supplier Scope - Furnish all labor, materials, equipment, programming, testing, documentation, training, and coordination as detailed in the bid manual and contract documents.	1	LS	\$ 590,495.00	\$ 590,495.00	\$ 628,069.00	\$ 628,069.00	\$ 983,645.00	\$ 983,645.00	\$ 758,580.00	\$ 758,580.00
2.	Payment & Performance Bond Rate	1	LS	\$ 14,762.38	\$ 14,762.38		Inc	\$ 11,804.00	\$ 11,804.00	\$ 9,103.00	\$ 9,103.00

**Bid Alternates**

Item No:	Brief Description	Qty	Unit	Unit Cost	Total	Unit Cost	Total	Unit Cost	Total	Unit Cost	Total
1.	Addendum 1 - Additive Alternate	1	LS	\$ 16,000.00	\$ 16,000.00		NO BID	\$ 17,745.00	\$ 17,745.00	\$ 31,563.00	\$ 31,563.00
2.	Payment & Performance Bond Rate	1	LS	\$ 400.00	\$ 400.00		NO BID	\$ 213.00	\$ 213.00	\$ 379.00	\$ 379.00
<b>Base Bid Subtotal:</b>				\$ 605,257.38		\$ 628,069.00		\$ 995,449.00		\$ 767,683.00	
<b>Bid Alternate Total:</b>				\$ 16,400.00		\$ -		\$ 17,958.00		\$ 31,942.00	
<b>Total Bid:</b>				\$ 621,657.38		\$ 628,069.00		\$ 1,013,407.00		\$ 799,625.00	

**Bid Form Requirements**

Bid Form Requirements	X	X	X	X	
Acknowledged Addenda	X	X	X	X	
Clarifications / Exceptions	X	X	X	X	
Value Engineering Proposal					
Item No:	Scheduled Lead Times for Deliverables and Construction	Calendar Days to Complete	Calendar Days to Complete	Calendar Days to Complete	Calendar Days to Complete
1.	Submittal Packages	90 days	2 weeks	120	12-14 weeks
2.	Longest Hardware Lead Time	90 days	6 weeks	150	8-12 weeks

Recommend DSI as the lowest responsive bidder.



**EXHIBIT B – BID FORM**

Project: Palm Coast WWTF No. 1 Expansion

Bid Package: **Instrumentation & Controls**

Bid Package No: **02**

To: Andrew Lanphier  
Wharton-Smith, Inc.  
[watergmpbids@whartonsmith.com](mailto:watergmpbids@whartonsmith.com)

**Bidder Information:**

Company: DSI Innovations LLC  
Contact Name: David Gibbons Title: Regional BDM  
Address: 5220 Shad Rd. Suite 406 Jacksonville, FL 32257  
Phone Number: (904) 591-0431 Email: dgibbons@dsiinnovations.com

**Bid Proposal Documentation Checklist (check all that apply):**

- |   |  |
|---|--|
| <input checked="" type="checkbox"/> Bid Form                    | <input type="checkbox"/> Value Engineering Proposal          |
| <input checked="" type="checkbox"/> Sanctions and Litigation    | <input checked="" type="checkbox"/> Certificate of Insurance |
| <input checked="" type="checkbox"/> Licenses                    | <input type="checkbox"/> Clarifications                      |
| <input checked="" type="checkbox"/> Proof of Bonding Capability |  |
| <input type="checkbox"/> Bid Schedule                           |  |

**Bidder's Acknowledgements:**

- The undersigned Bidder agrees if this bid is accepted, to enter into a Purchase Order or Subcontract Agreement with the Construction Manager per the Agreement terms included in the Bid Documents.
- Bidder accepts all the terms and conditions of the Bid Documents.
- Bidder has examined copies of all the Bid Documents and the following addenda:

No. <u>1</u> Dated <u>11/24/25</u>	No. <u>3</u> Dated <u>12/16/25</u>
No. <u>2</u> Dated <u>12/5/25</u>	No. _____ Dated _____

- Bidder has carefully examined the site and locality where the work is to be performed and the legal requirements (federal, state and local laws, ordinances, rules and regulations) and conditions affecting cost, degree of difficulty, progress or performance of the work and has made such independent investigations as Bidder deems necessary.
- Bidder has reviewed and understands the Project Schedule furnished in the Bid Documents and commits to perform and complete the Scope of Work of this Bid Proposal within the durations indicated and will meet all milestone dates detailed therein. Bidder understands that time is of the essence and any delays in completion of any portion of the Work may result in damages.
- This Bid is genuine and (a) not made in the interest or on behalf of any undisclosed person, firm, or corporation (b) is not submitted in the conformity with any agreement or rules of any group, association, organization, or corporation (c) Bidder has not directly or indirectly induced or solicited any other Bidder to submit a false or sham Bid (d) Bidder has not solicited or induced any person, firm or corporation to refrain from bidding (e) Bidder has not sought by collusion to obtain for himself any advantage over any other Bidder or over Owner.



**EXHIBIT B – BID FORM**

7. This Bid Proposal will remain open for acceptance by the Construction Manager for a period of one hundred and eighty (180) days after the date submitted. The price is to be valid for the duration of the Project Schedule after execution of a Purchase Order or Subcontract Agreement.
8. The total base bid includes all labor, material, equipment, taxes, overhead, profit, and all other costs required to complete the scope of this Bid Package as outlined in the Bid Documents.
9. The bid pricing will be broken out as follows. Regarding the bid pricing, the total bid price will be dependent on whether the alternates are accepted by the City of Palm Coast. The City of Palm Coast has the sole discretion to accept any, all, or none of the work items for this scope of work based on the bid pricing received.

Item No.	Brief Description of Item	QTY	UM	Unit Price	Total Price
1.	Complete I&C System Supplier Scope – Furnish all labor, materials, equipment, programming, testing, documentation, training, and coordination as detailed in the bid manual and contract documents	1	LS	\$ 590,495.00	\$ 590,495.00
2.	Payment & Performance Bond Rate	1	LS	% 2.5	\$ 14,762.38
				<b>Total Bid:</b>	\$ 605,257.38

**(TOTAL BID AMOUNT WRITTEN IN WORDS):**  
 Six hundred five thousand two hundred fifty seven dollars  
 and thirty eight cents

**SCHEDULED LEAD TIMES FOR DELIVERABLE**

Item No.	Brief Description of Item	Calendar Days to Complete
1.	Submittal Packages	90
2.	Longest Hardware Lead Time	90

**ADDENDUM 1 - ADDITIVE ALTERNATE**

Item No.	Brief Description of Item	QTY	UM	Unit Price	Total Price
1.	Addendum 1 – Additive Alternate	1	LS	\$ 16,000.00	\$ 16,000.00
2.	Payment & Performance Bond Rate	1	LS	% 2.5	\$ 400.00
				<b>Total Additive Alternate Bid:</b>	\$ 16,400.00

**(TOTAL ADDITIVE ALTERNATE BID AMOUNT WRITTEN IN WORDS):**  
 Sixteen thousand four hundred dollars and zero cents



**EXHIBIT B – BID FORM**

The undersigned hereby certifies that Bidder has carefully reviewed the Bid Documents and with full knowledge and understanding of the requirements of the Bid Documents and that this Bid Proposal meets all specifications, terms, and conditions contained in the Bid Documents, in its entirety.

	<u>David Gibbons/Regional BDM</u>	<u>12/17/25</u>
Signature	Print Name / Title	Date

Palm Coast Wastewater Treatment Facility  
No. 1 Expansion  
GMP #1

Qualification Documents

Prepared By



**DSI Innovations LLC**

Revision 0

December 17, 2025

DSI Job # EL2511261

DSI Innovations LLC  
5220 Shad Road  
Suite 406  
Jacksonville, FL 32257

## Revision History

<u>Rev.</u>	<u>Date</u>	<u>Section Modified</u>	<u>Summary of Modification</u>
A	12/15/25	n/a	Issued for Internal Review
0	12/17/25	n/a	Issued for Submittal to Customer

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## **1.0 INTRODUCTION**

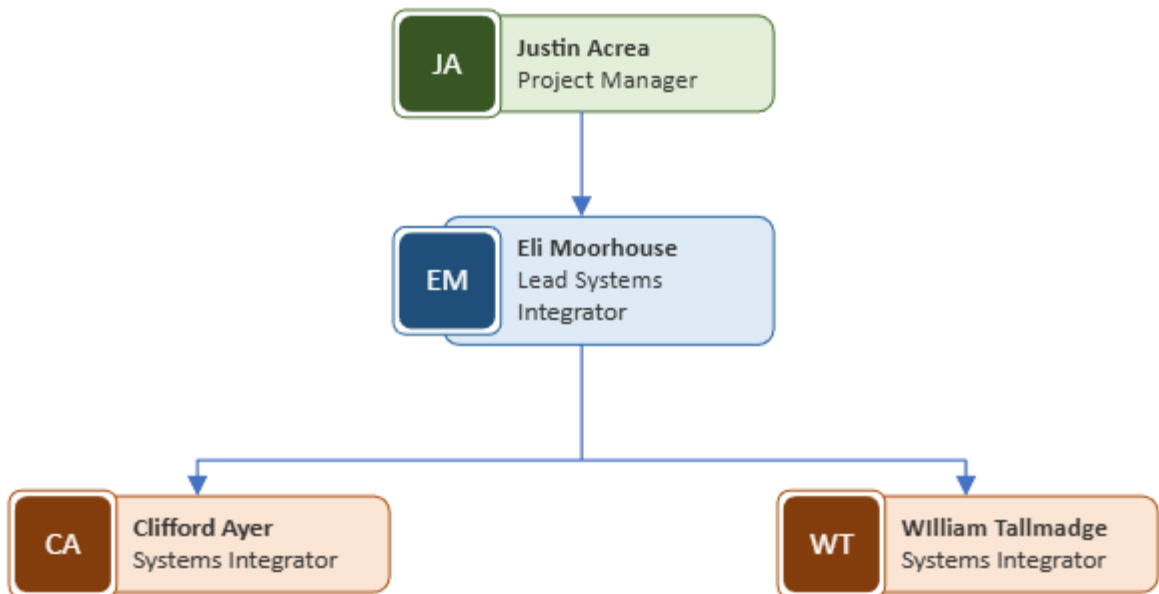
### **1.1 Document Overview**

This document contains the required qualification documents for DSI Innovations LLC to submit a bid for the City of Palm Coast WWTF No. 1 Expansion project.

## 2.0 Proposed Project Team

The proposed DSI Team for this project will be as follows:

- Project Manager** – Justin Acrea, Team Leader / Senior Systems Integrator
- Technical Lead** – Eli Moorhouse, Lead Systems Integrator
- Programmers** – Clifford Ayer, Systems Integrator  
William Talmadge, Systems Integrator



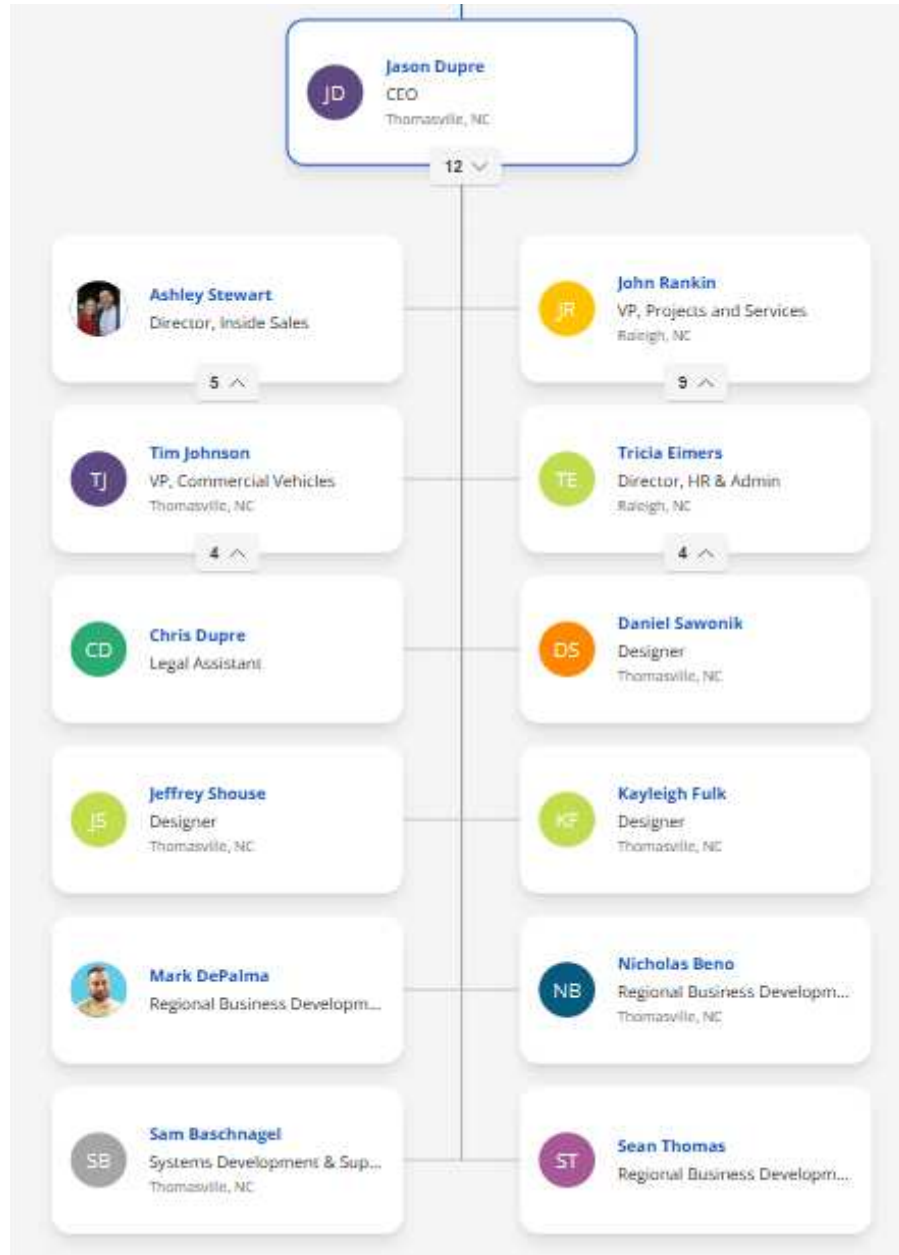
### **3.0 Organizational Structure**

DSI follows a traditional Hierarchical type of Organizational Structure, with executives that report directly to our CEO, and staff that report to the executives. There are also elements of a Functional Structure where we have separate groups for areas of expertise including: Sales & Marketing, HR and Admin, and Projects & Services. We also implement a Divisional Structure with groups being organized by geographic location.

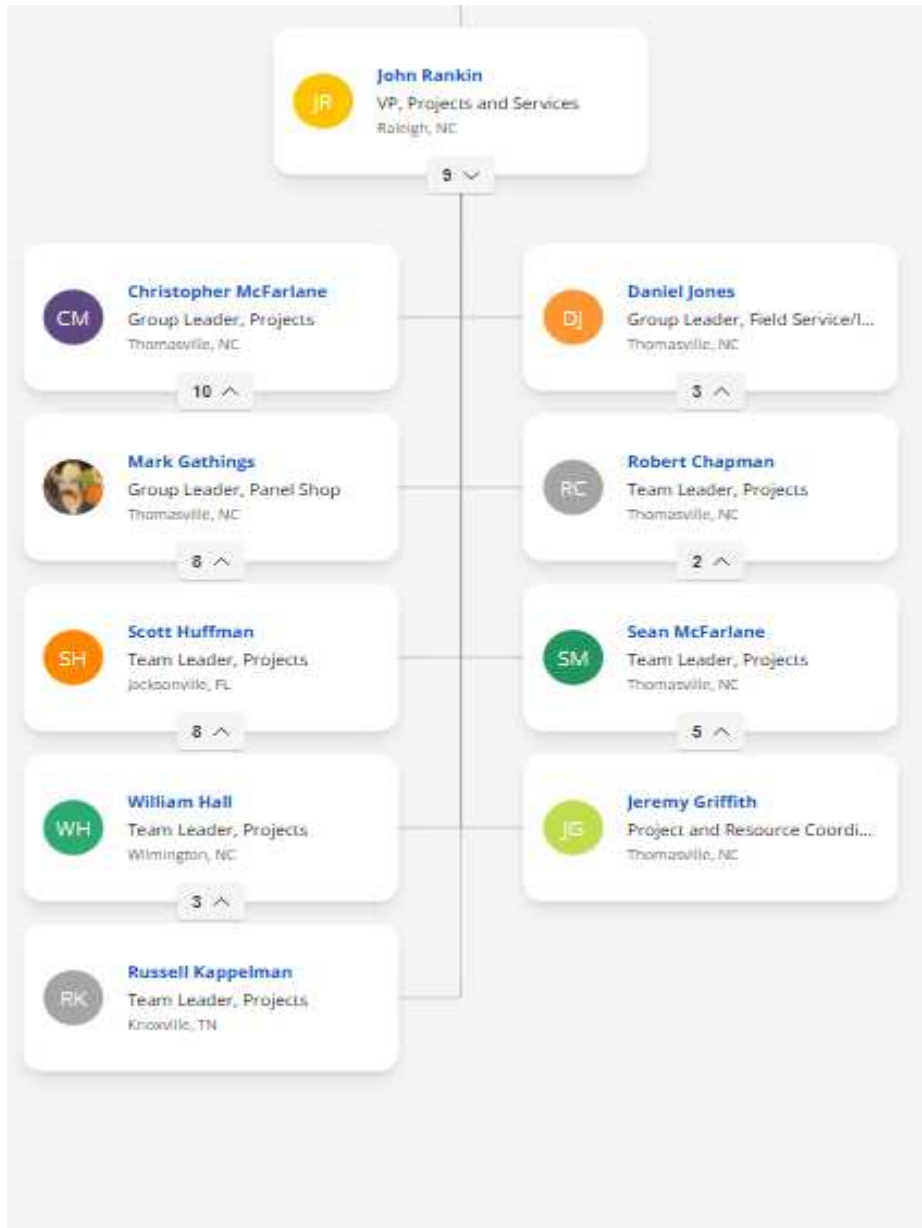
**DSI Organizational Chart –**

\*Please note that this is not the complete organizational chart for DSI, but is a few of the branches shown as reference

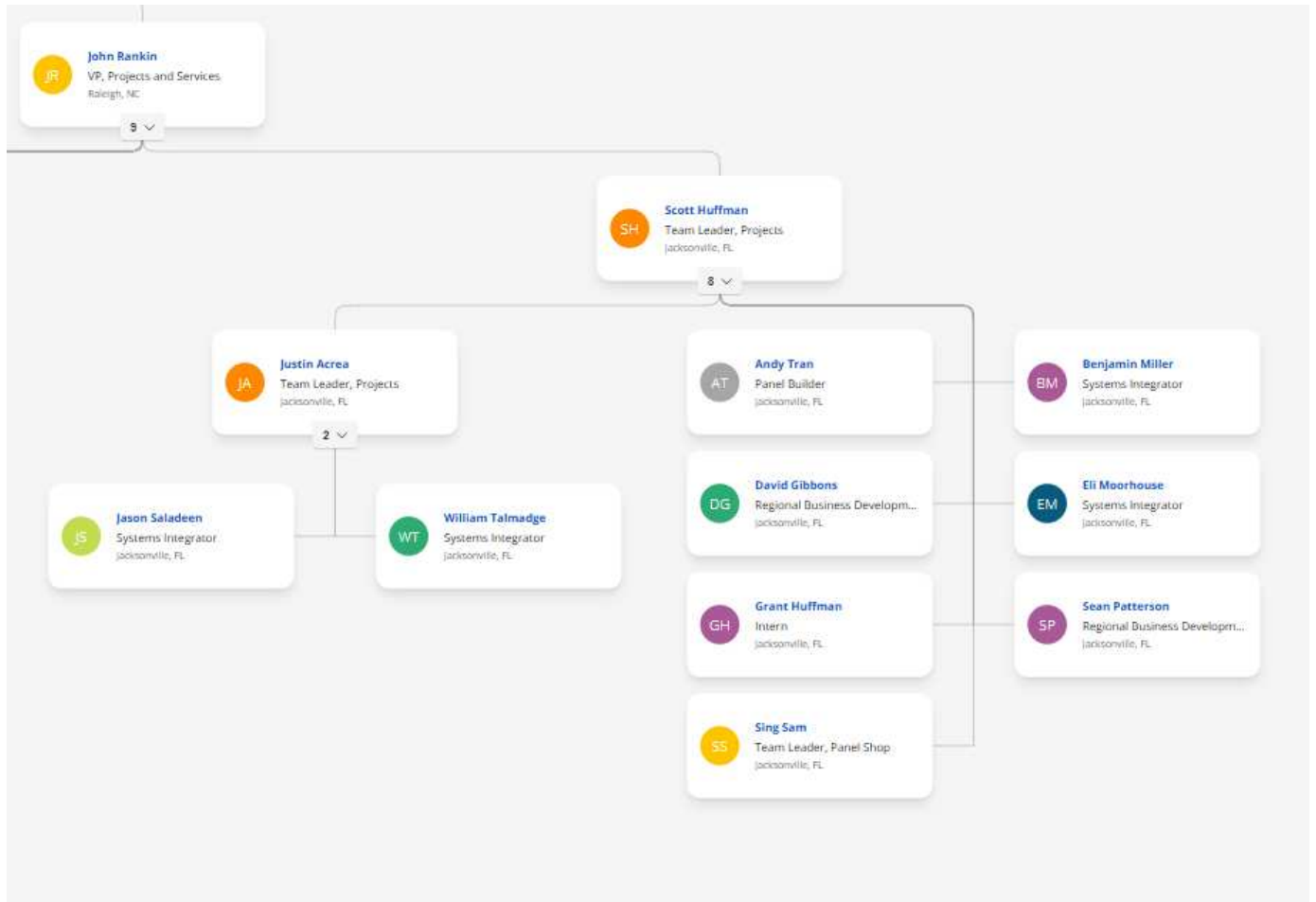
**LEADERSHIP**



**PROJECTS and SERVICES GROUP**



**JACKSONVILLE, FL GROUP**



## **4.0 Management Plans**

### 4.1 Project Management Approach

DSI Innovations employs a comprehensive and flexible Project Management Methodology guided by the Project Management Institute (PMI). For each project, DSI develops a Project Management Plan. The Project Management Plan document along with supporting documents form the baseline for our project documentation and governance. During the execution of the project, DSI communicates project status to all stakeholders in the manner and frequency described in the Project Management Plan. DSI utilizes a Change Management approach that focuses on early recognition of scope and timeline deviation, mitigation practices and impact analysis. DSI welcomes the opportunity to put our years of project management experience to work on your project.

A sample of DSI's Project Management Guidelines and Templates are provided on the following pages.



DSI Innovations LLC

## Project Management Plan

Client: \_\_\_\_\_ Prepared By: \_\_\_\_\_  
 Project Name: \_\_\_\_\_  
 Project Number: \_\_\_\_\_  
 Date Awarded: \_\_\_\_\_

### A. Points of Contact

Role	Company	Name	Phone	E-mail
Project Manager				
Technical Lead				
Project Team Member				
Project Team Member				
Client				
Subcontractors				
Safety Coordinator				
Other				

### B. Executive Summary

*Describe the Business Need / Problem, Summary Scope of Work, Client Goals and Objectives and Project Success Factors*

### C. Project Deliverables, Responsibility & Schedule

*Copy and paste the scope of work from the proposal document and assign lead resource and due dates.*

Deliverables (As Listed on the DSI Proposal)	Lead	1st Issue	Due Date	2nd Issue	Due Date
I/O List		IFI		IFI	
Network Diagram		IFA		IFI	
Control Panel Layout & Wiring Diagrams		IFA		IFI	
Control Narrative		IFA		IFI	
PLC Programming		IFA		IFI	
HMI Graphics		IFA		IFI	
Operator Manual		IFI		IFI	
Others...					
Admin, Reviews, Site Mtgs, etc.		N/A	N/A	N/A	N/A

### D. Risk Plan

*Provides a description of all risks identified for the project and a plan to integrate risk management throughout the project. Use the chart below or the Risk Management Template, as required per the PMM.*

Risk Category	Risk	Mitigation Plan
Personnel:		
Subcontract Management:		
Customer Interface:		
Scope Management:		
Tracking / Schedule:		



## Project Management Plan

Tools / Equipment:		
Technical Design:		
Quality:		
Documentation Management:		
Safety:		

### E. Quality Plan

Function	Reviewed By	Comments
Panel Drawings		
Control Narrative		
Programming		
Panel Fabrication		
FAT		

### F. Safety Plan

*Provides an assessment of safety issues and a description of any required Personal Protective Equipment (PPE), safety permits and safety training throughout the project.*

*Use the chart below or the Communication Plan Template.*

PPE	When Required	Safety Programs	When Required
Hard hat		JSA	
Safety Glasses		Hot Work Permit	
Steel Toed Shoes		Lockout Tagout	
Gloves		Other	
Safety Vests			
Flame Retardant Clothing			

### G. Communications Plan

*Defines the information needs of project stakeholders and the project team by documenting what, when, frequency and how the information will be distributed.*

*Use the chart below or the Communication Plan Template.*

Description	Frequency	Format	Owner	Participants / Recipient
Meeting Notes				
Status Updates				

### H. Change Management Plan

*Provides the project team with a change management methodology for identifying and controlling changes to the various elements of the Project Plan.*

COMMENTS:

### I. Configuration Management Plan

*Provides the project team with a configuration management methodology for identifying and controlling changes to the various design elements for the project.*

COMMENTS:

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## Smartsheet Information Guideline



DSI Innovations LLC

Updated March 4, 2019

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The guideline provides information to navigate through Smartsheets and will highlight the purpose of the different Smartsheet views and how to access them.

### **Dashboards**

Dashboards provide a quick and easy way to access project and administrative information. Dashboards are available from any internet connection via a web browser.

#### Employee Dashboard

- Available to all employees

#### Managers Dashboard

- Available to Branch Managers, Team Leaders, etc.

### **Project Management Approach**

DSI has defined the Team Leader position to be a combination of technical leadership and traditional project management. While it is recognized that the technical leadership aspects of the Team Leader role represent most of the effort in regard to time use, it is also understood that effective Project Management is equally necessary for a successful project. Without proper focus, it is possible for a Team Leader to become wrapped up in the technical development of the project deliverables and not make time to handle the project management functions. This can be thought of as “doing the project” rather than “running the project”. All projects need a minimum amount of project management to ensure success. Rarely does a project fail due to technical problems that couldn’t be overcome – rather it’s more often due to a lack of focus on project management functions.

The project management function is the responsibility of the person running the project. Commonly this is a Team Leader who has project management experience and has been trained in the use of all DSI Project Management tools including the ones described in this guideline. If the project is not assigned to a Team Leader, then the Branch Manager is responsible ensuring the project management functions are completed either by the Branch Manager or by someone designated by the Branch Manager or a combination of both.

Smartsheet Guideline

**Project Financial Management Tools**

The Smartsheets below are used by Branch Managers and Team Leaders to analyze the financial performance of a project or service call such as tracking hours, profit margin, cost of materials, etc.

Work in Progress

- Shows an overview of every active job for DSI that has a PO on file
- Lists the Project Manager, Original PO Amount, Amount Billed, Quoted Hours, Actual Hours Used (Updated about once a week), Profit Margin, etc.

Job Number	Project Manager	Customer	Office Location	Job Description	Project Folder	Budget	Budget/T&M	Original PO amount	Total Change Orders
EL 100861	Chris McFarlane	ABC Automation	North Carolina	TA Portal Support	<a href="#">https://dsiinnovations.com/...</a>	Contract	T&M	\$42,000.00	\$182,125.00
EL 404374	Dennis Johns	AC Corporation	To Be Assigned	Digpen Utah Onsite Support	<a href="#">https://dsiinnovations.com/...</a>	Contract	Design	\$16,690.00	
EL 171562	Jason Dagne	AC Corporation	North Carolina	Booster 3 Project	<a href="#">https://dsiinnovations.com/...</a>	Contract	Design	\$152,400.00	\$7,895.00
SC 191262	Nancy Phillips	Art Material & Handling	Tennessee	Mixed Conveyor Campaign/Logi Resour Support	<a href="#">https://dsiinnovations.com/...</a>	Contract	T&M	\$0.00	

Job Overview

- Use to look at a "snapshot" of the overall progress
- By typing in a job number in the blue box on this sheet, it will pull all the accumulated data from the Work in Progress into an easy to read format
- The job must be in Work in Progress for the data to be pulled
- Provides a quick and easy way to review the progress of a job

		<p>AGAIN... Blue fields indicate entered values. Please do not modify any field except Job Number value (directly below) without discussing with Bert first. Thanks! P.S. Blue fields typically mean enter data. Please leave color and styles alone.</p>		Job Overview - Rev 2
Enter Job Number =>		EL1808663		<p>IMPORTANT =&gt; Others may be using this sheet simultaneously so please don't save sheet because that pushes your changes to their instance of Job Overview</p>
Customer		[REDACTED]		
Job Description		TIA Portal Support		
Project Folder		<a href="#">https://dsiinnovations.com/...</a>		Only active for select few projects
Project Manager		Chris McFarlane, Logan Tedder		
Customer Contact		Eamhardt, Chuck		
Budget Type		T&M		
Original PO Amount		\$42,000.00		
Change Orders Total		\$140,125.00		
Total Project Value		\$182,125.00		
Total Project Cost		\$83,875.17		
Actual Profit Margin		26%		If divide by zero, nothing billed
Total Time Spent		1,214.79		
Quoted Travel		0		
Amount Billed		\$112,754.14		
Remaining		\$31,374.86		
<b>Engineering Time</b>				
Quoted		488.00		
Actual		1,214.79		Now Updated Daily
Remaining		-854.79		

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### Project Resource Scheduling Tool

The Smartsheets below are used to identify major tasks and assign resources for projects and service calls. This Smartsheet is for project resource scheduling and is typically NOT shared with the client.

A template is created upon receipt of PO to list the typical tasks for the project or service call. As the Team Leader plans the project, he/she should modify the list of tasks to match the specific project. This list is typically a summary level list of tasks that allows resources to be accurately scheduled and allocated. The Team Leader is responsible for assigning dates / durations, resource names and allocation percentages for each task when the job is setup and before any work is started as well as updated at least weekly as the project is executed.

#### For Projects

- Provides a list of active "EL" – Engineering Jobs that are being executed per office
- Lists amount of time Quoted, Scheduled Dates, Duration, Allocation %, Resources, Team Leader Name, etc.
- Should be managed / updated each week by the person responsible for the project (typically a Team Leader or Branch Manager)
- This Smartsheet is largely for the Branch Manager / Team Leader and up to be used to help run the company with accurate resource information
  - [Project with Resource Management – North Carolina](#)
  - [Project with Resource Management – Tennessee](#)
  - [Project with Resource Management – Florida](#)

Alt. Task	Customer/Job Description	Job Number	PO/Contract	Start Date	End Date	Status	Assigned To	Alloc %	Duration
	<b>Latest Receipts of Automation</b>	<b>EL1880018</b>	<b>18040181</b>	<b>01/21/19</b>	<b>03/27/20</b>		<b>John Rankin</b>		<b>75M</b>
	Project Kickoff / Handoff			01/21/19	01/21/19	Complete	David Jones, John Rankin	100%	1d
	Admin			01/21/19	03/15/20		John Rankin	10%	365d
	Design & Documentation			01/21/19	06/07/19		John Rankin	40%	163d
	Design Drawings			01/21/19	06/07/19		Jeff Shivas	50%	163d
	Server Setup & Configuration			06/05/19	07/05/19		Craig McFarlane	100%	31d
	Logic Programming			07/08/19	11/08/19		Craig McFarlane	100%	99d
	Logic Programming			07/08/19	10/11/19		Robert Rowe	100%	75d
	Graphics Configuration			10/14/19	11/08/19		Robert Rowe	100%	25d
	FAT Testing			11/11/19	11/12/19		Craig McFarlane, Robert I	100%	2d
	Installation Supervision			12/02/19	01/24/20				49d
	Checkout & Start-Up			01/09/20	02/18/20		Craig McFarlane, Robert I	100%	39d
	Post-Start Coverage			02/11/20	03/27/20		Craig McFarlane	100%	35d

#### For Service Calls

- Provides an overview of service work being completed by each office
- Should be managed / updated daily Service Group Manager
  - [NC Service Schedule](#)
  - [Florida Service Schedule](#)

Alt. Task	Customer/Job Description	Job Number	Assigned To	Allocation %	Start	Finish	Notes
	<b>NC Jobs Pending Assignment</b>						
	Green Status & Programming Training - Greenbook, NC		Grant Gattis	100%	03/11/19	03/13/19	Not Started
	Special Basics & Safety - Greenbook, W2		Grant Gattis	100%	03/26/19	03/28/19	Not Started
	Rollup 1000 Basics and PanelView Plus FT Basics Training - One		Grant Gattis	100%	06/12/19	06/12/19	Not Started
	<b>FL Jobs Pending</b>						
	Line 4 AOC	EL1807005	Sam Harwood	100%	06/20/18	09/01/18	
	PLC/Robotics	EL1705149	Sam Harwood	100%	11/01/18	02/11/19	
	Area 4/5/6 Basics	EL1818607	Sam Harwood	100%	11/08/18	11/08/18	
	Temp		Sam Harwood	100%	03/04/19	02/10/19	
	PTO		Sam Harwood	20%	02/07/19	02/07/19	

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**Project Planning Tool (Punchlist)**

The Punchlist Smartsheet is used to plan a project and is a list project tasks, due dates and resource assignments. This Smartsheet does NOT affect the resource planning view and typically IS shared with the client.

A template is created upon receipt of PO to list the typical tasks for the project. As the Team Leader plans the project, he/she should modify the list of tasks to match the specific project requirements. This list should be a detailed list of tasks and can often be taken from the deliverable list in the DSI proposal. The list should include items needed for the project that are being provided by the client or vendors. The Team Leader is responsible for assigning due dates, resource names and updating the status for each task when the job is setup and updated at least weekly as the project progresses.

Punchlist – Example Template

- Punch Lists should be used to layout specific items or task that need to be addressed within a project.
- Every active “EL – Project” that has a PO on file will have a punch list created and linked to the project in the Project with Resource Management sheet
- This Smartsheet is largely for the Branch Manager / Team Leader and project team members to be used to help run / execute the project

Task Name	Due Date	Completion Date	Date	Assigned To	Priority Ranking	Status	Comments
PCS Installation of L200 transmitters		8/22/2019	<input checked="" type="checkbox"/>			Complete	
Network Mapping			<input checked="" type="checkbox"/>	John Rankin		Complete	
<b>Design</b>			<input type="checkbox"/>			In Progress	
P&IDs	03/08/19		<input type="checkbox"/>	John Rankin		In Progress	
Instrument I/O List	03/15/19		<input type="checkbox"/>	John Rankin		In Progress	
Instrument Specifications	04/08/19		<input type="checkbox"/>	Danien Johns		In Progress	
Instrument BOM & Purchase	05/03/19		<input type="checkbox"/>	John Rankin		Not Started	
Cable Block Diagram	05/03/19		<input type="checkbox"/>	John Rankin		Not Started	
Cable Schedule	05/03/19		<input type="checkbox"/>	John Rankin		Not Started	
Control System Network Diagram	04/08/19		<input type="checkbox"/>	John Rankin		In Progress	
Control Panel Layout & Wiring Diagrams	05/23/19		<input type="checkbox"/>	John Rankin		In Progress	
PLD Panel Layout & Wiring Diagrams	05/23/19		<input type="checkbox"/>	John Rankin		In Progress	
Motor Panel Layout & Wiring Diagrams	05/23/19		<input type="checkbox"/>	John Rankin		In Progress	
Server Rack Layout & Wiring Diagrams	05/23/19		<input type="checkbox"/>	John Rankin		In Progress	
Control System BOM & Purchase	08/14/19		<input type="checkbox"/>	John Rankin		Not Started	
Loop Sheets	08/30/19		<input type="checkbox"/>	John Rankin		Not Started	
Control Narrative	06/28/19		<input type="checkbox"/>	John Rankin		Not Started	
As-Built Drawings	03/27/20		<input type="checkbox"/>	John Rankin		Not Started	
<b>Configuration &amp; Testing</b>			<input type="checkbox"/>				
Server Setup & Configuration	08/28/19		<input type="checkbox"/>	Chris McFarlar		Not Started	
Unit Programming	11/08/19		<input type="checkbox"/>	Chris McFarlar		Not Started	
PLC Programming	11/08/19		<input type="checkbox"/>	Chris McFarlar		Not Started	
Control Module Programming	11/08/19		<input type="checkbox"/>	Chris McFarlar		Not Started	
Graphics Configuration	11/08/19		<input type="checkbox"/>	Robert Rowe		Not Started	
FAT	11/15/19		<input type="checkbox"/>	Chris McFarlar		Not Started	
<b>Installation, Checkout &amp; Start-up</b>			<input type="checkbox"/>				
Installation Supervision	01/31/20		<input type="checkbox"/>			Not Started	
I/O Checkout / Loop Checks	02/14/20		<input type="checkbox"/>	Chris McFarlar		Not Started	
Start-up	02/14/20		<input type="checkbox"/>	Chris McFarlar		Not Started	
Production Support	03/27/20		<input type="checkbox"/>	Chris McFarlar		Not Started	

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### Resource View

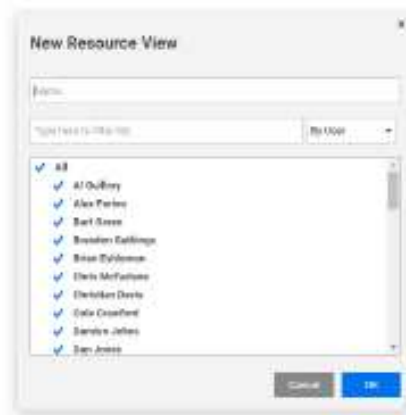
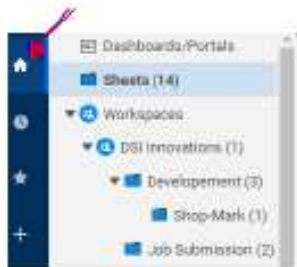
A "Resource View" provides a centralized place to view upcoming schedules for everybody and quickly determine availability. It gives a broad picture to show if an individual is "covered up" or if they could potentially have some bandwidth. There is a DSI resource view already created (see below) and custom views can also be created (see next section).

 DSI Innovations Resource View

	February 3, 2019							February 10, 2019						
	S	M	T	W	T	F	S	S	M	T	W	T	F	S
Al Oullory		133%	33%	183%	83%									83%
Bart Green			500%		450%									450%
Chris McFarlane														
Christian Davis			200%		100%									100%
Damien Johns														
Dan Jones		50%		133%		50%								133%
Darren Williams					300%									300%
David Ridgell														
Eric Piedimonte			100%											
Jan Folvart														

### Create a Customized Resource View

- Click the Home Button in Smartsheets – Top Left corner of the page
- Scroll the bottom and right click on "Resource View" and select "Create New View"
- You can select specific individuals that you would like to monitor their availability, or you can do this for all employees.



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## Project Status Report



Company  
West Crusher Relocation E&C Preliminary Design

Week Ending: May 12, 2019

<b>Executive Summary</b>	COMPANY plans to install a new Dump Hopper and Crusher system to be located West of the existing Crusher. DSI will develop (2) construction bid packages suitable for COMPANY to obtain fixed price proposals for the Electrical and Controls portions of the project. DSI will develop preliminary equipment datasheets suitable for COMPANY to obtain quotes from equipment vendors.
<b>Needed Information</b>	<ul style="list-style-type: none"> <li>• The project is adding 1,765 HP of motors, not counting any other load             <ul style="list-style-type: none"> <li>○ Per NEC, the minimum load to be considered is ~2015KVA or 280 Amps at 4.16kV</li> <li>○ Good industry design practice is to design for ~2825KVA or ~400 Amps at 4.16KV</li> <li>○ Please indicate your preferred KVA rating to use for the design</li> <li>○ Please confirm that the 4160V Bus #2 can handle this load</li> </ul> </li> <li>• What is the short circuit current available upstream at/from 4160V Bus No. 2 where we are connecting?</li> <li>• Copy of the PLC5 program and HMI configuration in native formats (see e-mail for link)</li> </ul>
<b>Schedule Status</b>	<ul style="list-style-type: none"> <li>• Design &amp; Status Review meeting: 5/7/2019 Complete</li> <li>• Design &amp; Status Review meeting: 5/14/2019 Complete</li> <li>• Issue several of the deliverables for review by 5/23/2019</li> <li>• Deliverable Review meeting: 5/28/2019 at 7am CST / 8am EST</li> <li>• Issue final deliverables by 5/31/2019</li> </ul>
<b>Last Week's Activities</b>	<ul style="list-style-type: none"> <li>• Started Equipment List</li> <li>• Started Instrument / IO List</li> <li>• Existing SLD, E1 - complete</li> <li>• New SLD, E-001 with 4160V &amp; 480V MCCs - complete</li> <li>• New Grounding Plan, EG-001 - drawing is complete, updating quantities in BOM</li> </ul>
<b>This Week's Activities</b>	<ul style="list-style-type: none"> <li>• P&amp;ID Modifications</li> <li>• Lighting Plan &amp; Fixture Schedule</li> <li>• Transformer Datasheet</li> <li>• 4160V MCC Datasheet</li> <li>• 480V MCC Datasheet</li> <li>• Conex Conceptual Layout and Specifications</li> <li>• Start Electrical Construction Scope of Work</li> <li>• Start Controls Automation Scope of Work</li> </ul>

## Meeting Notes



Client:  
Project Title: Latex Reactor #4 Automation

Project No: EL1806511

Confirmation of:	Date Held:	April 16, 2019
Meeting	Location:	Conference Call
X Telephone Conversation	Date Issued:	April 22, 2019
Other	Author:	John Rankin
Subject: Project Design & Status Update Meeting		

### Participants

Steve McGuff	
Dennis Vachon	
Jose Planas	
Paul Braeger	
Ron Lyons	DSI Innovations
John Rankin	DSI Innovations

**Notes** (Action items are in **Bold font**)

### Safety Topic

- Road rage – don't do it, it is not worth it.
  - 53% Consider Speeding Normal which can lead to Road Rage by the other 47%
  - 94% of Collisions are Due to Human Error and 33% of these are linked to Road Rage
  - 50% Become Aggressors after being a victim in a Road Rage incident
  - 2% Admit Revenge (tailgating, short-braking, bumping, running another driver off the road)
  - 37% of Road Rage incidents Involve Firearms
  - 66% of Traffic Fatalities caused by Road Rage
  - 30 Murders per Year are linked to Road Rage
- Company has implemented 10 mph sitewide speed limit

### Action items from the previous meeting

- Alarms and interlocks were reviewed by Paul and Company during the week of 4/15/2019. The P&IDs and Interlock list will show/list alarms that are always active. Alarms that are recipe dependent will be part of the recipes and not shown on the P&IDs. All alarms will be identified in the Control Narrative.
- DSI updated the P&IDs and sent out as Rev 0, Issued for Design on 4/5/2019.
- Dennis will provide information on monomer tank size, shape and orientation by 4/19/2019. This information is needed now to ensure the instruments ordered are calibrated correctly.
- Dennis will confirm how the level transmitters will be installed on the monomer tanks by 4/19/2019. This information is needed now to ensure the instruments ordered can be installed on the tanks.
- Steve sent a marked-up GA with the area classifications noted.
- John will provide the approximate weight of the loaded MCC Electrical Room Conex by 4/30/2019.

Meeting Date: April 16, 2019

Page 2 of 3

**Design Review**

1. From discussion, the system will be designed without an E-Stop pushbutton in the control room or the field, etc. However, the following stop / pause logic will need to be developed and will be documented in the Control Narrative:
  - a. System Shutdown sequence
  - b. Power outage Shutdown / Restart sequence
  - c. Pause / Hold / Restart sequence
2. VFDs typically will have process interlocks when being controlled by the automated recipe procedure. However, the VFDs will be configured to operate independent of any interlocks when operated in local mode from the front faceplate on the VFD (typically only by maintenance personnel).
3. Paul will update the interlock list based on his onsite meeting the week of 4/15/2019.
4. Redundant instruments will have separate sensors and transmitters (ie: redundant thermocouples will have separate thermowells, sensors and transmitters so they can be mounted in different locations)
  - a. Programming to address redundant instruments can be custom designed and is very flexible to meet the process requirements. The team will discuss each redundant situation to determine the best control and alarm approach and DSI will document it in the control narrative.
5. All data and control for the VFDs will be communicated via Ethernet including the current / amps reading rather than using a current transducer. Numerous data points will be available from the VFDs, as needed.
6. As DSI is specifying and ordering instruments, DSI will confirm that the instruments will support the required process conditions, flow rates, etc. that have been specified by the project team.
7. Paul and Company will review and confirm the following:

4	Need to calculate line holdups for following charge systems for batch recipe water balance		Dennis / Summer Intern
	Bulk monomer to PE	Cat/Act/Misc tanks feed to RX	
	Small add stations charges to PE/PD/RX	RX transfer to CT & rinse	
	PE feed to RX & rinse	Cat/Act tanks to CT	
	PD feed to RX & rinse	CT rinse	
5	Determine minimum volumes to hit tank agitators as will impact water balance (need to reduce size of tanks based on water balance?) By 5/31/2019		Dennis
6	Spec min/max/average flow rates with air pumps to determine if capable to accurately pump. Dennis will build a pump list with this information. By 6/30/2019		Dennis
10	Determine the desired speed for each recipe. The speed will be a recipe parameter in each recipe for each time the agitator is used in a batch. By 4/5/2019		Jose & Paul

**Status Updates**

1. Company is reviewing the P&IDs the week of 4/15/2019 and will mail hardcopies to DSI by 4/22/2019 (received, thanks!)
2. DSI will keep a redline copy of the P&IDs and will issue a new version once enough changes have been determined.
3. The Instrument / IO List is complete and has been updated per the Rev 0 P&IDs.
4. The Interlock List will be updated per the latest P&IDs (Paul)
5. The Network Diagram is in progress and nearly complete (DSI)

Meeting Date: April 16, 2019

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6. The PLC Control Panel design is starting (DSI)
7. The RIO Panel design is starting (DSI)
8. The Motor Panel design is starting (DSI)
9. The Server Rack design is starting (DSI)
10. The General Arrangements are in progress and going well (Company)
11. The Control Narrative (part 1 updates and part 2) is in progress
12. Paul is at Company this week
13. John and Jose to meet onsite on Mon to Wed, 4/22 to 4/24 to begin the batch procedure and recipe design. John will document the process and we will utilize the batch sheets that Jose has already created. We will develop the following ISA Batch Standard S88 models:
  - a. The Physical Model (Train, Units, Equipment Modules and Control Modules)
  - b. The Procedural Control Model (Procedures, Unit Procedures, Operations and Phases)
14. At some point there will be an overall group meeting at Company for the various design and construction groups to meet and begin coordinating.

**Risk Management**

1. Review and update during each meeting.

No.	Risk Description	Low, Medium or High			Mitigation Strategy	Owner
		Likelihood	Severity	Overall		
1	Inadequate training for the operators	Low	High	Medium	Formal training is scheduled	Jose
2	Need more automated valves to provide desired automation and achieve desired quality and consistency	Low	Medium	Low	The P&IDs were reviewed with operations and it is agreed that we have the right level of valves automated for the project.	Dennis
3	E-House too small for future automation needs	High	Low	Medium	Will include space in the GA for a future E-House	Steve
4	Control Room too small for future automation needs	Medium	Low	Low	Will include space in the GA for a future Control Room	Steve

Please provide any updates or additions to these notes within (3) days of issue.

## 5.0 Summary of Similar Projects

**Project Name: 106-19 Bradley Road Booster Pump Station**

**Location: 10477 Bradley Road, Jacksonville, FL**

**Owner: JEA**

**Owner Address: 225 N. Pearl Street, Jacksonville, FL**

**Contact: Paul Yarger, Manager – Wastewater Reuse and Treatment, East Grid**

**Direct: (904) 665-6611**

**Mobile: (904) 568-6018**

**[yargp@jea.com](mailto:yargp@jea.com)**

**Project Value: \$484,989.88**

**Start Date: 1/9/2020**

**End Date: 8/24/2021**

Under the terms of this project DSI provided PLC/HMI programming to meet the new specified control narrative that was provided in the bid package. DSI converted programming provided by JEA from Siemens Step 7 into the most current TIA Portal Version 17. DSI provided integration of the new software into JEA's existing WinCC SCADA to allow for alarming and reporting. DSI integrated the new control panels and instruments covered under our scope of supply along with additional control panels and instruments provided by other suppliers under different divisions of the specifications to provide a complete and fully functioning system. DSI provided oversight during the installation of the new field instrumentation and integration of new instruments once installed. DSI delivered commissioning and startup support as well as training and operations manuals.

### **Panels Provided**

- (6) Dry-Pit Submersible Booster pump panels, VFD controlled, 140HP each
- Master PLC panel
- SCADA Radio panel
- Fiber Optic Patch panels for Flow Meters
- Flow Meter enclosures
- Field Instrument Connection boxes

### **Field Instruments Provided**

- (2) Ultrasonic Clamp-On Flow Meters – FE/FIT-201, FE/FIT-202
- (4) Pressure Transmitters – PIT-101, PIT-102, PIT-201, PIT-202

**Project Name: Radio Avenue Raw Water MPS**

**Location: 79 Art Wilson Lane, Yulee, FL**

**Owner: JEA**

**Owner Address: 225 N. Pearl Street, Jacksonville, FL**

**Contact: Roberto Rivera-Lopez, Project Manager – Water/Wastewater PEC**

**Mobile: (904) 676-0258     [rivera2@jea.com](mailto:rivera2@jea.com)**

**Project Value: \$365,227.00**

**Start Date: 7/3/2021**

**End Date: 10/31/2023**

Under the terms of this project DSI provided PLC and HMI programming assistance to the owner. DSI provided several new control panels as well as new field instrumentation. DSI was responsible for the installation and testing support for all new instruments and control panels along with development of new schematics and operator manuals. User training was also provided.

#### **Field Instruments**

- Pressure Gauges
  - PI-2011A
  - PI-2011B
  - PI-2021A
  - PI-2021B
  - PI-5021
- Level Switches (Suspended Float)
  - LSH-1011
  - LSLL-1011
- Level Switch (Sliding Float)
  - LSH-2005
- Magnetic Flow Meter
  - FE/FIT-2051 (with sunshield)
- Humidity and Temperature Indicating Transmitter
  - RHT-4021
- Pressure Indicating Transmitters
  - PIT-1001
  - LIT-1011
  - PIT-2001
  - PIT-2051 (with sunshield)
  - PIT-5021
- Chlorine Analyzer
  - AE/AIT-2051

### **Control Panels**

- MCP-1 – Pump Station Main Control Panel
- LCP-1 (RIO-1) – Sodium Hypochlorite Local Control Panel
- RIO-2 – Ground Storage Tank Remote I/O Panel
- RIO-3 – Discharge Flow and Pressure Remote I/O Panel
- RIO-4 – Standby Generator Remote I/O Panel
- TFP-5001 – Sodium Hypochlorite Truck Fill Panel
- Float Switch Junction Box
- Surge Suppressor Junction Boxes
- Network Cabinet

**Project Name: Monterey WWTF Improvements**

**Location: 5802 Harris Avenue, Jacksonville, FL**

**Owner: JEA**

**Owner Address: 225 N. Pearl Street, Jacksonville, FL**

**Contact: Roberto Rivera-Lopez, Project Manager – Water/Wastewater PEC**

**Mobile: (904) 676-0258     [rivera2@jea.com](mailto:rivera2@jea.com)**

**Project Value: \$623,900.00**

**Start Date: 7/23/2024**

**End Date: 9/1/2025**

During this project DSI is provided the integration of all new and existing I/O - via the MCP & RIO panels as well as all new vendor/package control panels as depicted on the project plans into the plant's existing HMI/SCADA system. DSI landed and confirmed functionality of wiring for DSI provided control panels and instruments. DSI also provided commissioning and startup services including Field calibrations and site acceptance testing. DSI additionally provided end user training as well as final As-built documentation

DSI Provided Hardware:

#### **Panels**

- Network Control Panel
- Main Control Panel 9-1-ICP-1
- Effluent PS RIO Panel 6-1-ICP-1
- Screening RIO Panel 2-1-ICP-1
- Pony Pump RIO Panel 2-1-ICP-3

### Instrumentation

- AE/AIT 2-1
- LE 2-3 2
- FE/FIT 2-1
- FE/FIT 11-5 1
- PIT 6-13 4
- PIT 6-13 5

**Project Name: WILSON BLVD. PUMP STATION PROJECT**

**Location: 6127 Wilson Blvd., Jacksonville, FL**

**Owner: JEA**

**Owner Address: 225 N. Pearl Street, Jacksonville, FL**

**Contact: Roberto Rivera-Lopez, Project Manager – Water/Wastewater PEC**

**Mobile: (904) 676-0258     [rivera2@jea.com](mailto:rivera2@jea.com)**

**Project Value: \$310,639.00**

**Start Date: 1/2/2022**

**End Date: 10/23/2023**

This project was a complete rehabilitation of a master pump station for JEA. DSI provided PCL/HMI programming support along with design and fabrication of the below listed control panels. DSI provided integration support for all new instrumentation and control devices. Installation, commissioning and testing support was provided for all new control panels and field instruments. All required manuals, final As-builts and training requirements were provided by DSI according to project specifications and JEA standards.

### **DSI Provided Control Panels**

- Master Control Panel
- VFD Panels (VFD-1, VFD-2, VFD-3)
- Generator I/O Panel
- Autodialer Panel
- High Level Alarm and Horn Enclosure
- Sump Pump Control Panel
- Flowmeter Enclosure

**DSI Provided Field Instruments**

- Flowmeter – FE/FIT 250
- Pressure Transmitter – PIT 250
- Level Transmitter – LIT 121A
- Float Switches – LSH 121C, LS 121D, LS 121E, LS 121F, LSL 121G, LSHH 140, LSH 140, LSL 140
- Pressure Gauges – PI 131, PI 132, PI 133
- Pressure Indicating Transmitters – PIT 1300, PIT 1301
- Combustible Gas Detectors – AIT 150, AIT 160
- Uninterruptible Power Supply – UPS 1230 (for Network Rack)
- Temperature Switch – TSH 1200

## **6.0 Project Team Member Qualifications**

The following pages contain the resumes and qualifications for the Project Team

**OVERVIEW:**

Justin has 7 years of Automation controls experience on major commercial and industrial projects in diverse industries for discrete manufacturing. His experience includes the planning, design, integration, programming, and validation of all aspects of industrial electrical, automation and control systems. Justin's specialties include: PLC Programming (Allen Bradley and Siemens (FA Certified)), Motion control systems Servo, VFD and pneumatic (Siemens, Allen Bradley, Parker, Festo, Schneider, Omron, Rexroth) AutoCAD Electrical, HMI Development (FTView SE, ME, WinCC, and cMore), Robotics Programming (FANUC, Staubli, Omron and Yaskawa), Fanuc Line tracking and vision picking, Laser and Robotic Welding, Vision inspection Systems, Part Inspection and validation testing and design, Industrial machine control design, Machine safety design and validation.

**EXPERIENCE:**

Developed a machine concept in conjunction with a customer that provides the ability to process automotive stamping from a press into packaging systems at a rate of 60 per minute utilizing FANUC Delta robotics with vision tracking and vacuum picking. This project had the requirements of processing one part per second from a conveyor in any orientation that was presented to the robot, place it into a packaging tray on an adjacent servo-controlled conveyor to fill trays of parts for shipment to end customers. Within this project the development of the machine concept, electrical concept, controls concept, programming of robotics, plc and HMI was all executed in such a way that the machine can run untended for thousands of cycles without the need for intervention of operator.

Planned, designed and programmed a system upgrade involving the upgrade of hardware to modernize a line, in conjunction with planning for process changes to accommodate new parts being made on the machine. Within the scope of this project, the machine required the programming of 4 Omron robot, 1 Yaskawa robot and 10 testing operations of various tasks to include electrical and visual testing. As part of the machine modernization upgrade, the machine safety system was evaluated and completely redesigned and made functional and brought to modern safety standards under ISO 14120:2015.

Troubleshooting various equipment throughout multiple customer facilities in an effort to assist customers with the repair and resumption of production capabilities. This has developed a ability to learn on multiple system platforms and troubleshoot a system with unknown failure points in a quick and effective manner.

Planned managed and executed the conversion of an assembly line producing battery cells from an antiquated controls system with Blackbox control over a line to a modern Allen Bradley platform. Within the line, the operation involved programming of 20+ Servo controllers of various manufacturing, 100+ pneumatic operations, Data tracking via RFID tags, 8 Staubli Robots, 6 Factory Talk SE clients, 2 laser Fiber laser welders, Helium testing station and 1 PID loop controller. This project involved the integration of new equipment, repurposing existing hardware and mechanical changes to the existing machinery.

Programmed and assisted with the development of 56 machines used to build N95 masks for a client producing masks in response to COVID pandemic. Cells consisted of Allen Bradley PLCs and Mobile HMI, Allen Bradley VFDs, Allen Bradley and Festo Servos, Fanuc SCARA robots, SICK Safety devices, Fortress Interlock systems, SMC pneumatics and valve stacks, variety of sensors and optics throughout, and Dukane ultrasonic welders. (\$190M Project, worked in conjunction with 16 other controls engineers).

Designed Electrical and Pneumatic control system as well as developed and programed PLC and HMI to accompany a pair of mirrored machines providing robot welding application to parts in the agriculture market. Machine consisted of Allen Bradley PLC and HMI, SICK Safety devices, Allen Bradley Interlocks, FANUC iC Series robots, Lincoln and Miller weld accessories and controllers, Destaco pneumatics with Numatics valvestacks, Weld rated sensors of various types, and Allen Bradley external axis Servos. (\$1.8M Project, Solo Project).

Programed Robotic Weld cells (MIG and SPOT) that assembled battery trays through additive processes fully automated for the automotive industry. The project had 4 independent cells each consisting of up to 18 robots per cell doing either welding or material handling between stations. Cells were controlled with Allen Bradley PLCs, Automation Direct HMIs, Schmersal Safety, FANUC robots.

#### **EMPLOYMENT HISTORY:**

- 2020 - Present**    **DSI Innovations**  
                         **Systems Integration Engineer**  
                         Jacksonville, Florida
- 2018 - 2020**    **JR Automation**  
                         **Controls Engineer**  
                         Holland, Michigan
- 2007 - 2018**    **United States Army**  
                         **Signal Officer**

#### **EDUCATION:**

**Bachelor of Science, Information Technology (2013)** – Colorado Technical University, Colorado Springs CO

#### **PROFESSIONAL/CERTIFICATIONS/AFFILIATIONS:**

Certifications: Siemens FA Certification, CompTIA Security+; CompTIA Network+; Microsoft MCTS: SharePoint Server 2007; Microsoft MCTS: Configuring Microsoft SharePoint. Microsoft MCP: Configuring, Managing and Maintaining Windows Server 2008.

## OVERVIEW:

Eli Moorhouse has over 6 years of Automation design experience on major commercial and industrial projects in the medical device manufacturing, battery manufacturing, food & beverage, and water/wastewater industries, among other industries. His experience includes the design of all aspects of industrial electrical, automation and control systems. Eli's specialties include:

- PLC Programming - Siemens (Step 7 Classic & TIA Portal), Allen Bradley (RSLogix 500/5000, Studio 5000), Codesys-Based platforms (Schneider Electric's Ecostruxure, Wago), B&R Automation Studio, Automation Direct Productivity Suite, Keyence KV Nano
- HMI Programming - Siemens WinCC, Allen Bradley Factory Talk View ME & Studio 5000 View Designer
- SCADA Programming - Siemens WinCC, Allen Bradley Factory Talk View SE, GE IFIX, AVEVA (Wonderware) System Platform
- VFD Control & programming – Siemens (Sinamics G120 drives), Allen Bradley (Powerflex drives), Schneider Electric (ATV600 drives)
- Motion Control - Siemens (Simotics S Series Servos), Allen Bradley (Kinetix Servos), Schneider Electric (Lexium Servos/PacDrive)
- Machine Vision (Cognex VisionPro, Matlab, Python OpenCV)
- AutoCAD Electrical
- Electrical Design
- Desktop & Embedded Programming – C++, Python, visual basic, SQL, JavaScript

## EXPERIENCE:

**System Integrator** – Developed a hybrid rules based and machine learning algorithm using Cognex VisionPro and Matlab software for the inspection of final packaging of medical devices. System consisted of Bitflow Framegrabbers, Illunis machine vision cameras, Advanced Illumination lighting, Gardasoft Strobe control, and Dell workstation with NVIDIA GPU.

**System Integrator** – Designed and drafted electrical and control system for a machine vision system installed on 62 manufacturing lines across American and European facilities, compliant with both UL and CE standards. Supported installation and continuous improvement efforts for all locations. System consisted of deep learning Matlab algorithm, FLIR GigE machine vision cameras, Advanced Illumination lighting and strobe control, Keyence/IFM proximity sensors, Keyence KV Nano PLC, and Lenovo Workstation with NVIDIA GPU.

**Electrical Designer/System Integrator** – Designed a plant-wide electrical system for 200-250 motor loads including a 21-cabinet MCC and 7 field enclosures. The electrical prints were developed in AutoCAD electrical, leveraging 'smart' symbols which allowed for quick development tactics such as spreadsheet editing and automated print updates using custom python scripts.

Developed SCADA screens with dynamic backend control, allowing for a handful of screens to represent the entire plant's motor status and control. This was achieved by utilizing visual basic scripts and UDTs in the Siemens WinCC Platform.

Configured communications between the main control system and OEM sub-control systems which required coordination with third-party OEMs to diagnose & troubleshoot any communication issues observed on the site's OT network.

DSI's successful completion of the project in Las Vegas has led to 3 additional purchase orders for greenfield sorting plants similar in size and scope to the Las Vegas system. The additional plants will be located in the Midwest, Southwest, and Mid-Atlantic Regions. State specific stamped single line power drawings for permitting and fabrication of all electrical panels with complete UL labeling. DSI will also help commission all equipment alongside the German OEM and sub-suppliers.

**System Integrator** - Incorporated new screens into the existing SCADA project to capture all needed remote control & monitoring of a new UV treatment process, integrated PLC controls of the new UV treatment system into the plant's existing process, and updated the operations server with all required software to be able to connect to the local UV treatment PLC.

Worked diligently to ensure all submittals were delivered on time, completely, and correctly. Included the customer in early stages of the design process to guarantee the delivery of the exact end-product the customer expected.

Coordinated with the UV Treatment OEM to troubleshoot and test all 'handshake' points between the existing control system and the new UV treatment control system.

**System Integrator/Functional Safety Expert** – Evaluated current safety system in place at a fiber cement manufacturer, developed improved safety systems to achieve needed safety ratings according to risk assessments conducted at the sites and according to the ISO 13849 standard. Then, conducted safety validation tests with the customer to verify new safety system achieved the required performance levels. This effort was duplicated across multiple customer sites to deliver an overall elevated level of safety to the customer's operations throughout the United States.

#### **EMPLOYMENT HISTORY:**

<b>2022 – Present</b>	<b>DSI Innovations</b> <b>Systems Integration Engineer</b> Jacksonville, Florida
<b>2019 – 2022</b>	<b>EZ Automation Systems, LLC</b> <b>Electrical Engineer</b> Jacksonville, Florida

#### **EDUCATION:**

**Bachelor of Science, Electrical Engineering (2019)** - University of North Florida, Jacksonville Florida

#### **PROFESSIONAL/CERTIFICATIONS/AFFILIATIONS:**

<b>SIEMENS</b> Factory Automation Application Engineer	April 2024
<b>TÜV Rheinland</b> Functional Safety Engineer, certificate # 29699/24	June 2024
<b>Rockwell</b> SI Control Capability	October 2024

## OVERVIEW:

Clifford Ayer has over five years of scalable SCADA development & deployment experience, network design and troubleshooting, and system control design on major commercial, and industrial, projects in diverse industries including wastewater, food & beverage, medical supplies manufacturing, and distribution & storage. His experience includes the design of most aspects of industrial electrical, automation and control systems. Clifford's specialties include, but not limited to:

- Ignition SCADA (Core Certified) with experience in WonderWare, C-More, WinCC.
- Network Design.
- PLC programming (Siemens and some Allen Bradley, Wago, IDEC).
- Databases (MSSQL, MySQL, PostGRES).
- Autonomous Mobile Robot (AMRs) (OTTO, Geek+, MiR).
- Laser Guided Vehicles (LGVs) (Electric80).
- Programming – Python, C#, Java, SCL (Siemens).
- RestAPI Integration.
- Radio-based signaling and communication, especially with 900MHz-band technologies.

## EXPERIENCE:

- Automation, Control, PLCs
  - Wastewater pump station
    - Siemens, S7-1500 controller programming
    - WinCC (HMI) and Simatic Panel development
    - Technical documentation
    - Acceptance Testing
  - Medical Plasma (Autoclave)
    - Programming (limited to PID and Ramping stages) CompactLogix
    - SCADA development and configuration
  - Canning facility
    - Allen Bradley, CompactLogix controller programming
    - Flow meter configuration and Totalizer configurations
    - PanelView design and delivery
- Ignition development and troubleshooting
  - Dynamometer “Dyno” platform for engine and chassis validation
    - Multi-staged testing
    - Database (MSSQL) record keeping
    - Graphical User Interface (GUI)
    - User credential validations
  - Recycling facility reporting
    - Network/communication discovery
    - Redesign of recording, logging process
    - Ongoing support of change-orders
    - Database and Historian configurations

- Experience with many of the Inductive Automation modules
- Various service calls and troubleshooting
  - Conveyors, lifts, stackers, autoclaves, printing lines
  - Sales calls, estimations, and quote generation

**PREVIOUS EXPERIENCE:**

- **Commissioning Engineer**  
KPI (Kuecker Pulse Integration)  
2019-2022
- **Lineman**  
ATT  
2012-2016

### **Education and Other Highlights**

- **Electrical Engineering, B.S.** University of North Florida 2019
  - Mathematics, Minor
- **Florida F.E. Certificate, Electrical and Computer Engineering**
- **Six Sigma, Yellow Belt**
- **97th President of Jacksonville Junior Chamber of Commerce, 2017**
- **FCC Radio Operator, KN4PIL**

**OVERVIEW:**

William has over 3 years of Automation design experience on major commercial and industrial projects in diverse industries. His experience includes the design of all aspects of an industrial electrical, automation and control systems.

William's specialties include: PLC Programing (Siemens, RSLogix, Mitsubitshi), HMI Development (Allen Bradley, Siemens), Robotics Programming (FANUC, ABB), and Machine Electrical Design. He recently earned his Siemens Factory Automation Engineer Certification.

**EXPERIENCE:**

**Integration Engineer** – Programmed and assisted with upgrades to a machine that pressed together shafts for compressors. Upgrades included safety devices such as light curtains and the ability to have an operator open the cell to remove parts with robot cycle paused. Modified machine programming to improve performance from 4 shafts an hour to 9 per hour. Tuned vision system to more accurately and efficiently identity correct parts being placed into machine. Cell consisted of an Siemens S7-1500, Faunuc robot, Cognix camera, Keyence camera, and Maxymosnc Press.

**Controls Engineer** – Programmed Robotic packaging cell to stack 2 differernt types of boxes from different product line onto one pallet and wrapping conveyor system. Modified tool head to be able to pick up different size products. This allowed the company to save money and space on the plant floor by having one packaging line do two different products at the same time. Cell consisted of an ABB IRB 6700 and Mitsubishi IQ-F PLCs.

**Integration Engineer** – Programmed PLC and designed SCADA screens for a water pump station being upgraded from Siemens S7-300 to S7-1500. Updated old programming to work in the S7-1500 using Siemens SIMOCODE to control pumps along with Siemens flow meters and pressure sensors.

**EMPLOYMENT HISTORY:**

**2023 - Present**   **DSI Innovations**  
Jacksonville, Florida

**2019 - 2023**   **Hans Mills Corp.**  
Jacksonville, Florida

**2014 - 2019**   **Ring Power**  
Jacksonville, Florida

**2010 - 2014**   **United States Army**  
Enlisted

**EDUCATION:**

**Bachelor of Science, Electrical Engineering (2022)** – Grantham University, Kansas

**PROFESSIONAL/CERTIFICATIONS/AFFILIATIONS:**

2024 – Siemens Factory Automation Engineer Certification Program

**7.0 Sanctions & Litigation**

N/A – DSI does not have any regulatory or license agency sanctions

**8.0 List of Subcontractors**

N/A – DSI will not be using the services of any subcontractors on this project

**9.0 MBE/WBE/DBE Participation**

N/A - DSI will not be using the services of any MBE, WBE, or DBE certified subcontractors on this project

**10.0**    **Licenses**

N/A – No licenses will be required for DSI to perform our portion of the work for this project

**11.0 Certificate of Insurance**

Please see the following page



**12.0 Proof of Bonding Capability**

See following pages

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Construction Risk Services

4309 Emperor Boulevard, Suite 300  
Durham, NC 27703  
Phone (919) 281-4500  
Fax (888) 746-8761  
Toll Free (800) 672-1674

December 16, 2025

**RE: Surety Capabilities of DSI Innovations, LLC**

Dear Sir or Madam,

It has been a privilege of McGriff and **Platte River Insurance Company** to have served as the surety partner to DSI Innovations, LLC since 2018. Platte River Insurance Company is rated A (Excellent) by A. M. Best and Company and is listed on the Department of the Treasury's Listing of Approved Sureties (Circular 570).

The management team of DSI Innovations, LLC demonstrates excellence and added value to the projects they undertake, having earned the respect of owners, contractors, architects and engineers through the years. Without question, we can recommend this company to you and we think that you will quickly see the high degree of professionalism and expertise they offer. At present, DSI Innovations, LLC has the ability to bond single contracts up to \$3,000,000 to an aggregate work program capacity of \$10,000,000.

In the event that DSI Innovations, LLC is awarded a contract and Performance and Payment bonds are required, Platte River Insurance Company, as surety, is prepared to issue any necessary bonds if requested by our client. The execution of any final bonds, however, will be subject but not limited to a review of the final contract terms, conditions, bond forms and financing by our client and Platte River Insurance Company. Platte River Insurance Company, McGriff and/or DSI Innovations, LLC assume no liability to third parties or to you if for any reason Platte River Insurance Company does not execute such bonds.

If we can provide you with further information concerning this fine contractor, please do not hesitate to give us a call.

Sincerely,

PLATTE RIVER INSURANCE COMPANY



Julia C. McElligott  
Attorney-in-Fact  
Direct Dial: 919.281.4556

**PLATTE RIVER INSURANCE COMPANY  
POWER OF ATTORNEY**

**Letter**

Bond Number

**KNOW ALL MEN BY THESE PRESENTS**, That the **PLATTE RIVER INSURANCE COMPANY**, a corporation of the State of Nebraska, having its principal offices in the City of Middleton, Wisconsin, does make, constitute and appoint

--PHOEBE C. HONEYCUTT; HEATHER BURROUGHS; KENNETH J. PEEPLES; JASON LEE SAYERS; BOBBI D. PENDLETON; DAVID MACLEOD--  
CHRISTOPHER A. LYDICK; JULIA C. MCELLIGOTT; ADAM PFANMILLER; BROOKE GAGNE; MEGAN S. BARTMAN; JENNIFER POLLARD----

its true and lawful Attorney(s)-in-fact, to make, execute, seal and deliver for and on its behalf, as surety, and as its act and deed, any and all bonds, undertakings and contracts of suretyship, provided that no bond or undertaking or contract of suretyship executed under this authority shall exceed in amount the sum of

-----ALL WRITTEN INSTRUMENTS IN AN AMOUNT NOT TO EXCEED \$20,000,000-----

This Power of Attorney is granted and is signed and sealed by facsimile under and by the authority of the following Resolution adopted by the Board of Directors of **PLATTE RIVER INSURANCE COMPANY** at a meeting duly called and held on the 8th day of January, 2002.


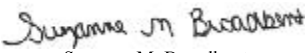
“**RESOLVED**, that the President, Executive Vice President, Vice President, Secretary or Treasurer, acting individually or otherwise, be and they hereby are granted the power and authorization to appoint by a Power of Attorney for the purposes only of executing and attesting bonds and undertakings, and other writings obligatory in the nature thereof, one or more resident vice-presidents, assistant secretaries and attorney(s)-in-fact, each appointee to have the powers and duties usual to such offices to the business of this company; the signature of such officers and seal of the Company may be affixed to any such power of attorney or to any certificate relating thereto by facsimile, and any such power of attorney or certificate bearing such facsimile signatures or facsimile seal shall be valid and binding upon the Company, and any such power so executed and certified by facsimile signatures and facsimile seal shall be valid and binding upon the Company in the future with respect to any bond or undertaking or other writing obligatory in the nature thereof to which it is attached. Any such appointment may be revoked, for cause, or without cause, by any of said officers, at any time.”

In connection with obligations in favor of the Florida Department of Transportation only, it is agreed that the power and authority hereby given to the Attorney-in-Fact includes any and all consents for the release of retained percentages and/or final estimates on engineering and construction contracts required by the State of Florida Department of Transportation. It is fully understood that consenting to the State of Florida Department of Transportation making payment of the final estimate to the Contractor and/or its assignee, shall not relieve this surety company of any of its obligations under its bond.

In connection with obligations in favor of the Kentucky Department of Highways only, it is agreed that the power and authority hereby given to the Attorney-in-Fact cannot be modified or revoked unless prior written personal notice of such intent has been given to the Commissioner – Department of Highways of the Commonwealth of Kentucky at least thirty (30) days prior to the modification or revocation.


**IN WITNESS WHEREOF**, the **PLATTE RIVER INSURANCE COMPANY** has caused these presents to be signed by its officer undersigned and its corporate seal to be hereto affixed duly attested, this 1st day of January, 2020.

Attest:

  
Ryan J. Byrnes  
Senior Vice President,  
Chief Financial Officer and Treasurer  
  
Suzanne M. Broadbent  
Assistant Secretary




**PLATTE RIVER INSURANCE COMPANY**

  
John L. Sennott, Jr.  
Chief Executive Officer and President

STATE OF WISCONSIN }  
COUNTY OF DANE } S.S.:

On the 1st day of January, 2020 before me personally came John L. Sennott, Jr., to me known, who being by me duly sworn, did depose and say: that he resides in the County of Hartford, State of Connecticut; that he is Chief Executive Officer and President of **PLATTE RIVER INSURANCE COMPANY**, the corporation described in and which executed the above instrument; that he knows the seal of the said corporation; that the seal affixed to said instrument is such corporate seal; that it was so affixed by order of the Board of Directors of said corporation and that he signed his name thereto by like order.




  
David J. Regele  
Notary Public, Dane Co., WI  
My Commission Is Permanent

STATE OF WISCONSIN }  
COUNTY OF DANE } S.S.:

I, the undersigned, duly elected to the office stated below, now the incumbent in **PLATTE RIVER INSURANCE COMPANY**, a Nebraska Corporation, authorized to make this certificate, **DO HEREBY CERTIFY** that the foregoing attached Power of Attorney remains in full force and has not been revoked; and furthermore, that the Resolution of the Board of Directors, set forth in the Power of Attorney is now in force.

Signed and sealed at the City of Middleton, State of Wisconsin this 16th day of December, 2025

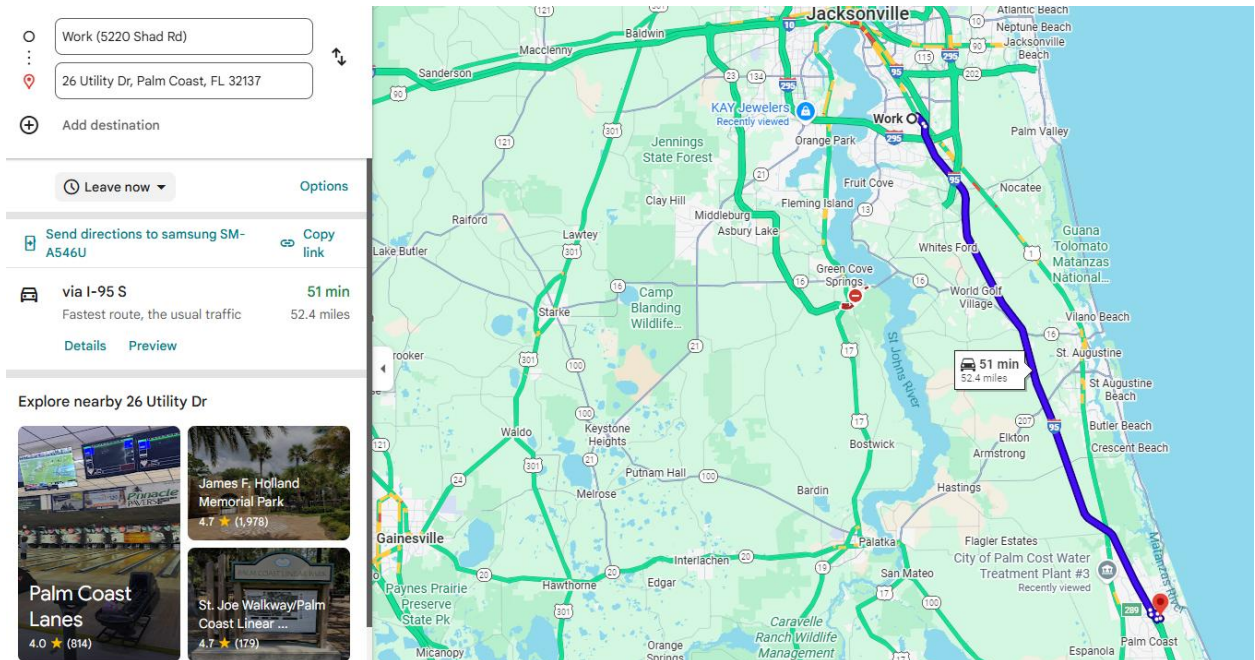


  
Andrew B. Diaz-Matos  
Senior Vice President, General Counsel and Secretary

### 13.0 DSI Facilities Information

#### 13.1 DSI Jacksonville Physical Size and Location

DSI maintains a 5,073 square foot Engineering office and a 6,175 square foot UL 508A Listed Panel shop located at 5220 Shad Road, Suite 406 and Suite 403, Jacksonville, FL 32257. The physical location of DSI Jacksonville is 52.4 miles from WWTF No. 1 (see map below).



13.2 DSI Jacksonville Panel Shop UL 508 Certificate of Compliance

## CERTIFICATE OF COMPLIANCE

Certificate Number 20181025-E503261  
Report Reference E503261-20181023  
Issue Date 2018-OCTOBER-25

Issued to: DSI Innovations LLC.  
5220 Shad Road  
Suite 406  
Jacksonville FL 32257

This is to certify that INDUSTRIAL CONTROL PANELS  
representative samples of General cover page

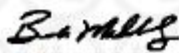
Have been investigated by UL in accordance with the  
Standard(s) indicated on this Certificate.

Standard(s) for Safety: UL Standard 508A - Industrial Control Panels  
Canadian Standard CSA C22.2 No. 14 - Standard for  
Industrial Control Equipment.

Additional Information: See the UL Online Certifications Directory at  
[www.ul.com/database](http://www.ul.com/database) for additional information

Only those products bearing the UL Certification Mark should be considered as being covered by UL's  
Certification and Follow-Up Service.

Look for the UL Certification Mark on the product.



Bruce Mahrenholz, Director North American Certification Program  
UL LLC

Any information and documentation involving UL Mark services are provided on behalf of UL LLC (UL) or any authorized licensee of UL. For questions, please  
contact a local UL Customer Service Representative at <http://ul.com/about/locations/>



## **14.0 About DSI Innovations**

### 14.1 Overview of DSI Innovations

#### **Mission Statement**

DSI Innovations' mission is to be recognized as the Highest Quality Industrial Automation Systems Provider in the United States. We accomplish this by always providing our customers with the best possible solutions and service for the money while also hiring and retaining only the best personnel in the industry.

DSI has overseen projects, both active and completed, in more than 30 States and 17 Countries, including the following:

#### **United States:**

Alabama	Arizona	Arkansas	California	Colorado
Connecticut	Florida	Georgia	Indiana	Kansas
Kentucky	Maine	Maryland	Massachusetts	Missouri
Nebraska	Nevada	New York	North Carolina	Ohio
Oregon	Pennsylvania	South Carolina	Tennessee	Texas
Utah	Virginia	West Virginia	Washington	Wisconsin

#### **International:**

Argentina	Australia	Bahamas	Canada	Chile
Colombia	England	Germany	Ireland	Italy
Jamaica	Mexico	Nigeria	Panama	Peru
Puerto Rico	Singapore			

#### **DSI Is Customer Focused:**

- Provides Turnkey Automation Systems with In-house personnel who handle:
- Design / CAD for Electrical Systems
- Application and Database Design and Management
- HMI / PLC Programming and Conversions
- UL 508a Panel Fabrication
- In-house Code Reviews Prior to Startup
- On-site Installation, Supervision and Commissioning
- Follow Up After Commissioning and Correct Open Items
- Emergency Service and After Startup Service when Needed
- Best Technical Personnel + Highest Quality Panels + Best On-site Service
- Tenacity
- We Will See Every Effort Through for Our Clients!
- Continuous Improvement
- Identify Issues and Procedural Gaps that Lead to Less than World Class Service
- Once Issue is Identified, We Take Action and Make Sure the Gap is Closed ASAP

**DSI Is Employee Focused:**

- Hire only the Best in the Business
- Word of Mouth Referrals – Please Help!
- Compensate at the Top of the “Typical Pay Ranges”
- Incentives for Company Profitability and Personal Contribution to Success of Organization
- Flexible Schedules to Allow for Personal Needs

**History Of DSI:**

- Founded in October 2008
- 17 Years of Consistent Revenue and Personnel Growth

**Highlights:**

- Opened Panel Shop in November 2013 in Kernersville, NC
- UL Certification for Panel Shop Achieved in February 2014
- Year End 2012 – 5 Employees  
2013 – 8 Employees  
2014 – 14 Employees  
2015 – 17 Employees,  
2016 – 23 Employees,  
2017 – 34 Employees,  
2018 – 45 Employees,  
2019 – 45 Employees,  
2020 – 46 Employees,  
2021 – 58 Employees,  
2022 – 61 Employees,  
2023 – 68 Employees,  
2024 – 75 Employees,  
Current – 89 Employees
- Consistent Revenue Growth

**Goals:**

- 2030 Employment Goal of 125 Employees
- 2030 Revenue Goal of \$30 Million Annual Revenue
- 2019-2024 Growth Exceeded Goals

**Our People:**

The Automation and Information professionals at DSI have the Control System and Instrumentation expertise to design systems to monitor and control industrial processes and machinery to work effectively, efficiently and safely. DSI Automation and Information staff are experts in troubleshooting and problem solving and through the use of advanced systems and equipment, we modify existing systems or design new systems that meet your business needs. We work together to understand your operational processes and develop Automation and Information solutions that offer optimal operation of your facility.

### **Typical Project Types:**

- Legacy Control System Upgrades – Process Independent
- PLC, HMI and VFD / Motion Control Upgrades typically
- System Add-ons
- Add I/O, motion, vision, etc. to an existing system and integrate it into the existing controls architecture
- Production Efficiency & Tracking systems – Quantity / Quality Tracking, Machine Availability, and Integration directly with Corporate ERP / Data systems
- OEE, Visualization for operators, database design, and dashboards for production / operations
- OEM Systems – New machines where we are typically providing labor to augment their internal staff during peak times
- PID Design and Development
- Industrial Network Design / Site Wide Automation Studies
- I/O Systems and Electrical Systems Design (below 480VAC)
- Process improvements – We will analyze and recommend improvements to existing processes or controls to increase efficiency
- Build to print – We may or may not provide materials - customer provides design, we build panels per their design
- Instrumentation Specification and Calibration
- Field Service – Emergency or planned service calls and support
- Installation Support
- We provide on-site installation support
- We act as a liaison between engineering and the electrical contractor

### **Partial Systems Experience List:**

- Production/Efficiency Tracking Systems – Ignition, Custom Code Applications.
- Database and Reporting Systems – Ignition, Access, MSSQL Server, Oracle DB, MySQL, PowerBI, VantagePoint, Custom Code Applications.
- PLC Systems (Legacy Upgrades) – AB, Siemens, Modicon, Omron, Automation Direct
- SCADA – Ignition, FactoryTalk View, WinCC, Wonderware, Citect
- HMI – PanelView Plus, Comfort Panel, Red Lion Graphite, many legacy products
- Coordinated Drive Systems for Paper, printing, plastics, non-wovens, textile, and others – AB PowerFlex, Siemens G120, Parker SSD AC890 Drives, Altivar
- Motion Control – Independent & Coordinated Axes - AB Kinetix, Siemens, Schneider
- RFID Systems – Siemens, Omron
- Vision Systems – Cognex, Keyence

### **Design Services:**

- Instrument Specification
- Control System Design & Configuration
- Control Narrative Authoring
- Control Panel Design (UL)
- Instrument Location Design
- Construction Scope of Work

- Control Room Arrangement
- Factory and Site Acceptance Testing
- Camera / Security System Design
- Door / Area Access Design
- System Commissioning
- Checkout / Startup Support
- System Training
- HAZOP Participation
- CAD Services
- Database Schema Design
- Application Architecture Design

### **Documentation**

- Instrument / IO List
- Instrument Datasheets
- Network Diagrams
- Control Panel Layout & Wiring Diagrams
- Control Narratives / Functional Specs
- Loop Sheets
- Cable Block Diagrams
- Cable Schedules
- Demolition Drawings
- As-Builts Drawings
- Schema/ERD Diagrams
- Application Process Flow Diagrams

### **Automation & Information Services:**

- Site-wide Automation Planning
- Legacy System Migration / Modernization
- System / Program Conversion
- Automation System Design & Specification
- PLC/DCS Logic Programming
- HMI/OIT Graphics Configuration
- S88 Batch Design & Programming
- MES / MOM Systems & Reporting
- Communication Network Design
- FieldBus Design
- Wireless Network Design
- Historian System Design
- Virtualized System Planning
- System Testing (Hardware & Software FATs)
- Onsite Configuration Support
- System Training & Simulation
- Checkout / Start-up Support

### **Vendor / System Experience**

- Rockwell / Allen Bradley
- Siemens
- Wonderware
- Ignition
- APACS
- Emerson – DeltaV
- Prosoft Wireless
- Modicon – 984 & Quantum
- VMWare
- Prosoft
- ACP ThinManager
- Microsoft SQL Server
- Oracle DB
- MySQL Server

### **Application Expertise**

- Water/Wastewater
- Batch Processes
- Continuous Processes
- Advanced Control
- Conveyor Control
- Raw Material Transfer
- Material Handling
- HVAC Control
- Fire Protection & Suppression Systems
- Camera Systems
- Card Access Systems
- Production Tracking
- ERP Integration
- Database Management
- OEE / Downtime Reporting
- Environmental Monitoring / Reporting
- Predictive Maintenance
- Water / Wastewater Control
- Boiler Control
- Biomass Automation
- Discrete / Machine Control
- Extruders
- Dryers
- Bridge / Train Signaling Controls
- Canning Lines
- Quarries / Crushers

## 14.2 Certifications

### DSI INNOVATIONS LLC

Headquarters  
42 High Tech Blvd  
Thomasville, North Carolina 27380  
USA

Website  
<http://www.dsiinnovations.com>

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### Company Overview



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### Expertise/Offerings



#### Capabilities

- Control
- Low Voltage Drives
- Visualization



Integrator Account



Welcome,  
DSI Innovations LLC

### Integrator Company Status



#### Integrator

Inductive Automation Integrator

Since 2017

● Gold: 2 sites ● Certified: 3 sites

● Credentialed: 0 sites



## DSI Innovations USA - Thomasville NC

has been recognized as a System Integrator

Alliance System Integrator Partner – Certified

by Schneider Electric

Certified in EcoStruxure Plant

Partnership number

SEAP2482US

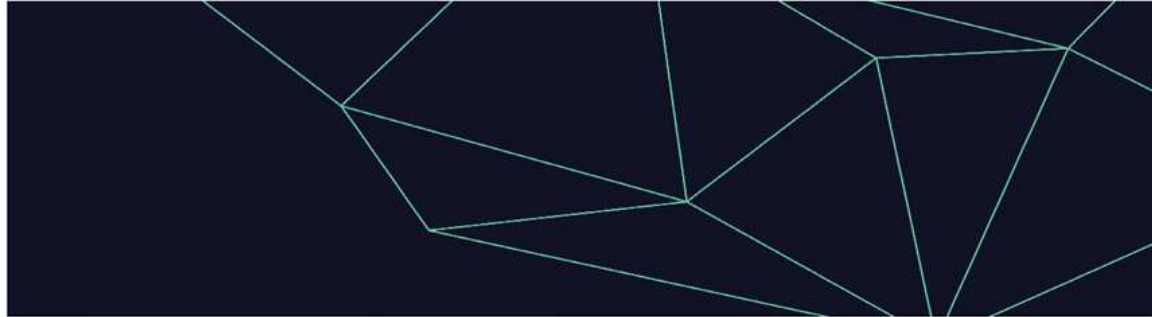
Authorized by

Sanjith Singh  
Global Vice President, Software Centric Automation  
(EcoStruxure Automation Expert, Software, System Integrator)

Valid through

5/31/2026

Avril Zamora  
Global Commercial Director  
System Integrator



# Solution Partner Certificate



DSI INNOVATIONS, LLC  
United States of America

The company is a certified Partner and is authorized to use the name Siemens Solution Partner – Automation Drives. The certification has been proved in the following Portfolio Module:

Factory Automation

This certificate is valid until October 2024.



Florin Calarasu  
Siemens Partner Program

[siemens.com/partnerfinder](https://www.siemens.com/partnerfinder)

**SIEMENS**

**End of Document**

Bid Package #:

3

Bid Package **Precast Electrical Building**

Project Name: **GMP-1 - Wastewater Treatment Facility No. 1 Expansion**

Owner: **City of Palm Coast**

Bid Date: **12/17/25**

	<b>Concrete Modular Systems (CMS)</b> <b>Fred Kennedy</b> <b>727-945-1864</b>  <b>concretemodular@aol.com</b>	<b>Leesburg Concrete</b> <b>Tom Ely</b> <b>352-787-4177 x 0 - Paula at Desk</b>  <b>tome@leesburgconcrete.com</b>
<b>Total Adjusted Bid:</b>	<b>\$ 141,912.15</b>	<b>\$ 207,302.87</b>

**Base Bid Line Items**

Item No:	Brief Description	Qty	Unit	Unit Cost	Total	Unit Cost	Total
1.	Precast Electrical Building	1	EA	\$ 132,628.18	\$ 132,628.18	\$ 193,741.00	\$ 193,741.00
2.	Sales Tax	1	EA	\$ 9,283.97	\$ 9,283.97	\$ 13,561.87	\$ 13,561.87
3.	Payment & Performance Bond Rate	1	EA		\$ -		\$ -

**Bid Alternates**

Item No:	Brief Description	Qty	Unit	Unit Cost	Total	Unit Cost	Total
1.			EA		\$ -		\$ -
2.			EA		\$ -		\$ -
3.			EA		\$ -		\$ -
4.			EA		\$ -		\$ -
<b>Base Bid Subtotal:</b>				<b>\$ 141,912.15</b>		<b>\$ 207,302.87</b>	
<b>Bid Alternate Total:</b>				<b>\$ -</b>		<b>\$ -</b>	
<b>Total Bid:</b>				<b>\$ 141,912.15</b>		<b>\$ 207,302.87</b>	

**Bid Form Requirements**

Bid Form Requirements				X	
Acknowledged Addenda				X	
Clarifications / Exceptions				X	
Value Engineering Proposal					
Item No:	Scheduled Lead Times for Deliverables and Construction			Calendar Days to Complete	Calendar Days to Complete
1.	Submittal Packages			3 weeks	
2.	Lead Time for Doors, Frames, Hardware			14 weeks after approval of submittals	
3.	Lead Time for Fabrication			14 weeks after approval of submittals	

**Recommend CMS as the lowest responsive bidder.**



EXHIBIT B – BID FORM

Project: Palm Coast WWTF No. 1 Expansion

Bid Package: Precast Electrical Building

Bid Package No: 03

To: Andrew Lanphier  
Wharton-Smith, Inc.  
[watergmpbids@whartonsmith.com](mailto:watergmpbids@whartonsmith.com)

Bidder Information:

Company: Concrete Modular Systems, Inc.  
Contact Name: Frederick L. Kennedy Title: V.P.  
Address: P.O. Box 531573 St. Petersburg, FL 33747-1573  
Phone Number: 727-945-1864 Email: concretemodular@aol.com

Bid Proposal Documentation Checklist (check all that apply):

- |                          |                             |                          |                            |
|--------------------------|-----------------------------|--------------------------|----------------------------|
| <input type="checkbox"/> | Bid Form                    | <input type="checkbox"/> | Value Engineering Proposal |
| <input type="checkbox"/> | Sanctions and Litigation    | <input type="checkbox"/> | Certificate of Insurance   |
| <input type="checkbox"/> | Licenses                    | <input type="checkbox"/> | Clarifications             |
| <input type="checkbox"/> | Proof of Bonding Capability |                          |                            |
| <input type="checkbox"/> | Bid Schedule                |                          |                            |

Bidder's Acknowledgements:

- The undersigned Bidder agrees if this bid is accepted, to enter into a Purchase Order or Subcontract Agreement with the Construction Manager per the Agreement terms included in the Bid Documents.
- Bidder accepts all the terms and conditions of the Bid Documents.
- Bidder has examined copies of all the Bid Documents and the following addenda:

No. <u>1</u>	Dated <u>11/21/2025</u>	No. <u>2</u>	Dated <u>12/5/2025</u>
No. <u>3</u>	Dated <u>12/16/2025</u>	No. _____	Dated _____

- Bidder has carefully examined the site and locality where the work is to be performed and the legal requirements (federal, state and local laws, ordinances, rules and regulations) and conditions affecting cost, degree of difficulty, progress or performance of the work and has made such independent investigations as Bidder deems necessary.
- Bidder has reviewed and understands the Project Schedule furnished in the Bid Documents and commits to perform and complete the Scope of Work of this Bid Proposal within the durations indicated and will meet all milestone dates detailed therein. Bidder understands that time is of the essence and any delays in completion of any portion of the Work may result in damages.
- This Bid is genuine and (a) not made in the interest or on behalf of any undisclosed person, firm, or corporation (b) is not submitted in the conformity with any agreement or rules of any group, association, organization, or corporation (c) Bidder has not directly or indirectly induced or solicited any other Bidder to submit a false or sham Bid (d) Bidder has not solicited or induced any person, firm or corporation to refrain from bidding (e) Bidder has not sought by collusion to obtain for himself any advantage over any other Bidder or over Owner.

7. This Bid Proposal will remain open for acceptance by the Construction Manager for a period of one hundred and eighty (180) days after the date submitted. The price is to be valid for the duration of the Project Schedule after execution of a Purchase Order or Subcontract Agreement.
8. The total base bid includes all labor, material, equipment, taxes, overhead, profit, and all other costs required to complete the scope of this Bid Package as outlined in the Bid Documents.
9. The bid pricing will be broken out as follows. Regarding the bid pricing, the total bid price will be dependent on whether the alternates are accepted by the City of Palm Coast. The City of Palm Coast has the sole discretion to accept any, all, or none of the work items for this scope of work based on the bid pricing received.

Item No.	Brief Description of Item	QTY	UM	Unit Price	Total Price
1.	Precast Electrical Building	1	LS	\$132,628. <sup>18</sup>	\$132,628. <sup>18</sup>
2.	Sales Tax	1	LS	% 7	\$ 9,283. <sup>97</sup>
3.	Payment & Performance Bond Rate	1	LS	% N/A	\$ —
				<b>Total Bid:</b>	<b>\$141,912.<sup>15</sup></b>


(TOTAL BID AMOUNT WRITTEN IN WORDS):

One hundred forty-one thousand nine hundred twelve dollars and fifteen cents

**SCHEDULED LEAD TIMES FOR DELIVERABLE**

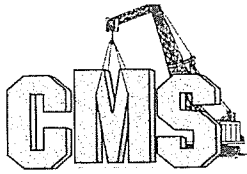
Item No.	Brief Description of Item	Calendar Days to Complete
1.	Submittal Packages	<u>3 weeks</u>
2.	Lead Time for Doors, Frames, Hardware	<u>14 wks after Appr. submittal</u>
3.	Lead Time for Fabrication	<u>14 wks after approved submittals</u>

The undersigned hereby certifies that Bidder has carefully reviewed the Bid Documents and with full knowledge and understanding of the requirements of the Bid Documents and that this Bid Proposal meets all specifications, terms, and conditions contained in the Bid Documents, in its entirety.

  
 \_\_\_\_\_  
 Signature

Frederick L. Kennedy Jr. / V.P.  
 \_\_\_\_\_  
 Print Name / Title

12-16-2025  
 \_\_\_\_\_  
 Date



CONCRETE MODULAR SYSTEMS, INC.



# PROPOSAL

Wharton-Smith, Inc  
4912 W. La Salle Street  
Tampa, FL 33607

Date: December 16, 2025  
PH#: 1-813-288-0068  
Email: watergmpbids@whartonsmith.com

Attn: Andrew Lanphier

## RE: Palm Coast WWTP Precast Concrete South Electrical Building #2

Concrete Modular Systems, Inc. is pleased to provide a quote to supply 1ea 12'-0" x 28'-0" x 12'-6" (South Elec Bldg #2) Precast Concrete Buildings for the above-mentioned job. The building will be designed to meet 2023 Florida building Code and ACI-318-08 and ACI-318R-08. The scope of work per building will exclude anything not specifically listed below:

### Design Loads:

Roof Live Load	60 PSF	Wind Load	120 MPH
Floor Live Load	100 PSF	Floor Dead Load	63 PSF

- 1ea DCA Approved Shop Drawings and Submittal Data
- 1ea 12'-0" x 28'-0" x 12'-6" Pre-Engineered Concrete Building "Finish Stucco"
- 2ea 3'x9' Aluminum. Door w/Panic Lockset, Drip cap, Door Closer and Sweep
- 1ea Interior Finish 5/8" Gypsum FRP Finish R-14 walls and Cove Bas
- 1ea All Openings and Penetrations per Owners Recommendation Prior to Casting

The total cost for the scope of work North Electrical bldg #3 will be \$ 132,628.18. FOB to the jobsite Off-loaded by Concrete Modular Systems Inc. personnel. The jobsite must be accessible for a 55ft tractor-trailer and 90 Ton crane (**Crane By Others**) side by side, 1'-0" from slab, with no obstructions. The price does not include Federal, State, or Local Taxes. The pricing of this proposal is valid 30 days from the date of proposal. Terms are net 30 days upon building completion.

\* This is overall Dimension at Roof. No floor in building, notched conceptual foundation design by CMS.. No Roof Membrane

Proposal prepared and submitted by:

Proposal accepted by:



Frederick L. Kennedy Jr.  
General Manager

"Solutions Cast In Concrete"

P.O. Box 531573 \* St Petersburg, FL \* 33747-1573 \* 727-945-1864 \* FX 727-945-9756 \* 866-CMS-HUTS (267-4887)  
Palm Coast WWTP SEB #2 12x28x126 ■ WWW.CMSHuts.com

Bid Package #:

4

**B HVAC Package**

P GMP-1 - Wastewater Treatment Facility No. 1 Expansion

O City of Palm Coast

B 12/17/25

	WW GAY Jamie Webb 904-545-6071  jwebb@wwgmc.com	CT Mechanical Levi Schrack 352-681-8755  levi@ctmechanical.us	French's Air Conditioning Art Sheely 813-626-4630  asheely@frenchac.com	Pipeline Mechanical Amaurys Sosa 352-385-0195  asosa@pmifl.com	S.I. Goldman Company Mike Colon 407-280-3777  Mike.Colon@comfortsystemsusa.com
<b>Total Adjusted Bid:</b>	\$ 386,738.00	\$ 167,850.55	NO BID	NO BID	NOT ON BID FORM

**Base Bid Line Items**

Item No:	Brief Description	Qty	Unit	Unit Cost	Total	Unit Cost	Total	Unit Cost	Total	Unit Cost	Total	Unit Cost	Total
1.	HVAC Package	1	EA	\$ 377,306.00	\$ 377,306.00	\$ 165,370.00	\$ 165,370.00		\$ -		\$ -		\$ -
2.	Payment & Performance Bond Rate	1	EA	\$ 9,432.00	\$ 9,432.00	\$ 2,480.55	\$ 2,480.55		\$ -		\$ -		\$ -

**Bid Alternates**

Item No:	Brief Description	Qty	Unit	Unit Cost	Total	Unit Cost	Total	Unit Cost	Total	Unit Cost	Total	Unit Cost	Total
1.			EA		\$ -		\$ -		\$ -		\$ -		\$ -
2.			EA		\$ -		\$ -		\$ -		\$ -		\$ -
3.			EA		\$ -		\$ -		\$ -		\$ -		\$ -
4.			EA		\$ -		\$ -		\$ -		\$ -		\$ -
<b>Base Bid Subtotal:</b>				\$ 386,738.00		\$ 167,850.55		\$ -		\$ -		\$ -	
<b>Bid Alternate Total:</b>				\$ -		\$ -		\$ -		\$ -		\$ -	
<b>Total Bid:</b>				\$ 386,738.00		\$ 167,850.55		\$ -		\$ -		\$ -	

**Bid Form Requirements**

Bid Form Requirements		x		x
Acknowledged Addenda		x		x
Clarifications / Exceptions		x		x
Value Engineering Proposal				

Item No:	Scheduled Lead Times for Deliverables and Construction	Calendar Days to Complete	Calendar Days to Complete	Calendar Days to Complete	Calendar Days to Complete
1.	HVAC Submittals	60 days	15-20		
2.	Lead Time for HVAC Equipment and Materials	14 weeks	70-80		
3.	Lead Time for Mobilization	3 weeks	10-15		

Recommend **CT Mechanical** as the lowest responsive bidder.



EXHIBIT B – BID FORM

Project: Palm Coast WWTF No. 1 Expansion

Bid Package: HVAC Package

Bid Package No: 04

To: Andrew Lanphier  
Wharton-Smith, Inc.  
watergmpbids@whartonsmith.com

Bidder Information:

Company: CT Mechanical  
Contact Name: Malik Harrison Title: Junior Estimator  
Address: 4301 NE 6th Street, Gainesville, FL 32609  
Phone Number: (352) 933-5549 Email: malik@comfortemp.com

Bid Proposal Documentation Checklist (check all that apply):

- |  |   |
|--|---|
| <input checked="" type="checkbox"/> Bid Form         | <input type="checkbox"/> Value Engineering Proposal |
| <input type="checkbox"/> Sanctions and Litigation    | <input type="checkbox"/> Certificate of Insurance   |
| <input type="checkbox"/> Licenses                    | <input type="checkbox"/> Clarifications             |
| <input type="checkbox"/> Proof of Bonding Capability |   |
| <input type="checkbox"/> Bid Schedule                |   |

Bidder's Acknowledgements:

- The undersigned Bidder agrees if this bid is accepted, to enter into a Purchase Order or Subcontract Agreement with the Construction Manager per the Agreement terms included in the Bid Documents.
- Bidder accepts all the terms and conditions of the Bid Documents.
- Bidder has examined copies of all the Bid Documents and the following addenda:

No. <u>1</u> Dated <u>11-24-25</u>	No. <u>3</u> Dated <u>12-17-25</u>
No. <u>2</u> Dated <u>12-5-25</u>	No. _____ Dated _____

- Bidder has carefully examined the site and locality where the work is to be performed and the legal requirements (federal, state and local laws, ordinances, rules and regulations) and conditions affecting cost, degree of difficulty, progress or performance of the work and has made such independent investigations as Bidder deems necessary.
- Bidder has reviewed and understands the Project Schedule furnished in the Bid Documents and commits to perform and complete the Scope of Work of this Bid Proposal within the durations indicated and will meet all milestone dates detailed therein. Bidder understands that time is of the essence and any delays in completion of any portion of the Work may result in damages.
- This Bid is genuine and (a) not made in the interest or on behalf of any undisclosed person, firm, or corporation (b) is not submitted in the conformity with any agreement or rules of any group, association, organization, or corporation (c) Bidder has not directly or indirectly induced or solicited any other Bidder to submit a false or sham Bid (d) Bidder has not solicited or induced any person, firm or corporation to refrain from bidding (e) Bidder has not sought by collusion to obtain for himself any advantage over any other Bidder or over Owner.



**EXHIBIT B – BID FORM**

7. This Bid Proposal will remain open for acceptance by the Construction Manager for a period of one hundred and eighty (180) days after the date submitted. The price is to be valid for the duration of the Project Schedule after execution of a Purchase Order or Subcontract Agreement.
8. The total base bid includes all labor, material, equipment, taxes, overhead, profit, and all other costs required to complete the scope of this Bid Package as outlined in the Bid Documents.
9. The bid pricing will be broken out as follows. Regarding the bid pricing, the total bid price will be dependent on whether the alternates are accepted by the City of Palm Coast. The City of Palm Coast has the sole discretion to accept any, all, or none of the work items for this scope of work based on the bid pricing received.

Item No.	Brief Description of Item	QTY	UM	Unit Price	Total Price
1.	HVAC Package	1	LS	\$ 165,370	\$ 165,370
2.	Payment & Performance Bond Rate	1	LS	%	\$ 2480.55
				<b>Total Bid:</b>	\$ 167850.55

**(TOTAL BID AMOUNT WRITTEN IN WORDS):**

*One Hundred Sixty-Seven Thousand, Eight Hundred Fifty and Fifty-Five*

**SCHEDULED LEAD TIMES FOR DELIVERABLE**

Item No.	Brief Description of Item	Calendar Days to Complete
1.	HVAC Submittal Packages	<u>15-20</u>
2.	Lead Time for HVAC Equipment and Materials	<u>70-80</u>
3.	Lead Time for Mobilization	<u>10-15</u>

The undersigned hereby certifies that Bidder has carefully reviewed the Bid Documents and with full knowledge and understanding of the requirements of the Bid Documents and that this Bid Proposal meets all specifications, terms, and conditions contained in the Bid Documents, in its entirety.

Signature

*Malik Harrison*

Print Name / Title

*12-17-2025*

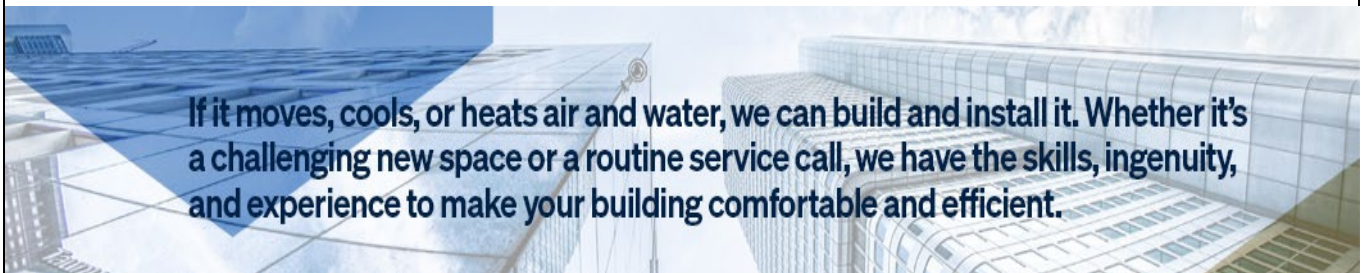
Date





## TERMS AND CONDITIONS

1. The Scope of Work defines and limits our services for this project. If you have any questions please let us know. Comfort Temp Company wants to have a clear understanding Scope of Work and related terms before any work commences. Any change orders or supplemental work must be in writing and signed by Client and Comfort Temp Company.
2. Upon delivery and installation of materials and supplies, ordered by Comfort Temp Company, to the project location, the risk of loss or damage passes immediately to the Client and Comfort Temp Company assumes no responsibility. The Client represents that there is sufficient insurance coverage to cover such risk of loss and that Comfort Temp Company will be the loss payee for any claim of loss until title passes to the Client. Title to any such materials will pass to the Client only after the final payment for all invoices has been made to Comfort Temp Company. This paragraph does not apply to any Client supplied materials, which shall remain as Client's risk of loss or damage.
3. Any additional work performed or upgrade of materials, including any special orders or other purchases made beyond the original scope of work of this project will be invoiced upon authorization by the Client and shall be in writing signed by the Client and Comfort Temp Company.
4. Comfort Temp Company will give the Client a reasonable opportunity to review and inspect the work and materials provided to the Client. By accepting any goods delivered and installed to the Client, Client acknowledges that such work is in accordance with the Scope of Work and otherwise conforming as defined under Fla. Stat. 672.001. In the event the Client rejects any work, such rejection must be in writing and delivered to Comfort Temp Company within three (3) days of completion of the work or any phase of work, specifying the reason for rejection; otherwise the rejection is invalid. Comfort Temp Company wants the Client to be completely satisfied and will work to see that all work and materials meet the Client's approval.
5. The Client releases and holds harmless Comfort Temp Company from any and all claims for any damages to persons or property directly or indirectly caused by or related to (1) any delays in delivery or shipment of any materials, (2) any damage to materials in delivery or shipment, and (3) any defect in the design or manufacture of any materials or work, including any latent defects or hazards.
6. Unless otherwise noted, the Client has not advised Comfort Temp Company of any known, hidden, or latent hazards, dangers or defects existing on or at the project location. Any known, hidden, or latent hazards, dangers or defects existing on or at the project location must be disclosed to Comfort Temp Company in writing before work begins.
7. Any warranties related to any materials are by the original seller or manufacturer and any such warranties are transferred to the Client along with the title to the materials. Comfort Temp Company makes no express or implied warranties as to any of the work of materials and specifically excludes any such warranty as to the merchantability or fitness of any work or materials. There are no warranties that extend beyond the face hereof.
8. Your acceptance of the Project Quote and Scope of Work creates a binding contract ("Agreement") with Comfort Temp Company. This Agreement contains the entire understanding of the Client and Comfort Temp Company as to the scope of work for this project, and is made without reliance upon any oral or written promise, warranty or representation not specifically stated within this Agreement. This Agreement can only be changed or modified in writing and signed by both parties.
9. This Agreement shall be interpreted under the laws of Florida. Comfort Temp Company and Client agree that any dispute arising out of this Agreement shall be brought in the exclusive venue of Alachua County, Florida, before the court of appropriate jurisdiction. If any part of this Agreement is determined to be invalid, it shall not validate the entirety of the Agreement, but shall be severable.
10. All invoices are due Net forty five (45) and incorporate these Terms and Conditions. Any invoice remaining unpaid after this will accrue interest at the rate of 18% per annum, or the maximum allowable interest rate under law, whichever is greater. In the event collection efforts are required to secure payment of any invoice, Comfort Temp Company is entitled to recover all such collection costs, including court costs and a reasonable attorney's fee and paralegal fee through trial and any appeals. Client acknowledges that, in addition to any other remedies at law or in equity, Comfort Temp Company may recover any unpaid materials or work from Client by an action for replevin and that Comfort Temp Company is entitled to record and enforce its rights a lien or pursuant to Fla. Stat. 761.001.



Bid Evaluation and Comparison Sheet

Bid Package #: **5**  
**Master Plant Contractor**  
**GMP-1 - Wastewater Treatment Facility No. 1 Expansion**  
**City of Palm Coast**  
**12/17/25**

[Pricing Summary](#)

	Wharton-Smith, Inc. Matt Peterson 407-321-8410 mpeterson@whartonsmith.com	L7 Construction Brett 407-760-7694 blefever@l7construction.com	Petticoat-Schmitt Lori Keller 904-751-0888 lkeller@petticoatschmitt.com	Garney Eric Wagner 407-877-5903 flestimating@garney.com	Prime Construction Group Mark Allen 321-229-8336 mallen@primeconstructiongroup.com	TLC Diversified Estimating 727-417-7235 estimating@tlcdiversified.com									
<b>Total Adjusted Bid:</b>	\$ 929,622.00	NO BID	NO BID	NO BID	NO BID	NO BID									
<b>Base Bid Line Items</b>															
Item No:	Brief Description	Qty	Unit	Unit Cost	Total	Unit Cost	Total	Unit Cost	Total	Unit Cost	Total	Unit Cost	Total	Unit Cost	Total
1.	Master Plant Contractor Package	1	LS	\$ 929,622.00	\$ 929,622.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
2.	Payment & Performance Bond Rate	1	LS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Base Bid Subtotal:</b>							\$ 929,622.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Bid Alternate Total:</b>							\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total Bid:</b>							\$ 929,622.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Bid Form Requirements</b>															
	Bid Form Requirements		x												
	Acknowledged Addenda		x												
	Clarifications / Exceptions														
	Value Engineering Proposal														
Item No:	Scheduled Lead Times for Deliverables and Construction	Calendar Days to Complete		Calendar Days to Complete		Calendar Days to Complete		Calendar Days to Complete		Calendar Days to Complete		Calendar Days to Complete			
1.	MPC Submittal Packages	21													
2.	SEB2 Slab on Grade – Start to Finish	14													
3.	Generator Slab on Grade – Start to Finish	14													
4.	Concrete Reinforcement Delivery Lead Time	28													
5.	Lead Time for Mobilization	21													

Recommend *Wharton-Smith, Inc.* as the lowest responsive bidder.

Project: Palm Coast WWTF No. 1 Expansion

Bid Package: **Master Plant Contractor (MPC)**

Bid Package No: **05**

To: Andrew Lanphier  
 Wharton-Smith, Inc.  
[watergmpbids@whartonsmith.com](mailto:watergmpbids@whartonsmith.com)

**Bidder Information:**

Company: Wharton-Smith, Inc.

Contact Name: Sean White Title: VP Preconstruction Services

Address: 750 Monroe Road, Sanford, FL 32771

Phone Number: 407.321.8410 Email: swhite@whartonsmith.com

**Bid Proposal Documentation Checklist (check all that apply):**

- |  |   |
|--|---|
| <input checked="" type="checkbox"/> Bid Form         | <input type="checkbox"/> Value Engineering Proposal |
| <input type="checkbox"/> Sanctions and Litigation    | <input type="checkbox"/> Certificate of Insurance   |
| <input type="checkbox"/> Licenses                    | <input type="checkbox"/> Clarifications             |
| <input type="checkbox"/> Proof of Bonding Capability |   |
| <input type="checkbox"/> Bid Schedule                |   |

**Bidder's Acknowledgements:**

- The undersigned Bidder agrees if this bid is accepted, to enter into a Purchase Order or Subcontract Agreement with the Construction Manager per the Agreement terms included in the Bid Documents.
- Bidder accepts all the terms and conditions of the Bid Documents.
- Bidder has examined copies of all the Bid Documents and the following addenda:

No. <u>One</u> Dated <u>11.24.25</u>	No. <u>Two</u> Dated <u>12.05.25</u>
No. <u>Three</u> Dated <u>12.16.25</u>	No. _____ Dated _____

- Bidder has carefully examined the site and locality where the work is to be performed and the legal requirements (federal, state and local laws, ordinances, rules and regulations) and conditions affecting cost, degree of difficulty, progress or performance of the work and has made such independent investigations as Bidder deems necessary.
- Bidder has reviewed and understands the Project Schedule furnished in the Bid Documents and commits to perform and complete the Scope of Work of this Bid Proposal within the durations indicated and will meet all milestone dates detailed therein. Bidder understands that time is of the essence and any delays in completion of any portion of the Work may result in damages.
- This Bid is genuine and (a) not made in the interest or on behalf of any undisclosed person, firm, or corporation (b) is not submitted in the conformity with any agreement or rules of any group, association, organization, or corporation (c) Bidder has not directly or indirectly induced or solicited any other Bidder to submit a false or sham Bid (d) Bidder has not solicited or induced any person, firm or corporation to refrain from bidding (e) Bidder has not sought by collusion to obtain for himself any advantage over any other Bidder or over Owner.

7. This Bid Proposal will remain open for acceptance by the Construction Manager for a period of one hundred and eighty (180) days after the date submitted. The price is to be valid for the duration of the Project Schedule after execution of a Purchase Order or Subcontract Agreement.
8. The total base bid includes all labor, material, equipment, taxes, overhead, profit, and all other costs required to complete the scope of this Bid Package as outlined in the Bid Documents.
9. The bid pricing will be broken out as follows. Regarding the bid pricing, the total bid price will be dependent on whether the alternates are accepted by the City of Palm Coast. The City of Palm Coast has the sole discretion to accept any, all, or none of the work items for this scope of work based on the bid pricing received.

Item No.	Brief Description of Item	QTY	UM	Unit Price	Total Price
1.	Master Plant Contractor Package	1	LS	\$ 929,622	\$ 929,622
2.	Payment & Performance Bond Rate	1	LS	%	\$ N/A
				<b>Total Bid:</b>	\$ 929,622

**(TOTAL BID AMOUNT WRITTEN IN WORDS):**

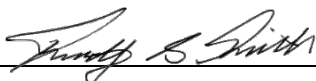
Nine hundred twenty-nine thousand six hundred twenty-two dollars

---

**SCHEDULED LEAD TIMES FOR DELIVERABLE**

Item No.	Brief Description of Item	Calendar Days to Complete
1.	MPC Submittal Packages	21
2.	SEB2 Slab on Grade – Start to Finish	14
3.	Generator Slab on Grade – Start to Finish	14
4.	Concrete Reinforcement Delivery Lead Time	28
5.	Lead Time for Mobilization	21

The undersigned hereby certifies that Bidder has carefully reviewed the Bid Documents and with full knowledge and understanding of the requirements of the Bid Documents and that this Bid Proposal meets all specifications, terms, and conditions contained in the Bid Documents, in its entirety.

  
 \_\_\_\_\_  
 Signature  
 Timothy S. Smith, President/CEO

Timothy S. Smith, President/CEO  
 \_\_\_\_\_  
 Print Name / Title

December 16, 2025  
 \_\_\_\_\_  
 Date

## SECTION 4 – RISK REGISTER

RISK REGISTER												
Project: <i>Palm Coast GMP-1 Electrical Upgrades</i> Design Phase: <i>GMP-1 Electrical Upgrades</i>												
Risk Identification			Risk Assessment				Risk Control Measures		Risk Allocation			
ID No.	Risk Issue	Risk Type	Status	Potential Cost Impact	Potential Schedule Impact	Probability (0-100%)	Risk Mitigation Strategy	Risk Owner	Weighted Cost Exposure (Prob x PCI)	Cost Offset By Allowance	Cost Offset By Contingency	Unmitigated Cost Exposure
<b>General Items</b>												
1	Adverse Weather	Adverse Weather	New	\$12,955	5	100%	Provide for reasonable float in schedule and create emergency response plan.	Owner	\$12,955		\$12,955	\$0
2	Permitting Delays	Permitting	New	\$12,955	5	25%	Engage Agency and Shareholders early in process and promote transparent communication. Obtain all permits prior to mobilization.	Owner	\$3,239		\$3,239	\$0
2	Utility Delays	Other	New	\$12,955	5	25%	Engage Utility Company early in process to assist in finalizing design and expediting procurement.	Owner	\$3,239		\$3,239	\$0
3	Procurement / Delivery Delays	Procurement	New	\$38,865	15	40%	Early procurement on key equipment and materials. Includes submittal approval delays.	Contractor	\$15,546		\$15,546	\$0
4	Construction Delays / Subcontractor Performance	Construction Schedule	New	\$25,910	10	10%	Select qualified subcontractors with adequate resources and engage them in Wharton-Smith's production planning system on a weekly basis.	Contractor	\$2,591		\$2,591	\$0
5	Critical Path Delays - Owner Evaluation and Decision Making	Construction Schedule	New	\$12,955	5	10%	Owner representative must be responsible for timely decisions and issuing contract amendments in a timely manner for procurement to be expedited.	Owner	\$1,296		\$1,296	\$0
<b>Final Design Items</b>												
6	Unanticipated Design Requirements After GMP	Design	New	\$25,910	10	15%	Limit scope to only those items identified in bid documents.	Owner	\$3,887		\$3,887	\$0
7	Added Electrical and I&C Costs After Bidding	Undefined Scope	New	\$25,910	10	40%	Involvement of electrical and I&C subcontractors and suppliers during design and bid phases to minimize omissions.	Owner	\$10,364		\$10,364	\$0
<b>Project Execution Items</b>												
9	Material Escalations	Price Escalation	New	\$40,000	0	85%	Expedite the start of construction, issuance of subcontracts and POs, and early procurement.	Contractor	\$34,000		\$34,000	\$0
12	Unforeseen Subsurface Conditions	Unknown Site Conditions	New	\$25,910	10	50%	Perform Subsurface Utility Exploration where possible to identify and locate existing conditions and conflicts prior to construction.	Owner	\$12,955		\$12,955	\$0
14	Restoration / Patching of Collateral Damage	Undefined Scope	New	\$20,000	0	50%	Perform layout and use proper demo equipment for cutting and restore affected areas back to normal.	Contractor	\$10,000		\$10,000	\$0
	Electrical changes after existing conditions verification	Unknown Site Conditions	New	\$25,910	10	25%	Perform a site verification immediately after mobilization.	Owner	\$6,478		\$6,478	\$0
<b>Start-Up &amp; Closeout Items</b>												
15	Integration into Existing Network	Owner Operational Impacts	New	\$12,955	5	75%	Perform investigation prior to start of integration with existing SCADA system.	Owner	\$9,716		\$9,716	\$0
16	Unforeseen Startup / MOPO Restrictions	Owner Operational Impacts	New	\$12,955	5	50%	Involvement of plant operations staff during design and early construction phases to identify operational constraints and develop Maintenance of Plant Operations (MOPOL) plans.	Owner	\$6,478		\$6,478	\$0
17	Manufacturer Start-Up Services Overruns	Other	New	\$13,217	5	50%	Utilize Wharton-Smith production planning system to work efficiently and use start-up checklists.	Shared	\$6,609		\$6,609	\$0
<b>Bid Allowances / Excluded Scope Items</b>												
19	ALLOWANCE FOR BUILDING PERMITS	Excluded Scope	New	\$13,000	0	100%	Bid allowance to be carried in GMP.	Owner	\$13,000	\$13,000		\$0
20	ALLOWANCE FOR INDEPENDENT TESTING	Excluded Scope	New	\$10,000	0	100%	Bid allowance to be carried in GMP.	Owner	\$10,000	\$10,000		\$0
21	ALLOWANCE FOR REMOVAL OF UNDERGROUND FUEL TANK	Excluded Scope	New	\$100,000	0	100%	Bid allowance to be carried in GMP.	Owner	\$100,000	\$100,000		\$0
<b>PROJECT TOTALS</b>				<b>\$319,362</b>	<b>100</b>				<b>\$262,350</b>	<b>\$123,000</b>	<b>\$139,350</b>	<b>\$0</b>

## SECTION 5 – CONSTRUCTION SCHEDULE



















## **SCOPE OF SERVICES**

### **City of Palm Coast Wastewater Treatment Facility No.1 Expansion GMP #1**

#### **Bid Services, CMAR Coordination and Construction Administration**

CPH Opportunity #: 201.2501466.P01

**February 9, 2026**

## **BACKGROUND**

CPH Consulting, LLC (CPH) has been selected to provide Final Design services for the City of Palm Coast (CITY)'s Wastewater Treatment Facility No. 1 (WWTF No. 1) Expansion and Upgrade project. The construction phase has been awarded to Wharton-Smith, Inc. (WSI) under a Construction Manager at Risk (CMAR) delivery method.

This Scope of Services outlines CPH's responsibilities for the bid services, CMAR coordination and construction administration during the execution of Guaranteed Maximum Price (GMP) No. 1. GMP No. 1 includes the installation of a generator, electrical and PLC system improvements, and other related site improvements at WWTF No.1. GMP No. 1 was bid in December 2025, with construction commencing in February 2026 and substantial completion expected by August 2027.

## **SCOPE OF SERVICES**

CPH will coordinate with its sub-consultant, Bailey Engineering Consultant (BEC) closely to perform the proposed professional services for this project. The tasks generally include the following:

### **Task 1 – Bid Phase Services**

- 1.1 CPH will attend the pre-bid meeting and the plant walk through. The CPH team will present information at Pre-Bid meeting and answer questions.
- 1.2 CPH will prepare written responses to bidder's questions forwarded by WSI and prepare addenda items for WSI's use.

### **Task 2 – Confirmed Documents Preparation**



- 2.1 CPH will prepare Confirmed Construction Plans and Project Manual incorporating issued addenda. CPH will distribute up to four (4) sets of the Confirmed Construction Plans (2 Sets Full Size 22"x34" and 2 sets Half Size 11"x17"); and up to four (4) sets of the conformed Project Manual for CITY and WSI use during construction. Digital version in PDFs of the conformed documents will be distributed to WSI and City with ACAD files for their use during construction.

### **Task 3 – Construction Administration Services**

- 3.1 *Pre – Construction Meeting* – CPH will attend the pre-construction meeting that will be run by WSI. CPH will prepare the documents requested by WSI for the meeting.
- 3.2 *Progress Meetings* – CPH will attend Progress Meetings with the CITY and WSI to discuss the progress of the construction. WSI will prepare the meeting agenda, run the progress meetings, and distribute meeting minutes. It is assumed the Progress Meetings will be held once every two weeks during construction, starting approximately four (4) weeks after the Notice to Proceed and ending at Substantial Completion, covering a period of 78 weeks from February 2026 and substantial completion expected by August 2027. It is also assumed that half of the progress meetings will be held on site and half through Teams virtual meeting. Based on this, it is assumed there will be thirty nine (39) progress meetings.
- 3.3 *Review of submittals and Re-submittals* – CPH will review shop drawings, product literature, and any other submittal data that WSI is required to submit. The review will be for general conformance with the design concept of the project, and general compliance with the information given in the Contract Documents in consultation with the City. CPH will issue review comments on the submittals which do not conform to the design concept and comply with the information given in the Contract Documents.
- 3.4 *Review of RFI's, Field Orders and Change Orders* – CPH will review and respond to request for information (RFI).
- 3.5 *Review of O & M Manuals* – CPH will review and approve the preliminary and final O & M manuals prepared by WSI.
- 3.6 *Review of Payment Applications* – CPH will review WSI's monthly payment application by:
  - a. Confirming it corresponds with work performed and material provided
  - b. Reviewing the requested construction quantities with the CITY and making recommendations for approval of payment.
- 3.7 *Construction Observation* – CPH will perform site engineering visits to observe the progress and quality of the work and to determine if the work is proceeding in compliance with the Contract Documents. CPH will inform the CITY in writing of any observed deficiencies and/or construction related issues. This proposal includes 4 hours per week on average of site visit services for the duration of the construction.

CPH's site engineering visits will allow CPH to certify completion of work as the Engineer of Record.



- 3.8 *Punchlist and Certificate of Substantial Completion* – When WSI requests a Substantial Completion field review, CPH will perform a field review with City staff to confirm the Substantial Completion and provide a punch list for items to be corrected by WSI prior to Final Completion. The punch list will be created in accordance with the Contract Documents and in collaboration with the CITY. CPH shall manage the punch list and must sign off on each item prior to WSI receiving notice of Final Completion for this phase of work. This subtask includes one (1) follow up inspections after WSI deems the punch list complete.
- 3.9 *Preparation of Record Drawings* – CPH will prepare record drawings based on the redline and survey drawing information provided by WSI.

**Task 4 – Sub Consultant Services**

The detailed services to be provided by Bailey Engineering as described above within the scope of their expertise are presented in **Appendix A**.

**FEE AND COMPENSATIONS**

CPH proposes to provide the engineering services described above for a lump sum fee of \$430,545.00. The proposed fee includes reimbursable expenses and sub- consultant fees. CPH will bill the CITY based on the percentage of work completed and the total amount billed will not exceed the above amount unless authorized by the CITY. The detailed break downs of the fee estimation are presented in **Appendix B**. The proposed fee of each task is summarized as follows.

<b>Task #</b>	<b>Description</b>	<b>Cost</b>
Task 1	Bid Phase Services	\$17,395.00
Task 2	Confirmed Documents Preparation	\$7,990.00
Task 3	Construction Administration Services	\$167,690.00
Task 4	Sub Consultant Services	\$237,470.00
<b>Total</b>		<b>\$430,545.00</b>



**Appendix A Bailey Engineering Consultants, Inc.  
Proposal for Electrical and Instrumental & Control Services**



February 6<sup>th</sup>, 2025

Ms. Lucida Xu, P.E.  
CPH, Inc.  
1117 E. Robinson Street, Suite C  
Orlando, Florida 32801

Re: Palm Coast WWTF #1 GMP #1  
Palm Coast, Florida

Dear Ms. Xu,

We are pleased to submit our revised proposal for general services during construction for the above project. The following serves to provide an overview of the engineering services Bailey Engineering Consultants, Inc. (BEC) intends to furnish on the referenced project to CPH. Our work includes construction services for an 18-month period. Estimated start date is February 1<sup>st</sup>, 2026. Our scope of work includes the following:

**Task 1 – Bid Phase Services Construction Phase Project Management**

- 1.1 BEC will attend the pre-bid meeting and the plant walk through. The CPH team will present information at Pre-Bid meeting and answer questions.
- 1.2 BEC will prepare written responses and drawing revisions to bidder's questions forwarded by WSI and prepare addenda items for WSI's use.

**Task 2 – Conformed Document Preparation**

- 2.1 BEC will prepare Confirmed Construction Plans and Project Manual incorporating issued addenda. Digital version in PDFs of the conformed documents will be distributed to CPH for distribution.

**Task 3 – Construction Administration Services**

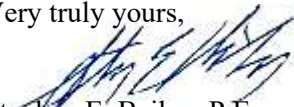
- 3.1 Pre – Construction Meetings – BEC will attend the pre-construction meeting that will be run by WSI. BEC will prepare the documents as required.
- 3.2 Progress Meetings – BEC will attend most Progress Meetings via Teams or in person with the CITY and WSI to discuss the progress of the construction. It is assumed the Progress Meetings will be held once every 4 weeks during construction, starting approximately four (4) weeks after the Notice to Proceed and ending at Substantial Completion, covering a period of 78 weeks from February 2026 and substantial completion expected by August 2027. Based on this, it is assumed there will be twenty (20) progress meetings.
- 3.3 Review of submittals and Re-submittals – BEC will review shop drawings, product literature, and any other submittal data that WSI is required to submit. The review will be for general conformance with the design concept of the project, and general compliance with the

information given in the Contract Documents in consultation with the City. BEC will issue review comments on the submittals which do not conform to the design concept and comply with the information given in the Contract Documents.

- 3.4 Review of RFI's, Field Orders and Change Orders – BEC will review and respond to request for information (RFI).
- 3.5 Review of O & M Manuals – BEC will review and approve the preliminary and final O & M manuals prepared by WSI.
- 3.6 Review of Payment Applications – BEC will review payment application if requested by CPH.
- 3.7 Construction Observation – BEC will perform site visits to observe the progress and quality of the work and to determine if the work is proceeding in compliance with the Contract Documents. BEC will inform the CITY in writing of any observed deficiencies and/or construction related issues. This proposal includes hours as noted on the attached spreadsheet.
- 3.8 Punchlist and Certificate of Substantial Completion –BEC will perform a field review with City staff to confirm the Substantial Completion and provide a punch list for items to be corrected by WSI prior to Final Completion. The punch list will be created in accordance with the Contract Documents and in collaboration with the CITY. BEC will review the punch list and sign off on each item prior to WSI receiving notice of Final Completion for this phase of work. This subtask includes one (1) follow up site visit after WSI punch list work is complete.
- 3.9 Start Up – BEC will attend process control startups to approve the process operation.
- 3.10 Preparation of Record Drawings – BEC will prepare record drawings based on the redline and survey drawing information provided by WSI.

Our fee for this work shall be \$237,470.00 payable lump sum, billed monthly. Estimated hourly spreadsheet is attached.

Very truly yours,



Stephen E. Bailey, P.E.

ACCEPTED \_\_\_\_\_ DATE \_\_\_\_\_

**Agenda Date:** April 7, 2026

<b>Department</b>	INFORMATION TECHNOLOGY	<b>Amount</b>	\$95,400.00
<b>Division</b>	INFORMATION TECHNOLOGY	<b>Org/Account #</b>	65052525-041000

**Subject:** RESOLUTION 2026-XX APPROVING PROPOSED TERMS WITH SPECTRUM FOR INTERNET AND RELATED SERVICES

**Presenter:** Doug Akins, Director of Information Technology

**Attachments:**

1. Resolution
2. Proposal

**Background:**

In today's digital environment, nearly every City service, from processing building permits to managing utility billing, requires a stable and secure internet connection. The City currently maintains two active internet connections, and Spectrum Business is one of those connections.

To ensure the City remains operational even if a physical fiber line is damaged by construction or a storm, staff recommends continuing and upgrading our infrastructure with Spectrum. This ensures physical diversity, meaning our data has multiple paths to travel. This protects against a single point of failure which could impact City operations.

**What This Agreement Provides**

This proposal covers two main types of technology that keep our departments talking to one another and the public:

- **Dedicated Internet (1 Wellfield Grade):** Unlike a home connection, this is a private lane for the City that is not shared with outside users.
  - This ensures consistent speeds for critical operations.
  - It provides a dedicated, continuous link between our local network and the internet.
- **Private Network Links (EPL):** These act like a secure, private bridge between key City facilities.
  - They allow staff at different locations to access the same files and systems as if they were in the same building.
  - The service is delivered on a private and secure next-generation fiber network.

**Financial Impact and Terms**

The agreement is for a 36-month term. Spectrum provides this infrastructure with flat-rate pricing. This protects the City from unexpected price hikes during the contract period.

Location	Purpose	Monthly Cost
1 Wellfield Grade	High-Speed Dedicated Internet	\$1,000.00
4 Corporate Dr	Secure Network Connection (Hub)	\$825.00
5636 N Ocean Shore Blvd	Secure Network Connection (Spoke)	\$825.00
<b>Total Monthly</b>		<b>\$2,650.00</b>

**Total Contract Value: \$95,400.00** over three years. These funds are already included in the adopted IT Internal Services budget.

<b>IT Internal Services 65052525</b>	
<b>Communication Services 041000</b>	<b>\$463,002.00</b>
Total Expended/Encumbered to Date	\$425,340.71
Pending Work Orders/Contracts	\$0.00
Current Project	<u>\$15,900.00</u>
<b>Balance</b>	<b>\$21,761.29</b>

**Policy Compliance**

This purchase complies with the City's purchasing policy. Telecommunications and internet services are exempt from formal competitive bidding because they are considered essential utility services, similar to water or electricity. This allows the City to maintain continuity with a reliable, existing partner like Spectrum.

**Recommended Action:**

**ADOPT RESOLUTION 2026-XX APPROVING PROPOSED TERMS WITH SPECTRUM FOR INTERNET AND RELATED SERVICES**

**RESOLUTION 2026-  
SPECTRUM INTERNET SERVICES**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PALM COAST, FLORIDA, APPROVING THE PROPOSED TERMS WITH SPECTRUM BUSINESS FOR DIRECT INTERNET ACCESS AND RELATED SERVICES; AUTHORIZING THE CITY MANAGER, OR DESIGNEE, TO EXECUTE THE NECESSARY DOCUMENTS; PROVIDING FOR SEVERABILITY; PROVIDING FOR CONFLICTS; PROVIDING FOR IMPLEMENTING ACTIONS AND PROVIDING FOR AN EFFECTIVE DATE.**

**WHEREAS**, the City of Palm Coast’s desires to maintain carrier and physical path diversity for redundancy in its internet services; and

**WHEREAS**, Spectrum Business desires to provide the above-mentioned services to the City of Palm Coast; and

**WHEREAS**, the City of Palm Coast desires to enter into an agreement with Spectrum Business for internet and related services.

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF PALM COAST, FLORIDA AS FOLLOWS:**

**SECTION 1. LEGISLATIVE AND ADMINISTRATIVE FINDINGS.** The above recitals (whereas clauses) are hereby adopted as the findings of the City Council of the City of Palm Coast.

**SECTION 2. APPROVAL OF PROPOSED TERMS.** The City Council of the City of Palm Coast hereby approves the terms and conditions of the proposal with Spectrum Business for direct internet access and related services, as attached hereto and incorporated herein by reference as Exhibit “A.”

**SECTION 3. FUTURE AMENDMENTS.** The City Manager, or designee is hereby authorized to approve any future amendment to the terms for changes totaling less than \$50,000.00 as long as this amount does not exceed the line-item limit for the budgeted purchase. Further, the City Manager has the authority to execute amendments to the terms on behalf of the City for any other changes that may be necessary.

**SECTION 4. AUTHORIZATION TO EXECUTE.** The City Manager, or designee, is hereby authorized to execute the necessary documents.

**SECTION 5. SEVERABILITY.** If any section or portion of a section of this Resolution proves to be invalid, unlawful, or unconstitutional, it shall not be held to invalidate or impair the validity, force, or effect of any other section or part of this Resolution.

**SECTION 6. CONFLICTS.** All resolutions or parts of resolutions in conflict with any of the provisions of this Resolution are hereby repealed.

**SECTION 7. IMPLEMENTING ACTIONS.** The City Manager is hereby authorized to take any actions necessary to implement the action taken in this Resolution.

**SECTION 8. EFFECTIVE DATE.** This Resolution shall take effect immediately upon adoption by the City Council.

**DULY PASSED AND ADOPTED** by the City Council of the City of Palm Coast, Florida, on this 7<sup>th</sup> day of April 2026.

ATTEST:

CITY OF PALM COAST

\_\_\_\_\_  
KALEY COOK, CITY CLERK

\_\_\_\_\_  
MICHAEL NORRIS, MAYOR

APPROVED AS TO FORM AND LEGALITY

\_\_\_\_\_  
MARCUS DUFFY, CITY ATTORNEY

Attachment: Exhibit "A" – Spectrum Business Proposal

For CITY OF PALM COAST

Communications  
Solutions Proposal

**Prepared by:**  
**Justin Beecher**  
SAM - Strategic AM Gov/Ed



The terms of this proposal are confidential and should not be disclosed directly or indirectly to any third party, except as may be required by law. If you and/or your agents or representative make any unauthorized disclosure, Charter shall be entitled to revoke this proposal, terminate any associated agreement without liability and to seek damages and/or injunctive relief arising from such unauthorized disclosure. This proposal is an estimate for discussion purposes only and is not intended to give rise to binding obligations for either party.

**Spectrum**  
BUSINESS

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## Introduction

Thank you for considering Spectrum Business for your communications technology needs. This proposal outlines a Spectrum Business for Enterprise Services solution that addresses the needs and requirements we have discussed. It also provides an overview of our service delivery process and other relevant information.

I will schedule a time to review the details of this proposal with you, however, please contact me in the meantime with any questions.

I look forward to speaking with you soon about how we can partner to help you achieve your goals.

Regards,

Justin Beecher  
SAM - Strategic AM Gov/Ed

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## Company Overview

Technology unlocks powerful opportunities for business success. With competition at an all-time high, you need technology that doesn't just keep up, but puts you ahead.

Spectrum Business, a part of Fortune 100 company Charter Communications, provides the digital infrastructure your business needs to drive success. Our secure and scalable technology portfolio includes wide area network (WAN), Internet, managed services, voice and TV solutions.

Technology and expertise that exceeds expectations

<b>Dense fiber reach nationwide</b>	<ul style="list-style-type: none"><li>• 32 metros across 41 states</li><li>• 217,000+ fiber-lit buildings</li><li>• 230,000+ fiber-route miles</li></ul>
<b>Deep expertise</b>	<ul style="list-style-type: none"><li>• Fiber and IT infrastructure solutions</li><li>• Over two times more active MEF-certified professionals than all other top Ethernet providers combined</li></ul>
<b>Committed to delivering quality experiences</b>	<ul style="list-style-type: none"><li>• One team = one experience</li><li>• Unparalleled service level agreements (SLAs)</li><li>• Self-service portals</li><li>• Network Operations Center</li></ul>
<b>Recognized for solution and service excellence</b>	<ul style="list-style-type: none"><li>• Ranked #1 for 'Ease of doing business' by ATLANTIC-ACM</li><li>• MEF 2019 award-winner</li><li>• TMC 2019 SD-WAN Implementation award-winner</li><li>• INTERNET TELEPHONY 2020 Hosted Call Center Excellence award</li></ul>

The right partner for your digital journey


Spectrum Business has invested over \$2 billion to support client progress, and we continue to add over 50 fiber-lit buildings to our network every day. Our goal is to increase client access to our national fiber network. We are doing that by absorbing the costs of fiber construction for the majority of enterprise buildings within our footprint.


We're committed to ensuring an exceptional client experience, and we put the needs of our clients at the center of everything we do. With national reach, committed teams and proven expertise, we can connect you and go beyond your expectations.

We invite you to join us as we turn the promise of digital technology into progress.



## Proposed Services – features and benefits

	<h3>Dedicated Fiber Internet (DFI)</h3> <p>Provides dedicated symmetrical connectivity for organizations that need reliable or high-bandwidth upload and download capabilities. DFI runs on Spectrum Business's fiber-rich network and provides a dedicated, continuous link between the local area network (LAN) and the Internet. DFI service is proactively monitored 24/7/365 U.S.-based support to ensure availability.</p>	
<b>Features</b>	<b>Benefits</b>	
<p>Dedicated connection that is not shared with others and is delivered over a reliable advanced fiber network.</p>	<p><b>Superior performance</b> – Improves business productivity through a reliable, high-performing internet service.</p>	
<p>Industry-leading service level agreement (SLA) metrics support availability and low latency, jitter and packet loss all the way into the client suite</p>	<p><b>Reach and scalability</b> – Provides an easily scalable platform with national reach and dense metro coverage to support current and future needs.</p>	
<p>Single provider, with 24/7/365 US-based support and local technicians.</p>	<p><b>End-to-end support</b> – Reduces complexity via a single partner providing one resource team and one contact point for both service and support, including the in-building connection.</p>	
<p>Multiple diversity and redundancy options to help protect your network from equipment failures and other network-impacting situations.</p>	<p><b>Business continuity</b> – Optional diversity solutions to support Internet uptime in the event of a wireline disruption.</p>	

	<h3>Ethernet Services</h3> <p>Ensure network reliability by partnering with one of the largest Ethernet providers in the U.S. with more active MEF-certified professionals than all top Ethernet providers combined. Simplify your wide area network (WAN) infrastructure for secure, seamless collaboration. Cost effectively connect your locations with simple, flat-rate pricing.</p>	
<b>Features</b>	<b>Benefits</b>	
<p>Delivered on a private and secure next-generation fiber network that's designed to avoid oversubscription and provides end-to-end service-level agreement (SLA) metrics into the client suite, NID or router supported by local technicians and 24/7/365 support.</p>	<p><b>Improve productivity</b> – Maximize critical business application performance with a highly-reliable, private network.</p>	
<p>Customized service designs to meet specific needs and project managers are assigned for each client's installation.</p>	<p><b>Personalized solution</b> – Ensures a reliable service from the start and designed to meet each client's unique requirements.</p>	
<p>Competitive, flat-rate pricing (U.S. mainland, excludes Hawaii).</p>	<p><b>Added value</b> – Offers competitive, straightforward pricing.</p>	
<p>Low latency service supporting symmetrical speeds up to 10 Gbps.</p>	<p><b>Extensive reach</b> – Delivers a high-performing WAN with national reach and dense metro fiber coverage.</p>	

Certain features subject to availability. Please consult with your sales representative for details.

New and revised services and monthly charges at: 4 Corporate Dr , Palm Coast FL 32137

Product	Quantity	Sales price	Contract term	Monthly price
EPL - Interstate	1	\$825.00	36 Months	\$825.00
Hub - ELINE Master	1	\$0.00	36 Months	\$0.00
Total*:			\$825.00	
*Prices do not include taxes, surcharges, and/or fees				

New and revised services and monthly charges at: 5636 N Ocean Shore Blvd , Palm Coast FL 32137

Product	Quantity	Sales price	Contract term	Monthly price
EPL - Interstate	1	\$825.00	36 Months	\$825.00
Spoke	1	\$0.00	36 Months	\$0.00
Total*:			\$825.00	
*Prices do not include taxes, surcharges, and/or fees				

New and revised services and monthly charges at: 1 WELLFIELD GRADE , PALM COAST FL 32137

Product	Quantity	Sales price	Contract term	Monthly price
Dedicated Fiber Internet 1Gbps	1	\$1,000.00	36 Months	\$1,000.00
Total*:			\$1,000.00	
*Prices do not include taxes, surcharges, and/or fees				



## Summary

Spectrum Business is fully committed to providing you with the solutions that are right for your unique needs, and delivering a seamless experience through installation and beyond. From our exceptionally reliable, scalable fiber technology solutions to our highly skilled and certified team, we are well-positioned to help you meet your needs not only today, but in the future as your business evolves.

We look forward to helping your company achieve its full potential by not only providing you with the right digital infrastructure, but by establishing a long-term partnership that delivers support and expertise you can count on.

THE SPECIFICATIONS AND INFORMATION REGARDING THE SERVICES IN THIS DOCUMENT ARE SUBJECT TO CHANGE WITHOUT NOTICE. ALL STATEMENTS, INFORMATION, AND RECOMMENDATIONS IN THIS DOCUMENT ARE BELIEVED TO BE ACCURATE BUT ARE PRESENTED WITHOUT WARRANTY OF ANY KIND, EXPRESS OR IMPLIED. USERS MUST TAKE FULL RESPONSIBILITY FOR THEIR APPLICATION OF ANY SERVICES.

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Spectrum services*			
<b>Dedicated Fiber Internet</b>	Leverage the power of fiber Dedicated fiber connection, not shared, for consistent performance with symmetrical bandwidth where downloads and uploads are equally as fast.	Ensure reliable performance High performance and availability for your mission-critical applications is assured by a competitive service level agreement.	Meet your growth needs Speeds are easily scalable to meet your evolving business needs.
<b>Secure Dedicated Fiber Internet</b>	Data Transport plus Security Connect confidently to the internet and applications with a fast and highly reliable fiber internet service that includes enterprise-grade cybersecurity protection that's managed in one easy solution that's simple to expand, all without the need for additional IT resources.	Convenient, Secure and Cost-Effective Provides organizations with greater flexibility, scalability, and security, allowing them add features and capabilities more quickly and at a lower cost while leaving their network management in capable hands.	Connect and Protect Support overall business productivity and simplify operations while not worrying about cyber protection or hardware technology that locks out future options.
<b>Enterprise Internet</b>	Dependable internet Internet access that delivers enterprise-grade performance with a 99.9% uptime Service Level Agreement to support your business needs.	Cost effective Economical internet connection with multiple speed offerings.	Faster connections Send and receive data faster across a gigabit-ready network designed for enterprises.
<b>Wireless Internet</b>	Diversify your network Augment your network with diverse, wireless access that routes traffic separately from wireline connections.	Tailor your plan and devices Choose from a range of wireless device options and data plans for an ideal wireless solution tailored for your location and infrastructure.	Connect with confidence Connect to the internet with a strong wireless signal delivered by one of our national wireless partners.
<b>Ethernet</b>	Assure network performance Our competitive service level agreement (SLA) exceeds industry specifications and ensures the network is meeting performance objectives.	Connect your locations Ethernet can cost effectively connect your locations with secure, point-to-point, point-to-multi-point, or multi-point-to-multi-point topologies.	Scale your network Quickly increase bandwidth to meet changing business requirements.
<b>Cloud Connect</b>	Improve performance Access to public clouds is faster and more consistent with high performance, service level agreement (SLA)-backed, dedicated connectivity.	Reduce risk Private connectivity protects against disruptive intrusions and malicious attacks.	Simplify cloud connectivity Easily link multiple cloud environments to any network resource.



<p><b>Wavelength Services</b></p>	<p>A smart, cost-effective option for high-capacity requirements</p> <p>Consider Wavelength Services if you're in search of very high transport speeds — but not the cost and complexity of owning and operating dedicated network infrastructure. It efficiently converges network services, including WAN and Internet access, while keeping capital expenses to a minimum.</p>	<p>Keep your most valuable data secure</p> <p>Wavelength Services provides a non-shared, point-to-point circuit for connecting locations. Traffic passes seamlessly across the network, separated from other data streams and encapsulated inside a wavelength frequency.</p>	<p>Speeds designed to power productivity</p> <p>Delivering speeds up to 100 Gbps, Wavelength Services offer more bandwidth and low-latency data transmission without handling frames or packets, providing the data-intensive transport your organization needs to run critical business applications.</p>
<p><b>Managed WiFi</b></p>	<p>Enable scalability</p> <p>Leverage the high-speed connectivity of our Internet service and allocate the appropriate bandwidth to support different usage needs at one location or across a large campus environment.</p>	<p>Manage end-to-end WiFi</p> <p>Simplify local network infrastructure and minimize administration effort with industry experts to install, manage and maintain WiFi infrastructure and online portals to view WiFi performance.</p>	<p>Ensure network performance</p> <p>A highly competitive service level objective (SLO) helps ensure optimal network performance and availability to support mission-critical wireless operations.</p>

<p><b>DDoS Protection</b></p>	<p>Comprehensive traffic evaluation</p> <p>Proprietary machine learning and advanced analytics, powered by NETSCOUT's Arbor platform, identify anomalies in traffic flows at each of your locations to quickly mitigate attacks before they can negatively impact your organization.</p>	<p>Faster detection and resolution</p> <p>Offered with our Fiber Internet Access services, DDoS Protection quickly detects, redirects and mitigates any malicious traffic and minimizes the impacts of a DDoS attack, ensuring the availability of your network assets.</p>	<p>Continuous support</p> <p>We provide a single source of support for fast and easy resolution. Our network operations center is equipped with experts and resources to ensure mitigation and support during an attack. You also have online access to incident reports that include event mitigation details, countermeasures deployed, IP addresses impacted, configuration settings and more.</p>
<p><b>Enterprise Trunking</b></p>	<p>Choose what works for you</p> <p>We're able to meet your ever-changing requirements by supporting your preferred trunk interface and handling both centralized or decentralized configurations. Also, our flexible service lets you scale as needed by adding more capacity, minutes of use or other advanced features.</p>	<p>Rely on a dedicated partner</p> <p>Enterprise Trunking is delivered over our private fiber network. We proactively monitor our network 24/7/365, giving you confidence that your dedicated connection is available and performing at the highest level.</p>	<p>Do business with ease</p> <p>One monthly transaction delivers everything you need —the connection, bandwidth, DID numbers and long distance plans.</p>
<p><b>Unified Communications (UC) with RingCentral</b></p>	<p><b>Maximize customer and employee user experiences</b></p> <p>With the RingCentral app, your organization gets an all-in-one communication and collaboration solution containing full-feature voice and video calling, content sharing, and instant messaging.</p>	<p><b>Easy to set-up</b></p> <p>Your dedicated Implementation Manager will ensure your solution is delivered, activated, tuned and all users are trained and able to use the service properly during initial onboarding.</p>	<p><b>Peace of mind with 24x7x365 support</b></p> <p>Spectrum Business proactively monitors your service to ensure availability and performance and 4-hour response to repair.</p>



<p><b>Unified Communications (UC) with Webex</b></p>	<p>Have confidence in a highly reliable service</p> <p>Gain peace of mind in knowing that your cloud-based UC services are always available. By using a dedicated connection on our private, secure, fiber-based network, you'll receive both reliable service and the highest level of voice quality.</p>	<p>One number to make your life easier</p> <p>We design, install and maintain your UC service. Our service-level agreement provides 99.99 percent service availability — all the way to the IP desktop phone. Our 611 feature can be used from any UC phone, giving instant access to U.S.-based technical support representatives 24/7/365 at no extra charge.</p>	<p>Equip your teams with a powerful, flexible suite of collaboration tools</p> <p>Your people can communicate how they want, on the devices they choose, through a range of cloud-based services. Additionally, our UC solution integrates with popular tools such as client relationship management (CRM) applications. Integration maximizes solution adoption, provides a better user experience and enhances functionality.</p>
<p><b>Unified Communications (UC) for Hospitality</b></p>	<p>Discover a more efficient way to manage your voice services and deliver a superior guest experience.</p> <p>Unified Communications (UC) for Hospitality is built for the unique needs of hotels. It encompasses telephone management, automated wake-up calls, customized greetings and call accounting systems — all in a single, fully managed package. The solution also includes an intuitive online portal that enables more effective use of your voice investment.</p>	<p>Create memorable experiences</p> <p>Instant access to account and transaction history via your Property Management System (PMS) enables staff to anticipate guests' preferences and delight them with the truly personal service that leads to strong brand loyalty. For example, you can deliver customized wake-up call greetings and voicemail prompts in a guest's preferred language and sets your property apart.</p>	<p>Empower your team</p> <p>Combine comprehensive managed voice services with advanced messaging, meeting capabilities and mobile device integration to simplify staff communication and increase collaboration. Improve team efficiency with, along with other advanced features, real-time housekeeping statuses, minibar monitoring and phone-call accounting that can be customized by guest type.</p>
<p><b>Cloud Calling for Microsoft Teams</b></p>	<p>Simple to use</p> <p>Add a full-service phone system to your existing Microsoft Teams platform for a seamless end-user experience.</p>	<p>Flexible management</p> <p>IT resources can setup, manage, and maintain the service without needing to learn a new platform or application.</p>	<p>Reliable partner</p> <p>Spectrum Business proactively monitors your service to ensure 100% availability and 4-hour response to repair. Extend this SLA to your premises when combined with our fiber transport.</p>
<p><b>Hosted Call Center</b></p>	<p>Ensure clear, reliable service</p> <p>Experience clear voice quality and improved security from service delivered via a dedicated and secure connection over our privately</p>	<p>Customize your call center</p> <p>Improve call center operations and derive business insights with advanced call monitoring</p>	<p>Decrease management time</p> <p>Free IT staff to focus on higher business priorities instead of daily call center management and ensure you have the latest technology through automatic</p>



	owned and operated fiber network.	and call analytics software engineered specifically for call center supervisors.	updates.
<b>Webex Meetings from Spectrum Business</b>	<p>All-in-one communication and collaboration</p> <p>Enjoy one app that combines messaging, meetings, virtual workspaces, and content sharing. Allow your employees and customers the flexibility to work from anywhere, on any device, at any time.</p>	<p>One meeting experience</p> <p>Whether participants are together or apart, internal or external to the organization, they will feel included and enjoy the same meeting experience regardless of device.</p>	<p>Continuous support</p> <p>Take the worry out of your meetings and maximize results with a solution that offers multilevel, enterprise, security policies that site administrators can configure and enforce for individual users, groups, or an entire organization.</p>
<b>Enterprise TV</b>	<p>Provide preferred programs</p> <p>Create an exceptional HDTV viewing experience with access to over 200 core and premium channels your viewers want, at a great value, featuring entertainment, news, sports and international programming.</p>	<p>Choose your service</p> <p>Select the delivery platform that provides the features your viewers want and the performance you need, all within your budget.</p>	<p>Count on reliable TV</p> <p>Ensure viewers are entertained and informed with highly reliable delivery that is not susceptible to weather-related disruptions.</p>

**\*Certain features subject to availability. Please consult your sales representative for details.**

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