

# POLK CITY

March 19, 2018

City Commission Meeting  
Polk City Government Center  
123 Broadway Blvd., SE

7:00 P.M.

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**CALL TO ORDER** – Mayor Joe LaCascia

**INVOCATION** – Pastor Walter Lawlor, New Life Community Church

**PLEDGE OF ALLEGIANCE** – Mayor Joe LaCascia

**ROLL CALL** – Assistant to the City Manager Sheandolen Dunn

**APPROVE CONSENT AGENDA**

**PRESENTATIONS AND RECOGNITIONS**

**PUBLIC COMMENT** – **ITEMS NOT ON AGENDA** (limit comments to 3 minutes)

## **AGENDA**

1. Electric Bill at Sprayfield on S.R. 33 (MOSN1 HOA)
2. Scholarship Program for Polk City Students
3. Discuss and Approve Ranking for RFQ – Professional Services – Relocation of S.R. 33 Sprayfield to Smith Road
4. Proposal for Polk City Freedom Park Restroom Renovation -- CDBG

## **CITY MANAGER ITEMS**

## **CITY ATTORNEY ITEMS**

## **COMMISSIONER ITEMS**

Vice Mayor Harris  
Commissioner Blethen  
Commissioner Carroll  
Commissioner Kimsey  
Mayor LaCascia

## **ANNOUNCEMENTS**

## **ADJOURNMENT**

**CONSENT AGENDA**  
**March 19, 2018**

MAY ALL BE APPROVED BY ONE VOTE OF COMMISSION TO ACCEPT CONSENT AGENDA. Commission Members may remove a specific item below for discussion, and add it to the regular agenda under New or Unfinished Business, whichever category best applies to the subject.

**A. CITY CLERK**

1. Accept minutes – February 19, 2018 – Regular City Commission Meeting

**B. REPORTS**

1. Building Permits – January/February 2018
2. Code Enforcement Report – February 2018
3. Library Report – February 2018
4. Polk Sheriff's Report – February 2018
5. Public Works Report – February 2018
6. Utilities Report – February 2018

**C. OTHER**

Please note: Pursuant to Section 286.0105, Florida Statutes, if a person decides to appeal any decision made by the City Commission with respect to any matter considered during this meeting, he or she will need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based.

In accordance with the American with Disabilities Act, a person with disabilities needing any special accommodations to participate in city meetings should contact the Office of the City Clerk, Polk City Government Center, 123 Broadway, Polk City, Florida 33868 Telephone (863) 984-1375. The City of Polk City may take action on any matter during this meeting, including items that are not set forth within this agenda.

Minutes of the City Commission meetings may be obtained from the City Clerk's office. The minutes are recorded, but are not transcribed verbatim. Persons requiring a verbatim transcript may arrange with the City Clerk to duplicate the recordings, or arrange to have a court reporter present at the meeting. The cost of duplication and/or court reporter will be at the expense of the requesting party.

**City Commission Meeting  
March 19, 2018**

**CONSENT AGENDA ITEM:**      Accept minutes for:

-February 19, 2018 – Regular City Commission Meeting Minutes

INFORMATION ONLY  
 ACTION REQUESTED

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**ISSUE:** Minutes attached for review and approval

**ATTACHMENTS:**

-February 19, 2018 – Regular City Commission Meeting Minutes

**ANALYSIS:** N/A

**STAFF RECOMMENDATION:**    Approval of Minutes

## CITY COMMISSION MINUTES

February 19, 2018

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Mayor Joe LaCascia called the meeting to order at 7:00 p.m.

Keith Prestage, Public Works Director, gave the invocation.

Those present recited the Pledge of Allegiance led by Mayor Joe LaCascia.

**ROLL CALL** – Assistant to the City Manager Sheandolen Dunn

**Present:** Mayor Joe LaCascia, Vice Mayor Wanda Harris, Commissioner Mike Blethen, Commissioner Don Kimsey, Commissioner Randy Carroll, City Attorney Thomas Cloud and City Manager Patricia Jackson

### **APPROVE CONSENT AGENDA**

**Motion by Vice Mayor Harris** to approve the Consent Agenda; however, the approval was by voice vote. **Motion carried unanimously.**

**PRESENTATIONS AND RECOGNITIONS** - None

### **PUBLIC COMMENT**

Sandra Cutts (315 Central Avenue) Would like to see Polk City do more for the residents. Pleased with the renovations at the Activity Center.

Laura Lambert (414 Meandering Way) – Break in the water line and not pleased with the comments from the person answering the phone. Inquired about the financial statements not being up to date on the website.

City Manager responded that it was no one from City Hall. It was the answering service. She will address the issue. Also, the financial statements will be posted on the website after the work is complete with the conversion.

Mark Lanier (334 Clearwater Lake Drive) – Vendors in the Right-of-Way. Parking in the Right-of-Way in front of the Circle K.

City Manager Jackson responded that one vendor does have a current license and is grandfathered in. Other vendors are not and will be addressed accordingly. Possible that FDOT could place “DO NOT PARK” signage in specific areas. City Manager Jackson will call Mr. Lanier to address this issue further.

Deputy Poindexter stated that one specific area he was referring to was not inside the city limits.

## **ORDER OF BUSINESS**

### **Public Hearing – Ordinance 2018-01**

An Ordinance proposing an amendment to the Charter of Polk City, Florida; providing the right, duty and obligation for the citizens of Polk City to hold a referendum as a required condition before buying or selling a water or wastewater utility; requiring sixty percent of those voting to vote in favor of buying or selling such a utility; repealing all ordinances in conflict herewith; providing for an election in which qualified electors of the city may vote for or against this charter amendment; providing for a ballot question; providing for public notice; providing for severability; providing for conflicts; providing an effective date. Second and Final Reading.

This Ordinance will be placed on the ballot on April 3, 2018.

City Attorney Cloud read Ordinance 2018-01 by title only. Mayor LaCascia opened the Public Hearing. No one spoke for or against this Ordinance. Mayor LaCascia closed the Public Hearing.

**Motion by Commissioner Carroll** to approve Ordinance 2018-01 on Second and Final Reading; this motion was seconded by Commissioner Kimsey.

Commissioner Blethen requested clarity on this Ordinance.

City Attorney Cloud provided a thorough explanation. Anytime a city wants to consider buying or selling a Utility, the question has be put forth to the electorate as to whether the City should be permitted to do so. This requires a disclosure of the terms and conditions of the proposed purchase or sale. Utility is a business operated in a proprietary capacity.

Lengthy Discussion ensued.

**Roll Call Vote:** Commissioner Carroll–aye, Commissioner Blethen–aye, Vice Mayor Harris–aye, Commissioner Kimsey–aye, Mayor LaCascia-aye

**Motion carried unanimously.**

### **Triparty Fire Flow Agreement with Auburndale and Fantasy of Flight**

City Manager Jackson discussed the Fire Flow Water Service Agreement with Auburndale and Fantasy of Flight. One year ago, Polk City approved the Fire Flow Agreement; however, Kermit Weeks and his attorneys addressed specific items within the agreement which resulted in minor changes being made which clarified the

agreement. One significant change was modifying the agreement from thirty (30) years to ten (10) years. Kermit Weeks and the City of Auburndale have signed the agreement; therefore this final agreement is being presented to the City Commission for approval.

**Motion by Commissioner Blethen** to approve the Fire Flow Agreement with Auburndale and Fantasy of Flight; this motion was seconded by Commissioner Carroll.

**Roll Call Vote:** Mayor Lacascia - aye, Commissioner Blethen - aye, Commissioner Kimsey - aye, Vice Mayor Harris aye, Commissioner Carroll - aye

**Motion carried unanimously.**

**Department of Economic Opportunity - Competitive Florida Partnership Technical Assistance Grant Agreement**

Jennifer Codo-Salisbury, Deputy Director, CFRPC presented the Department of Economic Opportunity - Competitive Florida Partnership Technical Assistance Grant Agreement. Polk City was one of the Local Municipalities that received this grant from the Florida Department of Economic Opportunity. This grant allows Polk City to work with local residents, business owners on an Economic Development strategy with CFRPC staff discussing what's working and what's not working and the economic needs in Polk City. The final product will be a draft economic strategy presented to the City Commission. A Community Workshop on Parks and Recreation is scheduled for Saturday, March 10. The Agreement presented for approval is the Competitive Florida Partnership Technical Assistance Grant Agreement.

Commissioner Kimsey inquired about what kind of businesses could come to Polk City and be successful.

Jennifer Codo-Salisbury responded that is what we hope to determine in the upcoming Community Workshops.

Discussion ensued.

**Motion by Vice Mayor Harris** to approve the Department of Economic Opportunity - Competitive Florida Partnership Technical Assistance Grant Agreement; this motion was seconded by Commissioner Blethen.

**Motion carried unanimously by voice vote.**

**Planning Advisory Services Agreement with Central Florida Regional Planning Council**

Jennifer Codo-Salisbury, Deputy Director, CFRPC presented the Planning Advisory Services Agreement with Central Florida Regional Planning Council. Allows CFRPC to

continue working with staff on Planning projects for the betterment of Polk City. This Agreement is in the amount of \$36,000.

**Motion by Commissioner Carroll** to approve the Planning Advisory Services Agreement with Central Florida Regional Planning Council; this motion was seconded by Mayor LaCascia.

Commissioner Blethen inquired if this money was in the budget?

City Manager Jackson responded these grants were not received until after the budget was complete. The \$36,000 comes and goes out as \$36,000; therefore the budget will need to be amended. Polk City's contribution portion is zero.

Discussion ensued.

**Motion carried unanimously by Voice Vote.**

### **Discussion of Additional PCSO Deputy – Commissioner Kimsey**

Mayor LaCascia turned over discussion to Commissioner Kimsey. Commissioner Kimsey commented Polk City has always had one Deputy. Mayor LaCascia and City Manager Jackson advised Polk City had six to seven Deputies at one time until 2010/2011. Commissioner Kimsey commented about the growth, the recent criminal activity that has plagued Polk City, as well as several murders, and he would like to see more police protection.

Commissioner Kimsey made the motion to secure funds for a second Deputy (the cost is approximately \$80,000 year); the motion was seconded by Vice Mayor Harris.

During discussion Commissioner Blethen feels we should wait until the next budget and look at the monthly reports, and he discussed having a Deputy at the school crossing when school lets in and out.

Mayor LaCascia asked Deputy Poindexter how her role would change, and how an additional Deputy would work. Deputy Poindexter advised she does not personally think a Deputy is needed at this time – the statistics show that crime has decreased. Mayor LaCascia commented he has not heard an “outcry” from the citizens. Crime has gone down by 17% in 2017; he reviews the monthly reports and the pro-cap crimes are not a trend.

Sandra Cutts (315 Central Avenue) addressed the Commission regarding the drivers who “act like idiots”, running stop signs and driving fast during the hours there is no Deputy. Deputy Poindexter asked if the Sheriff's Office was called, and the response was no.

Commissioner Blethen asked if the Deputy could sometimes work on a Friday and/or Saturday night. Deputy Poindexter suggested the City check into a special detail for that type of coverage.

Mayor LaCascia asked to have a workshop to explore available options. Commissioner Kimsey withdrew his motion and Vice Mayor Harris withdrew her second.

### **City Commissioners to Present Individual Plan for Obtaining Required Vehicles**

Each Commissioner presented their recommendation for purchasing vehicles for the Public Works and Utilities Department.

**Commissioner Blethen** – Repair two vehicles

**Commissioner Carroll** - Purchase two trucks this year (2018); purchase one in 2019, and purchase one more in 2020.

**Vice Mayor Harris** – Repair two vehicles now. Purchase one F150 in 2018 and in 2019 purchase two trucks.

**Commissioner Kimsey** – Repair two. Don't buy anything. See if Polk City can buy an F150 for \$10,000 or less in 2019. Polk City still needs to get a new deputy.

**Mayor LaCascia** – We need four vehicles. We have five employees, two in Public Works. Use \$10,000 as a down payment and finance vehicles over the next five years.

After lengthy discussion and City Manager Jackson reiterating the needs of the Public Works and Utilities Department, the final consensus was to repair two vehicles and buy two new vehicles this year.

**Motion by Mayor LaCascia** to repair two vehicles and buy two new vehicles this year; this motion was seconded by Vice Mayor Harris.

**Roll Call Vote:** Commissioner Carroll – aye, Commissioner Blethen – nay, Vice Mayor Harris – aye, Mayor LaCascia – aye, Commissioner Kimsey – nay

**Motion carried 3/2.**

### **CITY MANAGER ITEMS**

**MOSN Utility Bills discussed by Mr. Kuhn, MOSN 1 HOA Acting President** - In December 2017 Mr. Kuhn contacted City Manager Jackson regarding electric bills that MOSN was paying on the Polk City's Sprayfield. The Developer signed over the electric bills and MOSN has been paying them since 2010. Polk City needed to acquire the actual bills from Lakeland Electric. We are now in possession of those bills.



From 2010 – 2017, the balance due is \$11,276.69 is the balance due to MOSN. This does not include the two or three bills in 2018.

As per City Attorney Cloud there is a state statute of limitations that we can go back four years. We can only recover the cost that we are aware of through our rates.

Mr. Kuhn stated this information would be taken back to the Board. \$5,000 is totally unfair. Had the situation been known, Polk City would have been paying the bills all along anyway. This was an error in bookkeeping, nobody knew it was there. This is insulting, but if this is Polk City's offer, put it in writing and the Board will discuss. The meter will remain in MOSN's name until this issue is resolved.

Commissioner Kimsey asked Mr. Kuhn if \$11,000 was sufficient?

Mr. Kuhn stated \$11,000 was fine, he would not haggle over a few dollars, but \$5,000 is not acceptable.

Mayor LaCascia stated before this goes to the MOSN Board, the City Commission will discuss with City Manager Jackson and get some further instructions as to how this is going to work, where the funds will come from.

City Manager Jackson stated this would have to come back to the City Commission as this is above her expenditure limit.

City Manager Jackson will look into wastewater fund, which is where the \$11,300 would come from.

Mayor LaCascia suggested paying half now and the final half in the next fiscal year.

Mayor LaCascia states that MOSN should be paid in full.

Commissioner Kimsey wants Polk City to do the right thing.

City Attorney Cloud advised any settlement would need to include a release.

**FDEP Effluent Disposal Project** – The financial assistance has been approved. Polk City must advertise in the newspaper for RFQs. The responses are due back by February 28. Staff will complete review sheets of the RFQ's received. This information will be brought back to the City Commission in March for consideration to meet the requirements of the audits and the State Statute.

**Bryant Property Closing** - scheduled for February 28, 2018. Phase I Environmental Study was done. A Phase II Environment Study is not necessary, as there is no risk of environmental contamination.

**City Elections** – The four incumbents ran unopposed and will be sworn in during the April meeting. The referendum will remain on the ballot regarding the sale or purchase of a Water and Wastewater Utilities. All elections will be held at the Donald Bronson Community Center.

**Library** - Suzette Penton is now the Acting Librarian.

**Florida Gas Transmission Pipeline Testing** - scheduled for early morning on Monday, March 12, 2018.

**CITY ATTORNEY ITEMS** - None

**COMMISSIONER ITEMS**

**Vice Mayor Harris** – Thanked everyone for their patience.

**Commissioner Blethen** – The BMS Mailing Contract which was on the Consent Agenda should have been discussed. There were no bids on this item.

City Manager Jackson explained the process.

**Commissioner Kimsey** – The sprinkler system on SR 33, just north of Berkley Road, needs to be adjusted so the street is not being watered.

**Commissioner Carroll** – College Scholarships for Polk City students will be on the March Meeting Agenda. Thanked everyone for coming.

**Mayor LaCascia** – None

**ANNOUNCEMENTS** - None

**ADJOURNMENT** – 9:25 pm

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Patricia Jackson, City Manager

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Joe LaCascia, Mayor

**CONSENT AGENDA**  
**January 16, 2018**

MAY ALL BE APPROVED BY ONE VOTE OF COMMISSION TO ACCEPT CONSENT AGENDA. Commission Members may remove a specific item below for discussion, and add it to the regular agenda under New or Unfinished Business, whichever category best applies to the subject.

**A. CITY CLERK**

1. Accept minutes – December 18, 2017– Regular City Commission Meeting

**B. REPORTS**

1. Building Report – December 2017
2. Code Enforcement – December 2017
3. Library Report – December 2017
4. Polk Sheriff's Report – December 2017
5. Public Works Report – December 2017

**C. OTHER**

**City Commission Meeting  
March 19, 2018**

**CONSENT AGENDA ITEM:**      **Department Monthly Reports**

     INFORMATION ONLY  
  X   ACTION REQUESTED

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**ISSUE:** Department Reports attached for review and approval.

**ATTACHMENTS:**

Monthly Department Reports for:

- Building Permits
- Code Enforcement
- Library
- Sheriff's Office
- Public Works
- Utilities

**ANALYSIS:** N/A

**STAFF RECOMMENDATION:** Approval of Department Reports via Consent Agenda

## Polk City Permits Added

*January 2018*

<u>Worktype &amp; Permit Number</u>	<u>Address</u>	<u>Declared Value</u>	<u>Date Added</u>
<b>1 &amp; 2 FAMILY</b> 443330	625 SAYGE DR POLK CITY	\$250,000.00 <u>\$250,000.00</u>	01/31/2018
<b>COMMERCIAL NEW</b> 427111	8906 HWY 33 WAREHOUSE N POLK CITY	\$77,970.00 <u>\$77,970.00</u>	01/09/2018
<b>FIRE UNDERGROUND</b> 443317	8906 HWY 33 WAREHOUSE N POLK CITY	\$237,382.00 <u>\$237,382.00</u>	01/30/2018
<b>GAS-LP/RESIDENTIAL</b> 426957	721 MEANDERING WAY POLK CITY	\$2,300.00 <u>\$2,300.00</u>	01/08/2018
<b>RE-ROOF RESIDENTIAL</b> 441473	258 BAYBERRY DR POLK CITY	\$3,300.00	01/22/2018
441458	258 BAYBERRY DR POLK CITY	\$16,800.00	01/22/2018
441517	340 CRAPE MYRTLE LN POLK CITY	\$14,015.00	01/22/2018
441507	264 WATERVIEW DR POLK CITY	\$6,758.00 <u>\$40,873.00</u>	01/22/2018
<b>RESIDENTIAL ACCESSORY STRUCTRE</b> 443197	443 EDGEWATER DR POLK CITY	\$21,000.00	01/30/2018
426423	528 EDGEWATER DR POLK CITY	\$2,475.00	01/02/2018
436760	424 HONEY BEE LN POLK CITY	\$2,475.00 <u>\$25,950.00</u>	01/18/2018
<b>SIGN ON PREMISE</b> 427790	530 COMMONWEALTH AVE SW POLK CITY	\$8,000.00 <u>\$8,000.00</u>	01/11/2018
<b>WINDOW/DOOR/EMERGENCY SHUTTERS</b> 440720	377 NOLANE LN POLK CITY	\$2,350.00 <u>\$2,350.00</u>	01/22/2018
		<u>\$644,825.00</u>	

*SFR to Date 1*

## Polk City Permits Added

*February 2018*

<u>Worktype &amp; Permit Number</u>	<u>Address</u>	<u>Declared Value</u>	<u>Date Added</u>
<b>1 &amp; 2 FAMILY</b> 444002	8503 RINDGE RD POLK CITY	\$200,000.00	02/05/2018
		<b>\$200,000.00</b>	
<b>COMMERCIAL NEW</b> 444454	8906 HWY 33 WAREHOUSE N POLK CITY	\$40,000.00	02/08/2018
		<b>\$40,000.00</b>	
<b>ELECTRIC STAND ALONE/RESIDENTL</b> 445785	334 BAYBERRY DR POLK CITY	\$376.00	02/20/2018
456208	342 RUBENS CIR POLK CITY	\$1,250.00	02/26/2018
		<b>\$1,626.00</b>	
<b>FIRE SPRINKLER</b> 444708	8906 HWY 33 WAREHOUSE N POLK CITY	\$589,000.00	02/12/2018
444767	8906 HWY 33 WAREHOUSE N POLK CITY	\$53,000.00	02/12/2018
444755	8906 HWY 33 WAREHOUSE N POLK CITY	\$96,000.00	02/12/2018
		<b>\$738,000.00</b>	
<b>GAS-LP/COMMERCIAL</b> 445076	104 COMMONWEALTH AVE SW POLK CITY	\$1,100.00	02/14/2018
		<b>\$1,100.00</b>	
<b>MECH HEATING, VENTILATION, A/C</b> 443948	334 BAYBERRY DR POLK CITY	\$5,134.00	02/05/2018
444250	392 BAYBERRY DR POLK CITY	\$6,200.00	02/07/2018
		<b>\$11,334.00</b>	
<b>MOBILE HOME</b> 462277	257 SUNSET BLVD POLK CITY	\$5,000.00	02/27/2018
		<b>\$5,000.00</b>	
<b>RESIDENTIAL ADDITION/REMODEL</b> 444696	556 NARROW POND LN POLK CITY	\$7,800.00	02/12/2018
		<b>\$7,800.00</b>	
<b>RE-ROOF RESIDENTIAL</b> 444509	7100 BERKLEY RD POLK CITY	\$1,500.00	02/08/2018
444507	7100 BERKLEY RD POLK CITY	\$1,500.00	02/08/2018
445243	544 MARKLEN LOOP POLK CITY	\$8,000.00	02/15/2018
464752	524 ROSEWOOD LN POLK CITY	\$11,360.00	02/27/2018
445157	451 SUNRISE BLVD POLK CITY	\$6,100.00	02/14/2018
444835	550 SUNRISE BLVD POLK CITY	\$7,000.00	02/13/2018
		<b>\$35,460.00</b>	
<b>RESIDENTIAL ACCESSORY STRUCTRE</b> 444450	533 EDGEWATER DR POLK CITY	\$2,480.00	02/08/2018
		<b>\$2,480.00</b>	
<b>WINDOW/DOOR/EMERGENCY SHUTTERS</b> 469635	390 NOLANE LN POLK CITY	\$10,495.00	02/28/2018
		<b>\$10,495.00</b>	

*SFR to Date 2*

Worktype & Permit Number

Address

Declared Value

Date Added

1,053,295.00

## Code Enforcement Report February 2018

1]

DATE	ADDRESS	VIOLATION	STATUS
2/20/2018	369 Waterview Dr	Failure to obtain permit for fence installation	02/20/2018 Violation letter sent to home owner
2/20/2018	204 Clearwater Av	Failure to obtain permit for screen room modification	02/20/2018 Violation letter sent to home owner
2/26/2018	513 1st Street	Farm animals and a number of vehicles, trailers, and campers parked on property. Must be licensed & registered. Trailers and campers may not be parked in the front yard	02/20/2018 Final -Violation letter sent to home owner





**POLK COUNTY SHERIFF'S OFFICE  
DEPARTMENT OF LAW ENFORCEMENT**

*STATISTICAL DATA*

West Division

March 5, 2018

Northwest District

To: Patricia Jackson , City Manager  
 From: Deputy Christina Poindexter #7376  
 Subject: Statistical report for February, 2018.

ACTIVITY	
FELONY ARREST	2
AFFIDAVITS FELONY	0
MISDEMEANOR ARREST	4
AFFIDAVITS MISDEMEANOR	0
OUT OF COUNTY/STATE WARRANT ARRESTS	0
PROCAP WARRANT ARREST	0
TOTAL ARRESTS	6
SEARCH WARRANTS	0
FIELD INTERROGATION REPORTS	0
TRAFFIC CITATIONS	9
INTELLIGENCE REPORTS	0
STOLEN PROPERTY RECOVERED	\$0
HRS. TRANSPORTING/ AGENCIES/DIVISIONS	0
OFFENSE REPORTS	9
NARCOTICS SEIZED	0
ASSETS SEIZED	0
PATROL NOTICES	0
FOXTROT REPORTS	3
TOW-AWAY NOTICES	1
COMMUNITY CONTACTS	318
TRAFFIC STOPS	7
TOTAL DISPATCHED CALLS FOR SERVICE	42

In February 2018, there was one (1) PROCAP captured crimes as compared to six (6) in 2017. During the month one (1) Residential Burglary was reported at 8807 Ashland Ave. (residence under construction) by Centex Homes (Fountain Park). The unsecured residence with no doors or windows, an unknown suspect entered and removed an unknown amount of copper wire throughout the residential structure.

Case No.	Inc From	Inc To	DOM	Location	Narrative	PRINTS	CASE STATUS	DTF
<b>BURGLARY RESIDENCE</b>								
PCSO-180009612	2018-02-22 / 1800hrs	2018-02-23 / 0600hrs	Fri	8807 ASHLAND AVE FOUNTAIN PARK	Resid under construction: Sight Manager Patrick Jordan / Pulte Homes: Unk susp entered resid under construction & removed unk amt of copper wire out of the resid - video of incident showed a white truck pull into the site & a WM S'11 get out of the truck & rummage through garbage container			

Department of Law Enforcement																														
Polk City - 2017-2018																														
	Jan		Feb		Mar		Apr		May		June		July		Aug		Sept		Oct		Nov		Dec		YTD Totals		Monthly	YTD Average		
	17	18	17	18	17	18	17	18	17	18	17	18	17	18	17	18	17	18	17	18	17	18	17	18	17	18	Change	17	18	
Robbery	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Burg. Business	0	0	0	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0	0	0	1	100%	0.0	0.5
Burg. Residence	2	2	0	0	0	0	0	0	2	0	0	0	0	0	0	0	0	0	0	0	1	0	0	0	2	2	-200%	1.0	1.0	
Burg. Structure	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0%	0.5	0.0	
Burg. Conveyance	1	0	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0%	0.5	0.0	
Vehicle Theft	0	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	1	-100%	0.5	0.5	
Grand Theft	0	0	2	0	2	0	1	0	3	0	0	0	3	0	2	0	1	0	1	0	0	0	1	0	2	0	0%	1.0	0.0	
Petit Theft	0	0	1	0	1	0	1	0	0	0	0	0	0	0	0	0	0	0	0	2	0	1	0	1	0	1	0	0%	0.5	0.0
Mail Theft	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0%	0.0	0.0	
Retail Theft	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0%	0.0	0.0	
Criminal Mischief	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0%	0.5	0.0	
<b>Totals</b>	<b>3</b>	<b>3</b>	<b>6</b>	<b>1</b>	<b>4</b>	<b>0</b>	<b>2</b>	<b>0</b>	<b>5</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>3</b>	<b>0</b>	<b>2</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>3</b>	<b>0</b>	<b>3</b>	<b>0</b>	<b>2</b>	<b>0</b>	<b>9</b>	<b>4</b>	<b>-67%</b>	<b>4.5</b>	<b>2.0</b>	
<b>% Change</b>	<b>0%</b>	<b>0%</b>	<b>-83%</b>	<b>N/A</b>	<b>N/A</b>	<b>N/A</b>	<b>N/A</b>	<b>N/A</b>	<b>N/A</b>	<b>N/A</b>	<b>N/A</b>	<b>N/A</b>	<b>N/A</b>	<b>N/A</b>	<b>N/A</b>	<b>N/A</b>	<b>N/A</b>	<b>N/A</b>	<b>N/A</b>	<b>N/A</b>	<b>N/A</b>	<b>N/A</b>	<b>N/A</b>	<b>N/A</b>	<b>-56%</b>	<b>-56%</b>				

# PUBLIC WORKS

## MONTHLY REPORT

### REPORT PERIOD

February 1 - 28 2018

### PREPARED BY

Keith Prestage  
Public Works Director

### STATUS SUMMARY

List of projects started and/or finished during the month of February.

### PROJECT OVERVIEW

TASK	% COMPLETE	NOTES
Activity Center - Demo Kitchen cabinets - Installed new cabinetry, installed sink and counter tops.	100%	
Activity Center - Painted bathrooms, kitchen, and main hall	100%	
Activity Center - Added new base board liners in main hall	100%	
Mowed and trimmed right-of-way locations, fishing pier, parks, public buildings, lift stations, water treatment plants, retention ponds, ditches, and medians as needed.	Ongoing	
Performed monthly park inspections - Recreational Courts, Freedom Park, McManigle, and fishing pier	100%	
Activity Center - Installed new utility closet, ran new plumbing line for the kitchen	100%	
Streetscape - Parks - Van Fleet Trail - preventative maintenance mowing & trash collection	Ongoing	
Activity Center - remove stove and construction debris	100%	
Bronson Building - installed connecting sidewalk on the west side of building and parking lot	100%	
WWTP Lab/Restroom - Prep work for drywall installation. Removal of rotten wood surrounding window casings	Ongoing	
Replaced Brook Lane street sign	100%	

# WATER – WASTE WATER UTILITY MONTHLY REPORT

## REPORT PERIOD

February 1 – 28 2018

## PREPARED BY

Lori Pearson  
Utility Supervisor

## STATUS SUMMARY

List of projects started and/or finished during the month of February.

## PROJECT OVERVIEW

### WATER

#### TASK

TURN ON: 7

FLOW TEST – FREE: 0

IRRIGATION / REREAD: 0

TURN OFF: 110

METER MAINTENANCE: 0

LAPTOP TEST – FREE: 0

NO READS - 113

TURN BACK ON FROM SHUT OFF LIST: 7

REPLACED BATTERIES IN CONTROL BOXES

SENT IN MONTHLY DMR & MOR REPORTS

PERFORMED SUNSHINE LOCATES AS  
REQUIRED

FIXED WATER BREAK AT BRIDGES RD

GATHERING GPS DATA FOR VALVES,  
HYDRANTS, & METERS

PULLED MONTHLY SAMPLES

MAINTAINED PLANTS

MEET DEP PERMIT REQUIREMENTS

### WASTE WATER

#### TASK

APPLIED AQUATIC MGMT – SPRAYED &  
MAINTAINED RETENTION PONDS AT  
WWTP & 33 SPRAY FIELD

PULLED MONTHLY SAMPLES

MAINTAINED LIFT STATIONS

ADDED NEW CL2 PUMP TO CL2

CONTACT CHAMBER

CLEANED / FIXED CLARIFIER #2

REPLACED BATTERIES IN CONTROL

GATHERING GPS DATA FOR GATE  
VALVES & AIR RELEASE VALVES

PULLED WATER & WASTE WATER

SAMPLES DAILY FOR TESTING

CLEANED & PAINTED CL2 TANK

MEET DEP PERMIT REQUIREMENTS

SENT IN MONTHLY DMR & MOR  
REPORTS

MAINTAINED PLANTS

City Commission Meeting

March 19, 2018

**AGENDA ITEM (1) : ELECTRIC BILL FOR SPRAYFIELD ON S.R. 33 (MOSN1 HOA)**

INFORMATION ONLY

ACTION REQUESTED

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**ISSUE:** Electric Bill or Sprayfield on S.R. 33 (MOSN1 HOA)

**ATTACHMENTS:** Spreadsheet showing Electric bills from 2010 through 2017

**ANALYSIS:** At the February 19, 2018, City Commission meeting the City Manager brought it to the City Commission's attention that MOSN1 HOA has been paying the electric bill for the S.R. 33 Sprayfield since 2010. The City was made aware in December 2018; however, because of the Holidays both parties agreed to deal with this after the first of the year. Mr. Kuhn, MOSN1 HOA, requested a copy of the electric bills and those were received at the end of January/first of February. The total amount owed from 2010 through 2017 is \$11,276.69 plus what has been paid since January 2018. During discussion Attorney Cloud advised the Statute of Limitations is four (4) years, which would be \$7,089.86 (in the last meeting the amount stated was \$5,762.40 and that is incorrect). The Commission also discussed the Statute of Limitations and that cost; Mr. Kuhn felt that was an insult. The Mayor asked Mr. Kuhn, MOSN1 HOA, if they would accept half of the payment this fiscal year and half of the payment next fiscal year; he advised he would have to take it back to his Board. The Mayor then suggested the City Manager check into paying it all at once or splitting it in two payments (based on impact of budget).

**STAFF RECOMMENDATION:** To pay the \$11,276.69, which is the amount owed from January 2010 through 2017, and the amount that has been paid since January 2018 (Mr. Kuhn will need to submit a copy of the electric bills and receipts for 2018).

## MOSNOA Electric Bills

Year	Month	Amount
<b>2010</b>	3/24	\$ 13.28
	4/22	\$ 13.28
	5/21	\$ 15.52
	6/21	\$ 13.28
	7/21	\$ 13.28
	8/19	\$ 13.28
	9/22	\$ 101.31
	10/22	\$ 13.28
	11/23	\$ 13.28
	12/23	\$ 25.45
<b>YEAR TOTAL</b>		<b>\$ 235.24</b>

<b>2011</b>	1/26	\$ 13.28
	2/24	\$ 36.70
	3/28	\$ 141.72
	4/26	\$ 112.52
	5/26	\$ 110.92
	6/27	\$ 64.47
	7/27	\$ 60.59
	8/29	\$ 109.71
	9/27	\$ 85.10
	10/27	\$ 111.89
	11/25	\$ 108.37
	12/28	\$ 140.64
<b>YEAR TOTAL</b>		<b>\$ 904.21</b>

<b>2012</b>	1/27	\$ 103.51
	2/28	\$ 63.29
	3/28	\$ 136.93
	4/26	\$ 106.51
	5/29	\$ 61.26
	6/27	\$ 103.80
	7/29	\$ 179.46
	8/29	\$ 76.07
	9/27	\$ 137.75
	10/29	\$ 104.97
	11/28	\$ 145.85
	12/28	\$ 86.05
<b>YEAR TOTAL</b>		<b>\$ 1,305.45</b>

<b>2013</b>	1/30	\$ 16.55
	2/26	\$ 16.32
	3/27	\$ 238.13
	4/26	\$ 183.61
	5/30	\$ 61.33
	6/28	\$ 131.10
	7/30	\$ 227.86
	8/29	\$ 175.08
	9/26	\$ 191.83
	10/29	\$ 206.83
	11/25	\$ 137.39
	12/27	\$ 155.90
<b>YEAR TOTAL</b>		<b>\$ 1,741.93</b>

<b>2014</b>	1/29	\$ 66.71
	2/26	\$ 68.90
	3/27	\$ 61.30
	4/28	\$ 117.66
	5/28	\$ 89.12
	6/30	\$ 159.31
	7/30	\$ 49.34
	8/28	\$ 109.55
	9/29	\$ 193.49
	10/27	\$ 85.13
	11/25	\$ 159.49
	12/29	\$ 167.46
<b>YEAR TOTAL</b>		<b>\$ 1,327.46</b>

<b>2015</b>	1/28	\$ 173.18
	2/25	\$ 214.48
	3/27	\$ 157.23
	4/28	\$ 131.07
	5/27	\$ 113.44
	6/26	\$ 93.12
	7/29	\$ 162.51
	8/27	\$ 221.55
	9/28	\$ 207.98
	10/28	\$ 185.85
	11/30	\$ 18.90
	12/30	\$ 19.51
<b>YEAR TOTAL</b>		<b>\$ 1,698.82</b>



<b>2016</b>	1/27	\$ 18.93
	2/25	\$ 18.93
	3/30	\$ 256.69
	4/28	\$ 204.13
	5/26	\$ 117.50
	6/28	\$ 152.28
	7/27	\$ 187.17
	8/29	\$ 183.16
	9/28	\$ 214.49
	10/27	\$ 203.11
	11/28	\$ 153.45
	12/28	\$ 167.65
<b>YEAR TOTAL</b>		<b>\$ 1,877.49</b>

<b>2017</b>	1/27	\$ 163.96
	2/27	\$ 164.58
	3/29	\$ 146.07
	4/28	\$ 134.67
	5/30	\$ 127.04
	6/29	\$ 199.69
	7/27	\$ 138.33
	8/29	\$ 250.50
	9/27	\$ 230.52
	10/27	\$ 250.58
	11/29	\$ 215.35
	12/28	\$ 164.80
<b>YEAR TOTAL</b>		<b>\$ 2,186.09</b>

<b>Total 2010-2017</b>		<b>\$ 11,276.69</b>
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City Commission Meeting

March 19, 2018

**AGENDA ITEM (2): SCHOLARSHIP PROGRAM FOR POLK CITY STUDENTS**

INFORMATION ONLY

ACTION REQUESTED

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**ISSUE:** Scholarship Program for Polk City Students

**ATTACHMENTS:** None

**ANALYSIS:** Commissioner Carroll has expressed his desire for Polk City to start a Scholarship Program for Polk City Students. To move forward with creating the guidelines, criteria, scholarship application, and donation letters, the City Commission will have to approve a Scholarship Program and direct the City Manager to work with Commissioner Carroll to get this accomplished. The guidelines, criteria and application would then come back before the Commission for approval.

**STAFF RECOMMENDATION:** To approve the Scholarship Program for Polk City Students and allow the City Manager to work with Commissioner Carroll to establish this program.

City Commission Meeting

March 19, 2018

**AGENDA ITEM (3):**    **DISCUSS AND APPROVE RANKING FOR RFQ – PROFESSIONAL SERVICES – RELOCATION OF S.R. 33 SPRAYFIELD TO SMITH ROAD**

\_\_\_ INFORMATION ONLY  
X ACTION REQUESTED

---

**ISSUE:** Discuss and approve ranking for RFQ – Professional Services for relocation of S.R. 33 Sprayfield to Smith Road.

**ATTACHMENTS:** Score Sheets

**ANALYSIS:** At the last meeting Commission was advised Florida Department of Environmental Protection approved financial assistance for design of the City’s effluent disposal project (Jan). EPA did and audit of FDEP and because of the audit Polk City had to advertise pursuant to Statute 287.056 – Acquisition of Professional Engineering Services for this project.

Polk City received two RFQ’s back: 1) Chastain-Skillman and 2) Hartman Consultants. The Development Services Director (Kathy Delp), the Public Works Director (Keith Prestage) and the City Manager reviewed and scored each RFQ; the score sheets are attached for your information. The actual RFQ’s can be reviewed in the City Manager’s Office or in the Assistant City Manager’s Office. The ranking is based on the total scores as follows:

- |                        |     |
|------------------------|-----|
| 1) Hartman Consultants | 281 |
| 2) Chastain-Skillman   | 245 |

**STAFF RECOMMENDATION:** Approve the ranking as presented: 1) Hartman Consultants and 2) Chastain-Skillman

**Scores for Request for Qualifications -- Professional Services**

	Kathy Delp	Keith Prestage	Patricia Jackson	Total		Kathy Delp	Keith Prestage	Patricia Jackson	Total
<b><u>Chastain-Skillman</u></b>					<b><u>Hartman Consultants</u></b>				
Miles from Project	10	9	10	<b>29</b>	Miles from Project	8	8	8	<b>24</b>
Number of Active Projects	10	19	13	<b>42</b>	Number of Active Projects	20	18	18	<b>56</b>
Fees on Hold	3	5	5	<b>13</b>	Fees on Hold	5	5	5	<b>15</b>
Fees Reamaining in Projects	3	5	5	<b>13</b>	Fees Reamaining in Projects	5	5	5	<b>15</b>
Volume of Work with Polk City	5	7	4	<b>16</b>	Volume of Work with Polk City	10	10	10	<b>30</b>
Proposed Team Members(FL Licensed Only)/Florida Licensed Team Members	5	5	5	<b>15</b>	Proposed Team Members(FL Licensed Only)/Florida Licensed Team Members	5	5	5	<b>15</b>
Name of Consultant/Florida License Number/Florida Corporation Number	5	5	5	<b>15</b>	Name of Consultant/Florida License Number/Florida Corporation Number	5	5	5	<b>15</b>
Past Performance with Polk City	10	12	10	<b>32</b>	Past Performance with Polk City	15	14	15	<b>44</b>
Three (3) References	8	10	10	<b>28</b>	Three (3) References	10	10	10	<b>30</b>
Percentage of availability of each team member on the Firms Organizational Chart	15	13	14	<b>42</b>	Percentage of availability of each team member on the Firms Organizational Chart	15	12	10	<b>37</b>
<b>Total</b>	<b>74</b>	<b>90</b>	<b>81</b>	<b>245</b>	<b>Total</b>	<b>98</b>	<b>92</b>	<b>91</b>	<b>281</b>

## Request for Qualifications (RFQ) General Engineering Services

**Criteria:**

Qualifications for the requested services for Engineering shall be evaluated using the following criteria:

**Miles from Project Site (10 Points):** Scoring will emphasize headquarters location and staff location.

**Number of Active Projects (20 Points):** Scoring will emphasize number of active projects

**Fees on Hold (5 Points):** Scoring will emphasize the amount of fees on hold with active projects

**Fees Remaining in Projects (5 Points):** Scoring will emphasize fees remaining in projects

**Volume of Work with Polk City (10 Points):** Scoring will emphasize the volume of work that has been done with Polk City

\* **Proposed Team Members (Florida Licensed Only)/Florida Licensed Project Team Members 5 Points**  
-- Scoring will emphasize direct program experience and success with a variety of small municipal projects.

**Name of Consultant/Florida License Number/Florida Corporation Number (5 Points)**

Scoring will emphasize headquarters location, staff location, expertise, specific project experience, and variety of professional backgrounds, certifications and skills.

**Past Performance with Polk City (15 Points):** Scoring will emphasize the past performance of projects done with Polk City

**Three (3) References (10 Points):** Scoring will emphasize quality of projects with small local municipalities

**The percentage of availability of each team member on the Firms Organizational Chart (15)**

\*--Score together



**Firm:** Chastain-Skillman  
**Address:** P.O. Box 5710; Lakeland FL 33807-5710

**Points**

10

Miles from Project

10

Number of Active Projects

3

Fees On Hold

3

Fees Remaining in Projects

5

Volume of Work with Polk City

5

Proposed Team Members (Florida Licensed Only) /  
Florida Licensed Team Members

5

Name of Consultant/Florida License Number/Florida  
Corporation Number

10

Past Performance with Polk City

8

Three (3) References

15

The percentage of availability of each team member on  
the Firms Organizational Chart

74

Total

## Request for Qualifications (RFQ) General Engineering Services

**Criteria:**

Qualifications for the requested services for Engineering shall be evaluated using the following criteria:

**Miles from Project Site (10 Points):** Scoring will emphasize headquarters location and staff location.

**Number of Active Projects (20 Points):** Scoring will emphasize number of active

**Fees on Hold (5 Points):** Scoring will emphasize the amount of fees on hold with active projects

**Fees Remaining in Projects (5 Points):** Scoring will emphasize fees remaining in projects

**Volume of Work with Polk City (10 Points):** Scoring will emphasize the volume of work that has been done with Polk City

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**Name of Consultant/Florida License Number/Florida Corporation Number (5 Points)**

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**Past Performance with Polk City (15 Points):** Scoring will emphasize the past performance of projects done with Polk City

**Three (3) References (10 Points):** Scoring will emphasize quality of projects with small local municipalities

**The percentage of availability of each team member on the Firms Organizational Chart (15)**

\*--Score together

*Hanky Selp*

**Firm:** Hartman Consultants  
**Address:** 300 South Interlachen Ave., Unit 503, Winter Park FL  
32789

**Points**

8

Miles from Project

20

Number of Active Projects

5

Fees On Hold

5

Fees Remaining in Projects

10

Volume of Work with Polk City

5

Proposed Team Members (Florida Licensed Only) /  
Florida Licensed Team Members

5

Name of Consultant/Florida License Number/Florida  
Corporation Number

15

Past Performance with Polk City

10

Three (3) References

15

The percentage of availability of each team member on  
the Firms Organizational Chart

98

Total



## Request for Qualifications (RFQ) General Engineering Services

**Criteria:**

Qualifications for the requested services for Engineering shall be evaluated using the following criteria:

**Miles from Project Site (10 Points):** Scoring will emphasize headquarters location and staff location.

**Number of Active Projects (20 Points):** Scoring will emphasize number of active projects

**Fees on Hold (5 Points):** Scoring will emphasize the amount of fees on hold with active projects

**Fees Remaining in Projects (5 Points):** Scoring will emphasize fees remaining in projects

**Volume of Work with Polk City (10 Points):** Scoring will emphasize the volume of work that has been done with Polk City

**Proposed Team Members (Florida Licensed Only)/Florida Licensed Project Team Members 5 Points**  
-- Scoring will emphasize direct program experience and success with a variety of small municipal projects.

\*- **Name of Consultant/Florida License Number/Florida Corporation Number (5 Points)**

Scoring will emphasize headquarters location, staff location, expertise, specific project experience, and variety of professional backgrounds, certifications and skills.

**Past Performance with Polk City (15 Points):** Scoring will emphasize the past performance of projects done with Polk City

**Three (3) References (10 Points):** Scoring will emphasize quality of projects with small local municipalities

**The percentage of availability of each team member on the Firms Organizational Chart (15)**

\*--Score together

**Firm:** Chastain-Skillman  
**Address:** P.O. Box 5710; Lakeland FL 33807-5710



**Points**

9

Miles from Project

19

Number of Active Projects

5

Fees On Hold

5

Fees Remaining in Projects

7

Volume of Work with Polk City

5

Proposed Team Members (Florida Licensed Only) /  
Florida Licensed Team Members

5

Name of Consultant/Florida License Number/Florida  
Corporation Number

12

Past Performance with Polk City

10

Three (3) References

13

The percentage of availability of each team member on  
the Firms Organizational Chart

90

Total



## Request for Qualifications (RFQ) General Engineering Services

### Criteria:

Qualifications for the requested services for Engineering shall be evaluated using the following criteria:

**Miles from Project Site (10 Points):** Scoring will emphasize headquarters location and staff location.

**Number of Active Projects (20 Points):** Scoring will emphasize number of active

**Fees on Hold (5 Points):** Scoring will emphasize the amount of fees on hold with active projects

**Fees Remaining in Projects (5 Points):** Scoring will emphasize fees remaining in projects

**Volume of Work with Polk City (10 Points):** Scoring will emphasize the volume of work that has been done with Polk City

\* **Proposed Team Members (Florida Licensed Only)/Florida Licensed Project Team Members 5 Points**  
-- Scoring will emphasize direct program experience and success with a variety of small municipal projects.

**Name of Consultant/Florida License Number/Florida Corporation Number (5 Points)**

Scoring will emphasize headquarters location, staff location, expertise, specific project experience, and variety of professional backgrounds, certifications and skills.

**Past Performance with Polk City (15 Points):** Scoring will emphasize the past performance of projects done with Polk City

**Three (3) References (10 Points):** Scoring will emphasize quality of projects with small local municipalities

**The percentage of availability of each team member on the Firms Organizational Chart (15)**

\*--Score together

**Firm:** Hartman Consultants  
**Address:** 300 South Interlachen Ave., Unit 503, Winter Park FL  
32789



**Points**

8

Miles from Project

18

Number of Active Projects

5

Fees On Hold

5

Fees Remaining in Projects

10

Volume of Work with Polk City

5

Proposed Team Members (Florida Licensed Only) /  
Florida Licensed Team Members

5

Name of Consultant/Florida License Number/Florida  
Corporation Number

14

Past Performance with Polk City

10

Three (3) References

12

The percentage of availability of each team member on  
the Firms Organizational Chart

92

Total

A handwritten signature in cursive script, likely belonging to a project manager or official, located at the bottom right of the page.

**Request for Qualifications (RFQ)  
General Engineering Services**

**Criteria:**

Qualifications for the requested services for Engineering shall be evaluated using the following criteria:

**Miles from Project Site (10 Points):** Scoring will emphasize headquarters location and staff location.

**Number of Active Projects (20 Points):** Scoring will emphasize number of active projects

**Fees on Hold (5 Points):** Scoring will emphasize the amount of fees on hold with active projects

**Fees Remaining in Projects (5 Points):** Scoring will emphasize fees remaining in projects

**Volume of Work with Polk City (10 Points):** Scoring will emphasize the volume of work that has been done with Polk City

\* **Proposed Team Members (Florida Licensed Only)/Florida Licensed Project Team Members 5 Points**  
-- Scoring will emphasize direct program experience and success with a variety of small municipal projects.

**Name of Consultant/Florida License Number/Florida Corporation Number (5 Points)**

Scoring will emphasize headquarters location, staff location, expertise, specific project experience, and variety of professional backgrounds, certifications and skills.

**Past Performance with Polk City (15 Points):** Scoring will emphasize the past performance of projects done with Polk City

**Three (3) References (10 Points):** Scoring will emphasize quality of projects with small local municipalities

**The percentage of availability of each team member on the Firms Organizational Chart (15)**

\*--Score together

**Firm:** Chastain-Skillman  
**Address:** P.O. Box 5710; Lakeland FL 33807-5710

**Points**

10

Miles from Project

13

Number of Active Projects

5

Fees On Hold

5

Fees Remaining in Projects

4

Volume of Work with Polk City

5

Proposed Team Members (Florida Licensed Only) /  
Florida Licensed Team Members

5

Name of Consultant/Florida License Number/Florida  
Corporation Number

10

Past Performance with Polk City

10

Three (3) References

14

The percentage of availability of each team member on  
the Firms Organizational Chart

81

Total 

Request for Qualifications (RFQ)  
General Engineering Services



**Criteria:**

Qualifications for the requested services for Engineering shall be evaluated using the following criteria:

**Miles from Project Site (10 Points):** Scoring will emphasize headquarters location and staff location.

**Number of Active Projects (20 Points):** Scoring will emphasize number of active

**Fees on Hold (5 Points):** Scoring will emphasize the amount of fees on hold with active projects

**Fees Remaining in Projects (5 Points):** Scoring will emphasize fees remaining in projects

**Volume of Work with Polk City (10 Points):** Scoring will emphasize the volume of work that has been done with Polk City

\* **Proposed Team Members (Florida Licensed Only)/Florida Licensed Project Team Members 5 Points**  
-- Scoring will emphasize direct program experience and success with a variety of small municipal projects.

**Name of Consultant/Florida License Number/Florida Corporation Number (5 Points)**

Scoring will emphasize headquarters location, staff location, expertise, specific project experience, and variety of professional backgrounds, certifications and skills.

**Past Performance with Polk City (15 Points):** Scoring will emphasize the past performance of projects done with Polk City


**Three (3) References (10 Points):** Scoring will emphasize quality of projects with small local municipalities

**The percentage of availability of each team member on the Firms Organizational Chart (15)**

\*--Score together

**Firm:** Hartman Consultants  
**Address:** 300 South Interlachen Ave., Unit 503, Winter Park FL  
32789

**Points**

<u>8</u>	Miles from Project
<u>18</u>	Number of Active Projects
<u>5</u>	Fees On Hold
<u>5</u>	Fees Remaining in Projects
<u>10</u>	Volume of Work with Polk City
<u>5</u>	Proposed Team Members (Florida Licensed Only) / Florida Licensed Team Members
<u>5</u>	Name of Consultant/Florida License Number/Florida Corporation Number
<u>15</u>	Past Performance with Polk City
<u>10</u>	Three (3) References
<u>10</u>	The percentage of availability of each team member on the Firms Organizational Chart
<u>91</u>	Total 



City Commission Meeting

March 19, 2018

**AGENDA ITEM (4): PROPOSAL FOR POLK CITY FREEDOM PARK RESTROOM RENOVATION - CDBG**

INFORMATION ONLY

ACTION REQUESTED

---

**ISSUE:** Proposal for Polk City Freedom Park Restroom Renovation -- CDBG

**ATTACHMENTS:** Proposals

**ANALYSIS:** Polk City received Community Development Block Grant Funds in the amount of \$16,873 for Freedom Park Restroom Renovation – ADA Compliance. An ad was placed in the newspaper requesting proposals for the project, and there were two proposals received back. We received two proposals as follows:

- 1) Horizon Surface Systems -- \$4,980 – Flooring only
- 2) Close Construction, LLC -- \$84,200 – Total Project

This project is to be completed no later than August 2018.

**STAFF RECOMMENDATION:** It is Staff's recommendation to allow staff the opportunity to negotiate with Close Construction, LLC to reduce the cost of this project; however, if that cannot be accomplished the City would like to get approval to do the project in-house.



COPY

General Construction  
Construction Management

March 12, 2018

City of Polk City  
123 Broadway Blvd SE  
Polk City, FL 33868

Re: Polk City Freedom Park ADA Restroom Improvements

To Whom It May Concern:

Please find enclosed our proposal for the Polk City Freedom Park ADA Restroom Improvements project.

It is our understanding that the purpose of this project is to bring the wömen's bathroom and men's bathroom into ADA compliance. All restroom fixtures will be replaced with ADA compläint fixtures along with other miscellaneous improvements to the structure including painting and replacing the doors.

If you have any questions or need anything additional please do not hesitate to contact our office.

Sincerely;

Thomas C. Close,  
President/Managing Member

**ATTACHMENT A**

**Request for Proposal  
Polk City Freedom Park ADA Restroom Improvements**

**Understanding of RFP Procedure, Terms and Conditions**

***This page to be returned with qualifications submission***

**I acknowledge that I have read and understand all procedures and requirements of the above referenced RFP and have complied fully with the general terms and conditions outlined in the RFP.**

**Contractor/Team:**

Close Construction, LLC


---

**Representative's Printed Name:**

Thomas C. Close

---

**Representative's Signature:**

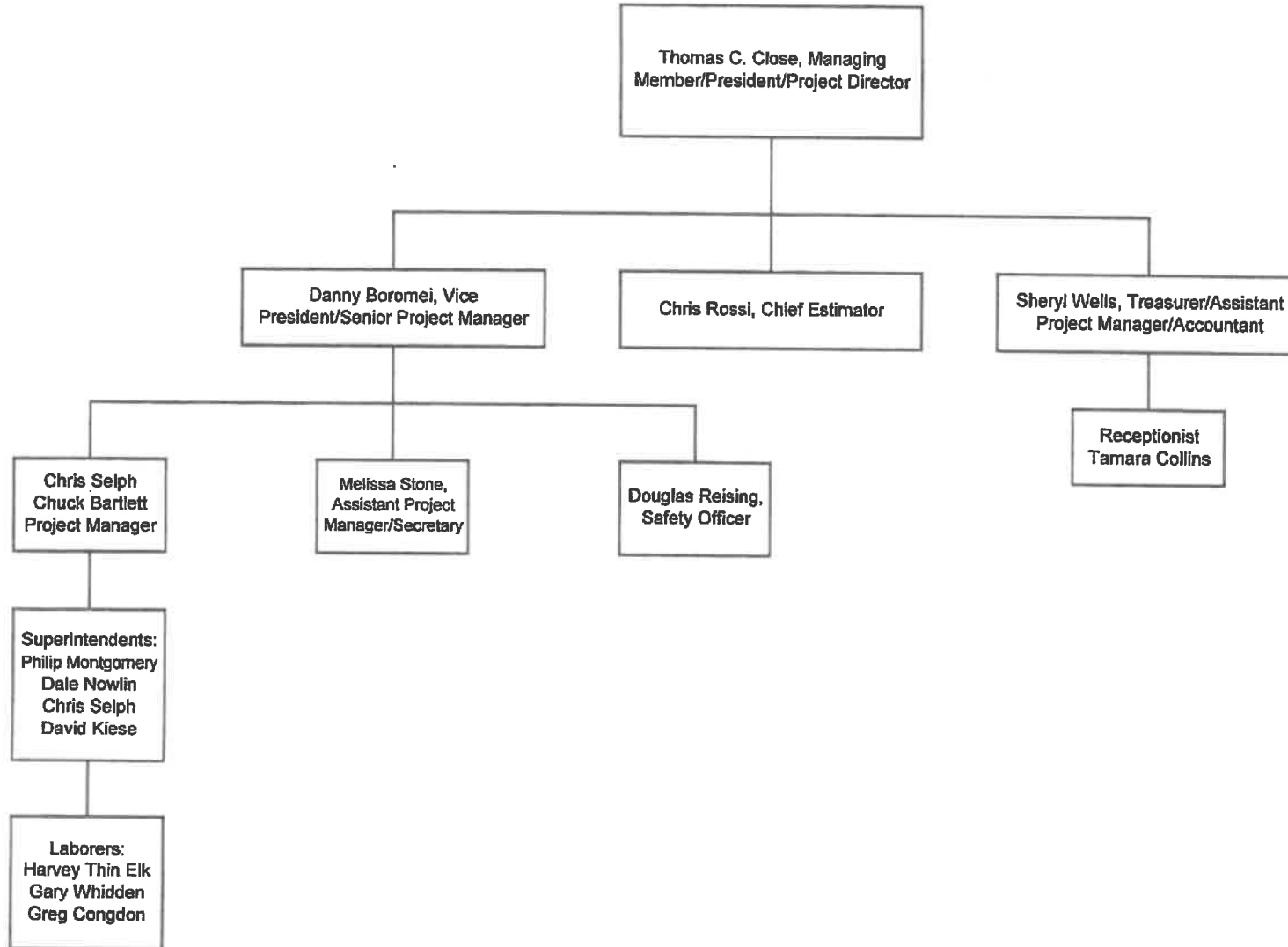


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**Date:** 3.12.2018

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# Close Construction, LLC Organizational Chart





General Construction  
Construction Management

## DANNY BOROMEI, Vice President Project Manager

### PROFESSIONAL LICENSES AND REGISTRATIONS

Certified General Contractor,  
State of Florida, CGC 1508299

State of Florida Department of  
Environmental Protection Qualified  
Stormwater Management Inspector  
Number: 20834

### EDUCATION

High School Diploma Year Earned:  
1985

Naval Aviation Academy Year  
Earned: 1993

Continuing Education Courses in  
Construction Industry Safety and  
Management

### CERTIFICATIONS

30-Hour OSHA Hazard Recognition  
Training for the Construction Industry  
– 2015

10-Hour OSHA Construction Safety  
& Health

### TECHNICAL COURSES

Florida Stormwater Regulations for  
Contractors

Project Management Workshops

YEARS EXPERIENCE 25+

### TECHNICAL EXPERTISE

Mr. Boromei has over 25 years of professional experience in construction, project management and quality control. Throughout his career he has demonstrated his skills in various roles including: Construction and Project Management, including Cost Control and Quality Assurance. Mr. Boromei's contributions have lead to the successful, safe and timely completion of our client projects.

### EXPERIENCE HIGHLIGHTS

**Close Construction, LLC, Okeechobee, FL (10/9/2000 to present)**

- PC South Algal Nutrient Removal Facility, Indian River County, Florida – Project Manager. Construction of an algal nutrient removal facility, storm water pumping stations, force mains, and associated peripheral systems. Completion: January 2015.
- Lake Holden Alum Treatment System Upgrades, Orlando, Florida – Project Manager. Upgrades to an Alum Treatment System including replacement of existing flow meters, control panels and pumps and included telemetry devices to convey flow rates wirelessly. Completed: March 2014
- West Dearborn Low Impact Development Storm Water Pilot Project, Sarasota, Florida – Project Manager. Construction of bio-detention/bio-retention systems, storm water piping and structures, irrigation and landscape, and miscellaneous streetscape items. Project included construction of pervious parking, sidewalks, permeable pavers, clearing and grubbing, pavement and sidewalk removal, excavation, grading and compaction, curbing, erosion and pollution control, pavement striping, and signage. Completed: February, 2014.
- Storm water System Improvements WM003 – St. Lucie West Services District St. Lucie, Florida - Project Manager. Upgrades to existing storm water system, including, but not limited to, stilling wells, water level sensors, concrete structures, pipes, headwalls, slide gates, electric, control panels, RTU's, actuator motors, excavation, site work, and restoration. Completed: February, 2013.
- Lakes Park Water Quality Restoration Project, Lee County, Florida - Project Manager. Construction of rock/soil peninsulas within the East and West Lakes at Lakes Regional Park, creating a serpentine flow way with extensive associated littoral

zones and upland areas planted with appropriate vegetation to enhance nutrient removal from the water and provide wildlife habitat. Included clearing and grubbing, temporary access road with water crossing and turbidity monitoring throughout the project. Completed: December, 2012.

- Powell Creek Preserve Filter Marsh and Hydrologic Restoration, Lee County, Florida – Project Manager. Construction of 19-acre wetland filter marsh on existing undeveloped site. Work included clearing and grubbing, excavation and removal offsite of 143,049 CY of excess fill, grading, construction of trails/maintenance berms, installation of control structures, wet well, pumps, controls, fencing, storm water inlets, rip rap, manholes, and stabilized low flow crossing of Powell Creek. Extensive dewatering, erosion/sediment control was required in an environmentally sensitive location. Completed: September, 2012.
- Indian River Estates Alum Facility, St. Lucie County, Florida – Project Manager. Construction and installation of a 5,025 gallon aluminum sulfate storage, two chemical metering pump skids each with two pumps on them, an eyewash shower and all piping, concrete labor and appurtenances. Completed: September 2009.
- Area 11A Reclaim Booster Pump Station, City of Delray Beach, Florida Project Manager. Installation of (2) horizontal split case pumps, RTU, instrumentation, electrical upgrades, and tie-in all new components to existing reclaimed water piping. Completed: August, 2009.
- Indian River Estates Storm water Improvements and Pump Station, St. Lucie County, Florida – Project Manager. The project entailed several storm water improvements in the Indian River Estates area and the Savannahs Preserve State Park in Port St. Lucie, Florida. It involved the construction of a pump station including (4) four Axial flow pumps. The pump station was housed within a CBS structure. It also included the construction of a 16-acre primary retention pond, 6,000 linear feet of levee, access road, outfall structure and overflow control structure. Completed: January, 2009.
- Platt's Creek Stormwater Treatment Alum Facility, St. Lucie County, Florida – Project Manager. Installation of six alum injection pumps, tank and prefab building, and associated site work. Completed: August 2008.
- Ridgway Acres Subdivision, Okeechobee County, Florida – Project Manager. Developed a 60-acre residential subdivision. Work included clearing, earthwork, installation of underground utilities, roadway, and drainage system consisting of two retention lakes and drainage outfall structures. Completed February, 2007.



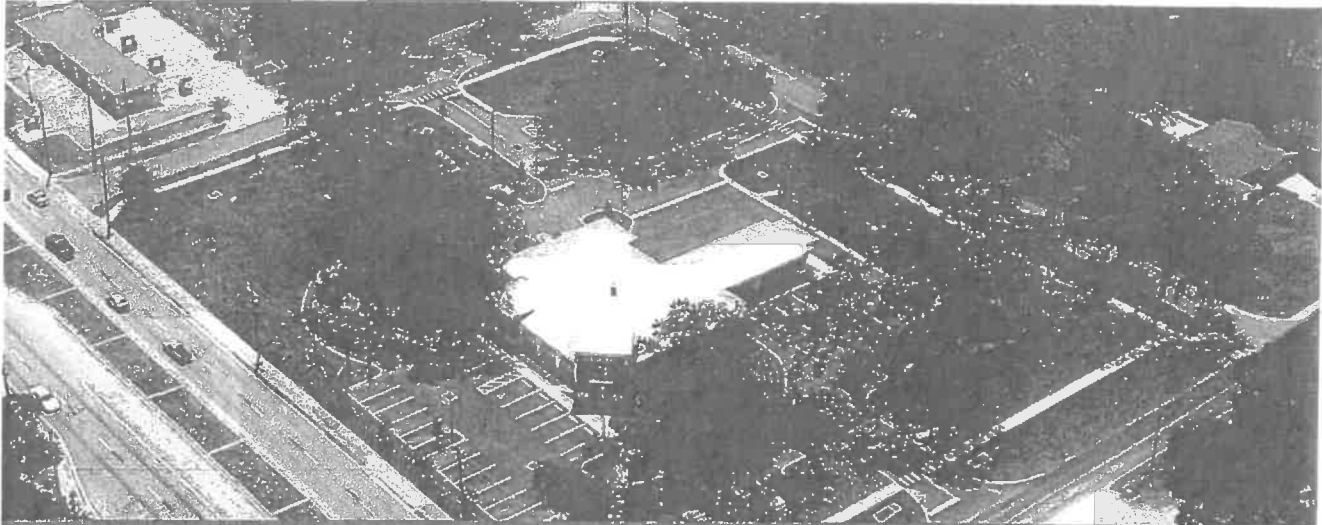
General Construction  
Construction Management

## List of Similar Projects

- 1. Project Name:** Highway 98 Annex Improvements  
**Owner:** Okeechobee County  
**Contact:** Donnie Oden  
**Phone:** 863.763.0805  
**Email:** [doden@co.okeechobee.fl.us](mailto:doden@co.okeechobee.fl.us)  
**Description:** Improvements to Annex building including construction of an additional ADA compliant restroom and shower, exhaust fans and louvers, electrical, panels, light fixtures and outlets, plumbing, and a complete metal roof replacement. Project also included installation of overhead coiling doors in new CMU wall openings, fire rated and non-fire rated partitions, aluminum storefronts in existing openings and fire suppression system and fire alarm system.  
**Contract:** \$422,928.43 (Final)  
**Completed:** February 2015
- 2. Project Name:** Centerstate Bank, Okeechobee Branch  
**Owner:** Centerstate Bank, N.A  
**Architect:** DSI Architects  
**Contact:** Eddie Muse  
**Phone:** 407.790.7826  
**Email:** [e.muse@dsi-architects.com](mailto:e.muse@dsi-architects.com)  
**Description:** Construction of a 6200 SF bank including offices, teller line, work areas, a self serve walk in vault of safety deposit boxes, and a grand lobby area with a fully functional fire place. Project also included construction of ADA compliant restrooms.  
**Contract:** \$1,671,896.24 (Final)  
**Completed:** March 2012

3.     **Project:**         Pine Creek Sporting Lodge  
       **Owner:**         US Land Acquisition  
       **Architect:**    Okeechobee Architects Collaborative  
       **Contact:**      Mark McCree  
       **Phone:**        863.467.2690  
       **Email:**         [mccreearch@msn.com](mailto:mccreearch@msn.com)  
       **Description:**   Construction of a 11,000 SF 2 story high quality building including gathering areas, office space, commercial kitchen, elevator, guest suites (4), ADA compliant restrooms, and laundry area.  
  
       **Contract:**     \$2,712,657.17  
       **Completed:**   November 2009





**CenterState Bank – Okeechobee Branch**  
2100 S. Parrott Avenue, Okeechobee, Florida

**Client**  
CenterState Bank, N.A.

**Contacts**  
John Williams, Community  
President  
CenterState Bank, N.A.  
2100 S. Parrott Ave.  
Okeechobee, FL 34974  
(863) 783-5573

**Eddie Muse, Architect**  
DSI Architects  
255 Primera Blvd.  
Lake Mary, FL 32746  
(407) 936-0366

**Construction Services**  
9,015 S.F. Banking Facility  
2-Story Entrance Tower  
5-Lane Drive-Thru Facility  
**Interior Finishes**  
Generator  
Site Work including Asphalt  
Parking Lot

**Completion Date**  
March, 2012

**Project Total Cost**  
\$1,671,896.00

## Project Description

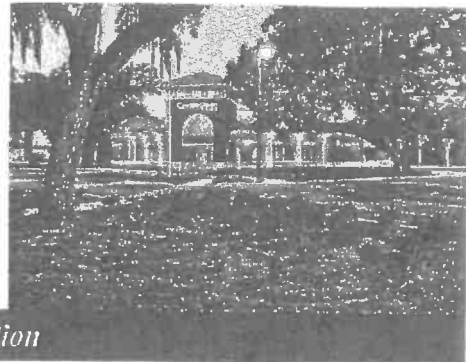
This project was constructed on a whole city block surrounded by grandfather oak trees, which were preserved throughout the construction process. The 9,015 SF project consists of a 6,500 SF CBS building with a 2-story entrance tower, offices, teller line, work areas, self-serve walk-in vault of safety deposit boxes, and a grand lobby area with a fully functional fireplace. Interior finish work included cabinetry, countertops, ceramic tile, carpet, and wall finishes.

Banking facility also includes 2,815 SF covered 5-lane drive-thru area with ATM.

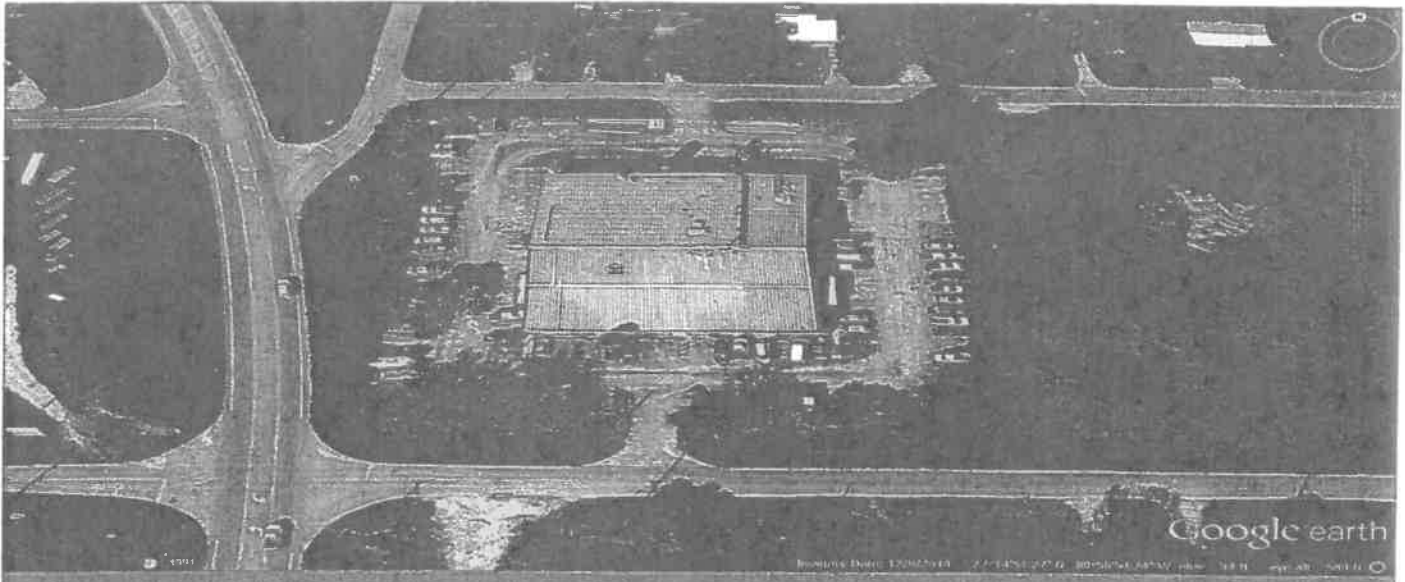
## Services Performed on the Project

Close Construction coordinated closely with the project designer, DSI Architects for a successful project.

Close Construction subcontracted out the following work: Asphalt, CBS structure, roofing, plumbing, HVAC, and electrical.



*Excellence in Construction*



Okeechobee Highway 98 Annex Building Improvements

**Client**  
Okeechobee County

**Contact**  
Donnie Oden  
304 NW 2<sup>nd</sup> Street.  
Okeechobee, FL 34972  
(863) 763.0805 phone

**Construction Services**

Complete 22,000 SF Metal Roof Replacement

Approximately 11,250 SF of 6" Reinforced Concrete Slab

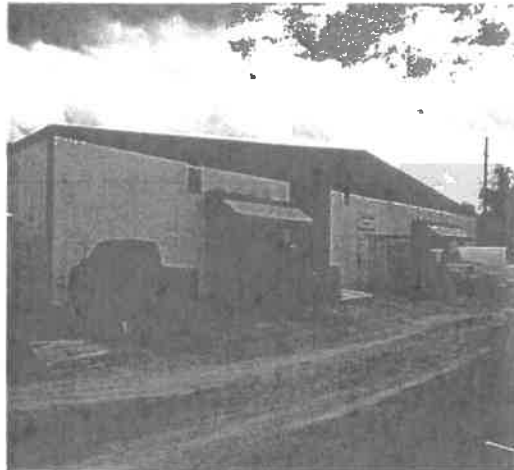
Aluminum Store Fronts in existing openings.

**Completion Date**  
2015

**Project Total Cost**  
\$422,928.43

**Project Description**

Improvements to the Okeechobee Annex building including a complete 22,000 SF Metal Roof replacement, approximately 11,250 SF of 6" reinforced concrete slab on compacted grade and overhead coiling doors in new CMU wall openings.

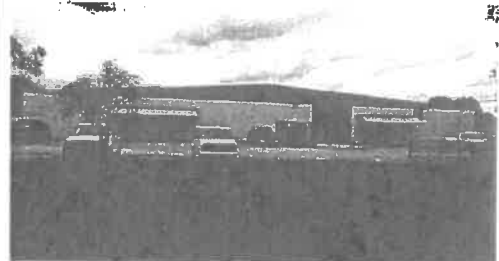


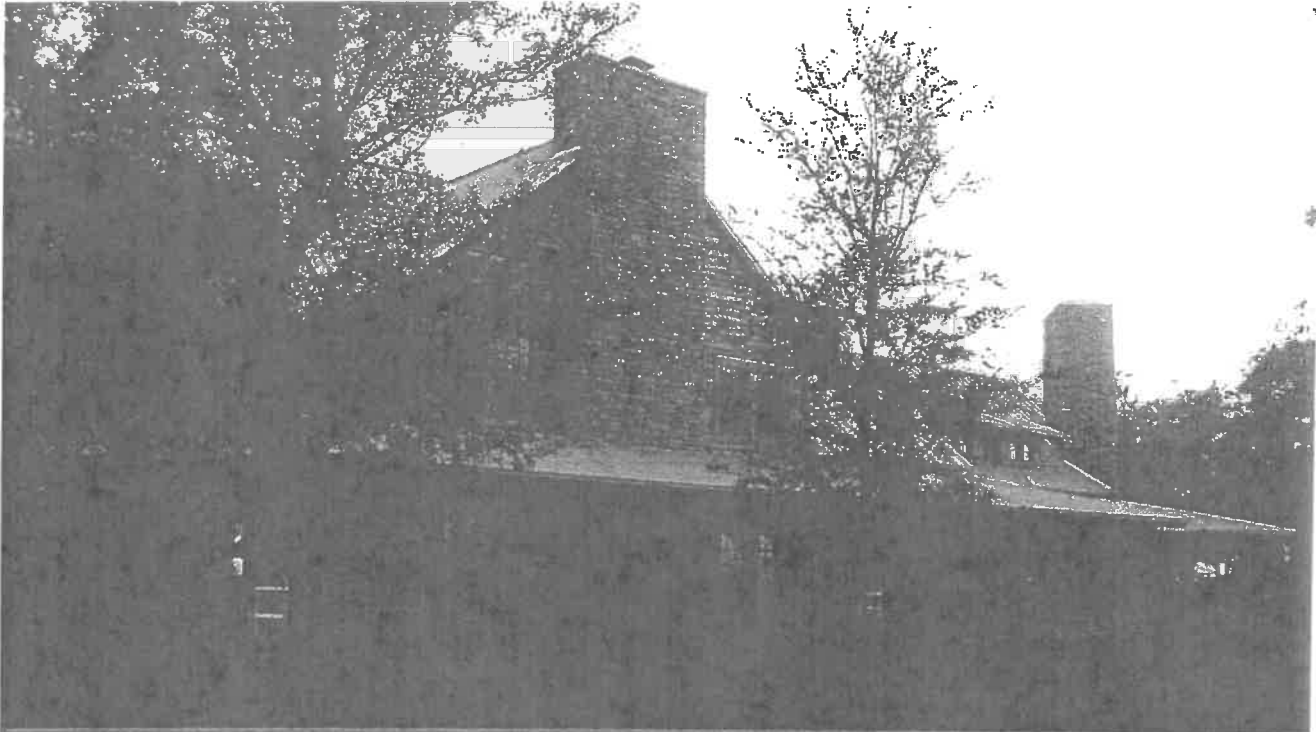
**Services Performed on the Project**

The project included concrete, metal roof replacement, 4" diameter C-900 PVC Fire Line, fire and non fire rated partitions, aluminum storefronts, fire suppression system and fire alarm system, Asphalt, Plumbing, HVAC and Electric.

Close Construction self-performed the following work: Framing, Concrete Ceiling and demising wall.

Close Construction subcontracted out the following work: Asphalt, Plumbing, HVAC, Electric, Concrete, Metal Roof Replacement, Fire Alarm System and Fire Suppression, Coatings, Roll Up Doors and Store Front.





**Pine Creek Sporting Lodge**  
Okeechobee County, Florida

**Client**  
U.S. Land Group, LLC

**Contact**  
Stephen Myers  
U.S. Land Group, LLC  
1 North Clematis Street  
Suite 100  
West Palm Beach, FL 33401  
(954) 966-6300 Ext. 1120

**Construction Services**  
Commercial Building  
Construction

Custom Woodworking and  
Carpentry

Site Work, including Fire Line  
Connection

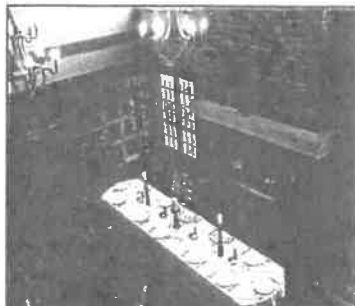
**Completion Date**  
October, 2009

**Project Total Cost**  
\$2,712,657.00



## Project Description

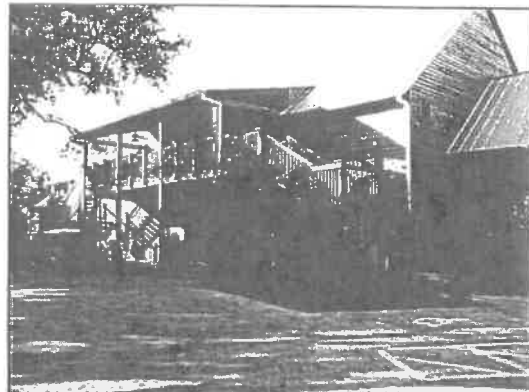
Construction of an 11,000 square foot, 2-story, upscale sporting lodge. The lodge includes gathering areas, offices, commercial kitchen, elevator, (4) guest suites, and a laundry area. Due to the quality materials used, this project required a high degree of carpentry craftsmanship.



## Services Performed on the Project

In addition to managing and site supervising this project, we self-performed all rough and finish carpentry, door and window installation, and painting.

Interior Timber Trusses are visible for a unique rustic feel along with a floor-to-ceiling fireplace. The exterior utilized natural cypress siding.



*Excellence in Construction*



General Construction  
Construction Management

## References

1.    Owner:           Okeechobee County  
      Address:        304 NW 2<sup>nd</sup> Street, Okeechobee, FL 34972  
      Contact:        Donnie Oden  
      Phone:          863.763.0805  
      Email:          [doden@co.okeechobee.fl.us](mailto:doden@co.okeechobee.fl.us)  
      Project:         Highway 98 Annex Improvements
  
2.    Owner:           DSI Architects o/b/o Centerstate Bank  
      Address:        255 Primera Blvd. #240, Lake Mary, FL 32746  
      Contact:        Eddie Muse  
      Phone:          407.790.7826  
      Email:          [e.muse@dsi-architects.com](mailto:e.muse@dsi-architects.com)  
      Project:         Centerstate Bank, Okeechobee Branch
  
3.    Owner:           Okeechobee Architects Collaborative  
      Address:        180 NW 3<sup>rd</sup> Ave. Suite B, Okeechobee, FL 34972  
      Contact:        Mark McCree  
      Phone:          863.467.2690  
      Email:          [mccreearch@msn.com](mailto:mccreearch@msn.com)  
      Project:         Pine Creek Sporting Lodge



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

**CONSTRUCTION INDUSTRY LICENSING BOARD  
2601 BLAIR STONE ROAD  
TALLAHASSEE FL 32399-0783**

(850) 487-1395

Received

11/16/16

Close Construction.

**CLOSE, THOMAS C  
CLOSE CONSTRUCTION LLC  
P O BOX 2558  
OKEECHOBEE FL 34973**

**Congratulations! With this license you become one of the nearly one million Floridians licensed by the Department of Business and Professional Regulation. Our professionals and businesses range from architects to yacht brokers, from boxers to barbeque restaurants, and they keep Florida's economy strong.**

Every day we work to improve the way we do business in order to serve you better. For information about our services, please log onto [www.myfloridalicense.com](http://www.myfloridalicense.com). There you can find more information about our divisions and the regulations that impact you, subscribe to department newsletters and learn more about the Department's initiatives.

Our mission at the Department is: License Efficiently, Regulate Fairly. We constantly strive to serve you better so that you can serve your customers. Thank you for doing business in Florida, and congratulations on your new license!



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

CGC048773 ISSUED: 06/30/2016

**CERTIFIED GENERAL CONTRACTOR  
CLOSE, THOMAS C  
CLOSE CONSTRUCTION LLC**

IS CERTIFIED under the provisions of Ch. 489 FS.  
Expiration date: AUG 31, 2018 L160630000794

DETACH HERE

RICK SCOTT, GOVERNOR

KEN LAWSON, SECRETARY

**STATE OF FLORIDA  
DEPARTMENT OF BUSINESS AND PROFESSIONAL REGULATION  
CONSTRUCTION INDUSTRY LICENSING BOARD**

LICENSE NUMBER	
CGC048773	

The GENERAL CONTRACTOR  
Named below IS CERTIFIED  
Under the provisions of Chapter 489 FS.  
Expiration date: AUG 31, 2018.



**CLOSE, THOMAS C  
CLOSE CONSTRUCTION LLC  
301 NW 4TH AVENUE  
PO BOX 2558  
OKEECHOBEE FL 34972**



ISSUED: 06/30/2016

DISPLAY AS REQUIRED BY LAW

SEQ # 1450630000794



CLOSE-3 OP ID: ME

## CERTIFICATE OF LIABILITY INSURANCE

DATE (MMDDYYYY)  
11/10/2017

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

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

PRODUCER Pritchards and Associates -SLC 10791 SW Tradition Square Port St. Lucie, FL 34987 Kristina M. Morgan - Agency		CONTACT NAME: Kristina M. Morgan - Agency PHONE: (AC No) 772-345-7700 FAX (AC No): 772-345-7703 E-MAIL: ADDRESS:	
INSURED		INSURER(S) AFFORDING COVERAGE	
Close Construction, LLC		INSURER A : Owners Insurance	NAIC # 32700
PO Box 2558		INSURER B : Southern Owners	10190
Okeechobee, FL 34973		INSURER C : Bridgefield Employers Ins.	10701
		INSURER D :	
		INSURER E :	
		INSURER F :	

## COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSD WVD	POLICY NUMBER	POLICY EFF (MMDD/YYYY)	POLICY EXP (MMDD/YYYY)	LIMITS
B	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY					EACH OCCURRENCE \$ 1,000,000
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR		72637778	06/14/2017	06/14/2018	DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 50,000
D	<input checked="" type="checkbox"/> Pollution		G28132219002	06/20/2017	06/20/2018	MED EXP (Any one person) \$ 5,000
B	<input checked="" type="checkbox"/> XCU					PERSONAL & ADV INJURY \$ 1,000,000
	GENL AGGREGATE LIMIT APPLIES PER:					GENERAL AGGREGATE \$ 2,000,000
	<input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC					PRODUCTS - COMP/OP AGG \$ 2,000,000
	OTHER:					Pollution \$ 1,000,000
A	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY		4457286400	06/14/2017	06/14/2018	COMBINED SINGLE LIMIT (Ea accident) \$
	<input checked="" type="checkbox"/> ANY AUTO	<input type="checkbox"/> SCHEDULED AUTOS				BODILY INJURY (Per person) \$ 1,000,000
	<input type="checkbox"/> ALL OWNED AUTOS	<input checked="" type="checkbox"/> NON-OWNED AUTOS				BODILY INJURY (Per accident) \$ 1,000,000
	<input checked="" type="checkbox"/> HIRED AUTOS					PROPERTY DAMAGE (Per accident) \$ 1,000,000
						\$
B	<input checked="" type="checkbox"/> UMBRELLA LIAB	<input checked="" type="checkbox"/> OCCUR	4457286402	06/14/2017	06/14/2018	EACH OCCURRENCE \$ 1,000,000
	<input type="checkbox"/> EXCESS LIAB	<input type="checkbox"/> CLAIMS-MADE				AGGREGATE \$ 1,000,000
	DED <input checked="" type="checkbox"/> RETENTION \$ 10000					\$
C	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY	Y/N	830-29982	04/01/2017	04/01/2018	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)	<input type="checkbox"/> N/A				E.L. EACH ACCIDENT \$ 1,000,000
	If yes, describe under DESCRIPTION OF OPERATIONS below					E.L. DISEASE - EA EMPLOYEE \$ 1,000,000
B	Property Section		72637778	06/14/2017	06/14/2018	E.L. DISEASE - POLICY LIMIT \$ 1,000,000
B	Equipment Floate		72637778	06/14/2017	06/14/2018	PP 93,490

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

## CERTIFICATE HOLDER

## CANCELLATION

FORIN-1

\*\*FOR INFORMATION ONLY\*\*  
 Certificate can be issued to specific holder upon receipt of holder name and address.

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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General Construction  
Construction Management

## Technical Proposal

The restroom facility at the park needs to be ADA compliant. This will involve ADA friendly fixtures and doors. We will initially remove the OHD. This area will be infilled using split face CMU units. The existing openings will be framed to accept 2 new De la Fontaine doors. These doors will be factory powder coated to provide years of service. The exterior of the existing building will be repainted. The owner is to choose the color. The inside of the existing structure is to have some minor modifications. The floor will be ground smooth to allow for the addition of FloRock epoxy flooring. This material will also turn up the wall 4" to serve as a cove base. The wooden doors will be removed. The mirrors will be removed. Existing lights will be swapped out for more efficient LED fixtures. The existing toilets will need to be upgraded to ADA models. We have allowed for the exact models as outlined in this RFP. Stainless steel grab bars will be added to ADA toilet areas. A "no flush" urinal will be added to the men's room. State of the art environmentally friendly hand dryers will be added to the restrooms as well. New toilet partitions constructed from HDPE recycled plastics will also compliment the new ADA water closets. 2 new lavs, using ADA pipe covers will also be installed. The Selectronic flush valve will be sensor operated and battery driven. The lav faucets will be state of the art metering faucets. These faucets are vandal resistant and only allow .17 gallons per cycle (gpc). These not only save water but they look and perform superbly. The restrooms will also receive 2 new stainless steel wall mount trash cans. New soap and tissue dispensers will round out this

bathroom remodel. At completion the interior walls and doors will be painted. We will conduct this remodel during April and May. We have allowed 60 days for construction. CCL thanks the City for this opportunity.



**SOV Polk City Freedom Park Restroom**

<b>General conditions</b>	<b>\$</b>	<b>10,000.00</b>
<b>General requirements</b>	<b>\$</b>	<b>10,000.00</b>
<b>Plans/dwgs/engineering</b>	<b>\$</b>	<b>5,000.00</b>
<b>Demolition</b>	<b>\$</b>	<b>4,500.00</b>
<b>Masonry</b>	<b>\$</b>	<b>3,200.00</b>
<b>Finishes flooring</b>	<b>\$</b>	<b>7,500.00</b>
<b>Paintings/coatings</b>	<b>\$</b>	<b>6,500.00</b>
<b>Doors</b>	<b>\$</b>	<b>6,000.00</b>
<b>Specialites Div 10</b>	<b>\$</b>	<b>3,500.00</b>
<b>Plumbing</b>	<b>\$</b>	<b>18,000.00</b>
<b>Electric</b>	<b>\$</b>	<b>10,000.00</b>

**\$ 84,200.00**

<b>Magetic locks 2x</b>	<b>\$2,200.00</b>
<b>SAT male/female</b>	<b>\$1,950.00</b>



P.O. Box 2046  
310 Scarlet Blvd.  
Oldsmar, Florida 34677-3018  
Ph.: 813-854-3231 Fax: 813-855-2349  
www.horizonsurfacesystems.com

# Project Pricing

**TO:** Patricia Jackson, City Manager  
**Company:** City of Polk City  
**Phone:**  
**Email:**  
**Project:** Freedom Park Restroom Improvements  
**Project Site:** 100-578 Berkley Road  
Polk City, FL 33868

**FROM:** Ed Carnegie  
**Date:** 3/9/2018  
**Bid Date:** 3/12/2018  
**Section:**  
**Description:** Resinous Flooring

Please accept our bid to perform the following scope of work:

Prepare substrate and install HSS 1/4" Epoxy Quartz Flooring (equal to FloroQuartz) in area approximately 480 s/f and 200 l/f of 4" cove base..... \$ 4,980

*Site visit made to determine lineal and square footage.*

### INCLUSIONS

- All labor, equipment and material to complete scope of work according to specifications.
- Employee wages meet or exceed Davis Bacon requirements.
- Company in compliance with OSHA and EEO requirements.
- All taxes included in pricing.
- Pricing quoted is guaranteed for 90 days.
- One (1) year written warranty available upon request.
- Purchase order or contract required prior to scheduling or performing work.

Please submit to [dcarnegie@horizonsurfacesystems.com](mailto:dcarnegie@horizonsurfacesystems.com).

### EXCLUSIONS

- Cost of bonding not included.
- Insurance coverage greater than \$2 million for GL and \$5 million for Umbrella Liability.
- Additional mobilizations due to job site inaccessibility or delays caused by other contractors.

**Horizon Surface Systems maintains a Drug-Free Workplace.**



P.O. Box 2046  
310 Scarlet Blvd.  
Oldsmar, Florida 34677-3018  
Ph.: 813-854-3231 Fax: 813-855-2349  
www.horizonsurfacesystems.com

## Project Pricing

<b>TO:</b> Patricia Jackson, City Manager	<b>FROM:</b> Ed Carnegie
<b>Company:</b> City of Polk City	<b>Date:</b> 3/9/2018
<b>Phone:</b>	<b>Bid Date:</b> 3/12/2018
<b>Email:</b>	<b>Section:</b>
<b>Project:</b> Freedom Park Restroom Improvements	<b>Description:</b> Resinous Flooring
<b>Project Site:</b> 100-578 Berkley Road Polk City, FL 33868	

Please accept our bid to perform the following scope of work:

Prepare substrate and install HSS 1/4" Epoxy Quartz Flooring (equal to FloroQuartz) in area approximately 480 s/f and 200 l/f of 4" cove base..... \$ 4,980

*Site visit made to determine lineal and square footage.*

### INCLUSIONS

- All labor, equipment and material to complete scope of work according to specifications.
- Employee wages meet or exceed Davis Bacon requirements.
- Company in compliance with OSHA and EEO requirements.
- All taxes included in pricing.
- Pricing quoted is guaranteed for 90 days.
- One (1) year written warranty available upon request.
- Purchase order or contract required prior to scheduling or performing work.

Please submit to [dcarnegie@horizonsurfacesystems.com](mailto:dcarnegie@horizonsurfacesystems.com).

### EXCLUSIONS

- Cost of bonding not included.
- Insurance coverage greater than \$2 million for GL and \$5 million for Umbrella Liability.
- Additional mobilizations due to job site inaccessibility or delays caused by other contractors.

**Horizon Surface Systems maintains a Drug-Free Workplace.**

**ATTACHMENT A**

**Request for Proposal  
Polk City Freedom Park ADA Restroom Improvements**

**Understanding of RFP Procedure, Terms and Conditions**

***This page to be returned with qualifications submission***

**I acknowledge that I have read and understand all procedures and requirements of the above referenced RFP and have complied fully with the general terms and conditions outlined in the RFP.**

**Contractor/Team:**

**Horizon Surface Systems**

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**Representative's Printed Name:**

**Ed Carnegie, Estimator**

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**Representative's Signature:**



---

**Date: March 9, 2018**

---



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

**CONSTRUCTION INDUSTRY LICENSING BOARD  
2601 BLAIR STONE ROAD  
TALLAHASSEE FL 32399-0783**

**(850) 487-1395**

**CARNEGIE, DANIEL CLARENCE  
HORIZON SURFACE SYSTEMS  
310 SCARLET BOULEVARD  
OLDSMAR FL 34677-2046**

**Congratulations!** With this license you become one of the nearly one million Floridians licensed by the Department of Business and Professional Regulation. Our professionals and businesses range from architects to yacht brokers, from boxers to barbeque restaurants, and they keep Florida's economy strong.

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

**CBC058989 ISSUED 08/31/2016**

**CERTIFIED BUILDING CONTRACTOR  
CARNEGIE, DANIEL CLARENCE  
HORIZON SURFACE SYSTEMS**

**IS CERTIFIED under the provisions of Ch. 489 FS.  
Expiration date : AUG 31, 2018 L1608310001152**

**DETACH HERE**

**RICK SCOTT, GOVERNOR**

**KEN LAWSON, SECRETARY**

**STATE OF FLORIDA  
DEPARTMENT OF BUSINESS AND PROFESSIONAL REGULATION  
CONSTRUCTION INDUSTRY LICENSING BOARD**

**LICENSE NUMBER**

**CBC058989**

**The BUILDING CONTRACTOR  
Named below IS CERTIFIED  
Under the provisions of Chapter 489 FS.  
Expiration date: AUG 31, 2018**

**CARNEGIE, DANIEL CLARENCE  
HORIZON SURFACE SYSTEMS  
310 SCARLET BOULEVARD  
OLDSMAR FL 34677-2046**



**ISSUED: 08/31/2016**

**DISPLAY AS REQUIRED BY LAW**

**SEQ # L1608310001152**



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
4/28/2017

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

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

<b>PRODUCER</b> CGB Insurance, LLC 2531 Green Forest Lane #101 Lutz FL 33558 <b>INSURED</b> Sunbelt Holdings, Inc DBA: Horizon Surface Systems PO Box 2046 Oldsmar FL 34677		<b>CONTACT NAME:</b> Audra Browder <b>PHONE (A/C, No, Ext):</b> (813) 749-7948 <b>FAX (A/C, No):</b> (813) 200-2120 <b>E-MAIL ADDRESS:</b> audra@cgbinsurance.com
		<b>INSURER(S) AFFORDING COVERAGE</b>
		<b>INSURER A:</b> National Trust Insurance Company <b>INSURER B:</b> Associated Industries <b>INSURER C:</b> <b>INSURER D:</b> <b>INSURER E:</b> <b>INSURER F:</b>
		<b>NAIC #</b> 20141 23140

**COVERAGES**                      **CERTIFICATE NUMBER:** 2017-2018 Pkg/WC 4/25                      **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF MM/DD/YYYY	POLICY EXP MM/DD/YYYY	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> Contractual Liability GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:			GL0013500	4/25/2017	4/25/2018	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/DP AGG \$ 2,000,000
A	<b>AUTOMOBILE LIABILITY</b> <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS			CA0020944	4/25/2017	4/25/2018	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input checked="" type="checkbox"/> RETENTION \$ 10,000			UMB0014259	4/25/2017	4/25/2018	EACH OCCURRENCE \$ 5,000,000 AGGREGATE \$ 5,000,000
B	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A	AWC1081744	4/25/2017	4/25/2018	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
A	Rented/Leased Equipment			CL0006806	4/25/2017	4/25/2018	\$50,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

<b>CERTIFICATE HOLDER</b>  For Information Purposes Only	<b>CANCELLATION</b>  SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.  AUTHORIZED REPRESENTATIVE  T Rogers/AHANZA
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[www.horizonsurfacesystems.com](http://www.horizonsurfacesystems.com)

### EXAMPLES of Projects Completed in the Last 3 Years

Project Name	Location	Description	Pricing	Contractor
Pasco County Utilities	Land O Lakes, FL	Terrazzo flooring	\$29,370	Construction Technology
Ringling College of Art & Design	Sarasota, FL	Dyed & polished concrete	\$15,375	Willis Smith
Police Kennel	St. Petersburg, FL	Resinous flooring	\$17,875	Bayside Builders
St. Joseph's Hospital	Tampa, FL	Terrazzo flooring	\$382,210	Veracon, Inc.
Police Memorial Bldg	Jacksonville, FL	Resinous flooring	\$29,200	Core Construction
Marathon City Hall	Marathon, FL	Terrazzo flooring	\$63,425	Pedro Falcon
MacDill AFB Hangars 1 & 3	Tampa, FL	Resinous flooring	\$44,000	Ocean Flooring
Florida Army National Guard	Fort Lauderdale, FL	Terrazzo & resinous flooring	\$19,875	Florida Army National Guard
Tampa Airport Concessions	Tampa, FL	Polished concrete flooring	\$19,800	Kokalakis Construction
City of Miami West End Park Bldg	Miami, FL	Resinous flooring	\$30,480	West Construction
Lockheed Martin (High Bay)	Oldsmar, FL	Resinous flooring	\$18,750	Lockheed Martin
Lake Nona Innovation Center	Orlando, FL	Resinous flooring	\$13,170	Hoar Construction
Aspyre Properties	Lakeland, FL	Resinous flooring	\$78,825	Aspyre Properties
Marathon Airport Customs	Marathon, FL	Terrazzo & resinous flooring	\$25,850	Pedro Falcon
Pinellas County Jail - Shower Reno	Clearwater, FL	Resinous flooring	\$64,000	New Vista Construction
Hertz Headquarters	Estero, FL	Resinous flooring	\$26,316	Turner Construction
Calvary Christian Ed Bldg	Clearwater, FL	Terrazzo flooring	\$53,980	Creative Contractors
Lake Maggiore YMCA	St. Petersburg, FL	Resinous flooring	\$29,325	Hennessy Construction
Sam's Club #6364	Naples, FL	Resinous flooring	\$31,980	FMGI Inc.
North Shore Pool Restroom	St. Petersburg, FL	Resinous flooring	\$48,750	LEMA Construction