



City of Cedar Key
Commission Meeting Agenda
809 6th Street
October 21, 2025

PLEASE TAKE NOTICE AND BE ADVISED, that if any interested person desires to appeal any decision of the Cedar Key Commission, with respect to any matter considered at this meeting, such interested person will need a record of the proceeding, and for such purpose, may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based. People with disabilities requiring accommodation to participate in the meeting should contact the City Clerk at (352) 543-5132 at least 48 hours in advance to request accommodation.

- Call to Order
 - Invocation
 - Pledge of Allegiance
 - Roll Call:
 - Jolie Davis, Commissioner Seat 1 Nancy Sera, Commissioner Seat 2
 - Jim Wortham, Commissioner Seat 3 Jeff Webb, Commissioner Seat 4
 - Mel Beckham, Commissioner Seat 5
- **ACTION ITEM: Approval** of the Meeting Agenda as presented
- **ACTION ITEM:** Consent Agenda: N/A
- Public Comment:
- Cedar Key Water & Sewer District: General Managers Report
- Non-Government Organizations
 - Lion's Club:
 - Cedar Key Woman's Club:
 - Chamber of Commerce:
 - Cedar Key Aquaculture Assoc.:
 - Nature Coast Biological Station/NCBS:
 - Cedar Key Arts Center:
 - Cedar Key Non-Profit Organizations:
- Discussion: Mayor's Notes/Actions: Monthly Activities
- Important Dates:
 - October 24-25 – Chasin' Reds for Dan Fishing Tournament
 - October 31, 2025 – Trick or Treat in Downtown Cedar Key
 - October 31 – Nov. 2, 2025 – Pirates Invasion
 - November 8, 2025 - Cedar Key Airport Fly In
 - November 14-16 - Florida Gulf Coast Small Boat Meet in Cedar Key
- **ACTION ITEM: Approval** CKS DECA Fund Raiser Fishing Tournament – Permit Waiver Request
- **ACTION ITEM: Approval** FWC-Florida Boater Improvement Program - Cedar Key Outer Ramp Expansion Project - Planning and Engineering Design Grant Agreement
- **ACTION ITEM: Approval** CPH Corporation as the Engineer for Cedar Key Outer Ramp Expansion Project-Design and Permitting



City of Cedar Key
Commission Meeting Agenda
809 6th Street
October 21, 2025

- **ACTION ITEM: Approval** of Job Posting & Job Description, reporting responsibilities, and salary range for Building / CRA Administrator
- **ACTION ITEM: Approval**, in concept, of the “Strategic Development Initiatives for the City of Cedar Key”
- **ACTION ITEM: Approval** of modification of the Marina Slip lease language to remove reference “...and the launch pass” from section in lease - 4.RENT A. The Lessee shall pay lessor \$ _____ per month for the use of the leased premise and he launch pass.”
- Attorney Items:
 - **ACTION ITEM: SECOND READING: Ordinance 561**
AN ORDINANCE OF THE CITY OF CEDAR KEY, FLORIDA, PURSUANT TO PETITION NO. ANX 25-03, BY BRYAN SKARUPSKI AND DARLENE SKARUPSKI, RELATING TO VOLUNTARY ANNEXATION; MAKING FINDINGS; ANNEXING CERTAIN REAL PROPERTY LOCATED IN LEVY COUNTY, FLORIDA, WHICH IS REASONABLY COMPACT, AND CONTIGUOUS TO THE BOUNDARIES OF THE CITY OF CEDAR KEY, FLORIDA, INTO THE BOUNDARIES OF THE CITY OF CEDAR KEY, FLORIDA; PROVIDING SEVERABILITY; REPEALING ALL ORDINANCES IN CONFLICT; PROVIDING AN EFFECTIVE DATE
- Clerk’s Office and Administration:
- Public Works:
 - **ACTION ITEM: Approval** to proceed with pursuit of Inner Marina Dredge and the addition of another matching Floating Dock for the inner marina
 - **ACTION ITEM:** Direction on EV Charger location
- Public Safety:
 - Fire Department/Emergency Management –
 - Police Department –
- Discussion Items:
 - Improving Code Enforcement
- Discussion: Commissioner Focus Areas:
 - Environmental and Shoreline Restoration/Protection - Commissioner Wortham
 - City Processes and Process Improvement - Commissioner Davis
 - Financial and Economic Development – Commissioner Beckham
 - Public Relations and Community Engagement – Commissioner Sera
- Discussion: Commissioners Concerns/Information:

Meeting Adjourned _____PM

CKWSD General Manager's Report 10.13.25

Community Development Block Grant – Disaster Recovery: Our two CDBG-DR Grant Applications have been submitted to Florida Commerce after the Public Participation period of September 15, 2025 – September 26, 2025. We received no public comments. These Grants will harden and upgrade both our Water System (\$7,349,280.00) and our Wastewater Plant (\$4,124,017.00).

Administration Building Reconstruction Update: We are now back in the Admin Building (it looks really good) and according to Signal Restoration we can expect to have the HVAC platform constructed and HVAC installed before the end of October.

Lift Station Rehabilitation Grant Phases I & II: We are still awaiting Final Payment from FDEP in order to close-out Phase I. We have two July BDI invoices representing Phase I and Phase II included in this Pay Request from totaling \$28,415.32. This Pay Request is in the Finance and Accounting approval stage. I recommend we pay the two July invoices out of our Operating Fund while we await Full Payment from FDEP.

Florida Commerce Lift Station Rehabilitation Grant Phase III: After our September 22nd meeting, I issued a wire transfer to Baskerville-Donovan in the amount of \$66,841.30 from our Revolving Credit Line. In order to be reimbursed by Florida Commerce, we have to be at the 50% mark of our design phase. I now have a September invoice from BDI in the amount of \$43,917.38 which will put us over the 50% threshold. After I pay this invoice, we will now be able to submit a request for reimbursement. We are transitioning into a time where funds from Commerce, FDEP, and FEMA will be moving in and out of our bank accounts frequently. I will be asking the Board at Monday's meeting to allow for a more fluid transfer of funds for these projects. I need to be able to address these grant payments and reimbursements in a timelier manner. I am proposing the Board direct the GM to make needed wire transfers at Seacoast Bank with a Board member present. This will give me the ability to keep these projects moving forward and will give the Board peace of mind knowing these transfers are not conducted in a vacuum. It would also be a best practice from an internal controls standpoint for the Board to establish a written policy governing wire transfer requests. The policy could address things such as a "not to exceed" draw amount (above which it would first need to go to the Board) and signature authority (including number of signatories required and authorized signatories).

Execution of SEH Engineers Continuing Services Contract: We have received SEH's signed Continuing Engineering Services Contract. This is the same contract accepted by the Board from CPH and North Florida. I will have a hardcopy at the Board meeting for your reference.

Water Tower Painting Update: The Cleaning and Painting of our Water Tower began October 8th and the project is expected to last at least two weeks. The project will apply two coats of paint to the tower and will repaint the Cedar Key Sharks logo.

Wifiber Tower Lease Renewal: Our lease agreement with Wifiber expired at the end of September. The owner of Wifiber has requested we continue on a Monthly basis. Under Florida law, Wifiber is now considered a holdover tenant and the lease continues on a Month-to-Month basis until another agreement is signed.

Financial Reports: As you can see from the financial reports we closed out FY2025 with traditional revenues (non-grant) totaling 92% of budget, while traditional expenses totaled 83% of budget. These are important numbers to remember as you look at the Balance Sheet and the P&L's with large carry-forward balances. These two documents reflect designated moneys received and designated moneys not yet spent. I suggest at our October 27th meeting we walk through our Grants and Obligations so you will have a better understanding of with what are dealing.

Bill Adjustment Requests: We have one Bill Adjustment Request and it meets the Board's criteria.

**City of Cedar Key
Commission Meeting
Agenda Item**

Submitted By: Cedar Key School - DECA

Meeting Date: 10/21/25

Subject: DECA Fund Raiser - Fee Waiver Request

Discussion:

Cedar Key DECA is asking to use these pavilion spaces free of charge as our typical event spaces are not available since the Steamers Fire and Hurricane Helene. In turn we would offer you a strategic sponsorship with prominent placing of extra promotional signage for the event and note you as a partnership level sponsor. We can offer linkage to the City of Cedar Key and the Cedar Key Chamber of Commerce for the event on our School and DECA social media pages.

The following pavilion spaces for an upcoming community event:

- Kitchen at City Hall/ former Community Center
 - November 14th between TBD and 7:00 pm
- Ms. Thelma's Pavilion at City Hall on
 - November 14th between 3:00 PM and 7:00 PM
- Access to the Main Boat Ramp
 - November 15th between 6:30 am and 9:00 am live well check
- The Large Main Pavilion at Little Shark Park
 - November 15th between 2:00 pm and 6:00 pm

This event is being planned to bring together community members, local organizations, and partners to showcase that Cedar Key is open for business and all we need is you. When we held a similar event five years ago, it was a wonderful day of collaboration and connection, and we are excited to bring that energy back again this year. We have invited representatives from the Florida Fish and Wildlife Conservation Commission (FWC) and the U.S. Fish and Wildlife Service (FWS) to attend and engage with the community. We would also like to extend the offer to city employees and City Hall Staff.

At the Little Shark Park Pavilion on November 15th, we will be checking live wells at 6:30 AM, with the tournament beginning promptly at 7:00 AM. The weigh-in will take place between 3:00 PM and 5:00 PM. We will not need any electricity and water usage will be minimal to wash off the surface.

Fiscal Impact: Loss of permit fees = \$133.75

Attachments: N/A

Possible Commission Action: Approve waiver of permit fees for the DECA fund Raiser

**City of Cedar Key
Commission Meeting
Agenda Item**

Submitted By: Jeff Webb

Meeting Date: 10/21/25

Subject: FWC-Florida Boater Improvement Program - Cedar Key Outer Ramp Expansion Project - Planning and Engineering Design Grant Agreement Approval

Discussion: The City of Cedar Key was awarded \$249,500 as a grant to fund the Engineering Design and Permitting of the expansion of the outer ramp at the Cedar Key Marina. FWC-FBIP is awaiting commission approval to execute agreement.

Attachments: FWC-FBIP RECIPIENT/SUBRECIPIENT AGREEMENT

Possible Commission Action: **Approve** CPH Corporation as the Engineer for Cedar Key Outer Ramp Expansion Project-Design and Permitting

FRECIPIENT/SUBRECIPIENT AGREEMENT

STATE OF FLORIDA

FLORIDA FISH AND WILDLIFE CONSERVATION COMMISSION

FWC Agreement 25047

State Grant Information	
CSFA Title(s): Florida Boating Improvement Program	CSFA No(s). Enter CSFA Number(s): 77.006
State Award No(s): 25047	State Award Year(s): 2025
State Award Name(s): Cedar Key Outer Ramp Expansion Project - Planning and Engineering Design	

This Agreement is entered into by and between the Florida Fish and Wildlife Conservation Commission, whose address is 620 South Meridian Street, Tallahassee, Florida 32399-1600, hereafter “Commission” or “FWC,” and City of Cedar Key, 59-6000288, whose address is P.O. Box 339, Cedar Key, FL 32625, the Recipient/Subrecipient, hereinafter “Recipient”, collectively, “Parties”.

INTRODUCTORY CLAUSES

WHEREAS, Commission and Recipient intend to partner together to design, engineer and permit boating access improvements at the Cedar Key Public Marina’s outer ramp in Cedar Key, Florida;

WHEREAS, such benefits are for the ultimate good of the State of Florida, its resources, wildlife, and public welfare.

TERMS OF THE AGREEMENT

The Commission and the Recipient, for the considerations stated in this Agreement, agree as follows:

Section 1. PROJECT DESCRIPTION.

The Recipient shall provide the services and perform the specific responsibilities and obligations, as set forth in the Scope of Work, attached hereto as Attachment A, which specifically identifies project tasks and accompanying deliverables. These deliverables must be submitted and approved by the Commission prior to any payment. The Commission will not accept any deliverable that does not comply with the specified required minimum level of service to be performed and the criteria for evaluating the successful completion of each deliverable. If this Agreement is the result of Recipient responses to the Commission’s request for competitive or other grant proposals, the Recipient’s response is hereby incorporated by reference.

Section 2. PERFORMANCE.

The Recipient shall perform the activities described in Attachment A in a proper and satisfactory manner. Unless otherwise provided for in Attachment A, any and all equipment, products or materials necessary or appropriate to perform under this Agreement shall be supplied by the Recipient. The Recipient shall obtain all necessary local, state, and federal authorizations necessary to complete this project, and the Recipient shall be licensed as necessary to perform under this Agreement as may be required by law, rule, or regulation; the Recipient shall provide evidence of such compliance to the Commission upon request. The Recipient shall procure all supplies and pay all charges, fees, taxes and incidentals that may be required for the completion of this Agreement. By acceptance of this Agreement, the Recipient warrants that it has the capability in all respects to fully perform the requirements and the integrity and reliability that will assure good-faith performance as a responsible Recipient. The Recipient shall immediately notify the Commission's Grant Manager in writing if its ability to perform under the Agreement is compromised in any manner during the term of the Agreement. The Commission shall take appropriate action, including potential termination of this Agreement, in the event the Recipient's ability to perform under this Agreement becomes compromised.

Section 3. AGREEMENT PERIOD.**A. Agreement Period and Commission's Limited Obligation to Pay.**

The Agreement shall be effective upon execution by the last Party to sign and shall remain in effect through 06/30/2028.

However, if this Agreement is made pursuant to a grant award as authorized by Rule 68-1.003, F.A.C., the referenced grant programs may execute Agreements with a retroactive start date of no more than sixty (60) days, provided that approval is granted from the Executive Director or his/her designee and that it is in the best interest of the Commission and State to do so. For this Agreement, the retroactive start date was approved. The Commission's Grant Manager shall confirm the specific start date of the Agreement by written notice to the Recipient. The Recipient shall not be eligible for reimbursement or compensation for grant activities performed prior to the start date of this Agreement nor after the end date of the Agreement. For this Agreement, pre-award costs are not eligible for reimbursement. If necessary, by mutual agreement as evidenced in writing and lawfully executed by the Parties, an Amendment to this Agreement may be executed to lengthen the Agreement period.

B. Extension.

The Commission may extend this Agreement upon agreement of both Parties through an Amendment, provided the funding source permits additional time prior to expiration of funding.

Section 4. COMPENSATION AND PAYMENTS.**A. Compensation.**

As consideration for the services rendered by the Recipient under the terms of this Agreement, the Commission shall pay the Recipient on a cost reimbursement basis in an amount not to exceed \$249,500.00.

B. Payments.

The Commission shall pay the Recipient for satisfactory performance of the tasks identified in Attachment A as evidenced by the completed deliverables, upon submission of invoices, accompanied by supporting documentation sufficient to justify invoiced expenses or fees, and after acceptance of services and deliverables in writing by the Commission's Grant Manager. Unless otherwise specified in Attachment A, invoices shall be due monthly, commencing from the start date of this Agreement. Invoices must be legible and must clearly reflect the Deliverables that were provided in accordance with the terms of the Agreement for the invoice period. Unless otherwise specified in Attachment A, a final invoice shall be submitted to the Commission no later than forty-five (45) days following the expiration date of this Agreement to assure the availability of funds for payment. Further, pursuant to Section 215.971(1)(d), F.S., the Commission may only pay the Recipient for allowable costs resulting from obligations incurred during the Agreement period.

C. Invoices.

Each invoice shall include the Commission Agreement Number and the Recipient's Federal Employer Identification (FEID) Number. Invoices, with supporting documentation may be submitted electronically to the attention of the Commission's Grant Manager. If submitting hard copies, an original and two (2) copies of the invoice, plus all supporting documentation, shall be submitted. All bills for amounts due under this Agreement shall be submitted in detail sufficient for a proper pre-audit and post-audit thereof. Recipient acknowledges that the Commission's Grant Manager shall reject invoices lacking documentation necessary to justify invoiced expenses.

D. Match

If this Agreement is made pursuant to a grant award as authorized by Rule 68-1.003, F.A.C., the Recipient is not required to contribute non-federal match towards this Agreement. If applicable, details regarding specific match requirements are included in Attachment A.

E. State Obligation to Pay.

The State of Florida's performance and obligation to pay under this Agreement is contingent upon an annual appropriation and authorization to spend by the Legislature. The Parties hereto understand that this Agreement is not a commitment to future appropriations but is subject to appropriation and authority to spend provided by the Legislature. The Commission shall be the final authority as to the availability of funds for this Agreement, and as to what constitutes an

“annual appropriation” of funds to complete this Agreement. If such funds are not appropriated or available for the Agreement purpose, such event will not constitute a default on behalf of the Commission or the State. The Commission’s Grant Manager shall notify the Recipient in writing at the earliest possible time if funds are not appropriated or available.

F. Non-Competitive Procurement and Rate of Payment.

Section 216.3475, F.S., requires that under non-competitive procurements, a Recipient may not receive a rate of payment in excess of the competitive prevailing rate for those services unless expressly authorized in the General Appropriations Act. If applicable, Recipient warrants, by execution of this Agreement, that the amount of non-competitive compensation provided in this Agreement is in compliance with Section 216.3475, F.S.

G. Cost Reimbursement

If the Compensation section indicates this is a cost reimbursement Agreement, the Recipient shall be paid on a cost reimbursement basis for all eligible Project costs upon the completion, submittal, and approval of each deliverable identified in Attachment A. To be eligible for reimbursement, costs must follow the requirements of Section 215.971, F.S. and must also be in compliance with other laws, rules, and regulations applicable to expenditures of State funds, including, but not limited to, the [Reference Guide for State Expenditures](#).

Invoices submitted for cost reimbursement must be itemized by expenditure category as outlined in the approved Agreement budget. Additionally, the invoice must evidence the completion of all tasks required to be performed for the deliverable and must show that the Recipient met the minimum performance standards established in the Agreement. The Commission is required to maintain detailed supporting documentation and to make it available for audit purposes. By submission of the payment request, the Commission is certifying that the detailed documentation to support each item on the itemized invoice is on file at the agency and is available for audit.

Documentation for each amount for which reimbursement is being claimed must indicate that the item has been paid. Check numbers may be provided in lieu of copies of actual checks. Each piece of documentation should clearly reflect the dates of service. Only expenditures for the categories in the approved Agreement budget may be reimbursed. These expenditures must be allowable (pursuant to law) and directly related to the services being provided. The Commission may require more detailed documentation as deemed appropriate to satisfy that the terms of the Agreement have been met.

Listed below are types and examples of their supporting documentation:

- i. **Salaries:** Timesheets that support the hours worked on the project or activity must be kept. A payroll register or similar documentation should be submitted and maintained. The payroll register should show gross salary charges, fringe benefits, other deductions and net

pay. If an individual for whom reimbursement is being claimed is paid by the hour, a document reflecting the hours worked times the rate of pay will be acceptable.

- ii. **Tuition:** If the Commission determines tuition, stipends, and/or waivers are allowable costs, the payments must result from obligations incurred during the specified Agreement period. Documentation must be provided to show compliance with 215.971, F.S. Examples include but are not limited to keeping timesheets/time and effort reports/logs that support the hours worked on the project or activity. If an individual for whom tuition, stipends and/or waivers are being claimed are paid by the hour, a document reflecting the hours worked times the rate of pay will be acceptable.
- iii. **Fringe Benefits:** Supported by invoices showing the amount paid on behalf of the employee (e.g., insurance premiums paid). If the Agreement specifically states that fringe benefits will be based on a specified percentage rather than the actual cost of fringe benefits, then the calculation for the fringe benefits amount must be shown.
 - a. Exception: Governmental entities are not required to provide check numbers or copies of checks for fringe benefits.
- iv. **Travel:** To the extent the Commission determines travel is an allowable cost, reimbursement for travel must be in accordance with Section 112.061, Florida Statutes, which includes submission of the claim on the approved State travel voucher along with supporting receipts and invoices.
- v. **Other Direct Costs:** To the extent the Commission determines other direct costs are allowable, reimbursement will be made based on paid invoices/receipts and proof of payment processing (cancelled/processed checks and bank statements).
- vi. **In-House Charges:** Charges which may be of an internal nature (e.g., postage, copies, etc.) may be reimbursed on a usage log which shows the units times the rate being charged. The rates must be reasonable.
- vii. **Indirect Costs:** To the extent the Commission determines that indirect costs are allowable, and the Agreement specifies that indirect costs will be paid based on a specified rate, then the calculation should be provided in the Agreement's budget breakdown. Indirect costs must be in the approved Agreement budget and the Recipient must be able to demonstrate that the costs are not duplicated elsewhere as direct costs. All indirect cost rates must be evaluated for reasonableness and for allowability and must be allocated consistently.

For cost reimbursement Agreements with another State agency (including State universities):

In lieu of the detailed documentation described above, alternative documentation may be submitted to substantiate the costs requested to be reimbursed. This alternative documentation may be in the form of FLAIR reports or other reports containing sufficient detail.

H. Time Limits for Payment of Invoices.

Payments shall be made in accordance with Sections 215.422 and 287.0585, F.S., which govern time limits for payment of invoices. Section 215.422, F.S. provides that agencies have five (5) working days to inspect and approve Deliverables, unless Attachment A specifies otherwise. If payment is not available within forty (40) days, measured from the latter of the date the invoice is received or the Deliverables are received, inspected and approved, a separate interest penalty set by the Department of Financial Services pursuant to Section 55.03(1), F.S., will be due and payable in addition to the invoice amount. Invoices returned to a Recipient due to preparation errors will result in a payment delay. Invoice payment requirements do not start until a properly completed invoice is provided to the agency.

I. Electronic Funds Transfer.

Recipient agrees to enroll in Electronic Funds Transfer (EFT), offered by the State's Chief Financial Officer, within thirty (30) days of the date the last Party has signed this Agreement. Copies of the Authorization form and a sample blank enrollment letter can be found on the vendor instruction page at: <https://www.myfloridacfo.com/division/aa/vendors>. Questions should be directed to the State of Florida's EFT Section at (850) 413-5517. Once enrolled, invoice payments will be made by EFT.

J. Vendor Ombudsman.

A Vendor Ombudsman, whose duties include acting as an advocate for vendors who may be experiencing problems in obtaining timely payment(s) from a State agency, may be contacted at (850) 413-5516 or by calling the Chief Financial Officer's Hotline, (800) 342-2762.

Section 5. RETURN OR RECOUPMENT OF FUNDS**A. Unobligated Funds.**

Pursuant to Section 215.971(1)(d)-(e), F.S., the Commission may only pay the Recipient for allowable costs resulting from obligations incurred during the Agreement period, and any balance of unobligated funds that has been advanced or paid must be refunded to the Commission. Any funds paid in excess of the amount to which the Recipient is entitled under the terms and conditions of the Agreement must be refunded to the Commission as well.

B. Overpayments to Recipient.

Pursuant to Section 215.971(1)(f), F.S., any funds paid in excess of the amount to which the Recipient is entitled under the terms and conditions of the Agreement must be refunded to the Commission. In the event the Recipient or its independent auditor discovers that overpayment has been made, the Recipient shall repay said overpayment within forty (40) calendar days without prior notification from the Commission. In the event the Commission first discovers an overpayment has been made, the Commission will notify the Recipient in writing. Should

repayment not be made in a timely manner, the Commission shall be entitled to charge interest at the lawful rate of interest established pursuant to Section 55.03(1), F.S., on the outstanding balance beginning forty (40) calendar days after the date of notification or discovery. Refunds should be sent to the Commission's Grant Manager and made payable to the "Florida Fish and Wildlife Conservation Commission."

C. Additional Costs or Monetary Loss Resulting from Recipient Non-Compliance.

If the Recipient's non-compliance with any provision of the Agreement results in additional cost or monetary loss to the Commission or the State of Florida to the extent allowed by Florida Law, the Commission can recoup that cost or loss from monies owed to the Recipient under this Agreement or any other agreement between Recipient and the Commission. In the event the discovery of this cost or loss arises when no monies are available under this Agreement or any other agreement between the Recipient and the Commission, the Recipient will repay such cost or loss in full to the Commission within thirty (30) days of the date of notice of the amount owed, unless the Commission agrees, in writing, to an alternative timeframe. If the Recipient is unable to repay any cost or loss to the Commission, the Commission shall utilize remedies available by law and may notify the State of Florida, Department of Financial Services, pursuant to Section 17.0415, F.S.

Section 6. COMMISSION EXEMPT FROM TAXES, PROPERTY EXEMPT FROM LIEN.

A. Commission Exempt from Taxes.

The Recipient recognizes that the State of Florida, by virtue of its sovereignty, is not required to pay any taxes on the services or goods purchased under the terms of this Agreement. The Recipient is placed on notice that this exemption generally does not apply to nongovernmental entity recipients, subrecipients, contractors, or subcontractors. Any questions regarding this tax exemption should be addressed to the Commission's Grant Manager.

B. Property Exempt from Lien.

If the Agreement involves the improvement of real property titled to the State of Florida, then the following paragraph applies:

The Recipient acknowledges that Property being improved is titled to the State of Florida and is not subject to lien of any kind for any reason. The Recipient shall include notice of such exemptions in any subcontracts and purchase orders issued hereunder.

Section 7. MONITORING.

The Commission's Grant Manager shall actively monitor the Recipient's performance and compliance with the terms of this Agreement. The Commission reserves the right for any Commission staff to make scheduled or unscheduled, announced or unannounced monitoring visits. Specific State and Federal monitoring terms and conditions are found in the Requirements of the Federal and Florida Single Audit Acts, Attachment B. Monitoring terms, conditions, and schedules may be included in Attachment A.

Section 8. TERMINATION.**A. Commission Unilateral Termination.**

The Commission may unilaterally terminate this Agreement for convenience by providing the Recipient with thirty (30) calendar days of written notice of its intent to terminate. The Recipient shall not be entitled to recover any cancellation charges or lost profits. The Recipient may request termination of the Agreement for convenience.

B. Termination – Fraud or Willful Misconduct.

This Agreement shall terminate immediately in the event of fraud or willful misconduct. In the event of such termination, the Commission shall provide the Recipient with written notice of termination.

C. Termination – Funds Unavailability.

In the event funds to finance this Agreement become unavailable or if federal or state funds upon which this Agreement is dependent are withdrawn or redirected, the Commission may terminate this Agreement upon no less than twenty-four (24) hours' notice in writing to the Recipient. Said notice shall be delivered by certified mail, return receipt requested or in person with proof of delivery. The Commission shall be the final authority as to the availability of funds and will not reallocate funds appropriated for this Agreement to another program thus causing "lack of funds." In the event of termination of this Agreement under this provision, the Recipient will be compensated for any work satisfactorily completed and any non-cancellable obligations properly incurred prior to notification of termination.

D. Termination – Other.

The Commission may terminate this Contract if the Recipient fails to: 1.) comply with all terms and conditions of this Agreement; 2.) produce each deliverable within the time specified by the Agreement or extension; 3.) maintain adequate progress, thus endangering the performance of the Agreement; or, 4.) abide by any statutory, regulatory, or licensing requirement. The Commission shall give written notice to the Recipient of its intent to terminate the Agreement for cause. In the notice, the Commission shall provide an opportunity for the Recipient to correct the deficiency or provide a corrective action plan to correct the deficiency for the Commission, in its sole determination, to approve or disapprove. If no corrective action plan is submitted and approved, the Recipient shall cure the deficiencies cited by the Commission in its notice within fifteen (15) calendar days of receipt of such notice. If the Recipient does not cure the deficiencies to the Commission's satisfaction within the fifteen (15) calendar days, or within the time proscribed in an approved corrective action plan if one was provided, the Agreement will be terminated for cause. At that time, the Commission will send a second notice to the Recipient noting that this Agreement is being terminated for cause upon receipt of the notice and documenting the reasons this Agreement is being terminated. The Commission reserves the right in its sole discretion, to

determine if the Recipient's deficiencies are legally excusable, or to extend the time to cure the deficiencies in writing. The Recipient's damages for termination for cause shall be limited to the cost of work actually performed and approved by the Commission. Section 287.1351, F.S., governs the procedure and consequences for default. The rights and remedies of the Commission in this clause are in addition to any other rights and remedies provided by law or under the Agreement. Recipient shall not be entitled to recover any cancellation charges.

E. Recipient Discontinuation of Activities upon Termination Notice.

Upon receipt of notice of termination, the Recipient shall, unless the notice directs otherwise, immediately discontinue all activities authorized hereunder. Upon termination of this Agreement, the Recipient shall promptly render to the Commission all property belonging to the Commission. For the purposes of this section, property belonging to the Commission shall include, but shall not be limited to, all books and records kept on behalf of the Commission.

Section 9. REMEDIES.

A. Financial Consequences.

In accordance with Sections 215.971(1)(a) & (b), F.S., Attachment A contains clearly established tasks in quantifiable units of deliverables that must be received and accepted in writing by the agency before payment. Each deliverable specifies the required minimum level of service to be performed and the criteria for evaluating the successful completion of each deliverable. If the Recipient fails to produce each deliverable within the time frame specified by Attachment A, the budget amount allocated for that deliverable will be reduced by ten percent (10%) from the Recipient's payment, unless otherwise modified by Attachment A.

In addition, pursuant to Section 215.971(1)(c), the Commission shall apply any additional financial consequences as listed below or as identified in Attachment A.

- i. Temporarily withhold payments pending correction of the deficiency by the Contractor.
- ii. Reduction of payment if correction of deficiency is not made by the Contractor.
- iii. Disallow all or part of the cost of the activity or action not in compliance.
- iv. Wholly or partly suspend or terminate this agreement.
- v. Withhold future awards for the FWC projects.
- vi. Take other remedies that may be legally available.

B. Cumulative Remedies.

The rights and remedies of the Commission during the Agreement period are in addition to any other rights and remedies provided by law or under the Contract.

Section 10. NOTICES AND CORRESPONDENCE.

Any and all notices shall be delivered to the individuals identified below. In the event that either Party designates a different Grant Manager after the execution of this Agreement, the Party will provide written notice of the name, address, zip code, telephone, and email address of the newest Grant Manager, or an individual authorized to receive notice on behalf of that Party, to all other Parties as soon as possible, but not later than five (5) business days after the new Grant Manager has been named. Designating a new Grant Manager shall not require a formal Amendment to the Agreement.

**COMMISSION GRANT MANAGER
CONTACT INFORMATION:**

Haleigh Jo Morgan
FBIP Administrator
Florida Fish & Wildlife Conservation
Commission
620 South Meridian Street
Tallahassee, FL 32399
(850) 488-5600
FBIP@MyFWC.com

**RECIPIENT GRANT MANAGER CONTACT
INFORMATION:**

Jamie McCain
Public Works Director
City of Cedar Key
P.O. Box 339
Cedar Key, FL 32625
(352) 949-8049
jmccain@cedarkeyfl.us

Section 11. AMENDMENT.**A. Waiver or Modification.**

No waiver or modification of this Agreement or of any covenant, condition, or limitation herein contained shall be valid unless in writing and lawfully executed by the Parties.

B. Change Orders.

The Commission may, at any time, by written order, make a change to this Agreement. Such changes are subject to the mutual agreement of both Parties as evidenced in writing. Any change which causes an increase or decrease in the Recipient's cost or time shall require an Amendment. Minor changes, such as those updating a Party's contact information, may be accomplished by a Modification.

C. Renegotiation upon Change in Law or Regulations.

The Parties agree to renegotiate this Agreement if federal and/or state revisions of any applicable laws or regulations make changes in the Agreement necessary.

Section 12. PROPERTY RIGHTS.

If this Agreement includes Federal funds, the provisions of Sections 200.310-200.316, Office of Management and Budget (OMB) Uniform Guidance (2 CFR 200), and any language addressing Federal rights, apply.

A. Intellectual and Other Intangible Property.

- i. **Recipient's Preexisting Intellectual Property (Proprietary) Rights.** Unless specifically addressed in Attachment A, intellectual and other intangible property rights to the Recipient's preexisting property will remain with the Recipient.
- ii. **Proceeds Related to Intellectual Property Rights.** Proceeds derived from the sale, licensing, marketing or other authorization related to any intellectual and other intangible property right created or otherwise developed by the Recipient under this Agreement for the Commission shall be handled in the manner specified by the applicable Florida State Statute and/or Federal program requirements.
- iii. **Commission Intellectual Property Rights.** Where activities supported by this Agreement produce original writing, sound recordings, pictorial reproductions, drawings or other graphic representations and works of any similar nature, the Commission and the State of Florida have the unlimited, royalty-free, nonexclusive, irrevocable right to use, duplicate and disclose such materials in whole or in part, in any manner, for any purpose whatsoever and to have others acting on behalf of the Commission to do so. If this Agreement is supported by Federal funds, the Federal awarding agency reserves a royalty-free, nonexclusive and irrevocable right to reproduce, publish, or otherwise use the work for federal purposes, and to authorize others to do so.

B. Purchase or Improvement of Real Property.

This Agreement is not for the purchase or improvement of real property, therefore, the following terms and conditions do not apply.

- i. **Federal Funds.** Any Federal funds provided for the purchase of or improvements to real property are subject to the Property Standards of Sections 200.310 - 200.316, and 200.329, OMB Uniform Guidance (2 CFR 200), as amended.
- ii. **Title.** If this Agreement is supported by state funds, the Recipient shall comply with Section 287.05805, F.S. This section requires the Recipient to grant a security interest in the property to the State of Florida, the type and details of which are provided for in Attachment A. Title to state-owned real property remains vested in the state. Title to federally owned real property remains vested in the Federal government in accordance with the provisions of Section 200.312, OMB Uniform Guidance (2 CFR 200), as amended.

- iii. **Use.** Federally owned real property will be used for the originally authorized purpose as long as needed for that purpose in accordance with Section 200.311, OMB Uniform Guidance (2 CFR 200). State-owned real property will be used as provided in Attachment A.

C. Non-Expendable Property.

- i. **Non-Expendable Property Defined.** For the requirements of this section of the Agreement, “non-expendable property” is the same as “property” as defined in Section 273.02, F.S. (equipment, fixtures, and other tangible personal property of a non-consumable and non-expendable nature, with a value or cost of **\$5,000.00** or more, and a normal expected life of one (1) year or more; hardback-covered bound books that are circulated to students or the general public, with a value or cost of **\$25.00** or more; and uncirculated hardback-covered bound books, with a value or cost of **\$250.00** or more).
- ii. **Title to Non-Expendable Property.** Title (ownership) to all non-expendable property acquired with funds from this Agreement shall be vested in the Commission and said property shall be transferred to the Commission upon completion or termination of the Agreement unless otherwise authorized in writing by the Commission or unless otherwise specifically provided for in Attachment A.

D. Equipment and Supplies

- i. **Title - Equipment.** Title to equipment acquired under a Federal award will vest upon acquisition in the non-Federal entity in accordance with Sections 200.313 and 200.314, OMB Uniform Guidance (2 CFR 200).
- ii. **Title – Supplies.** Title to supplies will vest in the non-Federal entity upon acquisition. Unused supplies exceeding **\$5,000.00** in total aggregate value upon termination or completion of the project or program are subject to Section 200.314, OMB Uniform Guidance.
- iii. **Use – Equipment.** Equipment must be used by the non-Federal entity in the program or project for which it was acquired as long as needed.

Section 13. RELATIONSHIP OF THE PARTIES.

A. Conflict of Interest.

The Recipient covenants that it presently has no interest and shall not acquire any interest that would conflict in any manner or degree with the performance of services required. Each Party hereto covenants that there is no conflict of interest or any other prohibited relationship between the Recipient and the Commission.

B. Recipient Training Qualifications.

The Recipient agrees that all Recipient employees, subrecipients, subcontractors, or agents performing work under the Agreement shall be properly trained technicians who meet or exceed any specified training qualifications. Upon request, Recipient shall furnish a copy of technical certification or other proof of qualification.

C. Commission Security.

All employees, subrecipients, subcontractors, or agents performing work under the Agreement must comply with all security and administrative requirements of the Commission. The Commission may conduct, and the Recipient shall cooperate in, a security background check or otherwise assess any employee, subcontractor, or agent furnished by the Recipient. The Commission may refuse access to, or require replacement of, any personnel for cause, including, but not limited to, technical or training qualifications, quality of work, change in security status, or non-compliance with the Commission's other requirements. Such refusal shall not relieve Recipient of its obligation to perform all work in compliance with the Agreement. The Commission, in coordination with the Recipient, may reject and bar from any facility for cause any of Recipient's employees, subcontractors, or agents.

D. Commission Rights to Assign or Transfer.

The Recipient agrees that the State of Florida shall at all times be entitled to assign or transfer its rights, duties, or obligations under this Agreement to another governmental agency in the State of Florida, upon giving prior written notice to the Recipient.

E. Commission Rights to Undertake or Award Supplemental Contracts.

The Recipient agrees that the Commission may undertake or award supplemental agreements for work related to the Agreement. The Recipient and its subcontractors shall cooperate with such other Recipients and the Commission in all such cases.

Section 14. SUBCONTRACTS.

The Recipient is permitted to subcontract work under this Agreement, therefore, the following terms and conditions apply.

A. Authority.

The Recipient shall ensure, and provide assurances to the Commission upon request, that any subrecipient or subcontractor selected for work under this Agreement has the necessary qualifications and abilities to perform in accordance with the terms and conditions of this Agreement. The Recipient must provide the Commission with the names of any subrecipient or subcontractor considered for work under this Agreement; the Commission reserves the right to reject any subrecipient or subcontractor. The Recipient agrees to be responsible for all work performed and all expenses incurred with the project. Any subrecipient or subcontract

arrangements must be evidenced by a written document available to the Commission upon request. The Recipient further agrees that the Commission shall not be liable to any subrecipient or subcontractor for any expenses or liabilities incurred under the subrecipient agreement or subcontract. The Recipient, at its expense, will defend the Commission against such claims. The following provisions apply in addition to any terms and conditions included in Attachment A.

B. Recipient Payments to Subcontractor or Subrecipient.

If entering a subrecipient agreement is permitted pursuant to Paragraph A above, Recipient agrees to make payments to the subrecipient for satisfactory performance of the tasks/deliverables identified in the subrecipient agreement. Recipient shall pay subrecipient following the same procedures described in paragraph 4 of this Agreement upon submission of invoices for allowable expenses, accompanied by supporting documentation sufficient to justify invoiced expenses or fees, and after acceptance of services and deliverables in writing by the Recipient.

C. Commission Right to Reject Subrecipient or Subcontractor Employees.

The Commission shall retain the right to reject any of the Recipient's, subrecipient's or subcontractor's employees working or anticipated to work on this project, whose qualifications or performance, in the Commission's judgment, are insufficient.

D. Subcontractor and Subrecipient Conflict of Interest.

If subcontracting or entering a subrecipient agreement is permitted pursuant to Paragraph A above, the Recipient agrees to take such actions as may be necessary to ensure that each subcontractor or subrecipient covenants that it presently has no interest and shall not acquire any interest that would conflict in any manner or degree with the performance of services required. Each Party hereto covenants that there is no conflict of interest or any other prohibited relationship between the Recipient, as applicable subrecipient or subcontractor, and the Commission.

Section 15. MANDATORY DISCLOSURE.

These disclosures are required by State law, as indicated, and apply when this Agreement includes State funding; and by Federal law, as indicated, and apply when the Agreement includes a Federal award.

A. Disclosure of Interested State Employees.

This Agreement is subject to Chapter 112, F.S. Recipient shall provide the name of any officer, director, employee, or other agent who is affiliated with this project and an employee of the State of Florida. If the Agreement includes a Federal award, then the Agreement is also subject to Section 200.112, OMB Uniform Guidance (2 CFR 200). Recipient must disclose, in writing, any potential conflict of interest to the Commission in accordance with applicable Federal awarding agency policy.

B. Convicted Vendors.

The Recipient hereby certifies that neither it, nor any person or affiliate of Recipient, has been convicted of a Public Entity Crime as defined in section 287.133, F.S., nor placed on the convicted vendor list. Recipient shall have a continuing obligation to disclose, to the Commission, in writing, if it, its principals, recipient, subrecipient, contractor, or subcontractor, are on the convicted vendors list maintained by the Florida Department of Management Services pursuant to Section 287.133(3)(d), F.S.

- i. **Convicted Vendor List.** Pursuant to Subsection 287.133(2)(a), F.S., a person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not be awarded or perform work as a Recipient, supplier, subcontractor or consultant under a contract with any public entity and may not transact business with any public entity in excess of the threshold amount provided in Section 287.017, F.S., for Category Two for a period of thirty-six (36) months from the date of being placed on the convicted vendor list. The State of Florida, Department of Management Services, Division of State Purchasing provides listings for convicted, suspended, discriminatory and federal excluded parties, as well as the vendor complaint list at:
https://www.dms.myflorida.com/business_operations/state_purchasing/state_agency_resources/vendor_registration_and_vendor_lists
- ii. **Notice of Conviction of Public Entity Crime.** Any person must notify the Department of Management Services and the Commission, in writing, within thirty (30) days after conviction of a public entity crime applicable to that person or an affiliate of that person as defined in Section 287.133, F.S.
- iii. **Vendors on Scrutinized Companies List.** The Recipient certifies that it and any of its affiliates are not scrutinized companies as identified in Section 287.135, F.S. In addition, the Recipient agrees to observe the requirements of Section 287.135, F.S., for applicable sub-agreements entered into for the performance of work under this Agreement. Pursuant to Section 287.135, F.S., the Commission may immediately terminate this Agreement for cause if the Recipient, its affiliates, or its subcontractors are found to have submitted a false certification; or if the Recipient, its affiliates, or its subcontractors are placed on any applicable scrutinized companies list or engaged in prohibited contracting activity during the term of the Agreement. As provided in Subsection 287.135(8), F.S., if federal law ceases to authorize these contracting prohibitions, then they shall become inoperative.

C. Discriminatory Vendors.

The Recipient shall disclose to the Commission, in writing, if they, their subrecipient, contractor, or subcontractor, are on the Discriminatory Vendor List maintained by the Florida Department of Management Services pursuant to Section 287.134(3)(d), F.S. “An entity or affiliate who has been placed on the discriminatory vendor list may not submit a bid, proposal, or reply on a contract to

provide any goods or services to a public entity; may not submit a bid, proposal, or reply on a contract with a public entity for the construction or repair of a public building or public work; may not submit bids, proposals, or replies on leases of real property to a public entity; may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity; and may not transact business with any public entity.” Section 287.134(2)(a), F.S. Recipient has a continuing duty to disclose to the Commission whether they appear on the discriminatory vendor list.

D. Prompt Disclosure of Litigation, Investigations, Arbitration, or Administrative Proceedings.

Throughout the term of the Agreement, the Recipient has a continuing duty to promptly disclose to the Commission’s Grant Manager, in writing, upon occurrence, all civil or criminal litigation, investigations, arbitration, or administrative proceedings (Proceedings) relating to or affecting the Recipient’s ability to perform under this Agreement. If the existence of such Proceeding causes the Commission concern that the Recipient’s ability or willingness to perform the Agreement is jeopardized, the Recipient may be required to provide the Commission with reasonable assurances to demonstrate that: a.) the Recipient will be able to perform the Agreement in accordance with its terms and conditions; and, b.) Recipient and/or its employees or agents have not and will not engage in conduct in performing services for the Commission which is similar in nature to the conduct alleged in such Proceeding.

E. Certain Violations of Federal Criminal Law.

If this Agreement includes a Federal award, then in accordance with Section 200.113, OMB Uniform Guidance (2 CFR 200), Recipient must disclose, in a timely manner, in writing to the Commission all violations of Federal criminal law involving fraud, bribery, or gratuity violations potentially affecting the Federal award.

Section 16. INSURANCE.

If the Recipient is a state or federal agency with self-insurance, Recipient warrants and represents that it is insured, or self-insured for liability insurance, in accordance with applicable state or federal law and that such insurance or self-insurance offers protection applicable to the Recipient’s officers, employees, servants and agents while acting within the scope of their employment with the Recipient.

If the Recipient is not a state or federal agency with self-insurance, then the following applies:

A. Reasonably Associated Insurance.

During the term of the Agreement, the Recipient, at its sole expense, shall maintain insurance coverage of such types and with such terms and limits as may be reasonably associated with the Agreement. Providing and maintaining adequate insurance coverage is a material obligation of the Recipient, and failure to maintain such coverage may void the Agreement. The limits of coverage under each policy maintained by the Recipient shall not be interpreted as limiting the Recipient’s

liability and obligations under the Agreement. All insurance policies shall be through insurers licensed and authorized to write policies in Florida.

B. Workers Compensation.

To the extent required by Chapter 440, F.S., the Recipient will either be self-insured for Worker's Compensation claims or will secure and maintain during the life of this Agreement, Worker's Compensation Insurance for all of its employees connected with the work of this project, with minimum employers' liability limits of \$100,000.00 per accident, \$100,000.00 per person, and \$500,000.00 policy aggregate. Such policy shall cover all employees engaged in any contract work. If any work is subcontracted, the Recipient shall require the subcontractor similarly to provide Workers' Compensation Insurance for all of the latter's employees unless such employees are covered by the protection afforded by the Recipient. Such self-insurance program or insurance coverage shall comply fully with the Florida Workers' Compensation Law (Chapter 440, F.S.). In case any class of employees engaged in hazardous work under this Agreement is not protected under Workers' Compensation statutes, the Recipient shall provide, and cause each subcontractor to provide, adequate insurance satisfactory to the Recipient, for the protection of its employees not otherwise protected. Employers who have employees who are engaged in work in Florida must use Florida rates, rules, and classifications for those employees.

C. General Liability Insurance.

By execution of this Agreement, unless Recipient is a state agency or subdivision as defined by Subsection 768.28(2), F.S. or unless otherwise provided for in Attachment A, the Recipient shall provide reasonable and adequate commercial general liability insurance coverage and hold such liability insurance at all times during the Agreement. A self-insurance program established and operating under the laws of the State of Florida may provide such coverage.

D. Insurance Required for Performance.

During the Agreement term, the Recipient shall maintain any other types and forms of insurance required for the performance of this Agreement as required in Attachment A.

E. Written Verification of Insurance.

Upon execution of this Agreement, the Recipient shall provide the Commission written verification of the existence and amount for each type of applicable insurance coverage. Within thirty (30) days of the effective date of the Agreement, Recipient shall furnish proof of applicable insurance coverage to the Commission's Grant Manager by standard Association for Cooperative Operations Research and Development (ACORD) form certificates of insurance. In the event that any applicable coverage is cancelled by the insurer for any reason, Recipient shall immediately notify the Commission's Grant Manager in writing of such cancellation and shall obtain adequate replacement coverage conforming to the requirements herein and provide proof of such replacement coverage within fifteen (15) business days after the cancellation of coverage.

F. Commission Not Responsible for Insurance Deductible.

The Commission shall be exempt from, and in no way liable for, any sums of money representing a deductible in any insurance policy. The payment of such deductible shall be the sole responsibility of Recipient providing such insurance.

Section 17. SPONSORSHIP.

As required by Section 286.25, F.S., if the Recipient is a nongovernmental organization which sponsors a program financed wholly or in part by state funds, including any funds obtained through this Agreement, it shall, in publicizing, advertising, or describing the sponsorship of the program, state: “Sponsored by (Recipient’s name) and the State of Florida, Fish and Wildlife Conservation Commission.” If the sponsorship reference is in written material, the words “State of Florida, Fish and Wildlife Conservation Commission” shall appear in the same size letters or type as the name of the Recipient’s organization. Additional sponsorship requirements may be specified in Attachment A.

Section 18. PUBLIC RECORDS.

- A. All records in conjunction with this Agreement shall be public records and shall be treated in the same manner as other public records that are under Chapter 119, F.S.
- B. This Agreement may be unilaterally canceled by the Commission for refusal by the Recipient to allow public access to all documents, papers, letters, or other material subject to the provisions of Chapter 119, F.S., and made or received by the Recipient in conjunction with this Agreement, unless exemption for such records is allowable under Florida law.
- C. If the Recipient meets the definition of “Contractor” in Section 119.0701(1)(a) F.S., the Recipient shall comply with the following:
 - i. **IF THE CONTRACTOR HAS QUESTIONS REGARDING THE APPLICATION OF THE CHAPTER 119, FLORIDA STATUTES, TO THE CONTRACTOR’S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT: 850-488-6553, RecordsCustodian@myfwc.com, and 620 South Meridian Street, Tallahassee FL 32399**
 - ii. Keep and maintain public records required by the Commission to perform the service.
 - iii. Upon request from the Commission’s custodian of public records, provide the Commission with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in Chapter 119, F.S. or as otherwise provided by law.

- iv. Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the contract term and following completion of the contract if the Contractor does not transfer the records to the Commission.
- v. Upon completion of the contract transfer, at no cost, to the Commission all public records in possession of the Contractor or keep and maintain public records required by the Commission to perform the service. If the Contractor transfers all public records to the Commission upon completion of the contract, the Contractor shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If the Contractor keeps and maintains public records upon completion of the contract, the Contractor shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to the Commission, upon request from the Commission's custodian of public records, in a format that is compatible with the information technology systems of the Commission.

Section 19. COOPERATION WITH INSPECTOR GENERAL.

Pursuant to subsection 20.055(5), F.S., Recipient, and any subcontractor to the Recipient, understand and will comply with their duty to cooperate with the Inspector General in any investigation, audit, inspection, review, or hearing. Upon request of the Inspector General or any other authorized State official, the Recipient shall provide any type of information the Inspector General deems relevant to the Recipient's integrity or responsibility. Such information may include, but shall not be limited to, the Recipient's business or financial records, documents, or files of any type or form that refer to or relate to the Agreement. The Recipient agrees to reimburse the State for the reasonable costs of investigation incurred by the Inspector General or other authorized State official for investigations of the Recipient's compliance with the terms of this or any other agreement between the Recipient and the State which results in the suspension or debarment of the Recipient. Such costs shall include but not be limited to salaries of investigators, including overtime; travel and lodging expenses; and expert witness and documentary fees.

Section 20. SECURITY AND CONFIDENTIALITY.

The Recipient shall maintain the security of any information created under this Agreement that is identified or defined as "confidential" in Attachment A. The Recipient shall not divulge to third Parties any confidential information obtained by the Recipient or its agents, distributors, resellers, subcontractors, officers or employees in the course of performing Agreement work. To ensure confidentiality, the Recipient shall take appropriate steps regarding its personnel, agents, and subcontractors. The warranties of this paragraph shall survive the Agreement.

Section 21. RECORD KEEPING REQUIREMENTS.

A. Recipient Responsibilities.

The Recipient shall maintain accurate books, records, documents and other evidence that sufficiently and properly reflect all direct and indirect costs of any nature expended in the performance of this Agreement, in accordance with generally accepted accounting principles.

B. State Access to Contractor Books, Documents, Papers, and Records.

The Recipient shall allow the Commission, the Chief Financial Officer of the State of Florida, the Auditor General of the State of Florida, the Florida Office of Program Policy Analysis and Government Accountability or authorized representatives of the state or federal government to have access to any of the Recipient's books, documents, papers, and records, including electronic storage media, as they may relate to this Agreement, for the purposes of conducting audits or examinations or making excerpts or transcriptions..

C. Recipient Records Retention.

Unless otherwise specified in Attachment A, these records shall be maintained for five (5) fiscal years following the close of this Contract, or the period required for this particular type of project by the General Records Schedules maintained by the Florida Department of State (<https://dos.myflorida.com/library-archives/records-management/general-records-schedules/>), whichever is longer. Recipient shall cooperate with the Commission to facilitate the duplication and transfer of such records upon the Commission's request.

D. Recipient Responsibility to Include Records Requirements – Subcontractors.

In the event any work is subcontracted under this Agreement, the Recipient shall include the aforementioned audit and record keeping requirements in all subsequent contracts.

E. Compliance with Federal Funding Accountability and Transparency.

Any federal funds awarded under this Agreement must comply with the Federal Funding Accountability and Transparency Act (FFATA) of 2006. The intent of the FFATA is to empower every American with the ability to hold the government accountable for each spending decision. The result is to reduce wasteful spending in the government. The FFATA legislation requires that information on federal awards (federal financial assistance and expenditures) be made available to the public via a single, searchable website: www.USASpending.gov. Grant recipients awarded a new Federal grant greater than or equal to **\$25,000.00** awarded on or after October 1, 2010, are subject to the FFATA. The Recipient agrees to provide the information necessary, over the life of this Agreement, for the Commission to comply with this requirement.

Section 22. FEDERAL AND FLORIDA SINGLE AUDIT ACT (FSAA) REQUIREMENTS.

Pursuant to the FSAA (or Federal) Vendor / Recipient Determination Checklist, the Recipient has been determined to be a recipient of state financial assistance and/or a subrecipient of a federal award. Therefore, pursuant to Section 215.97, F.S. and/or OMB Uniform Guidance (2 CFR 200), the Recipient may be subject to the audit requirements of the Florida and/or Federal Single Audit Acts. If applicable, the Recipient shall comply with the audit requirements outlined in Attachment B, attached hereto and made a part of the Agreement, as applicable.

Section 23. FEDERAL COMPLIANCE.

As applicable, Recipient shall comply with all federal laws, rules, and regulations, including but not limited to:

A. Clean Air Act and Water Pollution Control Act.

All applicable standards, orders, or requirements issued under the Clean Air Act (42 U.S.C. 7401-7671q), and the Water Pollution Control Act (33 U.S.C. 1251-1387, as amended).

B. Lacey Act, 16 U.S.C 3371-3378.

This Act prohibits trade in wildlife, fish and plants have been illegally taken, possessed, transported or sold.

C. Magnuson-Stevens Fishery Conservation and Management Act, 16 U.S.C. 1801-1884.

This Act governs marine fisheries in Federal waters.

D. Migratory Bird Treaty Act, 16 U.S.C. 703-712.

The Act prohibits anyone, unless permitted, to pursue, hunt, take, capture, kill, attempt to take, capture or kill, possess, offer for sale, sell, offer to purchase, deliver for shipment, ship, cause to be shipped, deliver for transportation, transport, cause to be transported, carry or cause to be carried by any means whatsoever, receive for shipment, transport of carriage, or export, at any time, or in any manner, any migratory bird, or any part, nest, or egg of such bird.

E. Endangered Species Act, 16 U.S.C. 1531, et seq.

The Act provides a program for the conservation of threatened and endangered plants and animals and the habitat in which they are found. The Act also prohibits any action that cause a “taking” of any listed species of endangered fish or wildlife. Also, generally prohibited are the import, export, interstate, and foreign commerce of listed species.

Section 24. FEDERAL FUNDS.

No Federal Funds are applied to this Agreement, therefore, the following terms and conditions do not apply.

A. Prior Approval to Expend Federal Funds to Federal Agency or Employee.

It is understood and agreed that the Recipient is not authorized to expend any federal funds under this Agreement to a federal agency or employee without the prior written approval of the awarding federal agency.

B. Davis-Bacon Act.

Unless exempt, the Davis-Bacon Act, 40 U.S.C. 3141-3148, as supplemented by Department of Labor regulations at 29 CFR Part 5, is applicable to contractors and subcontractors performing on federally funded or assisted contracts in excess of \$2,000.00 for the construction, alteration, or repair (including painting and decorating) of public buildings or public works. Under this Act, contractors and subcontractors must pay their laborers and mechanics employed under the Agreement no less than the locally prevailing wages and fringe benefits for corresponding work on similar projects in the area. Davis-Bacon Act does not apply if federal funding is solely provided by the American Rescue Plan Act (ARPA).

C. Copeland “Anti-Kickback Act”.

- i. **Recipient.** The Recipient shall comply with 18 U.S.C. § 874, 40 U.S.C. § 3145, and the requirements of 29 CFR Part 3 as may be applicable, which are incorporated by reference into this Agreement.
- ii. **Subcontracts.** The Recipient or subrecipient/subcontractor shall insert in any subcontracts the clause above and such other clauses as FEMA may by appropriate instructions require, and also a clause requiring the subrecipients/subcontractors to include these clauses in any lower tier subcontracts. The Recipient shall be responsible for the compliance by any subrecipient/subcontractor or lower tier subrecipient/subcontractor with all these contract clauses.
- iii. **Breach.** A breach of the Agreement clauses above may be grounds for termination of the Agreement, and for debarment as a contractor and subcontractor as provided in 29 CFR § 5.12.

D. Contract Work Hours and Safety Standards Act

29 CFR 5.5(b) Contract Work Hours and Safety Standards Act is hereby incorporated by reference.

E. Rights to Inventions

If this Agreement is supported by federal funds and meets the definition of “funding agreement” under 37 CFR Part 401.2(a) then the Recipient must comply with all requirements of 37 CFR Part 401.

F. Energy Efficiency.

Mandatory standards and policies relating to energy efficiency which are contained in the State energy conservation plan issued in compliance with the Energy Policy and Conservation Act (Pub. L. 94-163, 89 Stat. 871) applies.

G. Debarment and Suspension Recipient Federal Certification

- i. This Agreement is a covered transaction for purposes of 2 CFR Part 180 and 2 CFR Part 3000. As such, the Recipient is required to verify that none of the Recipient's principals (defined at 2 CFR § 180.995) or its affiliates (defined at 2 CFR § 180.905) are excluded (defined at 2 CFR § 180.940) or disqualified (defined at 2 CFR § 180.935).
- ii. The Recipient must comply with 2 CFR Part 180, subpart C and 2 CFR Part 3000, subpart C, and must include a requirement to comply with these regulations in any lower tier covered transaction it enters into.
- iii. This certification is a material representation of fact relied upon by Recipient/Subrecipient. If it is later determined that the Recipient did not comply with 2 CFR Part 180, subpart C and 2 CFR Part 3000, subpart C, in addition to remedies available to Recipient/Subrecipient, the Federal Government may pursue available remedies, including but not limited to suspension and/or debarment.
- iv. The Recipient agrees to comply with the requirements of 2 CFR Part 180, subpart C and 2 CFR Part 3000, subpart C while this offer is valid and throughout the period of any Agreement that may arise from this offer. The Recipient further agrees to include a provision requiring such compliance in its lower tier covered transactions.

H. Byrd Anti-Lobbying Amendment

Recipients awarded \$100,000 or more in Federal funds shall file the required certification. Recipients shall file the required certification with the Commission's Grant Manager five (5) business days after Agreement execution. Each tier certifies to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, officer or employee of Congress, or an employee of a Member of Congress in connection with obtaining any Federal contract, grant, or any other award covered by 31 USC Part 1352. Each tier shall also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award. Such disclosures are forwarded from tier to tier up to the Recipient who in turn will forward the certification(s) to the Commission.

I. Procurement of Recovered Materials

- i. In the performance of this Agreement, the Recipient shall make maximum use of products containing recovered materials that are EPA-designated items unless the product cannot be acquired—

- a. Competitively within a timeframe providing for compliance with the Agreement performance schedule;
- b. Meeting Agreement performance requirements; or
- c. At a reasonable price.
- ii. Information about this requirement, along with the list of EPA- designated items, is available at EPA's Comprehensive Procurement Guidelines.
- iii. The Recipient also agrees to comply with all other applicable requirements of Section 6002 of the Solid Waste Disposal Act.

J. Domestic Preference for Procurements

- i. As appropriate and to the extent consistent with law, the Recipient should, to the greatest extent practicable under a Federal award, provide a preference for the purchase, acquisition, or use of goods, products, or materials produced in the United States (including but not limited to iron, aluminum, steel, cement, and other manufactured products). The requirements of this section must be included in all subcontracts including all contracts for work or products under this Agreement.
- ii. For purposes of this section:
 - a. "Produced in the United States" means, for iron and steel products, that all manufacturing processes, from the initial melting stage through the application of coatings, occurred in the United States.
 - b. "Manufactured products" means items and construction materials composed in whole or in part of non-ferrous metals such as aluminum; plastics and polymer-based products such as polyvinyl chloride pipe; aggregates such as concrete; glass, including optical fiber; and lumber.

K. Compliance with Office of Management and Budget Circulars.

As applicable, Recipient shall comply with the following Office of Management and Budget (OMB) Uniform Guidance (2 CFR 200).

L. Drug Free Workplace.

Pursuant to the Drug-Free Workplace Act of 1988, the Recipient attests and certifies that the Recipient will provide a drug-free workplace compliant with 41 U.S.C. 81.

M. American Rescue Plan Act (ARPA) of 2021.

If this Agreement relies on ARPA federal funds, then the following shall apply:

- i. Recipients shall provide their Unique Entity Identifier (UEI) and any other financial information requested in the sam.gov financial registration process to the Commission prior to Agreement execution.
- ii. Public Law 117-2, American Rescue Plan Act of 2021, Title XI-Committee of Finance Subtitle M; Section 9901.
- iii. Coronavirus State Fiscal Recovery Fund (SFRF) (31 CFR Part 35).
- iv. Office of Management and Budget (OMB) Uniform Guidance (2 CFR 200).
- v. US Department of Treasury, Compliance and Reporting Guidance State and Local Recovery Funds, as amended.

N. Build America, Buy America (BABA) provision of the Infrastructure Investment and Jobs Act (IIJA) of 2021. (117 P.L. 58).

If federal funds are awarded to be used in this Agreement for any project involving construction, alteration, maintenance, or repair of infrastructure in the United States, and if the project involves infrastructure as defined by §70912(5) of BABA, which includes, but is not limited to roads, highways, and bridges; public transportation; dams, ports, harbors, and other maritime facilities; intercity passenger and freight railroads; freight and intermodal facilities; airports; water systems, including drinking water and wastewater systems; electrical transmission facilities and systems; utilities; broadband infrastructure; and buildings and real property; then:

- i. All iron and steel, manufactured products, and construction materials used in the project must be produced in the United States.
- ii. The BABA provision applies to all articles, materials, and supplies consumed in, incorporated into, or affixed to an infrastructure project for federal awards on or after May 14, 2022.
- iii. All subcontractors, successors, or assignees to this Agreement will be held to the same requirements as the original Parties to this Agreement.
- iv. The BABA provision does not apply to tools, equipment, and supplies brought to the construction site and removed at or before completion of the infrastructure project. Nor does the BABA provision apply to equipment and furnishings used at or within the finished infrastructure project but are not an integral part of the structure or permanently affixed to the infrastructure project.

O. Prohibition on Certain Telecommunications and Video Surveillance Services or Equipment

Recipients and subrecipients are prohibited from obligating or expending loan or grant funds to procure, obtain, extend or renew an agreement that utilizes telecommunications equipment

produced by Huawei Technologies Company or ZTE Corporation (or any subsidiary or affiliate of such entities).

- i. For the purpose of public safety, security of government facilities, physical security surveillance of critical infrastructure, and other national security purposes, video surveillance and telecommunications equipment produced by Hytera Communications Corporation, Hangzhou Hikvision Digital Technology Company, or Dahua Technology Company (or any subsidiary or affiliate of such entities).
- ii. Telecommunications or video surveillance services provided by such entities or using such equipment.
- iii. Telecommunications or video surveillance equipment or services produced or provided by an entity that the Secretary of Defense, in consultation with the Director of the National Intelligence or the Director of the Federal Bureau of Investigation, reasonably believes to be an entity owned or controlled by, or otherwise connected to, the government of a covered foreign country.

Section 25. AGREEMENT-RELATED PROCUREMENT.

A. PRIDE.

In accordance with Section 946.515(6), F.S., if a product or service required for the performance of this Contract is certified by or is available from Prison Rehabilitative Industries and Diversified Enterprises, Inc. (PRIDE) and has been approved in accordance with Subsection 946.515(2), F.S., the following statement applies:

It is expressly understood and agreed that any articles which are the subject of, or required to carry out, this contract shall be purchased from [PRIDE] in the same manner and under the same procedures set forth in Subsections 946.515(2) and (4), F.S.; and for purposes of this contract the person, firm or other business entity carrying out the provisions of this contract shall be deemed to be substituted for this agency insofar as dealings with such corporation are concerned.

The above clause is not applicable to subcontractors unless otherwise required by law. Additional information about PRIDE and the products it offers is available at <http://www.pride-enterprises.org>.

B. Respect of Florida.

In accordance with Subsection 413.036(3), F.S., if a product or service required for the performance of this Contract is on the procurement list established pursuant to Subsection 413.035(2), F.S., the following statement applies:

It is expressly understood and agreed that any articles that are the subject of, or required to carry out, this contract shall be purchased from a nonprofit agency for the blind or for the

severely handicapped that is qualified pursuant to Chapter 413, F.S., in the same manner and under the same procedures set forth in Subsections 413.036(1) and (2), F.S.; and for purposes of this contract, the person, firm or other business entity carrying out the provisions of this contract shall be deemed to be substituted for the state agency insofar as dealings with such qualified nonprofit agency are concerned.

Additional information about the designated nonprofit agency and the products it offers is available at <http://www.respectofflorida.org>.

C. Procurement of Recycled Products or Materials.

Contractor agrees to procure any recycled products or materials which are the subject of or are required to carry out this Contract in accordance with Section 403.7065, F.S.

Section 26. INDEMNIFICATION.

If the Recipient is a state agency or subdivision, as defined in Subsection 768.28(2), F.S., or as a governmental entity as defined in Subsection 287.012(14), F.S., neither Party indemnifies nor insures the other Party for the other Party's negligence. Recipient is responsible for all personal injury and property damage attributable to the negligent acts or omissions of that party, its officers, employees, volunteers and agents. Nothing contained herein shall be construed or interpreted as denying to any party any remedy or defense available under the laws of the state of Florida, nor as a waiver of sovereign immunity of the state of Florida beyond the waiver provided for in section 768.28, F.S., as amended.

If Recipient is not a state agency or subdivision as defined above, Recipient shall be fully liable for the actions of its agents, employees, partners, or subcontractors and shall fully indemnify, defend, and hold harmless the State and the Commission, and their officers, agents, and employees, from suits, actions, damages, and costs of every name and description, including attorneys' fees, arising from or relating to personal injury and damage to real or personal tangible property alleged to be caused in whole or in part by Recipient, its agents, employees, partners, or subcontractors, provided, however, that Recipient shall not indemnify for that portion of any loss or damages proximately caused by the negligent act or omission of the State or the Commission. The Commission reserves the right to select its counsel.

Section 27. NON-DISCRIMINATION.

No person, on the grounds of race, color, religion, gender, pregnancy, national origin, age, handicap, or marital status, shall be excluded from participation in, be denied the proceeds or benefits of, or be otherwise subjected to discrimination in performance of this Agreement.

Section 28. MEDIATION.

In the event of any claim or dispute arising by or between the Commission and the Recipient, each party shall continue to perform as required under the Agreement, notwithstanding the existence of such claim or dispute, it being acknowledged that time is of the essence. This provision includes, but is not limited

to, the obligation to continue to perform under the Agreement notwithstanding disputes as to amounts due for payment hereunder.

Except for any claim, dispute, or matter in question that has been waived by the acceptance of final payment, or that is otherwise barred by the applicable statute of limitations or other provision of law, any claim, dispute, or other matter in question arising out of, or relating to, the Work or the Agreement or the breach thereof, shall be first submitted to non-binding mediation by a single mediator in Tallahassee, Florida

The party making a claim or dispute shall notify the other in writing of its claim or dispute within ten working days of the event giving rise to the claim or dispute.

- i. Such notice shall give the other party ten working days from receipt of the notice to respond in writing.
- ii. If the party initiating such notice is not satisfied with the response, then it shall invoke this clause initiating non-binding mediation by sending a demand for mediation in writing to the other party within seven (7) days.
- iii. The Parties have two weeks after notice to agree in writing upon a mediator.
- iv. If the Parties cannot agree upon a Florida Supreme Court certified mediator, then the Parties shall request the Chief Judge of the Second Judicial Circuit in Leon County, Florida, to appoint a Florida Supreme Court certified mediator.
 - a. The mediator's fees shall be born equally by the Parties involved in the mediation and shall pay all of its own attorneys' fees and expenses related to the mediation unless otherwise agreed.
 - b. Unless otherwise agreed by the Parties in writing, such mediation shall take place within forty-five (45) days of the appointment of, or agreement to, the mediator if the mediator's schedule so allows.
 - c. The terms of this Agreement and any dispute relating thereto will be governed by the laws of the State of Florida, any litigation will be brought in the state or federal court in and for Tallahassee, Florida, and you agree to submit to the exclusive jurisdiction of the state and federal courts located in and for the Leon County, State of Florida.
 - d. All Parties agree to negotiate in good faith in an effort to settle any dispute. All Parties shall have a representative present at mediation with the authority to settle the case.
- v. Any resolution achieved at mediation shall be set forth in a written settlement agreement.
- vi. The Recipient shall require all the dispute resolution provisions and requirements set out in this Section in each contract it makes with any Subcontractor, material supplier, equipment supplier, or fabricator.

- vii. In no event shall the demand for mediation be made after the date when institution of legal or equitable proceedings based on such claim, dispute, or other matter in question would be barred by the applicable statute of limitations, or otherwise.

Unless otherwise agreed in writing, the Recipient shall carry on the Work and maintain its performance of this Agreement during any claim, dispute, or mediation.

If any matter sought to be mediated by the Commission or the Recipient involves a claim or other matter by or against the Consultant, any Subcontractor, any Separate Contractor, or any other third party, or any such entity is reasonably necessary to be joined in the mediation to permit a full and complete disposition of the dispute submitted hereunder, then the Consultant, Subcontractor, Separate Contractor or third party shall be joined by personal service of the notice demanding mediation.

Such termination of the mediation shall not preclude any party from commencing any judicial proceeding in a court of competent jurisdiction in Leon County, Florida, providing the claims sought to be decided are not otherwise barred.

Any demand for mediation and any answer to such demand must contain a written statement of each claim alleged and the dollar amount in controversy sought in each claim.

Should mediation fail to resolve the claim submitted, the Parties may then proceed to seek applicable remedies at law.

The agreement to mediate set forth in this Section shall apply to, and become part of, any Subcontract, any contract into which these General Conditions are incorporated by reference or otherwise, and the Parties to such contract shall mediate all disputes arising out of, or in any way relating to, that contract or the Project in accordance with the provisions of this Section.

Section 29. SEVERABILITY, CHOICE OF LAW, AND CHOICE OF VENUE.

This Agreement has been delivered in the State of Florida. Florida law governs this Agreement, all agreements arising under or out of this Agreement, and any legal action or other proceeding of any kind designed to resolve a dispute that arises out of or relates to this Agreement. Wherever possible, each provision of this Agreement shall be interpreted in such manner as to be effective and valid under applicable law. If a court or other tribunal finds any provision of this Agreement unenforceable as written, the unenforceable provision(s) shall be ineffective to the extent of such prohibition or invalidity, without invalidating the remainder of such provision and the remaining provisions of this Agreement. The Parties have selected the Second Judicial Circuit in Leon County, Florida, as the mandatory and exclusive forum for resolving any dispute, in law or equity, that arises out of or relates to the Parties' transactions. By signing this Agreement, Recipient affirms that Recipient considers the Second Judicial Circuit to be a fair and convenient forum for any legal action or other proceeding of any kind designed to resolve such a dispute. The Recipient will not initiate in any other forum a legal action or other proceeding to which this provision applies.

Section 30. JURY TRIAL WAIVER.

As part of the consideration for this Agreement, the Parties hereby waive trial by jury in any action or proceeding brought by any party against any other party pertaining to any matter whatsoever arising out of or in any way connected with this Agreement, or with the products or services provided under this Agreement, including but not limited to any claim by the Recipient of *quantum meruit*.

Section 31. NO THIRD-PARTY RIGHTS.

The Parties hereto do not intend, nor shall this Agreement be construed, to grant any rights, privileges or interest to any person not a party to this Agreement.

Section 32. PROHIBITION OF UNAUTHORIZED ALIENS.

In accordance with Federal Executive Order 96-236, the Commission shall consider the employment by the Recipient of unauthorized aliens a violation of Section 274A(e) of the Immigration and Nationalization Act. Such violation shall be cause for unilateral cancellation of this Agreement if the Recipient knowingly employs unauthorized aliens.

Section 33. EMPLOYMENT ELIGIBILITY VERIFICATION (E-VERIFY).**A. Requirement to Use E-Verify.**

Section 448.095(2) Florida Statute requires the Contractor to: 1.) utilize the U.S. Department of Homeland Security's E-Verify system to verify the employment eligibility of all new employees hired by the Contractor during the Contract term; and 2.) include in all subcontracts under this Contract, the requirement that subcontractors performing work or providing services pursuant to this Contract utilize the E-Verify system to verify the employment eligibility of all new employees hired by the subcontractor during the term of the subcontract.

B. E-Verify Online.

E-Verify is an Internet-based system that allows an employer, using information reported on an employee's Form I-9, Employment Eligibility Verification, to determine the eligibility of all new employees hired to work in the United States. The Department of Homeland Security's E-Verify system can be found online at <https://www.e-verify.gov>.

C. Enrollment in E-Verify.

As a condition precedent to entering a Contract with the Commission, Contractors and Subcontractors shall register with and use the E-Verify system. Failure to do so shall result in the Contract not being issued, or if discovered after issuance, termination of the Contract.

D. E-Verify Recordkeeping.

The Contractor further agrees to maintain records of its participation and compliance with the provisions of the E-Verify program, including participation by its subcontractors as provided above, and to make such records available to the Commission or other authorized state entity consistent with the terms of the Contractor's enrollment in the program. This includes maintaining a copy of proof of the Contractor's and subcontractors' enrollment in the E-Verify Program. If a contractor enters into a contract with a subcontractor, the subcontractor must provide the contractor with an affidavit stating that the subcontractor does not employ, contract with, or subcontract with an unauthorized alien. The contractor shall maintain a copy of such affidavit for the duration of the contract.

E. Employment Eligibility Verification & Compliance.

Compliance with the terms of the Employment Eligibility Verification provision is made an express condition of this Contract and the Commission may treat a failure to comply as a material breach of the Agreement. If the Commission terminates the Contract pursuant to Section 448.095(2)(c) Florida Statute, the contractor may not be awarded a public contract for at least 1 year after the date on which the contract was terminated and the Contractor is liable for any additional costs incurred by The Commission as a result of the termination of this Contract.

Section 34. FORCE MAJEURE AND NOTICE OF DELAY FROM FORCE MAJEURE.

Neither Party shall be liable to the other for any delay or failure to perform under this Agreement if such delay or failure is neither the fault nor the negligence of the Party or its employees or agents and the delay is due directly to acts of God, wars, acts of public enemies, strikes, fires, floods, or other similar cause wholly beyond the Party's control, or for any of the foregoing that affects subcontractors or suppliers if no alternate source of supply is available. However, in the event of delay from the foregoing causes, the Party shall take all reasonable measures to mitigate any and all resulting delay or disruption in the Party's performance obligation under this Agreement. If the delay is excusable under this paragraph, the delay will not result in any additional charge or cost under the Agreement to either Party. In the case of any delay Recipient believes is excusable under this paragraph, Recipient shall notify the Commission's Grant Manager in writing of the delay or potential delay and describe the cause of the delay either: (1) within ten (10) calendar days after the cause that creates or will create the delay first arose, if Recipient could reasonably foresee that a delay could occur as a result; or (2) within five (5) calendar days after the date Recipient first had reason to believe that a delay could result, if the delay is not reasonably foreseeable. **THE FOREGOING SHALL CONSTITUTE THE RECIPIENT'S SOLE REMEDY OR EXCUSE WITH RESPECT TO DELAY.** Providing notice in strict accordance with this paragraph is a condition precedent to such remedy. The Commission, in its sole discretion, will determine if the delay is excusable under this paragraph and will notify Recipient of its decision in writing. No claim for damages, other than for an extension of time, shall be asserted against the Commission. Recipient shall not be entitled to an increase in the Agreement price or payment of any

kind from the Commission for direct, indirect, consequential, impact, or other costs, expenses or damages, including but not limited to costs of acceleration or inefficiency arising because of delay, disruption, interference, or hindrance from any cause whatsoever. If performance is suspended or delayed, in whole or in part, due to any of the causes described in this paragraph, after the causes have ceased to exist, Recipient shall perform at no increased cost, unless the Commission determines, in its sole discretion, that the delay will significantly impair the value of the Agreement to the Commission or the State, in which case, the Commission may do any or all of the following: (1) accept allocated performance or deliveries from Recipient, provided that Recipient grants preferential treatment to the Commission with respect to products or services subjected to allocation; (2) purchase from other sources (without recourse to and by Recipient for the related costs and expenses) to replace all or part of the products or services that are the subject of the delay, which purchases may be deducted from the Agreement quantity; or (3) terminate the Agreement in whole or in part.

Section 35. TIME IS OF THE ESSENCE.

Time is of the essence regarding the performance obligations set forth in this Agreement. Any additional deadlines for performance for Recipient's obligation to timely provide deliverables under this Agreement including but not limited to timely submittal of reports, are contained in Attachment A.

Section 36. REPORTING REQUIREMENTS CONCERNING EXECUTIVE ORDER 20-44.

This term does not apply to governmental entities.

If this Agreement is a sole-source, public-private agreement or if the Recipient, through this Agreement with the State, annually receives 50% or more of their budget from the State or from a combination of State and Federal funds, the Recipient shall provide an annual report (Executive Order 20-44 Attestation Form), including the most recent IRS Form 990, detailing the total compensation for the entities' executive leadership teams. Total compensation shall include salary, bonuses, cashed-in leave, cash equivalents, severance pay, retirement benefits, deferred compensation, real-property gifts, and any other payout.

The Recipient must also inform the Commission's Grant Manager of any changes in total executive compensation between the annual reports. All compensation reports must indicate what percent of compensation comes directly from the State or Federal allocations to the Recipient.

Section 37. MEDIA REQUESTS.

Recipients shall refer all requests by the media or public relations personnel to the Commission's Grant Manager. Recipients must submit a written request for permission before consulting with the media and the Commission will provide consultation and talking points. Recipients will not issue news releases, respond to questions, or make statements on behalf of the Commission or its partners without prior direction and the Commission's written approval. Production and filming requests related to this Agreement shall be processed through the Commission only.

Section 38. USE OF SMALL UNMANNED AIRCRAFT SYSTEMS

Unless superseded or otherwise further described in Attachments A, if the Recipient intends to use a small unmanned aircraft system (sUAS) at any time throughout the duration of the Agreement, the Recipient shall request approval from the Commission, in writing, prior to use. Upon request by the Commission, the Recipient shall provide all required documentation, such as license or certification, flight plans, and registrations. The Commission will notify the Recipient in writing of the approval or rejection of the request. If approved, the Recipient will be provided with the Commission's policies, and is responsible and liable for adhering to any and all rules and regulations, including the Commissions policies, applicable to operating sUAS.

Section 39. ENTIRE AGREEMENT.

This Agreement with all incorporated attachments and exhibits represents the entire Agreement of the Parties. Any alterations, variations, changes, modifications or waivers of provisions of this Agreement shall only be valid when they have been reduced to writing, and duly signed by each of the Parties hereto, unless otherwise provided herein. In the event of conflict, the following order of precedence shall prevail: this Agreement and its attachments, the terms of the solicitation and the Recipient's response to the solicitation.

REMAINDER OF THE PAGE INTENTIONALLY LEFT BLANK

SIGNATURE PAGE TO FOLLOW

SIGNATURES

IN WITNESS WHEREOF, the Parties hereto have caused this Agreement to be executed through their duly authorized signatories on the day and year last written below.

RECIPIENT EXECUTION SIGNATURE	COMMISSION EXECUTION SIGNATURE
City of Cedar Key	Florida Fish and Wildlife Conservation Commission
Recipient Signature	Executive Director (or Designee) Signature
Print Name	Print Name
Title	Title
Date	Date

ATTACHMENTS

Attachments in this Agreement include the following:

- Attachment A, Scope of Work
- Attachment B, Requirements of the Federal and Florida Single Audit Acts
- Attachment C, Monitoring Guidelines
- Attachment D, Site Dedication
- Attachment E, Boating Access Performance Tracking and Reporting Forms

SCOPE OF WORK

1. PROJECT DESCRIPTION

- A. Purpose and Background:** The City of Cedar Key (Recipient) will use grant funds to conduct a feasibility study and subsequently design, engineer, and permit boating access improvements to the outer boat ramps at the Cedar Key Public Marina in Cedar Key, Florida.
- B. Project Benefits:** Improvements to the Marina's outer launches will enhance boater access, capacity, and safety. Adding an additional lane will reduce user wait times, encouraging more boating activity, which is a primary driver of the City's economy.
- C. Type of Agreement:** This is a cost reimbursement agreement in accordance with Cost Reimbursement Contract Payment Requirements, Section 4(G) of the Agreement. Requirements are outlined in the Department of Financial Services, Bureau of Accounting and Auditing, *Reference Guide for State Expenditures*.
- D. Term of Agreement:** The term of the Agreement shall begin upon execution by the last Party to sign and shall remain in effect until June 30, 2028. Prior to the end of term, Recipient shall complete the tasks and provide the deliverables described in this Scope of Work. **All activities must be completed by June 30, 2028.**

2. PROJECT DELIVERABLES

Total payments for all deliverables will not exceed the maximum grant award amount of \$249,500.

- A. Deliverable 1:** The Recipient will, through own staff or through contracted services, design and engineer plans for improvements at the Cedar Key Public Marina's outer ramp.

Deliverable 1 Tasks:

- Complete all required environmental surveys including but not limited to topographic, bathymetric and geotechnical surveys;
- Conduct a preliminary design feasibility study and submit results to the FBIP Grant Manager for approval;
- Based on the approved feasibility study and conceptual plan, develop draft design plans for review and approval by the FBIP Grant Manager; and
- Upon approval by FBIP Grant Manager, provide final signed and sealed plans.

Compensation: Total payment for this deliverable will not exceed \$229,500.

Minimum Performance: Minimum performance will be the completion of all Tasks listed above and the completion of all requirements in Section 4 - Performance.

Documentation: Documentation includes an attestation of activities or services rendered, proof of payment, all necessary completed surveys, preliminary design feasibility study, as well as draft and final plans. See FWC Cost Reimbursement Contract Payment Requirements, Section 4(G) of the Agreement, for additional details on supporting documentation.

- B. Deliverable 2:** The Recipient will, through own staff or through contracted services, acquire permits for improvements at the Cedar Key Public Marina's outer ramp, utilizing the plans approved by FWC in Deliverable 1.

Deliverable 2 Tasks:

- Prepare and submit applications to the Florida Department of Environmental Protection (FDEP), U.S. Army Corps of Engineers (USACE), and any other agencies that require permitting be applied for; and
- Upon receipt of approval or other notices by the permitting agencies, provide copies to the FBIP Grant Manager.

Compensation: Total payment for this deliverable will not exceed \$20,000.

Minimum Performance: Minimum performance will be the completion of all Tasks listed above and the completion of all requirements in Section 4 - Performance.

Documentation: Documentation includes an attestation of activities or services rendered, proof of payment, and final decisions by permitting agencies. See FWC Cost Reimbursement Contract Payment Requirements, Section 4(G) of the Agreement, for additional details on supporting documentation.

3. FINANCIAL CONSEQUENCES

- A.** Pursuant to 215.971(1)(c), Florida Statutes, the Commission will withhold payment of Program funds for failure to complete the Project as described herein within the timeframe allowed, or for failure to correct any Project deficiencies, as noted in the final Project inspection. Only those tasks completed, or items purchased and received in accordance with the scope of work and within the agreement period of performance will be eligible for reimbursement. Failure of the Recipient to perform the tasks and provide the deliverable shall be considered non-compliant with terms and payment will not be processed.
- B.** In addition to nonpayment for tasks which are not satisfactorily or timely completed, or for failure to correct any project deficiencies, as noted in the final project inspection, the Commission will impose a financial consequence of twenty-five percent (25%) of the total contract amount for failure to complete any tasks satisfactorily or timely, or for failure to correct any project deficiencies, as noted in the final project inspection. The final project inspection will be done by a Commission employee verifying that the project was completed according to the project scope of work.
- C.** Failure of Recipient to have all receipts and evidence of project performance reflecting costs were incurred within the period of performance may jeopardize payment of funds to the Recipient per the Agreement.
- D.** Following the end of the term of this Agreement, the Recipient shall repay any Program funds received for the Project for failure to maintain the Project site as a public boating access facility according to the terms and conditions herein for a period of twenty (20) years. This section shall survive any Agreement termination.

4. PERFORMANCE

- A. Permit Requirements:** The Recipient agrees to adhere to all federal, state, county and city permit requirements of the Project.
- B. Procurement:** The Recipient shall procure goods and services through a competitive solicitation process in accordance with Chapter 287, Florida Statutes. The Recipient shall forward one copy of any solicitation to the Commission's grant manager for review prior to soliciting for quotations or commencing any work. The Recipient shall forward one copy of the bid tabulation, or similar list of responses to the solicitation, along with the award recommendation to the Commission's grant manager, to retain in their own records.
- C. Engineering:** If applicable, all engineering must be completed by a professional engineer or architect registered in the State of Florida. All work must meet or exceed minimum design standards and guidelines established by all applicable local, state and federal laws. The Recipient agrees to adhere to all federal, state, county and city requirements of the Project and all requirements of the 2010 Standards issued pursuant to the Americans with Disabilities Act, 1003 – Recreational Boating Facilities. Standard 235.3 for Accessible Design requires that where boarding piers are provided at boat launch ramps, no fewer than one must be accessible. When compliance with ADA wheelchair accessibility requirements is in question with regard to reimbursable costs under this Agreement, the Commission may engage a third-party engineer at its own expense to review the design and report to the Commission concerning compliance. The Commission's determination based on this review will be final.
- D. Construction:** If applicable, the Contractor shall be certified by the Division of Construction Industry Licensing Board of the Florida Department of Business and Professional Regulation for the duration of this contract and shall provide evidence of such certification upon request.
- E. Commencement of Work:** The Recipient shall commence work on the Project within ninety (90) days of execution of the Agreement. Failure by the Recipient to begin work shall constitute a breach of the Agreement and may result in termination of the Agreement by the Commission.
- F. Performance Criteria:** The Recipient shall complete the Project as described in this Scope of Work and Florida Boating Improvement Program Application 25-007, incorporated herein by reference, according to any bid specifications. Failure to complete the project in a satisfactory manner could result in financial consequences as specified herein.
- G. Certification of Completion:** Within thirty (30) calendar days following completion of all Project deliverables, the Recipient must sign and submit to the Commission's grant manager, a Certification of Completion, attached hereto and made a part hereof as Attachment E, Form 5 which certifies the Project was completed in accordance with the provisions herein. For construction projects, final photographs shall be submitted with the Certification of Completion, Attachment E, Form 5.
- H. Project Close Out Report:** In addition to final project photographs (if applicable) and the Certification of Completion, within thirty (30) calendar days following completion of all Project deliverables, the Recipient shall submit the Project Close Out Report, attached hereto and made a part hereof as Attachment E, Form 4. If any costs were determined by FWC to be ineligible after reimbursement, a refund check is also due within thirty (30) calendar days of notice, mailed to:

Grants & Revenue Section, FWC, 620 S. Meridian Street, Tallahassee, Florida 32399 and a photocopy of the check must accompany the Project Close Out Report, Form 4.

- I. Site Dedication:** For construction grants, but not for grants which involve only design, engineering, permitting, or for grants for the installation of waterway markers or other projects on sovereign submerged lands, the Recipient agrees to dedicate the project site as a boat access facility for the use and benefit of the public as a condition of receiving funds under this Agreement. The Site Dedication is attached hereto and made a part hereof as Attachment D. If required, the Recipient shall execute and record this document in the official records of the County where the Project is located. As proof of the site dedication, a copy of the recorded document shall be submitted to the Commission in addition to the Certification of Completion, Attachment E, Form 5.

Final reimbursement or 25% of the award, whichever is greater, shall be withheld until receipt of Site Dedication and Certification of Completion. Following this initial site dedication, the project site shall remain a public boat access facility for a period not less than twenty (20) years following the date the Site Dedication was recorded. Land under control other than by ownership by the Recipient (i.e. lease, management agreement, cooperative agreement, inter-local agreement or other similar instrument) shall be managed by the Recipient as a public boat access facility for the entirety of this site dedication period surviving the Agreement termination. Recipient agrees to secure all authorizations necessary for continuing use and management of the property for the duration of this site dedication period. Title to all improvements shall be retained by the Recipient upon final payment by the Commission.

The Recipient shall repay all funds received for the Project under this Agreement for failure to maintain the Project site as a public boating access facility according to the terms and conditions herein for the duration of the site dedication period. Should the Recipient convert all or any part of the Project to other than Commission approved uses prior to the end of this site dedication period, or should the Recipient lose authorization to use and manage the property on which the Project is completed before the end of the site dedication period, the Recipient shall replace the area, facilities, resource or site at its own expense with a project acceptable to the Commission of comparable scope and quality. In the event the Project is converted to use for other purposes or the Recipient loses authorization to use and manage the property on which the Project is completed within the site dedication period and Recipient has not replaced the Project with a like project acceptable to the Commission, the Recipient agrees to return to the Commission all funds tendered under this Agreement for the original Project.

Site dedication, the site dedication period, and all terms of this section survive any Agreement termination. If mutually agreed upon by both parties in writing the site dedication may be rescinded. The Commission shall waive the site dedication requirement if no program funds were dispersed.

- J. Acknowledgement:** Upon completion of the Project, and prior to the reimbursement of funds, the Recipient, at its expense, shall purchase, erect and maintain a permanent sign, not less than three (3) feet by four (4) feet in size, displaying the Commission's logo acknowledging the Commission and the Florida Boating Improvement Program as a funding source for the Project. Any other form of acknowledgement must be approved in writing by the Commission's grant manager. Such acknowledgement shall be maintained for the duration of the site dedication period described in Section I, Site Dedication, above in Section 4, Performance. Should the sign or acknowledgement be damaged, removed or destroyed, the Recipient shall, at its expense, replace it within ninety (90) days. Should the Recipient fail to maintain such acknowledgement other than the ninety (90) day replacement term, the Recipient agrees to return to the Commission all funds tendered under this Agreement for the original Project. The Recipient shall provide a draft copy of the

acknowledgement sign for approval by the Commission prior to displaying on site. Language to place on the sign shall include: This Project was funded by the Florida Fish and Wildlife Conservation Commission through the Florida Boating Improvement Program. This section survives any Agreement termination.

- K. Directional Signs:** Prior to the reimbursement of funds, the Recipient, at its expense, shall purchase, erect and maintain directional signs, approved by the Commission, on main public highways to direct public users to each boating facility funded through the Program regardless of which portion of the Project the Program funded. The Recipient agrees to provide and maintain such signs at its expense for the entirety of the site dedication period described in Section I, Site Dedication, above in Section 4, Performance. Should the signs be damaged, removed or destroyed, the Recipient shall, at its expense, replace them within ninety (90) days. Should the Recipient fail to erect and maintain such signs other than the ninety (90) day replacement term, the Recipient agrees to return to the Commission all funds tendered under this Agreement for the original Project. This requirement can be waived by the Commission's grant manager, in writing, if the Recipient receives a written denial from the Florida Department of Transportation for the installation of the signs. This section survives any Agreement termination.

5. BUDGET

- A. Project Budget:** For satisfactory completion of the tasks and deliverables described in this Scope of Work, by the Recipient under the terms of this Agreement, the Commission shall pay the Recipient on a cost reimbursement basis in an amount not to exceed \$249,500. All amounts noted in the budget are estimates based on preliminary quotes or prior project activities from the application amount. Deviations from this budget that exceed ten percent (10%) of the total amount in any budget category/deliverable must be approved by the Commission's grant manager in writing prior to the deviation. The Recipient shall be reimbursed only for budgeted eligible expenses incurred during the Agreement Period that are directly related to the Project.

	FBIP	Cost Share	Total
Administration (max 5% of total)	\$0	\$0	\$0
Contracted Services	\$249,500	\$0	\$249,500
Design/Engineering	\$0	\$0	\$0
Permitting	\$0	\$0	\$0
Site Preparation	\$0	\$0	\$0
Demolition and Removal	\$0	\$0	\$0
Construction	\$0	\$0	\$0
Contingency Costs (max 10% of total)	\$0	\$0	\$0
Other Costs	\$0	\$0	\$0
TOTAL	\$249,500	\$0	\$249,500
PERCENTAGE	100%	0%	100%

- B. Cost Share:** The Recipient agrees to provide 0% of the cost of the total cost of the. The total compensation by the Commission shall be \$249,500 or 100% of the total cost, whichever is less.

- C. Pre-Award Costs:** The City of Cedar Key was selected by the Florida Boating Improvement Program Evaluation Committee to move forward in the Florida Boating Improvement Program application process. No pre-award costs are authorized under the terms of this Agreement.

6. COMPENSATION AND PAYMENT

- A. Fee Schedule:** This section is not applicable.
- B. Travel Expenses:** No travel expenses are authorized under the terms of this Agreement.
- C. Cost Reimbursement:** This is a cost reimbursement agreement. The total approved estimated project cost for the Project is \$249,500. The Commission agrees to reimburse the Recipient for an amount not to exceed \$249,500 or 100% of the total cost for the Project, whichever is less for satisfactory completion by the Recipient of the Project. The Recipient shall be responsible for any additional costs that exceed the total approved estimated project cost for the Project.
- D. Invoice Schedule and Payment:** Invoices may be submitted upon the completion of at least one deliverable listed in the scope of work. The Commission shall have up to thirty (30) days to inspect and approve the Project deliverables once reported complete by the Recipient. If there are deficiencies noted in the Project inspection, these shall be corrected by the Recipient prior to payment by the Commission. The Commission shall restrict any or all payment of funds pending correction of such deficiencies.

Within ninety (90) days of completion of all Project deliverables, the Recipient shall report the Project complete by submitting all required documentation for reimbursement and Close Out. Final payment shall be contingent upon the Commission's grant manager receiving and accepting the:

- Recorded Site Dedication (Attachment D), if required, as described herein
- Final Quarterly Progress Report (Attachment E, Form 1)
- Reimbursement Request (Attachment E, Form 2)
- Detail of Claims (Attachment E, Form 3) and supporting documentation
- Project Close Out Report (Attachment E, Form 4)
- Certification of Completion (Attachment E, Form 5)
- Complete Subcontractor List (Attachment E, Form 6)
- Subcontractor Minority Status Report (Attachment E, Form 7), and
- FWC final inspection of the construction project or FWC approval of design plans, if required.

Final reimbursement or 25% of award, whichever is greater, shall be withheld until receipt and acceptance of all required documents.

- E. Forms and Documentation:** After receiving acceptance of deliverable completion from the Commission's grant manager, the Recipient shall submit a Reimbursement Request, Attachment E, Form 2 and a Detail of Claims, Attachment E, Form 3 with each request for reimbursement.

The Recipient shall submit and maintain supporting documentation for all funds expended and received under this Agreement in sufficient detail for proper pre- and post-audit and to verify work performed was in accordance with the deliverable(s) and not eligible for payment under any other state or federal funding source. Supporting documentation includes, but is not limited to, quotes, procurement documents, purchase orders, receipts, invoices, images of processed checks or EFT records, bank statements or copies of general ledgers. See FWC Cost Reimbursement

Contract Payment Requirements for additional details on supporting documentation which is Section 4(G) of the Agreement.

The Commission's grant manager shall have up to ten (10) days to review and approve the invoice for payment. Any errors or insufficient supporting documentation included with the invoice will delay payment and the thirty (30) days to review by the Commission may begin again.

7. MONITORING SCHEDULE

A. Compliance Monitoring and Corrective Actions: The Commission will monitor the Recipient's service delivery to determine if the Recipient has achieved the required level of performance. For additional information see Attachment C Monitoring Guidelines. If the Commission at its sole discretion determines that the Recipient failed to meet any of the Terms and Conditions of this Agreement, the Recipient will be sent a formal written notice within thirty (30) days. The Recipient shall correct all identified deficiencies within forty-five (45) days of notice or submit a Corrective Action Plan if additional time is required. Failure to meet 100% compliance with all of the Terms and Conditions of this Agreement or failure to correct the deficiencies identified in the notice within the time frame specified may result in delays in payment or termination of this Agreement in accordance with the Termination section.

B. Site Inspections: The Commission may inspect the Project site prior to and, if applicable, during the construction of the Project. The Recipient shall notify the Commission's grant manager when the Project has reached substantial completion so that inspection may occur in a timeframe allowing for the timely submission and processing of the final invoice. The Commission's grant manager, or designee, shall inspect the work accomplished on the Project and, if deemed complete and in compliance with the terms of the Agreement, approve the request for reimbursement.

The Recipient shall allow unencumbered access to the Project site to the Commission, its employees or agent for the duration of the Agreement and for the duration of the site dedication period described in Section I, Site Dedication, above in Section 4, Performance for the purpose of site visit or inspection to verify the facility is being maintained, in operation and is open and available to the public. As part of the inspection, the Commission may request maintenance and use information from the Recipient to validate the condition of the facility. This section shall survive any Agreement termination.

C. Project Maintenance: The Recipient shall provide and be responsible for any and all costs associated with the ordinary and routine operations and maintenance of the project site, including any and all personnel, equipment or service and supplies costs beyond the costs approved for reimbursement in this Agreement for the duration of the site dedication period described in Section I, Site Dedication, above in Section 4, Performance. This section shall survive any Agreement termination.

D. Quarterly Progress Reports: Starting the first quarter after the date the Agreement is executed, the Recipient shall submit to the Commission, on a quarterly basis, Quarterly Progress Reports outlining the progress of the Project (financial and programmatic), identifying any problems that may have arisen, and actions taken to correct such problems. Such reports shall be submitted on the Quarterly Progress Report Forms attached hereto and made a part hereof as Attachment E, Form 1. Progress report are required until the Certification of Completion is submitted, even if work is complete. Reports are due to the Commission's grant manager according to the following schedule:

Reporting Period

January through March
April through June
July through September
October through December

Report due by:

April 15th
July 15th
October 15th
January 15th

E. Annual Reports: Following completion of a construction project, but not a project that involves only dredging, the Recipient shall submit to the Commission an annual report on June 30th of each year until the end of the site dedication period described in Section I, Site Dedication, above in Section 4, Performance. The Post Award Use and Access Annual Report Form attached hereto and made a part hereof as Attachment E, Form 8 shall be used to fulfill this annual requirement and shall be sent electronically to FBIP@MyFWC.com or by mail to Attn: FBIP Administrator, FWC, 620 S. Meridian St., Tallahassee, FL 32399. This annual report shall include a description of the condition of any facilities funded with Program funds including any major repairs to the facilities; site photographs taken within 30 days of the report submission date; the amount of revenue collected from any permits or fees for the use of the facilities; and an estimate of the number of annual users of the facilities. Should the Recipient fail to complete and submit these annual reports, the Recipient agrees to return to the Commission all funds tendered under this Agreement for the original Project. This section survives any Agreement termination.

8. INTELLECTUAL PROPERTY RIGHTS

No additional requirements. Refer to Section 12 of the Agreement.

9. SUBCONTRACTS

Subcontractors shall be reported to the Commission's grant manager on the Subcontractor List, Attachment E, Form 6 prior to commencing work. Recipients shall additionally submit a No Conflict of Interest statement for each subcontractor to the Commission's grant manager. Refer to Section 14 of the Agreement.

10. INSURANCE

No additional requirements. Refer to Section 16 of the Agreement.

11. SECURITY AND CONFIDENTIALITY

No additional requirements. Refer to Section 20 of the Agreement.

12. RECORD KEEPING REQUIREMENTS

Records shall be maintained for ten (10) years following the completion of a construction Project, or five (5) years following the completion of a non-construction Project. Completion of the Project has occurred when all reporting requirements are satisfied, and final payment has been received by the Recipient, as documented by the date of the Closeout Letter issued by the FWC grant manager. Refer to Section 21 of the Agreement.

13. NON-EXPENDABLE PROPERTY

The Recipient is not authorized to use funds provided herein for the purchase of any non-expendable equipment or personal property valued at \$1,000 or more for performance under this Agreement.

14. PURCHASE OR IMPROVEMENT OF REAL PROPERTY

Refer to Subparagraph I, Site Dedication, above in Section 4, Performance.

15. SPECIAL PROVISIONS FOR CONSTRUCTION CONTRACTS

- A. Fees:** The Commission reserves the right to review and approve any and all fees proposed for grant project sites, funded in whole or in part by this Program, for the term of the Agreement as well as the term of the site dedication period in Section I, Site Dedication, above in Section 4, Performance to ensure that fees are comparable and reasonable, and that funds collected are not reallocated or diverted to any non-boating access related purpose. This section survives any Agreement termination.
- B. Drug-Free Workplace Requirement for Construction Contractors:** Pursuant to Section 440.102(15), F.S., any construction contractor regulated under Parts I and II of Chapter 489, F.S., who contracts to perform construction work under a state contract shall implement a drug-free workplace.
- C. Contractor Eligibility:** All contractors shall be certified by the Division of Construction Industry Licensing Board of the Florida Department of Business and Professional Regulation for the duration of this Agreement and shall provide evidence of such certification to the Commission upon request.

(Remainder of page left blank intentionally.)

AUDIT REQUIREMENTS

The administration of resources awarded by the Florida Fish and Wildlife Conservation Commission (Commission) to the Subrecipient may be subject to audits and/or monitoring by the Commission as described in Part II of this attachment regarding State funded activities. If this Agreement includes a Federal award, then Subrecipient will also be subject to the Federal provisions cited in Part I. If this Agreement includes both State and Federal funds, then all provisions apply.

MONITORING

In addition to reviews of audits conducted in accordance with Sections 200.500-200.521, Uniform Guidance: Cost Principles, Audit, and Administrative Requirements for Federal Awards (2 CFR 200), as revised, hereinafter “OMB Uniform Guidance” and Section 215.97, F.S., as revised (see “AUDITS” below), the Commission may conduct or arrange for monitoring of activities of the Contractor. Such monitoring procedures may include, but not be limited to, on-site visits by the Commission staff or contracted consultants, limited scope audits as defined by Section 200.331, OMB Uniform Guidance and/or other procedures. By entering into this Agreement, the Subrecipient agrees to comply and cooperate with any monitoring procedures/processes deemed appropriate by the Commission. The Subrecipient further agrees to comply and cooperate with any inspections, reviews, investigations, or audits deemed necessary by the Florida Department of Financial Services or the Florida Auditor General.

AUDITS

PART I: FEDERALLY FUNDED. If this Agreement includes a Federal award, then the following provisions apply:

- A. This part is applicable if the Subrecipient is a State or local government or a non-profit organization as defined in Sections 200.90, 200.64, or 200.70, respectively, OMB Uniform Guidance.
- B. In the event that the Subrecipient expends **\$500,000.00 (\$750,000.00** for fiscal years beginning on or after December 26, 2014) or more in Federal awards in its fiscal year, the Subrecipient must have a single or program-specific audit conducted in accordance with the provisions of the Federal Single Audit Act of 1996 and Sections 200.500-200.521, OMB Uniform Guidance. EXHIBIT 1 to this Attachment indicates Federal resources awarded through the Commission by this Agreement. In determining the Federal awards expended in its fiscal year, the Subrecipient shall consider all sources of Federal awards, including Federal resources received from the Commission. The determination of amounts of Federal awards expended should be in accordance with the guidelines established by Sections 200.500-200.521, OMB Uniform Guidance. An audit of the Subrecipient conducted by the Auditor General in the OMB Uniform Guidance, will meet the requirements of this part.
- C. In connection with the audit requirements addressed in Part I, paragraph A. herein, the Subrecipient shall fulfill the requirements relative to auditee responsibilities as provided in Section 200.508, OMB Uniform Guidance. This includes, but is not limited to, preparation of financial statements, a schedule of expenditure of Federal awards, a summary schedule of prior audit findings, and a corrective action plan.
- D. If the Subrecipient expends less than **\$500,000.00 (\$750,000.00** for fiscal years beginning on or after December 26, 2014) in Federal awards in its fiscal year, an audit conducted in accordance with the provisions of Sections 200.500-200.521, OMB Uniform Guidance, is not required. In the event that the Subrecipient expends less than **\$500,000.00 (\$750,000.00** for fiscal years beginning on or after December 26, 2014) in Federal awards in its fiscal year and elects to have an audit conducted in

accordance with the provisions of Sections 200.500-200.521, OMB Uniform Guidance, the cost of the audit must be paid from non-Federal resources (i.e., the cost of such an audit must be paid from Subrecipient resources obtained from other than Federal entities).

- E. Such audits shall cover the entire Subrecipient's organization for the organization's fiscal year. Compliance findings related to agreements with the Commission shall be based on the agreement requirements, including any rules, regulations, or statutes referenced in the Agreement. The financial statements shall disclose whether or not the matching requirement was met for each applicable agreement. All questioned costs and liabilities due to the Commission shall be fully disclosed in the audit report with reference to the Commission agreement involved. Additionally, the results from the Commission's annual financial monitoring reports must be included in the audit procedures and the Sections 200.500-200.521, OMB Uniform Guidance audit reports.
- F. If not otherwise disclosed as required by Section 200.510, OMB Uniform Guidance, the schedule of expenditures of Federal awards shall identify expenditures by contract number for each agreement with the Commission in effect during the audit period.
- G. If the Subrecipient expends less than **\$500,000.00** in Federal awards in its fiscal year, an audit conducted in accordance with the provisions of Sections 200.500-200.521, OMB Uniform Guidance, is not required. In the event that the Subrecipient expends less than **\$500,000.00** in Federal awards in its fiscal year and elects to have an audit conducted in accordance with the provisions of Sections 200.500-200.521, OMB Uniform Guidance, the cost of the audit must be paid from non-Federal resources (i.e., the cost of such an audit must be paid from the Subrecipient's resources obtained from other-than Federal entities).
- H. A web site that provides links to several Federal Single Audit Act resources can be found at: <http://harvester.census.gov/sac/sainfo.html>

PART II: STATE FUNDED. If this Agreement includes State funding, then the following provisions apply:

This part is applicable if the Subrecipient is a non-state entity as defined by Section 215.97, F.S., (the Florida Single Audit Act).

- A. In the event that the Subrecipient expends a total amount of state financial assistance equal to or in excess of **\$750,000.00** (**\$500,000.00** in fiscal years prior to July 1, 2016) in any fiscal year of such Subrecipient, the Subrecipient must have a State single or project-specific audit for such fiscal year in accordance with Section 215.97, F.S.; applicable rules of the Executive Office of the Governor and the Department of Financial Services; and Chapters 10.550 (local governmental entities) or 10.650 (nonprofit and for-profit organizations), Rules of the Auditor General. EXHIBIT 1 to this Attachment indicates state financial assistance awarded through the Commission by this Agreement. In determining the state financial assistance expended in its fiscal year, the Subrecipient shall consider all sources of state financial assistance, including state financial assistance received from the Commission, other state agencies, and other non-state entities. State financial assistance does not include Federal direct or pass-through awards and resources received by a non-state entity for Federal program matching requirements.
- B. In connection with the audit requirements addressed in Part II, paragraph A herein, the Subrecipient shall ensure that the audit complies with the requirements of Section 215.97(7), F.S. This includes submission of a financial reporting package as defined by Section 215.97(2)(d), F.S., and Chapters

10.550 (local governmental entities) or 10.650 (nonprofit and for-profit organizations), Rules of the Auditor General.

- C. If the Subrecipient expends less than **\$750,000.00 (\$500,000.00** in fiscal years prior to July 1, 2016) in state financial assistance in its fiscal year, an audit conducted in accordance with the provisions of section 215.97, F.S., is not required. In the event that the Subrecipient expends less than **\$750,000.00 (\$500,000.00** in fiscal years prior to July 1, 2016) in state financial assistance in its fiscal year and elects to have an audit conducted in accordance with the provisions of section 215.97, F.S., the cost of the audit must be paid from the non-state entity's resources (*i.e.*, the cost of such an audit must be paid from the Subrecipient's resources obtained from other-than State entities).
- D. Additional information regarding the Florida Single Audit Act can be found at:
<https://apps.fldfs.com/fsaa/>.
- E. Subrecipient shall provide a copy of any audit conducted pursuant to the above requirements directly to the following address:

**Office of Inspector General
Florida Fish and Wildlife Conservation Commission
Bryant Building
620 S. Meridian St.
Tallahassee, FL 32399-1600**

PART III: REPORT SUBMISSION

- A. Copies of reporting packages, to include any management letter issued by the auditor, for audits conducted in accordance with Sections 200.500-200.521, OMB Uniform Guidance, and required by Part I of this Attachment shall be submitted by or on behalf of the Subrecipient directly to each of the following at the address indicated:

1. The Commission at the following address:

**Office of Inspector General
Florida Fish and Wildlife Conservation Commission
Bryant Building
620 S. Meridian St.
Tallahassee, FL 32399-1600**

2. The Federal Audit Clearinghouse designated in Section 200.512, OMB Uniform Guidance (the reporting package required by Section 200.512, OMB Uniform Guidance, should be submitted to the Federal Audit Clearinghouse):

**Federal Audit Clearinghouse
Bureau of the Census
1201 East 10th Street
Jeffersonville, IN 47132**

3. Other Federal agencies and pass-through entities in accordance with Section 200.512, OMB Uniform Guidance.

- B.** Copies of audit reports for audits conducted in accordance with Sections 200.500-200.521, OMB Uniform Guidance, and required by Part I of this Attachment (in correspondence accompanying the audit report, indicate the date that the Subrecipient received the audit report); copies of the reporting package described in Section 200.512, OMB Uniform Guidance, and any management letters issued by the auditor; copies of reports required by Part II of this Attachment must be sent to the Commission at the addresses listed in paragraph C. below.
- C.** Copies of financial reporting packages required by Part II of this Attachment, including any management letters issued by the auditor, shall be submitted by or on behalf of the Subrecipient directly to each of the following:

1. The Commission at the following address:

**Office of Inspector General
Florida Fish and Wildlife Conservation Commission
Bryant Building
620 S. Meridian St.
Tallahassee, FL 32399-1600**

- 2) The Auditor General's Office at the following address:

**Auditor General's Office
G74 Claude Pepper Building
111 West Madison Street
Tallahassee, FL 32399-1450**

- D.** Any reports, management letter, or other information required to be submitted to the Commission pursuant to this Agreement shall be submitted timely in accordance with OMB Sections 200.500-200.521, OMB Uniform Guidance, Florida Statutes, and Chapters 10.550 (local governmental entities) or 10.650 (nonprofit and for-profit organizations), Rules of the Auditor General, as applicable.

Subrecipients and sub-Subrecipients, when submitting financial reporting packages to the Commission for audits done in accordance with Sections 200.500-200.521, OMB Uniform Guidance, or Chapters 10.550 (local governmental entities) or 10.650 (non-profit and for-profit organizations), Rules of the Auditor General, should indicate the date that the reporting package was delivered to the Subrecipient/sub-Subrecipient in correspondence accompanying the reporting package.

- End of Attachment -

Exhibit 1
FEDERAL AND STATE FUNDING DETAIL

FEDERAL RESOURCES AWARDED TO THE SUBRECIPIENT PURSUANT TO THIS AGREEMENT CONSIST OF THE FOLLOWING:

Federal Program(s) Funds		
CFDA #	CFDA Title	Amount
	Total Federal Awards	N/A

COMPLIANCE REQUIREMENTS APPLICABLE TO THE FEDERAL RESOURCES AWARDED PURSUANT TO THIS AGREEMENT ARE AS FOLLOWS:

Federal Program(s) Compliance Requirements	
CFDA #	Compliance Requirements
	N/A

STATE RESOURCES AWARDED TO THE SUBRECIPIENT PURSUANT TO THIS AGREEMENT CONSIST OF THE FOLLOWING:

MATCHING RESOURCES FOR FEDERAL PROGRAMS:

Matching Funds Provided by CFDA		
CFDA #	CFDA Title	Amount of Matching Funds
	Total Matching Funds Associated with Federal Programs	N/A

SUBJECT TO SECTION 215.97, FLORIDA STATUTES:

State Project(s)		
CSFA #	CSFA Title	Amount
77.006	Florida Boating Improvement Program	\$249,500.00
	Total State Awards	\$249,500.00

COMPLIANCE REQUIREMENTS APPLICABLE TO STATE RESOURCES AWARDED PURSUANT TO THIS AGREEMENT ARE AS FOLLOWS:

State Project(s) Compliance Requirements	
CSFA #	Compliance Requirements
77.006	Recipient must comply with Florida Boating Improvement Program Guidelines, November 2022

NOTE: Section 200.513, OMB Uniform Guidance (2 CFR 200), as revised, and Section 215.97(5), Florida Statutes, require that the information about Federal Programs and State Projects included in Exhibit 1 be provided to the Subrecipient.

- End of EXHIBIT 1 -

Monitoring Guidelines

Florida has enhanced state and local capacity for public boating access through various funding sources including state and federal grant funds. The Florida Fish and Wildlife Conservation Commission (FWC) has a responsibility to track and monitor the status of grant activity and items purchased to ensure compliance with applicable U.S. Fish and Wildlife Service (USFWS) grant guidance and statutory regulations. The monitoring process is designed to assess a Grantee/Recipient or Sub-Recipient's (hereafter collectively referred to as Recipient) compliance with applicable state and federal guidelines.

Monitoring is accomplished utilizing various methods including desk monitoring and on-site visits. There are two primary areas reviewed during monitoring activities – financial and programmatic monitoring. Financial monitoring is the review of records associated with the purchase and disposition of property, projects and contracts. Programmatic monitoring is the observation of project construction, protocols and other associated records. Various levels of financial and programmatic review may be accomplished during this process.

Desk monitoring is the review of projects, financial activity and technical assistance between FWC and the applicant via e-mail and telephone or other electronic means. Quarterly Reports to be submitted by the Recipient are also a form of Desktop Monitoring and shall be current prior to reimbursement. On-site monitoring are visits to the Recipient agencies by FWC representatives who examine records, procedures and projects.

No Conflict of Interest:

Grant Managers shall complete the Agency 'No Conflict of Interest' form at the time they are assigned/assume responsibility for an agreement. If a conflict exists, the Grant Manager shall notify their immediate supervisor at the earliest opportunity. The supervisor is responsible to reassign the Agreement or coordinate with leadership and/or Legal to determine the appropriate resolution.

Frequency of annual monitoring activity:

Each year the FWC will conduct monitoring based on a pre-award "Risk Assessment". The risk assessment tool is used to help in determining the priority of Recipients that should be reviewed and the level of monitoring that should be performed. It is important to note that although a given grant may be closed, it is still subject to either desk or on-site monitoring up to twenty (20) years following closure.

Areas that will be examined may include:

- Management and administrative procedures;
- Grant folder maintenance;
- Accounting system;
- Program for obsolescence;
- Status of expenditures;
- Status of planning, design and engineering activity;
- Anticipated projected completion;
- Difficulties encountered in completing projects;
- Agency NEPA/Section 7/EHP compliance documentation;
- Equal Employment Opportunity (EEO Status);
- Americans with Disabilities Act (ADA Status);
- Procurement Policy
- Procurement documents
- Subcontractor agreements if applicable

FWC may request additional monitoring/information if the activity, or lack thereof, generates questions from the USFWFS region, or FWC leadership. The method of gathering this information will be determined on a case-by-case basis.

Desk monitoring is an on-going process. Recipients will be required to participate in desk top monitoring as determined by FWC. This contact will provide an opportunity to identify the need for technical assistance (TA) and/or a site visit if FWC determines that a Recipient is having difficulty completing their project.

As difficulties/deficiencies are identified, the respective Recipient will be notified by the program office via email. Information will include the Recipient agency name, year and project description and the nature of the issue in question. Many of the issues that arise may be resolved at the Recipient level. Issues that require further TA will be assisted by FWC grant program staff. Examples of TA include but are not limited to:

- Eligibility of items or services
- Coordination and partnership with other agencies
- Record Keeping
- Reporting Requirements
- Documentation in support of a Request for Reimbursement

On-Site Monitoring will be conducted by FWC or designated personnel. On-Site Monitoring visits will be scheduled in advance with the Recipient agency Point of Contact (POC) designated in the funding agreement.

FWC will also conduct coordinated financial and grant file monitoring. Subject matter experts from other agencies within the region or state may be called upon to assist in the form of a peer review as needed.

On-Site Monitoring Protocol:

On-Site Monitoring Visits will begin with those Recipients that are currently spending or have completed spending for that federal fiscal year (FFY) or state fiscal year (SFY), as applicable. Site visits may be combined when geographically convenient. There is a financial/programmatic on-site monitoring checklist to assist in the completion of all required tasks.

Site Visit Preparation:

An email will be sent to the Recipient agency POC outlining the date, time and purpose of the site visit before the planned arrival date.

The appointment should be confirmed with the Recipient in writing (email is acceptable) and documented in the Recipient folder.

The physical location of the project if located at an alternate site should be confirmed with a representative from that location and the address should be documented in the Recipient folder before the site visit.

On-Site Monitoring Visit:

Once FWC personnel have arrived at the site, an orientation conference will be conducted. During this time, the purpose of the site visit and the items FWC intends to examine will be identified. All objectives of the site visit will be explained at this time.

FWC personnel will review all files and supporting documentation. Once the supporting documentation has been reviewed, a tour/visual/spot inspection of the project site will be conducted.

All project deliverables selected for review should be visually inspected whenever possible. Acknowledgement of project funding should be placed in a prominent location in accordance with applicable agreement provisions. Photographs should be taken of the project site, signage and any other relevant activity.

If a project deliverable is not available at the time of the site visit, the appropriate documentation must be provided to account for the project progress.

Other programmatic issues can be discussed at this time such as missing quarterly project progress reports, payment/voucher /reimbursement, etc.

Post Monitoring Visit:

FWC personnel will review the on-site monitoring documents and backup documentation as a team and discuss the events of the on-site monitoring.

Within thirty (30) calendar days of the site visit, a post monitoring letter will be generated and sent to the Recipient explaining any issues and corrective actions required or recommendations. Should no issues or findings be identified, a post monitoring letter to that effect will be generated and sent to the Recipient. The Recipient will correct all deficiencies or submit a Corrective Action Plan within forty-five (45) calendar days of the monitoring letter date. Noncompliance on behalf of Recipients is resolved by FWC management under the terms of the Recipient Agreement.

The On-Site Monitoring report and all backup documentation will then be included in the Recipient's file.

SITE DEDICATION

This Site Dedication gives notice that the Real Property identified as described in Exhibit A, Legal Description, attached hereto, (the "Property") has been developed with financial assistance provided by the Florida Legislature, through the Fish and Wildlife Conservation Commission, under the grant program called the Florida Boating Improvement Program (FBIP). In accordance with Chapter 68-1.003, F.A.C., and the Program Guidelines of the FBIP, the Property is hereby dedicated to the public as a boating access facility for the use and benefit of the general public for a minimum period of twenty (20) years from the date of this dedication.

DEDICATOR

Original signature

Witness

Printed Name

Printed Name

Title

Witness

Date

Printed Name

STATE OF FLORIDA
COUNTY OF _____

The foregoing instrument was acknowledged before me this ____ day of _____, 20____
by _____, who is personally known to me or who
produced _____ as identification.

Stamp:

Notary Public, State of Florida

ATTACHMENT E - BOATING ACCESS PERFORMANCE TRACKING AND REPORTING FORMS

AGREEMENT NUMBER: 25047

PROJECT TITLE: Cedar Key Outer Ramp Expansion Project - Planning and Engineering Design

AWARD AMOUNT: \$249,500.00

General Notes for Completing Attachment E Digital Forms

Many cells will be inaccessible and blocked to the end user in order to ensure form consistency. These cells do not need to be manipulated or filled in. They have been verified to auto-fill with information entered in prior forms, or perform calculations from the data input. If one of these cells is displaying an error state or does not fill, please bypass and notify your FBIP project manager.

Form 1 – Quarterly Progress Report

The reporting requirements noted in this section are designed to provide the state with sufficient information to monitor grant implementation and goal achievement. To support effective monitoring of the grant, progress reports must be:

1. Completed on a quarterly basis. In order to be considered in compliance with the terms of the Agreement, the required reports must be submitted no later than 15 days after the end of each Quarterly Reporting period.
2. These reports are to include, but not be limited to, the work that has been completed, the work in progress and the timeline of the work left to be completed. If any delays from the original timeline have occurred, specify the reason and revise the completion timeline. Note if ahead of schedule or unexpected cost savings.
3. If expenditures do not occur during the Quarter being reported, a Quarterly Report should still be submitted along with a complete explanation on Forms 1A and 1B. Not submitting Quarterly Reports can result in a delay of receiving funds. No funds will be dispersed until all Quarterly Reports are current.

Header Section

- B6. **Recipient:** Fill in the grant recipient's agency/organization name, which must match with the Federal Employer Identification Number (FEIN) provided in the application and other agreement forms and documents.
- B7. **Street Address:** Provide the legal street address/PO Box congruent with the FEIN.
- B8. **City, State Zip Code:** Enter the legal City, State and Zip code of the address matching the recipient's FEIN.
- B9. **POC Name/Phone Number:** Enter the Point of Contact's (POC) first and last name followed by a backslash and then their phone number. (e.g. John Smith/248-434-5508)
- E5. **Agreement:** The Agreement # and project title will autofill from cell E3 and E4 of the Instructions sheet.
- E7. **Agreement End Date:** Fill in the current Agreement end date.
- E8. **Reporting Period:** Select the appropriate reporting period from the drop-down menu.
- H8. **Reporting Period:** Enter the appropriate year for the reporting period.

Financial Section

For each applicable category identify the amount allocated, quarterly funds expended, and total funds expended to date. All shaded cells will auto-populate.

- C13-C21. **Total Allocated (Award & Match):** Enter the total amount of funds allocated to each category of work - each cell should reflect the sum of the awarded funds and the recipient's contributions (if any). These values should align with the Agreement budget outlined in Attachment A, Scope of Work, Section 5. Budget revisions must be requested and approved by the FWC Grant Manager and may require execution of an amendment to the grant Agreement to modify scope and/or budget. Unused categories may be left blank.
- D13-D21. **Quarterly Funds Expended:** This column should reflect total funds expended during the quarterly reporting period ONLY. Do not retain data from previous reports. Report only spending which occurred during the reporting quarter. For each cell, report the sum of the grant award and recipient's contribution applicable to the corresponding categories presented in Column B. Unused categories may be left blank.
- E13-E21. **Total Funds Expended:** This column should reflect the entire amount of funds expended up to the last day of the reporting period. This figure should equal the Total Funds Expended (Column E) from the PREVIOUS quarter combined with the Quarterly Funds Expended (Column D) in the current quarter as applicable to the categorical row specified in column B. **You will need to reference the previous quarterly report's Total Funds Expended column (E).**
- G13-G21. **Expenditure(s) Percent:** These cells auto-populate to reflect the percentage of funds expended based on the Total Allocated (Award & Match) (column C) and Total Funds Expended (column E) per applicable categorical row specified in column B.
- H13-H21. **Remaining Balance:** These cells auto-populate to reflect the remaining balance based on Total Allocated (Award & Match) (column C) and Total Funds Expended (column E).

Performance Section

For the Performance section of the reporting form, each Category budgeted in this Agreement should be reported separately to reflect the current status.

- B26-B29. **Category:** Budget categories with listed funding will auto-fill in these cells. Relate the following columns to this Category by row.
- C26-C29. **Start Date:** Indicate the actual start date for the work under the respective Category or the anticipated start date if the work has not begun.

D26-D29.	Completion Date: Indicate the actual completion date for the work under the respective Category or the anticipated completion date if the work has not been finished.
E26-E29.	Percent Complete: Identify progress made as a percentage, showing how close to completion the project category is (i.e. 0% to 100% scale). For non-construction projects this may be estimated, and for construction projects refer to standards set by the American Institute of Architects as outlined in form AIA G702.
G26-G29.	Project Status: Select the appropriate status of the respective Category from the drop-down menu. If "Delayed" or "Other" are selected, please elaborate on the status in the Programmatic portion of the reporting form.
D31.	Cumulative Amount Previously Submitted for Reimbursement: Enter the sum of all reimbursement requests made to date.
G31.	Total Received: Enter the sum of all funds reimbursed by the Commission to date.
Both Grant Manager and Financial Officer should verify and sign off on this section.	
B33.	Grant Manager: This space must be signed by the Recipient's Grant Manager with a digitally-secured and valid e-signature, or printed and signed with indelible pen.
E33.	Date: Enter the date signed by the Grant Manager.
B37.	Financial Officer: This space must be signed by the Recipient's Financial Officer with a digitally-secured and valid e-signature, or printed and signed with indelible pen.
E37.	Date: Enter the date signed by the Financial Officer.
Programmatic Section	
B42.	Project Status for Quarterly Reporting Period: Provide a detailed narrative status update for each portion of work included in this project. (e.g. Permitting 15% - FDEP application submitted, currently putting together USACE application. Design/Engineering 10% - Contractor selected, currently reviewing the contract agreement. Construction 0% - Delayed due to hurricane Debby and high-water levels.)
B56.	Timeline of Events for Quarterly Reporting Quarter: Provide project milestones by date, that occurred during the quarter's report period, followed by a brief description of the milestone. (e.g. 1/10/25 FDEP application was submitted, 2/4/25 Industry Inc. was selected for engineering, 2/15/25 meeting with Industry Inc. to review contract language, 3/20/25 construction was postponed until further notice due to hurricane Debby.)
B68.	Other: Provide any additional informative project notes. If a portion of the project will not be completed on schedule indicate the reason for the delay, the effect of these challenges on the remaining timeline, and provide a timeframe for completion. (e.g. Currently communicating with USACE on the application/exemption process for this project. Due to the high-water levels from the hurricane the construction is being postponed until the levels recede and there is a notice to proceed. We will update FWC when construction has resumed and the timeline has been revised. The cost of the environmental surveys came out under budget, so there should be cost savings for this project. Or there are no additional notes at this time.)
B79.	Grant Manager: The Recipient's Grant Manager must sign, certifying that the information provided within the quarterly report is true and the cost(s) are valid cost(s) incurred in accordance with the Project Agreement.
E79.	Date: Enter the date the document was signed by the Grant Manager.
Form 2 - Reimbursement Request	
A6-A9.	Recipient: These cells will autofill from Form 1 data with agency/organization name, address, point of contact name, and phone number.
E5.	Agreement: The Agreement number and project title will autofill from cell E3 and E4 of the Instructions sheet.
F6.	Total Allocated (Award & Match): Should reflect the total project cost stated in the Agreement.
F7.	Invoice Date: The date this invoice is/was submitted.
F8.	Reimbursement #: Should be the numeric value representing the reimbursement submission in sequential order.
F9.	Request Amount: Should reflect the amount being requested for this reimbursement request. If there is only one request, this will be the amount awarded by the Commission or the percent of the total cost stated in the Agreement Scope of Work (whichever is less).
C13 & F13.	Costs incurred during the period of: This should reflect the timeframe in which funds were expended for purchase and/or service. The dates entered must occur within the period of performance stated in the Agreement (Execution Date through Agreement End Date, unless a retroactive start date was approved).
B17-B25.	FBIP Grant Cost: This should reflect the eligible amount claimed against each corresponding category which is being requested for FBIP reimbursement. These values cannot exceed the award amounts specified in the Agreement's Attachment A, Section 5. Budget. Non-applicable categories may be left blank. Project costs in excess of the agreed upon amount must be covered by other funding sources. (E.g. FBIP awarded \$100,000 for design/engineering, but the project's total engineering costs were \$120,000 - \$100,000 can be claimed in cell B19, but the other \$20,000 must be met by "Match/Cost Share" (Column D) or "Other" (Column F) sources.
D17-D25.	Match/Cost Share: This should reflect the total amount of funding provided by the Recipient which corresponds to each applicable category. Non-applicable cells may be left blank.
F17-F25.	Other: This should reflect the total amount of other funding not provided by the previous sources mentioned. The values entered should correspond to each applicable category. Non-applicable cells may be left blank.
G17-G25.	Total: These cells will auto-calculate and reflect the total project costs by category. (If there is only one reimbursement request the Total should align with the Total Funds Expended column on the Final Quarterly Progress Report.)

Row 26.	Totals: These cells will auto-calculate the sum of the column values entered above and should represent the total costs being covered by each of the three possible sources (FBIP Grant Cost, Match/Cost share, and Other).
G26.	Totals Total: This cell will auto-calculate the sum of all project costs specified. (If there is only one reimbursement request the Total should align with the Total Funds Expended on the Final Quarterly Progress Report.)
Row 27.	Percent: These cells will auto-calculate the percentage of total project costs covered by each of the funding sources for each category.
***Both Grant Manager and Financial Officer should verify and sign off on this section. ***	
A29.	Grant Manager: This space must be signed by the Recipient's Grant Manager with a digitally-secured and valid e-signature, or printed and signed with indelible pen.
D29.	Date: Enter the date signed by the Grant Manager.
A31.	Financial Officer: This space must be signed by the Recipient's Financial Officer with a digitally-secured and valid e-signature, or printed and signed with indelible pen.
D31.	Date: Enter the date signed by the Financial Officer.
Financial Summary	

This section of the form need not be filled by the Recipient/submitting party. Please do not alter this section which should be completed by FBIP staff.

A38.	Total Allocated (Award & Match): This will autofill from the Instructions sheet. It is the maximum amount which FWC has agreed to reimburse the recipient for applicable project costs.
A39.	Previous Payment(s): This amount will be the total sum of Commission reimbursements made to date.
A40.	This Payment: This will be the requested reimbursement amount for this reimbursement #.
A41.	Remaining Balance: This amount will be the total FBIP award amount minus the total reimbursements requested to date.
F41.	Total Amount to be Paid on this Invoice: This amount will align with B40 for the current reimbursement #.
D44.	Date Submitted/Resubmitted to FWC: The date that the recipient first submits this reimbursement request followed by final resubmission date, if applicable.
D45.	Date Eligible for Reimbursement: This will be the date that the Commission Grant Manager receives all correct and necessary documentation for the reimbursement.

Form 3 - Detail of Claims	
C5.	Recipient: This cell will autofill with the agency/organization name.
K5.	Agreement: The Agreement number and project title will autofill.
F8 & K8.	Costs incurred during the period of: These dates should match C13 & G13 on Form 2 and reflect the timeframe in which funds were expended for purchase and/or service. The dates entered must occur within the period of performance stated in the Agreement.
B11-B28.	Category: Select the appropriate category from the drop down menu and itemize all costs within that category that are applicable to the reimbursement request.
C11-C28.	Vendor: Indicate the vendor used for purchase/service.
F11-F28.	Date Paid: This should indicate the date the payment was made for the purchase and/or service.
H11-H28.	Check # or EFT ID: Indicate check number or identification number of payment if check was not utilized. (e.g. Electronic Funds Transfer (ETF) tracking number)
I11-I28.	Description: Brief description of purchase/service provided.
L11-L28.	Match/Cost Share: The amount the Recipient expended on the project that will not be reimbursed.
M11-M28.	FBIP Grant Cost: The amount that FWC has agreed to reimburse the recipient through FBIP.
N11-N28.	Total: This will be auto-calculated. This column will reflect the total amount of costs expended on the project reflected in the/each Reimbursement Request. (If there is only one reimbursement request the Total should align with the Total Funds Expended on the Final Quarterly Progress Report.)

FORM 4 - Close Out Report	
Rows 7, 9, & 11	Recipient Information: These cells will autofill with the Recipient's agency/organization name, address, Agreement number and project title.
G9.	Total Allocated (Award & Match): This amount will autofill from Form 1 cell C22. It should reflect the total project cost stated in the Agreement, which includes any modifications to the budget.
G11.	Agreement Period of Performance: These dates must align with the Execution Date (or the retroactive start date, if approved) through the current Agreement End Date.

D16-D24.	Total Funds Expended: Indicate the total amount expended per budget category even if it is in excess of the anticipated amount. These expenditures should align with the Total Funds Expended on the Final Quarterly Progress Report.
D25.	Total: This amount will auto-calculate the sum of the rows above it.
G16-I24.	FBIP Reimbursement(s) Received (if Applicable): Enter the date and amount of any previous reimbursement payments received over the course of the project.
I25.	Total: This amount will auto-calculate as the sum of the rows above it.
F28.	Total Allocated (Award & Match): This amount will autofill from Form 1 cell C22. It should reflect the total project cost stated in the Agreement which includes any modifications to the budget.
F29.	Award Amount: This will autofill from the Instructions sheet. It is the maximum amount which FWC has agreed to reimburse the recipient for applicable project costs.
F30.	Total Expenditures: This will autofill from cell D25 and represents the sum of all funds expended over the life of the agreement.
F31.	Total Reimbursement(s) Requested: The sum of the previously paid reimbursement(s) and the final reimbursement request amount. The cumulative total to be remitted to the Recipient for the project.
H35-I35.	Was income earned on the project during the period of performance?: This would be any income earned by the Recipient that is directly generated by use of a grant-supported project, or earned as a result of the grant, during the grant period. Was incomes earned as defined? If yes, include a check for the income with the close-out report.
H36-I36.	Were funds expended in accordance with Agreement terms?: All expenditures should be in accordance with applicable policies and procedures: Federal, State, and Local level, including agreement terms. If any costs were reimbursed but determined later to be ineligible for funding, refund of funds is required within thirty (30) calendar days of completion of the project.
H37-I37.	Is the documented match/cost share sufficient?: Does the match/cost share contributed to the project by the Recipient meet the requirements outlined in the Agreement's Attachment A, Section 5?
H38-I38.	Has the Certification of Completion been signed?: Form 5 must be signed by the Recipient within thirty (30) calendar days of the project's completion.
H39-I39.	Were all quarterly reports submitted up until the Certification of Completion signature date?: Quarterly reports must be submitted starting from the first entire quarter in which there was an Executed Agreement, up until the Certification of Completion was signed by the Recipient.
G40.	Date that the Certification of Completion was signed by the Recipient: Enter the date that aligns with the signature date on Form 5.
Both Grant Manager and Financial Officer should verify and sign off on this section.	
B43.	Grant Manager: The Recipient's Grant Manager must sign the report in confirmation of the statement presented in cell A42. This should be done with a digitally-secured and valid e-signature or printed and signed with an indelible ink.
G43.	Date: Include the date the report was signed by the Grant Manager.
B46.	Financial Officer: The Recipient's Financial Officer must sign the report in confirmation of the statement presented in cell A42. This should be done with a digitally-secured and valid e-signature or printed and signed with an indelible ink.
G46.	Date: Include the date the report was signed by the Financial Officer.
Form 5 - Certification of Completion	

Sign, date, and submit the form to the FWC manager within thirty (30) days of completion of the project.

A7-A9.	Grant Program: Indicate the grant program from which funding was received.
I5.	Agreement: The Agreement # and project title will autofill.
B11.	Print or Type Name and Title: Enter the Recipient's Grant Manager or signature authority.
C14.	Name of Recipient Agency/Organization: Input the Recipient's agency/organization name.
H17.	FWC Agreement #: This cell will autofill from the Instruction Sheet and is reflected in the Agreement.
B22.	Signature: The Recipient's Grant Manager or signature authority should sign with a digitally-secured and valid e-signature or printed and signed with an indelible ink.
I22.	Date: Input the date that the report was signed by the Recipient.
Certification by Commission	

This section of the form need not be filled by the Recipient/submitting party. Please do not alter this section which should be completed by FBIP staff.

B34.	Division: This will be the Division of Law Enforcement.
B36.	Signature: The Commission's Project Manager will sign once all necessary documentation has been received.
I36.	Date: The date that the Project Manager signs.
B39.	Print or Type Name and Title: This will be the name and title of the Commission's Project Manager or the Program Administrator.
B43.	Name of Inspector/Reviewer: This will be the name of the individual that conducted the construction project inspection or the name of the individual that reviewed the design and engineering plans for the project.
I43.	Date of Inspection/Approval: This will be the date that the project inspection was passed or the date that the design plans were approved.

Row 47.	Project Inspected: Check yes, no, or not applicable for construction inspection.
Row 48.	Design Reviewed: Check yes, no, or not applicable for plan review.

Form 6 - Subcontractor List

C5.	Agreement #: This cell will autofill the FWC Agreement number as referenced from the Instructions sheet.
G5.	Recipient: This cell will autofill the FBIP Grant Recipient's Identity.
Rows 21-52.	Fill in the names of any entities intended to be selected to implement work under this Agreement. Submit list to Grant Manager prior to entering a contract so that applicable review and verification may be completed by FWC.
A21.	Vendor/Contractor: Provide the Subcontractors Vendor name.
A23.	Unique Entity ID (UEI): Provide the unique entity identification for the contractor (either the FEIN, DUNS, or UEI).
A26.	COI Certification Received: Provide the Conflict of Interest Certification signature date.
A27.	E-Verify Reg./Affidavit Received: Provide the E-Verification Registration date or the Affidavit date.

Form 7 - Subcontractor Minority Status Report

This is required so that FWC can report to Florida Department of Management Services' Office of Supplier Diversity the amount and vendor information when funds are paid to a Minority business.

A7-A10.	Recipient Information: These cells will autofill from Form 1 data with agency/organization name, address, point of contact name, and phone number.
F7.	FEIN: This is the Recipient's Federal Employer Identification Number and must align with all other document in the Agreement.
F8.	UEI: This is the Unique Entity Identifier number and should align with the Recipient's information.
F9.	FWC Agreement: The Agreement # and project title will autofill.
F10.	Date: This date should align with when the form is filled out.
C12.	Total Allocated (Award and Match): This amount will autofill and should reflect the total project cost stated in the Agreement, which includes any modifications to the budget.
G12.	Invoice Number: This number should align with the FWC reimbursement #.
A17-A20.	Name: This cell will autofill with the Recipient's agency/organization name.
B17-B20.	CBE Code: Certified Business Enterprise Codes show what kind of minority an entity is. The code options are below the table.
C17-C20.	Invoice #: This number should align with the invoice # from the subcontractors.
D17-D20.	Payment Amount: This should be the dollar amount paid to the respective subcontractor entity.
E17-E20.	Name: Provide the subcontractor's vendor name(s).
F17-F20.	FEIN or UEI #: Enter the Federal Employer Identification Number or Unique Entity Identifier number for the subcontractors used for this project.
H17-H20.	CBE Code: Certified Business Enterprise Codes show what kind of minority an entity is. The code options are below the table.
I17-I20.	Description of Service: Brief description of purchase/service provided.
J17-J20.	Payment Amount: This should be the dollar amount paid to the respective subcontractor entity.
J21.	Total of Subcontractor Payment(s): This will auto-calculate with the sum of the payments to subcontractors.
A31.	Sign: The Project Manager must sign the report certifying the information presented above in cell A30. This should be done with a digitally-secured and valid e-signature or printed and signed with indelible ink.
D31.	Date: Include the date the report is signed.

FORM 8 - Post Project Completion Annual Report

This form is only applicable for construction projects after they have been completed for a full year. Refer to the Agreement to verify requirement.

B5.	Recipient: This cell will autofill the FBIP Grant Recipient's Identity.
J5.	Agreement #: This cell will autofill the FWC Agreement number as referenced from the Instructions sheet.

C7.	Project Title: This information will autofill the formal Project Title as reflected throughout the signed Agreement documents.
C9.	Project Address: Input the PROJECT SITE'S location. Do not include the Recipient's address. If no site address is available, coordinates may suffice if the geodetic reference is included (Google Earth utilizes WGS84). A location description may also be utilized or included with the coordinates, if helpful to understanding the geographic location of the project.
E11.	Certification of Completion Date: The date that the Certification of Completion was signed by the Recipient.
K11.	Site Dedication End Date: Twenty (20) years from the date that the Site Dedication was signed.
C13.	Reporting Year: Select the applicable period from the drop down list starting with the first entire State Fiscal Year (July 1 – June 30) that the project has been completed. All subsequent Annual Reports should regard the period between July 1st and June 30th.
A18.	Condition of Facility: Provide information on the status of the facility that was funded by the Florida Boating Improvement Program. This should include any repairs that are needed and plans to address the issues, repairs or work that have been completed, any issues or concerns, and any possible informative notes on the condition of the site and facilities.
A25.	Revenue: This is the amount of money that the Recipient has acquired from permits or fees charged to the public to use the facility. If site usage can be covered by a county-wide or multiple-site permit, please prorate and include those funds accordingly. (E.g. Smith County charges a \$5 launch fee at ramps under their maintenance, but offers citizens a \$45 annual launch permit to cover all ramp usage for a year. If Smith County has 4 equally-utilized ramps and has collected \$1080 in annual permits, they should include \$270 (25%) with any single-use fees collected during the State's Fiscal Year. If usage is unequal, please estimate the fraction as closely as possible.
F28.	Actual or Estimated: Is this amount recorded or estimated?
A32.	Permit or Fee Adjustment: If permit or fee increases/decreases are anticipated, provide the current and proposed amounts and the reason for the change. Increases in fees at grant funded sites must be approved in advance by FWC's Boating Access Unit.
H36.	Annual Users: Estimated number of users within the reporting year for the boat access facility.
B42.	Sign: The Project Manager (or their successor/delegate) should sign the report certifying the information presented above in cell A40. This should be done with a digitally-secured and valid e-signature or printed and signed with indelible ink.
I42.	Date: Include the date the report is signed.
B44.	Name/Title: Include the full name and formal position of the signing individual.

**FWC BOATING ACCESS GRANTS
QUARTERLY PROGRESS REPORT
ATTACHMENT E - FORM 1**

Recipient Information
City of Cedar Key
P.O. Box 339
Cedar Key, FL 32625
Jamie McCain / 352-949-8049

Agreement:	25047 - Cedar Key Outer Ramp Expansion Project - Planning and Engineering Design	
Agreement End Date:	6/30/2028	
Reporting Period:	Select Period of Performance	Enter Year

Financial					
Category	Total Allocated (Award & Match)	Quarterly Funds Expended	Total Funds Expended	Expenditure(s) Percent	Remaining Balance
Administration Costs (max 5% of total)					\$ -
Contracted Services	\$ 249,500.00				\$ 249,500.00
Design/Engineering					\$ -
Permitting					\$ -
Site Preparation					\$ -
Demolition & Removal					\$ -
Construction					\$ -
Contingency Costs (max 10% of total)					\$ -
Other Costs					\$ -
Total Expenditures	\$ 249,500.00	\$ -	\$ -	-	\$ 249,500.00

Performance				
Category	Start Date	Completion Date	Percent Complete	Project Status
Contracted Services				

Cumulative Amount Previously Submitted for Reimbursement: _____ Total Received: _____

By signing this report, I certify to the best of my knowledge and belief that the report is true, complete, and accurate, and the expenditures, disbursements and cash receipts are for the purposes and objectives set forth in the terms and conditions of the award. I am aware that any false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil or administrative penalties for fraud, false statements, false claims or otherwise.

Sign: _____
(Grant Manager)

Date: _____

Sign: _____
(Financial Officer)

Date: _____

Programmatic

Project Status for Quarterly Reporting Period
--

Timeline of Events for Quarterly Reporting Period
--

Other

By signing this report, I certify to the best of my knowledge and belief that the report is true, complete, and accurate, and the expenditures, disbursements and cash receipts are for the purposes and objectives set forth in the terms and conditions of the grant award. I am aware that any false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil or administrative penalties for fraud, false statements, false claims or otherwise.

Sign: _____
(Grant Manager)

Date: _____

**FWC BOATING ACCESS GRANTS
REIMBURSEMENT REQUEST
ATTACHMENT E - FORM 2**

Recipient Information
City of Cedar Key
P.O. Box 339
Cedar Key, FL 32625
Jamie McCain / 352-949-8049

Agreement:	25047 - Outer Ramp Expansion Project
Total Allocated (Award & Match):	\$249,500.00
Invoice Date:	
Reimbursement #:	
Request Amount:	

Costs incurred during the period of: _____ **Through:** _____

THIS FORM MUST BE ACCOMPANIED BY THE DETAIL OF CLAIMS FORM

Category	FBIP Grant Cost	Match/Cost Share	Other	Total
Administration Costs (max 5% of total)				\$ -
Contracted Services				\$ -
Design/Engineering				\$ -
Permitting				\$ -
Site Preparation				\$ -
Demolition & Removal				\$ -
Construction				\$ -
Contingency Costs (max 10% of total)				\$ -
Other Costs				\$ -
Totals	\$ -	\$ -	\$ -	\$ -
Percent				

By signing this report, I certify to the best of my knowledge and belief that the report is true, complete, and accurate, and the expenditures, disbursements and cash receipts are for the purposes and objectives set forth in the terms and conditions of the award. I am aware that any false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil or administrative penalties for fraud, false statements, false claims or otherwise.

Sign: _____
(Grant Manager)

Date: _____

Sign: _____
(Financial Officer)

Date: _____

Financial Summary

TO BE COMPLETED BY FWC STAFF

Total Allocated (Award & Match):	\$249,500.00
Previous Payment(s):	
This Payment:	
Remaining Balance:	\$249,500.00

TOTAL AMOUNT TO BE PAID ON THIS INVOICE: _____
--

Date Submitted/Resubmitted to FWC: _____

Date Eligible for Reimbursement: _____

**FWC BOATING ACCESS GRANTS
DETAIL OF CLAIMS
ATTACHMENT E - FORM 3**

Recipient:	City of Cedar Key	Agreement:	25047 - Outer Ramp Expansion Project
-------------------	-------------------	-------------------	--------------------------------------

Cost incurred during the period of: _____

Through: _____

#	Category	Vendor	Date Paid	Check # or EFT ID	Description	Match/Cost Share	FBIP Grant Cost	Total
1								\$ -
2								\$ -
3								\$ -
4								\$ -
5								\$ -
6								\$ -
7								\$ -
8								\$ -
9								\$ -
10								\$ -
11								\$ -
12								\$ -
13								\$ -
14								\$ -
15								\$ -
16								\$ -
17								\$ -
18								\$ -
Total Expenditures:						\$ -	\$ -	\$ -

FORM MUST ACCOMPANY THE REIMBURSEMENT REQUEST

**FWC BOATING ACCESS GRANTS
PROJECT CLOSE OUT REPORT
ATTACHMENT E - FORM 4**

This form should be completed and submitted to the Commission no later than **thirty (30) days**
after completion of projects or the termination date of the Agreement, whichever occurs first.

City of Cedar Key

Recipient

25047 - Outer Ramp Expansion Project

Agreement

P.O. Box 339

Street Address

\$249,500.00

Total Allocated (Award & Match)

Cedar Key, FL 32625

City, State Zip

--

Agreement Period of Performance (POP)

Total Funds Expended	
Category	Expenditures
Administration Costs (max 5% of total)	
Contracted Services	
Design/Engineering	
Permitting	
Site Preparation	
Demolition & Removal	
Construction	
Contingency Costs (max 10% of total)	
Other Costs	
Total	\$ -

FBIP Reimbursement(s) Received (if Applicable)	
Date	Amount
Total	\$ -

Financial Summary	
Total Allocated (Award & Match):	249,500.00
Award Amount:	249,500.00
Total Expenditures:	
Total Reimbursement(s) Requested:	

Performance Close Out Checklist		
	Yes	No
Was income earned on the project during the period of performance?	☐	☐
Were funds expended in accordance with the Agreement terms?	☐	☐
Is the documented match/cost share sufficient?	☐	☐
Has the Certification of Completion been signed?	☐	☐
Were all quarterly reports submitted up until the Certification of Completion signature date?	☐	☐
Date that the Certification of Completion was signed by the Recipient:		

By signing this report, I certify to the best of my knowledge and belief that the report is true, complete, and accurate, and the expenditures, disbursements and cash receipts are for the purposes and objectives set forth in the terms and conditions of the State or Federal Agreement. I am aware that any false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil or administrative penalties for fraud, false statements, false claims or otherwise.

Sign: _____
(Grant Manager)

Date: _____

Sign: _____
(Financial Officer)

Date: _____

**FWC BOATING ACCESS GRANTS
CERTIFICATION OF COMPLETION
ATTACHMENT E - FORM 5**

Grant Program:	
	Boating Infrastructure Grant Program (BIGP)
X	Florida Boating Improvement Program (FBIP)
	Sportfish Restoration Program (SFR)

Agreement: 25047 - Outer Ramp Expansion Project
--

I, _____
(Print or Type Name and Title)

representing _____
(Name of Recipient Agency/Organization)

do hereby certify that the project funded by FWC Agreement # _____ 25047 _____ has been completed in compliance with all terms and conditions of said Agreement; that all amounts payable for materials, labor and other charges against the project have been paid; and that no liens have been attached against the project.

(Signature)

(Date)

WARNING: "Whoever knowingly makes a false statement in writing with the intent to mislead a public servant in the performance of his or her official duty shall be guilty of a misdemeanor of the second degree, punishable as provided in s. 775.082 or s. 775.083." § 837.06, Florida Statutes.

Certification by Commission
TO BE COMPLETED BY FWC STAFF

I certify: That to the best of my knowledge and belief, the work on the above-named project has been satisfactorily completed under the terms of the Agreement.

Law Enforcement
(Division)

(Signature)

(Date)

(Print or Type Name and Title)

(Name of Inspector/Reviewer)

(Date of Inspection/Approval)

	Yes	No	N/A
Project Inspected:	☐	☐	☐
Design Reviewed:	☐	☐	☐

**FWC BOATING ACCESS GRANTS
SUBCONTRACTOR LIST
ATTACHMENT E - FORM 6**

Agreement #: 25047

Recipient: City of Cedar Key

This form is required to be completed by the Recipient prior to entering into subcontracts. The citations below are excerpts, please read the entire funding agreement for full subcontractor requirements. This form is a tool to help Recipients collect and retain required documents, and may be modified as needed by Recipients.

In accordance with FWC Funding Agreement Section 14, SUBCONTRACTS, A. Authority, "The Recipient must provide the Commission with the names of any subrecipient or subcontractor considered for work under this Agreement; the Commission reserves the right to reject any subrecipient or subcontractor." *This section also requires subcontractor Conflict of Interest disclosures.*

In accordance with FWC Funding Agreement Section 15, MANDATORY DISCLOSURES, the Commission may verify the entities listed below against the convicted, suspended or discriminatory vendor lists.

If applicable, in accordance with FWC Funding Agreement Section 24, FEDERAL FUNDS, the Commission may verify that the entities listed below are not Debarred, Suspended, Ineligible or Voluntarily Excluded from participation in this transaction. The Commission may request documents to support adherence to E-Verify or any other applicable federal requirement of this Agreement.

Vendor/Contractor Unique Entity ID (UEI) COI Certification Received: _____ E-Verify Reg./Affidavit Received: _____	Vendor/Contractor Unique Entity ID (UEI) COI Certification Received: _____ E-Verify Reg./Affidavit Received: _____
Vendor/Contractor Unique Entity ID (UEI) COI Certification Received: _____ E-Verify Reg./Affidavit Received: _____	Vendor/Contractor Unique Entity ID (UEI) COI Certification Received: _____ E-Verify Reg./Affidavit Received: _____
Vendor/Contractor Unique Entity ID (UEI) COI Certification Received: _____ E-Verify Reg./Affidavit Received: _____	Vendor/Contractor Unique Entity ID (UEI) COI Certification Received: _____ E-Verify Reg./Affidavit Received: _____
Vendor/Contractor Unique Entity ID (UEI) COI Certification Received: _____ E-Verify Reg./Affidavit Received: _____	Vendor/Contractor Unique Entity ID (UEI) COI Certification Received: _____ E-Verify Reg./Affidavit Received: _____

**FWC BOATING ACCESS GRANTS
SUBCONTRACTOR MINORITY STATUS REPORT
ATTACHMENT E - FORM 7**

Recipient Information
City of Cedar Key
P.O. Box 339
Cedar Key, FL 32625
Jamie McCain / 352-949-8049

FEIN: _____

UEI: _____

FWC Agreement: 25047 - Cedar Key Outer Ramp Expansion Project - Planning and Engineering Design

Date: _____

Total Allocated (Award and Match):	\$ 249,500.00
------------------------------------	---------------

Invoice Number:	_____
-----------------	-------

The Contractor shall indicate "N/A" if the project does not utilize subcontractors.

PRIMARY CONTRACTOR				SUBCONTRACTOR				
Name	² CBE Code	Invoice #	Payment Amount	Name	FEIN or UEI#	² CBE Code	Description of Service	Payment Amount
City of Cedar Key			\$					\$
			\$					\$
			\$					\$
			\$					\$
Total of Subcontractor Payment(s)								\$ -

¹OSD Certification Status: Check certification status using the OSD Certified Businesses Directory at: <https://osd.dms.myflorida.com/directories> or MyFloridaMarketPlace (MFMP) Vendor Information Portal at: <https://vendor.myfloridamarketplace.com>

²CBE Codes: **A** - Non-Minority | **H** - African-American, Certified | **I** - Hispanic, Certified | **J** - Asian-American business, Certified | **K** - Native American, Certified | **M** - Women-Owned, Certified | **N** - African-American, Non-Certified | **O** - Hispanic, Non-Certified | **P** - Asian-American, Non-Certified | **Q** - Native American, Non-Certified | **R** - Woman-Owned, Non-Certified | **W** - Service-Disabled Veteran Business Enterprise, Certified

The State of Florida's Office of Supplier Diversity (OSD) certifies woman-, veteran-, and minority-owned businesses for free. If a subcontractor is a woman-, veteran-, or minority-owned business that is not certified by the State of Florida, refer them to OSD to learn more about the benefits of this free certification: www.dms.myflorida.com/osd or 850-487-0915.

INCLUDE THIS FORM WITH EACH REIMBURSEMENT FOR PAYMENT

I hereby certify that the above information is true to the best of my knowledge and was obtained from the Subcontractor(s) listed.

Sign: _____
(Grant Manager)

Date: _____

**FWC BOATING ACCESS GRANTS
POST PROJECT COMPLETION - ANNUAL REPORT
ATTACHMENT E - FORM 8**



Recipient: City of Cedar Key

Agreement #: 25047

Project Title: Cedar Key Outer Ramp Expansion Project - Planning and Engineering Design

Project Address: _____

Certification of Completion Date: _____

Site Dedication End Date: _____

Reporting Year: FY 2025-2026

Reporting period is the July 1 - June 30 state fiscal year.

Provide a description of the condition of any facilities funded with Program funds including any major repairs.

Indicate the amount of revenue collected from any permits or fees for the use of the facilities.

Is this amount Actual or Estimated?	
-------------------------------------	--

If permit or fee increase/decreases are anticipated, provide the current and proposed amounts and the reason for the change. Increases in fees at grant funded sites must be approved in advance by FWC's Boating Access Unit.

Estimated number of annual users of the boat access facilities:	
---	--

The FWC funding agreement scopes of work stipulate in Section 15, SPECIAL PROVISIONS FOR CONSTRUCTION CONTRACTS that the Commission will ensure funds collected are not reallocated or diverted to any non-boating access related purpose.

I hereby certify that the above report is true and correct to the best of my knowledge as of this date in accordance with the project Agreement, and that the fees generated from use of the grant funded project(s) were expended for the operation and maintenance of the project in this Agreement.

Sign: _____

(Grant Manager)

Date: _____

Name/Title: _____

**City of Cedar Key
Commission Meeting
Agenda Item**

Submitted By: Jeff Webb

Meeting Date: 10/21/25

Subject: Approval of CPH Corporation as the Engineer for Cedar Key Outer Ramp Expansion Project-Design and Permitting

Discussion: The City of Cedar Key was awarded \$249,500 as a grant to fund the Engineering Design and Permitting of the expansion of the outer ramp at the Cedar Key Marina. A Request for Qualifications (RFQ) was released with a 10/10/25 deadline. CPH Corp (formerly known as Mittauer & Associates, Inc) submitted a response (only response). CPH Corp support the City of Cedar Key with the submission of the FWC_FBIP application (pro bono).

Attachments: CPH Corp RFQ submission

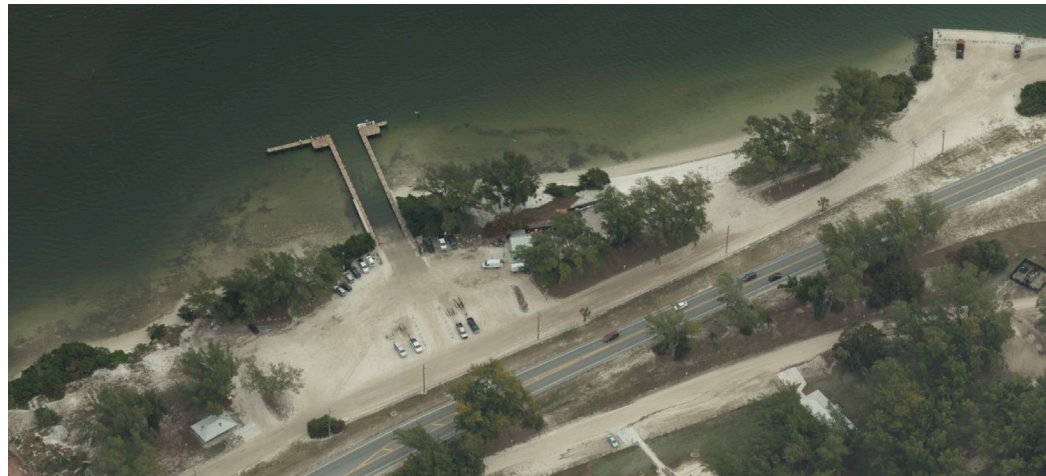
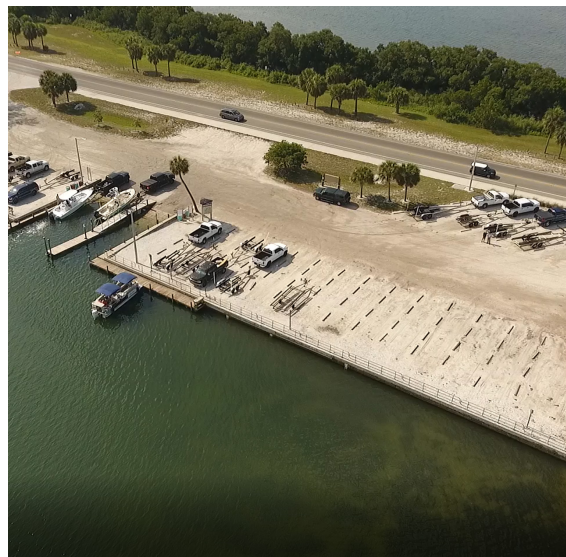
Possible Commission Action: **Approve** CPH Corporation as the Engineer for Cedar Key Outer Ramp Expansion Project-Design and Permitting



REQUEST FOR QUALIFICATIONS

DESIGN AND PERMITTING OF A FLORIDA FISH & WILDLIFE CONSERVATION
COMMISSION (FWC) FLORIDA BOATING IMPROVEMENT PROGRAM GRANT PROJECT

DUE DATE: 10.10.2025



CPH Consulting, LLC (formerly Mittauer & Associates, Inc.) | 580-1 Wells Road,
Orange Park, FL 32073 | 904.278.0030 | info@cphcorp.com | www.cphcorp.com

October 10, 2025

City of Cedar Key
809 6th Street
Cedar Key, FL 32625



580-1 Wells Road,
Orange Park, FL 32073
Phone: 904.278.0030
info@cphcorp.com

**RE: ENGINEERING SERVICES FOR THE DESIGN AND PERMITTING OF A
FWC FLORIDA BOATING IMPROVEMENT PROGRAM GRANT PROJECT**

Dear Selection Committee Members:

CPH Consulting, LLC (CPH) (*formerly Mittauer and Associates, Inc.*) is pleased to respond to the City of Cedar Key Request for Qualifications (RFQ) to provide professional engineering services related to the “Design and Permitting of a Florida Fish & Wildlife Conservation Commission (FWC) Florida Boating Improvement Program Grant Project”.

CPH formerly known as Mittauer & Associates, Inc. has been providing the City of Cedar Key, Cedar Key Water and Sewer District, and the Cedar Key Community Redevelopment Agency (“CRA”) engineering services since 2006. Our project team is familiar with the City’s elected officials and staff, the infrastructure, as well as the City’s budget constraints.

CPH has been providing consulting services for over 44 years, and has completed numerous boat ramps, kayak/canoe launching facilities, docks, parks, trails, and seawalls. The team proposed for the City includes registered engineers, architects, landscape architects, environmental scientists, planners, and surveyors.

CPH’s expertise with designing and permitting boat ramps and public park amenities provides us with a thorough understanding of how to plan and design these types of projects. Our approach provides the City access to a team of experts that have navigated similar projects and understands the complexities of turning movements with boat trailers, the need for safety and separation of users (I.E. motorized boats, non motorized boats, and pedestrians), maximizing parking, low impact design methods, and permitting in environmentally sensitive areas. CPH has the depth of resources to design any amenity or feature desired by the City.

CPH was the engineering firm for the design of the existing Gulfside Boat Ramp. The current ramp was also funded through the Florida Boating Improvement Program. Originally conceived as precast concrete structure funding constraints resulted in a combination of steel sheet piling and cast-in-place concrete that continues to serve the City 12 years later. The unique design will lend itself well to the proposed future expansion. In addition to the Gulfside Boat Ramp, CPH has served as the design engineer for two other municipal boat ramps. The inside Marina Boat Ramp is a cast-in-place ramp adjacent to the Gulfside Ramp and launch access to the City harbor. The Anchor Hole Boat Ramp is constructed with precast concrete planking and serves the commercial clamming industry. Managed by the Cedar Key Aquaculture Society the boat ramp is for the exclusive use of society members. CPH’s intimate knowledge of the City’s boating infrastructure is second only to the City’s itself.

Additionally, CPH has exceptional expertise in working in and around environmentally sensitive areas and coastal parks for public access. In fact, CPH’s team proposed has worked on over 20+ coastal projects similar in nature. These projects have included redevelopment of existing parks to provide safer access and increase the amenities offered for local residents. We have worked on small to large projects ranging from a few acres to over 400 acre waterways and preserves that have similar challenges and land features.

The CPH team is eager and ready to provide the required services for this project. CPH has been in successful operation in Florida since 1981, and was part of a predecessor firm in the area dating back to the 1960's. Throughout this entire period our firm has been involved in design and development of public and private projects in Florida. We are very proud of our client relationships and have never been terminated from a contract. Further, CPH has been in successful operation for 44 years and has never had any license sanctions, bankruptcies, or major litigation.

We are very proud and thankful for our continued relationship with the City of Cedar Key. We have unsurpassed local staffing capacity, knowledge of the City of Cedar Key area, and can hit the ground running on this project. Thank you for considering our firm.

Sincerely,
CPH Consulting, LLC



Michael P. Tibble, P.E. |
Senior Project Director



Gregory D. Lang, | Vice
President



A FULL-SERVICE DESIGN FIRM



GRANT FUNDING EXPERTISE

Our team has established a strong track record in helping clients navigate the evolving funding landscape; assisting our clientele in acquiring over \$1 Billion in state and federal funding.

TABLE OF CONTENTS

SECTION 1 - KNOWLEDGE OF STATE REGULATIONS GOVERNING THE FWC FLORIDA BOATING IMPROVEMENT FUND PROGRAM

5

SECTION 2 - EXPERIENCE WITH FWC FLORIDA BOATING IMPROVEMENT FUND FUNDED PROJECTS

8

SECTION 3 - EXPERIENCE WITH DESIGNING BOAT RAMP PROJECTS

15

SECTION 4 - MANAGEMENT AND STAFFING

22

SECTION 5 - APPROACH TO TASK

30

SECTION 6 - REFERENCE LETTERS PROVIDED FOR SIMILAR PROJECTS FROM OTHER LOCAL GOVERNMENTS

36



SECTION

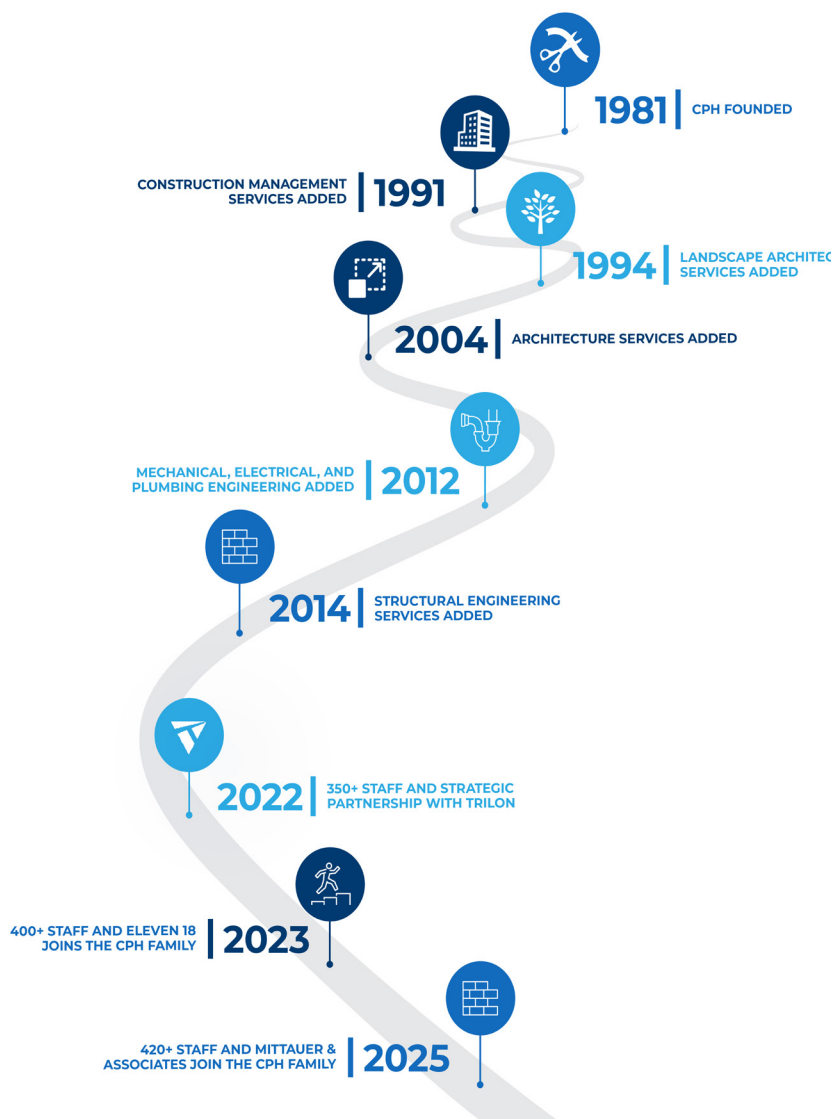
01

1

KNOWLEDGE OF STATE REGULATIONS GOVERNING THE FWC FLORIDA BOATING IMPROVEMENT FUND PROGRAM

CPH Consulting, LLC (CPH) is a multi-disciplined A&E firm that has provided services to municipal clients for over 44 years. The firm's services include architecture, engineering (civil, transportation/traffic, mechanical/electrical/plumbing, structural, and utility), interior design, landscape architecture, planning, survey, environmental, and construction administration. CPH has an extensive portfolio in the design of public projects, with expertise in bpat ramps, seawalls, treatment plants, pump stations, educational and public safety complexes, roads/streetscapes, parks and recreation, trails, and infrastructure improvements. **CPH is recognized as one of the nation's top 500 design firms and one of the nation's top 300 architectural firms.**

For more than 40 years, we have worked alongside many of our clients, consistently delivering successful projects through a dedicated, hands-on approach. Acting as an extension of our clients' staff, our team provides expertise from initial budgeting and capital planning through construction. With a wide range of licensed professionals in-house, **CPH offers a multi-disciplinary approach that allows us to remain versatile and responsive to the changing needs of our clients.** Our extensive experience enables us to support both planned projects and unplanned emergencies.



SERVICES WE PROVIDE:



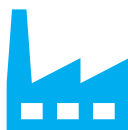
CPH and our team members have been providing services to local Florida municipalities for more than 40 years. Recently, CPH expanded with the addition of Mittauer & Associates, adding more than 20 team members specializing in infrastructure projects for municipal clients. Our team has been working with various funding programs available for infrastructure projects in Florida for more than four decades, and are very familiar with the rules and regulations that govern these programs. Our team members have participated in Florida Commerce's CDBG Application and Implementation workshops to stay current on rules and procedures relative to the CDBG program.

The CPH team has extensive experience in providing engineering services to municipalities and county Governments on projects which utilize financial assistance in the form of grants and loans. We have the ability to research, apply for, and obtain project funding for our clients, and we have an impressive success rate. We have handled hundreds of grant-funded projects: numerous FWC FBIP, 140 CDBG, 40 DEP, 33 USDA Rural Development, 93 FRDAP, dozens by all five of Florida's Water Management Districts, and the Florida Department of Transportation. Our funding success rate totals more than \$1 billion in grant funding for our clients.

We specialize in providing engineering services to cities and counties in the following engineering disciplines:



**Road Paving, Resurfacing,
and New Construction**



**Water and Wastewater Treatment
Facilities Rehabilitation and
Expansions**



**Water, Wastewater and
Reuse Line Extensions,
Rehabilitation, and
Replacement**



**Streetscape Improvements and
Commercial Revitalization**



**Stormwater Treatment,
Management, and
Drainage Improvements**



**Recreational Projects Such as
Boat Ramps, Docks, Parks and
Nature Trails**



**OVER THE PAST 40
YEARS, WE HAVE
ASSISTED OUR
CLIENTS IN NETTING
OVER \$1 BILLION
IN GRANT FUNDING
FOR THEIR
PROJECTS.**

Due to our extensive work with small, rural communities and their associated grant projects, we understand how critical it is to design, permit, and construct a project which meets the Owner's budgetary constraints and timelines.

Most of our projects would not be constructed if the bid prices exceeded the available grant funding or were not completed within the time frames designated by the grant. Therefore, our team works very diligently during the design phase to ensure the project is progressing within the budgetary constraints and within the required schedule, so the Owner obtains the benefit of the grant dollars.

We believe these skills and experience will aid the City of Cedar Key in their goals and objectives to deliver a high quality project on time and within budget.



SECTION

02

2

EXPERIENCE WITH FWC FLORIDA BOATING IMPROVEMENT FUND FUNDED PROJECTS

Our past and current list of grant/loan experience includes many projects in the Florida Fish & Wildlife Conservation Commission, Florida Boating Improvements Program category. Our team has completed or is currently working on FWC FBIP projects for the following communities:

- **City of Cedar Key**
 - Town of Branford
 - City of Crescent City
 - City of Fanning Springs
 - City of Waldo
 - Town of Yankeetown



Through our past project experience in Cedar Key and in nearby communities, we have established relationships with Florida Fish & Wildlife Conservation Commission (FWC) along with program officials and the local regulatory agencies within the Department of Economic Opportunity (DEO), Florida Department of Environmental Protection (DEP), Florida Department of Transportation (FDOT), and all 5 of Florida's Water Management Districts.

Our team has worked with a number of clients who have obtained recreation funding for their parks through the Florida Fish & Wildlife Conservation Commission Program (FWC). Projects for which our clients have received funding for include the following:

- Cedar Key FWC FBIP Cedar Key Marina Boat Ramp Re-construction
- Cedar Key FWC FBIP Cedar Key Marina, Gulfside Boat Ramp
- Branford FWC FBIP Ivey Memorial Park Boat Ramp
- Branford FWC FBIP Ivey Memorial Park Boating Facility (South Boat Dock)
- Branford FWC FBIP Ivey Memorial Park Boating Facilities—Ph. II (South Boat Ramp)
- Branford FWC FBIP Ivey Memorial Park—Ph. III North Dock
- Crescent City FWC FBIP WTP Park Phase II, Boat Ramp
- Crescent City FWC FBIP Margary Neal Nelson Sunrise Park, Phase III
- Crescent City FWC FBIP Margary Neal Nelson Sunrise Park—Floating Dock
- Crescent City FWC FBIP Margary Neal Nelson Sunrise Park, Phase IV
- Fanning Springs FWC FBIP Fort Fanning Boat Dock
- Waldo FWC FBIP Waldo Canal Boating Facility
- Waldo FWC FBIP Waldo Canal Boat Ramp
- Yankeetown FWC FBIP Fisherman's Park Boating Facilities

We find that these projects are frequently bid on by local contractors and receive support and enthusiasm from the community. **Our team members have an excellent working relationship with the Florida Boating Improvement Program (FBIP) Division of the Florida Fish & Wildlife Conservation Commission.**



FWC FBIP IVEY MEMORIAL PARK BOAT RAMP BRANFORD, FL

The project consisted of the replacement of approximately 50 LF of concrete boat ramp including temporary and permanent erosion controls, retaining wall, parking lot restriping, and site restoration. The project was funded through the Florida Fish and Wildlife Conservation Commission (FWC), Florida Boating Improvement Program (FBIP).

Services provided included:

- Grant application and assistance
- Site surveys
- Engineering design
- Construction administration
- Resident observation

COMPLETION DATE:

2009

PROJECT COST:

\$150,605

REFERENCE:

Ken Saunders, Mayor
386.935.1146
ksaunders@
townofbrandford.net

**Project completed as Mittauer & Associates, Inc.*



FWC FBIP IVEY MEMORIAL PARK BOATING FACILITIES PHASE II - SOUTH BOAT RAMP BRANFORD, FL

The FWC FBIP Ivey Memorial Park, Phase II—Boat Ramp project consisted of the demolition and re-construction of approximately 80 LF of an existing concrete boat ramp and all associated restoration.

Funding was provided by the Florida Fish and Wildlife Conservation Commission (FWC), Florida Boating Improvement Program (FBIP).

Services provided included:

- Grant assistance
- Design
- Permitting
- Construction administration
- Resident observation

COMPLETION DATE:
2018

PROJECT COST:
\$10M (Est.)

REFERENCE:
Ken Saunders, Mayor
386.935.1146
ksaunders@
townofbrandford.net

**Project completed as Mittauer & Associates, Inc.*



FWC FBIP MNN SUNRISE PARK, PHASES III & IV

CRESCENT CITY, FL

The FWC FBIP MNN Sunrise Park, Phases III-IV consisted of:

Phase III—Consisted of the following stages—Installation of a new boat parking lot with stormwater management facilities, installation of a new asphalt parking lot with underground stormwater management system and Installation of an aluminum floating dock with aluminum gangway and associated support piles with all necessary accessories for a complete and operable system.

Phase IV— Consisted of clearing and grubbing existing shoreline, removal of existing fixed pier, shore-line improvements including but not limited to: retaining walls, grassing, shoreline breaker wall, etc., pier system rehabilitation, floating dock finger piers, and lighting improvements.

Services provided included:

- Civil engineering design
- Permitting
- Bidding
- Post design services

**Project completed as Mittauer & Associates, Inc.*

COMPLETION DATE:

2019

PROJECT COST:

\$632,000 (Phases III & IV)

REFERENCE:

Derek Martin, City Manager
386.227.2568
citymanager@crescentcity-fl.com



FWC FBIP CEDAR KEY MARINA, GULFSIDE BOAT RAMP

CEDAR KEY, FL

This project involves the design and construction of improvements to the Gulfside Boat Ramp in the City of Cedar Key. The existing boat ramp is frequently used by commercial fisherman, clammers, residents, and tourists in the City of Cedar Key. The boat ramp is deteriorating and in need of repair. This project will provide for the demolition and installation of a new concrete boat ramp with new floating docks and aluminum gangway. The parking lot is to be reconfigured and repaved which will provide ample parking for both vehicles and boat trailers.

Funding was provided by the Florida Fish and Wildlife Conservation Commission (FWC), Florida Boating Improvement Program (FBIP).

Services provided included:

- Grant assistance
- Planning
- Design
- Preparation of plans and specifications
- Bidding and award
- Construction administration
- Project closeout

COMPLETION DATE:

2013

PROJECT COST:

\$544,730

REFERENCE:

Jeff Webb, Mayor

352.543.5132

jwebb@cedarkeyfl.us

**Project completed as Mittauer & Associates, Inc.*



FWC FBIP CEDAR KEY MARINA BOAT RAMP RECONSTRUCTION

CEDAR KEY, FL

The project involved the reconstruction of the existing Inside Marina Boat Ramp in the City of Cedar Key by removing the existing 4-lane, concrete ramp and constructing a new concrete ramp with a new wooden boarding dock. The project was funded through the Florida Fish and Wildlife Conservation Commission (FWC), Florida Boating Improvement Program (FBIP).

Services provided included:

- Grant application and assistance
- Site surveys
- Engineering design
- Construction administration

COMPLETION DATE:
2008

PROJECT COST:
\$134,970

REFERENCE:
Jeff Webb, Mayor
352.543.5132
jwebb@cedarkeyfl.us

**Project completed as Mittauer & Associates, Inc.*



SECTION 03

3

EXPERIENCE WITH DESIGNING BOAT RAMP PROJECTS

CPH has successfully completed numerous boat ramp projects for communities across the State of Florida, including but not limited to:

- Cedar Key
- Branford
- Crescent City
- High Springs
- Mascotte
- Yankeetown
- Hawthorne
- Sanford
- Manatee County
- Miami Beach
- Moorehaven

The following pages highlight non-FBIP funded projects. CPH is a full service architectural & engineering firm. These projects reflect our dedication to providing high quality infrastructure that serves the community's needs and will stand the test of time.





US 17-92 RIVERWALK, PHASE II - III (FDOT LAP) - [SANFORD, FL](#)

Phase II - The FDOT LAP project included 1.5 miles of roadway improvements following Complete Street design principles, addition of a 10–14-ft-wide trail, replacement of 5,500 feet of seawall along Lake Monroe, trailhead parking, a prefabricated pedestrian bridge over Mill Creek, hardscaping, landscaping, and lighting (pedestrian and roadway). Phase III - CPH provided planning, survey, and design services for a new 1.7-mile, 12-ft-wide trail that was part of a multi-phase project funded through a joint partnership with FDOT. This project followed the complete streets design elements with the provision of a multi-use trail, roadway safety improvements, traffic-calming design, roadway & trail lighting, utility design, structural seawall design, drainage improvements/design, irrigation design, beautification, hardscape and landscape design, scenic overlooks of Lake Monroe, way-finding design, pedestrian mid-block crossings (rectangular rapid flashing beacons), traffic studies, survey, and wetland mitigation.

PROJECT COST:

\$32,435,694

COMPLETION DATE:

2015 (Phase II), 2021 (Phase III)

REFERENCE:

City of Sanford
Brady Lessard, Economic
Development Director
407.688.5015
brady.lessard@sanfordfl.gov



KINGFISH BOAT RAMP - MANATEE COUNTY, FL

CPH is providing design and permitting services for the rehabilitation of Manatee County's busiest public boat ramp, to include replacement of the seawall, docks, and boat ramp with three launch lanes. This project will extend the life of the facility, which provides access for the public to experience Florida's iconic sport fishing and natural beauty. For decades, the County has had an agreement with the Florida Department of Transportation (FDOT) to use the right-of-way at the west approach to the SR 64 bridge over Anna Maria Sound. However, during the project, it was discovered that consent to use sovereign submerged lands was not issued for the right-of-way occupied by the boat ramp facility. Therefore, the scope of the project was expanded to include application to the Trustees of the Internal Improvement Trust Fund (TIITF) for a sovereign submerged lands lease. In 2024, the accessory docks were severely damaged by hurricanes Helene and Milton. CPH provided emergency permitting services to repair the docks and parking lot, allowing the public facility to re-open as quickly as possible. CPH provided survey, civil, and structural engineering and environmental services for the project. Innovative techniques used to design the seawall: wave action against seawall, dock, and boat ramp were modeled using computational fluid dynamics and numerical modeling software to determine the necessary reinforcement of the structures.

PROJECT COST: \$3,500,000

COMPLETION DATE: TBD

REFERENCE: Manatee County
Property Management
Angela Honts, PMP, Project
Manager, Construction Services
Division
941.748.4501 ext. 5844
angela.honts@mymanatee.org



NORTH AND SOUTH COQUINA BOAT RAMP IMPROVEMENTS - MANATEE COUNTY, FL

CPH worked with Manatee County on the design and permitting of site improvements and amenities at both the North and South Coquina Boat Ramps. Services provided included site planning, engineering, permitting, landscape design, environmental, parking lot lighting design, and bidding/construction administration. Because nearly the entire project area is seaward of the Coastal Construction Control Line, the work required careful coordination with state and local regulations.

At North Coquina, improvements included a new boat ramp facility with seawall and dock, an elevated restroom building with a small lift station, a stabilized shell parking lot, and associated stormwater improvements. At South Coquina, the project featured a stabilized shell parking lot with stormwater facilities and the relocation of an existing pavilion adjacent to the intracoastal waterway.

For both sites, CPH also conducted a pedestrian warrant study to evaluate the need for a mid-block pedestrian crossing to support the enhanced amenities.

PROJECT COST:

N/A

COMPLETION DATE:

2013

REFERENCE:

Manatee County
Mr. Tom Yarger, Construction
Services Manager, Property
Management Department
941.749.3003
tom.yarger@mymanatee.org



WARNER'S BAYOU BOAT RAMP IMPROVEMENTS - MANATEE COUNTY, FL

CPH was retained by Manatee County for site planning, engineering, permitting, landscape design, and bidding/construction administration services for construction of the improvements associated with the Warner's Bayou Boat Ramp, which has jurisdictional wetlands that will need to be preserved. The project includes the modification of an existing boat ramp, reconfiguration of parking areas, and utility connections for a new 200-SF restroom.

Engineering work included investigation of site constraints, modeling of project's water, sewer, and stormwater systems, and site improvements. CPH is responsible for completing applications and obtaining site plan approval from Manatee County and the Florida Department of Environmental Protection for both the stormwater permitting as well as utility permitting. CPH was retained by the County to perform inspection services, shop drawing review, post design services, attendance at progress meetings, as-built drawings, clearance letter, certification of completion of construction, substantial completion and final inspections, review of change orders, and negotiation assistance for changes in the work.

PROJECT COST:

\$300,000

COMPLETION DATE:

2013

REFERENCE:

Manatee County
Mr. Tom Yarger, Construction
Services Manager, Property
Management Department
941.749.3003
tom.yarger@mymanatee.org



BRITTANY BAY PARK SEAWALL - MIAMI BEACH, FL

CPH assisted the City of Miami Beach with the replacement of 800 LF of seawall at Brittany Bay Park on Indian Creek. The design of the seawall incorporated protection of existing Mangrove Habitat while elevating the seawall to protect the City's assets against sea-level rise.

PROJECT COST:

\$27,630 (Design)

COMPLETION DATE:

2023

REFERENCE:

City of Miami Beach
Brindley Pieters & Associates, Inc.,
Oscar Bermudez
386.822.9473 ext. 223
obermudez@bpa-engineers.com



SECTION

04

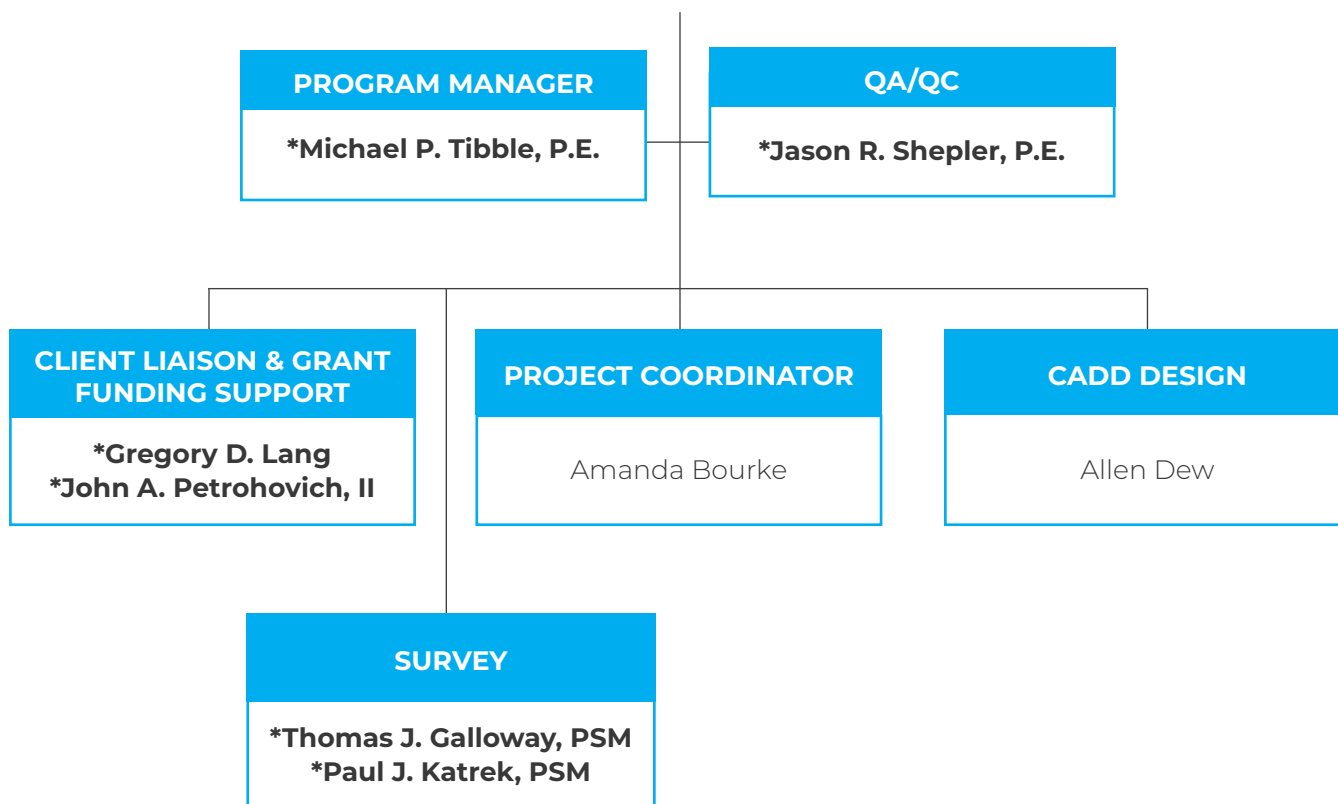
4

MANAGEMENT AND STAFFING

CPH has assembled a vastly diverse and highly qualified team with extensive experience in all discipline areas requested by the City. Our team has the capabilities and expertise to complete this project successfully. The CPH Team Organizational Chart (provided below) depicts the overall reporting and communication hierarchy as well as project roles and responsibilities in relation to the City's scope of services.



***Key Personnel** - Resume Provided



420+ EMPLOYEES
READY TO BEGIN WORK
IMMEDIATELY



**PAST WORKING
RELATIONSHIP**
WITH THE CITY SINCE 2006



MULTI-DISCIPLINARY FIRM
PROVIDING A MAJORITY OF THE
SCOPE ITEMS IN-HOUSE

RESUMES



MICHAEL P. TIBBLE, P.E.

PROGRAM MANAGER

Mr. Tibble serves as the firm's lead civil site design engineer and structural engineer. He has more than 31 years of experience in funding assistance, civil site design, and structural engineering. He has performed the civil and structural design of boat ramps, docks, water plants, wastewater treatment plants, schools, churches, libraries, medical offices and business complexes. Mr. Tibble also performs civil engineering design for municipal drainage and stormwater projects as well as commercial and industrial site design. Recently Mr. Tibble has been responsible for all or part of the design and construction administration of the following projects:

Years of Experience:

31

Education:

University of
Central Florida
BSCE – 1994
University of
Central Florida
BSME - 1992

Licenses/

Certifications:

Professional
Engineer - FL (No.
55352)

- **FWC FBIP** Cedar Key Marina, Gulfside Boat Ramp, Cedar Key, Florida
- **FWC FBIP** Ivey Memorial Park Boat Ramp, Town of Branford, Florida—Structural
- **FWC** Tenoroc Shooting Platform
- **FWC** Alligator Research Center (design only)
- **FWC** Freeman House - Structural Evaluation
- **RBEG** Anchor Hole Boat Ramp Improvements, Cedar Key, Florida
- **Wal-Mart Park, Clay County Parks, Recreation, and Special Events**, Clay County, Florida
- **Amphitheatre for West Putnam Recreation Complex**, Putnam County, Florida
- **DEP FRDAP Fort Fanning Historical Park**, Fanning Springs, Florida

All the civil design projects required review and permitting by federal, state and local agencies including wetland mitigation. Each project included a full range of construction administration services such as chairing progress meetings, processing pay requests, preparing change orders and reviewing shop drawings.





JASON R. SHEPLER, P.E.

QA/QC/VICE PRESIDENT OF ENVIRONMENTAL SERVICES

Mr. Shepler has 27 years of experience in project management, design, permitting, and development. During this time, he has completed work associated with potable water distribution and treatment facilities, wastewater collection, transmission, and treatment facilities, reclaimed water storage, delivery, and distribution systems, stormwater collection and treatment facilities, roadway designs, and small and large-scale development projects. Mr. Shepler served as the Engineer of Record for the following projects:

Years of Experience

27

Education

University of Florida,
BSENE - 1997

Licenses/ Certifications:

Professional Engineer
- FL (No. 58760)

- **Moore Haven CDBG** 18 NR Sewer System Extension
- **Moore Haven CDBG** 04 NR Water Main Replacement
- **Crescent City FWC FBIP** Phase II, Boat Ramp
- **Crescent City FWC FBIP** Margary Neal Nelson Sunrise Park
- **Crescent City CDBG** Stormwater Improvements
- **Crescent City SJRWMD** Crescent Lake Improvements

Mr. Shepler's management and design capabilities include oversight and completion of designs for docks; retaining walls; site improvements; fixed-dock marinas; wastewater collection, transmission, and treatment facilities; reclaimed water delivery systems; utility corridors; potable water distribution and treatment systems; stormwater collection and treatment facilities; and site development projects.





GREGORY D. LANG

CLIENT LIAISON/GRANT FUNDING

Mr. Lang serves as the firm's Vice President of Community Development. Mr. Lang specializes in construction management, grant funding/low interest loan procurement and community development. He has an extensive background in construction administration and previously served as Director of the Community Redevelopment Agency for the City of Cedar Key in Levy County, Florida.

Years of Experience

38

Education

Fellow with University
of Florida Natural
Resources Leadership
Institution

Licenses/ Certifications:

Certified Building
Contractors License -
FL (No. CBC060276)

- **FWC FBIP Cedar Key Marina**, Gulfside Boat Ramp, Cedar Key, Florida
- **RBEG Anchor** Hole Boat Ramp Improvements, Cedar Key, Florida
- **Crescent City FWC FBIP** Phase II, Boat Ramp
- **Crescent City FWC FBIP** Margary Neal Nelson Sunrise
Park
- **FWC FBIP** Cedar Key Marina Boat Ramp Reconstruction
Cedar Key, FL

Mr. Lang's management and design capabilities include oversight and completion of designs for docks; retaining walls; site improvements; fixed-dock marinas; wastewater collection, transmission, and treatment facilities; reclaimed water delivery systems; utility corridors; potable water distribution and treatment systems; stormwater collection and treatment facilities; and site development projects.





JOHN A. PETROHOVICH, II

CLIENT LIAISON/GRANT FUNDING

Mr. Petrohovich performs grant writing, funding procurement, project planning, and project assistance. His background in client relations and financial services equips him to work alongside clients to thoroughly understand their needs and to actively align projects with the most suitable grant and loan options by keeping a vigilant eye on legislative changes and emerging grant prospects. Central to his commitment to the firm and its clients is an unwavering dedication to environmental transformation, the development of sustainable, community-benefitting projects, and the responsible management of Florida's invaluable resources. Mr. Petrohovich has assisted in assembling millions in grant funding for numerous projects.

Years of Experience

4

Education

Florida State College
at Jacksonville, AA –
2016

Florida State College
at Jacksonville,
BAS – Supervision &
Management - 2023

Mr. Petrohovich has assisted in assembling millions in grant funding that have funded numerous projects from these and other programs:

- FDEP State Revolving Fund
- FDEP Alternative Water Supply and Springs Programs
- FDEP Water Quality Programs
- Community Development Block Grant – Neighborhood Revitalization Program
- Department of Transportation-Small Community Outreach Program
- Legislative Appropriations
- Rural Infrastructure Fund
- Water Management District Cost-Share

Most recently, Mr. Petrohovich has worked on the project planning, project funding, and project management of projects such as:

- **Baldwin**, SRF Sewer System Evaluation
- **Chiefland**, CDBG 23 NR Water Main Replacement & Lift Station Generator
- **Fanning Springs**, Wastewater System Expansion, Phase VI AWTF
- **Fort Meade**, VFW RV Park Wastewater System
- **Lake Butler**, CDBG-MIT Wastewater Transmission System
- **Lake Butler**, SRF Wastewater Collection System Improvements, Phase I
- **Lawtey**, SRF Water Main Replacement, Ph. I
- **Monticello**, SRF WWTF Energy Efficiency Improvements – Solar Array





THOMAS J. GALLOWAY, PSM

SURVEYING AND MAPPING PROFESSIONAL

Years of Experience

34

Education

B.S. in Surveying and Mapping, University of Florida

Licenses/ Certifications

Professional Surveyor & Mapper - FL (No. 6549)

NCEES Council No. 1291

Mr. Galloway has extensive experience in the surveying and mapping profession and has a Bachelor of Science of Surveying and Mapping from the University of Florida. His experience ranges from working in the field and office on small to large development projects, to serving as party chief/survey CADD technician, project manager, and survey manager. Mr. Galloway has served as Principal and Director of the Surveying Division of the firm since its establishment in 2001. He has overseen the department's growth from two survey crews to managing the current seven survey crews. Additionally, he has been personally involved in over 2,500 surveys while at CPH.

Manatee County - Kingfish Boat Ramp - CPH is providing design and permitting services for the rehabilitation of Manatee County's busiest public boat ramp, to include replacement of the seawall, docks, and boat ramp with three launch lanes. This project will extend the life of the facility, which provides access for the public to experience Florida's iconic sport fishing and natural beauty. The scope of the project was expanded to include application to the Trustees of the Internal Improvement Trust Fund (TIITF) for a sovereign submerged lands lease. CPH provided emergency permitting services to repair the docks and parking lot following two 2024 hurricanes, allowing the public facility to re-open as quickly as possible. CPH provided survey, civil, and structural engineering and environmental services for the project. Innovative techniques used to design the seawall: wave action against seawall, dock, and boat ramp were modeled using computational fluid dynamics and numerical modeling software to determine the necessary reinforcement of the structures.

North Coquina Boat Ramp Improvements - CPH worked with Manatee County to design and permit site improvements and amenities at North Coquina Boat Ramp. CPH provided site planning, engineering, permitting, landscape design, environmental, and bidding/construction administration services. Nearly the entire site is seaward of the Coastal Construction Control Line. The improvements included the design and permitting of a new boat ramp facility and corresponding seawall and dock. The improvements also included a new restroom building, which was elevated in accordance with State Regulations. A small lift station was designed and permitted to accommodate the new restroom facility. A new stabilized shell parking lot and the site-associated stormwater improvements were also included in the project scope. CPH also provided a pedestrian warrant study to determine the appropriateness of a mid-block pedestrian crossing to support the improved amenities.



PAUL J. KATREK, PSM

SURVEYOR

Mr. Katrek has extensive experience in the surveying and mapping profession. His experience ranges from working in the field and office on small to large development projects, to serving as an Instrument Man, Party Chief/Survey CADD Technician, Project Manager and Survey Manager. Mr. Katrek is proficient in the use of computer software programs and field equipment such as: AutoCAD Land Development Desktop, TDS-Data Collection hardware and software, Topcon & Leica total stations, Trimble Post Processing Software, Leica GPS Equipment, and C & G Software.

Years of Experience
33

Education
A.S. in Architecture &
Building Technology,
Daytona Beach
Community College

**Licenses/
Certifications**
Professional Surveyor
& Mapper - FL (No.
6233)
NCEES Record No.
1342

FDEP William J. Rish Recreation Area Fishing and Viewing Pier - The Florida Department of Environmental Protection (FDEP) is proposing the construction of a dock extending into St. Joseph Bay, an aquatic preserve. The 8-foot-wide dock will be 300 feet long; include four, 18' x 18' hexagonal pavilions; meet ADA requirements; and have turtle-friendly lighting. Environmental Scientists assisted with the environmental assessment and coordination and permitting with FDEP and ACOE, and conducted listed species surveys, seagrass surveys, and benthic resources to prepare applications. CPH scientists collaborated with the project engineer to develop a design that met the FDEP's requirements, avoided and minimized impact to water resources and seagrass beds, and avoided conflict with marine sea life.

North Coquina Boat Ramp Improvements - CPH worked with Manatee County to design and permit site improvements and amenities at North Coquina Boat Ramp. CPH provided site planning, engineering, permitting, landscape design, environmental, and bidding/construction administration services. Nearly the entire site is seaward of the Coastal Construction Control Line. The improvements included the design and permitting of a new boat ramp facility and corresponding seawall and dock. The improvements also included a new restroom building, which was elevated in accordance with State Regulations. A small lift station was designed and permitted to accommodate the new restroom facility. A new stabilized shell parking lot and the site-associated stormwater improvements were also included in the project scope. CPH also provided a pedestrian warrant study to determine the appropriateness of a mid-block pedestrian crossing to support the improved amenities.



SECTION

5

APPROACH TO TASK

Project Understanding

CPH understands that Cedar Key is seeking to procure engineering services related to its Florida Boating Improvement Program (FBIP) grant for design and permitting of the proposed expansion of the Gulfside Boat Ramp located at the Cedar Key Marina. CPH is excited for the opportunity to present our skills and experience in this type of work which will include the following::

- Grant/Loan programs including but not limited to FWC FBIP, USDA, FDEP, WMD, and FDOT
- Capital improvement project site planning, design, and permitting
- Roadway and sidewalk design
- Utility infrastructure (water, wastewater, stormwater)
- Traffic and Transportation engineering
- Permitting assistance with state and federal agencies
- Cost estimation and bidding assistance
- Construction administration and inspection
- Surveying and mapping
- Advertising and bidding service, providing to the City advertisement to bid, conduct pre-bid meeting, assist in bid service and award. Prepare contract documents for City and contractor execution.
- Professional services during construction. Answer questions of contractor and/or City. Review shop drawings, change orders, and pay requests. Prepare and submit record drawings to City and other governmental entities

It is anticipated that the scope of work for this project will likely include the following engineering-related services: grant/funding coordination and support; preliminary engineering; topographic surveying; geotechnical investigation/testing and analysis; engineering design; cost estimating; permitting; bid administration; construction administration; and resident observation.

As previously described CPH has all the necessary qualifications to provide the above-referenced services to the City and is very familiar with the proposed project scope having previously helped create the project scope, cost estimate, and grant application with the grant administrator. We offer the following approach for our proposed services for the City of Cedar Key's consideration:

Tasks



A. KICK-OFF MEETING:

The first step in our technical approach would be to have a meeting with City staff and FWC grant consultant to confirm the scope of the project, discuss the project in general, solicit needed information, identify any potential problems, and establish clear lines of communication for all parties involved. During the "Kick-Off" meeting with the Owner, CPH will help develop or review the project's timeline and available budget. We would also discuss and clarify project specifics and staff preferences for the project. Due to CPH's extensive work with communities and utilities of all sizes and their associated grant projects, we understand how critical it is to design, permit, and construct a project which meets the Owner's budgetary constraints and timelines.



B. SURVEYING AND AS-BUILT REVIEW:

We would perform topographic boundary surveying of the proposed project. All topographic surveying would be performed in-house by our survey department and certified by our licensed PLS.

A critical component of our approach is our dedication to investigating the locations of existing utilities within the project corridor. It is a vital component of the design phase of a successful project. We have extensive experience in a number of methods to determine the existence, location, and description of buried utilities along pipeline corridors. These methods include:

- As-Built/Record Drawing Research
- Contacting Original Designers & Engineers
- Contacting Construction Companies
- Contacting Operation & Maintenance Staff
- Subsurface Utility Engineering (SUE)
- Review of Historical Aerial Imagery

Our exhaustive approach has helped us identify problems during the design phase before claims can be made by the contractor during construction. The extra effort to locate existing utilities can avoid delays and extra costs that cause a project to be late and/or over budget.



C. PRELIMINARY DESIGN:

We would prepare and submit the Preliminary Design plans to the City for review and comment. Our staff would address any questions regarding the preliminary design approach, budget, construction and schedule. In the case of studies or technical analysis (hydrologic modeling, risk management), a preliminary version of the document will be provided to the City for review and comment.



D. FINAL DESIGN:

Final Design would include the incorporation of the collected survey data and available record drawing information. The information would be downloaded into Civil 3D and used to prepare construction drawings. The drawings and specifications would be very clear and detailed in regard to the work that the contractor must perform. We would conduct formal design reviews with the City of Cedar Key at important milestones, such as the 60% and 90% stages of completion. We feel that periodic review of the project with the client results in a higher-quality project that more fully meets the client's needs. At each milestone, CPH will perform its own quality assurance and quality control activity. Typically, this is performed concurrent with the client's review. At the conclusion of the internal QA/QC review and City staff review, the comments received will be incorporated into plans and propel us to the next milestone.



E. PERMITTING, WHERE APPLICABLE:

Our project team would submit the appropriate permit applications. CPH has an excellent working relationship with all the applicable regulatory agencies. We have secured numerous permits from FDEP, FDOT, and the Water Management Districts on past projects for the City and other communities in the state. We will work hard to get in front of any permitting requirements and resolve permitting issues as soon as possible. We would submit the permit applications as soon as the plans were at a sufficient stage of completion in order to expedite the permitting process. A brief summary of some typical agencies we interface with is provided as follows:

- **Florida Department of Environmental Protection:** We have worked with the FDEP on the majority of our projects and have a great relationship with the various staff members. A pre-application meeting is mandatory on all of our projects and is typically scheduled once the work plan and scope of work is agreed to for the specific project. This early dialogue allows us to modify the project approach as needed to ensure timely acquisition of permits.
- **Florida Fish & Wildlife Conservation Commission:** We have worked with the FWC on numerous projects and have a great relationship with the various staff members. A pre-application meeting is mandatory on all of our projects and is typically scheduled once the work plan and scope of work is agreed to for the specific project. This early dialogue allows for us to modify the project approach as needed to insure timely acquisition of permits.
- **Suwannee River Water Management Districts:** CPH would apply to the Suwannee River Water Management District (SRWMD) for any Environmental Resource Permit (ERP), required for the project. We have an excellent working relationship with SRWMD and are very knowledgeable of their rules and regulations. We would respond to all requests for additional information in a timely manner to ensure the permitting process moves expeditiously
- **City of Cedar Key:** Project team members will work with the City of Cedar Key staff to determine if any local permits will be required and/or if any easements will be needed.

In addition to the aforementioned agencies, we have experience working with the following agencies on a more project specific basis:

- Florida Department of Transportation
- U.S. Army Corps of Engineers
- Environmental Protection Agency



F. BIDDING:

Completed City of Cedar Key-reviewed plans and specifications would be submitted for final approval prior to advertising for bids. Any comments would be incorporated into the plans and specifications. We would provide all bidding services associated with the project. These services would include:

- Preparation of Advertisement for Bids
- Prepare and Distribute Plans and Specifications to Bidders
- Tabulate and Maintain a List of Plan Holders
- Respond to Contractors' Questions
- Issue Addenda (if required)
- Attend Bid Opening
- Prepare Bid Tabulation
- Check Contractors' References
- Prepare Recommendation of Award



G. CONSTRUCTION ADMINISTRATION:

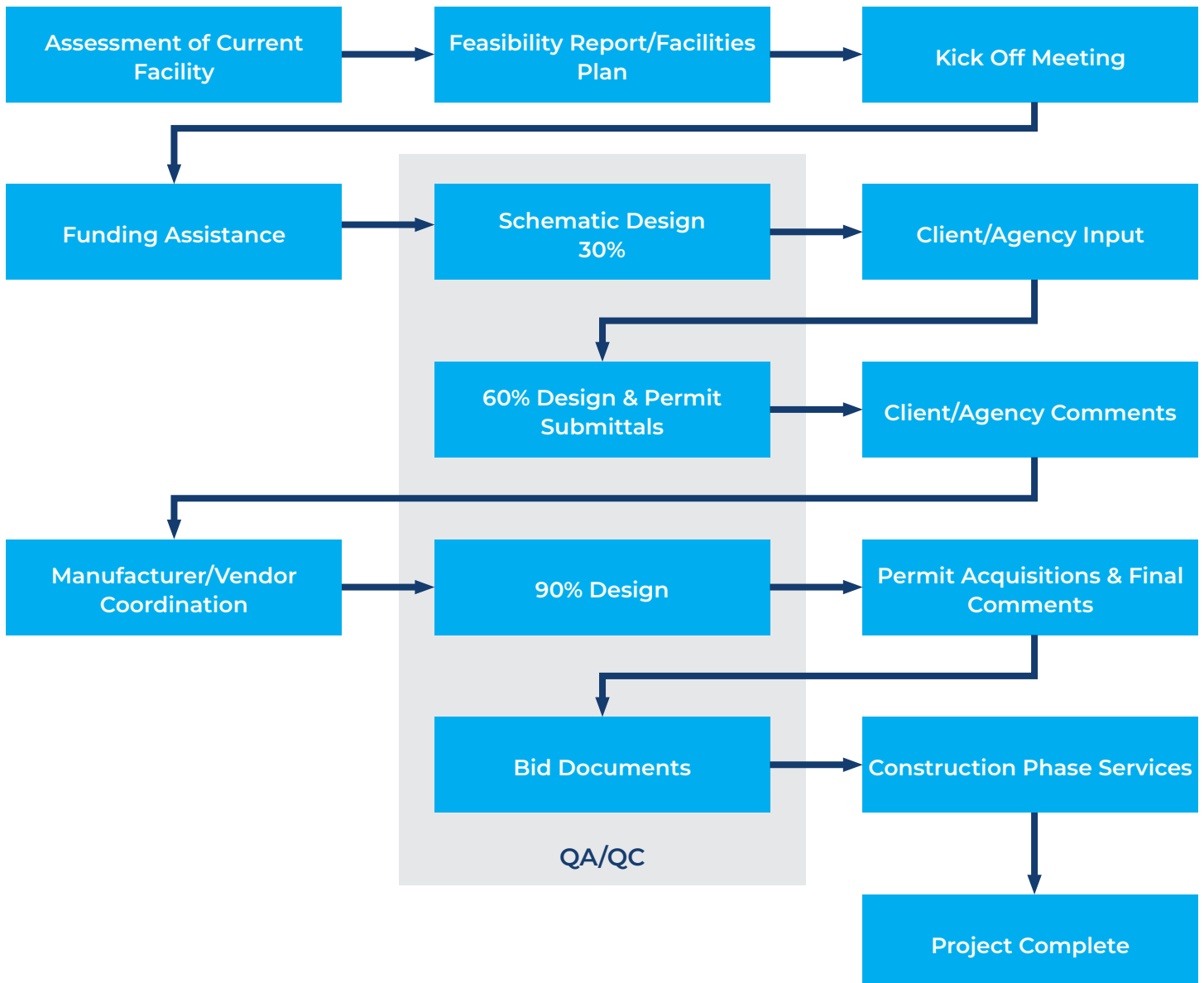
CPH would provide complete construction administration services. These services typically include contract administration, preconstruction conference, shop drawing review, resident observation, processing pay requests, change orders, record drawings, start-up services, project certifications, and contract closeout.

Our resident observers have years of experience in the construction of public works projects and have helped oversee numerous projects in the City of Cedar Key. Their knowledge of utility, roadway, and drainage construction as well as SRWMD/SJRWMD and FDEP regulations enhances our ability to detect potential construction issues and provide valuable local knowledge to the project. Periodic progress meetings would be conducted with the contractor and the City to identify and address potential conflicts with regard to schedules and costs.



H. PROJECT CLOSEOUT:

CPH would oversee the progress of the contractor until construction has been completed. We would perform a Substantial Completion walkthrough, then a Final Completion walkthrough approximately 30 days later. Any unfinished items or items that are not in compliance with the design would be itemized on a punch list and presented to the contractor and a copy will be provided to the City. All items associated with the construction of the project must be satisfactorily completed and be in compliance with the plans and specifications. Once the punch list items are complete, we would process the final pay request and deem the project successfully complete. We would submit a certification of construction completion to the appropriate regulatory agencies as part of the close out process. We would also prepare/facilitate the production of record drawings and submit them to the City.



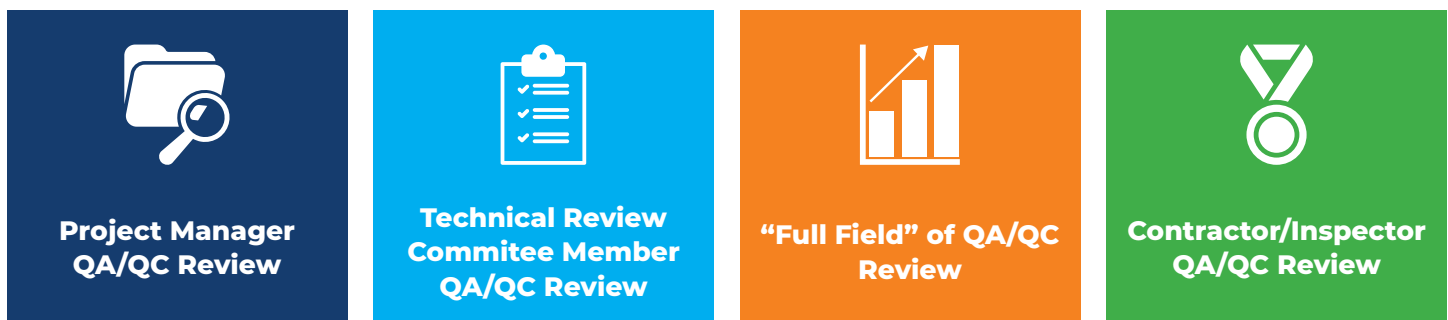
Quality Control

CPH has an established culture that places emphasis on quality control and assurance for our clients. The firm and team members are dedicated to this process and incorporation of good design and construction practices from the inception of projects. CPH's corporate quality initiatives include developing a quality control/assurance standardization committee, benchmark reviews by experienced, qualified technical personnel, and means and methods quality reviews by licensed general and utility contractors. The team routinely meets with clients to conduct completed project reviews to evaluate team performance and identify opportunities to enhance service.

CPH's established culture is instilled in every team member and requires that the staff act as an extension of our clients staffing, providing them with services that are on time, within budget, cost effective, and of the highest level of quality. CPH has Standard Operating Procedures (SOP) for all of our major programs (transportation, infrastructure, utilities, stormwater, commercial, residential, and municipal) that include project management techniques, cost estimating, design alternative reviews, subconsultant design reviews, and client communication requirements.

Four Level Quality Control Review System

CPH's quality control system is separated into four distinct levels described as follows:



- 1. Project Manager QA/QC Review:** CPH project managers are trained to review all documentation, including information received from the client, other agencies, subconsultants, and internal drawings and specifications. This is the first step in assuring accurate information and proper project design. The project manager is responsible for reviewing the project for accuracy and required changes.
- 2. Technical Review Committee Member QA/QC Review:** Throughout the design phase, starting from inception, CPH provides one to two team members who will work with the project manager and designer to review areas of concern and offer additional technical expertise. This person is not involved in the daily design facets, but is kept up-to-date through the use of monthly design updates. The technical review committee provides a quality check of various design options, plans, and other construction documents at the 30%, 60%, 90%, and 100% completion intervals.
- 3. "Full Field" of QA/QC Review:** At the 30%, 60%, and 90% stages of the design, the project documentation and specifications are turned over to engineers from other fields to review alternative options and quality of plans. For example, an infrastructure project will be turned over to an independent engineer in our roadway or utility department. This provides a complete internal audit from personnel that have not been involved in the project and are seeing the project for the first time.
- 4. Contractor/Inspector QA/QC Review:** In addition to engineers and construction personnel, the team has the added value of having on-staff licensed general and utility contractors that can review projects from various perspectives. With experienced personnel that have provided construction services for over 30 years, we are able to review the project from a constructability and/or means-and-methods viewpoint. In addition, the licensed, on-staff contractors review projects and provide "real-time" cost estimates throughout the duration of the project. This construction experience allows the team to view projects through the eyes of a contractor with the ability to identify intangible cost factors—elements such as restricted site conditions, specialized equipment requirements, excessive material and labor costs, impacts on schedules, etc. that may not be apparent to a design engineer.



SECTION

06

6

REFERENCE LETTERS PROVIDED FOR SIMILAR PROJECTS FROM OTHER LOCAL GOVERNMENTS

City of Cedar Key *The Island City*

P.O. Box 339, Historic Second Street, Cedar Key, Florida 32625

Mr. Joe Mittauer, President
Mittauer & Associates, Inc.
580-1 Wells Road
Orange Park, FL 32073

To whom it may concern.

The City of Cedar Key has worked with Mittauer & Associates, Inc. on a number of projects over recent years. The projects have included parks, boat ramp facilities, street resurfacing, potable water, wastewater, reclaimed water and storm water improvements.

In all these projects Mr. Joe Mittauer and his staff have been responsive, professional and always available to listen to our goals and discuss ways to forward them. Furthermore, Mittauer & Associates, Inc. has assisted us in leveraging our funding with grant opportunities. Their expertise in assisting small communities apply for and navigate the State and Federal funding opportunities are key to the success of a number of our projects.

I highly recommend Mittauer & Associates, Inc. to you. If you have any questions please contact me.

Very Respectfully,



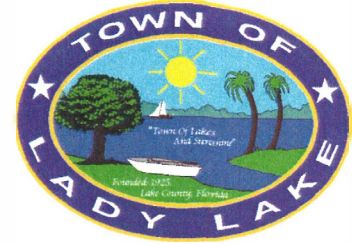
Pat O'Neal, Mayor

Municipal Complex, 409 Fennell Boulevard, Lady Lake, Florida 32159 USA

352-751-1500

FAX 352-751-1510

www.ladylake.org



To whom it may concern:

This letter is in reference to the multiple tasks that Mittauer and Associates has performed for the Town of Lady Lake over the years. As one of our primary engineering firms on Continuing Services Contract with the Town of Lady Lake, Mittauer and Associates has performed a wide variety of scopes of work on our behalf.

While working with the staff of Mittauer and Associates we have found them knowledgeable and experienced in State and Federal Grant Program Requirements. They currently perform the grant management, engineering, and reporting for our CDBG entitlement program.

Mittauer and Associates scored 1st out of more than 70 engineering firms in our RFP for Engineering Services, graded by a panel of Town Staff from 4 or more departments. Some of the highlights of the top score were as follows:

- Proven ability to meet our Town's needs
- Proven ability to assist with grant or low interest loan procurement and administration
- Proven ability to work with permitting agencies (FDEP, SJRWMD, etc..)
- Proven ability to listen to Town's staff and find cost-effective solutions to their needs
- Proven ability to provide municipal engineering services such as Water/Wastewater Treatment Facilities, Water and Sewer Linework, Roads, Drainage, Parks, Utility Relocations, etc.
- High marks were received for Mittauer and Associates competent and professional staff

I would professionally recommend Mittauer and Associates for any project that they are qualified to perform. Please feel free to contact me with any questions.

Sincerely,

C. T. Eagle, Sr
Public Works Director
cteagle@ladylakepw.org

Public Works Complex, 136 Skyline Drive, Lady Lake, Florida, 32159 (352) 751-1526

TOWN OF ZOLFO SPRINGS

3210 U.S. Hwy. 17 S.
P.O. Box 162
Zolfo Springs, FL 33890-0162

Phone: (863) 735-0405
Fax: (863) 735-1684

RE: Mittauer & Associates

To Whom It May Concern:

The Town of Zolfo Springs highly recommends Mittauer & Associates for engineering services. The Town of Zolfo Springs has utilized Mittauer & Associates for projects such as Water/Wastewater Treatment Facilities, Water & Sewer Linework, Roads, Drainage, Parks, Utility Relocations and other municipal needs. The staff at Mittauer & Associates is always pleasant to work with and very quick to respond to any needs that may arise.

The Town of Zolfo Springs has had the privilege to work closely with Mittauer & Associates for several years with several different projects. The staff at Mittauer & Associates is very competent, professional, and extremely knowledgeable with State and Federal Grant program requirements. Along with their experience and professionalism, Mittauer & Associates helped assist with grant and loan procurements, worked with other agencies in regards to obtaining necessary permits and offer the best cost-effective solutions for our Town.

If you have any questions or concerns, please feel free to contact me at (863) 735-0405 x 224.

Sincerely,



Linda Roberson
Town Manager

LR/ag



October 30, 2024

CPH Consulting, LLC
500 West Fulton Street
Sanford, FL 32771

To Whom It May Concern,

It is my pleasure, on behalf of the City of Sanford, to recommend CPH for their outstanding architectural and engineering design services. Our partnership with CPH has made a remarkable difference in our community, and we are consistently impressed by their professionalism, innovative solutions, and attentiveness to our needs.

The CPH team has provided an extensive suite of services, including architectural design, civil and landscape architecture, utility design, as well as structural, mechanical, electrical, and plumbing engineering, surveying, and construction administration. Their meticulous approach and dedication to quality were key in ensuring the successful, timely, and high-standard completion of our projects.

CPH's responsiveness, technical expertise, and client-centered approach were evident at every project phase. They addressed our needs promptly and thoroughly, making them a trusted partner among city officials and staff. We wholeheartedly recommend CPH to any organization looking for a skilled and reliable design firm.

For any questions regarding our experience with CPH, please feel free to contact me—my information is found below.

Sincerely,

Brady Lessard
Economic Development Director
City of Sanford
300 N. Park Avenue, Sanford, FL 32771
brady.lessard@sanfordfl.gov
407.688.5015

Art Woodruff
Mayor

Sheena Britton
District 1

Kerry S. Wiggins, Sr.
District 2

Patrick Austin
District 3

Patty Mahany
District 4

Norton N. Bonaparte, Jr.
City Manager

City Hall, 2nd Floor • 300 N. Park Avenue • Sanford, FL 32771-1244 • PO Box 1788 • Sanford FL, 32772-1788

p. 407.688.5007 • f. 407.688.5002 • sanfordfl.gov

Edgar Bryant, PE
Project Manager II
City of Orlando, Department of Public Works
400 South Orange Avenue
Orlando, FL 32802

April 3, 2024

RE: CPH Consulting, LLC Reference | Shingle Creek Trail Design (FDOT LAP)

To Whom It May Concern:

It is my pleasure to provide a letter of recommendation for CPH Consulting, LLC (CPH) regarding their recent services for the Shingle Creek Trail Design (FDOT LAP) project. The City of Orlando has had the pleasure of working with CPH since 1984.

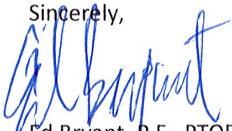
The City of Orlando selected CPH to design the Shingle Creek Trail Design project, which consists of a 12–14-ft-wide, 2.5-mile segment of a regional 33-mile trail corridor. This segment of the Shingle Creek Trail corridor was identified as a north-south bicycle route through the City of Orlando connecting the Oak Ridge Road/International Drive to Sand Lake Road creating an alternative transportation means and economic development opportunities. The project is an FDOT Local Agency Program (LAP) project, which provided \$500,000 of Federal transportation funding for design and permitting of the project.

Approximately 1 mile of the trail meanders along a berm that separates a large retention pond and the Shingle Creek wetlands. Three prefabricated pedestrian bridges were designed as part of this project. The project also crossed under OUC Power Transmission lines, requiring all facilities to be grounded, and a heavy-duty pavement section to account for the maintenance vehicles. Three respite areas were designed along the trail, two of which were elevated decks with wooden substructure and composite decking located along the water's edge overlooking the headwaters of Shingle Creek. Safety was also of concern as the trail was located in a rural wooded area; therefore, CPH coordinated with the Orlando Police Department and the City's Traffic Division to provide security cameras within the wooded areas. The trail required obtaining right-of-way and easements for 90% of the project, and were all obtained through a value-and-exchange process, which resulted in zero costs to the City.

The City officials and staff members have been satisfied with the performance by CPH. CPH has always been responsive to the City's needs during both design and construction, and understood the importance of the project to the City. I am very confident that our experience with CPH is reflective of the professionalism, level of service, and satisfaction others can expect.

Should you like to discuss the CPH team and their ability to design excellent projects, I encourage you to contact me.

Sincerely,



Ed Bryant, P.E., PTOE,
Project Manager, Project Management Division

FIRM LICENSES

CPH, as a fully licensed design firm, is committed to meeting the needs of the City of Cedar Key. We're here to ensure your vision is brought to life while upholding the highest standards of design integrity and compliance.

PROFESSIONAL ENGINEERS

Licensee Information

Name: **CPH CONSULTING LLC (Primary Name)**
CPH (DBA Name)
 Main Address: **500 W. FULTON STREET**
SANFORD Florida 32771
 County: **SEMINOLE**

License Information

License Type: **Engineering Business Registry**
 Rank: **Registry**
 License Number: **36945**
 Status: **Current**
 Licensure Date: **03/21/2023**
 Expires:

LANDSCAPE ARCHITECTS

Licensee Information

Name: **CPH CONSULTING LLC (Primary Name)**
 Main Address: **500 W FULTON ST**
SANFORD Florida 32771
 County: **SEMINOLE**

License Information

License Type: **Landscape Architecture Business Information**
 Rank: **Business Info**
 License Number:
 Status: **Current**
 Licensure Date: **07/11/2022**
 Expires:

SURVEYORS & MAPPERS

CPH CONSULTING, LLC
 500 W FULTON ST, SANFORD, FL 32771-1220
 Phone 407-322-6841

License Type	License#	Issued	Expires	Status
Surveyor Business	LB7143	12/03/01	02/28/27	Active
Surveyor of Record	LS6549	07/18/06	02/28/27	Active

State of Florida Department of State

I certify from the records of this office that CPH CONSULTING, LLC is a Florida limited liability company authorized to transact business in the State of Florida, qualified on May 31, 2022.

The document number of this limited liability company is M22000008499.

I further certify that said limited liability company has paid all fees due this office through December 31, 2025, that its most recent annual report was filed on January 7, 2025, and that its status is active.

I further certify that said limited liability company has not filed a Certificate of Withdrawal.

*Given under my hand and the
Great Seal of the State of Florida
at Tallahassee, the Capital, this
the Seventh day of January, 2025*



[Signature]
 Secretary of State

Tracking Number: 8398782316CC

To authenticate this certificate, visit the following site, enter this number, and then follow the instructions displayed.

<https://services.sunbiz.org/Filings/CertificateOfStatus/CertificateAuthentication>

ARCHITECTURE

Licensee Information

Name: **CPH CONSULTING, LLC (Primary Name)**
 Main Address: **500 WEST FULTON STREET**
SANFORD Florida 32771
 County: **SEMINOLE**

License Information

License Type: **Architect Business Information**
 Rank: **Business Info**
 License Number:
 Status: **Current**
 Licensure Date: **04/04/2005**
 Expires:

Special Qualifications

Qualification Effective
 Fictitious Name **04/04/2005**



**SWORN STATEMENT UNDER SECTION 287.133(3)(a),
FLORIDA STATUTES, ON PUBLIC ENTITY CRIMES**

THIS FORM MUST BE SIGNED AND SWORN TO IN THE PRESENCE OF A NOTARY PUBLIC OR OTHER OFFICIAL AUTHORIZED TO ADMINISTER OATHS.

1. This sworn statement is submitted to the **City of Cedar Key, Florida** by
Nikhel Jindal, GCC, Assoc. DBIA, ENV SP – Chief Strategy and Success Officer
[print individual's name and title]
for **CPH Consulting, LLC**
[print name of entity submitting sworn statement]
whose business address is:
580-1 Wells Road
Orange Park, Florida 32073
and (if applicable) its Federal Employer Identification Number (FEIN) is: **59-2068806**

(If the entity has no FEIN, include the Social Security Number of the individual signing this sworn statement:
_____.)

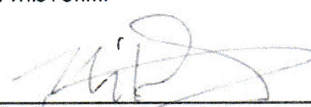
2. I understand that a "public entity crime" as defined in Paragraph 287.133(1)(g), Florida Statutes, means a violation of any state or federal law by a person with respect to and directly related to the transaction of business with any public entity or with an agency or political subdivision of any other state or with the United States, including but not limited to, any bid or contract for goods or services to be provided to any public entity or an agency or political subdivision or any other state or of the United States and involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, or material misrepresentation.
3. I understand that "convicted" or "conviction" as defined in Paragraph 287.133(1)(b), Florida Statutes, means a finding of guilt or a conviction of a public entity crime, with or without an adjudication of guilt, in any federal or state trial court of record relating to charges brought by indictment or information after July 1, 1989, as a result of a jury verdict, nonjury trial, or entry of a plea of guilty or nolo contendere.
4. I understand that an "affiliate" as defined in Paragraph 287.133(1)(a), Florida Statutes, means:
 1. A predecessor or successor of a person convicted of a public entity crime: or
 2. An entity under the control of any natural person who is active in the management of the entity and who has been convicted of a public entity crime. The term "affiliate" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in the management of an affiliate. The ownership by one person of shares constituting a controlling interest in another person, or a pooling of equipment or income among persons when not for fair market value under an arm's length agreement, shall be a prima facie case that one person controls another person. A person who knowingly enters into a joint venture with a person who has been convicted of a public entity crime in Florida during the preceding 36 months shall be considered an affiliate.
5. I understand that a "person" as defined in Paragraph 287.133(1)(e), Florida Statutes, means any natural person or entity organized under the laws of any state or of the United States with the legal power to enter into a binding contract and which bids or applies to bid on contracts for the provision of goods or services let by a public entity, or which otherwise transacts or applies to transact business with a public entity. The term "person" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in management of an entity.



6. Based on information and belief, the statement which I have marked below is true in relation to the entity submitting this sworn statement. **[indicate which statement applies.]**

- ☒ Neither the entity submitting this sworn statement, nor any of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in management of the entity, nor any affiliate of the entity have been charged with and convicted of a public entity crime subsequent to July 1, 1989.
- ☐ The entity submitting this sworn statement, or one or more of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in management of the entity, or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989.
- ☐ The entity submitting this sworn statement, or one or more of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in management of the entity, or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989. However, there has been a subsequent proceeding before a Hearing Officer of the State of Florida, Division of Administrative Hearings and the Final Order entered by the Hearing Officer determined that it was not in the public interest to place the entity submitting this sworn statement on the convicted vendor list. **[attach a copy of the final order]**

I UNDERSTAND THAT THE SUBMISSION OF THIS FORM TO THE CONTRACTING OFFICER FOR THE PUBLIC ENTITY IDENTIFIED IN PARAGRAPH 1 (ONE) ABOVE IS FOR THAT PUBLIC ENTITY ONLY AND, THAT THIS FORM IS VALID THROUGH DECEMBER 31 OF THE CALENDAR YEAR IN WHICH IT IS FILED. I ALSO UNDERSTAND THAT I AM REQUIRED TO INFORM THE PUBLIC ENTITY PRIOR TO ENTERING INTO A CONTRACT IN EXCESS OF THE THRESHOLD AMOUNT PROVIDED IN SECTION 287.017, FLORIDA STATUTES FOR CATEGORY TWO OF ANY CHANGE IN THE INFORMATION CONTAINED IN THIS FORM.


[signature]

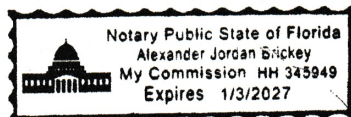
Sworn to and subscribed before me this **07 day of October, 2025.**

Personally known ☒ _____

OR Produced identification _____


Notary Public - **State of Florida**

My commission expires _____



(Printed typed or stamped
commissioned name of notary public)

Form PUR 7068 (Rev. 04/10/92)

**City of Cedar Key
Commission Meeting
Agenda Item**

Submitted By: Jeff Webb

Meeting Date: 10/21/25

Subject: Approval of Job Posting & Job Description, Reporting Responsibilities, and Salary Range for Building / CRA Administrator

Discussion: Approval for a 4th employee was agreed to during the budgeting process for the City and the CRA. With the departure of Jennifer Sylvester and the upcoming automation/self-service permitting software, the need for a replacement is needed ASAP. Key Discussion Points:

- Is the Job Description Title Correct?
- Will this person report to the city clerk or the mayor/commission?
- Recommended salary range: \$47,000 - \$54,000?

Fiscal Impact: Accounted for in 2025-26 budget funded partially by the City and partially by CRA

Attachments: Draft Job Posting and Job Description

Possible Commission Action: Approve or provide edits to job posting/description. Provide guidance on reporting and salary range

City of Cedar Key – Job Posting

Position: Building Department / Community Redevelopment Agency Administrator

Location: Cedar Key, Florida

Reports To: Mayor / CRA Chairperson

Status: Full-Time, Exempt, At-Will

Salary: \$47,000 – \$54,000 annually (commensurate with experience)

About the Position

The City of Cedar Key is seeking a highly organized and motivated professional to serve as Building Department / CRA Administrator. This key role oversees the City's permitting and licensing program, coordinates the Historic Review Board (HRB) and Local Planning Agency (LPA), manages City and CRA projects, and administers CRA financials using QuickBooks.

The Administrator will manage the CivicPlus online permitting system, support project planning and grant administration, and ensure all redevelopment and permitting operations run efficiently.

This is a new and evolving position, ideal for someone who thrives in a small-city environment with a wide range of responsibilities.

Key Responsibilities

- Manage all building, zoning, and business permit applications via CivicPlus.
- Coordinate Historic Review Board (HRB) and Local Planning Agency (LPA) meetings, agendas, and documentation.
- Oversee City and CRA projects, including scheduling, budgets, and coordination with consultants.
- Administer CRA financials using QuickBooks, prepare reports, and track grants and capital improvement projects.
- Assist with research, preparation, and administration of grant applications.
- Generate reports for City Commission and CRA Board; maintain accurate records.
- Support staff and contractors in CivicPlus training and system use.

Qualifications

- Associate's degree required; Bachelor's degree preferred (Public Administration, Business, Urban Planning, or related).
- Minimum three (3) years of municipal government, permitting, project management, or redevelopment experience.
- Experience with QuickBooks and CivicPlus (or similar systems) preferred.
- Strong organizational, communication, and customer service skills.
- Ability to coordinate multiple projects, meet deadlines, and adapt to evolving responsibilities.
- Valid Florida driver's license required; must obtain Florida Notary Public commission within six months of hire.

Benefits

- Health insurance
- Paid holidays and leave
- Participation in the Florida Retirement System (FRS)

How to Apply

Submit a City of Cedar Key Employment Application, resume, cover letter, and writing sample to:

City of Cedar Key
Attn: City Clerk's Office
490 2nd Street, Cedar Key, FL 32625
or email: cityhall@cedarkey.fl.gov

City of Cedar Key

Job Description

Title: Building Department / Community Redevelopment Agency Administrator

Department: Building Department / Community Redevelopment Agency

Reports To: Mayor / CRA Chairperson

FLSA Status: Exempt, Full-Time, At-Will

Location: Cedar Key, Florida

Position Summary

The Building Department / Community Redevelopment Agency (CRA) Administrator is responsible for managing and coordinating the City's permitting, redevelopment, and land use programs, as well as overseeing project management and automation initiatives.

This position serves as the primary administrator of the City's CivicPlus online permitting and licensing system, oversees administrative and financial functions for the Cedar Key Community Redevelopment Agency (CRA) including QuickBooks financial management, and serves as the staff liaison for the Historic Review Board (HRB) and Local Planning Agency (LPA).

The position requires strong project management, financial, and administrative skills, as well as working knowledge of municipal permitting, land use, redevelopment, and Florida local government operations.

Essential Duties and Responsibilities

Project Management and Coordination

- Coordinates and monitors City and CRA capital projects, including scheduling, budgeting, and reporting.
- Serves as liaison with consultants, contractors, and granting agencies to ensure project compliance and timely completion.
- Tracks project progress and prepares regular updates for the City Commission and CRA Board.
- Assists in the research, preparation, and administration of grant applications supporting City and CRA projects.
- Ensures that City and CRA Board policies and decisions are implemented in day-to-day operations.

Building Department Administration

- Serves as the primary administrator for the CivicPlus online permitting and licensing system.

- Provides customer support to residents, contractors, and business owners regarding permitting procedures.
- Provides administrative support to the Building Official and Code Enforcement, including basic reporting and record maintenance.
- Manages all building, zoning, and business permit applications from submission through issuance and closure.
- Coordinates with the Building Official on plan reviews, inspections, and Certificates of Occupancy or Completion.
- Calculates and collects permit and licensing fees; maintains accurate financial tracking and reporting.
- Generates monthly and annual permit activity reports as required
- Assists in ongoing CivicPlus implementation, including training staff, cross-training employees, and updating forms and workflows.
- Coordinates the activities of the Historic Review Board (HRB) — prepares agendas, public notices, and meeting records; communicates with applicants and board members.
- Supports the Local Planning Agency (LPA) — prepares meeting materials, compiles staff reports, and coordinates with the North Central Florida Regional Planning Council on variance requests and other land use issues.

Community Redevelopment Agency (CRA) Administration

- Administers the daily operations of the Cedar Key Community Redevelopment Agency (CRA).
- Prepares CRA Board meeting agendas, minutes, public notices, and maintains records in compliance with Florida Sunshine and Public Records laws.
- Assists in developing and monitoring the CRA annual budget in coordination with the City Administrator.
- Uses QuickBooks to record, reconcile, and track all CRA financial transactions, including revenues, expenditures, reimbursements, and budget reports.
- Prepares monthly and annual CRA financial reports and supporting documentation for audits and compliance with Florida Statutes Chapter 163, Part III.
- Tracks CRA-funded projects, grants, and capital improvements, ensuring proper documentation and timely reimbursements.
- Coordinates with property owners, developers, and local organizations to support redevelopment and beautification within the CRA district.
- Prepares and submits the Annual CRA Report to the City Commission and Florida Department of Economic Opportunity (DEO).

Knowledge, Skills, and Abilities

- Knowledge of municipal government operations, building permitting, planning, and redevelopment processes.
- Familiarity with Historic Review Board (HRB) and Local Planning Agency (LPA) procedures and Florida land use regulations.

- Strong understanding of project management principles and coordination of consultants and grants.
 - Proficiency in CivicPlus permitting and licensing systems and QuickBooks accounting software.
 - Knowledge of Florida Statutes Chapter 163, Part III (CRA) and Sunshine / Public Records laws.
 - Excellent written and verbal communication skills, including preparation of reports and official correspondence.
 - Proficiency with Microsoft Office Suite (Word, Excel, Outlook, PowerPoint, Adobe).
 - Ability to interpret and apply City ordinances, administrative codes, and policy directives.
 - Exceptional organizational and time management skills with attention to detail.
 - Ability to adapt to changing priorities and technologies.
 - Professional demeanor and discretion in handling confidential or sensitive information.
-

Minimum Qualifications

- Associate's degree in Public Administration, Business Administration, Urban Planning, or related field required; Bachelor's degree preferred.
 - Minimum three (3) years of experience in municipal government, project management, permitting, or redevelopment agency operations preferred.
 - Experience with **QuickBooks** and **CivicPlus** (or comparable platforms) strongly preferred.
 - Experience coordinating board or committee meetings (e.g., HRB, LPA, CRA).
 - Valid Florida driver's license required.
 - Must obtain a Florida Notary Public commission within six (6) months of hire.
-

Physical Requirements

- Work primarily performed in an office environment with occasional site or meeting attendance.
 - Requires sitting, standing, walking, and occasional lifting up to 25 pounds.
 - Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.
-

Compensation and Benefits

- **Salary Range:** \$47,000 – \$54,000 annually, commensurate with experience.
- **Benefits:** Health insurance, paid holidays and leave, and participation in the Florida Retirement System (FRS).

Additional Provisions

This position is **at-will** and serves at the discretion of the City Commission. Because this is a new and evolving position, duties and responsibilities may change as City and CRA operations, automation systems, and projects develop. Adaptability and initiative are essential to success in this role.

Application Process

Submit a City of Cedar Key Employment Application, resume, cover letter, and writing sample to:

City of Cedar Key

Attn: City Clerk's Office

490 2nd Street, Cedar Key, FL 32625

or email: cityhall@cedarkey.fl.gov

**City of Cedar Key
Commission Meeting
Agenda Item**

Submitted By: Jeff Webb

Meeting Date: 10/21/25

Subject: Approval, in concept, of the “Strategic Development Initiatives for the City of Cedar Key”

Discussion: Briefing was presented for discussion at the Commission workshop on 10/14/25

Attachments: Cedar Key Strategic Development Initiatives

Possible Commission Action: **Approve**, in concept, of the “Strategic Development Initiatives for the City of Cedar Key”



Strategic Development Initiatives for the City of Cedar Key

Jeff Webb

Mayor, City of Cedar Key

10/14/25

Overview:

Key Strategic Initiatives for Cedar Key

- The following Key Strategic Initiatives provide strategic direction and priorities, and will inform funding strategies for the City of Cedar Key:
 - **Marina Revitalization & Modernization** – phased improvements to strengthen the city's maritime infrastructure, support the aquaculture economy, and enhance resilience to storms.
 - **Town Center Development** – creating a multi-use civic and commercial hub incorporating emergency services, workforce housing, community facilities, and grocery/retail.
- These initiatives align with Cedar Key's long-term vision, address critical vulnerabilities, community input and leverage federal and state funding opportunities.
- All initiatives are consistent with the Cedar Key Adaptation Plan and the community input provided during the city led community workshops
 - Resilient Cedar Key Project
 - Dock Street and Marina Workshops
 - 2nd Street Renovation Workshops
 - Essential Business Workshops

Marina Revitalization & Modernization:

Strategic Objectives

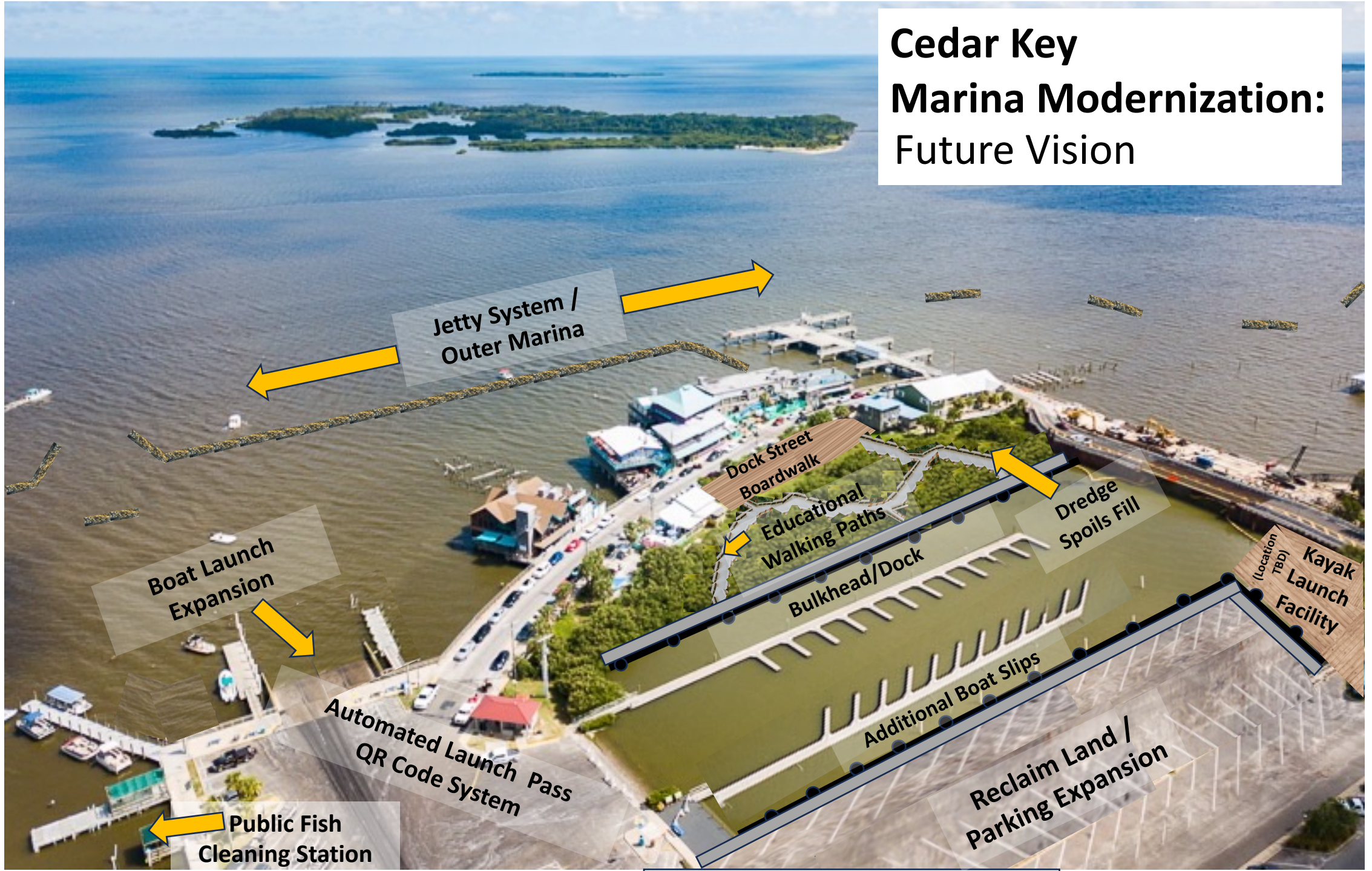
- ***Infrastructure Expansion:*** Install a Dock Street boardwalk, outer boat ramp expansion, kayak launches, additional boat slips, improve dock access, public fish cleaning stations, an automated QR-code-based boat launch pass system, and develop educational walking paths highlighting Cedar Key's seafood heritage.
- ***Dredging Improvements:*** Transition from periodic dredging (~\$600K every two years) to sustainable structural solutions such as bulkhead canals, sediment management systems, and beneficial use of dredge spoils for land reclamation.
- ***Protect the Working Waterfront:*** Cedar Key's marina area is the economic and cultural centerpiece of our community and must be protected. It supports our commercial fishing fleet, aquaculture operations, tourism industry, and recreational boating.
 - ***CBRA Waiver/Exception:*** Secure a Coastal Barrier Resources Act waiver/exception to enable federal investment in outer marina protection (jetty systems, breakwaters).

Recognized by the National Trust in 2025 as one of America's 11 Most Endangered Historic Places, Cedar Key's unique geography makes it both a treasured natural resource and one of the most vulnerable coastal communities in Florida.

Cedar Key Marina Modernization: Current



Cedar Key Marina Modernization: Future Vision



Marina Revitalization & Modernization:

Phased Approach

- Phase 1 (1-3 years)
 - QR Code Launch Pass System (with automatic camera verification)
 - Public fish cleaning station
 - Dock street boardwalk
 - Kayak Launch (inner marina)
 - Inner marina bulkhead
 - Inner marina dredge
- Phase 2 (3-5 years)
 - Boardwalk walking trails (educational & recreational)
 - Additional inner marina dock slips
- Phase 3/4 (5-10 years)
 - Wave Attenuation / Jetty System
 - Land reclamation / Additional Parking

Cedar Key Marina Modernization: Phase 1 (1-3 years)



Cedar Key Marina Modernization: Phase 2 (3-5 years)



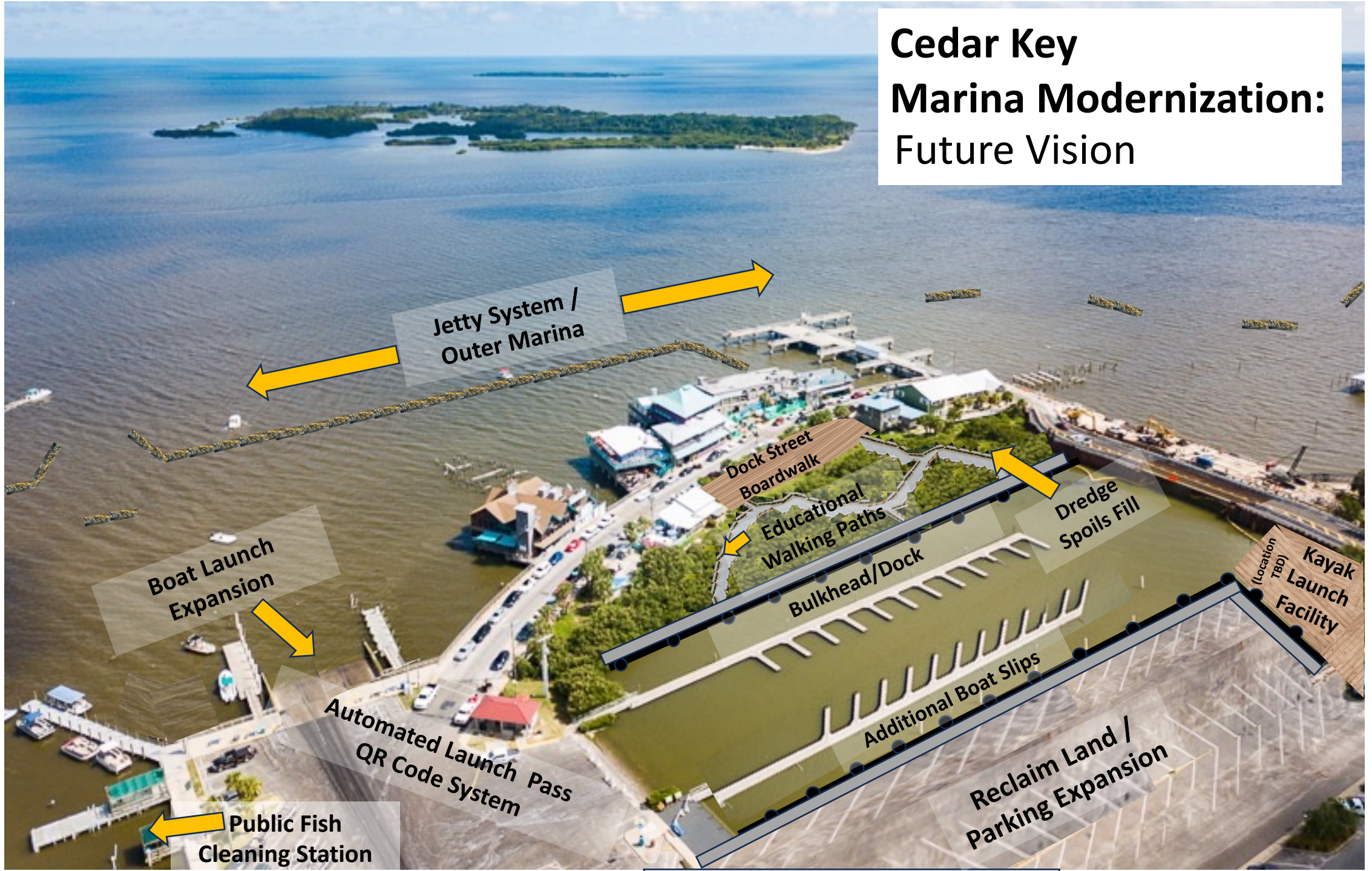
**Cedar Key
Marina Modernization:
Phase 3/4 (5-10 years)**



Jetty System /
Outer Marina

Reclaim Land /
Parking Expansion

Cedar Key Marina Modernization: Future Vision



Marina Revitalization & Modernization:

Funding Pathways

- *USDA*: Aquaculture infrastructure & working waterfront development.
- *DOT*: Waterfront-to-downtown connectivity.
- *Department of Commerce*: Tourism & seafood branding.
- *Army Corps of Engineers*: Section 205 study/design grants for dredging & storm protection.

Town Center Development:

Strategic Objectives

- ***Fire & Emergency Services Hub:*** Relocate fire station to higher ground with facilities for full-time staffing; integrate with police training space and living quarters for responders.
- ***Grocery Store and Workforce Housing:*** Develop a mixed-use structure with a ground-floor grocery (potentially co-op or private partner) and affordable apartments for first responders.
- ***Urgent Care Facility:*** Expand capacity beyond current nurse-practitioner model to better serve residents and visitors.
- ***Post Office Facility:*** Relocate Post Office facility from flood prone area on 2nd Street to higher ground area near City Hall
- ***Community Center & Museum:*** Combine historic museum with flexible community event space to preserve heritage while supporting tourism and local engagement.
- ***Exploration of Land Use Opportunities:*** Coordinate with North Central Florida Regional Housing to explore options for co-locate or relocating low density public housing in order to relocate Town Center next to Cedar Key City Hall.

Town Center Development:

Exploring Public Housing Redevelopment

- Cedar Key CRA is currently funding a UF study to look at optimizing land use around City of Cedar Key City Hall
- Coordination initiated with North Central Florida Regional Housing Authority (NCFRHA) to explore possible options for:
 - Optimizing land use on Cedar Key
 - Modernizing and increasing density of current public housing units on the island
 - Protecting essential services and businesses by moving them to an area surrounding City Hall (higher ground)
 - Development of mixed use commercial and affordable / public housing



Low density public housing administered by North Central Florida Regional Housing Authority (NCFRHA)

Town Center Development:

Funding Pathways

- *DOJ*: Public safety infrastructure.
- *HUD*: Low-income housing and Section 8 grants.
- *USDA Community Facilities Program*: Grocery store & housing.
- *FEMA*: Emergency personnel deployment grants.
- *Economic Development Administration*: Community center and town square.
- *Department of Education & Labor*: Workforce training and apprenticeship programs

Immediate Action Items

- ****Obtain CBRA waiver/exception request and coordinate with congressional delegation for legislative placement.**
- Initiate Army Corps engagement for dredging study/design funding.
- Identify commercial partner(s) for grocery store operations.
- Secure grant funding to renovate “Old City Hall”
- ****Coordinate with for public housing residents affected by town center projects.**
- Package emergency services, housing, and infrastructure needs into unified “Emergency Response Resilience” grant proposals.

Key Takeaways for the Florida Delegation

Levy County Legislative Delegation Day, 21 Oct

- **Cedar Key's Resilience and Recovery**

- The City of Cedar Key deeply appreciates your continued leadership and support as we recover from recent storms and prepare for future challenges from coastal storms, sea-level rise, and erosion.
- Our island's economy depends heavily on aquaculture and marine industries, yet our limited land and aging infrastructure require a carefully phased, well-funded resiliency strategy.

- **Strategic Initiatives**

- The Marina Revitalization & Modernization and Town Center Development projects, when coordinated, will protect the working waterfront and provide modern civic amenities essential for long-term resilience.

- **Delegation Support Requested**

- Highlight Cedar Key's importance to Florida's seafood economy, Gulf Coast tourism, cultural heritage, and coastal resilience policy.
- Advocate with the federal delegation to secure inclusion of the Cedar Key CBRA waiver/exception in potential future congressional legislation.
- Support Cedar Key's ongoing coordination with the North Central Florida Regional Housing Authority (NCFRHA) to explore future options for public housing on Cedar Key, optimize limited land use, and relocate critical services and businesses to higher ground.
- Champion state-level support for matching funds, infrastructure grants, and resiliency initiatives that align with federal efforts.

While no appropriations are requested at this time, we anticipate seeking state partnership as these projects advance from planning to implementation.

Conclusion

- Cedar Key's unique economic reliance on aquaculture, combined with its infrastructure vulnerabilities and limited developable land, requires a carefully phased and well-funded approach.
- The Marina Revitalization & Modernization and Town Center Development initiatives—if executed in coordination—can both protect the city's working waterfront and provide critical civic amenities for long-term resilience and modernization.

Next Steps...

Communicate with legislative representative to obtain support for

1. CBRA waiver/exception for Cedar Key (or modified CBRS boundaries around the island)
2. Redevelopment plan for public housing residents affected by town center projects.

**City of Cedar Key
Commission Meeting
Agenda Item**

Submitted By: Jeff Webb

Meeting Date: 10/21/25

Subject: Approval of modification of the marina slip lease language to remove reference to "... and the launch pass" from lease section 4.

RENT A. "The Lessee shall pay lessor \$ ____ per month for the use of leased premise and the launch pass."

Discussion: This implies that lease agreement includes a launch pass.
Do we want this to be true or change the language?

Attachments: Lease agreement

Possible Commission Action: **Approve** of modification of the marina slip lease language to remove reference to "... and the launch pass" from lease section 4. RENT A.

**COMMERCIAL LEASE AGREEMENT
CITY OF CEDAR KEY MARINA – INSIDE**

This Lease is made as of the ____ day of _____, 20____, by and between the City of Cedar Key, Florida ("Lessor") and _____ ("Lessee").

1. PREMISES

Lessor agrees to lease to Lessee the premises marked as slip number _____ on the attached diagram of the Cedar Key Marina – Inside ("marina"), together with a launch pass for the vessel described in the following section.

2. VESSELS

Only the following vessel may be moored at the leased premises:

Vessel Description: _____

Registration: _____

A. The City Clerk or designee determines that the vessel described above ____ is ____ is not a vessel for hire.

B. Mooring any vessel other than the one described above is a violation of this lease.

3. TERM

The term of this lease shall be month to month commencing at 12:01 am on the ____ day of _____, 20____.

4. RENT

A. The Lessee shall pay Lessor \$ _____ per month for the use of the leased premises and the launch pass. Lessee shall pay any tax now or hereafter levied on said rent.

B. The monthly payments are payable in advance on the first day of each month during the term of the lease at City Hall, 809 6th St. Cedar Key, Florida 32625. If Lessee's payment is not received by Lessor within ten (10) days of the due date, the delinquency shall constitute a late charge of \$20.00 to be added to the rent. In the event of such default, the Lessor shall provide Lessee with written notice of default by certified mail, return receipt requested, and inform Lessee that payment must be made within five (5) days of receipt of notice. In the event said required payment is not made within five (5) days, Lessor may immediately terminate the lease.

C. Lessee shall pay a late charge of 5% of the payment due on all payments received more than five (5) days after payment is due.

5. SECURITY DEPOSIT

Lessee, concurrently with the execution of this lease, has deposited with Lessor an amount equivalent to one month's rent, i.e. \$ _____, the receipt of which is hereby

acknowledged by Lessor as security for the payment by Lessee of the rents herein agreed to be paid by Lessee and for the faithful performance by Lessee of the terms and covenants of this lease. Lessor shall not be required to pay Lessee any interest on said security deposit.

6. TERMINATION

This lease may be terminated at any time by either party, effective at the end of the current month, upon not less than fifteen (15) days written notice prior to the end of the current month.

7. COMPLIANCE WITH LAWS

- A. Lessee shall not conduct, or permit, any activity or use which violates any law, regulation, or requirement of any governmental authority now in force or which may hereafter be in force, or which violates or will make void or inoperative any policy of insurance held by Lessor.
- B. Lessee shall comply with all ordinances of the City of Cedar Key, particularly Chapter 2, §4.00.00, OPERATION OF MUNICIPAL MARINA, Laws of Cedar Key.

8. REPAIRS

Lessee shall be responsible to make all repairs and replacements necessary to repair any damage to the docks, seawalls, or other facilities in the vicinity of the leased premises caused by the Lessee or Lessee's vessel.

9. DEFECTS; DEFECTIVE CONDITION; WIND; ACTS OF THIRD PERSONS

Lessor shall not be liable to Lessee for any damage or injury to Lessee or Lessee's property occasioned by any defect of the docking or other facilities on the leased premises.

10. INDEMNIFICATION OF LESSOR

Lessee hereby covenants and agrees at all times to defend and indemnify Lessor against any cost, liability, or expense arising out of any claims of any person or persons whatsoever by reason of the use or misuse of the leased premises, parking area, or common facilities by Lessee or any person or persons holding under Lessee, and shall defend and indemnify Lessor against any penalty, damage or charge incurred or imposed by reason of any violation of law or ordinance by Lessee or any person or persons holding under Lessee, and against any cost, damage, or expense arising out of the death of or injury to any person or persons holding under Lessee.

11. INSURANCE

If Lessee uses the slip for vessel for hire, Lessee shall, at all times during the term of this lease, maintain in force liability insurance coverage naming the City as an additional insured, with the minimum amount of required insurance of \$300,000 per occurrence.

12. TRANSFER OR PLEDGE OF LEASEHOLD INTEREST OR VESSELS

- A. Lessee shall not assign this lease or any interest herein, or sublet the leased premises or any part thereof, or license the use of all or any portion of the leased premises or business conducted therein or thereon, or encumber or hypothecate this lease.
- B. This lease is made between Lessor and Lessee and rights created herein do not run with the ownership of the vessel described in section 2. Transfer of the vessel described in section 2 shall, at the option of the Lessor, terminate this lease.

13. DEFAULT

A. If: (i) the rent or other charges to be paid hereunder by Lessee, or any part thereof, are not paid when due; or (ii) Lessee shall fail to promptly perform any other covenant, condition, or agreement by it to be performed hereunder and such failure shall continue for a period of ten (10) days after notice in writing specifying the nature of such failure, or if Lessee abandons the leased premises; or (iii) Lessee breaches any obligation under this lease by it to be performed which cannot be cured; then and in any such event, Lessee shall be deemed to be in default.

Thereupon, Lessor, without further notice, may at its option re-enter and take possession of the leased premises by force, legal proceedings, or otherwise. Lessor may, at its option, without further notice, terminate this lease and any and all interest of Lessee hereunder.

B. Each and all of the remedies given to Lessor in this lease or by law are cumulative, and the exercise of one right or remedy by Lessor shall not impair its right to exercise any other right or remedy. On any payment made by Lessor for the benefit of Lessee, Lessee shall repay Lessor as provided herein, together with interest at the highest rate allowed by law.

C. Lessee hereby waives all claim or demand for damages that may be caused by Lessor in reentering and taking possession of the premises herein leased as hereinbefore provided and all claim or demand for damages which may result from the destruction of or injury to the premises and all claim or demand for damages or loss of property belonging to Lessee or to any other person, firm, or corporation as may be in or on the premises at the time of such re-entry.

D. Lessee hereby authorizes Lessor to sell the vessel described herein at a non-judicial sale in the event of non-payment of rent for a period of six (6) months, pursuant to Florida Statute, Section 328.17. The Lessor shall send written notice to Lessee, by certified or registered mail, return receipt requested, to the address of Lessee at least (30) days prior to sale.

14. WAIVER

Nothing contained in this agreement shall be construed as waiving any of Lessor's rights under the laws of the State of Florida. No waiver of any breach or breaches of any provision, covenant, or condition of this lease by Lessor shall be construed to be waiver of any preceding or succeeding breach of such provision, covenant, or condition or of any other provision, covenant or condition.

15. TIME OF THE ESSENCE

Time is of the essence of each and every provision, covenant, and condition herein contained and on the part of Lessee of Lessor to be done and performed.

16. COSTS AND ATTORNEY'S FEES

If the Lessee defaults in the performance of any of the covenants of this lease and by reason thereof the Lessor employs the services of an attorney to enforce performance of the covenants by the Lessee, to evict the Lessee, to collect monies due by the Lessee, or to perform any service based upon said default, then in any of said events the Lessee does agree to pay a reasonable attorney's fee and all expenses and costs incurred by the Lessor pertaining thereto and in enforcement of any remedy available to the Lessor.

17. AMENDMENTS TO BE IN WRITING

This lease may be modified or amended only by a writing duly authorized and executed by both Lessor and Lessee. It may not be amended or modified by oral agreements or understandings between the parties unless the same shall be reduced to writing duly authorized and executed by both Lessor and Lessee.

18. NOTICES

A. All notices or demands of any kind that Lessor may be required or may desire to serve on Lessee under the terms of this lease may be served on Lessee, as an alternative to personal service, by leaving a copy of such demand or notice addressed to Lessee at, or by mailing a copy thereof by registered or certified mail, postage prepaid, addressed to Lessee at the leased premises or at such other address or addresses as may from time to time be designated by Lessee in writing to Lessor. Service shall be deemed complete at the time of the leaving of such notice as aforesaid or within three (3) days after mailing of same.

B. Any and all notices or demands from Lessee to Lessor may be similarly served upon Lessor at City Hall, 809 6th St. Cedar Key, Florida 32625, or at such other address as Lessor may in writing designate to Lessee.

EXECUTED on this _____ day of _____, 20_____.

CITY OF CEDAR KEY, FLORIDA

WITNESS:

Signed: _____

Signed: _____

Printed: _____

Printed: _____

Title: _____

LESSEE:

Name: _____ Phone: _____

Address: _____

City: _____ State: _____ Zip _____

WITNESS:

Signed: _____

Signed: _____

Printed: _____

Printed: _____

1010 LC CK ORD 561
NOTICE OF ENACTMENT OF ORDINANCE
BY THE CITY COMMISSION OF THE
CITY OF CEDAR KEY, FLORIDA

NOTICE IS HEREBY GIVEN that the ordinance, which title hereinafter appears, will be considered for enactment by the City Commission of the City of Cedar Key, Florida, hereinafter referred to as the City Commission, at a public hearing on October 21, 2025 at 5:00 p.m., or as soon thereafter as the matter can be heard, at City Hall, located at 809 6th Street, Cedar Key, Florida. Copies of said ordinance may be inspected by any member of the public at the Office of the City Clerk, located at City Hall, at 809 6th Street, Cedar Key, Florida, during regular business hours. At the aforementioned public hearing, all interested parties may appear and be heard with respect to the ordinance. The title of said ordinance reads, as follows:

ORDINANCE NO. 561

AN ORDINANCE OF THE CITY OF CEDAR KEY, FLORIDA, PURSUANT TO PETITION NO. ANX 25-03, BY BRYAN SKARUPSKI AND DARLENE SKARUPSKI, RELATING TO VOLUNTARY ANNEXATION; MAKING FINDINGS; ANNEXING CERTAIN REAL PROPERTY LOCATED IN LEVY COUNTY, FLORIDA, WHICH IS REASONABLY COMPACT, AND CONTIGUOUS TO THE BOUNDARIES OF THE CITY OF CEDAR KEY, FLORIDA, INTO THE BOUNDARIES OF THE CITY OF CEDAR KEY, FLORIDA; PROVIDING SEVERABILITY; REPEALING ALL ORDINANCES IN CONFLICT; PROVIDING AN EFFECTIVE DATE

All persons are advised that if they decide to appeal any decisions made at the above referenced public hearing, they will need a record of the proceedings, and that for such purpose they may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based.

Persons with disabilities requesting reasonable accommodations to participate in this proceeding should contact the Office of the City Clerk at 352.543.5132 at least 48 hours prior to the meeting or via Florida Relay Service 800.955.8771 at least 48 hours prior to the proceedings.

Published October 10, 2025.

**City of Cedar Key
Commission Meeting
Agenda Item**

Submitted By: Jamie McCain

Meeting Date: 10/21/25

Subject: Inner Marina Dredge/ Additional Floating Dock

Discussion: **Perform** additional dredging in the inner marina, also discuss the possibility of adding a floating dock like what we have now.

Fiscal Impact: Get pricing through quotes or ITB. Use Marina Funds/RESTORE ACT funding.

Attachments: Photo of proposed area to dredge

Possible Commission Action: Approve to move forward with the projects. Can we use contractor that we previously used, or do we have to go out for bids?



**City of Cedar Key
Commission Meeting
Agenda Item**

Submitted By: Jamie McCain

Meeting Date: 10/21/25

Subject: EV Charger Location

Discussion: Need to finalize the location for the EV charger so we can move forward with installation plans

Fiscal Impact:

Attachments:

Possible Commission Action: Direction on where to plan for the installation of the EV charger.