

# REQUEST FOR BUDGET AMENDMENT

Fiscal Year 2023

Department: Marina

Division: Marina

Date: 1/9/2023

**CHANGES IN REVENUES**

REVENUE ACCOUNT NUMBER						Current Budget	Current Unrealized (Budget)	Amount of Change	Adjusted Unrealized
Fund	Revenue	Act Cd	Ele	Project #	Revenue Account Title				
001	0000	389	98	00	Use of Reserves	\$ -	\$ -	\$ 28,185	\$ 28,185
457	0000	381	01	00	Transfer from General Fund	-	-	28,185	28,185
<b>TOTAL CHANGES IN REVENUES</b>								<b>\$ 56,370</b>	

**CHANGES IN EXPENDITURES**

EXPENDITURE ACCOUNT NUMBER						Current Budget	Current Balance	Amount of Change	Remaining Balance
Fund	Dpt/Div	Activity	Obj	Ele	Project #	Expenditure Account Title			
001	7979	581	91	54		Transfer to Marina Fund	\$ -	\$ -	\$ 28,185
457	5502	575	63	00	FEIA22	Imp Other than Bldgs	-	-	28,185
<b>TOTAL CHANGES IN EXPENDITURES</b>								<b>\$ 56,370</b>	

REASON FOR AMENDMENT: Marina FEMA Damage Assessment Services

DIRECTOR APPROVAL:  DATE: 12/15/2022

FINANCE APPROVAL: Cynthia Lindsay DATE: 12/14/22

CITY MANAGER APPROVAL:  DATE: 12/15/2022

CITY COMMISSION AGENDA DATE: 1.9.2023 APPROVED? Y

**FOR FINANCE USE**

Entry Date: 01/11/2023  
S. Posey

Batch Number: B# 1356

Document #: BA 03-103  
Res# 3099  
CCM# 23-004

**Resolution No. 2023-3099**

**A Resolution of the City of Sanford, Florida, amending the City's annual operating budget for the fiscal year beginning October 1, 2022 and ending September 30, 2023 to address procurement of a Marina damage assessment report; providing for implementing administrative actions; providing for a savings provision; providing for conflicts; providing for severability and providing for an effective date.**

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

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

**Whereas**, from time-to-time circumstances and events may require that the original City budget may need revision such as to address the procurement of a Marina damage assessment report; and

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

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

**Section 1. Adoption of Budget Amendment; Procurement of Services From Neel-Schaffer, Inc. in Association with Edgewater Resources, LLC for a Marina Damage Assessment Report.**

The annual operating budget of the City of Sanford for the fiscal year beginning

October 1, 2022 and terminating on September 30, 2023 is hereby revised and amended by Attachment "A" pertaining to funds for the procurement of services from Neel-Schaffer Inc. in Association with Edgewater Resources, LLC for a Marina damage assessment report. The Attachment is hereby incorporated into this Resolution as if fully set forth herein verbatim. Except as amended herein, the annual operating budget for the City of Sanford for fiscal year beginning October 1, 2022 and terminating on September 30, 2023 shall remain in full force and effect.

**Section 2. Implementing administrative actions.**

The City Manager, or designee, is hereby authorized and directed to implement the provisions of this Resolution by means of such administrative actions as may be deemed necessary and appropriate to procure a Marina damage assessment report.

**Section 3. Savings.**

The prior actions of the City of Sanford relating to the adoption of the City budget and related activities are hereby ratified and affirmed.

**Section 4. Conflicts.**

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

**Section 5. Severability.**

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

word, or portion of this Resolution not otherwise determined to be invalid, unlawful, or unconstitutional.

**Section 6. Effective Date.**

This Resolution shall become effective immediately upon enactment.

**Passed and adopted this 9th day of January, 2023.**

Attest:

**City Commission of the City of Sanford**

*Traci Houchin MMC, FCRM*

Traci Houchin, MMC, FCRM  
City Clerk



*Art Woodruff*  
Art Woodruff, Mayor

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

*William Colbert*  
William Colbert, City Attorney

*Lonnie N. Groot*  
ACA



**SECTION 00860**

**TASK AUTHORIZATION FORM**

Task Authorization No. 1

Project Title Downtown Sanford Marina FEMA Damage Assessment

Owner City of Sanford

Contractor: Neel-Schaffer

Agreement Date and Solicitation Number: RFQ 14/15-16

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

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

**ATTACHMENTS (Check all that apply):**

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

**Time for completion:** The work authorization by this TASK AUTHORIZATION shall be commenced upon receipt of a Purchase Order by the CONSULTANT and shall be completed with (120) calendar days from receipt of Purchase Order by the CONSULTANT.

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## TASK AUTHORIZATION

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### TASK 1

**Description of Work: Initial Meeting and Site Visit.** Neel-Schaffer engineers along with our subconsultant, Edgewater Resources, will meet with the City and their FEMA consultant to discuss the approach to documenting and assessing damages from Hurricane Ian. We will perform an initial site visit to walk the property and perform a high-level assessment of the damages associated with Hurricane Ian. This task will include preparation of an updated drone aerial mapping image of the entire Marina property and collection of photos to document damages identified by visual inspection to areas accessible by walking the site. These deliverables will be incorporated into a Damage Assessment report (Task 3).

**Contract Price:** \$3,840.00

**Contract Time:** 5 calendar days

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### TASK 2

**Description of Work: Bathymetric Survey.** This task includes an updated Bathymetric Survey which is recommended to fully identify the change in underwater topography that has occurred between the previous surveys and the new surveys and to define areas that may require dredging or repair to allow safe boating maneuvers. This survey will identify areas that have silted in/deposited fill/changed and/or shifted significantly from Hurricane Ian surge and water movements and affected the bottom contours of the marina basin and surrounding areas.

**Price:** \$5,845.00

**Time:** 30 calendar days

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### TASK 3

**Description of Work: Damage Assessment Report and Cost Estimates.** The team will prepare a report that will outline the extent of the directly related Hurricane Ian damages to the marine/marina elements. The report will include a cost estimate separated into mitigated improvements and improvements to make the marina equal to its pre-hurricane condition. The cost estimate will identify:

- Damage from the storm including replacement and repair estimates
- New replacement costs of in-kind elements
- New replacement costs of elements conforming to the new master plan



If applicable, we may provide recommendations to adjust the master plan to optimize FEMA funding in terms of funds received or anticipated, and how quickly those funds can be received. A Draft report will be submitted for review followed by a final report once comments are made.

**Price:** \$11,620.00

**Time:** 60 calendar Days (concurrent with Tasks 1 and 2)

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#### **TASK 4**

**Description of Work: Follow-up Site Visit/Meetings.** The team will assist the City through meetings and discussions with FEMA representatives and include a follow-up visit with FEMA to support the findings of the report and virtual meetings with the City and FEMA over a 60-day period following report submittal.

**Price:** \$6,380.00

**Time:** 60 calendar Days (depending upon FEMA)

Exclusions for the tasks above:

- Final Detailed Plans, Specifications, Bid and Contract Documents for New Dry stack Buildings, Wet Slips or Marina Construction
  - There are no property ownership or other legal issues that will complicate the evaluation process
  - No negotiation or review of restrictive covenants, conservation easements, or similar agreements will be required
  - Access to a boat will be provided by the City or the Marina Management firm
  - Upland site infrastructure including water, sewer, electrical, etc. will be visually evaluated at the above ground service location and no subsurface exploration is included in this evaluation
  - This scope of work includes visual evaluation only and no structural analysis will be conducted (can be provided under separate fee)
  - No public meetings are included.
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**Total Contract Time:** 120 Days

**Total Contract Price:** \$28,185.00

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<b>TASK AUTHORIZATION SUMMARY</b>			
<b>No.</b>	<b>Description</b>	<b>Contract Price</b>	<b>Contract Time</b>
1	Initial Meeting and Site Visit	\$3,840.00	5 Days
2	Bathymetric Survey	\$5,845.00	30 Days
3	Damage Assessment Report and Cost Estimates	\$11,620.00	60 Days (w/Task 1 & 2)
4	Follow Up Site Visit/Meetings	\$6,880.00	60 Days
<b>TOTAL</b>		<b>\$ 28,185.00</b>	<b>120 Days</b>

**APPROVAL TASK AUTHORIZATION**

**ACKNOWLEDGMENTS**

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





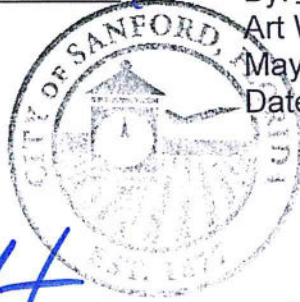
IN WITNESS WHEREOF, the City and (NEEL-SCHAFFER, INC.) have executed this instrument for the purpose herein expressed.

ATTEST:

Traci Houchin MMC, FCRM  
Traci Houchin, MMC, FCRM  
City Clerk

CITY OF SANFORD

By: [Signature]  
Art Woodruff  
Mayor  
Date: 1-10-23



Approved as to form and legal sufficiency.

[Signature]  
William L. Colbert, City Attorney

NONNIE N. GROOT  
ACA

ATTEST:

[Signature]  
Coleen Nagy

NEEL-SCHAFFER, INC.

By: [Signature]  
Steven R. Cockerham, P.E.  
Vice President  
Dated: 1-3-2023

Attachments to be included;

- Section 00860 Task Authorization
- Attachment "A" Consultant RFQ – Agreement
- Attachment "B" Price Sheet
- Proposed Schedule of Subcontractor Participation
- Insurance Requirement Form

END OF SECTION



**CITY COMMISSION MEMORANDUM 23-004  
JANUARY 9, 2023 AGENDA**

**TO:** Honorable Mayor and Members of the City Commission  
**PREPARED BY:** Craig M. Radzak, Assistant City Manager  
**SUBMITTED BY:** Norton N. Bonaparte, Jr., ICMA-CM, City Manager  
**SUBJECT:** Procurement of Marina Damage Assessment Report; Associated Budget Amendment; Resolution No. 2023-3099

**STRATEGIC PRIORITIES:**

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

**SYNOPSIS:**

Approval of Resolution No. 2023-3099 to amend the budget and a procurement of damage assessment services relating to the Sanford Marina from Neel-Schaffer, Inc. of Sanford and Edgewater Resources, LLC, of St. Joseph, Michigan (through its Pompano Beach office) is requested.

**FISCAL/STAFFING STATEMENT:**

The total lump sum fee for Marina damage assessment services is \$28,185. Funding is available from the General Fund reserves. The damage assessment efforts could commence immediately from acceptance of the proposal after the proposed action. The work would be performed under the City’s continuing services agreement under RFQ 14/15-16.

**BACKGROUND:**

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

City staff has engaged the City’s Federal Emergency Management Agency (FEMA) consultant to discuss the approach to document and assess the damages from Hurricane Ian. The proposal from Neel-Schaffer is the recommendation from City staff, the FEMA consultant, and Neel-Schaffer to proceed with improving the Marina. The City plans to submit for FEMA reimbursement for the repairs and/or replacement of the docks caused by Ian. The City is continuing to work on improvements needed to bring the marina to safe, proper working conditions. As part of this initiative, it is requested to engage Neel-Schaffer to perform a damage assessment from Hurricane Ian under the City’s continuing services agreement due to their marina expertise and experience in association with Edgewater Resources.

A proposal has been received from Neel-Schaffer to provide damage assessment services for the Sanford Marina. Based on similar projects of this nature and recommendations from the City's FEMA consultant, Neel-Schaffer has proposed the following damage assessment services consists of 4 tasks detailed as follows:

- (1) **Site Visit/Initial Meeting** – this task would entail meeting with the City and its FEMA consultant to discuss documenting and assessing damages from Hurricane Ian. This task will include preparation of updated drone aerial mapping images of the entire Marina and collection of photos to document damages identified by visual inspection by walking the site.
- (2) **Bathymetric Survey** – this task would include an updated survey to identify the change in underwater topography since the previous surveys and the conditions from Hurricane Ian's impacts.
- (3) **Damage Assessment Report & Cost Estimates** – this task would include preparation of a report outlining the direct cost estimate related to Hurricane Ian.
- (4) **Follow-up Site Visit/ Meetings** – this task would assist the City through meetings and discussions with FEMA representatives to support the findings.

**LEGAL REVIEW:**

The Assistant City Attorney has reviewed the materials and prepared Resolution No. 2023-3099 and has no legal objection. The procurement activity will occur in accordance with the requirements of the City's Purchasing Policies and Procedures.

**RECOMMENDATION:**

City staff recommends that the City Commission approve Resolution No. 2023-3099, amending the budget in the amount of \$28,185 and approve the procurement of services from Neel-Schaffer in association with Edgewater Resources for Sanford Marina damages from Hurricane Ian.

**SUGGESTED MOTION:**

"I move to approve the requested procurement and associated Resolution No. 2023-3099."

- Attachments: (1). Proposal Downtown Sanford Marina FEMA Damage Assessment services.  
(2). Resolution No. 2023-3099 with budget amendment attachment "A".

GROUP NUMBER . : 01356 MARINA-FEMA DAMAGE ASSESS  
 GROUP USER . . : POSEYS Posey, Shanna - Executive

TRANS NO	TRANS DATE	DOCUMENT	ACCOUNT NUMBER	DESCRIPTION 1	PROJECT	BUDGET AMOUNT	ORIG (Y/N)
DESCRIPTION 2		TYPE					
0000100 RES# 3099 / CCM#	12/15/2022	BA 03-103 23-004	001-0000-389.98-00	MARINA-FEMA DAMAGE ASSESS		28,185.00	
0000200 RES# 3099 / CCM#	12/15/2022	BA 03-103 23-004	457-0000-381.01-00	MARINA-FEMA DAMAGE ASSESS		28,185.00	
0000300 RES# 3099 / CCM#	12/15/2022	BA 03-103 23-004	001-7979-581.91-54	MARINA-FEMA DAMAGE ASSESS		28,185.00	
0000400 RES# 3099 / CCM#	12/15/2022	BA 03-103 23-004	457-5502-575.63-00	MARINA-FEMA DAMAGE ASSESS	FEIA22	28,185.00	

TOTALS:

	AMOUNT CALCULATED	AMOUNT ENTERED	DIFFERENCE
COUNT:	4	4	
AMOUNT:	112,740.00	112,740.00	

Digitally signed by Peter J. Staffieri  
 DN: cn=Peter J. Staffieri,  
 o=City of Sanford,  
 ou=Finance Department,  
 email=peter.staffieri@sanfordfl.gov, c=US  
 Date: 2023.01.12 17:46:42 -05'00'