



**City Council
June 10, 2024
Council Chambers
6:30 PM**



**WELCOME to our City Council meeting. All speakers must complete and submit a Speaker Card, preferably prior to the start of the meeting. A member of the public wishing to address the Council must be a Maitland resident or the owner of property or business in Maitland or their representative. The time limit for each speaker shall be three (3) minutes per agenda item. No speakers will be interrupted. Please silence all electronic devices during the meeting.
THANK YOU for participating in your City Government.**

- I. Call to Order
- II. Moment of Silence
- III. Pledge of Allegiance
- IV. Public Hearing
 - 1. Ordinance No. 1426: Quitclaim Deed 50 Minnehaha Circle
 - 2. Ordinance No. 1427: Quitclaim Deed 70 Minnehaha Circle
 - 3. Ordinance No. 1428: Quitclaim Deed 90 Minnehaha Circle
- V. Old Business
- VI. Consent Agenda
 - 1. City Council Meeting Minutes of May 13, 2024
 - 2. 2024 Financial Summary 2nd Quarter
 - 3. Resolution No. 10-2024 Florida Department of Transportation SFGA Grant 453203-1-54-01: Westside Trail Project
 - 4. Resolution No. 12-2024: Adopting a FY24 Space Needs Fund budget and Authorizing the Transfer of \$2,381,918 from the General Fund
 - 5. FY 2024 Utility Fund Replacement Vehicles: Alan Jay Fleet Sales
 - 6. Continuing Consultant Services Agreements: Engineers, Land Surveyors & Mapping, Landscape Architects and Architects
 - 7. Purchase of Vehicle and Equipment Parts: National Auto Parts Warehouse LLC
 - 8. New Maitland Library and Quinn Strong Park Design Contract Phase 2: HBM Architects, LLC
- VII. Public Period
- VIII. Decisions
 - 1. Greenwood Gardens Stormwater Improvement Project
- IX. City Manager's Report/City Attorney/Council Reports
- X. Adjournment

Notice: Any person who desires to appeal any decision made at this meeting or hearing will need a record of the proceedings and, for this purpose, may need to ensure that a verbatim record of the proceedings is made which includes testimony and evidence upon which the appeal is to be based. Persons with disabilities needing assistance to participate in any of these proceedings should contact the City Clerk's office (407-539-6219) 48 hours in advance of the meeting.

MEETING DATE		AGENDA
June 10, 2024		Section: Public Hearing
Department/Office : Community Development	AGENDA REPORT	Item #: 1.
Subject: Ordinance No. 1426: Quitclaim Deed 50 Minnehaha Circle		
Requested Action or Motion: Adopt Ordinance No. 1426 approving the transfer of city-owned property to the property owners of 50 Minnehaha Circle through a quitclaim deed.		
Summary Explanation & Background: On February 12, 2024, staff presented a discussion item to Council regarding a waterfront structure located on 70 Minnehaha Circle, which is owned by the Minnehaha Shores Association, Inc. (HOA). This agenda item resulted from an application received on July 4, 2023, to remove and replace an existing non-conforming dock owned by the HOA. During review, it was discovered that the properties located at 50, 70, and 90 Minnehaha Circle each have waterfront structures that cross over property lines onto City of Maitland property. All three properties have made improvements to and are maintaining property that the property appraiser is showing as city-owned. Based upon discussion at the meeting, City Council directed staff to take the appropriate steps to prepare the property for transfer. The first step in the process was to designate the property as required by Section 7.05 of the City Charter and Resolution 24-90. Resolution 3-2024 adopted on February 26, 2024 designated this parcel as <i>government facility/other</i>. Under the Heritage Lands provision of the City Charter, land designated as government facility/other may be transferred via ordinance. At the February 26th meeting, Council determined that the ownership should be transferred to the adjacent property owners and directed staff to work with the property owners through the process. Property owners were responsible for providing property sketches and descriptions prepared by a licensed surveyor, and quitclaim deeds so that staff could prepare ordinances as required by Charter to transfer the properties and schedule the required public hearing. On May 13, 2024, Council unanimously introduced Ordinance No. 1426 and set the public hearing and action date for June 10, 2024. Staff Recommends Council Adopt Ordinance No. 1426 approving the transfer of city-owned property to the property owners of 50 Minnehaha Circle through a quitclaim deed.		
Fiscal Impact: TBD		
Exhibits: 1. Ordinance No. 1426 and QCD 50 Minnehaha Cir		
Commission/Board: City Council		
Contact Person: Dan Matthys 407-539-6211		

Reviewed by City Attorney
Drew Smith

MEETING DATE		AGENDA
June 10, 2024		Section: Public Hearing
Department/Office : Community Development	AGENDA REPORT	Item #: 2.
Subject: Ordinance No. 1427: Quitclaim Deed 70 Minnehaha Circle		
Requested Action or Motion: Adopt Ordinance No. 1427 approving the transfer of city-owned property to the property owners of 70 Minnehaha Circle through a quitclaim deed.		
Summary Explanation & Background: On February 12, 2024, staff presented a discussion item to Council regarding a waterfront structure located on 70 Minnehaha Circle, which is owned by the Minnehaha Shores Association, Inc. (HOA). This agenda item resulted from an application received on July 4, 2023, to remove and replace an existing non-conforming dock owned by the HOA. During review, it was discovered that the HOA did not exist at the time of the application, which prevented the applicant from getting the necessary approval from the owner, so the application was not reviewed by City staff. The HOA reincorporated on January 31, 2024. The second issue discovered was that the dock is attached to and constructed on city-owned property. It was also discovered that the properties to the east and west of 70 Minnehaha Circle (50 and 90 Minnehaha Circle) also have waterfront structures that cross property lines onto the City of Maitland property. All three properties have made improvements to and are maintaining property that the property appraiser is showing as city-owned. During the February 12, 2024, meeting, City Council directed staff to take the appropriate steps to prepare the property for transfer. The first step in the process was to designate the property as required by Section 7.05 of the City Charter and Resolution 24-90. Resolution 3-2024 adopted on February 26, 2024, designated this parcel as <i>government facility/other</i>. Under the Heritage Lands provision of the City Charter, land designated as government facility/other may be transferred via ordinance. At the February 26th meeting Council determined that the ownership should be transferred to the adjacent property owners and directed staff to work with the property owners through the process. Property owners were responsible for providing property sketches and descriptions prepared by a licensed surveyor, and quitclaim deeds so that staff could prepare ordinances as required by Charter to transfer the properties and schedule the required public hearing. On May 13, 2024, Council unanimously introduced Ordinance No. 1427 and set the public hearing and action date for June 10, 2024. Staff Recommends Council Adopt Ordinance No. 1427 approving the transfer of city-owned property to the property owners of 70 Minnehaha Circle through a quitclaim deed.		
Fiscal Impact: TBD		
Exhibits:		

1. Ordinance No. 1427 and QCD 70 Minnehaha Cir
Commission/Board: City Council
Contact Person: Dan Matthys 407-539-6211
Reviewed by City Attorney Drew Smith

MEETING DATE		AGENDA
June 10, 2024		Section: Public Hearing
Department/Office : Community Development	AGENDA REPORT	Item #: 3.
Subject: Ordinance No. 1428: Quitclaim Deed 90 Minnehaha Circle		
Requested Action or Motion: Adopt Ordinance No. 1428 approving the transfer of city-owned property to the property owners of 90 Minnehaha Circle through a quitclaim deed.		
Summary Explanation & Background: On February 12, 2024, staff presented a discussion item to Council regarding a waterfront structure located on 70 Minnehaha Circle, which is owned by the Minnehaha Shores Association, Inc. (HOA). This agenda item resulted from an application received on July 4, 2023, to remove and replace an existing non-conforming dock owned by the HOA. During the review, it was discovered that the properties located at 50, 70, and 90 Minnehaha Circle each have waterfront structures that cross over property lines onto City of Maitland property. All three properties have made improvements to and are maintaining property that the property appraiser is showing as city-owned. Based upon discussion at the meeting, City Council directed staff to take the appropriate steps to prepare the property for transfer. The first step in the process was to designate the property as required by Section 7.05 of the City Charter and Resolution 24-90. Resolution 3-2024 adopted on February 26, 2024 designated this parcel as <i>government facility/other</i>. Under the Heritage Lands provision of the City Charter, land designated as government facility/other may be transferred via ordinance. At the February 26th meeting, Council determined that the ownership should be transferred to the adjacent property owners and directed staff to work with the property owners through the process. Property owners were responsible for providing property sketches and descriptions prepared by a licensed surveyor, and quitclaim deeds so that staff could prepare ordinances as required by Charter to transfer the properties and schedule the required public hearing. On May 13, 2024, Council unanimously introduced Ordinance No. 1428 and set the public hearing and action date for June 10, 2024. Staff Recommends Council adopt Ordinance No. 1428 approving the transfer of city-owned property to the property owners of 90 Minnehaha Circle through a quitclaim deed.		
Fiscal Impact: TBD		
Exhibits: 1. Ordinance No. 1428 and QCD 90 Minnehaha Cir		
Commission/Board: City Council		

Contact Person: Dan Matthys 407-539-6211
Reviewed by City Attorney Drew Smith

MEETING DATE		AGENDA
June 10, 2024		Section: Consent Agenda
Department/Office : City Clerk	AGENDA REPORT	Item #: 1.
Subject: City Council Meeting Minutes of May 13, 2024		
Requested Action or Motion: Approve City Council meeting minutes of May 13, 2024, as presented.		
Summary Explanation & Background:		
Fiscal Impact: N/A		
Exhibits: 1. CC Draft Minutes 5-13-2024		
Commission/Board: City Council		
Contact Person: Lori Hollingsworth 407-539-6219		
Reviewed by City Attorney		

MEETING DATE		AGENDA
June 10, 2024		Section: Consent Agenda
Department/Office : Finance Department	AGENDA REPORT	Item #: 2.
Subject: 2024 Financial Summary 2nd Quarter		
Requested Action or Motion: Move to receive the 2nd Quarter 2024 Financial Summary and Investment Schedule as presented.		
Summary Explanation & Background: See attached 2nd Quarter 2024 Financial Summary and Investment Schedule.		
Fiscal Impact: NA		
Exhibits: 1. Q2 2024 Financial Summary		
Commission/Board: City Council		
Contact Person: Jerry Gray 407-539-6201		
Reviewed by City Attorney NA		

MEETING DATE		AGENDA
June 10, 2024		Section: Consent Agenda
Department/Office : Public Works	AGENDA REPORT	Item #: 3.
Subject: Resolution No. 10-2024 Florida Department of Transportation SFGA Grant 453203-1-54-01: Westside Trail Project		
Requested Action or Motion: Move to adopt Resolution No. 10-2024 authorizing the City Manager to execute the Florida Department of Transportation SFGA Grant agreement for the Westside Trail Project, accept the \$500,000 awarded, approve corresponding budget amendment and repeal Resolution No. 9-2024, as presented.		
Summary Explanation & Background: The City of Maitland has been awarded a Florida Department of Transportation's SFGA grant in the amount of \$500,000 to be utilized in the construction of the Westside Trail Project. On May 13, 2024, City Council approved Resolution No. 9-2024 that authorized the City Manager to execute the SFGA Grant agreement for the project. Resolution No. 9-2024 stated that the grant required a 50% match in funding, but during FDOT's review of the resolution, they noted that there is no fund match required and is requesting that the resolution be revised as such. Staff recommends approving Resolution No. 10-2024, as presented.		
Fiscal Impact: Grant revenue \$500,000; 01334000-334490-BS204 Grant expenditure acct: 01242541-566300-BS204 Balance of non-grant funded portion of project is budgeted in the project account 01412541-566300-BS704		
Exhibits: 1. Resolution No. 10-2024 FDOT SFG 453203-1-54-01 Westside Trail Construction Project (1) 2. Florida Department of Transportation SFGA Grant 453203-1-54-01 Westside Trail Project		
Commission/Board: City Council		
Contact Person: Kimberley Tracy 407-539-6216		
Reviewed by City Attorney N/A		

MEETING DATE		AGENDA
June 10, 2024		Section: Consent Agenda
Department/Office : Finance Department	AGENDA REPORT	Item #: 4.
Subject: Resolution No. 12-2024: Adopting a FY24 Space Needs Fund budget and Authorizing the Transfer of \$2,381,918 from the General Fund		
Requested Action or Motion: Move to approve Resolution No. 12-2024 adopting the FY24 Space Needs Fund budget, authorizing the transfer of \$2,381,918 from the General Fund, as presented.		
Summary Explanation & Background: During the adoption of the FY 2024 budget, the outcome of the Library and park improvement voter referendum was unknown and therefore was not included in the Original FY 2024 budget adoption. The plan was, if the referendum was approved, we would come back to Council to appropriate funds from the Council Capital Fund Balance designation. Pursuant to governmental accounting standards "Capital Projects" funds are governmental funds that are used for tracking the financial resources used to acquire or construct major capital assets. The capital project fund accounts for and reports financial resources that are legally restricted and contractually required for the acquisition of capital assets. The primary purpose of this fund is to ensure that expenditures on capital projects are receiving legally required capital resources. In addition to the current funding needs for design services, future debt proceeds for the new Maitland Library construction and Quinn Strong Park improvements will be placed in the Space Needs Fund throughout the duration of the project. Staff recommends approving Resolution No. 12-2024 adopting the FY24 Space Needs Fund budget and authorizing the transfer of \$2,381,918 from the General Fund.		
Fiscal Impact: \$2,381,918; 39151515-566200 \$2,381,918; General Fund Council Capital designated fund balance		
Exhibits: 1. Resolution No. 12-2024 Capital Project Fund Final		
Commission/Board: City Council		
Contact Person: Jerry Gray 407-539-6201		
Reviewed by City Attorney N/A		

MEETING DATE		AGENDA
June 10, 2024		Section: Consent Agenda
Department/Office : Public Works	AGENDA REPORT	Item #: 5.
Subject: FY 2024 Utility Fund Replacement Vehicles: Alan Jay Fleet Sales		
Requested Action or Motion: Move to authorize the purchase of a FY24 scheduled Utility replacement vehicle for \$183,487 through Alan Jay Fleet Sales utilizing Sourcewell contract # 2024-091521 NAF and 060920 NAF awarded to National Auto Fleet Group.		
Summary Explanation & Background: The FY 2024 budget includes funding for a Utility Fund scheduled replacement of service vehicle #199 out of Line Item 41303533-566400-VE001. The existing vehicle is a 2013 Chevrolet 2500 with a small crane that is assigned to the Wastewater Division. The crane on the truck is used to pull small pumps out of lift stations for maintenance, cleaning and repair. Public Works evaluated the benefits of replacing the vehicle in-kind compared to purchasing a larger crane truck. It was determined that purchasing a larger crane truck would eliminate the need to rent a crane for the larger and harder to reach pumps, as well as reduce the need to contract cleaning and repair at those same lift stations. Based on this evaluation, staff proposes to replace Vehicle #199 with a 2025 Ford F-650 with an 11-foot crane body. This vehicle can be purchased through a Sourcewell contract with Alan Jay Fleet Sales, which is the authorized dealer for National Auto Fleet Group in Central Florida. In consideration of our City's sustainability program, the Public Works Department has evaluated the availability of electric or hybrid electric vehicles for consideration for City vehicle purposes. There is not currently an electric or hybrid option for a vehicle of this size and/or capability. Staff recommends approval for the purchase of this vehicle from Alan Jay Fleet Sales utilizing Sourcewell contract # 2024-091521 NAF and 060920 NAF in the amount of \$183,487.		
Fiscal Impact: \$170,000 budgeted in vehicle replacement 41351535-566430-VE001; additional funding from capital equipment lines.		
Exhibits:		
Commission/Board: City Council		
Contact Person: Christopher Kennedy (407) 539-6217		
Reviewed by City Attorney N/A		

MEETING DATE		AGENDA
June 10, 2024		Section: Consent Agenda
Department/Office : Public Works	AGENDA REPORT	Item #: 6.
Subject: Continuing Consultant Services Agreements: Engineers, Land Surveyors & Mapping, Landscape Architects and Architects		
Requested Action or Motion: Move to approve the ranking of firms as recommended by the Selection Committee, and authorize the City Manager to negotiate agreements with the top firms for continuing contracts for professional services.		
Summary Explanation & Background: The current contracts with continuing professional services consultants will expire on September 30, 2024. The Public Works Department developed a Request for Qualifications (RFQ) in conformance with Florida Statute 257.055, also known as the Competitive Contract Negotiation Act (CCNA). Under the CCNA, the acquisition of professional architectural, engineering, landscape architecture, or surveying and mapping services are selected based on qualifications. In order to provide an adequate pool of ranked firms, Florida Statute 257.055 mandates that the City select a minimum of three (3) firms deemed to be the most highly qualified to perform the services. On January 29, 2024, the city issued RFQ 410-2024-01 for Professional Consulting Services for Engineers, Land Surveyors & Mapping, Landscape Architects, and Architects. On April 2, 2024, the City received proposals from 34 consulting firms in multiple categories. The Selection Committee, consisting of the Community Development Director, Parks and Recreation Director, Deputy Public Works Director, City Engineer, and Utilities Manager, met on May 29, 2024, to score and rank the proposals. Proposers were evaluated based on ability and capacity to provide the services requested, experience on similar projects, past performance, location of the consultant's office, the qualifications of personnel and consideration of firms with minority business status as designated by the State of Florida. The Selection Committee recommended at least three (3) firms per category, except where only two proposals were received. The Selection Committee is recommending a final ranking per category as follows: Category A - General Engineering Professional Services 1. Halff Associates, Inc. – 72.8 2. Dewberry Engineers Inc. – 72.4 3. Carnahan, Proctor & Cross, Inc. (CPC) – 72.2 Category A.1 – Ecological 1. Drummond Carpenter, PLLC - 83.4 2. CPH Consulting, LLC - 83.2 3. DRMP, Inc. - 81.2 Category A.2 - Environmental		

1. RES Florida Consulting, LLC dba E Sciences - 77.4
2. Chen Moore and Associates, Inc. - 75

Category A.3 - Electrical

1. SGM Engineering, Inc. - 78.6
2. Chen Moore and Associates, Inc. - 77.0
3. CPH Consulting, LLC - 75.2

Category A.4 - Geotechnical Services

1. Ardaman & Associates, Inc. - 83.6
2. DRMP, Inc. - 73.2

Category A.5 - Structural

1. CPH Consulting, LLC - 80.4
1. DRMP, Inc. - 80.4

Category A.6 - Subsurface Utilities

1. Southeastern Surveying and Mapping Corporation - 87.6
2. L & S Diversified, LLC - 81
3. DRMP, Inc. - 76.2
4. SurvTech Solutions, Inc. - 75.6

Category A.7 - Surveying and Mapping

1. Southeastern Surveying and Mapping Corporation - 90.2
2. DRMP, Inc. - 84.2
3. L & S Diversified, LLC - 81.2

Category A.8 - Traffic

1. Burgess & Niple, Inc. - 88.0
2. Neel-Schaffer, Inc. - 80.4
3. Vanasse Hangen Brustlin, Inc. - 74.8

Category B - Transportation and Roadway Engineering Services

1. Burgess & Niple, Inc. - 87.2
2. Neel-Schaffer, Inc. - 81.4
3. Avcon, Inc. - 80.4
4. Wright-Pierce, Inc. - 79.0

Category C - Stormwater Management and Design Services

1. Burgess & Niple, Inc. - 84.6
2. Drummond Carpenter, PLLC - 78.4
3. CPH Consulting, LLC - 78.2
4. Neel-Schaffer, Inc. - 78.0

Category D - Water & Wastewater Engineering Professional Services

1. Burgess & Niple, Inc. - 90
2. CPH Consulting, LLC - 84
3. Wright-Pierce, Inc. - 78.6
4. Neel-Schaffer, Inc. - 78.4
5. Dewberry Engineers, Inc. - 78.2

Category E. - Landscape Architecture Scope of Services

1. RVE, Inc. (dba RVI Planning and Landscape Architecture) - 82.2
2. GAI Consultants, Inc. - 80.0
3. Kimley-Horn and Associates, Inc. - 78.0

Category F. - Facilities Architectural & Engineering Professional Services

1. CPH Consulting, LLC - 80.8
2. Bentley Group, Inc. - 77.0
3. Ohlson Lavoie Corporation (OLC) - 71.2

Category F.1 - Architectural Services

1. DRMP, Inc. - 74.4
2. KTH Architects, Inc. - 70.4

Category F.2 - Civil Engineering Services

1. Neel-Schaffer, Inc. - 81.8
2. DRMP, Inc. - 77.8
3. Dredging & Marine Consultants, LLC - 73.4

Category F.3 - Structural Engineering Services

1. Graef-USA, Inc. - 71.8
2. DRMP, Inc. - 71.4

Category F.4 - Mechanical, Electrical & Plumbing (MEP) Engineering

1. SGM Engineering, Inc. - 77.8
2. DRMP, Inc. - 74.8
3. Graef-USA, Inc. - 74.4

Category G - Planning & Community Development Scope of Services/Work

1. GAI Consultants, Inc. - 85.0
2. Kimley-Horn and Associates, Inc. - 84.2
3. RVE, Inc. (dba RVI Planning and Landscape Architecture) - 79.0
4. Vanasse Hangen Brustlin, Inc. - 77.0

These firms are deemed to be the most qualified proposers to provide the desired services and are recommended by the Selection Committee to be awarded a Continuing Contract for Professional Services. Staff recommends City Council approve the ranking of firms as recommended by the Selection Committee, and authorize the City Manager to negotiate agreements with the top firms for continuing consultant services. Once the Continuing Contracts are in place, the City will be able to negotiate fees with the selected firm(s) to provide services for a specific project scope(s). Fees for specific projects which exceed the City Managers spending threshold will be brought before City Council for approval.

Fiscal Impact:

TBD

Exhibits:

Commission/Board: City Council

Contact Person: Kimberley Tracy 407-539-6216

Reviewed by City Attorney
N/A

MEETING DATE		AGENDA
June 10, 2024		Section: Consent Agenda
Department/Office : Public Works	AGENDA REPORT	Item #: 7.
Subject: Purchase of Vehicle and Equipment Parts: National Auto Parts Warehouse LLC		
Requested Action or Motion: Move to approve the purchase of parts for vehicles and equipment from National Auto Parts Warehouse LLC in an amount not to exceed \$75,000.		
Summary Explanation & Background: National Auto Parts Warehouse LLC (NPW) is a current supplier under Equalis Contract number COG-2129E for aftermarket vehicle parts. The City has been purchasing aftermarket vehicle and equipment parts through NPW, formerly Auto Plus, for several years with consistent results. The aftermarket parts are high quality and have performed well. Because NPW honors the Equalis pricing for the City, the parts are less expensive and good value compared to retail pricing. NPW is now started offering some Chevrolet OEM (Original Equipment Manufacturer) parts. This provides the City with a different value option that is often less expensive than obtaining the parts from a local dealership. NPW delivers the parts to the Fleet Garage, often the same or next day, providing for a faster and more efficient repair process. Staff estimates that the yearly purchases of vehicle and equipment parts for the city-wide fleet will be approximately \$75,000, which exceeds the City Manager's approval threshold. Staff is recommending approval of the purchase of vehicle and equipment parts from National Auto Parts Warehouse LLC in an amount not to exceed \$75,000.		
Fiscal Impact: Funds are available in the Public Works Fleet Maintenance operational budget for Auto/Truck Parts 01420519-534615.		
Exhibits:		
Commission/Board: City Council		
Contact Person: Christopher Kennedy (407) 539-6217		
Reviewed by City Attorney N/A		

MEETING DATE		AGENDA
June 10, 2024		Section: Consent Agenda
Department/Office : Public Works	AGENDA REPORT	Item #: 8.
Subject: New Maitland Library and Quinn Strong Park Design Contract Phase 2: HBM Architects, LLC		
Requested Action or Motion: Move to authorize the City Manager to execute a contract with HBM Architects for Phase 2 of the new Maitland Library and Quinn Strong Park Design in the amount of \$2,165,380 plus design contingency of 10% (\$216,538) for a total of \$2,381,918 with the condition that mutually agreeable language regarding sovereign immunity and indemnification be included prior to execution.		
Summary Explanation & Background: The City of Maitland embarked on a review of the library in 2017 to determine options for improving the existing facility and reviewing for a possibility that a new facility would better serve the residents of Maitland. In 2018, a facility assessment was completed and based upon the evaluation, the City Council determined upgrading and renovating the facility was not an option. As requested by City Council, in 2020 a comparative site evaluation process was completed for three (3) possible sites. The chosen site was City owned property at 301 S. Maitland Ave., along with the adjacent parking lots to the east and west, Maitland Senior Center and Quinn Strong Park as the location for the new library. On September 14, 2020, the Council voted unanimously to approve Quinn Strong Park as the preferred site for a new library. On November 18, 2022, the City received statements of qualifications for Request For Qualifications (RFQ) Number 710-2022-01, Professional Planning and Architectural Design Services for Maitland Library Project. The selection committee ranked HBM Architects as the top ranked firm. On February 27, 2023, City Council approved the ranking and authorized the City Manager to negotiate a contract with HBM Architects. Staff negotiated a contract with HBM Architects for the first phase of the project. Phase 1 of the project was concluded on November 13, 2023 when City Council authorized referendum language to request that voters authorize the City Council to borrow up to 14 million dollars to fund the construction of the new library and improvements to Quinn Strong Park. On March 19, 2024, the voters approved the referendum authorizing the borrowing for constructing and equipping a new library, including improvements to its location at Quinn Strong Park. Based upon this decision, staff requested HBM to prepare a contract and scope of services to carry the project through design and construction. All basic services, other basic services and additional services are included in this proposal. This includes two community meetings to present concepts as they are further developed and three meetings with City Council. As discussed at the City Council retreat, there are three phases to the design process. This includes Schematic Design, Design Development, and preparation of Construction Drawings.		

Schematic Design Documents include fundamental design decisions such as: functional organization; building and site circulation; massing; scale; conceptual appearance; neighborhood context; basic exterior and interior finish material and product concepts; conceptual structural, mechanical, and electrical systems; and circulation and conveying systems.

All design decisions are typically documented in the Design Development Documents, as these documents, when approved, will provide the basis for the Construction Documents. At the completion of the Design Development Phase, all design, technical, administrative, and cost challenges will have been resolved and there will be no carry over of design or basic research to the next phase. The Architect-Engineer will present enough documentation to fully explain the quality-level decisions and solutions reached. This documentation consists of drawings, outline specifications, perspectives, models, cost estimates, material samples, calculations, notes, and engineering analysis. Specification cut sheets for lighting, plumbing, hardware, HVAC equipment, architectural specialties, special equipment, and other key elements are included in this phase.

At completion of 100% of the Construction Documents it is expected that all design, technical, administrative, and cost challenges will have been resolved and there is no carry over of work from this phase to the Bidding Phase.

One issue that is addressed within the contract is that the Landscape Architect will not be fully engaged until the end of the Schematic Design Phase. The plans for Quinn Strong Park were developed at a very conceptual level and no decision was made regarding specific amenities. Based upon this, an allowance has been included for these services following more specific development of the park plans. As we learned during the design of Independence Square, specific park amenities can be very costly, such as water features and restrooms. Since no decisions were made on these and other features, these will be developed in the Schematic Design phase and further developed in the Design Development and Construction drawing phases. Since the final park concept will have a direct impact on the cost to design, it is prudent to delay this until the Design Development phase.

As discussed at the Strategic Planning Session, staff and HBM are recommending that the construction phase of the project use a Construction Manager at Risk (CMAR). This process provides more certainty in meeting budgetary requirements and reduces the risk of cost overruns through change orders. It also provides an opportunity to order and receive long lead time items such as electrical panels, transformers, and other larger mechanical equipment. In the CMAR process, the contractor (Construction Manager) is involved with the design phase of construction, working with the architects and engineers to review and provide input on the plans prior to putting together a final construction cost, or Guaranteed Maximum Price (GMP). During this review, the Construction Manager is putting cost estimates together for review by the architect and the City. These are compared to the designers' estimates and discrepancies are resolved before a final cost is put together. These checks happen at each phase of the design process, so adjustments can be made to ensure the project stays within budget.

The alternative to the use of a CMAR is the design/bid/build process. In this process, the plans are developed through the same process without outside input. They are then put out to bid, and the city is required to take the lowest responsible, responsive bidder. In this process, there is more uncertainty as the City will not know the cost of construction until the bids are opened. In this case, if the contractor cost is higher than budgeted, the City must find additional funding or scale back the project through redesign or value engineering. In the redesign or value engineering scenario, the City would incur additional design costs. There is also the risk of having a contractor use lower-cost subcontractors or materials to achieve the lowest bid.

There are some additional costs associated with the CMAR for reconstruction services. However, there are avoided costs as there is less need for construction engineering inspection services, and it removes the need for City's project representative to manage the construction contract and architectural services throughout the construction process for the City. The benefit of the CMAR is transparency throughout the process, which reduces unanticipated issues arising before and during the construction project, thus reducing risk.

The attached contract addresses the design and construction phases of the project. This contract includes services required for construction drawings and construction services for the library and Quinn Strong Park. At the time of agenda publication, standard language regarding sovereign immunity was not included but is mutually agreeable to both parties. Specific indemnification language is included within the contract, however, it is under review by the city's and HBM's insurer to ensure all applicable provisions are addressed.

Staff recommends City Council authorize the City Manager to execute a contract with HBM Architects for Phase 2 of the Maitland Library Design for the amount of \$ \$2,165,380 plus design contingency of 10% (\$216,538) for a total of \$2,381,918.

Fiscal Impact:

\$2,381,918 appropriation to the Capital Projects Fund 39151515-566200 (Space Needs) from the General Fund Council Capital Fund Balance Designation

Exhibits:

1. B133-2019 - Final - Maitland - Rev 1 with Exhibits A and B

Commission/Board: City Council

Contact Person: Kimberley Tracy 407-539-6216

Reviewed by City Attorney
Drew Smith

MEETING DATE		AGENDA
June 10, 2024		Section: Decisions
Department/Office : City Manager	AGENDA REPORT	Item #: 1.
Subject: Greenwood Gardens Stormwater Improvement Project		
Requested Action or Motion: Staff recommends reallocating funds budgeted for the Greenwood Gardens Stormwater Project (\$5000,000) into the Environmental Stormwater Fund Balance to be allocated for future storm water projects.		
Summary Explanation & Background: On July 26, 2021, Council approved a professional engineering services agreement with Burgess and Niple with a scope of services for design of the preferred alternative. As B&N continued to evaluate the proposed solution and associated permitting requirements, there continued to be challenges to providing a cost-beneficial solution to meet the level of service for the design. Burgess and Niple reviewed several options to reduce or eliminate the street and driveway flooding. As the attached report indicates, each solution either does not eliminate the flooding issues or it diverts the problem to another area of the neighborhood, causing problems where none currently exist. One solution that could potentially alleviate the problem would be converting the existing park on the north end of the neighborhood (Hill Passive Park) to a retention pond. There are two problems with this design. First, the park acts as a wooded buffer between the neighborhood and the Maitland Boulevard/17/92 ramp. Secondly, the park is designated Heritage Lands under the City Charter. The property is currently designated as Parks and Recreation. Converting the property to a retention pond would be a change in use, requiring a referendum of the voters to approve this change. To implement the most cost-effective solution is estimated to be approximately \$1.6 million. It would require completed demolition of the roadway and installation of underground storage and treatment facilities. This type of facility would not meet minimum roadway level of service standards and creates long-term maintenance challenges and will not resolve the flooding problems at the intersection of Marion Way and Gamewell Avenue. City staff held a neighborhood meeting with residents of the area on May 22, 2024. A direct mailer was sent to property owners advising them of the public meeting. At the meeting, representatives from B&N presented their findings and answered questions from residents in attendance. B&N representatives will make the same presentation to City Council during this meeting. Staff is requesting direction from City Council on how to proceed with the project.		
Fiscal Impact: TBD		
Exhibits: 1. Gamewell Memorandum Jan 2023		

Commission/Board: City Council
Contact Person: Kimberley Tracy 407-539-6216
Reviewed by City Attorney N/A