



CITY of CRESTVIEW

CITY COUNCIL

REGULAR CITY COUNCIL MEETING APRIL 22, 2024 6:00 P.M. COUNCIL CHAMBERS

The Public is invited to view our meetings on the City of Crestview Live stream at <https://www.cityofcrestview.org> or the City of Crestview Facebook Page.

- 1. Call to Order**
- 2. Invocation, Pledge of Allegiance**
 - 2.1. Grace Nuffer, Director of Prayer Ministry for Crosspoint Church
- 3. Open Policy Making and Legislative Session**
- 4. Approve Agenda**
- 5. Presentations and Reports**
 - 5.1. Reverend Cecil Williams - Crestview Housing Authority Update
 - 5.2. Proclamation Declaring May 5 - May 11, 2024 as Municipal Clerks Week
- 6. Consent Agenda**
 - 6.1. Memorandum of Understanding - Electronic Licensing Vehicle Information System (ELVIS)
 - 6.2. Approval of City Council Regular Meeting Minutes of April 8, 2024
- 7. Public Hearings / Ordinances on Second Reading**
 - 7.1. Ordinance 1967 Comprehensive Fee Schedule Amendment (Parks & Recreation)
- 8. Ordinances on First Reading**
- 9. Resolutions**
 - 6.1. State of Florida Division of Emergency Management Mutual Aid Agreement Renewal
- 10. Action Items**
 - 10.1. Selection of Construction Total Project Management
- 11. City Clerk Report**
- 12. City Manager Report**
 - 12.1. Financial Update - Finance Director

13. Comments from the Mayor and Council

14. Comments from the Audience

15. Adjournment

The Presentations section is for items that were submitted by a citizen or group of Citizens no later than the Wednesday 2 weeks prior to the meeting to the Clerk's office for approval. These items will be scheduled under the section titles Presentations and Reports. Supporting documents must be submitted at this time to be on the regular agenda. All Action Items are for staff and elected officials only and must be submitted for approval no later than the Wednesday 10 days prior to the meeting. Those not listed on the regular agenda who wish to address the council should fill out a yellow card. The card must be submitted to the City Clerk. Speaking time should be three minutes or less, large groups may designate a spokesperson. All remarks should be addressed to the Council as a whole and not to individual members. All meeting procedures are outlined in the Meeting Rules and Procedures brochure available outside the Chambers. Florida Statute 286.0105. Notices of meetings and hearings must advise that a record is required to appeal. Each board, commission, or agency of this state or of any political subdivision thereof shall include in the notice of any meeting or hearing, if notice of the meeting or hearing is required, of such board, commission, or agency, conspicuously on such notice, the advice that, if a person decides to appeal any decision made by the board, agency, or commission with respect to any matter considered at such meeting or hearing, he or she will need a record of the proceedings, and that, for such purpose, he or she 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. The requirements of this section do not apply to the notice provided in s. 200.065(3). In accordance with Section 286.26, F.S., persons with disabilities needing special accommodations, please contact Maryanne Girard, City Clerk at cityclerk@cityofcrestview.org or 850-628-1560 option2 within 48 hours of the scheduled meeting. Any invocation that is offered before the official start of the City Council meeting shall be the voluntary offering of a private person, to and for the benefit of the City Council. The views or beliefs expressed by the invocation speaker have not been previously reviewed or approved by the City Council or the city staff, and the City is not allowed by law to endorse the religious beliefs or views of this, or any other speaker. Persons in attendance at the City Council meeting are invited to stand during the opening invocation and Pledge of Allegiance. However, such invitation shall not be construed as a demand, order, or any other type of command. No person in attendance at the meeting shall be required to participate in any opening invocation that is offered. A person may exit the City Council Chambers and return upon completion of the opening invocation if a person does not wish to participate in or witness the opening invocation.



Staff Report

CITY COUNCIL MEETING DATE: April 22, 2024

TYPE OF AGENDA ITEM: Presentation

TO: Mayor and City Council
CC: City Manager, City Clerk, Staff and Attorney
FROM: Jerry Whitten, Mayor
DATE: 4/4/2024
SUBJECT: Grace Nuffer, Director of Prayer Ministry for Crosspoint Church

BACKGROUND:

Area churches are invited to provide the Invocation on a routine basis.

DISCUSSION:

Area clergy volunteer to provide an Invocation and lead the Council in the Pledge of Allegiance.

GOALS & OBJECTIVES

This item is consistent with the goals in A New View Strategic Plan 2020 as follows;

Foundational- these are the areas of focus that make up the necessary foundation of a successful local government.

Financial Sustainability- Achieve long term financial sustainability

Organizational Capacity, Effectiveness & Efficiency- To efficiently & effectively provide the highest quality of public services

Infrastructure- Satisfy current and future infrastructure needs

Communication- To engage, inform and educate public and staff

Quality of Life- these areas focus on the overall experience when provided by the city.

Community Character- Promote desirable growth with a hometown atmosphere

Safety- Ensure the continuous safety of citizens and visitors

Mobility- Provide safe, efficient and accessible means for mobility

Opportunity- Promote an environment that encourages economic and educational opportunity

Play- Expand recreational and entertainment activities within the City

Community Culture- Develop a specific identity for Crestview

FINANCIAL IMPACT

n/a

RECOMMENDED ACTION

No action required.

Attachments

None



Staff Report

CITY COUNCIL MEETING DATE: April 22, 2024

TYPE OF AGENDA ITEM: Presentation

TO: Mayor and City Council
CC: City Manager, City Clerk, Staff and Attorney
FROM: Jerry Whitten, Mayor
DATE: 4/18/2024
SUBJECT: Reverend Cecil Williams - Crestview Housing Authority Update

BACKGROUND:

Reverend Cecil Williams, Executive Director, Crestview Housing Authority will speak on his vision.

DISCUSSION:

This opportunity provides for the communication component of our vision - to engage, inform and educate public and staff.

GOALS & OBJECTIVES

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Community Culture- Develop a specific identity for Crestview

FINANCIAL IMPACT

n/a

RECOMMENDED ACTION

No action required.

Attachments

None



Staff Report

CITY COUNCIL MEETING DATE: April 22, 2024

TYPE OF AGENDA ITEM: Presentation

TO: Mayor and City Council
CC: City Manager, City Clerk, Staff and Attorney
FROM: Jerry Whitten, Mayor
DATE: 4/4/2024
SUBJECT: Proclamation Declaring May 5 - May 11, 2024 as Municipal Clerks Week

BACKGROUND:

The International Institute of Municipal Clerks is sponsoring the 55th Annual Professional Municipal Clerks Week to increase public awareness of the office of the Municipal Clerk and the vital services the office provides to the local government and community. #MuniClerks

DISCUSSION:

The office of the Municipal Clerk, is a time-honored and vital part of local government.

GOALS & OBJECTIVES

This item is consistent with the goals in A New View Strategic Plan 2020 as follows;

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FINANCIAL IMPACT

n/a

RECOMMENDED ACTION

Proclamation to be presented to Maryanne Girard, City Clerk and Natasha S. Peacock, Deputy City Clerk.

Attachments

1. 55th Annual Professional Municipal Clerks Week 2024

Proclamation

55th ANNUAL PROFESSIONAL MUNICIPAL CLERKS WEEK
May 5 - 11, 2024

Whereas The Office of the Professional Municipal Clerk, a time-honored and vital part of local government, exists throughout the world and

Whereas The Office of the Professional Municipal Clerk is the oldest among public servants and

Whereas, The Office of the Professional Municipal Clerk provides the professional link between the citizens, the local governing bodies, and agencies of government at other levels and

Whereas, Professional Municipal Clerks have pledged to be ever mindful of their neutrality and impartiality, rendering equal service to all.

Whereas The Professional Municipal Clerk serves as the information center on functions of local government and community.

Whereas Professional Municipal Clerks continually strive to improve the administration of the affairs of the Office of the Professional Municipal Clerk through participation in education programs, seminars, workshops and the annual meetings of their state, provincial, county, and international professional organizations.

Whereas, It is most appropriate that we recognize the accomplishments of the Office of the Professional Municipal Clerk.

Now, Therefore, I, JB Whitten, Mayor of the City of Crestview, do recognize the week of May 5 through 11, 2024, as Professional Municipal Clerks Week, and further extend appreciation to our Professional Municipal Clerk, Maryanne Girard and Deputy City Clerk, Natasha Peacock, and to all Professional Municipal Clerks for the vital services they perform and their exemplary dedication to the communities they represent.



Dated this 22nd day of April 2024.

JB Whitten, Mayor



Staff Report

CITY COUNCIL MEETING DATE: April 22, 2024

TYPE OF AGENDA ITEM: Action Item

TO: Mayor and City Council
CC: City Manager, City Clerk, Staff and Attorney
FROM: Stephen McCosker, Police Chief
DATE: 4/18/2024
SUBJECT: Memorandum of Understanding - Electronic Licensing Vehicle Information System (ELVIS)

BACKGROUND:

ELVIS is an acronym for the Electronic Licensing Vehicle Information System. The ELVIS system is a free web-based application for accessing FCIC/NCIC data and is hosted by the Tallahassee Police Department.

DISCUSSION:

The ELVIS system is a robust tool that allows users to access in and out of state driver's licenses, vehicle registrations, criminal histories and more. The Crestview Police Department's TAC (Terminal Agency Coordinator) will have full control of the agency's users and access logs needed for FDLE audits, including authentication logs, query logs and user change logs. The system is fully compliant with all CJIS and FDLE regulations.

The ELVIS system requires no additional hardware to install and no additional software to run. The application is accessible by any authorized user through any agency computer or device that has internet access.

The ELVIS system is a grant funded program by the Florida Department of Transportation and has been operating for nine years.

Adding the ELVIS system will add a simple, safe and secure tool for our officers and investigators to gather data in the field and for investigations.

GOALS & OBJECTIVES

This item is consistent with the goals in A New View Strategic Plan 2020 as follows;

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FINANCIAL IMPACT

There is no cost to the agency.

RECOMMENDED ACTION

Staff respectfully requests a motion to approve the MOU.

Attachments

1. New MOU for ELVIS

MEMORANDUM OF UNDERSTANDING

Electronic License and Vehicle Information System (ELVIS)

WITNESSETH

WHEREAS, on _____ (“Effective Date”) this MOU is entered into by and between, the City of Tallahassee on behalf of the Tallahassee Police Department, hereafter referred to as TPD, and _____, hereafter referred to as Contract Agency (CA), are both criminal justice agencies, formally recognized by the Federal Bureau of Investigation (FBI) and the Florida Department of Law Enforcement (FDLE), and;

WHEREAS, TPD and the CA are headquartered within the boundaries of the State of Florida, and;

WHEREAS, both TPD and the CA have entered in Criminal Justice User Agreements (UA) with FDLE and are required to abide by the current FBI Criminal Justice Information System (CJIS) Security Policy (CSP) for access to state and national Criminal Justice Information (CJI) as defined by the CSP, and;

WHEREAS, the FDLE CJIS Director functions as the CJIS Systems Officer (CSO) for the State of Florida, required by the CSP and UA to grant and authorize access to CJI within the State of Florida, and;

WHEREAS, TPD presently has the benefit of Electronic License and Vehicle Information System (ELVIS) interface, operated and maintained by Florida State University (FSU), which provides access to the National Crime Information Center, hereafter NCIC, and the Florida Crime Information Center, hereafter FCIC, and;

WHEREAS, the CA wishes to utilize ELVIS interface for access to NCIC and FCIC Information Systems for law enforcement purposes, and;

WHEREAS, TPD is willing to share individual background screening information obtained from state and national fingerprint-based records checks with the CA, in a manner consistent with the requirements of the CSP;

NOW WHEREFORE, the parties agree as follows,

1. FSU will provide the TPD with a current and complete list of all personnel who require unescorted physical or local access to CJI.
2. TPD will ensure all personnel provided in Section 1, above, are appropriately screened and trained.

3. TPD will fingerprint and submit the requisite identification information on personnel who require unescorted physical or local access to CJI prior to being granted access. TPD will use its criminal justice ORI for submitting fingerprints required by the CSP and UA. TPD will retain the fingerprint-based records check, the signed security addendums, and the completed Security Awareness Level 4 certificates for said personnel.
4. TPD will maintain a current and complete list of all personnel who have been authorized to access CJI. Individual information shall include name, date of birth, and if previously provided, Social Security Number or unique identification to accurately identify the individual.
5. TPD shall provide to the CA the list of all personnel who are authorized access to CJI inside ELVIS.
6. TPD shall defer to the FDLE CSO regarding any issues with respect to CJI access eligibility as required by the CSP and UA.
7. When any change occurs to the list of authorized personnel, the TPD shall provide to the CA the corrected or revised list of authorized personnel, and specifically identify any additions, deletions, or modifications to the list.
8. TPD will notify the CA in the event that an individual, whether seeking or already authorized access to CJI, is denied such access by the FDLE CSO.
9. To properly assess any potentially disqualifying information as it becomes available, every year, TPD shall perform a name-based check via the FCIC message switch, including, but not limited to, hot files, and state/national criminal history record information searches, on all personnel authorized access to CJI in ELVIS.
10. Upon notification/determination of any type of reported or observed criminal or other disqualifying activity by an individual authorized access to CJI in ELVIS, the TPD shall immediately notify the CA via formal correspondence of the individual's activity.
11. TPD shall immediately notify the CA upon learning of the termination or suspension from employment of an individual authorized access to CJI in ELVIS.
12. The CA shall be entitled to use, through agents and employees of the TPD, the ELVIS interface located at the TPD for the purpose of gaining access to NCIC and FCIC Information Systems for law enforcement purposes.
13. The CA agrees to abide by all applicable local, state, and federal laws, rules and regulations, as well as the rules and regulations of NCIC and FCIC with regards to the use of any device accessing CJI and/or ELVIS under the terms of this MOU.
14. The CA agrees to abide by all terms and conditions of the most recent UA executed between FDLE and the CA.

15. The CA agrees that it shall make use of the ELVIS access in compliance with the CSP.
16. If the CA intends to use mobile devices (as defined in the CSP), the CA agrees to have and operate a Mobile Device Management (MDM) solution as required by the CSP.
17. The CA agrees to retain responsibility for, and be ultimately liable for, the validity and accuracy of all information or data submitted for entry into the NCIC and FCIC Information Systems by the CA, CA's agents, and the CA's authorized designees.
18. TPD agrees to retain responsibility for, and be ultimately liable for, the validity and accuracy of all information or data submitted for entry into the NCIC and FCIC Information System entered by TPD, TPD agents, and TPD's authorized designees.
19. Nothing contained herein shall be constructed or interpreted as (1) denying to either party any remedy or defense available to such party under the laws of the State of Florida; (2) the consent of the State of Florida or its agents, political subdivisions, and agencies to be sued; or (3) a waiver of sovereign immunity beyond the waiver provided in Section 768.28, Florida Statutes.
20. The CA retains ownership of all records created inside ELVIS by the CA and responses generated as a direct result of the CA, including user accounts, account access and audit logs, user activity, query history, and query responses, and agrees to respond appropriately to any and all public records requests regarding those records.
21. The CA grants TPD permission to retain and host all records created inside ELVIS by the CA in accordance with the CSP and FDLE UA.
22. The CA grants TPD and aforementioned personnel provided in section 1 permission to view and create records in FSU ELVIS on behalf of the CA solely for the purposes of training or troubleshooting.
23. The CA agrees that neither TPD nor the aforementioned personnel provided in section 1 are responsible for fulfilling public records requests on behalf of the CA. TPD agrees to forward all public records requests it receives for records created and/or owned as described in section 20 by the CA to the CA.
24. In compliance with the FDLE UA, the CA agrees to have a formal written policy restricting ELVIS access to agency owned devices and forbidding access and use of ELVIS on personally owned or public devices.
25. TPD agrees that the current Terminal Agency Coordinator (TAC) of the CA as recorded with FDLE and/or the current agency head within the CA shall be notified by TPD of updates and information regarding personnel authorized to access CJI, including but not limited to when an individual is added or removed from the list of authorized users or when an individual on the list is arrested.
26. TPD shall have formal written guidelines defining the processes associated with implementation of this MOU.

27. TPD will forward a copy of this MOU to the FDLE CSO.
28. The term of this MOU shall commence on the Effective Date and shall remain in full force and effect until terminated in accordance with the terms herein.
29. Either party may terminate this MOU upon sixty (60) business days' written notice or immediately by TPD without notice upon finding that the CA has violated terms of this MOU, or immediately by the CA without notice upon finding that TPD has violated the terms of this MOU.
30. This MOU constitutes the entire agreement of the parties and may not be modified or amended without written agreement executed by both parties, and establishes procedures and policies that will guide all parties to comply and adhere to the CJIS Security Policy.
31. This MOU supersedes all prior or contemporaneous negotiations, commitments, agreements (written or oral) and writings between TPD and the CA with respect to the subject matter hereof. All such other negotiations, commitments, agreements and writings will have no further force or effect, and the parties to any such other negotiation; commitment, agreement or writing will have no further rights or obligations there under.
32. The City of Tallahassee values the diversity of all citizens in the community and welcomes participation from all interested parties in its programs, services, and activities, regardless of cultural identity or background. As a recipient of federal financial assistance, the City complies with Title VI of the Civil Rights Act of 1964 and is committed to promoting the comprehensive realization of equal opportunity and equal access to all of its programs, services, and activities regardless of race, color, national origin, sex, religion, age, disability, marital or family status, sexual orientation, gender identity, or any other characteristic protected by law. The City will not tolerate any form of proscribed discrimination in any of its programs, services, or activities. Further, the City will not tolerate any form of retaliation directed against an individual who complains of discrimination pursuant to this policy or who participates in any investigation concerning discrimination pursuant to this policy.

The current FBI CJIS CSP mandates all agencies connected to the FBI CJIS systems adhere to regulation set forth within the Security Policy. Included within the term "personnel" are all individuals who are utilized by criminal justice agencies to implement, deploy, and/or maintain the computers and/or networks of the criminal justice agency which are used to access FBI CJIS systems. These individuals include city/county IT personnel, and private vendors. The subject of non-criminal justice governmental personnel and private vendors is addressed in Sections 5.1.1.5(1) of the CJIS Security Policy, and the Security Addendum, which can be found in Appendix H.

IN WITNESS HEREOF, the parties hereto have caused this MOU to be executed by the proper officers and officials.

Tallahassee Police Department

Agency Name (TPD)

Authorized Signatory (TPD)

Date

Lawrence Revell, #100

Chief of Police

Printed Name / ID #

Title

ATTEST TO:

By: _____

James O. Cooke, IV, City Treasurer-Clerk

Approved as to form:

By: _____

Theresa A. Flury, Asst. City Attorney

Authorized Signatory (CA)

Date

Printed Name

Title



Staff Report

CITY COUNCIL MEETING DATE: April 22, 2024

TYPE OF AGENDA ITEM: Action Item

TO: Mayor and City Council
CC: City Manager, City Clerk, Staff and Attorney
FROM: Maryanne Girard, City Clerk
DATE: 4/15/2024
SUBJECT: Approval of City Council Regular Meeting Minutes of April 8, 2024

BACKGROUND:

The City Council routinely approves minutes from prior meetings.

DISCUSSION:

The draft minutes were distributed to the Council prior to the meeting.

GOALS & OBJECTIVES

This item is consistent with the goals in A New View Strategic Plan 2020 as follows;

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Play- Expand recreational and entertainment activities within the City

Community Culture- Develop a specific identity for Crestview

FINANCIAL IMPACT

n/a

RECOMMENDED ACTION

Motion to approve the City Council regular meeting minutes of April 8, 2024.

Attachments

1. 03252024 City Council Regular Meeting Minutes Draft

City Council Minutes Draft
April 8, 2024
6:00 p.m.
Council Chambers

1. Call to Order

The Regular Meeting of the Crestview City Council was called to order at 6:00 p.m. by Mayor JB Whitten. Board members present: Mayor Pro-Tem Andrew Rencich; Council members: Doug Capps, Cynthia Brown, Joe Blocker, and Ryan Bullard. Also present: City Manager Tim Bolduc, City Clerk Maryanne Girard, City Attorney Jonathan Holloway, and various staff members.

2. Invocation, Pledge of Allegiance

2.1. Pastor Alex Chatman of Pillar Church

The Invocation and Pledge of Allegiance was led by Pastor Alex Chatman of Pillar Church.

3. Open Policy Making and Legislative Session

Mayor JB Whitten declared a quorum was present and went over the rules and procedures.

4. Approve Agenda

Mayor JB Whitten called for action.

Motion by Councilmember Joe Blocker and seconded by Mayor Pro-Tem Andrew Rencich to approve the agenda, as presented.

Roll Call: Ayes: Joe Blocker, Cynthia Brown, Andrew Rencich, Doug Capps, Ryan Bullard. All ayes. Motion carried.

5. Presentations and Reports

5.1. First Responder Recognition

Mayor JB Whitten asked Fire Battalion Chief Mason forward and presented a life-saving award to the fire department. Lindsay Garrett and crew; Lt. Lewis and Firefighters Lau, Day, and Scott came forward.

Mayor JB Whitten explained on March 17th, 2024 at approximately 1:30 a.m., Lt. Lewis and Firefighters Lau, Day, and Scott were dispatched to Oakdale Avenue where they assisted in the delivery of a healthy baby girl. This is the first delivery the fire department has assisted with in over five years.

5.2. Proclamation declaring National Library Week April 7- 13, 2024

Councilmember Cyndie Brown read the proclamation declaring the week of April 7 - 13, 2024 as National Library Week. Librarian, Jean McCarthy, and staff came forward to accept the proclamation.

5.3. Proclamation declaring Telecommunications Week April 14- 20, 2024

Mayor Pro-Tem Andrew Rencich presented a proclamation to dispatch, declaring April 14-20, 2024 as Telecommunications Week. Lindsay Garrett accepted the proclamation.

- 5.4. Proclamation declaring Animal Control Week April 14-20, 2024
Councilmember R. Bullard presented a proclamation to the Animal Control department declaring April 14-20, 2024 as National Animal Control Week.
- 5.5. NW Crestview Bypass Brief
Jason Autry, Public Works Director, briefed the Mayor and the City Council on the northwest Crestview Bypass project. They hope to complete the southwest portion by the end of the summer.

John Wimberly, HDR, went over the ACER study, the steps and time frame of the alternative corridor project. He also reviewed the conceptual plans for Alternative 7. He mentioned the estimated cost of the project is \$142 million dollars.

Scott Bitterman, Okaloosa County Engineer, came forward to go over the action plans. He requested a motion to adopt the plan that the County approved, adding he has worked with the city planners, so both the city and county have the same plan.

Discussion ensued on how we can project the need for planning purposes and developing standards.

City Manager T. Bolduc said he has worked with the county and is in favor of the plan. Jason Autry added the city manager communicates with the county stating the plan gives us a guide.

Motion by Mayor Pro-Tem Andrew Rencich and seconded by Councilmember Doug Capps to adopt the northwest alignment ACER study, create a Crestview Bypass Overlay District, and approve the staff to work with the county to adopt a similar plan.

Roll Call: Ayes: Joe Blocker, Cynthia Brown, Andrew Rencich, Doug Capps, Ryan Bullard. All ayes. Motion carried.

6. **Consent Agenda**

Mayor JB Whitten called for action.

Motion by Mayor Pro-Tem Andrew Rencich and seconded by Councilmember Cynthia Brown to approve the Consent Agenda, as presented.

Roll Call: Ayes: Joe Blocker, Cynthia Brown, Andrew Rencich, Doug Capps, Ryan Bullard. All ayes. Motion carried.

6.1. Emergency Repair - Well 9

6.2. Approval of City Council Regular Meeting Minutes of March 25, 2024

7. Public Hearings / Ordinances on Second Reading

7.1. Ordinance 1966 - Smoking in Twin Hills Park

CDS Planning Administrator Nicholas Schwendt presented Ordinance 1966, Smoking in Twin Hills Park to the City Council and asked the City Clerk to read the ordinance.

City Clerk Maryanne Girard read the Ordinance by Title: An Ordinance of the City of Crestview, Florida, Providing For Authority; Providing For Amending Chapter 58 of the Code of Ordinances to Prohibit Smoking Within Twin Hills Park as Authorized by Chapter 386.209 of the Florida Statutes; Providing For Filing of this Ordinance With the Clerk of the Circuit Court of Okaloosa County; Providing For Severability; Providing For Scrivener's Errors; Providing For Liberal Interpretation; Providing For Repeal of All Ordinances or Parts of Ordinances In Conflict Herewith; and Providing For An Effective Date.

Mayor JB Whitten called for comment from the Council.

Motion by Mayor Pro-Tem A. Rencich to add a minor change to the no-smoking restriction adding if it is connected to the dog area, there would be no prohibition. The restrictions would cover all playing fields and all youth play areas and equipment. The motion died for lack of a second.

Mayor JB Whitten called for comment from the public. In hearing none, he called for action.

Motion by Councilmember R. Bullard and seconded by Councilmember C. Brown to approve Ordinance 1966 on 2nd reading for final adoption.

8. Ordinances on First Reading

8.1. Ordinance 1967 Comprehensive Fee Schedule Amendment (Parks & Recreation)

Senior Planner N. Schwent presented Ordinance 1967, Comprehensive Fee Schedule Amendment on First Reading stating inconsistencies were cleared up and modifications of recreation fees were added. He then asked the City Clerk to read the ordinance.

City Clerk Maryanne Girard read the Ordinance by Title: An Ordinance of the City of Crestview, Florida, Providing For An Amendment Updating The Parks and Recreation Section of the Comprehensive Fee Schedule; Providing For Filing of This Ordinance With the Clerk of the Circuit Court of Okaloosa County; Providing For Authority; Providing For Severability; Providing For Scrivener's Errors; Providing For Liberal Interpretation; Providing For Repeal of Conflicting Codes and Ordinances; and Providing For An Effective Date.

Mayor JB Whitten called for comment from the Council.

Discussion ensued on reducing the youth sport registration fee.

Parks and Recreation Director Brady Peters explained that the new software does not allow for a discount to be applied, so a straight fee solution was done in order to allow for an efficient way for parents to register on-line.

City Manager T. Bolduc said we acquired the software to create efficiencies, as the intent was to simplify the process.

Discussion ensued on the \$60 fee per child, the difficulty of policing the reduction of fees manually, fees based on family size to ease burden on the family, dissatisfaction with the condition of our fields, utilizing the fees to pay for all the necessary items that help make our children play with the current fee structure, the need to raise fees even with sponsorship, and fees in the surrounding area.

Mayor JB Whitten called for comment from the public. In hearing none, he called for action.

Motion was made by Mayor Pro-Tem Andrew Rencich and seconded by Councilmember Doug Capps to approve Ordinance 1967 on 1st reading and move to second reading for final adoption.

Roll Call: Ayes: Joe Blocker, Cynthia Brown, Andrew Rencich, Doug Capps, Ryan Bullard. All ayes. Motion carried.

9. Resolutions – Nothing brought forward.

10. Action Items

10.1. Barge - Sewer System Hydraulic Modeling, Phase 2 Task Order

City Manager T. Bolduc explained this is for Phase 2 of the hydraulic modeling design. This will create a model that shows us the amount needed for the development. He added the funds are available in our sewer fund.

Discussion ensued on completion date, the applicability of budgeting for all four phases, and whether this phase was budgeted.

City Manager T. Bolduc replied it is not budgeted, but we do have impact fees that were not allocated. All four phases cannot be completed at once, as we do not have the funding. It will take about 220 days to complete the project for a total of \$800,000.

Mayor JB Whitten added this a positive effect from the sewer fees.

Mayor JB Whitten called for action.

Motion by Councilmember Ryan Bullard and seconded by Councilmember Andrew Rencich to approve the task order for Phase 2 of the Barge Design hydraulic modeling design project in the amount of \$427,000.

Roll Call: Ayes: Joe Blocker, Cynthia Brown, Andrew Rencich, Doug Capps, Ryan Bullard. All ayes. Motion carried.

10.2. Appointment of Mayor Pro-Tempore

Mayor JB Whitten mentioned our current Charter states the Mayor Pro-Tem is selected in April. He mentioned we will work on a referendum to change the requirement from April to November to coincide with the November election. He then called for action.

Motion by Councilmember R. Bullard and seconded by Councilmember C. Brown to appoint Doug Capps as Mayor Pro-Tempore.

Roll Call: Ayes: Joe Blocker, Cynthia Brown, Andrew Rencich, Doug Capps, Ryan Bullard. All ayes. Motion carried.

10.3. Adoption of Affordable Housing Advisory Committee Recommendations

Senior Planner N. Schwendt explained the SHIP program. One of the questions that was received was on affordability. He explained the statute starts with the income of the individual. The SHIP program provides guidelines, and the Affordable Housing Advisory Committee reviews the guidelines.

He added this is for a three-year period based on monies received. They looked at return on investment by adopting recommendations for the City to implement the provisions of certain strategies via amendments to the Comprehensive Plan and Land Development Code. We will look at adoption of density bonus standards and look at code changes by the adoption of expedited review of development orders and permits for affordable housing developments including a general time frame for the completion of each recommended action.

Motion by Councilmember R. Bullard and seconded by Councilmember D. Capps to adopt the Affordable Housing Advisory Committee recommendations.

Roll Call: Ayes: Joe Blocker, Cynthia Brown, Andrew Rencich, Doug Capps, Ryan Bullard. All ayes. Motion carried.

11. City Clerk Report

11.1. Monthly Update

City Clerk Maryanne Girard stated the statistical report is included in the staff summary.

12. City Manager Report

12.1. Strategic Plan Quarterly Review

Administrative Director Jessica Leavins went over the quarterly review of the Strategic Plan, as well as the update of the Fire department's Strategic Plan. She mentioned several projects coming up as well as the goals from this past quarter. City Manager T. Bolduc said Brady and he are working on recreation sports plans

and researching where we are with other areas. Brady is also improving the fields. He added we have set the budget policy special meeting for May 1st. We will go over the budget policy, and reorganization options.

13. Comments from the Mayor and Council

Mayor JB Whitten called for comment from the Council.

Councilmember C. Brown congratulated Jessica on the 95% retention rate. She added she would like to see a program to assist kids that cannot afford the recreation fees. City Manager T. Bolduc said the Council could establish a fund and suggested a grant program, adding we want our recreation programs for all kids.

Councilmember J. Blocker requested an update on the funding from a project to purchase a box car for a museum, which was a grant in the 1980's timeframe. City Manager T. Bolduc said the City Clerk could research the allocation adding typically grant money is given once the money is spent.

Mayor Pro- Tem A. Rencich announced we hosted educators and youth with Career Source and One Okaloosa regarding jobs in the city. They traveled to other areas in the city, as well. Also, he is hosting a Town Hall on May 14th at 6 p.m. at the Community Center and the discussion will focus on growth and a Q & A session.

Mayor JB Whitten mentioned the Ribbon Cutting for Texas Roadhouse is scheduled on May 3rd at noon, so he will need the names of the Council who plan to attend. He mentioned that on April 20th, a car show, dog competition, and a date night is planned.

City Manager T. Bolduc announced the train project was through the CRA. However, when the funds came in it was too costly to purchase the train, so the money was reallocated for several other improvements.

14. Comments from the Audience

Mayor JB Whitten called for comment from the public.

Shannon Hayes reminded the Council that the Florida League of Cities has an Official of the Year award coming up.

Pastor Parker stated the Resource Center ribbon cutting is scheduled at 798 Martin Luther King on April 30th at 11:30 a.m. and invited all to attend.

15. Adjournment

Mayor JB Whitten adjourned the meeting at 7:44 p.m.

Minutes approved this __ day of __ 2024.

JB Whitten
Mayor

Maryanne Girard
City Clerk
Proper Notice having been duly given

DRAFT



Staff Report

CITY COUNCIL MEETING DATE: April 22, 2024

TYPE OF AGENDA ITEM: Second reading

TO: Mayor and City Council
CC: City Manager, City Clerk, Staff and Attorney
FROM: Nicholas Schwendt, CDS Planning Administrator
DATE: 4/15/2024
SUBJECT: Ordinance 1967 Comprehensive Fee Schedule Amendment (Parks & Recreation)

BACKGROUND:

The City updates the Comprehensive Fee Schedule annually, at a minimum. Often there are additional amendments that need to be made throughout the year to create new fees, revise existing fees, or clarify such fees.

DISCUSSION:

The revisions included in this fee schedule amendment include the clarification of fees pertaining to Fairview Center (rather than Allen Park Community Center, as it was previously labeled), the revision/addition of deposits for events with alcohol at Spanish Trail Amphitheater and Fairview Center, additional rates for longer rental timeframes at Fairview Center and Twin Hills Gymnasium, and a simplification of Youth Sports registration fees.

This ordinance was approved on first reading by the City Council on April 8th, 2024.

GOALS & OBJECTIVES

This item is consistent with the goals in A New View Strategic Plan 2020 as follows;

Foundational- these are the areas of focus that make up the necessary foundation of a successful local government.

Financial Sustainability- Achieve long term financial sustainability

Organizational Capacity, Effectiveness & Efficiency- To efficiently & effectively provide the highest quality of public services

Quality of Life- these areas focus on the overall experience when provided by the city.

Community Character- Promote desirable growth with a hometown atmosphere

Opportunity- Promote an environment that encourages economic and educational opportunity

Play- Expand recreational and entertainment activities within the City

Community Culture- Develop a specific identity for Crestview

FINANCIAL IMPACT

The amendments to this fee schedule reflect the cost necessary to provide the services referenced therein. These amendments should not result in any additional financial impact to the City.

RECOMMENDED ACTION

Staff respectfully requests a motion to adopt Ordinance 1967 on second reading.

Attachments

1. Attachment 1 - Parks and Recreation Fee Revisions

ORDINANCE: 1967

AN ORDINANCE OF THE CITY OF CRESTVIEW, FLORIDA, PROVIDING FOR AN AMENDMENT UPDATING THE PARKS AND RECREATION SECTION OF THE COMPREHENSIVE FEE SCHEDULE; PROVIDING FOR FILING OF THIS ORDINANCE WITH THE CLERK OF THE CIRCUIT COURT OF OKALOOSA COUNTY; PROVIDING FOR AUTHORITY; PROVIDING FOR SEVERABILITY; PROVIDING FOR SCRIVENER'S ERRORS; PROVIDING FOR LIBERAL INTERPRETATION; PROVIDING FOR REPEAL OF CONFLICTING CODES AND ORDINANCES; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the imposition of fees is a product of the City of Crestview's home rule power;

WHEREAS, the City Council of the City of Crestview finds that the collection of fees in an important measures which ensures that the City may continue to responsibly provide a variety of services to the public; and

WHEREAS, the City Council of the City of Crestview finds that it is necessary to amend the Comprehensive Fee Schedule to provide for fees that adequately provide the City the ability to continue to provide services to the public.

BE IT ORDAINED BY THE CITY COUNCIL OF CRESTVIEW, FLORIDA, AS FOLLOWS:

SECTION 1 – AUTHORITY. The City Council of the City of Crestview has authority to adopt this Ordinance pursuant to Section 166.021 and Section 163.31801, Florida Statutes and Article I, Section 2 of the City Charter.

SECTION 2 – COMPREHENSIVE FEE SCHEDULE AMENDMENT. The Parks and Recreation section of the Comprehensive Fee Schedule is hereby amended as attached (Attachment 1).

SECTION 3 - FILING. Upon passage, the City Clerk is directed to file a copy of this ordinance with the Clerk of the Circuit Court of Okaloosa County and with the Florida Department of State.

SECTION 4 - SEVERABILITY. If any word, phrase, sentence, paragraph or provision of this ordinance or the application thereof to any person or circumstance is held invalid or unconstitutional, such finding shall not affect the other provisions or applications of this ordinance which can be given effect without the invalid or unconstitutional provision or application, and to this end the provisions of this ordinance are declared severable.

SECTION 5 - SCIVENER'S ERRORS. The correction of typographical errors which do not affect the intent of this Ordinance may be authorized by the City Manager or the City Manager's designee, without public hearing, by filing a corrected or re-codified copy with the City Clerk.

SECTION 6 - ORDINANCE TO BE LIBERALLY CONSTRUED. This Ordinance shall be liberally construed in order to effectively carry out the purposes hereof which are deemed not to adversely affect public health, safety, or welfare.

SECTION 7 - REPEAL OF CONFLICTING CODES, ORDINANCES, AND RESOLUTIONS. All Charter provisions, codes, ordinances and resolutions or parts of charter provisions, codes, ordinances and resolutions or

portions thereof of the City of Crestview, in conflict with the provisions of this Ordinance are hereby repealed to the extent of such conflict.

SECTION 8 – EFFECTIVE DATE. This ordinance shall become effective upon adoption.

Passed and adopted on second reading by the City Council of Crestview, Florida on the 22nd day of April 2024.

Approved by me this 22nd day of April 2024.

J. B. Whitten, Mayor

ATTEST:

Maryanne Girard, City Clerk

Parks and Recreation			
Category	Fee Description	Current Rate	Implemented
Attendant Fees**	Apply to all indoor rentals, 4-hour minimum	\$25.00 per hour	Ordinance 1949
Before and After Hours	Before 8:00am (no earlier than 6:00am) After 10:00pm (no later than 1:00am)	\$25 per hour	Ordinance 1949
Governmental Rates (8 Hour Day) (Schools, Chambers, Governmental Agencies)	Inside Okaloosa County Outside Okaloosa County	\$150, \$20 per hour after 8 hours \$250, \$20 per hour after 8 hours	Resolution 2022-21
Early Setup and Late Tear Down (Subject to Availability)	The Day before or after an event	\$100.00 per day	Resolution 2022-21
Spanish Trail Amphitheater	Deposit	\$100 \$200	Resolution 2020-13 Ordinance 1967
	Alcohol (Non-profit only may sell alcohol)	\$300	
	0-2 Hours	\$75	Resolution 2020-13
	2-4 Hours	\$150	Resolution 2020-13
	4-8 Hours	\$200	Resolution 2020-13
	8+ Hours	\$300	Resolution 2020-13
	2 Day Rental (1 st day up to 8 hours, 2 nd day all day)	\$400	Resolution 2020-13
Senior Center (attendant fee applies)	Deposit	\$25	Resolution 2022-21
	Per Hour	\$10	Resolution 2022-21
Pavilions / Gazebo (Includes all pavilions at OSTP & Twin Hills and the gazebo at Twin Hills)	All Day	\$10	Resolution 2020-13
Allen Park	Deposit	\$0	Resolution 2020-13
	Per Day	\$25	Resolution 2020-13
Twin Hills Gymnasium *Attendant fee applies (NOT included in above prices)	Deposit	\$50	Resolution 2020-13
	0-2 Hours	\$150	Resolution 2022-21
	2-4 Hours	\$300	Resolution 2022-21
	4-8 Hours	\$560	Resolution 2022-21
	8+ Hours	\$700	Ordinance 1967
	2 Day Rental	\$850	Ordinance 1967
Library – Conference Room (rental must be made through library)	First Hour	\$50	Ordinance 1949
	Per Hour (not to exceed \$75 per day)	\$10 for Nonprofit/ \$25 for all other	Ordinance 1949
All Fields (Twin Hills – Football, Spanish Trail Park & Durrell Lee – Softball/Baseball)	Deposit	\$50	Resolution 2020-13
	Per Hour	\$10	Resolution 2020-13
	Per Hour for Lights	\$25	Resolution 2020-13
All Food/Craft Vendor Spaces			
	Per Space/240v	\$25	Resolution 2020-13
	With Electricity/Water	\$30	Resolution 2020-13
Bleacher Delivery	Each	\$250	Resolution 2020-13
Community Center (Rates include attendant to open and close)*** \$100 per day for additional consecutive days	Deposit	\$200	Resolution 2022-21
	Alcohol (Non-profit only may sell alcohol)	\$300	
	City Resident, 0-4 Hours*	\$280	Resolution 2022-21
	City Resident, 4-8 Hours*	\$380	Resolution 2022-21
	City Resident, 8+ Hours*	\$480	Resolution 2022-21
	City Resident, 2-day rental*	\$580	Resolution 2022-21
	Non-city Resident, 0-4 Hours	\$380	Resolution 2022-21
	Non-city Resident, 4-8 Hours	\$480	Resolution 2022-21
	Non-city Resident, 8+ Hours	\$580	Resolution 2022-21
	Non-city Resident, 2 Day Rental	\$680	Resolution 2022-21

*Non-consecutive rentals will receive a 20% discount (deducted from original rental price); no more than 12 non-consecutive bookings per year will be allowed.

**The City reserves the right to assess additional attendant fees as needed.

Category	Fee Description	Current Rate	Implemented
Warriors Hall (Rates include attendant to open and close)*** \$100 per day for additional consecutive days	Deposit	\$200	Resolution 2022-21
	Alcohol (Non-profit only may sell alcohol)	\$300	
	City Resident, 0-4 Hours*	\$180	Resolution 2022-21
	City Resident, 4-8 Hours*	\$280	Resolution 2022-21
	City Resident, 8+ Hours*	\$380	Resolution 2022-21
	City Resident, 2 Day Rental*	\$480	Resolution 2022-21
	Non-city Resident, 0-4 Hours	\$280	Resolution 2022-21
	Non-city Resident, 4-8 Hours	\$380	Resolution 2022-21
	Non-city Resident, 8+ Hours	\$480	Resolution 2022-21
	Non-city Resident, 2 Day Rental	\$580	Resolution 2022-21
Allen Park Community Fairview Center (Rates include attendant to open and close)	Deposit:	\$50 200	Resolution 2022-21
	Deposit with a Alcohol (Non-profit only may sell alcohol)	\$300	<u>Ordinance 1967</u>
	City Resident: 0-4 hours	\$75	Resolution 2022-21 <u>Ordinance 1967</u>
	City Resident: 4-8 hours	\$125	
	<u>City Resident: 8+ hours</u>	\$175	Resolution 2022-21 <u>Ordinance 1967</u>
	Non-city Resident: 0-4 hours	\$100	
Meeting Rooms	Non-city Resident: 4-8 hours	\$150	
	<u>Non-city Resident: 8+ hours</u>	\$200	
	Mtg. Rooms B1 or B2:		Resolution 2020-13
	First 2 hrs.	\$40	
	First 4 hrs.	\$60	
	Additional Hours	\$25	
	Capacity	25	
	Mtg. Room B:		Resolution 2020-13
	First 2 hrs.	\$40	
	First 4 hrs.	\$60	
	Additional Hours	\$30	
	Capacity	50	
	Mtg. Room C:		Resolution 2020-13
	First 2 hrs.	\$40	
	First 4 hrs.	\$60	
	Additional Hours	\$30	
	Capacity	50	
* Meeting Room rentals will be unavailable during Community Center Functions			
Special Event Permit	Application fee	\$100	Ordinance 1957
	Barricade Fee (Includes Delivery & Setup)	\$175	
	Street Cleanup	\$500	
	Police Presence	\$30 per hr/per officer	
	Parade Traffic Plan	\$15	
	Trash Receptacle (each)	\$65	
	Electrician Fee (hourly)	\$200	
	Stage Rental Set-up	\$150	
	Bleacher Rental Set-up	\$250	
	Dumpster Rental	20 YD – Pull \$300/Disposal \$95 ton	
	Dumpster Rental	30 YD – Pull - \$400/Disposal \$95 ton	
	Street Sweeper	\$500	
	Utility Service Worker (per hr)	\$23.77	
	Laborer (per hr)	\$50/\$75	
	Port-a-Toilets reg/handicap	\$50/\$75	
	Hand Washing Station	\$75	

Special Event Penalty	Security violation	\$1000	Ordinance 1949
	Custodial service violation	\$200	
	Alcohol use without permit	\$300	
	Left over signage	\$5 per sign	
Entertainment/Amusement	Circus	\$300	Ordinance 1949
	Promotors	\$300	
	Carnival	\$300	
Category	Fee Description	Current Rate	Implemented
Youth Sports Registration	City Resident First Child	\$60	Ordinance 19567
	Second Child	\$50 (total \$110)	
	Third Child	\$40 (total \$150)	
	Fourth Child	\$40 (total \$190)	
	Fifth Child	\$40 (total \$230)	
	County Resident First Child	\$65	
	Second Child	\$55 (total \$120)	
	Third Child	\$45 (total \$165)	
	Fourth Child	\$45 (total \$210)	
	Fifth Child	\$45 (total \$255)	
	Cheer (per child)	\$65	
Penalty for violation of Chapter 58 – Parks and Recreation	“Any person convicted of any violation under this chapter shall be punished...” [See Section 58-3 for full scope of fine]	\$50.00	Resolution 2020-13
*Proof of City residency required			
**The City reserves the right to assess additional attendant fees as needed			
***Multiple Bookings – non-consecutive days will receive a 20% discount (no more than 12 non-consecutive bookings allowed per year)			

Library			
Category	Fee Description	Current Rate	Implemented
Membership	Library Cards – Okaloosa County Residents	1 st Card is Free	Resolution 2020-13
	Replacement Cards	\$2.00	Resolution 2020-13
	12-month Out of Network (Not otherwise eligible for library services)	\$60.00 per person/year	Resolution 2020-13
	6-month out-of-network (Not otherwise eligible for library services)	\$30.00 per person/6 months	Resolution 2020-13
	In-network , non-resident	\$40.00 per family/year	Ordinance 1949
	Note: Resident: a person living in Okaloosa County, or a non-resident property owner who pays ad valorem taxes to Okaloosa County Out-of-network: non-resident persons who do not physically reside in Okaloosa County or the Panhandle Library Access Network (PLAN) service area. Post office boxes and mailbox rental business addresses are not accepted as proof of residence, Non-resident memberships must be purchased in-person at a member library location. In-network: non-resident persons living in the service area of the PLAN. Libraries in these counties contribute toward PLAN services available to Okaloosa County residents. Includes: Escambia, Santa Rosa, Walton, Holmes, Washington, Bay, Jackson, Calhoun, Gulf, Gadsden, Liberty, Franklin, Leon, Wakulla, and Jefferson counties.		
Service and Convenience Items	Copies (black &white only)	\$0.15 per page	Resolution 2020-13
	Faxes (sending or receiving, except for ACCESS Florida)	\$1.00 per page	Resolution 2020-13
	Jump drives (4GB)	\$7.00 each	Resolution 2020-13
	Earbuds	\$1.00 each	Resolution 2020-13
Miscellaneous Fees	Replaced CD/DVD cases	\$2.00	Resolution 2020-13
	Lost/damaged items	Cost of item or replacement in kind	Resolution 2020-13
	Telescope lost or damaged	\$200.00	Resolution 2020-13
	Miscellaneous Repair or Processing	\$2.00	Resolution 2020-13



Staff Report

CITY COUNCIL MEETING DATE: April 22, 2024

TYPE OF AGENDA ITEM: Resolution

TO: Mayor and City Council
CC: City Manager, City Clerk, Staff and Attorney
FROM: Stephen McCosker, Police Chief
DATE: 4/18/2024
SUBJECT: Resolution 24-5, State of Florida Division of Emergency Management Mutual Aid Agreement Renewal

BACKGROUND:

To ensure that all jurisdictions are working under the most recent version of the Statewide Mutual Aid Agreement, the Florida Division of Emergency Management is requesting that all jurisdictions update their Agreements to the 2023 version, Pursuant to Chapter 252, Florida Statutes.

DISCUSSION:

The Statewide Mutual Aid Agreement is the mechanism for the City of Crestview to request mutual aid in an emergency situation and provides the ability to deploy City employees to other governmental entities requesting mutual aid. The Statewide Mutual Aid Agreement also includes the ability for the City to seek financial reimbursement from the State of Florida for the costs incurred through mutual aid.

GOALS & OBJECTIVES

This item is consistent with the goals in A New View Strategic Plan 2020 as follows;

Foundational- these are the areas of focus that make up the necessary foundation of a successful local government.

Financial Sustainability- Achieve long term financial sustainability

Organizational Capacity, Effectiveness & Efficiency- To efficiently & effectively provide the highest quality of public services

Infrastructure- Satisfy current and future infrastructure needs

Communication- To engage, inform and educate public and staff

Quality of Life- these areas focus on the overall experience when provided by the city.

Community Character- Promote desirable growth with a hometown atmosphere

Safety- Ensure the continuous safety of citizens and visitors

Mobility- Provide safe, efficient and accessible means for mobility

Opportunity- Promote an environment that encourages economic and educational opportunity

Play- Expand recreational and entertainment activities within the City

Community Culture- Develop a specific identity for Crestview

FINANCIAL IMPACT

Without the Agreement in place, there would be no mechanism for reimbursement of mutual aid costs incurred for a declared disaster.

RECOMMENDED ACTION

Staff respectfully requests a motion to adopt Resolution 24-5, Statewide Mutual Aid Agreement with the State of Florida Division of Emergency Management

Attachments

1. SMAA 2023_Final 3-2024 City- Copy
2. Resolution 24-5 Federal Mutual Aid Agreement (002)

RESOLUTION: 2024- 5

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF
CRESTVIEW, FLORIDA, ADOPTING A STATEWIDE MUTUAL AID
AGREEMENT WITH THE STATE OF FLORIDA DIVISION OF
EMERGENCY MANAGEMENT; AUTHORIZING EXECUTION; AND
PROVIDING FOR AN EFFECTIVE DATE**

WHEREAS, The State of Florida Emergency Management Act, Chapter 252, Florida Statutes, authorizes the State and its political subdivisions to provide emergency aid and assistance in the event of a disaster or emergency; and

WHEREAS, the statutes also authorize the State to coordinate the provision of any equipment, services, or facilities owned or organized by the State or its political subdivisions for use in the affected area upon the request of the duly constituted authority of the area; and

WHEREAS, this Resolution authorizes the request, provision, and receipt of interjurisdictional mutual assistance in accordance with the Emergency Management Act, Chapter 252, among political subdivisions within the State; and

WHEREAS, the City Council believes it to be in the best interest of the health and safety of its citizens to adopt the Mutual Aid Agreement.

NOW THEREFORE BE IT RESOLVED that the City of Crestview:

SECTION 1. The City Council hereby adopts the Statewide Mutual Aid Agreement with the State of Florida Division of Emergency Management, attached hereto as Exhibit A.

SECTION 2. The Mayor and City Clerk, upon review and approval by the City Attorney, are hereby authorized to sign the Mutual Aid Agreement and any other documentation pertaining to it.

SECTION 3. This Resolution shall become effective immediately upon passage.

ADOPTED this _th day of _____ 2024.

JB Whitten, Mayor

ATTEST:

Maryanne Girard, City Clerk



STATE OF FLORIDA DIVISION OF EMERGENCY MANAGEMENT



Ron DeSantis, Governor

Kevin Guthrie, Executive Director

STATEWIDE MUTUAL AID AGREEMENT - 2023

This Agreement is an acknowledgment of receipt by the Florida Division of Emergency Management (“the Division”) and the local government (“Participating Party”) signing this Agreement. Execution of this agreement replaces all previous iterations and is active until a new agreement is drafted and requested by The Division.

This Agreement is based on the existence of the following conditions:

- A. The State of Florida is vulnerable to a wide range of emergencies and disasters that are likely to cause the disruption of essential services and the destruction of the infrastructure needed to deliver those services.
- B. Such emergencies and disasters often exceed the emergency response and recovery capabilities of any one county or local government.
- C. Such incidents may also give rise to unusual and unanticipated physical and technical needs which a local government cannot meet with existing resources, but that other local governments within the State of Florida may be able to provide.
- D. The Emergency Management Act, chapter 252, *Florida Statutes*, provides each local government of the state the authority to develop and enter into mutual aid agreements within the state for reciprocal emergency aid in case of emergencies too extensive to be dealt with unassisted, and through such agreements ensure the timely reimbursement of costs incurred by the local governments which render such assistance.
- E. Pursuant to chapter 252.32, *Florida Statutes*, the Division renders mutual aid among the political subdivisions of the state to carry out emergency management functions and responsibilities.
- F. Pursuant to chapter 252, *Florida Statutes*, the Division has the authority to coordinate and direct emergency management assistance between local governments and concentrate available resources where needed.

Based on the existence of the foregoing conditions, the Parties agree to the following articles:

ARTICLE I: DEFINITIONS

As used in this Agreement, the following expressions shall have the following meanings:

- A. The “Agreement” is this Agreement, which shall be referred to as the Statewide Mutual Aid Agreement (“SMAA”).



STATE OF FLORIDA DIVISION OF EMERGENCY MANAGEMENT



Ron DeSantis, Governor

Kevin Guthrie, Executive Director

- B. The “Division” is the Florida Division of Emergency Management.
- C. A “Requesting Party” to this Agreement is a Participating Party who requests assistance under this agreement.
- D. An “Assisting Party” to this Agreement is a Participating Party who provides assistance to a Requesting Party under this agreement.
- E. The “Period of Assistance” is the time during which an Assisting Party renders assistance to a Requesting Party under this agreement and includes the time necessary for the resources and personnel of the Assisting Party to travel to the place specified by the Requesting Party and the time necessary to return to their place of origin.
- F. A “Mission” is a documented emergency response activity performed during a Period of Assistance, usually in reference to one operational function or activity.
- G. A “local government” is any educational district, special district, or any entity that is a “local governmental entity” within the meaning of section 11.45(1)(g), *Florida Statutes*.
- H. An “educational district” is any school district within the meaning of section 1001.30, *Florida Statutes*, and any Florida College System Institution or State University within the meaning of section 1000.21, *Florida Statutes*.
- I. A “special district” is any local or regional governmental entity which is an independent special district within the meaning of section 189.012(3), *Florida Statutes*, established by local, special, or general act, or by rule, ordinance, resolution, or interlocal agreement.
- J. A “tribal council” is the respective governing bodies of the Seminole Tribe of Florida and Miccosukee Tribe of Indians recognized as special improvement district by section 285.18(1), *Florida Statutes*.
- K. An “interlocal agreement” is any agreement between local governments within the meaning of section 163.01(3)(a), *Florida Statutes*.
- L. A “Resource Support Agreement” as used in this Agreement refers to a supplemental agreement of support between a Requesting Party and an Assisting Party.
- M. “Proof of work” as used in this Agreement refers to original and authentic documentation of a single individual or group of individuals’ emergency response activity at a tactical level.



STATE OF FLORIDA DIVISION OF EMERGENCY MANAGEMENT



Ron DeSantis, Governor

Kevin Guthrie, Executive Director

- N. "Proof of payment" as used in this Agreement refers to original and authentic documentation of an emergency response expenditure made by an Assisting Party.
- O. A "Reimbursement Package" as used in this Agreement refers to a full account of mission response documentation supported by proof of work and proof of payment.
- P. Any expressions not assigned definitions elsewhere in this Agreement shall have the definitions assigned them by the Emergency Management Act, Chapter 252, *Florida Statutes*.

ARTICLE II: APPLICABILITY OF THE AGREEMENT

Any Participating Party, including the Division, may request assistance under this Agreement for a "major disaster" or "catastrophic disaster" as defined in section 252.34, *Florida Statutes*, minor disasters, and other such emergencies as lawfully determined by a Participating Party.

ARTICLE III: INVOCATION OF THE AGREEMENT

In the event of an emergency or anticipated emergency, a Participating Party may request assistance under this Agreement from any other Participating Party or the Division if, in the judgement of the Requesting Party, its own resources are inadequate to meet the needs of the emergency or disaster.

- A. Any request for assistance under this Agreement may be oral, but within five (5) calendar days must be confirmed in writing by the Requesting Party. All requests for assistance under this Agreement shall be transmitted by the Requesting Party to another Participating Party or the Division. If the Requesting Party transmits its request for Assistance directly to a Participating Party other than the Division, the Requesting Party and Assisting Party shall keep the Division advised of their activities.
- B. The Division shall relay any requests for assistance under this Agreement to such other Participating Parties as it may deem appropriate and coordinate the activities of the Assisting Parties to ensure timely assistance to the Requesting Party. All such activities shall be carried out in accordance with the State's Comprehensive Emergency Management Plan.

ARTICLE IV: RESPONSIBILITIES OF REQUESTING PARTIES

To the extent practicable, all Requesting Parties shall provide the following information to their respective county emergency management agency, the Division, and the intended Assisting Party or Parties. In providing such information, Requesting Parties should utilize Section I of the



STATE OF FLORIDA DIVISION OF EMERGENCY MANAGEMENT



Ron DeSantis, Governor

Kevin Guthrie, Executive Director

Resource Support Agreement (RSA) Form, available via the [Division approved documents SharePoint site](#)¹.

- A. A description of the Mission to be performed by the Assisting Party;
- B. A description of the resources and capabilities needed to complete the Mission successfully;
- C. The location, date, and time personnel and resources from the Assisting Party should arrive at the incident site, staging area, facility, or other location designated by the Requesting Party;
- D. A description of the health, safety, and working conditions expected for deploying personnel;
- E. Lodging and meal availability;
- F. Any logistical requirements;
- G. A description of any location or facility outside the territorial jurisdiction of the Requesting Party needed to stage incoming resources and personnel;
- H. The location date, and time for personnel of the Requesting Party to meet and receive the personnel and equipment of the Assisting Party; and
- I. A technical description of any communications equipment needed to ensure effective information sharing between the Requesting Party, any Assisting Parties, and all relevant responding entities.

ARTICLE V: RESPONSIBILITIES OF ASSISTING PARTIES

Each Party shall render assistance under this Agreement to any Requesting Party to the extent practicable that its personnel, equipment, resources, and capabilities can render assistance. If upon receiving a request for assistance under this Agreement a Party determines that it has the capacity to render some or all of such assistance, it shall provide the following information without delay to the Requesting Party, the Division, and the Assisting Party's County emergency management agency. In providing such information, the Assisting Party should utilize the Section II of the Resource Support Agreement (RSA) Form, available via the [Division approved documents SharePoint site](#).

¹ FDEM approved documents such as activity logs and mutual aid forms can be found at:
https://portal.floridadisaster.org/projects/FROC/FROC_Documents/Forms/AllItems.aspx?View=%7B6F3CF7BD%2DC0A4%2D4BE2%2DB809%2DC8009D7D0686%7D



STATE OF FLORIDA DIVISION OF EMERGENCY MANAGEMENT



Ron DeSantis, Governor

Kevin Guthrie, Executive Director

- A. A description of the personnel, equipment, supplies, services and capabilities it has available, together with a description of the qualifications of any skilled personnel;
- B. An estimate of the time such personnel, equipment, supplies, and services will continue to be available;
- C. An estimate of the time it will take to deliver such personnel, equipment, supplies, and services to the location(s) specified by the Requesting Party;
- D. A technical description of any communications and telecommunications equipment available for timely communications with the Requesting Party and other Assisting Parties;
- E. The names and contact information of all personnel whom the Assisting Party has designated as team leaders or supervisors; and
- F. An estimated cost for the provision of assistance.

ARTICLE VI: RENDITION OF ASSISTANCE

The Requesting Party shall afford the emergency response personnel of all Assisting Parties, while operating within the jurisdictional boundaries of the Requesting Party, the same powers, duties, rights, and privileges, except that of arrest unless specifically authorized by the Requesting Party, as are afforded the equivalent emergency response personnel of the Requesting Party. Emergency response personnel of the Assisting Party will remain under the command and control of the Assisting Party, but during the Period of Assistance, the resources and responding personnel of the Assisting Party will perform response activities under the operational and tactical control of the Requesting Party.

- A. Unless otherwise agreed upon between the Requesting and Assisting Party, the Requesting Party shall be responsible for providing food, water, and shelter to the personnel of the Assisting Party. For Missions performed in areas where there are insufficient resources to support responding personnel and equipment throughout the Period of Assistance, the Assisting Party shall, to the fullest extent practicable, provide their emergency response personnel with the equipment, fuel, supplies, and technical resources necessary to make them self-sufficient throughout the Period of Assistance. When requesting assistance, the Requesting Party may specify that Assisting Parties send only self-sufficient personnel and resources but must specify the length of time self-sufficiency should be maintained.



STATE OF FLORIDA DIVISION OF EMERGENCY MANAGEMENT



Ron DeSantis, Governor

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- B. Unless the Requesting Party has specified the contrary, it shall, to the fullest extent practicable, coordinate all communications between its personnel and the responding personnel of the Assisting Parties, and shall determine and share the frequencies and other technical specifications of all communications equipment to be used, as appropriate, with the deployed personnel of the Assisting Parties.
- C. Personnel of the Assisting Party who render assistance under this Agreement shall receive the usual wages, salaries, and other compensation as are normally afforded to personnel for emergency response activities within their home jurisdiction, and shall have all the immunities, rights, interests, and privileges applicable to their normal employment. If personnel of the Assisting Party hold local licenses or certifications limited to the jurisdiction of issue, then the Requesting Party shall recognize and honor those licenses or certifications for the duration of the Period of Assistance.

ARTICLE VII: REIMBURSEMENT

After the Period of Assistance has ended, the Assisting Party shall have 45 days to develop a full reimbursement package for services rendered and resources supplied during the Period of Assistance. All expenses claimed to the Requesting Party must have been incurred in direct response to the emergency as requested by the Requesting Party and must be supported by proof of work and proof of payment.

To guide the proper documentation and accountability of expenses, the Assisting Party should utilize the Claim Summary Form, available via the [Division approved documents SharePoint site](#) as a guide and summary of expense to collect information to then be formally submitted for review by the Requesting Party.

To receive reimbursement for assistance provided under this agreement, the Assisting Party shall provide, at a minimum, the following supporting documentation to the Requesting Party unless otherwise agreed upon between the Requesting and Assisting Parties:

- A. A complete and authentic description of expenses incurred by the Assisting Party during the Period of Assistance;
- B. Copy of a current and valid Internal Revenue Service W-9 Form;
- C. Copies of all relevant payment and travel policies in effect during the Period of Assistance;
- D. Daily personnel activity logs demonstrating emergency response activities performed for all time claimed (for FDEM reimbursement Division approved activity logs will be required for personnel activity claims);



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- E. Official payroll and travel reimbursement records for all claimed personnel expenses;
- F. Neat and comprehensive fringe benefit calculations for each position class or category of claimed personnel;
- G. Written justification for all additional expenses/purchases incurred during the Period of Assistance;
- H. Proof of payment for additional/miscellaneous expenses incurred during the Period of Assistance
- I. Equipment activity logs demonstrating equipment use and operation in support of emergency response activities for all time claimed (for FDEM reimbursement Division approved forms will be required for equipment activity claims);
- J. Proof of reimbursement to all employees who incurred emergency response expenses with personal money;
- K. Justification for equipment repair expenses; and
- L. Copies of any applicable supporting agreements or contracts with justification.

If a dispute or disagreement regarding the eligibility of any expense arises, the Requesting Party, Assisting Party, or the Division may elect binding arbitration. If binding arbitration is elected, the Parties must select as an arbitrator any elected official of another Participating Party, or any other official of another Participating Party whose normal duties include emergency management, and the other Participating Party shall also select such an official as an arbitrator, and the arbitrators thus chosen shall select another such official as a third arbitrator.

The three (3) arbitrators shall convene by teleconference or videoconference within thirty (30) calendar days to consider any documents and any statements or arguments by the Division, the Requesting Party, or the Assisting Party concerning the protest, and shall render a decision in writing not later than ten (10) business days after the close of the hearing. The decision of a majority of the arbitrators shall bind the parties and shall be final.

If the Participating Parties do not elect binding arbitration, this agreement and any disputes arising thereunder shall be governed by the laws of the State of Florida and venue shall be in Leon County, Florida. Nothing in this Agreement shall be construed to create an employer-employee relationship or a partnership or joint venture between the participating parties. Furthermore, nothing contained herein shall constitute a waiver by either Party of its sovereign immunity or the provisions of section 768.28, Florida Statutes. Nothing herein shall be construed as consent by either Party to be sued by third parties.



STATE OF FLORIDA DIVISION OF EMERGENCY MANAGEMENT



Ron DeSantis, Governor

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ARTICLE VIII: COST ELIGIBLE FOR REIMBURSEMENT

The costs incurred by the Assisting Party under this Agreement shall be reimbursed as needed to make the Assisting Party whole to the fullest extent practicable.

- A. Employees of the Assisting Party who render assistance under this Agreement shall be entitled to receive from the Assisting Party all their usual wages, salaries, and any and all other compensation for mobilization, hours worked, and demobilization. Such compensation shall include any and all contributions for insurance and retirement, and such employees shall continue to accumulate seniority at the usual rate. As between the employees and the Assisting Party, the employees shall have all the duties, responsibilities, immunities, rights, interests, and privileges incident to their usual employment. The Requesting Party shall reimburse the Assisting Party for these costs of employment.
- B. The costs of equipment supplied by the Assisting Party shall be reimbursed at the rental rate established in FEMA' s Schedule of Equipment, or at any other rental rate agreed to by the Requesting Party. In order to be eligible for reimbursement, equipment must be in actual operation performing eligible work. The labor costs of the operator are not included in the rates and should be approved separately from equipment costs. The Assisting Party shall pay for fuels, other consumable supplies, and repairs to its equipment as needed to keep the equipment in a state of operational readiness. Rent for the equipment shall be deemed to include the cost of fuel and other consumable supplies, maintenance, service, repairs, and ordinary wear and tear. With the consent of the Assisting Party, the Requesting Party may provide fuels, consumable supplies, maintenance, and repair services for such equipment at the site. In that event, the Requesting Party may deduct the actual costs of such fuels, consumable supplies, maintenance, and services from the total costs otherwise payable to the Assisting Party. If the equipment is damaged while in use under this Agreement and the Assisting Party receives payment for such damage under any contract of insurance, the Requesting Party may deduct such payment from any item or items billed by the Assisting Party for any of the costs for such damage that may otherwise be payable.
- C. The Requesting Party shall pay the total costs for the use and consumption of any and all consumable supplies delivered by the Assisting Party for the Requesting Party under this Agreement. In the case of perishable supplies, consumption shall be deemed to include normal deterioration, spoilage, and damage notwithstanding the exercise of reasonable care in its storage and use. Supplies remaining unused shall be returned to the Assisting Party in usable condition upon the close of the Period of Assistance, and the Requesting Party may deduct the cost of such returned supplies from the total costs billed by the Assisting Party for such supplies. If the Assisting Party agrees, the Requesting Party may also replace any and all used consumable supplies with like



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Ron DeSantis, Governor

Kevin Guthrie, Executive Director

supplies in usable condition and of like grade, quality and quantity within the time allowed for reimbursement under this Agreement.

- D. The Assisting Party shall keep records to document all assistance rendered under this Agreement. Such records shall present information sufficient to meet the audit requirements specified in the regulations of FEMA and any applicable circulars issued by the State of Florida. Upon reasonable notice, the Assisting Party shall make its records available the Requesting Party for inspection or duplication between 8:00 a.m. and 5:00 p.m. on all weekdays, except for official holidays.

ARTICLE IX: INSURANCE

Each Participating Party shall determine for itself what insurance to procure, if any. With the exceptions in this Article, nothing in this Agreement shall be construed to require any Participating Party to procure insurance.

- A. Each Participating Party shall procure employers' insurance meeting the requirements of the Workers' Compensation Act, as amended, affording coverage for any of its employees who may be injured while performing any activities under the authority of this Agreement, and shall be provided to each Participating Party.
- B. Participating Parties may elects additional insurance affording liability coverage for any activities that may be performed under the authority of this Agreement .
- C. Subject to the limits of such liability insurance as any Participating Party may elect to procure, nothing in this Agreement shall be construed to waive, in whole or in part, any immunity any Participating Party may have in any judicial or quasi-judicial proceeding.
- D. Each Participating Party which renders assistance under this Agreement shall be deemed to stand in the relation of an independent contractor to all other Participating Parties and shall not be deemed to be the agent of any other Participating Party.
- E. Nothing in this Agreement shall be construed to relieve any Participating Party of liability for its own conduct and that of its employees.
- F. Nothing in this Agreement shall be construed to obligate any Participating Party to indemnify any other Participating Party from liability to third parties.



STATE OF FLORIDA DIVISION OF EMERGENCY MANAGEMENT



Ron DeSantis, *Governor*

Kevin Guthrie, *Executive Director*

ARTICLE X: GENERAL REQUIREMENTS

Notwithstanding anything to the contrary elsewhere in this Agreement, all Participating Parties shall be subject to the following requirements in the performance of this Agreement:

- A. All Participating Parties shall allow public access to all documents, papers, letters, or other materials subject to the requirements of the Public Records Act, as amended, and made or received by any Participating Party in conjunction with this Agreement.
- B. No Participating Party may hire employees in violation of the employment restrictions in the Immigration and Nationality Act, as amended.
- C. No costs reimbursed under this Agreement may be used directly or indirectly to influence legislation or any other official action by the Legislature of the State of Florida or any of its agencies.
- D. Any communication to the Division under this Agreement shall be sent via either email, the Division of Emergency Managements Enterprise System (DEMES), or mail to the Response Bureau, Florida Division of Emergency Management, 2555 Shumard Oak Boulevard, Tallahassee, Florida 32399-2100.
- E. Any communication to a Participating Party shall be sent to the official or officials specified by that Participating Party. For the purpose of this section, any such communication may be sent by the U.S. Mail, e-mail, or other electronic platforms.

ARTICLE XI: EFFECTS OF AGREEMENT

Upon its execution by a Participating Party, this Agreement shall have the following effect with respect to that Participating Party:

- A. The execution of this Agreement by any Participating Party which is a signatory to the Statewide Mutual Aid Agreement of 1994 shall terminate the rights, interests, duties, responsibilities, and obligations of that Participating Party under the Statewide Mutual Aid Agreement of 1994, but such termination shall not affect the liability of the Participating Party for the reimbursement of any costs due under the Statewide Mutual Aid Agreement of 1994, regardless of whether such costs are billed or unbilled.
- B. The execution of this Agreement by any Participating Party which is a signatory to the Public Works Mutual Aid Agreement shall terminate the rights, interests, duties, responsibilities and obligations of that Participating Party under the Public Works Mutual Aid Agreement, but such termination shall not affect the liability of the Participating Party for the reimbursement of any costs due under the Public Works Mutual Aid Agreement,



STATE OF FLORIDA DIVISION OF EMERGENCY MANAGEMENT



Ron DeSantis, Governor

Kevin Guthrie, Executive Director

regardless of whether such costs are billed or unbilled.

- C. Upon the activation of this Agreement by the Requesting Party, this Agreement shall supersede any other existing agreement between it and any Assisting Party to the extent that the former may be inconsistent with the latter.
- D. Upon its execution by any Participating Party, this Agreement will continue in effect for one (1) year from its date of execution by that Participating Party, and it shall automatically renew each year after its execution, unless within sixty (60) calendar days before the renewal date the Participating Party notifies the Division, in writing, of its intent to withdraw from the Agreement.
- E. The Division shall transmit any amendment to this Agreement by sending the amendment to all Participating Parties not later than five (5) business days after its execution by the Division. Such amendment shall take effect not later than sixty (60) calendar days after the date of its execution by the Division and shall then be binding on all Participating Parties. Notwithstanding the preceding sentence, any Participating Party who objects to the amendment may withdraw from the Agreement by notifying the Division in writing of its intent to do so within that time in accordance with section E of this Article.
- F. A Participating Party may rescind this Agreement at will after providing the other Participating Party a written SMAA withdrawal notice. Such notice shall be provided at least 30 days prior to the date of withdrawal. This 30-day withdrawal notice must be: written, signed by an appropriate authority, duly authorized on the official letterhead of the Participating Party, and must be sent via email, the Division of Emergency Managements Enterprise System (DEMES), or certified mail.

ARTICLE XII: INTERPRETATION AND APPLICATION OF AGREEMENT

The interpretation and application of this Agreement shall be governed by the following conditions:

- A. The obligations and conditions resting upon the Participating Parties under this Agreement are not independent, but dependent.
- B. Time shall be of the essence of this Agreement, and of the performance of all conditions, obligations, duties, responsibilities, and promises under it.
- C. This Agreement states all the conditions, obligations, duties, responsibilities, and promises of the Participating Parties with respect to the subject of this Agreement, and there are no conditions, obligations, duties, responsibilities, or promises other than those expressed in this Agreement.



STATE OF FLORIDA DIVISION OF EMERGENCY MANAGEMENT



Ron DeSantis, Governor

Kevin Guthrie, Executive Director

- D. If any sentence, clause, phrase, or other portion of this Agreement is ruled unenforceable or invalid, every other sentence, clause, phrase, or other portion of the Agreement shall remain in full force and effect, it being the intent of the Division and the other Participating Parties that every portion of the Agreement shall be severable from every other portion to the fullest extent practicable. The Division reserves the right, at its sole and absolute discretion, to change, modify, add, or remove portions of any sentence, clause, phrase, or other portion of this Agreement that conflicts with state law, regulation, or policy. If the change is minor, the Division will notify the Participating Party of the change and such changes will become effective immediately; therefore, please check these terms periodically for changes. If the change is substantive, the Participating Parties may be required to execute the Agreement with the adopted changes. Any continued or subsequent use of this Agreement following the posting of minor changes to this Agreement shall signify implied acceptance of such changes.
- E. The waiver of any obligation or condition in this Agreement by a Participating Party shall not be construed as a waiver of any other obligation or condition in this Agreement.

NOTE: This iteration of the State of Florida Statewide Mutual Aid Agreement will replace all previous versions.

The Division shall provide reimbursement to Assisting Parties in accordance with the terms and conditions set forth in this Article for missions performed at the direct request of the Division. Division reimbursement eligible expenses must be in direct response to the emergency as requested by the State of Florida. All required cost estimations and claims must be executed through the DEMES Mutual Aid Portal and assisting agencies must use all required [FDEM forms](#) for documentation and cost verification. If a Requesting Party has not forwarded a request through the Division, or if an Assisting Party has rendered assistance without being requested to do so by the Division, the Division shall not be liable for the costs of any such assistance.

FDEM reserves the right to deny individual reimbursement requests if deemed to not be in direct response to the incident for which asset was requested.

IN WITNESS WHEREOF, the Parties have duly executed this Agreement on the date specified below:



STATE OF FLORIDA DIVISION OF EMERGENCY MANAGEMENT



Ron DeSantis, Governor

Kevin Guthrie, Executive Director

FOR ADOPTION BY A CITY

STATE OF FLORIDA
DIVISION OF EMERGENCY MANAGEMENT

By: _____ Date: _____

Kevin Guthrie, Executive Director or
Ian Guidicelli, Authorized Designee

ATTEST:
CITY CLERK

CITY OF _____
STATE OF FLORIDA

By: _____

By: _____

Title: _____

Title: _____

Date: _____

Approved as to Form:

By: _____

City Attorney



STATE OF FLORIDA DIVISION OF EMERGENCY MANAGEMENT



Ron DeSantis, Governor

Kevin Guthrie, Executive Director

STATEWIDE MUTUAL AID AGREEMENT – SAMPLE ATTACHMENT **Encompassed Entities**

This notice is an acknowledgment of an amendment to the 2023 SMAA by the Florida Division of Emergency Management (“the Division”) which allows parent entities to include individual departments and subdivisions, within their authority, to be listed as SMAA designees eligible for SMAA request and assistance procedures.

By our authority and adoption of the attached 2023 Statewide Mutual Aid agreement, as the parent entity, the following departments and subdivisions will be included as SMAA signatories for all asset request, assistance, and applicable reimbursement processes:

All entities listed herein will still require access to the DEMES Mutual Aid System for FDEM Reimbursement process requirements.

City of Fort Walton Beach Fire Department _____

City of Fort Walton Beach Police Department _____

RESOLUTION 24 - 5

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF
CRESTVIEW, FLORIDA, ADOPTING A STATEWIDE MUTUAL
AID AGREEMENT WITH THE STATE OF FLORIDA DIVISION
OF EMERGENCY MANAGEMENT; AUTHORIZING
EXECUTION; AND PROVIDING FOR AN EFFECTIVE DATE

WHEREAS, The State of Florida Emergency Management Act, Chapter 252, Florida Statutes, authorizes the State and its political subdivisions to provide emergency aid and assistance in the event of a disaster or emergency; and

WHEREAS, the statutes also authorize the State to coordinate the provision of any equipment, services, or facilities owned or organized by the State or its political subdivisions for use in the affected area upon the request of the duly constituted authority of the area; and

WHEREAS, this Resolution authorizes the request, provision, and receipt of interjurisdictional mutual assistance in accordance with the Emergency Management Act, Chapter 252, among political subdivisions within the State; and

WHEREAS, the City Council believes it to be in the best interest of the health and safety of its citizens to adopt the Mutual Aid Agreement.

NOW THEREFORE BE IT RESOLVED that the City of Crestview:

SECTION 1. The City Council hereby adopts the Statewide Mutual Aid Agreement with the State of Florida Division of Emergency Management, attached hereto as Exhibit A.

SECTION 2. The Mayor and City Clerk, upon review and approval by the City Attorney, are hereby authorized to sign the Mutual Aid Agreement and any other documentation pertaining to it.

SECTION 3. This Resolution shall become effective immediately upon passage.

ADOPTED this _th day of _____ 2024.

JB Whitten, Mayor

ATTEST:

Maryanne Girard, City Clerk



Staff Report

CITY COUNCIL MEETING DATE: April 22, 2024

TYPE OF AGENDA ITEM: Action Item

TO: Mayor and City Council
CC: City Manager, City Clerk, Staff and Attorney
FROM: Jessica Leavins, Administrative Services Director, Tim Bolduc, City Manager
DATE: 4/18/2024
SUBJECT: Selection of Construction Total Project Management

BACKGROUND:

In July 2023, the City Council set priorities for the FY24 budget year; these priorities include the planning, design, and engineering of multiple new facilities, including a sports complex, public safety building, and new public services complex. Due to the complexity of these projects, a contractor is being sought to manage the project in its entirety. The selection of the total program management company will not only expedite the process but ensure efficiency and cost savings.

In March 2024, the City of Crestview advertised a request for proposal (RFP) for total program management services.

DISCUSSION:

Three proposals were received on March 28th, 2024; proposals were received from Ajax Building Company, Jacobs/Titan Technologies, and CPWG Contractors. After receiving the proposals, the selection was narrowed to two companies for presentation. On April 15, 2024, Ajax Construction and Jacobs Engineering presented to the selection committee. The selection committee consisted of our Mayor, Planning Administrator, Comptroller, Project Manager, Logistics Manager, and a representative of the Police Department. Ajax was selected by the committee with a score of 32.9. See the attached scoresheet.

GOALS & OBJECTIVES

This item is consistent with the goals in A New View Strategic Plan 2020 as follows;

Foundational- these are the areas of focus that make up the necessary foundation of a successful local government.

Financial Sustainability- Achieve long term financial sustainability

Organizational Capacity, Effectiveness & Efficiency- To efficiently & effectively provide the highest quality of public services

Infrastructure- Satisfy current and future infrastructure needs

Quality of Life- these areas focus on the overall experience when provided by the city.

Safety- Ensure the continuous safety of citizens and visitors

Opportunity- Promote an environment that encourages economic and educational opportunity

Play- Expand recreational and entertainment activities within the City

FINANCIAL IMPACT

There is no financial impact to accepting the selection. The planning and design costs for the priority facilities are included in the FY24 budget. Additional expenditures will be included in future years' budgets.

RECOMMENDED ACTION

Staff respectfully requests a motion to award the total program management contract to Ajax.

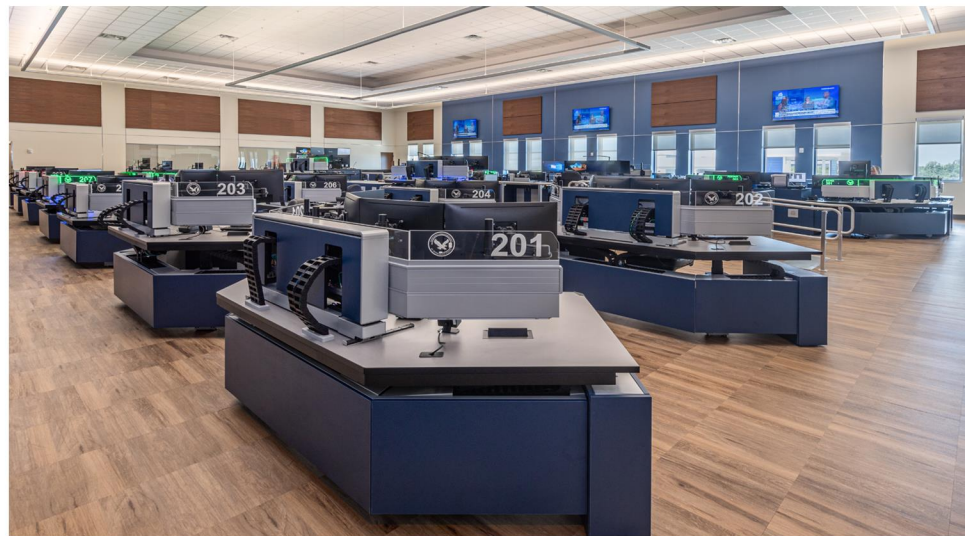
Attachments

1. rfq 24-03-28 summary final
2. Ajax - Crestview Construction Total Program Management 3-28-24_

SUMMARY OF TECHNICAL SCORES		
	Vendor Name	Final Technical Score
Vendor 1	Ajax	32.9
Vendor 2	Jacobs	30.25
Vendor 3		
Vendor 4		
Vendor 5		
Vendor 6		
I certify that I have performed this evaluation independently and without input from any other source.		
Signature	Heather Sutton	
Printed Name	Heather Sutton	
Date	Apr 16 2024	

Instructions to Evaluator (complete Green Boxes)

Remember to Sign, Print Name, and Date on this Tab when Evaluation completed.



Request for Qualifications (RFQ) CITY OF CRESTVIEW CONSTRUCTION TOTAL PROGRAM MANAGEMENT RFQ 24-03-28

Ajax

AJAX BUILDING COMPANY, LLC
Part of the STO Building Group Family of Companies



The background of the page features a photograph of a modern, multi-story building with a light-colored facade and blue accents. In the foreground, there is a decorative sculpture made of metal and glass, resembling a stylized flower or a series of overlapping circles. The sky is a clear, deep blue.

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TAB A. FIRM QUALIFICATIONS AND EXPERIENCE

A.1. COVER LETTER



Midway Office
1080 Commerce Boulevard
Midway, FL 32343
850.224.9571 Phone
www.ajaxbuilding.com

March 28, 2024

Heather Sutton, Buyer
City of Crestview
198 N. Wilson Street
Crestview, Florida 32536

RFQ 24-03-21

Members of the Selection Committee,



AL - 54552
FL - CGC1520391
GA - GCCO 007750
GA - GCCQA 007750
NC - 83194
SC - G122422
TN - 74075

At Ajax Building Company, our trademark "Quality Builds Its Own Reputation" is accomplished by delivering Project and Construction Management Services to our clients by being an industry leader, producing and executing innovative plans for projects that are cost effective, delivered in a timely manner and without sacrificing quality or safety. In addition, our Design Partners, Sam Marshall Architects (SMA) and Goodwyn Mills Cawood (GMC) fully understands the scope and also have extensive experience working with public entities. We will work closely with the City of Crestview to provide comprehensive Total Program Management Services that exceed your expectations. Our team of professionals are located in our DeFuniak Springs Office and SMA and GMC are located in Gulf Breeze and Pensacola. This group of seasoned professionals will guide you through the process, from conceptual to project close-out.

PROJECT MANAGEMENT FROM LARGE TO SMALL

Our project management focus is not just on larger construction projects. We understand that every project has its own unique characteristics, and it is incumbent upon us to develop individual plans that fully consider the surrounding area, staff and citizens for those times that an area or site could be occupied during construction. Program Management is a collaborative effort involving communication and effective planning from every department in the City. We represent and protect your interests through all phases, from planning, design, procurement, construction, and project close-out.

PARTNERING FOR SUCCESS

We know for projects to be successful, that strong relationships locally are essential for achieving these results. Ajax has worked successfully in North Florida for over 66 years and will rely upon our many relationships we have developed in the Panhandle. Our past and current clients include Okaloosa County Board of County Commissioners, Northwest Florida State College, Pensacola State College, Santa Rosa County Board of County Commissioners, Bay District Schools, Santa Rosa Correctional Institute, the City of Fort Walton Beach, and The Okaloosa County School District. Understanding the current market conditions will optimize our efforts for the planning and implementation of every project we manage. Our Project Delivery is open-book and transparent through every step of the process.

The local design professionals in this area are well known to Ajax, SMA and GMC. We also have longstanding relationships with several other key consultants that we will partner with to make each of your projects a success. These Firms know and understand the dynamics of working and designing in NW Florida.

AJAX IN ACTION – CURRENT AND PAST PROJECTS

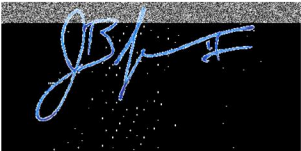
City of Fort Walton Beach – The City hired Ajax to manage a team of professionals in disciplines related to land use planning, master planning, cost analysis, space needs, operational needs evaluations, existing structural assessments, Facility Inventory Assessments and to provide recommendations for the best path moving forward. The assessment resulted in the City of FWB moving forward with a consolidated Field Office Complex on Jet Drive, which included 49,818 square feet on 8.94-acre site, four buildings and the closure of Jet Drive to improve safety. This consolidation of departments stream-lined government efficiencies and provides a better and more sustainable work environment for City Staff, while reducing their overhead operating costs.

Lake County Schools Program Management – Under the guidance of Ajax, we provided Total Program Management on a series of schools in Lake County. These projects included large scale renovations and new additions to six High Schools that were occupied throughout construction. Additionally, 2 of these projects were historical renovation and preservation projects. We were able to maximize dollars for the district by working directly with manufacturers and suppliers for buy-out of select materials and equipment. This allowed the district to apply money into school programs, rather than just bricks and mortar.

Continuing Service Contracts – Ajax currently has 10 Continuing Services or Task Order clients where we typically manage 20 different projects at a given time. A part of our CM services is being able to provide project oversight on demand as our clients release projects. Projects range in size from small classroom additions to cafeteria renovations, to athletic fields, etc. Many of these projects are required to be performed during summer months, so extensive planning and scheduling is required for projects to be completed by the start of the school year.

We appreciate your time in reviewing our qualifications and hope to have the opportunity to present our team and ideas at the presentation time. If you have any additional questions, please call me direct at 850.251.0837, or via email at jay.smith@ajaxbuilding.com.

Sincerely,
Ajax Building Company, LLC

A handwritten signature in blue ink, appearing to read 'JBS', is written over a dark, textured rectangular background.

A.2. CORPORATE BACKGROUND INFORMATION



AJAX BUILDING COMPANY, LLC

PRIME / TOTAL PROGRAM MANAGER

Ajax Building Company, LLC founded in **1958**, is an employee owned and third generation family operated construction management firm. During the past **66 years**, Ajax has steadily grown to become one of the Southeast's premier contractors with an expertise in providing Construction Management, Design-Build, and Program Management Services for public sector clients. Our Headquarters is located in Midway, (Tallahassee) Florida: **1080 Commerce Boulevard, Midway, FL 32343** which will also be the office providing management for this project. Ajax has an additional eleven offices throughout the Southeast. Including seven additional offices in Florida (DeFuniak Springs, Lake Mary, Fort Myers, Gainesville, Jacksonville, Sarasota and Oldsmar). We have the depth of staff and resources to deliver this program on time, within budget and with the level of quality that the City should expect from their **Program Manager**.

Contact Name & Title	Judd West, Project Executive
Address	1080 Commerce Blvd., Midway FL 32343
E-mail	judd.west@ajaxbuilding.com
Telephone Number	850.224.9571



GOODWYN MILLS CAWOOD

ARCHITECT

Goodwyn Mills Cawood (GMC), LLC was **founded in 1947** and is one of the largest architecture and engineering firms in the region with offices across the Southeast. Whether designing schools, parks, hospitals and other commercial developments, or providing clean water, safe streets and protecting endangered environments, GMC takes great pride in serving our communities through the transformative work we do. Every project is guided by the foundational concept that communities are built by people, not companies, and we strive to serve our communities with quality, integrity, creativity and care. GMC is equipped to **provide all of the services associated with architecture, interior design, civil engineering, environmental services, landscape architecture, planning, transportation engineering, geotechnical engineering, electrical engineering, surveying and disaster recovery.**

Contact Name & Title	Kelly Wieczorek, AIA VP, Architecture
Address	720 Bayfront Parkway, Suite 200 Pensacola, FL 32502
E-mail	Kelly.Wieczorek@gmcnetwork.com
Telephone Number	850.432.0706



SAM MARSHALL ARCHITECTS

SAM MARSHALL

ARCHITECT

Sam Marshall Architects (SMA) is a small group of design oriented professionals organized to provide comprehensive design and planning services for a wide variety of projects. Located in Pensacola, SMA offers a strong local presence of service-oriented architects, designing for local conditions with experience in public projects with expertise in institutional and governmental projects.

Contact Name & Title	David Alsop, President
Address	325 South Palafox St., Pensacola FL 32502
E-mail	david@sammarshallarch.com
Telephone Number	850.433.7842

SMA will provide engineering consultants selected together with the City of Crestview as suitable partners with specific expertise for each task. This includes but is not limited to Structural, Mechanical, Electrical, Telecom, Security, Landscape, or other disciplines. Sam Marshall Architects was formed in 1962 Pensacola and has been operating continuously for the past 59 years. All members of our firm have had experience in project planning, design, and implementation. For a list of projects SMA has been involved in see section 6. For detailed experience see of personnel see section. SMA has had no changes in organization focus or leadership in the past 10 years and do not anticipate any in the near future. SMA is purposefully a small firm. This causes us to take on projects to which we can devote our full time and attention.

A.2.F. PROJECTS FOR FL AGENCIES - LAST 3 YEARS

PROJECT NAME	LOCATION	COST	COMPLETION
Hillsborough Schools Memorial MS Phase 2	Tampa	\$4,621,780	May 2021
Charlotte County Justice Center Renovation	Punta Gorda	\$15,778,536	February 2021
Alachua County Agriculture & Equestrian Center	Newberry	\$13,503,186	October 2021
Wiregrass Ranch Sports Campus of Pasco County	Wesley Chapel	\$26,320,047	January 2021
Sumter County Jail Expansion	Bushnell	\$17,263,903	March 2021
Pinellas Schools Northeast High School Reno	St. Petersburg	\$7,254,006	January 2021
UNF Competition Pool	Jacksonville	\$8,938,785	December 2021
USF CCW - MDT Therapy Bldg HVAC/Roof	Tampa	\$507,384	June 2021
Key West High School Backyard - Design Build	Key West	\$11,507,388	March 2021
Hillsborough Schools Spoto HS Classroom Addition	Riverview	\$10,395,639	August 2021
Pinellas Schools Shore Acres ES Classroom Addition	St. Petersburg	\$3,979,113	August 2021
Fidelity - The Villages Refresh	The Villages	\$107,895	January 2021
Pasco Schools River Ridge MS Restroom Reno	New Port Richey	\$672,852	August 2021
Sumter County Tax Collector Kiosk	The Villages	\$328,934	May 2021
CCPS CCW - Neil Armstrong ES Kitchen Floor Replac.	Port Charlotte	\$124,101	July 2021
Seminole County Schools Idyllwilde ES Reno	Sanford	\$998,965	July 2021
CCPS CCW - Kingsway ES Technology Upgrades	Port Charlotte	\$159,245	July 2021
CCPS CCW - Myakka ES Technology Upgrades	Port Charlotte	\$172,907	July 2021
Seminole State College MSA Bldg H Cart Path	Sanford	\$13,561	August 2021
USF CCW MSC 2nd Floor Build Out	Tampa	\$44,854	November 2021
Seminole State College of Florida Delineators Install	Sanford	\$11,112	August 2021
Seminole State College of Florida Flagpole Install	Sanford	\$9,281	November 2021
DMS FL House & Senate Parking Garage Repairs & Capitol Complex Upgrades	Tallahassee	\$57,856,634	August 2022
FSU Student Union	Tallahassee	\$129,262,883	August 2022
Columbia County Detention Facility	Lake City	\$15,732,991	February 2022
Santa Rosa County Judicial Center Complex	Milton	\$44,037,047	September 2022
Volusia County Schools Beachside ES	Daytona Beach	\$26,408,592	November 2022
UF Centrex Renovation	Gainesville	\$1,924,373	June 2022
TD Bank, Jacksonville Contact Center Build out	Jacksonville	\$9,163,554	April 2022
Seminole State College Water Fountains Replac.	Sanford	\$234,946	February 2022
Seminole State College Campus HVAC Repair Bldg V	Sanford	\$357,575	September 2022
CCPS CCW Boardroom Upgrades at Murdock Admin. Center	Port Charlotte	\$320,996	November 2022
CCPS CCW Port Charlotte HS Pool Removal	Port Charlotte	\$232,865	April 2022
Alpha Aerospace Center	Melbourne	\$649,260	April 2022
Pasco Schools CCW Moon Lake ES Kitchen Reno	New Port Richey	\$408,430	September 2022
COTFK Academy Classroom Facility & EOC Bldg	Key West	\$6,988,608	May 2023
Monroe Schools Sugarloaf School	Upper Sugarloaf Key	\$28,070,016	May 2023
Flagler Sheriff's District 3 Administration Facility	Bunnell	\$19,783,113	February 2023
Hillsborough Schools Sumner HS Classroom Addition	Riverview	\$11,121,308	January 2023
UNF CCW Lab/Bus Storage	Jacksonville	\$996,408	June 2023
DCPS CCW Cooler Freezer Replacement at Hyde Grove and Fort Caroline Elementary	Jacksonville	\$689,911	July 2023

A.3. ORGANIZATIONAL QUALIFICATIONS & EXPERIENCE

We approach each project according to the unique requirements and concerns of the client. Cooperation and exchange of ideas between the Ajax/GMC/SMA team and the City will guarantee that a successful project will be delivered. Thus, we emphasize active and direct client participation throughout the entire project, from planning, design, construction and beyond completion of the project. It is the intent of the Ajax/GMC/SMA team to meet with the City and any additional designated representatives/stakeholders to verify exactly what is needed and how the new facilities need to perform.

A.3.A. TECHNICAL CAPABILITIES

The Ajax/GMC/SMA Team brings a wealth of technical capabilities and experience in Program Management that make us uniquely qualified to support the successful execution of your project. Our team has a proven track record of delivering complex programs on time, within budget, and according to the highest quality standards.

KEY TECHNICAL CAPABILITIES OF OUR TEAM INCLUDE:

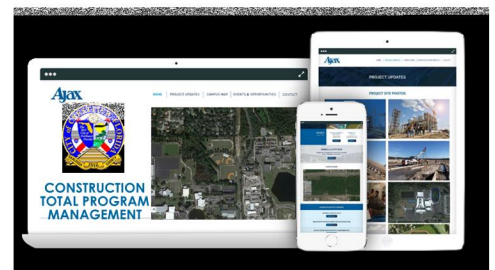
- **Comprehensive Program Management Services:** We offer end-to-end program management services, including project planning, scheduling, budgeting, risk management, and quality control.
- **Experienced Team:** Our team consists of experienced program managers, project engineers, cost estimators, and construction managers who have successfully managed similar projects in the past.
- **Advanced Technology:** We utilize cutting-edge design and project management software to ensure efficient communication, collaboration, and decision-making throughout the project lifecycle.
- **Quality Assurance:** Our firm is committed to delivering the highest quality results. We implement rigorous quality assurance processes to ensure that all project deliverables meet or exceed industry standards.
- **Risk Management:** We have a proactive approach to risk management, identifying potential risks early and implementing mitigation strategies to minimize their impact on the project.
- **Sustainability Focus:** We are committed to sustainability and incorporate environmentally friendly practices into our program management approach whenever possible.
- **Compliance:** Our firm has a strong understanding of regulatory requirements and ensures that all projects are compliant with relevant laws and regulations.
- **Client-Centric Approach:** We prioritize open communication and collaboration with our clients, ensuring that their needs and expectations are met throughout the project.

We are confident that our technical capabilities, combined with our commitment to excellence and client satisfaction, make us the ideal partner for your program management needs. We look forward to the opportunity to discuss our proposal in more detail and to demonstrate how the Ajax/GMC/SMA Team can add value to your project.

PROJECT-SPECIFIC WEBSITE

Depending on the City's needs, Ajax can create a Project Specific Website (PSWS) that will dramatically enhance the exchange of information among the project participants. This system is provided at no extra cost and is managed in-house by Ajax. A secure, password protected PSWS will be created that will provide the following benefits to the project:

- Improvement in RFI cycle times
- Expedited project closeout times
- Search and retrieve archived information
- View ongoing digital project photos
- Post critical project announcements
- Send and receive messages securely
- Send important project files
- Communication with the City and the public



A.3.B. DEVELOPING, EVALUATING, PERFORMING CONSTRUCTION PROJECTS IN THE TPM FORMAT

As a comprehensive Program Management Team, our approach to the Total Program Management RFQ for the City of Crestview focuses on understanding the city's needs, providing expert guidance for decision-making, analyzing financing options, assessing site feasibility, and proposing solutions for future planning and development. Leveraging our team's diverse expertise and global perspective, we aim to facilitate informed decision-making and support the City's vision for sustainable growth and development.

NEEDS ASSESSMENT:

- Conduct comprehensive consultations with city stakeholders to identify current and future needs.
- Utilize data analysis, surveys, and interviews to understand operational requirements, growth projections, and community priorities.
- Collaborate with city officials, departments, and residents to ensure alignment with long-term goals and objectives.

DECISION-MAKING PROCESS:

- Facilitate workshops and presentations to present findings and discuss potential solutions.
- Provide clear and concise reports detailing options, benefits, and implications for decision-makers.
- Utilize visualizations, simulations, and case studies to illustrate potential outcomes and aid in decision-making processes.

FINANCIAL ANALYSIS:

- Evaluate current financial data and operational costs of existing facilities.
- Conduct lifecycle cost analyses comparing the feasibility of renovation, replacement, or new construction.
- Explore alternative financing models such as public-private partnerships, grants, bonds, and tax incentives.

SITE ANALYSIS AND BUILDING LOCATION:

- Conduct site assessments to evaluate suitability for proposed development.
- Consider factors such as accessibility, infrastructure, environmental impact, and zoning regulations.
- Use GIS mapping and spatial analysis to identify optimal building locations and potential impacts on future projects and operations.

LONG-TERM PLANNING:

- Review current facilities and infrastructure to assess capacity, efficiency, and adaptability.
- Forecast staff growth and operational needs based on demographic trends and economic projections.
- Develop comprehensive proposals that outline phased development strategies and accommodate future expansion and flexibility.

PROPOSAL DEVELOPMENT:

- Present tailored proposals that address the city's specific requirements and objectives.
- Include detailed plans, timelines, and budget estimates for implementation.
- Offer ongoing support and consultation to assist the city in realizing its long-term vision and goals.

Our approach to the Total Program Management RFQ for the City of Crestview emphasizes collaboration, analysis, and strategic planning to support informed decision-making and sustainable development. By leveraging our team's expertise and global perspective, we are committed to helping the city achieve its vision for growth, efficiency, and community well-being.



A.3.C. INNOVATIVE APPROACHES AND PROBLEM SOLVING

Our commitment is something we take great pride in. It is a value that we aggressively foster internally so that when working on projects it is second nature. Our commitment to our work stems from a passion for great design and the desire to bring it to life. We work hand-in-hand with you, contractors, consultants and other partners to deliver a successful project from design through construction. We pride ourselves in creating teams who will work on the project from commencement to completion. We understand the importance of maintaining team continuity, and we pay attention when committing our team to our clients and to each other.

REGULARLY SCHEDULED MEETINGS: We believe that continual dialog between the team members through regularly scheduled team meetings provides the appropriate forum to address issues as they arise. Using an open issues list we as a team can remain focused on resolving issues and use the meeting to formulate resolutions and direction.

SUBCONTRACTOR COORDINATION MEETINGS: Ajax conducts these meetings at least once a week with all the subcontractors currently working onsite. In this meeting Ajax reviews with the subcontractors the project schedule, safety and quality issues. This is also a forum to address any issues or conflicts that exist.

ONE ON ONE SUBCONTRACTOR MEETINGS: Sometimes meetings and issues are so complex that a one on one meeting with the sub is more appropriate and leads to better results. In those cases, Ajax meets with the subcontractor and works with them at coming to a swift resolution to an issue. In most cases these are contract enforcement issues that require the involvement and subsequent commitments from the subcontractor's upper management. In any event, when an issue is of such a magnitude that it requires individual attention, those meetings are held immediately.

COMMUNICATION: Ajax is dedicated to providing the team with the most current information through the following:

- Monthly Reports
- Meeting Minutes
- The Project Specific Website: The PSWS can provide the following information in a secure, password protected, environment for all project participants
- Requests for Information (RFI) Log
- Change Order Request (COR) Log
- Architectural Supplemental Instruction (ASI) Log
- Proposal Request (PR) Log
- Monthly Report
- Owner/Architect/Contractor Meeting Minutes
- Subcontractor Meeting Minutes
- Submittal Log
- List of Drawings
- Project Directory for Owner, Architect, Engineers, Subs, and Vendors

VERBAL COMMUNICATION: In this electronic age sometimes it is easier to send an e-mail or a letter, however often times resolutions are obtained much faster by simply picking up the phone and talking though the issue with the other party. At Ajax, our efforts are always geared toward seeking the most expedient means of resolution. We view ourselves as an extension of your staff at the College, always available to you in person or by phone to address any issues, concerns, or questions. Our open communication approach remains throughout the entire process, whether it's at Owners meetings, in person while onsite, or over the phone.

COMPREHENSIVE MANAGEMENT PROCESS: Through effective management and communication skills, Ajax continues to enjoy excellent working relationships on a repeat basis with our clients.

A.3.D. SPECIFIC KNOWLEDGE OF FLORIDA'S REQUIREMENTS THAT MAY RELATE TO THE SCOPE OF SERVICES

In crafting our approach to the Total Program Management RFQ for the City of Crestview, it's imperative to acknowledge and integrate Florida's specific requirements for design and construction. Florida's unique environmental conditions, building codes, and regulatory framework significantly impact the scope of services and influence decision-making throughout the project lifecycle.

BUILDING CODES AND REGULATIONS: Florida has stringent building codes and regulations aimed at ensuring structural integrity, safety, and resilience against natural disasters such as hurricanes and flooding. Compliance with the Florida Building Code (FBC) is essential, requiring thorough understanding and adherence to standards related to wind loads, flood zones, energy efficiency, and accessibility. Our team will meticulously incorporate these requirements into the design and construction process, employing innovative techniques and materials to enhance durability and mitigate risks.

ENVIRONMENTAL CONSIDERATIONS: Given Florida's diverse ecosystems and sensitive coastal areas, environmental considerations play a crucial role in project planning and development. Compliance with environmental regulations, including those governing wetlands, wildlife habitats, and water quality, is paramount. Our approach will include comprehensive environmental assessments and mitigation strategies to minimize adverse impacts and promote sustainability in line with Florida's conservation goals.

RESILIENCE AND DISASTER PREPAREDNESS: Florida's vulnerability to natural disasters necessitates a proactive approach to resilience and disaster preparedness in design and construction. Incorporating resilient design principles, such as elevated structures, impact-resistant materials, and robust infrastructure, is essential to mitigate risks and ensure the continuity of essential services during emergencies. Our team will work closely with local authorities and stakeholders to develop resilient solutions that enhance community resilience and reduce vulnerability to climate-related hazards.

PERMITTING AND REGULATORY COMPLIANCE: Navigating the permitting process in Florida requires thorough knowledge of local ordinances, zoning regulations, and permit requirements. Our team will facilitate the permitting process by liaising with relevant authorities, preparing comprehensive permit applications, and addressing any regulatory challenges that may arise. By ensuring compliance with all applicable regulations, we will streamline the approval process and expedite project delivery while minimizing potential delays and disruptions.

SUSTAINABILITY AND ENERGY EFFICIENCY: Florida's commitment to sustainability and energy efficiency underscores the importance of incorporating green building practices into design and construction. Our approach will prioritize energy-efficient design strategies, renewable energy integration, and resource conservation measures to minimize environmental impact and optimize long-term operational efficiency. By aligning with Florida's sustainability initiatives, we will not only reduce environmental footprint but also enhance occupant comfort and reduce lifecycle costs for the city.

SPORTS FACILITIES: Designing and constructing sports facilities involves a range of considerations to ensure they meet the needs of the athletes, spectators and organizers. Below are key requirements that we will incorporate into the design and construction process in order to deliver a high-quality facility that meets the needs of all stakeholders.

- **Site Selection and Preparation:** Location should meet the needs of the sports facility. Accessibility and environmental impacts must be considered. Proper drainage must be maintained.
- **Facility Design:** Must accommodate the specific sports activities intended. Design should include all necessary features and amenities. Compliance with relevant regulations, guidelines, and standards is critical.
- **Construction Materials and Methods:** Materials should be durable, weather-resistant, and suitable for their intended use. Construction methods should ensure that the facility is built to last and withstand heavy use.

- **Sports Equipment and Infrastructure:** All necessary sports equipment, including redundant equipment and equipment for flex-fields, must be confirmed. Infrastructure must be carefully planned to account for required utilities, lighting, irrigation, drainage, sound systems, etc.
- **Accessibility and Inclusivity:** Ensure that the facility is accessible to people with disabilities, including accessible parking, entrances, and seating areas. Consider inclusivity in design, such as providing facilities for different age groups, skill levels, types of sports, etc.
- **Safety and Security:** Implement safety measures, such as fencing, padding, and signage, to protect athletes and spectators. Consider security measures, such as lighting and surveillance, to prevent vandalism and ensure the safety of users.
- **Maintenance and Operations:** Develop a plan for ongoing maintenance to ensure that the facility remains in good condition. Consider the long-term operational needs, including staffing, scheduling, and budgeting.
- **Stakeholder Engagement:** Engage with stakeholders, including athletes, coaches, administrators, and the community, to gather input and ensure the facility meets their needs.

A.3.E. COMPLETING PROJECTS WITHIN ESTABLISHED SCHEDULES AND BUDGETS

The Ajax/GMC/SMA Team is committed to ensuring schedule containment and budget containment through a series of proven processes and strategies designed to keep your project on track and within budget.

COMPREHENSIVE PLANNING: We believe that thorough planning is the key to schedule and budget containment. Our team will work closely with you to develop a detailed project plan that outlines all project milestones, timelines, and budgetary requirements.

REGULAR MONITORING AND REPORTING: We will establish a system for regular monitoring and reporting to track progress against the project plan. This will allow us to identify any potential issues early and take corrective action to keep the project on schedule and within budget.

CHANGE MANAGEMENT: We understand that changes are sometimes necessary during the course of a project. Our change management process is designed to minimize the impact of changes on the schedule and budget by carefully evaluating each change request and implementing only those that are essential to the project's success.

RISK MANAGEMENT: Our proactive approach to risk management involves identifying potential risks early and developing mitigation strategies to minimize their impact on the project schedule and budget.

VALUE ENGINEERING: We will explore value engineering opportunities to identify cost-saving measures without compromising the quality or integrity of the project.

CONSULTANT, SUBCONTRACTOR AND VENDOR MANAGEMENT: We will closely manage all consultants, subcontractors, and vendors to ensure that they adhere to the project schedule and budget. This includes regular meetings, performance evaluations, and enforcement of contractual obligations.

CONTINUOUS IMPROVEMENT: We are committed to continuous improvement and will regularly review our processes and procedures to identify areas for improvement and implement changes to enhance our efficiency and effectiveness in schedule and budget containment.

Our proven processes and strategies, combined with our commitment to excellence and client satisfaction, will ensure schedule and budget containment for the City of Crestview TPM Program.

A.4. KEY INDIVIDUALS & QUALIFICATIONS

A.4.A. | A.4.C. | A.4.D. RESUMES, TASKS, & EXPERIENCE STATEMENTS



JAY SMITH PRINCIPAL-IN-CHARGE



EDUCATION

B.S. Business Administration
University of Florida

YEARS OF EXPERIENCE

Joined Ajax - 1998
Work In Construction - 1998

AFFILIATIONS

FAMU School of Arch. &
Engineer Tech Advisory
Board

Northwest Florida State College

Student Services Building	\$23,127,362	77,000 SF
Building K Renovation	\$5,500,000	33,000 SF
Building 310 & 400 Renovations	\$8,365,510	45,900 SF
Building 420 Renovation - Allied Health & Nursing	\$24,268,974	69,930 SF

State of Florida

Department of Corrections	\$158,163,339	350,000 SF
Lake Correctional Mental Health Unit		

JUDD WEST PROJECT EXECUTIVE



EDUCATION

B.S. Construction
Engineering Technology
Florida A&M University

YEARS OF EXPERIENCE

Joined Ajax - 1993
Work In Construction - 1982

CERTIFICATIONS

Cert. General Contractor
LEED AP BD+C
ISPE GMP Fundamentals

Northwest Florida State College

Student Services Building	\$23,127,362	77,000 SF
Building 420 Renovation - Allied Health & Nursing	\$24,268,974	69,930 SF

State of Florida

Department of Corrections	\$158,163,339	350,000 SF
Lake Correctional Mental Health Unit		

JODY WALLICK GENERAL SUPERINTENDENT



EDUCATION

MacDonald Douglas
Machinist School

YEARS OF EXPERIENCE

Joined Ajax - 2000
Work In Construction - 1988

CERTIFICATIONS

OSHA Certified
First Aid & CPR Certified

Northwest Florida State College

Student Services Building	\$23,127,362	77,000 SF
Building 420 Renovation - Allied Health & Nursing	\$24,268,974	69,930 SF

State of Florida

Department of Corrections	\$158,163,339	350,000 SF
Lake Correctional Mental Health Unit		

MARSHALL QUARLES PRECONSTRUCTION MANAGER



EDUCATION

B.S. Civil Engineering
Auburn University

YEARS OF EXPERIENCE

Joined Ajax - 2015
Work In Construction - 2015

CERTIFICATIONS

LEED Green Associate
American Hospital
Association Healthcare
Constructor

Monroe County School District

Marathon HHS Athletic Complex	\$12,262,423	595,000 SF
Key West High School Backyard	\$11,507,388	312,000 SF
Tommy Roberts Memorial Stadium	\$19,356,007	202,500 SF
Gerald Adams Elementary School	\$36,504,436	98,000 SF
Sugarloaf School	\$28,070,016	43,889 SF

Monroe County

Emergency Operations Center	\$32,286,866	25,799 SF
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CHUCK LESTER

SR. PROJECT MANAGER



EDUCATION

B.S. Building Construction
Auburn University

YEARS OF EXPERIENCE

Joined Ajax - 2000
Work In Construction - 1980

CERTIFICATIONS

LEED AP BD+C

State of Florida

Department of Law Enforcement Crime Laboratory and Office Building	\$13,491,413	91,587 SF
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Dept. of Management Services
Continuing Contract

Arson Laboratory Exterior Improvements & Attic Renovation	<\$2,000,000	Various SF
Facility Fume Hood Upgrades	\$133,823	Various SF
	\$574,949	9,600 SF

Santa Rosa County

Judicial Center Complex	\$44,037,047	115,104 SF
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Eastern Florida State College

Health Sciences Building	\$16,400,000	60,000 SF
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ROY KENSKI

PROJECT MANAGER



EDUCATION

M.S. Architecture
University of Florida

YEARS OF EXPERIENCE

Joined Ajax - 2015
Work In Construction - 1998

CERTIFICATIONS

Registered Architect
NCARB member
Cert. Construction Manager
OSHA 10 Hour

City of Fort Walton Beach

New Field Office Complex	\$11,844,447	62,000 SF
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Northwest Florida State College

Building 420 Renovation - Allied Health & Nursing	\$24,268,974	69,930 SF
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Jacksonville Public Library

Better Jacksonville Plan Library Program	\$60,000,000	208,500 SF
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Sumter County

Service Center & Central Fire Training Complex	\$37,000,000	30,000 SF
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Florida State University

Student Union	\$129,262,883	269,000 SF
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DANE CHRESTENSEN

PROJECT MANAGER



EDUCATION

B.S. Construction
Engineering Technology
Florida A&M University

YEARS OF EXPERIENCE

Joined Ajax - 2016
Work In Construction - 2016

CERTIFICATIONS

OSHA 10 Hour
ISPE GMP Fundamentals

State of Florida

Department of Management Services Florida Supreme Court Forensic Facility Hospital	\$4,004,076	Various SF
FL House & Senate Parking Garages Repairs & Upgrades	\$200,000,000	305,000 SF
CCW - Holland Building Electrical Improvements	\$57,856,634	370,370 SF
CCW - FDLE Envelope Repairs	\$1,260,000	Various SF
	\$1,323,264	Various SF

Okaloosa County

Courthouse Addition and Renovation	\$25,416,969	68,000 SF
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Florida State University

Earth Ocean and Atmospheric Sciences	\$60,224,171	135,000 SF
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SUZANNA THOMAS

ASST. PROJECT MANAGER



EDUCATION

B.S. Architecture
Minor in Construction
Florida A&M University

YEARS OF EXPERIENCE

Joined Ajax - 2019
Work In Construction - 2019

Northwest Florida State College

Building 420 Renovation - Allied Health & Nursing	\$24,268,974	69,930 SF
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Okeechobee County

Sheriff's Department Jail Renovation/Expansion	\$60,000,000	155,000 SF
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Santa Rosa County

Judicial Center Complex	\$44,037,047	115,104 SF
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Tallahassee Orthopedic Clinic

New Clinic	\$14,987,661	38,418 SF
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Albany State University

Nursing/Health Sciences Simulation Lab	\$7,943,552	17,455 SF
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BRYAN MARLOW

SR. SUPERINTENDENT



YEARS OF EXPERIENCE

Joined Ajax - 2017
Work In Construction - 1983

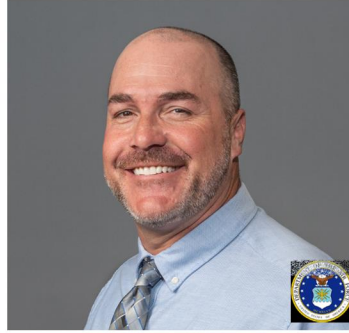
CERTIFICATIONS

OSHA 30
First Aid & CPR Certified
ASHE

City of Fort Walton Beach New Field Office Complex	\$11,844,447	62,000 SF
Santa Rosa County Judicial Center Complex	\$44,037,047	115,104 SF
City of St. Petersburg Police Department Headquarters	\$62,162,731	294,112 SF
UF Health Shands Medical Office Building	\$28,000,000	125,000 SF
Pinellas County Schools Largo High School	\$55,800,853	257,715 SF

ERIC PANTZER

SUPERINTENDENT



EDUCATION

University of Washington
Divers Institute of Technology
Orange County
Community College
US Navy Airfield Tech School

YEARS OF EXPERIENCE

Joined Ajax - 2016
Work In Construction - 1997

CERTIFICATIONS

OSHA 30

State of Florida

FL House & Senate Parking Garages Repairs & Upgrades	\$57,856,634	370,370 SF
Senate Office Building Column Repair	\$141,850	Various SF
CCW - J Substation Replacement	\$1,266,594.22	702 SF
CCW - FL House Garage Sprinkler Repairs	\$200,000	Various SF
CCW - FL Senate Garage Sprinkler Repairs	\$360,000	120,000 SF
CCW - Knott Building Boiler Upgrades	\$750,000	10,000 SF
CCW - Carlton & Holland - Steam	\$1,100,000	10,000 SF
CCW - ADA Parking Lot #4	\$425,000	20,000 SF

Monroe County School District

Sugarloaf School	\$28,070,016	43,889 SF
Tommy Roberts Memorial Stadium	\$19,356,007	202,500 SF

MCLEOD COSSON

SUPERINTENDENT



EDUCATION

B.S. Construction
Management
M.S. Management
University of Florida

YEARS OF EXPERIENCE

Joined Ajax - 2016
Work In Construction - 2014

CERTIFICATIONS

OSHA 30
AED & CPR Certified

Seminole State College of Florida CCW - HVAC Building "A"	\$2,029,918	Various SF
Seminole State College of Florida CCW - HVAC Building "W"	\$2,454,246	Various SF
Killearn Country Club New Clubhouse	\$20,000,000	Various SF
Sumter County Jail Expansion	\$17,263,903	38,662 SF
Orange County Public Schools Pine Hills Bussing Compound	\$24,628,286	84,400 SF
Sumter County Tax Collector Kiosk & Transfer System	\$328,934	500 SF

PHILIP WARD

SUPERINTENDENT



EDUCATION

B.S. Business Administration
University of Central Florida

YEARS OF EXPERIENCE

Joined Ajax - 2023
Work In Construction - 2014

Northwest Florida State College

Building 420 Renovation - Allied Health & Nursing	\$24,268,974	69,930 SF
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ALEX THOMPSON

ASST. SUPERINTENDENT



EDUCATION

B.S. Business
Florida Atlantic University

YEARS OF EXPERIENCE

Joined Ajax - 2023
Work In Construction - 2014

CERTIFICATIONS

OSHA 30
First Aid & CPR Certified

Northwest Florida State College

Building 420 Renovation - Allied Health & Nursing	\$24,268,974	69,930 SF
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KELLY WIECZOREK KIM STEELE

VP, ARCHITECTURE SENIOR ARCHITECT



EDUCATION

University of Florida

YEARS OF EXPERIENCE

Joined GMC - 2010

Started in Industry - 2004

CERTIFICATIONS

Registered Architect

FL, AL, MS, SC, VA;

Registered Interior

Designer, LEED AP BD+C



EDUCATION

University of South

Dakota

YEARS OF EXPERIENCE

Joined GMC - 2007

Work In Industry - 1986

CERTIFICATIONS

Storm Water, Erosion

and Sedimentation

City of Gulf Breeze Community Center	\$ 6,000,000	44,000 SF
YMCA of Northwest Florida Downtown Pensacola YMCA	\$ 10,600,000	53,240 SF
Escambia County One Stop Central Office Complex	\$ 5,200,000	79,000 SF
Whitesell-Green, Inc Garden Gateway Office Building	\$ 9,100,000	51,000 SF
Beck Partners One51 Main Mixed-Use Office	\$ 3,465,000	25,400 SF
Northwest Florida State College Allied Health Building	\$ 3,500,000	77,000 SF

Northwest Florida State College Allied Health Building	\$24,285,000	70,000 SF
Southern Sky Aviation Fixed Base Operator Terminal and Hangars	\$27,549,000	81,600 SF
Encompass Health Rehabilitation Hospital Gulfport Renovation	\$ 5,769,000	7,725 SF
Client Confidential Aviation Maintenance Facility	\$17,000,000	80,500 SF
College of Coastal Georgia Teacher Education & Learning Center	\$8,145,425	31,885 SF

GEORGE WILLIAMS SHADIA JARMILLO

QA / QC ARCHITECT



EDUCATION

Auburn University

YEARS OF EXPERIENCE

Joined GMC - 1995

Work In Industry - 1947

CERTIFICATIONS

Registered Architect: FL,

AL, MS, Licensed Disaster

Safety Work



EDUCATION

University of Arkansas

YEARS OF EXPERIENCE

Joined GMC - 2021

Work In Industry - 2018

CERTIFICATIONS

Registered Architect

FL, Registered Interior

Designer FL, AIA, WELL

AP

City of Pensacola Civic Center	\$20,000,000	160,000 SF
City of Gulf Breeze Community Center	\$6,000,000	44,000 SF
YMCA of Northwest Florida Downtown Pensacola YMCA	\$10,600,000	53,240 SF
Florida Power and Light Addition & Renovation	\$1,830,000	900+ SF
Florida Department of Law Enforcement New Laboratory and Office Facility	\$29,000,000	88,000 SF
College of Coastal Georgia Teacher Education & Learning Center	\$8,145,425	31,885 SF

Southern Sky Aviation Fixed Base Operator Terminal and Hangars	\$27,549,000	81,600 SF
Florida Department of Law Enforcement New Laboratory and Office Facility	\$29,000,000	88,000 SF
University of West Florida Athletic Training Facility Addition	\$TBD	10,000 SF
Escambia County Healthcare Authority Atmore Community Hospital & Urgent Care	\$ 32,000,000	55,000 SF

ART PEREZ

PROJECT ARCHITECTURE



EDUCATION

Tulane University

YEARS OF EXPERIENCE

Joined GMC - 2014

Started in Industry - 1995

CERTIFICATIONS

Registered Architect FL,
Certified Green Globes
Professional

YMCA of Northwest Florida Downtown Pensacola YMCA	\$ 10,600,000	53,240 SF
Southern Sky Aviation Fixed Base Operator Terminal and Hangars	\$ 27,549,000	81,600 SF
Northwest Florida State College Walton Works	\$ 1,975,000	16,900 SF
Escambia County New Correctional Facility	\$ 132,000,000	304,000 SF
Santa Rosa County Central Landfill Maintenance Facility	\$ TBD	17,000 SF
University of West Florida Athletic Facility Addition	\$ TBD	10,000 SF

YANN COWART

V.P., SPORTS & RECREATION ARCHITECTURE



EDUCATION

Auburn University

YEARS OF EXPERIENCE

Joined GMC - 1995

Work In Industry - 1988

CERTIFICATIONS

Registered Architect
AL, IN, LA, SC, US Green
Building Council, LEED
AP BD+C

City of Athens Recreation Center	\$14,662,100	71,793 SF
City of Foley Sports Complex	\$26,000,000	104,000 SF 500 Acres
City of Hoover Met Complex and Finley Center	\$ 79,500,000	155,000 SF 120 Acres
Auburn University Woltosz Football Performance Center	\$ 67,532,612	233,400 SF
Auburn University Indoor Multi-Sport Practice Facility	\$11,200,000	91,000 SF
Birmingham-Jefferson Convention Protective Stadium	\$188,000,000	835,000 SF

MIKE LANIER

PROGRAM MANAGEMENT CONSULTANT



EDUCATION

Tulane University

YEARS OF EXPERIENCE

Work In Industry - 1977

City of Birmingham Intermodal Transit Hub	\$60,000,000	111,000 SF
City of Tuscaloosa Amphitheater	\$45,000,000	6,500 seats
City of Foley Sports Tourism Complex	\$26,000,000	104,000 SF 500 Acres
West Villages Improvement District Atlanta Braves Spring Training Facility	\$80,000,000	9,000 seats
Santa Rosa County Judicial Center Complex	\$44,037,047	115,104 SF

DAVID ALSOP

PRINCIPAL-IN-CHARGE



EDUCATION

University of
Southwestern Louisiana

YEARS OF EXPERIENCE

Joined SMA - 1983
Started in Industry - 1980

CERTIFICATIONS

Registered Architect - FL,
LA. NCARB Certificate

City of Gulf Breeze Police Department Replacement	\$2,400,000	4,107 SF
Santa Rosa County Judicial Center Complex	\$42,800,000	115,000 SF
Fort Walton Beach Field Office Complex	\$11,500,000	28,000 SF
Northwest FL State College Student Services Center	\$16,500,000	77,000 SF
Northwest FL State College Building K Renovation	\$5,500,000	33,000 SF
Okaloosa County Courthouse	\$21,000,000	68,000 SF

MIKE MARSHALL

PROJECT ARCHITECT



EDUCATION

Texas A&M University

YEARS OF EXPERIENCE

Joined SMA - 1988
Started in Industry - 1988

CERTIFICATIONS

Registered Architect - FL,
AL. NCARB Certificate

Northwest FL State College Juvenile Justice Center Renovations	\$5,400,000	45,000 SF
Pensacola Beach Sheriff's Substation	\$1,400,000	3,200 SF
Escambia County Schools Stadium Repairs	\$498,000	NA
Pensacola State College Athletic Complex & Soccer Field	\$2,000,000	3,000 SF
Santa Rosa School District STEAM Center	\$3,500,000	10,500 SF
Pensacola Beach Public Safety Building	\$3,800,000	5,800 SF

JONATHAN FISH

ASST. PROJECT ARCHITECT



EDUCATION

Mississippi State
University

YEARS OF EXPERIENCE

Joined SMA - 2005
Started in Industry - 1999

CERTIFICATIONS

Registered Architect - FL
NCARB Certificate. CSI.
CDT.

Santa Rosa County Judicial Center Complex	\$44,037,047	115,104 SF
Northwest Florida State College Student Services Center	\$16,500,000	77,100 SF
Northwest Florida State College Community Services Complex	\$30,000,000	120,000 SF
Okaloosa County Courthouse	\$21,000,000	68,000 SF
City of Pensacola City Hall Renovation & Addition	\$7,870,000	95,600 SF
Central Credit Union of Florida 9 Mile Main Branch	\$5,000,000	15,000 SF

LUKE MARSHALL

ASST. PROJECT ARCHITECT



EDUCATION

Mississippi State
University

YEARS OF EXPERIENCE

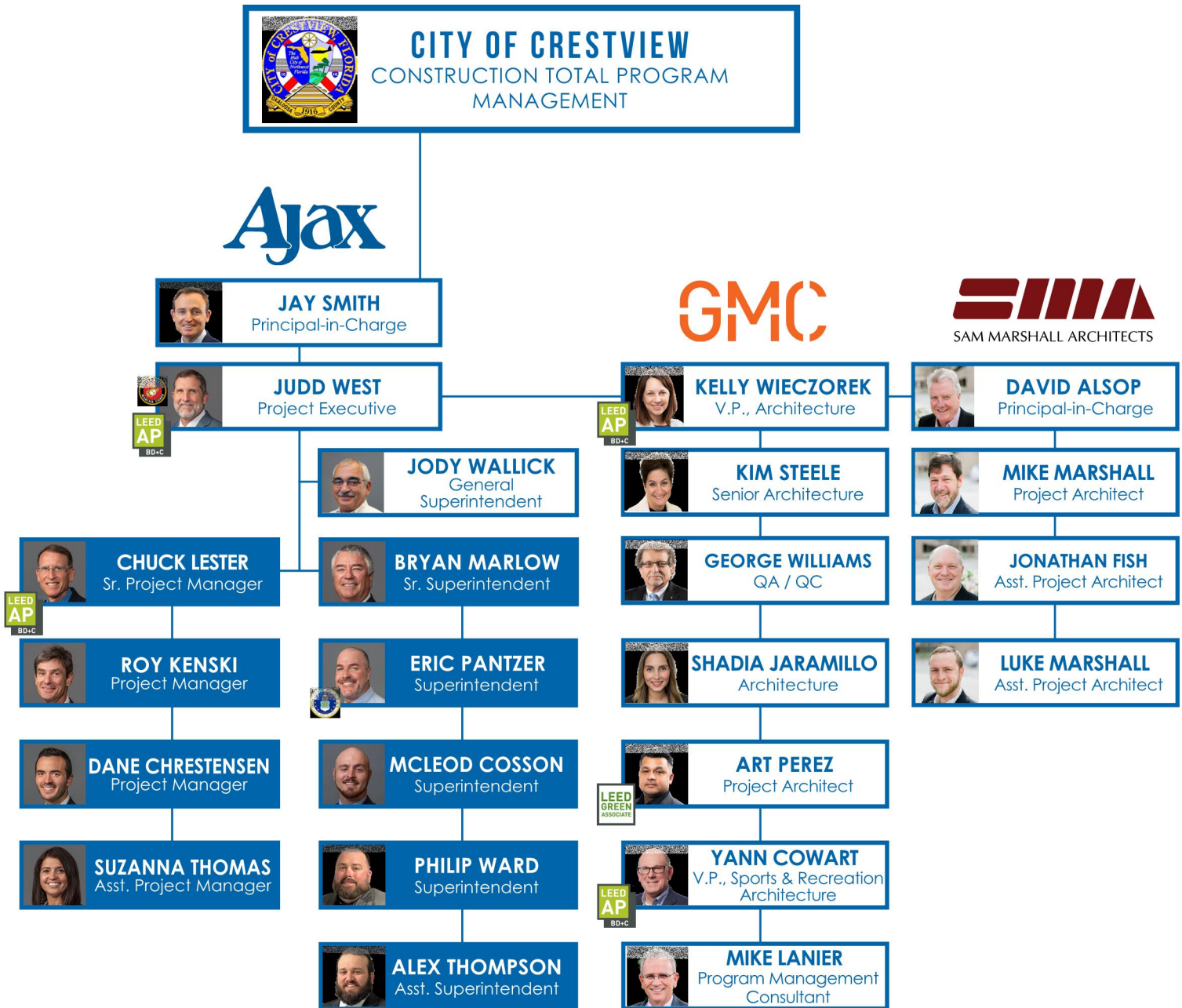
Joined SMA - 2019
Started in Industry - 2017

CERTIFICATIONS

Registered Architect - FL
NCARB Certificate.

Santa Rosa County Judicial Center Complex	\$44,037,047	115,104 SF
City of Gulf Breeze Police Department Replacement	\$2,400,000	4,107 SF
Escambia County Sherriff's Office Firing Range	\$1,900,000	8,000 SF
Escambia County School District Escambia HS Building 7 Reno	\$1,200,000	1,800 SF
Santa Rosa School District Locklin Tech. College Building 13 Reno	\$700,000	8,000 SF
Escambia County School District Stadium Repairs	\$400,000	NA

A.4.B. PROJECT TEAM ORGANIZATIONAL CHART



 = Off Site Team
 = On Site Team

SUPPORT STAFF

 	MARSHALL QUARLES Preconstruction Manager	VDC/BIM SERVICES	ACCOUNTING
 	MARC REEVES Risk Management /Safety	MEP SERVICES	PURCHASING
	JEFF STEPHENSON Chief Estimator	ADMINISTRATIVE SUPPORT	SCHEDULING
	AMY BITTERLING Project Development & Outreach	QUALITY CONTROL	COST CONTROL

A.5. LITIGATION

In the last five years, Ajax has not been involved in any construction related litigation cases.

Ajax has completed over 1,000 Construction Management at Risk projects for more than 140 public entity clients and is very proactive in preventing litigation opportunities on projects.

A.6. FINANCIAL PLAN

A.6.1. PREFERRED DOCUMENTATION:

SURETY BOND COMMITMENT LETTER

\$750
MILLION
single project

\$2.5
BILLION
aggregate

BONDING AGENT

Willis Towers Watson
Steve Foster
15305 N Dallas Parkway,
Suite 1100
Addison TX 75001
(972) 715-6245

SURETY COMPANY

Travelers Casualty and
Surety Company of
America
Attn: Joseph Powers
343 Thornall St., 5th Floor
Edison, NJ 08837
(732) 321-5614



January 3, 2024

Re: Bonding Capacity Reference Letter

To Whom It May Concern,

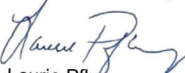
Ajax Building Company, LLC is a highly regarded and valued client of Travelers Casualty and Surety Company of America (A.M. Best Financial Strength Rating of A++ (XV) and Liberty Mutual Insurance Company (A.M. Best Financial Strength Rating A (XV), as Co-Sureties, and Travelers Casualty and Surety Company of America will act as lead surety and have the pleasure of extending surety credit to Ajax Building Company, LLC. The Sureties are licensed and authorized to transact business in All 50 States. During Ajax Building Company, LLC's history, the company has developed a strong and successful track record of completing projects on time, without claims and within the available budget.

We have determined that Ajax Building Company, LLC is capable of obtaining a performance bond and a payment bond for the Project, and the Surety for, Ajax Building Company, LLC is prepared to provide a Performance and Payment bond for the Project in the form and amount required by the Agreement. The Surety has, in the past, considered and provided bonding for individual projects in excess of \$750,000,000 and provided surety support for uncompleted work programs in excess of \$2,500,000,000.

Our consideration and issuance of bonds is a matter solely between the Ajax Building Company, LLC and ourselves, and we assume no liability to third parties or to you by the issuance of this letter. The Surety reserves their right to review for any adverse changes to the contract terms and conditions, bond forms, appropriate contract funding and any other underwriting considerations at the time of the request.

We trust this information meets your satisfaction. If there are further questions, please feel free to contact me.

Travelers Casualty and Surety Company
of America / Liberty Mutual Insurance Company


Laurie Pflug
Attorney-in-fact



343 Thornall St., 5th Floor
Edison, NJ 08837
732-321-5614

1340 Treat Blvd., Suite 400
Walnut Creek, CA 94597
925-979-6708

TAB B. SIMILAR PROJECTS, PAST PERFORMANCE

DESIGN & CONSTRUCTION EXPERIENCE

Our long term working relationship will ensure our entire team is ready to hit the ground running. This unparalleled level of complimentary expertise will ensure each taxpayer dollar is utilized efficiently and wisely. The following outlines a brief representation of projects our team has completed that are relevant to the City of Crestview's Construction Total Program Management. The pages following this include the Design-Build projects the Ajax/GMC/SMA team has under contract as well as outstanding projects/current workload.





Reference 1:	
Project Name:	Northwest Florida State College Multiple Projects
Type of Project/Service:	Various
Address:	100 East College Boulevard, Bldg 310
Contracting Agency/Client:	Northwest Florida State College
Contact Name and Phone #:	Tanner McKnight 850.729.6404
Contact Email Address and Fax	tmcknight@nwfsc.edu N/A
Contract Amount:	>\$50,000,000
Date Work Performed:	Various Dates

Ajax GMC



NORTHWEST FLORIDA STATE COLLEGE MULTIPLE PROJECTS

Niceville, Florida

RENOVATIONS BUILDING 310 & 400 RENOVATION

DESCRIPTION OF SERVICES: This is a multi-phased project that includes the demolition and renovation of approximately 33,000 SF in the Student Services Building, the demolition and renovation of approximately 12,900 SF in the Engineering Technologies Building and the vertical expansion of a second floor of approximately 8,600 SF of the Engineering Technologies Building.

\$	COST
	ANNUAL CONTRACT: \$6,500,000 SERVICES: \$6,500,000
1 2 3	SIZE
	45,900 SF

STUDENT SERVICES BUILDING

DESCRIPTION OF SERVICES: This new 3-story Student Services Building has an enclosed area of approximately 77,000 GSF. The building is composite structural steel and concrete structure with exterior brick masonry and curtain wall system. The roof is a single-ply membrane roofing system. The new student services building houses a new 6,300sf full service kitchen along with a 6,500 sf cafeteria and various banquet rooms and meeting rooms on the ground floor.

\$	COST
	ANNUAL CONTRACT: \$23,382,377 SERVICES: \$23,127,362
1 2 3	SIZE
	77,000 SF

BUILDING K RENOVATION

DESCRIPTION OF SERVICES: This was a renovation to the existing Student Services Building. The building is approximately 33,000 SF and consisted of a coffee shop, game room, offices, the student bookstore, and storage space. The work completed in this building included the complete gutting and replacement of the mechanical and electrical systems throughout the building as well as selective demolition of interior and perimeter walls, finishes, doors and windows.

\$	COST
	ANNUAL CONTRACT: \$5,500,000 SERVICES: \$5,500,000
1 2 3	SIZE
	33,000 SF

BUILDING 420 RENOVATION - ALLIED HEALTH & NURSING

DESCRIPTION OF SERVICES: This project will consist of exterior and interior renovations to building 420. The building exterior walls and roofing (building envelope) will be replaced. Interior renovations will include interior partitions, finishes, plumbing, HVAC, electrical, fire alarm, building data and communications modifications, in order to develop educational spaces for Nursing and Allied Health throughout the building.

\$	COST
	ANNUAL CONTRACT: \$24,268,974 SERVICES: TBD
1 2 3	SIZE
	69,930 SF



Reference 1:

Project Name:	Bronson Animal Disease Diagnostic Laboratory
Type of Project/Service:	New Facility
Address:	407 S. Calhoun Street, Tallahassee FL, 32399
Contracting Agency/Client:	FL Dept. of Agriculture & Consumer Services
Contact Name and Phone #:	Allan Golden 850.617.7093
Contact Email Address and Fax:	Allan.Golden@freshfromflorida.com N/A
Contract Amount:	\$9,596,193
Date Work Performed:	May 2018 - Sept. 2019



STATE OF FLORIDA MULTIPLE PROJECTS

Various Cities, Florida

FL DEPT. OF CORRECTIONS LAKE CORRECTIONAL MENTAL HEALTH UNIT

DESCRIPTION OF SERVICES: This project will include the demolition and abatement of 14 existing structures on the north side of the CI's compound. The new facility will encompass 350,000 SF consisting of new single occupancy patient rooms, therapy rooms, recreational space, medical consultation rooms, nursing stations, multi-use offices, a new infirmary and food service facility, laundry, visitation space and a new user friendly public entrance to the overall facility.

\$	COST
	ANNUAL CONTRACT: \$158,163,339 SERVICES: TBD
1 2 3	SIZE
	350,000 SF

FL. DEPT. OF AGRICULTURE & CONSUMER SERVICES BRONSON ANIMAL DISEASE DIAGNOSTIC LABORATORY

DESCRIPTION OF SERVICES: Ajax constructed a new office/laboratory facility on a forested site adjacent to the existing laboratory complex. The new facility holds \$11 million in the latest technical instruments and includes laboratory space for virology, bacteriology, serology, histology, IHC, clinical pathology and lab equipment compatible with BSL-2 guidelines. New covered walkways connecting the new building with the existing building tie the two together. Finally, the site was designed for a possible future expansion for emergency vehicle storage.

\$	COST
	ANNUAL CONTRACT: \$9,658,705 SERVICES: \$9,596,193
1 2 3	SIZE
	22,327 SF
★	AWARDS
	AB Eagle Award 

DEPT. OF MANAGEMENT SERVICES FORENSIC FACILITY HOSPITAL

DESCRIPTION OF SERVICES: Ajax has been selected to deliver the new Forensic Facility Hospital. The new facility will include Inpatient treatment units, Diagnostic facilities (e.g., X-ray, lab), Secure transport and intake areas, and a forensic lab facility.

\$	COST
	ANNUAL CONTRACT: \$200,000,000 SERVICES: TBD
1 2 3	SIZE
	305,000 SF

**Reference 3:**

Project Name:	Monroe County School District Multiple Projects	
Type of Project/Service:	Various	
Address:	241 Trumbo Road, Key West FL, 33040	
Contracting Agency/Client:	Monroe County School District	
Contact Name and Phone #:	Douglas Pryor 305.293.1400	
Contact Email Address and Fax	Douglas.Pryor@KeysSchools.com N/A	
Contract Amount:	> \$140,000,000	Date Work Performed: Various



MONROE COUNTY SCHOOL DISTRICT MULTIPLE PROJECTS

Monroe County, Florida

GERALD ADAMS ELEMENTARY SCHOOL

DESCRIPTION OF SERVICES: The new state-of-the-art 21st century school was built as a multi-structure, two-story facility incorporating the latest features in flexible learning spaces, technology and security as well as being designed to provide a safe, environmentally friendly campus

COST
\$ ANNUAL CONTRACT: \$37,331,678
SERVICES: \$36,504,436
1 2 3 SIZE
98,000 SF

MARATHON HIGH SCHOOL ATHLETIC COMPLEX

DESCRIPTION OF SERVICES: This renovation involved an addition of a new football field with sports lighting, grandstands, concessions buildings and practice field along with replacement fields and stands for baseball and softball at Marathon High School.

COST
\$ ANNUAL CONTRACT: \$12,509,742
SERVICES: \$12,262,423
1 2 3 SIZE
595,000 SF

STANLEY SWITLIK ELEMENTARY SCHOOL

DESCRIPTION OF SERVICES: THIS project encompassed the partial campus replacement and renovations to the existing school and the addition of a School District Transportation and Bus Maintenance facility on the same site.

COST
\$ ANNUAL CONTRACT: \$38,464,580
SERVICES: \$38,457,293
1 2 3 SIZE
101,971 SF

TRANSPORTATION AND INTERNAL SERVICES FACILITY

DESCRIPTION OF SERVICES: This project consisted of the demolition of an existing two-story building and restoration of the "brownfield" site to accommodate a new Transportation and Internal Services Facility. The new facility has a garage with three full bus and white fleet service bays, 13 bus spaces, 12 vehicle spaces, two bus lifts, a bus wash, and a fueling station with underground fuel storage.

COST
\$ ANNUAL CONTRACT: \$13,919,952
SERVICES: \$13,825,662
1 2 3 SIZE
22,382 SF

KEY WEST HIGH SCHOOL BACKYARD

DESCRIPTION OF SERVICES: The project was a design-build 6.4-acre sports complex replacement project including natural and synthetic sports fields and a rubberized track. The new sports fields include synthetic turf multi-use football/soccer/lacrosse field and synthetic softball field with batting cages and bull pens using Ecotherm recycled infill to aide in surface temperature reductions. The synthetic fields have a similar G-Max shock test performance as natural grass. The track and track and field events were replaced with a high-performance rubberized surface. Bleachers and press boxes were provided at both the Softball and Multipurpose fields.

COST
\$ ANNUAL CONTRACT: \$11,796,289
SERVICES: \$11,507,388
1 2 3 SIZE
312,000 SF

TOMMY ROBERTS MEMORIAL STADIUM

DESCRIPTION OF SERVICES: Replacement of the existing Football and Baseball natural grass fields with synthetic turf, new Bleachers, Concessions buildings, Press Boxes, and addition of a new Field House for Locker Rooms and Offices. The existing sports complex site area of 202,500 SF will have improved parking and drainage as well raising areas five feet in elevation to meet flood zone elevation requirements.

COST
\$ ANNUAL CONTRACT: \$19,356,007
SERVICES: TBD
1 2 3 SIZE
202,500 SF

SUGARLOAF SCHOOL

DESCRIPTION OF SERVICES: This project 2 story 31,932 SF concrete tilt wall classroom addition incorporated flexible learning spaces, technology and security. Additional elements included 11,093 SF of renovations to the existing administration building, a revised campus entrance and sitework, new playground, new basketball/pickleball court, new multipurpose field, and a campus-wide fire alarm system replacement.

COST
\$ ANNUAL CONTRACT: \$28,683,716
SERVICES: \$28,070,016
1 2 3 SIZE
43,889 SF



Reference 1:

Project Name:	Gulf Breeze Community Center
Type of Project/Service:	Renovation / New Facility
Address:	800 Shoreline Dr, Gulf Breeze, FL 32561
Contracting Agency/Client:	City of Gulf Breeze, FL
Contact Name and Phone #:	Ron Pulley 850.934.5140
Contact Email Address and Fax	rpulley@gulfbreezefl.gov N/A
Contract Amount:	\$6,000,000
Date Work Performed:	2013

GMC

CITY OF GULF BREEZE, FL COMMUNITY CENTER

Gulf Breeze, Florida

DESCRIPTION OF SERVICES: The Gulf Breeze Community Center, designed by Goodwyn Mills Cawood (formerly Bay Design), is a 44,000 square foot recreational facility in the City of Gulf Breeze. It underwent a significant transformation with a 20,000 square foot renovation and a new 24,000 square foot addition. The center features two basketball gymnasiums, four multi-purpose rooms, a game room, a commercial kitchen, and exterior tennis courts. Notable design elements include an exterior covered porch overlooking 10 tennis courts, tiered landscaped seating, and a tennis pro shop. The facility prioritizes sustainability with 100% geothermal heating/cooling, LED lighting, daylight harvesting, and low-voltage controls, earning it LEED Certification.

The Gulf Breeze Community Center serves as a recreational hub with modern amenities and a focus on energy efficiency. The facility caters to diverse interests, providing spaces for sports, events, and leisure activities. Its sustainable features align with contemporary environmental standards, reflecting a commitment to responsible design and community well-being.

\$ COST
\$6,000,000

1 2 3 SIZE
44,000 SF

SUSTAINABILITY
LEED Silver

AWARDS
None





Reference 2:

Project Name:	One Stop Central Office Complex
Type of Project/Service:	New Facility
Address:	3637 Mobile Hwy, Pensacola, FL 32505
Contracting Agency/Client:	Escambia County Florida
Contact Name and Phone #	Board of County Commissioners 850.595.4902
Contact Email Address and Fax	Rob Hogan N/A
Contract Amount:	\$5,200,000
Date Work Performed:	2010

GMC

ESCAMBIA COUNTY FLORIDA ONE STOP CENTRAL OFFICE COMPLEX

Pensacola, Florida

DESCRIPTION OF SERVICES: GMC, previously Bay Design Architects (BDA), completed the new 79,000 sf office facility in 2010. The project is the first LEED Certified design for Escambia County and achieved LEED Gold certification. The facility includes innovative features such as an extensive green roof system with 100% planted area and pervious concrete paving.

High efficiency HVAC systems, low water-use plumbing fixtures, and day lighting were incorporated into the projects design to further decrease energy costs. The facility contains atrium areas and windows located around the perimeter which provide greater daylight to occupants positioned within its open floor plan.

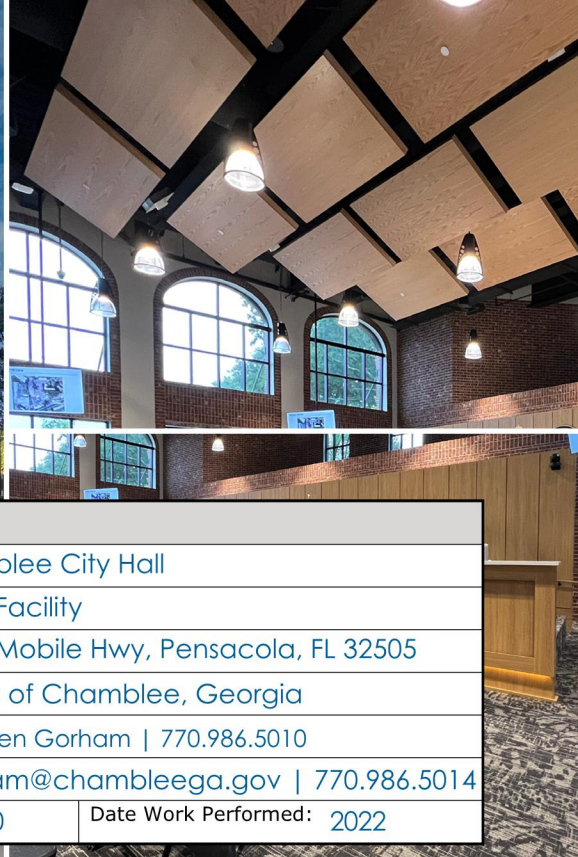
\$ COST
\$5,200,000

1 2 3 SIZE
79,000 SF

SUSTAINABILITY
LEED Gold

AWARDS
None





Reference 3:	
Project Name:	Chamblee City Hall
Type of Project/Service:	New Facility
Address:	3637 Mobile Hwy, Pensacola, FL 32505
Contracting Agency/Client:	City of Chamblee, Georgia
Contact Name and Phone #	Kristen Gorham 770.986.5010
Contact Email Address	kgorham@chambleega.gov 770.986.5014
Contract Amount:	\$18,000,000
Date Work Performed:	2022

CITY OF CHAMBLEE, GEORGIA

CHAMBLEE CITY HALL

Chamblee, Georgia



AWARD

2023 AIA Georgia People's Choice Award for Built Project over 5,000 sf project category

DESCRIPTION OF SERVICES: The new Chamblee City Hall is placed as the center piece for the city's developing downtown master plan. The building is a beacon for the community and evokes a sense of historical significance and pride. Upon arrival, the city hall and surrounding site is welcoming and inviting with a variety of open green spaces that promote public engagement and activity. The building embodies and elevates the City of Chamblee's service model by promoting active community engagement and service. The city hall creates an environment where people will want to come to work founded under the belief that "if we focus on our staff, the staff will focus on serving the citizens of Chamblee." These ideals are embodied throughout the architecture. The front entry features an inviting wood/steel trellis structure that reaches out and draws people into the three-story front lobby. This atrium space connects to two smaller lobbies on the north and west ends of the building, allowing for multiple points of entry for the public. Historical brick detailing adorns the large arch windows that stretch along the south and west facades, covering a double height community room and council chambers, which are large enough to contain 180+ people. The building houses a number of city departments which includes city clerk, city manager, development, economic development, finance, human resources, parks and recreation, and public relations.

The office spaces are divided into individual suites to fit the needs of the city staff and are situated with easy access to rooftop balconies and outdoor green spaces. The west facing balconies can be utilized during outdoor concerts, held outside of the city hall, while the east facing balconies are oriented towards a large future park space, and serve as an outdoor break room for the staff. The building's mercantile architectural language embraces the existing material palette that runs throughout the City of Chamblee, while the entry creates an engaging focal point for the new downtown developments.

\$

COST

\$18,000,000

123

SIZE

29,769 sf

🌿

SUSTAINABILITY

None

★

AWARDS

2023 AIA Georgia People's Choice Award

ADDITIONAL RELEVANT EXPERIENCE



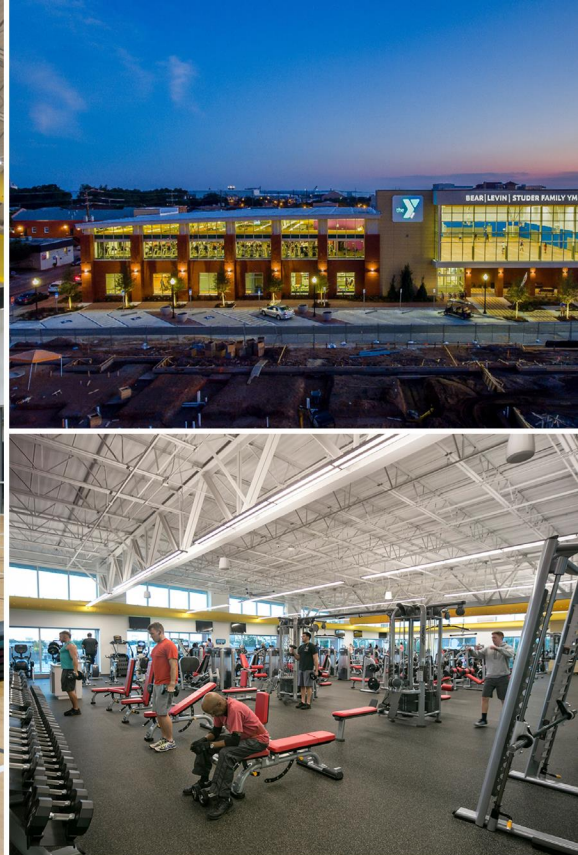
GMC

YMCA OF NORTHWEST FLORIDA DOWNTOWN PENSACOLA YMCA

Pensacola, Florida

DESCRIPTION OF SERVICES: GMC, formerly Bay Design Architects, completed a new two-story YMCA in downtown Pensacola. Project includes full size gymnasium, aquatics center, wellness center, multi-purpose/community rooms, demonstration kitchen, locker rooms, conference room and administration office.

A healthcare partner has also teamed with the YMCA to provide a therapy component. The facility was designed using energy efficient building systems and the materials were selected help to achieve an efficient building envelope. A series of community and member input meetings were held prior to the design of the building to develop the program. The entire facility is designed to be a unique place where people can learn to improve their health and quality of life.



COST
\$10,600,000



SIZE
53,240 SF

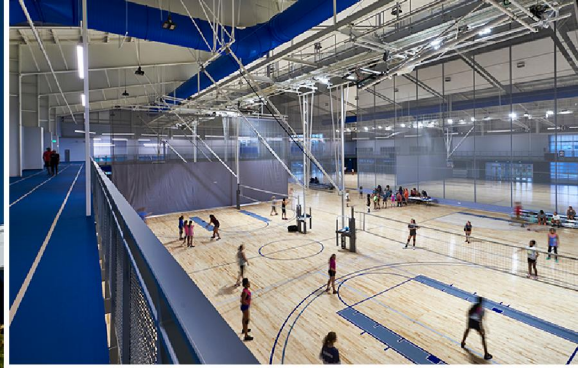


SUSTAINABILITY
None



AWARDS
None

ADDITIONAL RELEVANT EXPERIENCE



CITY OF HOOVER, ALABAMA HOOVER MET COMPLEX & FINLEY CENTER

Hoover, Alabama



- 2018 BEST IN METAL BUILDINGS, MCN BUILDING AND ROOFING AWARD, (PHASE 1) - METAL CONSTRUCTION NEWS
- MERIT AWARD (PHASE 1), AIA MONTGOMERY
- NATIONAL ABC EAGLE AWARD (PHASE 2)
- 1ST PLACE COMMERCIAL, ABC ALABAMA EXCELLENCE IN CONSTRUCTION AWARDS (PHASE 2)

DESCRIPTION OF SERVICES: The Hoover Met Complex combines a large-volume, multi-purpose, indoor facility and 120 acres of outdoor facilities to create a flexible complex that makes Hoover a premier destination for amateur sports. The hallmark of the project is the 155,000 SF Finley Center whose large span metal structure is masked by well-designed exterior elements pushed to the outside of the main structure's footprint to break up the exterior mass. These smaller volume spaces contain specific programming elements that hide the main structure and created an award-winning 2018 Best Metal Building by Metal Construction News magazine. The City of Hoover has seen enormous growth in its sports programs over the past 10 years and needed a new sports focused complex to allow for growth and create new revenue streams to take advantage of sports tourism trends. Hoover had not built any new athletic facilities since 2003 although its sports participation had increased by 200%-500%. The total economic impact created by the new complex is projected by the Greater Birmingham Convention and Visitor's Bureau to be between \$27 million and \$32 million annually.

The center piece, Finley Center, was needed to create a flexible, large-volume, open space, that was economical, attractive and functional. The large volume open space can accommodate a variety of configurations using mechanisms that can be lowered from the ceiling to divide the space into 11 regulation-size basketball courts, 16 regulation-size volleyball courts or be used for conferences, 2,400 persons in a seated banquets, 300 trade shows booths or seating for 5,000. The flexibility designed into the space allows multiple events to take place simultaneously day or night throughout the year. The outdoor facilities of the Hoover Met Complex includes five NCAA regulation-size soccer/football/lacrosse fields (can be converted to 10 youth fields), five NCAA regulation-size baseball/softball fields (four with artificial turf, one with natural grass), 16 tennis courts with pro shop, a two-mile walking track, a playground, a splash pad, and a large event lawn. The existing RV park expanded from 149 to 172 spaces with full hook-ups. Additional parking provides approximately 5,000 onsite spaces.

It also includes a universal design playground, one of the largest in the Southeast, and a large splash pad with smart features to conserve water resources. Everything from the layout of the surfacing to the colors and visual vibrancy, was meant to be stimulating to the senses for any ability and any age, whether the child or the adult has a special need or mobility limitations. Supporting facilities such as the restrooms and family changing room are unique. The family room can accommodate a special needs parent or special needs child with an adjustable changing table that will hold 300 lbs. There are also three 120v bollard mounted charging stations to mitigate battery anxiety for motorized wheel chair users as well as visual or hearing impaired users whose cell phones are a primary tool in communications. GMC provided planning, architecture, civil engineering, landscape architecture, environmental services, geotechnical and electrical engineering design services.



COST

\$79,500,000



SIZE

155,000 sf, 120 acres



AWARDS

See Above

ADDITIONAL RELEVANT EXPERIENCE



CITY OF FORT WALTON BEACH FIELD OFFICE COMPLEX

Fort Walton Beach, Florida

DESCRIPTION OF SERVICES: After performing a preliminary survey of the existing facilities, the design-build team presented a recommendation to build a new Field Office Complex to replace the current aging city facility. The team provided complete design services from programming through construction documents, and performed a Life Cycle Cost Analysis comparing the cost of new construction against the cost of repair of the existing facility.

The new Field Office Complex totals 62,000 gross square feet and is located on an nine acre site with a 25,000 SF Administration Building, two 12,500 SF Fleet Services, and Vehicle Storage Pre-Engineered Metal Buildings. The project involved re-routing a public street and demolition of a previous recreational facility owned by the City. Emergency Preparedness was the focus of special components of the project. The entire facility is on a 400 kw diesel emergency generator and a two compartment, 8000 gallon above ground fuel station. The Fleet Services Building includes oil change pit, heavy-duty vehicle lifts, and a 2000 lb bridge crane, oil and other fluids distribution systems, that run on compressed air, and vehicle cleaning facility with a steam pressure washer. It has 120 standard car spaces and can accommodate 36 garbage trucks.

Green components include day-lighting for most of the office areas is provided with glass over half the exterior wall, and clear story windows on North side, above. Lighting controls to dim or reduce light base on the amount of day-lighting.

\$ COST
\$11,844,447

123 SIZE
62,000 SF

★ AWARDS
None



SAM MARSHALL ARCHITECTS

SPECIFIC EXPERIENCE

EXTENSIVE EXPERIENCE WITH NEEDS ASSESSMENT & FEASIBILITY STUDIES FOR GOVERNMENT ENTITIES



- 1988 Judicial building study for Escambia county – this study was instrumental in getting a sales tax issue put together to fund an expansion that included the judicial complex and a host of other public projects.
- 1995 Santa Rosa County Space Needs Study – this analysis of all the county departments made projections for growth in 5, 10, 15 and 20 year increments and became the basis for 12 to 15 different construction projects including new construction, remodeling, renovation, property acquisitions and maintenance implementation
- 1993 Okaloosa Walton Community-College space needs analysis and campus master plan update – a specific study of the space needs for the arts curriculum that resulted in the development of a master plan to guide the growth of the campus for the next 20 years. The building program resulted in new construction, renovations and remodeling.
- 1999 Escambia County Judicial Systems space needs study and programming – this in depth study of all the courts and court related departments resulted in over 30 million dollars of new construction, additions and renovations/remodeling of various facilities in the county.
- 2001 Okaloosa Walton Community-College master plan update – the update of the master plan located the new learning resources center, a firing range, the observatory and several parking areas.
- 2004 Okaloosa Walton Community-College master plan update – implemented the replacement and upgrades to the campus utility distributions systems and located the science technology building to fit the campus fabric. The results included implementation of several renovations and remodeling projects to make the most of the existing facilities and extend life expectancies.
- 2005 Pensacola City Hall space needs analysis and programming – the damage caused by Hurricane Ivan presented the city with the opportunity to examine growth patterns and space needs for the 20 year old seven story 88,000 square foot structure. The study results became the basis for renovation, remodeling and an addition to the city hall building as well as for the renovation of additional city property to create a new location for the city housing department.
- 2006 Okaloosa Walton College master plans update, programming and educational specifications – this project created a shared facility for the college and the county emergency operations center. The net result was a \$30,000,000 project allowing the campus to almost double the available building area, expand utilities, parking and plan for additional future growth. Additional improvements beyond the initial project included an elevated water tank, storm drainage, entry road relocation, parking, underground power, site lighting and landscape improvements.
- 2006 Safety Repairs Studies for the Escambia County School District – the study and documentation of conditions at various schools in locations throughout the district resulted in numerous small projects awarded in phases based on funding availability.



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TAB C. PROJECT APPROACH/WORK PLAN

C.A. WORK PLAN/TECHNICAL APPROACH/PROJECT MANAGEMENT

As your Program Manager, Ajax will serve as your single-point of contact. Total program performance and accountability falls under our watch. We have continuously refine and improve our Program Management processes assuring the best in service. Our approach is based on working as a team with the owner, design teams, consultants and stakeholders, while maintaining a high level of communication throughout the entire process.

- Team Kick-Off Meeting
- Scheduling
- Cost Control
- Value Engineering
- Reporting Systems
- Quality Control
- Safety Management
- Project Close Out & Warranty

At the beginning of a project, our team will conduct a partnering / team integration workshop to organize the entire project team (owner, stakeholders, design team and consultants) to foster a partnership between all members.



TEAM KICK-OFF MEETING

Our success comes from Ajax's project initiation plan. At the beginning of a project, our team will conduct a partnering / team integration workshop to organize the entire project team (owner, stakeholders, design team and consultants) to foster teamwork between all members.

WORKSHOP AGENDA:

- Project Goals & Objectives are Identified.
- All responsibilities, organizational structures, coordination charts and lines of communication are identified.
- The above items are incorporated into a "Project Management Policy & Procedures Manual".



DEFINE GOALS & OBJECTIVES OF PROJECT



OWNERSHIP OF CRITICAL RESPONSIBILITIES



COORDINATION WITH ENTIRE PROJECT TEAM



PROJECT SPECIFIC POLICY & PROCEDURES MANUAL

COST CONTROL:

As your Program Manager, our team will work closely from the onset with the owner and design team to ensure the design and budget are complimentary to one another. This process is involved and requires the perseverance of every team member throughout the design phase. It will ensure that when the final GMP is delivered, it is within the established budget and that there are absolutely no surprises. Ajax's success in delivering projects at or below budget begins early in the Design Phase and continues throughout the Construction Phase.

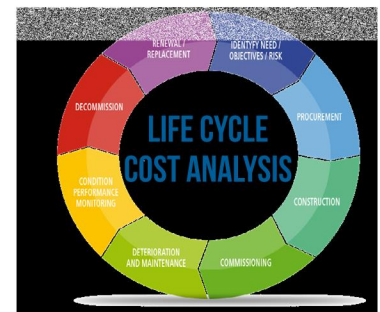
DESIGN PHASE COST CONTROL: Whether your goal is to cut dollars from the budget or to maximize your project dollars, our team will provide accurate estimates from our Estimating Department throughout the design phase, as well as cost/benefit analyses on materials and systems, allowing you to make informed financial decisions.

ESTIMATING: Our program is a progressive approach where early phases build upon one another until, a guaranteed maximum price (GMP) is established. Our pre-construction approach includes:

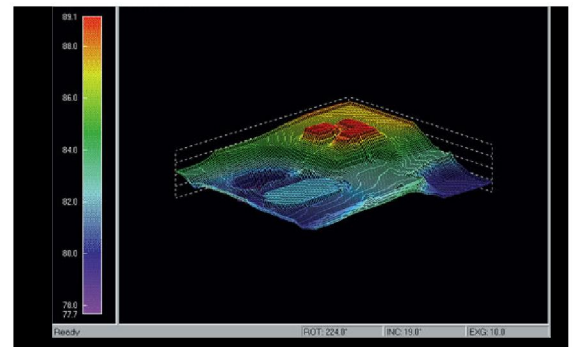
- **CONCEPTUAL ESTIMATE:** Prepared early in the Design Phase, this estimate is based on concept, confirming that it can be constructed within the budget. It includes traditional project costs as applicable to a project, such as site preparation, foundation, structural work, exterior and interior finishes, and roofing work. This is sometimes referred to as an Economic Cost Model or "Target Value" approach and provides a benchmark for the team.
- **SYSTEMS COST ANALYSIS:** Ajax will provide total cost comparison (materials, labor, maintenance, etc.) for each system being considered. For example: Chilled Water HVAC vs. Variable Refrigerant Flow (VRF); Block & Brick Multi-Wythe Wall System vs. Block & Stucco. By working in conjunction with our owners and their design teams, as a group we will be able to properly analyze all options to develop definitive conclusions.

- **LIFE CYCLE COST ANALYSIS:** Ajax will determine how each system or the facility as a whole will perform after 15 to 20 years.

All aspects of the operational cost and maintenance of the facility is taken into consideration to select the best systems and equipment for the life of the facility. This information will allow you to make informed cost / life cycle / maintenance / quality decisions that meet your project goals.



- **DETAILED ESTIMATE:** As the project progresses and construction documents become available, we perform a complete Detailed Estimate for the entire project. It provides a higher level of detail and accuracy because materials and methods have been selected. It includes a detailed quantity takeoff from the documents and information now available. Specific material pricing from local vendors may be included, and issues such as crew sizes and total crew-days-required are also taken into account.
- **EARTHWORKS:** Earthworks is a three dimensional computer program to assist with site cost analysis. It illustrates the contours of the existing site, comparing it to the new elevations needed for the project. The new elevations are calculated to determine the volume of dirt needed to be cut or filled to create the desired elevation and slopes for the project site. A variety of elevation and slope options can be quickly analyzed to determine the most efficient and cost effective grading plan.



GUARANTEED MAXIMUM PRICE (GMP): Through our estimating, value engineering and competitive bid processes, Ajax will establish a GMP that incorporates all of your goals and objectives.

VALUE ENGINEERING: As part of our estimating process, Ajax will develop a list of Value Engineering/Cost Reduction Options for consideration. We will provide an itemized list of alternate materials, equipment and systems along with their associated savings. These items will be reviewed by the team and those that are approved will be incorporated into the design.

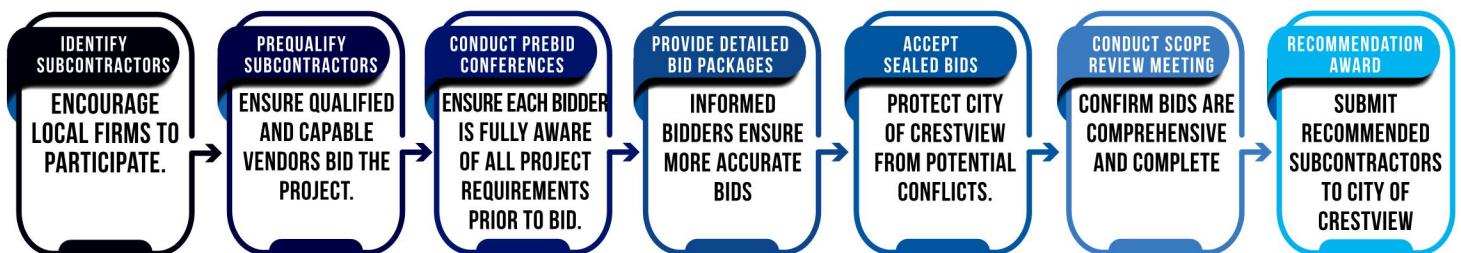
Our team is encouraged to “brainstorm” and we may initially come up with a Value Engineering list exceeding 50 or more items. We then evaluate the list with the project team to determine which ideas have the most merit for further development. Criteria used to select these ideas include: Reasonableness & Practicality, Durability/Functionality of Option, Quality Impact vs. Value Offered, Cost Savings to the Project, Potential Design & Time Impact. **Savings from the Value Engineering exercises usually range from 2% - 7%.**

ON-SCREEN TAKE-OFF: “On-Screen Take-off” is the latest cutting-edge technology for accurately developing cost estimates and quantities from the Architect’s drawings. In addition, this process of estimating projects is extremely efficient and accurate. This will ensure the project progresses as quickly as possible, while ensuring the budget is being met.

CONSTRUCTION PHASE COST CONTROL: During construction, cost control is accomplished through proper bid management, detailed cost reporting and payment procedures, management of contingency funds, and thorough review of potential subcontractor changes and owner change requests.

- **BID MANAGEMENT:** During this phase Prequalification packets are sent to subcontractors. We pre-qualify a minimum of three subcontractors for each trade. After pre-qualifying subcontractors and generating interest in the project, we assemble detailed bid documents. Subcontractors must know exactly what is expected of them in order to produce high quality work. Ajax prequalifies our subcontractors based on the following criteria: Financial Security, Current Workload, Prior Experience with Similar Projects, Safety Record, and References. Once our subcontractors are prequalified, we hold a pre-bid conference for each trade. At this meeting, the following information is distributed to each subcontractor: Detailed Scope, Site Utilization Plan, Construction Schedule, Plans & Specifications, Safety Control Program, and Contract Documents.
- **BIDDING & PRE-AWARD PHASE:** Once sealed bids are received, Ajax will open bids in the presence of your facilities staff. After bids are evaluated, we will call the apparent low bidder for a pre-award meeting. The purpose of this meeting is to ensure the low bidders’ proposals are accurate and that no scope was omitted while confirming all information previously distributed at the Pre-Bid Meeting is understood prior to going to contract.

When the documents are complete, we will competitively bid the project to prequalified subcontractors and vendors to ensure competition and ensure the lowest possible price. We will open and review the bids in the presence of the Owner and make recommendations of awards after thoroughly scoping and reviewing each package.



REPORTING SYSTEMS:

COST MANAGEMENT SOFTWARE: Ajax uses **CMiC Construction Management software**, which is an innovative construction enterprise software system designed to manage complex construction projects. CMiC provides tighter controls and accountability which allow us to deliver projects on-time and on-budget. CMiC's project management capabilities include:

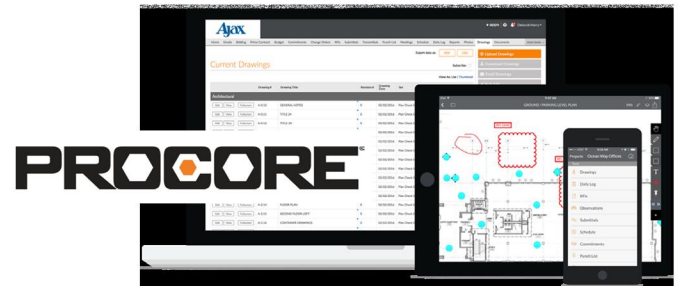
- Financial Statements
- Accounting Books & Records
- Project Analysis
- Service & Maintenance
- Labor & Equipment
- Analytics
- Document Imaging
- Project Workflow



This software is located not only at our offices, but at our jobsites as well. This allows Project Managers and Administrators to communicate with our home accounting office and provides up-to-the-minute, detailed job cost information including costs, billing and payroll. Owners can also be provided with a detailed cost report upon request.

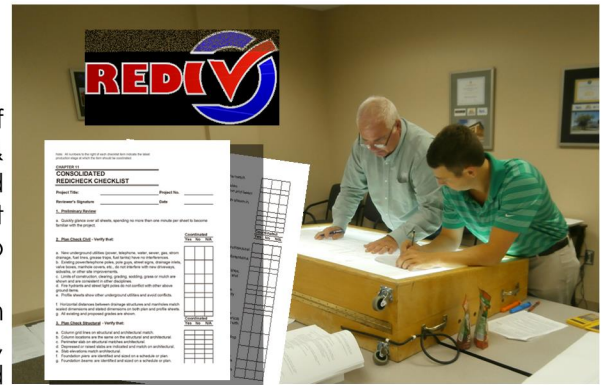
PROCORE: Ajax utilizes Procore Project Management software to help manage each of our construction projects. Procore is considered among the most innovative cloud programs creating a truly collaborative environment. All information is maintained in one place with real time accessibility by every project team member. This ensures all information accessed is always accurate, consistent and up to date. Information maintained within Procore includes:

- Daily Logs
- Drawings
- Photos
- Punch Lists
- Specifications
- Schedules
- Project Workflow
- Bids
- Meetings
- RFIs
- Submittals
- Transmittals
- Inspections



QUALITY CONTROL: PRECONSTRUCTION PHASE

- **DESIGN REVIEW:** Quality begins with a thorough review of the plans and specifications for completeness, accuracy & constructability. After a systematic review of the plans and specifications, we recommend modifications to the Architect that might be made to the drawings and/or specification to assist in clarifying the design intent.
- **REDI-CHECK SYSTEM:** Ajax utilizes the Redi-Check system to review the contract documents for any discrepancies, resolving conflicts and ensuring quality prior to bidding and construction. Clear and concise documents ensure competitive and responsive bids.
- **PRE-QUALIFICATION OF TRADE CONTRACTORS:** To ensure that only reputable trade contractors bid on your project, Ajax pre-qualifies trade contractors for construction experience on similar projects, proven record of quality and schedule adherence, financial stability and bonding ability, and safety record and insurance.
- **BID DOCUMENTS:** After pre-qualifying subcontractors and generating interest in the project, we assemble detailed bid documents. Subcontractors must know exactly what is expected of them in order to produce high quality work.



CONSTRUCTION PHASE

Ajax will implement a detailed project specific quality control program with each trade contractor on the project, thereby guaranteeing high levels of craftsmanship. This process includes:

- **SHOP DRAWINGS & SUBMITTAL REVIEW:** The project team reviews submittals for conformance with the contract documents, accuracy and completeness.
- **CHECK MATERIAL CONFORMANCE UPON RECEIPT:** The Ajax team will inspect all materials arriving at the job site and immediately reject and return any material that does not conform to established quality standards.
- **MOCK-UP OF REPETITIVE OR DIFFICULT WORK:** Mock-ups of repetitive or difficult work are required to be constructed by all participation subcontractors before construction begins. This will establish an initial quality benchmark so all subcontractors know what standard of quality must be obtained.
- **BUILDING ENVELOPE REVIEW:** As a Florida Contractor, Ajax places a top priority in identifying any potential for water intrusion issues in the design. During our design reviews we communicate with the design team to ensure that all window/curtain walls, roof, flashing and other exterior elements show the details necessary to eliminate the potential of water intrusion into the building.



WATER INTRUSION TESTING



- **MONITOR WORK DAILY:** Our Superintendents walk the site daily, he refers to a detailed checklist that covers the specific items of quality and assures that the work being produced meets those standards.
- **PROMPTLY REJECT NON-CONFORMING WORK:** Any work that is found to be non-conforming will be promptly rejected. Our subcontract requires that corrective action be taken within 24 hours of notification of rejection.
- **PHASE AND AREA PUNCHLISTS:** Punchlists will be performed at the completion of each major phase of the project. This process minimizes the final punchlist at the end of the project.
- **COORDINATION & TOOLBOX MEETINGS:** Our Superintendents will hold weekly meetings with all of the subcontractors to discuss schedule, quality & safety.

PROJECT CLOSE-OUT: As your Program Manager, Ajax believes that it is our role to be responsible for the total project coordination. This begins at the commencement of the design phase and ends at the completion of the warranty period. It is our responsibility to understand and communicate to all other team members upcoming project milestones, responsibilities, and time-frames that must be achieved to keep the project on track. Ajax's goal is to have a minimal punchlist at the end of each of our projects. Therefore, we "punch" as we go. With our Superintendent walking the site each day and ensuring the quality of each component or phase as it is completed, any punch items are address immediately. This allows for the completion of each major phase of the project with minimal issues to go back to address. This process minimizes the final punchlist and allows for a more efficient closeout process.

Beyond the standard transmission of Operation & Maintenance documentation, our Closeout and Warranty Procedure is standardized and includes a recording explaining the operation and maintenance of the renovated systems used in your project. This recording can be used for future reference in conjunction with your operation and maintenance manuals. Additionally, all of this closeout documentation is compiled early in the construction phase and can be transmitted entirely in a paperless electronic format. In addition, our team conducts training on all the new systems in our projects with your team. These training sessions are videotaped, so they can be used as reference in the future to refresh your team's memory or be used as a training tool for new employees.

- Coordinate Final Inspections
- Secure Certificates of Occupancy
- Coordinate Training for Building Systems
- Coordinate with City of Crestview all requested and required equipment documentation
- Turn over Electronic As-Built
- Final Punchlist Completion
- Assist with City of Crestview Move-in

PHOTO ELECTRONIC AS-BUILTS: Ajax will provide photo electronic as-builts as a part of normal construction management services. These are photographs we provide in blueprint format, allowing our owners to know exactly what is behind each wall and above each ceiling. This is critical to know if any future renovations or repairs need to be made. Photographs take the guesswork out of trying to determine where electrical, plumbing or HVAC components may be located. Ajax will provide a USB of all project photos.

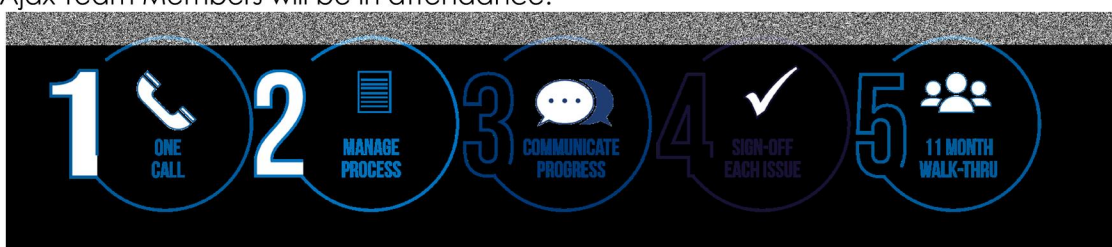
QR CODES: QR codes have gained significant visibility in the last few years. The checkerboard square image is fast being recognized and utilized in increasing numbers. Any smartphone or device with a QR application installed can scan the code, and the information is translated instantly. The varied uses of the QR Code are continually growing. Ajax has adopted QR codes for use on our project sites. By placing QR Codes in areas with devices or equipment that require instruction manuals or maintenance manuals, this information is available instantaneously to those who need it.



WARRANTY MANAGEMENT: Ajax will warranty all workmanship and material for one (1) year following substantial completion. Within 24 hours of a warranty request, the Ajax Team will respond to the owner and the appropriate subcontractor to schedule a proper follow-up. For emergency situations, the Ajax Team is accessible 24/7. Documentation is copied to the owner and the Design Team.

- Upon the warranty item being satisfactorily handled, a final detailed report, recapping the problem and the solution is forwarded to the owner and the Design team.
- All warranty calls are logged and a recap will be sent to the owner and the Design Team on a monthly basis.

One month prior to the warranty expiration, Ajax will schedule a warranty inspection to review the project's status. All Ajax Team Members will be in attendance.



C.B. SCHEDULE

OVERALL PROGRAM SCHEDULE

Ajax, GMC, and SMA's approach to scheduling is based on the concept that the project program is an integrated process involving planning, design, procurement, construction, transition and occupancy rather than a series of independent phases.

Our approach provides for control and monitoring of all phases of both the overall program and the specific program components, and places equal importance on time management of each phase. As your Program Management Team, our mission is clear. Be more innovative than ever before, produce more than ever before, save money, and do it faster than before. We view scheduling as being comprised of four phases:



PROGRAM IMPLEMENTATION SCHEDULE

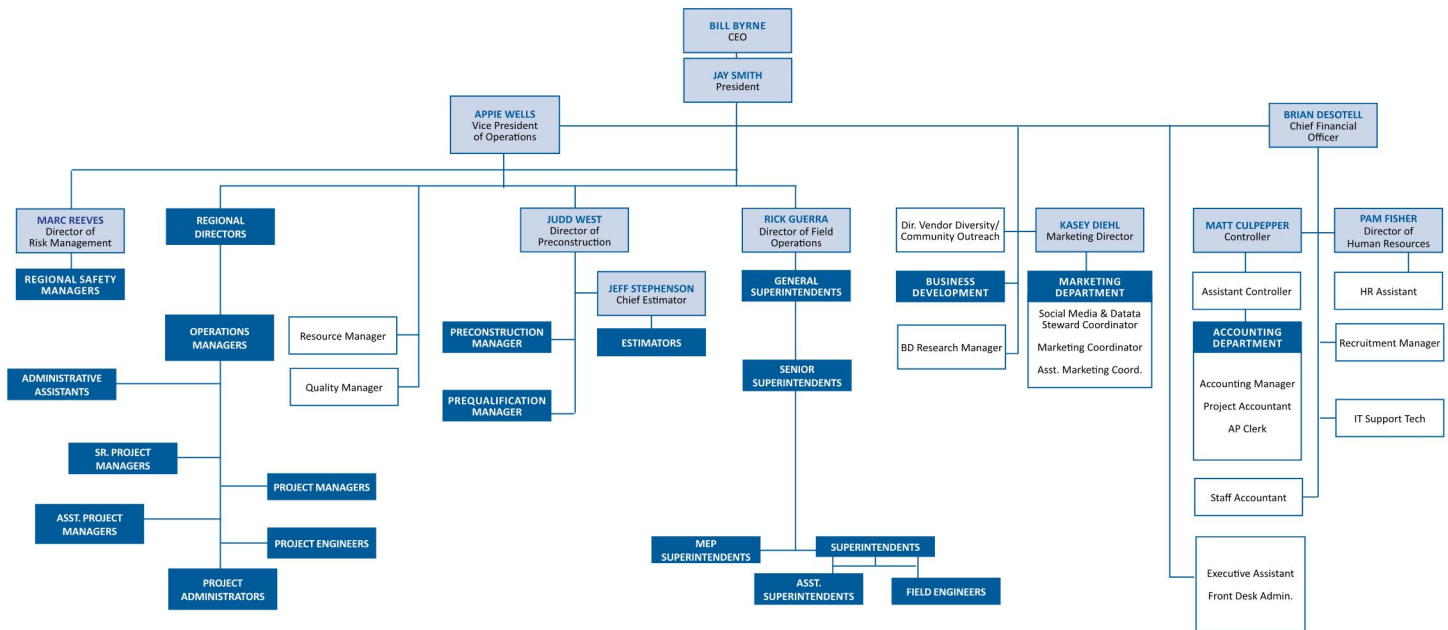
Ajax uses proven industry standard CPM scheduling software (Primavera P6 by Oracle) to establish schedules for your program. Primavera P6 is fast, easy to update, and provides a full menu of scheduling and cost reports, including both critical path logic diagrams and bar chart formats. Additionally, our scheduling capabilities allow for a complete analysis of cost distribution throughout the design and construction phases of any project.

CPM scheduling creates a model of the project schedule that analyzes a project's activities and their associated relationships, and establishes the "longest path" required in order to complete the project. By using CPM scheduling, we can show all major milestones involved in the project, their relationships, start dates, completion dates and planned durations.

In order to build the CPM Schedule for the City of Crestview TPM Program incorporating all programming, preconstruction, construction, occupancy, and close-out activities, including all interdependencies, we will start by defining the program scope and objectives. Next, we will develop a work breakdown structure (WBS) to breakdown the program into manageable tasks. We will then identify and sequence the activities, estimating durations and resources required for each. This will allow us to create a preliminary schedule, which will be refined through iterative review and optimization to ensure alignment with program goals. Throughout the process, we will actively manage risks, communicate with stakeholders, and monitor progress to ensure timely completion of all program components.

C.C. ADEQUACY OF RESOURCES

STAFFING RESOURCES



SUPPLY RESOURCES

Lead times for materials continue to be very impactful when not incorporated into a longer-term plan. Stock piling and early purchase of materials is essential in the current market. Logistics has been extremely impactful with manufacturers able to produce products but are having great difficulty in shipping and trucking the material from the factory to warehousing / distribution centers and onwards to subcontractors and job sites. This is due to a widespread and growing shortage of truck drivers. Ajax has in-house trucking capabilities and has secured materials direct when shipping logistics have been problematic. Alternative material selections to avoid extended lead times are also an option, for instance utilizing steel beam and long span deck in lieu of bar joist.

We have had success with the use of design/assist whereby subcontractors are awarded pre-construction packages to work with and as part of the end user/design/CM team. This increases the effectiveness of value engineering in real time as part of collaborative team effort but also provides for early procurement of long lead materials. Trades like exterior envelope, mechanical systems, electrical systems, modular units (i.e., bathroom modules) precast concrete and similar packages are candidates. Direct Purchase of chillers, AHUs and electrical gear can also be accomplished without early procurement of the entire subcontract.

LEAD TIMES ARE INCREASING	
Chillers	48 - 60 Weeks
AHUs	40-50+ Weeks
Pumps	12-16 Weeks
VFDs	16-18 Weeks
VAVs	12-14 Weeks
Stairs	20-24 Weeks
Fixtures	18-26 Weeks
Electrical Gear	42 - 75 Weeks
Roofing	16 - 24 Weeks
AV Equipment	24 - 32 Weeks



C.D. SPECIFIC SERVICES AND TASKS TO BE PERFORMED

PROJECT OVERVIEW

The City of Crestview, Florida (City) intends to complete a series of construction, remodeling, renovation, and operations and maintenance projects, to be provided via a Construction Total Program Management (TPM) delivery method. The TPM Firm will be tasked with various projects over the life of the Agreement including, but not limited to, the following:

- New Park Facility at the Community Center Complex
- Public Safety Building
- Public Works Facility
- Sports Complex and Recreation Facilities
- Twin Hills Gym Renovations
- City Hall Complex
- Development of a Repair and Replacement Schedule from the 2021 Matrix Facility Inventory and Operational Assessment
- Various Capital Projects and Enabling Projects assigned by Task Order

The implementation of the TPM Program (Construction Services as required to repair, renovate, repurpose, replace, and/or construct new facilities) as approved by the City of Crestview shall be performed by the TPM Firm.

The initial term of the TPM Agreement will be for a period of five (5) years, with the option to renew the Agreement for an additional five (5) years upon mutual agreement and negotiation of the parties. Work assigned during the term of the Agreement may run beyond the term of the Agreement.

SCOPE OF SERVICES

The project includes the development and implementation of a multi-year, multi-project, multi-phased program for the City of Crestview, Florida by means of the Construction Total Program Management (TPM) delivery method. The project includes, but is not limited to, the following:

Master program development, facilities program development, design, engineering, preconstruction phase services, and construction phase services for the following:

- Development of a Master TPM Program, including ongoing maintenance and updates of the program.
- Development of a Facilities Program with recommendations for the repair, renovation, repurposing, replacement, and/or construction of new facilities to support the Master TPM Program.
- Research, studies, and analysis to support objectives and decisions to support the TPM Program, City Facilities, and Operational Goals.
- Design and Engineering Services for the repair, renovation, repurposing, replacement, and/or construction of new facilities to implement the TPM Program and Facilities Program.
- Construction Services for the repair, renovation, repurposing, replacement, and/or construction of new facilities to implement the TPM Program and Facilities Program.

The TPM Firm will be responsible for the complete master planning, facilities programming, space planning, architectural design, structural engineering, mechanical and electrical engineering, security and camera systems design, access control systems design, civil engineering, site development and landscaping design, construction documents (drawings and specifications), geotechnical services, environmental site assessment, renderings and other presentation materials, cost estimating, project scheduling, shop drawing and submittal review, construction phase services, A/E construction phase administration, and other services required for the complete delivery of the project as applicable to each project phase and/or program component, whether it be for the repair, renovation, repurposing, replacement, or construction of new facilities to support the TPM Program and Facilities Program.

The following tasks will be required:

PHASE 1 – MASTER TPM PROGRAM & FACILITIES PROGRAM

1. Program Kick-Off Meeting

- Define program committee, roles, and establish lines of communication.
- Confirm goals and objectives for the program. Identify program components that will produce maximum value for the City of Crestview.
- Prioritize program components that support the implementation of the TPM Program and Facilities Program. Evaluate potential project phasing and project sequencing to focus efforts on items that will produce maximum value for the City of Crestview.
- Define the interdependencies between program components and create a dependency matrix.
- Identify and prioritize smaller enabling projects necessary for the primary program components. Enabling projects must be planned and executed in a manner that meets the needs of the primary program components.
- Confirm key stakeholders for the program.
- Define and establish a review and approval process.
- Confirm schedule and deliverables for each phase of the program.

2. Request and obtain available plans, site information, surveys, as-built documents, owner/operational manuals, inspection reports, utility information/data, environmental studies, maintenance reports, and other relevant documentation on existing facilities.

- Develop floor plans, site plans, and other as-built documentation of existing facilities, buildings, spaces, sites, etc. to be used as a basis for the development and communication of master planning documents and design documents.

3. Strategic Planning & Facilities Review

- Facility inventory and operational assessment.
- Facility and funding capabilities review.
- Facilities repair/renovation/replacement/repurposing report and recommendations. The 2021 Matrix Facility Inventory and Operational Assessment shall be used as a source of information in developing this report and recommendations.
- Analyze City of Crestview organization and operational philosophies.
- City of Crestview analytics and population projection models, including an analysis of growth influences and factors.
- Define space standards.
- Space analysis of existing facilities.
- Comparative facilities analysis.
- Conduct user/department interviews and/or workshops.
- 10-year (2034) and 20-year (2044) population and space projection models.
- Summary of strategic planning/facilities evaluation.
- Present conclusions to the City of Crestview.

4. Staff & Space Programming

- Identify special programming needs for TPM Program facilities.
- Develop detailed 10-year (2034) and 20-year (2044) population, staff, and space programs.
- Define projected TPM Program facilities site and parking needs based on 10-year (2034) and 20-year (2044) projection models.
- Define critical adjacencies necessary for operational efficiencies.
- Conduct user/stakeholder meetings and/or workshops as required to develop and confirm program requirements.
- Summarize population, staff, and space programming.
- Present conclusions to the City of Crestview.

5. TPM Program & Facilities Program

- Develop programmatic land use master plan and site concepts for the repair, renovation, repurposing, replacement, and/or construction of new facilities to support the TPM Program and Facilities Program.
- Develop programmatic designs for the repair, renovation, repurposing, replacement, and/or construction of new facilities to support the TPM Program and Facilities Program.
- Identify programmatic sustainability objectives and standards for the program.
- Develop statements of probable cost (budgetary cost estimates) for program components.

- Develop an overall TPM Program budget, including primary program components, enabling projects, program management costs, and other costs that will be incurred in executing the TPM Program.
- Develop a resource management plan that outlines how resources will be allocated across program components.
- Cost/benefit analysis and recommendations.
- Facilities repair/renovation/replacement/repurposing report and recommendations.
- Conduct user/stakeholder meetings and/or workshops.
- Develop phasing/implementation plan and programmatic schedule.
- Confirm the City of Crestview goals and objectives for community engagement regarding program components. Develop community engagement plan accordingly.
- Prepare and present TPM Program and Facilities Program to the City of Crestview.
- Prepare and present a proposal to the City of Crestview for Phase 2 – Conceptual Design. This shall apply for each program component that is authorized by the City.
- Negotiate and execute Contract Amendment with the City for Phase 2 – Conceptual Design. This shall apply for each program component that is authorized by the City.

PHASE 2 – CONCEPTUAL DESIGN (PER PROGRAM COMPONENT AUTHORIZED BY CITY OF CRESTVIEW)

6. Conceptual Design

- Land use / master planning specific to the project phase and/or program component.
- Develop conceptual facility/building design options for the repair, renovation, repurposing, replacement, and/or construction of new facilities.
- Proposed selections for major building systems, including but not limited to structural, plumbing, mechanical, and electrical systems.
- Confirmation of the allocations of program functions.
- Confirmation of the sustainability objectives and standards by which the program component will be designed and constructed.
- The Conceptual Design may include some combination of physical study models, perspective sketches, or digital models.
- Prepare and present a proposal to the City of Crestview for Phase 3 – Design/Preconstruction.
- Negotiate and execute Contract Amendment with the City for Phase 3 – Design/Preconstruction.

PHASE 3 – DESIGN/PRECONSTRUCTION (PER PROGRAM COMPONENT AUTHORIZED BY CITY OF CRESTVIEW)

7. Schematic Design Documents

- Site/Civil – Preliminary plans.
- Architectural – Preliminary plans.
- Structural – Preliminary plans showing basic structural elements and systems.
- Mechanical, Electrical, and Plumbing (MEP) – Design narratives and basis of design for equipment and systems.
- Fire Protection – Design narratives and definition of applicable occupancies.
- Security – Design narratives and basis of design for equipment and systems.
- Information Technology (IT) and Audio/Visual (A/V) – Design narratives and basis of design for equipment and systems.
- Subsurface Soils Investigation / Geotechnical Report.

8. Design Development Documents

- Site/Civil – 50% Construction Documents.
- Architectural – 30% Construction Documents.
- Structural – 50% Construction Documents.
- Mechanical, Electrical, and Plumbing (MEP) – 30% Construction Documents.
- Fire Protection – 30% Construction Documents.
- Security – 30% Construction Documents.
- Information Technology (IT) and Audio/Visual (A/V) – 30% Construction Documents.
- Site/Civil Specifications – 50% Specifications.
- Architectural Specifications – 30% Specifications.
- MEP/FP/Security/IT/AV Specifications – 30% Specifications.

9. 50% Construction Documents

- Site/Civil – 95% Construction Documents.
- Architectural – 50% Construction Documents.
- Structural – 75% Construction Documents.
- Mechanical, Electrical, and Plumbing (MEP) – 75% Construction Documents.
- Fire Protection – 75% Construction Documents.
- Security – 75% Construction Documents.
- Information Technology (IT) and Audio/Visual (A/V) – 75% Construction Documents.
- Site/Civil Specifications – 95% Specifications.
- Architectural Specifications – 50% Specifications.
- MEP/FP/Security/IT/AV Specifications – 75% Specifications.

10. 100% Construction Documents / Bid Documents

- All Design Disciplines – 100% Construction Documents, including all plans and specifications.

11. Perform at Each Level of Phase 3 Design

- Conduct user/stakeholder review meetings and/or workshops.
- Review/confirm integration of all applicable and governing codes, ordinances, and standards.
- Define and develop potential alternates and/or budget options.
- Conduct design review meetings with governing authorities.
- Solicit bidder interest and perform bidder prequalification (to begin at Design Development Phase).
- Prepare/update project cost estimate and project schedule.
- Summarize conclusions to design phase in a deliverable report and present findings to the City of Crestview.
- Receive approval from the City of Crestview to advance to next design phase.

12. Bidding / Guaranteed Maximum Price (GMP) Proposal

- Distribute bid documents / construction documents to bidders.
- Complete bidder prequalification process.
- Conduct pre-bid conferences and pre-bid site/facility visits.
- Respond to questions/RFI's from bidders, requests for substitution, and prepare/issue pre-bid addenda as necessary.
- Receive, analyze, and evaluate bids.
- Analyze, evaluate, and make recommendations to the City regarding value engineering suggestions and/or budget options for review and approval.
- Submit final construction documents to permitting authority for issuance of building permits.
- Prepare and present a Guaranteed Maximum Price (GMP) Proposal to the City of Crestview. Attend meetings and/or workshops with City and other stakeholders.
- Negotiate and execute Contract Amendment with the City for Phase 4 – Construction.

PHASE 4 – CONSTRUCTION (PER PROGRAM COMPONENT AUTHORIZED BY CITY OF CRESTVIEW)

- Receive a Notice to Proceed from the City of Crestview authorizing the TPM Firm to proceed with construction phase activities.
- Prepare and distribute a "conformed" set of construction documents for use and record, reflecting any changes made to the design or the scope of the program component during the Bidding/GMP Phase.
- Procure and present payment and performance bonds, and insurance coverages in accordance with the TPM Agreement and as indicated in the GMP Proposal.
- Manage the subcontractors and suppliers to complete the work as defined in the GMP in accordance with the budgets established, quality standards set, and the calendar time allowed for the performance of the work.
- Receive, review, and approve as appropriate the material and equipment submittals required by the design documents.
- Receive and respond to requests for information (RFI's) from the subcontractors.
- Receive and record all necessary documents to demonstrate compliance with the sustainability requirements established for the project providing these to the City of Crestview at project completion for their records.
- Perform or cause to be performed all necessary inspections and certifications by the authorities having jurisdiction to ensure that all work is completed in strict accordance with applicable codes, standards, and the contract documents.
- Prepare and present monthly payment applications to the City of Crestview and distribute the proceeds as appropriate when funded.

- Review and approve subcontractor payment applications. Incorporate into monthly payment applications to the City.
- Receive, review, approve, and pay material invoices. Incorporate into monthly payment applications to the City for reimbursement.
- Require, receive, and provide to the City all waivers, lien releases, etc. in accordance with applicable statutes.
- Conduct regular project status meetings and reporting.
- Prepare and present a comprehensive monthly project report to the City of Crestview, including:
 - Status of the project to include work performed to date, costs incurred, bills paid, inspections passed, milestones achieved, problems encountered and their resolution.
 - Upcoming significant items of work or tasks in the field.
 - Any unresolved questions, changed conditions, and/or ongoing conflicts affecting the progress of the work and the plans to mitigate their impact on the overall project.
 - Projections concerning final costs and completion dates.
 - Discussion of upcoming critical decisions/actions necessary on the part of the Owner.
- Manage the construction process to protect the health and safety of the workers at the site and the general public in and around the areas of work.
- Obtain formal approvals for completion and occupancy of the project (Substantial Completion, Final Completion, Certificate of Occupancy).
- Provide final as-built documentation for project.
- Provide operation/maintenance manuals and training for the City's facilities/maintenance personnel on building systems.

13. Ongoing Monitoring and Controlling of the TPM Program

- Tracking and reporting on performance against the baseline goals, objectives, schedule, budget, etc.
- Conduct lessons learned sessions to document best practices and areas for improvement.
- Implement modifications, updates, and improvements to the TPM Program as needed.
- Resolve any issues or conflicts that may arise among program components.
- Conduct regular audits of program performance.

C.E. INNOVATIVE CONCEPTS

VDC/BIM SERVICES

Ajax utilizes the Autodesk AEC Software Suite to perform BIM-related tasks such as design visualization, constructability reviews, quantity take-off verification, site planning and site utilization, systems coordination and clash detection, trade coordination, virtual mock-ups, scheduling and sequencing reviews, and as-built documentation.

The following are a few examples of how Ajax utilizes Building Information Modeling (BIM) for the benefit of our projects.

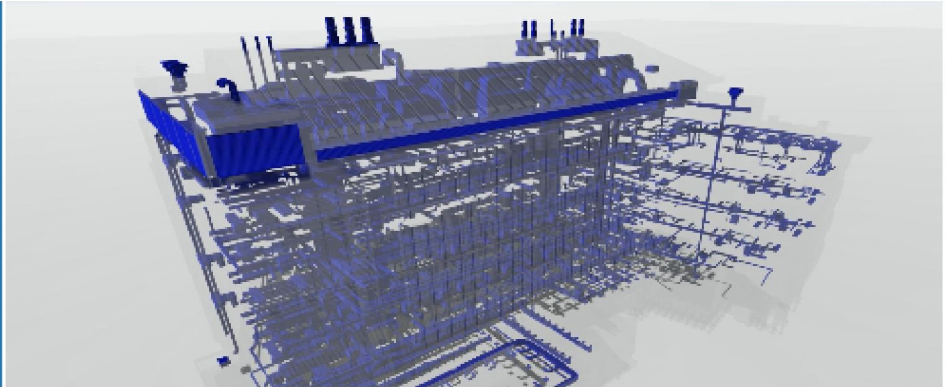
DESIGN VISUALIZATION

CONSTRUCTABILITY REVIEWS

SITE PLANNING AND SITE UTILIZATION

CLASH DETECTION

POST CONSTRUCTION "AS-BUILT" DOCUMENTATION



DESIGN VISUALIZATION: The BIM model provides a level of 3d visualization and design communication that is not afforded by other design delivery methods. The BIM model can be explored in-depth, offering unlimited views and sections of the project and the work at hand. These design visualization benefits of the BIM model are carried through to the construction phase through the use of Navisworks Freedom software which is utilized by our on-site project teams.

CONSTRUCTABILITY REVIEWS: The BIM model is utilized to analyze means and methods, construction efficiencies, and sequencing of trade contractors. This provides Ajax with an opportunity to recommend alternative means, methods, details, practices, processes, etc. that may be of benefit to the project.

SITE PLANNING AND SITE UTILIZATION: The BIM model is utilized by Ajax to plan and communicate our intended use of the project site taking into account items such as existing conditions, mobilization activities, site logistics, sequence of work, site access and routes, site safety measures, equipment locations, temporary construction, site utilities, and site improvements. These items are incorporated (i.e. modeled) into the project BIM model and are an effective means of conveying our plans for the project site through "Town Hall Meetings" with project stakeholders and occupants of neighboring buildings.

CLASH DETECTION: The BIM model is utilized to perform systems coordination and clash detection activities. This allows for the identification and correction of conflicts in building systems or components in the BIM model during the design phase rather than during the construction phase when the correction of such conflicts can result in costly corrective measures.

POST CONSTRUCTION "AS-BUILT" DOCUMENTATION: The BIM model is maintained and updated by the project team throughout the construction phase, incorporating design revisions and submittal data such as RFIs, ASIs, Owner Changes, Material Data, Equipment Data, etc. The result is an "As-Built" BIM Model that can be turned over to the Owner and their Facility Department at the close of the project.

PROCUREMENT OF EQUIPMENT AND SUPPLIES

PROCUREMENT PROCESS

- Materials are procured directly (via competitive bid) or through a competitively bid Subcontract package. If direct bid, the bid package advises that the City will purchase the materials directly and the material will be assigned to the responsible installation Subcontractor.
- If the material is procured through a competitively bid package to a Subcontractor, the package will advise which items the City intends to purchase and the procedure for the same.

- Once the Subcontract is executed, the Subcontractor will provide Ajax with sample purchase orders with applicable terms and conditions for all materials intended to be direct purchased.
- Ajax will review the sample purchase order and supplement terms and conditions if necessary. The Construction Manager will prepare a sample purchase order on the City's forms and forward with all attachments to the City's representative or Purchasing Department for preparation.
- The Purchasing Department will type the purchase order on their original form and return it to the Program Manager.
- The Program Manager will transmit the purchase order to the vendor with the appropriate acknowledgment forms.
- When the fully executed purchase order is returned from the vendor, a deductive change order is written to the appropriate Subcontractor eliminating the responsibility to pay for this material. Responsibility to unload, install, warrant, etc. remains the Subcontractors.
- The City can either issue a deductive change order to Ajax monthly or at completion of the project with the latter being preferred. Accounting for each transaction is documented monthly in the PMIS.
- The City should procure an all risk policy on all material being purchased. This documents the transfer of risk as required by the Florida Department of Revenue to allow the tax exemption.
- Ajax is a member of the STO Building Group family of companies which includes over 4,000 employees located in offices throughout the US, Canada, UK, and Ireland. Together, our companies can better serve clients by taking advantage of each other's strengths, relationships, geographies, and resources.

PAYMENT PROCESS

- As material is delivered to the jobsite (or approved off-site location), it is received by the responsible Subcontractor.
- The vendor should mail the invoice directly to the responsible Subcontractor for approval. The Subcontractor will forward the approved invoice (with proof of delivery when applicable) to the Program Manager.
- The Program Manager will review the invoice for accuracy, log it in, approve it for payment and forward to the Owner's representative.
- The Owner's representative will process the invoice to the Purchasing Department.
- At completion of the delivery process for all unit price orders, the purchase order will be reconciled based on actual quantities. Change Orders will be issued to the appropriate parties.

EARLY RELEASE PACKAGES: Early release construction packages have become an essential strategy for overcoming supply chain challenges in the current market. We will work with the City and the design team to confirm our understanding of the project's goals and objectives, will provide insight into our current knowledge of material availability and lead times, and prepare a recommendation for early packages that will align with the design schedule, the City procurement policy, and the project schedule. We will minimize risk to the City once early packages are released by leveraging our proven success in early-design estimating (averaging less than 2% variance from SD estimate to final GMP), by providing continuing constructability reviews and value management, and by ensuring clear communication with the City and the design team throughout the remaining design phases.

DESIGN-ASSIST SERVICES AND PROCUREMENT OF EARLY BID PACKAGES: Throughout the delivery of the TPM Program, our team will work with the City of Crestview and our consultants to identify the targeted design-assist trades and vendors. Design-assist involves the key trades' subcontractors and makes them active participants in the design of the project. Potential design-assist packages may include structural steel, exterior stone, façade curtainwall (glass & glazing), precast panels, decorative stairs, pre-engineered structures, and specialty MEPS systems. Participation of the individual trade subcontractors and vendors in the design is intended to allow their specific construction expertise to add value to the plans as well as reduce the cost and the schedule for the project. The construction team will then obtain multiple design-assist proposals for each trade discipline. Ajax has a positive history of utilizing the design-assist process with specialty subcontractors and vendors in adding value to our projects.



Stanley Switlik Live Web Cam



Transportation & Internal Services
Facility Live Web Cam

LIVE PROJECT WEB CAM

Ajax has the ability to provide a **live project webcam** at the jobsite. This allows our owners to watch the progress of the construction 24/7 from the comfort of any internet connected computer.

C.F. CURRENT AND PROJECTED WORKLOAD



PROJECT NAME /LOCATION	OWNER	COST	STATUS	COMPLETION
PROJECTS UNDER CONSTRUCTION				
Daytona State College Delfona Campus Building 2 <i>Daytona Beach, FL</i>	Daytona State College Steve Selig 386.506.3169	\$16,781,482	44% *Current*	September 2024 *on schedule*
Monroe County School District Tommy Roberts Memorial Stadium <i>Key West, FL</i>	Monroe County School District Doug Pryor 305.293.1400	\$19,356,007	75% *current*	May 2024 *on schedule*
University of North Florida East Ridge Honors Residence Hall <i>Jacksonville, FL</i>	University of North Florida Rich Elmore 904.620.2016	\$66,968,420	6% *current*	July 2025 *on schedule*
Northwest Florida State College Building 420 Renovation - Allied Health & Nursing <i>Niceville, FL</i>	Northwest Florida State College Tanner McKnight 850.729.6404	\$24,268,974	1% *current*	January 2025 *on schedule*
PROJECTS IN DESIGN PHASE				
Union County Emergency Operations Center <i>Lake Butler, FL</i>	Union County Timothy Allen 352.494.4363	\$2,900,000	Design Phase	December 2024 *on schedule*
Putnam County Schools Crescent City Elementary School <i>Crescent City, FL</i>	Putnam County Schools Travis Woods 386.329.0550	\$60,000,000	Design Phase	July 2025 *on schedule*
Volusia County Schools Orange City Elementary School <i>Orange City, FL</i>	Volusia County Schools Tom Brown 386.947.8786	\$28,000,000	Design Phase	May 2025 *on schedule*
Flagler County Library & Multiuse Facility <i>Bunnell, FL</i>	Flagler County Mike Dickson 386.313.4191	\$14,000,000	Design Phase	November 2024 *on schedule*
Julington Creek Plantation Park & Aquatics Center <i>Fruit Cove, FL</i>	Julington Creek Plantation Joe Grippi 904.318.6221	\$30,000,000	Design Phase	August 2025 *on schedule*
Clay County Multiple Public Safety Facilities <i>Green Cove Springs, FL</i>	Clay County Daniel Loos 904.806.9777	\$51,247,670	Design Phase	VARIOUS *on schedule*
City of Gainesville Public Safety Facilities <i>Gainesville, FL</i>	City of Gainesville Brian Singleton 352.393.8801	\$75,000,000	Design Phase	August 2028 *on schedule*
City of Fort Walton Beach City Hall and Auditorium <i>Fort Walton Beach, FL</i>	City of Fort Walton Beach Jeff Peters 850.833.9504	\$26,500,000	Design Phase	November 2024 *on schedule*
Alachua County New Civil Courthouse <i>Gainesville, FL</i>	Alachua County Dan Whitcraft 352.374.5289	\$32,000,000	Design Phase	September 2026 *on schedule*

TAB D. RFQ REQUIRED FORMS

VIII. ATTACHMENT #1 – PUBLIC ENTITY CRIMES

CITY OF CRESTVIEW, FLORIDA REQUEST FOR QUALIFICATIONS **RFQ 24-03-28** CONSTRUCTION TOTAL PROGRAM MANAGEMENT

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

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

1. This sworn statement is submitted with Bid, Proposal or Contract
RFQ 24-03-28 Construction Total Program Management
2. This sworn statement is submitted by Ajax Building Company, LLC
[name of company/firm]
whose business address is 1080 Commerce Boulevard, Midway, FL 32343 and (if applicable) Federal Employer Identification Number (FEIN) is 59-0969709 (if the entity has no FEIN, include the Social Security Number of the individual signing this sworn statement: _____)
3. My name is J.B. Smith, II and my relationship to the entity named above is President
4. I understand that a "public entity crime" as defined in Paragraph 287.133(a)(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 any agency or political subdivision of any other state or of the United States and involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, or material misrepresentation.
5. I understand that "convicted" or "conviction" as defined in paragraph 287.133(a)(b), Florida Statutes, means 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 records relating to charges brought by indictment or information after July 1, 1989, as a result of a jury verdict, non-jury trial, or entry of a plea of guilty or nolo contendere.

6. I understand that an "affiliate" as defined in Paragraph 287.133(1)(a), Florida Statutes, means:

- a. A predecessor or successor of a person convicted of a public entity crime; or
- b. 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.
- c. 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 of shares constituting a controlling income among persons when not for fair interest in another person, or a pooling of equipment or income among persons when not for fair market value under a length agreement, shall be a prima facie case that one person controls another person. A person who was knowingly convicted of a public entity crime, in Florida during the preceding 36 months shall be considered an affiliate.

7. 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 the state or of the United States with the legal power

to enter into a binding contract 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.

8. Based on information and belief, the statement which I have marked below is true in relation to the entity submitting this sworn statement. **(Please indicate which statement applies)**

☒ Neither the entity submitting this sworn statement, nor any officers, directors, executives, partners, shareholders, employees, members, or agents who are active in management of the entity, nor 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 the 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. (Please attach a copy of the final order)

Page 2 of 3 ATTACHMENT #1

IX. ATTACHMENT #2 – DRUG FREE WORKPLACE

CITY OF CRESTVIEW, FLORIDA QUALIFICATIONS RFQ **24-03-28** CONSTRUCTION TOTAL PROGRAM MANAGEMENT DRUG-FREE WORKPLACE CERTIFICATION

The below signed Bidder certifies that it has implemented a drug-free workplace program. To have a drug-free workplace program, a business shall:

1. Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.
2. Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling rehabilitation and employee assistance programs and the penalties that may be imposed upon employees for drug abuse violations.
3. Give each employee engaged in providing the commodities or contractual services that are under bid a copy of the statement specified in subsection 1.
4. In the statement specified in subsection 1., notify the employees that, as a condition of working on the commodities or contractual services that are under bid, the employee will abide by the terms of the statement and will notify the employer of any conviction of, or plea of guilty or nolo contendere to, any violation occurring in the workplace no later than five (5) working days after such conviction.
5. Impose a sanction on or require the satisfactory participation in drug abuse assistance or rehabilitation program if such is available in the employee's community, by any employee who is convicted.
6. Make a good faith effort to continue to maintain a drug-free workplace through implementation of this section.

As the person authorized to sign this statement, I certify that this firm complies fully with the above drug-free workplace requirements.

Bidder/Contractor Name: Ajax Building Company, LLC
Mailing Address: 1080 Commerce Boulevard, Midway, FL 32343
Telephone Number: 850.224.9571 Fax Number: 850.224.2496
E-mail Address: jay.smith@ajaxbuilding.com FEIN: 59-0969709



J.B. Smith, II / President
Printed Name/Title

3/26/2024
Date

X. ATTACHMENT #3- CONFLICT OF INTEREST STATEMENT

CITY OF CRESTVIEW, FLORIDA QUALIFICATIONS RFQ 24-03-28 CONSTRUCTION TOTAL PROGRAM MANAGEMENT] CONFLICT OF INTEREST STATEMENT

A. THIS SWORN STATEMENT IS SUBMITTED

BY Ajax Building Company, LLC

[Name of entity submitting sworn statement]

whose business address

is 1080 Commerce Boulevard, Midway, FL 32343

and (if applicable) its Federal Employer Identification Number
(FEIN) is 59-0969709.

My name is J.B. Smith, II and my relationship to the
above entity is President.
[Please print name of individual signing]

B. CONFLICT OF INTEREST

1. The entity hereby submits a proposal/offer to RFQ # 24-03-28 for Construction Total Program Management Services.
2. The AFFIANT has made a diligent inquiry and provided the information in this statement affidavit based upon its full knowledge.
3. The AFFIANT states that only one submittal for this solicitation has been submitted and tendered by the appropriate date and time and that said above stated entity has no financial interest in other entities submitting a proposal for the work contemplated hereby.
4. Neither the AFFIANT nor the above-named entity has directly or indirectly entered into any agreement, participated in any collusion or collusive activity, or otherwise taken any action which in any way restricts or restrains the competitive nature of this solicitation, including but not limited to the prior discussion of terms, conditions, pricing, or other offer parameters required by this solicitation.
5. Neither the entity nor its affiliates, nor anyone associated with them, is presently suspended, or otherwise prohibited from participation in this solicitation or any contract to follow thereafter by any government entity.
6. Neither the entity nor its affiliates, nor anyone associated with them, have any potential conflict of interest because and due to any other clients, contracts, or property interests in this solicitation or the resulting project.
7. I hereby also certify that no member of the entity's ownership or management or staff has a vested interest in any City Division/Department/Office.

Page 1 of 2 ATTACHMENT #3

8. I certify that no member of the entity's ownership or management is presently applying, actively seeking, or has been selected for an elected position within the City of Crestview government.

9. In the event that a conflict of interest is identified in the provision of services, I, the undersigned, will immediately notify the City in writing.

C. NON-COLLUSION PROVISION CERTIFICATION

The undersigned hereby certifies, to the best of his or her knowledge and belief, that on behalf of the person, firm, association, or corporation submitting the bid certifying that such person, firm, association, or corporation has not, either directly or indirectly, entered into any agreement, participated in any collusion, or otherwise taken any action, in restraint of free competitive bidding in connection with the submitted bid. Failure to submit the executed statement as part of the bidding documents will make the bid nonresponsive and not eligible for award consideration.

D. LOBBYING CERTIFICATION

The undersigned hereby certifies, to the best of his or her knowledge and belief, that:

1. No City appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence either directly or indirectly an officer or employee of the City, City Council Member of Congress in connection with the awarding of any City Contract.
2. If any funds other than City appropriated funds have been paid or will be paid to any person for influencing or attempting to influence a member of City Council or an officer or employee of the City in connection with this contract, the undersigned shall complete and submit Standard Form-L "Disclosure Form to Report Lobbying," in accordance with its instructions.

By the signature(s) below, I/we, the undersigned, as authorized signatory to commit the firm, certify that the information as provided in this Conflict of Interest and Non-Collusion Statement, is truthful and correct at the time of submission.

Proposer/Contractor Name: Ajax Building Company, LLC
Mailing Address: 1080 Commerce Boulevard, Midway, FL 32343
Telephone Number: 850.224.9571 Fax Number: 850.224.2496
E-mail Address: jay.smith@ajaxbuilding.com FEIN: 59-0969709


A _____

J.B. Smith, II / President
Printed Name/Title

3/26/2024
Date

XI. ATTACHMENT #4 – LIABILITY & INDEMNIFICATION

CITY OF CRESTVIEW, FLORIDA QUALIFICATIONS RFQ 24-03-28 CONSTRUCTION TOTAL PROGRAM MANAGEMENT LIABILITY & INDEMNIFICATION FORM

To the fullest extent permitted by law, CONSULTANT shall indemnify and hold harmless CITY, its officers and employees from liabilities, damages, losses, and costs including but not limited to reasonable attorney fees, to the extent caused by the negligence, recklessness, or intentional wrongful conduct of the CONSULTANT and other persons employed or utilized by the CONSULTANT in the performance of this Agreement.

Bidder/Contractor Name: Ajax Building Company, LLC

Mailing Address: 1080 Commerce Boulevard, Midway, FL 32343

Telephone Number: 850.224.9571 Fax Number: 850.224.2496

E-mail Address: jay.smith@ajaxbuilding.com FEIN: 59-0969709



re

J.B. Smith, II / President
Printed Name/Title

3/26/2024
Date

XII. ATTACHMENT #5 ADDENDUM RECEIPT ACKNOWLEDGEMENT

CITY OF CRESTVIEW, FLORIDA QUALIFICATIONS RFQ 24-03-28

The undersigned acknowledges receipt of the following addenda to the solicitation document(s) (Give number and date of each):

Addendum No. 1 Dated: 03/08/2024

Addendum No. 2 Dated: 03/22/2024

Addendum No. _____ Dated: _____

Addendum No. _____ Dated: _____

Addendum No. _____ Dated: _____

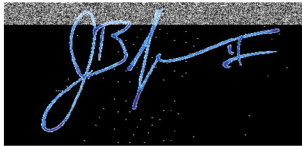
By the signature(s) below, I/we, the undersigned, as authorized signature to commit the firm, certify that the information as provided in the Addendum Receipt Acknowledgement Certification, is truthful and correct at the time of submission.

Bidder/Contractor Name: Ajax Building Company, LLC

Mailing Address: 1080 Commerce Boulevard, Midway, FL 32343

Telephone Number: 850.224.9571 Fax Number: 850.224.2496

E-mail Address: jay.smith@ajaxbuilding.com FEIN: 59-0969709



J.B. Smith, II / President

Printed Name/Title

3/26/2024

Date

XIII. ATTACHMENT #6 – PUBLIC ACCESS FORM

**CITY OF CRESTVIEW, FLORIDA
REQUEST FOR QUALIFICATIONS RFQ 24-03-28
PROPOSAL FOR Construction Total Program Management
PUBLIC ACCESS FORM**

Ajax Building Company, LLC, as Proposer, shall comply with the requirements of Florida's Public Records law. In accordance with Section 119.0701, Florida Statutes, Contractor shall:

- a. Keep and maintain public records required by the public agency in order to perform the service.
- b. Upon request from the public agency's custodian of public records, provide the public agency 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 under Florida's Public Records Law or as otherwise provided by law.
- c. 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 this contract if Contractor does not transfer the records to the public agency: and
- d. Upon completion of the contract, transfer, at no cost, to the public agency all public records in possession of Contractor or keep and maintain public records required by the public agency to perform the service. If Contractor transfers all public records to the public agency upon completion of the contract, Contractor shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If Contractor keeps and maintains public records upon completion of this contract, the Contractor shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to the public agency, upon request from the public agency's custodian of public records, in a format that is compatible with the information technology systems of the public agency.

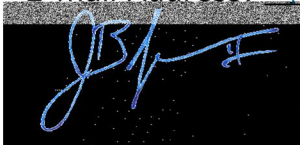
PAGE 1 OF 2 ATTACHMENT #6

- e. IF THE CONTRACTOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE CONTRACTOR'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS AGREEMENT, CONTACT THE CITY'S CUSTODIAN OF PUBLIC RECORDS, ATTN:

Maryanne Schrader, City Clerk, (850) 682-1560 Extension 250, cityclerk@cityofcrestview.org, 198 North Wilson Street, P.O. Box 1209, Crestview, Florida 32536

- f. In the event the public agency must initiate litigation against Contractor in order to enforce compliance with Chapter 119, Florida Statutes, or in the event of litigation filed against the public agency because Contractor failed to provide access to public records responsive to a public record request, the public agency shall be entitled to recover all costs, including but not limited to reasonable attorneys' fees, costs of suit, witness, fees, and expert witness fees extended as part of said litigation and any subsequent appeals.

Bidder/Contractor Name: Ajax Building Company, LLC
Mailing Address: 1080 Commerce Boulevard, Midway, FL 32343
Telephone Number: 850.224.9571 Fax Number: 850.224.2496
E-mail Address: jay.smith@ajaxbuilding.com FEIN: 59-0969709



re

J.B. Smith, II / President
Printed Name/Title

3/26/2024
Date

PAGE 2 OF 2 ATTACHMENT #6

XIV. ATTACHMENT #7 CERTIFICATION RE: SCRUTINIZED COMPANIES

"Company" means Contractor throughout this exhibit. Section 287.135, Florida Statutes, prohibits companies from bidding, submitting proposals, entering into, or renewing contracts with a local government for goods or services over one million dollars if that company is on the Scrutinized Companies with Activities in Sudan List, on the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List or that is engaged in business operations in Syria. Both lists are created pursuant to Section 215.473, Florida Statutes.

In addition, regardless of contract value, the companies may not be listed on the Scrutinized Companies that Boycott Israel List, created pursuant to Section 215.4725, Florida Statutes, or be engaged in a boycott of Israel, if bidding, submitting proposals, entering into, or renewing contacts with a local government for goods and services.

As the person authorized to sign on behalf of the company, I hereby certify that the company identified below is not listed on the Scrutinized Companies with Activities in Sudan List, is not listed on the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List and is not engaged in business operations in Syria. In addition, the company is not listed on the Scrutinized Companies that Boycott Israel List, created pursuant to Section 215.4725, Florida Statutes, and is not participating in a boycott of Israel.

I further understand that pursuant to the Florida Statutes, any contract with the City for goods or services of any amount may be terminated at the option of the City if the company (i) is found to have submitted a false certification, (ii) has been placed on the Scrutinized Companies that Boycott Israel List, or (iii) is engaged in a boycott of Israel. And, in addition to the foregoing, if the amount of the contract is one million dollars (\$1,000,000) or more, the contract may be terminated at the option of the City if the company is found to have submitted a false certification, has been placed on the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, or has been engaged in business operations in Syria.

This Certification is deemed amended by any amendments to Fla. Stat. 287.135 binding on the City.

Page 1 of 2, Attachment #7

By the signature(s) below, I/we, the undersigned, as authorized signatory to commit the company, certify that the information as provided in this Contractor Certification Regarding Scrutinized Companies, is truthful and correct at the time of submission.

Bidder/Contractor Name: Ajax Building Company, LLC
Mailing Address: 1080 Commerce Boulevard, Midway, FL 32343
Telephone Number: 850.224.9571 Fax Number: 850.224.2496
E-mail Address: jay.smith@ajaxbuilding.com FEIN: 59-0969709



_____e

J.B. Smith, II / President
Printed Name/Title

3/26/2024
Date

Page 2 of 2, Attachment #7

XV. ATTACHMENT #8 SUBCONTRACTOR PARTICIPATION

☐ No Subcontracting (of any kind) will be utilized on this project.		Solicitation Number: RFP 24-03-28	
Title: Construction Total Program Management		Total Project Amount: \$	
Subcontractor Minority Code (if applicable)	Company Name	Trade, Services or Materials portion to be subcontracted	Percent (%) of Scope/Contract
Federal ID	Address Phone, Fax, Email		Dollar Value
NOT APPLICABLE. We will conduct our subcontractor bidding strategy upon award and will communicate with the City accordingly.			
PERCENTAGE TOTALS FOR SUBCONTRACTOR PARTICIPATION			
PERCENTAGE TOTALS FOR MINORITY SUBCONTRACTOR PARTICIPATION			

Minority Code	Code Description	Minority Code	Code Description
(MBE) AA	African American	(MBE) NA	Native American
(MBE) A	Asian/Pacific Islander	WBE	Woman-Owned Business Enterprise
(MBE) H	Hispanic	VBE	Veteran-Owned Business Enterprise

When applicable, the Proposer will enter into a formal agreement with the subcontractors identified herein for work listed in this schedule conditioned upon execution of a contract with the City. By the signature(s) below, I/we, the undersigned, as authorized signatory to commit the firm, certify that the information as provided in the **Proposed Schedule of Subcontractor Participation**, is truthful and correct at the time of submission.

Bidder/Contractor Name: Ajax Building Company, LLC
Mailing Address: 1080 Commerce Boulevard, Midway, FL 32343
Telephone Number: 850.224.9571 Fax Number: 850.224.2496
E-mail Address: jay.smith@ajaxbuilding.com FEIN: 59-0969709



re

J.B. Smith, II / President
Printed Name/Title

3/26/2024
Date

Page 2 of 2, Attachment #8

XVII. ATTACHMENT #10 STATEMENT OF "NO SUBMITTAL"

If you do not intend to submit on this solicitation, please complete and return this form prior to the date shown for receipt of proposals to:

City of Crestview

198 North Wilson Street

P.O. Box 1209

Crestview, Florida 32536

I/WE HAVE DECLINED TO SUBMIT A PROPOSAL FOR _____,
[Number] titled _____[TITLE] for the following
reason(s): [Please place a check mark (✓) next to the reason(s) as applicable]

(✓)	Reason
	NOT APPLICABLE. PROPOSAL SUBMITTED 03/28/2024
	Our schedule would not permit us to perform.
	Unable to meet requirements.
	Unable to meet insurance or bond requirements.
	Scope of Services unclear (please explain below).
	Other (please specify below).

REMARKS:

Bidder/Contractor Name: _____

Mailing Address: _____

Telephone Number: _____ Fax Number: _____

E-mail Address: _____ FEIN: _____

Authorized Signature

Printed Name/Title

Date



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
02/29/2024

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

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

PRODUCER MARSH USA, LLC. 1166 Avenue of the Americas New York, NY 10036 CN101636071-AJAX-GAWUP-24-25		CONTACT NAME: PHONE (A/C, No, Ext): FAX (A/C, No): E-MAIL ADDRESS:															
INSURED Ajax Building Company, LLC Global Infrastructure Solutions, Inc. 1080 Commerce Blvd. Midway, FL 32343		<table border="1"> <thead> <tr> <th>INSURER(S) AFFORDING COVERAGE</th> <th>NAIC #</th> </tr> </thead> <tbody> <tr> <td>INSURER A : Arch Insurance Company</td> <td>11150</td> </tr> <tr> <td>INSURER B : XL Specialty Insurance Company</td> <td>37885</td> </tr> <tr> <td>INSURER C : Starr Indemnity & Liability Company</td> <td>38318</td> </tr> <tr> <td>INSURER D : Indian Harbor Insurance Co.</td> <td>36940</td> </tr> <tr> <td>INSURER E : Arch Indemnity Insurance Company</td> <td>30830</td> </tr> <tr> <td>INSURER F :</td> <td></td> </tr> </tbody> </table>		INSURER(S) AFFORDING COVERAGE	NAIC #	INSURER A : Arch Insurance Company	11150	INSURER B : XL Specialty Insurance Company	37885	INSURER C : Starr Indemnity & Liability Company	38318	INSURER D : Indian Harbor Insurance Co.	36940	INSURER E : Arch Indemnity Insurance Company	30830	INSURER F :	
INSURER(S) AFFORDING COVERAGE	NAIC #																
INSURER A : Arch Insurance Company	11150																
INSURER B : XL Specialty Insurance Company	37885																
INSURER C : Starr Indemnity & Liability Company	38318																
INSURER D : Indian Harbor Insurance Co.	36940																
INSURER E : Arch Indemnity Insurance Company	30830																
INSURER F :																	

COVERAGES		CERTIFICATE NUMBER:		NYC-011901068-01		REVISION NUMBER: 1	
THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.							
INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☒ OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: ☐ POLICY ☒ PROJECT ☐ LOC OTHER:	X	X	11PKG8914315 'SIR - \$500,000'	01/01/2024	01/01/2025	EACH OCCURRENCE \$ 5,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 5,000,000 GENERAL AGGREGATE \$ 10,000,000 PRODUCTS - COMP/OP AGG \$ 10,000,000 \$
A	☒ AUTOMOBILE LIABILITY ☒ ANY AUTO ☐ OWNED AUTOS ONLY ☒ HIRED AUTOS ONLY ☐ SCHEDULED AUTOS ☒ NON-OWNED AUTOS ONLY	X	X	11PKG8914315 (AOS) 11CAB8914415 (MA)	01/01/2024	01/01/2025	COMBINED SINGLE LIMIT (Ea accident) \$ 2,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
B	☒ UMBRELLA LIAB ☒ EXCESS LIAB DED ☒ RETENTION \$ 10,000	X	X	US00064696L124A (\$10,000,000) 1000588120241 (\$15,000,000)	01/01/2024	01/01/2025	EACH OCCURRENCE \$ 25,000,000 AGGREGATE \$ 25,000,000 \$
A	☒ WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below		X	14WC18925115 (AOS) 11WC18914215 (FL)	01/01/2024	01/01/2025	☒ PER STATUTE ☐ OTHER E.L. EACH ACCIDENT \$ 2,000,000 E.L. DISEASE - EA EMPLOYEE \$ 2,000,000 E.L. DISEASE - POLICY LIMIT \$ 2,000,000
D	Professional Liability and Pollution			CEO742018009 'Claims Made'	01/01/2024	01/01/2025	EACH CLAIM / AGGREGATE 25,000,000 DED : \$1M EA CLAIM / \$3M AGG
DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required) RFQ# 23-24-02 Workforce Building on the Altamonte Springs Campus The District Board of Trustees of Seminole State College of Florida, the Seminole State College System and all authorities, boards, bureaus, commissions, divisions, departments and offices thereof and individual members, officers and employees thereof in their official capacity, and/or acting on behalf of the District Board of Trustees of Seminole State College of Florida are additional insureds. This insurance is primary and non-contributory with respects to General Liability as required by written contract. A Waiver of Subrogation applies as required by written contract.							

CERTIFICATE HOLDER Seminole State College of Florida 100 Weldon Blvd Sanford, FL 32773	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE of Marsh USA LLC <i>Marsh USA LLC</i>
--	--

ACORD 25 (2016/03)

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GENERAL LIABILITY

Arch Insurance Company
\$5,000,000 / \$10,000,000

WORKERS COMPENSATION

Arch Insurance Company
Statutory Limits \$1,000,000

AUTOMOBILE LIABILITY

Arch Insurance Company
\$2,000,000

UMBRELLA LIABILITY

XL Specialty Insurance Company
\$25,000,000 / \$25,000,000

EMPLOYER'S LIABILITY

Arch Insurance Company
\$1,000,000

INSURANCE AGENT CONTACT:

Michael J. Imparato, Managing Director
Client Executive Practice
Marsh Inc.
1166 Avenue of the Americas
New York, NY 10036
Office : 212.345.3432
Mobile: 917.520.3910
Email: michael.j.imparato@marsh.com
www.marsh.com

Form **W-9**
(Rev. October 2018)
Department of the Treasury
Internal Revenue Service

Request for Taxpayer Identification Number and Certification

Give Form to the
requester. Do not
send to the IRS.

► Go to www.irs.gov/FormW9 for instructions and the latest information.

Print or type.
See Specific Instructions on page 3.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank. Ajax Building Company, LLC	
2 Business name/disregarded entity name, if different from above	
3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes. ☐ Individual/sole proprietor or single-member LLC ☐ C Corporation ☐ S Corporation ☐ Partnership ☐ Trust/estate ☒ Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ► C Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner. ☐ Other (see instructions) ►	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____ <i>(Applies to accounts maintained outside the U.S.)</i>
5 Address (number, street, and apt. or suite no.) See instructions. 1080 Commerce Boulevard	Requester's name and address (optional)
6 City, state, and ZIP code Midway, Florida 32343	
7 List account number(s) here (optional)	

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number									
			-				-		
or									
Employer identification number									
5	9	-	0	9	6	9	7	0	9

Part II Certification

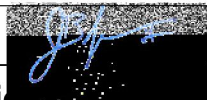
Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign
Here

Signature of
U.S. person ►



Date ► **3/26/2024**

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
 - Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
 - Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
 - Form 1099-S (proceeds from real estate transactions)
 - Form 1099-K (merchant card and third party network transactions)
 - Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
 - Form 1099-C (canceled debt)
 - Form 1099-A (acquisition or abandonment of secured property)
- Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.



State of Florida Department of State

I certify from the records of this office that AJAX BUILDING COMPANY, LLC is a limited liability company organized under the laws of the State of Florida, filed on June 27, 2019, effective May 7, 1962.

The document number of this limited liability company is L19000160919.

I further certify that said limited liability company has paid all fees due this office through December 31, 2023, that its most recent annual report was filed on December 7, 2023, and that its status is active.

*Given under my hand and the
Great Seal of the State of Florida
at Tallahassee, the Capital, this
the Eleventh day of March, 2024*



[Signature]
Secretary of State

Tracking Number: 3041716515CU

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

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

**WE ARE CURRENTLY WAITING TO RECEIVE OUR RENEWED
CERTIFICATE TO OUR CORPORATE CHARTER REGISTRATION.**



State of Florida Department of State

I certify from the records of this office that GOODWYN MILLS CAWOOD FL LLC is an Alabama limited liability company authorized to transact business in the State of Florida, qualified on February 4, 2021.

The document number of this limited liability company is M21000001388.

I further certify that said limited liability company has paid all fees due this office through December 31, 2024, that its most recent annual report was filed on January 4, 2024, 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 Fourth day of January, 2024*

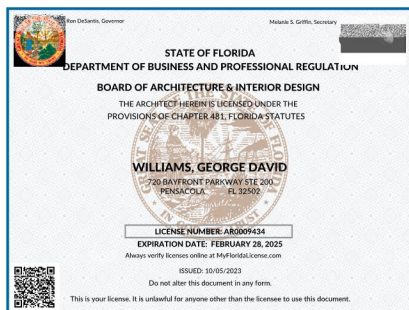


[Signature]
Secretary of State

Tracking Number: 0086199514CC

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

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



TAB E. ADDITIONAL INFORMATION

Proposers may include a section for appendices, including promotional material or supporting documentation not otherwise requested herein. Please clearly designate this section in your response. This will be for informational purposes only and is not included in the 50-page count. Proposers may provide video files they deem to be beneficial for the review of the proposal. Videos will be for informational purposes only.

PUBLIC SAFETY EXPERIENCE

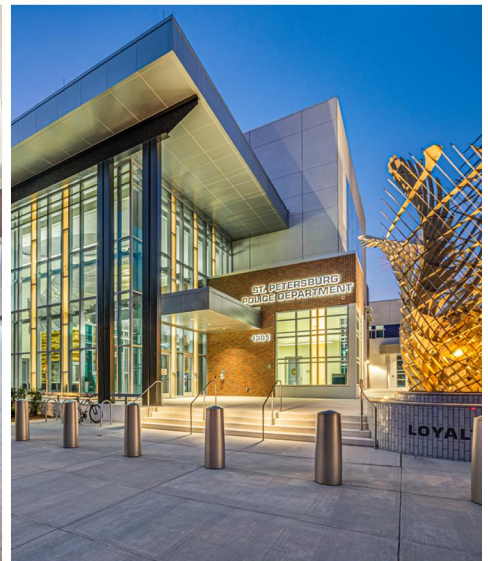
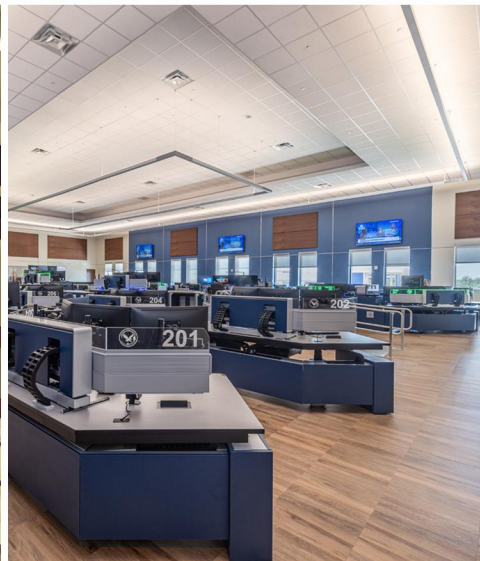


65+

PUBLIC SAFETY
PROJECTS

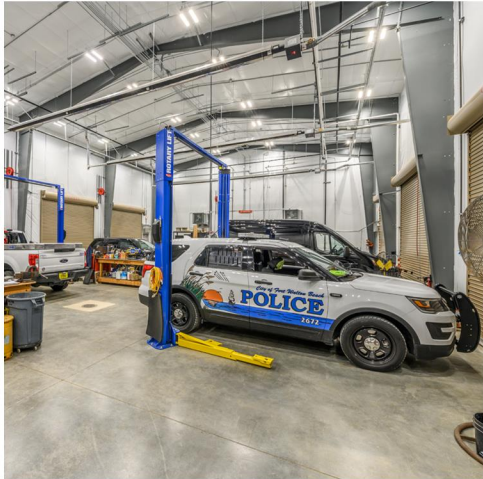
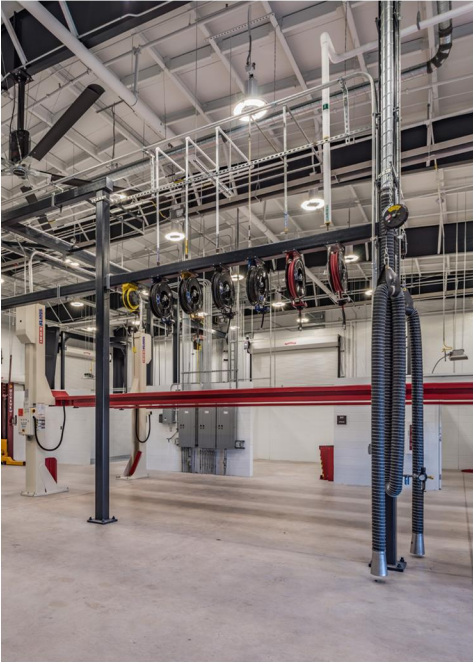
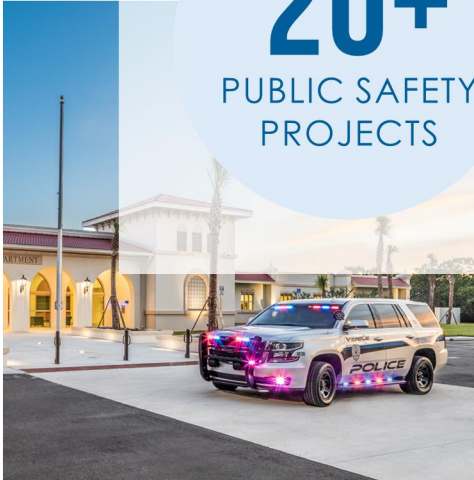
8

POLICE STATION
PROJECTS



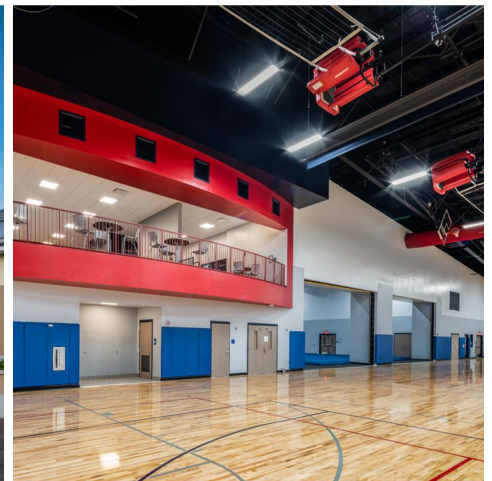
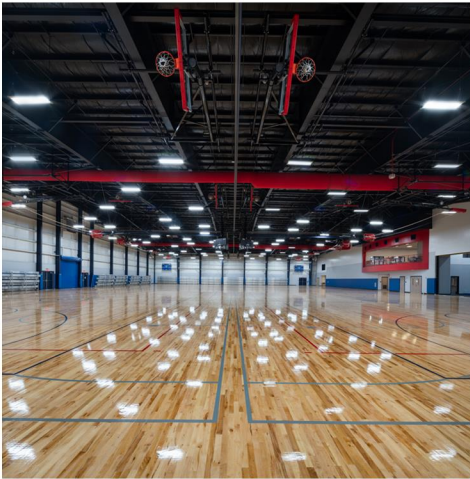
PUBLIC WORKS FACILITY EXPERIENCE

20+
PUBLIC SAFETY
PROJECTS



SPORTS COMPLEX AND RECREATION FACILITIES

55+
SPORTS &
RECREATION
FACILITIES



PARKS & COMMUNITY CENTER FACILITIES

10+
COMMUNITY
CENTERS &
PARKS



EXPERIENCE WITH DESIGN-BUILD PROJECTS



SANTA ROSA COUNTY
JUDICIAL CENTER COMPLEX



OKALOOSA COUNTY
NEW COURTHOUSE



FORT WALTON BEACH
NEW FIELD OFFICE COMPLEX



MONROE COUNTY SCHOOLS
KEY WEST HIGH SCHOOL BACKYARD



SUMTER COUNTY
PUBLIC SAFETY BUILDINGS



SUMTER COUNTY
JAIL EXPANSION



UNIVERSITY OF FLORIDA
WEIMER HALL



ORANGE COUNTY PUBLIC SCHOOLS
PINE HILLS BUS

BEST PRACTICES/ LESSONS LEARNED

PUBLIC SAFETY FACILITIES

PLANNING & DESIGN

- Provide clear separation of public and secure/private areas of the building
- Verify future maintenance access for all equipment
- Provide sound isolation and noise control in high occupancy areas
- Consider future growth and maintain area to accommodate it
- Ensure appropriate environmental comfort is key for people in high stress situations like 911 call center
- Coordinate Review and Implementation of FEMA 361, when applicable
- Coordinate design around securement of grants, taking into consideration potential additional construction costs
- Coordinate training room ceilings, walls, and floor make-up to support training simulations as applicable.
- Coordinate Wind Rated Protection for Generator Enclosure
- Exterior Windows must be Grounded per R56 Requirements if within 5 feet of console
- Coordinate Public Entry points for bullet resistant materials, glazing, walls, cabinets, etc.

MECHANICAL & ELECTRICAL

- Design systems for change out without down time
- Review Design Arrangement at Evidence Processing areas for high air exhausting / change out
- Provide in depth training for facility staff on complex or unique systems
- Incorporate monitoring systems to assist end users in maintaining reliability and efficiency beyond substantial
- Coordinate Real Time Crime center layout for equipment infrastructure and staff efficiency.
- Review and confirm redundancy of each Individual System at Each Phase of Design with entire Team, including electrical, mechanical, water, sanitary, gas, etc.
- Verify that critical software systems (such as security controls) are non-proprietary where possible

TECHNOLOGY

- Importance of a Complete Description for Project Scope (OPR)
- Ensure appropriate testing is complete prior to turnover:
 - ANSI/TIA/EIA-508-B.1 Clause 11 Cabling Transmission Performance
 - Link style test with channel style warranty for all 4-pair copper cabling
 - Level IIIe tester is compliant with ANSI/EIA/TIA 568B for CAT6A Cable
 - Sweep, continuity, polarity, wire map, Attenuation, NEXT, PSNEXT, FEXT, PSFEXT, ELFEXT, PSELFEXT, ACR, Return Loss, and Delay Skew Testing for Cable
 - Attenuation testing for each multimode fiber in accordance with EIA/TIA-526
 - Inspect each terminated multimode fiber span for continuity and anomalies
- Anticipate Need for "Spare" Panels and Conduits
- Critical Operations Power and Telecommunications Services (NEC 708)
- Coordinate Grounding Requirements with End User Guidelines
- Coordinate utility providers' entry and space requirements (i.e. Verizon, Spectrum, etc.)
- Interconnects between buildings and tower should be in fiber optics to limit lightning exposure

CLOSEOUT / OCCUPANCY

- Facilitate Detailed Walk-Through and Training Sessions
- Coordinate Owner provided technology within the construction schedule to ensure operation in accordance with move-in

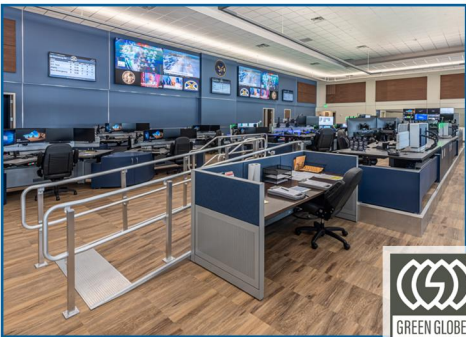
SIGNIFICANT OR UNIQUE AWARDS RECEIVED OR ACCOMPLISHMENTS

Through out project experience we have become recognized for our expertise in providing construction services with more than **140 public entities**, with a specialty focus on the construction of **public safety facilities, including Emergency Operations Centers.**

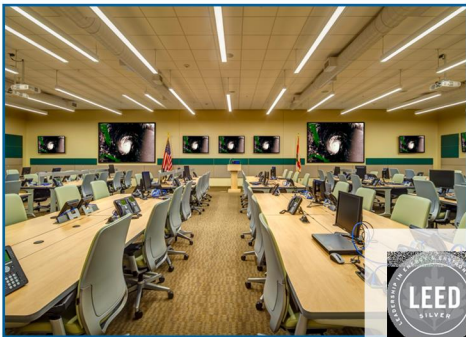
American Public Works Association Award 2018 for Major Structures in the Government category for the Sumter County Public Safety Buildings.



SUMTER COUNTY PUBLIC SAFETY BUILDINGS



ST. PETERSBURG
POLICE DEPT. HEADQUARTERS
& EMERGENCY OPERATIONS
CENTER



SARASOTA COUNTY
EMERGENCY OPERATIONS
CENTER



CITY OF VENICE
PUBLIC SAFETY FACILITY



SANTA ROSA COUNTY
JUDICIAL CENTER COMPLEX



VOLUSIA COUNTY
EMERGENCY OPERATIONS
CENTER



LEON COUNTY & THE CITY OF
TALLAHASSEE PUBLIC SAFETY
COMPLEX



LAKE COUNTY SCHOOLS PROGRAM MANAGEMENT CONTRACT

Lake County, Florida

SERVICE PROVIDED:

Program Management / Agency CM

COST:

\$135,000,000

SIZE:

Various SF

COMPLETION DATE:

Various

OWNER CONTACT:

Lake County School Board
Jimmy Conner | 352.874.7892
connerjc@aol.com
201 West Burleigh Blvd.
Tavares, FL 32778

**MT. DORA HIGH SCHOOL | \$26,935,700**

Base bid work consisted of three (3) two-story classroom buildings, a **Media Center, Band & Choral Auditorium, Gymnasium, two-story Administration and New Cafeteria & Culinary Arts Buildings**. The 3 Classroom Buildings and the Administration Building all connect together with a **2nd story walkway that includes a bridge from one part of the campus to the other, over a main street**.

TAVARES HIGH SCHOOL | \$17,369,502

This renovation and addition project at Tavares High School consisted of the **demolition of 12 buildings** and the construction of a **new gymnasium, two new 2-story classroom buildings**, a new chiller plant facility and a new agriculture building. The project also included renovations to two existing buildings, including the main building, new storm piping and retention pond, new interior courtyard, and new faculty and student parking lots.

EUSTIS HIGH SCHOOL | \$19,137,046

This project consisted of a **new two-story classroom building, a new cafeteria, new gymnasium and new media center/culinary arts building**. The main building, a three-story solid concrete building had the interior demolished and renovated.

LEESBURG HIGH SCHOOL | \$30,822,070

The renovation of Leesburg High School included **selective demolition, and renovations of existing buildings** as well as construction of several new buildings including site work and civil renovations. New construction included **Classroom Buildings 3, 4 and 5, Kitchen/Cafeteria/Culinary Arts Building 2, Media Center Addition** and Chiller Plant.

UMATILLA HIGH SCHOOL | \$16,630,334

This consisted of the demolition of approximately 42,225 sf in seven freestanding buildings in order to build new campus. **The project encompassed four new structures and additions and renovations to two existing buildings.**





CITY OF CLERMONT COMMUNITY CENTER & POLICE STATION EXPANSION

Clermont, Florida

SERVICE PROVIDED:

Program Management / Agency CM

COST:

\$10,108,300

SIZE:

Various SF

COMPLETION DATE:

March 2013

OWNER CONTACT:

City of Clermont
Freddy Suarez
352.241.7350

Ajax served as the Construction Manager (CM) and Principal Agent to the City of Clermont, Florida. We provided a full range of pre-construction, construction, and post construction management services for the City's Community Center. The project included the construction of an approximately 11,000 square foot one (1) story facility with meeting rooms, kitchen and offices and associated site work, that included the construction of streetscape improvements, including paving, landscaping, parking, lighting and irrigation.

The new 30,625 SF Police Headquarters provides the Clermont Police Department with the much needed room to improve services and safety. Due to a significant increase in population over the last 10 years, the current 7,000 SF facility was built for roughly one third of the current number of officers. The new facility included a new secure sallyport, inmate holding area, specialized property and evidence storage areas, and technologically advanced communications.





Ajax





Staff Report

CITY COUNCIL MEETING DATE: April 22, 2024

TYPE OF AGENDA ITEM: Presentation

TO: Mayor and City Council
CC: City Manager, City Clerk, Staff and Attorney
FROM: Gina Toussaint, Finance Director
DATE: 4/18/2024
SUBJECT: Financial Update - Finance Director

BACKGROUND:

This is a presentation of the monthly financial information as required by the City Charter.

DISCUSSION:

Below you will find the links to the February Monthly Financial Statements, as well as the March Check Registers.

Follow this link by clicking on the icon with the arrow for the March Check [Register](#).

Follow this link by clicking on the icon with the arrow for the March Amazon ECheck [Register](#).

Follow this link by clicking on the icon with the arrow for the February [Monthly Financial Statement](#).

GOALS & OBJECTIVES

This item is consistent with the goals in A New View Strategic Plan 2020 as follows;

Foundational- these are the areas of focus that make up the necessary foundation of a successful local government.

Financial Sustainability- Achieve long term financial sustainability

Organizational Capacity, Effectiveness & Efficiency- To efficiently & effectively provide the highest quality of public services

Infrastructure- Satisfy current and future infrastructure needs

Communication- To engage, inform and educate public and staff

Quality of Life- these areas focus on the overall experience when provided by the city.

Community Character- Promote desirable growth with a hometown atmosphere

Safety- Ensure the continuous safety of citizens and visitors

Mobility- Provide safe, efficient and accessible means for mobility

Opportunity- Promote an environment that encourages economic and educational opportunity

Play- Expand recreational and entertainment activities within the City

Community Culture- Develop a specific identity for Crestview

FINANCIAL IMPACT

n/a

RECOMMENDED ACTION

No action required.

Attachments

None