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Town Commission

CDBG Neighborhood Revitalization Project • Workshop • *Via Virtual Conferencing*

Kimley-Horn Kickoff Meeting

Tuesday • May 26*,* 2020  • 6:00 pm

**Minutes Workshop**

1.Call to Order: 6:00pm

2. Attending

*Team Members:*

* Tim Parker, Mayor Pro Tem Present
* Debbie Gonano, Town Administrator Present
* Lewis Bryant, Kimley-Horn, Project Manager Present
* Savannah Kirwan, Kimley-Horn, EI Present
* David Fox, Fred Fox Enterprises, Grant Administrator Present
* Melissa Fox, Fred Fox Enterprises, Grants Compliance Manager Present

*Others:*

* Joseph Aufmuth, Mayor Present
* Troy Blakely, Commissioner Present
* Mike Roberts, Commissioner Present
* Andrea Parker, Town Attorney Present

*Public:*

* Deborah Kennedy
* Ginny Mance
* Bud & Dee DesForges
* Grace Fuller
* Win Blazier

3. Town of Micanopy/Kimley-Horn CDBG Kickoff Meeting

 A) Introduction of project team, as above

 B) David Fox, Fred Fox Enterprises – CDBG project requirements

David Fox summarized that the grant amount is $600,000 plus $25,000 match from the Town. The grant provides for well improvements of $477,000, $75,000 engineering (plus $25,000 Town match), and $48,000 of administration costs. Plans are to locate the well on the existing water plant site.

 C) Available information – Requested by Kimley-Horn, much of which have already been provided by the Town

 1) As-built construction drawings for water treatment plant well site and yard piping

 2) Well completion reports

 3) Drawdown test results will be performed by Kimley-Horn

 4) Water quality reports are available through the DEP Oculus website

 5) Well pump details will be provided by the Town

 D) Project schedule

Melissa Fox reported that the grant ending date, which is the date all construction should be completed, is January 31, 2022, but the project is estimated to complete in 320 days (August 2021)

 E) Project scope

 1) Prepare design plans, specifications, and permit application for new well

a) Review available water treatment plant as-built construction drawings, well completion reports, drawdown testing results, water quality data, and existing permits

b) Attend FDEP and SJRWMD pre-application meetings for permitting

c) Conduct existing site survey and preliminary site plan

d) Prepare preliminary site plan for new well

e) 90% construction plan submittal to the Town

 1) Attend review meeting with Town

f) 100% construction plan submittal

 1) Attend review meeting with Town

g) DEO 100% construction plan review period

h) Update existing SJRWMD Consumptive Use Permit (CUP) with new well

i) Unmet Needs, if funding is available

 1) Install water tank mixer

 2) Replace water meters with smart meters

Per David Fox, it would be determined if replacement of meter service lines was included in grant funding.

F) Bid administration

1) Finalize design plans and conduct pre-bid meeting – advertising, pre-bid meeting, bid opening, tabulating bids, and contractor selection

2) Contractor selection – David Fox detailed that the Town must accept ‘low qualified bidder,’ meaning lowest cost, not quality

G) Construction administration

Mayor Pro Tem Parker asked about using a pneumatic drill, and Lewis Bryant will consider that option. Change orders are recommended by the engineer and must be approved by DEO.

 1) Attend pre-construction conference & notice to proceed

 2) Kimley-Horn will provide part-time on-site project representative for construction coordination and construction observation services

 3) Review shop drawings

H) Project closeout

1) Record drawings, properly closing permitting, and close project per grant requirements working with Fox Enterprises

 2) FDEP permitting

4. Comments

Mayor Pro Tem Parker will update the Commission through the Town Administrator, if necessary.

 Deborah Kennedy asked about environmental studies which had already been completed.

5. Adjourn 6:34pm

**MINUTES APPROVED:**

**As submitted \_\_\_\_\_\_ as amended \_\_\_\_\_ at Town Commission Meeting \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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**Joseph L. Aufmuth, Mayor Debbie Gonano, Town Administrator/Clerk**