



**CITY OF WILLISTON
COMMUNITY REDEVELOPMENT AGENCY
AGENDA**

**Monday, December 11, 2023 5:30 PM
City Council Chambers**

BOARDMEMBERS

**Nick Williams, Chair
Ken Schwiebert, Vice Chair
Jonathan Lewis, Treasurer
Stephen M. McMillen
Mike Langston**

STAFF

**Laura Jones, CRA Director
Nicole Bouse, Secretary
Kiersten Ballou, City Attorney**

CALL TO ORDER

ROLL CALL

APPROVAL OF PRIOR MINUTES

1. October 9, 2023

CONSENT AGENDA

2. None

TREASURER'S REPORT

3. Finance Report

PUBLIC COMMENTARY

OLD BUSINESS

NEW BUSINESS

4. Wright-Pierce Task Order Proposal for Williston Downtown Parking Plan (a.k.a. Block 12) Construction Management and Loan Administration
5. Christmas Tree Star

STAFF ANNOUNCEMENTS

6. Wednesday, December 13, 2023 Downtown Williston Public Workshop

OTHER BUSINESS

ADJOURNMENT

NEXT CRA MEETING DATE

January 8, 2023 at 5:30 PM

Happy Holidays!

Notice:

If a person decided to appeal any decision made by this committee with respect to any matter considered at such meeting or hearing, he will need a record of the proceeding, and for such purpose, they may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based.

Minutes of the CRA meeting may be obtained from the Department of Community Development. The minutes are recorded, but not transcribed verbatim. Persons requiring a verbatim transcript may make arrangements with the City Clerk to duplicate the recordings or arrange to have a court reporter present at the meeting. The cost of duplication and/or court reporter will be borne by the requesting party.

In accordance with Section 286.26, Florida Statutes, persons with disabilities needing special accommodations to participate in this meeting should contact the City Clerk's office no later than 5:00 P.M. on the day prior to the meeting.



**CITY OF WILLISTON
COMMUNITY REDEVELOPMENT AGENCY
MINUTES**

**Monday, October 9, 2023 5:30 PM
City Council Chambers**

BOARDMEMBERS

**Nick Williams, Chair
Ken Schwiebert, Vice Chair
Jonathan Lewis, Treasurer
Stephen McMillen
Mike Langston**

STAFF

**Laura Jones, CRA Director
Nicole Bouse, Secretary
Clay Martin, City Attorney**

CALL TO ORDER - 5:30PM

ROLL CALL

Ms. Nicole Bouse, Secretary, took roll call. Mr. Stephen McMillen was absent.

APPROVAL OF PRIOR MINUTES

1. August 14, 2023 – Dr. Schwiebert moved to accept the minutes. Mr. Mike Langston seconded Motion passed 4-0.
2. September- No Meeting

CONSENT AGENDA

3. None

TREASURER'S REPORT

4. Finance Report

Ms. Laura Jones reviewed the finance report and said that this is the last one for the fiscal year.

PUBLIC COMMENTARY- None

OLD BUSINESS- None

NEW BUSINESS

5. Discussion-Downtown Revitalization Grant- JB Pro Kathie Ebaugh-
Ms. Ebaugh gave a presentation on the Downtown implementation plan.
6. Recommend Approval of Loan Agreement, Promissory Note and Resolution 2023-42 to City Council – Stephen Bloom, City Finance Director.

Dr. Schwiebert moved to approve the Loan Agreement, Promissory Note and Resolution 2023-42. Mr. Mike Langston seconded Motion passed 4-0.

7. Approve 2023/2024 Budget- Resolution 2023-88

Mr. Mike Langston moved to approve the 2023/2024 Budget and Resolution 2023-88. Dr. Schwiebert seconded Motion passed 4-0.

8. CRA Audit- Helen Painter, Purvis Grey

Ms. Helen Painter reviewed the 2021/2022 CRA Audit with the Board.

9. Election of Officers

Chairman- Dr. Schwiebert moved to nominate Mr. Nick Williams for Chairman. Mr. Lewis seconded. Motion passed.

Vice-Chairman- Mr. Langston moved to nominate Dr. Schwiebert for Vice-Chairman. Mr. Lewis seconded. Motion passed.

Treasurer- Mr. Langston moved to nominate Mr. Jonathan Lewis for Treasurer. Dr. Schwiebert seconded. Motion passed.

Secretary- No nominations

10. Discussion- Christmas Tree Proposal- Jonathan Lewis

Mr. Jonathan Lewis went over the Christmas Tree purchase proposal, and the Board agreed to Option C.

Outside Contributions

Donation of \$7,500 & Commitment to sponsor tree - four additional years.

- Year 1, \$7,000; Year 2 & 3, \$3,500; Year 4, \$1,500
- Additional Years -Year 1, Grow Tree by 6' to 35'; Year 2 & 3, Grow Tree by 3' each year.

CRA Contributions

- \$23,394

- \$15,500 to be donated to CRA over the next four years for growing of tree and other upgrades to tree and surrounding area.
- Actual CRA Contribution - \$21,894
- Actual Outside Donor Contribution - \$23,000

Dr. Schwiebert moved to approve Option C of the Christmas Tree Proposal in the amount of \$23, 394. Mr. Langston seconded. Motion passed 4-0.

STAFF ANNOUNCEMENTS

Mr. Nick Williams would like to know the status of the removal of the tree rings in Heritage Park. Ms. Jones explained that in January they will start the removal process.

Mr. Mike Langston mentioned that he would like to put together some information and a presentation of a Living Sundial.

Ms. Laura Jones advised the Board that if anyone were interested, there would be a presentation about Brownfields on October 19, 2023 at 5:30pm in the Community Room.

OTHER BUSINESS

ADJOURNMENT – 7:03 PM

NEXT CRA MEETING DATE

November 13, 2023 at 5:30 PM

Nick Williams, Chair

Nicole Bouse, Recording Secretary

Notice:

If a person decided to appeal any decision made by this committee with respect to any matter considered at such meeting or hearing, he will need a record of the proceeding, and for such purpose, they may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based.

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November 28, 2023

Terry Bovaird
City Manager
City of Williston
50 N.W. Main Street
Williston, FL 32696

SUBJECT: Task Order Proposal for Williston Downtown Parking Plan (a.k.a. Block 12) Construction Management and Loan Administration, City of Williston, FL

Dear Mr. Bovaird,

Wright-Pierce would like to thank the City of Williston (City) for the opportunity to submit this proposal to provide construction administration services for the above referenced project. Construction administration services will be provided for the various improvements associated with the Williston Downtown Parking Plan in the area otherwise known as Block 12.

Project Background/Understanding

The project is located at the northeast corner of North Main Street (SR 121) and East Noble Avenue (SR 27). As currently designed, the project includes revitalization of the strip of commercial buildings fronting North Main Street and East Noble Avenue, reconstruction of the parking facilities and open space behind the businesses, and new sanitary, water, storm drainage, gas, and electrical services to the commercial buildings. The site and utility improvements, located behind the commercial businesses, were designed by Burrell Engineering (Site Improvement Plans For Williston Downtown Parking Plan dated March 14, 2022). All the noted utility services are owned, operated, and maintained by the City of Williston. The City obtained a construction loan through the Community Redevelopment Agency (CRA) and the City intends to self-perform the construction of the noted utilities. The site paving and storm drainage work will be publicly bid and constructed.

Part of administering the CRA loan requires construction oversight, tracking of project progress, review and approval of disbursement requests, and other grant related coordination as they may be obtained. Since the City intends on self-performing much of the project's construction, the City asked Wright-Pierce to submit this proposal to provide third-party oversight of the loan administration efforts and to provide overall project management and administration. Therefore, Wright-Pierce proposes the following Scope of Services that further defines the Scope of Work, Schedule, and Compensation necessary to provide this oversight.

Scope of Services

Scope of Work

Task 1: Materials List, Loan Document Review, and Scheduling

Wright-Pierce will provide the following services to initiate the project:

- **Materials List:** The City has requested that Wright-Pierce assist their staff with the procurement of materials by creating a detailed materials quantities list for the noted utility services. This list will be segregated by utility type and will be based on the construction documents provided by the City to Wright-Pierce.
- **USDA Loan Application Assistance:** Wright-Pierce will assist the City and Fred Fox Enterprises in developing a USDA Load Application. Fred Fox will take the lead in developing the loan application and Wright-Pierce will assist by providing an updated project cost estimate. The updated cost estimate will be based on bids previously received for this project and provided to Wright-Pierce by the City. Wright-Pierce will update the bids based on standard engineering escalation factors. The cost estimate will identify costs for, 1) work to be self-performed by the City and 2) work that will be bid out.
- **Loan Documentation Review:** Wright-Pierce will meet with representatives from the City including the CRA, Finance Department, Public Works and Planning Department to review and discuss loan requirements, required documentation, and payment and construction completion schedules.
- **Preconstruction Meeting:** A preconstruction meeting will be held on site to review and discuss the construction documents, anticipated construction schedule, phasing, planned service outages, temporary utility needs, inspection and testing needs and frequencies, and loan performance and loan compliance documents. We expect representatives from the City's Public Works and Finance Department's to attend. Representatives from Burrell Engineering will be requested to attend as well. Wright-Pierce will develop the agenda and meeting minutes and distribute these to all attendees via e-mail.
- **Construction Schedule:** Using information gathered at the preconstruction meeting, Wright-Pierce will develop a construction schedule that will include phases of work per utility, major inspection and testing points, planned outages, substantial completion date, and final completion date.

Task 1 Deliverables

The following documents will be provided as PDFs and transmitted to the City via email:

- Materials List
- Project Cost Estimate
- Preconstruction Meeting Agenda and Meeting Minutes.
- Initial Construction Schedule

Task 2: Bidding Services for Paving and Drainage Improvements

Burrell Engineering prepared bid documents for this project and it was publicly bid in March 2021, but no contract was awarded. As part of this Construction Administration project, the City would like to rebid the project in 2024 and construct the paving and drainage work within the Burrell prepared documents.

Wright-Pierce will assist the City in rebidding the paving, curbing, drainage, and ancillary components of this project. The Florida Board of Professional Engineers has specific requirements when a different engineer/engineering firm takes over another engineer's work. However, Wright-Pierce is not taking over the role of Engineer of Record. Under this Task, services are limited to providing construction administration related to bidding, contract interpretations, bid evaluations, and contract award. Any design and/or technical questions, interpretations, or design modifications will be directed to Burrell Engineering for them to address. It is assumed the City will enter into a separate engineering agreement with Burrell Engineering to cover expenses associated with their continued involvement and will support Wright-Pierce coordination with Burrell Engineering during the project. Wright-Pierce will provide the following bidding services:

- Update milestone dates and durations within the Burrell bid documents to reflect the current bidding and construction schedule.
- Redline or redact language from the Burrell bid documents that is not pertinent to the paving and drainage improvements.
- Work with the City to advertise the project in local newspapers.
- Publish the electronic bid documents on Wright-Pierce's Online Plan Room.
- Provide hardcopy sets of bid documents for local contractors that do not obtain plans from Wright-Pierce's Online Plan Room. The Florida Board of Professional Engineers requires that engineer-prepared bid document be signed and sealed by a licensed engineer. As Engineer of Record, Burrell Engineering will need to digitally sign and seal the electronic bid documents and "wet sign and seal" the hardcopy sets. An additional digitally signed and sealed set will also be required from Burrell Engineering for construction purposes (construction documents).
- Conduct a pre-bid meeting at the City and invite Bidders to review the project.
- Coordinate with Burrell Engineering if design or technical questions are received from bidders and prepare an addendum during the bidding process. If needed, Burrell Engineering will be required to make any design changes to the documents. Addenda will be posted on the Wright-Pierce Online Plan Room.
- Conduct a bid opening meeting, provide a bid tabulation to the City, review the bids, and provide a recommendation of award based on the City's criteria for selection.
- Coordinate with City, Contractor, and Burrell Engineering during execution of the bid documents (contract documents).

Task 2 Deliverables

The following documents will be provided as PDFs and transmitted to the City via email unless otherwise noted:

- Redlines/redacted bidding documents, eight hardcopy sets.
- List of contractors contacted prior to the bid.
- Prebid Meeting Minutes, also posted on the Wright-Pierce Online Plan Room.
- Addendums issued. Addendums also posted on the Wright-Pierce Online Plan Room.
- Bid Tabulation.
- Recommendation of Award.
- Digitally signed and sealed set (by Burrell Engineering) of the executed contract documents for City and Contractor.

Task 3: Construction Administration

Wright-Pierce will provide the following services during construction:

- Conduct twice per month construction status meetings (for 6 months) either on-site or at City Hall.
- Perform twice per month on-site observations (for 6 months) of the project to verify reasonable conformity with the construction documents. These observations will be performed on the same day as the above construction status meetings. Wright-Pierce will document and identify discrepancies or work defects. It is assumed the City will provide full-time, on-site construction observation. Wright-Pierce will coordinate with City staff during these visits. We expect to be on site for 6 hours for each visit.
- Verify quantities/limits of constructed work for the purpose of determining accuracy of Contractor payment requests and loan disbursements during our twice per month on-site observations. It is assumed the City's on-site representative will be confirming daily quantities with the Contractor. Wright-Pierce will review these daily quantity reports during the twice per month site visits.
- Perform up to six additional site observations as requested by the City to address interpretation of the contract documents and their application to field conditions.
- Review on a weekly basis daily field observation reports prepared by City staff.
- Review on a monthly basis work records for the project prepared by and for the City staff.
- Review on a weekly basis City-initiated project related material purchase orders, up to twenty purchase orders expected.
- Review Contractor prepared monthly pay requisitions.
- Review construction material and other testing results provided by the City and/or Contractor.
- Prepare and submit payment requisitions to the CRA for the disbursements/reimbursements to involved parties.
- Coordinate requests for information (RFI's) between the City/Contractors and the Engineer of Record.
- Attend up to four City Council meetings to update the City of project progress.
- Coordinate and prepare work change directives and change orders (four are assumed). Design-related issues will require input and direction from the Engineer of Record.
- Review City and Contractor prepared documentation for final Record Drawings.

- Generate Substantial Completion walkthrough and punch list.
- Prepare Record Drawings based on information provided by the City and Contractor. As-Built will consist of redlines of the original Burrell-prepared construction documents.
- Perform Final Completion walkthrough and prepare letter documenting project acceptance.

Task 3 Deliverables

The primary deliverable for this task will be the maintenance and record keeping of the following documents:

- Project-related correspondence.
- Summary memo of review of daily field and inspection reports.
- Twice per month construction meeting notes.
- Updated construction schedule.
- RFIs and their disposition (work directives/change orders).
- Test results.
- Construction photographs.
- City provided work logs.
- City provided purchase orders.
- Pay Request from others.
- Records of loan disbursements/reimbursements.
- Record Drawings, two hardcopy sets.
- Punch lists.
- Project acceptance letter.

A final PDF copy of these records will be provided to the City at project completion.

Schedule

We expect the preconstruction meeting to be held in the first quarter of 2024 and for substantial completion to occur six months thereafter, with final completion and acceptance within 45 days thereafter.

Compensation

Wright-Pierce will complete the above Scope of Services on a time and materials basis with a not to exceed fee of **\$82,500**. A further breakdown of our fee is as follows:

Task 1: Materials List, Loan Document Review, and Scheduling	\$9,300
Task 2: Bidding Services for Paving and Drainage Improvements	\$10,100
Task 3: Construction Administration	\$63,100

Our time and efforts are directly tied to the duration of construction, and construction beyond that indicated in the Schedule will require increases to our fees. Fees will be invoiced monthly in accordance with our General Services Contract.

Clarifications and Exclusions

1. Permit fees are not included in the Scope of Services, and it is expected that the City will pay for all permits and associated review fees related to the project.
2. Material and construction related testing is not included in this Scope of Services, and it is expected that the City will pay for all testing required in association with their part of the construction work.
3. Daily observations are not included in this Scope of Services and are expected be performed by the City.
4. Wright-Pierce is not the Engineer of Record for this project and cannot provide design related modifications or deviations to the construction documents. If such needs arise due to RFI's or similar, we will act as a third-party liaison between the City and the Engineer of Record. Furthermore, Wright-Pierce will not recommend any design-related deviations from the construction documents or substitution of materials or equipment.
5. Wright-Pierce is not serving as a Contractor, and therefore is limited in what it can do regarding construction activities. We cannot:
 - a. Undertake any of the responsibilities of Contractor, Subcontractors, or Suppliers.
 - b. Advise on, issue directions relative to, or assume control over any aspect of the means, methods, techniques, sequences, or procedures of construction.
 - c. Advise on, issue directions regarding, or assume control over security or safety practices, precautions, and programs in connection with the activities or operations of Owner or Contractors.

If this proposal is acceptable, please provide an executed Resolution and Scope of Services. We appreciate the opportunity to present this proposal and look forward to working with you and your staff. If you have any questions or require additional information, please do not hesitate to contact me at 407.794.1734 or at the e-mail address listed below.

Sincerely,
WRIGHT-PIERCE




Walter A. Nickel, PE
Senior Project Manager
walter.nickel@wright-pierce.com

**Professional Services Task Order for
Williston Downtown Parking Plan (a.k.a. Block 12) Construction Management
and Loan Administration, City of Williston, FL**

Contract Acceptance Signatures

Engineer: Wright-Pierce, Inc.

Owner: City of Williston CRA

By: 
Signature

By: _____
Signature

Date: November 28, 2023
Ryan T. Wingard, PE
Vice President

Date: _____

RESOLUTION 2023-43

A RESOLUTION OF THE CITY OF WILLISTON, LEVY COUNTY, FLORIDA, ESTABLISHING AUTHORIZATION FOR THE WILLISTON CITY COUNCIL PRESIDENT TO SIGN AN AGREEMENT FOR PROJECT-SPECIFIC PROFESSIONAL CONSULTING SERVICES FOR CITY ENGINEERING SERVICES WITH WRIGHT-PIERCE, INC.; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, The City of Williston entered into a general Professional Consulting Services agreement with Wright-Pierce, Inc. on July 7, 2017; and

WHEREAS, The City of Williston extended this general Professional Consulting Services agreement on July 19, 2022; and

WHEREAS, The City of Williston desires to enter into an agreement with Wright-Pierce, Inc. for a project-specific professional consulting services for Construction Management and Loan Administration Services for the Williston Downtown Parking Plan (a.k.a. Block 12); and

WHEREAS, the City has determined that it will be mutually beneficial to have Wright-Pierce provide Construction Management and Loan Administration Services for the Williston Downtown Parking Plan (a.k.a. Block 12); and

WHEREAS, Wright-Pierce has submitted a proposal to be authorized between the City of Williston and Wright-Pierce, Inc.; and

NOW, THEREFORE, BE IT RESOLVED by the City of Williston, Levy County, Florida, that:

SECTION 1. The foregoing "WHEREAS" clauses are hereby ratified and confirmed as being true and correct and are incorporated herein by this reference.

SECTION 2. The City Council hereby accepts the quote and contract from Wright-Pierce, Inc. hereby exhibited as Exhibit A.

SECTION 3. This resolution shall become effective immediately upon adoption.

PASSED AND ADOPTED on _____, **2023.**

CITY OF WILLISTON, FLORIDA

Debra Jones, President
Williston City Council

ATTEST: Latricia Wright
City Clerk

Date: December 11, 2023

CRA AGENDA ITEM

TOPIC: Christmas Tree Star

BACKGROUND/ DESCRIPTION:

City staff purchased a star for the Christmas Tree. I explained that I was not authorized to make purchase without your permission. It had to be purchased before the next meeting and therefore, they are willing to pay for it out of their budget if you do not authorize.

LEGAL REVIEW: NA

FISCAL IMPACTS: \$1,678.42

RECOMMENDED ACTION: Approve invoice for Christmas Tree star.

ATTACHMENTS: Invoice from Wintergreen Corp.

CRA BOARD ACTION:

_____ **APPROVED** _____ **DISAPPROVED**



Order Confirmation


205 Curie Drive
Alpharetta, GA 30005
Phone: 855-942-7100
Fax: 866-790-0253
CustomerService@o.wintergreencorp.com

Order Number: 2521848
Account No: 1580288
Date: 11/27/2023
Desired Ship Date:

Bill To:
Levy County Prevention Coalition/City of Williston Jonathan Lewis 50 NW Main St Williston, FL 32696 Phone: (352) 328-3540 jmlewis@levyprevention.org

Ship To:
Levy County Prevention Coalition/City of Williston Jonathan Lewis 50 NW Main St Williston, FL 32696 Phone: (352) 328-3540 jmlewis@levyprevention.org

Rep	PO Number	Shipment Type	Payment Terms
Inside Sales		TRUCK	Net 30

Item No.	Description		Unit Price	Qty	Line Total
74897	Shimmering Cool White LED Crystal 8 Point Star Tree Topper - 48 Inch Shimmering Cool White LED Crystal 8 Point Star Tree Topper		\$1,389.40	1	\$1,389.40
Subtotal					\$1,389.40
Adjustments					\$0.00
Shipping & Handling					\$289.02
Sales Tax					\$0.00
Total					\$1,678.42

Past due accounts will be assessed a 1.5% per month finance charge. Cancellations on regular stock pre-orders are subject to 30% fee. Orders for custom products are non-cancellable. See <http://wintergreencorp.com/customer-support.htm> for additional terms and conditions.

This order has been deemed exempt from Sales Tax based on the Resale Number or other Exemption documentation provided. Please contact Customer Service immediately if this is not correct.

Thank You For Your Business!