

## **Resolution No. 2025-3421**

**A Resolution of the City of Sanford, Florida, amending the City's annual operating budget for the fiscal year beginning October 1, 2024, and ending September 30, 2025; providing for implementing administrative actions; providing for a savings provision; providing for conflicts; providing for severability and providing for an effective date.**

**Whereas**, the Commission of the City of Sanford, Florida has adopted an annual operating budget for the fiscal year beginning October 1, 2024, and terminating on September 30, 2025, specifying certain projected revenues and expenditures for the operations of Sanford municipal government; and

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

**Whereas**, from time-to-time circumstances and events may require that the original City budget may need revision; and

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

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

### **Section 1. Adoption of Budget Amendment.**

The annual operating budget of the City of Sanford for the fiscal year beginning October 1, 2024, and terminating on September 30, 2025, is hereby revised and amended by Attachment "A". The Attachment is hereby incorporated into this Resolution as if fully set forth herein verbatim. Except as amended herein, the annual operating budget for the City of Sanford for fiscal year beginning October 1, 2024, and

terminating on September 30, 2025, shall remain in full force and effect.

**Section 2. Implementing administrative actions.**

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

**Section 3. Savings.**

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

**Section 4. Conflicts.**

All resolutions or parts of resolutions in conflict with this Resolution are hereby repealed.

**Section 5. Severability.**

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

**Section 6. Effective Date.**

This Resolution shall become effective immediately upon enactment.

Passed and adopted this 22<sup>nd</sup> day of September, 2025.

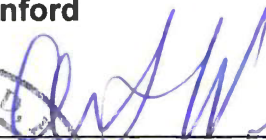
Attest:

City Commission of the City of  
Sanford



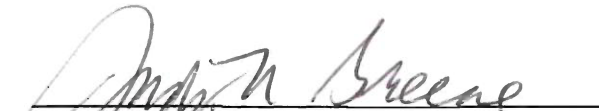

Traci Houchin, MMC, FCRM  
City Clerk





Art Woodruff, Mayor

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

  
William Colbert, City Attorney  
  
LINDSAY N. GREENE

**ATTACHMENT A  
REQUEST FOR BUDGET AMENDMENT**

**Fiscal Year** 2025  
**Department:** Marina

**Division:** Marina

**Date:** 9/22/2025

**BUDGET AMENDMENT**

**CHANGES IN REVENUES**

REVENUE ACCOUNT NUMBER										
Fund	Revenue	Act Cd	Ele	Project #	Revenue Account Title	Budget	Balance	Change	Balance	
001	0000	389	98	00	Use of Reserves	\$ 8,093,429	\$ 8,093,429	\$ 1,312,057	\$ 9,405,486	
457	0000	381	01	00	Transfer from General Fund			\$ 1,312,057	\$ 1,312,057	
									\$ -	
									\$ -	
									\$ -	
									\$ -	
									\$ -	
									\$ -	

TOTAL CHANGES IN REVENUES

\$ 2,624,114

**CHANGES IN EXPENDITURES**

EXPENDITURE ACCOUNT NUMBER										
Fund	Dpt/Div	Activity	Obj	Ele	Project #	Expenditure Account Title	Budget	Balance	Change	Balance
001	7979	581	91	54		Transfer to Marina Fund	\$ 450,000	\$ 450,000	\$ 1,312,057	\$ 1,762,057
457	5502	575	63	00	MA2201	Imp Other than Bldgs			1,312,057	\$ 1,312,057
									\$ -	
									\$ -	
									\$ -	
									\$ -	
									\$ -	
									\$ -	

TOTAL CHANGES IN EXPENDITURES

\$ 2,624,114

**REASON FOR AMENDMENT:** Marina Dredging and Dock Replacement Design & Permitting Services

**DIRECTOR APPROVAL:**

**DATE:** 9/3/25

**FINANCE APPROVAL:**

Cynthia Lindsay

**DATE:** 9/3/25

**CITY MANAGER APPROVAL:**

**DATE:** 9/3/25

(\$5,000 to \$49,999)

**CITY COMMISSION AGENDA DATE:**

9-23-2025

**APPROVED:**

Y

(\$50,000 or More)

FOR FINANCE USE

**Document #:** BA 12-102

**Entry Date:**

**Batch Number:**

**CCM#:**

**RES#:**

DRAFT



Date: September 3, 2025  
To: Craig Radzak, Chris Smith, City of Sanford  
From: Neel-Schaffer/Edgewater Team  
Rosemary Aldridge, PE, Ron Schultz, PE – Co-Principals

This memorandum is intended to summarize our recent discussion and serve as a proposed approach to provide engineering design, permitting, and construction services for the downtown Sanford Marina repair project. Fees will be requested through two Task Authorizations (TA's) broken into two separate projects to cover dredging and dock repair/replacement separately.

## I. BACKGROUND

The Neel-Schaffer/Edgewater team (NS Team) has reviewed marina damages from Hurricane Ian in 2022 and worked with the City of Sanford to assess damages and associated costs. Exhibit A presents the cost estimate of repairs included in the Request for Qualifications for engineering services to support the repair work and is the basis of engineering fees for this project. Exhibit B presents the rationale and fee calculations to be submitted in two Task Authorizations to the City of Sanford.

Engineering Fees are based on the estimated cost of construction and the State of Florida Department of Management Services Fee Calculator. A summary of the construction costs and fees is broken down below for dredging costs and dock repair/replacement. "Additional services" fees are as defined by the Fee Calculator and broken out below. Fees may be adjusted once low bid cost is determined.

Overall Construction Cost Estimate:	\$ 18,265,806.00
Dredging portion	\$ 5,620,800.00
Docks portion	\$ 7,857,936.65

Design Fees Estimated at Complexity C:	
Dredging Fees	\$ 459,756.00
Dock Fees	\$ 630,630.00

Additional Services (estimated fees):	
Environmental Baseline	\$ 72,500.00
Geotechnical	\$ 150,000.00
Coastal Analysis	\$ 45,000.00

<b>TOTAL CONTRACT VALUE DREDGING &amp; DOCKS</b>	<b>\$ 1,357,886.00</b>
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Additional services for Environmental Baseline and Coastal Analysis will be performed in-house as hourly not-to-exceed fees and will be based on the outcomes of pre-application meetings with agencies. Three quotes will be obtained for geotechnical and performed as lump sum work.



## II. PROPOSED SCOPE OF SERVICES

Permitting for dredging and dock replacement should commence as soon as possible, as this process is expected to take one-to two-years with the County, U.S. Army Corps of Engineers (USACE), and Florida Department of Environmental Protection (FDEP). The plan is to pursue dredging permits separate from dock replacement permits to expedite dredging work. Permitting of docks will be based on the replacement dock project scope.

The following task breakdown has been developed to guide implementation of the current project plan described above. Fees for these services will initially be submitted as Task Authorizations 1 and 2 with subsequent task authorizations for any additional services identified at a later date.

### **TASK AUTHORIZATION 1 – SITE ENVIRONMENTAL BASELINE AND PRELIMINARY FINDINGS**

#### **Task 1. Site Environmental Baseline and Preliminary Findings - \$45,829 hourly not-to-exceed (Additional Services)**

The NS Team will collect environmental data that will be required by agencies for submission during the permitting procedures. Further, collected environmental data will be utilized in the refinement and engineering of dredging and site design (on a subsequent task), and to adequately respond to RAIs that are received during permitting. This work will be performed in-house on an hourly basis with a not-to-exceed budget. General outline of needed baseline data that will be collected during the environmental baseline process are as follows:

- **Environmental Assessment (EA)**
  - Desktop data research and data gap analysis
  - Updated Aquatic, Bathymetric and Benthic Survey
  - Emergent Vegetation and Wetland Assessment
  - Water Quality Sampling and Analysis

Water depths, water quality, sediments, the benthic-bottom environment, documented species, submerged aquatic vegetation (SAV), and emergent wetland vegetation will be included in the assessment as required by regulating agencies.

Biologists will utilize a survey boat to record data points with sub-meter GIS and survey equipment. Bottom elevations of the submerged lands will be recorded so that appropriate depths can be determined at low and mean water levels. Along with the bathymetric survey, we would also conduct a benthic survey to create a species inventory and document any ecological impacts resulting from construction activities associated with the temporary event. The survey area is approximately 21 acres outside the marina basins (bathymetric survey only) and approximately 14.75 acres inside the marina basins. This is in addition to an estimated 10-acre offshore disposal site location identified by the City (total survey area of 46 acres).

▪ **Regulated Resources Assessment**

- Listed-Regulated Wildlife
- Listed-Regulated Plant Species
- Invasive Species Assessment

During the aforementioned assessment activities, regulated species or resources that are detected will be documented, mapped, and assessed. Among other potential resources that may be documented, the Florida Natural Areas Inventory (FNAI) has a site-specific list of species that have probability to occur on the site or may periodically traverse the site<sup>1</sup>. Although our onsite assessment will be exhaustive, we will ensure to assess the site for every species that permitting agencies are going review on the site's FNAI list, and request information regarding. The FNAI Rare Element Report for the site includes the following species:

**1 Likely Element Found**

Scientific and Common Names	Global Rank	State Rank	Federal Status	State Listing
<i>Elliptio monroensis</i> St. Johns Elephantear	G1G2	S1S2	N	N

**21 Potential Elements Common to Any of the 2 Matrix Units**

Scientific and Common Names	Global Rank	State Rank	Federal Status	State Listing
<i>Antigone canadensis pratensis</i> Florida Sandhill Crane	G5T2	S2	N	ST
<a href="#"><i>Athene cunicularia floridana</i></a> Florida Burrowing Owl	G4T3	S3	N	ST
<i>Carex chapmannii</i> Chapman's sedge	G3	S3	N	T
<a href="#"><i>Centrosema arenicola</i></a> sand butterfly pea	G2Q	S2	N	E
<i>Copris gopheri</i> Gopher Tortoise Copris Beetle	G2	S2	N	N
<a href="#"><i>Drymarchon couperi</i></a> Eastern Indigo Snake	G3	S2?	T	FT
<a href="#"><i>Gopherus polyphemus</i></a> Gopher Tortoise	G3	S3	C	ST
<a href="#"><i>Illicium parviflorum</i></a> star anise	G2	S2	N	E

<sup>1</sup> [FNAI Tracked Species List](#)



<u><i>Lechea cernua</i></u>	G3	S3	N	T
nodding pinweed				
<u><i>Lithobates capito</i></u>	G2G3	S3	N	N
Gopher Frog				
<u><i>Matelea floridana</i></u>	G2	S2	N	E
Florida spiny-pod				
<u><i>Mustela frenata peninsulae</i></u>	G5T3?	S3?	N	N
Florida Long-tailed Weasel				
<u><i>Nemastylis floridana</i></u>	G2	S2	N	E
celestial lily				
<u><i>Nolina atopocarpa</i></u>	G3	S3	N	T
Florida beargrass				
<u><i>Pituophis melanoleucus</i></u>	G4	S3	N	ST
Pine Snake				
<u><i>Podomys floridanus</i></u>	G3	S3	N	N
Florida Mouse				
<u><i>Pteronotropis welaka</i></u>	G3G4	S3S4	N	ST
Bluenose Shiner				
<u><i>Salix floridana</i></u>	G2G3	S2S3	N	E
Florida willow				
<u><i>Sciurus niger niger</i></u>	G5T5	S3	N	N
Southeastern Fox Squirrel				
<u><i>Trichechus manatus latirostris</i></u>	G2G3T2	S2S3	T	N
Florida Manatee				
<u><i>Ursus americanus floridanus</i></u>	G5T4	S4	N	N
Florida Black Bear				
Regulated Bird Species and Nesting Sites	Variable	Variable	Variable	Variable
Regulated Seagrasses	Variable	Variable	Variable	Variable
Jurisdictional Wetlands	Variable	Variable	Variable	Variable

Following the field work, a preliminary findings summary will be prepared.

This task does not include:

- Topographic Survey of Seawall/Uplands as needed
- Subsequent studies that may be required by agencies
- Permitting fees
- Mitigation plans for any species



**TOTAL FEE TASK AUTHORIZATION 1 (SITE ENVIRONMENTAL/PRELIMINARY FINDINGS): \$675,630****TASK AUTHORIZATION 2 – DREDGING DESIGN, PERMITTING & CONSTRUCTION****Task 2A. Site Environmental Analysis and Report - \$26,671 hourly not-to-exceed (Additional Services)**

The NS Team will review and analyze environmental data collected in Task Authorization 1 and prepare a formal report that will be required by agencies for submission during the permitting procedures. This previously collected environmental data will be analyzed for refinement of engineering criteria for dredging and site design. A topographic survey of seawall and uplands will be prepared along with a Manatee Protection Plan. This work will be performed in-house on an hourly basis with a not-to-exceed budget.

**Task 2B: Geotechnical Investigation - \$150,000 (lump sum based on quote) (Additional Services)**

As we begin the dredging design effort in Task 1C, the NS Team will determine the need, location, quantity, and depth of both onshore and offshore soil borings required to support the project design. These determinations will also be guided by requirements discussed during the permitting re-application meetings. If an offsite dredge disposal location has been identified, borings may include sampling and testing of those soils as required by the permitting agencies. Three quotes will be obtained with the fee adjusted based on actual cost and billed as a lump sum.

A geotechnical field investigation will be conducted, encompassing all borings necessary for design. Following field work, laboratory testing and engineering analyses will be performed. The final deliverable will be a comprehensive geotechnical engineering report.

**Task 2C: 50% Design (Basic Services from Fee Calculator) – Dredging \$229,878**

In order to adequately support the preparation of permit applications for the relevant regulatory agencies, it will be necessary to advance approximately 50% of the project dredging design.

The 50% design effort would include preliminary plans for the following:

- Dredging Plan
- Permit Support Documentation
- Preliminary (50%) Design Drawings
- Preliminary Specifications Outline
- Other drawings and documents as needed by the various government entities for approvals

This task would include preparing and filing local permitting applications for the City of Sanford and Seminole County as well as state and federal environmental permits with the USACE and FDEP. This task includes tracking and coordination and response to one Request for Additional Information (RAI). Any subsequent RAI's or requests for new studies/design deliverables will be considered Additional Services subject to additional fee. Permit fees can be paid by the City or requested to be paid by NS under a separate Task Authorization.

Once permits are received and City approval is given, we would then proceed to 100% design to prepare construction documents, plans, specifications, and bid documents under Task 1D.

Not included in basic services for this task:

- Payment of permit application fees
- Boundary Survey of marina property (will be required by permit agencies)
- Detailed cost estimates (per State Fee Calculator)

#### **TASK 2D – 100% Dredging Design (Basic Services per Fee Calculator) - \$229,878**

This task will consist of the remaining 50% of design of the dredging project including detailed construction plans, specifications, and bid and contract documents. All other design elements would be included in our scope of work, finalization of dredging locations, access routes, disposal planning, turbidity and environmental control measures, and coordination with applicable permitting requirements.

It is our understanding that the City will provide a Project Manager and/or an Inspector during construction. NS will assist the City with bidding, construction administration, coordination with the field team, and support during the project warranty period for the Dredging project. During the bid phase, the NS team will respond to bidder questions, issue addenda, and evaluate bids. During construction, we will provide administration services including periodic review of the contractor's performance, approval of pay requests, answering questions/RAI's, review lien waivers, review performance and labor and material payment bonding provisions (if required), etc. Upon completion, we will assist with final inspections, punch list preparation, and project closeout, as well as provide support to the Owner during the construction warranty period to address any issues that may arise. Bi-weekly visits to the site and meetings are included with this task.

**Bidding:** The Engineer will provide an electronic PDF file of the plans and specifications for distribution to the bidders. The Engineer will respond to questions and comments from the bidders, provide clarification, and prepare technical responses to be included in the addenda. The Engineer will distribute the addenda documents to the bidders by email. The Engineer will develop a bid tabulation and recommendation to award.

#### **Preconstruction Conference and bi-monthly meetings, including preparation of Conformed Documents:**

NS Team staff will conduct a preconstruction conference for the construction project. During the conference, the Project Engineer will present the agenda and record meeting minutes. The Project Manager and Engineer will also conduct bi-monthly project meetings. During these meetings the Engineer will conduct the meeting and maintain meeting minutes with the Contractor, Subcontractors and City's representatives. Following the meetings, the Engineer will prepare meeting minutes for distribution to the meeting attendees. This task includes preparing electronic signed and sealed copy of conformed drawings and specifications incorporating into the construction documents any revisions and clarifications that occurred during the bidding phase.

**Review and respond to RFIs:** The Engineer will review RFIs submitted by the Contractor. Activities for this task include maintaining a submittal log/record, reviewing RFIs, providing work directives and comments, and transmitting copies of reviewed RFIs to the City staff and the Contractor.

**General Coordination Activities/Technical Assistance:** The Engineer will provide technical assistance to the Contractor and City representatives during project construction to provide clarification and interpretation of the Drawings and Specifications and to resolve technical issues or conflicts which may arise, and will provide general coordination tasks between City representatives, Contractor, and other parties or entities as necessary. The Engineer will prepare sketches and drawings to resolve actual field conflicts if necessary. The Engineer will also provide technical assistance to resolve any unforeseen conditions during construction. Furthermore, the Engineer will review laboratory, shop, and test reports related to materials and quality of work and will aid in claims negotiation and dispute resolution. Additionally, the Engineer will review and monitor the Contractor's construction schedule and will advise the city regarding the progress and problems affecting such progress. This task will also include the following: Monthly review of quantities with submitted pay applications, monthly review of red line as-built drawings submitted by the contractor, and preparation of change orders as needed.

**Substantial and Final Completion Inspections:** The Engineer will perform one site inspection each at substantial completion and final completion. Each inspection will include a "walk through" of the entire project, formation of a punch list for deficient work and formalization and transmittal of the punch list to the Contractor and City representatives.

**Closeout Documentation Review and Final Submittals:** The Engineer will inspect all equipment and materials installed in the project verifying the contractor has met the requirements of the plans and specifications. Prior to final payment, the Engineer will verify that all testing requirements have been met and documented. The Engineer will also verify all as-built documentation, warranties and product information has been properly prepared and submitted by the Contractor. All final closeout documentation will be submitted in accordance with contract requirements.

Not included in the basic services for this task per the State fee calculator are:

- Documents prepared for alternate bids, excessive change orders, record documents/as built
- Resident Project Representation beyond biweekly
- Administration of Multiple Contracts (assume one for dredging and one for docks included)

**TOTAL FEE TASK AUTHORIZATION 2 (DREDGING):       \$636,427**

### **TASK AUTHORIZATION 3 – REPLACEMENT DOCK DESIGN, PERMITTING & CONSTRUCTION**

#### **Task 3A: Coastal Analysis - \$45,000 hourly not-to-exceed (Additional Services)**

To support the project design, a coastal analysis will be completed consisting of evaluation of wind, waves, and water levels, along with wave modeling using Delft3D. This analysis will define the design parameters for the project and guide the preliminary (30%) design of dock features. The coastal analysis effort will include:

- Analysis of wind, wave, and water level conditions
- Wave modeling using Delft3D
- Interpretation of model outputs to establish site-specific design parameters
- Application of results to preliminary coastal protection design
- Preparation of supporting figures and documentation

**Task 3B : 30% Design - Replacement Docks (Basic Services per Fee Calculator) - \$189,189**

In order to adequately support the preparation of permit applications for the relevant regulatory agencies, it will be necessary to advance approximately 30% of the replacement dock project.

The 30% design effort would include preliminary plans for the following:

- Marina design including floating docks, dock support, spring piling, accessory ramps
- Marina potable water/fire main/fire protection plan/hydrants/Wi-Fi/security
- Electrical plan and site lighting plan
- Breakwater Design
- FDEP Flushing Model
- Wind-Wave Model
- Other drawings and documents as needed by the various government entities for approvals

This task would include preparing and filing local permitting applications for the City of Sanford and Seminole County as well as state and federal environmental permits with the US Army Corps of Engineers (USACE) and Florida Department of Environmental Protection (FDEP). This task includes tracking and coordination and response to one Request for Additional Information (RAI). Any subsequent RAI's or requests for new studies/design deliverables will be considered Additional Services subject to additional fee. Permit fees can be paid by the City or requested to be paid by NS under a separate Task Authorization.

Once permits are received and City approval is given, we would then proceed to 100% design to prepare construction documents, plans, specifications, and bid documents under Task 2C.

Not included in basic services for this task:

- Payment of permit application fees
- Boundary Survey of marina property (will be required by permit agencies)
- Detailed cost estimates (per State Fee Calculator)

**Task 3C: 100% Dock Design (per Fee Calculator) - \$441,441**

This task will consist of the remaining 70% of design of the dock project including detailed construction plans, specifications, bid and contract documents to design the marina and related site work. All other design elements would be included in our scope of work which include structural engineering, mechanical/electrical/plumbing, marina fire protection, landscape and lighting, etc.

It is our understanding that the City will provide a Project Manager and/or an Inspector during construction. NS will assist the City with bidding, construction administration, coordination with the field team, and support during the project warranty period for the Dredging project. During the bid phase, the NS team will respond to bidder questions, issue addenda, and evaluate bids. During construction, we will provide administration services including periodic review of the contractor's performance, approval of pay requests, answering questions/RAI's, review lien waivers, review performance and labor and material payment bonding provisions (if required), etc. Upon completion, we will assist with final inspections, punch list preparation, and project closeout, as well as provide support to the Owner during the construction warranty period to address any issues that may arise. Bi-weekly visits to the site and meetings are included with this task.

**Bidding:** The Engineer will provide an electronic PDF file of the plans and specifications for distribution to the bidders. The Engineer will respond to questions and comments from the bidders, provide clarification, and prepare technical responses to be included in the addenda. The Engineer will distribute the addenda documents to the bidders by email. The Engineer will develop a bid tabulation and recommendation to award.

**Preconstruction Conference and bi-monthly meetings, including preparation of Conformed Documents:** NS Team staff will conduct a preconstruction conference for the construction project. During the conference, the Project Engineer will present the agenda and record meeting minutes. The Project Manager and Engineer will also conduct bi-monthly project meetings. During these meetings the Engineer will conduct the meeting and maintain meeting minutes with the Contractor, Subcontractors and City's representatives. Following the meetings, the Engineer will prepare meeting minutes for distribution to the meeting attendees. This task includes preparing electronic signed and sealed copy of conformed drawings and specifications incorporating into the construction documents any revisions and clarifications that occurred during the bidding phase.

**Review and respond to RFIs:** The Engineer will review RFIs submitted by the Contractor. Activities for this task include maintaining a submittal log/record, reviewing RFIs, providing work directives and comments, and transmitting copies of reviewed RFIs to the City staff and the Contractor.

**General Coordination Activities/Technical Assistance:** The Engineer will provide technical assistance to the Contractor and City representatives during project construction to provide clarification and interpretation of the Drawings and Specifications and to resolve technical issues or conflicts which may arise, and will provide general coordination tasks between City representatives, Contractor, and other parties or entities as necessary. The Engineer will prepare sketches and drawings to resolve actual field conflicts if necessary. The Engineer will also provide technical assistance to resolve any unforeseen conditions during construction. Furthermore, the Engineer will review laboratory, shop, and test reports related to materials and quality of work and will aid in claims negotiation and dispute resolution. Additionally, the Engineer will review and monitor the Contractor's construction schedule and will advise the city regarding the progress and problems affecting such progress. This task will also include the following: Monthly review of quantities with submitted pay applications, monthly review of red line as-built drawings submitted by the contractor, and preparation of change orders as needed.

**Substantial and Final Completion Inspections:** The Engineer will perform one site inspection each at substantial completion and final completion. Each inspection will include a "walk through" of the entire

project, formation of a punch list for deficient work and formalization and transmittal of the punch list to the Contractor and City representatives.

**Closeout Documentation Review and Final Submittals:** The Engineer will inspect all equipment and materials installed in the project verifying the contractor has met the requirements of the plans and specifications. Prior to final payment, the Engineer will verify that all testing requirements have been met and documented. The Engineer will also verify all as-built documentation, warranties and product information has been properly prepared and submitted by the Contractor. All final closeout documentation will be submitted in accordance with contract requirements.

Not included in the basic services for this task per the State fee calculator are:

- Documents prepared for: alternate bids for owner-elected scope unrelated to hurricane damages, excessive change orders (unrelated to errors or omissions in design), multiple construction contracts, record documents/as built
- Resident Project Representation beyond bi-weekly
- Administration Services for Multiple Contracts (assume one for dredging and one for docks included under Task Authorizations 1 and 2)
- Detailed cost estimates

**TOTAL FEE TASK AUTHORIZATION 3 (DOCKS): \$675,630**

### **CONSTRUCTION CONTRACTS**

The following construction contracts are expected following the completion of design and permitting activities:

#### **Contract A. Dredging**

#### **Contract B. General construction for the marina repairs and construction**

1. Furnish floating docks.
2. Install floating docks and piling.
3. Slip MEP utilities.
4. Site Work, launchpad areas, stone revetments and fencing, lighting, landscaping and other related elements.

#### **Contract C.** Any additional work requested by the City would be included in this contract.



## TASK AUTHORIZATION FORM

Task Authorization No. 2

Project Title Downtown Sanford Marina Dredging Design, Permitting & Construction

Owner City of Sanford

Contractor: Neel-Schaffer

Agreement Date and Solicitation Number: RFQ 23/24-24R

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

Execution of the Task Authorization by the City shall serve as authorization for the CONSULTANT to provide the above project, professional services as set out in the Task Authorization form below; to that certain **Agreement dated** 21st day of January 2025 between the CITY and the CONSULTANT and further delineated in the specifications, conditions and requirements stated in the following listed documents, which are attached hereto and made a part hereof.

### ATTACHMENTS (Check all that apply):

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

**Time for completion:** The work authorization by this TASK AUTHORIZATION shall be commenced upon receipt of a Purchase Order by the CONSULTANT and shall be completed within (1,290) calendar days from receipt of Purchase Order by the CONSULTANT.





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## TASK AUTHORIZATION

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Design fees for this project were calculated using the State of Florida Department of Management Services Fee Calculator. Services that are considered "Additional Services" using the fee calculator program are noted as such.

### **TASK 2A – Site Environmental Analysis and Report - hourly not-to-exceed (Additional Services)**

**Description of Work:** The NS Team will review and analyze environmental data collected in Task Authorization 1 and prepare a formal report that will be required by agencies for submission during the permitting procedures. This previously collected environmental data will be analyzed for refinement of engineering criteria for dredging and site design. A topographic survey of seawall and uplands will be prepared along with a Manatee Protection Plan. This work will be performed in-house on an hourly basis with a not-to-exceed budget.

**Contract Price:** \$26,671 hourly not-to-exceed

**Contract Time:** 30 calendar days

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### **TASK 2B – Geotechnical Investigation – lump sum (Additional Services)**

**Description of Work:** As we begin the dredging design effort in Task 1C, the NS Team will determine the need, location, quantity, and depth of both onshore and offshore soil borings required to support the project design. These determinations will also be guided by requirements discussed during the pre-application meeting. If an offsite dredge disposal location has been identified, borings may include sampling and testing of those soils as required by the permitting agencies. Three quotes will be obtained for this work, the fee adjusted based on actual cost, and subcontracted on a lump sum basis. A geotechnical field investigation will be conducted, encompassing all borings necessary for dredging design. Following field work, laboratory testing and engineering analyses will be performed. The final deliverable will be a comprehensive geotechnical engineering report.

**Contract Price:** \$150,000 lump sum (to be adjusted based on actual cost)

**Contract Time:** 120 calendar days

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**TASK 2C – 50% Dredging Design and Permitting – lump sum (Basic Services per Fee Calculator)**

**Description of Work:** To support the preparation of permit applications for the regulatory agencies, it will be necessary to advance approximately 50% of the dredging project design.

The 50% dredging design will include, but not be limited to, the following:

- Dredging Plan
- Permit Support Documentation
- Preliminary (50%) Design Drawings
- Preliminary Specifications Outline
- Additional drawings and materials as required by regulatory agencies and the City

This task would include preparing and filing local permitting applications for the City of Sanford and Seminole County as well as state and federal environmental permits with the US Army Corps of Engineers (USACE) and Florida Department of Environmental Protection (FDEP). This task includes tracking and coordination and response to one Request for Additional Information (RAI). Any subsequent RAI's or requests for new studies/design deliverables will be considered Additional Services subject to additional fee.

Once permits are received and City approval is given, we would then proceed to 100% design to prepare construction documents, plans, specifications, and bid documents under Task 1D.

Not included in basic services for this task:

- Payment of permit application fees
- Boundary Survey of marina property (may be required by permit agencies)
- Detailed cost estimates (per State Fee Calculator)

**Contract Price:** \$229,878 lump sum

**Contract Time:** 510 calendar days

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**TASK 2D – 100% Dredging Design and Construction – lump sum (Basic Services per Fee Calculator)**

**Description of Work:** The design will be advanced to 100% construction plans, prepared in AutoCAD at a reasonable scale to clearly detail the proposed construction.

It is our understanding that the City will provide a Project Manager and an Inspector during construction. NS will assist the City with bidding, construction administration, and support during the project warranty period for the Dredging project. During the bid phase, the NS team



will respond to bidder questions, issue addenda, and evaluate bids. During construction, we will provide administration services including periodic review of the contractor's performance, approval of pay requests, answering questions/RAI's, review lien waivers, review performance and labor and material payment bonding provisions (if required), etc. Upon completion, we will assist with final inspections, punch list preparation, and project closeout, as well as provide support to the Owner during the construction warranty period to address any issues that may arise. Bi-weekly meetings and visits to the site are included with this task.

Not included in the basic services for this task per the State fee calculator are:

- Documents prepared for: alternate bids for owner-elected scope unrelated to hurricane damages, excessive change orders (unrelated to errors or omissions in design), multiple construction contracts, record documents/as built
- Resident Project Representation beyond bi-weekly
- Administration Services for Multiple Contracts (assume one for dredging and one for docks included under Task Authorizations 1 and 2)
- Detailed cost estimates

**Contract Price:** \$229,878 lump sum

**Contract Time:** 750 calendar days

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**Total Contract Time:** 1,290 Days (some tasks are concurrent)

**Total Contract Price:** \$636,427 (not-to-exceed)

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TASK AUTHORIZATION 1 SUMMARY			
No.	Description	Contract Price	Contract Time
2A	Site Environmental Analysis and Report	\$26,671 NTE	30 days
2B	Geotechnical Investigation	\$150,000 LS*	120 days
2C	50% Design with Permitting Applications	\$229,878 LS	510 days
2D	100% Design with Construction Admin.	\$229,878 LS	750 days
<b>TOTAL</b>		<b>\$636,427 NTE</b>	<b>1,290 days</b>

\* To be adjusted based on actual costs from quotes

LS – lump sum

NTE – hourly not-to-exceed



## **APPROVAL TASK AUTHORIZATION**

### **ACKNOWLEDGMENTS**

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



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

**ATTEST:**

**CITY OF SANFORD**



Traci Houchin, MMC, FCRM  
City Clerk

By: 

Art Woodruff

Mayor

Date: 

Approved as to form and  
legal sufficiency.



Lindsay N. Greene, City Attorney

**ATTEST:**

**NEEL-SCHAFER, INC.**



Dain Gillen, P.E.  
Coastal Discipline Lead

By: 

Rosemary R. Aldridge, P.E.

Senior Vice President

Dated: September 3, 2025

**Attachments to be included;**

**Section 00XXX Task Authorization**  
**Attachment "A" Consultant RFQ – Agreement**  
**Attachment "B" Price Sheet**  
**Insurance Requirement Form**

**END OF SECTION**

**TASK AUTHORIZATION FORM**

Task Authorization No. 3

Project Title Downtown Sanford Marina Replacement Dock Design, Permitting & Construction

Owner City of Sanford

Contractor: Neel-Schaffer

Agreement Date and Solicitation Number: RFQ 23/24-24R

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

Execution of the Task Authorization by the City shall serve as authorization for the CONSULTANT to provide the above project, professional services as set out in the Task Authorization form below; to that certain **Agreement dated** 21st day of January 2025 between the CITY and the CONSULTANT and further delineated in the specifications, conditions and requirements stated in the following listed documents, which are attached hereto and made a part hereof.

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

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

**Time for completion:** The work authorization by this TASK AUTHORIZATION shall be commenced upon receipt of a Purchase Order by the CONSULTANT and shall be completed within (1,500) calendar days from receipt of Purchase Order by the CONSULTANT.



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## TASK AUTHORIZATION

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Design fees for this project were calculated using the State of Florida Department of Management Services Fee Calculator. Services that are considered "Additional Services" using the fee calculator program are noted as such.

### **TASK 3A – Coastal Analysis - hourly not-to-exceed (Additional Services)**

**Description of Work:** To support the project design, a coastal analysis will be completed consisting of evaluation of wind, waves, and water levels, along with wave modeling using Delft3D. This analysis will define the design parameters for the project and guide the preliminary (30%) design of dock features. This work will be performed in-house on an hourly basis with a not-to-exceed budget. The coastal analysis effort will include:

- Analysis of wind, wave, and water level conditions
- Wave modeling using Delft3D
- Interpretation of model outputs to establish site-specific design parameters
- Application of results to preliminary coastal protection design
- Preparation of supporting figures and documentation

**Contract Price:** \$45,000 hourly not-to-exceed

**Contract Time:** 90 calendar days

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### **TASK 3B – 30% Replacement Dock Design and Permitting - lump sum (Basic Services per Fee Calculator)**

**Description of Work:** In order to adequately support the preparation of permit applications for the relevant regulatory agencies, it will be necessary to advance approximately 30% of the final replacement dock project design.

The 30% marina design effort would include preliminary plans for the following:

- Marina design including docks, dock support, pilings, spring piling, accessory ramps
- Marina potable water/fire main/fire protection plan/hydrants/Wi-Fi/security
- Electrical plan and site lighting plan
- Wind-Wave Model
- Other drawings and documents as needed by the various government entities for approvals

This task would include preparing and filing local permitting applications for the City of Sanford and Seminole County as well as state and federal environmental permits with the US Army





Corps of Engineers (USACE) and Florida Department of Environmental Protection (FDEP). This task includes tracking and coordination and response to one Request for Additional Information (RAI). Any subsequent RAI's or requests for new studies/design deliverables will be considered Additional Services subject to additional fee. Permit fees can be paid by the City or requested to be paid by NS under a separate Task Authorization.

Once permits are received and City approval is given, we would then proceed to 100% design to prepare construction documents, plans, specifications, and bid documents under Task 2C.

Not included in basic services for this task:

- Payment of permit application fees
- Boundary Survey of marina property (may be required by permit agencies)
- Detailed cost estimates (per State Fee Calculator)

**Contract Price:** \$189,189 lump sum

**Contract Time:** 510 calendar days

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**TASK 3C – 100% Replacement Dock Design and Construction – lump sum (Basic Services per Fee Calculator)**

**Description of Work:** The design will be advanced to 100% construction plans, prepared in AutoCAD drawing format at a reasonable scale to clearly detail the proposed construction.

It is our understanding that the City will provide a Project Manager and an Inspector during construction. NS will assist the City with bidding, construction administration, and support during the project warranty period for the Dredging project. During the bid phase, the NS team will respond to bidder questions, issue addenda, and evaluate bids. During construction, we will provide administration services including periodic review of the contractor's performance, approval of pay requests, answering questions/RAI's, review lien waivers, review performance and labor and material payment bonding provisions (if required), etc. Upon completion, we will assist with final inspections, punch list preparation, and project closeout, as well as provide support to the Owner during the construction warranty period to address any issues that may arise. Bi-weekly visits to the site and meetings are included with this task.

Not included in the basic services for this task per the State fee calculator are:

- Documents prepared for: alternate bids for owner-elected scope unrelated to hurricane damages, excessive change orders (unrelated to errors or omissions in design), multiple construction contracts, record documents/as built
- Resident Project Representation beyond bi-weekly
- Administration Services for Multiple Contracts (assume one for dredging and one for docks included under Task Authorizations 1 and 2)
- Detailed cost estimates

**Contract Price:** \$441,441 lump sum

**Contract Time:** 930 calendar days



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**Total Contract Time:** 1,500 Days (some tasks are concurrent)

**Total Contract Price:** \$675,630 (not-to-exceed)

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TASK AUTHORIZATION 2 SUMMARY			
No.	Description	Contract Price	Contract Time
3A	Coastal Analysis	\$45,000 NTE	90 days
3B	30% Design	\$189,189 LS	510 days
3C	100% Design	\$441,441 LS	930 days
TOTAL		\$675,630 NTE	1,500 days

LS – lump sum

NTE – hourly not-to-exceed

#### **APPROVAL TASK AUTHORIZATION**

#### **ACKNOWLEDGMENTS**

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



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

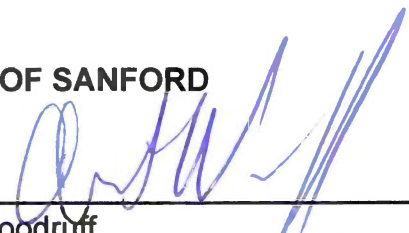
**ATTEST:**



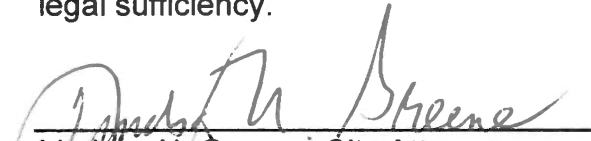
Traci Houchin, MMC, FCRM  
City Clerk




**CITY OF SANFORD**

By:   
Art Woodruff  
Mayor  
Date: 9-24-25


Approved as to form and  
legal sufficiency.

  
Lindsay N. Greene, City Attorney

**ATTEST:**

  
Dain Gillen, P.E.  
Coastal Discipline Lead

**NEEL-SCHAFER, INC.**

By:   
Rosemary R. Aldridge, P.E.  
Senior Vice President  
Dated: September 3, 2025

**Attachments to be included;**

**Section 00XXX Task Authorization**  
**Attachment "A" Consultant RFQ – Agreement**  
**Attachment "B" Price Sheet**  
**Insurance Requirement Form**

**END OF SECTION**



CITY OF  
**SANFORD**  
FLORIDA



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Item No. 10.F

**CITY COMMISSION MEMORANDUM 25-224**  
**SEPTEMBER 22, 2025, AGENDA**

**TO:** Honorable Mayor and Members of the City Commission  
**PREPARED BY:** Craig M. Radzak, Assistant City Manager  
**SUBMITTED BY:** Norton N. Bonaparte, Jr., ICMA-CM, City Manager  
**SUBJECT:** Sanford Downtown Marina Procurement of 100% Dredging Design & Permitting and 100% Dock Replacement Design & Permitting; Neel-Schaffer, Inc.; Resolution No. 2025-3421

**SYNOPSIS:**

Requesting to approve the procurement of 100% of the dredging design and permitting, and 100% dock replacement design and permitting of the Sanford Downtown Marina in the amount of \$1,312,057 to Neel-Schaffer, Inc.

**FISCAL/STAFFING STATEMENT:**

The total fee is \$1,312,057 available in the general fund reserves; \$636,427 for 100% dredging design and permitting, and \$675,630 for 100% design of the dock replacement and permitting, totaling \$1,312,057.

**BACKGROUND:**

At the January 13, 2025 City Commission meeting, the City Commission approved the rankings of Request for Qualifications (RFQ) 23/24-24R Hurricane Ian Repair Design and Engineering firms, with Neel-Schaffer, Inc. being the top ranked firm. Neel-Schaffer, Inc. has proposed 4 tasks, labeled as Task Authorization No. 2, in order to receive an approved permit for the dredging of the east and west Marina basins. Neel-Schaffer, Inc. has proposed 3 tasks, labeled as Task Authorization No. 3, in order to receive an approved permit for the dock replacements in the east and west Marina basins. Task Authorization No.1 which includes an environmental baseline and assessment has commenced due to some species go dormant after October 1, and the assessment is required by the State prior to October 1<sup>st</sup>.

The 4 tasks for dredging design and permitting are:

**Task 1)** Collecting environmental data required by the permitting agencies to refine the engineering of dredging and marina design. The data collected and assessed in Task Authorization No. 1 included aquatic, bathymetric and benthic surveys, topographic surveys of seawall / uplands, vegetation and wetlands assessment, water quality sampling and analysis, and manatee protection plan that are required based on the Federal Emergency Management Agency (FEMA) Record of Environmental Consideration will prepare the formal report required by the permitting agencies. This task also includes the assessment, mapping, and documented regulated resources of wildlife, plant species, and invasive species that are required for the permitting process and viewed on the list of Florida Natural Areas Inventory (FNAI).

**Task 2)** Geotechnical Scoping - identify the need and location, quantity and depth of soil borings necessary onshore and offshore to support the design of the project.

**Task 3)** 50% dredging design efforts will include the topographic and bathymetric surveys, dredging plan, and other documents and drawings needed for permit approval. This task will include preparing, completing, and filing dredging permitting applications to the City and Seminole County. Processing permit applications through the City and County can take over 180 days. This task will include preparing, completing, and filing permit applications for the Florida Department of Environmental Protection (FDEP) and the US Army Corps of Engineers (USACE). Processing permit applications through FDEP and USACE can take up to 365 days.

**Task 4)** This task will consist of the remaining 50% of the design of the dredging project to advance 100% construction plans of dredging including detailed administration, construction plans, specifications, and bid documents.

**The 3 tasks for the design and permitting of the replacement docks are:**

**Task 1)** In order to adequately support the project design, a coastal analysis will be completed consisting of an evaluation of wind, waves, and water levels along with wave modeling. This analysis will also define the design parameters for the project interpretation of model outputs, application of results to preliminary coastal protection design, and preparation of supporting figures and documentation.

**Task 2)** In order to adequately support the preparation of the permit application to advance 30% of the replacement dock project, it will be necessary to design floating docks, dock support, spring piling, accessory ramps, fire protection plan, potable water plan, hydrant, security, WIFI, electrical plan, site lighting plan, and wind-wave model. This task will include preparing, completing, and filing local permitting applications to the City and Seminole County. Processing permit applications through the City and County can take over 180 days. This task will also include preparing, completing, and filing permit applications for the Florida Department of Environmental Protection (FDEP) and the US Army Corps of Engineers (USACE), and tracking, coordination, and responses to Request for additional information. Processing permit applications through FDEP and USACE can take up to 365 days.

**Task 3)** Once permits are received and City approval is given, we can proceed to the remaining 70% design to prepare construction documents, plans, specification, and bid documents. This task will consist of the remaining 70% design of the dock for 100 % dock replacement design which requires all of other design elements included such as structural engineering, mechanical/electrical/plumbing, marina fire protection, landscape and lighting plans, including construction bidding and administration.

#### **LEGAL REVIEW:**

The City Attorney has reviewed this matter and has no legal objections.

#### **RECOMMENDATION:**

City staff recommends the City Commission approve the procurement of design and engineering services to Neel-Schaffer, Inc. as well as adoption of Resolution No. 2025-3421 amending the budget in the amount of \$1,312,057 for the Sanford Downtown Marina 100% Project Design Dredging & Permitting, and 100 % Replacement Dock Design & Permitting.

#### **SUGGESTED MOTION.**

“I move to approve the procurement of 100% of the dredging design & permitting, and 100% replacement dock design & permitting of the Sanford Downtown Marina, as proposed.”

Attachments: Neel-Schaffer, Inc. Project Plan Memo  
Task Authorization No. 2 – Dredging Design & Permitting  
Task Authorization No. 3 – Replacement Dock Design & Permitting  
Budget Resolution No. 2025-3421 with Exhibit A