BOARD OF COMMISSIONERS REGULAR WORKSHOP
TUESDAY, DECEMBER 17, 2024 – 7:00 PM
COMMISSION CHAMBERS
10451 GULF BOULEVARD
TREASURE ISLAND, FL 33706

MEETING NOTICE AND AGENDA

- THIS MEETING WILL IMMEDIATELY FOLLOW THE 6 PM CITY COMMISSION MEETING -

A. CITY MANAGER AND CITY ATTORNEY REPORT

City Manager Chuck Anderson
City Attorney Jennifer Cowan

B. DISCUSSION

B.1 Project Review and Prioritization
Copy of PROJECT TRACKER_11.25 WS.pdf
CC Project Priorities.pdf
Procurement - General Overview (02789033).pdf

C. PUBLIC COMMENT

D. ADJOURNMENT

For any person desiring 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 [F.S. 286.0105]. NOTE: Any transcript shall be requested and made by the individual requesting same at his or her own expense. Therefore, a court reporter may be desired or required accordingly.

Any person with a disability who needs any accommodation in order to participate in this proceeding is entitled to assistance at no cost. Please contact the Office of the City Clerk in writing at 10451 Gulf Boulevard, Treasure Island, FL, 33706 or by phone at (727) 547-4575 at least two working days prior to the meeting to advise what assistance is needed.

AGENDA ITEM NO. B.1

Item Cover Page

BOARD OF COMMISSIONERS AGENDA ITEM REPORT

DATE:	December 17, 2024
SUBMITTED BY:	Chuck Anderson, Administration
ITEM TYPE:	For Consideration and Discussion
AGENDA SECTION:	DISCUSSION
SUBJECT:	Project Review and Prioritization
BACKGROUND:	The list before the Commission is a compilation of capital improvement and operational work that is scheduled, projected or for consideration. This list contains construction and non-construction items that are part of varying departments workflow.
POLICY/PURPOSE:	City staff compiled a list of projects and operational work products that are currently part of previous years/this year's budget. The intent is for the Commission to review and understand the bodies top project priorities for the coming year. With their consensus, City staff will focus their efforts on advancing these projects from their current phase to the execution and closing phase as quickly as possible. This does not mean City staff will only focus on these projects, as other opportunities and requirements will arise. This discussion and decision of the commission will solidify the strategic focus of staff on particular projects for the coming year.
STRATEGIC PLAN RELEVANCE:	.
ANALYSIS/DISCUSSION:	Provide actionable information to the Commission based on previous decisions and budgetary inputs, so the Commission can determine the projects that staff should prioritize to advance in the coming year. This list has been adjusted to account for the infrastructure that was lost due to Hurricanes Helene and Milton.

	This is the second of multiple workshops for the Commission to discuss and reach consensus on their priorities
FUNDING:	Funding is derived from multiple sources and varies based on the project/product type.
MOTION:	This item is for discussion and guidance.

ATTACHMENTS:
Copy of PROJECT TRACKER_11.25 WS.pdf
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Project/Work Product Tracker

As of 11/25/2024

Carryforward Items

DESCRIPTION	CONSTRUCTION?	PRIORITY NOTES	PROJECT SUBTASKS	STATUS NOTES	LEAD DEPT	MULTI-YR?	ESTIMATED COST
Master Pump Station & Public Works Reconstruction	Yes	Construction required for grant funding	- Delayed due to disagreement with design, City Hall project, termination of architect, hurricanes - Issue engineering and CMAR RFQs/rank/negotiate/develop scopes for Commission approval - Evaluate Duke Engery easements and relocations needed - Obtain Fed. Grant workplan - Complete 60% design for commission presentation/review	Engineering & CMAR contracts to be issued for RFQ and awarded for design, construction and construction management	PW	Yes	Budgeted $8,095,000 PW and the yard, $5,720,000 MPS
Public Safety Facility Reconstruction	Yes	Building was destroyed in recent hurricanes	Location needed to apply for construction funds and initiate design (FY22 design funds)	Design is a carryforward Grants/appropriations to be sought	PD/FD/PW	Yes	Budgeted $8M
Public Seawall Repairs/Replace	Yes	Priorities are 115th Ave, Treasure Bay, 108th Ave, 120th Ave.	Invitiation to bid to be issued for construction	Invitation to bid specifications were directed to include elevated seawalls and fill regs are not in place	PW	Yes	Cost will be known once bids are obtained
Dune Walkover Repairs/Reconstruction	Yes	Many access points have been destroyed and are in need of reconstruction	- Issue construction ITB - Obtain state permits - Construction by priority	Post storm evaluations underway; permits req'd	PW	Yes	Ongoing cost
Heron Lot Reconstruction	Yes	Boardwalk components are failing; Lot resurfacing is needed.	Design to be completed; Awaiting the finalization of the Lands End design/permit for compatibility	Walkway design proposed to continue from Lands End project. Lot to be reconfigured to accommodate walkway.	PW	No	TBD Funds available from paving and connectivity
Phase I - Land Development Regulations Update	No	Required by State statute (Jul 2025)			CDD	Yes	Encumbered in prior FY
Phase II - Land Development Regulations	No	Required by State statute			CDD	Yes	TBD
Interim Updates to Land Development Regulations			As needed to incorporate code clean-up		CDD	No	N/A
Revised Fill Regulations/Techincal Manual	No		- Code edits, state review - LPA and CC wksps/meetings		PW/CDD	Yes	TBD - based on updates requested
Treasure Bay - Golf Course/Park	Yes	Existing GC will be unusable after shoreline/trail project	- Golf course construction to be re-bid or redesigned	- Trail compatible GC design is complete	PW/P&R	Yes	$1,300,000
~~Treasure Bay - Living Shoreline Ponds//Trail/Kayak/Pavilions/Exercise~~	~~Yes~~	~~- Multiple grant agreements require project completion~~		~~- Contract award to be considered 11/7/24~~	~~PW/P&R~~	~~Yes~~	~~$3,274,194 construction before grant reimbursement~~
Treasure Bay - Clubhouse	Yes	- Repairs or reconstruction required; especially after hurricanes - Building rehabilitation has been deferred for years	- Commission determination needed whether to rehab or replace. Substantial damage determination? - FY 23 carryforwards for windows, storefronts and doors	- Project quotes have been obtained for work needed prior to hurricanes.	PW/P&R	Yes	Prior to hurricanes estimate: $200k repairs, $850k reconstruct
Treasure Bay - ADA Playground Equipment	No		Quotes have been received. Work to be scheduled in FY25	Equipment lead time is approx. 6 months	P&R	No	$20,000
Treasure Bay - Maintenance Building/Shed	Yes	- Pre-storm notes: Existing facility will need to be removed if the GC is reconstructed as designed. If it stays, it requires major rehab.		Quotes have been received.	PW/P&R	No	Pre-storm estimate: $45,000
Treasure Bay - Bathhouse	No	Pre-storm notes: Building needs weather sealing and cosmetic updates		Quotes have been received.	P&R	No	Pre-storm estimate $25,000
Treasure Bay - Replace Property Line Fence	No			Quotes have been received.	P&R	No	$37,300
EV Charging Stations	No		- Feasibility review, potential service providers, develop educational sheet	Feasibility review underway	FD	No	N/A
Strategic Plan Update	No	New City goals/direction needed	- Strategic planning workshop to be scheduled with the community and City Commission		ADMIN	No	TBD
Replace 99th Ave. Boat Dock	Yes		Project need identified prior to hurricanes	Project is in permitting	PW	No	$20,000
Beach Renourishment	Yes	Pinellas County is looking at expediting an interim project due to add'l hurricane damage	PW staff coordinates with the County on an ongoing basis		PINELLAS COUNTY	Yes	N/A
West Causeway Median Landscaping - add shrubs	No	City Commission Priority	- Commission will be given notice prior to planting w/plant material details		PW	No	To be performed by staff w/annual landscaping operating budget
Sanitation Outsourcing Discussion	No		Staff to develop data and presentation for Commission		PW	No	N/A
City Hall / PW Admin Building demolition/fencing	Yes			Demolition to begin Nov. 2024	PW	No	$75,000
Community Center Floor Repair/Baseboards	Yes	Project was completed prior to hurricanes and will now need to be re-done with additional repairs		Repair quotes are being obtained	PW	No	TBD
Sunset Vista Park Repairs	Yes	Structual repairs were needed prior to hurricanes; additional repairs may now be required	Pre-storm repair work needed included wood replacement, lighting, painting, stucco	Pre-storm notes: Expense approval to Commission FY25. Awaiting FDEP direction on repairs.	PW	No	Pre-storm estimate $90,000
Sunset Vista Trailhead Sign Replacements	No	Grant requirement	Artists maybe contacted to repaint existing signs.		P&R	No	$30,000
Clocktower Repairs	Yes	Project is underway		Staff is self-performing repairs	PW	No	Material cost only
CDD/PW Combined RFQ for engineering services	No	Existing agreements will be expiring	RFQ to be developed FY25.		PW/CDD	No	N/A
Stormwater Outfall/Mangrove Clearing	Yes	Permit is pending	Staff is determining whether to self-perform or quote the work	Work to be initiated once permit is received	PW	Yes	Depends whether work is self-performed
116th Ave. Wastewater Force Main Replacement	Yes	Replacement is needed		Final design is underway	PW	Yes	$1,100,000
City-wide wastewater lining	Yes	Grant requirement		Multi-year/ongoing	PW	Yes	Work is ongoing
Kingfish Park Reconstruction	Yes			Project is on hold awaiting development options	PW/P&R	Yes	TBD

DESCRIPTION	CONSTRUCTION?	PRIORITY NOTES	PROJECT SUBTASKS	STATUS NOTES	LEAD DEPT	MULTI-YR?	ESTIMATED COST
Connectivity Projects, Citywide connectivity plan, downtown connectivity plan	Yes	Plan should be adopted so that private development will conform. Downtown projects should aid in economic redevelopment opportunities.	- Commission to determine priority projects. - 104/107/108th intersection to be redesigned and presented to the Commission since 107th lanes will not be reduced	Funding carried forward to implement priorities from Connectivity Plans. Some projects require multiple years of fund buildup to complete.	PW	Yes	Variable depending on project
Roadway Paving/Curbing	Yes		New contract is required	Piggyback contracts are under review. Priority locations are being determined using the Pavement Condition Assessment. Many new areas of roadway and sidewalk require repairs post storm	PW	Yes	Work is ongoing
Vulnerability Assessment	No	Assessment is required by the State and follows the State's requirements	Project is underway	Draft to be presented early 2025	PW	Yes	All cost is covered by a State grant
Facility Master Plan	No		Staff to develop RFQ scope of work, solicitation, SOQ reviews/rankings, commission recommendation	RFQ outline has been developed	PW	Yes	$65,000
Gulf Blvd Undergrounding	Yes			Multiyear project scheduled by respective utility companies	PW	Yes	Final costs are being determined. This is a county-reimbursed project
Bascule Bridge Structural, Electrical and Mechanical Rehabilitation Projects	Yes		Engineering evaluation required	Engineering scopes are in development. Estimated rehab costs to be provided by the engineer	PW	Yes	$947,450
TI Park Planning	No	Several individual projects are budgeted for the park that will impact the overall layout/functionality. The gazebo and exercise equipments are exhibiting structural failures.	Community engagement, cost estimates for selected amenities, bid/construction	Proposal to come before the Commission for review. Gazebo was exhibiting structural failure and was scheduled for replacement - it has since been removed.	P&R	No	$30,000
Municipal Marina Reconstruction	Yes	State lease exp. 2026		Commission to determine new marina layout for design/estimate/construction	PW	Yes	TBD
Paradise Island Entry Sign	No		Design to be approved by PICA and the Commission for a new neighborhood sign			No	$10,000
City Hall Monument Sign & West Causeway Welcome Sign	No		City Hall sign location to be re-graded and parking lot resurfaced prior to install. These components will be completed once the City Hall window repairs are finalized.	Sign quotes have been received.Commission design approval needed. City Hall sign does not include electronic messaging.	PW/P&R	No	$40,000 for City Hall $12,000 for W Causeway
Post Disaster Recovery Plan	No	This is a plan that will guide how the city will permit redevelopment following various levels of disaster.	Staff to apply for grant funds to develop plan.		CDD/PW	Yes	$100,000 potentially 50% grant funded
Wastewater Code Rewrite	No	Code updates are needed	Project to include incentivization for the lining of private laterals and a financial analysis for incentives		PW	No	$90,000
Stormwater Credit Program	No		Develop a financial incentive program for a reduction of impervious surfaces	To be completed by a stormwater financial consultant	PW	No	$44,000
Pickleball Courts - Rosselli & Treasure Bay	Yes		Project includes fencing	Developing ITB for construction	P&R	No	$320,000
Replace Sunset Beach Entry & Pavilions Signs	No			Quotes have been received. Spending authority needed.	P&R	No	$10,000 entry sign $10,000 pavilion sign
Replace Damaged Beach Access Signs	No		Post-storm sign assessment to be performed	Quotes have been obtained	P&R	Yes	$20/sign
Rosselli Park - Replace Ballfield Light Fixtures	No	Fixtures have been purchased.		To be replaced outside of little league seasons.	P&R	No	$35,000
Rosselli Park - Replace Dugouts	Yes	Structrual repairs/replacement needed		To be replaced outside of little league seasons.	P&R	No	$29,000
Adopt a Sustainability Plan	Yes		Staff has developed the plan in-house using graphic design software	Final formatting underway - delayed due to hurricanes	PW	Yes	N/A
Develop & Implement a Business Plan for Parking	No		-Obtain quote from parking consultant to analysis current system and provide recommendations - Develop implentation plan and associated budget		FIN	No	TBD
City Hall Server Upgrades	No	Current OS is being retired	Scheduling w/vendors to shutdown and testing	Planning phase	IT	No	$30,000
City Podcast	No		Equipment purchase/setup; topic development		ADMIN/PIO	No	$5,000
Finance Dashboard for City Website	No			- Evaluating software options to display real-time fund tracking by project and department	FIN	No	N/A
Develop Departmental Performance Benchmarks for FY26 Budget	No				FIN	No	N/A
Establish Commission Meeting Rules & Procedures	No				Commission	No	N/A
Enhance Front Desk Customer Service	No		- Develop SOPs - Provide staff training - Develop and analyze customer service surveys		Clerk	Yes	ongoing
ADA Coordinator Certification	No		- Identify requirements and training needs - Implement training and certification		Clerk	Yes	$1,000
Modernize Records Management	No		- Reduce records retained offsite - Improve classification of records - Historical records management and cross-cataloging		Clerk	Yes	ongoing
Implement Board/Election Software	No		- Build candidate portal to streamline applications - Provide public viewing option - Track terms		Clerk	No	$3,500
Personnel Policy Rewrite	No	Last update was 2014; current manual is outdated	- Power DMS training for reviewers - Develop manual framework - Drafting/reviewing policies and legislative requirements - Commission presentation/approval		HR	No	N/A
Updates to Job Descriptions	No	Updates for consistency and they have only been updated on an as-needed basis	- New formats - Position suveys/position audits - Research		HR	Yes	N/A
Expanded Internal/External Training Opportunities	No		- Working with County-wide HR consortium to develop training needs and opportunities	- Attending regular meetings and providing feedback	HR	Yes	N/A

CC Minning		**CC Dickey**		**Mayor Doctor**	
MPS and PW Construction	5	MPS and PW Facility	5	Seawall Replacements*	5
Public Safety Facility Reconstruction	4	Public Safety Facility	4	Public Safety Facility	4
Revised Fill Regulations/Tech Manual	3	Dune Walkover Repairs	3	MPS and PW Facility	3
Bascule Bridge Structural, Elec, Mech Rehab	2	Seawall Repairs	2	Treasure Bay Tennis Courts	2
LDR Phase 1, 2, and Interim	1	Parking Lots & Adjoining Facility Reconstruction	1	Dune Walkovers	1
CC Crabill		**CC Toth**			
MPS and PW Construction	5	MPS and PW Facility	5		
Public Safety Facility	4	Public Safety Facility	4		
Seawall Replacement*	3	Seawalls	3		
Dune Walkovers	2	Treasure Bay Overhaul	2		
Wastewater Lining	1	Dune Walkovers	1		
Totals					
MPS and PW Constrution	**23**				
Public Safety Facility	**20**				
Seawalls	**13**				
Dune Walkovers	**7**				
Treasure Bay Overhaul (t courts/bldg/ada/functioning	**4**				
Revised Fill Regulations/Tech Manual	3				
Bascule Bridge Rehab Projects	2				
LDR Phase 1, 2,Interim	1				
Wastewater Lining	1				
Parking Lots & Adjoining Facility Reconstruction	1				
*** = prioritization for 115th Street**					

Procurement - General Overview

- Private experience with procurement is very different from public procurement
  - Public Procurements are heavily regulated – resulting in making the process more complicated and time consuming.
  - Each year more laws are passed to further regulate local government procurements.
  - Public policy favors competitive procurement.

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Legal Considerations in Procurement

I. Constitutional Prohibitions
   a. Derivation of Powers
   b. Public Purpose
   c. Lending Credit Prohibition (Indemnification implications) and Indebtedness
   d. Sunshine and Public Records

II. Statutory Provisions Impacting or Determining Procurement
   a. Federal Law – If federal money is involved.
   b. State Law – 40 + laws (public construction, bonding, procurement of engineering or auditing services,, ethical considerations, timber/steel, etc.)

III. Local Provisions – Charter, Code, and Procurement Policy

IV. Grant Restrictions – Depending on how the procurement is funded

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Procuring Contracts for Construction Projects - Price

- Construction projects of a certain magnitude must be competitively awarded pursuant to § 255.20, Fla. Stat.
  - Construction projects that cost $300,000.00 or more;
  - Electrical projects costing $75,000.00 or more; and
  - Contacts to construct or improve bridges, roads, streets, highways, railroads and services that are incidental to those projects that will equal or exceed $250,000.00.
- Construction costs include the cost of all labor, equipment and materials for the project. § 255.20, Fla. Stat.
- The threshold amount of $300,000 for construction or $75,000 for electrical work must be adjusted by the percentage change in the Engineering News-Record's Building Cost Index from January 1, 2009, to January 1 of the year in which the project is scheduled to begin.

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Construction Procurement – Advertisement - Time

1. Section 255.0525, Fla. Stat., provides that:
    1. The solicitation of competitive bids or proposals for any county, municipality, or other political subdivision construction project that is projected to cost more than $200,000 shall be publicly advertised at least once in a newspaper of general circulation in the county where the project is located at least 21 days prior to the established bid opening and at least 5 days prior to any scheduled prebid conference.
    2. The solicitation of competitive bids or proposals for any county, municipality, or other political subdivision construction project that is projected to cost more than $500,000 shall be publicly advertised at least once in a newspaper of general circulation in the county where the project is located at least 30 days prior to the established bid opening and at least 5 days prior to any scheduled prebid conference.
    3. Bids or proposals shall be received and opened at the location, date, and time established in the bid or proposal advertisement. In cases of emergency, the procedures required in this section may be altered by the local governmental entity in any manner that is reasonable under the emergency circumstances.

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Procuring - Professional Services

Consultants Competitive Negotiations Act covers all contracting above a certain monetary level for a variety of professional services required by local governments.

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Thresholds for CCNA - Price

- Cities must utilize the CCNA for professional services involving a planning or study activity when the fee for services will exceed the threshold provided in § 287.017, Fla. Stat., for Category Two costs. Category Two costs are capped at $35,000.000 plus a consumer price index increase.
- Cities must utilize the CCNA for professional services involving construction project when the fee for services will exceed the threshold provided in § 287.017, Fla. Stat., for Category Five costs. Category Two costs are capped at $325,000.000 plus a consumer price index increase.

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CCNA – A Two Step Process - Time

Step 1 - Announcement and Qualification Procedures

- Announce and Qualifications
- Competitive Selection
- Board Approves Ranking of Qualifications

Step 2 – Negotiation and Award

- Negotiation with top ranked, if not successful move to next ranked
- Board Approves Award and Contract

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Public Construction and Professional Services – Variations on a Theme

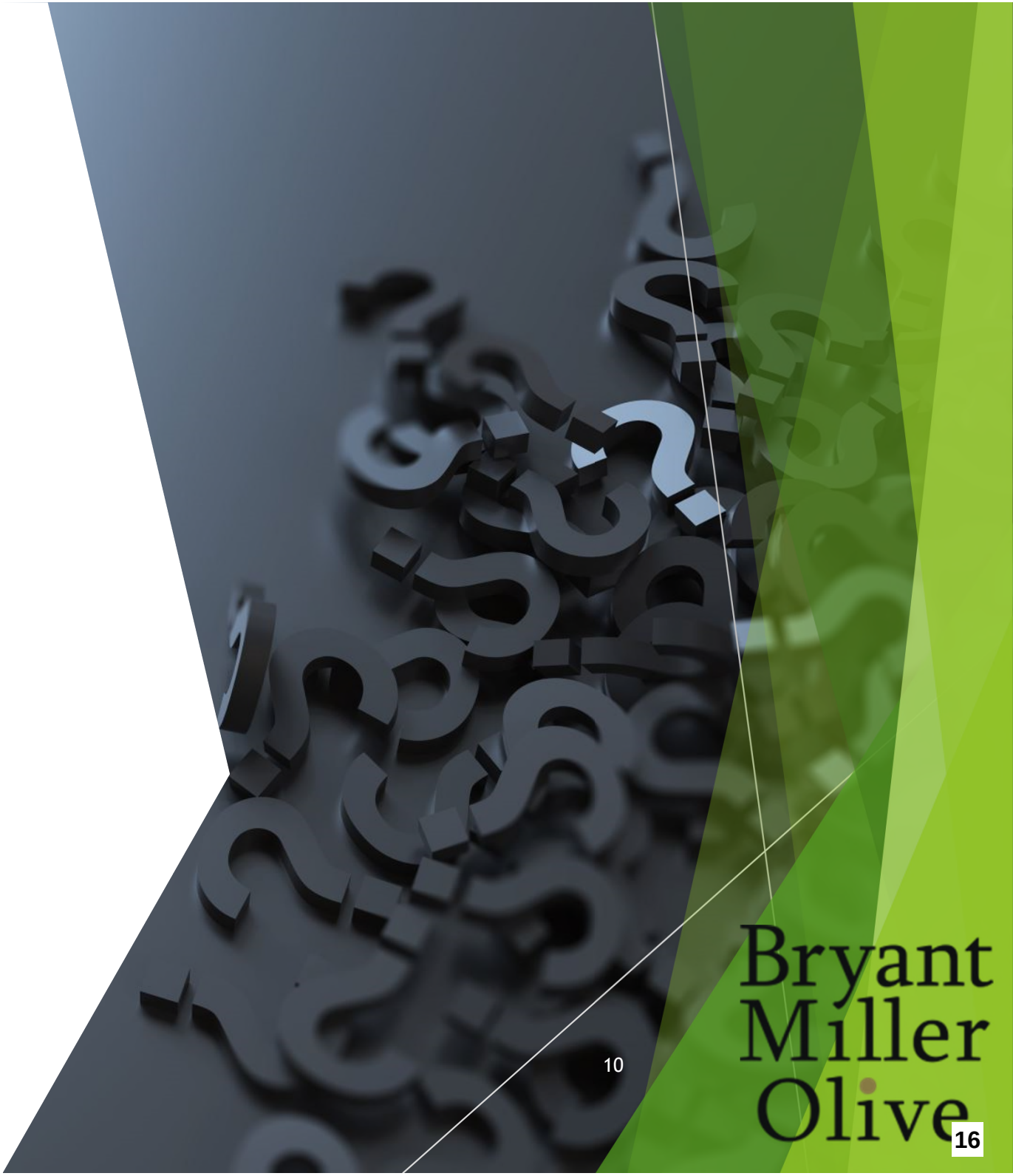
- Design/build contracts are authorized provided the service provider provides a maximum price and a guaranteed completion date. § 287.055, Fla. Stat.
  - Design Professional (through CCNA) – prepares design criteria package and is not eligible to bid on project.
  - Design Build Firm Selected Thru
    - Competitive Proposal Selection Process
    - Qualifications-Based Selection.
- Construction Manager At Risk - The construction management entity, after having been selected and after competitive negotiations, may be required to offer a guaranteed maximum price and a guaranteed completion date or a lump-sum price and a guaranteed completion date, in which case, the construction management entity must secure an appropriate surety bond and must hold construction subcontracts. § 255.103, Fla. Stat. (2024).

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Example of Procurement Timeframe – Large Construction Project

Task	Approximate Time
Staff develop procurement documents and scope/ Legal Review/ Revisions	12 weeks
CCNA 2 steps process to contract	24 weeks
Design Project	20 weeks
Permitting	2-10 weeks (?)
Construction Contract – Bid to Award	12 weeks
Notice to Proceed/Mobilization	1-2 weeks
Total Time (From Start to Shovel Ready)	**70-80 weeks**

Questions?



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