TOWN OF SEWALL'S POINT

Town Commission Regular Meeting
September 22, 2025
6:00 PM

CALL TO ORDER

Pledge of Allegiance to the Flag

Roll Call

PUBLIC COMMENT ON NON-AGENDA ITEMS- PLEASE SUBMIT A COMMENT CARD TO THE TOWN CLERK PRIOR TO THE START OF THE MEETING AND LIMIT YOUR COMMENTS TO THREE MINUTES. If the thirty (30) minute time period has been exhausted, the Commission will entertain any remaining comments near the end of the meeting with the same three (3) minute per person time limitation.

TOSP Public Comment Guidelines

Public Comment Guidlines.pdf

ADDITIONS, DELETIONS OR CHANGES TO THE AGENDA

APPROVAL OF AGENDA

1. **CONSENT AGENDA**
   - a. **Financials - August**
     Memo - August Financials.pdf
     August 2025 Financials .pdf
   - b. **Building Report August 2025**
     Building Report August 2025.pdf
   - c. **Debris Management**
     Memo Evaluation Score Cards RFP No. 25-002.pdf
     RFP 25-002 - Disaster Debris Management DEMANDSTAR ONLY.pdf
     Addendum No. 1 - RFP #25-002 Disaster Debris Management.pdf
     Captec Bid RFP No. 25-002.pdf
     Memo Re Thriving Lawn & Landscape w_attachments.pdf
   - d. **Preferred Governmental Insurance Trust Annual Renewal - Workers' Compensation & Property/Liability Auto Insurance**
     Memo - Town Property-Liability-Auto Insurance & Worker's Compensation Coverage FY26.pdf
     Fiscal Year 2026 Insurance Premiums.pdf

2. **PUBLIC HEARING - TRIM & BUDGET (Town Manager)**
   - a. **Roll Back Rate Announcement**
     Memo - Town Manager - Final Millage and Budget Hearing.pdf
     PROPOSED - FINAL BUDGET IN BRIEF FY2026

b. **Resolution No. 994-25 - Adopt Final Millage Rate for FY 2025-2026**
Resolution 994-25 - Final Millage Rate FY25-26.pdf

c. **Resolution No. 995-25 - Adopt Final Operating Budget for FY 2025-2026**
Resolution 995-25 - Final Budget FY25-26.pdf

3. **RESOLUTIONS**

a. **Resolution No. 993-25 - Florida City Week - October 20-26, 2025 (Town Manager)**
Resolution No. 993-25 - FL City Gov't Week Oct 2025.pdf

b. **Resolution No. 992-25 - Revolving Line of Credit (Town Manager)**
Resolution No. 992-25 - Line of Credit.pdf

DISCUSSION

COMMISSION AND STAFF CLOSING COMMENTS

ADJOURN

CIVILITY CLAUSE: It is the policy of the Sewall's Point Town Commission that all persons addressing a town board or attending a Town board meeting shall conduct themselves in a manner that does not disrupt the orderly and efficient conduct of the meeting. Boisterous or unruly behavior; threatening or inciting an immediate breach of the peace; or use of profane, slanderous or obscene speech will not be tolerated and could result in ejection from the meeting after warning from the presiding officer. In accordance with the provisions of the Americans with Disabilities Act (ADA) this document may be requested in an alternate format. Persons in need of a special accommodation to participate in this proceeding shall, within 3 working days prior to any proceeding, contact the Town Clerk's office, One South Sewall's Point Road, Sewall's Point, Florida 34996 (772) 287-2455. If any person decides to appeal any decision made by the Town Commission with regard to any matter considered at such meeting or hearing, s/he will 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.

Guidelines for Public Comments

- Please submit a comment card to the Town Clerk prior to the start of the meeting.
- All comments are limited to 3 minutes.
- Please state your name and address for the record prior to addressing the Town Commission.
- All remarks should be addressed to the Commission as a body.
- The public comment period is for receipt of public comments, not debate. It is not intended as a time for problem solving but rather for hearing the citizens for their input.
- Any person addressing the Commission who disrupts the orderly and efficient conduct of the meeting, uses profane or obscene language may be removed from the meeting.

TOWN OF SEWALL'S POINT

TO: **Town of Sewall's Point Commission**

FROM: **Maria Pierce, Finance Director**

SUBJECT: **August 2025 Financial Statements**

DATE: **Regular Commission Meeting – September 22, 2025**

Attached are the monthly financial statements for August 2025. The Town has currently completed 92% of the fiscal year. The monthly financials are broken out by three funds, General Fund, Building Fund, & the Capital Fund.

Balance Sheet

The two columns shown on the Balance Sheet contain the ending balances for the fiscal year 2024 (first column) and the ending balances for fiscal year 2025 as of August 2025. The consolidated cash balance through August 2025 is $972,892.72. The investment account balance as of August 2025 is $2,212,969.23. The net revenue (not cash balance) by fund for the current fiscal year through August 2025 is:

Fund	Net Revenue
General Fund	$-527,447.26
Building Fund	-26,703.93
Capital Projects	-2,134,936.04
Total	-$2,689,087.23

A budget amendment was approved September 11, 2025 to reflect the utilization of unrestricted revenues (previously approved by the Commission in April 2025) and additional funds from the General Fund to the Capital Projects Fund to assist with cash flow purposes to cover the Capital projects expenses. The negative net revenue in the Capital Fund is due to the construction expenses that are being paid and the delayed timing of reimbursements from the granting agencies. Currently, there is $5,000,000 in pending reimbursements from both HMGP and FDEP. The negative net revenue in the Building Fund is due to the timing of permit revenues being received, currently there is $21,603 of budgeted reserve utilization that will cover the shortfall.

Revenue and Expenditure Report

The columns on the Revenue and Expenditure Statements are the 2025 Adopted Budget, the YTD revenue and expenditures, the variance of actual to budget and the percent of budget used through August 2025.

General Fund

Total revenue collected in the General Fund through August 2025 was $4,431,336.77. The General Fund

did receive a one-time payment of $377,408 due to a settlement regarding a code violation. Ad Valorem taxes received have exceeded the budgeted amount, keeping in mind the Town is only allowed to budget 95% of Ad Valorem taxes that have been approved for collection. Looking at the total revenues received excluding the one-time payment and the budgeted Ad Valorem Taxes, revenues came in at 95% of the budgeted amount for the fiscal year.

The amount of the budgeted funds used in the General Fund through August 2025 is $4,958,784. This amount reflects four quarterly payments for the fire services contract with the City of Stuart for the total of $763,061. The Town also has made bi-annual debt service payments totaling $150,779.99 and has transferred $385,349 of millage to the Capital fund for Capital Projects. The Town has also transferred $1,500,000 of fund balance reserves to the Capital Fund to assist with cash flow purposes which was approved by the Commission in April 2025. When removing those figures for a more accurate representation of day-to-day operational costs and budget status, the Town has used $2,159,594 or 78% of the budgeted expenditures for the fiscal year.

In the General Fund expenditures, there are general ledger numbers that end with "H24". These are expenses that were associated with Hurricane Milton and that the Town is currently pursuing reimbursement from FEMA.

Building Fund

Total revenue collected in the Building Fund through August 2025 was $399,056, which is 86% of the budgeted revenue.

Total operation expenditures for this fund through August 2025 are $425,760, or 92% of the budgeted expenditures. The Town did classify a portion of the audit fees to the building department this year, as this department does get audited by the Town's Auditors. There is currently $510,232 in the fund balance through August 2025 that will be utilized to cover the shortfall of revenues for the fiscal year end. Staff is monitoring the total expenditures through the fiscal year end and will be presenting a budget amendment in October.

Capital Fund

As of August 2025, revenue received in the Capital Fund was $3,755,154. The Town has received a total of $1,381,112 in grant reimbursements to date. The Town did record a transfer of $1,500,000 from the General Fund into the Capital Fund. An additional transfer of $1,000,000 from the General Fund will be transferred in September. The Town currently has submitted $5,036 million in grant reimbursement requests to the various granting agencies. As of this date, the Town has not received reimbursement from the granting agencies. Looking at the total revenues received excluding the budgeted grant reimbursements and the transfers from the General Fund, total revenues received are $488,692.

Expenditures as of August 2025 are $5,890,090 which is 24% of the current budgeted expenditures. As of August 31st (construction through July 31st), the Town has paid $4,724,907 for the construction and CEI services of South Sewall's Point Road Phase 3 Resiliency project.

Recommendation:

Staff recommends approval.

BALANCE SHEET FOR TOWN OF SEWALL'S POINT
Period Ending 08/31/2025

Fund 001 GENERAL FUND

GL Number	Description	Current Year Beg. Balance	Balance
*** Assets ***			
CASH			
001-000-101.501	SEACOAST OPERATING 6501	263,301.58	343,810.96
001-000-101.771	SEACOAST SWEEP 6771	529,451.64	529,451.64
CASH		792,753.22	873,262.60
INVESTMENTS			
001-000-104.000	FL STATE 272201 LGIP	2,724,436.12	2,201,487.56
001-000-104.001	FL STATE 272202 LGIP	11,008.20	11,481.67
INVESTMENTS		2,735,444.32	2,212,969.23
ACCOUNTS RECEIVABLE			
001-000-115.000	ACCOUNTS RECEIVABLE	13,050.00	13,050.00
001-000-115.006	ACCRUED RECEIVABLE - FPL	45,314.24	45,314.24
ACCOUNTS RECEIVABLE		58,364.24	58,364.24
DUE FROM OTHER GOVT			
001-000-133.000	INTERGOVERNMENT REVENUE REC	58,881.78	25,278.14
DUE FROM OTHER GOVT		58,881.78	25,278.14
PREPAID ITEMS			
PREPAID ITEMS		0.00	0.00
FIXED ASSETS			
FIXED ASSETS		0.00	0.00
Total Assets		3,645,443.56	3,169,874.21
*** Liabilities ***			
ACCOUNTS PAYABLE			
001-000-202.000	ACCOUNTS PAYABLE	22,781.12	0.00
001-000-208.001	STATE FEES PAYABLE	23,614.62	25,701.91
001-000-217.000	PAYROLL LIABILITIES	46,859.76	45,359.68
001-000-217.220	457 DEDUCTION	0.00	3,457.17
001-000-217.221	ACCRUED RETIREMENT PLAN EXPS	4,437.91	49,465.59
001-000-217.223	RETIREMENT PLAN LOAN REPAYMENTS	1,500.00	4,116.07
001-000-217.230	BLUE CROSS BLUE SHIELD	0.00	21,893.62
001-000-217.231	DENTAL AND VISION	0.00	(348.87)
001-000-217.232	AFLAC	0.00	218.24
001-000-217.233	LIFE INSURANCE	0.00	92.07
001-000-217.240	UNION DUES	50.00	0.00
001-000-223.000	DEFERRED REVENUE	0.00	1,165.84
ACCOUNTS PAYABLE		99,243.41	151,121.32
ACCRUED LIABILITIES			
ACCRUED LIABILITIES		0.00	0.00
Unclassified			
Unclassified		0.00	0.00
Total Liabilities		99,243.41	151,121.32

Fund 001 GENERAL FUND

GL Number	Description	Current Year Beg. Balance	Balance
*** Fund Balance ***			
Unclassified			
001-000-283.000	DISASTER RESERVE	1,000,000.00	1,000,000.00
001-000-283.001	OPERATING RESERVE	500,000.00	500,000.00
001-000-283.002	RESTRICTED - FIRE SERVICES	400,000.00	400,000.00
001-000-284.000	OPERATING FUND UNRESTRICTED	1,646,200.15	1,646,200.15
Unclassified		3,546,200.15	3,546,200.15
Total Fund Balance		3,546,200.15	3,546,200.15
Beginning Fund Balance			3,546,200.15
Net of Revenues VS Expenditures			(527,447.26)
Ending Fund Balance			3,018,752.89
Total Liabilities And Fund Balance			3,169,874.21

Fund 101 BUILDING PERMIT FUND

GL Number	Description	Current Year Beg. Balance	Balance
*** Assets ***			
CASH			
101-000-101.501	SEACOAST OPERATING 6501	116,379.69	104,620.06
101-000-101.771	SEACOAST SWEEP 6771	436,651.53	436,651.53
CASH		553,031.22	541,271.59
Total Assets		553,031.22	541,271.59
*** Liabilities ***			
ACCOUNTS PAYABLE			
101-000-202.000	ACCOUNTS PAYABLE	2,229.29	0.00
101-000-217.000	PAYROLL LIABILITIES	13,866.47	13,866.47
101-000-217.220	457 DEDUCTION	0.00	2,509.70
101-000-217.221	ACCRUED RETIREMENT PLAN EXPS	0.00	13,546.91
101-000-217.223	RETIREMENT PLAN LOAN REPAYMENTS	0.00	1,243.61
101-000-217.230	BLUE CROSS BLUE SHIELD	0.00	(134.21)
101-000-217.231	DENTAL AND VISION	0.00	(5.33)
101-000-217.232	AFLAC	0.00	(4.68)
101-000-217.233	LIFE INSURANCE	0.00	17.59
ACCOUNTS PAYABLE		16,095.76	31,040.06
ACCRUED LIABILITIES			
ACCRUED LIABILITIES		0.00	0.00
Total Liabilities		16,095.76	31,040.06
*** Fund Balance ***			
Unclassified			
101-000-281.000	FUND BALANCE - RESTRICTED	536,935.46	536,935.46
Unclassified		536,935.46	536,935.46
Total Fund Balance		536,935.46	536,935.46
Beginning Fund Balance			536,935.46
Net of Revenues VS Expenditures			(26,703.93)
Ending Fund Balance			510,231.53
Total Liabilities And Fund Balance			541,271.59

BALANCE SHEET FOR TOWN OF SEWALL'S POINT
Period Ending 08/31/2025

Fund 301 CAPITAL PROJECTS

GL Number	Description	Current Year Beg. Balance	Balance
*** Assets ***			
CASH			
301-000-101.501	SEACOAST OPERATING 6501	460,308.11	(441,641.47)
CASH		460,308.11	(441,641.47)
INVESTMENTS			
301-000-104.000	FL STATE 272201 LGIP	1,311,759.79	0.00
INVESTMENTS		1,311,759.79	0.00
DUE FROM OTHER GOVT			
301-000-133.000	INTERGOVERNMENT REVENUE REC	271,158.92	5,078.32
DUE FROM OTHER GOVT		271,158.92	5,078.32
Total Assets		2,043,226.82	(436,563.15)
*** Liabilities ***			
ACCOUNTS PAYABLE			
301-000-202.000	ACCOUNTS PAYABLE	99,174.93	0.00
ACCOUNTS PAYABLE		99,174.93	0.00
Unclassified			
301-000-229.000	UNAVAILABLE REVENUE	245,679.00	0.00
Unclassified		245,679.00	0.00
Total Liabilities		344,853.93	0.00
*** Fund Balance ***			
Unclassified			
301-000-281.000	FUND BALANCE - RESTRICTED	1,698,372.89	1,698,372.89
Unclassified		1,698,372.89	1,698,372.89
Total Fund Balance		1,698,372.89	1,698,372.89
Beginning Fund Balance			1,698,372.89
Net of Revenues VS Expenditures			(2,134,936.04)
Ending Fund Balance			(436,563.15)
Total Liabilities And Fund Balance			(436,563.15)

GL NUMBER	DESCRIPTION	2024-25 ORIGINAL BUDGET	YTD BALANCE 08/31/2025 NORMAL (ABNORM	AVAILABLE BALANCE NORMAL (ABNORM	% BDGT USED
Fund 001 - GENERAL FUND					
Revenues					
Dept 000 - RESERVES					
TAXES					
001-000-311.000	AD VALOREM TAXES	3,150,233.00	3,190,674.12	(40,441.12)	101.28
001-000-315.000	COMMUNICATIONS SERVICES TAX	50,000.00	42,975.26	7,024.74	85.95
001-000-316.000	LOCAL BUSINESS TAX	1,500.00	2,487.19	(987.19)	165.81
TAXES		3,201,733.00	3,236,136.57	(34,403.57)	101.07
FRANCHISE FEE					
001-000-323.100	ELECTRIC FRANCHISE FEES	200,000.00	208,367.77	(8,367.77)	104.18
FRANCHISE FEE		200,000.00	208,367.77	(8,367.77)	104.18
BUILDING PERMITS AND FEES					
001-000-329.001	PLANNING & ZONING FEES	5,000.00	2,850.00	2,150.00	57.00
BUILDING PERMITS AND FEES		5,000.00	2,850.00	2,150.00	57.00
INTERGOVERNMENTAL					
001-000-335.120	STATE REVENUE SHARING	86,471.00	74,542.47	11,928.53	86.21
001-000-335.150	STATE REVENUE SHARING - ALCOHOLIC BE	1,500.00	1,272.54	227.46	84.84
001-000-335.180	SALES TAX	293,139.00	239,564.05	53,574.95	81.72
001-000-335.190	DISCRETIONARY SALES TAX (RESTRICTED)	0.00	136,909.33	(136,909.33)	100.00
INTERGOVERNMENTAL		381,110.00	452,288.39	(71,178.39)	118.68
FINES					
001-000-351.500	TRAFFIC FINES	10,000.00	14,007.89	(4,007.89)	140.08
001-000-351.501	POLICE EDUCATION - TRAFFIC FINES	1,200.00	2,556.51	(1,356.51)	213.04
001-000-351.901	CODE ENFORCEMENT VIOLATIONS	2,500.00	380,488.49	(377,988.49)	15,219.54
001-000-354.000	FINES-LOCAL ORDINANCE VIOLATIONS TR	1,000.00	1,000.00	0.00	100.00
FINES		14,700.00	398,052.89	(383,352.89)	2,707.84
MISCELLANEOUS					
001-000-361.100	INTEREST	50,000.00	117,745.58	(67,745.58)	235.49
001-000-366.003	CONTRIBUTIONS - TOWN EVENTS	0.00	2,500.00	(2,500.00)	100.00
001-000-367.000	TOWN LICENSES	7,000.00	7,680.15	(680.15)	109.72
001-000-369.900	MISCELLANEOUS REVENUE	2,000.00	1,275.57	724.43	63.78
001-000-369.901	MISCELLANEOUS REVENUE POLICE	0.00	500.00	(500.00)	100.00
001-000-369.902	MISC REVENUE - PARK	1,200.00	3,939.85	(2,739.85)	328.32
MISCELLANEOUS		60,200.00	133,641.15	(73,441.15)	222.00
TRANSFERS					
001-000-381.000	RESERVE UTILIZATION	190,928.00	0.00	190,928.00	0.00
TRANSFERS		190,928.00	0.00	190,928.00	0.00
Total Dept 000 - RESERVES		4,053,671.00	4,431,336.77	(377,665.77)	109.32
TOTAL REVENUES		4,053,671.00	4,431,336.77	(377,665.77)	109.32
Expenditures					
Dept 512 - EXECUTIVE					
PAYROLL					
001-512-512.000	SALARIES & WAGES	79,320.00	74,922.57	4,397.43	94.46
001-512-521.000	FICA	6,068.00	5,166.66	901.34	85.15
001-512-522.000	RETIREMENT	11,898.00	10,365.25	1,532.75	87.12
001-512-523.000	HEALTH INSURANCE	18,897.00	16,744.37	2,152.63	88.61
001-512-523.003	LIFE & DISABILITY INSURANCE	600.00	476.13	123.87	79.36
PAYROLL		116,783.00	107,674.98	9,108.02	92.20

GL NUMBER	DESCRIPTION	2024-25 ORIGINAL BUDGET	YTD BALANCE 08/31/2025 NORMAL (ABNORM	AVAILABLE BALANCE NORMAL (ABNORM	% BDGT USED
Fund 001 - GENERAL FUND					
Expenditures					
OPERATING					
001-512-531.000	PROFESSIONAL SERVICES	115,000.00	103,431.05	11,568.95	89.94
001-512-531.004	PLANNING SERVICES	20,000.00	0.00	20,000.00	0.00
001-512-531.004.RST	PLANNING SERVICES	0.00	6,083.75	(6,083.75)	100.00
001-512-532.000	AUDIT SERVICES	30,000.00	20,625.00	9,375.00	68.75
001-512-541.000	COMMUNICATION NETWORK	3,000.00	0.00	3,000.00	0.00
001-512-542.000	POSTAGE	0.00	84.11	(84.11)	100.00
001-512-548.000	TOWN EVENTS	14,000.00	13,285.72	714.28	94.90
001-512-549.001	OTHER GENERAL GOVERNMENT	25,000.00	0.00	25,000.00	0.00
001-512-554.000	DUES/SUBSCRIPTIONS/MEMBERSHIPS	3,500.00	2,456.78	1,043.22	70.19
001-512-555.000	TRAINING/EDUCATION	1,000.00	3,212.52	(2,212.52)	321.25
OPERATING		211,500.00	149,178.93	62,321.07	70.53
Total Dept 512 - EXECUTIVE		328,283.00	256,853.91	71,429.09	78.24
Dept 513 - FINANCE					
PAYROLL					
001-513-512.000	SALARIES & WAGES	65,707.00	60,121.23	5,585.77	91.50
001-513-521.000	FICA	5,027.00	4,539.58	487.42	90.30
001-513-522.000	RETIREMENT	9,856.00	8,339.76	1,516.24	84.62
001-513-523.000	HEALTH INSURANCE	13,500.00	252.14	13,247.86	1.87
001-513-523.003	LIFE & DISABILITY INSURANCE	650.00	473.09	176.91	72.78
PAYROLL		94,740.00	73,725.80	21,014.20	77.82
OPERATING					
001-513-531.000	PROFESSIONAL SERVICES	20,000.00	6,390.00	13,610.00	31.95
001-513-549.000	BANK FEES	480.00	0.00	480.00	0.00
001-513-554.000	DUES/SUBSCRIPTIONS/MEMBERSHIPS	240.00	1,400.00	(1,160.00)	583.33
001-513-555.000	TRAINING/EDUCATION	2,000.00	948.46	1,051.54	47.42
OPERATING		22,720.00	8,738.46	13,981.54	38.46
Total Dept 513 - FINANCE		117,460.00	82,464.26	34,995.74	70.21
Dept 514 - LEGAL					
OPERATING					
001-514-531.301	LEGAL COUNSEL - GENERAL	80,000.00	57,487.50	22,512.50	71.86
001-514-531.302	LEGAL COUNSEL - BZA	3,000.00	0.00	3,000.00	0.00
001-514-531.303	LEGAL COUNSEL - CEB	12,000.00	9,225.03	2,774.97	76.88
001-514-531.303.L02	LEGAL COUNSEL - CEB	0.00	10,062.00	(10,062.00)	100.00
001-514-531.304	LEGAL COUNSEL - LITIGATION	10,000.00	247.50	9,752.50	2.48
001-514-531.304.L01	LEGAL COUNSEL - LITIGATION	0.00	7,468.60	(7,468.60)	100.00
001-514-531.306	LEGAL SERVICES - POLICE UNION MATTER	10,000.00	15,213.75	(5,213.75)	152.14
OPERATING		115,000.00	99,704.38	15,295.62	86.70
Total Dept 514 - LEGAL		115,000.00	99,704.38	15,295.62	86.70
Dept 517 - DEBT SERVICE					
OPERATING					
001-517-571.000	DEBT SERVICE - PRINCIPAL	68,772.00	68,771.81	0.19	100.00
001-517-572.000	DEBT SERVICE - INTEREST	82,008.00	82,008.18	(0.18)	100.00
OPERATING		150,780.00	150,779.99	0.01	100.00
Total Dept 517 - DEBT SERVICE		150,780.00	150,779.99	0.01	100.00

GL NUMBER	DESCRIPTION	2024-25 ORIGINAL BUDGET	YTD BALANCE 08/31/2025 NORMAL (ABNORM	AVAILABLE BALANCE NORMAL (ABNORM	% BDGT USED
Fund 001 - GENERAL FUND					
Expenditures					
Dept 519 - GOVERNMENTAL SERVICES					
PAYROLL					
001-519-512.000	SALARIES & WAGES	78,389.00	61,653.29	16,735.71	78.65
001-519-514.002	OVERTIME - STORM	1,200.00	4,226.64	(3,026.64)	352.22
001-519-517.000	SICK LEAVE INCENTIVE	1,000.00	0.00	1,000.00	0.00
001-519-521.000	FICA	6,000.00	4,771.39	1,228.61	79.52
001-519-522.000	RETIREMENT	12,000.00	8,283.15	3,716.85	69.03
001-519-523.000	HEALTH INSURANCE	29,500.00	24,613.44	4,886.56	83.44
001-519-523.003	LIFE & DISABILITY INSURANCE	600.00	462.87	137.13	77.15
001-519-524.000	WORKERS' COMPENSATION INSURANCE	24,000.00	30,188.85	(6,188.85)	125.79
PAYROLL		152,689.00	134,199.63	18,489.37	87.89
OPERATING					
001-519-531.000	PROFESSIONAL SERVICES	0.00	4,488.00	(4,488.00)	100.00
001-519-540.000	TRAVEL	0.00	1,443.49	(1,443.49)	100.00
001-519-541.000	COMMUNICATION NETWORK	7,740.00	11,142.23	(3,402.23)	143.96
001-519-541.002	COMMUNICATIONS WEB HOSTING	9,337.00	27,861.44	(18,524.44)	298.40
001-519-541.003	IT SERVICE LEVEL AGREEMENTS MC	28,580.00	21,605.40	6,974.60	75.60
001-519-542.000	POSTAGE	3,000.00	4,383.16	(1,383.16)	146.11
001-519-543.000	UTILITIES	60,000.00	44,028.92	15,971.08	73.38
001-519-543.000.018	UTILITIES	0.00	1,903.19	(1,903.19)	100.00
001-519-545.000	INSURANCE - PROPERTY & LIABILITY	115,000.00	97,238.53	17,761.47	84.56
001-519-546.000	STREETLIGHT & SIGN MAINTENANCE	0.00	561.25	(561.25)	100.00
001-519-546.003	LANDSCAPING MAINTENANCE	48,000.00	46,591.24	1,408.76	97.07
001-519-546.004	VEHICLE MAINTENANCE	2,500.00	1,191.60	1,308.40	47.66
001-519-546.004.H24	VEHICLE MAINTENANCE	0.00	85.92	(85.92)	100.00
001-519-546.005	BUILDING & FACILITIES MAINTENANCE	25,000.00	19,382.57	5,617.43	77.53
001-519-546.005.018	BUILDING & FACILITIES MAINTENANCE	0.00	3,817.00	(3,817.00)	100.00
001-519-546.006	PARKS MAINTENANCE	20,400.00	10,345.47	10,054.53	50.71
001-519-546.007	TREE MAINTENANCE	24,000.00	3,800.00	20,200.00	15.83
001-519-546.007.H24	TREE MAINTENANCE	0.00	140,443.86	(140,443.86)	100.00
001-519-546.008	STREET MAINTENANCE	24,000.00	14,289.72	9,710.28	59.54
001-519-547.000	PRINTING	10,000.00	9,100.80	899.20	91.01
001-519-549.001	OTHER GENERAL GOVERNMENT	0.00	937.48	(937.48)	100.00
001-519-551.000	OFFICE SUPPLIES	17,200.00	9,572.59	7,627.41	55.65
001-519-552.000	FUEL AND OIL	1,000.00	1,002.59	(2.59)	100.26
001-519-552.001	ARCHIVES AND STORAGE	8,400.00	13,194.91	(4,794.91)	157.08
001-519-552.003	ORDINANCE CODIFICATION	3,000.00	4,250.59	(1,250.59)	141.69
001-519-552.004	SOFTWARE/LICENSING	9,815.00	13,914.80	(4,099.80)	141.77
001-519-552.005	OPERATING SUPPLIES	1,400.00	4,308.85	(2,908.85)	307.78
001-519-552.005.H24	OPERATING SUPPLIES	0.00	59.88	(59.88)	100.00
001-519-554.000	DUES/SUBSCRIPTIONS/MEMBERSHIPS	350.00	2,952.18	(2,602.18)	843.48
001-519-555.000	TRAINING/EDUCATION	5,000.00	90.00	4,910.00	1.80
OPERATING		423,722.00	513,987.66	(90,265.66)	121.30
CAPITAL					
001-519-564.003	TOWN HALL EQUIPMENT	50,000.00	0.00	50,000.00	0.00
CAPITAL		50,000.00	0.00	50,000.00	0.00
Total Dept 519 - GOVERNMENTAL SERVICES		626,411.00	648,187.29	(21,776.29)	103.48
Dept 521 - POLICE					
PAYROLL					
001-521-512.000	SALARIES & WAGES	863,695.00	603,925.47	259,769.53	69.92
001-521-514.000	OVERTIME	15,000.00	14,104.60	895.40	94.03
001-521-514.001	OVERTIME - COURT TIME	2,000.00	3,054.67	(1,054.67)	152.73
001-521-514.002	OVERTIME - STORM	6,000.00	10,189.39	(4,189.39)	169.82
001-521-514.014	OVERTIME - SSPR PHASE 3 TRAFFIC CONT	10,000.00	0.00	10,000.00	0.00

GL NUMBER	DESCRIPTION	2024-25 ORIGINAL BUDGET	YTD BALANCE 08/31/2025 NORMAL (ABNORM	AVAILABLE BALANCE NORMAL (ABNORM	% BDGT USED
Fund 001 - GENERAL FUND					
Expenditures					
001-521-515.001	SPECIAL PAY - FTO/BOOTS	4,000.00	2,110.00	1,890.00	52.75
001-521-515.003	PD STATUTORY INCENTIVE	10,000.00	4,730.00	5,270.00	47.30
001-521-517.000	SICK LEAVE INCENTIVE	6,300.00	4,791.33	1,508.67	76.05
001-521-521.000	FICA	66,100.00	48,844.77	17,255.23	73.90
001-521-522.000	RETIREMENT	130,000.00	56,921.18	73,078.82	43.79
001-521-523.000	HEALTH INSURANCE	168,000.00	114,810.55	53,189.45	68.34
001-521-523.003	LIFE & DISABILITY INSURANCE	6,000.00	5,824.98	175.02	97.08
PAYROLL		1,287,095.00	869,306.94	417,788.06	67.54
OPERATING					
001-521-515.002	PD MILEAGE	28,800.00	17,169.04	11,630.96	59.61
001-521-531.000	PROFESSIONAL SERVICES	15,000.00	7,370.00	7,630.00	49.13
001-521-534.002	CONTRACTED SERVICES	50,000.00	26,044.50	23,955.50	52.09
001-521-541.000	COMMUNICATION NETWORK	9,232.00	4,326.94	4,905.06	46.87
001-521-542.000	POSTAGE	0.00	29.94	(29.94)	100.00
001-521-545.000	INSURANCE - PROPERTY & LIABILITY	1,000.00	0.00	1,000.00	0.00
001-521-546.002	EQUIPMENT MAINTENANCE	5,000.00	1,288.25	3,711.75	25.77
001-521-546.004	VEHICLE MAINTENANCE	22,000.00	22,773.72	(773.72)	103.52
001-521-547.000	PRINTING	1,700.00	1,170.14	529.86	68.83
001-521-551.000	OFFICE SUPPLIES	1,000.00	199.28	800.72	19.93
001-521-552.000	FUEL AND OIL	30,000.00	22,640.22	7,359.78	75.47
001-521-552.004	SOFTWARE/LICENSING	0.00	14,384.22	(14,384.22)	100.00
001-521-552.005	OPERATING SUPPLIES	10,000.00	0.00	10,000.00	0.00
001-521-552.006	ENFORCEMENT SUPPLIES	12,500.00	7,454.11	5,045.89	59.63
001-521-554.000	DUES/SUBSCRIPTIONS/MEMBERSHIPS	10,000.00	1,565.75	8,434.25	15.66
001-521-555.000	TRAINING/EDUCATION	9,000.00	274.00	8,726.00	3.04
OPERATING		205,232.00	126,690.11	78,541.89	61.73
CAPITAL					
001-521-564.000	MACHINERY & EQUIPMENT	75,000.00	0.00	0.00	0.00
001-521-564.001	VEHICLES	0.00	76,387.15	(1,387.15)	101.85
CAPITAL		75,000.00	76,387.15	(1,387.15)	101.85
Total Dept 521 - POLICE		1,567,327.00	1,072,384.20	494,942.80	68.42
Dept 522 - FIRE					
OPERATING					
001-522-534.001	FIRE RESCUE CONTRACTED	763,061.00	763,061.00	0.00	100.00
OPERATING		763,061.00	763,061.00	0.00	100.00
Total Dept 522 - FIRE		763,061.00	763,061.00	0.00	100.00
Dept 581 - INTERFUND TRANSFERS					
TRANSFERS					
001-581-591.301	TRANSFER TO CAPITAL PROJECTS	385,349.00	385,349.00	0.00	100.00
001-581-591.301.GFL	TRANSFER TO CAPITAL PROJECTS	0.00	1,500,000.00	(1,500,000.00)	100.00
TRANSFERS		385,349.00	1,885,349.00	(1,500,000.00)	489.26
Total Dept 581 - INTERFUND TRANSFERS		385,349.00	1,885,349.00	(1,500,000.00)	489.26
TOTAL EXPENDITURES		4,053,671.00	4,958,784.03	(905,113.03)	122.33
Fund 001 - GENERAL FUND:					

REVENUE AND EXPENDITURE REPORT FOR TOWN OF SEWALL'S POINT
PERIOD ENDING 08/31/2025
% Fiscal Year Completed: 91.78

GL NUMBER	DESCRIPTION	2024-25 ORIGINAL BUDGET	YTD BALANCE 08/31/2025 NORMAL (ABNORM	AVAILABLE BALANCE NORMAL (ABNORM	% BDGT USED
Fund 001 - GENERAL FUND					
TOTAL REVENUES		4,053,671.00	4,431,336.77	(377,665.77)	109.32
TOTAL EXPENDITURES		4,053,671.00	4,958,784.03	(905,113.03)	122.33
NET OF REVENUES & EXPENDITURES		0.00	(527,447.26)	527,447.26	100.00

GL NUMBER	DESCRIPTION	2024-25 ORIGINAL BUDGET	YTD BALANCE 08/31/2025 NORMAL (ABNORM	AVAILABLE BALANCE NORMAL (ABNORM	% BDGT USED
Fund 101 - BUILDING PERMIT FUND					
Revenues					
Dept 000 - RESERVES					
BUILDING PERMITS AND FEES					
101-000-322.000	BUILDING PERMIT FEES	430,000.00	377,190.43	52,809.57	87.72
101-000-322.001	TECHNOLOGY FEE	7,000.00	17,788.12	(10,788.12)	254.12
101-000-322.003	SITE PLAN REVIEWS	5,000.00	4,077.50	922.50	81.55
BUILDING PERMITS AND FEES		442,000.00	399,056.05	42,943.95	90.28
TRANSFERS					
101-000-381.000	RESERVE UTILIZATION	21,603.00	0.00	21,603.00	0.00
TRANSFERS		21,603.00	0.00	21,603.00	0.00
Total Dept 000 - RESERVES		463,603.00	399,056.05	64,546.95	86.08
TOTAL REVENUES		463,603.00	399,056.05	64,546.95	86.08
Expenditures					
Dept 524 - BUILDING					
PAYROLL					
101-524-512.000	SALARIES & WAGES	303,060.00	275,781.69	27,278.31	91.00
101-524-514.002	OVERTIME - STORM	0.00	1,480.57	(1,480.57)	100.00
101-524-517.000	SICK LEAVE INCENTIVE	1,000.00	0.00	1,000.00	0.00
101-524-521.000	FICA	23,184.00	20,437.32	2,746.68	88.15
101-524-522.000	RETIREMENT	45,459.00	38,064.89	7,394.11	83.73
101-524-523.000	HEALTH INSURANCE	40,000.00	33,790.98	6,209.02	84.48
101-524-523.003	LIFE & DISABILITY INSURANCE	2,000.00	2,013.79	(13.79)	100.69
101-524-524.000	WORKERS' COMPENSATION INSURANCE	5,000.00	2,592.15	2,407.85	51.84
PAYROLL		419,703.00	374,161.39	45,541.61	89.15
OPERATING					
101-524-531.002	BUILDING INSPECTOR SERVICES	3,000.00	3,193.75	(193.75)	106.46
101-524-531.500	ENGINEERING SERVICES	5,000.00	5,762.50	(762.50)	115.25
101-524-532.000	AUDIT SERVICES	0.00	6,875.00	(6,875.00)	100.00
101-524-541.000	COMMUNICATION NETWORK	1,400.00	657.94	742.06	47.00
101-524-541.004	TECHNOLOGY EXPENSE	6,000.00	1,127.00	4,873.00	18.78
101-524-542.000	POSTAGE	500.00	0.00	500.00	0.00
101-524-545.000	INSURANCE - PROPERTY & LIABILITY	10,000.00	22,439.47	(12,439.47)	224.39
101-524-546.004	VEHICLE MAINTENANCE	2,000.00	515.18	1,484.82	25.76
101-524-551.000	OFFICE SUPPLIES	4,500.00	3,811.00	689.00	84.69
101-524-552.000	FUEL AND OIL	1,200.00	461.21	738.79	38.43
101-524-552.004	SOFTWARE/LICENSING	7,500.00	6,670.54	829.46	88.94
101-524-554.000	DUES/SUBSCRIPTIONS/MEMBERSHIPS	1,300.00	85.00	1,215.00	6.54
101-524-555.000	TRAINING/EDUCATION	1,500.00	0.00	1,500.00	0.00
OPERATING		43,900.00	51,598.59	(7,698.59)	117.54
Total Dept 524 - BUILDING		463,603.00	425,759.98	37,843.02	91.84
TOTAL EXPENDITURES		463,603.00	425,759.98	37,843.02	91.84
Fund 101 - BUILDING PERMIT FUND:					
TOTAL REVENUES		463,603.00	399,056.05	64,546.95	86.08
TOTAL EXPENDITURES		463,603.00	425,759.98	37,843.02	91.84
NET OF REVENUES & EXPENDITURES		0.00	(26,703.93)	26,703.93	100.00

GL NUMBER	DESCRIPTION	2024-25 ORIGINAL BUDGET	YTD BALANCE 08/31/2025 NORMAL (ABNORM	AVAILABLE BALANCE NORMAL (ABNORM	% BDGT USED
Fund 301 - CAPITAL PROJECTS					
Revenues					
Dept 000 - RESERVES					
TAXES					
301-000-312.410	GAS TAX	145,000.00	129,179.55	15,820.45	89.09
301-000-312.420	GAS TAX SECOND LOCAL OPTION	100,000.00	93,751.26	6,248.74	93.75
TAXES		245,000.00	222,930.81	22,069.19	90.99
BUILDING PERMITS AND FEES					
301-000-325.200	BUILDING DEPT ROAD IMPROVEMENT FEE	150,000.00	217,825.19	(67,825.19)	145.22
BUILDING PERMITS AND FEES		150,000.00	217,825.19	(67,825.19)	145.22
MISCELLANEOUS					
301-000-361.100	INTEREST	0.00	47,936.30	(47,936.30)	100.00
MISCELLANEOUS		0.00	47,936.30	(47,936.30)	100.00
TRANSFERS					
301-000-381.000	RESERVE UTILIZATION	1,842,969.00	0.00	1,842,969.00	0.00
301-000-381.001	TRANSFER FROM GENERAL FUND	385,349.00	385,349.00	0.00	100.00
301-000-381.001.GFL	TRANSFER FROM GENERAL FUND	0.00	1,500,000.00	(1,500,000.00)	100.00
TRANSFERS		2,228,318.00	1,885,349.00	342,969.00	84.61
GRANTS					
301-000-331.352.001	HMGP 4283-84-A H0603	0.00	407,042.24	(407,042.24)	100.00
301-000-331.353	HMGP GRANT	3,802,728.00	0.00	3,802,728.00	0.00
301-000-331.353.003	HMGP GRANT	0.00	131,250.00	(131,250.00)	100.00
301-000-334.362.006	FDEP 23FRP07 - SEPTIC TO SEWER	0.00	448,000.00	(448,000.00)	100.00
301-000-334.362.026	FDEP 23FRP07 - SEPTIC TO SEWER	1,500,000.00	0.00	1,500,000.00	0.00
301-000-334.362.036	FDEP 23FRP07 - SEPTIC TO SEWER	6,150,000.00	0.00	6,150,000.00	0.00
301-000-334.366.020	LEGISLATIVE APPROPRIATIONS	1,000,000.00	0.00	1,000,000.00	0.00
301-000-334.367	FEDP - 22FRP103	6,170,000.00	0.00	6,170,000.00	0.00
301-000-334.369	FDEP - 23FRP06	2,900,000.00	0.00	2,900,000.00	0.00
301-000-337.310.027	MARTIN COUNTY ILA - WATER LINES	0.00	394,820.00	(394,820.00)	100.00
GRANTS		21,522,728.00	1,381,112.24	20,141,615.76	6.42
Total Dept 000 - RESERVES		24,146,046.00	3,755,153.54	20,390,892.46	15.55
TOTAL REVENUES		24,146,046.00	3,755,153.54	20,390,892.46	15.55
Expenditures					
Dept 519 - GOVERNMENTAL SERVICES					
OPERATING					
301-519-531.400	ENGINEERING SERVICES	75,000.00	25,780.00	49,220.00	34.37
301-519-531.400.MRD	ENGINEERING SERVICES	0.00	5,987.50	(5,987.50)	100.00
301-519-531.401	ENGINEERING SERVICES - GRANT RELATED	0.00	2,957.50	(2,957.50)	100.00
301-519-531.401.005	ENGINEERING SERVICES - GRANT RELATED	0.00	3,145.00	(3,145.00)	100.00
301-519-546.003	LANDSCAPING MAINTENANCE	46,000.00	81,869.10	(35,869.10)	177.98
OPERATING		121,000.00	119,739.10	1,260.90	98.96
Total Dept 519 - GOVERNMENTAL SERVICES		121,000.00	119,739.10	1,260.90	98.96
Dept 538 - STORMWATER					
OPERATING					
301-538-531.000.MS4	PROFESSIONAL SERVICES	0.00	2,550.00	(2,550.00)	100.00
301-538-531.400	ENGINEERING SERVICES	150,000.00	0.00	150,000.00	0.00
301-538-531.400.003	ENGINEERING SERVICES	0.00	16,486.25	(16,486.25)	100.00
301-538-531.400.010	ENGINEERING SERVICES	0.00	33,383.15	(33,383.15)	100.00
301-538-531.400.017	ENGINEERING SERVICES	0.00	29,364.00	(29,364.00)	10(

GL NUMBER	DESCRIPTION	2024-25 ORIGINAL BUDGET	YTD BALANCE 08/31/2025 NORMAL (ABNORM	AVAILABLE BALANCE NORMAL (ABNORM	% BDGT USED
Fund 301 - CAPITAL PROJECTS					
Expenditures					
301-538-531.400.020	ENGINEERING SERVICES	0.00	132,175.75	(132,175.75)	100.00
301-538-531.400.021	ENGINEERING SERVICES	0.00	5,565.00	(5,565.00)	100.00
301-538-531.400.026	ENGINEERING SERVICES	100,000.00	0.00	100,000.00	0.00
301-538-531.400.028	ENGINEERING SERVICES	0.00	1,800.00	(1,800.00)	100.00
301-538-546.001	STORMWATER-INLET-OUTFALL MAINTENA	125,000.00	160.47	124,839.53	0.13
301-538-546.001.121	STORMWATER-INLET-OUTFALL MAINTENA	0.00	49,946.00	(49,946.00)	100.00
301-538-549.001.020	OTHER GENERAL GOVERNMENT	0.00	1,200.00	(1,200.00)	100.00
301-538-554.000	DUES/SUBSCRIPTIONS/MEMBERSHIPS	0.00	500.00	(500.00)	100.00
OPERATING		375,000.00	273,130.62	101,869.38	72.83
CAPITAL					
301-538-562.000.012	BUILDING IMPROVEMENTS	20,000.00	0.00	20,000.00	0.00
301-538-563.002	STORMWATER IMPROVEMENTS	23,470,046.00	0.00	23,470,046.00	0.00
301-538-563.002.006	STORMWATER IMPROVEMENTS	0.00	163,856.75	(163,856.75)	100.00
301-538-563.002.026	STORMWATER IMPROVEMENTS	0.00	73,900.00	(73,900.00)	100.00
301-538-563.002.027	STORMWATER IMPROVEMENTS	0.00	394,820.00	(394,820.00)	100.00
301-538-563.002.028	STORMWATER IMPROVEMENTS	0.00	30,758.93	(30,758.93)	100.00
301-538-563.002.036	STORMWATER IMPROVEMENTS	0.00	1,400.00	(1,400.00)	100.00
301-538-563.002.103	STORMWATER IMPROVEMENTS	0.00	2,612,626.81	(2,612,626.81)	100.00
301-538-563.002.HM3	STORMWATER IMPROVEMENTS	0.00	2,156,783.35	(2,156,783.35)	100.00
CAPITAL		23,490,046.00	5,434,145.84	18,055,900.16	23.13
Total Dept 538 - STORMWATER		23,865,046.00	5,707,276.46	18,157,769.54	23.91
Dept 541 - STREETS AND BRIDGES					
OPERATING					
301-541-546.000	STREETLIGHT & SIGN MAINTENANCE	15,000.00	19,123.24	(4,123.24)	127.49
301-541-546.007	TREE MAINTENANCE	20,000.00	0.00	20,000.00	0.00
301-541-546.008	STREET MAINTENANCE	25,000.00	3,750.82	21,249.18	15.00
301-541-546.009	BRIDGE MAINTENANCE	100,000.00	199.96	99,800.04	0.20
OPERATING		160,000.00	23,074.02	136,925.98	14.42
CAPITAL					
301-541-563.030.SLR	ROAD & BRIDGE CAPITAL PROJECTS	0.00	40,000.00	(40,000.00)	100.00
CAPITAL		0.00	40,000.00	(40,000.00)	100.00
Total Dept 541 - STREETS AND BRIDGES		160,000.00	63,074.02	96,925.98	39.42
TOTAL EXPENDITURES		24,146,046.00	5,890,089.58	18,255,956.42	24.39
Fund 301 - CAPITAL PROJECTS:					
TOTAL REVENUES		24,146,046.00	3,755,153.54	20,390,892.46	15.55
TOTAL EXPENDITURES		24,146,046.00	5,890,089.58	18,255,956.42	24.39
NET OF REVENUES & EXPENDITURES		0.00	(2,134,936.04)	2,134,936.04	100.00
TOTAL REVENUES - ALL FUNDS		28,663,320.00	8,585,546.36	20,077,773.64	29.95
TOTAL EXPENDITURES - ALL FUNDS		28,663,320.00	11,274,633.59	17,388,686.41	39.33
NET OF REVENUES & EXPENDITURES		0.00	(2,689,087.23)	2,689,087.23	100.00

TOWN OF SEWALL'S POINT

TO: **Town Commission**

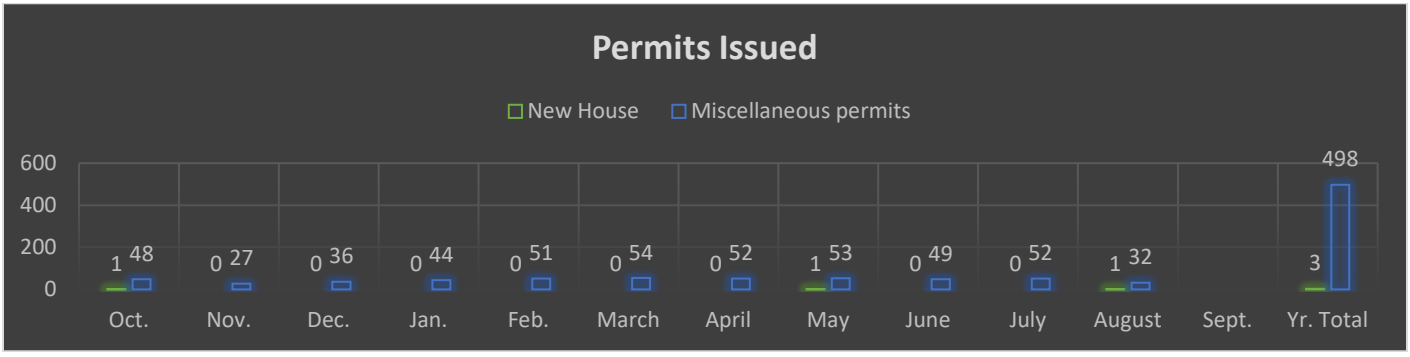
FROM: **Jack Reisinger, Building Official through Robert Daniels, Town Manager**

SUBJECT: **2024-2025 Building Permitting Report**

Regular Commission Meeting of September 22, 2025



	Oct.	Nov.	Dec.	Jan.	Feb.	March	April	May	June	July	Aug.	Sept.	Year to Date
Technology Fees Collected	$3,043	382	604	1,402	729	2,356	1,759	3,365	1,007	2,021	1,114		17,782
Road Improvement Fees Collected	37,811	4,534	7,270	17,365	8,747	29,117	20,450	41,836	12,085	25,123	13,483		217,821
Permit Fees Collected	$68,879	10,560	15,090	39,400	18,117	45,861	18,925	76,037	19,095	41,300	23,577		376,841



Building Department Budget for 2024-2025

- Building Permit Fees: $430,000 of which $376,841 has been collected for the fiscal year to date.
- Road Improvement Fees: $150,000 of which $217,821 has been collected for the fiscal year to date.

Recommendation: Staff recommends approval of the monthly Building Reports as presented.

TOWN OF SEWALL'S POINT

TO: Town Commission

FROM: Robert Daniels, Town Manager

SUBJECT: Evaluation of Proposal Submittals for RFP #25-002 Disaster Debris Management & Support Services

DATE: September 22, 2025

This memo documents the evaluation of the proposal submitals by Captec Engineering, Inc. (attached) and Thriving Lawn and Landscape Services (Memo attached) in response to the Request for Proposals (RFP) for Disaster Debris Management & Support Services issued on July 31, 2025 (attached) along with Addendum No. 1 issued 8/25/2025 (attached).

Summary of Evaluation

The evaluation was conducted at 9:45am on September 16, 2025 by myself, Jack Reisinger, Building Official and Maria Pierce, Finance Director – HR Director – Acting Town Clerk. The proposals were thoroughly reviewed based on the criteria established in the RFP. The final scores from the three of us were 93, 93, and 100, resulting in an average score of 95.33 (see attached Evaluation Score Cards).

Recommendations and Next Steps

Based on the high evaluation scores and the identified strengths, this evaluation recommends Captec Engineering, Inc. for contractual approval by the Town Commission.

Respondent Business Name: Thriving Lawn and Landscape MARIA PIERCE, FINANCE DIRECTOR

RFP #25-002 Disaster Debris Management and Support Services

Evaluation Score Card

Category	Potential Points	Evaluation criteria	Evaluation Score
1. Company Qualifications and Experience	(0-25 points)	- Experience: Demonstrated experience with similar disaster debris projects (scope, scale, timeline). - References: Strength of references from past governmental clients. - Financial Stability: Capacity to manage costs before reimbursement. - Licenses/Certifications: Validity of licenses, compliance history.	
2. Proposed Approach and Technical Plan	(0-35 points)	- Operational Plan: Detailed work plan and methodology for debris removal and disposal. - Timeline: Realistic scheduling for rapid deployment and project completion. - Personnel and Equipment: Adequacy of staff, fleet, and resources to perform the work. - Subcontractors: Approach to managing subcontractors, including use of local firms. - Safety Plan: Comprehensive health and safety plan for all personnel. - Disposal Plan: Strategy for using authorized debris staging and disposal sites.	
3. Financial Proposal and Cost (Exhibit F)	(0-30 points)	- Unit Pricing: Competitiveness and reasonableness of unit prices for services like debris removal, hauling, and monitoring. - Mobilization/Demobilization: Reasonableness of lump sum costs. - Detailed Breakdown: Clarity and completeness of the cost breakdown. - Bonding Capacity: Proof of sufficient performance and payment bonds.	
4. Debris Monitoring and Documentation	(0 -10 points)	- FEMA Compliance: Demonstrated knowledge of FEMA reimbursement documentation standards. - Technology: Use of electronic/digital tracking and reporting systems. - Reporting Capabilities: Ability to provide timely and accurate daily reports. - Volume Estimation: Acceptable and reasonable methodology for debris volume estimates.	

Total Score: _____

Respondent Business Name: Thriving Lawn and Landscape

Jack Reisinger, Building Official

RFP #25-002 Disaster Debris Management and Support Services

JR

Evaluation Score Card

Category	Potential Points	Evaluation criteria	Evaluation Score
1. Company Qualifications and Experience	(0-25 points)	- Experience: Demonstrated experience with similar disaster debris projects (scope, scale, timeline). - References: Strength of references from past governmental clients. - Financial Stability: Capacity to manage costs before reimbursement. - Licenses/Certifications: Validity of licenses, compliance history.	0
2. Proposed Approach and Technical Plan	(0-35 points)	- Operational Plan: Detailed work plan and methodology for debris removal and disposal. - Timeline: Realistic scheduling for rapid deployment and project completion. - Personnel and Equipment: Adequacy of staff, fleet, and resources to perform the work. - Subcontractors: Approach to managing subcontractors, including use of local firms. - Safety Plan: Comprehensive health and safety plan for all personnel. - Disposal Plan: Strategy for using authorized debris staging and disposal sites.	0
3. Financial Proposal and Cost (Exhibit F)	(0-30 points)	- Unit Pricing: Competitiveness and reasonableness of unit prices for services like debris removal, hauling, and monitoring. - Mobilization/Demobilization: Reasonableness of lump sum costs. - Detailed Breakdown: Clarity and completeness of the cost breakdown. - Bonding Capacity: Proof of sufficient performance and payment bonds.	0
4. Debris Monitoring and Documentation	(0 -10 points)	- FEMA Compliance: Demonstrated knowledge of FEMA reimbursement documentation standards. - Technology: Use of electronic/digital tracking and reporting systems. - Reporting Capabilities: Ability to provide timely and accurate daily reports. - Volume Estimation: Acceptable and reasonable methodology for debris volume estimates.	0

Total Score: 0

Respondent Business Name: Thriving Lawn and Landscape Robert Daniels, Town Manager

RFP #25-002 Disaster Debris Management and Support Services

* Submittal did not match RFP*

Evaluation Score Card

Category	Potential Points	Evaluation criteria	Evaluation Score
1. Company Qualifications and Experience	(0-25 points)	- Experience: Demonstrated experience with similar disaster debris projects (scope, scale, timeline). - References: Strength of references from past governmental clients. - Financial Stability: Capacity to manage costs before reimbursement. - Licenses/Certifications: Validity of licenses, compliance history.	0
2. Proposed Approach and Technical Plan	(0-35 points)	- Operational Plan: Detailed work plan and methodology for debris removal and disposal. - Timeline: Realistic scheduling for rapid deployment and project completion. - Personnel and Equipment: Adequacy of staff, fleet, and resources to perform the work. - Subcontractors: Approach to managing subcontractors, including use of local firms. - Safety Plan: Comprehensive health and safety plan for all personnel. - Disposal Plan: Strategy for using authorized debris staging and disposal sites.	0
3. Financial Proposal and Cost (Exhibit F)	(0-30 points)	- Unit Pricing: Competitiveness and reasonableness of unit prices for services like debris removal, hauling, and monitoring. - Mobilization/Demobilization: Reasonableness of lump sum costs. - Detailed Breakdown: Clarity and completeness of the cost breakdown. - Bonding Capacity: Proof of sufficient performance and payment bonds.	0
4. Debris Monitoring and Documentation	(0 -10 points)	- FEMA Compliance: Demonstrated knowledge of FEMA reimbursement documentation standards. - Technology: Use of electronic/digital tracking and reporting systems. - Reporting Capabilities: Ability to provide timely and accurate daily reports. - Volume Estimation: Acceptable and reasonable methodology for debris volume estimates.	0

Total Score: 0

Respondent Business Name: Captec Engineering, Inc. JACK REISINGER, BUILDNG OFFICIAL

RFP #25-002 Disaster Debris Management and Support Services

Evaluation Score Card

Category	Potential Points	Evaluation criteria	Evaluation Score
1. Company Qualifications and Experience	(0-25 points)	- Experience: Demonstrated experience with similar disaster debris projects (scope, scale, timeline). - References: Strength of references from past governmental clients. - Financial Stability: Capacity to manage costs before reimbursement. - Licenses/Certifications: Validity of licenses, compliance history.	25
2. Proposed Approach and Technical Plan	(0-35 points)	- Operational Plan: Detailed work plan and methodology for debris removal and disposal. - Timeline: Realistic scheduling for rapid deployment and project completion. - Personnel and Equipment: Adequacy of staff, fleet, and resources to perform the work. - Subcontractors: Approach to managing subcontractors, including use of local firms. - Safety Plan: Comprehensive health and safety plan for all personnel. - Disposal Plan: Strategy for using authorized debris staging and disposal sites.	35
3. Financial Proposal and Cost (Exhibit F)	(0-30 points)	- Unit Pricing: Competitiveness and reasonableness of unit prices for services like debris removal, hauling, and monitoring. - Mobilization/Demobilization: Reasonableness of lump sum costs. - Detailed Breakdown: Clarity and completeness of the cost breakdown. - Bonding Capacity: Proof of sufficient performance and payment bonds.	30
4. Debris Monitoring and Documentation	(0 -10 points)	- FEMA Compliance: Demonstrated knowledge of FEMA reimbursement documentation standards. - Technology: Use of electronic/digital tracking and reporting systems. - Reporting Capabilities: Ability to provide timely and accurate daily reports. - Volume Estimation: Acceptable and reasonable methodology for debris volume estimates.	10

Total Score: 100

Respondent Business Name: Captec Engineering, Inc. ROBERT DANIELS, TOWN MANAGER

RFP #25-002 Disaster Debris Management and Support Services

Evaluation Score Card

Category	Potential Points	Evaluation criteria	Evaluation Score
1. Company Qualifications and Experience	(0-25 points)	- Experience: Demonstrated experience with similar disaster debris projects (scope, scale, timeline). - References: Strength of references from past governmental clients. - Financial Stability: Capacity to manage costs before reimbursement. - Licenses/Certifications: Validity of licenses, compliance history.	23
2. Proposed Approach and Technical Plan	(0-35 points)	- Operational Plan: Detailed work plan and methodology for debris removal and disposal. - Timeline: Realistic scheduling for rapid deployment and project completion. - Personnel and Equipment: Adequacy of staff, fleet, and resources to perform the work. - Subcontractors: Approach to managing subcontractors, including use of local firms. - Safety Plan: Comprehensive health and safety plan for all personnel. - Disposal Plan: Strategy for using authorized debris staging and disposal sites.	34
3. Financial Proposal and Cost (Exhibit F)	(0-30 points)	- Unit Pricing: Competitiveness and reasonableness of unit prices for services like debris removal, hauling, and monitoring. - Mobilization/Demobilization: Reasonableness of lump sum costs. - Detailed Breakdown: Clarity and completeness of the cost breakdown. - Bonding Capacity: Proof of sufficient performance and payment bonds.	26
4. Debris Monitoring and Documentation	(0 -10 points)	- FEMA Compliance: Demonstrated knowledge of FEMA reimbursement documentation standards. - Technology: Use of electronic/digital tracking and reporting systems. - Reporting Capabilities: Ability to provide timely and accurate daily reports. - Volume Estimation: Acceptable and reasonable methodology for debris volume estimates.	10

Total Score: 93

Respondent Business Name: Captec Engineering, Inc. MARIA PIERCE, FINANCE DIRECTOR

RFP #25-002 Disaster Debris Management and Support Services

Evaluation Score Card

Category	Potential Points	Evaluation criteria	Evaluation Score
1. Company Qualifications and Experience	(0-25 points) 25	- Experience: Demonstrated experience with similar disaster debris projects (scope, scale, timeline). - References: Strength of references from past governmental clients. - Financial Stability: Capacity to manage costs before reimbursement. - Licenses/Certifications: Validity of licenses, compliance history.	25
2. Proposed Approach and Technical Plan	(0-35 points) 35	- Operational Plan: Detailed work plan and methodology for debris removal and disposal. - Timeline: Realistic scheduling for rapid deployment and project completion. - Personnel and Equipment: Adequacy of staff, fleet, and resources to perform the work. - Subcontractors: Approach to managing subcontractors, including use of local firms. - Safety Plan: Comprehensive health and safety plan for all personnel. - Disposal Plan: Strategy for using authorized debris staging and disposal sites.	35
3. Financial Proposal and Cost (Exhibit F)	(0-30 points) 25	- Unit Pricing: Competitiveness and reasonableness of unit prices for services like debris removal, hauling, and monitoring. - Mobilization/Demobilization: Reasonableness of lump sum costs. - Detailed Breakdown: Clarity and completeness of the cost breakdown. - Bonding Capacity: Proof of sufficient performance and payment bonds.	25
4. Debris Monitoring and Documentation	(0 -10 points) 8	- FEMA Compliance: Demonstrated knowledge of FEMA reimbursement documentation standards. - Technology: Use of electronic/digital tracking and reporting systems. - Reporting Capabilities: Ability to provide timely and accurate daily reports. - Volume Estimation: Acceptable and reasonable methodology for debris volume estimates.	8

Total Score: 93

Town of Sewall's Point, Florida

Request for Proposals

for

DISASTER DEBRIS MANAGEMENT AND SUPPORT SERVICES

RFP No. 25-002
Issued: July 31, 2025

Request for Proposals: Disaster Debris Management and Support Services

The Town of Sewall's Point, Martin County, Florida (the "Town"), is seeking to engage the services of one or more qualified contractors to provide Disaster Debris Management and Support Services. A complete scope of services is attached as **Exhibit A** and incorporated into this Request for Proposals ("RFP").

The Town encompasses 750 acres located in southeastern Martin County, Florida and has a population of 2,500 citizens based upon current Town records. The Town desires to obtain the services of one or more qualified and experienced disaster debris management contractors that can provide professional technical services in response to any natural or manmade disaster or emergency situation as required by the Town. The contractor shall provide for the provision of personnel, equipment, plans, procedures, and other materials and capabilities necessary for both pre-disaster and post-disaster situations, as ordered on an as needed basis. The contractor shall provide the designated services, including operations and management, logistical support, and technical assistance before, during, or after any potential or actual disaster situations including, but not limited to tornados, hurricanes, severe weather events, or any other natural or manmade disaster or emergency. Proposers are to have experience in disaster debris management, debris removal monitoring, and disaster response and recovery. Proposals shall document the contractor's familiarity with and history of compliance with the current federal, state, and local guidelines and regulations as they relate to disaster generated debris, including those applicable to the Federal Emergency Management Agency (FEMA) Public Assistance (PA) Program. The full Scope of Services is described more fully in **Exhibit A** to this RFP.

The Town anticipates that FEMA financial assistance will be used to fund all or part of the resulting contract. All work will be completed in compliance with FEMA's rules and guidance, as well as Federal laws, regulations, executive orders, and the federal cost principles at 2 C.F.R. Part 200.

Proposals are due by 3:00 p.m. on August 30, 2025. Further instructions for proposal submission are contained in this RFP.

Please direct all questions to the Town Finance Director's office at (772) 287-2455 or email questions to mpierce@sewallspoint.org. The Town's website is: www.sewallspoint.org. All proposals must be submitted through www.DemandStar.com.

PLEASE REFERENCE IDENTIFICATION RFP #25-002.

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General Information

I. Project Objective

The Town is seeking to engage the services of one or more qualified contractors to provide Disaster Debris Management and Support Services as described in the attached **Exhibit A** which is hereby incorporated into this RFP.

II. Instructions to Respondents

A. Proposal Submission: **Proposals are due by 3:00 p.m. on August 30, 2025**. Further instructions for proposal submission are contained in this RFP.

B. Please direct all questions to the Town Finance Director's office at (772) 287-2455 or email questions to mpierce@sewallspoint.org. The Town's website is: www.sewallspoint.org. All proposals must be submitted through www.DemandStar.com.

C. PLEASE REFERENCE IDENTIFICATION RFP #25-002.

Proposals must be submitted through www.DemandStar.com referencing "RFP No. 25-002" and the words "Disaster Debris Management and Support Services." Proposals by mail, telephone, e-mail, or facsimile shall not be accepted. Mailed, telephoned, e-mailed, or faxed proposals shall be rejected as non-responsive regardless of when they are received. It is the sole responsibility of the Respondent to ensure that its proposal is posted/timestamped to DemandStar on or before the above deadline. Proposals posted/timestamped after the specified time and date will not be considered. The decision to refuse to consider a bid or proposal that was received beyond the date/time established in the solicitation shall not be the basis for a protest pursuant to the Town of Sewall's Point Code (Procurement Ordinance).

Respondents are responsible for their submittal through DemandStar. The Town will not be responsible for submittals made to any place other than the specified submittal method.

Costs of proposal preparation or any other costs incurred to respond to this RFP are the sole responsibility of the Respondent. The Town assumes no responsibility for any such costs incurred by the Respondent. The Respondent also agrees that the Town bears no responsibility for any costs associated with any administrative or judicial proceedings resulting from the solicitation process.

All proposals must be submitted through DemandStar by an officer having authority to bind the Respondent. Electronic signatures are required where indicated on DemandStar; failure to do so may be cause for rejection of a proposal.

III. Registration

Each Respondent seeking to submit a proposal is requested to register with the Town Manager in order to receive any addenda to this RFP. Registration for addenda is not mandatory in order to submit a proposal; however, if a Respondent wishes to register for addenda, it shall submit the

registration form on or before the date set forth herein. Please complete the Registration Form attached as **Exhibit B** and submit via **DemandStar** on or before **3:00 PM, August 15, 2025**. It is the responsibility of each Respondent to ensure that it receives all addenda. The Town shall have no responsibility to provide any addenda issued under this RFP to any Respondent; however, the Town will use its best efforts to provide issued addenda to those Respondents who timely registered for this RFP with the Town.

IV. Changes and Interpretations

The Town reserves the right, and the Town Commission has absolute and sole discretion, to cancel a solicitation at any time prior to approval of the award by the Town Commission when such approval is required. The decision to cancel a solicitation cannot be the basis for a protest pursuant to the Town Code.

The Town reserves the right to request clarification of information submitted and to request additional information of any Respondent. Any such request should not be construed by a Respondent as an indication of selection to provide proposed services.

Any proposal may be withdrawn until the date and time set above for the submission of the proposals. Any proposal not so withdrawn shall constitute an irrevocable offer, for a period of 90 days, to provide to the Town the services set forth in this RFP, or until one or more of the proposals have been awarded.

Respondents shall not direct any queries or statements concerning their proposal to the Town staff during the selection process, from the time of submission of a proposal until the execution of a contract. Any proposer who initiates any discussions with staff in any manner other than that described below is subject to disqualification from this procurement. No oral interpretation of this RFP shall be considered binding. The Town shall be bound by information and statements only when such statements are written and executed under the authority of the Town Mayor/Manager.

All questions or concerns regarding this RFP must be submitted in writing or by email to mpierce@sewallspoint.org no later than five days before the proposal due date and hour (**August 24, 2025 at 3:00 p.m.**) to the attention of the Town Finance Director, referencing the RFP name. The Town may issue Addenda to the RFP for distribution to all registered Respondents through DemandStar. Any responses by the Town to Proposers' questions or concerns will be addressed, if at all, by Addenda.

This provision exists solely for the convenience and administrative efficiency of the Town. No proposer or other third party will gain any rights by virtue of this provision or the application thereof, nor shall any proposer or third party have any standing to sue or cause of action arising there from.

V. Property of the Town

All materials submitted in response to this RFP become the property of the Town. The Town has the right to use any or all ideas presented in any response to this RFP, whether amended or not, and selection or rejection of a proposal does not affect this right. No variances to this provision shall be accepted.

VI. RFP Timetable

The anticipated schedule for this RFP and contract approval is as follows:

Registration Forms Due	August 15, 2025 at 3:00 p.m.
Questions from Potential Respondents Due	August 24, 2025 at 3:00 p.m.
Issue Addendum (if necessary)	August 27, 2025 at 3:00 p.m.
Proposal Due Date and Time	August 30, 2025 at 3:00 p.m.
Proposal Evaluation	August 31, 2025 at 10:00 a.m.
Contract Negotiations/Approval	TBD

The Town reserves the right to amend the anticipated schedule as it deems necessary.

VII. Ethics Requirement

Pursuant to the requirements of Sec. 287.133, Florida Statutes, pertaining to the sworn statement on Public Entity Crimes and the Convicted Vendor List, all Respondents shall submit a signed and notarized statement with their proposal on the form provided herein (Exhibit C).

A person or affiliate who has been placed on the convicted contractor list following a conviction for a public entity crime may not submit a proposal on a contract to provide any goods or services to a public entity, may not submit a proposal on a contract with a public entity for the construction or repair of a public building or public work, may not submit proposals on leases of real property to a public entity, may not be awarded or perform work as a contractor, supplier, subcontractor or consultant under a contract with any public entity and may not transact business with any public entity in excess of the threshold amount provided in Sec. 287.017, Florida Statutes, for Category Two for a period of 36 months from the date of being placed on the convicted contractor list.

The contractor (or consultant) and any affiliated entity awarded the Town's Debris Clearance and Removal contract shall be ineligible to compete for an award under this RFP.

This RFP is subject to the State of Florida Code of Ethics for Public Officers and Employees. Accordingly, there are prohibitions and limitations on the employment of Town officials and employees and contractual relationships providing a benefit to the same. Respondents are highly encouraged to review the Florida Code of Ethics in order to ensure compliance with the same.

VIII. Disclosure and Disclaimer

The information contained herein is provided solely for the convenience of the Respondents. This RFP is being provided by the Town without any warranty or representation, express or implied, as

to its content, accuracy or completeness and no Respondent or other party shall have recourse to the Town or its agents if any information herein contained shall be inaccurate or incomplete. It is Respondents' responsibility to assure that information contained herein is accurate and complete. Any reliance on the contents of this RFP, or on any communications with Town representatives or agents, shall be at each Respondent's own risk. Respondents should rely exclusively on their own investigations, interpretations, and analyses in connection with this matter. No warranty or representation is made by the Town that any proposal conforming to these requirements will be selected for consideration, negotiation, or approval.

In its sole discretion, the Town may withdraw this RFP either before or after receiving proposals, may accept or reject proposals, and may accept proposals which deviate from the non-material provisions of this RFP. Through its own investigation and in its sole discretion, the Town may determine the qualifications, experience and acceptability of any Respondent submitting a proposal in response to this RFP. Following submission of a proposal, each Respondent agrees to promptly deliver such further details, information and assurances, including, but not limited to, financial and disclosure data, relating to the proposal and/or the Respondent, including the Respondent' affiliates, officers, directors, shareholders, partners and employees, as requested by the Town. Any action taken by the Town in response to proposals submitted in response to this RFP or in making any award or failure or refusal to make any award, or in any withdrawal or cancellation of this RFP, either before or after issuance of the notice of intent to make an award, shall be without any expense, liability, or obligation on the part of the Town, or its advisors.

Any recipient of this RFP who responds hereto fully acknowledges all the provisions of this Discloser and Disclaimer and agrees to be bound by the terms hereof. Any proposal submitted pursuant to this RFP is at the sole risk and responsibility of the party submitting such proposal.

IX. Contract Agreement / Compensation

While the Town anticipates awarding one contract, the Town reserves the right to award to more than one Respondent if it is in the best interests of the Town. The contract will be an hourly rate contract with a not-to-exceed amount which the contractor exceeds at its own risk. The not-to-exceed amount may be included in the contract itself, work orders issued authorizing a specific scope of work to commence, or both. **Cost-plus-percentage-of-cost ("CPPC") contracts and terms are prohibited, and the Town will reject any fees billed on a CPPC basis.** CPPC fees should not be included in Respondents' price proposals.

The terms and conditions of the resulting non-exclusive contract will be negotiated with successful Respondent(s), however, the contract must include the contract provisions required by 2 C.F.R. § 200.327 and FEMA guidance. For more information on these provisions visit https://www.fema.gov/sites/default/files/documents/fema_contract-provisions-guide_6-14-2021.pdf. The terms and conditions of the Town's standard contract will apply unless otherwise agreed to by the Town. If the Town and the successful Respondent cannot agree on the terms and conditions of the resulting contract, the Town reserves the right to terminate negotiations with the successful Respondent and move to the next ranked Respondent to commence negotiations. Negotiations may continue in this process until the Town is able to enter into a contract with a Respondent that best meets the needs of the Town.

The contract shall be for an initial term of 3 years with 2 additional 1-year renewal options unless earlier terminated in accordance with the terms of the resulting contract. The term may be further extended (not to exceed 1 year) if the Town Commission finds that such extension is in the best interests of the Town. The Town may exercise such advance written notice of its intention to renew prior to the expiration of the then current term. Each fiscal year of the contract and any renewals will be subject to the availability of funds lawfully appropriated for its purpose by the State of Florida and the Town of Sewall's Point. The contract will include a termination without cause provision that allows the Town to terminate the contract with thirty (30) days' prior written notice.

Awarded contracts which will cross fiscal-years are subject to the Town's annual budget and appropriation process. If an awarded contract is not funded in whole or in part in a fiscal year, the Town will have the right to terminate the contract without cause. The Town need not include a lack of appropriations provision in the resulting contract to avail itself of such right.

X. Insurance Requirements; Safety Precautions; and Limitation of Liability

The Respondent(s) selected for award shall obtain or possess the following insurance coverages, and will provide Certificates of Insurance to the Town, with the Certificate Holder listed as the Town of Sewall's Point, to verify such coverage as a condition precedent to award:

1. Workers' Compensation - The contractor shall provide coverage for its employees with statutory workers' compensation limits, and no less than $500,000.00 for Employers' Liability. Said coverage shall include a waiver of subrogation in favor of The Town and its agents, employees and officials.

2. Commercial General Liability - The contractor shall provide coverage for all operations including, but not limited to Contractual, Products and Completed Operations, and Personal Injury. The limits shall be not less than $2,000,000.00, per occurrence, Combined Single Limits (CSL) or its equivalent. The General Aggregate limit shall either apply separately to this Contract or shall be at least twice the required occurrence limit.

3. Business Automobile Liability - The contractor shall provide coverage for all owned, non-owned and hired vehicles with limits of not less than $1,000,000.00, per occurrence, Combined Single Limits (CSL) or its equivalent.

The contractor shall take reasonable precautions for the safety of, and shall provide all reasonable protection to prevent damage, injury or loss to, its employees on the job, and others. The contractor shall comply with all applicable provisions of federal, state, and municipal safety laws, insurance requirements, standard industry practices, the requirements of the operations and the awarded contract.

The contractor shall promptly remedy damage and loss to property caused in whole or in part by the contractor, its subcontractors of every tier, anyone directly or indirectly employed by any of them, or anyone for whose acts they may be liable.

Provided, however, if the contract between the Town and the contractor is deemed by a court of competent jurisdiction to be a construction contract for purposes of Section 725.06, Florida Statutes, any obligation of the contractor to defend, indemnify or hold harmless the Town, shall be limited to an obligation to indemnify or hold harmless the Town, its officers and employees from liability damages, losses, and costs, including but not limited to reasonable attorneys' fees, to the extent caused by the negligence, recklessness or intentionally wrongful conduct of the contractor and persons employed or utilized by the contractor in the performance of the contract.

XI. Record Retention Requirements

The contractor shall maintain adequate records to justify all charges, expenses, and costs incurred in estimating and performing the work for at least ten years after completion of the contract resulting from this RFP. The Town shall have access to all records, documents, and information collected and/or maintained by others in the course of the administration of the agreement. This information shall be made accessible at the contractor's local place of business to the Town, including the Comptroller's Office and/or its designees, for purposes of inspection, reproduction, and audit without restriction. If records are unavailable locally, it shall be the contractor's responsibility to ensure that all required records are provided to the Town at the contractor's expense.

XII. Subcontracting

When possible, if the Respondent intends to subcontract any portion of the work under the awarded contract in excess of $10,000 (or as otherwise required), it is encouraged to take the below steps regarding small businesses, minority businesses, women's business enterprises, veteran-owned businesses, and labor surplus area firms to the extent such steps are consistent with Federal law and Executive Orders:

(1) Placing these business types on solicitation lists;

(2) Assuring that these business types are solicited whenever they are deemed eligible as potential sources;

(3) Dividing procurement transactions, when economically feasible, into separate procurements to permit maximum participation by these business types;

(4) Establishing delivery schedules, where the requirement permits, that encourage participation by these business types; and

(5) Using organizations as the Small Business Administration and the Minority Business Development Agency of the Department of Commerce.

The Town will not require Respondents to take actions inconsistent with existing law and Executive Orders. Additionally, regardless of the amount of the subcontract, Respondents must not subcontract with any party that is debarred, suspended, or otherwise excluded from or ineligible

for participation in Federal assistance programs and activities. SAM exclusions can be accessed at www.sam.gov.

XIII. Evaluation and Award

The Town may assemble an Evaluation Committee to evaluate the proposals or the Town Manager may evaluate the proposals. The Evaluation Committee/Town Manager will evaluate and rank the most advantageous proposals and make a recommendation for contract award to the Town Commission. The selected Respondent will be notified in writing with an intent to award letter.

Each proposal will be evaluated individually and in the context of all other proposals. Proposals must be fully responsive to the requirements described in this RFP and to any subsequent requests for clarification or additional information made by the Town through written addenda to this RFP. Proposals failing to comply with the submission requirements, or those unresponsive to any part of this RFP, may be disqualified. There is no obligation on the part of the Town to award the proposal to the lowest priced Respondent, and the Town reserves the right to award the contract to the Respondent submitting the best overall responsive proposal which is most advantageous and in the best interest of the Town consistent with the evaluation criteria. The Town shall be the sole judge of the proposals that is in its best interests.

As part of the evaluation process, the Town may conduct an investigation of references, including but not limited to, a record check of consumer affairs complaints. Submission of a proposal in response to this RFP constitutes acknowledgment of the investigation process and consent to the Town's investigation. The Town is the sole judge in determining Respondent's qualifications.

At its sole option, the Town may select the top three to five Respondents and require presentations from each Respondent before making the final selection. This requirement is at the sole discretion of the Town.

While the Town allows Respondents to specify any desired variances to the RFP terms, conditions, and specifications, the number and extent of variances specified will be considered in determining the Respondent who is most advantageous to the Town.

A. Evaluation Criteria and Scoring

The evaluation of the proposals will be conducted in accordance with the following provisions. Scoring is based on a 100-point scale. The following guidelines will be used for the evaluations (with associated weighting). **To be considered "Qualified", a Respondent must receive a minimum 70 points.**

EVALUATION CRITERIA	Points Awarded
Responsiveness to RFP 1. Comprehensiveness of proposal 2. Completeness of proposal	0 – 10 points
Cost Effectiveness 1. Hourly rate of personnel or for services	0 – 25 points

Technical Approach 1. Narrative description outlining the method of operation 2. Contingencies / requirements of the Town 3. Capacity for multiple contractual obligations	0 – 25 points
Successful Experience and Qualification of Staff 1. Experience with similar sized municipalities/public entities 2. Staff qualifications and subject knowledge 3. Evidence of experience and skill 4. Evidence of availability to deliver in the timeline 5. Successful past projects with the Town 6. Proposed project timeline	0 - 15 points
Similar Projects and References 1. Prior experience with three (3) similar projects 2. References from at least (3) entities for similar projects or work	0 – 15 points
Default, Termination, Litigation, Debarment, etc. 1. Instances of a default under a similar project or contract 2. Instances of litigation related to a similar project or contract 3. Instances of on any debarment by a local, state or federal governmental entity (note that current suspension or debarment will result in disqualification)	0 – 10 points
Total	100 points

In the event of a tie in the scoring, the Town will provide a preference to the Respondent with a drug-free workplace policy (see **Exhibit D**).

XIV. Proposal Format

Each Respondent shall submit **its proposal through www.DemandStar.com.** Proposals shall be in a clear, concise English. Omission of required data may result in disqualification. Any other information thought to be relevant, but not applicable to the enumerated sections, should be provided as an appendix to the proposal.

Only one proposal may be submitted by each Respondent. Failure to submit the required documentation in the format identified below may cause the proposal to be rejected. **Electronic signatures are required where indicated; failure to do so may be cause for rejection of proposal.**

If publications are supplied by a Respondent to respond to a requirement, the response should include reference to the document number and page number. Proposals not providing this reference may be considered to have no reference materials included in the additional documents.

A. Table of Contents

B. Letter of Transmittal (not to exceed two pages)

This letter will summarize Respondent's business operations, when the business was established, its general approach to projects, and why Respondent should be selected. The Transmittal Letter should also summarize:

- Respondent's understanding of the scope of services, evidenced by previous experience, references, and other relevant information.

- Respondent's authorized agent's signature and agent's title or authority (see **Exhibit E**).

- If more than one firm is named on the Letter of Transmittal, a legal document showing the firms' relationship shall be submitted showing the legality of such. The Town may request any other additional information necessary to verify Respondent's status. The Town will not consider submittals that identify a joint partnership or other legal entity to be formed. The individual or firm identified on the Letter of Transmittal will be considered the primary firm, and the Town will only contract with the primary entity unless otherwise agreed to by the Town in its sole discretion.

- The letter must name all persons or entities interested in the proposal as principals. Identify all of the persons authorized to make representations for the Respondent, including the titles, addresses, and telephone numbers of such persons.

C. Addenda (unlimited pages)

This section shall include a statement acknowledging receipt of each addendum issued by the Town. Each Respondent is responsible for visiting the Town's website to view and obtain addendums.

D. Proof of Licenses (unlimited)

Respondents shall provide proof of required licenses for the firm and scope of services to be performed. This shall include:

- Proof of all applicable licenses for goods and/or services to be rendered (including registration with State of Florida Division of Corporations if applicable);

- Statement or proof of required insurance; and,

- Proof of Respondent's Business Tax Receipt (as applicable)

- Other Proof of Specific Qualifications.

E. Cost Effectiveness (unlimited)

Respondents are to provide an hourly rate schedule as identified in **Exhibit F** of the RFP.

F. Technical Approach (unlimited)

Provide a narrative description with an organizational chart outlining the methods of operation, operational structure and services to be provided, this description should fully and completely demonstrate the proposers intended methods in performing the contract and specifically identify any obligations of the Town (e.g. services and operational requirements) upon which the approach is contingent. In addition, the proposer shall describe its ability to handle multiple contractual obligations in the event of a regional or statewide disaster involving a number of public entity clients under contract for similar support.

G. Successful Experience and Qualification of Staff (limited to two pages plus resumes)

Respondents shall provide a two-page summary regarding their ability to deliver the requested services in a specific timeframe, including a proposed project timeline. Information regarding dedicated staff and current workload should be provided.

Resumes of key personnel should also be included. Resumes should not exceed two-pages per person. Resumes should include a description of:

- Training, education and degrees.
- Related experience and for whom.
- Professional certifications, licenses and affiliations.

H. Similar Projects and References (unlimited)

Respondents shall provide a minimum of three similar projects on the form provided (see **Exhibit G**) and include whether the project was completed on time and within budget. Respondents shall provide a minimum of three references on the forms provided (see **Exhibit H**) demonstrating their experience and/or skill with similar projects. Prior experience and skill with other Florida municipalities is desirable. Respondents are responsible for verifying correct phone numbers and contact information provided. Failure to provide accurate information may result in the reference not being obtained or considered.

I. Default, Termination, Litigation, Debarment, etc. (unlimited)

Respondents should provide a summary of any default, termination, litigation, or debarment against or which named the Respondent in the past five (5) years which is related to the goods and/or services sought in this RFP or that Respondent otherwise provides in the regular course of business. The summary shall state the nature of the default, termination, litigation, or debarment

and a brief description of the outcome or projected outcome, and the monetary amount involved. *If none, state as such.*

Proposers must also sign and return the Certification Regarding Debarment, Suspension and Other Responsibility Matters and the Certification Regarding Lobbying for Contracts, Grants, Loans, and Cooperative Agreements attached hereto as **Exhibits I and J**, respectively.

J. Appendix – Other Relevant and Supporting Documentation (optional).

Respondent must submit all other exhibits not identified above in this section.

K. Required Forms

Respondents must submit the following forms with their proposals. Failure to provide the following forms will negatively impact a proposal's scoring.

- Conflict/Non-Conflict of Interest Statement (attached hereto as Exhibit C)
- Drug-Free Workplace Form (attached hereto as Exhibit D)
- Authorized Signatories/Negotiators (attached hereto as Exhibit E)
- Hourly Rate Schedule (attached hereto as Exhibit F)
- Similar Projects (attached hereto as Exhibit G)
- References (attached hereto as Exhibit H)
- Certification Regarding Debarment, Suspension and Other Responsibility Matters (attached hereto as Exhibit I)
- Certification Regarding Lobbying for Contracts, Grants, Loans, and Cooperative Agreements (attached hereto as Exhibit J)

XV. Representations by Submittal of Proposals

By submitting a proposal, the Respondent warrants, represents and declares that:

(1) Person(s) designated as principal(s) of the Respondent is named and that no other person(s) other than the person(s) mentioned has (have) any interest in the proposal or in the resulting contract.

(2) The proposal is made without connection, coordination, or cooperation with any other persons, company, firm, or party submitting another proposal, and that the proposal submitted is, in all respects, fair and in good faith without collusion or fraud.

(3) The Respondent understands and agrees to all elements of the proposal unless otherwise indicated or negotiated, and that the proposal may become part of any contract entered into between the Town and the Respondent.

(4) By signing and submitting a proposal, Respondent certifies that Respondent and any parent corporations, affiliates, subsidiaries, members, shareholders, partners, officers, directors, or executives thereof are not presently debarred, proposed for debarment, or declared ineligible to bid or participate in any federal, state, or local government agency projects.

(5) Pursuant to Sec. 287.133, Florida Statutes, a person or affiliate who has been placed on the convicted firm list maintained by the State of Florida may not submit a proposal to the Town for 36 months following the date of being placed on the convicted firm list. Respondent certifies that submittal of its proposal does not violate this statute.

(6) Respondent recognizes and agrees that the Town will not be responsible or liable in any way for any losses that the Respondent may suffer from the disclosure or submittal of proposal information to third parties.

XVI. Protests

After evaluation, the recommended proposer(s) for award will be on file at Town Hall for review by interested parties prior to submission through the appropriate approval process and will remain for a period of five full business days. Failure to file a protest to the Town by 5:00 PM on the fifth full business day after posting date shall constitute a waiver of protest proceedings.

XVII. Section 287.05701, Florida Statutes

Pursuant to Section 287.05701, Florida Statutes, the Town may not request documentation of or consider a respondent's social, political, or ideological interests when determining if the respondent is responsible. Further, the Town may not give a preference to a respondent based on the respondent's social, political, or ideological interests.

XVIII. Exhibits

This RFP consists of the following exhibits (which are incorporated herein by reference):

- Exhibit A Scope of Services
- Exhibit B Registration Form
- Exhibit C Conflict/Non-Conflict of Interest Statement
- Exhibit D Drug-Free Workplace Form
- Exhibit E Authorized Signatories/Negotiators
- Exhibit F Hourly Rate Schedule
- Exhibit G Similar Projects Form
- Exhibit H References Form
- Exhibit I Certification Regarding Debarment, Suspension and Other Responsibility Matters
- Exhibit J Certification Regarding Lobbying for Contracts, Grants, Loans, and Cooperative Agreements

XIX. Compliance

All proposals received in accordance with this RFP shall be subject to applicable Florida Statutes governing public records including without limitation Chapter 119, Florida Statutes. If any Respondent believes its proposal contains exempt or confidential information, the Respondent must identify the same at the time of submission of its proposal. Failure to do so may result in the waiver of such exemption or confidentiality.

END OF RFP
RFP EXHIBITS FOLLOW

Exhibit A: Scope of Services
RFP No. 25-002 – Disaster Debris Management and Support Services

The scope of services to be provided pursuant to this RFP includes Project/Operations Management, Collection Monitoring, Automated Debris Management Systems (ADMS), Data Processing and Management, Debris Management Site (DMS) Monitoring, Debris Vehicle Certification, Damage Complaint Tracking, Data Compilation and Reporting, Payment Monitoring and Reconciliation Processing, Reporting and Coordinating with the Town's Project/Operations Manager, and other related services as outlined in this section. The contractor will provide services in the event of a debris-generating disaster, such as a hurricane. The Town will provide notice of its need for services and authorization for the contractor to proceed per the terms negotiated in the awarded contract.

Respondents are advised to propose based on the entire scope of services as defined herein, however the Town reserves the right to select which specific services the Respondent will provide and to add or delete services within this scope throughout the term of any resulting agreement in the Town's sole discretion. There is no minimum amount of work/services guaranteed under the resulting contract.

In performing the services under the contract, the contractor is expected to use staff with qualifications commensurate with the nature of the work to be performed. Use of staff that are more highly qualified than necessary for the associated work is not permitted and may jeopardize FEMA reimbursement. If the contractor uses staff with professional qualifications to conduct debris monitoring, it must document the reason for doing so and obtain the Town's written approval.

If any services, tasks, functions or responsibilities are not specifically described in this Scope of Services but are necessary for the proper and full performance of the goods and services to be performed under this Contract and in compliance with all federal, state, and local requirements, they shall be deemed to be implied by and included within this Exhibit A to the same extent and in the same manner as if specifically described herein.

I. Project/Operations Management

Respondent will be responsible for Project/Operations Management of the debris monitoring activities for the Town. This responsibility includes providing an experienced Project/Operations Manager, necessary equipment, a temporary field office for the monitoring staff, and coordinating and meeting with the Town, field staff and contractors. Additionally, Respondent will be responsible for hiring, training, deploying, scheduling and monitoring the activities of its collection monitors.

II. Collection Monitoring

The Respondent will be responsible for monitoring and certifying all of the Town's authorized collection activities. This responsibility includes monitoring and certifying all debris loads to ensure eligibility for federal reimbursement, providing trained collection monitors, exercising

quality control over the debris monitoring activity, and providing daily feedback to the Town. Respondent shall ensure that all Disaster Debris Removal Contractor(s) loads are correctly captured by their ADMS.

The Respondent shall photographically document daily collection activities. Respondent shall identify and document all leaners, hangers, and stumps, and coordinate with federal and state representatives to ensure eligibility and maximum reimbursement.

Additionally, the Respondent shall coordinate with the Town to respond to problems in the field, such as property damage complaints, debris crew issues, other customer complaints, etc.

Respondent's staff should be equipped with modern communication equipment. Respondent shall have the ability to maintain shapefiles or geodatabases of collection passes, customer complaints, and leaners, hangers and stumps including photos, and to track these issues using a geographic information system (GIS) and provide an updated shapefile or geodatabase to the Town on an appropriately determined schedule.

The primary role for debris monitors is to document the location and amount of debris collected. Debris monitors should be able to estimate debris quantities, differentiate between debris types, properly fill out load tickets, and follow all site safety procedures. Professional Engineers and other certified professionals are not necessary for debris monitoring and may not be used without the express written approval of the Town.

III. ADMS

Recent advances in automated debris management tracking systems (ADMS) provide real-time, automated tracking and reporting. FEMA embraces technological advancements and recognizes the potential benefits of these automated systems.

The Respondent shall provide an electronic ADMS that shall create load tickets electronically, eliminating the need for written and scanned tickets. The ADMS features shall include, at a minimum, the following:

1. Paperless electronic (handheld device) load ticket generation and data collection;
2. Debris vehicle certification data capture at certification site;
3. Encrypted and secure field data transfer (field to DMS, DMS to server);
4. Accessible secure database for government and Disaster Debris Removal Contractor(s) use. Database will be internet accessible by Disaster Debris Removal Contractor(s), the Town, State, and other public entities on a need to know basis;
5. Minimal manual entry of load ticket data fields (e.g., load call, type of debris);
6. Automation of debris pickup location thru use of GPS technologies;

7. Evaluation of daily event status using web-based reporting and GIS tools;

8. Coordination of Disaster Debris Removal Contractor(s) invoices, FEMA documentation, and applicant payment process enabled thru an integrated database management system;

9. Respondent shall use an ADMS during the performance of services under the agreement for managing the collection, transport, and/or disposal of debris.

IV. Debris Management Systems (DMS) Monitoring

The Respondent will provide DMS monitors and spotters to observe and document the unloading, processing, and loading of debris in accordance with FEMA requirements. This responsibility includes estimating the load volume, completing the ADMS load tickets, and signing and certifying that the information is complete and accurate. Additional responsibilities include conducting pre-use and post-use environmental monitoring, ensuring that the truck certifications are accurate, ensuring that all collection vehicles are equipped with the necessary safety restraints, coordinating with all federal, state, and local agencies, and keeping accurate records. The debris monitor's roles and responsibilities in the field include, but are not limited to:

- Measure and certify truck capacities (recertify on a regular basis).
- Complete and physically control load tickets (in monitoring towers and the field).
- Validate hazardous trees, including hangers, leaners, and stumps (use appropriate documentation forms).
- Ensure that trucks are accurately credited for their load.
- Ensure that trucks are not artificially loaded to maximize reimbursement (e.g., debris is wetted, debris is fluffed - not compacted).
- Ensure that hazardous waste is not mixed in with loads.
- Ensure that all debris is removed from trucks at the DMS.
- Report to project manager if improper equipment is mobilized and used.
- Report to project manager if contractor personnel safety standards are not followed.
- Report to project manager if general public safety standards are not followed.
- Report to project manager if completion schedules are not on target.
- Ensure that only debris specified in the scope of work is collected and identify work as potentially FEMA eligible or ineligible.
- Monitor site development and restoration of the DMS.

- Ensure daily loads meet permit requirements.
- Ensure that work stops immediately in an area where human remains or potential archeological deposits are discovered.
- Report to project manager if debris removal work does not comply with all local ordinances as well as State and Federal regulations.

V. Debris Vehicle Certification

The Respondent will be responsible for measuring and capturing data elements for each Disaster Debris Removal Contractor(s) vehicle in accordance with FEMA requirements utilizing their ADMS. Additionally, Respondent will take a photograph of each vehicle showing the vehicle number and type of vehicle. Respondent will also perform random verifications once per week at each DMS to ensure that no vehicle modifications have been made.

VI. Damage Complaint Tracking

The Respondent shall assist the Town with tracking, managing, reporting, and customer follow-up through to resolution of all damage complaints resulting from debris removal activities. The Town desires the complaints to be tracked using a GIS including linked photos.

VII. Data Compilation and Reporting

The Respondent will be responsible for collecting, auditing for completeness and accuracy, tabulating and organizing debris disposal data and vehicle certifications, project records, photos and manifests, etc., to support federal (FEMA), state, and local reimbursements, and subsequent audits.

The Respondent will be responsible for providing regular status updates to the Town. This reporting will include creating, updating and maintaining a database to include all information on debris removal and disposal, including number of loads and types, vehicle certification, and stump, hanger, and leaner information and images. All electronic reporting will be provided in a format acceptable to the Town and the Town shall have access to the database to perform queries and produce reports. The Town will require the Respondent to meet minimum standards for the timeliness of data reporting. Examples of required reporting include:

- Daily cumulative hours for each piece of equipment and labor hours for personnel, by position;
- Debris collected from curbsides, rights-of-way, and/or collection centers
- Debris accepted at the DMS and/or final disposition
- Debris recycled/reduced at the DMS and taken to final disposition
- Any operational or safety issues

VIII. Documentation Requirements

FEMA requires the following documentation to support the costs of removing tree limbs, branches, stumps, or trees still in place. These include:

- Specifics of the immediate threat with the U.S. National Grid (USNG) location and photograph or video documentation establishes the item is on Town property;
- Quantity of material to fill root-ball holes; and,
- Equipment used to perform the work.

To the extent feasible, Contractor must document the hazardous nature of tree limbs, branches, stumps, or trees still in place with photographs that can be identified by location. These tasks may be performed in conjunction with debris removal work. The Town reserves the right to immediately terminate a Task Release if Contractor and/or any subcontractor fails to provide services in accordance with FEMA requirements.

IX. Payment Monitoring and Reconciliation Processing

The Respondent will be responsible for reviewing, validating, and reconciling Disaster Debris Removal Contractor(s) invoices prior to submission to the Town for processing.

X. Other Related Services

Additional services the Town desires the Respondent to provide include the following:

A. Assist the Town in preparing final reports for reimbursement by FEMA, FHWA, and other agencies;

B. Providing professional oversight to ensure compliance with Florida Department of Environmental Protection (FDEP), Florida Department of Transportation (FDOT), Florida Department of Forestry (DOF), and FEMA regulatory and reporting requirements, as well as any other federal, state, or local regulation applicable to debris management;

C. Ensuring that the processing of federal funding is done as expeditiously as possible by taking ownership of the responsibility for ensuring the accuracy of invoices, payroll, monitoring information, reports, ADMS data, vehicle certifications, and operating data;

D. Meeting with the Town's representatives and the Disaster Debris Removal Contractor(s) daily during disaster event activation. Meeting with the Town's Project Manager or his/her designee at least once per year at no cost to the Town prior to hurricane season, and;

E. Additional services that the Respondent wishes to propose or that the Town and the Respondent agree to add at a later date.

Exhibit B: Registration Form
RFP No. 25-002 – Disaster Debris Management and Support Services

Respondents should complete and upload this form to **www.DemandStar.com** prior to **3:00 PM, August 15, 2025, in order for the Town to provide any addendum issued for this RFP.** However, it is the responsibility of each Respondent to ensure its receipt of all addenda regardless of registration.

Name of Respondent: _____

Contact Person: _____Title: _____

Street:_____

City:_____ State: _____ Zip: _____

Telephone (_____) _____ Fax (_____)_____

E-Mail Address: _____
Preferred Method of Receipt: ☐ Fax ☐ E-Mail

Exhibit C: Conflict/Non-Conflict of Interest Statement
RFP No. 25-002 – Disaster Debris Management and Support Services

CHECK ONE

[ ] To the best of our knowledge, the undersigned firm has no potential conflict of interest due to any other clients, contracts, or property interest for this project.

OR

[ ] The undersigned firm, by attachment to this form, submits information which may be a potential conflict of interest due to other clients, contracts, or property interest for this project.

Litigation Statement

CHECK ONE

[ ] The undersigned firm has had no litigation and/or judgments entered against it by any local, state or federal entity and has had no litigation and/or judgments entered against such entities during the past ten (10) years.

[ ] The undersigned firm, BY ATTACHMENT TO THIS FORM, submits a summary and disposition of individual cases of litigation and/or judgments entered by or against any local, state or federal entity, by any state or federal court, during the past ten (10) years.

Failure to check the appropriate boxes above may result in disqualification of your proposal. Likewise, failure to provide documentation of a possible conflict of interest, or a summary of past litigation and/or judgments, may result in disqualification of your proposal.

Signed, as to both statements:

Company Name	Authorized Signature
Name (Print or Type)	Title

Exhibit D: Drug-Free Workplace Form
RFP No. 25-002 – Disaster Debris Management and Support Services

The undersigned Contractor, in accordance with Florida Statute 287.087 hereby certifies that _____ (Name of Business) does:

1. Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.

2. Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, employee assistance programs and the penalties that may be imposed upon employees for drug abuse violations.

3. Give each employee engaged in providing the commodities or contractual services that are under bid a copy of the statement specified in Paragraph 1.

4. In the statement specified in Paragraph 1, notify the employees that, as a condition of working on the commodities or contractual services that are under bid, the employee will abide by the terms of the statement and will notify the employer of any conviction of, or plea of guilty or nolo contendere to, any violation of Florida Statute 893 or of any controlled substance law of the United States or any state, for a violation occurring in the workplace no later than five (5) days after such conviction.

5. Impose a sanction on, or require the satisfactory participation in a drug abuse assistance or rehabilitation program if such is available in the employee's community, by any employee who is so convicted.

6. Make a good faith effort to continue to maintain a drug-free workplace through implementation of Paragraphs 1 thru 5.

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

_____

Proposer's Signature

_____

Date

Exhibit E: Authorized Signatories/Negotiators
RFP No. 25-002 – Disaster Debris Management and Support Services

The proposer represents that the following persons are authorized to sign and/or negotiate contracts and related documents to which the proposer will be duly bound:

Name	Title	Telephone Number

Company Name	Authorized Signature
Name (Print or Type)	Title

The proposer shall complete and submit the following information with the proposal:

Type of Organization

____ Sole Proprietorship ____ Partnership

____ Joint Venture ____ Corporation

State of Incorporation: _____

Federal I.D. or Social Security Number: _____

E-mail Address: _____

Exhibit F: Hourly Rate Schedule
RFP No. 25-002 – Disaster Debris Management and Support Services

Unless otherwise indicated in this Scope of Services, all services performed under this contract shall be paid in accordance with this Hourly Rate Schedule. The rates in the following pages of this cost proposal are for future use, if necessary, by the Town.

An authorized representative of the firm offering this proposal must complete this form in its entirety. Prices entered herein shall not be subject to withdrawal or escalation by proposer. The Town reserves the right to hold proposals for a period not to exceed 90 days after the deadline for submission stated in this RFP before awarding the contract.

Any estimate of quantities of work to be done and materials to be furnished under the specifications as shown on the Price Proposal Form (or elsewhere) is approximate only and not guaranteed by the Town. The Town does not assume any responsibility that the final quantities shall remain in strict accordance with the estimated quantities, nor shall the proposer plead misunderstanding or deception because of such estimate of quantities or of the character, location of the work, or other condition pertaining thereto.

Proposer: _____

By: _____

Date: _____

PROPOSED FEES
(Based on 60,000 – 80,000cy)

Item No / Position Description	Estimated Annual Hours	Unit Price Per Hour	Extension
1. Project Office/Principal	40	$	$
2. Project Manager	100	$	$
3. Operations Manager	200	$	$
4. FEMA Reimbursement Manager	80	$	$
5. Operations Specialist	100	$	$
6. Field Supervisor	250	$	$
7. Engineer/Scientist/Professional	25	$	$
8. Environmental Consultant	25	$	$

9. Environmental Field Technician	25	$	$
10. Data Manager	40	$	$
11. GIS Analyst/Specialist	25	$	$
12. Administrative Support	150	$	$
13. DMS Monitor	1,000	$	$
14. Field Monitor	2,000	$	$
15. Call Center Operator	200	$	$
16. Data Entry Clerk-Paper Ticket	25	$	$
TOTAL PROPOSAL PRICE (Items 1 - 16):			$

Labor rates shall include all vehicles, equipment, tools, and supplies necessary for the employee to perform the tasks assigned. Labor rates include all costs associated with the use, care, and data management of the approved ADMS.

Any other reasonable out-of-pocket expenses, such as travel-related expenses, meal allowances, or hotel rooms may be reimbursed at cost and must be pre-approved in writing by the Town.

Exhibit G: Similar Projects Form
RFP No. 25-002 – Disaster Debris Management and Support Services

List three (3) similar projects successfully completed in the past five (5) years by the individual, firm, or project manager assigned to the project. Attached additional sheets if necessary.

Completed Project #1

Agency/company: _____

Current contact person at agency/company: _____

Telephone: _____ Fax: _____ E-mail: _____

Address of agency/company: _____

Name of project: _____

Description: _____

_____

_____

_____

Project value: _____ Start date: _____ Completion date: _____
(month/year) (month/year)

Name(s) of assigned personnel:

Project manager: _____

Others: _____

_____

Completed Project #2

Agency/company: _____

Current contact person at agency/company: _____

Telephone: _____ Fax: _____ E-mail: _____

Address of agency/company: _____

Name of project: _____

Description: _____

_____

_____

_____

Project value: _____ Start date: _____ Completion date: _____
(month/year) (month/year)

Name(s) of assigned personnel:

Project manager: _____

Others: _____

_____

Completed Project #3

Agency/company: _____

Current contact person at agency/company: _____

Telephone: _____ Fax: _____ E-mail: _____

Address of agency/company: _____

Name of project: _____

Description: _____

_____

_____

_____

Project value: _____ Start date: _____ Completion date: _____
(month/year) (month/year)

Name(s) of assigned personnel:

Project manager: _____

Others: _____

_____

Exhibit H: References
RFP No. 25-002 – Disaster Debris Management and Support Services

Below, or on an attached sheet, list references per RFP requirements for providing Disaster Debris Management and support services. Provide the name, addresses, and telephone numbers of organizations, governmental or private, for whom you now are, or have **within the past five (5) years** provided services. This form may be copied.

REFERENCE #1

Name of Client: _____

Address: _____

Phone: (_____)_____ Fax: (_____)_____

Contact Person: _____ Title: _____

Description of services: _____

_____

REFERENCE #2

Name of Client: _____

Address: _____

Phone: (_____)_____ Fax: (_____)_____

Contact Person: _____ Title: _____

Description of services: _____

_____

REFERENCE #3

Name of Client: _____

Address: _____

Phone: (_____)_____ Fax: (_____)_____

Contact Person: _____ Title: _____

Description of services: _____

_____

Exhibit I: Certification Regarding Debarment, Suspension and Other Responsibility Matters
RFP No. 25-002 – Disaster Debris Management and Support Services

INSTRUCTIONS FOR CERTIFICATION

1. By signing and submitting this proposal, the CONTRACTOR (referred to herein as the "prospective lower tier participant") is providing the certification set out below.

2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

3. The prospective lower tier participant shall provide immediate written notice to the person to which this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or had become erroneous by reason of changed circumstances.

4. The terms covered transaction, debarred, suspended, ineligible, lower tier covered transaction, participant, person, primary covered transaction, principal, proposal, and voluntarily excluded, as used in this clause, have the meaning set out in the Definitions and Coverage sections of rules implementing Executive Order 12549. You may contact the person to which this proposal is submitted for assistance in obtaining a copy of those regulations.

5. The prospective lower tier participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is proposed for debarment under 48 CFR part 9, subpart 9.4, debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.

6. The prospective lower tier participant further agrees by submitting this proposal that it will include this clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion-Lower Tier Covered Transaction," without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.

7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not proposed for debarment under 48 CFR part 9, subpart 9.4, debarred, suspended, ineligible, or voluntarily excluded from covered transactions, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the List of Parties Excluded from Federal Procurement and Non-Procurement Programs.

8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is proposed for debarment under 48 CFR part 9, subpart 9.4, suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY AN VOLUNTARY EXCLUSION—LOWER TIER COVERED TRANSACTIONS

(1) The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.

(2) Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

CONTRACTOR Company Name	RFP Number
Name	
Title	
Signature	Date

Exhibit J:
Certification Regarding Lobbying for Contracts, Grants, Loans, and Cooperative Agreements
RFP No. 25-002 – Disaster Debris Management and Support Services

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

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

(3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by 31, U.S.C. § 1352 (as amended by the Lobbying Disclosure Act of 1995). Any person who fails to file the required certification shall be subject to a civil penalty of not less than $10,000 and not more than $100,000 for each such failure.

CONTRACTOR certifies or affirms the truthfulness and accuracy of each statement of its certification and disclosure, if any. In addition, CONTRACTOR understands and agrees that the provisions of 31 U.S.C. § 3801 et seq., apply to this certification and disclosure, if any.

_____
CONTRACTOR Name

_____
Signature of Contractor's Authorized Official

_____ _____
Name and Title of Contractor's Authorized Official Date

TOWN OF SEWALL'S POINT

RFP #25-002
DISASTER DEBRIS MANAGEMENT AND SUPPORT SERVICES
ADDENDUM No. 1
ISSUED July 31, 2025 @ 2:01pm

PROPOSAL DUE DATE: ~~Saturday, August 30, 2025~~
Monday, September 1, 2025 at 3:00pm

The Town has reserved the right to modify any of the requirements of this solicitation and hereby remove the pre-registration requirement explained within Item III - Registration, pages 5-6. The information shall become part of this RFP and shall be binding as if originally contained therein.

- The revised RFP PROPOSAL REGISTRATION IS NOT REQUIRED. Interested parties can submit proposals at www.DemandStar.com a/k/a Euna OpenBids portal by Monday, September 1, 2025 at 3:00pm.

- The Town has received the following questions:

Who is the incumbent, and how long has the incumbent been providing the requested services? **CAPTEC Engineering, Inc.; Witt O'Brien's**

To what extent will the location of the bidder's proposed location or headquarters have a bearing on any award? **None. The key is response time.**

What is the required onsite response time? **24 hours measured from the time the winds fall below 40 mph sustained.**

What is the maximum number of hours post-event before work must commence? **24 hours**

What is the total mileage of roads within the scope of the service area? **13.020 miles**

Are there any superseding prior agreements that may impact this contract? **None known**

When/what was the most recent event that precipitated the activation of the existing or previous contract? **Hurricane Milton**

Approximately how many cubic yards of debris were collected from the most recent event? **1,130**

What estimated or actual dollars were paid to the incumbent(s) after the most recent event? **$35,600**

How many times have the incumbent's services been utilized in the previous five years? **1**

If there was a previous solicitation for these services, what was its title, number, release date, and

due date? **N/A**

Why has this bid been released at this time? **Agreement being reviewed**

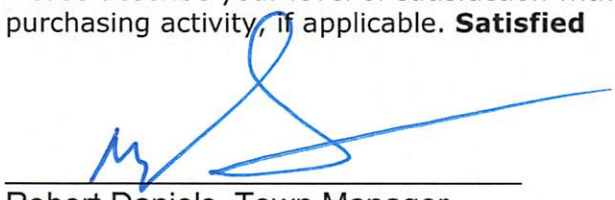
When is the anticipated contract start date? **September 11, 2025**

When is the anticipated award date? **September 11, 2025**

Can you please provide greater details regarding your bid bond and/or performance bond requirements related to this contract? For example, what is required with the proposal, and what is required to comply during the term of the contract? **Follow scope of services**

Are bidders permitted to deviate in any way from any manner of quoting fees you may be expecting? For example, if there is a pricing page in the RFP, can bidders submit an alternate fee structure? If there is no pricing page in the RFP, do you have any preference for how bidders should quote fees or can bidders create their own pricing categories? **No**

Please describe your level of satisfaction with your current or recent vendor(s) for the same purchasing activity, if applicable. **Satisfied**



Robert Daniels, Town Manager
August 25, 2025

To acknowledge receipt of this ADDENDUM No. 1, please sign in the space provided below and return a copy of this ADDENDUM with the proposal submitted in response to this solicitation.

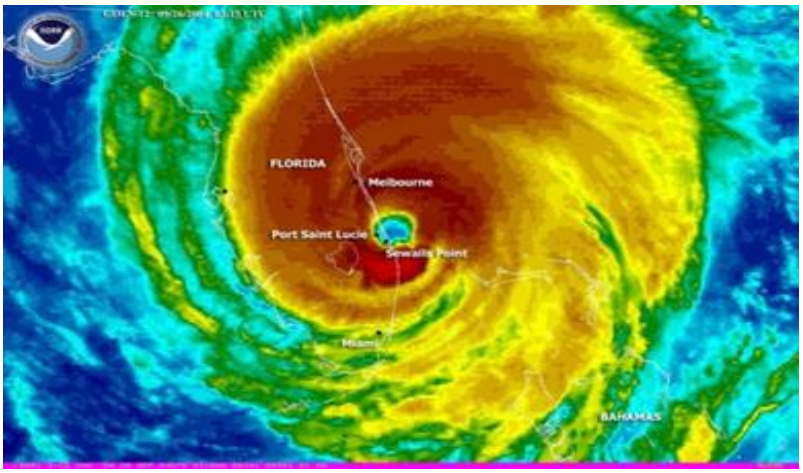
ADDENDUM No. 1 was received on _____ by _____.
Date Printed Name

_____ _____
Signature Firm Name

Prepared for:

Town of Sewall's Point

1 S. Sewall's Point Road
Stuart, FL 34996



Request for Proposals

RFP NO. 25-002

Due: September 1, 2025 @ 3:00 PM

DISASTER DEBRIS MANAGEMENT AND SUPPORT SERVICES









Prepared by:

CAPTEC Engineering, Inc.

301 NW Flagler Avenue
Stuart, Florida 34994
772-692-4344
www.gocaptec.com

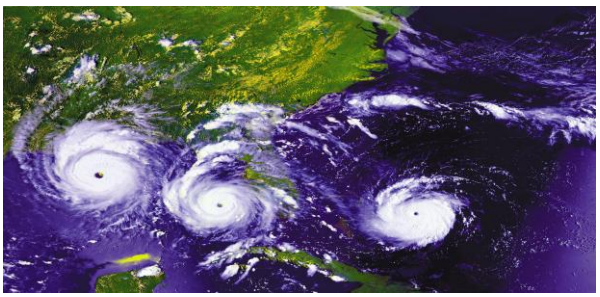
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B: LETTER OF TRANSMITTAL

B. LETTER OF TRANSMITTAL

301 NW Flagler Avenue, Stuart, FL 34994
772.692.4344 * 772.692.4341-Fax * www.gocaptec.com



August 29, 2025

Town of Sewall's Point
Town Manager
One South Sewall's Point Road
Sewall's Point, FL 34996

Re: RFP No. 25-002 Disaster Debris Management and Support Services

Dear Town Manager:

CAPTEC Engineering, Inc. is pleased to submit our response to the Town of Sewall's Point Disaster Debris Management and Support Services solicitation. We believe that CAPTEC is a well-qualified and local firm available to provide these services. This submittal has not been prepared in collusion with any other entity submitting a response.

PRIOR TOWN OF SEWALL'S POINT EXPERIENCE

CAPTEC has served as the Town's Engineer and has performed a variety of projects under Continuing Services Contracts for the Town of Sewall's Point for 29 years. All our employees are Treasure Coast Residents: ±50% are Martin County Residents.

CAPTEC provided the Town of Sewall's Point with Disaster Debris Management Services following Hurricanes Jeanne and Frances in 2004, Hurricane Wilma in 2005, Hurricane Matthew in 2016, Hurricane Irma in 2017 and recently Hurricane Milton in 2024. In addition, CAPTEC staff simultaneously worked with other local municipalities on emergency restoration projects. CAPTEC provided design/permitting and construction oversight to rebuild the severely damaged approaches to the **Simara Street Bridge**, during the 2004 hurricanes. The Town of Sewall's Point services provided were similar to the services described below for the City of Port St. Lucie. Relative to Debris Hauling/ Monitoring, CAPTEC has always provided the proper number of monitors using "State of the Art" Digital documentation software and hardware. We have recently upgraded our monitoring equipment to a web-based system. In the past, through multiple meetings with FEMA officials, CAPTEC was able to obtain over $270,000 in **additional** reimbursement for debris reduction (1:4 original determination; 1:2 final determination) and bridge construction over-run costs during 2004 FEMA funding for the Town of Sewall's Point.

ADDITIONAL LOCAL DISASTER DEBRIS MANAGEMENT EXPERIENCE

CAPTEC also provided the City of Port St. Lucie with Debris Monitoring Services following the 2004 and 2005 hurricanes, Hurricane Matthew in 2016 and Hurricane Irma in 2017. Services provided were similar to those provided for the Town; however, on a much larger scale for the City of Port St. Lucie. Initially CAPTEC was able to assemble 45 monitors (field and tower), provided them with training and began the monitoring process within one weekend. We assisted the City of Port St. Lucie throughout the entire debris monitoring process by: accompanying municipal leaders on damage assessment tours, meeting with FEMA representatives, providing Project Worksheet verbiage input, generated Zone Maps to be utilized during debris removal, providing TDSRs permitting, scheduling, and FEMA invoicing assistance, assembling/organizing all documentation for FEMA reimbursement, providing final close out of Project Worksheets (PW) which included meeting with FEMA representatives to review records and working with FEMA and municipality representatives to obtain maximum allowable federal reimbursement. PW close-out proceedings took place in 2007. Records were archived in the interim and CAPTEC staff provided close-out assistance; although some items were disallowed, our assistance resulted in a **higher than anticipated reimbursement** amount for the City. We were successful in assisting the City of Port St. Lucie in seeking additional reimbursement from FEMA totaling over $3Million for the 2004 storms. Also, CAPTEC initiated and documented the City of Port St. Lucie Debris hotline for Hurricane Mathew in 2016 and Hurricane Irma in 2017. Karen

Krumbholz (a City of Port St. Lucie Resident) and her assistant received over 100 calls daily and documented all complaints and distributed the information to the field monitors who resolved the problems daily. Although several of these services are not needed by the Town of Sewall's Point, CAPTEC is knowledgeable of FEMA procedures.

PROCEDURES

Having provided local municipalities with Debris Monitoring Services in the past, we believe we are a uniquely qualified local firm. Both as a design firm for the Town and providing Construction Administration services for the Town, we are very familiar with the layout of the Town and personnel. We are cognizant of the commitment needed to fulfill the obligations required under a Disaster Debris Management Services Contract and are prepared to stand by the Town from contract award throughout the contract term, as we have in the past. Upon contract award, CAPTEC will coordinate a management level planning / training meeting with Town staff to discuss strategy, policy/procedure implementation, public awareness options and pre-event/ emergency management protocol. A subsequent meeting could address public awareness, briefing of additional Town staff, etc., as directed by the Town. Upon notification that preparation for a potential debris generating event is imminent, CAPTEC will confirm the need for our presence in the Emergency Operations Center (EOC) until the "all clear" is issued. A damage assessment will then be conducted with Town staff to determine the extent and degree of damage and formulate a debris removal strategy. CAPTEC will then coordinate with the Town's Contractor and Town staff to prioritize immediate debris removal / relocation efforts to ensure restoration or continuity of life-safety and/or emergency access. CAPTEC will simultaneously mobilize monitoring forces and equipment necessary to staff the Town's Temporary Debris Storage Reduction Sites (TDSRs). Monitoring staff will remain mobilized until debris removal has been concluded, and any conflicts are resolved with proper close out of the TDSR's confirmed. Supervisory and clerical staff are available through the close out process.

PERSONNEL

CAPTEC will utilize the in-house expertise of Gary L.S. Jones, PE as Director of Construction Services / Liaison Officer; and Ben Baummier, Construction Project Manager will provide Construction Supervising Monitor services; Thomas (TJ) Shaw, PE will be the Project Design Engineer/ Manager and Joseph W. Capra, PE, Principal will provide Quality Control Services; several staff members have provided monitoring services previously and are available to perform those functions again, if needed. Our database of qualified supervisory, monitoring and hotline phone support remains available to complete debris monitoring-related services. CAPTEC will utilize any supplemental staff from Actalent, a temporary recruiting/ staffing agency that CAPTEC has utilized since 2004.

IN CONCLUSION...

We trust that the Town will recognize the resource and cost savings associated with utilization of a web-based debris data management approach vs. manual paper ticketing. It should be noted that in 'Exhibit F' Hourly Rate Schedule, many positions listed have not been needed and the number of hours requested are significantly higher than the time utilized after Hurricanes Irma and Matthew. In addition, CAPTEC typically utilizes the Project Manager (#2) and Field Monitors (#14) level staff within the Town of Sewall's Point. We also trust that a local firm with proven similar experience, employing local residents (which eliminates lodging/ meal cost components and ensures employment of local workers familiar with Town roadways), would be given priority consideration. We believe the web-based technology proposed, coupled with CAPTEC'S experience, will be the Town of Sewall's Point most desirable debris monitoring choice. We appreciate your consideration of our qualifications and look forward to your favorable determination.

Sincerely,

Joseph W. Capra, PE, President

301 NW Flagler Avenue • Stuart, FL 34994 • 772-692-4344 • Fax 772-692-4341 • E-mail: jcapra@gocaptec.com

C: ADDENDA

Addendum #1 was posted on August 25, 2025. It has been acknowledged, signed and included in this section.

TOWN OF SEWALL'S POINT

RFP #25-002
DISASTER DEBRIS MANAGEMENT AND SUPPORT SERVICES
ADDENDUM No. 1
ISSUED July 31, 2025 @ 2:01pm

PROPOSAL DUE DATE: ~~Saturday, August 30, 2025~~
Monday, September 1, 2025 at 3:00pm

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- The revised RFP PROPOSAL REGISTRATION IS NOT REQUIRED. Interested parties can submit proposals at www.DemandStar.com a/k/a Euna OpenBids portal by Monday, September 1, 2025 at 3:00pm.

- The Town has received the following questions:

Who is the incumbent, and how long has the incumbent been providing the requested services? **CAPTEC Engineering, Inc.; Witt O'Brien's**

To what extent will the location of the bidder's proposed location or headquarters have a bearing on any award? **None. The key is response time.**

What is the required onsite response time? **24 hours measured from the time the winds fall below 40 mph sustained.**

What is the maximum number of hours post-event before work must commence? **24 hours**

What is the total mileage of roads within the scope of the service area? **13.020 miles**

Are there any superseding prior agreements that may impact this contract? **None known**

When/what was the most recent event that precipitated the activation of the existing or previous contract? **Hurricane Milton**

Approximately how many cubic yards of debris were collected from the most recent event? **1,130**

What estimated or actual dollars were paid to the incumbent(s) after the most recent event? **$35,600**

How many times have the incumbent's services been utilized in the previous five years? **1**

If there was a previous solicitation for these services, what was its title, number, release date, and

due date? **N/A**

Why has this bid been released at this time? **Agreement being reviewed**

When is the anticipated contract start date? **September 11, 2025**

When is the anticipated award date? **September 11, 2025**

Can you please provide greater details regarding your bid bond and/or performance bond requirements related to this contract? For example, what is required with the proposal, and what is required to comply during the term of the contract? **Follow scope of services**

Are bidders permitted to deviate in any way from any manner of quoting fees you may be expecting? For example, if there is a pricing page in the RFP, can bidders submit an alternate fee structure? If there is no pricing page in the RFP, do you have any preference for how bidders should quote fees or can bidders create their own pricing categories? **No**

Please describe your level of satisfaction with your current or recent vendor(s) for the same purchasing activity, if applicable. **Satisfied**

Robert Daniels, Town Manager
August 25, 2025

To acknowledge receipt of this ADDENDUM No. 1, please sign in the space provided below and return a copy of this ADDENDUM with the proposal submitted in response to this solicitation.

ADDENDUM No. 1 was received on 8/25/2025 (Date) by Joseph W. Capra, P.E., President (Printed Name).

Signature

CAPTEC Engineering, Inc.
Firm Name

D: PROOF OF LICENSES

State of Florida
Department of State

I certify from the records of this office that CAPTEC ENGINEERING, INC. is a corporation organized under the laws of the State of Florida, filed on November 27, 1996.

The document number of this corporation is P96000097677.

I further certify that said corporation has paid all fees due this office through December 31, 2025, that its most recent annual report/uniform business report was filed on January 6, 2025, and that its status is active.

I further certify that said corporation has not filed Articles of Dissolution.

Given under my hand and the Great Seal of the State of Florida at Tallahassee, the Capital, this the Sixth day of January, 2025

GREAT SEAL OF THE STATE OF FLORIDA
IN GOD WE TRUST

Secretary of State

Tracking Number: 5385419963CC

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

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

ONLINE SERVICES

Apply for a License
Verify a Licensee
View Food & Lodging Inspections
File a Complaint
Continuing Education Course Search
View Application Status
Find Exam Information
Unlicensed Activity Search
AB&T Delinquent Invoice & Activity List Search

LICENSEE DETAILS

10:03:37 AM 5/22/2025

Licensee Information

Name:	**CAPTEC ENGINEERING, INC. (Primary Name)**
Main Address:	**301 NW FLAGLER AVE. STUART Florida 34994**
County:	**MARTIN**

License Information

License Type:	**Engineering Business Registry**
Rank:	**Registry**
License Number:	**7657**
Status:	**Current**
Licensure Date:	**03/07/1997**
Expires:	

Special Qualifications	Qualification Effective

Alternate Names

View Related License Information
View License Complaint

The State of Florida is an AA/EEO employer. Copyright ©2023 Department of Business and Professional Regulation - State of Florida. **Privacy Statement**

Under Florida law, email addresses are public records. If you do not want your email address released in response to a public-records request, do not send electronic mail to this entity. Instead, contact the office by phone or by traditional mail. If you have any questions, please contact 850.487.1395. *Pursuant to Section 455.275(1), Florida Statutes, effective October 1, 2012, licensees licensed under Chapter 455, F.S. must provide the Department with an email address if they have one. The emails provided may be used for official communication with the licensee. However email addresses are public record. If you do not wish to supply a personal address, please provide the Department with an email address which can be made available to the public. Please see our **Chapter 455** page to determine if you are affected by this change.

MARTIN COUNTY BUSINESS TAX RECEIPT

2025 / 2026

EXPIRES: September 30, 2026

Account #: 19971120001

Honorable Ruth Pietruszewski
Martin County Tax Collector

Location: 950 E PARKWAY DR
Business Phone: (772)692-4344
NAICS Code: 541330
State License:
Business Description:
ENGINEER (CIVIL ENGINEERING)

Business Name CAPTEC ENGINEERING, INC.
Business DBA
Owner Name CAPRA, JOSEPH

CAPTEC EBGINEERING
301 NW FLAGLER AVENUE
STUART, FL 34994

This receipt is a local business tax only. This receipt is in addition to and not in lieu of any other license required by law or local ordinance and is subject to regulations of zoning, health, contractor licensing, and other lawful authority.

Paid Date **08/13/2025**
Receipt Number
BTR-24-00269744

Tax Amount	Transfer Fee	Penalty	Late Penalty	Collection Cost	Total Paid
26.25	0.00	0.00	0.00	0.00	26.25

Ruth Pietruszewski · Martin County Tax Collector

Website: MartinTaxCollector.com
3485 SE Willoughby Blvd. Stuart, FL 34994
Phone: (772)288-5600

To renew your Business Tax Receipt, visit our payment menu at martintaxcollector.com.

Contact our office by email at btdept@martintax.us if any of the following changes occur with your business:

- Business Name
- Ownership
- Physical Location
- Mailing Address
- Closing your Business

Dear Business Owner:

The law requires this business tax receipt to be displayed conspicuously at the place of business in such a manner that it can be open to the view of the public and subject to inspection by all duly authorized officers of the County.

Pursuant to Florida law, all Local Business Tax Receipts shall be sold by the Tax Collector beginning July 1 of each year and shall expire on September 30 of each succeeding year. Those Local Business Tax Receipts renewed beginning October 1 shall be delinquent and subject to a delinquency penalty of 10 percent in the month of October. An additional 5 percent penalty for each month of delinquency is added until paid, provided that the total delinquency penalty shall not exceed 25 percent of the Local Business Tax for the delinquent establishment. A $250 penalty will be applied 150 days from the initial notice, plus collection costs.

Annual account notices are mailed on July 1.

Regardless of amount due all receipts must be renewed or delinquent fees will apply.

Do you qualify for an exemption? Visit our website https://martintaxcollector.com/local-business-tax/ for details on Business Tax Receipt Exemptions. An application is required.

If you have any questions please contact our office at btdept@martintax.us or (772)288-5600.

Florida Department of Transportation

RON DESANTIS
GOVERNOR

605 Suwannee Street
Tallahassee, FL 32399-0450

JARED W. PERDUE, P.E.
SECRETARY

July 22, 2025

Joseph Capra, President
CAPTEC ENGINEERING, INC.
301 NW Flagler Avenue
Suite 201
Stuart, FL 34994
jcapra@gocaptec.com

Dear Ms. Capra:

The Florida Department of Transportation has reviewed your application for prequalification package and determined that the data submitted is adequate to technically prequalify your firm for the following professional services types of work per Rule 14-75, F.A.C.:

3.1 - Minor Highway Design
3.2 - Major Highway Design

6.1 - Traffic Engineering Studies

7.1 - Signing, Pavement Marking and Channelization
7.3 - Signalization

10.1 - Roadway Construction Engineering Inspection

13.6 - Land Planning/Engineering

Your firm is now technically prequalified with the Department for Professional Services in the above referenced work types. The overhead audit has been accepted, and your firm may pursue projects in the referenced work types with fees of any dollar amount. This status shall be valid until June 30, 2026, for contracting purposes.

Approved Rates

Home Overhead	Facilities Capital Cost of Money (FCCM)	Premium Overtime	Home Direct Expense	Published Fee Schedule
117.30%	0.108%	Reimbursed	0.00%	No

*Rent and utilities excluded from field office rate. These costs will be directly reimbursed on contracts that require the consultant to provide field office.

Per Title 23, U.S. Code 112, there are restrictions on sharing indirect cost rates. Refer to Code for additional information.

Should you have any questions, please feel free to contact me by email at FDOT.PSPrequalification@dot.state.fl.us.

Sincerely,



Philip Pitts
Professional Services Qualification Administrator
PP/YG

SOUTH FLORIDA WATER MANAGEMENT DISTRICT

March 13, 2024

REGISTERED VENDOR NO.: 102666

Mr. Joseph W. Capra, President
CAPTEC Engineering, Inc.
301 NW Flagler Avenue
Stuart, FL 34994

CERTIFICATION EFFECTIVE DATE:
June 27, 2024

CERTIFICATION EXPIRATION DATE:
June 27, 2027

Dear Mr. Capra:

Congratulations, the South Florida Water Management District (District) has certified your firm as a Small Business Enterprise (SBE). This certification is valid for three (3) years and may **only** be applied when business is conducted in the following area(s):

Civil, Roadway, Environmental and Stormwater Engineering Services; Project Management; Construction Engineering Inspection Services; Water Quality Monitoring; Expert Witness Testimony; Land Use and Land Development Amendments

Your submittal of bids or proposals to supply other products or services outside of the specialty area(s) noted above will not count toward SBE participation. If you require certification in other specialty areas, please contact the Procurement Bureau, SBE Section, for additional information.

Renewal is required every three (3) years and should be requested a minimum of 45 days prior to the above expiration date.

If any changes occur within your company during the certification period such as ownership, affiliate company status, address, telephone number, licensing status, gross revenue, or any information that relates to your SBE Certification status, you must notify this office in writing immediately. It is imperative that we maintain current information on your company at all times.

Certification is not a guarantee that your firm will receive work, nor an assurance that your firm will remain in the District's vendor database.

We look forward to a mutually beneficial working relationship.

Sincerely,

Jennifer Dollar
SBE Program Specialist
Procurement Bureau
JD

Ron DeSantis, Governor

Melanie S. Griffin, Secretary

FBPE
FLORIDA BOARD OF PROFESSIONAL ENGINEERS

STATE OF FLORIDA
DEPARTMENT OF BUSINESS AND PROFESSIONAL REGULATION
BOARD OF PROFESSIONAL ENGINEERS

THE PROFESSIONAL ENGINEER HEREIN IS LICENSED UNDER THE
PROVISIONS OF CHAPTER 471, FLORIDA STATUTES

CAPRA, JOSEPH WILLIAM

% CAPTEC ENGINEERING INC
301 NW FLAGLER AVE.
STUART FL 34994

LICENSE NUMBER: PE37638

EXPIRATION DATE: FEBRUARY 28, 2027

Always verify licenses online at MyFloridaLicense.com

Do not alter this document in any form.

This is your license. It is unlawful for anyone other than the licensee to use this document.

Ron DeSantis, Governor

Melanie S. Griffin, Secretary

FBPE
FLORIDA BOARD OF PROFESSIONAL ENGINEERS

STATE OF FLORIDA
DEPARTMENT OF BUSINESS AND PROFESSIONAL REGULATION

BOARD OF PROFESSIONAL ENGINEERS

THE PROFESSIONAL ENGINEER HEREIN IS LICENSED UNDER THE
PROVISIONS OF CHAPTER 471, FLORIDA STATUTES

JONES, GARY L.S.

201 SE MONTEREY AVE.
STUART FL 34996

LICENSE NUMBER: PE51985

EXPIRATION DATE: FEBRUARY 28, 2027

Always verify licenses online at MyFloridaLicense.com

Do not alter this document in any form.

This is your license. It is unlawful for anyone other than the licensee to use this document.

78

Ron DeSantis, Governor

Melanie S. Griffin, Secretary

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FLORIDA BOARD OF PROFESSIONAL ENGINEERS

STATE OF FLORIDA
DEPARTMENT OF BUSINESS AND PROFESSIONAL REGULATION
BOARD OF PROFESSIONAL ENGINEERS

THE PROFESSIONAL ENGINEER HEREIN IS LICENSED UNDER THE
PROVISIONS OF CHAPTER 471, FLORIDA STATUTES

SHAW, THOMAS JAMES

729 SE MICHAEL COURT
STUART FL 34996

LICENSE NUMBER: PE93244

EXPIRATION DATE: FEBRUARY 28, 2027

Always verify licenses online at MyFloridaLicense.com

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This is your license. It is unlawful for anyone other than the licensee to use this document.

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CAPTENG-01 KNGUYEN

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY) 12/19/2024

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

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PRODUCER	CONTACT NAME: Katherine Nguyen - Ext. 206	
R V Johnson Agency, Inc. 2041 SE Ocean Blvd Stuart, FL 34996	PHONE (A/C, No, Ext): (772) 287-3366	FAX (A/C, No): (772) 287-4255
	E-MAIL ADDRESS: knguyen@rvjohnson.com	
	INSURER(S) AFFORDING COVERAGE	NAIC #
	INSURER A : West American	44393
INSURED	INSURER B :	
Captec Engineering Inc 301 NW Flagler Avenue Stuart, FL 34994	INSURER C :	
	INSURER D :	
	INSURER E :	
	INSURER F :	

COVERAGES **CERTIFICATE NUMBER:** **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	COMMERCIAL GENERAL LIABILITY						EACH OCCURRENCE	$ 2,000,000
	X CLAIMS-MADE ☐ OCCUR			ADP-0000288	12/19/2024	12/19/2025	DAMAGE TO RENTED PREMISES (Ea occurrence)	$
	X Professional Liab						MED EXP (Any one person)	$
							PERSONAL & ADV INJURY	$
	GEN'L AGGREGATE LIMIT APPLIES PER:						GENERAL AGGREGATE	$ 4,000,000
	☐ POLICY ☐ PRO-JECT ☐ LOC						PRODUCTS - COMP/OP AGG	$
	☐ OTHER:						Deductible	$ 25,000
	AUTOMOBILE LIABILITY						COMBINED SINGLE LIMIT (Ea accident)	$
	☐ ANY AUTO						BODILY INJURY (Per person)	$
	☐ OWNED AUTOS ONLY ☐ SCHEDULED AUTOS						BODILY INJURY (Per accident)	$
	☐ HIRED AUTOS ONLY ☐ NON-OWNED AUTOS ONLY						PROPERTY DAMAGE (Per accident)	$
	☐							$
	☐ UMBRELLA LIAB ☐ OCCUR						EACH OCCURRENCE	$
	☐ EXCESS LIAB ☐ CLAIMS-MADE						AGGREGATE	$
	☐ DED ☐ RETENTION $							$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY Y / N						☐ PER STATUTE ☐ OTH-ER	
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? ☐ (Mandatory in NH)	N / A					E.L. EACH ACCIDENT	$
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - EA EMPLOYEE	$
							E.L. DISEASE - POLICY LIMIT	$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER

Evidence of Coverage

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY): 8/4/2025

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

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PRODUCER
Marsh & McLennan (CLW)
101 N Starcrest Dr
Clearwater FL 33765

CONTACT NAME:
PHONE (A/C, No, Ext): 727-447-6481 **FAX (A/C, No):** 727-449-1267
E-MAIL ADDRESS: CLCerts@MarshMMA.com

INSURER(S) AFFORDING COVERAGE	NAIC #
INSURER A : Covington Specialty Insurance Company	13027
INSURER B : Evanston Insurance Company	35378
INSURER C : Certain Underwriters at Lloyds	55555
INSURER D :	
INSURER E :	
INSURER F :	

INSURED CAPTEENGIN1
Captec Engineering, Inc.
301 NW Flagler Ave Ste 101
Stuart FL 34994

COVERAGES **CERTIFICATE NUMBER:** 99256893 **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	X COMMERCIAL GENERAL LIABILITY	Y	Y	VBB167786	5/5/2025	5/5/2026	EACH OCCURRENCE	$ 1,000,000
	CLAIMS-MADE X OCCUR						DAMAGE TO RENTED PREMISES (Ea occurrence)	$ 100,000
	GEN'L AGGREGATE LIMIT APPLIES PER:						MED EXP (Any one person)	$ 5,000
	X POLICY PRO-JECT LOC						PERSONAL & ADV INJURY	$ 1,000,000
	OTHER:						GENERAL AGGREGATE	$ 2,000,000
							PRODUCTS - COMP/OP AGG	$ 2,000,000
								$
C	AUTOMOBILE LIABILITY	Y		RTSHNOA02444	6/26/2025	6/26/2026	COMBINED SINGLE LIMIT (Ea accident)	$ 1,000,000
	ANY AUTO						BODILY INJURY (Per person)	$
	OWNED AUTOS ONLY / SCHEDULED AUTOS						BODILY INJURY (Per accident)	$
	X HIRED AUTOS ONLY / X NON-OWNED AUTOS ONLY						PROPERTY DAMAGE (Per accident)	$
							Deductible	$ 1,000
B	X UMBRELLA LIAB X OCCUR			MKLV7EUL105471	5/9/2025	5/5/2026	EACH OCCURRENCE	$ 1,000,000
	EXCESS LIAB CLAIMS-MADE						AGGREGATE	$ 1,000,000
	DED RETENTION $							$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY Y / N						PER STATUTE / OTH-ER	
	ANYPROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)	N / A					E.L. EACH ACCIDENT	$
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - EA EMPLOYEE	$
							E.L. DISEASE - POLICY LIMIT	$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
Certificate Holder is Additional Insured as respects to General Liability only if required by written contract, and subject to the terms, conditions and limits as specified in the policy.
Waiver of subrogation applies in favor of certificate holder as respects to General Liability only if required by written contract, and subject to the terms, conditions and limits as specified in the policy.
30 day Notice of Cancellation with respect to General Liability applies per form.

CERTIFICATE HOLDER

Evidence of Coverage

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE
Jodi George

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CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY): 02/14/2025

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PRODUCER	CONTACT NAME:	
Lockton Companies for CoAdvantage 444 West 47th Street #900 Kansas City, MO 64112	PHONE (A/C, No, Ext): (866) 854-5423	FAX (A/C, No):
	E-MAIL ADDRESS: coi@coadvantage.com	
	INSURER(S) AFFORDING COVERAGE	NAIC #
	INSURER A : American Zurich Insurance Company	40142
INSURED CoAdvantage Corporation Alt. Emp: Captec Engineering, INC. 101 Riverfront Blvd Suite 300 Bradenton, FL 34205	INSURER B :	
	INSURER C :	
	INSURER D :	
	INSURER E :	
	INSURER F :	

COVERAGES **CERTIFICATE NUMBER:** 25FL0901136851 **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
	COMMERCIAL GENERAL LIABILITY						EACH OCCURRENCE	$
	☐ CLAIMS-MADE ☐ OCCUR						DAMAGE TO RENTED PREMISES (Ea occurrence)	$
							MED EXP (Any one person)	$
							PERSONAL & ADV INJURY	$
	GEN'L AGGREGATE LIMIT APPLIES PER:						GENERAL AGGREGATE	$
	☐ POLICY ☐ PRO-JECT ☐ LOC						PRODUCTS - COMP/OP AGG	$
	☐ OTHER:							$
	AUTOMOBILE LIABILITY						COMBINED SINGLE LIMIT (Ea accident)	$
	☐ ANY AUTO						BODILY INJURY (Per person)	$
	☐ OWNED AUTOS ONLY ☐ SCHEDULED AUTOS						BODILY INJURY (Per accident)	$
	☐ HIRED AUTOS ONLY ☐ NON-OWNED AUTOS ONLY						PROPERTY DAMAGE (Per accident)	$
								$
	UMBRELLA LIAB ☐ OCCUR						EACH OCCURRENCE	$
	EXCESS LIAB ☐ CLAIMS-MADE						AGGREGATE	$
	☐ DED ☐ RETENTION $							$
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANYPROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? Y / N ☐ (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	N / A		WC 56-11-942-11	04/01/2025	04/01/2026	X PER STATUTE ☐ OTH-ER	
							E.L. EACH ACCIDENT	$ 2,000,000
							E.L. DISEASE - EA EMPLOYEE	$ 2,000,000
							E.L. DISEASE - POLICY LIMIT	$ 2,000,000
				Location Coverage Period:	04/01/2025	04/01/2026	**Client#** 611915-FL	

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Coverage is provided for only those co-employees of, but not subcontractors to:

Captec Engineering, INC.
301 NW Flagler Ave Ste 201
Stuart, FL 34994

CERTIFICATE HOLDER

Captec Engineering, INC.
301 NW Flagler Ave
Ste 201
Stuart, FL 34994

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Joseph M Arnello

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E: COST EFFECTIVENESS

(INCLUDES EXHIBIT F)

E. COST EFFECTIVENESS

CAPTEC HOURLY RATE SCHEDULE
Disaster Debris Management and Support Services

Project Office / Principal	$ 120.00/hour
Project Manager	$ 120.00/hour
GIS Project Manager	$ 120.00/hour
Operations Manager	$ 90.00/hour
FEMA Reimbursement Manager	$ 85.00/hour
Operations Specialist	$ 85.00/hour
Field Supervisor	$ 80.00/hour
Engineer/ Scientist/ Professional	$ 85.00/hour
Environmental Consultant	$ 85.00/hour
Environmental Field Technician	$ 55.00/hour
Data Manager	$ 55.00/hour
GIS Analyst	$ 55.00/hour
Administrative Support	$ 55.00/hour
DMS Monitor	$ 55.00/hour
Field Monitor	$ 55.00/hour
Call Center Operator	$ 50.00/hour
Data Entry Clerk-Paper Ticket	$ 50.00/hour

Exhibit F: Hourly Rate Schedule
RFP No. 25-002 – Disaster Debris Management and Support Services

Unless otherwise indicated in this Scope of Services, all services performed under this contract shall be paid in accordance with this Hourly Rate Schedule. The rates in the following pages of this cost proposal are for future use, if necessary, by the Town.

An authorized representative of the firm offering this proposal must complete this form in its entirety. Prices entered herein shall not be subject to withdrawal or escalation by proposer. The Town reserves the right to hold proposals for a period not to exceed 90 days after the deadline for submission stated in this RFP before awarding the contract.

Any estimate of quantities of work to be done and materials to be furnished under the specifications as shown on the Price Proposal Form (or elsewhere) is approximate only and not guaranteed by the Town. The Town does not assume any responsibility that the final quantities shall remain in strict accordance with the estimated quantities, nor shall the proposer plead misunderstanding or deception because of such estimate of quantities or of the character, location of the work, or other condition pertaining thereto.

Proposer: CAPTEC Engineering, Inc.

By: Joseph W. Capra, P.E., President

Date: 8/29/2025

PROPOSED FEES
(Based on 60,000 – 80,000cy)

Item No / Position Description	Estimated Annual Hours	Unit Price Per Hour	Extension
1. Project Office/Principal	40	$ 120.00	$ 4,800.00
2. Project Manager	100	$ 120.00	$ 12,000.00
3. Operations Manager	200	$ 90.00	$ 18,000.00
4. FEMA Reimbursement Manager	80	$ 85.00	$ 6,800.00
5. Operations Specialist	100	$ 85.00	$ 8,500.00
6. Field Supervisor	250	$ 80.00	$ 20,000.00
7. Engineer/Scientist/Professional	25	$ 85.00	$ 2,125.00
8. Environmental Consultant	25	$ 85.00	$ 2,125.00

9. Environmental Field Technician	25	$ 55.00	$ 1,375.00
10. Data Manager	40	$ 55.00	$ 2,200.00
11. GIS Analyst/Specialist	25	$ 55.00	$ 1,375.00
12. Administrative Support	150	$ 55.00	$ 8,250.00
13. DMS Monitor	1,000	$ 55.00	$ 55,000.00
14. Field Monitor	2,000	$ 55.00	$ 110,000.00
15. Call Center Operator	200	$ 50.00	$ 10,000.00
16. Data Entry Clerk-Paper Ticket	25	$ 50.00	$ 1,250.00
TOTAL PROPOSAL PRICE (Items 1 - 16):			$ 263,800.00

Labor rates shall include all vehicles, equipment, tools, and supplies necessary for the employee to perform the tasks assigned. Labor rates include all costs associated with the use, care, and data management of the approved ADMS.

Any other reasonable out-of-pocket expenses, such as travel-related expenses, meal allowances, or hotel rooms may be reimbursed at cost and must be pre-approved in writing by the Town.

F: TECHNICAL APPROACH

F. TECHNICAL APPROACH

CAPTEC Engineering, Inc. (CAPTEC) is pleased to provide our qualifications to the Town of Sewall's Point for Disaster Debris Management and Support Services. CAPTEC provided disaster debris management services for the Town of Sewall's Point and the City of Port St. Lucie following the unusually active 2004 and 2005 hurricane seasons and the more recent events; Hurricane Matthew in 2016, Hurricane Irma in 2017 and Hurricane Milton in 2024.

TOWN OF SEWALL'S POINT



CAPTEC monitor following contractor's truck during debris removal operations

CAPTEC simultaneously provided vegetative debris monitoring services for the Town of Sewall's Point in 2004, 2005, 2016 and 2017. The Town is a 771-acre community of ±2,000 residents, located at the eastern edge of Martin County on a peninsula near the St. Lucie Inlet. In 2004, Sewall's Point had an existing continuing services contract with a local contractor which included debris removal who provided debris removal services under that contract following Hurricanes Frances and Jeanne. FEMA required stand-alone contracts for debris removal following the 2004 hurricane season.

CAPTEC worked with the Town to generate bid specification documents and assist in awarding a contract to the most qualified respondent in 2005. The current debris removal contract was bid in 2010 and awarded to DRC Emergency Services, LLC, based in West Palm Beach, Florida. DRC also provides first response emergency road clearing services in the event of a debris generating disaster. Sunshine Land Design is designated as the secondary debris hauling contractor. CAPTEC currently serves as the Town's debris monitoring firm. 36,603 cubic yards of vegetative debris were removed from public rights-of-way in Sewall's Point following Hurricanes Frances and Jeanne in 2004; 13,130 cubic yards of debris was removed following Hurricane Wilma in 2005; 8,800 cubic yards was removed in connection with Hurricane Matthew in 2016 and 7,500 cubic yards was removed from Hurricane Irma in 2017.

Simara Street Damage



CAPTEC worked with the Town, their contractor, FEMA and DCA representatives from initial roadway clearing efforts to assisting with generating Project Worksheets, throughout post-event debris removal and the close out process. CAPTEC completed closeout of all large projects relative to Hurricanes Frances and Jeanne in 2007. This included several vegetative debris Project Worksheets, as well as a Project Worksheet for bridge/roadway/seawall restoration on Simara Street in Sewall's Point. During the close out process, additional reimbursements totaling $112,252.14 for vegetative debris and $158,244.87 in favor of the Town was submitted to FEMA and deemed eligible. The Town was reimbursed by FEMA/DCA for these additional amounts. In addition to debris monitoring, CAPTEC also provided the Town with design, permitting and construction administration of repairs to the heavily damaged Simara Street roadway, bridge and seawall, depicted above.

Hauler damage to private lawn



PROJECT MANAGEMENT

For the 2004 / 2005 events, CAPTEC assisted the Town of Sewall's Point and the City of Port St. Lucie in developing truck certification forms, tracking logs, customized debris load tickets and created a spreadsheet that was praised by FEMA for its ability to track Project Worksheets on multiple levels. CAPTEC monitored the City of Port St. Lucie's 24-hour hotline, responded to resident complaints, logged messages and corrective measures taken / responses. CAPTEC maintained documentation of all contracts, truck certifications, debris load tickets, invoices, receipts, expense reports, photographs and complaint logs. For the 2016 event, CAPTEC utilized our Sub-Consultant's proprietary electronic ticketing system, known as Haulpass. Haulpass enabled municipalities to see near real time quantities of debris collected and the location where the debris was collected. This system provided scan cards for each monitor, each truck driver, each truck, the tower monitor and the supervisor personnel. A call center was set up in CAPTEC's office that monitored and logged all calls into the City relative to debris, damages, complaints, etc. Daily logs were provided to the monitors who immediately addressed the residents' concerns and photographed the issue.

When a storm event occurs, CAPTEC provides the "First Push" service to the Town within the first 72 hours once the warnings are lifted that personnel can be out on the roadways. We meet with the Town's Police Chief and review the roadways that need to be cleaned immediately within this 72-hour timeframe, so they are accessible.

CAPTEC worked with a placement agency, Actalent, to obtain monitors for the Town's debris removal operations. We have verified the availability of monitors for response to future debris-generating events. Prior to each Hurricane Season, CAPTEC staff reaches out to past Monitors to determine their availability. As noted, CAPTEC maintains a database of experienced Monitors utilized in prior years. Monitors and management staff worked 12-hour days, 7 days a week, as long as needed following 2004, 2005 and 2016 storm events in both Sewall's Point and the City of Port St. Lucie.

Many CAPTEC staff members have been trained to perform roving, loading site and temporary debris location site monitor activities and have obtained IS-00100 – Introduction to the Incident Command System (ICS 100) and IS-00700 – National Incident Management System (NIMS) an Introduction FEMA Emergency Management Institute Course certifications, as well as IS-00632 – Introduction to Debris Operations in FEMA'S Public Assistance Program.

Following the 2004 and 2005 hurricane seasons, area residents and municipal managers were forced to learn new skills as they responded to family and community needs. Lessons learned during storm recovery shaped the way we will prepare for, reacted and responded to the 2016, 2017 and 2024 events, as well as future disaster events. In compliance with FEMA guidelines, CAPTEC worked with municipalities to develop and implement tools to expedite debris removal from public roadways / right-of-way and return a semblance of normalcy to neighborhoods. The administrative labor involved in maintaining and verifying accurate documentation was laborious and extensive. The web-based data collection approach streamlined and facilitated this process by generating, networking and storing load ticket information electronically; paper tickets were printed at the DDMS for the Contractor and the Owner as backup. This technology minimizes administrative labor and allows near real-time reporting.

As a local professional firm, CAPTEC is dedicated to providing first class service to all of our Clients. We strive to remain versatile and embrace enhancements to our existing procedures and practices. We live in a rapidly evolving world where priorities and processes can change dramatically in a very short period of time. FEMA has modified their procedures and processes since the 2004/2005 Storm events, and CATPEC followed these modified procedures during the 2016 Hurricane Matthew, 2017 Hurricane Irma and 2024 Hurricane Milton Storm Events.

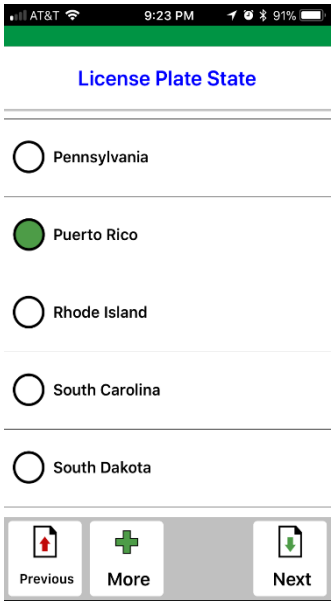
CAPTEC works with several of the nationally recognized Debris Monitoring Companies to stay apprised of changes by FEMA. CAPTEC has offices outside of Martin County that can be utilized depending on the severity of the Disaster. Recognizing the need to remain competitive in a flexible market, we constantly strive to anticipate change, proactively expand our knowledge base and enhance our ability to provide our Clients with prompt, relevant, progressive service.

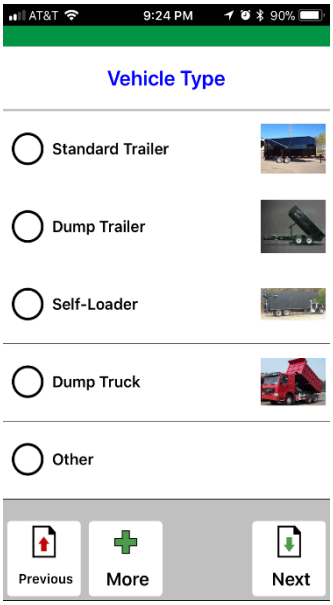
Since Hurricane Irma, CAPTEC has purchased their own Automated Debris Management System (ADMS). This will allow for an immediate response to the disaster debris clean-up efforts. CAPTEC will be responsible to monitor and manage all the Town's Debris Contractors load, transport, reduce, and properly dispose of all disaster-generated debris once the Town issues a Notice to Proceed to the Contractor, unless otherwise directed in writing by the Town.

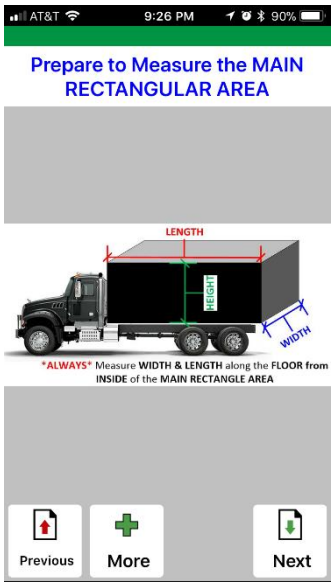
Staff Mobilization

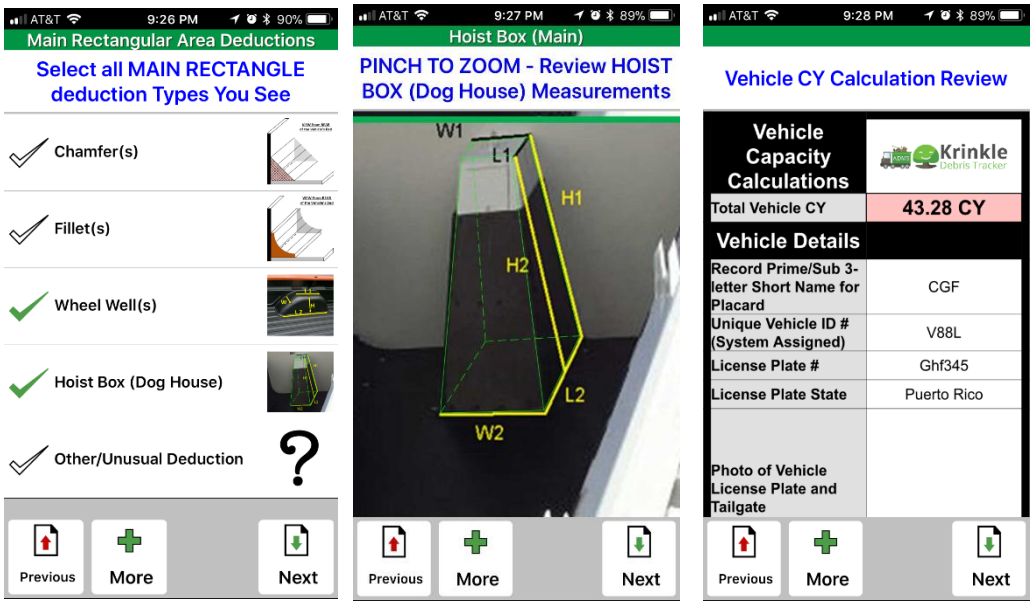
The debris monitoring firm will be expected to mobilize within 24 hours of a written notice to proceed with key staff experienced in various aspects of debris operations (including truck certification, etc.)

CAPTEC's Automated Debris Management System (an ADMS Called Krinkle Debris Tracker, made by CAPTEC's technology partner, Mobile Epiphany) works on all Android and Apple devices. It has a comprehensive Truck certification module that ensure timely and accurate certification of a large volume of trucks in a single day if required. See Screen shots below.

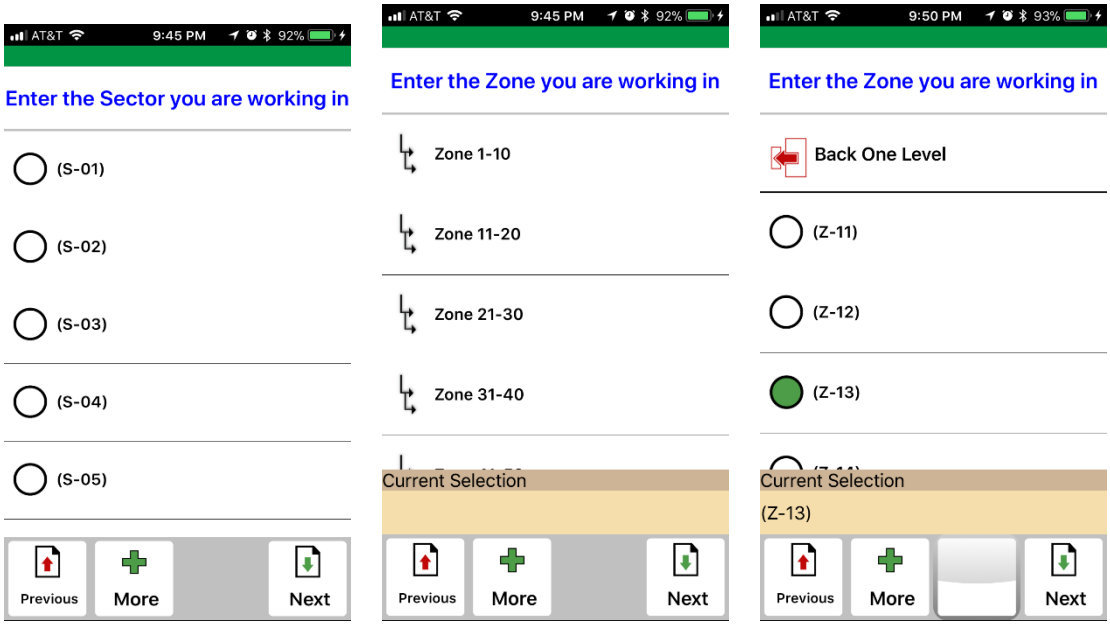


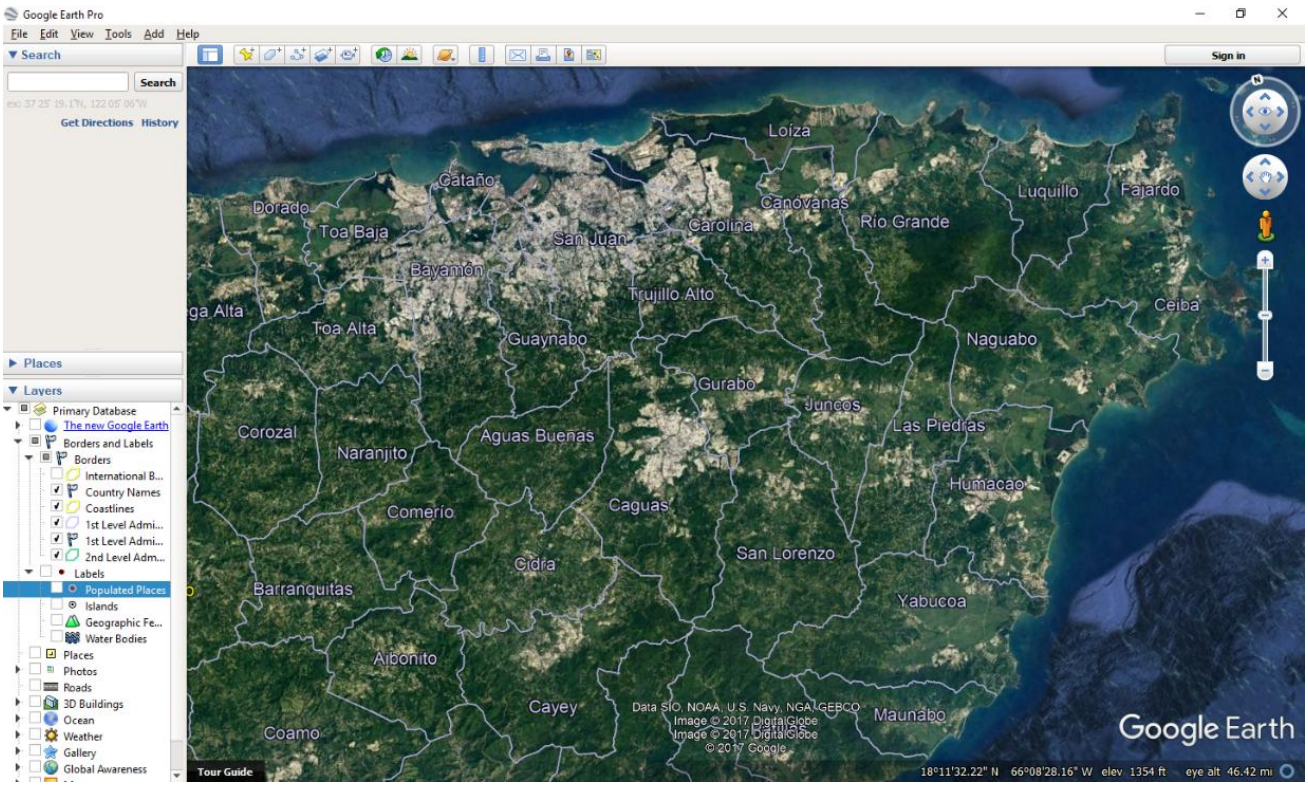


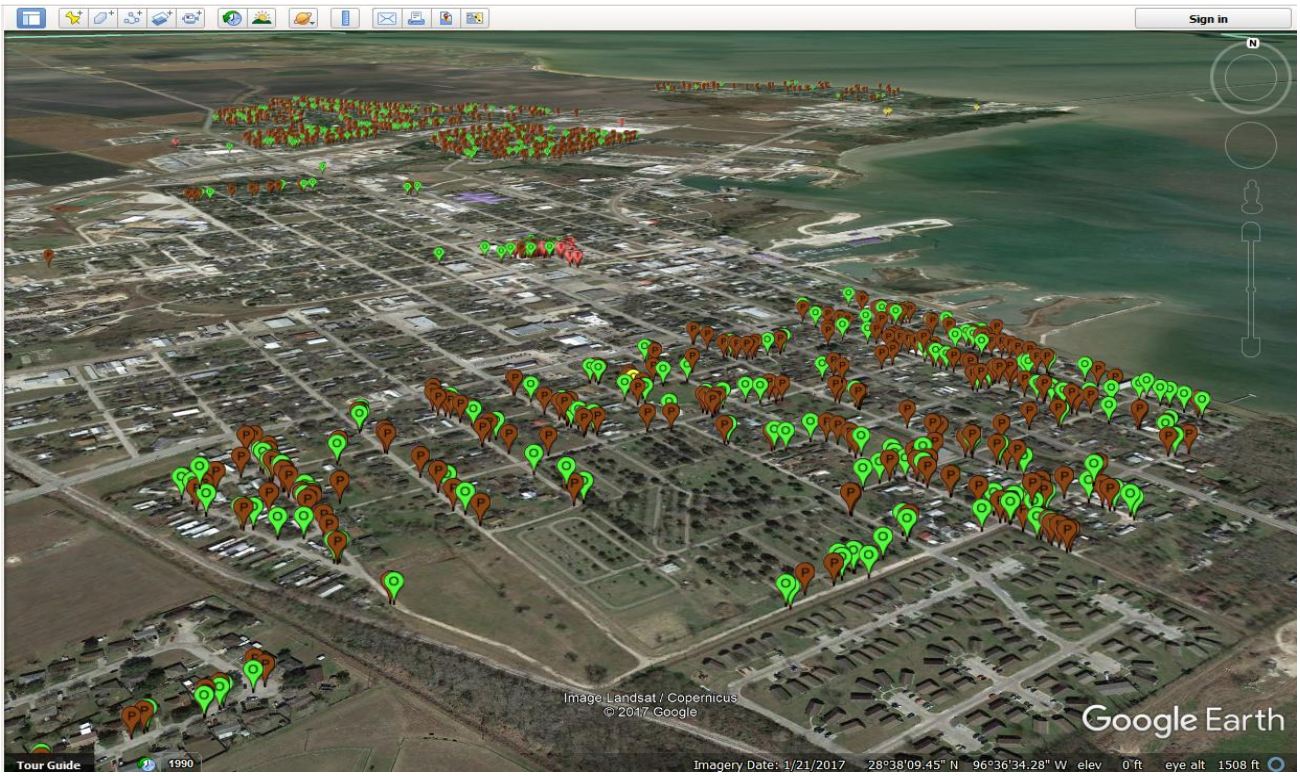


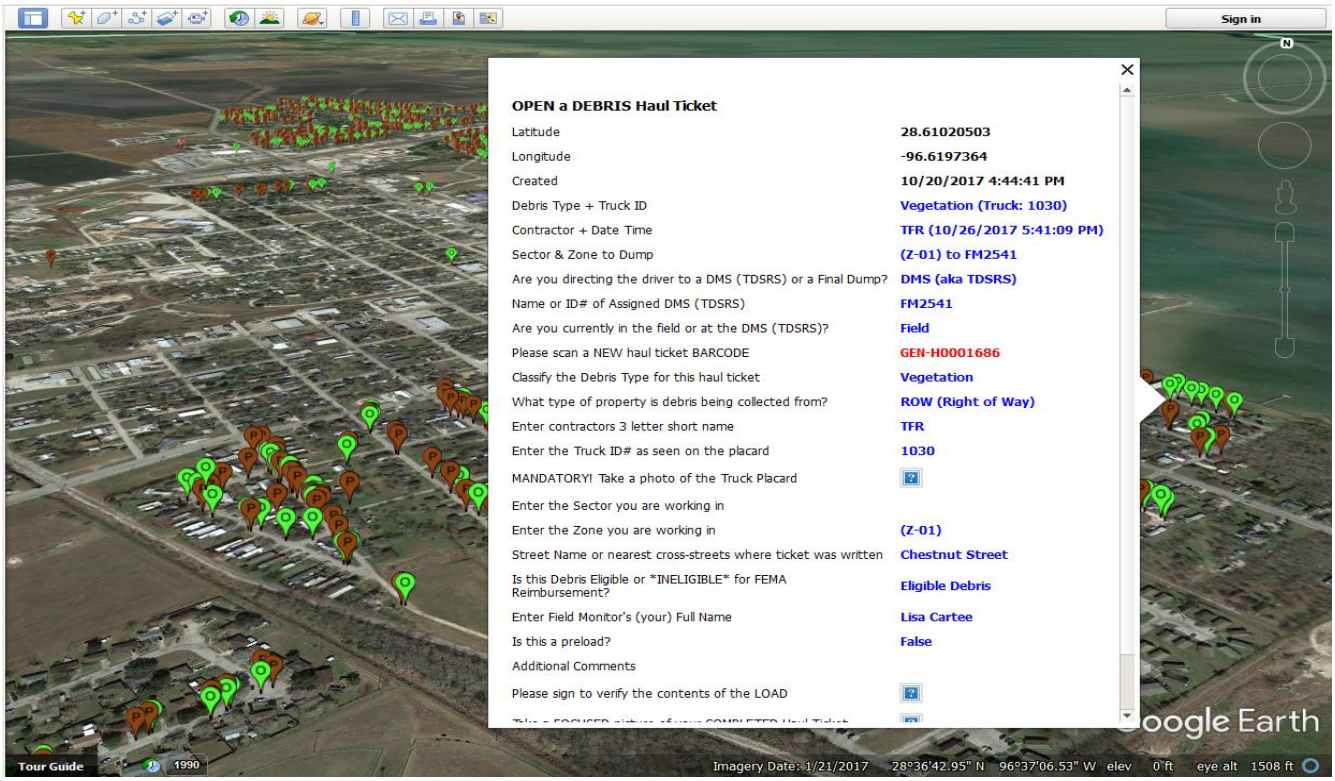


CAPTEC's Automated Debris management System (ADMS) allows its Project Managers to rapidly define an entire geographical area into sectors and zones using Google Earth Pro, and then to define these sectors and zone for recording on the Haul tickets and within the mobile software. The ADMS has built in capabilities to easily visualize all levels of data with Google Earth. This keeps all areas easily tracked for progress on daily basis.

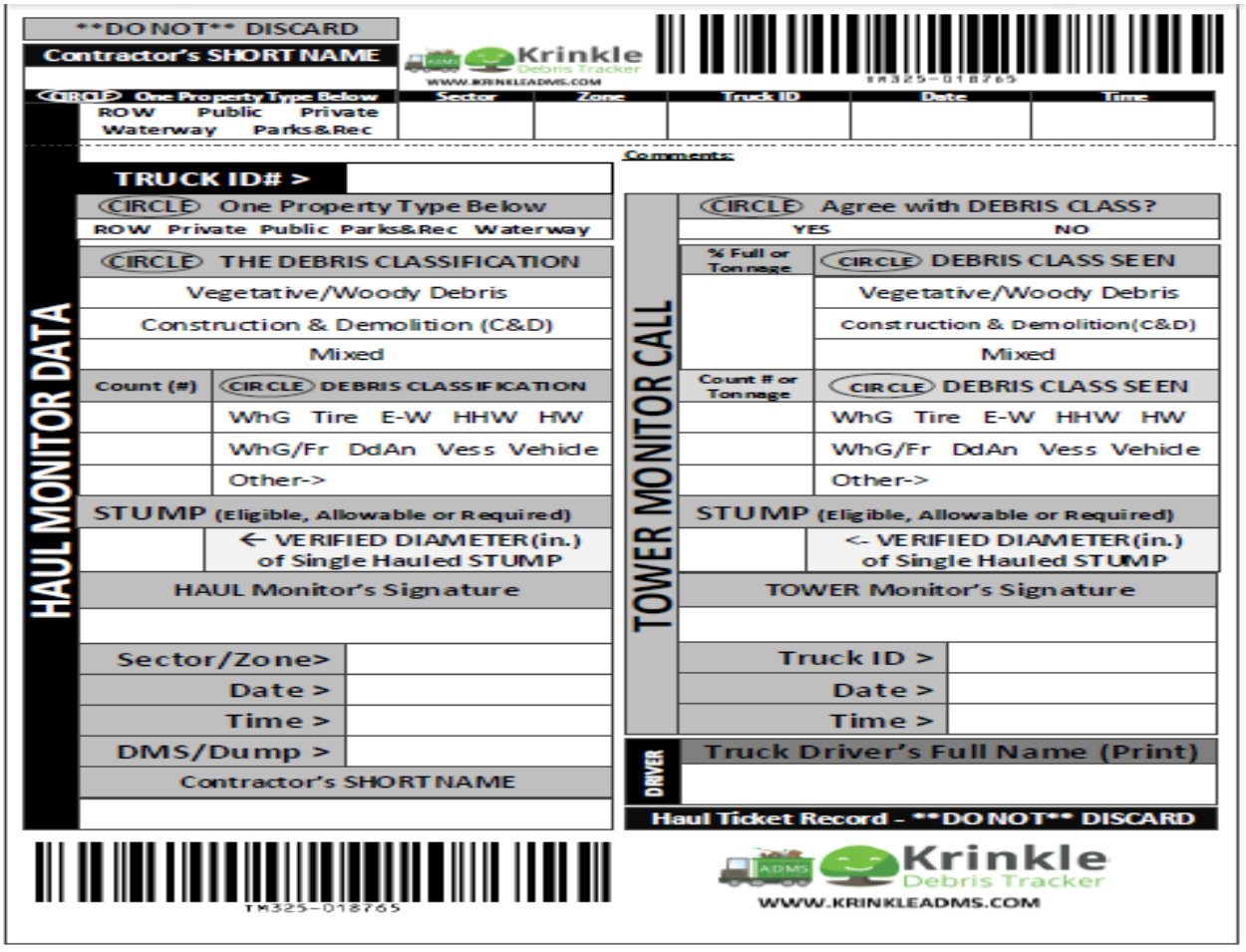



Google Earth Pro
File Edit View Tools Add Help
Search
Get Directions History
Places
Layers
Primary Database
The new Google Earth
Borders and Labels
Borders
Country Names
Coastlines
Populated Places
Islands
Water Bodies
Places
Photos
Roads
3D Buildings
Ocean
Weather
Gallery
Global Awareness
Sign in
Loíza
Cataño
Dorado
Toa Baja
San Juan
Carolina
Canóvanas
Río Grande
Luquillo
Fajardo
Bayamón
Trujillo Alto
Ceiba
Toa Alta
Guaynabo
Naguabo
Gurabo
Juncos
Las Piedras
Corozal
Naranjito
Aguas Buenas
Humacao
Comerío
Caguas
San Lorenzo
Cidra
Barranquitas
Yabucoa
Aibonito
Cayey
Maunabo
Coamo
Data SIO, NOAA, U.S. Navy, NGA, GEBCO
Image © 2017 DigitalGlobe
Image © 2017 DigitalGlobe
© 2017 Google
Google Earth
Tour Guide
18°11'32.22" N 66°08'28.16" W elev 1354 ft eye alt 46.42 mi


Sign in
Image Landsat / Copernicus
© 2017 Google
Google Earth
Tour Guide
1990
Imagery Date: 1/21/2017 28°38'09.45" N 96°36'34.28" W elev 0 ft eye alt 1508 ft



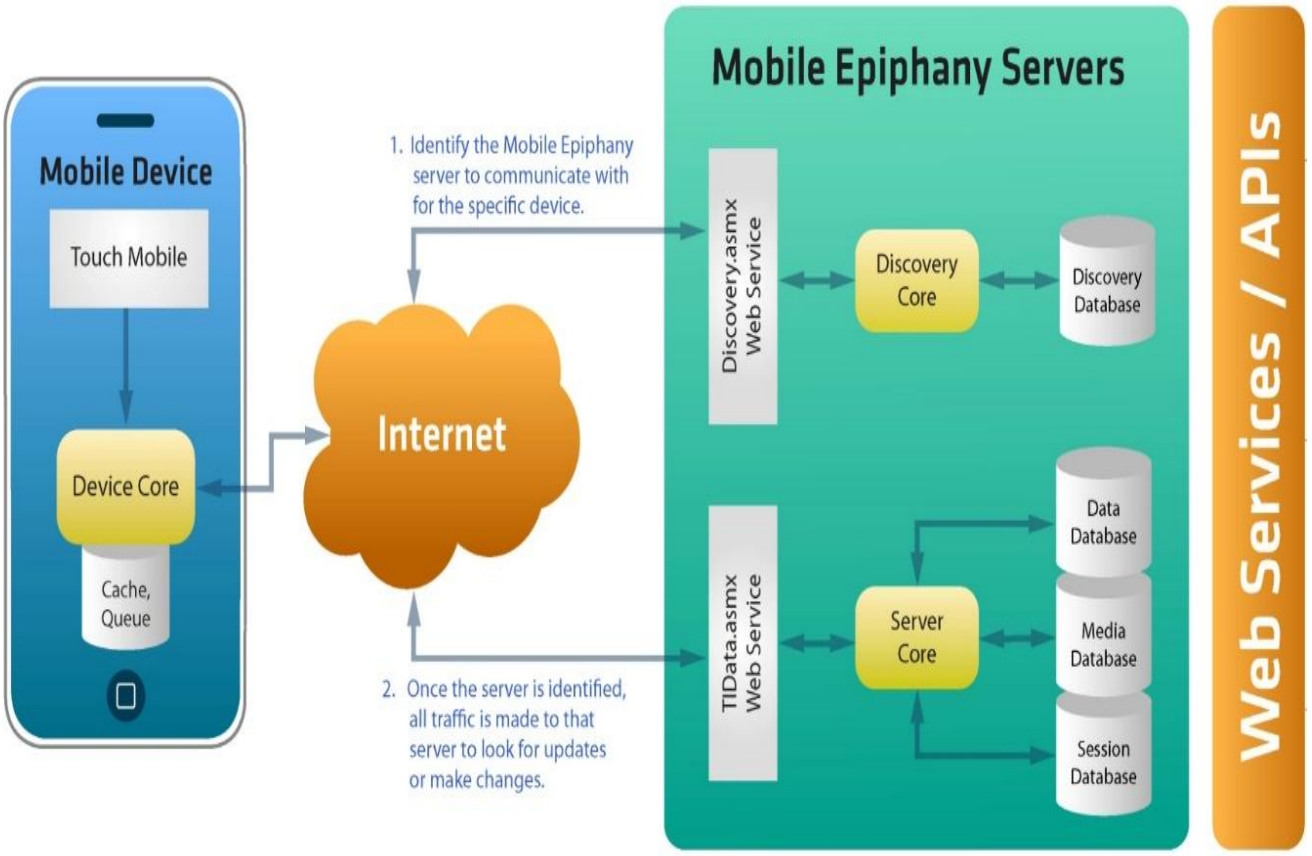
The Debris Haul Ticket



RFP No. 25-002

NOTE: **CAPTEC**'s ADMS is state of the art, and as such, maintains a complete system on each individual device, which can run for long periods of time ***without*** any connection to a live network (the internet). Only intermittent connectivity is required. All data is stored on the device in an encrypted database until such intermittent connectivity is available. CAPTEC's ADMS was used in 11 missions in both Florida and Texas as a result of Harvey, Irma and Maria as well as it being used in the Northern California wildfires in 2017.

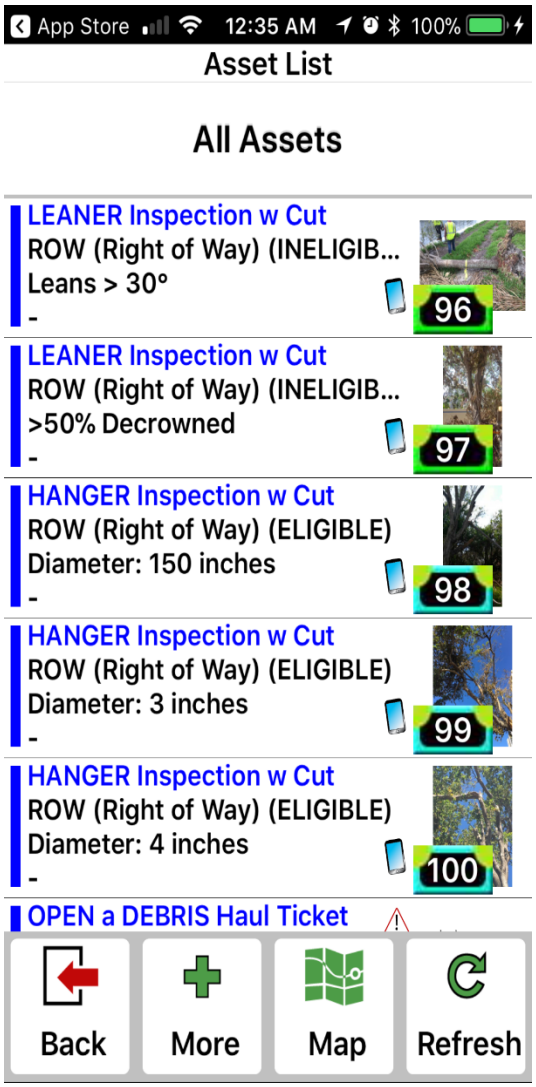
CAPTEC will ensure that all its monitors, no matter the device they are using, will be able to synchronize their data to the server nightly for next day reporting. Below is a technical image of the systems architecture. Please note the presence of a SQL database on the individual mobile devices, allowing for long term disconnected states from a network. Note in the architectural image below, the presence of a SQL database on each individual mobile device.

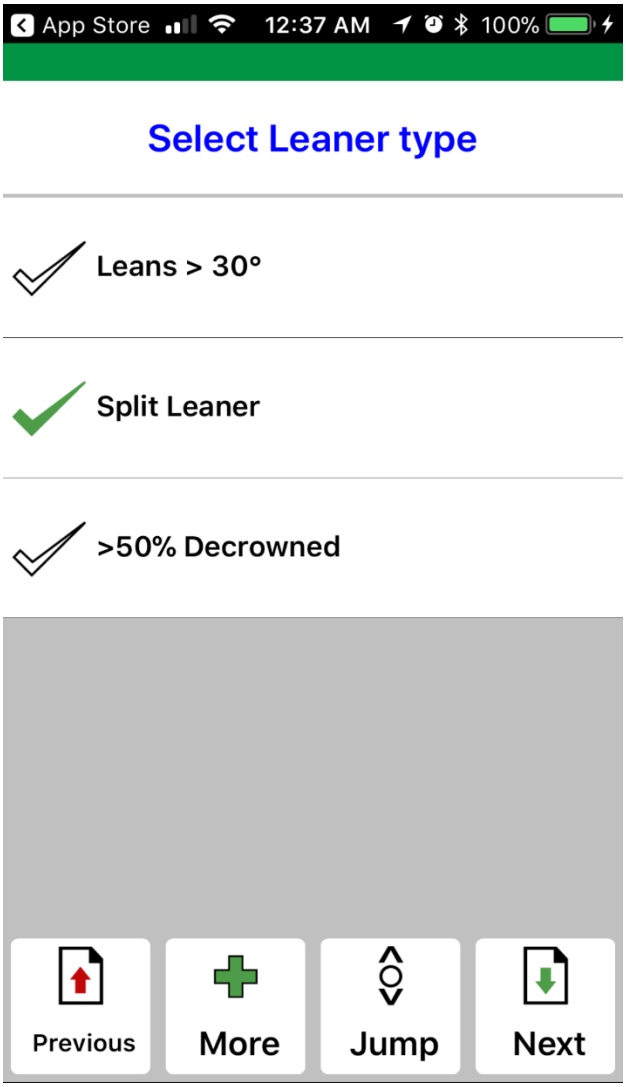


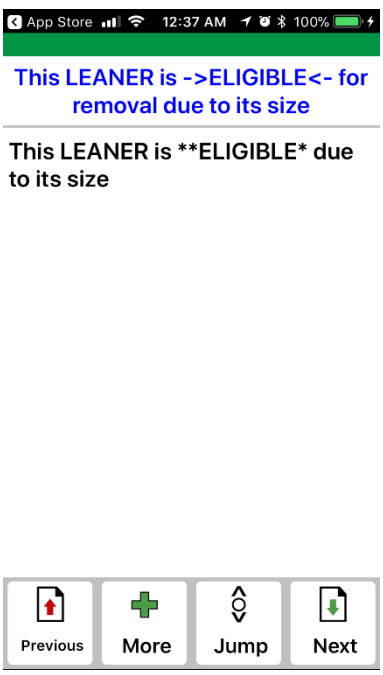
A live demonstration of the mobile application system, the reporting system and full geospatial visualization via google Earth can be made readily available upon request.

Field Documentation of Work

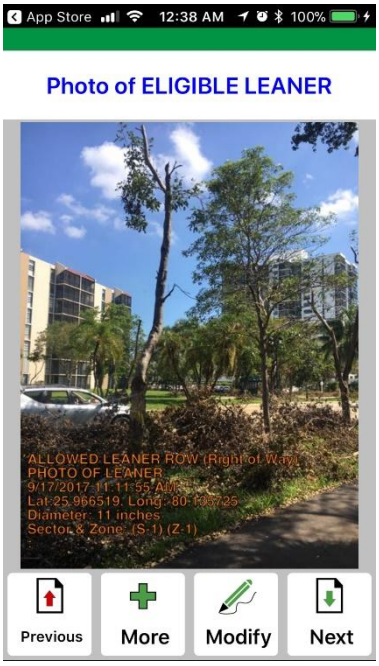
CAPTEC's ADMS system has complete modules for the real-time evaluation of FEMA eligible Leaners Hangers and Stumps as well as the means to document all photos, before-and-after, with its GPS, date and time stamped metadata. This metadata is outside the users control to alter, and thus acts as a means of proof of work and chain of evidence. Also, the system further records hidden metadata such as GPS, Date, time, user name etc. to further prevent fraud of any sort and make back-tracing of all events possible when reconciliation events are in question. The following screen shots from the app show different aspects of these LHS modules. The reporting section of this RFP will show the resulting reports.

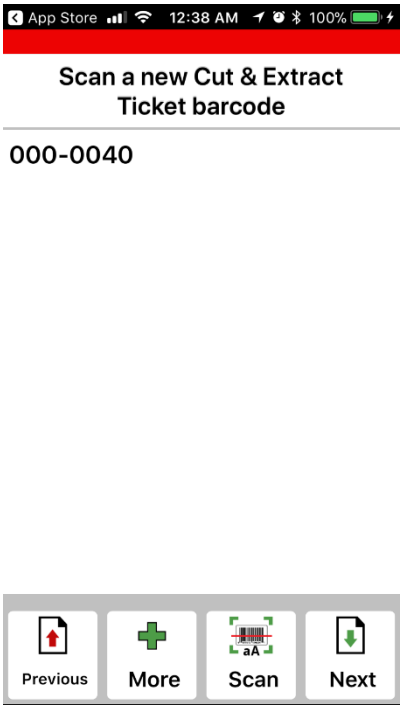


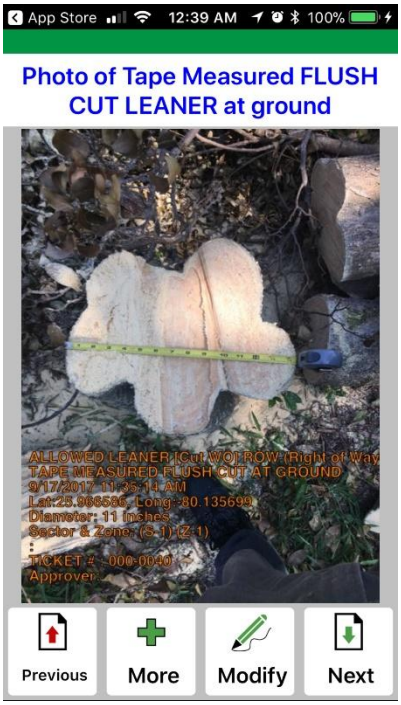



App Store 12:37 AM 100%
This LEANER is ->ELIGIBLE<- for removal due to its size
This LEANER is **ELIGIBLE* due to its size
Previous
More
Jump
Next

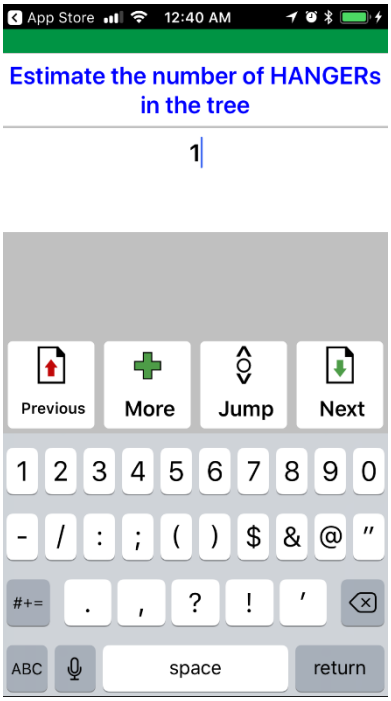

App Store 12:35 AM 100%
Map View
Select Asset Near You
9
257
303
370
371
297
423
466
296
444
259
Back
More
Center
Refresh

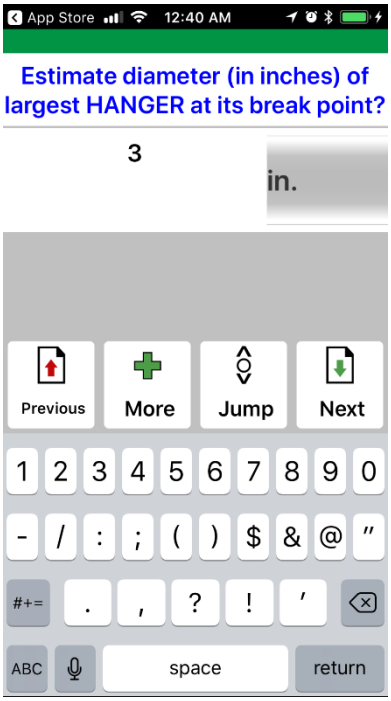

App Store 12:38 AM 100%
Photo of ELIGIBLE LEANER
ALLOWED LEANER ROW (Right of Way)
PHOTO OF LEANER
9/17/2017 11:11:55 AM
Diameter: 11 inches
Previous
More
Modify
Next

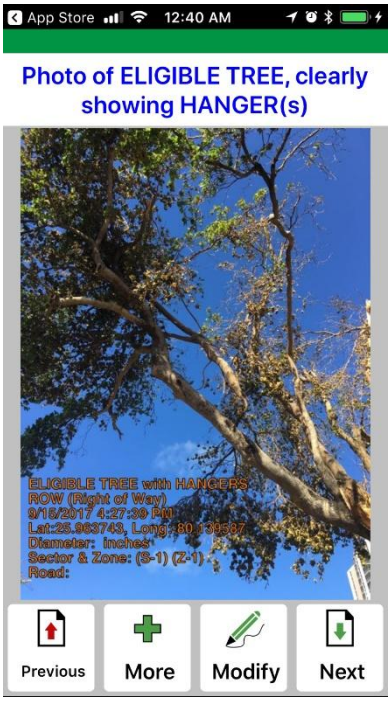

App Store 12:38 AM 100%
Scan a new Cut & Extract Ticket barcode
000-0040
Previous
More
Scan
Next

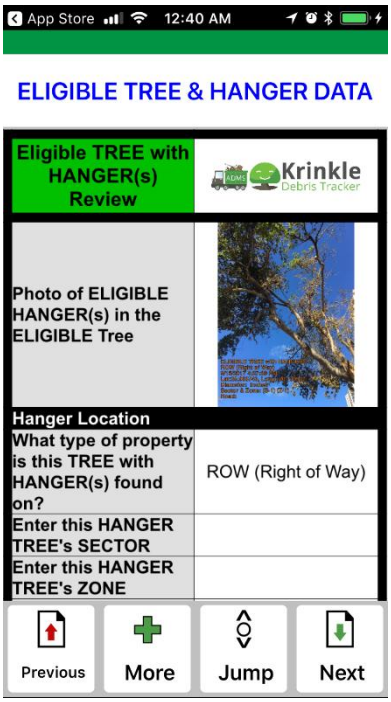

App Store 12:39 AM 100%
Photo of Tape Measured FLUSH CUT LEANER at ground
ALLOWED LEANER (Cut WOT ROW (Right of Way)
TAPE MEASURED FLUSH CUT AT GROUND
9/17/2017 11:26:11 AM
Diameter: 11 inches
Previous
More
Modify
Next

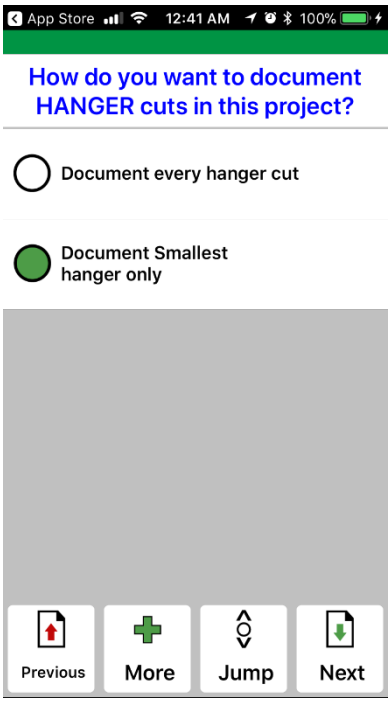

App Store 12:39 AM 100%
Signature of Monitor
As the monitor, I certify the leaner was removed according to regulation.
Signature
Previous
More
Undo
Next

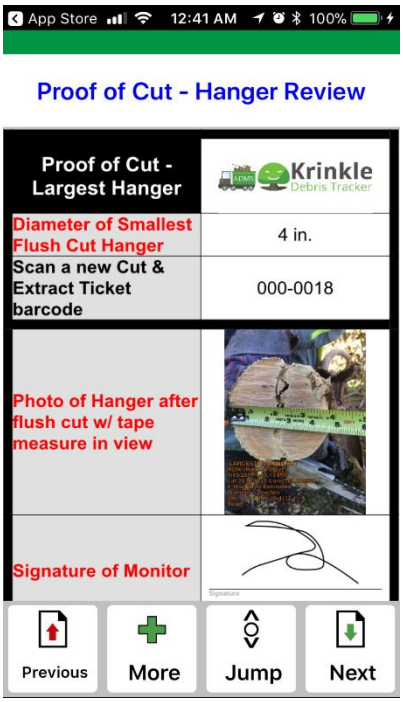

App Store 12:40 AM
Estimate the number of HANGERs in the tree
1
Previous
More
Jump
Next


App Store 12:40 AM
Estimate diameter (in inches) of largest HANGER at its break point?
3
in.
Previous
More
Jump
Next


App Store 12:40 AM
Photo of ELIGIBLE TREE, clearly showing HANGER(s)
Previous
More
Modify
Next


App Store 12:40 AM
ELIGIBLE TREE & HANGER DATA
Eligible TREE with HANGER(s) Review
Krinkle Debris Tracker
Photo of ELIGIBLE HANGER(s) in the ELIGIBLE Tree
Hanger Location
What type of property is this TREE with HANGER(s) found on?
ROW (Right of Way)
Enter this HANGER TREE's SECTOR
Enter this HANGER TREE's ZONE
Previous
More
Jump
Next

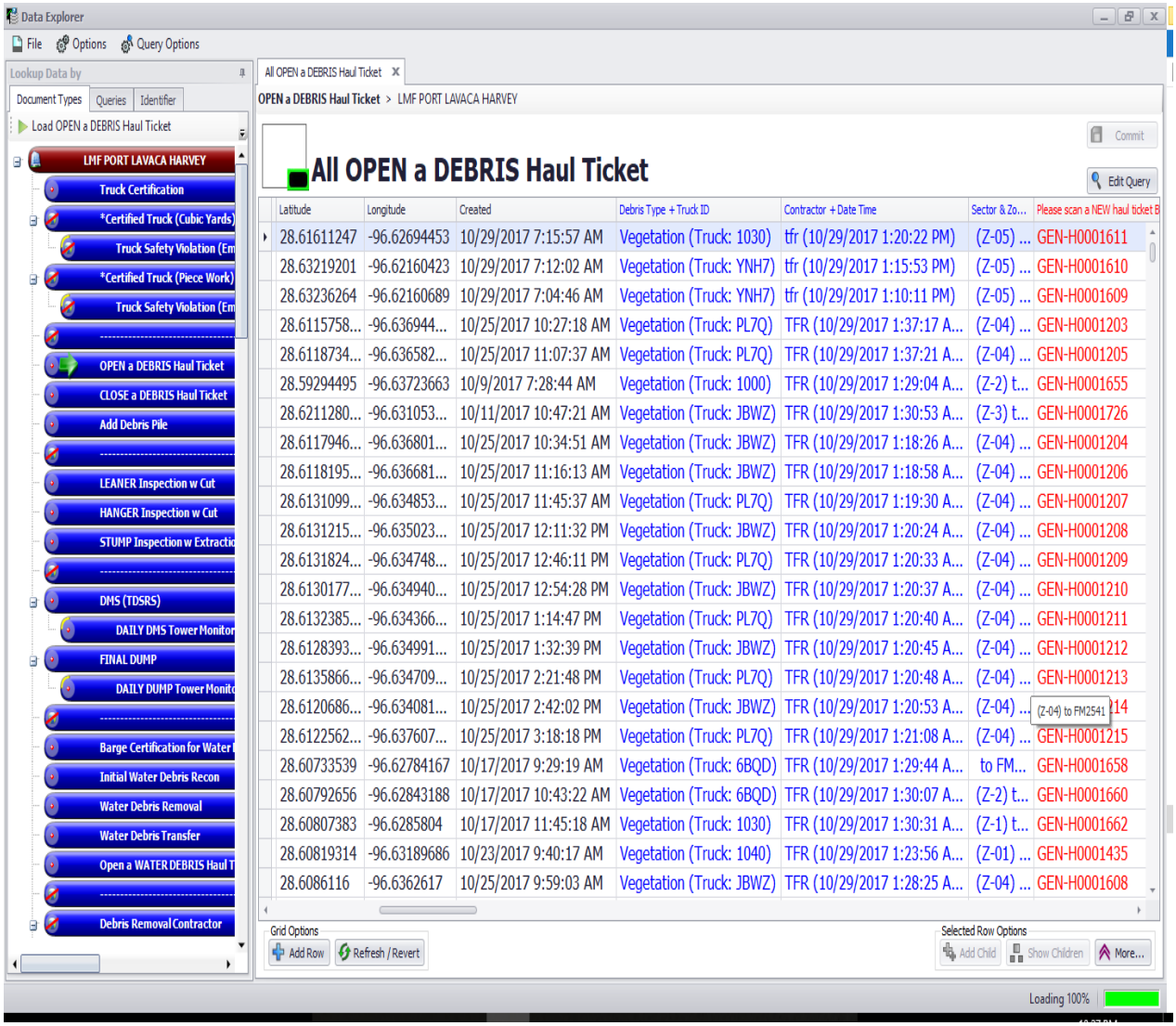

App Store 12:41 AM 100%
How do you want to document HANGER cuts in this project?
Document every hanger cut
Document Smallest hanger only
Previous
More
Jump
Next

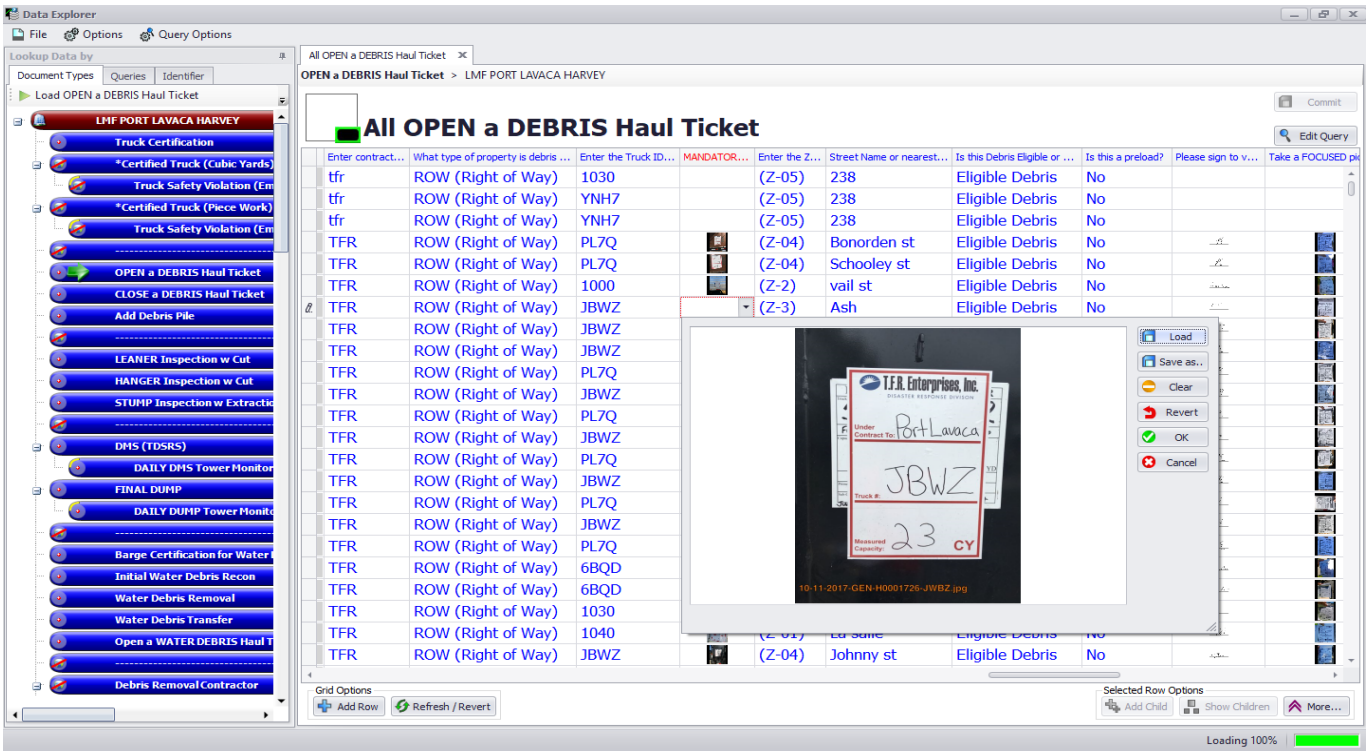

App Store 12:41 AM 100%
Proof of Cut - Hanger Review
Proof of Cut - Largest Hanger
Krinkle Debris Tracker
Diameter of Smallest Flush Cut Hanger
4 in.
Scan a new Cut & Extract Ticket barcode
000-0018
Photo of Hanger after flush cut w/ tape measure in view
Signature of Monitor
Previous
More
Jump
Next

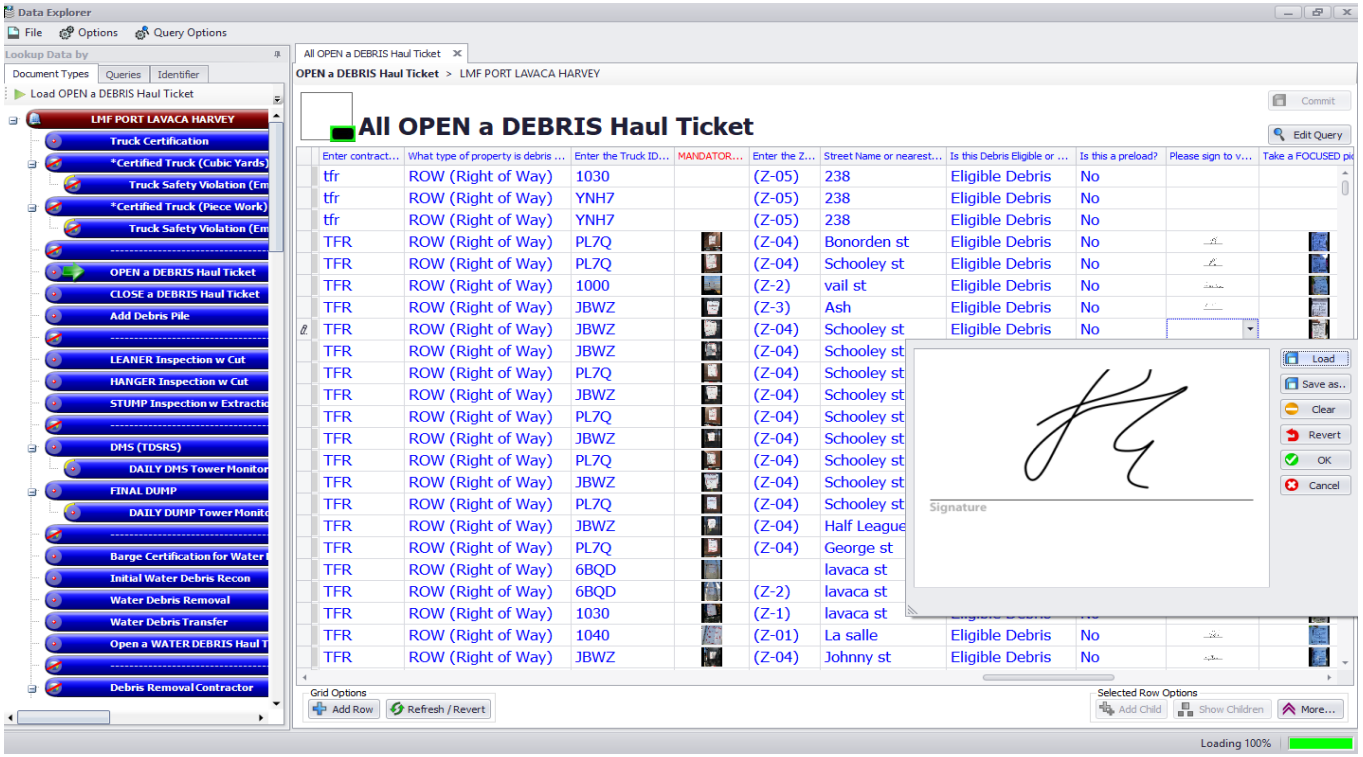
Assurance of Federal reimbursement is directly related to the quality and detail of the data which proves the work. In addition to the comprehensive nature of the data required, it depends on the clarity and readability of the reporting that can be provided. Finally it depends on the rich layer of hidden metadata (GPS, date, time, user name etc.) that may be called upon to support an audit. **CAPTEC**'s ADMS not only meets and exceeds the data requirements set forth by FEMA's PAPPG and FEMA 325 regulations, but it collects it in such a way as to be readily available for reporting, analysis and review.

The next many pages will show some (but not all) examples of how this data is viewed, explored and communicated to others from within CAPTEC's ADMS system. Communication methods include a multitude of comprehensive and easy to read reports, an ADMS tool called the Data Explorer and a tool that generates "On demand" Google earth KMZ files for viewing.

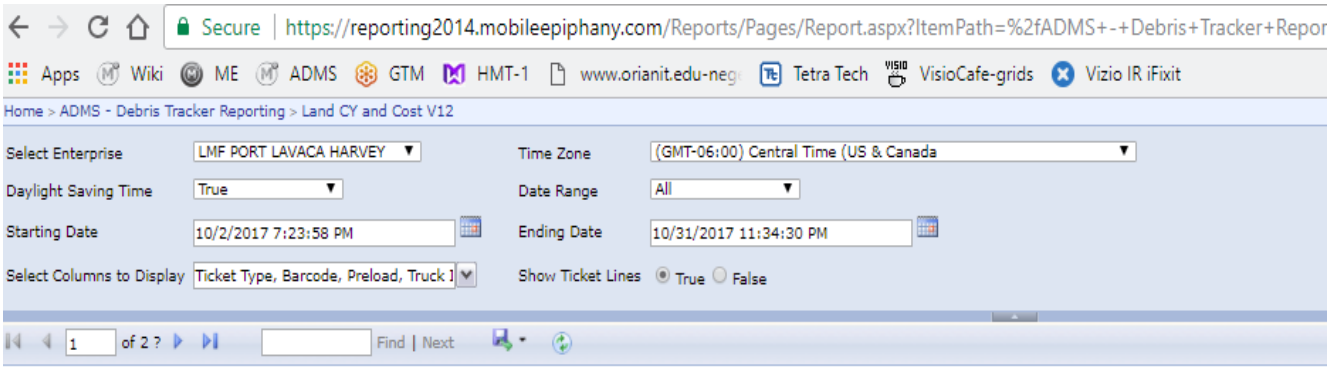
1. The data explorer is an "always on" tool ready for use by data managers who need to sort, filter, query, and manage data in near real time.




Data Explorer
File
Options
Query Options
Lookup Data by
Document Types
Queries
Identifier
Load OPEN a DEBRIS Haul Ticket
LMF PORT LAVACA HARVEY
Truck Certification
*Certified Truck (Cubic Yards)
Truck Safety Violation (Em
*Certified Truck (Piece Work)
Truck Safety Violation (Em
OPEN a DEBRIS Haul Ticket
CLOSE a DEBRIS Haul Ticket
Add Debris Pile
LEANER Inspection w Cut
HANGER Inspection w Cut
STUMP Inspection w Extracti
DMS (TDSRS)
DAILY DMS Tower Monitor
FINAL DUMP
DAILY DUMP Tower Monito
Barge Certification for Water
Initial Water Debris Recon
Water Debris Removal
Water Debris Transfer
Open a WATER DEBRIS Haul T
Debris Removal Contractor
All OPEN a DEBRIS Haul Ticket
OPEN a DEBRIS Haul Ticket > LMF PORT LAVACA HARVEY
All OPEN a DEBRIS Haul Ticket
Commit
Edit Query
Enter contract...
What type of property is debris ...
Enter the Truck ID...
MANDATOR...
Enter the Z...
Street Name or nearest...
Is this Debris Eligible or ...
Is this a preload?
Please sign to v...
Take a FOCUSED pi
tfr ROW (Right of Way) 1030 (Z-05) 238 Eligible Debris No
tfr ROW (Right of Way) YNH7 (Z-05) 238 Eligible Debris No
tfr ROW (Right of Way) YNH7 (Z-05) 238 Eligible Debris No
TFR ROW (Right of Way) PL7Q (Z-04) Bonorden st Eligible Debris No
TFR ROW (Right of Way) PL7Q (Z-04) Schooley st Eligible Debris No
TFR ROW (Right of Way) 1000 (Z-2) vail st Eligible Debris No
TFR ROW (Right of Way) JBWZ (Z-3) Ash Eligible Debris No
TFR ROW (Right of Way) JBWZ
TFR ROW (Right of Way) JBWZ
TFR ROW (Right of Way) PL7Q
TFR ROW (Right of Way) JBWZ
TFR ROW (Right of Way) PL7Q
TFR ROW (Right of Way) JBWZ
TFR ROW (Right of Way) PL7Q
TFR ROW (Right of Way) JBWZ
TFR ROW (Right of Way) JBWZ
TFR ROW (Right of Way) PL7Q
TFR ROW (Right of Way) PL7Q
TFR ROW (Right of Way) 6BQD
TFR ROW (Right of Way) 6BQD
TFR ROW (Right of Way) 1030
TFR ROW (Right of Way) 1040
TFR ROW (Right of Way) JBWZ (Z-04) Johnny st Eligible Debris No
T.F.R. Enterprises, Inc.
Under Contract To: PortLavaca
JBWZ
Truck #:
23
CY
Measured Capacity:
10-11-2017-GEN-H0001726-JWBZ.jpg
Load
Save as...
Clear
Revert
OK
Cancel
Grid Options
Add Row
Refresh / Revert
Selected Row Options
Add Child
Show Children
More...
Loading 100%


Data Explorer
File
Options
Query Options
Lookup Data by
Document Types
Queries
Identifier
Load OPEN a DEBRIS Haul Ticket
LMF PORT LAVACA HARVEY
Truck Certification
*Certified Truck (Cubic Yards)
Truck Safety Violation (Em
*Certified Truck (Piece Work)
Truck Safety Violation (Em
OPEN a DEBRIS Haul Ticket
CLOSE a DEBRIS Haul Ticket
Add Debris Pile
LEANER Inspection w Cut
HANGER Inspection w Cut
STUMP Inspection w Extracti
DMS (TDSRS)
DAILY DMS Tower Monitor
FINAL DUMP
DAILY DUMP Tower Monito
Barge Certification for Water
Initial Water Debris Recon
Water Debris Removal
Water Debris Transfer
Open a WATER DEBRIS Haul T
Debris Removal Contractor
All OPEN a DEBRIS Haul Ticket
OPEN a DEBRIS Haul Ticket > LMF PORT LAVACA HARVEY
All OPEN a DEBRIS Haul Ticket
Commit
Edit Query
Enter contract...
What type of property is debris ...
Enter the Truck ID...
MANDATOR...
Enter the Z...
Street Name or nearest...
Is this Debris Eligible or ...
Is this a preload?
Please sign to v...
Take a FOCUSED pi
tfr ROW (Right of Way) 1030 (Z-05) 238 Eligible Debris No
tfr ROW (Right of Way) YNH7 (Z-05) 238 Eligible Debris No
tfr ROW (Right of Way) YNH7 (Z-05) 238 Eligible Debris No
TFR ROW (Right of Way) PL7Q (Z-04) Bonorden st Eligible Debris No
TFR ROW (Right of Way) PL7Q (Z-04) Schooley st Eligible Debris No
TFR ROW (Right of Way) 1000 (Z-2) vail st Eligible Debris No
TFR ROW (Right of Way) JBWZ (Z-3) Ash Eligible Debris No
TFR ROW (Right of Way) JBWZ (Z-04) Schooley st Eligible Debris No
TFR ROW (Right of Way) JBWZ (Z-04) Schooley st
TFR ROW (Right of Way) PL7Q (Z-04) Schooley st
TFR ROW (Right of Way) JBWZ (Z-04) Schooley st
TFR ROW (Right of Way) PL7Q (Z-04) Schooley st
TFR ROW (Right of Way) JBWZ (Z-04) Schooley st
TFR ROW (Right of Way) PL7Q (Z-04) Schooley st
TFR ROW (Right of Way) JBWZ (Z-04) Schooley st
TFR ROW (Right of Way) PL7Q (Z-04) Schooley st
TFR ROW (Right of Way) JBWZ (Z-04) Half League
TFR ROW (Right of Way) PL7Q (Z-04) George st
TFR ROW (Right of Way) 6BQD lavaca st
TFR ROW (Right of Way) 6BQD (Z-2) lavaca st
TFR ROW (Right of Way) 1030 (Z-1) lavaca st
TFR ROW (Right of Way) 1040 (Z-01) La salle Eligible Debris No
TFR ROW (Right of Way) JBWZ (Z-04) Johnny st Eligible Debris No
Signature
Load
Save as...
Clear
Revert
OK
Cancel
Grid Options
Add Row
Refresh / Revert
Selected Row Options
Add Child
Show Children
More...
Loading 100%

2. The “Land Debris Haul Mission Summary Report” is an Excel report which is run from the SQL database which summarizes all categories of debris collected (per time frame selected) in an easy to read summary format. This summary report also includes special sheets that show every ticket “Auto-reconciled”, shows potential Fraud detection and calculates Jurisdictional costs based on their contract with the hauler.



10/31/2017 11:34:40 PM (GMT-06:00 DST)

LMF PORT LAVACA HARVEY

Cubic Yardage and Cost Summary (All Property Types)

This is not an invoice and data is subject to change

Debris disposed of from 10/2/2017 7:23:58 PM to 10/31/2017 11:34:30 PM

)ebris Removal

)isposed CY Debris:	Vegetation	C&D	Mixed	DMS Reduced Vegetation	DMS Reduced Residual/C&D	DMS Reduced Mixed
)MS: FM 2541	955.09	0.00	0.00	0.00	0.00	0.00
)MS: FM2541	25,465.57	0.00	0.00	0.00	0.00	0.00
Cubic Yardage Totals:	26,420.66	0.00	0.00	0.00	0.00	0.00

)iece Work Debris Streams:	White Goods	W/G With Freon	Bio Waste	Dead Animals	Electronics	Hazard. H/W	Hazard. Waste	Rad Waste	Engines	Tires	Other
Piece Work Totals:	0	0	0	0	0	0	0	0	0	0	0

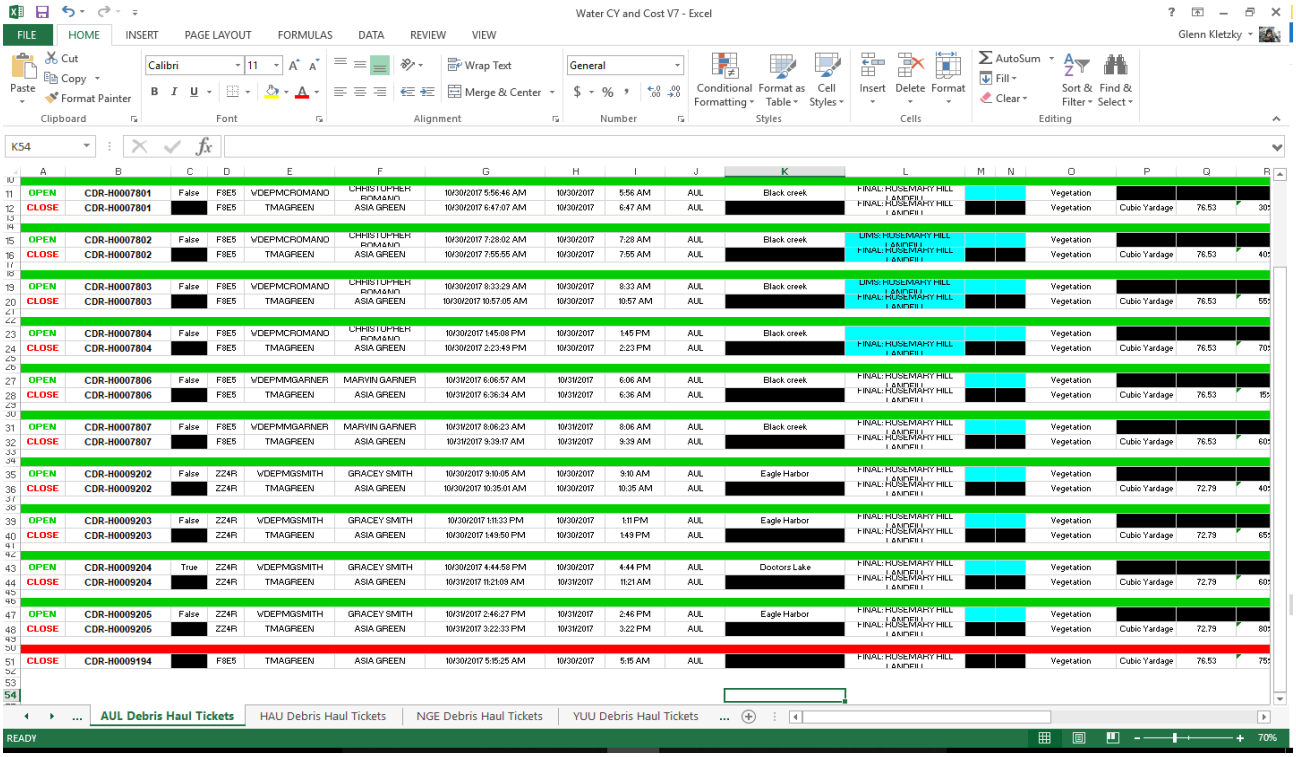
)onnage Debris Streams:	Vegetation	C&D	Mixed	Reduced Veg.	Reduced C&D	Reduced Mixed	Bio Waste	Dead Animals	Electronics	Hazardous H/W	Hazardous Waste	Rad Waste	Engines	Tires
Tonnage Totals:	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

)osts This Date Range:

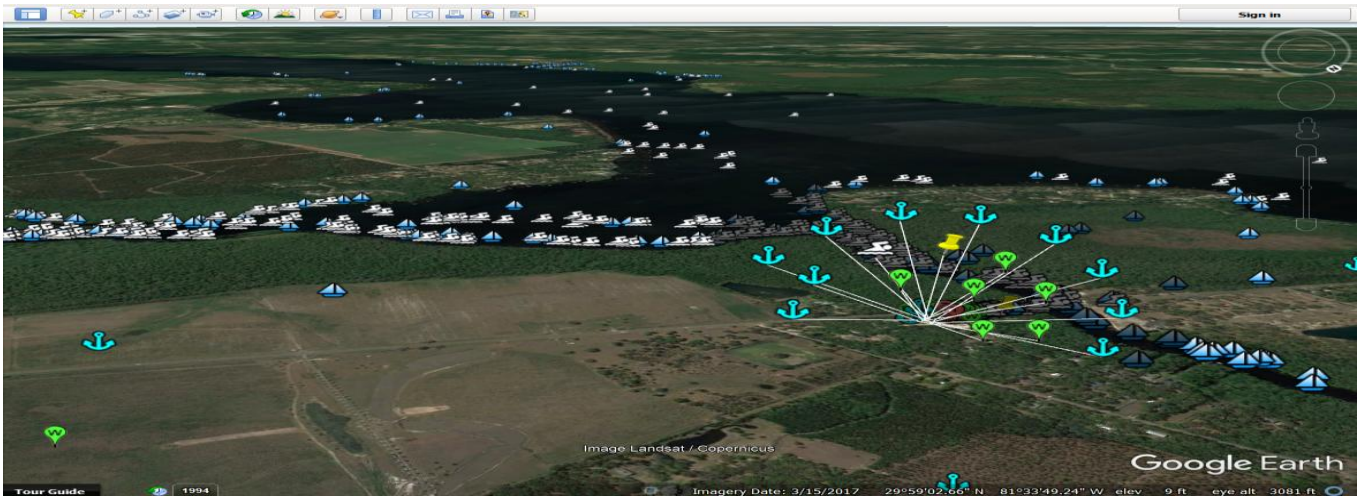
	Quantity	Costs	Tipping	Subtotal	Percentage
)MS: FM 2541 (CY)	955.09				
)MS: FM2541 (CY)	25,465.57				

Total Costs This Date Range:

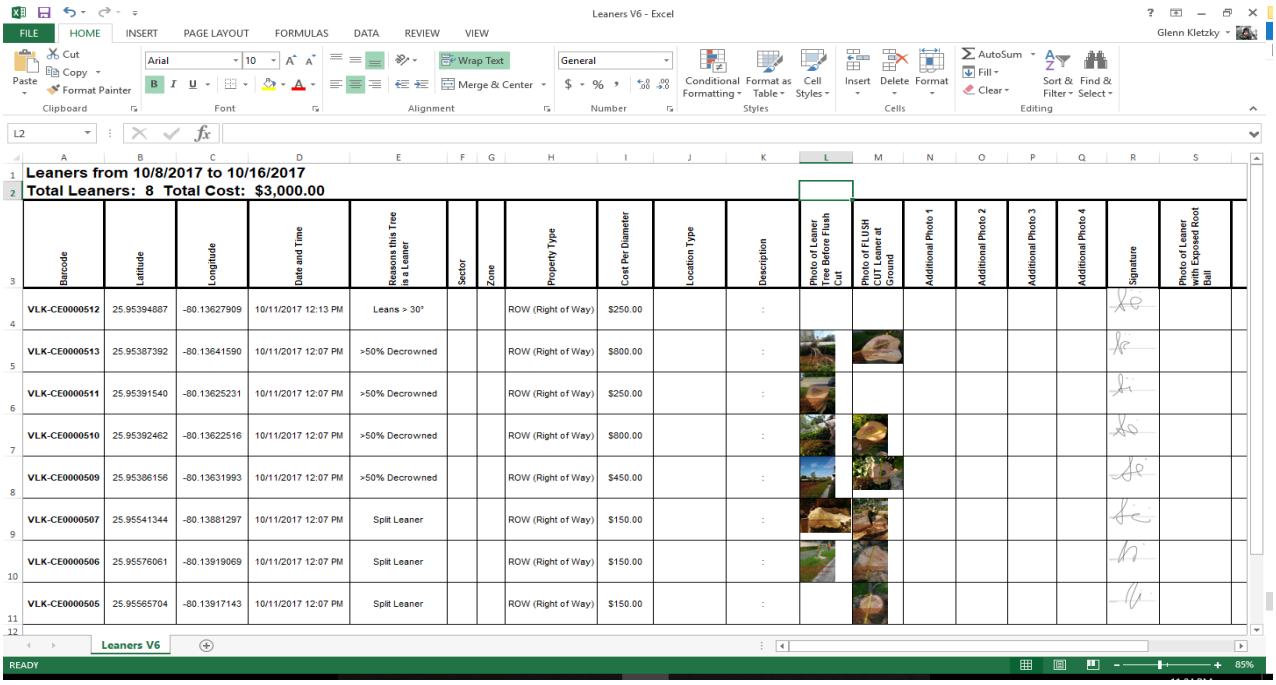
Auto-Reconciled tickets are in GREEN
Auto-matched but unreconciled Tickets requiring further investigation due to mismatched data detected are marked in RED



3. The "Water Debris Haul Mission Summary Report" is an Excel report which is run from the SQL database which summarizes all categories of debris collected (per time frame selected) in an easy to read summary format. This summary report also includes special sheets that show every ticket "Auto-reconciled", shows potential Fraud detection and calculates Jurisdictional costs based on their contract with the hauler. It looks identical to the Land haul debris summary report and the auto reconciler report shown above. However here is the appearance of a large waterway in Florida as it appears on google Earth as a result of the waterway debris mission. Note the unique icons representing the barges vs the lead cutting teams as well as the transfers at the transfer point.



4. The "Leaner Cut & Root Ball Extraction with Backfill Report" includes all data collected in the Leaner removal mission, including proof of FEMA eligibility and proof of work in the form of high resolution images, detailed meta data (GPS, Date, time, user etc.) and contract-based costs calculations



Leaners V6 - Excel

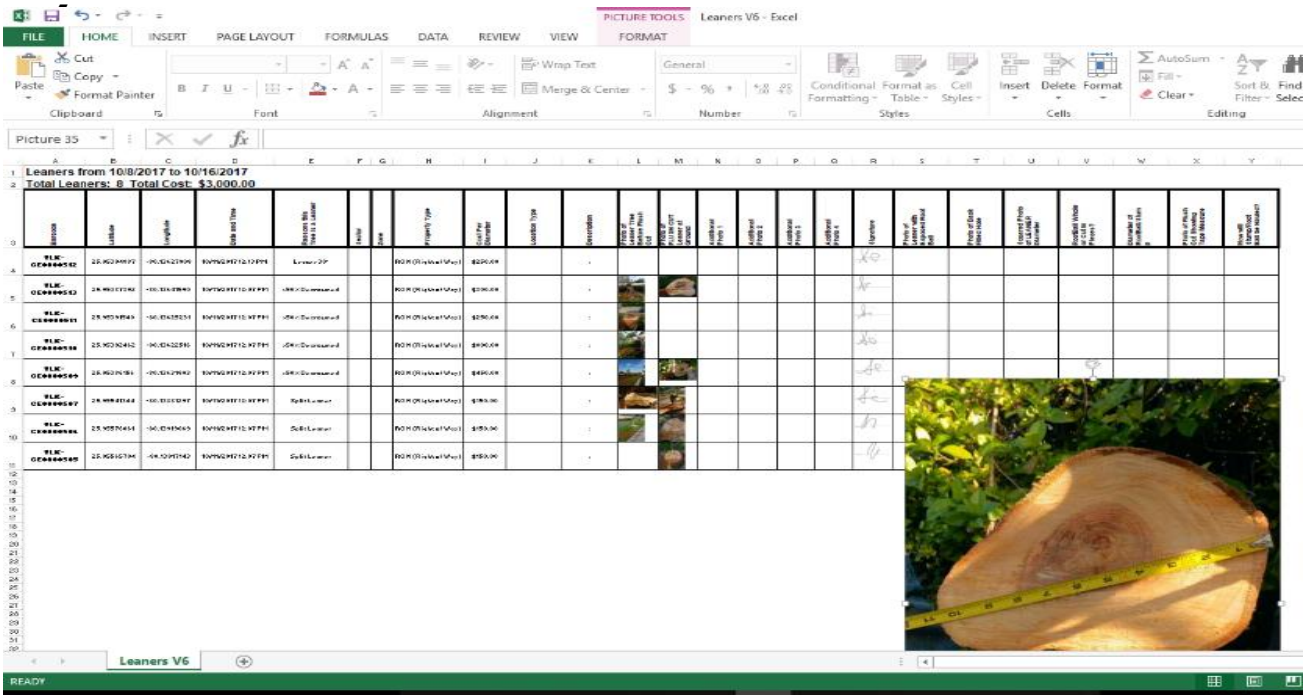
Leaners from 10/8/2017 to 10/16/2017
Total Leaners: 8 Total Cost: $3,000.00

Barcode	Latitude	Longitude	Date and Time	Reasons this Tree is a Leaner	Sector	Zone	Property Type	Cost Per Diameter	Location Type	Description	Photo of Leaner Tree Before Flush Cut	Photo of FLUSH CUT Leaner at Ground	Additional Photo 1	Additional Photo 2	Additional Photo 3	Additional Photo 4	Signature	Photo of Leaner with Exposed Root Ball
VLK-CE0000512	25.95394887	-80.13627909	10/11/2017 12:13 PM	Leans > 30°			ROW (Right of Way)	$250.00		:								
VLK-CE0000513	25.95387392	-80.13641590	10/11/2017 12:07 PM	>50% Decrowned			ROW (Right of Way)	$800.00		:								
VLK-CE0000511	25.95391540	-80.13625231	10/11/2017 12:07 PM	>50% Decrowned			ROW (Right of Way)	$250.00		:								
VLK-CE0000510	25.95392462	-80.13622516	10/11/2017 12:07 PM	>50% Decrowned			ROW (Right of Way)	$800.00		:								
VLK-CE0000509	25.95386156	-80.13631993	10/11/2017 12:07 PM	>50% Decrowned			ROW (Right of Way)	$450.00		:								
VLK-CE0000507	25.95541344	-80.13881297	10/11/2017 12:07 PM	Split Leaner			ROW (Right of Way)	$150.00		:								
VLK-CE0000506	25.95576061	-80.13919069	10/11/2017 12:07 PM	Split Leaner			ROW (Right of Way)	$150.00		:								
VLK-CE0000505	25.95565704	-80.13917143	10/11/2017 12:07 PM	Split Leaner			ROW (Right of Way)	$150.00		:								

Leaners V6

READY

Note: all images in the excel report are exported in full resolution and can viewed as such by simply stretching the corner of the image. An example is shown here:



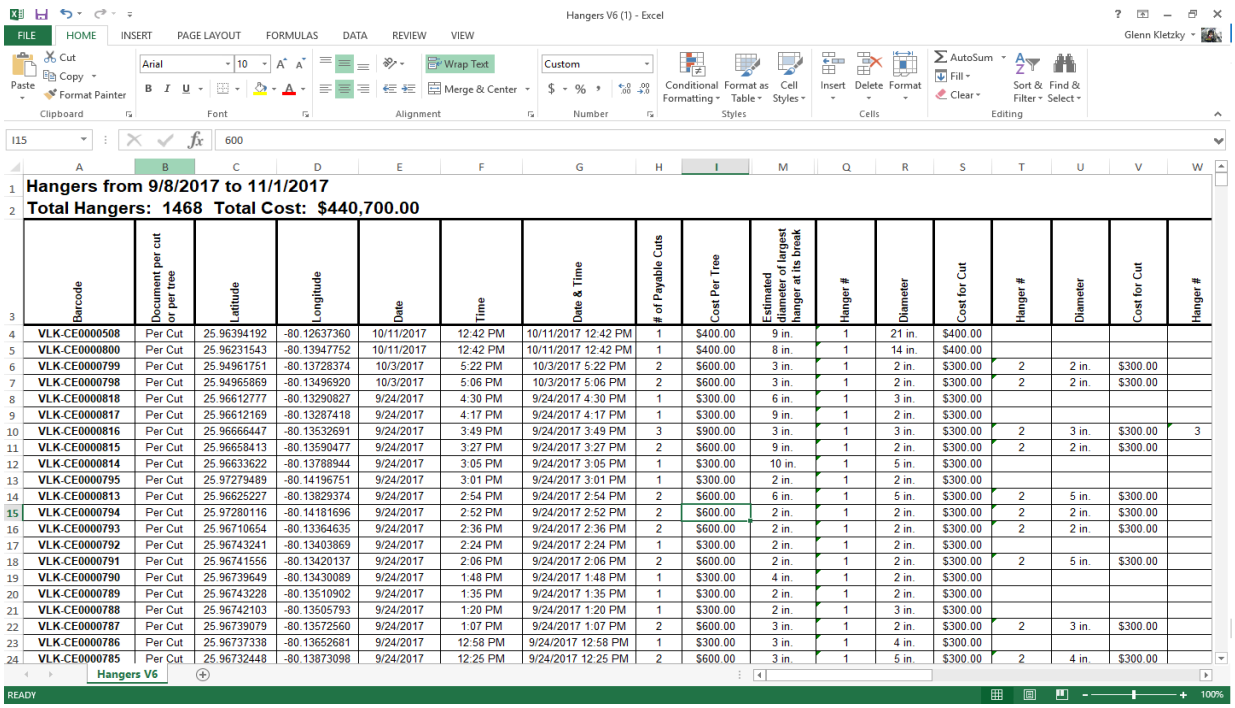
PICTURE TOOLS Leaners V6 - Excel

Leaners from 10/8/2017 to 10/16/2017
Total Leaners: 8 Total Cost: $3,000.00

Leaners V6

READY

The "Hanger Cut Report" includes all data collected in the Hanger cut mission, including proof of FEMA eligibility and proof of work in the form of high resolution images, detailed meta data (GPS, Date, time, user etc.) and contract-based costs calculations.



Hangers V6 (1) - Excel

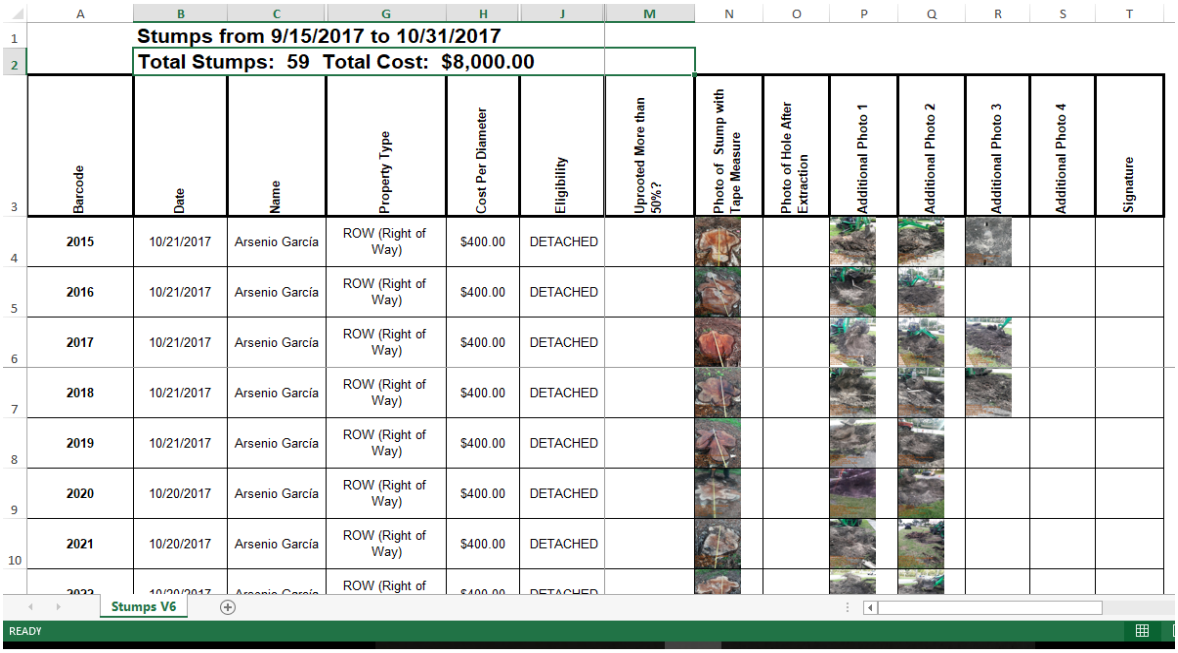
Hangers from 9/8/2017 to 11/1/2017

Total Hangers: 1468 Total Cost: $440,700.00

Barcode	Document per cut or per tree	Latitude	Longitude	Date	Time	Date & Time	# of Payable Cuts	Cost Per Tree	Estimated diameter of largest hanger at its break	Hanger #	Diameter	Cost for Cut	Hanger #	Diameter	Cost for Cut	Hanger #
VLK-CE0000508	Per Cut	25.96394192	-80.12637360	10/11/2017	12:42 PM	10/11/2017 12:42 PM	1	$400.00	9 in.	1	21 in.	$400.00				
VLK-CE0000800	Per Cut	25.96231543	-80.13947752	10/11/2017	12:42 PM	10/11/2017 12:42 PM	1	$400.00	8 in.	1	14 in.	$400.00				
VLK-CE0000799	Per Cut	25.94961751	-80.13728374	10/3/2017	5:22 PM	10/3/2017 5:22 PM	2	$600.00	3 in.	1	2 in.	$300.00	2	2 in.	$300.00	
VLK-CE0000798	Per Cut	25.94965869	-80.13496920	10/3/2017	5:06 PM	10/3/2017 5:06 PM	2	$600.00	3 in.	1	2 in.	$300.00	2	2 in.	$300.00	
VLK-CE0000818	Per Cut	25.96612777	-80.13290827	9/24/2017	4:30 PM	9/24/2017 4:30 PM	1	$300.00	6 in.	1	3 in.	$300.00				
VLK-CE0000817	Per Cut	25.96612169	-80.13287418	9/24/2017	4:17 PM	9/24/2017 4:17 PM	1	$300.00	9 in.	1	2 in.	$300.00				
VLK-CE0000816	Per Cut	25.96666447	-80.13532691	9/24/2017	3:49 PM	9/24/2017 3:49 PM	3	$900.00	3 in.	1	3 in.	$300.00	2	3 in.	$300.00	3
VLK-CE0000815	Per Cut	25.96658413	-80.13590477	9/24/2017	3:27 PM	9/24/2017 3:27 PM	2	$600.00	9 in.	1	2 in.	$300.00	2	2 in.	$300.00	
VLK-CE0000814	Per Cut	25.96633622	-80.13788944	9/24/2017	3:05 PM	9/24/2017 3:05 PM	1	$300.00	10 in.	1	5 in.	$300.00				
VLK-CE0000795	Per Cut	25.97279489	-80.14196751	9/24/2017	3:01 PM	9/24/2017 3:01 PM	1	$300.00	2 in.	1	2 in.	$300.00				
VLK-CE0000813	Per Cut	25.96625227	-80.13829374	9/24/2017	2:54 PM	9/24/2017 2:54 PM	2	$600.00	6 in.	1	5 in.	$300.00	2	5 in.	$300.00	
VLK-CE0000794	Per Cut	25.97280116	-80.14181696	9/24/2017	2:52 PM	9/24/2017 2:52 PM	2	$600.00	2 in.	1	2 in.	$300.00	2	2 in.	$300.00	
VLK-CE0000793	Per Cut	25.96710654	-80.13364635	9/24/2017	2:36 PM	9/24/2017 2:36 PM	2	$600.00	2 in.	1	2 in.	$300.00	2	2 in.	$300.00	
VLK-CE0000792	Per Cut	25.96743241	-80.13403869	9/24/2017	2:24 PM	9/24/2017 2:24 PM	1	$300.00	2 in.	1	2 in.	$300.00				
VLK-CE0000791	Per Cut	25.96741556	-80.13420137	9/24/2017	2:06 PM	9/24/2017 2:06 PM	2	$600.00	2 in.	1	2 in.	$300.00	2	5 in.	$300.00	
VLK-CE0000790	Per Cut	25.96739649	-80.13430089	9/24/2017	1:48 PM	9/24/2017 1:48 PM	1	$300.00	4 in.	1	2 in.	$300.00				
VLK-CE0000789	Per Cut	25.96743228	-80.13510902	9/24/2017	1:35 PM	9/24/2017 1:35 PM	1	$300.00	2 in.	1	2 in.	$300.00				
VLK-CE0000788	Per Cut	25.96742103	-80.13505793	9/24/2017	1:20 PM	9/24/2017 1:20 PM	1	$300.00	2 in.	1	3 in.	$300.00				
VLK-CE0000787	Per Cut	25.96739079	-80.13572560	9/24/2017	1:07 PM	9/24/2017 1:07 PM	2	$600.00	3 in.	1	2 in.	$300.00	2	3 in.	$300.00	
VLK-CE0000786	Per Cut	25.96737338	-80.13652681	9/24/2017	12:58 PM	9/24/2017 12:58 PM	1	$300.00	3 in.	1	4 in.	$300.00				
VLK-CE0000785	Per Cut	25.96732448	-80.13873098	9/24/2017	12:25 PM	9/24/2017 12:25 PM	2	$600.00	3 in.	1	5 in.	$300.00	2	4 in.	$300.00	

Hangers V6

6. The "Stump Extraction Report" includes all data collected in the Stump extraction mission, including proof of FEMA eligibility and proof of work in the form of high-resolution images, detailed metadata (GPS, Date, time, user etc.) and contract-based costs calculations.



Stumps from 9/15/2017 to 10/31/2017

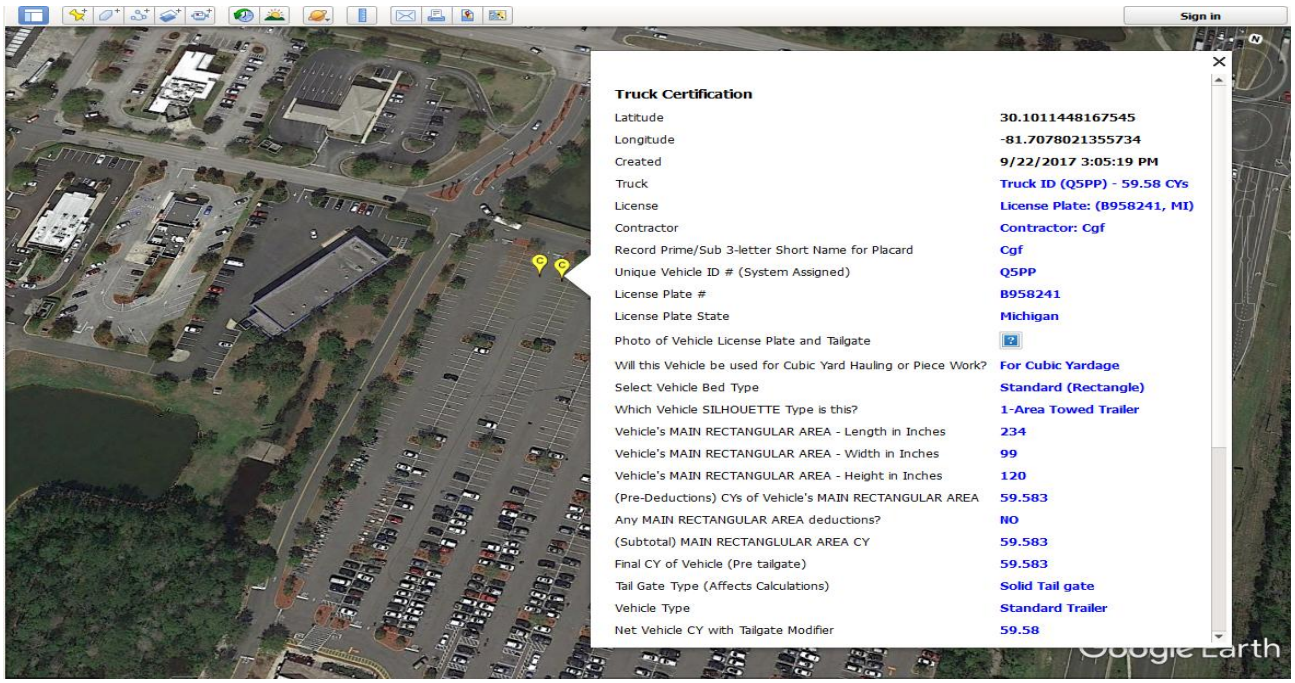
Total Stumps: 59 Total Cost: $8,000.00

Barcode	Date	Name	Property Type	Cost Per Diameter	Eligibility	Uprooted More than 50%?	Photo of Stump with Tape Measure	Photo of Hole After Extraction	Additional Photo 1	Additional Photo 2	Additional Photo 3	Additional Photo 4	Signature
2015	10/21/2017	Arsenio García	ROW (Right of Way)	$400.00	DETACHED								
2016	10/21/2017	Arsenio García	ROW (Right of Way)	$400.00	DETACHED								
2017	10/21/2017	Arsenio García	ROW (Right of Way)	$400.00	DETACHED								
2018	10/21/2017	Arsenio García	ROW (Right of Way)	$400.00	DETACHED								
2019	10/21/2017	Arsenio García	ROW (Right of Way)	$400.00	DETACHED								
2020	10/20/2017	Arsenio García	ROW (Right of Way)	$400.00	DETACHED								
2021	10/20/2017	Arsenio García	ROW (Right of Way)	$400.00	DETACHED								
2022	10/20/2017	Arsenio García	ROW (Right of	$400.00	DETACHED								

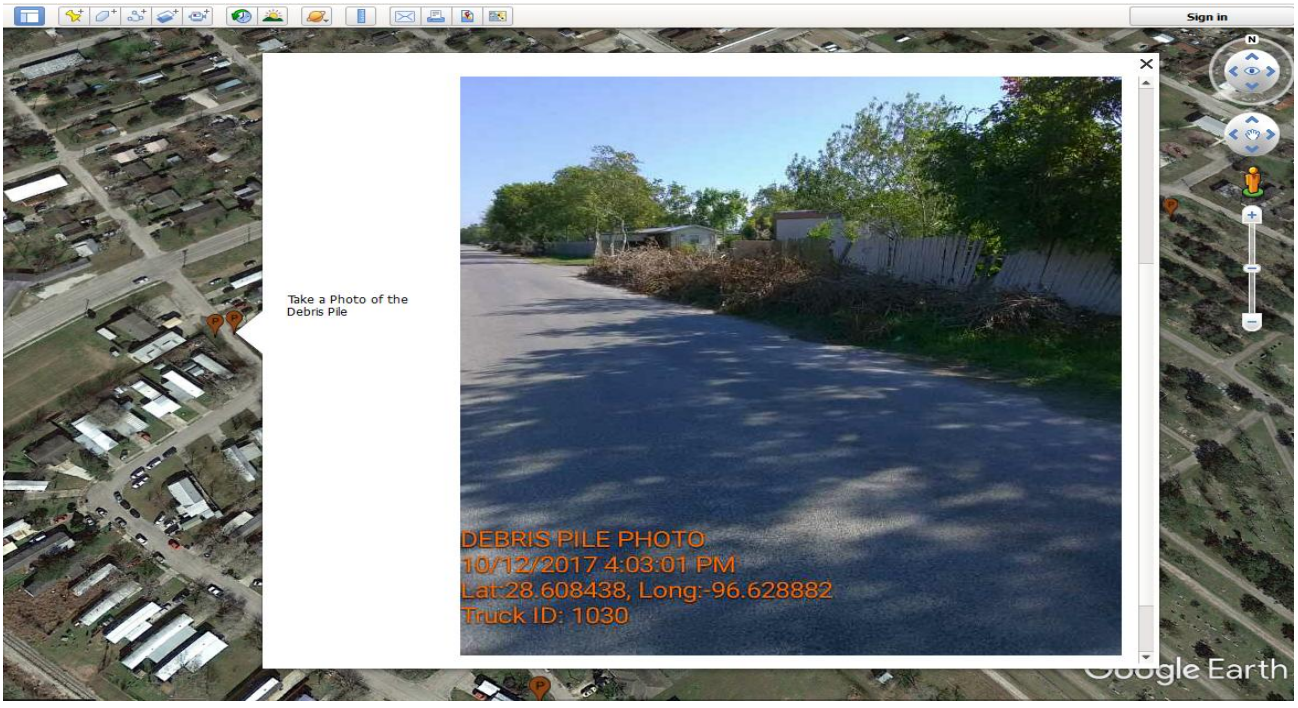
Stumps V6

READY

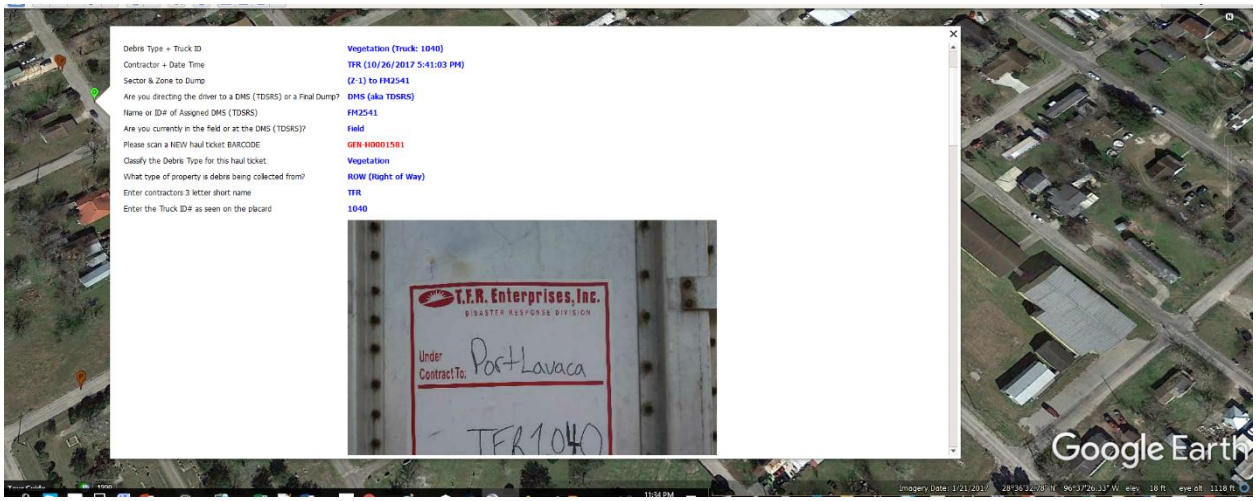
7. Google Earth based Geospatial visualizations of:
    a. Where each certification of a truck took place, including all measured values, as well as all truck, driver and placard placement photos



    b. Locations of each Land-Based debris pile before it goes into a Certified truck, including GPS date and time tagged photos



c. Locations of each LAND DEBRIS haul ticket initiated and the data within that ticket, including GPS date and time tagged photos as well as images of the original ticket BEFORE it is handed to the driver



d. Locations of each Water-Based debris pile before it goes into a placarded Extraction barge, including GPS date and time tagged photos

e. Locations of each Water-Based transfer from a placarded barge to a placarded (certified for CY) Truck at the extraction point, including GPS date and time tagged photos

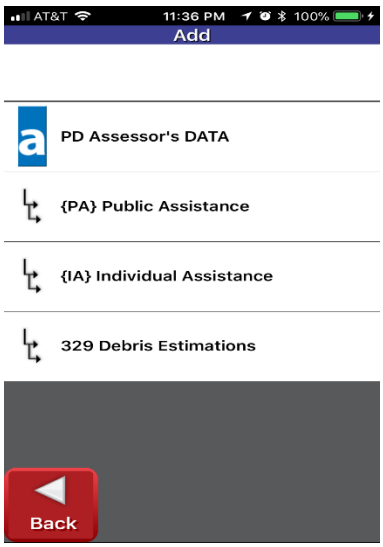
f. Locations of each WATER DEBRIS haul ticket initiated and the data within that ticket, including GPS date and time tagged photos as well as images of the original ticket BEFORE it is handed to the driver

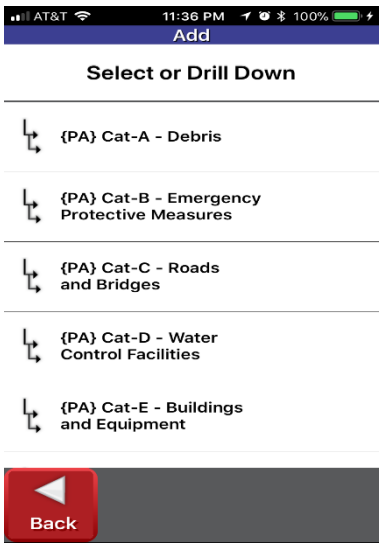
g. Locations of each LAND-DEBRIS and WATER DEBRIS haul ticket closed at the DMS or Final Disposal site and the data within that closed Haul ticket, including the volume % call from the Tower Monitor, the GPS date and time tagged photos as well as images of the CLOSED HAUL ticket BEFORE it is handed to the driver. Images also include multiple views of the contents of the truck from which the Debris stream and percentage call were determined.

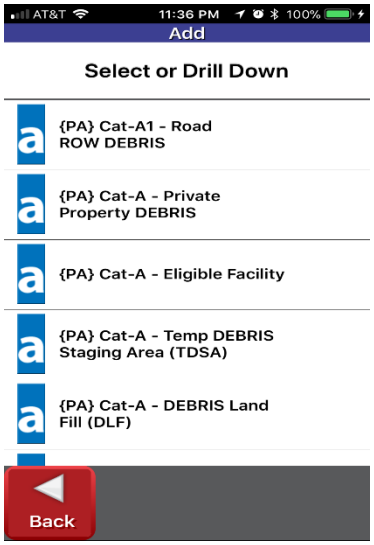
CAPTEC has a state-of-the-art, Category-A Debris Volume Assessment Mobile application as well that allows its trained employees to record large volumes of CAT-A debris prior to any haul mission (if required) very rapidly and to project over all volumes from partial, representative volume assessments if required. Below are some screen shots from that application.

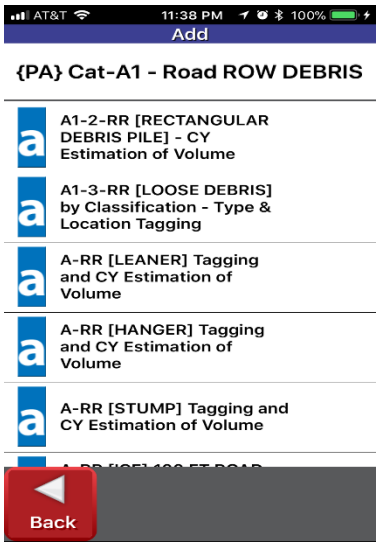
CAPTEC provides Debris Hot-Line Services where a full-time employee interacts with residents on a daily basis receiving phone calls and emails and providing updates to residents to address their concerns. Each call is logged into a spreadsheet that is created for each Zone. The spreadsheet logs track the date of the call; the caller's name, address, phone number and email address; the nature of each call; and when the issue is satisfactorily resolved. The spreadsheet logs are provided daily to the Roving Monitors to review, photograph or resolve.

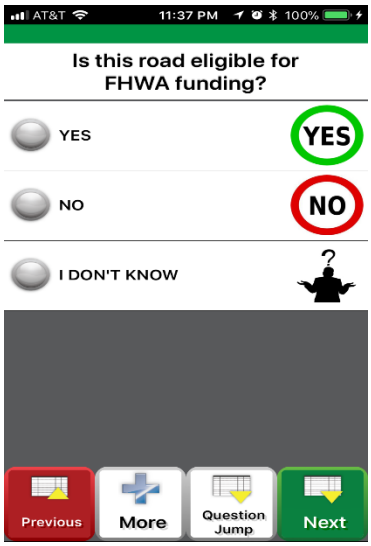
CAPTEC has served as the Town Engineer since 1988. We are familiar with the Town's stormwater outfalls, drainage systems, water and sewer systems, pump stations and buildings. CAPTEC sets up the Debris Collection Contracts and confirms the Temporary Debris Removal Sites. The Temporary Debris Removal Sites are permitted annually. The Town's site is the Martin County Landfill site/ Transfer Station.

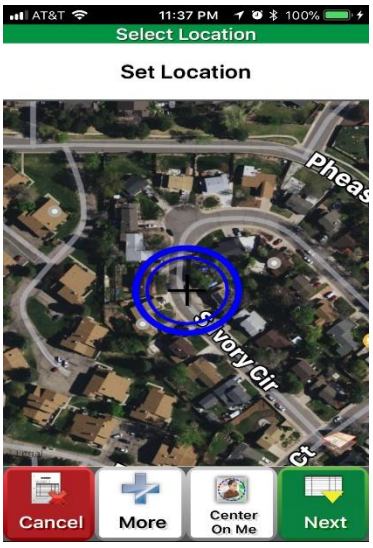


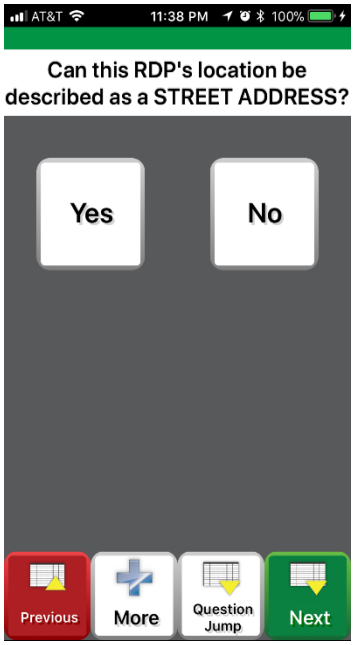


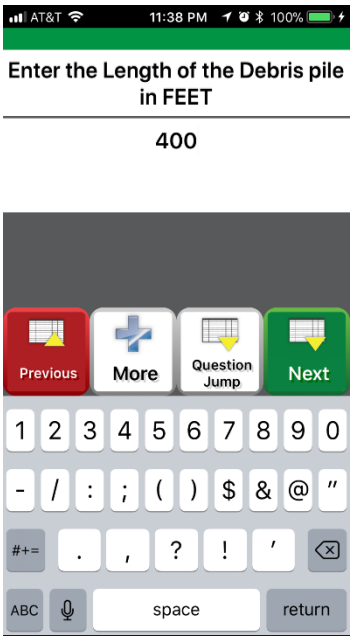


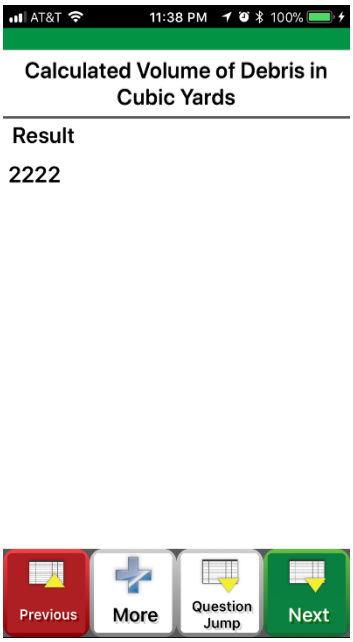


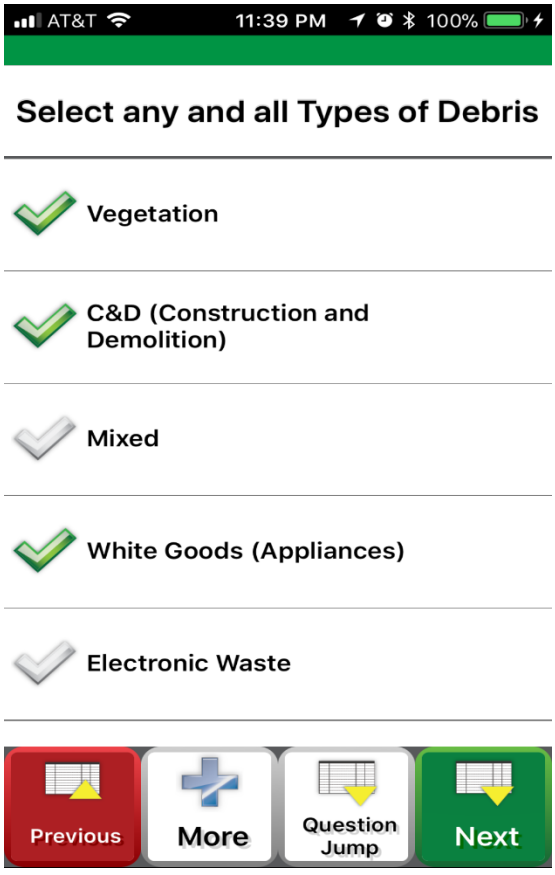














Collection Monitoring of State Roads

Rights-of-Way and Public Property Debris Monitor will provide collection monitors with each of the Contractor's loading crews to ensure each load is related to the disaster and is eligible for federal reimbursement. The street address and/or GPS coordinates will be recorded on each load ticket within CAPTEC's ADMS via its mobile application.

The Monitor will initiate a multi-part ticket in the field for each load, containing information related to the location of the debris, time, date, truck identification, truck driver, etc. and it will be recorded within CAPTEC's ADMS via its mobile application. A special ticket designed just for these specialty missions, such as hazardous tree and limb removal, will also be used. These are referred to as "Cut and Extract" tickets, to distinguish them from "Haul Tickets". Here is an image of this ticket.

The Leaner/Hanger Cut and Stump Extraction ticket



This project may include monitoring the removal of abandoned cars, boats, marine debris, white goods, beach cleaning, and structure demolition. Additional modules within

CAPTEC's ADMS are specifically designed to assist in the intricacies of these missions that make them different from the traditional hauling of debris.

Monitor will provide similar services if debris removal from private property/right-of-entry (ROE) is approved for this project. CAPTEC will also ensure that all private property documents required to be signed by residents for ROE missions are managed.

Monitor Training

CAPTEC's training approach to all levels of participants in the mission is comprehensive. Even at the level of haul monitors and tower monitors, all persons are trained in the exact details of their mission.

Mission specifics are repeated every morning at the morning safety meetings such as the definition of ROW, the minimum allowable specifications for eligibility of leaners, hangers and stumps, the requirement not to mix debris stream and beyond. They are again briefly reviewed each night at re-assembly when all ADMS mobile devices are fully synchronized to the server for reporting.

In addition, CAPTEC's ADMS software isn't simply a form app that a monitor fills out. It is a "guided process app" that takes the monitor from step to step, telling them what to measure, what to photograph etc. It even ***determines eligibility for them*** (based on the measurements and other data they enter). A demonstration of our guided process mobile applications can be requested at any time.

Comprehensive training is given to all mission participants prior to being allowed to work in the field and training repeats incrementally every day to ensure that all workers are clear on the nuances and details of their daily mission.

As all monitors are trained in the context of the ADMs they are all using, safety and FEMA eligibility training is part and parcel of the ADMs training and as stated previously, continues daily in the daily meetings.

All monitors are taught the FEMA's mission language and this lexicon is reinforced continuously via use of the mobile application and daily meetings.

Spot Checks and Auditing of Monitors

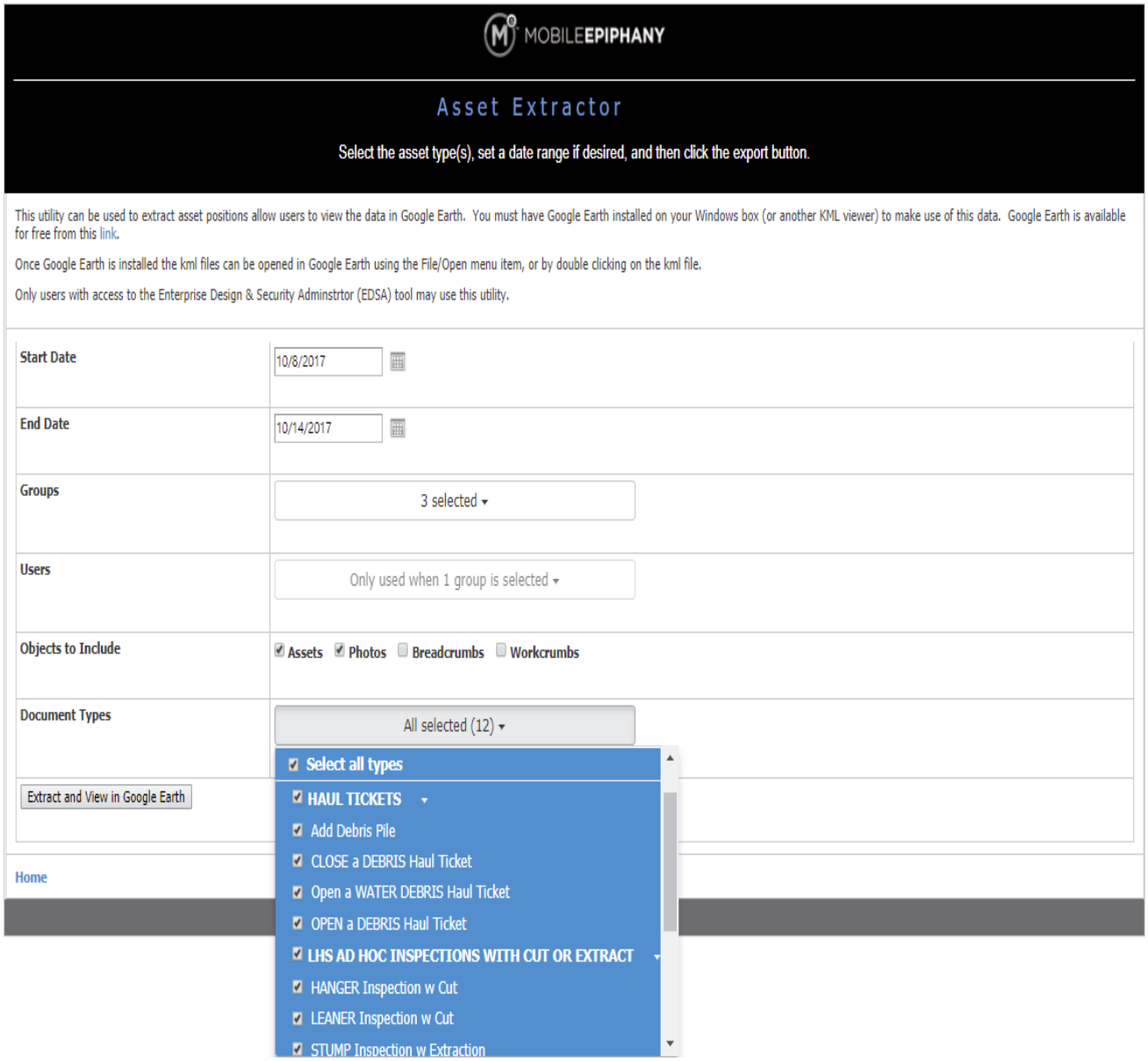
In addition to some of the roles already mentioned in this RFP with respect to the ADMS (such as Truck Certifier, Debris Haul Monitor and Tower monitor) many other roles and supporting applications exist. One is called the "Safety Supervisor". All roving monitors, field coordinators and supervisory personnel have this additional app capability on their device. This allows them to not only perform many aspects of the mission previously mentioned, but it also allows them to capture data on safety violations and other violations of haulers, their crews, their drivers and even the monitors as well. This data is transmitted to the database as a permanent record just like all other data mission (including all met data such as GPS position of the violation, date, time photos, etc.), and available for google earth review and general reporting.

All relatively minor violations will be reviewed by **CAPTEC** and handled directly with the agency whose employees were involved. Repeat offenses and/or major offenses will be forward directly to the offending agency and the jurisdiction for ***immediate*** review.

Project Mapping

Every geospatial aspect of the debris mission, including the "breadcrumbs" extracted from the user's devices, will be permanently recorded in **CAPTEC**'s database and readily available for viewing within Google earth.

Below is an example of the interface that allows a user to select what they want to see in a Google Earth file (called a KML file) and below are some examples of those files as viewed in both the land and water missions currently underway in Florida and Texas while using **CAPTEC**'s ADMS.



Every pass of every truck and every monitor from start to end of the mission will be visible on google earth and can be filtered by date range, truck, monitor, contractor and many other attributes of the mission. The visualization options are comprehensive and robust.

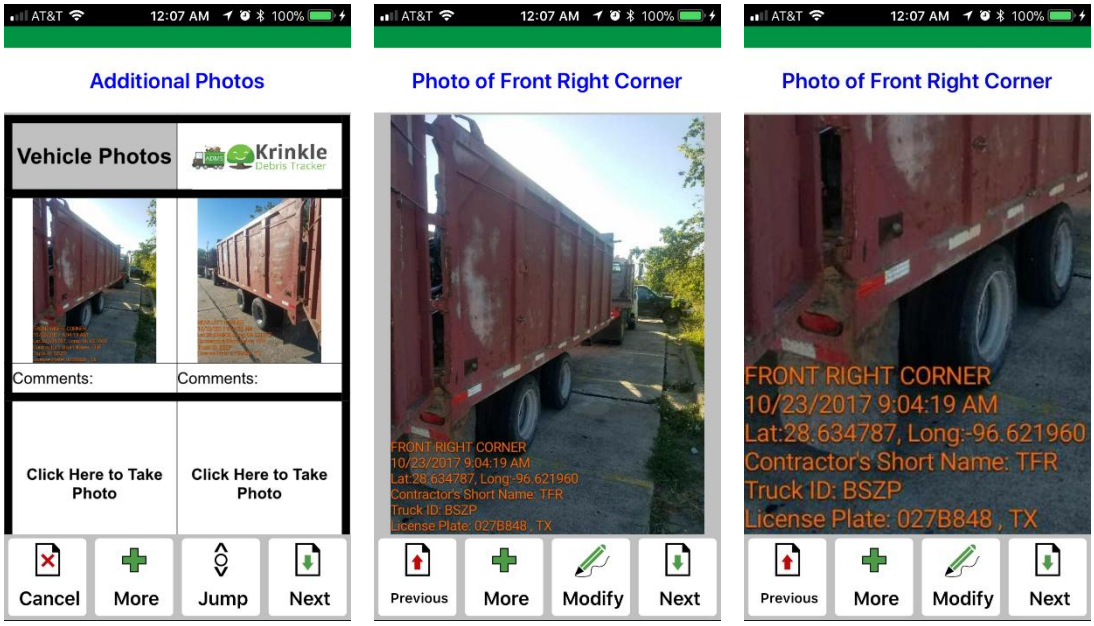
Note : Once the KML file requested is loaded into google Earth, all the aspects of that file can be shown or hidden, in real time, at the click of a button. Also note that unique icons are used for each pushpin, making identifying what you are looking at, even before selecting the pushpin to see the details, easy and straight forward.

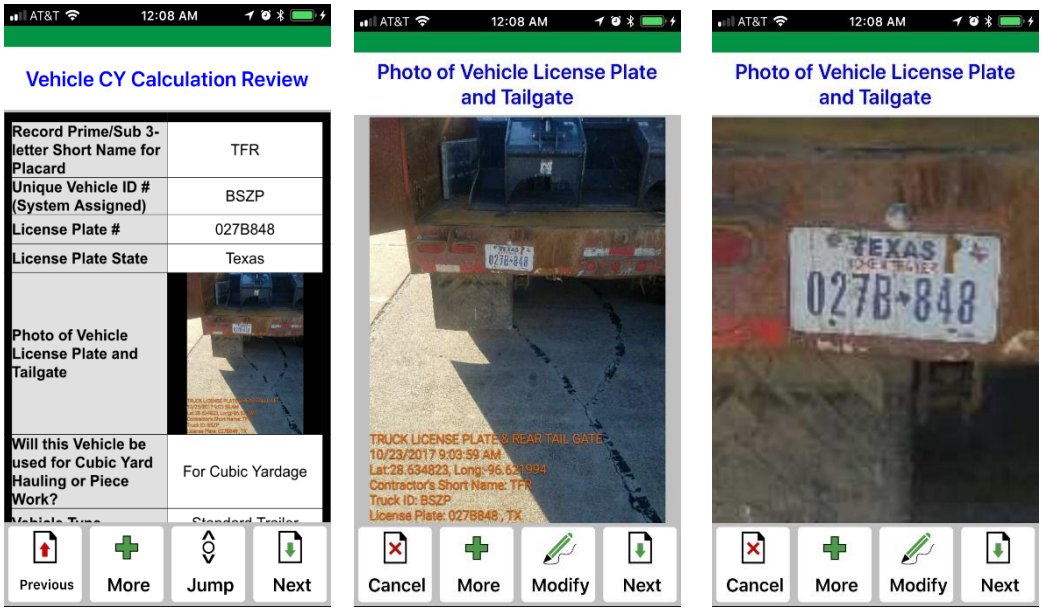
Readily available Google Earth files, which can be shared via web sites and emails, assures that this level of communication is straight forward with the freely available google earth application. For the less technically inclined, screen shots from Google Earth can be shared.

Truck Certification

CAPTEC's ADMS has a unique, easy to use and comprehensive guided process on its mobile app to carry an individual through a highly detailed and accurate certification process for all trucks of all geometries. Upon completion of the Certification, the system automatically generates a printed report and stores in the data in the database to enable to automatic calculation of reconciled tickets and the payments due. It also provides photographs, for supervisors to easily look up trucks on their device to see if the configuration has changed in any way since the certification was performed.

Due to the ability of supervisory personnel to be able to instantly look up any truck by its unique identifier (as seen on its placard) and see all original photos taken at the time of original certification, this is well covered. Here are screen shots used in the app for the supervisory personnel to perform this oversight task with ease.





In addition, we typically draw a small random shape, like a triangle or a square, on any placard whose truck used side boards at the time of certification. This allows for easy identification of trucks that used to have sideboards and which suddenly do not. We do not explain to the drivers or the contractor (or even our own monitors) what these symbols mean. Only the Truck Certifiers and the Safety Supervisors are apprised of this technique.

Photographs of the vehicle and its driver will be documented and this is a common aspect of our ADMS (and follows best practices).

Periodic spot checks and recertification of trucks that were potentially altered after initial certification will be performed.

Quality Control/Quality Assurance

Eligibility of work, reliability of documentation and data accuracy are critical in achieving full reimbursement from FEMA for eligible project expenses. CAPTEC's systematic approach to QC is as follows:

- Comprehensive initial training of all monitors on the nuances of the PAPPG and FEMA 325
- Daily morning joint safety meetings with quick and relevant mission training reviews
- A state-of-the-art Mobile app that both allows the monitor to collect data while "guiding" each user through their role's relevant process.
- Nightly re-assembly of the teams to confirm synchronization of their data to the server (so that no one leaves for the night with data on their phone which has not been sent to the server)
- Review of missing or poor data as seen during the previous day with the specific monitors who need additional training.

DMS/Disposal Sites

Monitor will provide trained monitors at DMS and disposal sites to call loads based on the amount of debris in each truck. It is imperative that these monitors make accurate calls to safeguard public funds. Furthermore, monitors will review the truck certification worksheets to make sure the trucks have not been modified to affect their capacity (shortened or removed sideboards, for example). Additionally, as previously stated, the ADMS Mobile app for supervisory staff supports this practice.

Data Management

Load ticket data is downloaded daily (not manually entered) via synchronization of each monitors mobile app into the ADMS. The data is then automatically reconciled where possible and flagged for irregularities by the software where noted. Irregular and irreconcilable data is easily identified and will be managed and corrected daily

This information will be provided to the Agency, FEMA, and the Contractor GPS coordinates or addresses for tree and stump removal, and debris removal progress, as applicable via the ADMS.

Additionally, the staff will work with the Contractor to reconcile invoices, and review debris removal invoices for recommendation of payment by the Agency, present in the ADMS. Furthermore, Monitor will organize field information for FEMA documentation including photographs and/or GPS coordinates, directly managed via the ADMS. Monitor will help track invoices for FEMA reimbursement and provide additional supporting information as requested.

Public Information Support

Monitor may be asked to assist the Agency in public outreach following a disaster event as it relates to debris recovery efforts. This may include establishing and staffing (including supplying equipment, phone lines, etc.) a "debris hotline" to respond to public complaints and concerns, or establishing a website. Through our technology partners, **CAPTEC** is ready to provide all such services per the fees set forth this RFP. They maintain a highly flexible support system and can rapidly create a website with regular community updates if required. This also may include assistance with press releases, public notices, and other public information functions. All functions will be performed in a manner to maximize federal and state reimbursement.

Funding Support

The Monitor shall assist the Agency in securing maximum reimbursement for eligible work from state and federal agencies. Specific funding support services may include working with the Agency to develop a cash flow strategy that focuses on early reimbursement. This includes assistance in preparing a debris quantity estimate that is supported by FEMA staff, early preparation of a project worksheet to cover the estimated cost of the entire debris removal effort at the outset of the project, and assisting the Agency and FEMA personnel with Project Worksheets, Versions, etc.

CAPTEC uses a Debris Quantity Estimation mobile app (Cat-A debris) built on the same platform as the ADMS. It allows highly detailed estimations of debris, with proof of debris via GPS, date and time stamped photos, full reporting and full Google Earth visualizations to support the debris estimation mission. Screen shots were shown previously. It also validates the eligibility of leaners hangers and Stump if a recon mission is required prior to cutting and extracting.

Monitor shall be prepared to assist Agency with appeals based on their in-depth knowledge of FEMA and FHWA reimbursement policies. Monitor shall be prepared to assist the Agency, if requested, in tracking progress of Project Worksheets and providing quick response to any problem issue that may arise that could slow funding. Monitor shall be prepared to assist Agency in finding additional funding reimbursement sources related to disaster mitigation.

Recovery Services

The Agency is interested in selecting one or more monitoring firms with field implementation and FEMA reimbursement experience in community recovery including, but not limited to:

- Right-of-Entry (ROE) administration and data base management
- ROW and private property vegetative/C & D hazard removal monitoring
- ROW and private property demolition coordination and monitoring,
- Monitoring of marine debris removal and beach sand cleaning
- Other Related Services not specifically identified in this request, but are needed to provide a complete debris removal and documentation project.

CAPTEC has the experience, tools and people to support all these missions.

Safety of monitoring staff is of paramount importance. Monitor will hold regular meetings with debris monitors and staff for project updates and to communicate safety issues. If important information becomes available, the staff may meet more frequently. Daily AM safety meetings are held with all field personnel. They are brief but vital to best practices.

Coordination Meetings with Contractor(s) Monitor will initiate a coordination meeting with the debris removal contractor to help expedite the work, and to discuss any issues that may arise during the project. It is important that the monitor and contractor are communicating with each other to ensure a successful project.

Contractor Damages

The Monitor may be asked to develop a database application to track and help the Agency manage Contractor damages. Damages caused by the contractor are easily tracked in our ADMs by the Safety supervisor and other supervisory personnel via their mobile app. This includes all details of the incident, as well as GPs, date and time stamped photos of the incident.

Status Reports

Monitor will provide detailed daily or weekly status reports to the Agency as requested for use and information. Relevant project statistics and cumulative statistics will be shown in a straight forward manner to officials to provide information to the media or to their constituents. The daily summary report, created by the ADMS's reporting system, is ideal for this purpose. Example reports showing debris piles picked up within the Town and actual Debris Haul Records are shown below.

Digital Systems

Although it may not be required, **CAPTEC** believes that it is vital for the detailed management of large-scale projects such as these. Multi part tickets with digital data redundancy via an ADMs is critical to the success of this project. CAPTEC uses the most current, State-of-the-art ADMs system available today, along with an equally detailed and sophisticated CAT-A documentation and estimation system.



DEBRIS HAUL RECORD

Ticket Number:	**Debris Type: Vegetation**	**Truck ID No: v847**
CAP-H0000018	**Sector/Zone: NA**	**Certified Capacity: 15.4CY**

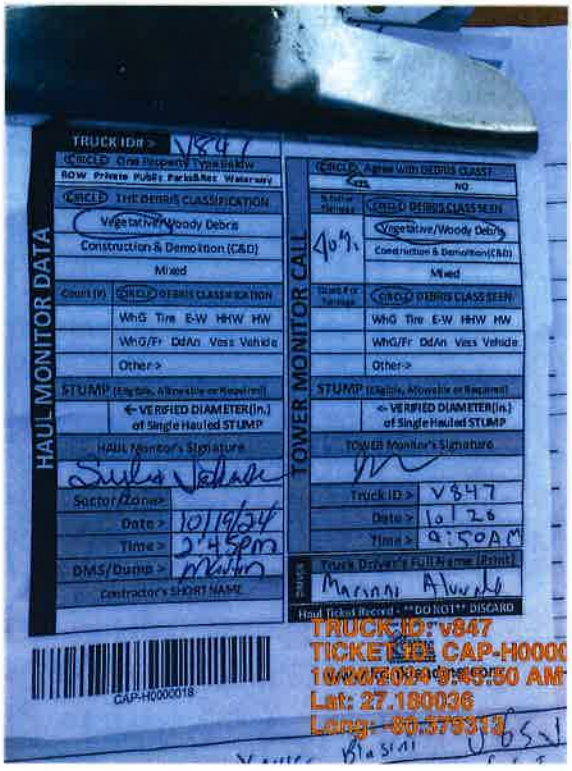
TICKET OPEN DATA

Date/Time: 10/19/2024 6:38 PM	**Lat/Long: 27.18344, -80.19002**
Collection Location: ROW (Right of Way)	**Monitor: Johnson, Sylvia**

TICKET CLOSE DATA

Date/Time: 10/20/2024 9:45 AM	**% Full: 90%**	**Lat/Long: 27.18000, -80.37924**
Disposal: Martin County Landfill	**CYs: 13.86**	**Monitor: Capra, Justin**
	Haul Miles: 15.7	

PHOTOS



HAUL RECORD



TRUCK PLACARD



LOAD PHOTO

DEBRIS HAUL RECORD

Ticket Number:	**Debris Type: Vegetation**	**Truck ID No: vzl7**
CAP-H0000401	**Sector/Zone: NA**	**Certified Capacity: 22.1CY**

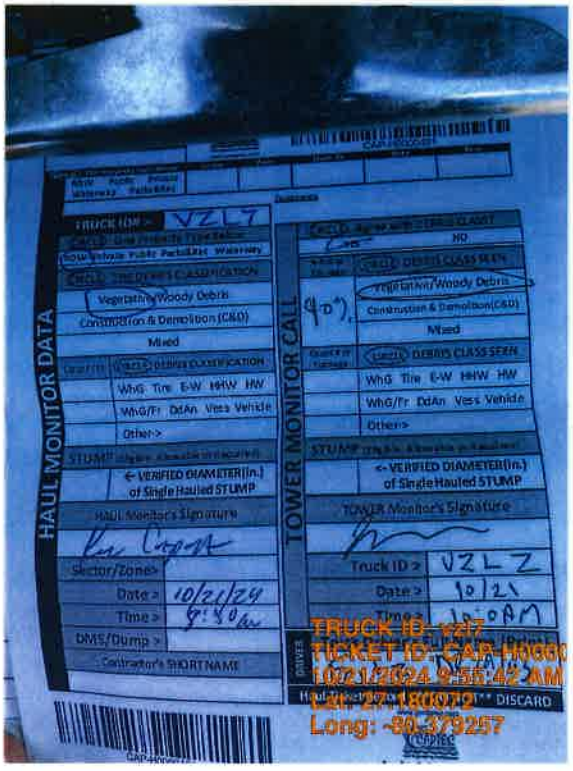
TICKET OPEN DATA

Date/Time: 10/21/2024 8:44 AM	**Lat/Long: 27.20249, -80.20055**
Collection Location: ROW (Right of Way)	**Monitor: Capra, Ken**

TICKET CLOSE DATA

Date/Time: 10/21/2024 9:55 AM	**% Full: 90%**	**Lat/Long: 27.18003, -80.37926**
Disposal: Martin County Landfill	**CYs: 19.89**	**Monitor: Capra, Justin**
	Haul Miles: 14.7	

PHOTOS



HAUL RECORD



TRUCK PLACARD



LOAD PHOTO

DEBRIS HAUL RECORD

Ticket Number:	**Debris Type: Vegetation**	**Truck ID No: ayhy**
CAP-H0000403	**Sector/Zone: NA**	**Certified Capacity: 16.8CY**

TICKET OPEN DATA

Date/Time: 10/21/2024 9:26 AM **Lat/Long:** 27.20229, -80.20092

Collection Location: ROW (Right of Way) **Monitor:** Capra, Ken

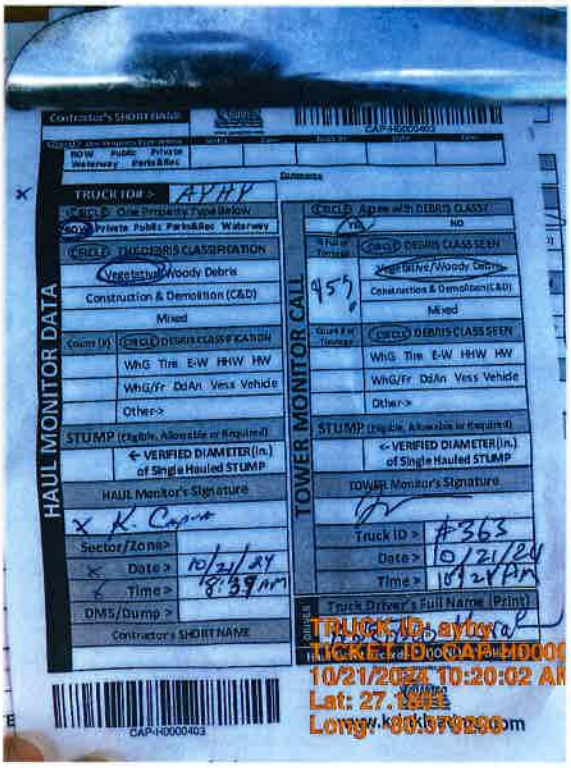
TICKET CLOSE DATA

Date/Time: 10/21/2024 10:20 AM **% Full:** 95% **Lat/Long:** 27.18002, -80.37934

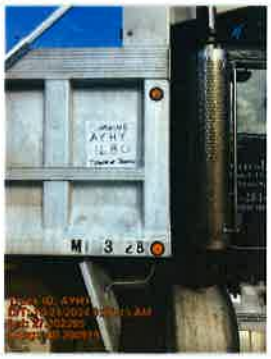
Disposal: Martin County Landfill **CYs:** 15.96 **Monitor:** Capra, Justin

Haul Miles: 14.7

PHOTOS



HAUL RECORD



TRUCK PLACARD



LOAD PHOTO

G: SUCCESSFUL EXPERIENCE AND QUALIFICATIONS OF STAFF

G: Successful Experience and Qualifications of Staff

A: CAPTEC STAFF MEMBERS

CAPTEC will utilize the in-house expertise of Gary L.S. Jones, PE as Director of Construction Services / Liaison Officer; Ben Baummier, Construction Project Manager will provide Construction Supervising Monitor services; Thomas (TJ) Shaw, PE will be the Project Design Engineer/ Manager and Joseph W. Capra, PE, Principal will provide Quality Control Services; several staff members provided monitoring services previously and are available to perform monitoring functions again, if needed. Our database of qualified supervisory, monitoring and hotline phone support remains available to provide debris monitoring-related services; clerical functions provided by in-house staff. CAPTEC initiated and documented the City of Port St. Lucie Debris hotline for Hurricane Mathew in 2016 and Hurricane Irma in 2017. Karen Krumbholz (a City of Port St. Lucie Resident) and her assistant received and documented numerous complaints and distributed the information to the field monitors who resolved the problems daily.

B: SUMMARY OF HOW EMPLOYEES MEET TRAINING (NIMS & ICS)

CAPTEC management personnel have received certification in FEMA Emergency Management Institute Courses, as follows:

IS-00100 – Introduction to the Incident Command System (ICS 100)
IS-00700 – National Incident Management System (NIMS) an Introduction
IS-00632 – Introduction to Debris Operations in FEMA'S Public Assistance Program.

In addition, applicable CAPTEC management staff attended & hosted "Disaster Debris Management - A Live Interactive Four-Part ASCE Web Seminar", inviting local interested municipal representatives to participate.

All non-staff debris monitoring / management personnel will be required to attend a half-day training session prior to commencing any debris monitoring activities. We will coordinate with Krinkle, Mobile Epiphany to provide hands-on training allowing applicable Town, CAPTEC, Actalent and other personnel to become familiar with their automated web-based system, as well as the alternate hand-written method. We will coordinate this effort pre-event with Mobile Epiphany and Actalent to ensure that there are sufficient trained personnel available who can begin work immediately upon notification.

C: MONITORING SUBCONTRACTORS

CAPTEC will utilize Actalent, a temporary recruiting/ staffing agency, that CAPTEC has utilized since 2004, who has placed hundreds of temporary debris monitors, throughout the State of Florida, following the previous hurricane events. Utilizing these Sub-Consultants will guarantee that local experienced monitors will be available for work immediately under this Contract

D: DESIGN OR STRUCTURAL PROFESSIONAL

CAPTEC will utilize TRC Worldwide Engineers, Inc. if any structural engineering services are needed. Donata Williams, PE, LEED AP has more than 25 years' experience and is the Principal in Charge. David Charland, PE, has 65 years of structural engineering design experience and provides QA/ QC. Nitin Ranadive, PE, has 45 years' experience and provides project management and planning services.



Gary L.S. Jones, P.E.
Director of Construction Services

Civil Engineering, James Madison University; Civil Engineering, Broward Community College, Florida

Registrations: FL Professional Engineer (Civil) #51985

Affiliations: Florida Engineering Society Treasure Coast Chapter

Experience Summary **CAPTEC Engineering, Inc. Stuart, FL**

April 2004 – Present: Mr. Jones oversees all construction projects for CAPTEC with the assistance of a construction coordinator and field inspectors/construction managers. Mr. Jones has over 42 years of experience in construction management and administration, project engineering, construction inspection, and survey work in Florida and Virginia. His construction and inspection experience has primarily focused on bridges, highways, and roads; but he has also been involved in drainage, water / wastewater facilities, Parks, buildings, FEMA house raising, and parking facilities for municipal projects, and led CAPTEC'S debris monitoring efforts following the 2004/2005 and 2016/2017 storm events. Specific Post-Disaster debris monitoring project experience includes:

City of Port St. Lucie, 2004: Mr. Jones was CAPTEC'S Project Manager for post-Hurricane Frances and Jeanne disaster debris monitoring services under a continuing services contract with the City of Port St. Lucie. Mr. Jones worked closely with City personnel, their debris removal contractor (Ashbritt Environmental), FEMA and State Representatives throughout the project. Assisted the City in establishing protocols for completing the necessary work within FEMA guidelines. Coordinated activities with local law enforcement agencies, as requested by the City. Monitored 24-hour hotline and logged resident complaints / resolutions. Maintained electronic / paper records of 24-hour hotline messages / resolution, loading tickets, invoices, receipts, expense reports, and all other documentation associated with the debris monitoring activities. Provided periodic reports to City and FEMA representatives, outlining current debris quantities and status of removal process. Coordinated daily activities through the City and their debris removal Contractor. Monitored loading of debris, verified eligibility of debris, documented roadways where pick-up occurred for maintaining record of state, federal and local road quantities, monitored verification of quantities in trucks at the City's temporary debris sites, monitored and verified chipped quantities, assisted the City with reporting, documentation and close out procedures. Identified additional avenues for the City to recoup expended funds during the close out process. Many reimbursements were approved by FEMA.

City of Port St. Lucie, 2005: Mr. Jones was CAPTEC'S Project Manager for post-Hurricane Wilma disaster debris monitoring services under a continuing services contract with the City. CAPTEC developed zone maps to facilitate the process. These maps were utilized by the City's emergency management team, law enforcement staff, the City's debris hauling contractor and CAPTEC'S monitors throughout the debris removal process and were an effective tool utilized to track vegetative debris affected with citrus canker. Other services provided are identical with 2004 services.

Town of Sewall's Point, 2004: Mr. Jones oversaw the scheduling and reporting activities associated with post-Hurricane Frances and Jeanne disaster debris monitoring services under a continuing services contract with the Town. CAPTEC worked closely with the Town Commission, the Town's debris removal contractors, FEMA and State Representatives throughout the project. CAPTEC assisted the Town in establishing protocols for completing the necessary work within FEMA guidelines. Coordinated activities with the Town's law enforcement agency to ensure that roadways remained open and passable during the debris removal process. Maintained electronic / paper records of loading tickets, invoices, receipts, expense reports and all other documentation associated with the debris monitoring activities. Provided periodic reports to Town and FEMA representatives, outlining current debris quantities and status of removal process. Coordinated daily activities through the Town and their debris removal contractor. Monitored loading of debris, verified eligibility of debris, documented roadways where pick-up occurred in order to maintain record of state, federal and local road quantities, monitored verification of quantities of trucks at the Town's temporary debris sites, monitored and verified chipped quantities, assisted the Town with reporting, documentation and close out procedures. Identified processes whereby the Town could recoup expended funds during the close out process. These reimbursements were deemed eligible by FEMA representatives.

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Town of Sewall's Point, 2005: Mr. Jones oversaw the scheduling and reporting activities associated with post-Hurricane Wilma disaster debris monitoring services under a continuing services contract with the Town. CAPTEC provide all above-described tasks, with one exception. CAPTEC obtained authorization from the Martin County Landfill for the Town's debris removal contractor to haul debris directly to the Landfill. This expedited the overall process and provided cost savings to the Town.

City of Port St. Lucie, 2016 and 2017: Mr. Jones was CAPTEC'S Project Manager for post-Hurricane Matthew and post-Hurricane Irma disaster debris monitoring services under a continuing services contract with the City. The City of Port St. Lucie's GIS Department developed a web-based interactive map of the City showing all the streets and zones throughout the City. Each evening, CAPTEC updated these maps, tagging each street that was cleared on the previous day by changing the street from green to red. Residents could access this map system on the City's website to determine when their neighborhood was to be cleaned. Other services provided are identical with 2004 - 2005 services.

Town of Sewall's Point, 2016 and 2017: Mr. Jones oversaw the scheduling and reporting activities associated with post-Hurricane Matthew and post-Hurricane Irma disaster debris monitoring services under a continuing services contract with the Town. CAPTEC provided all above-described tasks, with one exception. CAPTEC obtained authorization from the Martin County Landfill for the Town's debris removal contractor to haul debris directly to the Landfill. This expedited the overall process and provided cost savings to the Town.
services provided are identical with 2004 - 2005 services.

Town of Sewall's Point, 2024: Mr. Jones oversaw the scheduling and reporting activities associated with post-Hurricane Milton debris monitoring services under a continuing services contract with the Town. Services included scheduling daily clean-up crews, monitoring clean-up efforts, debris hauling and going to dumping sites, preparing daily haul tickets for compliance with FEMA requirements for cost reimbursement for debris monitoring, removal and disposal services.

Town of Jupiter Island, 2005 – 2018: CAPTEC had an existing disaster debris monitoring contract with the Town of Jupiter Island. Although our services have not been requested, CAPTEC worked with the Town Manager in 2007 and 2013 to update our contract to incorporate recent FEMA guidelines.

City of Port St. Lucie, 2009 - 2017: CAPTEC was awarded the secondary debris monitoring contract for the City of Port St. Lucie.

City of Port St. Lucie, 2017 - 2024: CAPTEC was awarded the primary debris monitoring contract for the City of Port St. Lucie.

Non-Debris Related Disaster Recovery Efforts:

MacArthur Boulevard Emergency Repairs – Hurricane Recovery – Martin County, 2004: Mr. Jones was CAPTEC'S Project Manager for this fast-track design-build post hurricane recovery project. CAPTEC assisted Martin County's Contractor to restore 6300 linear feet (lf) of MacArthur Boulevard from Sailfish Point to 500 lf north of the House of Refuge. Services included design, emergency permitting, specification preparation, dune restoration coordination, utility restoration and conversion to underground from overhead power lines, coordination with Sub-Consultants, including Geotechnical, utility service provider coordination, public information assistance, CEI services – including weekly meetings. This project required extensive public information coordination, 24-hour construction scheduling at times and frequent team meetings to keep all parties informed of the project's progression. This project remained on track despite occurring simultaneously during Mr. Jones' oversight of debris management services for both the Town of Sewall's Point and the City of Port St. Lucie.

Simara Street Bridge Repairs – Hurricane Restoration Project, Town of Sewall's Point, 2004: Hurricane force winds from Frances and Jeanne caused higher than normal waves that pounded the road causeway approaches to both sides of the Simara Street Bridge. The excessive wave action damaged ±560 ft. of 2-lane asphalt concrete roadway by undermining and washing away asphalt, base and fill. In addition, a 70 ft. seawall was broken beyond repair as well as a 42 ft. long section of seawall cap. Roadway slopes and 600 sy of protective sod cover were washed away, along with 530 CY of fill material. The removal of the slope caused damage to an existing concrete curb section. Breakdown of the curb allowed undermining of the roadway and destruction or damage to 160 ft. of guardrail and post. As Town Engineer, CAPTEC assisted the Town in coordinating repair efforts with their continuing services Contractor as well as providing oversight of the repairs and coordination with FEMA in writing the Project Worksheet, submitting invoices, PW Close-out and final project close-out. These efforts were conducted simultaneously with debris monitoring services and design/construction oversight of MacArthur Boulevard emergency restoration.



JOSEPH W. CAPRA, P.E.
President / Quality Control

Rensselaer Polytechnic Institute, New York, B.S., Civil Engineering 1979
Registrations: FL Professional Engineer (Civil) #37638
Affiliations: Florida Engineering Society – Engineer of the Year – 2007
Martin & St. Lucie County Economic Council Member; Martin County MPO TAC Member and Former SFWMD WRAC Member; City of Stuart Charter Review Committee

Experience Summary

1996 to Present: **CAPTEC Engineering, Inc. Stuart, FL**

Experience includes: disaster debris monitoring services, municipal & private stormwater/drainage, corridor planning, roadway design, downtown re-development, land planning, utility and site development projects. Strong background in project management, cost estimating, value engineering, grant acquisition/public funding, public presentations, scheduling, liaison with Clients & government agencies and post-disaster debris removal monitoring services for public clients. Project Engineer for the Town Sewall's Point for over 29 years. Managed more than 40 stormwater management/drainage, roadway improvement/transportation and site development projects for Martin County. CAPTEC completed many Roadway/Stormwater Management Retrofit projects in Port St. Lucie, FL. Completed several Stormwater projects and Site Development projects in St. Lucie County. Completed several Stormwater projects and Park Improvement projects for the City of Fort Pierce. Served as Development Review Engineer for the City of Stuart for over 29 years. CAPTEC has been awarded continuing services contracts with all City, County and School Boards on the Treasure Coast.

Contracts limited to disaster debris monitoring services follow:

City of Port St. Lucie, 2004: Mr. Capra provided Quality Control for post-Hurricane Frances and Jeanne disaster debris monitoring services under a continuing services contract with the City. Mr. Capra provided quality control services relative to these services. **CAPTEC** worked closely with City personnel, debris removal contractor (Ashbritt Environmental), FEMA and state representatives throughout the project. Assisted the City in establishing protocols for completing Necessary work within FEMA guidelines. Coordinated activities with local law enforcement agencies, as directed by the City. Monitored 24-hour hotline and logged resident complaints / resolutions. Maintained electronic / paper records of 24 hour hotline messages / resolution, loading tickets, invoices, receipts, expense reports, and all other documentation associated with the debris monitoring activities. Provided periodic reports to City and FEMA representatives, outlining current debris quantities and status of removal process. Coordinated daily activities through the City and their debris removal contractor. Monitored loading of debris, verified eligibility of debris, documented roadways where pick-up occurred in order to maintain record of state, federal and local road quantities, monitored verification of quantities of trucks at the City's temporary debris sites, monitored and verified chipped quantities, assisted the City with reporting, documentation and close out procedures. Identified areas whereby the City may recoup expended funds during the close out process. Many of their reimbursements were approved by FEMA for reimbursement.

City of Port St. Lucie, 2005: Mr. Capra provided Quality Control for post-Hurricane Wilma disaster debris monitoring services under a continuing services contract with the City. CAPTEC developed zone maps to facilitate the process. These maps were utilized by the City's Emergency Management Team, Law Enforcement Staff, the City's Debris Hauling Contractor and CAPTEC'S monitors throughout the debris removal process.

Town of Sewall's Point, 2004: As Town Engineering for Sewall's Point, Mr. Capra provided Quality Control for post-Hurricane Frances and Jeanne disaster debris monitoring services for the Town following Hurricanes Jeanne and Frances. **CAPTEC** worked closely with the Town Commission, the Town's Debris Removal Contractors, FEMA and State Representatives throughout the project. Mr. Capra represented CAPTEC at the majority of these meetings and assisted the Town in establishing protocols for completing the necessary work within FEMA guidelines. Coordinated activities with the Town's law enforcement agency to ensure that roadways remained open and passable during the debris removal process. Maintained electronic / paper records of loading tickets, invoices, receipts, expense reports, and all other documentation associated with the debris monitoring activities. Provided periodic reports to Town and FEMA representatives, outlining current debris

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quantities and status of removal process. Coordinated daily activities through the Town and their debris removal contractor. Monitored loading of debris, verified eligibility of debris, documented roadways where pick-up occurred in order to maintain record of state, federal and local road quantities, monitored verification of quantities of trucks at the Town's temporary debris sites, monitored and verified chipped quantities, assisted the Town with reporting, documentation and close out procedures. Identified areas whereby the Town may recoup expended funds during the close out process. These reimbursements were deemed eligible by FEMA representatives.

Town of Sewall's Point, 2005: Mr. Capra provided Quality Control for post-Hurricane Wilma disaster debris monitoring services under a continuing services contract with the Town. **CAPTEC** provide all above-described tasks, with one exception. CAPTEC obtained authorization from the Martin County Landfill for the Town's debris removal contractor to haul debris directly to the Landfill. This eliminated the need for a TDSRS and provided cost savings to the Town.

City of Port St. Lucie, 2016 and 2017: Mr. Capra provided Quality Control for post-Hurricane Matthew and post-Hurricane Irma disaster debris monitoring services under a continuing services contract with the City. CAPTEC developed zone maps to facilitate the process. These maps were utilized by the City's Emergency Management Team, Law Enforcement Staff, the City's Debris Hauling Contractor and CAPTEC'S monitors throughout the debris removal process.

Town of Sewall's Point, 2016 and 2017: Mr. Capra provided Quality Control for post-Hurricane Matthew and post-Hurricane Irma disaster debris monitoring services under a continuing services contract with the Town. **CAPTEC** provided the above-described tasks, with one exception. CAPTEC obtained authorization from the Martin County Landfill for the Town's debris removal Contractor to haul debris directly to the Landfill. This eliminated the need for a TDSRS and provided cost savings to the Town.

Town of Sewall's Point, 2024: Mr. Capra provided Quality Control for the activities associated with post-Hurricane Milton debris monitoring services under a continuing services contract with the Town. Services included scheduling daily clean-up crews, monitoring clean-up efforts, debris hauling and going to dumping sites, preparing daily haul tickets for compliance with FEMA requirements for cost reimbursement for debris monitoring, removal and disposal services.

Town of Jupiter Island, 2005 – 2018: CAPTEC had an existing disaster debris monitoring contract with the Town of Jupiter Island, although our services were not requested. CAPTEC worked with the Town Manager in 2007 and in 2013 to update our contract to incorporate recent FEMA guidelines.

City of Port St. Lucie, 2009 - 2017: CAPTEC was awarded the secondary debris monitoring contract for the City of Port St. Lucie.

City of Port St. Lucie, 2017 - 2024: CAPTEC was awarded the primary debris monitoring contract for the City of Port St. Lucie

Non-Debris Related Hurricane Recovery Efforts:

MacArthur Boulevard Emergency Repairs – Hurricane Recovery – Design / Build Project,
Assisted Martin County's Contractor to restore 6300 lf of MacArthur Boulevard from Sailfish Point to 500 lf north of the House of Refuge. Services included design, emergency permitting, specification preparation, dune restoration coordination, utility restoration and conversion to underground from overhead power lines, coordination with sub-consultants, including Geotechnical, utility service provider coordination, public information assistance, CEI services – including weekly meetings. This was a fast-track design-build project which required extensive public information coordination, 24-hour construction scheduling at times, and frequent team meetings to keep all parties informed of the project's progression.

Simara Street Bridge Repairs: Hurricane Restoration Project, Town of Sewall's Point: Hurricane force winds from Frances and Jeanne caused higher than normal waves that pounded the road causeway approaches to both sides of the Simara Street Bridge. The excessive wave action damaged +560 ft. of 2-lane asphalt concrete roadway by undermining and washing away asphalt, base and fill. In addition, a 70 ft. seawall was broken beyond repair as well as a 42 ft. long section of seawall cap. Roadway slopes and 600 sy of protective sod cover were washed away, along with 530 cy of fill material. Breakdown of the curb allowed undermining of the roadway and destruction/ damage to 160 ft. of guardrail and post. As Town Engineer, CAPTEC assisted the Town in coordinating repair efforts with their continuing services Contractor as well as providing oversight of the repairs and coordination with FEMA in writing the Project Worksheet, submitting invoices, PW Close-out and final project close-out.

Benjamin Baummier
Construction Project Manager/ Sr. Inspector

Experience Summary **CAPTEC Engineering, Inc. Stuart, FL**

2021 – Present: Mr. Baummier has over 36 years of experience in estimating, procurement, project management, project coordination, utility and construction engineering inspection services for municipalities and private businesses throughout Florida. Experience includes project management for roadway and infrastructure improvements, water, sewer, drainage, utility, and parks development. Mr. Baummier is a FL State Licensed Underground Utility Contractor.

CITY OF STUART DIXIE HIGHWAY/ GREEN RIVER PARKWAY SIDEWALK EXTENSION, Stuart, FL: Mr. Baummier was the Construction Project Manager/ Inspector for providing construction engineering and inspection (CEI) services for this FDOT grant funded (LAP) for the City of Stuart. Inspection services included construction of 8-foot-wide concrete sidewalk, drainage improvements, crosswalks, signals, guardrail replacements at Haney Creek crossing, driveway modifications, erosion control, clearing and grubbing, excavation, embankment, sod placement and signage on east side of Dixie Highway along Green River Parkway. Services also included shop drawing review, MOT review and daily setup, providing daily reports and photos of project progress.

MARTIN COUNTY ST. LUCIE BLVD. RESURFACING, Stuart, FL: Mr. Baummier was the Construction Project Manager/ Inspector for providing construction engineering and inspection (CEI) services for the milling and resurfacing, widening, traffic control measures, drainage and pavement marking for 2.389 miles of roadway. Other services included pay application review and approval, review, coordinate and provide recommendations for Change Orders & Field Orders, responded to Contractors RFI's, reviewed and approved final as-builts and project completion certification.

TOWN OF SEWALL'S POINT SOUTH SEWALL'S POINT ROAD PHASE 3 HOMEWOOD SUBDIVISION IMPROVEMENTS: CAPTEC is currently providing the improvements for the raising of South Sewall's Point Roadway and Homewood, which is funded through FEMA HMGP and a $3.4 Million FDEP Resiliency Grant necessary for the Stormwater Resiliency Improvements for this area. The improvements will raise South Sewall's Point Road and the adjacent roadways to provide a Stormwater Treatment Train of improvements of Exfiltration/Stormwater Treatment-Retention Areas and Baffle Boxes. These areas will discharge into the Indian River Lagoon through numerous outfall pipes with Controls Structures that restrict Sea-Level Rise/King Tide impacts to the Community. This project will contain a STA/ Exfiltration/ Outfall Control Structures/ two (2) Back-up Pumps with a Generator Back-up. This project is considered a Resiliency Program and provides water quality treatment and flood control. Mr. Baummier is the Construction Project Manager and is providing inspection services on the underground utility work.

CITY OF FORT PIERCE DRAINAGE BASIN IMPROVEMENTS, Fort Pierce, FL: Mr. Baummier was the Construction Project Manager/ Inspector for providing CEI services for extending the ditch armoring in two locations, creating a Storm Treatment Area/ Bioswale along the north ditch, the installation of a generation 2 baffle box, adding a control structure prior to the discharge point, lining the outfall pipe and adding an aerator fountain to the south lake.

TRESSLER DRIVE WATER QUALITY IMPROVEMENTS, Stuart, FL: Mr. Baummier was the Construction Project Manager/ Inspector for providing CEI services for erosion control, vegetation removal, demolition/grouting of existing culvert, Installation of a Nutrient Separating Generation 2 Baffle Box with ancillary concrete drainage structures & piping, grading, and planting of bio-swale, placement of rip-rap rubble and asphalt roadway construction/restoration.

IRSC INDIANTOWN CHARTER SCHOOL SITE DEVELOPMENT, Fort Pierce, FL: Mr. Baummier was the Construction Project Manager/ Inspector for providing CEI Servies for this project encompassing 25-acress and will include school building, stormwater pond, parking and sports fields. The site will have shared stormwater, potable water, and sewer facilities. Mr. Baummier also provided review of shop drawings, on-site inspections for lift station removal and replacement, gravity sewer and storm drainage, water main and fire main installation, and subgrade, building and parking lot installations

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Thomas (TJ) Shaw, P.E.
Project Design Engineer/ Manager

B.S. Industrial Engineering, University of Florida, 2012
Registrations: FL Professional Engineer PE License #93244
Affiliations: **Florida Engineering Society Treasure Coast Chapter**

Experience Summary **CAPTEC Engineering, Inc. Stuart, FL**

2015 – Present: Mr. Shaw has over 12 years of expertise in ICPR modeling, design and SFWND/ ACOE permitting of stormwater basin design and improvements, drainage systems, water and sewer, cost estimating, utility specification preparation and construction administration services. Mr. Shaw is proficient in the latest versions of AutoCAD's Civil3D including the FDOT State Kit and FDOT Connect. Mr. Shaw also utilizes the FDOT Design Standards, FDOT Greenbook, FDOT Design Manual, FDOT Utility Manual and is FDOT Advanced Maintenance of Traffic (MOT) certified Some experience includes:

HOBE HEIGHTS NEIGHBORHOOD EMERGENCY MODELING/ GRANT ASSISTANCE, Martin County, FL: Mr. Shaw was the Project Design Engineer for preparing three (3) model pumping scenarios for the 10-year 1-day, 25-year 3-day and 100-year 3-day rain events. The Models included a list with a map of houses that fail to meet the level of service for each scenario and storm event and included the following scenarios:

- Pre-storm condition (pump to vacant lot condition, no outfall, no soil storage available / High Ground water scenario).
- Emergency Hobe Terrace Condition (Single 10" Discharge (max 4000 GPM) to East Fork Creek at Hobe Terrace and supply from Peacock (1200 GPM) and Parkway (1200 GPM) current scenario).
- HMGP scenario (run the proposed HMGP pumped outfall scenario for all rain events).

CAPTEC combined the two (2) previously submitted Hazard Mitigation Grant program (HMGP) applications for the north and south/central permanent pump stations. These applications included revised scope of work to reflect acquisition of significantly damaged homes. Mr. Shaw completed the Final Stormwater Management Design.

HOBE HEIGHTS DRAINAGE OUTFALL IMPROVEMENTS, Hobe Sound, FL: Mr. Shaw was the Project Design Engineer for this project which had inadequate stormwater management infrastructure and a history of flooding of roadways and structures. CAPTEC provided design, permitting, bidding and construction administration services for this project to develop a permanent drainage outfall that will result in a 100-year, 3-day design storm stage below the lowest structure finished floor elevation in the subdivision. Services include evaluating three alternative routes for the outfall conveyance and providing a feasibility analysis for each route. This project is HMGP funded through the Florida Division of Emergency Management (FDEM). This project will provide and direct discharge through a directional drilled pipe to the Indian River Lagoon through Jimmy Graham Park. Mr. Shaw provided permitting of the construction plans with SFWMD & FEC RR.

CITY OF STUART LONITA STREET DRAINAGE IMPROVEMENTS, Stuart, FL: Mr. Shaw is the Project Design Engineer/ Manager for providing design, permitting, bid services for this drainage improvement project which entails the installation of drainage inlets and piping at the intersection of SE Lonita Street and SE Casa Avenue. These services will connect to an existing drainage system that discharges into Poppleton Creek via the existing stormwater retrofit at the west end of SE Tressler Drive. In addition, the project includes installation of a new 2nd Generation Baffle box in-line with the existing 1st Generation Baffle Box on SE Villas Street, with discharge to Poppleton Creek. The purpose of the project is to alleviate recurring flooding on SE Lonita Street and to improve the quality of water discharging from SE Villas Street.

FLORESTA DRIVE WIDENING PHASES 2 & 3, Port St. Lucie, FL: Mr. Shaw is the Project Design Engineer for this current project providing stormwater management, signal, and utility services for roadways and ponds. These improvements are approximately 1.55 miles south of the Elkcam Waterway through Crosstown Parkway and 1.25 miles from Crosstown Parkway to Prima Vista Blvd. The intention of this roadway design, bike lanes and median are to build the roadway above the 25-year 3-day storm event. Services include preparation of drainage and utility construction plans with final quantities, permitting and technical specifications for bidding.

*301 NW Flagler Avenue • Stuart, FL 34994 • 772-692-4344 * Fax 772-692-4341 • E-mail: tjshaw@gocaptec.com*

SUPERVISING/ SITE/ FIELD & ROVING MONITORS

Experience Summary: **CAPTEC Engineering, Inc. Stuart, FL**

During the Hurricanes in 2016, 2017 and 2024, the following CAPTEC employees provided Debris Monitoring Services for the City of Port St. Lucie and the Town of Sewall's Point:

Gary Jones, PE, was CAPTEC's Debris Monitoring Supervisor for past events, which included the following services:

Supervising Monitor:

- Trained Site and Field Monitors and tracked their performance. Also ensured that Field Monitors are assigned to contract haulers and collection grids. Daily collection efforts were tracked on municipality grid maps and on the web-based electronic data collection system.
- Supervised all monitoring activities and verified that only eligible debris was removed from designated public rights-of way and public property within assigned debris pickup zones.
- Verified adequate photographic documentation of hazardous trees, coordinated daily activities between Monitors and Debris Haulers, coordinated, researched and made recommendations on damage claims to the Debris Manager, maintained positive public relations and investigated and resolved complaints of Residents

Ben Baummier and Ken Capra will assist as CAPTEC's Debris Monitoring Supervisors in future events.

TJ Shaw, PE, and Justin Capra provided Site / Field and Roving Monitoring Services, which included the following activities:

Site Monitors/ Tower Monitors:

- Evaluated and certified that each load of debris represents the actual size of the load by percentage of total rated capacity.
- Inspector rated each load before it can be off-loaded at the debris management site. One Inspector represented Client and the other Inspector represented the selected Monitoring Firm.
- Site Monitors must agree on the percentage of load and the signed-off on the load ticket for the cubic yard quantity.

Field Monitors:

- Followed each Contract hauler, as debris is collected throughout the Debris site.
- Witnessed and certified by street address, the hauler collected storm debris from public roadways only.
- Certified that the debris piles are not mixed (vegetation or construction & demolition debris) before loading.
- The Monitor was assigned to hauler(s) and given a certain grid area to collect either vegetation or construction & demolition debris.
- Assured that all targeted debris is removed by the Contract hauler during each pass before the Contract hauler may move to a new area.
- Recorded the time, location and signed the Contract haulers load ticket before the load can be delivered to the collection site for processing.
- Responsible for reporting any unsafe or unauthorized collection practices to the Site Monitors.

Roving Monitors:

- Verified that only eligible debris is being removed from eligible property within assigned debris pickup zones.
    - The Roving Monitors also photographically document hazardous trees (leaners and hangers).

H: SIMILAR PROJECTS AND REFERENCES

(INCLUDES EXHIBITS G & H)

Exhibit G: Similar Projects Form
RFP No. 25-002 – Disaster Debris Management and Support Services

List three (3) similar projects successfully completed in the past five (5) years by the individual, firm, or project manager assigned to the project. Attached additional sheets if necessary.

NOTE: We've haven't had any big storms in the past five years to report information on.

Completed Project #1

Agency/company: Town of Sewall's Point

Current contact person at agency/company: Robert Daniels, Town Manager

Telephone: 772-287-2455 ext 12 Fax: 772-220-4765 E-mail: rdaniels@sewallspoint.org

Address of agency/company: 1 S. Sewall's Point Road, Stuart, FL 34996

Name of project: Debris Monitoring and Removal Services for Hurricane Milton 2024

Description: Provided debris monitoring/ management services for the debris clean-up after Hurricane Milton. Scheduled daily clean-up crews, monitored clean-up, debris hauling and dumping sites and prepared daily haul tickets for compliance with FEMA requirements for cost reimbursement for debris monitoring, removal and disposal services.

Project value: $38,866.26 Start date: Oct. 2024 (month/year) Completion date: March 2025 (month/year)

Name(s) of assigned personnel:

Project manager: Gary Jones, PE, Director of Construction Services

Others: Ben Baummier, Sean Hayes, Ken Capra, Justin Capra, Gina Colonna, Karen Krumbholz, Joseph W. Capra, PE and two temporary monitors from Actalent.

Completed Project #2

Agency/company: City of Port St. Lucie Public Works Dept.

Current contact person at agency/company: Rick Perkins, Project/ Debris Manager

Telephone: 772-344-4263 Fax: 772-871-7337 E-mail: rperkins@cityofpsl.com

Address of agency/company: 121 SW Port St. Lucie Boulevard, Port St. Lucie, FL 34984

Name of project: Debris Monitoring and Removal Services for Hurricane Irma

Description: Provided debris monitoring/ management services for the debris clean-up efforts after Hurricane Irma. Scheduled daily clean-up crews, monitored clean-up, debris hauling/ dumping sites and prepared daiily haul pass tickets for compliance with regulatory agency and FEMA requirements for cost reimbursement for debris monitoring, removal and disposal services. Provided 24-hour debris Hotline Call Center for clean-up efforts. Logged resident complaints/ resolutions.

Project value: $608,000.00 Start date: Sept. 2017 (month/year) Completion date: Feb. 2018 (month/year)

Name(s) of assigned personnel:

Project manager: Gary Jones, PE, Director of Construction Services

Others: TJ, Shaw, Justin Capra, Karen Krumbholz, Gina Colonna, Joseph W. Capra, PE, several other former CAPTEC staff and many temporary employees from Actalent and Rostan companies.

Completed Project #3

Agency/company: City of Port St. Lucie Public Works Dept.

Current contact person at agency/company: Rick Perkins, Project/ Debris Manager

Telephone: 772-344-4263 Fax: 772-871-7337 E-mail: rperkins@cityofpsl.com

Address of agency/company: 121 SW Port St. Lucie Boulevard, Port St. Lucie, FL 34984

Name of project: Debris Monitoring and Removal Services for Hurricane Matthew

Description: Provided debris monitoring/ management services for the debris clean-up efforts after Hurricane Matthew. Scheduled daily clean-up activities/ crews. Monitored and verified debris loading; maintined loading tickets, invoices, receipts, maintained records for state/ federal and local load quantities. Prepared reports for the City and FEMA. Provided 24-hour hotline services.

Project value: $641,759.00 Start date: Oct. 2016 (month/year) Completion date: May 2017 (month/year)

Name(s) of assigned personnel:

Project manager: Gary Jones, PE, Director of Construction Services

Others: TJ Shaw, Justin Capra, Karen Krumbholz, Gina Colonna, Joseph W. Capra, PE, several other former CAPTEC staff and many temporary employees from Actalent and Rostan companies.

Exhibit H: References
RFP No. 25-002 – Disaster Debris Management and Support Services

Below, or on an attached sheet, list references per RFP requirements for providing Disaster Debris Management and support services. Provide the name, addresses, and telephone numbers of organizations, governmental or private, for whom you now are, or have **within the past five (5) years** provided services. This form may be copied.

REFERENCE #1

Name of Client: City of Port St. Lucie Public Works Dept.

Address: 450 Thornhill Drive, Port St. Lucie, FL 34984

Phone: (772) 344-4035 Fax: (772) 871-7397

Contact Person: John Dunton Title: Deputy Director

Description of services: CAPTEC has provided debris monitoring and management services to the City of PSL for the 2004, 2005, 2016 and 2017 hurricanes. Mr. Dunton oversees all the City's Debris contracts.

REFERENCE #2

Name of Client: Martin County Engineering Dept.

Address: 2401 SE Monterey Road, Stuart, FL 34996

Phone: (772) 288-5503 Fax: (772) 288-5955

Contact Person: Don Donaldson, PE Title: County Administrator

Description of services: CAPTEC has a disaster recovery engineering contract with Martin County but hasn't had to be utilized. Mr. Donaldson oversees this recovery program.

REFERENCE #3

Name of Client: Federal Emergency Management Agency (FEMA)

Address: Region 4 Headquarters 500 C St. SW, Atlanta, GA 20472

Phone: (703) 254-7596 Fax: (_____)

Contact Person: Olivia Contakes Title: Field EHP Reviewer

Description of services: CAPTEC maintained and provided reports/ documentation to the Town and FEMA for accuracy of the collection, removal and disposal of debris during Hurricane Milton.

I: DEFAULT, TERMINATION, LITIGATION, DEBARMENT, ETC.

(INCLUDES EXHIBITS I & J)

CAPTEC Engineering, Inc. has not been involved in any default, termination, litigation or debarment, within the past five (5) years, relative to the goods and/ or services sought in this RFP or any other regular course of business services provided.

Exhibit I: Certification Regarding Debarment, Suspension and Other Responsibility Matters
RFP No. 25-002 – Disaster Debris Management and Support Services

INSTRUCTIONS FOR CERTIFICATION

1. By signing and submitting this proposal, the CONTRACTOR (referred to herein as the "prospective lower tier participant") is providing the certification set out below.

2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

3. The prospective lower tier participant shall provide immediate written notice to the person to which this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or had become erroneous by reason of changed circumstances.

4. The terms covered transaction, debarred, suspended, ineligible, lower tier covered transaction, participant, person, primary covered transaction, principal, proposal, and voluntarily excluded, as used in this clause, have the meaning set out in the Definitions and Coverage sections of rules implementing Executive Order 12549. You may contact the person to which this proposal is submitted for assistance in obtaining a copy of those regulations.

5. The prospective lower tier participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is proposed for debarment under 48 CFR part 9, subpart 9.4, debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.

6. The prospective lower tier participant further agrees by submitting this proposal that it will include this clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion-Lower Tier Covered Transaction," without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.

7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not proposed for debarment under 48 CFR part 9, subpart 9.4, debarred, suspended, ineligible, or voluntarily excluded from covered transactions, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the List of Parties Excluded from Federal Procurement and Non-Procurement Programs.

8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is proposed for debarment under 48 CFR part 9, subpart 9.4, suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY AN VOLUNTARY EXCLUSION—LOWER TIER COVERED TRANSACTIONS

(1) The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.

(2) Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

CAPTEC Engineering, Inc.
CONTRACTOR Company Name

25-002
RFP Number

Joseph W. Capra, P.E.
Name

President
Title

Signature

8/29/2025
Date

Exhibit J:
Certification Regarding Lobbying for Contracts, Grants, Loans, and Cooperative Agreements
RFP No. 25-002 – Disaster Debris Management and Support Services

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

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

(3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by 31, U.S.C. § 1352 (as amended by the Lobbying Disclosure Act of 1995). Any person who fails to file the required certification shall be subject to a civil penalty of not less than $10,000 and not more than $100,000 for each such failure.

CONTRACTOR certifies or affirms the truthfulness and accuracy of each statement of its certification and disclosure, if any. In addition, CONTRACTOR understands and agrees that the provisions of 31 U.S.C. § 3801 et seq., apply to this certification and disclosure, if any.

CAPTEC Engineering, Inc.
CONTRACTOR Name

Signature of Contractor's Authorized Official

Joseph W. Capra, P.E., President
Name and Title of Contractor's Authorized Official

8/29/2025
Date

J. Appendix - Other Relevant and supporting Documentation

Training Information

A few of CAPTEC's staff members; Gary Jones, and Joseph W. Capra, have been trained to perform roving, loading site and temporary debris location site monitor activities and have obtained IS-00100 – Introduction to the Incident Command System **(ICS 100)** and IS-00700 – National Incident Management System **(NIMS**) an Introduction FEMA Emergency Management Institute Course certifications, as well as IS-00632 – Introduction to Debris Operations in FEMA'S Public Assistance Program. Training of applicable City/CAPTEC personnel along with haulers and monitors on the web-based data tracking system will also be provided shortly after notification of contract award.

In addition, previously CAPTEC's management staff hosted and attended the "*Disaster Debris Management---A Live Interactive Four-Part ASCE Web Seminar*. Other local municipalities included Jupiter Island, City of Port St. Lucie, Stuart and Martin County representatives were invited to attend these webinars in 2007 and 2008.

K: REQUIRED FORMS

(INCLUDES EXHIBITS C, D AND E)

Exhibit C: Conflict/Non-Conflict of Interest Statement
RFP No. 25-002 – Disaster Debris Management and Support Services

CHECK ONE

[X] To the best of our knowledge, the undersigned firm has no potential conflict of interest due to any other clients, contracts, or property interest for this project.

OR

[ ] The undersigned firm, by attachment to this form, submits information which may be a potential conflict of interest due to other clients, contracts, or property interest for this project.

Litigation Statement

CHECK ONE

[X] The undersigned firm has had no litigation and/or judgments entered against it by any local, state or federal entity and has had no litigation and/or judgments entered against such entities during the past ten (10) years.

[ ] The undersigned firm, BY ATTACHMENT TO THIS FORM, submits a summary and disposition of individual cases of litigation and/or judgments entered by or against any local, state or federal entity, by any state or federal court, during the past ten (10) years.

Failure to check the appropriate boxes above may result in disqualification of your proposal. Likewise, failure to provide documentation of a possible conflict of interest, or a summary of past litigation and/or judgments, may result in disqualification of your proposal.

Signed, as to both statements:

CAPTEC Engineering, Inc.
Company Name


Authorized Signature

Joseph W. Capra, P.E.
Name (Print or Type)

President
Title

Exhibit D: Drug-Free Workplace Form
RFP No. 25-002 – Disaster Debris Management and Support Services

The undersigned Contractor, in accordance with Florida Statute 287.087 hereby certifies that CAPTEC Engineering, Inc. (Name of Business) does:

1. Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.

2. Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, employee assistance programs and the penalties that may be imposed upon employees for drug abuse violations.

3. Give each employee engaged in providing the commodities or contractual services that are under bid a copy of the statement specified in Paragraph 1.

4. In the statement specified in Paragraph 1, notify the employees that, as a condition of working on the commodities or contractual services that are under bid, the employee will abide by the terms of the statement and will notify the employer of any conviction of, or plea of guilty or nolo contendere to, any violation of Florida Statute 893 or of any controlled substance law of the United States or any state, for a violation occurring in the workplace no later than five (5) days after such conviction.

5. Impose a sanction on, or require the satisfactory participation in a drug abuse assistance or rehabilitation program if such is available in the employee's community, by any employee who is so convicted.

6. Make a good faith effort to continue to maintain a drug-free workplace through implementation of Paragraphs 1 thru 5.

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

Proposer's Signature

8/29/2025
Date

Exhibit E: Authorized Signatories/Negotiators
RFP No. 25-002 – Disaster Debris Management and Support Services

The proposer represents that the following persons are authorized to sign and/or negotiate contracts and related documents to which the proposer will be duly bound:

Name	Title	Telephone Number
Joseph W. Capra, PE	President	772-692-4344
Gary Jones, PE	Director of Construction Services	772-692-4344

CAPTEC Engineering, Inc.
Company Name

Authorized Signature

Joseph W. Capra, P.E.
Name (Print or Type)

President
Title

The proposer shall complete and submit the following information with the proposal:

Type of Organization

____ Sole Proprietorship ____ Partnership

____ Joint Venture X Corporation

State of Incorporation: Florida

Federal I.D. or Social Security Number: 65-0709247

E-mail Address: jcapra@gocaptec.com

TOWN OF SEWALL'S POINT

TO: FILE

FROM: ROBERT DANIELS, TOWN MANAGER

SUBJECT: RFP #25-002 DISASTER DEBRIS MANAGEMENT & SUPPORT SERVICES

DATE: SEPTEMBER 2, 2025

To document the following:

Thriving Lawn and Landscape Services of Longwood, Florida replied to the Town's above-referenced RFP on the DemandStar.com portal. Their answers were not compatable with the RFP published, leading the Town to believe it was submitted in error.

Attached are two emails to this company: 1) informing them of the Addendum posted, and 2) inquiring as to status of submission. The Town did not receive a response to either email.

Outlook

Addendum No. 1 RFP 25-002

From Kim Stanton <KStanton@sewallspoint.org>
Date Tue 8/26/2025 2:34 PM
To thriving.lawn.landscape@gmail.com <thriving.lawn.landscape@gmail.com>

1 attachment (520 KB)
Addendum No. 1 - RFP #25-002 Disaster Debris Management.pdf;

We wanted you to know that we posted this Addendum for the above-referenced RFP to DemandStar / Euna OpenBids yesterday - FYI.

Kim Stanton
Administrative Assistant

Town of Sewall's Point
1 South Sewall's Point Road
Sewall's Point, FL 34996
Telephone: (772) 287-2455
www.sewallspoint.org

NOTE: Florida has a very broad public records law. Most written communications to or from Town of Sewall's Point's officials and employees regarding public business are public records available to the public and media upon request. Your e-mail communications may be subject to public disclosure. Under Florida law, e-mail addresses are public records. If you do not want your e-mail address released in response to a public records request, do not send electronic mail to this entity.

PUBLIC RECORDS REQUESTS - Contact Information for the Town of Sewall's Point Records Custodian Please provide all public records requests to the Town Clerk's Office: Town Clerk, 1 S. Sewall's Point Road, Sewall's Point, FL 34996 Email: clerk@sewallspoint.org Telephone: (772) 287-2455 X 14

Outlook

RFP 25-002 Disaster Debris Management and Support Services

From Kim Stanton <KStanton@sewallspoint.org>
Date Tue 9/2/2025 11:24 AM
To thriving.lawn.landscape@gmail.com <thriving.lawn.landscape@gmail.com>
Cc Robert Daniels <RDaniels@sewallspoint.org>; Maria Pierce <MPierce@sewallspoint.org>

Ladies and Gentlemen,

The bid document you uploaded to DemandStar.com was for mowing services for the City of Longwood. Was this an error? Also, on the bid tabulation sheet, there were no figures.

Kim Stanton
Administrative Assistant

Town of Sewall's Point
1 South Sewall's Point Road
Sewall's Point, FL 34996
Telephone: (772) 287-2455
www.sewallspoint.org

NOTE: Florida has a very broad public records law. Most written communications to or from Town of Sewall's Point's officials and employees regarding public business are public records available to the public and media upon request. Your e-mail communications may be subject to public disclosure. Under Florida law, e-mail addresses are public records. If you do not want your e-mail address released in response to a public records request, do not send electronic mail to this entity.

PUBLIC RECORDS REQUESTS - Contact Information for the Town of Sewall's Point Records Custodian Please provide all public records requests to the Town Clerk's Office: Town Clerk, 1 S. Sewall's Point Road, Sewall's Point, FL 34996 Email: clerk@sewallspoint.org Telephone: (772) 287-2455 X 14

TOWN OF SEWALL'S POINT

TO: **Mayor & Town Commissioners**

FROM: **Robert Daniels, Town Manager**

SUBJECT: **Preferred Governmental Insurance Trust Annual Renewal – Property/Liability/Auto Insurance & Worker's Compensation Coverage**

DATE: **Regular Commission Meeting – September 22, 2025**
Consent Agenda

Background:
The Town is currently in a "Self-Insurance Trust", which allows for pooled rates. The attached quotes are for Fiscal Year 2026. Worker's Compensation annual quote is $35,732, which is a 4.8% increase from FY25 ($34,082). General Liability for FY26 is $99,914, an increase of .18% over FY25 ($99,731).

The overall total premium for FY26 is $135,646 for both General Liability Insurance and Worker's Compensation Coverage. This is a 1% increase from FY 2025 total premium of $133,813.

Budget:
Both Property/Liability/Auto Insurance and Worker's Compensation Coverage has been budgeted for in the 2026 FY budget.

Recommendation:
Staff recommends approving the renewal of the Property/Liability/Auto Insurance and Worker's Compensation Coverage with Preferred Governmental Insurance Trust and authorizes the Town Manager to execute the insurance contracts.

Preferred PGIT GOVERNMENTAL INSURANCE TRUST

Named Covered Party: Town of Sewall's Point
Term: 10/01/2025 to 10/01/2026
Coverage Provided by: Preferred Governmental Insurance Trust
Quote Number: PK FL1 0432501 25-10 01

PREMIUM BREAKDOWN	
Property	$32,439
Inland Marine	$3,125
Crime	$1,102
General Liability (Includes Drone coverage if applicable)	$8,183
Law Enforcement Liability	$12,888
Public Officials and Employment Practices Liability	$19,542
Cyber	$6,118
Automobile Liability	$10,329
Automobile Physical Damage	$6,188
Garage Keepers	N/A
Excess Workers Compensation	N/A
Stop Loss Aggregate	N/A
Deadly Weapon	$0
Grand Total	$99,914
Commission	10.00%
Payment Terms	50% Down, 25% at 3mo, 25% at 6mo

The brief description of coverage contained in this document is being provided as an accommodation only and is not intended to cover or describe all Coverage Agreement terms. For more complete and detailed information relating to the scope and limits of coverage, please refer directly to the Coverage Agreement documents. Specimen forms are available upon request.

Named Covered Party: Town of Sewall's Point
Term: 10/01/2025 to 10/01/2026
Coverage Provided by: Preferred Governmental Insurance Trust
Quote Number: WC FL1 0432501 25-10

Workers' Compensation Coverage

Employers' Liability Limits

Bodily Injury by Accident	$1,000,000	Each Accident
Bodily Injury by Disease	$1,000,000	Agreement Limit
Bodily Injury by Disease	$1,000,000	Each Employee

Experience Mod: 1.32

Effective Date: 10/1/2025

Estimated Annual Payroll

Class Code	Description	Payroll	Rate	Premium
5509	Street Or Road Maintenance	$48,759	6.87	$3,350
7720	Detective or Patrol Agency and Drivers	$863,695	2.83	$24,443
8810	Clerical Office Employees NOC.	$360,082	0.11	$396
9015	Buildings - Owner Or Lessee	$117,635	2.68	$3,153
	Total	$1,390,171		$31,342

The brief description of coverage contained in this document is being provided as an accommodation only and is not intended to cover or describe all Coverage Agreement terms. For more complete and detailed information relating to the scope and limits of coverage, please refer directly to the Coverage Agreement documents. Specimen forms are available upon request.

Named Covered Party: Town of Sewall's Point
Term: 10/01/2025 to 10/01/2026
Coverage Provided by: Preferred Governmental Insurance Trust
Quote Number: WC FL1 0432501 25-10

Estimated Billing

Manual Premium	$31,342.00
AR Adjusted Premium	$41,371.00
Deductible Credit	($0.00)
Safety Program	($827.00)
Drug-Free Workplace	($2,027.00)
Subject Premium	$38,517.00
Experience Modification	$50,842.00
Schedule Adjustment	$38,132.00
Premium Discount	($2,560.00)
Expense Constant	$160
Estimated Premium*	**$35,732**

*Premium is subject to audit

The brief description of coverage contained in this document is being provided as an accommodation only and is not intended to cover or describe all Coverage Agreement terms. For more complete and detailed information relating to the scope and limits of coverage, please refer directly to the Coverage Agreement documents. Specimen forms are available upon request.

TOWN OF SEWALL'S POINT

TO: **Mayor and Commissioners**
FROM: **Robert J. Daniels, Town Manager**
SUBJECT: **Final Millage and Budget Adoption**
DATE: **Final Millage and Budget Public Hearing September 22, 2025**

EXECUTIVE SUMMARY: This is a public hearing to adopt the Town of Sewall's Point final property tax rate and final budget. The structure follows a legally mandated sequence of actions.

The Commission approved the tentative budget on September 11, 2025. The following are changes that have been made to the budget document at the Commissions directive.

The Capital Improvement Plan detail page reflects the removal of $25,000 for the purchase of a fountain.

General Fund Budget:

Governmental Services – removed $25,000 for the purchase of a fountain
Executive – Updated the Salaries/Fica/Retirement line to reflect the Town Manager's pay adjustment of $20,800 ($20,000 + $800 [4% cola on $20k]) plus benefits of $5,000. *To only affect the general fund, the Town Manager's allocation was updated from 60% to 65.5% in the general fund and from 40% to 34.5% in the building fund.

RECOMMENDATION:

1. **Staff recites the statutory language.**
2. **Staff provides a brief summary of the budget.**
3. **Commission hears public comments.**
4. **Commission discusses and directs any further changes.**
5. **Commission proceeds to adopt each item.**

Required Statutory Language:
"The proposed millage rate of 3.27 mills is greater than the rolled-back rate of 3.0541 mills by 7.07%."

Final Budget Summary – FY2026
The proposed tentative budget is adopted in three funds:

General Fund	$ 4,139,882
Capital Projects Fund	$21,715,509
Building Permit Fund	$ 520,750
Total	$26,376,141

By adopting the final budget, the Commission is adopting the various policies which have been discussed and recommended, including the three-fund structure, wage and benefits proposals, funding for future fire rescue, etcetera.

TOWN OF SEWALL'S POINT

Budget-In-Brief
Fiscal Year 2026

~~Proposed 08/08/2025 Revised 09/04/2025~~ FINAL 9-22-2025



DAVE KURZMAN
Mayor

VINNY BARILE
Vice Mayor

FRANK FENDER
Commissioner

KAIJA MAYFIELD
Commissioner

FRANK TIDIKIS
Commissioner

TOWN OF SEWALL'S POINT

ROBERT DANIELS, ICMA-CM
Town Manager

TINA CIECHANOWSKI
Police Clerk

JACK REISINGER, CBO
Building Official

MARIA PIERCE
Finance/HR Director /
Acting Town Clerk

~~August 8, 2025~~
September 4, 2025

Mayor and Commissioners,

I am pleased to provide the proposed Fiscal Year 2025–2026 (FY26) for the Town of Sewall's Point. The recommended FY26 budget is presented in a "Budget-In-Brief" format. Significant issues are highlighted, with a brief statement of policy intent. The following reports are included in this document:

Page 2 Budget Calendar
Page 3 Policy Issues Overview
Page 5 Property Tax Recommendation
Page 7 Budget by Fund
Page 10 Fire Rescue Contract
Page 11 Employee Retention Policies
Page 12 Budget Position Control and Pay Plan
Page 13 Capital Improvement Plan
Page 15 Unfunded/Future Items
Page 16 Zero based budget line item detail report

In preparing the operating budget, staff has utilized a "zero based budget" technique, evaluating and calculating the specific content of each line item. This provides important background information and documents the intended use of the monies. For those who wish to review the detail, this report is provided as an appendix to the Budget in Brief.

Respectfully Submitted,

Robert Daniels
Town Manager

TOWN OF SEWALL'S POINT
FY 2026 BUDGET CALENDAR

- April 09, 2025 Begin budget preparation – Departments Provided Budget History & Asked to Prepare FY26 Budget Request

- April 22, 2025 – Commission Meeting
  - Stormwater Maintenance Discussion

- May 14, 2025 – Departmental Budgets due to Town Manager

- June 1, 2025 - Preliminary estimate of tax roll is released

- July 1, 2025 Certified tax roll is released

- July 29, 2025 – Commission Meeting
  - Set Tentative Millage Rate
  - Adopt policy resolutions
    - Resolution continuing the 0.40 capital millage dedication for FY26

- August 12, 2025 – Budget Workshop/Commission Meeting
  - Overview of Budget
    - Review Personnel Policies & Classification and Pay Plan
  - Review Previous adopted policy resolutions
  - Adopt policy resolutions – *These may be deferred to a public hearing*

- September 11, 2025 – Tentative TRIM/Budget Hearing
  - Required preliminary statements
  - Receive public comment
  - Motion to adopt the tentative millage rate
  - Motion to adopt the tentative budget

- September 22, 2025 – Final TRIM/Budget Hearing
  - Required preliminary statements
  - Receive public comment
  - Motion to adopt the final millage rate
  - Motion to adopt the final the budget

TOWN OF SEWALL'S POINT
POLICY ISSUES OVERVIEW

The following is a summary of the central policy issues to be considered in adopting the budget. A brief rationale for each is described in the following pages.

Property taxes. Maintain a level tax rate to avoid year to year ups and downs. Tax base increased by 8.9%, generating projected revenue increase of about $281,000.

Policy Considerations:

- ***Recommend 2.87 mill tax rate for General Fund***
- ***Recommend 0.40 mill tax rate for Capital Improvement Fund***
    - ***FY26 designated for Road Resiliency once again, with a special focus on Phase 2 & 3.***

Fiscal Sustainability – **Budget by Fund.** Establish a structurally balanced budget by separating recurring revenues from non-recurring revenues.

Policy Considerations: **Previously Approved**

- Continue budgeting three funds: General Fund, Building Fund, & Capital Improvement Fund
- Continue formally adopting existing reserves.
    - Operating reserve $500,000
    - Disaster reserve $1,000,000
    - Fire-Rescue reserve $400,000

Fiscal Sustainability – Funding for Fire-Rescue contract in FY26. The contract increases from $763,061 in fiscal year 2025 to $785,953 in fiscal year 2026. It is recommended to utilize the savings from the general fund ending fund balance in fiscal year 2025, and retaining the $400,000 Fire-Rescue reserve for future payments.

Policy Considerations:

- Recommend a portion of the net revenues at the end of FY25 to be added to the restricted balance dedicated to Fire-Rescue increase. The future cost of this contract will continue to have a significant budget impact that will continue to increase approximately $20,000 a year through FY29. Discussions on funding mechanisms for this continued services contract should be discussed prior to FY27.

Employee retention. Continue to focus on employee retention in a tight labor market.

Policy Considerations:

- Recommend a cost of living/inflation increase of 4% in employee wages; includes additional cost for wages, employer taxes and retirement.
- Recommend maintaining the current medical benefits for all employees – an increase of 11%
- Update Human Resource Manual policies regarding leave accruals (no budgetary impact).
- Update Position Control and Pay Plan with the goal of retention (annual update).

TOWN OF SEWALL'S POINT
POLICY ISSUES OVERVIEW
(continued)

IT Upgrade – The Town of Sewall's Point will be required to obtain a dedicated server to meet the legal requirements of government agencies and police departments. This is estimated to cost an additional $50,000 - $100,000 which will be included in the FY27 proposed budget.

Capital Improvements Plan (Resolution No. 988-25). Continued focus on South Sewall's Point Road Resiliency looking for additional funding to help minimize the financial impact to the residents. North Sewall's Point Road has been placed in the Capital Improvement Plan with the idea that only stormwater will be addressed in the neighborhoods.

Policy Considerations:

- The South River Road drainage project is estimated at $2.5 Million. The Commission has approved initiating a portion of the South River Road Improvement Project to be started due to an increase in flooding issues near Margarita, funded by the .40 mill Capital Improvement Fund. The remainder of the project has been requested through a DEP grant.

- The next Septic to Sewer projects in South Sewall's Point. The Town currently has a grant for this project that is utilizing the residential connection fees as the Town's 50% match. Part one of this project is complete. Work in part two of this project should begin later this fall of 2025 due to cash flow problems. The Town will need to decide on the best option to move forward with completing part three of the septic to sewer project.

TOWN OF SEWALL'S POINT
PROPERTY TAX RECOMMENDATION

Property taxes are of course the most important policy ingredient of municipal budgeting. The tax base has increased by nine percent (8.9%). Total tax base of $1.1 billion produces additional General Fund revenue estimated at $246,677 for the 2.87 mills. The Capital Improvement portion (.40 mills) of the tax rate will produce approximately $419,729 for FY26, an increase of about $34,380 from FY25.

Staff recommends continuing the same millage rate of 3.27 mills. Maintaining a level millage rate avoids having ups and downs from year to year and fully supports fiscal sustainability. The town has taken a great first step by classifying its property tax rate into two types:

- **Operating millage of 2.87 mills is recommended.** The Town has painstakingly maintained its operating millage since 2016. This is excellent public policy because it matches recurring revenue to important recurring town operations. Current recurring operations are fully funded at this level. However, as recurring operations continue to steadily increase, there may be a need to re-evaluate the future millage rate for sustainability.

- **Capital millage rate of 0.40 mills is recommended**. Given the tremendous policy step the Town has already taken and the approval of this millage rate until 2036, the Manager strongly recommends maintaining this rate again for FY26. Although this produces a modest income of $419,730, it provides an important local contribution to the ambitious level of effort in the Town's Road Resiliency Program.

- **Combined millage rate of 3.27 mills** represents a 7.07% increase over the Roll-Back Rate.



TOWN OF SEWALL'S POINT
PROPERTY TAX RECOMMENDATION
(continued)

TOWN OF SEWALL'S POINT
TAX ROLL

	FY19	FY20	FY21	FY22	FY23	FY24	FY25	FY26
TAX ROLL	672,700,666	698,857,493	716,105,754	736,690,940	828,847,090	919,607,330	1,014,077,850	1,104,551,861
@95%	639,065,633	663,914,618	680,300,466	699,856,393	787,404,736	873,626,964	963,373,958	1,049,324,268
TAX FUNDING TOTAL	1,834,118	1,905,435	1,952,462	2,287,691	2,574,813	2,856,760	3,150,233	3,431,290
OPERATING 2.87***	1,834,118	1,905,435	1,952,462	2,007,748	2,259,852	2,507,309	2,764,883	3,011,561
CAPITAL 0.40***	-	-	-	279,943	314,962	349,451	385,350	419,730

COMBINED TOTAL TAX RATES

Sewall's Point - Operating	2.8700	2.8700	2.8700	2.8688	2.8700	2.8700	2.8700	2.8700
Sewall's Point - Capital				0.4000	0.4000	0.4000	0.4000	0.4000
Ocean Breeze			3.0800	1.4000	1.0000	0.8000	0.8000	
Stuart			5.0000	5.2004	5.1700	5.1487	5.0000	
Jupiter Island (TPP Only)			2.6983	2.9320	3.0622	3.0359	3.0359	
Indiantown			1.6304	1.6304	1.6304	1.6304	1.8250	
Martin District One			0.0829	0.0790	0.0790	0.0714	0.0714	
Martin Countywide			6.7618	6.7934	6.5559	6.6017	6.5776	
School Board			6.4470	6.3230	5.9888	5.9430	5.7500	
Fire/Rescue Unicorporated			2.7010	2.6835	2.6325	2.6884	2.6677	
Unincorporated Stormwater			0.6156	0.6017	0.5916	0.5989	0.5848	
Other Taxing Autorities			0.6613	0.6510	0.6239	0.6994	0.6207	
Jupiter Island (TPP Only)*			16.7576	16.6994	16.2300	16.2013	15.9842	
Sewall's Point Total			16.7401	17.0362	16.4378	16.4354	16.2183	
Ocean Breeze			19.6502	17.8509	16.8003	16.6538	16.4160	
Martin District One Total			17.4682	17.3198	16.6546	16.6875	16.4318	
Jupiter Island (RP Only)**			17.8915	17.7888	17.1893	17.1606	16.9435	
Indiantown			18.2006	18.0813	17.4307	17.4842	17.4410	
Stuart			19.0837	18.9678	18.3378	18.3141	18.0807	

***The Town can only budget 95% of Ad Valorem Taxes

TOWN OF SEWALL'S POINT
BUDGET BY FUND
SOURCES AND USES

In FY23, the Town's management proposed moving from a single fund for accounting purposes to a conventional fund structure commonly utilized by municipalities. This allowed the Town to clearly align the sources of income with the type of expenditure it supports[1]. The following three funds were created and continue to be budgeted:

1. **General Fund.** Fifty-eight percent (58%) of the General Fund goes to public safety – Sewall's Point Police Department and Stuart Fire-Rescue. Forty-two percent (42%) goes to Town Hall operations (Manager, Clerk, finance, insurance, maintenance, park maintenance, etc.).
    - Funded by recurring revenues which are not restricted to any specific uses. Eighty-three percent (83%) of the funding comes from the Ad Valorem property tax, with about twenty-one percent (17%) coming from other recurring general revenues.
2. **Building Fund.** Building department costs including overhead.
    - Funded by building permit fees which are restricted to paying for permit related costs. These are recurring but may vary substantially from year to year. Excess fees should be held in reserve in order to maintain continuity of operations during periods of economic downturn, provided it does not go over the statutory limitations. A separate fund allows clear accountability for the collection and use of permit fees.
3. **Capital Improvement Fund**
    - **Capital Improvements Program**. Major capital improvements.
        - Majority funding comes from one-time sources such as grants. Recurring funding serving as local grant match is from road improvement fees and the dedicated 0.40 mills property tax. This budget should directly correspond with the first year of the five-year Capital Improvement Program.
    - **Capital Maintenance.** Costs of maintaining the Town's capital assets, e.g., road resurfacing, bridge repairs, and stormwater drainage systems.
        - Funded mostly with recurring road-related fees.
        - As infrastructure is added, additional funding will be required.

Recommend formal adoption of operating reserves, disaster reserves, and fire-rescue reserves.

[1] "Most state and local governments are subject to a requirement to pass a balanced budget. However, a budget that may fit the statutory definition of a "balanced budget" may not, in fact, be financially sustainable. For example, a budget that is balanced by such standards could include the use of non-recurring resources, such as asset sales or reserves, to fund ongoing expenditures, and thus not be in structural balance. A true structurally balanced budget is one that supports financial sustainability for multiple years into the future. A government needs to make sure that it is aware of the distinction between satisfying the statutory definition and achieving a true structurally balanced budget… As a first step, the government should identify key items related to structural balance. These include: *recurring and non-recurring revenues, recurring and non-recurring expenditures, and reserves*."

Reference: https://www.gfoa.org/materials/achieving-a-structurally-balanced-budget

TOWN OF SEWALL'S POINT
PROPOSED BUDGET BY FUND - FY 2026

		FUND 001 GENERAL FUND	FUND 101 BUILDING FUND	FUND 301 CAPITAL FUND	2026 BUDGET
REVENUES					
311.000	AD VALOREM TAXES	3,431,290			3,431,290
312.410	GAS TAX			145,000	145,000
312.420	GAS TAX SECOND LOCAL OPTION			100,000	100,000
315.000	COMMUNICATIONS SERVICES TAX	50,000			50,000
316.000	LOCAL BUSINESS TAX	1,500			1,500
322.000	BUILDING PERMIT FEES		325,000		325,000
322.001	TECHNOLOGY FEE		16,000		16,000
322.003	SITE PLAN REVIEWS		3,000		3,000
323.100	ELECTRIC FRANCHISE FEES	200,000			200,000
325.200	BUILDING DEPT ROAD IMPROVEMENT			150,000	150,000
329.001	PLANNING & ZONING FEES	5,000			5,000
331.000	HMGP GRANTS			2,850,000	2,850,000
334.000	FDEP GRANTS			15,100,780	15,100,780
335.000	LEGISLATIVE APPROPRIATIONS			1,750,000	1,750,000
335.120	STATE REVENUE SHARING	89,485			89,485
335.150	STATE REVENUE SHARING	1,500			1,500
335.180	SALES TAX	286,207			286,207
337.200	LOCAL GRANT - PD				0
337.300	MCU SSPR REIMBURSEMENT			1,200,000	1,200,000
351.300	CIVIL FINES				0
351.500	TRAFFIC FINES	10,000			10,000
351.501	POLICE EDUCATION - TRAFFIC FINES	1,200			1,200
351.901	CODE ENFORCEMENT VIOLATIONS	2,500			2,500
354.000	FINES-LOCAL ORDINANCE VIOLATIONS	1,000			1,000
361.100	INTEREST	50,000			50,000
366.002	CONTRIBUTIONS - SAFETY EQUIPMENT GRANT				0
366.003	CONTRIBUTIONS - TOWN EVENTS				0
366.004	CONTRIBUTIONS - POLICE DEPARTMENT				0
367.000	TOWN LICENSES	7,000			7,000
369.900	MISCELLANEOUS REVENUE	2,000			2,000
369.901	MISCELLANEOUS REVENUE POLICE				0
369.902	MISC REVENUE - PARK	1,200			1,200
382.000	RESERVE UTILIZATION	0	176,750	0	176,750
	TRANSFER FROM GENERAL FUND			419,729	419,729
	TOTAL REVENUES	**4,139,882**	**520,750**	**21,715,509**	**26,376,141**

TOWN OF SEWALL'S POINT
PROPOSED BUDGET BY FUND - FY 2026

		FUND 001	FUND 101	FUND 301	2026
		GENERAL FUND	BUILDING FUND	CAPITAL FUND	BUDGET
EXPENDITURES					
512	TOTAL EXECUTIVE	358,650			358,650
513	TOTAL FINANCE	102,990			102,990
514	TOTAL LEGAL	125,000			125,000
517	TOTAL DEBT SERVICE	150,780			150,780
519	TOTAL GOVERNMENTAL SERVICES	582,048			582,048
521	TOTAL POLICE	1,614,732			1,614,732
522	TOTAL FIRE	785,953			785,953
581	TOTAL TRANSFERS	419,729			419,729
524	TOTAL BUILDING		520,750		520,750
519	TOTAL GOVERNMENTAL SERVICES - CAPITAL			235,000	235,000
538	TOTAL STORMWATER			19,610,780	19,610,780
541	TOTAL STREETS & BRIDGES			375,000	375,000
	RESERVE ADDITION			1,494,729	1,494,729
	TOTAL EXPENDITURES	**4,139,882**	**520,750**	**21,715,509**	**26,376,141**

TOWN OF SEWALL'S POINT
FIRE RESCUE AGREEMENT

The Town contracts with the City of Stuart for Fire-Rescue services for town residents. This is a very cost-effective means of providing the service. Fire-Rescue services will cost the Town $785,953 for FY26. This is a 3% increase over FY25, and this will continue to be the increase over the next 4 years.

- Below is the payment schedule for the remaining 4 years. It is important to note, that an increase of this magnitude will continue to have a significant bearing on future budgets.

Fire-Rescue Contract Cost

PREVIOUSLY PAID		UPCOMING PYMTS	
YEAR	AMOUNT	YEAR	AMOUNT
2018	$ 182,875.00	2024	$ 565,231.00
2019	$ 365,750.00	2025	$ 763,061.00
2020	$ 502,200.00	2026	$ 785,953.00
2021	$ 517,266.00	2027	$ 809,532.00
2022	$ 532,784.00	2028	$ 833,818.00
2023	$ 548,767.00	2029	$ 858,832.00
Sub-Total	$ 2,649,642.00	Sub-Total	$ 4,616,427.00
		Total Fire-Rescue Contract Cost:	$ 7,266,069.00

*During the FY25 budget session, staff discussed the importance of starting initial negotiations for a successor agreement with the City of Stuart Fire & Rescue by the end of FY27.

TOWN OF SEWALL'S POINT
EMPLOYEE RETENTION POLICIES

Recruiting and retention once again deserve special attention this budget year. The current labor market continues to be very difficult. Employers across all segments of the economy are having difficulty filling positions and many are resorting to hiring bonuses. The Town is very fortunate to have highly competent staff. The following policies are recommended to help assure retention of current personnel[2] and recruitment.

- Recommend a wage increase for employees of four percent (4%) as part of the Town's retention plan.
- Recommend remaining with the current insurance plan that is offered to the employees. Insurance had an increase of 11%.

Recommend Approve the Position Control and Pay Plan, below.

[2] The Town is presently in labor negotiations, so certain of these policies may or may not be applicable to police officers, unless or until they are negotiated.

TOWN OF SEWALL'S POINT
POSITION CONTROL AND PAY RANGES
FISCAL YEAR 2026

AUTHORIZED POSITIONS	FTE's	LOW	MID	HIGH
TOWN MANAGER	1		Per Contract	
ADMINISTRATIVE ASSISTANT	1	$ 50,369	$ 61,562	$ 73,000
FINANCE DIRECTOR	1	$ 69,956	$ 86,100	$ 111,000
BUILDING OFFICIAL / PW	1	$ 89,544	$ 106,334	$ 139,000
PUBLIC WORKS MAINTENANCE	1	$ 33,579	$ 44,772	$ 58,000
TOWN / FINANCE / BLDNG ASSIST.	1	$ 50,369	$ 61,562	$ 73,000
POLICE CHIEF	1	$ 106,334	$ 128,720	$ 153,000
POLICE ADMIN ASSISTANT	1	$ 50,369	$ 61,562	$ 73,000
POLICE LIEUTENANT	1	$ 83,034	$ 99,230	$ 120,000
POLICE SERGEANT	1		Per Collective Bargaining Agreement	
POLICE OFFICER	7		Per Collective Bargaining Agreement	
Total FTE's	17			

TOWN OF SEWALL'S POINT
SALARY ALLOCATIONS
FISCAL YEAR 2026

Title	FTE	Executive	Building	Finance	General Government	Police
Town Manager	1	65.50%	34.50%			
Admin Assist - TH/Fin/Bldg	1		35.00%		65.00%	
Finance/HR Director	1		35.00%	65.00%		
Building Official	1		100.00%			
Admin Assist - Bldg/Fin/TH	1		90.00%		10.00%	
Public Works/Bldg Maintenance	1		60.00%		40.00%	
Police Chief	1					100.00%
Admin Assist - Police	1					100.00%
Police Officer - LT	1					100.00%
Police Officer - Sgt	1					100.00%
Police Officer	7					100.00%

Aggregate Salary Totals	
General Town Operations	$ 242,550.00
Building Department Operations	$ 327,000.00
Police Department Operations	$ 826,100.00

TOWN OF SEWALL'S POINT
CAPITAL IMPROVEMENTS PLAN
(Resolution No. 988-25)

Background Guidance

Over the past five years, the Town Commission has undertaken significant policy steps to guide the future character of the town. The January 2020 workshops resulted in three important priorities: Financial responsibility, environmental stewardship, and mobility, each encompassing a range of activities. This was followed in 2021 & 2023 with a strategic plan which detailed road resiliency (mobility), stormwater (environmental stewardship), and other capital project needs over the next decades. The Town Commission adopted a comprehensive plan revision in 2022, including a first ever capital improvement element, complete with goals, objectives, and policies.

These policy guidance documents have been studied and form the basis of the proposed Capital Improvement Plan (CIP). Most notably, the CIP updates cost and timing of the planned projects with the best current information. It also delineates the revenue sources required to fund the projects, thereby addressing financial responsibility.

Capital Improvement Projects. Capital projects are funded primarily with non-recurring revenues and are segregated into a separate fund to preserve the dedicated revenues being used such as the 0.40 dedicated millage and one-time revenues such as grants.

Capital Maintenance. The town's major investments in capital projects should be matched with an on-going recurring maintenance program funded with recurring revenues.

Additional grants are being sought for multiple projects. Some projects might not have any funding source currently identified. The below sheet, represents the best cost estimate with available data for each project at the time it was drafted. As the Town has seen recently, these figures will fluctuate. This is presented as a 5-year plan, knowing that additional monies will need to be sought and secured to move forward with the unfunded capital projects.

The Capital Improvement Plan was previously presented to the Commission and discussed in length at multiple meetings. Resolution No. 988-25 was approved on September 11, 2025 and the summary of the Capital Improvement Plan is on the next page.

TOWN OF SEWALL'S POINT
CAPITAL IMPROVEMENT PLAN 2026 - 2030

PROJECT COSTS

	FY26	FY27	FY28	FY29	FY30	5-YR TOTAL
CAPITAL PROJECTS						
South Sewall's Point Road Phase 1 Part 4	$ -	$ 2,500,000	$ -	$ -	$ -	$ 2,500,000
South Sewall's Point Road Phase 2	$ 6,750,000	$ 6,750,000	$ -	$ -	$ -	$ 13,500,000
South Sewall's Point Road Phase 3	$ 3,950,780	$ 1,798,988	$ -	$ -	$ -	$ 5,749,768
South Sewall's Point Road Phase 4	$ -	$ 8,100,000	$ 6,300,000	$ -	$ -	$ 14,400,000
N. Sewall's Point Stormwater Improvements	$ -	$ -	$ 250,000	$ 250,000	$ 250,000	$ 750,000
South Sewall's Point Septic to Sewer	$ 7,250,000	$ -	$ -	$ -	$ -	$ 7,250,000
Police Department Remodel	$ 110,000	$ -	$ -	$ -	$ -	$ 110,000
Town Hall Resiliency Project	$ -	$ -	$ 2,750,000	$ 2,250,000	$ -	$ 5,000,000
TOTAL	$ 18,060,780	$ 19,148,988	$ 9,300,000	$ 2,500,000	$ 250,000	$ 49,259,768
JOINT CAPITAL PROJECTS						
N. Sewall's Point Roadway Improvements	TBD	TBD	TBD	TBD	TBD	TBD
CAPITAL PURCHASES						
Park Fountain	$ -	$ -	$ -	$ -	$ -	$ -
Police Radios	$ -	$ 25,000	$ 25,000	$ 25,000	$ 25,000	$ 100,000
Police Cars	$ 85,000	$ 85,000	$ 85,000	$ 85,000	$ 85,000	$ 425,000
Police Security Upgrades	$ 25,000	$ -	$ -	$ -	$ -	$ 25,000
Server/Computer Replacements	$ -	$ 100,000	$ -	$ -	$ -	$ 100,000
TOTAL	$ 110,000	$ 210,000	$ 110,000	$ 110,000	$ 110,000	$ 650,000
CAPITAL MAINTENANCE						
Engineering	$ 75,000	$ 75,000	$ 75,000	$ 80,000	$ 80,000	$ 385,000
Streetlights & Signs	$ 15,000	$ 15,000	$ 15,000	$ 15,000	$ 15,000	$ 75,000
Streets & Bridges/Seawalls	$ 350,000	$ 350,000	$ 350,000	$ 350,000	$ 350,000	$ 1,750,000
Storm Water System Maintenance	$ 100,000	$ 150,000	$ 150,000	$ 150,000	$ 150,000	$ 700,000
Parks & Landscaping						$ -
Streetscaping	$ 60,000	$ 60,000	$ 60,000	$ 60,000	$ 60,000	$ 300,000
Tree Maintenance	$ 10,000	$ 20,000	$ 20,000	$ 20,000	$ 20,000	$ 90,000
Town Hall	$ 25,000	$ 25,000	$ 25,000	$ 25,000	$ 25,000	$ 125,000
TOTAL	$ 635,000	$ 695,000	$ 695,000	$ 700,000	$ 700,000	$ 3,425,000
COST GRAND TOTAL	**$ 18,805,780**	**$ 20,053,988**	**$ 10,105,000**	**$ 3,310,000**	**$ 1,060,000**	**$ 53,334,768**

TOWN OF SEWALL'S POINT
UNFUNDED ITEMS/FUTURE ITEMS

Not every budget item that is examined gets funded and there are some items that the Town has been notified about that will need to be funded in future years.

The following items are noted as unfunded, but the Town Commission should be aware of these matters. The staff has instituted a replacement policy of forecasting large expenditures over future years. This involves primarily vehicle and computer replacements. The following are projections:

- **Vehicle replacement.** The Town will need to replace one police vehicle each fiscal year. Vehicle replacement cost is estimated at $85,000 per vehicle to acquire and fully equip the vehicle for police work. The Town will be looking at a truck replacement for public works within the next two years.

- **IT Upgrade –** The Town of Sewall's Point will need to begin planning for computer replacements on a regular basis.

- **Capital maintenance.** The Town engineer has identified future capital maintenance costs for Streets, Bridges, & Seawalls which currently are not budgeted for, along with increased Stormwater System maintenance as infrastructure is added.
    - Recommend a thorough review of all existing infrastructure. This may then be used to construct a more formalized renewal and replacement program.

TOWN OF SEWALL'S POINT
FY2026 PROPOSED BUDGET
GENERAL FUND

DESCRIPTION	2022-23 ACTIVITY	2023-24 ACTIVITY	2024-25 AMENDED BUDGET	2024-25 ACTIVITY THRU 07/31/25	2025-26 PROPOSED BUDGET	% CHANGE
REVENUES						
AD VALOREM TAXES	2,615,267	2,895,191	3,150,233	3,190,166	3,431,290	8.9%
COMMUNICATIONS SERVICES TAX	51,464	52,380	50,000	38,716	50,000	0%
LOCAL BUSINESS TAX	2,445	1,154	1,500	1,321	1,500	0%
ELECTRIC FRANCHISE FEES	235,091	227,679	200,000	185,972	200,000	0%
PLANNING & ZONING FEES	6,975	6,570	5,000	3,350	5,000	0%
FLORIDA DEO GRANT	32,712					0%
STATE REVENUE SHARING	91,569	87,136	86,471	58,246	89,485	3.5%
STATE REVENUE SHARING - ALCOHOLIC BEVERA		1,273	1,500	1,273	1,500	0%
SALES TAX	295,172	267,365	293,139	217,083	286,207	-2.4%
DISCRETIONARY SALES TAX (RESTRICTED)				107,042		0%
LOCAL GRANT - PD	1,216					0%
CIVIL FINES		100				0%
TRAFFIC FINES	12,956	10,799	10,000	12,940	10,000	0%
POLICE EDUCATION - TRAFFIC FINES	1,506	978	1,200	2,463	1,200	0%
CODE ENFORCEMENT VIOLATIONS	6,050	11,573	2,500	380,388	2,500	0%
FINES-LOCAL ORDINANCE VIOLATIONS TREE MI		56,500	1,000		1,000	0%
INTEREST	173,251	140,949	50,000	95,988	50,000	0%
CONTRIBUTIONS - TOWN EVENTS	2,500	2,500		2,500		0%
CONTRIBUTIONS - POLICE DEPARTMENT	50,000					0%
TOWN LICENSES	7,230	11,294	7,000	7,064	7,000	0%
MISCELLANEOUS REVENUE	1,941	9,871	2,000	1,276	2,000	0%
MISCELLANEOUS REVENUE POLICE	243			500		0%
MISC REVENUE - PARK	1,200	1,200	1,200	3,940	1,200	0%
FUND BALANCE UTILIZATION			190,928			-100%
SEACOAST BANK NOTE	2,000,000					0.00
TOTAL REVENUES	**5,588,787**	**3,784,512**	**4,053,671**	**4,310,228**	**4,139,882**	**2.1%**

TOWN OF SEWALL'S POINT
FY2026 PROPOSED BUDGET
GENERAL FUND

DESCRIPTION	2022-23 ACTIVITY	2023-24 ACTIVITY	2024-25 AMENDED BUDGET	2024-25 ACTIVITY THRU 07/31/25	2025-26 PROPOSED BUDGET	% CHANGE
APPROPRIATIONS						
RESERVES						
RESERVE ADDITION					0	100%
TOTAL RESERVES					**0**	**100%**
EXECUTIVE (512)						
SALARIES & WAGES	80,952	89,162	79,320	68,633	102,050	28.7%
FICA	5,770	6,267	6,068	4,737	7,810	28.7%
RETIREMENT	12,121	13,374	11,898	9,422	15,340	28.9%
HEALTH INSURANCE	20,545	21,420	18,897	15,214	19,000	0.5%
LIFE & DISABILITY INSURANCE	594	606	600	433	600	0%
PROFESSIONAL SERVICES	78,677	124,526	115,000	94,431	115,000	0%
GRANT SERVICES	531	1,200				0%
PLANNING SERVICES	1,135	8,732	20,000	6,084	10,000	-50%
COMPREHENSIVE PLANNING SERVICES	16,532	4,361				0%
MASTER PLANNING SERVICES						0%
AUDIT SERVICES	26,250	21,500	30,000	20,625	35,000	16.7%
COMMUNICATION NETWORK	5,563	1,024	3,000		3,000	0%
POSTAGE				84		0%
PRINTING	18					0%
TOWN EVENTS	12,470	15,376	14,000	11,622	14,000	0%
OTHER GENERAL GOVERNMENT	952		25,000		30,000	20%
DUES/SUBSCRIPTIONS/MEMBERSHIPS	2,513	3,311	3,500	2,372	3,500	0%
TRAINING/EDUCATION		1,568	1,000	2,754	3,350	235%
TRANSFER TO CAPITAL PROJECTS	2,314,660	344,764				0.0
TOTAL EXECUTIVE	**2,579,282**	**657,192**	**328,283**	**236,410**	**358,650**	**9.3%**
FINANCE (513)						
SALARIES & WAGES	55,426	62,709	65,707	55,067	68,500	4.3%
FICA	4,046	4,694	5,027	4,158	5,300	5.4%
RETIREMENT	8,314	9,191	9,856	7,582	10,300	4.5%
HEALTH INSURANCE	12,082	291	13,500	230	1,000	-92.6%
LIFE & DISABILITY INSURANCE	570	548	650	431	650	0%
PROFESSIONAL SERVICES	10,740	6,510	20,000	6,390	15,000	-25%
BANK FEES			480			-100%
DUES/SUBSCRIPTIONS/MEMBERSHIPS	127	143	240	100	240	0%
TRAINING/EDUCATION	1,814	1,755	2,000	948	2,000	0%
TOTAL FINANCE	**93,119**	**85,842**	**117,460**	**74,905**	**102,990**	**-12.3%**

TOWN OF SEWALL'S POINT
FY2026 PROPOSED BUDGET
GENERAL FUND

DESCRIPTION	2022-23 ACTIVITY	2023-24 ACTIVITY	2024-25 AMENDED BUDGET	2024-25 ACTIVITY THRU 07/31/25	2025-26 PROPOSED BUDGET	% CHANGE
APPROPRIATIONS						
LEGAL (514)						
LEGAL COUNSEL - GENERAL	68,317	67,018	80,000	53,663	60,000	-25%
LEGLA COUNSEL - TOWN COMMISSION					20,000	100%
LEGAL COUNSEL - BZA	5,954	2,315	3,000		3,000	0%
LEGAL COUNSEL - CEB	22,864	14,312	12,000	9,225	12,000	0%
LEGAL COUNSEL - LITIGATION		5,233	10,000	7,716	20,000	100%
LEGAL SERVICES - POLICE UNION MATTERS	16,644	9,276	10,000	15,191	10,000	0%
TOTAL LEGAL	**113,778**	**98,155**	**115,000**	**85,795**	**125,000**	**9%**
DEBT SERVICE (517)						
DEBT SERVICE - PRINCIPAL	32,013	65,654	68,772	68,772	68,772	0%
DEBT SERVICE - INTEREST	43,377	85,118	82,008	82,008	82,008	0%
TOTAL DEBT SERVICE	**75,390**	**150,772**	**150,780**	**150,780**	**150,780**	**0%**

TOWN OF SEWALL'S POINT
FY2026 PROPOSED BUDGET
GENERAL FUND

DESCRIPTION	2022-23 ACTIVITY	2023-24 ACTIVITY	2024-25 AMENDED BUDGET	2024-25 ACTIVITY THRU 07/31/25	2025-26 PROPOSED BUDGET	% CHANGE
APPROPRIATIONS						
GOVERNMENTAL SERVICES (519)						
SALARIES & WAGES	66,936	72,553	78,389	56,173	72,000	-8.2%
OVERTIME - STORM	1,224		1,200	4,227	1,200	0%
SICK LEAVE INCENTIVE			1,000		1,000	0%
FICA	4,935	5,297	6,000	4,370	6,000	0%
RETIREMENT	8,917	10,866	12,000	7,483	11,000	-8.3%
HEALTH INSURANCE	26,181	26,623	29,500	22,679	23,000	-22.0%
LIFE & DISABILITY INSURANCE	524	567	600	447	600	0%
WORKERS' COMPENSATION INSURANCE	18,358	22,617	24,000	21,708	24,000	0%
PROFESSIONAL SERVICES				4,488		0%
TRAVEL				935		0%
COMMUNICATION NETWORK	3,151	12,130	7,740	9,187	7,740	0%
COMMUNICATIONS WEB HOSTING	10,322	10,736	9,337	25,621	10,000	7.1%
IT SERVICE LEVEL AGREEMENTS MC	25,865		28,580	21,605	28,580	0%
POSTAGE	2,269	3,361	3,000	4,017	5,000	66.7%
UTILITIES	59,645	55,319	60,000	37,615	60,000	0%
INSURANCE - PROPERTY & LIABILITY	80,079	105,516	115,000	97,239	118,000	2.6%
STREETLIGHT & SIGN MAINTENANCE	161	60		561		0%
LANDSCAPING MAINTENANCE	49,338	57,980	48,000	41,175	60,000	25.0%
VEHICLE MAINTENANCE	4,641	2,578	2,500	1,278	2,500	0%
BUILDING & FACILITIES MAINTENANCE	25,943	37,011	25,000	20,936	25,000	0%
PARKS MAINTENANCE	18,117	16,771	20,400	9,955	20,400	0%
TREE MAINTENANCE	20,368	4,200	24,000	140,444	20,000	-16.7%
STREET MAINTENANCE	24,953	15,969	24,000	12,400	24,000	0%
PRINTING	13,719	11,288	10,000	7,676	10,000	0%
OTHER GENERAL GOVERNMENT	798	5,960		919	1,000	100%
OFFICE SUPPLIES	11,428	16,798	17,200	8,946	12,000	-30.2%
FUEL AND OIL	1,089	1,393	1,000	785	1,000	0%
ARCHIVES AND STORAGE	9,398	10,480	8,400	12,538	10,000	19.0%
ORDINANCE CODIFICATION	2,706	5,252	3,000	4,251	3,000	0%
SOFTWARE/LICENSING	9,860	16,327	9,815	13,915	15,128	54.1%
OPERATING SUPPLIES	687	382	1,400	1,283	1,400	0%
DUES/SUBSCRIPTIONS/MEMBERSHIPS	1,572	2,686	350	2,632	3,500	900%
TRAINING/EDUCATION	3,293	515	5,000	90	5,000	0%
TOWN HALL EQUIPMENT			50,000			-100%
TOTAL GOVERNMENTAL SERVICES	**506,477**	**531,235**	**626,411**	**597,576**	**582,048**	**-7.1%**

TOWN OF SEWALL'S POINT
FY2026 PROPOSED BUDGET
GENERAL FUND

DESCRIPTION	2022-23 ACTIVITY	2023-24 ACTIVITY	2024-25 AMENDED BUDGET	2024-25 ACTIVITY THRU 07/31/25	2025-26 PROPOSED BUDGET	% CHANGE
APPROPRIATIONS						
POLICE DEPARTMENT (521)						
SALARIES & WAGES	652,003	620,990	863,695	549,057	826,100	-4.4%
OVERTIME	12,138	10,027	15,000	14,105	15,000	0%
OVERTIME - COURT TIME	3,169	689	2,000	2,773	2,500	25.0%
OVERTIME - STORM	3,106		6,000	10,189	6,000	0%
OVERTIME - SSPR PHASE 3 TRAFFIC CONTROL			10,000		5,000	-50%
SPECIAL PAY - FTO/BOOTS	1,920	3,730	4,000	1,910	4,000	0%
PD MILEAGE	10,455	18,488	28,800	15,508	28,800	0%
PD STATUTORY INCENTIVE	5,350	5,435	10,000	4,300	10,000	0%
SICK LEAVE INCENTIVE	3,833	5,004	6,300	4,791	6,300	0%
FICA	49,600	49,504	66,100	44,662	63,500	-3.9%
RETIREMENT	95,655	91,046	130,000	48,691	130,000	0%
HEALTH INSURANCE	153,079	90,303	168,000	99,456	225,000	33.9%
LIFE & DISABILITY INSURANCE	4,662	4,684	6,000	5,393	6,000	0%
PROFESSIONAL SERVICES	12,478	6,592	15,000	6,592	15,000	0%
CONTRACTED SERVICES	14,761	16,825	50,000	15,774	50,000	0%
COMMUNICATION NETWORK	2,598	4,178	9,232	3,963	9,232	0%
POSTAGE	56	34		30	100	100%
INSURANCE - PROPERTY & LIABILITY	694	694	1,000		1,000	0%
EQUIPMENT MAINTENANCE	8,283	3,891	5,000	1,288	5,000	0%
VEHICLE MAINTENANCE	18,063	13,165	22,000	19,526	22,000	0%
PRINTING	1,205	1,364	1,700	914	1,700	0%
OFFICE SUPPLIES	3,648	5,040	1,000	155	1,000	0%
FUEL AND OIL	26,784	28,519	30,000	17,638	30,000	0%
SOFTWARE/LICENSING		14,593		14,384		0%
OPERATING SUPPLIES	3,514	81	10,000		10,000	0%
ENFORCEMENT SUPPLIES	8,541	9,791	12,500	3,946	12,500	0%
DUES/SUBSCRIPTIONS/MEMBERSHIPS	2,054	9,453	10,000	1,566	10,000	0%
TRAINING/EDUCATION	3,262	5,426	9,000	(76)	9,000	0%
MACHINERY & EQUIPMENT					25,000	100%
VEHICLES			75,000	76,201	85,000	13.3%
TOTAL POLICE DEPARTMENT	**1,100,910**	**1,019,545**	**1,567,327**	**962,736**	**1,614,732**	**3%**

TOWN OF SEWALL'S POINT
FY2026 PROPOSED BUDGET
GENERAL FUND

DESCRIPTION	2022-23 ACTIVITY	2023-24 ACTIVITY	2024-25 AMENDED BUDGET	2024-25 ACTIVITY THRU 07/31/25	2025-26 PROPOSED BUDGET	% CHANGE
APPROPRIATIONS						
FIRE SERVICES (522)						
FIRE RESCUE CONTRACTED	548,767	565,231	763,061	763,061	785,953	3%
TOTAL FIRE SERVICES	**548,767**	**565,231**	**763,061**	**763,061**	**785,953**	**3%**
MOVED TO BUILDING FUND						
TOTAL MOVED TO BUILDING FUND	(9,055)					
TRANSFERS (581)						
TRANSFER TO CAPITAL PROJECTS			385,349	385,349	419,729	8.9%
TOTAL TRANSFERS			**385,349**	**385,349**	**419,729**	**8.9%**
TOTAL GENERAL FUND APPROPRIATIONS	**5,008,668**	**3,107,971**	**4,053,671**	**3,256,612**	**4,139,882**	**2.1%**

TOWN OF SEWALL'S POINT
FY2026 PROPOSED BUDGET
BUILDING FUND

DESCRIPTION	2022-23 ACTIVITY	2023-24 ACTIVITY	2024-25 AMENDED BUDGET	2024-25 ACTIVITY THRU 07/31/25	2025-26 PROPOSED BUDGET	% CHANGE
REVENUES						
BUILDING PERMIT FEES	472,860	376,754	430,000	353,340	325,000	-24.4%
TECHNOLOGY FEE	21,787	16,211	7,000	16,674	16,000	128.6%
SITE PLAN REVIEWS		4,903	5,000	2,025	3,000	-40.0%
RESERVE UTILIZATION			21,603		176,750	718.2%
TOTAL REVENUES	**494,647**	**397,867**	**463,603**	**372,038**	**520,750**	**12.3%**
APPROPRIATIONS						
BUILDING DEPARTMENT (524)						
SALARIES & WAGES	258,503	268,813	303,060	252,264	327,000	7.9%
OVERTIME - STORM				1,481		0%
SICK LEAVE INCENTIVE		544	1,000		1,000	0%
FICA	19,129	19,935	23,184	18,708	25,000	7.8%
RETIREMENT	38,005	39,863	45,459	34,625	49,000	7.8%
HEALTH INSURANCE	35,467	34,294	40,000	30,738	46,000	15%
LIFE & DISABILITY INSURANCE	1,992	2,039	2,000	1,838	2,000	0%
WORKERS' COMPENSATION INSURANCE		3,679	5,000	2,592	5,000	0%
BUILDING INSPECTOR SERVICES	7,473	3,081	3,000	2,388	3,000	0%
ENGINEERING SERVICES		9,853	5,000	3,260	3,000	-40%
AUDIT SERVICES				6,875	5,000	100%
CONTRACTED SERVICES	800					0.0%
COMMUNICATION NETWORK	108	607	1,400	601	800	-42.9%
TECHNOLOGY EXPENSE	2,147	1,392	6,000	961	3,000	-50%
POSTAGE	175		500		250	-50%
INSURANCE - PROPERTY & LIABILITY	6,885	9,618	10,000	22,439	25,000	150%
VEHICLE MAINTENANCE	3,791	55	2,000		1,000	-50%
OFFICE SUPPLIES	1,206	9,092	4,500	3,811	4,000	-11.1%
FUEL AND OIL	3,452	746	1,200	381	500	-58.3%
ARCHIVES AND STORAGE		1,621				
SOFTWARE/LICENSING	300	6,236	7,500	6,646	7,000	-6.7%
DUES/SUBSCRIPTIONS/MEMBERSHIPS		807	1,300	85	200	-84.6%
TRAINING/EDUCATION		521	1,500		3,000	100%
BUILDING IMPROVEMENTS					10,000	100%
TOTAL BUILDING DEPARTMENT	**379,433**	**412,797**	**463,603**	**389,692**	**520,750**	**12.3%**

TOWN OF SEWALL'S POINT
FY2026 PROPOSED BUDGET
CAPITAL FUND

DESCRIPTION	2022-23 ACTIVITY	2023-24 ACTIVITY	2024-25 AMENDED BUDGET	2024-25 ACTIVITY THRU 07/31/25	2025-26 PROPOSED BUDGET	% CHANGE
REVENUES						
GAS TAX	147,223	144,781	145,000	117,037	145,000	0%
GAS TAX SECOND LOCAL OPTION	96,782	104,921	100,000	84,886	100,000	0%
BUILDING DEPT ROAD IMPROVEMENT FEE	268,216	200,456	150,000	204,341	150,000	0%
AMERICAN RESCUE GRANT	557,540					
TMDL GRANT NS029		3,045				
HMGP 4283-84-A H0603				407,042		
HMGP - 4283-58 Phase 3	23,063		3,802,728	131,250	1,000,000	-74%
HMGP - 4468-002 Phase 2					1,850,000	
FDEP 23FRP07 - SEPTIC TO SEWER		555,570	7,650,000	448,000	7,250,000	-5%
FDEP LPA 0217 - COMM S2S		185,000				
LEGISLATIVE APPROPRIATIONS			1,000,000		1,750,000	75%
FEDP - 22FRP103 - Phase 3			6,170,000		2,950,780	-52%
FDEP - 23FRP06 - Phase 2			2,900,000		4,900,000	69%
MARTIN COUNTY ILA - WATER LINES		696,780		394,820	1,200,000	
INTEREST		81,828		46,282		
CONTRIBUTIONS - SEPTIC TO SEWER	157,935					
RESERVE UTILIZATION			1,842,969			-100%
TRANSFER FROM GENERAL FUND	2,314,660	344,764	385,349	385,349	419,729	9%
TOTAL REVENUES	**3,565,419**	**2,317,144**	**24,146,046**	**2,219,007**	**21,715,509**	**-10%**

TOWN OF SEWALL'S POINT
FY2026 PROPOSED BUDGET
CAPITAL FUND

DESCRIPTION	2022-23 ACTIVITY	2023-24 ACTIVITY	2024-25 AMENDED BUDGET	2024-25 ACTIVITY THRU 07/31/25	2025-26 PROPOSED BUDGET	% CHANGE
APPROPRIATIONS						
GOVERNMENTAL SERVICES						
ENGINEERING SERVICES	179,998	10,305	75,000	30,605	75,000	0%
ENGINEERING SERVICES - GRANT RELATED	16,493	12,250		2,470		
CEI SERVICES						
ENGINEERING SERVICES						
ROW LANDSCAPING MAINTENANCE	18,547	64,147	46,000	76,453	60,000	30%
BUILDING & FACILITIES MAINTENANCE	130					
BUILDING IMPROVEMENTS					100,000	
TOTAL GOVERNMENTAL SERVICES	**215,167**	**86,702**	**121,000**	**109,528**	**235,000**	**94%**
STORMWATER						
PROFESSIONAL SERVICES		2,685		2,550		
LEGAL - BOND COUNSEL	18,600					
ENGINEERING SERVICES	224,826	449,052	250,000	182,220	250,000	0%
ENGINEERING SERVICES - GRANT RELATED	17,880					
ENGINEERING SERVICES - GRANT RELATED	540					
ENGINEERING SERVICES - GRANT RELATED	509	3,630				
STORMWATER-INLET-OUTFALL MAINTENANCE	48,794	48,291	125,000	36,910	100,000	-20%
OTHER GENERAL GOVERNMENT				1,200		
DUES/SUBSCRIPTIONS/MEMBERSHIPS		719		500		
CAPITAL - LAND	1,029,000					
BUILDING IMPROVEMENTS	1,141,805		20,000		110,000	450%
STORMWATER IMPROVEMENTS	237,254	1,861,175	23,470,046	4,656,332	19,150,780	-18%
TOTAL STORMWATER	**2,719,207**	**2,365,551**	**23,865,046**	**4,879,712**	**19,610,780**	**-18%**
STREET MAINTENANCE						
STREETLIGHT & SIGN MAINTENANCE	24,546	22,626	15,000	15,318	15,000	0%
TREE MAINTENANCE	1,825	3,800	20,000		10,000	-50%
STREET MAINTENANCE	6,849	4,189	25,000	3,751	150,000	500%
BRIDGE MAINTENANCE			100,000	200	200,000	100%
ROAD & BRIDGE CAPITAL PROJECTS	6,120			9,331		
TOTAL STREET MAINTENANCE	**39,341**	**30,615**	**160,000**	**28,599**	**375,000**	**134%**
RESERVE ADDITION					**1,494,729**	
TOTAL CAPITAL PROJECTS	**2,973,714**	**2,482,868**	**24,146,046**	**5,017,839**	**21,715,509**	**-10%**

RESOLUTION
NO. 994-25

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF SEWALL'S P OINT, FLORIDA, ADOPTING THE FINAL MILLAGE RATE FOR THE TOWN OF SEWALL'S POINT FOR THE FISCAL YEAR COMMENCING ON OCTOBER 1, 2025 AND ENDING ON SEPTEMBER 30, 2026; AND PROVIDING AN EFFECTIVE DATE AND OTHER PURPOSES.

WHEREAS, the Town of Sewall's Point, Florida, (the "Town") is a duly constituted municipality having such power and authority conferred upon it by the Florida Constitution and Chapter 166, Florida Statutes; and

WHEREAS, the Town has this date held as a properly advertised public hearing pursuant to the requirements of Section 200.065, Florida Statutes, to adopt a final millage rate for the 2025-2026 fiscal year; and

WHEREAS, the gross taxable value for operating purposes not exempt from taxation has been certified by the Martin County Property Appraiser to the Town of Sewall's Point, Florida, as $1,104,551,861; and

WHEREAS, it is the will and desire of the Town Commission that the final millage rate be approved and adopted as set forth below.

NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COMMISSION OF THE TOWN OF SEWALL'S POINT, FLORIDA, AS FOLLOWS:

Section 1. The whereas clauses are incorporated herein as true and correct and as the legislative findings of the Town Commission.

Section 2. The Town Commission of the Town of Sewall's Point does hereby adopt its final operating millage rate of 3.2700 mills to be levied for the General Fund upon all real and tangible personal property located within the boundaries of the above named taxing authority.

Section 3. The FY 2025-2026 operating millage rate of 3.2700 mills is greater than the rolled-back rate of 3.0541 mills by 7.07%.

Section 4. This Resolution shall take effect upon approval by the Town Commission.

_____ offered the Resolution and moved its adoption. The motion was seconded by _____, and upon being put to a vote, the vote was:

	AYE	NAY
DAVE KURMAN, MAYOR	_____	_____
VINNY BARILLE, VICE MAYOR	_____	_____
FRANK FENDER, COMMISSIONER	_____	_____
KAIJA MAYFIELD, COMMISSIONER	_____	_____
FRANK TIDKIS, COMMISSIONER	_____	_____

The Town Manager thereupon declared this Resolution No. 994-25 approved and adopted by the Town Commission of the Town of Sewall's Point on this 22nd day of September, 2025.

TOWN OF SEWALL'S POINT, FLORIDA

_____
DAVE KURMAN, MAYOR

ATTEST:

_____
Maria Pierce, Acting Town Clerk/Finance Director

APPROVED AS TO FORM AND LEGAL SUFFICIENCY:

_____
Glen J. Torcivia, Town Attorney
Florida Bar No. 343374

RESOLUTION
NO. 995-25

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF SEWALL'S POINT, FLORIDA, ADOPTING THE FINAL BUDGET FOR THE TOWN OF SEWALL'S POINT FOR THE FISCAL YEAR COMMENCING ON OCTOBER 1, 2025 AND ENDING ON SEPTEMBER 30, 2026; AND PROVIDING AN EFFECTIVE DATE AND OTHER PURPOSES.

WHEREAS, the Town of Sewall's Point, Florida, (the "Town") is a duly constituted municipality having such power and authority conferred upon it by the Florida Constitution and Chapter 166, Florida Statutes; and

WHEREAS, Section 166.241(2), Florida Statutes, requires each municipality to adopt a budget by ordinance or resolution unless otherwise specified in the respective municipality's charter; and

WHEREAS, the Town of Sewall's Point, Florida, set forth the appropriations and revenue estimate for the budget for Fiscal Year 2025-2026 as follows:

(a) There is hereby appropriated from the GENERAL FUND, the total of four million one hundred thirty-nine thousand and eight hundred eighty-two dollars ($4,139,882) to provide for the annual budget of the General Fund.
(b) There is hereby appropriated from the CAPITAL PROJECTS FUND, the total of twenty-one million seven hundred fifteen thousand five hundred and nine dollars ($21,715,509) to provide for the annual budget of the Capital Project Fund.
(c) There is hereby appropriated from the BUILDING PERMIT FUND, the total of five hundred twenty thousand seven hundred and fifty dollars ($520,750) to provide for the annual budget of the Building Permit Fund.

WHEREAS, it is the will and desire of the Town Commission that the final budget be approved and adopted as set forth below.

NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COMMISSION OF THE TOWN OF SEWALL'S POINT, FLORIDA, AS FOLLOWS:

Section 1. The whereas clauses are incorporated herein as true and correct and as the legislative findings of the Town Commission.

Section 2. The Town Commission of the Town of Sewall's Point does hereby adopt its final budget for Fiscal Year 2025-2026, which budget is attached hereto and incorporated as Exhibit "A" (the "Budget").

Section 3. Amounts allocated in the Budget for expenditures effective October 1, 2025 are authorized in accordance with the purposes and amounts set forth in the Budget.

Section 4. This Resolution shall take effect upon approval by the Town Commission.

_____ offered the Resolution and moved its adoption. The motion was seconded by _____, and upon being put to a vote, the vote was:

	AYE	NAY
DAVE KURMAN, MAYOR	_____	_____
VINNY BARILE, VICE MAYOR	_____	_____
FRANK FENDER, COMMISSIONER	_____	_____
KAIJA MAYFIELD, COMMISSIONER	_____	_____
FRANK TIDKIS, COMMISSIONER	_____	_____

The Town Manager thereupon declared this Resolution No. 995-25 approved and adopted by the Town Commission of the Town of Sewall's Point on this 22rd day of September, 2025.

TOWN OF SEWALL'S POINT, FLORIDA

_____
DAVE KURMAN, MAYOR

ATTEST:

_____
Maria Pierce, Acting Town Clerk/Finance Director

APPROVED AS TO FORM AND LEGAL SUFFICIENCY:

_____
Glen J. Torcivia, Town Attorney
Florida Bar No. 343374

Resolution No. 995-25
Attachment A

TOWN OF SEWALL'S POINT
PROPOSED BUDGET BY FUND - FY 2026

	FUND 001 GENERAL FUND	FUND 101 BUILDING FUND	FUND 301 CAPITAL FUND	2026 BUDGET
REVENUES				
311.000 AD VALOREM TAXES	3,431,290			3,431,290
312.410 GAS TAX			145,000	145,000
312.420 GAS TAX SECOND LOCAL OPTION			100,000	100,000
315.000 COMMUNICATIONS SERVICES TAX	50,000			50,000
316.000 LOCAL BUSINESS TAX	1,500			1,500
322.000 BUILDING PERMIT FEES		325,000		325,000
322.001 TECHNOLOGY FEE		16,000		16,000
322.003 SITE PLAN REVIEWS		3,000		3,000
323.100 ELECTRIC FRANCHISE FEES	200,000			200,000
325.200 BUILDING DEPT ROAD IMPROVEMENT			150,000	150,000
329.001 PLANNING & ZONING FEES	5,000			5,000
331.000 HMGP GRANTS			2,850,000	2,850,000
334.000 FDEP GRANTS			15,100,780	15,100,780
335.000 LEGISLATIVE APPROPRIATIONS			1,750,000	1,750,000
335.120 STATE REVENUE SHARING	89,485			89,485
335.150 STATE REVENUE SHARING	1,500			1,500
335.180 SALES TAX	286,207			286,207
337.200 LOCAL GRANT - PD				0
337.300 MCU SSPR REIMBURSEMENT			1,200,000	1,200,000
351.300 CIVIL FINES				0
351.500 TRAFFIC FINES	10,000			10,000
351.501 POLICE EDUCATION - TRAFFIC FINES	1,200			1,200
351.901 CODE ENFORCEMENT VIOLATIONS	2,500			2,500
354.000 FINES-LOCAL ORDINANCE VIOLATIONS	1,000			1,000
361.100 INTEREST	50,000			50,000
366.002 CONTRIBUTIONS - SAFETY EQUIPMENT GRANT				0
366.003 CONTRIBUTIONS - TOWN EVENTS				0
366.004 CONTRIBUTIONS - POLICE DEPARTMENT				0
367.000 TOWN LICENSES	7,000			7,000
369.900 MISCELLANEOUS REVENUE	2,000			2,000
369.901 MISCELLANEOUS REVENUE POLICE				0
369.902 MISC REVENUE - PARK	1,200			1,200
382.000 RESERVE UTILIZATION	0	176,750	0	176,750
TRANSFER FROM GENERAL FUND			419,729	419,729
TOTAL REVENUES	**4,139,882**	**520,750**	**21,715,509**	**26,376,141**

TOWN OF SEWALL'S POINT
PROPOSED BUDGET BY FUND - FY 2026

		FUND 001 GENERAL FUND	FUND 101 BUILDING FUND	FUND 301 CAPITAL FUND	2026 BUDGET
EXPENDITURES					
512	TOTAL EXECUTIVE	358,650			358,650
513	TOTAL FINANCE	102,990			102,990
514	TOTAL LEGAL	125,000			125,000
517	TOTAL DEBT SERVICE	150,780			150,780
519	TOTAL GOVERNMENTAL SERVICES	582,048			582,048
521	TOTAL POLICE	1,614,732			1,614,732
522	TOTAL FIRE	785,953			785,953
581	TOTAL TRANSFERS	419,729			419,729
524	TOTAL BUILDING		520,750		520,750
519	TOTAL GOVERNMENTAL SERVICES - CAPITAL			235,000	235,000
538	TOTAL STORMWATER			19,610,780	19,610,780
541	TOTAL STREETS & BRIDGES			375,000	375,000
	RESERVE ADDITION			1,494,729	1,494,729
	TOTAL EXPENDITURES	**4,139,882**	**520,750**	**21,715,509**	**26,376,141**

TOWN OF SEWALL'S POINT
POSITION CONTROL AND PAY RANGES
FISCAL YEAR 2026

AUTHORIZED POSITIONS	FTE's	LOW	MID	HIGH
TOWN MANAGER	1		Per Contract	
ADMINISTRATIVE ASSISTANT	1	$ 50,369	$ 61,562	$ 73,000
FINANCE DIRECTOR	1	$ 69,956	$ 86,100	$ 111,000
BUILDING OFFICIAL / PW	1	$ 89,544	$ 106,334	$ 139,000
PUBLIC WORKS MAINTENANCE	1	$ 33,579	$ 44,772	$ 58,000
TOWN / FINANCE / BLDNG ASSIST.	1	$ 50,369	$ 61,562	$ 73,000
POLICE CHIEF	1	$ 106,334	$ 128,720	$ 153,000
POLICE ADMIN ASSISTANT	1	$ 50,369	$ 61,562	$ 73,000
POLICE LIEUTENANT	1	$ 83,034	$ 99,230	$ 120,000
POLICE SERGEANT	1	Per Collective Barganing Agreement		
POLICE OFFICER	7	Per Collective Barganing Agreement		
Total FTE's	17			

RESOLUTION NO. 993-25

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF SEWALL'S POINT RECOGNIZING FLORIDA CITY GOVERNMENT WEEK, OCTOBER 20-26, 2025 AND ENCOURAGING ALL CITIZENS TO SUPPORT THE CELEBRATION AND CORRESPONDING ACTIVITIES

WHEREAS, city government is the government closest to most citizens and the one with the most direct daily impact upon its residents; and

WHEREAS, municipal government provides services and programs that enhance the quality of life for residents, making their city their home; and

WHEREAS, city government is administered for and by its citizens and is dependent upon public commitment to and understanding of its many responsibilities; and

WHEREAS, city government officials and employees share the responsibility to pass along the understanding of public services and their benefits; and

WHEREAS, Florida City Government Week offers an important opportunity for elected officials and city staff to spread the word to all citizens of Florida that they can shape and influence this branch of government; and

WHEREAS, the Florida League of Cities and its member cities have joined together to teach citizens about municipal government through a variety of activities.

NOW, THEREFORE, BE IT RESOLVED BY THE TOWN OF SEWALL'S POINT AS FOLLOWS:

Section 1. That the Town of Sewall's Point encourages all citizens, town government officials and employees to participate in events that recognize and celebrate Florida City Government Week.

Section 2. That the Town of Sewall's Point encourages educational partnerships between city government and schools, as well as civic groups and other organizations.

Section 3. That the Town of Sewall's Point supports and encourages all Florida

city governments to actively promote and sponsor Florida City Government Week.

_____ offered the Resolution and moved its adoption. The motion was seconded by _____ and upon being put to a vote, the vote was:

	AYE	NAY
DAVE KURZMAN, MAYOR	____	____
VINNY BARILE, VICE MAYOR	____	____
FRANK FENDER, COMMISSIONER	____	____
KAIJA MAYFILED, COMMISSIONER	____	____
FRANK TIDIKIS, COMMISSIONER	____	____

The Town Manager declared this Resolution No. 993-25 approved and adopted by the Town Commission of the Town of Sewall's Point on this 22nd day of September 2025.

TOWN OF SEWALL'S POINT, FLORIDA

_____
Dave Kurzman, Mayor

ATTEST:

_____
Maria Pierce, Acting Town Clerk

(TOWN SEAL)

APPROVED AS TO FORM AND LEGAL SUFFICIENCY:

_____
Glen J. Torcivia, Town Attorney
Florida Bar No. 343374

RESOLUTION NO. 992-25

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF SEWALL'S POINT, FLORIDA; AUTHORIZING THE TOWN TO OBTAIN A TAXABLE REVOLVING LINE OF CREDIT FROM SEACOAST NATIONAL BANK IN THE PRINCIPAL AMOUNT NOT TO EXCEED $4,000,000 TO PROVIDE WORKING CAPITAL FOR THE TOWN TO OFFSET CASH FLOW SHORTAGES DUE TO CONSTRUCTION PAYMENTS AND PAYMENTS TO THE TOWN'S ENGINEERS PENDING RECEIPT OF GRANT PROCEEDS; AWARDING THE LINE OF CREDIT TO SEACOAST NATIONAL BANK BY NEGOTIATED SALE; APPROVING A LOAN AGREEMENT BETWEEN THE TOWN AND SEACOAST NATIONAL BANK; PROVIDING FOR REPEAL OF CONFLICTING RESOLUTIONS; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the Town Commission previously determined to obtain a taxable revolving line of credit from Seacoast National Bank (the "Lender") to provide working capital for the Town to offset cash flow shortages due to construction payments and payments to the Town's engineers pending the receipt of grant proceeds, including reimbursement for amounts previously spent; and

WHEREAS, the Town Manager has determined to execute a loan agreement with the Lender in substantial accordance with a proposal from the Lender dated September 18, 2025; and

WHEREAS, the Town Commission desires, by the adoption of this Resolution, to meet the legal requirements of Florida law; and

WHEREAS, the Town Commission finds that this Resolution serves a public purpose and is in the best interests of the Town.

NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COMMISSION OF THE TOWN OF SEWALL's POINT, FLORIDA, AS FOLLOWS:

Section 1. Recitals. The foregoing recitals are hereby ratified and confirmed as being true and they are incorporated into this resolution by reference as if set forth in full herein. is Resolution is adopted pursuant to the provisions of Part II of Chapter 166, Florida Statutes, as amended, the Charter of the Town of Sewall's Point, and other applicable provisions of law.

Section 2. Definitions. The following words and phrases shall have the following meanings when used herein:

"Act" means Part II of Chapter 166, Florida Statutes, as amended, the Charter of the Town of Sewall's Point, and other applicable provisions of law.

"Clerk" means the Clerk, Acting Clerk or any Deputy Clerk of the Town.

"Commission Member" means a member of the Town Commission.

"Lender" means Seacoast National Bank, and its successors and assigns.

"Loan Agreement" means the Taxable Revolving Loan Agreement between the Town and the Lender authorized by Section 4 hereof.

"Mayor" means the Mayor or Vice Mayor of the Town.

"Note" means the Town's Revolving Promissory Note, Series 2025, authorized by Section 3 hereof.

"Project" means the provision of working capital for the Town to offset cash flow shortages due to construction payments and payments to the Town's engineers pending the receipt of grant proceeds, including reimbursement for amounts previously spent.

"Resolution" means this Resolution authorizing the issuance of the Note, including any resolution or resolutions supplemental hereto.

"State" means the State of Florida.

"Town" means Town of Sewall's Point, a Florida municipal corporation.

"Town Manager" means the Town Manager or his or her designee.

Section 3. Authorization of Note. Subject and pursuant to the provisions of this Resolution and the Loan Agreement, an obligation of the Town is hereby authorized to be issued in the principal amount not to exceed $4,000,000 for the purpose of providing funds, together with other available funds of the Town, to pay the costs of the Project and pay closing costs. Because of the characteristics of the Note, prevailing market conditions, and additional savings to be realized from an award of the Note by negotiated sale, it is in the best interest of the Town to award the Note to the Lender by negotiated sale in substantial accordance with the Lender's proposal to the Town dated September 18, 2025, which Term Sheet is attached hereto as Exhibit "A" (the "Term Sheet"); provided, however, that the provisions of this Resolution and the Loan Agreement shall control to the extent of any conflict with the Term Sheet.

Prior to the issuance of the Note the Town shall receive from the Lender a disclosure statement containing the information required by Section 218.385, Florida Statutes. The Note shall be dated the date of its execution and delivery, which shall be a date agreed upon by the Town and the Lender, and shall have such other terms and provisions, including the interest rate and maturity date, as stated in the form of Note attached to the Loan Agreement as Exhibit "A." The Note is to be in substantially the form set forth on Exhibit "A" to the Loan Agreement, together with such changes as shall be approved by the Mayor, such approval to be conclusively evidenced by the execution thereof by the Mayor. The Note shall be executed on behalf of the Town with the manual signature of the Mayor, and the Mayor is hereby authorized to execute the Note on behalf of the Town. The

Note shall further be attested to by the manual signature of the Clerk, and the seal of the Town shall be impressed thereon.

Section 4. Loan Agreement. Notwithstanding any other provision hereof, the Note shall not be issued nor shall the Town be obligated to issue the same nor shall the Lender be obligated to purchase the same, unless and until the Town and the Lender shall execute a Taxable Revolving Loan Agreement in substantially the form attached hereto as Exhibit "B" (the "Loan Agreement"). The form of the Loan Agreement is hereby approved by the Town and the Town Manager is authorized to execute the same, with such changes as may be approved by the Town Manager, such approval to be conclusively evidenced by the execution thereof by the Town Manager.

Section 5. Applicable Provisions of Law. This Resolution shall be governed by and construed in accordance with the laws of the State.

Section 6. Conflicts. All resolutions or parts of resolutions that are in conflict with the provisions of this Resolution are hereby stayed to the extent necessary to give this Resolution full force and effect until its expiration.

Section 7. Severability. If any section, subsection, sentence, clause, phrase or portion of this Resolution is for any reason held invalid or unconstitutional by any court of competent jurisdiction, such portion shall be deemed a separate, distinct, and independent provision, and such holding shall not affect the validity of the remaining portions thereof.

Section 8. Captions. The captions and headings in this Resolution are for convenience only and in no way define, limit or describe the scope or intent of any provisions or sections of this Resolution.

Section 9. Authorizations. The Town Manager, the Clerk, and any Council Member, and such other officials and employees of the Town as may be designated by the Mayor are each designated as agents of the Town in connection with the issuance and delivery of the Note and are authorized and empowered, collectively or individually, to take all action and steps and to execute all instruments, documents, and contracts on behalf of the Town that are necessary or desirable in connection with the execution and delivery of the Note, and which are specifically authorized or are not inconsistent with the terms and provisions of this Resolution.

Section 10. Effective Date. This Resolution shall take effect immediately upon approval by the Town Commission.

_____ offered the Resolution and moved its adoption. The motion was seconded by _____ and upon being put to a vote, the vote was:

	AYE	NAY
DAVE KURZMAN, MAYOR	____	____
VINNY BARILE, VICE MAYOR	____	____
FRANK FENDER, COMMISSIONER	____	____
KAIJA MAYFIELD, COMMISSIONER	____	____
FRANK TIDIKIS, COMMISSIONER	____	____

The Town Manager thereupon declared this Resolution No. 992-25 approved and adopted by the Town Commission of the Town of Sewall's Point on this 22nd day of September, 2025.

TOWN OF SEWALL'S POINT, FLORDA

_____
Dave Kurzman, Mayor

ATTEST:

_____
Maria Pierce, Acting Town Clerk/
Finance Director
(TOWN SEAL)

APPROVED AS TO FORM AND
LEGAL SUFFICIENCY

_____
Glen J. Torcivia, Town Attorney
Florida Bar No. 343374

EXHIBIT “A”

TERM SHEET FROM LENDER

Seacoast Bank

September 18, 2025

Town of Sewall's Point
1 South Sewall's Point Rd.
Sewall's Point, FL 34996

RE: Commercial Line of Credit

Dear Mr. Daniels:

Seacoast National Bank appreciates the opportunity to review your financing needs. In response to your request to provide a commercial revolving line of credit, Seacoast National Bank ("Bank") is pleased to state our intent subject to the satisfactory completion of the Bank's underwriting procedures, compliance with all applicable Bank policies, and in accordance with the attached proposed terms and conditions. These proposed terms shall expire without notification if this proposal is not accepted by you on or before September 20, 2025.

The purpose of this letter is limited to an expression of the Bank's intent to qualify the loan in good faith, in accordance with the stated terms and conditions, and to provide you a timely indication of the Bank's position regarding your loan application. Please be advised, however, that the terms and conditions stated in this letter may be changed in response to disclosures discovered during the underwriting process or changes in statutory or regulatory considerations relative to your loan request. The issuance of this letter does not represent a final commitment for financing and in no way obligates the Bank to approve the loan in any form.

Confidentiality: This proposal and any and all information in any way relating to the proposal and/or closing of the transaction contemplated therein are strictly confidential and the Borrower may not disclose any information in any way relating to the same without the prior written consent of the Bank.

Seacoast National Bank is pleased to express our interest in your loan request and appreciates the opportunity to service your banking needs. Should you have questions or items of discussion regarding our proposal, please contact me directly at 772-288-6097.

Sincerely,

Sarah Lynch

Sarah Lynch
SVP, Commercial Banking Manager

TERM SHEET
SEACOAST NATIONAL BANK
Town of Sewall's Point

September 18, 2025

Set forth below is a preliminary outline of terms that may be appropriate for your request. This is not a loan commitment or an agreement of any kind by Seacoast National Bank ("Bank"). Neither this term sheet nor any other discussions between us shall imply any obligation on the part of Seacoast to continue to discuss or enter into any future agreement with respect to any financing. Notwithstanding the exchange of term sheets such as this one, or correspondence or discussions relating to financing, whether or not containing expressions suggesting an agreement or understanding, no such commitment or agreement will exist unless and until it is embodied in a formal document and executed specifically as a loan commitment or other agreement by an authorized officer of Seacoast. This term sheet is transmitted CONFIDENTIALLY for the sole use of the individual(s) and entities shown above, and it may not be forwarded or disclosed to others without the express consent of Seacoast.

Borrower:	Town of Sewall's Point
Purpose:	To provide working capital and maintain liquidity for ongoing projects for the Town of Sewall's Point
Security:	Pledge of a covenant to budget and appropriate legally available non-ad valorem revenues of the Town.
Loan Amount:	$4,000,000
Loan Type	Commercial Revolving Line of Credit
Term:	12-month line funding termination/maturity
Interest Rate:	SOFR + 150bps floating, floor rate 4.00% (current rate 5.90%)
Repayment:	Interest only monthly
Fee Structure:	None
Default Rate:	Upon and during the occurrence of an event of default, consisting of the Town of Sewall's Point, Florida failure to make a payment of principal or interest when due, the interest rate on the Note shall increase to the lesser of (i) the maximum rate permitted by law, or (ii) "SOFR" as quoted by the New York Federal Reserve from time to time, plus 5%
Expiration:	The above terms and conditions will expire September 28, 2025, unless further extended by the Bank.

Closing Expenses: Borrower's bond counsel to prepare the loan closing package and bank counsel will provide oversight and review. Bank counsel fees will be passed along to the Borrower.

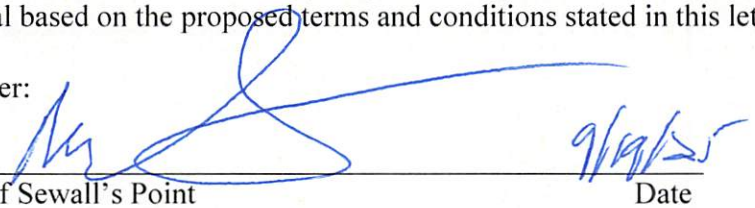
ITEMS NEEDED FOR UNDERWRITING

1. Town Commission meeting minutes specifically outlining the loan approval details as well as the authorized parties that may sign the loan documents on behalf of the Town.
2. Adoption of Resolution authorizing the issuance of the subject Note.
3. Any additional financial information on the borrowing group that may be requested during final underwriting.

Confidentiality: This proposal and any information in any way relating to the proposal and/or closing of the transaction contemplated therein are strictly confidential and the Borrower may not disclose any information in any way relating to the same without the prior written consent of the Bank however, subject to the public records laws.

I/we have reviewed and hereby request Seacoast National Bank to proceed with gaining formal approval based on the proposed terms and conditions stated in this letter.

Borrower:



Town of Sewall's Point Date

EXHIBIT “B”

FORM OF LOAN AGREEMENT

LOAN AGREEMENT

This LOAN AGREEMENT (this "Agreement") is made and entered into as of _____, 2025, and is by and between the Town of Sewall's Point, Florida, a Florida municipal corporation (the "Town"), and Seacoast National Bank, a national banking association, and its successors and assigns as holder of the hereinafter defined Note (the "Lender");

WHEREAS, the Town Council of the Town did, on _____, 2025, adopt its Resolution No. ___ (the "Resolution") authorizing, among other things, the issuance of a promissory note of the Town in the principal amount not to exceed $4,000,000 for the purpose of financing the herein described Project; and

WHEREAS, the Town has determined to issue the Note in the principal amount of $4,000,000 (the "Note"); and

WHEREAS, the Town hereby determines that it is desirable and in the best interest of the Town to enter into this Agreement whereby the Town will borrow funds (the "Loan") from the Lender to pay the costs of the Project; and

WHEREAS, the obligation of the Town to repay such Loan shall be evidenced by the delivery of the Note to the Lender in the principal amount of the Loan; and

WHEREAS, the Note shall be issued pursuant to the terms and provisions of the Resolution and this Agreement; and

WHEREAS, the execution and delivery of this Agreement have been duly authorized by the Resolution.

NOW, THEREFORE, the parties hereto, intending to be legally bound hereby and in consideration of the mutual covenants hereinafter contained, DO HEREBY AGREE as follows:

ARTICLE I

DEFINITION OF TERMS

Section 1.01. Definitions. The words and terms used in this Agreement shall have the meanings as set forth in the Resolution and in the recitals above, unless otherwise defined herein. Unless the context shall otherwise require, the following words and terms as used in this Agreement shall have the following meanings:

"Act" Part II of Chapter 166, Florida Statutes, as amended, the Charter of the Town of Sewall's Point, and other applicable provisions of law.

"Agreement" means this Loan Agreement and any and all modifications, alterations, amendments and supplements hereto made in accordance with the provisions hereof.

"Annual Budget" means the annual budget for the Town for each Fiscal Year in accordance with Section 3.01(j) below and in accordance with the laws of the State of Florida.

"Annual Debt Service Requirement" means for a given Fiscal Year the aggregate amount required to pay the principal and interest coming due on the Note and any additional debt during that Fiscal Year.

"Authorized Depository" means any bank, trust company, national banking association, savings and loan association, savings bank or other banking association selected by the Town as a depository, which is authorized under Florida law to be a depository of municipal funds and which has qualified with all applicable state and federal requirements concerning the receipt of Town funds.

"Bond Counsel" means counsel experienced in matters relating to the validity of, and the exclusion from gross income for federal income tax purposes of interest on, obligations of states and their political subdivisions.

"Business Day" means any day other than a Saturday, Sunday or day on which banking institutions within the State of Florida are authorized or required by law to remain closed.

"Chief Financial Officer" means the chief financial officer of the Town as defined in Section 218.403, Florida Statutes.

"Clerk" means the Clerk, Acting Clerk or any Deputy Clerk of the Town.

"Dated Date" means the date of issuance of the Note.

"Debt Service Fund" means the fund of that name established pursuant to Section 5.03 hereof.

"Event of Default" shall mean an event of default specified in Article VII of this Agreement.

"Fiscal Year" means the period commencing on October 1 of each year and ending on the succeeding September 30, or such other consecutive 12-month period as may be hereafter designated as the fiscal year of the Town pursuant to general law.

"Governing Body" means the Town Commission of the Town, or its successor in function.

"Governmental Authority" shall mean the government of the United States of America, any other nation or any political subdivision thereof, whether state or local, and any agency, authority, instrumentality, regulatory body, court, central bank or other entity exercising executive, legislative, judicial, taxing, regulatory or administrative powers or functions of or pertaining to government.

"Holder" means the registered owner (or its authorized representatives) of the Note from time to time, initially the Lender.

"Legally Available Non-Ad Valorem Revenues" means all revenues of the Town derived from any source whatsoever, other than ad valorem taxation on real and personal property, which are legally available to make the payments of principal and interest on the Note, but only after provision has been made by the Town for payment of services and programs which are for essential public purposes affecting the health, welfare and safety of the inhabitants of the Town, or which are legally mandated by applicable law.

"Lender" means Seacoast National Bank, a national banking association, and its successors and assigns.

"Loan" means the outstanding principal amount of the Note issued hereunder.

"Loan Documents" means this Agreement, the Note, the Resolution and all other documents, agreements, certificates, schedules, notes, statements, and opinions, however described, referenced herein or executed or delivered pursuant hereto or in connection with or arising with the Loan or the transaction contemplated by this Agreement.

"Mayor" means the Mayor or Vice Mayor of the Town and such other person as may be duly authorized to act on his or her behalf.

"Note" means the Town's Taxable Revolving Promissory Note, Series 2025, authorized to be issued pursuant to the Resolution in an aggregate principal amount of $4,000,000.

"Person" means natural persons, firms, trusts, estates, associations, corporations, partnerships and public bodies.

"Pledged Revenues" means (a) Town Moneys and (b) proceeds of the Note deposited with the Town until applied for payment of costs of the Project.

"Project" means the provision of working capital for the Town to offset cash flow shortages due to construction payments and payments to the Town's engineers pending the receipt of grant proceeds, including reimbursement for amounts previously spent.

"Resolution" means Resolution No. ___, adopted by the Town on _____, 2025, as the same may from time to time be amended, modified or supplemented.

"State" means the State of Florida.

"Town" means the Town of Sewall's Point, Florida, a Florida municipal corporation, and its successors and assigns.

"Town Manager" means the Town Manager or his or her designee.

"Town Moneys" means the moneys budgeted and appropriated by the Town and deposited into the Debt Service Fund from Legally Available Non-Ad Valorem Revenues pursuant to the Town's covenant to budget and appropriate Legally Available Non-Ad Valorem Revenues contained in Section 3.04 of this Agreement.

Section 1.02. Interpretation. Unless the context clearly requires otherwise, words of masculine gender shall be construed to include correlative words of the feminine and neuter genders and vice versa, and words of the singular number shall be construed to include correlative words of the plural number and vice versa. This Agreement and all the terms and provisions hereof shall be construed to effectuate the purposes set forth herein and to sustain the validity hereof.

Section 1.03. Titles and Headings. The titles and headings of the articles and sections of this Agreement have been inserted for convenience of reference only and are not to be considered a part hereof, shall not in any way modify or restrict any of the terms and provisions hereof, and shall not be considered or given any effect in construing this Agreement or any provision hereof or in ascertaining intent, if any question of intent should arise.

ARTICLE II

REPRESENTATIONS OF TOWN

The Town represents and warrants to the Lender that:

Section 2.01. Powers of Town. The Town is a duly organized and validly existing as a municipal corporation under the laws of the State. The Town has the power to borrow the amount provided for in this Agreement, to execute and deliver the Loan Documents, to secure the Note in the manner contemplated hereby, and to perform and observe all the terms and conditions of the Note and this Agreement on its part to be performed and observed. The Town may lawfully issue the Note in order to obtain funds to finance the Project.

Section 2.02. Authorization of Loan. The Town has full legal right, power, and authority to adopt the Resolution and to execute and deliver this Agreement, to issue, sell, and deliver the Note to the Lender, and to carry out and consummate all other transactions contemplated hereby and by the Loan Documents, and the Town has complied and will comply with all provisions of applicable law in all material matters relating to such transactions. The Town, by the Resolution, has duly authorized the borrowing of the amount provided for in this Agreement, the execution and delivery of this Agreement, and the making and delivery of the Note to the Lender, and to that end the Town warrants that it will take all action and will do all things which it is authorized by law to take and to do in order to fulfill all covenants on its part to be performed and to provide for and to assure payment of the Note. The Town has duly adopted the Resolution and authorized the execution, delivery, and performance of the Note and this Agreement and the taking of any and all other such action as may be required on the part of the Town to carry out, give effect to and consummate the transactions contemplated by the Loan Documents. The Note has been duly authorized, executed, issued and delivered to the Lender and constitutes a legal, valid and binding obligation of the Town enforceable in accordance with its terms and the terms of the Resolution, and is entitled to the benefits and security of the Resolution and this Agreement. All approvals,

consents, and orders of and filings with any Governmental Authority or agency which would constitute a condition precedent to the issuance of the Note or the execution and delivery of or the performance by the Town of its obligations under the Loan Documents have been obtained or made and any consents, approvals, and orders to be received or filings so made are in full force and effect.

Section 2.03. Agreements. The making and performing by the Town of this Agreement will not violate any provision of the Act, or any ordinance or resolution of the Town, or any regulation, order or decree of any court, and will not result in a breach of any of the terms of any agreement or instrument to which the Town is a party or by which the Town is bound. The Loan Documents constitute legal, valid and binding obligations of the Town enforceable in accordance with their respective terms.

Section 2.04. Litigation, Etc. There are no actions or proceedings pending against the Town or affecting the Town or, to the knowledge of the Town, threatened, which, either in any case or in the aggregate, might result in any material adverse change in the financial condition of the Town, or which question the validity of this Agreement, the Note or any of the other Loan Documents or of any action taken or to be taken in connection with the transactions contemplated hereby or thereby. The Town is not in default in any material respect under any agreement or other instrument to which it is a party or by which it may be bound.

Section 2.05. Financial Information. The financial information regarding the Town furnished to the Lender by the Town in connection with the Loan is complete and accurate, and there has been no material and adverse change in the financial condition of the Town from that presented in such information.

ARTICLE III

COVENANTS OF THE TOWN

Section 3.01. Affirmative Covenants. The Town covenants, for so long as any of the principal amount of or interest on the Note is outstanding and unpaid or any duty or obligation of the Town hereunder or under any of the other Loan Documents remains unpaid or unperformed, as follows:

(a) Use of Proceeds. The Town covenants that the proceeds from the Note will be used only to pay the costs of the Project and to pay closing costs. The Town represents that upon issuance of the Note, except for the Town's Public Improvement Revenue Note, Series 2022 (the "Series 2022 Note"), currently outstanding in the principal amount of $1,724,794.50, there will be no other bonds, loans or obligations of the Town secured by a covenant to budget and appropriate from Legally Available Non-Ad Valorem Revenues, or by a pledge of or lien on any particular source of Legally Available Non-Ad Valorem Revenues.

(b) Notice of Defaults. The Town shall within ten (10) days after it acquires knowledge thereof, notify the Lender in writing upon the happening, occurrence, or existence of

any Event of Default, and any event or condition which with the passage of time or giving of notice, or both, would constitute an Event of Default, and shall provide the Lender with such written notice, a detailed statement by a responsible officer of the Town of all relevant facts and the action being taken or proposed to be taken by the Town with respect thereto.

(c) Records. The Town agrees that any and all records of the Town shall be open to inspection by the Lender or its representatives at all reasonable times at the offices of the Town.

(d) Maintain Existence. The Town shall do all things lawfully within its power to maintain its existence as a municipal corporation of the State, and shall not voluntarily dissolve.

(e) Notice of Liabilities. The Town shall promptly inform the Lender of any actual or potential contingent liabilities or pending or threatened litigation of any amount that could reasonably be expected to have a material and adverse effect upon the financial condition of the Town or the Pledged Revenues.

(f) Insurance. The Town shall maintain such liability, casualty and other insurance as is reasonable and prudent for similarly situated municipal corporations of the State, including self-insurance, and shall upon the request of the Lender, provide evidence of such coverage to the Lender.

(g) Comply with Laws. The Town is in compliance with and shall comply with all applicable federal, State and local laws and regulatory requirements.

(h) Taxes. In the event the Note, this Agreement or any other Loan Document should be subject to the excise tax on documents or the intangible personal property tax, or any similar tax, of the State of Florida, the Town shall pay such taxes or reimburse the Lender for any such taxes paid by it.

(i) Investments. The Town shall invest only in obligations permitted by Section 218.345, Florida Statutes, or as stated in the Town's Investment Policy approved by the Town Commission.

(j) Operating Budget; Financial Statements. Before the first day of each Fiscal Year the Governing Body shall prepare, approve and adopt in the manner prescribed by law, a detailed Annual Budget. Such Annual Budget shall provide for revenues sufficient to comply with the Town's obligations hereunder, including any unsatisfied obligations from prior Fiscal Years. The Town shall annually provide to the Lender (i) the Town's Comprehensive Annual Financial Report within 270 days of the end of each Fiscal Year and (ii) the Annual Budget within 60 days of adoption. The Town will also provide the Lender with any financial information the Lender shall reasonably request.

(k) Grant Proceeds. The Town will use its best efforts to pursue and procure the grants with respect to which the Town had drawn on the line of credit to pay in advance of the expectation of receiving such grant proceeds.

Section 3.02. Lender Fees and Expenses. The Town hereby agrees to pay the fees and expenses of counsel to the Lender in connection with the issuance of the Note in the amount of $_____, said amounts to be due and payable upon the issuance of the Note.

Section 3.03. Registration and Exchange of Notes; Persons Treated as Owners. So long as the Note shall remain unpaid, the Town will keep books for the registration and transfer of the Note. The Note shall be transferable only upon such registration books. The Town will transfer the registration of a Note upon written request of the Lender specifying the name, address and taxpayer identification number of the transferee.

The Person in whose name the Note shall be registered shall be deemed and regarded as the absolute owner thereof for all purposes, and payment of principal and interest on the Note shall be made only to or upon the written order of such Person. All such payments shall be valid and effectual to satisfy and discharge the liability upon the Note to the extent of the sum or sums so paid.

Section 3.04. Covenant to Budget and Appropriate. The Town covenants to budget and appropriate in its Annual Budget, by amendment if necessary, from Legally Available Non-Ad Valorem Revenues in each Fiscal Year, sufficient moneys to pay the principal of and interest on the Note in such Fiscal Year, until the Note is paid in full. Such covenant and agreement on the part of the Town shall be cumulative to the extent not paid, and shall continue until Legally Available Non-Ad Valorem Revenues or other available funds in amounts sufficient to make all required payments shall have been budgeted, appropriated and actually paid. Notwithstanding the foregoing covenant of the Town, the Town does not covenant to maintain any services or programs now provided or maintained by the Town, which generate non-ad valorem revenues.

Such covenant to budget and appropriate does not create any lien upon or pledge of such Legally Available Non-Ad Valorem Revenues until deposited into the Debt Service Fund, nor, except as provided in Section 6.01 hereof, does it preclude the Town from pledging in the future a particular source or sources of non-ad valorem revenues. Such covenant to budget and appropriate Legally Available Non-Ad Valorem Revenues is subject in all respects to the payment of obligations heretofore or hereafter (but only to the extent permitted by Section 6.01 hereof) entered into, including but not limited to the payment of debt service on bonds and other debt instruments. However, the covenant to budget and appropriate in its Annual Budget for the purposes and in the manner stated herein shall have the effect of making available in the manner described herein Legally Available Non-Ad Valorem Revenues and placing on the Town a positive duty to budget and appropriate, by amendment if necessary, amounts sufficient to meet its obligations hereunder.

Section 3.05. Payment of Principal and Interest; Note not a General Obligation of the Town. The Note is a special obligation of the Town and is payable solely in the manner and to the extent set forth in this Agreement. The Town hereby pledges and grants to the Lender, for the payment of the principal of, premium if any, and interest on, the Note in accordance with the terms and the provisions of this Agreement, the Pledged Revenues.

The Town promises that it will promptly pay the principal of and interest on the Note at the place, on the dates and in the manner provided therein according to the true intent and meaning hereof and thereof. The Note shall not be or constitute a general obligation or indebtedness of the Town within the meaning of the Constitution of Florida, but shall be payable solely from and secured by the covenant of the Town to budget and appropriate Legally Available Non-Ad Valorem Revenues and a pledge of and lien on the Pledged Revenues, in the manner and to the extent herein provided. No Holder shall ever have the right to compel the exercise of the ad valorem taxing power of the Town or taxation in any form on any real or personal property to pay such Note or the interest thereon, nor shall any Holder be entitled to payment of such principal and interest from any other funds of the Town other than the than the Legally Available Non-Ad Valorem Revenues, all in the manner and to the extent herein provided. The Holders shall have no lien upon any real or tangible personal property of the Town.

Section 3.06. Redemption. The Town shall be entitled or required to prepay the Note prior to maturity in whole or in part, in the manner and subject to the conditions set forth in the form of Note attached as Exhibit "A" hereto.

Section 3.07. Business Days. In any case where the due date of interest on or principal of the Note is not a Business Day, then payment of such principal or interest need not be made on such date but may be made on the next succeeding Business Day, provided that interest shall continue to accrue until the payment is actually received by the Lender.

Section 3.08. Officers and Employees of the Town Exempt from Personal Liability. No recourse under or upon any obligation, covenant or agreement of this Agreement or the Note or for any claim based thereon or otherwise in respect thereof, shall be had against any Town Commission Member, or any officer, agent or employee, as such, of the Town past, present or future, it being expressly understood (a) that the obligation of the Town under this Agreement and the Note is solely a corporate one, (b) that no personal liability whatsoever shall attach to, or is or shall be incurred by, the Town Commission, or the officers, agents, or employees, as such, of the Town, or any of them, under or by reason of the obligations, covenants or agreements contained in this Agreement or implied therefrom, and (c) that any and all such personal liability of, and any and all such rights and claims against, every such Town Commission Member, and every officer, agent, or employee, as such, of the Town under or by reason of the obligations, covenants or agreements contained in this Agreement, or implied therefrom, are waived and released as a condition of, and as a consideration for, the execution of this Agreement and the issuance of the Note on the part of the Town.

Section 3.09. Note Mutilated, Destroyed, Stolen or Lost. In case the Note shall become mutilated, or be destroyed, stolen or lost, the Town shall issue and deliver a new Note of like tenor as the Note so mutilated, destroyed, stolen or lost, in exchange and in substitution for such mutilated Note, or in lieu of and in substitution for the Note destroyed, stolen or lost and upon the Holder furnishing the Town proof of ownership thereof and complying with such other reasonable regulations and conditions as the Town may prescribe and paying such expenses as the Town may incur. The Note so mutilated, destroyed, stolen or lost shall be canceled and shall be of no further force and effect.

Section 3.10. RESERVED

Section 3.11. RESERVED

Section 3.12. RESERVED

ARTICLE IV

REVOLVING LINE OF CREDIT

Section 4.01. **The Loan**: The Lender's obligation to extend the Loan under the Note shall be subject to the terms and conditions of this Agreement. Interest and principal payments shall be made pursuant to the terms and conditions of the Note, as may be extended, amended or renewed from time to time. The Lender hereby agrees to establish and extend the Taxable Revolving Line of Credit to the Borrower in the maximum principal sum of Four Million and No/100ths Dollars ($4,000,000.00). The Taxable Revolving Line of Credit shall be subject to the following additional terms:

A. **Note**: The indebtedness of the Town to the Lender shall be evidenced by the Note, of even date herewith executed by the Town in the stated maximum principal sum of Four Million and No/100ths Dollars ($4,000,000.00).

B. **Principal Payments**: The entire principal sum then outstanding, together with all accrued interest then unpaid, shall be due and payable in full at maturity on _____, 2026 (the "Maturity Date"), with privilege of prepayment in whole or in part at any time prior to maturity without penalty.

C. **Interest Payments**: Accrued interest shall be due and payable monthly, with the first payment being due and payable on _____, 2025, and with payments being due and payable on the same day of each succeeding month thereafter. Accrued interest shall be calculated on the principal sum outstanding from time to time on a 360-day per annum basis, at a rate equal to Adjusted One Month Term SOFR. The "Adjusted One Month Term SOFR" and related definitions are set forth in the Note and by this express reference incorporated herein.

D. **Attorney's Fees and Costs**: The Note shall provide that the Town shall be liable to the Lender for the payment of all reasonable costs and attorney's fees incurred by the Lender in the Event of Default by the Town

E. **Term of Line**: The Taxable Revolving Line of Credit shall be represented and evidenced by the Note and the other Loan Documents. The Lender's obligation to make advances under the Taxable Revolving Line of Credit shall expire one (1) year from the date of this Agreement. The Lender's obligation to make advances under the Taxable Revolving Line of Credit shall be subject to the Town's continued banking relationship with the Lender and the continued satisfactory financial condition of the Town, in the sole and reasonable judgment of the Lender. Funding under the Taxable Revolving Line of Credit and this Agreement may be extended

by the Lender for an additional one (1) year term, at the sole discretion of the Lender, by written notice thereof to the Town.

F. **Loan Expiration:** The Town acknowledges and agrees that, upon the expiration of the term of this Loan, the Lender is under no obligation to refinance this Loan.

Section 4.02. **Utilization of Taxable Revolving Line of Credit Proceeds**: The proceeds of the Taxable Revolving Line of Credit shall be utilized by the Town to pay the costs of the Project, and shall not be used for any other purpose without the prior written consent of the Lender following underwriting and approval.

ARTICLE V

CONDITIONS PRECEDENT

Section 5.01. **Conditions Precedent Initial Advance**: The obligation of the Lender to make the initial advance to the Town under this Agreement is subject to the Town's full and complete satisfaction of the following conditions precedent:

Execution and Delivery of Loan Documents: The Town shall execute and deliver, or cause to be executed and delivered, the following loan documents in a form and substance satisfactory to the Lender, and the Lender's counsel:

1. **Note** - The Note executed by the Town; and

2. **Evidence of All Necessary Borrower Actions** - Certified copies (dated as of the date of this Agreement) of all actions taken by the Town with respect to the transactions contemplated by this Agreement, including, but not limited to, resolutions adopted by the Town's governing body, authorizing the execution, delivery, and performance of the Loan Documents to which the Town is a party, and each of the Loan Documents to be delivered pursuant to this Agreement; and;

3. **Certification of Officers and Incumbency Certificate** - A certificate (dated as of the date of this Agreement) executed by the Clerk or Town Manager of the Town certifying the names and true signatures of the members of the Town's governing body, the officers of the Town who have been duly authorized to execute the Loan Documents on behalf of the Town and the officers of the Town who are authorized to request advances of the Loan.

4. **Opinion of Counsel**– An opinion of counsel to the Town in form and substance acceptable to the Lender; and

5. **Miscellaneous** - such other documents as the Lender may require the Town to execute in connection with the Loan.

Section 5.02. **Conditions Precedent to Subsequent Advances**: The Lender's obligation under this Agreement to extend additional advances of principal to the Town during the term of

its Commitment shall be subject to the Town's full and complete satisfaction of the following conditions precedent with respect to each requested advance:

A. The representations and warranties contained in Article IV of this Agreement, and the representations and warranties set forth in the Loan Documents are true and correct as of the date of the requested advance; and

B. No Default or Event of Default has occurred and is continuing, or would result from the requested advance; and

C. The Lender shall have received such other approvals, opinions or documents as the Lender may reasonably request.

ARTICLE VI

THE LOAN; TOWN'S OBLIGATION; DESCRIPTION AND PAYMENT TERMS

Section 6.01. The Loan. The Lender hereby agrees to loan to the Town the amount of $4,000,000 to be evidenced by the Note, to provide funds to pay the costs of the Project, and to pay closing costs upon the terms and conditions set forth in the Resolution and in this Agreement. The Town agrees to repay the principal amount borrowed plus interest thereon, upon the terms and conditions set forth in the Loan Documents.

Section 6.02. Description and Payment Terms of the Note. To evidence the Loan, the Town shall issue and deliver to the Lender the Note in substantially the form attached hereto as Exhibit "A."

Section 6.03. Establishment of Debt Service Fund**.** There is hereby created and established with the Town a fund designated the "Debt Service Fund." The Debt Service Fund shall constitute a trust fund for the purposes hereof.

Section 6.04. Application of Revenues.

(a) On or before 12:00 Noon on the last Business Day prior to each date on which principal of or interest on the Note is due, the Town shall deposit into the Debt Service Fund an amount of Legally Available Non-Ad Valorem Revenues (which at the time of such deposit become Town Moneys and Pledged Revenues) at least equal to the principal of and interest on the Note due on such date.

(b) The Town shall pay out of the Debt Service Fund to the Lender (i) on or before each interest payment date for the Note, the amount required for the interest payable on such date; and (ii) on or before the Maturity Date, the amount of principal payable on such date.

Section 6.05. Accounting for Funds. The designation and establishment of the Debt Service Fund by this Agreement shall not be construed to require the establishment of any completely independent funds but rather is intended solely to constitute an allocation of certain

revenues and assets of the Town for certain purposes and to establish certain priorities for application of certain revenues and assets as herein provided.

ARTICLE VII

CONSENT OF HOLDER OF SERIES 2022 NOTE

Section 7.01. Consent of Holder of Series 2022 Note. The Lender, as the holder of the Series 2022 Note, hereby consents to the Loan, notwithstanding the provisions of Section 6.01 of the loan agreement relating to the Series 2022 Note.

ARTICLE VIII

EVENTS OF DEFAULT

Section 8.01. General. An "Event of Default" shall be deemed to have occurred under this Agreement if:

(a) The Town shall fail to make any payment of the principal of or interest on the Note within five (5) Business Days of when the same become due and payable, or

(b) The Town shall default in the performance of or compliance with any term or covenant contained in the Loan Documents, other than a term or covenant a default in the performance of which or noncompliance with which is dealt with in Section 7.0l(a) or (c) through (h) hereof, which default or non-compliance shall continue and not be cured within thirty (30) days after (i) notice thereof to the Town by the Lender; or (ii) the Lender is notified of such noncompliance or should have been so notified pursuant to the provisions of Section 3.0l(c) of this Agreement, whichever is earlier; provided however, that such cure period shall be extended to ninety (90) days if the nature of such default is such that it cannot be corrected within thirty ((30) days, corrective action is initiated by the Town within such thirty (30) day period, and the Town is diligently pursuing such cure to completion. or

(c) Any representation or warranty made in writing by or on behalf of the Town in any Loan Document shall prove to have been false or incorrect in any material respect on the date made or reaffirmed; or

(d) The Town admits in writing its inability to pay its debts generally as they become due or files a petition in bankruptcy or makes an assignment for the benefit of its creditors or consents to the appointment of a receiver or trustee for itself; or

(e) The Town is adjudged insolvent by a court of competent jurisdiction, or it is adjudged a bankrupt on a petition in bankruptcy filed by or against the Town, or an order, judgment or decree is entered by any court of competent jurisdiction appointing, without the consent of the Town, a receiver or trustee of the Town or of the whole or

any part of its property, and if the aforesaid adjudications, orders, judgments or decrees shall not be vacated or set aside or stayed within sixty (60) days from the date of entry thereof; or

(f) The Town shall file a petition or answer seeking reorganization or any arrangement under the federal bankruptcy laws or any other applicable law or statute of the United States of America or the State of Florida.

Section 8.02. Effect of Event of Default. Should the Town default in any obligation created by this Loan Agreement or the Note, the Lender may, in addition to any other remedies set forth in this Agreement or the Note, either at law or in equity, by suit, action, mandamus or other proceeding in any court of competent jurisdiction, protect and enforce any and all rights under the laws of the State of Florida, or granted or contained in this Agreement, and may enforce and compel the performance of all duties required by this Agreement or by any applicable statutes to be performed by the Town or by any officer thereof. Upon an Event of Default, the Lender may recover from the Town all expenses incurred including without limitation reasonable attorneys' fees, at all levels of the proceedings, whether incurred in connection with collection, bankruptcy proceedings, trial, appeal or otherwise.

ARTICLE IX

MISCELLANEOUS

Section 9.01. No Waiver; Cumulative Remedies. No failure or delay on the part of the Lender in exercising any right, power, remedy hereunder, or under the Note or other Loan Documents shall operate as a waiver of the Lender's rights, powers and remedies hereunder, nor shall any single or partial exercise of any such right, power or remedy preclude any other or further exercise thereof, or the exercise of any other right, power or remedy hereunder or thereunder. The remedies herein and therein provided are cumulative and not exclusive of any remedies provided by law or in equity.

Section 9.02. Amendments; Changes or Modifications to the Agreement. This Agreemen9 shall not be amended, changed or modified except by written instrument between the Lender and the Town. The Town agrees to pay all of the Lender's costs and reasonable attorneys' fees incurred in modifying and/or amending this Agreement at the Town's request or behest.

Section 9.03. Counterparts. This Agreement may be executed in any number of counterparts, each of which, when so executed and delivered, shall be an original; but such counterparts shall together constitute but one and the same Agreement, and, in making proof of this Agreement, it shall not be necessary to produce or account for more than one such counterpart.

Section 9.04. Severability. If any clause, provision or section of this Agreement shall be held illegal or invalid by any court, the invalidity of such clause, provision or section shall not affect any other provisions or sections hereof, and this Agreement shall be construed and enforced to the end that the transactions contemplated hereby be effected and the obligations contemplated

hereby be enforced, as if such illegal or invalid clause, provision or section had not been contained herein.

Section 9.05. Term of Agreement. Except as otherwise specified in this Agreement, this Agreement and all representations, warranties, covenants and agreements contained herein or made in writing by the Town in connection herewith shall be in full force and effect from the date hereof and shall continue in effect until as long as the Note is outstanding.

Section 9.06. Notices. All notices, requests, demands and other communications which are required or may be given under this Agreement shall be in writing and shall be deemed to have been duly given when received if personally delivered; the day it is sent, if sent by e-mail; the day after it is sent, if sent by overnight common carrier service; and five days after it is sent, if mailed, certified mail, return receipt requested, postage prepaid. In each case notice shall be sent to:

If to the Town: Town of Sewall's Point
1 South Sewall's Point Rd.
Sewall's Point, FL 33996
Attention: Town Manager
rdaniels@sewallspoint.org

with a copy to: Torcivia, Donlon, Goddeau & Rubin, P.A.
701 Northpoint Parkway, Suite 209
West Palm Beach, FL 33407
Attention: Glen Torcivia, Town Attorney
glen@torcivialaw.com

If to the Lender: Seacoast National Bank
815 Colorado Avenue
Stuart, FL 34994
Attention: Sarah Lynch, Vice President
Sarah.lynch@seacoastbank.com

or to such other address as either party may have specified in writing to the other using the procedures specified above in this Section 9.06.

Section 9.07. Applicable Law. The Loan Documents shall be governed by applicable federal law and the internal laws of the State.

Section 9.08. Binding Effect; Assignment. This Agreement shall be binding upon and inure to the benefit of the successors in interest and permitted assigns of the parties. The Town shall have no right to assign any of its rights or obligations hereunder without the prior written consent of the Lender.

Section 9.09. Conflict. In the event any conflict arises between the terms of this Agreement and the terms of any other Loan Document, the terms of this Agreement shall govern in all instances of such conflict.

Section 9.10. No Third Party Beneficiaries. It is the intent and agreement of the parties hereto that this Agreement is solely for the benefit of the parties hereto and no person not a party hereto shall have any rights or privileges hereunder.

Section 9.11. Entire Agreement. Except as otherwise expressly provided, this Agreement and the other Loan Documents embody the entire agreement and understanding between the parties hereto and supersede all prior agreements and understandings relating to the subject matter hereof.

Section 9.12. Further Assurances. The parties to this Agreement will execute and deliver, or cause to be executed and delivered, such additional or further documents, agreements or instruments and shall cooperate with one another in all respects for the purpose of carrying out the transactions contemplated by this Agreement.

Section 9.13. Waiver of Jury Trial. The Town knowingly, voluntarily, and intentionally waives any right it may have to a trial by jury, with respect to any litigation or legal proceedings based on or arising out of the Loan Documents, including any course of conduct, course of dealings, verbal or written statement or actions or omissions of any party which in any way relates to the Loan Documents.

Section 9.14. No Advisory or Fiduciary Relationship. In connection with all aspects of each transaction contemplated hereunder (including in connection with any amendment, waiver or other modification hereof or of the Note), the Town acknowledges and agrees, that: (a) (i) the Town has consulted its own legal, accounting, regulatory and tax advisors to the extent it has deemed appropriate, (ii) the Town is capable of evaluating, and understands and accepts, the terms, risks and conditions of the transactions contemplated hereby and by the Note, (iii) the Lender is not acting as a municipal advisor or financial advisor to the Town, and (iv) the Lender has no fiduciary duty pursuant to Section 15B of the Securities Exchange Act to the Town with respect to the transactions contemplated hereby and the discussions, undertakings and procedures leading thereto (irrespective of whether the Lender has provided other services or is currently providing other services to the Town on other matters); (b) (i) the Lender is and has been acting solely as a principal and, except as expressly agreed in writing by the relevant parties, has not been, is not, and will not be acting as an advisor, agent or fiduciary, for the Town or any other person and (ii) the Lender has no obligation to the Town, with respect to the transactions contemplated hereby except those obligations expressly set forth herein and in the Note; and (c) the Lender may be engaged in a broad range of transactions that involve interests that differ from those of the Town, and the Lender has no obligation to disclose any of such interests to the Town. This Loan Agreement and the Note are entered into pursuant to and in reliance upon the bank exemption and/or the institutional buyer exemption provided under the municipal advisor rules of the Securities and Exchange Commission, Rule 15Ba1-1 *et seq*, to the extent that such rules apply to the transactions contemplated hereunder.

[Remainder of page intentionally left blank.]

IN WITNESS WHEREOF, the parties have executed this Agreement to be effective between them as of the date of first set forth above.

TOWN OF SEWALL'S POINT, FLORIDA

By: _____
Robert Daniels, Town Manager

SEACOAST NATIONAL BANK

By: _____
Sarah Lynch, Vice President

TAXABLE REVOLVING PROMISSORY NOTE

Not to Exceed $4,000,000.00 **_____, 2025**

FOR VALUE RECEIVED, the **TOWN OF SEWALL'S POINT FLORIDA** (the "**Borrower**"), a municipal corporation created and existing pursuant to the Constitution and the laws of the State of Florida, hereby promises to pay to the order of **SEACOAST NATIONAL BANK**, a national banking association (together with any and all of its successors and assigns and/or any other or future holder of this Note, "**Lender**"), in immediately available funds in lawful money of the United States of America, at P.O. Box 9012, Stuart, FL 34995, Attn: Commercial Loan Department**, the principal sum of FOUR MILLION and No/100 Dollars ($4,000,000.00)** (or the unpaid balance of all principal advanced against this Note, if that amount is less), together with interest on the unpaid principal balance of this Taxable Revolving Promissory Note (this "**Note**") from day to day outstanding as hereinafter provided.

THIS NOTE EVIDENCES A TAXABLE REVOLVING LOAN. SUBJECT TO THE TERMS AND CONDITIONS OF THIS NOTE AND THE LOAN AGREEMENT (AS HEREINAFTER DEFINED), BORROWER MAY BORROW, REPAY AND REBORROW THE PRINCIPAL SUMS DUE UNDER THIS NOTE FROM TIME TO TIME, AND THIS NOTE SHALL REMAIN IN EFFECT AND EVIDENCE SUCH ADVANCES AND RE-ADVANCES HEREUNDER; PROVIDED, HOWEVER, THAT THE AGGREGATE PRINCIPAL AMOUNT OUTSTANDING HEREUNDER AT ANY ONE TIME SHALL NOT EXCEED $4,000,000.00.

Section 1. Payment Schedule and Maturity Date.

Prior to maturity, accrued and unpaid interest shall be due and payable in arrears on the _____ (____) day of each month commencing on _____, 2025. The entire principal balance of this Note then unpaid, together with all accrued and unpaid interest and all other amounts payable hereunder and under the other "Loan Documents" (as hereinafter defined), shall be due and payable in full on _____, 2026 (the "**Maturity Date**"), the final maturity of this Note.

Section 2. Security; Loan Documents. The security for this Note includes a Taxable Revolving Loan Agreement between Borrower and Lender of even date herewith (as the same may from time to time be amended, restated, modified or supplemented, the "**Loan Agreement**"), pledging and granting to the Lender a covenant to budget and appropriate the Pledged Revenues (as defined in the Loan Agreement), in the manner and to the extent provided in the Loan Agreement (the "**Pledged Revenues**"). This Note, the Loan Agreement and all other documents now or hereafter securing, guaranteeing or executed in connection with the loan evidenced by this Note (the "**Loan**"), as the same may from time to time be amended, restated, modified or supplemented, are herein sometimes called individually a "**Loan Document**" and together the "**Loan Documents**."

Section 3. Interest Rate.

INTEREST ON THIS NOTE IS NOT EXCLUDABLE FROM GROSS INCOME FOR FEDERAL INCOME TAX PURPOSES.

(a) **Adjusted One Month Term SOFR Rate**. Interest on the outstanding principal balance of, and all other sums owing under this Note, which are not past due shall accrue and be payable at a rate which is equal to the Adjusted One Month Term SOFR Rate as determined by Lender prior to the commencement of each Interest Period. Interest shall be computed for the actual number of days which have elapsed, on the basis of a 360-day year.

(b) **Alternative Rate**. If Lender determines that no adequate basis exists for determining the One Month Term SOFR Rate, the One Month Term SOFR Rate is no longer available, reliable or representative (whether by the issuance of a public statement by the Term SOFR Administrator or any relevant governmental body or otherwise), the One Month Term SOFR Rate does not adequately and fairly reflect the cost to Lender of funding the loan to Borrower as evidenced by this Note, or that applicable Law or regulation or compliance therewith by Lender prohibits or restricts or makes impossible the charging of interest based on the One Month Term SOFR Rate, whether temporary, permanently, or indefinitely (each, a "**Replacement Event**"), then Lender may, in its sole discretion, establish a new index to replace the One Month Term SOFR Rate. Upon a Replacement Event, this Note shall be amended such that the One Month Term SOFR Rate shall be replaced with a replacement benchmark rate or index as determined by Lender, in Lender's sole discretion, which may be adjusted by Lender to include an additional spread or margin (which may be a positive or negative value, or zero) (as so adjusted, the "**Replacement Index**"), such that when the original spread or margin (over the One Month Term SOFR Rate) used in determining the original rate of interest under this Note is added to the Replacement Index, the new rate of interest pursuant to this Note will be substantially equivalent to the original rate of interest pursuant to this Note in effect for periods prior to the Replacement Event, all as determined by Lender. In determining the Replacement Index, Lender may take into consideration any then-prevailing market convention for selecting a replacement benchmark rate and accompanying spread or margin for the Replacement Index. The replacement of the One Month Term SOFR Rate with the Replacement Index shall be operative immediately upon the Replacement Event without any action or consent of Borrower. Lender will notify Borrower in writing (a "**Transition Notice**") setting forth the Replacement Index, the new applicable rate, the date of the Replacement Event, and the manner in which the applicable rate will be periodically reset (based on such time periods as Lender determines in Lender's discretion) based upon changes in the Replacement Index.

In addition, if the Lender determines that a Replacement Event has occurred, the Lender must give not less than thirty (30) days' notice with sufficient detail to reasonably explain its determination to the Borrower, including an exact calculation with full supporting information of the Replacement Index and the spread or margin proposed to be added thereto or subtracted therefrom. Borrower shall have fifteen (15) days to respond or comment on Lender's notice of the same and Lender shall use reasonable efforts to address or incorporate the comments or response of Borrower in its ultimate action, including, without limitation, recalculating the spread or margin to be added to or subtracted from the Replacement Index.

(c) **Past Due Rate**. If any amount payable by Borrower under any Loan Document is not paid when due (without regard to any applicable grace periods), such amount shall thereafter bear interest at the Past Due Rate (as defined below) to the fullest extent permitted by applicable Law. Accrued and unpaid interest on past due amounts (including interest on past due interest) shall be due and payable on demand, at a fluctuating rate per annum (the "**Past Due Rate**") equal to the lesser of: (i) One Month Term SOFR plus five hundred (500) basis points; or (ii) the highest non-usurious rate permitted under applicable law.

(d) **Additional Defined Terms**. In addition to other terms defined herein, as used herein the following terms shall have the meanings indicated, unless the context otherwise requires:

"**Adjusted One Month Term SOFR Rate**" for each Interest Period, a simple rate per annum equal to the sum of the Term SOFR Margin plus the One Month Term SOFR Rate; provided that, if such Adjusted One Month Term SOFR Rate would be less than the Floor Rate, such Adjusted One Month Term SOFR Rate will be deemed to be the Floor Rate for the purposes of this Note and the other Loan Documents

"Floor Rate" means the interest rate of 4.00% per annum.

"**Interest Period**" means the period commencing on the date the initial funds are disbursed under this Note and ending on the date one (1) month thereafter and thereafter commencing on the last day of the preceding Interest Period and ending on the date one month thereafter, provided each Interest Period must commence on a Business Day.

"**Laws**" means all constitutions, treaties, statutes, laws, ordinances, regulations, rules, orders, writs, injunctions, or decrees of the United States of America, any state or commonwealth, any municipality, any foreign country, any territory or possession, or any Tribunal.

"**One Month Term SOFR Rate**" means, with respect to each Interest Period, the Term SOFR Reference Rate for a tenor of one month on the day (such day, the "**Term SOFR Determination Day**") that is two (2) U.S. Government Securities Business Days prior to such day, as such rate is published by the Term SOFR Administrator; provided, however, that if as of 5:00 p.m. (New York City time) on any Term SOFR Determination Day the Term SOFR Reference Rate for the applicable tenor has not been published by the Term SOFR Administrator and an alternative rate to has not been implemented by Lender pursuant to subparagraph (b) above with respect to the One Month Term SOFR Rate, then the One Month Term SOFR Rate will be the Term SOFR Reference Rate for such tenor as published by the Term SOFR Administrator on the first preceding Business Day for which such Term SOFR Reference Rate for such tenor was published by the Term SOFR Administrator so long as such first preceding Business Day is not more than three (3) Business Days prior to such Term SOFR Determination Day. Notwithstanding the foregoing, if at any time the One Month Term SOFR Rate or the Replacement Index (as defined in Section 3(b) above, whichever is then applicable, is less than zero, then during such time the One Month Term SOFR Rate or the Replacement Index, as applicable, shall be deemed to be zero for purposes of the applicable rate. The foregoing provision shall not in any way alter, modify, replace or otherwise affect any minimum interest rate (howsoever described) otherwise applicable to or provided for in this Note or any related Loan Document.

"**SOFR**" means a rate equal to the secured overnight financing rate as administered by the SOFR Administrator.

"**Term SOFR Administrator**" means CME Group Benchmark Administration Limited (CBA) (or a successor administrator of the Term SOFR Reference Rate selected by the Lender in its sole discretion

"**Term SOFR Margin**" means fifty (50) basis points.

"**Term SOFR Reference Rate**" shall mean the forward-looking term rate based on SOFR.

"**Tribunal**" means any state, commonwealth, federal, foreign, territorial or other court or governmental department, commission, board, bureau, district, authority, agency, central bank, or instrumentality, or any arbitration authority.

"**U.S. Government Securities Business Day**" means any day except for (a) a Saturday, (b) a Sunday or (c) a day on which the Securities Industry and Financial Markets Association recommends that the fixed income departments of its members be closed for the entire day for purposes of trading in United States government securities.

Section 4. **Prepayment**. Borrower may prepay the principal balance of this Note, in full or in part at any time from time to time, without fee, premium or penalty, provided that: (a) Lender shall have actually received from Borrower at least ten (10) days prior written notice of (i) Borrower's intent to prepay, (ii) the amount of principal which will be prepaid (the "**Prepaid Principal**"), and (iii) the date on which the prepayment will be made; (b) each prepayment shall be in the amount of $1,000 or a larger integral multiple of $1,000 (unless the

prepayment retires the outstanding balance of this Note in full); and (c) each prepayment shall be in the amount of 100% of the Prepaid Principal, plus accrued unpaid interest thereon to the date of prepayment, plus any other sums which have become due to Lender under the Loan Documents on or before the date of prepayment but have not been paid.

In addition, the Borrower shall prepay this Note in an amount equal to the grant proceeds received by the Borrower for any project or projects paid for with a draw on the Note, within thirty (30) days of receipt of such grant proceeds by the Borrower.

Section 5. **Late Charges**. If Borrower shall fail to make any payment under the terms of this Note (other than the payment due at maturity) within ten (10) days after the date such payment is due, Borrower shall pay to Lender on demand a late charge equal to five percent (5%) of the amount of such payment. Such ten (10) day period shall not be construed as in any way extending the due date of any payment. The late charge is imposed for the purpose of defraying the expenses of Lender incident to handling such delinquent payment. This charge shall be in addition to, and not in lieu of, any other amount that Lender may be entitled to receive or action that Lender may be authorized to take as a result of such late payment.

Section 6. **Certain Provisions Regarding Payments**. All payments made under this Note shall be applied, to the extent thereof, to late charges, to accrued but unpaid interest, to unpaid principal, and to any other sums due and unpaid to Lender under the Loan Documents, in such manner and order as Lender may elect in its sole discretion, any instructions from Borrower or anyone else to the contrary notwithstanding. Remittances shall be made without offset, demand, counterclaim, deduction, or recoupment (each of which is hereby waived) and shall be accepted subject to the condition that any check or draft may be handled for collection in accordance with the practice of the collecting bank or banks. Acceptance by Lender of any payment in an amount less than the amount then due on any indebtedness shall be deemed an acceptance on account only, notwithstanding any notation on or accompanying such partial payment to the contrary, and shall not in any way: (a) waive or excuse the existence of an "Event of Default" (as defined below); (b) waive, impair or extinguish any right or remedy available to Lender hereunder or under the other Loan Documents; or (c) waive the requirement of punctual payment and performance or constitute a novation in any respect. Payments received after 4:00 p.m. shall be deemed to be received on, and shall be posted as of, the following Business Day. Whenever any payment under this Note or any other Loan Document falls due on a day which is not a Business Day, such payment may be made on the next succeeding Business Day.

Section 7. **Events of Default**. Reference is hereby made to the Loan Agreement for the rights and remedies of the Lender upon the occurrence of an Event of Default, as defined therein.

Section 8. **Costs and Expenses of Enforcement**. Borrower agrees to pay to Lender on demand all reasonable costs and expenses incurred by Lender in seeking to collect this Note or to enforce any of Lender's rights and remedies under the Loan Documents, including court costs and reasonable attorneys' fees and expenses, whether or not suit is filed hereon, or whether in connection with bankruptcy, insolvency or appeal.

Section 9. **Service of Process**. Borrower hereby consents to process being served in any suit, action, or proceeding instituted in connection with this Note by (a) the mailing of a copy thereof by certified mail, postage prepaid, return receipt requested, to Borrower and (b) serving a copy thereof upon the Mayor or his or her designee, the agent hereby designated and appointed by Borrower as Borrower's agent for service of process. Borrower irrevocably agrees that such service shall be deemed to be service of process upon Borrower in any such suit, action, or proceeding. Nothing in this Note shall affect the right of Lender to serve process in any manner otherwise permitted by law and nothing in this Note will limit the right of Lender otherwise to bring proceedings against Borrower in the courts of any jurisdiction or jurisdictions, subject to any provision or agreement for arbitration or dispute resolution set forth in the Loan Agreement.

Section 10. **Successors and Assigns**. The terms of this Note and of the other Loan Documents shall bind and inure to the benefit of the successors and assigns of the parties. The foregoing sentence shall not be construed to permit Borrower to assign the Loan except as otherwise permitted under the Loan Documents. By acceptance of this Note, Lender agrees not to assign the Loan except in whole and only to a Permitted Lender. "Permitted Lender" means any affiliate of the Lender, any bank, trust company, savings institution, insurance company or "qualified institutional buyer" under Rule 144A promulgated under the Securities Act of 1933, or any "accredited investor" (as defined in Rule 501 of Regulation D under the Securities Act of 1933, as amended. Any assignee of the Lender or the Borrower (if permitted by the Loan Documents) shall be bound by all of the terms of the Loan Documents.

Section 11. **General Provisions**. Time is of the essence with respect to Borrower's obligations under this Note, subject to cure periods provided herein. Borrower hereby: (a) waives demand, presentment for payment, notice of dishonor and of nonpayment, protest, notice of protest, notice of intent to accelerate, notice of acceleration and all other notices (except any notices which are specifically required by this Note or any other Loan Document), in collecting this Note or enforcing any of the security herefor; (b) agrees that, except as required in the Loan Documents, Lender shall not be required first to institute suit or exhaust its remedies hereon against Borrower or others liable or to become liable hereon or to perfect or enforce its rights against them or any security herefor; (c) consents to any extensions or postponements of time of payment of this Note for any period or periods of time and to any partial payments, before or after maturity, and to any other indulgences with respect hereto, without notice thereof; (d) submits (and waives all rights to object) to non-exclusive jurisdiction of any state or federal court sitting in the state and county in which payment of this Note is to be made for the enforcement of any and all obligations under this Note and the other Loan Documents; (e) agrees that their liability under this Note shall not be affected or impaired by any determination that the pledging of the Pledged Revenues is invalid; and (f) subordinates to the Loan and the Loan Documents any and all rights against Borrower and any security for the payment of this Note, whether by subrogation, agreement or otherwise, until this Note is paid in full. A determination that any provision of this Note is unenforceable or invalid shall not affect the enforceability or validity of any other provision. This Note may not be amended except in a writing specifically intended for such purpose and executed by the party against whom enforcement of the amendment is sought. Captions and headings in this Note are for convenience only and shall be disregarded in construing it. This Note and its validity, enforcement and interpretation shall be governed by the laws of the State of Florida (without regard to any principles of conflicts of laws) and applicable United States federal law. Whenever a time of day is referred to herein, unless otherwise specified such time shall be the local time of the place where payment of this Note is to be made. Except as otherwise provided herein, the term "**Business Day**" shall mean a day on which Lender is open for the conduct of substantially all of its banking business at its office in the city in which this Note is payable (excluding Saturdays and Sundays). Capitalized terms used herein without definition shall have the meanings ascribed to such terms in the Loan Agreement. The words "include" and "including" shall be interpreted as if followed by the words "without limitation."

Section 12. **Notices**. Any notice, request, or demand to or upon Borrower or Lender shall be deemed to have been properly given or made when delivered in accordance with the terms of the Loan Agreement regarding notices.

Section 13. **No Usury**. It is expressly stipulated and agreed to be the intent of Borrower and Lender at all times to comply with applicable state law or applicable United States federal law (to the extent that it permits Lender to contract for, charge, take, reserve, or receive a greater amount of interest than under state law) and that this Section shall control every other covenant and agreement in this Note and the other Loan Documents. If applicable state or federal law should at any time be judicially interpreted so as to render usurious any amount called for under this Note or under any of the other Loan Documents, or contracted for, charged, taken, reserved, or received with respect to the Loan, or if Lender's exercise of the option to accelerate the Maturity Date, or if any prepayment by Borrower results in Borrower having paid any interest in excess of that permitted by applicable law, then it is Lender's express intent that all excess amounts theretofore collected by Lender shall be credited on the principal balance of this Note and all other indebtedness secured by the Loan Agreement, and the provisions

of this Note and the other Loan Documents shall immediately be deemed reformed and the amounts thereafter collectible hereunder and thereunder reduced, without the necessity of the execution of any new documents, so as to comply with the applicable law, but so as to permit the recovery of the fullest amount otherwise called for hereunder or thereunder. All sums paid or agreed to be paid to Lender for the use or forbearance of the Loan shall, to the extent permitted by applicable law, be amortized, prorated, allocated, and spread throughout the full stated term of the Loan until payment in full so that the rate or amount of interest on account of the Loan does not exceed the maximum lawful rate from time to time in effect and applicable to the Loan (the "**Maximum Rate**") for so long as the Loan is outstanding.

Section 14. **Note Not Debt of Borrower**: This Note and the interest hereon are secured solely by and payable from the Borrower's covenant to budget and appropriate in its Annual Budget, by amendment if necessary, from Legally Available Non-Ad Valorem Revenues in each Fiscal Year, sufficient moneys to pay the principal of and interest on the Note in such Fiscal Year, until the Note is paid in full, in the manner, to the extent and subject to the provisions of the Loan Agreement, and by a pledge of and lien on the Pledged Revenues, in the manner and to the extent in the Loan Agreement provided. Reference is hereby made to the Loan Agreement for the provisions, among others, relating to the terms, lien and security of the Note, the custody and application of the proceeds of the Note, the rights and remedies of the Lender, and the extent of and limitations on the Borrower's rights, duties and obligations, to all of which provisions the Borrower hereof for himself and his successors in interest assents by acceptance of this Note.

THIS NOTE SHALL NOT BE DEEMED TO CONSTITUTE A GENERAL DEBT OR A PLEDGE OF THE FAITH AND CREDIT OF THE BORROWER, OR A DEBT OR PLEDGE OF THE FAITH AND CREDIT OF THE STATE OF FLORIDA OR ANY POLITICAL SUBDIVISION THEREOF WITHIN THE MEANING OF ANY CONSTITUTIONAL, LEGISLATIVE OR CHARTER PROVISION OR LIMITATION, AND IT IS EXPRESSLY AGREED BY THE LENDER THAT THE LENDER SHALL NEVER HAVE THE RIGHT, DIRECTLY OR INDIRECTLY, TO REQUIRE OR COMPEL THE EXERCISE OF THE AD VALOREM TAXING POWER OF THE BORROWER OR ANY OTHER POLITICAL SUBDIVISION OF THE STATE OF FLORIDA OR TAXATION IN ANY FORM ON ANY REAL OR PERSONAL PROPERTY FOR THE PAYMENT OF THE PRINCIPAL OF, PREMIUM, IF ANY, AND INTEREST ON THIS NOTE OR FOR THE PAYMENT OF ANY OTHER AMOUNTS PROVIDED FOR IN THE LOAN AGREEMENT

It is further agreed between the Borrower and the Lender that this Note and the indebtedness evidenced hereby shall not constitute a lien upon any tangible personal property of or in the Borrower, but the Note shall only be secured by the Borrower's covenant to budget and appropriate from Legally Available Non-Ad Valorem Revenues and a pledge of and lien on the Pledged Revenues, in the manner and to the extent provided in the Loan Agreement. Neither the members of the governing body of the Borrower nor any person executing the Note shall be liable personally on the Note by reason of its issuance.

Section 15. Additional Provisions.

(a) THE LOAN DOCUMENTS REPRESENT THE FINAL AGREEMENT BETWEEN THE PARTIES AND MAY NOT BE CONTRADICTED BY EVIDENCE OF PRIOR, CONTEMPORANEOUS OR SUBSEQUENT ORAL AGREEMENTS OF THE PARTIES.

(b) THERE ARE NO ORAL AGREEMENTS BETWEEN THE PARTIES.

(c) BORROWER AND LENDER, BY ACCEPTANCE OF THIS NOTE, WAIVE TRIAL BY JURY IN RESPECT OF ANY DISPUTE AND ANY ACTION ON DISPUTE RELATING HERETO. THIS WAIVER IS KNOWINGLY, WILLINGLY AND VOLUNTARILY MADE BY BORROWER AND LENDER, AND BORROWER AND LENDER HEREBY REPRESENT THAT NO REPRESENTATIONS OF FACT OR OPINION HAVE BEEN MADE BY ANY PERSON OR ENTITY

TO INDUCE THIS WAIVER OF TRIAL BY JURY OR TO IN ANY WAY MODIFY OR NULLIFY ITS EFFECT. THIS PROVISION IS A MATERIAL INDUCEMENT FOR THE PARTIES ENTERING INTO THE LOAN DOCUMENTS. BORROWER AND LENDER ARE EACH HEREBY AUTHORIZED TO FILE A COPY OF THIS SECTION IN ANY PROCEEDING AS CONCLUSIVE EVIDENCE OF THIS WAIVER OF JURY TRIAL. BORROWER FURTHER REPRESENTS AND WARRANTS THAT IT HAS BEEN REPRESENTED IN THE SIGNING OF THIS NOTE AND IN THE MAKING OF THIS WAIVER BY INDEPENDENT LEGAL COUNSEL, OR HAS HAD THE OPPORTUNITY TO BE REPRESENTED BY INDEPENDENT LEGAL COUNSEL SELECTED OF ITS OWN FREE WILL, AND THAT IT HAS HAD THE OPPORTUNITY TO DISCUSS THIS WAIVER WITH COUNSEL.

(END OF PAGE/SIGNATURE PAGE TO FOLLOW)

IN WITNESS WHEREOF, Borrower has duly executed this Note under seal as of the date first above written.

BORROWER:

TOWN OF SEWALL'S POINT, FLORIDA

(SEAL)

_____

Mayor

ATTESTED:

_____

Clerk