

Board of County Commissioners

Jefferson County, Florida

Stephen G. Fulford
District 1

Eugene C. Hall
District 2

Hines F. Boyd
District 3

Felix "Skeet" Joyner
District 4

Danny Monroe, III
District 5

Regular Session Agenda (Revised)

October 1, 2009 at the Courthouse Annex

445 W. Walnut St. Monticello, FL 32344

- 1. 9:00 A.M. – Call to Order, Invocation, Pledge of Allegiance**
- 2. Consent Agenda**
 - a) Minutes – September 17, 2009 Regular Session
- 3. Citizens Request & Input on Non-Agenda Items**
(3 Minute Limit, No Commissioner Discussion)
- 4. General Business**
 - a) Discussion of Special Assessments Policies/Intent
 - b) Road Department Presentation – Phil Calandra
 - c) Presentation on Changes to Land Development Code – Nick Prine
 - d) RFP & RFQ for Class II Closed Landfill and Eng. Services – Comm. Boyd.
 - e) Employee Grievance Procedure – County Library – Roy Schleicher
 - f) Fire/Ems Administrative Structure Proposal – Mark Matthews
 - g) VAB Citizen Selection – Value Adjustment Board Clerk Kirk Reams
 - h) Courthouse Renovation Proposal – Clerk of Court Kirk Reams
- 5. County Coordinator's Report**
 - a) FDOT Request for Information – U.S. 27 & S.R. 59 Intersection
 - b) FDEP Non-Compliance Letter – Horse Arena
- 6. Citizens Forum**
(3 Minute Limit, Discussion Allowed)
- 7. Commissioner Discussion Items**
- 8. Adjourn**

From the manual "Government in the Sunshine", page 40:

Paragraph C. Each board, commission or agency of this state or of any political subdivision thereof shall include in the notice of any meeting or hearing, if notice of meeting or hearing is required, of such board, commission, or agency, conspicuously on such notice, the advice that if a person decides to appeal any decision made by the board, agency or commission with respect to any matter considered at such meeting or hearing, he will need a record of the proceedings, and for such purpose he may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based.

JEFFERSON COUNTY BOARD OF COUNTY COMMISSIONERS
REGULAR SESSION
September 17, 2009

The Board met this date in Regular Session. Present were Chairman Eugene Hall, Commissioners Hines Boyd, Stephen Fulford, Felix "Skeet" Joyner and Danny Monroe III, County Coordinator Roy Schleicher, Clerk of Court Kirk Reams, and County Attorney Buck Bird.

1. On motion by Commissioner Monroe, seconded by Commissioner Fulford and unanimously carried, the consent agenda consisting of the minutes from the September 3, 2009 regular session was approved.
2. Property Appraiser Angela Gray asked the Board for clarification on its policy of special assessments in regards to abandoned residences and camp/agricultural buildings.
3. On motion by Commissioner Fulford, seconded by Commissioner Boyd and unanimously carried, the Household Hazardous Waste Cooperative Collection Grant was approved.
4. On motion by Commissioner Monroe, seconded by Commissioner Fulford and unanimously carried, the Small County Grant for the Solid Waste Department was approved.
5. Citizen Noah Maloy, Jr. addressed the Board concerning the dilapidated condition of Fanlew Road.
6. Jefferson County Health Department Director Kim Barnhill presented the Board with contract renewal and fee schedule for the Health Department.
7. On motion by Commissioner Boyd, seconded by Commissioner Monroe and unanimously carried, Resolution 09-091709-01, Health Department Contract Renewal, was approved.
8. Commissioner Fulford presented the draft Economic Development Incentive Ordinance.
9. Citizen Paul Michael addressed the Board concerning land density changes in the hundred year flood plain.
10. Chairman Hall passed the gavel to Vice Chair Monroe and stated, for the record, that he changed his mind on the issue of whether or not the Fire Chief position should be certified.
11. On motion by Commissioner Boyd, seconded by Commissioner Fulford and carried 4- 1 (Hall opposed), the decisions to move the Horse Arena under the County Extension Office with a \$5000 line item for the Horse Arena expenses, the establishment of a Grounds/Maintenance division within the Road Department with moving Henry Gohlke and \$25000 from contingency to the Road Department's budget, the Rec Program's Budget was established at \$94,429, was approved. Commissioner Boyd clarified that Mr. Gohlke's job would be a full-time position under the control/supervision of the Road Superintendent.
12. On motion by Commissioner Fulford, seconded by Commissioner Monroe and unanimously carried, the decision to move the custodian position (Mr. Ellerbe) into the Grounds and Maintenance division of the Road Department was approved.
13. Citizen David Collins asked the Board who would supply the answers to questions about the road maintenance in the county.

14. Citizen William Straight, with the Ashville Volunteer Fire Department, wanted clarification from the Board on how the volunteers' money was to be spent during the fiscal year. Chairman Hall asked County Coordinator Roy Schleicher to send a letter requesting budget details to the volunteer fire departments. Commissioner Fulford volunteered to sit down with the volunteer chiefs and the county fire/rescue department to address the issues.
15. Citizen Lisa Benson addressed the quality of the grading of Fanlew Road and requested more road base. She also stated that there was never any road maintenance or mosquito control unless citizens called.
16. County Coordinator Roy Schleicher presented his report to the Board, which consisted of Department Head reports and approval of county government office closures for fiscal year 2009-2010. On motion by Commissioner Fulford, seconded by Commissioner Monroe and unanimously carried, the selection of December 24th, 2009 as the Board's holiday for Christmas was approved.
17. On motion by Commissioner Joyner, seconded by Commissioner Monroe and unanimously carried, the CIGP Cost Estimate for Watermill Road was approved.
18. The warrant register was reviewed and bills ordered paid.
19. On motion by Commissioner Joyner, seconded by Commissioner Monroe, and unanimously carried, the meeting was adjourned.

Chairman

Attest: _____
Clerk

Board of County Commissioners
Jefferson County, Florida
Room 10, County Courthouse, Monticello, Florida 32344

The Keystone County - Established 1827

Stephen G. Fulford District 1	Gene C. Hall District 2, Chair	Hines F. Boyd District 3	Felix "Skeet" Joyner District 4	Danny Monroe, III District 5
----------------------------------	-----------------------------------	-----------------------------	------------------------------------	---------------------------------

DATE: September 25, 2009

TO: Ms. Kitty Brooks, Youth Services Librarian
Ms. Angela Scott, Technical Services Manager

CC: County Commissioners (E-mail only for information)
Serafin Roldan, Library Director
John McHugh, Assistant County Coordinator (E-mail only)
T. Buck Bird, County Attorney (E-mail only)
Kirk Reams, Clerk of Court (E-mail only)

FROM: Roy Schleicher - by e-mail - hard copy to follow to Brooks & Scott

RE: Grievance

Good morning -

This e-mail is to confirm the grievance response presented by Mr. Roldan in his memo to you dated September 25, 2009. To confirm -

1. A grievance has been received from Ms. Kitty Brooks
2. Steps #1, #2, and #3 in the County's Personnel Policies, Section 11, Employee Grievance Procedure, have been completed as specified. Step #3 included a meeting with both parties, Mr. John McHugh, Assistant Coordinator, Mr. Roldan and Mr. Schleicher. Counseling was agreed to by both parties as the next step in the process. Since Ms. Brooks has since indicated that she would not participate in counseling to resolve the issue(s) and therefore Step #4 is to begin.
3. Step #4 in the Grievance Procedure is the next action to be undertaken per the Personnel Policy. Step #4 states "If the grievance is not resolved to the employee's satisfaction by the decision of the County Coordinator, the employee may appeal to the Board (of County Commissioners) within three (3) working days after receiving the written findings of the department head. The Board shall schedule a meeting with the concerned employee within a reasonable period of time and render a writing (sic) decision thereafter. The decision of the Board in this grievance shall be final and binding on the parties."
4. The Grievance will be on the Commission's agenda October 1st - the Commission will be asked to:
 - a. Set a date and time to hold the Grievance Meeting. Specifics of the grievance should not be discussed.
 - b. To decide on legal representation to be present, if any.
 - c. To agree that since the Commission will be hearing a grievance in a quasi-judicial setting not to discuss this issue with anyone until the proceeding is complete.
 - d. Other issues appropriate to discuss prior to the Grievance Meeting.

Please call if you have any questions. Thank you.

Kirk Reams
Clerk of Courts 850/342-0218

Roy Schleicher
County Coordinator 850/342-0287



kirk reams <kirkbradleyreams@gmail.com>

Mark Matthews Agenda Request

1 message

Mark Matthews <mmatthewsjcfr@yahoo.com>**Mon, Sep 28, 2009 at 10:15 AM**

To: kreams@jeffersonclerk.com, Kirk Reams <kirkbradley@gmail.com>

To the Honorable Kirk Reams,

Please place me on the October 1, 2009 County Commission agenda. The topic is "Fire/Rescue restructuring proposal". I have included a copy of the proposal to be added to the Commissioners packet. - Thank you, Mark



Propolsal for the restructuring of Fire Rescue.docx
21K

PROPOSAL FOR THE RE-STRUCTURING OF JEFFERSON COUNTY FIRE RESCUE

Good morning, my name is Mark Matthews representing Jefferson County Fire Rescue.

I and four other key administrative personnel have put together a proposal for a restructuring at the administrative and operational level of Jefferson County Fire Rescue.

We propose that you do not replace the recently resigned position of Director of Fire Rescue in the traditional sense.

We ask that you consider returning me to the position of Chief to act as department head on behalf of the Board and be responsible to the Board for all Fire and EMS operations.

I would assume the responsibility of Fire Inspector for the County.

I would retain my present work schedule and along with the B and C shift Captains Ron Motter and Dexter Walker, would share and perform the duties as required by the State and the County for **Fire operations**.

EXAMPLES of DUTIES: Part of the department's senior management team *Responsible for the general management of all fire suppression, EMS, and rescue operations *Recommends appointments, promotions, suspensions and termination *Initiates disciplinary actions within the department *Enforces applicable municipal, state and federal codes and NFPA codes and standards. Knowledge of local and national fire codes, knowledge of building construction and fire behavior *Knowledge of Jefferson County Fire Rescue Rules and Regulations and SOP's *Knowledge of emergency medical operations and protocols *Assists with establishing the department safety program. Determines, monitors, and corrects safety issues within the department *Determines training programs, schedules training classes *Instruct training sessions as required *Supervises the department's shifts *Specifies and recommends the purchase of fire suppression and rescue apparatus and equipment *Assists in developing a Fire and EMS budgets and assists with overall budget administration *Manages equipment; personal protection equipment, turnout gear, pagers and radios *Ensures that all equipment and vehicles are maintained and tested as required *Work as a team leader and/or incident commander under stress caused by emergencies, danger or criticism *Supervise emergency personnel during emergency and non-emergency situations and have the ability to motivate and manage people *Be available for off-hour meetings, phone calls and special assignments.

And we along with **EMS Chief Jim Iten** would perform the duties as required by the bureau of EMS and our Medical Director.

EXAMPLES of DUTIES: Assists with Patient Care Protocol revisions *Develops related Standard Operating Procedures *Assists in the direction of the quality assurance program through program development, critiques, debriefings, and audits *Initiates and assists in developing and implementing improvements identified by a quality assurance program *Performs review of inspection forms for equipment and disposable supplies *Performs public relations' activities *Ensures that the EMS equipment and personnel meets all mandatory requirements set by the Florida Department of Health. *knowledge of

Jefferson County Fire Rescue Rules and Regulations and Standard Operating Procedures (SOPs) *Assists with establishing the department safety program. Determines, monitors, and corrects safety issues within the department *Under the direction of the Medical Director, monitors medical quality assurance *knowledge of the emergency medical operations and protocols *Administers the department's medical evaluation program *Determines training programs, schedules training classes. Ensures that new personnel meet all employment requirements as required by the Bureau of EMS *Instruct training sessions as required *Manages EMS equipment *Monitors and maintains medical supply inventories. *Ensures that all EMS equipment and vehicles are maintained and tested as required. *Specifies and recommends purchases of EMS equipment. *Coordinates, develops, and delivers CPR, first aid and other public education programs and initiatives. *Be available for off-hour meetings, phone calls and special assignments.

Mrs. Lucille Hunter would transition into more of an **administrative assistant** roll. She would oversee or help with the daily office functions of Fire/Rescue and retain her other responsibilities with **EMS billing and the custodial duties** for the Patient records we are required to keep.

EXAMPLES of DUTIES: Completes a variety of word processing reports, letters, charts, and documents by utilizing computer and other word processing equipment. Entering and updating data into various computer databases and programs. *Manages ambulance billing system, records and data, including processing of patient and run information, billing, processing of Medicare, Medicaid and insurance claims. *Receives notice of checks and cash received by Court House and credits database with appropriate data. *Reconciles between the contracted billing company ADPI and the County. *Keep up to date on all insurance billing requirements. *Runs financial reports for the Board and Department *Greet and provides assistance to persons entering the fire station *Receives incoming phone calls and takes messages, responds to inquiries or forwards to the appropriate personnel *Coordinates and processes training documents including attendance and continuing education credits and enters data into specific database programs *Copies data and printed material *Open mail daily and distributes to appropriate personnel or departments *Processes invoices or bills for items and services used by the department *On rare occasion, may be required to drive an emergency vehicle in response to an emergency *Inventory control and procurement of office supplies.

This restructuring is really not a new concept at Fire Rescue. Along with some additional responsibilities, this would basically be the way we have been operating for over the last year and a half.

You will most of the time have an administrative level employee on duty 24 hours a day 7 days a week available to the Board to answer any questions or make any decisions that requires immediate action.

If one administrative member were to resign, all administrative functions would continue without requiring any immediate action from the board.

This would require no extra funds but we would have to shift around some of the payroll line items from both budgets.

If we shift 50% of the Office Managers salary and 15% of the EMS Chiefs salary to the Fire budget, eliminate the Director position, and adjust a couple of other line items, we will free up \$ 7,570.00 from the Fire budget and \$ 57,054.00 from the EMS budget. We propose that we use the \$7,570 from Fire and \$10,707 from EMS to compensate these five personnel for the increased administrative duties.

We would like to place \$14,880 in the EMS overtime line. All shifts are staffed with 6 people. When 1 person uses vacation or calls in sick, we do not call out for overtime replace them due to budgetary constraints and we work the shift with 5 people that day.

This is a major life safety issue for the County residents. Our EMS call volume is to the point that it is almost a daily occurrence that we have two ambulances (four people) on different EMS calls at the same time.

The problem is that if you only have 5 personnel on that day, you have one on-duty person left in the County to respond to another EMS or Fire call.

This has been a great concern to the online personnel of this Department. If you do this, it would enable us to remain at full staffing at all times.

The remaining \$31,467.00 we would like to have put aside for the lease purchase of a new ambulance. We have not been able to replace our ambulances lately through grants as we have in the past. This is mainly due to the state of the economy.

The current ambulances are increasingly out of service for mechanical issues and are breaking down during calls. Even the newest ambulance is out of service a lot due to issues with the Ford 6.4 diesel engine. We do not see the next grant cycle from the Bureau of EMS getting any better this next fiscal year.

We believe that as a group we can continue to find ways to become more efficient and increase revenues. We have already identified some ways to do this.

Please allow us the opportunity to show that we can do this. There is no down side to the County by trying this. If for some unforeseen circumstance this does not work, we can always go back to our respective positions and the County can start the process of hiring a Department Head.

If the Board has any questions, I would be more than happy to try and answer them.

Application for Value Adjustment Board

Name: Richard Bailar

Current Address: _____ 1023 Main Avenue South
Monticello, FL 32344

How long have you resided at the above listed address? January, 1990

How long have you been a resident of Jefferson County? 24 years

Have you ever served on the Value Adjustment Board? Yes 2008

Have you ever attended a Value Adjustment Board meeting? Yes 15+

Have you ever filed a Value Adjustment petition? No_

Do you plan to file a Value Adjustment petition this year? No

In the space provided below, briefly explain why you wish to serve on the VAB and why you should be selected:

I view it as a matter of community service. I have completed the VAB certification materials, and have served as a sworn VAB official.i

The answers provided above are accurate to the best of my knowledge.

Richard J. Bailar
(signature)

September 28, 2009
(date)

Application for Value Adjustment Board

Name: _____ Cherie Hodge _____

Current Address: _____ 2121 Whitehouse Road _____
_____ Monticello (Lloyd), FL 32344 _____

How long have you resided at the above listed address? _____ 8yrs _____

How long have you been a resident of Jefferson County? _____ 15 yrs _____

Have you ever served on the Value Adjustment Board? _____ NO _____

Have you ever attended a Value Adjustment Board meeting? _____ No _____

Have you ever filed a Value Adjustment petition? _____ No _____

Do you plan to file a Value Adjustment petition this year? _____ No _____

In the space provided below, briefly explain why you wish to serve on the VAB and why you should be selected:

_____ I believe I could provide impartial evaluation of contested evaluation. ____

The answers provided above are accurate to the best of my knowledge.

_____ Cherie Hodge _____
(signature)

_____ 9/29/09 _____
(date)

Application for Value Adjustment Board

Name: Paul Michael

Current Address: 1849 Watermill Rd.
Monticello, Fl 32344

How long have you resided at the above listed address? Approx 5 years

How long have you been a resident of Jefferson County? Approx. 13 years

Have you ever served on the Value Adjustment Board? No

Have you ever attended a Value Adjustment Board meeting? No

Have you ever filed a Value Adjustment petition? No

Do you plan to file a Value Adjustment petition this year? No

In the space provided below, briefly explain why you wish to serve on the VAB and why you should be selected:

I am told the county needs a citizen at large to serve. As far as I know, there is no personal gain to be had from serving but someone needs to fill the role as a civic service. So I am willing to serve if it benefits the county. However, if someone else is available that is a better candidate I will not feel slighted in the least.

The answers provided above are accurate to the best of my knowledge.

Paul Michael
(signature)

9/28/09
(date)

Application for Value Adjustment Board

Name: _____ John W. Schuler _____

Current Address: _____ 143 Coopers Pond Road _____
_____ Monticello, FL 32344 _____

How long have you resided at the above listed address? ____ 2 yrs 2 mo _____

How long have you been a resident of Jefferson County? ____ 2 yrs 2 mo _____

Have you ever served on the Value Adjustment Board? ____ NO _____

Have you ever attended a Value Adjustment Board meeting? ____ YES _____

Have you ever filed a Value Adjustment petition? ____ YES _____

Do you plan to file a Value Adjustment petition this year? ____ NO _____

In the space provided below, briefly explain why you wish to serve on the VAB and why you should be selected:

____ I am interested in becoming more involved in the community and I feel this is a place where I may be able to participate and provide another voice into the process.

The answers provided above are accurate to the best of my knowledge.

____ John W. Schuler (electronic signature)
(signature)

September 28, 2009
(date)

Advertisement for Construction Project Management

Invitation to provide Project Management Services for minor projects (under \$500,000.00) for the Jefferson County Board of Commissioners . The Commission will receive proposals for project management services for the management of the re-roof of the Jefferson County Courthouse. The scope of work includes, the developing of plans and specifications, budgets, bidding for construction services, and the management of the work to be completed. The project includes roof replacement, painting, wood/metal repairs, and other related work on the Jefferson County Courthouse Building. Interested parties should send a letter of interest to Kirk Reams, Clerk of the Court, 1 Courthouse Circle Monticello, Florida 32345 on or before October 18, 2009. A Construction Management Qualification Supplement form will be mailed out on October 21, 2009 to all interested parties who have requested. This supplement will outline the information to be used by the Board of County Commissioners in the selection of a Project Manager for this project or other projects. Questions regarding this request can be answered by Mr. Kirk Reams, Clerk of the Court at (850) 342-0218.

JEFFERSON COUNTY COMMISSION

SUBJECT:

SECTION:

JEFFERSON COUNTY COMMISSION

CONSTRUCTION MANAGER QUALIFICATIONS SUPPLEMENT

INSTRUCTIONS:

- A. Please type. Attach additional pages for each numbered section, as necessary.
- B. Attach a reproduction of the current Florida Contractor's License for the APPLICANT.
- C. Attach a letter of intent from a surety company indicating the applicant's bondability for this project. The surety shall acknowledge that the firm may be bonded for each phase of the project, with a potential maximum construction cost of _____. The surety company must be licensed to do business in the State of Florida, must have a Best Rating of "A", and a required financial size of "Class _____".
- D. Number each side of each page consecutively, including letter of interest, brochures, licenses, résumés, supplemental information, etc. Submittals must be limited to 20 pages. Covers, table of contents and divider tabs will not count as pages, provided no additional information is included on those pages. Provide the number of copies of the submittal specified in the advertisement. **Any submittals exceeding the 20 page limit will be disqualified.**
- E. Only individual firms may apply. (This does not preclude an applicant from having consultants.)
- F. When five related projects are requested (Question 4), do not list more than five. When up to three project examples are requested, do not list more than three.

- 1. **PROJECT NUMBER:** _____
PROJECT NAME: _____
- 2. **FIRM NAME:** _____
ADDRESS OF PROPOSED OFFICE IN CHARGE: _____
TELEPHONE NUMBER: _____ **FED. I.D. NO.:** _____
FLA. CORPORATE CHARTER NO.: _____
- 3. **For how many years has your firm been providing construction management?**
Services? _____ **General Contracting?** _____

JEFFERSON COUNTY COMMISSION**SUBJECT:****SECTION:**

- 4. EXPERIENCE/REFERENCES (provide this information on a separate sheet:)**
- List the five projects for which your firm has provided/is providing construction management services which are most related to this project. In determining which projects are most related, consider: related size and complexity; how many members of the proposed team worked on the listed project; and, how recently the project was completed. List the project in priority order, with the most related project listed first.
 - For each of the listed project, provide the following information: construction cost (original GMP and final construction cost), current phase of development, estimated (or past) completion date, type of construction services provided (CM at risk with GMP, CM-agency, design/build, general contractor-low bid, negotiated general contract, subcontractor to prime), Owner's contact person and telephone number, and the name and telephone number of the project architect.
- 5. APPLICANT'S PERSONNEL (provide this information on a separate sheet:)**
- List total number of firm's personnel, for the applicant office location, by skill group (e.g. project managers, estimators, project engineers, superintendents, etc.)
 - Name all key personnel, which will be part of the construction management team for this project and provide their cities of residence. Describe in detail the experience and expertise of each team member. (Note: Key personnel must be committed to this project for its duration unless excused by the Owner.)
 - For each project listed in response to Question No.4, list the members of the proposed team for this project who worked on each listed project and describe their roles in those projects. (This response may be included with the response to Question No. 4)
 - If the team as a whole provided construction management services for any of the projects listed in response to Question No. 4, so indicate.
- 6. APPLICANT'S CONSULTANTS (provide this information on a separate sheet):** Name any consultants which are included as part of the proposed team. Describe each consultant's proposed role in the project and its related experience. List projects on which your firm has worked with the consultant.
- 7. For three of the projects listed in response to Question No. 4, describe conflicts or potential conflicts with the Owner or with trade contractors, and describe the methods used to prevent and/or resolve those conflicts.**
- 8. Describe the types of records, reports, monitoring systems, and information management systems that your firm used in the management of those projects. Describe how you used these systems for three of the projects listed in response to Question No. 4.**

JEFFERSON COUNTY COMMISSION**SUBJECT:****SECTION:**

9. Describe your cost control methods for the pre-construction and construction phases. How do you develop cost estimates and how often are they updated? For three of the projects listed in response to Question No.4, provide examples of how these techniques were used and what degree of accuracy was achieved. Include examples of successful value engineering to maintain project budgets without sacrificing quality.
10. Describe the way your firm maintains quality control during the pre-construction and construction phases. For three of the projects listed in response to Question No. 4, provide specific examples of how these techniques were used.
11. Describe the way in which your firms develops and maintains projects schedules. How often do you update schedules? For three of the projects listed in response to Question No. 4, provide examples of how these techniques were used. Include specific examples of scheduling challenges, and how your firm helped solve them.
12. Describe how your firm assists minority business enterprises and involves them in projects. For three of the projects listed in response to Question No. 4, describe your approach to MBE participation and what percentage of MBE participation was achieved?
13. **Do you make the following acknowledgments/certifications?** If so, sign on the line provided below and have your signature notarized.
 - a. Regarding information furnished by the applicant here with, and as may be provided subsequently (including information presented at interview, if a finalist):
 - i. All information of a factual nature is certified to be true and accurate.
 - ii. All statements of intent of proposed future action (including the assignment of personnel and the provision of services) are commitments that will be honored by the applicant if awarded the contract.
 - b. It is acknowledged that:
 - i. If any information provided by the applicant is found to be, in the opinion of the Selection Committee, Substantially unreliable, this application may be rejected.
 - ii. The Selection Committee may reject all applicants and may stop the selection process at any time.
 - iii. The selection of finalists for interview will be made on the basis of information provided herein. The interviewed firms will be ranked based on their total scores earned in response to the interview questions to be provided to the finalists and the results of the reference checks.

JEFFERSON COUNTY COMMISSION

SUBJECT:

SECTION:

- iv. It is understood that this submittal must be received at _____
no later than _____ p.m. Facsimile (FAX) submittals are not
acceptable and will not be considered.
- c. The undersigned certifies that he/she is a principal or officer of the firm
applying for consideration and is authorized to make the above
acknowledgments and certifications for and on behalf of the applicant.
- d. The undersigned certifies that the Applicant has not been convicted of a
public entity crime within the past 36 months, as set forth in Section
287.133, Florida Statutes.
- e. Failure to sign this form will result in disqualification.

On and on behalf of the Applicant:

By: _____

of _____,

(type name & title)

Sworn to and subscribed to me,

a Notary Public, this _____ day

of _____,

_____(seal)

Selection Process

- A. The County Clerk shall appoint an Evaluation Committee composed of three to five members who will review all proposals received on time and select one or more firms for interview based on the response's of each firm..
- B. The Evaluation Committee will recommend to the Board of County Commissioners (BCC) in order of preference (ranking), up to three (3) Firm s deemed to be most highly qualified to perform the requested services.
- C. The (BCC) will negotiate with the most qualified firm for the proposed services at compensation which the BCC determines is fair, competitive, and reasonable for said services.
- D. Sold the BBC be unable to negotiate a satisfactory contract with the firm considered to be most qualified, then the BCC shall undertake negotiations with the second ranked firm.
- E. Evaluation Criteria: The following evaluation criteria and ranking schedule will be used to determine the most qualified firm(s). Phase I evaluation will be based upon the response to this request for proposals and will result in a short list of qualified Construction Management firms. The short listed firms will them be instructed to address the Phase II criteria in a formal presentation/interview.

Evaluation Criteria (Phase I)

	Selection description	Points
1.	Firm's background and experience including similar public Project's.	20
2.	Team Qualifications including background & qualifications of individual team members assigned to the project.	15
3.	Capacity to perform services including firm's size and current workload.	15
4.	Firm's references.	10
5.	Firm's experience with Jefferson County.	10
6.	Firm's location and knowledge of local trades & suppliers.	10
7.	Firms understanding of project conditions	<u>20</u>
	Total Points	100

Evaluation Criteria (Phase II)

1.	Firms understanding of the project	10
2.	Approach & methods to complete the work	10
3.	Schedule	5
4.	Cost (fees for Construction Management services)	<u>25</u>
	Total Points	50

Selection to be made based upon the total of points in the combine in both Phase I & Phase II

INSURANCE CERTIFICATION FORM

To indicate that Bidder/Respondent understands and is able to comply with the required insurance, as stated in the bid/RFP document, Bidder/Respondent shall submit this insurances sign-off form, signed by the company Risk Manager or authorized manager with risk authority.

- A. Is/are the insurer(s) to be used for all required insurance (except Workers' Compensation) listed by Best with a rating of no less than A:VII?

☐ YES ☐ NO

Commercial General Liability: Indicate Best Rating: _____
Indicate Best Financial Classification: _____

Business Auto: Indicate Best Rating: _____
Indicate Best Financial Classification: _____

Professional Liability: Indicate Best Rating: _____
Indicate Best Financial Classification: _____

1. Is the insurer to be used for Workers' Compensation insurance listed by Best with a rating of no less than A:VII?

☐ YES ☐ NO

Indicate Best Rating: _____
Indicate Best Financial Classification: _____

If answer is NO, provide name and address of insurer:

2. Is the Respondent able to obtain insurance in the following limits (next page) as required for the services agreement?

☐ YES ☐ NO

Insurance will be placed with Florida admitted insurers unless otherwise accepted by Leon County. Insurers will have A.M. Best ratings of no less than A:VII unless otherwise accepted by Leon County.

Required Coverage and Limits

The required types and limits of coverage for this bid/request for proposals are contained within the solicitation package. Be sure to carefully review and ascertain that bidder/proposer either has coverage or will place coverage at these or higher levels.

Required Policy Endorsements and Documentation

Certificate of Insurance will be provided evidencing placement of each insurance policy responding to requirements of the contract.

CONTRACTOR'S BUSINESS INFORMATION

COMPANY INFORMATION

Name:	
Street Address:	
City, State, Zip:	
Taxpayer ID Number:	
Telephone:	Fax:
Trade Style Name:	

TYPE OF BUSINESS ORGANIZATION (check one)

<input type="checkbox"/>	Sole Proprietorship	<input type="checkbox"/>	Limited Liability Company
<input type="checkbox"/>	General Partnership	<input type="checkbox"/>	Joint Venture
<input type="checkbox"/>	Limited Partnership	<input type="checkbox"/>	Trust
<input type="checkbox"/>	Corporation	<input type="checkbox"/>	Other (specify)
<input type="checkbox"/>	Sub-chapter S Corporation		

State of Incorporation: _____ Date Established: _____

AUTHORIZED SIGNATORIES/NEGOTIATORS

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

Name	Title	Telephone	E-Mail

FLORIDA CONSTRUCTION INDUSTRIES LICENSING BOARD

Please provide the following information for all licenses required by Florida statutes of the Prime Contractor for the performance of the work in this project.

Primary Licensee:	
License Type:	
License Number:	Expiration Date:
Qualified Business License (certificate of authority) number:	
Alternate Licensee:	
License Type:	
License Number:	Expiration Date:

Bidder may use additional sheets to provide information for all applicable licenses and shall provide copies of each license as a part of the bid submittal.

CONTRACTOR'S BUSINESS INFORMATION, continued

LIST COMPANIES FROM WHOM YOU OBTAIN SURETY BONDS

Surety Company 1

Company Name	
Contact's Name	
Telephone	
Fax	
Address	

Surety Company 2

Company Name	
Contact's Name	
Telephone	
Fax	
Address	

Present Amount of Bonding Coverage (\$):	Has your application for surety bond ever been declined? <i>(If yes, please provide detailed information on reverse)</i> <input type="checkbox"/> Yes <input type="checkbox"/> No	During the past 2 years, have you been charged with a failure to meet the claims of your subcontractors or suppliers? <i>(If yes, please provide detailed information on reverse)</i> <input type="checkbox"/> Yes <input type="checkbox"/> No
--	--	---

THE UNDERSIGNED, A DULY AUTHORIZED OFFICER OR EMPLOYEE, HEREBY CERTIFIES THAT THE ABOVE INFORMATION IS TRUE AND CORRECT AND HAS HEREUNTO SET HIS SIGNATURE

THIS _____ DAY OF _____, 20____.

By: _____ Title: _____

Printed Name and Title: _____

**CERTIFICATION REGARDING DEBARMENT, SUSPENSION,
And OTHER RESPONSIBILITY MATTERS
PRIMARY COVERED TRANSACTIONS**

1. The prospective primary participant certifies to the best of its knowledge and belief, that it and its principals:
 - a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;
 - b) Have not within a three-year period preceding this been convicted of or had a civil judgement rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
 - c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or local) with commission of any of these offenses enumerated in paragraph (1)(b) of this certification; and
 - d) Have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State or local) terminated for cause or default.
2. Where the prospective primary participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.
3. No subcontract will be issued for this project to any party which is debarred or suspended from eligibility to receive federally funded contracts.

Signature

Title

Contractor/Firm

Address



FISHER &
ARNOLD, INC.

Chipley Office

- Engineers
- Environmental Consultants
- Planners

September 16, 2009

Mr. Roy Schleicher
County Administration Complex
450 West Walnut Street
Monticello, FL. 32344

REF: REF: FPID No. 425588-1-32-01
S.R. 20 (U.S. 27) @ SR 59
Jefferson County

Dear Mr. Schleicher:

The Florida Department of Transportation (FDOT) provided a 90% phase plan set to the Honorable Gene Hall, Chairman, Jefferson Board of County Commissioners, at the Jefferson County Courthouse, Room 2, Monticello, FL. 32344, for review and comment by each of the county commissioners.

Each county commissioner has been requested that they submit their comments to you by September 25, 2009. It is requested that you compile all commissioner comments into one response and submit them to the address listed below by September 30, 2009.

Fisher & Arnold, Inc.
907 Orange Hill Road
Chipley, FL. 32428
Attn: Gerald Vickery, P.E., Engineer of Record
gvickery@fisherarnold.com
Phone: (850) 638-2590

A copy of the letter sent to the commissioners is attached for your information.

Thank you for your cooperation in this matter.

Sincerely,

Gerald Vickery, P.E.
Engineer of Record

907 Orange Hill Road

Chipley, FL. 32428

(850) 638-2590

FAX (850) 638-2592

www.fisherarnold.com



Florida Department of Transportation

CHARLIE CRIST
GOVERNOR

1074 Hwy 90
Chipley, FL 32428

STEPHANIE KOPELOUSOS
SECRETARY

September 16, 2009

The Honorable Jefferson Board of County Commissioners
Jefferson Board of County Commissioners
Jefferson County Courthouse, Room 2
Monticello, FL 32344

REF: FPID No. 425588-1-32-01
S.R. 20 (U.S. 27) Intersection Improvement @ S.R. 59 (U.S. 19) in Jefferson County

Dear Commissioners:

The Florida Department of Transportation (FDOT) retained the services of Fisher & Arnold, Inc. as design engineers for the above referenced roadway improvement project to include the addition of a westbound acceleration lane at the intersection of S.R. 59, extending the existing eastbound and westbound right turn lanes at S.R. 59, minor drainage improvements, signing and pavement markings, and turf establishment in all unpaved areas being disturbed by construction. The estimated construction cost is \$470,000.00 (Four Hundred Seventy Thousand Dollars). The letting date is scheduled for January 2011 with an estimated construction time of 85 days.

FDOT provided a 90% phase plan set to the Honorable Gene Hall, Chairman, Jefferson Board of County Commissioners, at the Jefferson County Courthouse, Room 2, Monticello, FL 32344, for review and comment by each of the county commissioners. It is requested that you submit comments to Mr. Roy Schleicher, County Coordinator, at the County Administration Complex, 450 West Walnut Street, Monticello, FL 32344, by September 25, 2009. Mr. Schleicher will compile all commissioner comments into one response and submit them to the address listed below by September 30, 2009.

Fisher & Arnold, Inc.
907 Orange Hill Road
Chipley, FL 32428
Attn: Gerald Vickery, P.E., Engineer of Record
gvickery@fisherarnold.com
Phone: (850) 638-2590

Should you have any questions, please feel free to contact Mr. Gerald Vickery, P.E., or Ms. Noelle Warren, P.E., FDOT/GEC Project Manager, at (850) 638-2288, NMWarren@pbsj.com.

Thank you for your cooperation in this matter.

Sincerely

John S. Golden
District Design Engineer



Florida Department of Environmental Protection

Bob Martinez Center
2600 Blair Stone Road
Tallahassee, Florida 32399-2400

Charlie Crist
Governor

Jeff Kotkamp
Lt. Governor

Michael W. Sole
Secretary

September 18, 2009

Henry Gohlke
Jefferson County Board of County Commissioners
450 West Walnut Street
Monticello, FL 32344

CERTIFIED MAIL NO.: 7007 0710 0000 7043 0631
RETURN RECEIPT REQUESTED

Subject: Non-Compliance Letter No.: NSW-FLR10HW37-CS
County: Jefferson, Jefferson County Livestock and Horse Arena

Dear Mr. Gohlke:

An inspection of the Jefferson County Livestock and Horse Arena facility / site was performed on Monday, August 24, 2009 at 9:15 AM to assure compliance with the state of Florida's federally approved National Pollutant Discharge Elimination System (NPDES) stormwater permitting program. A representative of the Department of Environmental Protection (Department) conducted the inspection. During the inspection, the inspector observed conditions that indicate you are not in compliance with your NPDES stormwater permit. Failure to comply with a permit issued by the Department is a violation of Section 403.161(1)(b), Florida Statutes.

The enclosed inspection report identifies areas that received a marginal or unsatisfactory rating during the inspection. These ratings are found on the first page under the "Summary Evaluation" section. Details about the ratings follow the first page and may include checklists, narrative discussion and photographs. At the time of the inspection, the potential violations identified at Jefferson County Livestock and Horse Arena are as follows:

1. The weekly/0.5" rainfall event inspection report forms did not contain the signature of the responsible authority.
2. The Stormwater Pollution Prevention Plan (SWPPP) did not contain a signed Contractor/Subcontractor Certification Statement.

You may avoid a determination of actual violations and formal enforcement by the Department by correcting any potential violations you may have at your facility. The Department requests that you provide the following information about all the corrective actions implemented at your facility / site:

1. Copies of completed weekly/0.5" rainfall event inspection reports that document the item noted as missing for the next four (4) weeks.

Construction Stormwater Inspection Report



Department of Environmental Protection

Facility and Inspection Information

Physical Location or Address: Jefferson County Horse Arena 2729 West Washington Street Monticello FL 32344	Permit No.: FLR10HW37 Effective Date: Jan 25, 2009 Expiration Date: Jan 24, 2014	Inspection Date: Aug 24, 2009 Entry Time: 9:15 AM Exit Time: 10:20 AM
Mailing Address: Jefferson Co. Board of County Commissioners 450 West Walnut Street Monticello FL 32344	Water Management District: Northwest Florida WMD County: Jefferson	Hydrologic Conditions: Normal Latitude: 30° 32' 24" Longitude: 80° 54' 58"
Receiving Waters/MS4: Lloyd Creek OFW: No Class I or II: No Other: N/A	Construction Start Date: Jan 12, 2008 Construction Completion Date: Jun 30, 2010	Disturbed Area (acres): 12.06 Size of Entire Lot (acres): 83.86 Critical Area: N/A

Activity

Nature of Project: Horse Arena, Classroom / Restroom Building
Construction Stage: Building Construction

Company Representatives

On Site Representative(s)	Title	Company/Organization	Telephone
Roy Schleicher	County Coordinator	Jefferson Co. Board of County Commissioners	(850) 342-0287
John McHugh	Assistant County Coordinator	Jefferson Co. Board of County Commissioners	(850) 342-0287
Henry Gohlke	Parks Director	Jefferson Co. Board of County Commissioners	(850) 342-0287
Responsible Corporate Official(s)	Title	Company/Organization	Telephone
Henry Gohlke	Parks Director	Jefferson Co. Board of County Commissioners	(850) 342-0287

Inspection Comments

Weather Conditions

No Rain Events Within the Past 24 Hours

Certified Inspector (Information Collected for DEP use only)

Is a DEP Certified Inspector Used for weekly and/or .5" Rain Event Inspections? ☐ No ☐ N/A

Summary Evaluation

Department Use Only: PCS INSP COD <input type="checkbox"/> J INSP TYPE: 1 <input type="checkbox"/> C INSP CODE: 2 <input type="checkbox"/> S	Element Rating: <input type="checkbox"/> S Permit <input type="checkbox"/> S Condition of Receiving Waters <input type="checkbox"/> M Reports/Inspections <input type="checkbox"/> S Facility Site Review <input type="checkbox"/> M Plans	S=Satisfactory=In Compliance M=Marginal=Non-Compliance U=Unsatisfactory=Significant Non-Compliance N=Not Evaluated N/A=Not Applicable N/C=Not Covered
--	--	---

Inspector Information

Inspector Name	Firm or Agency - Office	Telephone
Catherine Schneider	FDEP	(850) 245-7519

1. COMET Inspection Type: A=PAI, B=CBI, C=CEI, S=CSI, X=XSI, R=RI
2. Inspector Code: S=State Inspector, J=Joint DEP/Contractor-State Lead, C=Joint DEP/Contractor-Contractor Lead, A=State (Contractor), O=Other

Controls For Other Potential Pollutants (Part V.D.2.c)			
Waste Disposal – Plan shall assure that waste, such as discarded building materials, chemicals, litter, and sanitary waste are properly controlled	(Part V.D.2.c.1)	Yes	
Off-Site Vehicle Tracking – Plan shall assure that off-site vehicle tracking of sediments and the generation of dust is minimized	(Part V.D.2.c.2)	Yes	
Local waste disposal, sanitary sewer or septic systems – Plan shall be consistent with applicable State and local waste disposal, sanitary sewer or septic system regulations	(Part V.D.2.c.3)	Yes	
Application of fertilizers, herbicides and pesticides – Plan shall address the proper application rates and methods for the use of fertilizers, herbicides, and pesticides	(Part V.D.2.c.4)	Yes	
Toxic Substances – Plan shall ensure that the application, generation, and migration of toxic substances is limited and that toxic material are properly stored and disposed	(Part V.D.2.c.5)	Yes	
Maintenance Procedures (Part V.D.3)			
Maintenance – Plan shall include a description of procedures that will be followed to ensure the timely maintenance of vegetation, erosion, and sediment controls, SW management practices, and BMPs so they will remain in good and effective operating condition.	(Part V.D.3)	Yes	
Self Inspections (Part V.D.4)			
Self-inspections – Qualified inspector shall inspect all points of discharge, disturbed areas, areas for storage of materials, structural controls, and locations where vehicles enter/exit the site at least every 7-days and after 0.5" storm events	(Part V.D.4)	Yes	
Non-Stormwater Discharges (Part V.D.5)			
Non-Stormwater Discharges – Identify Non-Stormwater Discharges (waterline flushing, clean water from vehicle spraydown, dust control water, etc.)	(Part V.D.5)	Yes	
Certification Statements (Part V.D.6 / Part VII.C.3)			
Responsibilities – The SWPPP must clearly identify, for each measure identified in the plan, the contractor(s) and/or subcontractor(s) that will implement the measure	(Part V.D.6.a)	Yes	
Contractor/Subcontractor Certification Statement – All contractors and subcontractors identified in the plan shall certify that they have read and understand the requirements of this SWPPP and the permit	(Part V.D.6.b)	No	Not signed or dated.
Responsible Authority Certification – Plan must contain a certification that this plan and all attachments were prepared under the Responsible Authority's direction and knowledge.	(Part VII.C.3)	Yes	

Part V.D.6.b

"I certify under penalty of law that I understand, and shall comply with, the terms and conditions of the State of Florida Generic Permit for Stormwater Discharge from Large and Small Construction Activities and this Stormwater Pollution Prevention Plan prepared thereunder."

Part VII.C.3

"I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations."