



**BAY COUNTY BOARD OF COUNTY COMMISSIONERS**

**PURCHASING DEPARTMENT  
840 WEST 11<sup>TH</sup> STREET  
SUITE 2500  
PANAMA CITY, FLORIDA 32401**

**REQUEST FOR QUALIFICATIONS (RFQ)**

**DESIGN SERVICES FOR THE HMGP MULTIPLE ROADS PROJECT  
PROJECT DR4399-159-R**

**SUBMITTED BY:**

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**RFQ No. 22-33**

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## RESPONDENT INSTRUCTIONS

*Some of the instructions below may not apply to all projects.  
The scope of work/specifications shall control any conflicting provisions.*

### INTRODUCTION

The Bay County Board of County Commissioners (County) qualifications from firms to provide Design services for the HMGP Multiple Roads Project. The project includes the design of stormwater and pavement improvements of 11 roadways totaling approximately 9.2 miles of roadway.

The project may be reimbursed by the Hazard Mitigation Grant Program (HMGP) **DR-4399-159-R**, as approved by the Florida Division of Emergency Management (Division) and the Federal Emergency Management Agency (FEMA) and the Hazard Mitigation Community Development Match Grant (HMGP-CDBG) Program through the Florida Department of Economic Opportunity (FDEO). Funding for the project may be made possible through these grants and is contingent on strict conformance to the guidelines set forth by FDEM, FEMA, and FDEO. Respondents will comply with the Federal Regulations Contract Requirements shown at Exhibit 2.

The Sub-Recipient (County) shall hire an Engineering Firm or Individual to conduct Phase I (design) of this project, which includes the preliminary engineering designs and calculations, surveys, permitting, and notices. Construction activities will be approved at a later date through a subsequent ITB but, are not approved at this time. Phase I work shall be completed in accordance with all applicable federal, state, and local laws, regulations and codes.

### QUALIFICATIONS

The design firm and/or their sub-consultants shall be qualified under Rule Chapter 14-75.003 Florida Administrative Code, in the following types of work: Group 3; Type 3.1 Minor Highway Design, Group 7; Type 7.1 Signing, Pavement Marking and Channelization, Group 8; Type 8.2 Design, Right-of-Way and Construction Surveying, Group 9; Type 9.1 Soil Exploration, Type 9.2 Geotechnical Classification Lab Testing and Type 9.3 Highway Materials Testing. County staff shall validate certifications using the Florida Department of Transportation's Procurement Office web site list of prequalified consultants. If the firm proposes to use in-house forces to do surveying or geotechnical exploration, the Team must have the FDOT certification in that specialty.

Engineering firms shall be Florida licensed firms. Engineers shall hold a Florida Professional Engineer's license. Surveyors shall hold a Professional Land Surveyor's License.

### SUBMITTAL DEADLINE/DELIVERY

**SEALED SUBMITTALS** for RFQ NO: 22-33 Design Services for HMGP Multiple Roads Project will be received by the BOARD OF COUNTY COMMISSIONERS OF BAY COUNTY, FLORIDA at the Purchasing Department, 840 West 11th Street, Suite 2500, Panama City, Florida 32401 up until **2:00 pm (CDT) Tuesday, September 6, 2022.**

Submittals will be publicly opened immediately following the deadline. It is the sole responsibility of the Respondent to ensure that the Submittal is received on time.

Each Submittal shall be delivered to the Board of County Commissioners Purchasing Department, at 840 W. 11th Street, Suite 2500, Panama City, Florida 32401, no later than the Submittal deadline.

Special Accommodation: Any person requiring a special accommodation at a Pre-Submittal Conference or Submittal opening because of a disability should call the Purchasing Department at (850) 248-8270 at least five (5) workdays prior to the Submittal opening. For Hearing Impaired, Dial 1-800-955-8771 (TOO), and 1-800-955-8770 (Voice).

## **SOLICITATION DOCUMENTS**

Electronic versions of the solicitation documents are available via the Purchasing Department's Web Page <https://www.baycountyfl.gov/169/Purchasing>

- Current Solicitations
- Select Solicitation
- View Documents (at bottom of screen)
- Enter Company Name, Contact Name, Phone Number and Email Address
  - By registering, you will be placed on the plan-holders list for the solicitation. This list is used for communications from the County to prospective respondents.
- Links to the documents will be available in the Related Documents section

Solicitation documents may also be obtained from the Bay County Purchasing Department, 840 West 11<sup>th</sup> Street, Suite 2500, Panama City, FL 32401.

For those projects with separate plans, blueprints, or other materials that cannot be accessed through the internet, the Purchasing Department will make a good faith effort to ensure that all registered respondents (those who have been registered as receiving a solicitation package) receive the documents.

## **POINT OF CONTACT**

The County Purchasing Department will be the only point of contact for this RFQ. Under no circumstances may a Respondent contact any County Commissioner, County Administrator, or County employee concerning this RFQ until after award. Any such contact may result in disqualification as per Bay County Code Section 2-124.

## **QUESTIONS**

Respondents shall submit all questions, in writing, to the Purchasing Department at [Purchasing@baycountyfl.gov](mailto:Purchasing@baycountyfl.gov) or FAX to (850) 248-8276. All questions shall be submitted no later than **5:00 pm (CDT) on Monday, August 29, 2022.**

## **ADDENDA**

If any addenda are issued after the initial specifications are released, the County will post the addenda <https://www.baycountyfl.gov/169/Purchasing>.

It is the responsibility of the Respondent prior to submission of any Submittal to check the above website or contact the Purchasing Department to verify any addenda issued. The receipt of all addenda must be acknowledged on the addenda response sheet.

## **SUBMITTAL FORM**

To receive consideration, all Submittals shall be made on the forms provided, properly executed and with all items filled out. Do not change the wording of the Submittal Form. No conditions, limitations or provisions will be attached or added to the Submittal Form by the Respondent. Alterations by erasure or interlineations must be explained or noted in the Submittal over the signature of the Respondent.

## **WITHDRAWAL OF SUBMITTALS**

Any Respondent may withdraw its Submittal, either personally or by written request, at any time prior to the scheduled time for opening Submittals. No Respondent may withdraw its Submittal for a period of 180 days after the date for opening and all Submittals shall be subject to acceptance by the County during this period.

## **CANCELLATION**

The County may cancel this RFQ, or reject in whole or in part, when it is in the best interests of the County, as determined by the Board of County Commissioners. Notice of cancellation shall be posted on the County website. The notice shall identify the solicitation, and, where appropriate, explain that an opportunity will be given to compete on any re-solicitation or any future procurement of similar items.

## **BASIS OF AWARD**

The contract will be awarded to the responsive, responsible Respondent who ranks highest in the evaluation process based on the criteria specified in the Request for Qualifications Respondent Instructions.

## **TIE PROPOSALS**

Should a tie occur, an alternate committee member will be asked to evaluate the firms based on the submitted proposals this alternate score will be the tie-breaker.

## **RIGHT TO REJECT**

In accordance with section 2-113 of the Bay County Code, the County reserves the right to:

- a. reject any or all Submittals received;
- b. select and award any portion of any or all Submittal items;
- c. waive minor informalities and irregularities in the Respondent's Submittal.

A Submittal may be rejected if it is non-responsive or does not conform to the requirements and instructions in this RFQ. A Submittal may be non-responsive by

reasons, including, but not limited to, failure to utilize or complete prescribed forms, conditional Submittals, incomplete Submittals, indefinite or ambiguous Submittals, failure to meet deadlines and improper and/or undated signatures. Other conditions which may cause rejection of Submittals include evidence of collusion, obvious lack of experience or expertise to perform the required work, submission of more than one Submittal for the same work from an individual, Respondent or corporation under the same or a different name, failure to perform or meet financial obligations on previous contracts. Submittals may be rejected if not delivered on or before the date and time specified as the due date for submission of the Submittal.

Proposals are being requested in accordance with OMB Circular A-102, Attachment O, Paragraph 11C, "Competitive Negotiations".

### **EXECUTION OF AGREEMENT**

The successful Firm shall, within 10 days after receipt of the Notice of Award and the contract forms or documents, sign and deliver to the County Purchasing Director all required contract documents. The awarded Firm shall also deliver the policies of insurance or insurance certificate as required. All insurance documents shall be approved by the Bay County Risk Management Office before the successful Firm may proceed with the work.

Neither the Notice of Award nor the execution of the required contract documents by the Contractor create any rights in the bidder. The bidder has no rights with respect to the award of the contract until a fully executed contract is signed by all required parties and all insurance policies and other required deliverables are provided and approved by the County.

### **LICENSES**

Consultant shall be properly licensed for the appropriate work specified in this Request for Qualifications. All Respondents are requested to submit any required license(s) with their qualifications. License(s) must be effective as of the opening date and must be maintained throughout the Contract Period. Failure to be properly licensed as stated above will result in the rejection of the Submittal as nonresponsive.

### **PUBLIC RECORDS**

In accordance with Chapter 119 of the Florida Statutes (Public Records Law), and except as many be provided by other applicable State or Federal Law, all Respondents should be aware that Requests for Qualifications and the responses thereto are in the public domain. Respondents must identify specifically any information contained in their response which they consider confidential and/or proprietary and which they believe to be exempt from disclosure, citing specifically the applicable exempting law.

Pursuant to Fla. Stat. §119.071(1)(b), submittals received as a result of this RFQ will not become public record until such time as the County provides notice of an intended decision or until 30 days after opening the bids, whichever is earlier.

## **REPRESENTATIONS**

The contract documents contain the provisions required for the project. Information obtained from an officer, agent, or employee of the County or any other person shall not affect the risks or obligations assumed by the Contractor or relieve the Contractor from fulfilling any of the conditions of the contract.

## **SUB-CONSULTANTS**

The successful firm will be the prime service provider and shall be responsible for all work performed and contract deliverables. Proposed use of sub-consultants should be included in the firm's submittal. Requests for use of sub-consultants received subsequent to the solicitation process are subject to review and approval by the County.

The County reserves the right to request and review information in conjunction with its determination regarding a subcontract request. All sub-consultants are subject to the same requirements of this solicitation as the awarded firm.

## **MINORITY BUSINESS AND WOMEN'S BUSINESS UTILIZATION REQUIREMENTS**

Positive efforts as required by the Community Development Block Grant Disaster Recovery (CDBG-DR) Program shall be made by Respondents to utilize minority-owned and women-owned businesses as sources of construction, materials, supplies and services. Such efforts must allow these sources the maximum feasible opportunity to compete for sub-agreements and contracts. Documentation of efforts made to utilize minority and women-owned firms must be maintained by all Respondents. The OWNER's goal for minority-owned business participation as a percentage of construction cost is 10%. The OWNER's goal for women-owned business participation is 5%.

## **PROTEST**

A notice of protest must be submitted in accordance with section 2-114 of the Bay County Code, as amended from time to time.

The protest must be in writing, via e-mail, letter, or fax and must identify the protester and the solicitation and shall include a factual summary of the basis of the protest. The notice of protest is considered filed when it is received by the purchasing department. Further information can be found in section 2-114 of the Bay County Code.

## **LICENSES**

Consultant shall be properly licensed for the appropriate work specified in this Request for Qualifications. All Respondents are requested to submit any required license(s) with their qualifications. License(s) must be effective as of the opening date and must be maintained throughout the Contract Period. Failure to be properly licensed as stated above will result in the rejection of the Submittal as nonresponsive.

## **WARRANTY**

All goods and services furnished by respondent, relating to and pursuant to this RFQ, will be warranted to meet or exceed the specifications contained herein. In the event of

breach, the respondent will take all necessary action, at respondent's expense, to correct such breach in the most expeditious manner possible.

### **EXAMINATION OF WORK SITES**

All prospective firms may visit the site and become familiar with the existing conditions. No allowance will be made to any prospective firm because of a claimed lack of such examination or knowledge. Responding to the RFQ shall be construed as conclusive evidence that the prospective firm has made such examination.

Respondents shall inform themselves and comply with all pertinent County regulations and ordinances, State and Federal laws, licenses and tax liability which may in any manner affect their submittal and the prosecution of the work.

### **CONTRACT PRICE**

The County shall negotiate a contract with the top ranked firm for services at compensation which the County determines is fair, competitive and reasonable.

Contract price shall include all charges for completing the work and include layout, insurance, taxes, field office and supervision, overhead and profit, bonds and miscellaneous items.

### **EXEMPTION OF MEETINGS/PRESENTATIONS**

Pursuant to section 286.0113(2), Fla. Stat. (2011), any portion of a meeting at which a negotiation with a vendor is conducted pursuant to a competitive solicitation, at which a vendor makes an oral presentation as part of a competitive solicitation, or at which a vendor answers questions as part of a competitive solicitation is exempt from public meeting requirements. However, the County must make a complete recording of any portion of an exempt meeting and no portion of the exempt meeting may be held off the record. The recording of, and any records presented at, the exempt meeting are exempt from the public records law of section 119.07(1), Fla. Stat. (2011) and section 24(a), Art. I of the State Constitution, until such time as the agency provides notice of an intended decision or until 30 days after opening the bids, submittals, or final replies, whichever occurs earlier. If the County rejects all bids, submittals, or replies and concurrently provides notice of its intent to reissue a competitive solicitation, the recording and any records presented at the exempt meeting remain exempt from section 119.07(1), Fla. Stat. (2011) and section 24(a), Art. I of the State Constitution until such time as the agency provides notice of an intended decision concerning the reissued competitive solicitation or until the agency withdraws the reissued competitive solicitation. A recording and any records presented at an exempt meeting are not exempt for longer than 12 months after the initial agency notice rejecting all bids, submittals, or replies.

### **SUBMITTAL REQUIREMENTS**

Each Firm's submittal shall include sufficient information to enable the County to evaluate the capability of the Firm to provide the desired services. The data shall be significant to the project and discussions of past performances on other projects shall be minimized except as they relate to the proposed work.

All Submittals are to be on 8 ½” x 11” paper or if larger documents are required they are to be folded to 8 ½” x 11” size. Submittals should be stapled together or bound with comb binding. Submittals submitted in 3 ring binders may not be accepted. Submittals shall be prepared simply and economically, providing a straightforward, concise delineation of Respondent’s capabilities to satisfy the requirement of the RFQ. Elaborate binding, colored displays, and promotional material are not desired; however, technical literature may be included as attachments to the Submittal.

**Respondents should submit one (1) original clearly labeled “Original”, three (3) copies clearly labeled “Copy” and one (1) electronic version of the package.** The electronic version should be in pdf format on a usb drive. Electronic versions submitted via e-mail will **not** be accepted. If the submittal contains confidential information, such information shall be in a separate pdf document. Submittals shall be enclosed in a sealed envelope bearing the title of the solicitation, the name of the Respondent and the date for opening. Submittals shall be valid to BAY COUNTY for a period of 180 days after the opening.

Emphasis in each Submittal must be on completeness and clarity of content.

In order to expedite the evaluation of Submittals, it is essential that Respondents follow the format and instructions contained in the RFQ.

The following information is the minimum content required for the Submittal and will be used to compare and evaluate the firms:

(Please number and title tabs for each section as indicated).

**1) Table of Contents (Tab 1)**

- a) Clearly identify all sections referenced below.
- b) Sections shall be separately tabbed for ease of reference.

**2) General Information (Tab 2) – 10 points**

- a) Firm information
  - i) Name, address, phone, fax, email, Federal ID#, DUNS, CAGE Code, and website (if applicable)
  - ii) Date the firm was established under the name given.
  - iii) Type of ownership or legal structure of the firm. (Corporation, joint venture, partnership)
  - iv) Incorporation by the Secretary of State and current Florida Professional License.
  - v) Brief history of the firm.
  - vi) Indicate if the firm is a certified minority business enterprise
- b) Litigation, disputes, default, & liens

Describe and explain any disputes, litigations and defaults, the results and settlements of any prior litigation, arbitration, mediation or other claims for a period of five years prior to submission of the SOQ.

### **3) Approach and Understanding of the Project (Tab 3) – 30 points**

The Approach and Understanding narrative should show how well the Design Team understands all aspects of the project. The narrative should address at minimum, but not limited to the following:

#### a) Design Concepts

The Design Concepts narrative must show the experience the design team has with the design and retrofit of existing county or municipal dirt roadways and the permitting requirements of these roadways. How will utilities be dealt with and what is the design team approach to minimizing utility relocations? What is the approach to meeting the technical requirements of the project? What are the permitting requirements of the project? How does the design team propose to address the segments within maintenance claims and coordination with the public?

#### b) HMGP requirements.

The design team needs to demonstrate their understanding of the BCA process and past experience with the HMGP and BCA process.

#### c) Communication During Design

The Communication narrative must answer the following questions: What is the team's approach to dealing with the levels of communication shown in the design criteria package? How will the Design Team be a problem solver and bring solutions to County staff? How will the Design Team coordinate with other agencies, property owners, and other stakeholders during design?

#### d) Utility Coordination

Utility conflicts are seen as a major risk in the project. The Utility Coordination narrative must answer the following questions: How will the Design Team collaborate with the utility owners to address utility issues? What is the experience of the team in dealing with utility issues on past projects?

### **4) Personnel (Tab 4) – 30 points**

a) Provide an organizational chart and resumes for all key personnel and their office addresses. This will include management and technical staff.

i) Give brief resume of personnel to be assigned to the project including, but not limited to the following information:

(1) Name and title

(2) Job assignment for other projects

(3) Percentage of time to be assigned full time to this project

(4) How many years with this firm

(5) How many years with other firms

(6) Experience

(a) Types of projects

- (b) Size of projects
- (c) What were the specific project involvements?
- (7) Education
- (8) Active registration(s) and certification(s)
  - (a) Provide all required licenses and certificates.
- (9) Other experience and qualifications that are relevant to this project.
- b) Describe how the organizational structure will ensure orderly communication, distribution of information, effective coordination of activities, and accountability.

**5) Sub-consultants and/or Subcontractors (Tab 5)**

- a) Name any sub-consultants or subcontractors which are included as part of the proposed team.
  - i) List the Percentage and type of work to be performed for this project by each sub-consultant/subcontractor.
  - ii) Describe the proposed role of any persons outside your firm and their related experience.
  - iii) List projects on which your firm has worked with the person/firm in the past.
  - iv) Provide all required licenses and certificates.
  - v) Indicate if the firm is a certified minority business enterprise

**6) Project History (Tab 6) – 30 points**

Major consideration will be given to the successful completion of previous Hazard Mitigation and Community Development Block Grant Projects comparable in design, scope, knowledge and technical expertise.

- a) List projects which best illustrate the experience of your firm and current staff which is being assigned to this project
  - i) List no more than 5 projects, and no projects which were completed more than 10 years ago
    - (1) Name and location of the project
    - (2) The nature of the firm's responsibility on the project
    - (3) Project owner's representative's name, address, and phone number
    - (4) Project client agency's representative's name, address, and phone number
    - (5) Date project was completed or is anticipated to be completed
    - (6) Size of project
    - (7) Cost of project (construction cost)
    - (8) Work for which the staff was responsible
    - (9) Present status of this project
    - (10) Change Order history showing dollar amounts and time extensions.
    - (11) Project Manager and other key professionals involved on listed project and who of that staff would be assigned to this project.

**7) Required Additional Forms (Tab 7)**

- a) Submittal Form
- b) Addendum Acknowledgement

- c) Anti-Collusion Clause
- d) Conflict of Interest
- e) Drug Free Workplace
- f) Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion – Lower Tier Covered Transactions
- g) Certification Regarding Lobbying
- h) Truth in Negotiation Certification
- i) Waiver of Exemption of Meetings/Presentations

**ANTICIPATED SCHEDULE**

This schedule may be altered solely at the County’s discretion:

RFQ Advertisement	Friday, August 5, 2022
Questions Due Date	Monday, August 29, 2022
Submittal Due Date	Tuesday, September 6, 2022
Evaluations	September 12-23, 2022
FDEM, FEMA, FDOE Approval to award	October, 2022
BCC Meeting for award	Tuesday, October 18, 2022

## EVALUATION PROCESS AND CRITERIA

Representatives from the County Purchasing Department will review the submittals for completeness. Those submittals deemed complete and responsive will be forwarded to the Evaluation Committee.

### Evaluation Committee

- A. Evaluation Committee may consist of 3 or 5 members or the Board of County Commissioners. Initial scoring and final ranking may be determined by separate Evaluation Committees.
- B. The County Manager or designee shall determine the Evaluation Committee(s) that will best serve the needs of the County.
- C. Membership of all Evaluation Committees shall be approved by the County Manager or designee.
- D. The Purchasing Department will provide reasonable notice of all meetings, no less than 72 hours in advance of such scheduled meeting, excluding holidays and weekends, by posting a Notice of Evaluation Committee Meeting on the public notice bulletin board in the Purchasing Department and on the Bay County website.
- E. Contact with the Evaluation Committee. Members of the Evaluation Committee are prohibited from discussing a project with any professional or professional firm that may submit a proposal during the procurement process, except in formal committee meetings.
- F. Evaluation of Submittals. Only written responses of statements of qualifications, performance data, and other data received in the purchasing office by the publicized submission time and date shall be evaluated.
- G. The initial ranking of submittals is based upon the points given in the scoring sheet utilizing the evaluation criteria in the RFQ.
- H. Shortlisting. The best-qualified respondents shall be based upon the Evaluation Committee's ability to differentiate qualifications applicable to the scope and nature of the services to be performed as indicated by the ratings on the scoring sheet. Typically, the top three rated firms, if there are at least three responsive respondents, will be considered as the shortlisted firms, unless the County Manager, after input and discussion with the Evaluation Committee, approves adding additional firms to the shortlist.
- I. Final Ranking. The Evaluation Committee or the Board of County Commissioners, as appropriate, shall use the ordinal process to rank the firms. The respondents shall be listed in order of preference. The list of best-qualified persons shall be approved

by the County Manager or Board, as appropriate, prior to beginning contract negotiations.

The County shall negotiate a contract with the top ranked firm for services at compensation which the County determines is fair, competitive and reasonable as further described in the Design Criteria Package. Should the Negotiator(s) be unable to negotiate a satisfactory contract with the firm considered to be the most qualified, negotiations with that firm shall be formally terminated. The Negotiator(s) shall then undertake negotiations with the second most qualified firm.

The provisions of the Request for Qualifications and the receipt of submittals from respondents shall not create any legal or other obligation between Bay County and respondents (except as expressly set out in this RFQ).

Bay County will make the selections primarily on the basis of the response to this RFQ and any further information received from respondents if interviewed. Although information additional to that requested in this RFQ may be provided by respondents, any consideration of this information shall be at the discretion of Bay County. Bay County shall be the sole judge of the award of this project to the respondent considered by the County to offer the best overall response with a resulting negotiated agreement that is most advantageous and in the best interest of Bay County.

**ATTACHMENT 1  
REQUIRED FORMS**

**SUBMITTAL FORM**  
**RFQ 22-33**

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This submittal of \_\_\_\_\_, ("Firm") organized and existing under the laws of the State of \_\_\_\_\_ doing business as \_\_\_\_\_ (Insert a corporation", "a partnership" or "an individual" as applicable), is hereby submitted to the Board of County Commissioners, Bay County, ("County").

In compliance with the Advertisement for Submittals, this Firm proposes to perform all work as detailed in this submittal.

By this Submittal, this Firm certifies, and in the case of a joint Submittal each party certifies as to its own organization, that this Submittal has been arrived at independently, without consultation, communication or agreement as to any matter relating to this solicitation with any other competitor.

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Submitted By: \_\_\_\_\_  
Name of Firm

Prepared By: \_\_\_\_\_  
Name of Individual

Contact E-Mail: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

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Signature of Authorized Representative of Firm

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Date

SEAL: *(If bid is by Corporation)*

## ADDENDUM ACKNOWLEDGEMENT

I acknowledge receipt of the following addenda:

ADDENDUM NO. \_\_\_\_\_

DATED \_\_\_\_\_

Name of Firm: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

**It is the responsibility of the firm to ensure that they have received addendums if issued. Call (850) 248-8270 or email [purchasing@baycountyfl.gov](mailto:purchasing@baycountyfl.gov) prior to submitting your submittal to ensure that you have received addendums.**

## ANTI-COLLUSION CLAUSE

Firm certifies that their response is made without prior understanding, agreement or connection with any Corporation, Firm or person submitting a response for the same services and is in all respects fair and without collusion or fraud.

Name of Firm: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

**CONFLICT OF INTEREST DISCLOSURE FORM**

For purposes of determining any possible conflict of interest, all firms, must disclose if any Bay County Board of County Commissioner(s), employee(s), elected officials(s), of if any of its agencies is also an owner, corporate officer, agency, employee, etc., of their firm.

Indicate either "yes" (a county employee, elected official, or agency is also associated with your firm), or "no". If yes, give person(s) name(s) and position(s) with your firm.

YES \_\_\_\_\_

NO \_\_\_\_\_

**NAME(S)**

**POSITION(S)**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Name of Firm: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

## DRUG FREE WORKPLACE

To have a drug-free workplace program, a business shall:

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, and 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 Proposal a copy of the statement specified in subsection (1).
4. In the statement specified in subsection (1), notify the employees that, as a condition of working on the commodities or contractual services that are under Proposal, the employees 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 Chapter 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 an employee who is so convicted.
6. Make a good faith effort to continue to maintain a drug-free workplace through implementation of this section.

As the person authorized to sign the statement, I certify the following:

(Check one and sign in the space provided.)

\_\_\_\_\_ This firm complies fully with the above requirements.

\_\_\_\_\_ This firm does not have a drug free work place program at this time.

Name of Firm: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

**CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION**

**Contractor Covered Transactions**

(1) The prospective contractor of the Recipient, \_\_\_\_\_, certifies, by submission of this document, 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 Recipient's contractor is unable to certify to the above statement, the prospective contractor shall attach an explanation to this form.

CONTRACTOR:

\_\_\_\_\_

By \_\_\_\_\_  
Signature

~~Bay County Board of County Commissioners~~  
Recipient's Name

\_\_\_\_\_  
Name and Title

\_\_\_\_\_  
DEM Contract Number

\_\_\_\_\_  
Street Address

4399-159-R  
\_\_\_\_\_

\_\_\_\_\_  
City, State, Zip

\_\_\_\_\_  
Date

**APPENDIX A, 44 C.F.R. PART 18 – CERTIFICATION REGARDING LOBBYING  
CERTIFICATION FOR CONTRACTS, GRANTS, LOANS, AND COOPERATIVE  
AGREEMENTS**

(To be submitted with each bid or offer exceeding \$100,000)

The undersigned [Contractor] certifies, to the best of his or her knowledge, 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.

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

\_\_\_\_\_  
Signature of Contractor's Authorized Official

\_\_\_\_\_  
Name and Title of Contractor's Authorized Official

\_\_\_\_\_

**TRUTH IN NEGOTIATION CERTIFICATION**

Pursuant to Section 287.055(5)(a), Florida Statutes, for any lump-sum or cost-plus-a-fixed fee professional services contract over the threshold amount provided in Section 287.017, Florida Statutes for CATEGORY FOUR, the County requires the Consultant to execute this certificate and include it with the submittal of the Technical Proposal, or as prescribed in the contract advertisement.

The Consultant hereby certifies, covenants, and warrants that wage rates and other factual unit costs supporting the compensation for this project’s agreement are accurate, complete, and current at the time of contracting.

The Consultant further agrees that the original agreement price and any additions thereto shall be adjusted to exclude any significant sums by which the County determines the agreement price was increased due to inaccurate, incomplete, or noncurrent wage rates and other factual unit costs. All such agreement adjustments shall be made within (1) year following the end of the contract. For purposes of this certificate, the end of the agreement shall be deemed to be the date of final billing or acceptance of the work by the Department, whichever is later.

\_\_\_\_\_  
Name of Consultant

By: \_\_\_\_\_

\_\_\_\_\_  
Date

**WAIVER OF EXEMPTION OF MEETINGS/PRESENTATIONS**

Pursuant to section 286.0113(2), Fla. Stat. (2011), any portion of a meeting at which a negotiation with a vendor is conducted pursuant to a competitive solicitation, at which a vendor makes an oral presentation as part of a competitive solicitation, or at which a vendor answers questions as part of a competitive solicitation is exempt from public meeting requirements. The County encourages transparent and open meetings and decision-making but will honor any request by a Firm to maintain the exemptions provided by section 286.0113(2).

Please indicate your preference regarding any meetings at which you may provide an oral presentation or answer questions regarding your submittal or at which negotiations may be conducted:

\_\_\_\_\_ **Waive** all requirements to keep such meetings and negotiations exempt from public meeting laws.

\_\_\_\_\_ **Maintain** all requirements to keep such meetings and negotiations exempt from public meeting laws.

**INDICATE WAIVE OR MAINTAIN, HOWEVER DO NOT SIGN THIS FORM**

**ATTACHMENT 2**  
**SAMPLE PROFESSIONAL SERVICES CONTRACT**  
**22-33 DESIGN SERVICES FOR THE HMGP MULTIPLE ROADS PROJECT**  
**PROJECT DR4399-159-R**

This Contract, dated \_\_\_\_\_ is between the Bay County Board of Commissioners, located at 840 West 11<sup>th</sup> Street, Panama City, FL 32401 ("County"), and Vendor Name located at Vendor Address, City, State, Zip ("Consultant").

**1. Intent**

The Bay County Board of County Commissioners (County) qualifications from firms to provide Design services for the HMGP Multiple Roads Project. The project includes the design of stormwater and pavement improvements of 11 roadways totaling approximately 9.2 miles of roadway.

The scope is for Phase I design only, which includes but is not limited to preliminary engineering designs and calculations, surveys, permitting, and notices for the proposed project, for Phase II approval. No construction activities for this project have been approved. The project shall be completed in strict compliance with Federal, State, and Local applicable rules and regulations.

The project may be reimbursed by the Hazard Mitigation Grant Program (HMGP) **DR-4399-159-R**, as approved by the Florida Division of Emergency Management (FDEM) and the Federal Emergency Management Agency (FEMA) and the Hazard Mitigation Community Development Match Grant (HMGP-CDBG) Program through the Florida Department of Economic Opportunity (FDEO). Funding for the project may be made possible through these grants and is contingent on strict conformance to the guidelines set forth by FDEM, FEMA, and FDEO. Respondents will comply with the Federal Regulations Contract Requirements shown at Exhibit 2.

Neither the United States nor any of its departments, agencies or employees is or will be a party to this contract.

**2. Design Criteria Package**

The Consultant will perform those services stated in the Design Criteria Package attached hereto and incorporated herein as Exhibit 1, which includes Project Scope, Goals, and Specific Project Requirements.

**3. Compensation**

The terms and conditions of this contract are fixed price and fixed time. For the satisfactory completion of the services to be provided under this Contract, Bay County agrees to pay the Consultant a not to exceed fee of \$\_\_\_\_\_.

Monthly invoices shall be submitted to the County in a format and distribution schedule defined by the County, no later than the 10th day of the following month.

If the Consultant cannot submit their monthly invoice on time, the Consultant shall notify the County, prior to the due date the reason for the delay and the planned submittal date. Once submitted, the Consultant shall notify the Project Manager via e-mail of the total delay in calendar days and the reason(s) for the delay(s).

A Final Invoice will be submitted to the County no later than the 30th day following Final Acceptance of the individual project or as requested by the County.

Payments shall be made in accordance with the Florida Prompt Payment Act, Section 218, Florida Statutes.

**INVOICE REQUIREMENTS:** All invoices are required to have the following information included:

- Vendor's name
- Invoice number
- Invoice date
- FEMA Project Number
- Dates of service/activities were provided (mm/dd/yy-mm/dd/yy)
- Site of work
- Details of work provided
- Amount of the invoice

**4. Lump Sum or Cost Plus Fixed Fee Contracts**

The Consultant certifies that the wage rates and other factual unit costs supporting the contract compensation are accurate, complete, and current at the time of contracting. Furthermore, to the extent that such wage rates and other factual unit costs are found by the County to be inaccurate, incomplete, or non-current, the original price for such Contract and any additions there to shall be adjusted to exclude any increases in the compensation paid to the Consultant due to such circumstances. A determination of allowable costs in accordance with the Federal cost principles will be performed for service rendered under this Contract.

**5. Effective Date and Time of Performance**

The Design contract time shall be 300 days following the NTP. All engineering services shall be completed by this date.

**6. Independent Contractor**

The Consultant shall at all times, relevant to this contract, be an independent contractor and in no event shall the Consultant, nor any employees or sub-consultants under it, be considered to be employees of Bay County.

**7. Consultant's Personnel**

Consultant has the exclusive right to hire and terminate its employees and may transfer or reassign any of its employees to other work of the Consultant. The direction of the work of Consultant's employees shall be under the exclusive control of Consultant. If the County objects to the presence or performance of any employee of Consultant, Consultant shall remove such employee from County premises.

**8. Cooperation**

Consultant agrees to perform each phase of the work at the scheduled time and in the scheduled sequence. Consultant will cooperate with the County Utility Services Director or their designee as requested and specifically to allow the County to inspect the performance of work of this Contract.

**9. County Representative**

The County Public Works Director or a designee has authority to designate the work to be done by Consultant, to inspect such work, and to resolve questions that arise between the parties. The Consultant or the Consultant's designee will deal with the County's representative on matters relating to the performance of the work. The County shall have the authority to stop the work whenever it deems such action necessary to secure the safe and proper performance of the work assignment.

**10. Records / Audits**

The County is a public agency subject to Chapter 119, Florida Statutes. The Consultant shall comply with Florida's Public Records Law. Specifically, the Consultant shall:

a. Keep and maintain public records required by the County to perform the service;

b. Upon request from the County's custodian of public records, provide the County with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in Chapter 119, F.S., or as otherwise provided by law.

c. Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the contract term and following completion of the contract if the Consultant does not transfer the records to the County.

d. Upon completion of the contract, transfer, at no cost to the County, all public records in possession of the Consultant, or keep and maintain public records required by the County to perform the service. If the Consultant transfers all public records to the County upon completion of the contract, the Consultant shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If the Consultant keeps and maintains public records upon completion of the contract, the Consultant shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to the County, upon request from the County's custodian of public records in a format that is compatible with the information technology systems of the County.

The Consultant shall maintain books, records and documents directly pertinent to performance under this Contract in accordance with generally accepted accounting principles consistently applied. The County, the State of Florida, or their authorized representatives shall have access to such records for audit purposes during the term of this Contract and for five (5) years following Contract completion.

**11. Public Records Custodian**

If the Consultant has questions regarding the application of Chapter 119, Florida Statutes, to the Consultant's duty to provide public records relating to this contract contact Bob Majka, Custodian of Public Records, at (850) 248-8145, [publicrecords@baycountyfl.gov](mailto:publicrecords@baycountyfl.gov) or 840 W. 11th Street, Panama City, Florida 32401.

**12. Inspector General**

The parties agree to comply with s.20.055(5), Florida Statutes, and to incorporate in all subcontracts the obligation to comply with s. 20.055(5), Florida Statutes. "(5) It is the duty of every state officer, employee, agency, special district, board, commission, contractor, and subcontractor to cooperate with the inspector general in any investigation, audit, inspection, review, or hearing pursuant to this section."

**13. Insurance**

The Consultant represents that it has obtained and will maintain at its expense for the duration of this Contract, those insurance coverage requirements set forth in the attached Exhibit 3.

**14. Prohibition Against Contingent Fees**

Pursuant to Florida Statute 287.055 (6)(a), each contract entered into by the agency for professional services must contain a prohibition against contingent fees as follows: “The architect (or registered surveyor and mapper or professional engineer, as applicable) warrants that he or she has not employed or retained any company or person, other than a bona fide employee working solely for the architect (or registered surveyor and mapper, or professional engineer, as applicable) to solicit or secure this agreement and that he or she has not paid or agreed to pay any person, company, corporation, individual, or firm, other than a bona fide employee working solely for the architect (or registered surveyor and mapper or professional engineer, as applicable) any fee, commission, percentage, gift, or other consideration contingent upon or resulting from the award or making of this agreement.” For the breach or violation of this provision, the agency shall have the right to terminate the agreement without liability and, at its discretion, to deduct from the contract price, or otherwise recover, the full amount of such fee, commission, percentage, gift, or consideration.

**15. Public Entity Crimes Statement**

A person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a bid on a contract to provide any goods or services to a public entity, may not submit a bid on a contract with a public entity for the construction or repair of a public building or public work, may not submit bids 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 Section 287.017, for CATEGORY TWO for a period of 36 months from the date of being placed on the convicted vendor list.

By signing the Agreement, CONSULTANT represents that the execution of this Agreement will not violate the Public Entity Crimes Act (Section 287.133, Florida Statutes). Violation of this section shall result in termination of this Agreement and recovery of all monies paid hereto, and may result in debarment from COUNTY’s competitive procurement activities.

In addition to the foregoing, CONSULTANT further represents that there has been no determination, based on an audit, that it or any subconsultant has committed an act defined by Section 287.133, Florida Statutes, as a “public entity crime” and that it has not been formally charged with committing an act defined as a “public entity crime” regardless of the amount of money involved or whether CONSULTANT has been placed on the convicted vendor list.

**CONSULTANT will promptly notify the COUNTY if it or any subcontractor or subconsultant is formally charged with an act defined as a “public entity crime” or has been placed on the convicted vendor list.**

**16. Employment Eligibility Verification**

As a condition precedent to entering into this AGREEMENT, and in compliance with Section 448.095, Fla. Stat., Consultant and its subconsultants shall, register with and use the E-Verify system to verify work authorization status of all employees.

a. Consultant shall require each of its subconsultants to provide Consultant with an affidavit stating that the subconsultant does not employ, contract with, or subcontract with an unauthorized alien. Consultant shall maintain a copy of the subconsultant's affidavit as part of and pursuant to the records retention requirements of this AGREEMENT.

b. The COUNTY, Consultant, or any subconsultant who has a good faith belief that a person or entity with which it is contracting has knowingly violated Section 448.09(1), Fla. Stat. or the provisions of this section shall terminate the contract with the person or entity.

c. The COUNTY, upon good faith belief that a subconsultant knowingly violated the provisions of this section, but Consultant otherwise complied, shall promptly notify Consultant and Consultant shall immediately terminate the contract with the subconsultant.

d. A contract terminated under the provisions of this section is not a breach of contract and may not be considered such. Any contract termination under the provisions of this section may be challenged pursuant to Section 448.095(2)(d), Fla. Stat. Consultant acknowledges that upon termination of this AGREEMENT by the COUNTY for a violation of this section by Consultant, Consultant may not be awarded a public contract for at least one (1) year. Consultant further acknowledges that Consultant is liable for any additional costs incurred by the COUNTY as a result of termination of any contract for a violation of this section.

e. Subcontracts. Consultant or subconsultant shall insert in any subcontracts the clauses set forth in this section, including this subsection, requiring the subconsultants to include these clauses in any lower tier subcontracts. Consultant shall be responsible for compliance by any subconsultant or lower tier subconsultant with the clauses set forth in this section.

**17. Modification, Assignability of Contract**

This Contract, including all documents incorporated by reference, contains the entire agreement between the parties, and no statements, promises or inducements made by either party, or agents of either party, that are not contained in the written contract, are valid or binding. This Contract may not be enlarged, modified or altered except upon written agreement signed by both parties hereto.

The Consultant may not subcontract or assign its rights (including the right to compensation) or duties arising under this Contract without the prior written consent of Bay County. Any subconsultant or assignee will be bound by all of the terms and

conditions of this Contract and will be required to enter into a written agreement with the Bay County. In the event the Consultant will deliver any services through a subconsultant or subcontractor, the Task Order shall contain as an attachment the name and address of the subconsultant or subcontractor and a detailed description of the qualifications, experience and services to be performed by the subconsultant or subcontractor, and the amount or rate and method of compensation.

**18. Administrative, Contractual, or Legal Remedies**

Unless otherwise provided in this contract, all claims, counter-claims, disputes and other matters in question between the local government and the Consultant, arising out of or relating to this contract, or the breach of it, will be decided by arbitration, if the parties mutually agree, or in a Florida court of competent jurisdiction.

**19. Termination for Cause and for Convenience**

This contract may be terminated in whole or in part in writing by either party in the event of substantial failure by the other party to fulfill its obligations under this contract through no fault of the terminating party, provided that no termination may be effected unless the other party is given: (a) Not less than ten (10) calendar days written notice (delivered by certified mail, return receipt requested) of intent to terminate; and (b) An opportunity for consultation with the terminating party prior to termination.

This contract may be terminated in whole or in part in writing by the local government for its convenience, provided that the other party is afforded the same notice and consultation opportunity specified in I (a) above. If termination for default is effected by the local government, an equitable adjustment in the price for this contract shall be made, but no amount shall be allowed for anticipated profit on unperformed services or other work, and any payment due to the Consultant at the time of termination may be adjusted to cover any additional costs to the local government because of the Consultant's default.

If termination for convenience is effected by the local government, the equitable adjustment shall include a reasonable profit for services or other work performed for which profit has not already been included in an invoice. For any termination, the equitable adjustment shall provide for payment to the Consultant for services rendered and expenses incurred prior to receipt of the notice of intent to terminate, in addition to termination settlement costs reasonably incurred by the Consultant relating to commitments (e.g., suppliers, subconsultants) which had become firm prior to receipt of the notice of intent to terminate.

Upon receipt of a termination action under paragraphs (a) or (b) above, the Consultant shall promptly discontinue all affected work (unless the notice directs otherwise) and deliver or otherwise make available to the local government all data, drawings, reports specifications, summaries and other such information, as may have been accumulated by the Consultant in performing this contract, whether completed or in process.

Failure of the Consultant to comply with the provision of Section 21 Laws, Rules, and Regulations shall constitute grounds for the County to immediately terminate this Contract for cause and declare the Consultant to be non-responsible for bidding or proposing on future contracts for one year from the date the County notifies the Consultant of such non-compliance.

**20. Documents Incorporated by Reference**

Bay County's Request for Qualifications (RFQ 22-33) and all attachments to it, along with the Response to the Request for Qualifications are incorporated by reference and are material elements of this Contract. Bay County is responsible for compliance with all applicable Federal or State laws. The Consultant specifically agrees to assist Bay County with ensuring compliance with all applicable Federal or State laws.

**21. Laws, Rules and Regulations**

General Laws: Consultant shall give all notices required of it by law and shall comply with all Federal, State and local laws, ordinances, rules and regulations governing Consultant's performance of this Contract and the preservation of public health and safety. Upon request by the County, Consultant shall provide proof of such compliance to the County.

Illegal Alien Labor: Consultant shall comply with all provisions state and federal law regarding the hiring and continued employment of aliens not authorized to work in the United States. Consultant shall not knowingly employ or contract with an illegal alien to perform work under this contract or enter into a contract with a subconsultant that fails to certify to the Consultant that the subconsultant is in compliance with such laws. Consultant agrees that it shall confirm the employment eligibility of all employees through participation in E-Verify or an employment eligibility program approved by the Social Security Administration and will require the same of any subconsultants. Consultant shall pay all cost incurred to initiate and sustain the verification programs.

**22. Indemnification and Hold Harmless**

To the maximum extent permitted by law, the Consultant shall indemnify and hold harmless the County, and its officers and employees, from liabilities, 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 Consultant and other persons employed or utilized by the Consultant in the performance of the agreement.

The parties understand and agree that such indemnification by the Consultant relating to any matter which is the subject of this Contract shall extend throughout the term of this Contract and any statutes of limitations thereafter.

The Consultant's obligation shall not be limited by or in any way to any insurance coverage or by any provision in or exclusion or omission from any policy of insurance.

This Section survives termination or expiration of this Contract.

**23. Duty to Pay Defense Costs and Expenses**

The Consultant agrees to reimburse and pay on behalf of the County the cost of the County's legal defense, through and including all appeals, and to include all attorneys' fees, costs, and expenses of any kind for any and all 1) claims described in the Indemnification and Hold Harmless paragraph or 2) other claims arising out of the Consultant's performance of the Contract and in which the County has prevailed.

The County shall choose its legal defense team, experts, and consultants and invoice the Consultant accordingly for all fees, costs and expenses upon the conclusion of the claim.

Such payment on the behalf of the County shall be in addition to any and all other legal remedies available to the County and shall not be considered to be the County's exclusive remedy.

This Section survives termination or expiration of this Contract.

**24. Severability**

The invalidity, in whole or in part, of any section or part of any section of this Contract shall not affect the validity of the remainder of such section or the Contract.

**25. Waiver**

No term of this Contract may be waived except in a writing signed by the party waiving enforcement. No term of this Contract shall be deemed to be waived by reason of any failure to previously enforce such term. In no event shall the making of any payment required by this Contract constitute or be construed as a waiver by the County of any breach of this Contract or a waiver of any default of Consultant and the making of such payment by the County while any such default or breach shall exist shall in no way impair or prejudice any right of the County.

**26. Headings**

Section headings are inserted for convenience only and shall not be used in any way to construe the meaning of terms used in this Contract.

**27. Notices**

Any notice to be given by the parties shall be in writing and deemed to have been duly given if and when deposited in the United States registered mail, return receipt requested, properly stamped and addressed to:

For the County:  
Bay County Public Works Department  
Attn: Josee Cyr  
840 W. 11<sup>th</sup> Street  
Panama City, FL 32401

For the Consultant:

The Consultant shall notify the Bay County Purchasing Department of any change to its address. The Purchasing Department will disseminate the address change to all applicable departments and agencies including Finance. The Consultant's notification of address change is sufficient if sent by email or facsimile.

**28. Special Representation**

The Consultant represents that nothing of monetary value has been given, promised or implied as remuneration or inducement to enter into this Contract. The Consultant further declares that no improper personal, political or social activities have been used or attempted in an effort to influence the outcome of the competition, discussion or negotiation leading to the award of this Contract. Any such activity by the Consultant shall make this Contract null and void.

**29. Conflicts**

In the case of any conflict between the provisions of this Contract and other contract documents, the following priority for interpretation of those document provisions shall be followed:

- a. The provisions of this contract prevail first.
- b. The proposal form and attachments are next.
- c. The initial solicitation provisions are final priority.

**30. Construction and Venue**

This Contract will be construed under and governed by the laws of the State of Florida. In the event of litigation concerning it, venue is the in the courts of Bay County, Florida.

[SIGNATURES ON FOLLOWING PAGE]

**IN WITNESS WHEREOF**, the Parties have executed this Contract as of this \_\_\_\_\_ day of \_\_\_\_\_, 2022.

Executed by:

**BOARD OF COUNTY COMMISSIONERS  
BAY COUNTY FLORIDA**

**ATTEST:**

By: \_\_\_\_\_  
Robert Carroll, Chairman

\_\_\_\_\_  
Bill Kinsaul, Clerk

Approved as to form

\_\_\_\_\_  
Office of Bay County Attorney

**CONSULTANT**

By: \_\_\_\_\_  
(Authorized Representative)

Its: \_\_\_\_\_

State of \_\_\_\_\_  
County of \_\_\_\_\_

This Contract was acknowledged and subscribed before me the undersigned notary this \_\_ day of \_\_\_\_\_, 2022, by \_\_\_\_\_, as \_\_\_\_\_ of \_\_\_\_\_ and \_\_\_\_\_ with proper authority, and who is personally known by me or produced identification of \_\_\_\_\_.

\_\_\_\_\_  
Notary Public

- EXHIBITS:
- 1. Design Criteria Package
  - 2. Federal Regulations Contract Requirements
  - 3. Insurance Requirements

**PROJECT DESIGN CRITERIA PACKAGE**  
**EXHIBIT 1**

**DESIGN CRITERIA PACKAGE**

**HMGP MULTIPLE ROADWAYS**

Bay County has received grant funding from the Federal Emergency Management Agency under the Hazard Mitigation Grant Program (HMGP) and CDBG for 11 Bay County roadways totaling approximately 9 miles. The project will provide protection against damages to the roadway and reduction of road closures from events up to the 100 year event. The roadways included are as follows:

1. Steel Field Road, Panama City Beach, Florida, 32413
2. Anderson Road, Ebro, Florida, 32437
3. Church Road, Ebro, Florida, 32437
4. College Station Road, Panama City, Florida, 32404
5. Tree Farm Road, Panama City, Florida, 32404
6. Southwood Street, Panama City, Florida, 32404
7. Davis Road, Panama City, Florida, 32404
8. Random Road, Panama City Beach, Florida, 32413
9. Heather Lane, Panama City, Florida, 32404
10. Winterhill Rd, Panama City, Florida, 32409
11. Alaska Avenue, Lynn Haven, Florida, 32444

See Appendix 2 for location maps.

# PROJECT DESIGN CRITERIA PACKAGE

## Section 1: Background and Existing Conditions

### Design Criteria Package Abstract

The design criteria package has been developed for the purpose of establishing the criteria that will apply to and govern the design and construction of multiple roadways. The criteria encompassed in this package are intended to guide the Design Team in the development of the design and permitting of the project, a construction cost estimate, and construction documents. This package has been developed in accordance with Florida Statute 287.055(9) to communicate functional and warranty requirements that form the basis for a Proposer's response requested by the County. In general, the discussion and exploration of the aspects of the work within the package, and the timely prosecution of the work are intended, not as a prescribed solution, but rather as a guide in establishing a standard of quality.

The County shall not be responsible for any errors in the Proposer's estimates caused by use of the conceptual data presented in this Design Criteria Package. Any bridging documents such as concept plans and geotechnical reports are intended for informational purposes only. The County shall not be held responsible for any cost overruns or schedule delays caused by decisions made by the Design Team's use of the bridging documents.

### Background and Scope

Bay County has entered into a HMGP agreement with the Division of Emergency Management and with the Division of Economic Opportunity to do a project to reduce recurring damages and road closures to multiple roadways in the county.

The project proposes construction activities specific to each roadway and involves a number of activities as part of the drainage improvements. Activities include improvements or installation of stormwater structures along the roadway as well as culverts, stormwater piping at necessary connection locations and drainage swales as determined by the professional of record. Sections of the roadways will also be elevated as necessary. Asphalt paving activities will take place after the drainage system for each road is installed. This is proposed primarily for soil stabilization purposes. The anticipated cross section includes SP 12.5 asphalt over Type B Stabilization and optional base. Each roadway location identifies sod install to tie back to existing grade.

It is anticipated that fine tuning of design concepts will occur during the design phase and through the review process undertaken by the County Public Works Department, Engineering, and Stormwater Engineering staff members. The review by County staff will be done to determine if the project plans are in conformance with the requirements of the RFP, and any prescriptive or method specifications contained in or called out by this Design Criteria Package. The drawings shown as exhibits are conceptual only, however parts of the concept drawings may be shown as a requirement of the County and they will be called out as such. The responsibility for the completion of a complete set of drawings and any supplemental specifications are the sole responsibility of the Design Team. The consequences of the design that may increase the cost of the project, have permitting impacts, cause changes to the schedule, or any other project impacts is the sole responsibility of the Design Team.

### Existing Conditions

The Design Team shall be responsible for verification of the existing conditions information presented in this Design Criteria Package. The Design Team still remains responsible for any decisions made from the use of information provided.

The project includes 11 roadways totally approximately 9.14 miles of dirt roadways. *Appendix 2* shows the locations of the roadways, wetland indicators and existing cross drains, and *Appendix 3* provides information on length, row, wetlands and crawfish.

It is incumbent upon the Design Team to verify information provided when developing their proposals. No right-of-way procurement is anticipated for this project.

## **Section 2: Project Design**

### Performance Standards

The project shall be designed and constructed in accordance with the following standards:

- FDOT Manual of Uniform Minimum Standards for Design, Construction and Maintenance for Streets and Highways (Florida Green Book) (Latest Edition)
- FDOT Drainage Manual (Latest Edition)
- FDOT Standard Specifications for Road and Bridge Construction (Latest Edition)
- FDOT Design Standards for Design, Construction, Maintenance and Utility Operations on the State Highway System (Latest Edition)
- FDOT Plans Preparation Manual, Vol. I and II (Latest Edition)
- FDEP Rule 62-346 Environmental Resource Permitting in Northwest Florida
- AASHTO Geometric Design of Highways and Streets (Latest Edition)
- Manual on Uniform Traffic Control Devices (MUTCD) (Latest Edition)
- CI/ASCE 38-02 Standard Guideline for the Collection and Depiction of Existing Subsurface Utility Data

- ASTM D6433 - 11 Standard Practice for Roads and Parking Lots Pavement Condition Index Surveys
- Bay County Special Provisions for the Adaptation and Use of the Florida Department of Transportation Standard Specifications for Road and Bridge Construction
- Bay County Traffic Engineering Technical Special Provisions for Traffic Signals

Where there is a conflict between the “Bay County Special Provisions for the Adaptation and Use of the Florida Department of Transportation Standard Specifications for Road and Bridge Construction” and FDOT standards, the Bay County Special Provision shall prevail unless otherwise approved by County staff.

The design shall result in a constructed project that is easy to maintain by County Roads & Bridges forces. The Paving shall be designed to last 20 years and all drainage systems shall have a 50 year design life.

These roadways are existing roadways and therefore retrofit projects. At times these roadways are a challenge to design due to limited ROW, existing utilities, existing driveways, fences, etc. It will be imperative that the design team identified early on potential difficult areas, communicates with county staff and at time private property owners to resolve any limitation these conditions impose.

### Surveying

Existing condition surveys to include wetland delineation will be provided by Bay County Engineering. All property and right-of-way for the project is provided by the County. Some of the roadway properties are traditional ROW while some are maintenance claims and shall be identified as such.

*Appendix 4* provides an existing condition drawing for Steelfield Road and represent typical survey product that will be provided for each roadway to design team.

### Geotechnical Services

The geotechnical reports shown as exhibits to this Design Criteria Package are limited in nature and do not provide a comprehensive geotechnical study of the project area. The Design Team is responsible for identifying and performing any additional geotechnical investigation, analysis, and design dictated by the project needs. At a minimum, a geotechnical exploration should be performed in accordance with the FDOT Soils and Foundation Handbook (latest edition). The Resilient Modulus ( $M_R$ ) shall be determined directly from laboratory testing. Geotechnical work and findings shall be documented in a report, and a signed and sealed copy provided to the County Project Manager by the 60% design submission.

*Appendix 5* provides geotechnical information for the Steelfield Road.

### Roadway Design

- a. Design typical sections shown in the plans shall be depicted in accordance with the FDOT Plan Preparation Manual Latest Edition. The design shall comply with FDOT “Design Standards for Design, Construction, Maintenance and Utility Operations on the State Highway System (latest edition)”, FDOT “Standard Specification for Road and Bridge Construction (latest edition)” and FDOT “Flexible Pavement Design Manual (latest edition)”.
- b. Design team shall determine each roadway a minimum posted speed limit for design and it shall be identified in the plans for each roadway.
- c. The pavement design shall comply with the FDOT Flexible Pavement Design Manual (latest edition). The pavement design shall consider, but not limited to, design periods, design base highwater clearance, Resilient Modulus, required structural number, friction course, binder selection, base, and stabilized subgrade.
- d. Unsuitable material may be encountered in portions of the project. It is the design team’s responsibility to account for any unsuitable material and provide a design that addresses any such material with either removal of unsuitable material or bridging. Such as layers of Tensar Triax TXS in accordance with manufactures recommendations.
- e. As per the FDOT Flexible Pavement Design Manual, the Resilient Modulus ( $M_R$ ) shall be reduced when the base clearance is less than 3-ft above high-water. Roadway alignment shall generally follow the existing profile; however, exceptions may be made to increase separation between the base and high-water.
- f. Asphalt binders shall consist of PG 67-22 or better (PMA).
- g. Roadway geometric design that includes cross slopes, clear zones, sight distances and other design parameters shall be in compliance with the FDOT “Manual of Uniform Minimum Standards for Design, Construction and Maintenance for Streets and Roadways (latest edition)” (Greenbook).
- h. Recycle concrete aggregate (RCA) is an acceptable base material. It shall comply with FDOT Standard Specifications for Road and Bridge Construction (latest edition).
- i. Subgrade, Type B stabilization, base and asphaltic concrete layers shall be compacted in the static mode only.

### Driveways

- a. All existing driveways shall be provided a smooth transition. The transition shall be milled asphalt unless specific existing conditions and design needs deems otherwise.

### Stormwater Management

All drainage plans and designs are to be prepared in accordance with the FDOT Drainage Manual and the requirements in this document.

General design concept shall utilize or modify the existing drainage system if possible or design a combination of swales and pipes for conveyance. All design should be easy to maintain.

The minimum pipe diameter shall be 15-inches for side drains and 18-inches for cross-drains. All proposed pipe shall have a minimum slope of 0.2 percent if at all possible.

Offsite Drainage It is up to the design team to confirm the actual offsite drainage areas and overflow into the existing right of way. All proposed improvements shall be designed to ensure that no additional flooding occurs for offsite properties for the 100 year critical event.

Roadway Design These roadways incur regular washout and erosion which causes damages to the roadways and or make the roadways impassible. The provided design will provide for a roadway that is passable and will remain in place with limited damages for the 100 year event.

### Permitting

The Design Team shall be responsible for identifying all required permits, preparing complete permit application packages, obtaining the permits. County will provide all permit fees, wetland mitigation costs and crawfish mitigation fees if any. Wetland mitigation will be satisfied by the purchase of appropriate state and federal credit types from mitigation banks that include the project site in the mitigation bank service area if necessary. The Design Team shall act as the County's authorized representative for permitting purposes only. If any agency rejects or denies the permit application, the Design Team shall be responsible for making the changes necessary to ensure the permit is approved. Permits to be obtained may include, but are not limited to:

- NFWFMD Environmental Resource Permit (Individual Permit)
- USACE Standard Permit
- FDEP NPDES
- FDEP 404 Permit
- FDOT Drainage permit
- FWC Incidental Take Permit for Panama City Crayfish

The Design Team is expected to build into the initial project schedule the time to complete or obtain any required permits. The County may elect to not award additional time caused by the Design Team's submission of incomplete permit packages that generate requests for additional information.

The county has initiated the crawfish consultation with USFW for the College Station Road project in an attempt to expedite the project.

### Utility Coordination

There are numerous utilities in the project area. Utility conflicts are a major risk associated with the project. The Design Team is responsible for all utility coordination, which includes but is not limited to:

- a) Ensuring that utility coordination and design is conducted in accordance with the County's standards, policies, procedures, and design criteria.
- b) Identifying all existing utilities and coordinating any new installations.
- c) Scheduling utility meetings, preparing and distributing minutes for all utility meetings, and ensuring expedient follow-up on all unresolved issues.
- d) Distributing all plans, conflict matrixes and changes to affected utility owners and making sure this information is properly coordinated.

The Design Team shall keep a record of all contacts with utility companies and provide a copy to the County's Project Manager.

### Utility Design

Utility design shall consider the following:

- a) No manholes or valve boxes will be allowed in the roadway or sidewalk.
- b) A utility will have to relocate if it conflicts with stormwater facilities.
- c) Unless otherwise approved by the County, no pressurized lines will be allowed under the pavement to the maximum extent possible.

Grant Requirements The project is funded through a phase I HMGP. This will require the project to undergo a Phase I review after completion to show that the project is cost effective and meets the State Benefit to Cost Analysis (BCA). As part of the design, team will have to show pre condition damages and cost and post condition damages and cost to meet the phase I review of the project by the grant agency. This would include damages for smaller events up to the 100 year event. This is a critical part of the project and determines the eligibility of the project to continue into construction.

The Design Team needs to show that they have experience in dealing with HMGP and the BCA process. The Design Team will be responsible for assisting and providing the information required to meet the BCA for the project.

Appendix 1 and Excel spreadsheets provide BCA guidance provided by the state agency on addressing BCA requirements for Phase I.

### Approach and Understanding of the Project

The Approach and Understanding narrative should show how well the Design Team understands all aspects of the project. The narrative should address at minimum, but not limited to the following:

e) Design Concepts

The Design Concepts narrative must show the experience the design team has with the design and retrofit of existing county or municipal dirt roadways and the permitting requirements of these roadways. How will utilities be dealt with and what is the design team approach to minimizing utility relocations? What is the approach to meeting the technical requirements of the project? What are the permitting requirements of the project? How does the design team propose to address the segments within maintenance claims and coordination with the public?

f) HMGP requirements.

The design team needs to demonstrate their understanding of the BCA process and past experience with the HMGP and BCA process.

g) Communication During Design

The Communication narrative must answer the following questions: What is the team's approach to dealing with the levels of communication shown in the design criteria package? How will the Design Team be a problem solver and bring solutions to County staff? How will the Design Team coordinate with other agencies, property owners, and other stakeholders during design?

h) Utility Coordination

Utility conflicts are seen as a major risk in the project. The Utility Coordination narrative must answer the following questions: How will the Design Team collaborate with the utility owners to address utility issues? What is the experience of the team in dealing with utility issues on past projects?

### **Section 3: Project Management and Administration**

#### Design Phase Deliverables

All plans shall be submitted on D sized drawings. The Design Team shall deliver to the County three (3) sets of conceptual plans, three (3) sets of 60% complete plans, and three (3) sets of 90% complete plans. The Contractor shall submit one set of signed and sealed record drawings annotated as "Released for Construction", a set of reproducible record drawings and a digital file of the drawings. All drawings shall be done with AutoCAD.

At minimum, the 60% plans shall show final typical sections, final plan views, final layout of drainage pipes and structures, final utility relocations, if applicable, final signalization layout, final plan views of stormwater ponds, and final cross sections. The 90% drawings shall include everything that will be in the record drawings. The record drawings shall include any County 90% review comments and the record copy shall be signed and sealed. The stormwater pollution prevention plan (SWPPP), that is used to obtain the

FDEP construction permit, shall be delivered to the County along with the record drawings. .

Signed and sealed copies of reports generated by consultants, such as geotechnical reports, shall be delivered to the County's Project Manager no later than the 60% design phase. Copies of these reports shall be provided to the County prior to the County approving reimbursement for consultant's fees.

The Design Team shall submit, with the record drawings, the design notes and computations to document the design conclusions reached during the development of the construction plans.

The design notes and computation sheets shall be fully titled, numbered, dated, indexed, and signed by the designer. Computer output forms and other oversized sheets shall be folded to a standard size 8½" x 11". At project design completion, a final set of design notes and computations, signed by the Design Team, shall be submitted with the as-built set of plans. The design notes and calculations shall include, but are not limited to:

1. Design standards used for the project
2. Stormwater calculations
3. Geometric design calculations for horizontal alignments
4. Vertical geometry calculations
5. Documentation of decisions reached resulting from meetings, telephone conversations or site visits

### Prescriptive Details

Prescriptive design details for directional bore, trenching under and along roadway, grated driveways and mailbox relocation are shown in Appendix 3. Where applicable, these shall be used. All grated driveways shall be designed in accordance with design details. No manufactured grated systems will be allowed across commercial or residential driveways.

### County Review

The County shall be given ten (10) working days to complete the review of drawings and any other submittals. The Contractor shall include this review time in his or her schedule. If the Contractor has fallen behind schedule, the County still has ten (10) working days to review submittals. It is the Contractor's responsibility to take any action needed to get back on schedule, but shortening the County's review time shall not be one of them. If the County takes longer than 10 working days to review the plans and submittals, the County will approve additional days to the contract. However, incomplete or substandard plans or submittals that require excessive review time by County staff will not result in additional time added to the contract.

### Communications

This project requires good and frequent communication due to the limited time for design, the number of unique roadways, the fact that retrofit projects are always more challenging in execution and the need for a Phase I review by the grant agency. It is the County's expectation that there will be a high level of collaboration between the design Team and the County. Teamwork will be essential to a successful completion of the project. County staff will be a partner in helping the Design Team become successful where it is appropriate. However, County staff will not engage in doing the requirements laid out in this Design Criteria Package. In addition, communication with adjacent property owners in location with tight maintenance claim may be required during the design phase of the project.

### Submittals and Record Keeping

All plan submittals shall be on D-size drawings. All other submittals shall be on letter (8 ½ x 11) sized paper and if tabloid size attachments are used in reports they shall be folded to letter size.

The Engineer of Record shall provide the County with a signed and sealed set of released for construction plans, supplemental specifications, and reports. A reproducible set of plans shall also be provided and a set of plans in either .pdf or .dwt format shall also be provided.

The Engineer of Record shall keep a log and file of all correspondence related to design utility coordination and provide a copy under a signed and sealed cover letter to the County prior to issuance of the released for construction plans.

### Meetings

The project shall have, at minimum the following meetings:

1. Kick-Off Meeting hosted by the County project manager. This meeting will cover the administrative requirements of the project, the expected working relationships and serve to introduce the entire project team.
2. Monthly Progress Review Meetings to be held in the County Public Works Department's conference room and chaired by the Design Team's project manager. Unless otherwise noticed by the County, the Design Team shall be responsible for recording attendance, making an audio recording of the meeting, production of the meeting minutes and distribution of the minutes, audio recording and attendance registers for all meetings after the kick-off meeting to include design and construction reviews.
3. Conceptual Plan Review Meeting. The Design Team shall deliver at this meeting 1 set of D-size drawings and any completed reports.
4. 60% Plan Review Meeting. The Contractor shall deliver 1 set of D-Size drawings, final geotechnical reports and any other related reports.
5. 90% Plan Review Meeting. The Contractor shall deliver 1 set of D-Size drawings.
6. Monthly Design Progress Review Meetings

## 7. One Public Meeting

### Schedule

Unless otherwise approved by the County, the Design Team shall keep an overall project schedule, a design schedule, and permitting schedule. The schedule review shall be on the agenda of all progress meetings. The Gantt chart is the preferred presentation and the critical path should be shown. The design schedule shall be provided at the kick-off meeting.

**EXHIBIT 2**  
**SUPPLEMENTAL GENERAL CONDITIONS**  
**FEDERAL CONTRACT REQUIREMENTS AND CONDITIONS**

The Respondent's attention is directed to the Supplemental General Conditions, Federal Contract Requirements and Conditions bound herein which may contain grant related rules, regulations and requirements. The successful Respondent shall be expected to fully comply with the Supplemental General Conditions and the Federal Contract Requirements and Conditions.

## ***Appendix II to Part 200—Contract Provisions***

## **Appendix II to Part 200—Contract Provisions for Non-Federal Entity Contracts Under Federal Awards**

In addition to other provisions required by the Federal agency or non-Federal entity, all contracts made by the non-Federal entity under the Federal award must contain provisions covering the following, as applicable.

(A) Contracts for more than the simplified acquisition threshold currently set at \$150,000, which is the inflation adjusted amount determined by the Civilian Agency Acquisition Council and the Defense Acquisition Regulations Council (Councils) as authorized by 41 U.S.C. 1908, must address administrative, contractual, or legal remedies in instances where contractors violate or breach contract terms, and provide for such sanctions and penalties as appropriate.

(B) All contracts in excess of \$10,000 must address termination for cause and for convenience by the non-Federal entity including the manner by which it will be effected and the basis for settlement.

(C) Equal Employment Opportunity. Except as otherwise provided under 41 CFR Part 60, all contracts that meet the definition of “federally assisted construction contract” in 41 CFR Part 60-1.3 must include the equal opportunity clause provided under 41 CFR 60-1.4(b), in accordance with Executive Order 11246, “Equal Employment Opportunity” (30 FR 12319, 12935, 3 CFR Part, 1964-1965 Comp., p. 339), as amended by Executive Order 11375, “Amending Executive Order 11246 Relating to Equal Employment Opportunity,” and implementing regulations at 41 CFR part 60, “Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor.”

(D) Davis-Bacon Act, as amended (40 U.S.C. 3141-3148). When required by Federal program legislation, all prime construction contracts in excess of \$2,000 awarded by non-Federal entities must include a provision for compliance with the Davis-Bacon Act (40 U.S.C. 3141-3144, and 3146-3148) as supplemented by Department of Labor regulations (29 CFR Part 5, “Labor Standards Provisions Applicable to Contracts Covering Federally Financed and Assisted Construction”). In accordance with the statute, contractors must be required to pay wages to laborers and mechanics at a rate not less than the prevailing wages specified in a wage determination made by the Secretary of Labor. In addition, contractors must be required to pay wages not less than once a week. The non-Federal entity must place a copy of the current prevailing wage determination issued by the Department of Labor in each solicitation. The decision to award a contract or subcontract must be conditioned upon the acceptance of the wage determination. The non-Federal entity must report all suspected or reported violations to the Federal awarding agency. The contracts must also include a provision for compliance with the Copeland “Anti-Kickback” Act (40 U.S.C. 3145), as supplemented by Department of Labor regulations (29 CFR Part 3, “Contractors and Subcontractors on Public Building or Public Work Financed in Whole or in Part by Loans or Grants from the United States”). The Act provides that each contractor or sub-recipient must be prohibited from inducing, by any means, any person employed in the construction, completion, or repair of public work, to give up any part of the compensation to which he or she is otherwise entitled. The non-Federal entity must report all suspected or reported violations to the Federal awarding agency.

(E) Contract Work Hours and Safety Standards Act (40 U.S.C. 3701-3708). Where applicable, all contracts awarded by the non-Federal entity in excess of \$100,000 that involve the employment of mechanics or laborers must include a provision for compliance with 40 U.S.C. 3702 and 3704, as supplemented by

Department of Labor regulations (29 CFR Part 5). Under 40 U.S.C. 3702 of the Act, each contractor must be required to compute the wages of every mechanic and laborer on the basis of a standard work week of 40 hours. Work in excess of the standard work week is permissible provided that the worker is compensated at a rate of not less than one and a half times the basic rate of pay for all hours worked in excess of 40 hours in the work week. The requirements of 40 U.S.C. 3704 are applicable to construction work and provide that no laborer or mechanic must be required to work in surroundings or under working conditions which are unsanitary, hazardous or dangerous. These requirements do not apply to the purchases of supplies or materials or articles ordinarily available on the open market, or contracts for transportation or transmission of intelligence.

(F) Rights to Inventions Made Under a Contract or Agreement. If the Federal award meets the definition of “funding agreement” under 37 CFR §401.2 (a) and the recipient or sub-recipient wishes to enter into a contract with a small business firm or nonprofit organization regarding the substitution of parties, assignment or performance of experimental, developmental, or research work under that “funding agreement,” the recipient or sub-recipient must comply with the requirements of 37 CFR Part 401, “Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements,” and any implementing regulations issued by the awarding agency.

(G) Clean Air Act (42 U.S.C. 7401-7671q.) and the Federal Water Pollution Control Act (33 U.S.C. 1251-1387), as amended—Contracts and subgrants of amounts in excess of \$150,000 must contain a provision that requires the non-Federal award to agree to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act (42 U.S.C. 7401-7671q) and the Federal Water Pollution Control Act as amended (33 U.S.C. 1251-1387). Violations must be reported to the Federal awarding agency and the Regional Office of the Environmental Protection Agency (EPA).

(H) Debarment and Suspension (Executive Orders 12549 and 12689)—A contract award (see 2 CFR 180.220) must not be made to parties listed on the government wide exclusions in the System for Award Management (SAM), in accordance with the OMB guidelines at 2 CFR 180 that implement Executive Orders 12549 (3 CFR part 1986 Comp., p. 189) and 12689 (3 CFR part 1989 Comp., p. 235), “Debarment and Suspension.” SAM Exclusions contains the names of parties debarred, suspended, or otherwise excluded by agencies, as well as parties declared ineligible under statutory or regulatory authority other than Executive Order 12549.

(I) Byrd Anti-Lobbying Amendment (31 U.S.C. 1352)—Contractors that apply or bid for an award exceeding \$100,000 must file the required certification. Each tier certifies to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by 31 U.S.C. 1352. Each tier must also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award. Such disclosures are forwarded from tier to tier up to the non-Federal award.

(J) See §200.322 Procurement of recovered materials.

[78 FR 78608, Dec. 26, 2013, as amended at 79 FR 75888, Dec. 19, 2014]

## ***State and Federal Statutes***

## **State and Federal Statutes, Regulations, and Policies**

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The CDBG-DR funds available to Subrecipient through this agreement constitute a subaward of the Grantee's Federal award under the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, 2 CFR part 200. This agreement includes terms and conditions of the Grantee's Federal award that are imposed on Subrecipient and Subrecipient agrees to carry out its obligations in compliance with all of the obligations described in this agreement.

Subrecipient agrees to, and, by signing this Agreement, certifies that, it will comply with all applicable provisions of the Housing and Community Development Act of 1974, as amended, and the regulations at 24 CFR part 570, as modified by the Federal Register notices that govern the use of CDBG-DR funds available under this agreement. These Federal Register notices include, but are not limited to, Federal Register Guidance Vol. 83, No. 28/Friday, February 9, 2018/Notices and Vol. 83, No. 157/Tuesday, August 14, 2018/Notices. Notwithstanding the foregoing, (1) Subrecipient does not assume any of Grantee's responsibilities for environmental review, decision-making and action, described in 24 CFR part 58 and (2) Subrecipient does not assume any of the Grantee's responsibilities for initiating the review process under the provisions of 24 CFR Part 52. Subrecipient shall also comply with all other applicable Federal, state and local laws, regulations and policies that govern the use of the CDBG-DR funds in complying with its obligations under this agreement, regardless of whether CDBG-DR funds are made available to Subrecipient on an advance or reimbursement basis.

Subrecipient also agrees to use funds available under this Agreement to supplement rather than supplant funds otherwise available. Subrecipient further agrees to comply with all other applicable Federal, State and local laws, regulations and policies governing the funds provided under this Agreement, including, but not limited to the following:

**I. State of Florida Requirements**

**State of Florida Requirements are stated throughout this Agreement and Attachments thereto.**

**II. Audits, Inspections, and Monitoring**

**1. Single Audit**

Subrecipient must be audited as required by 2 CFR part 200, subpart F when it is expected that Subrecipient's Federal awards expended during the respective fiscal year equaled or exceeded the threshold set forth in §200.501 Audit requirements.

**2. Inspections and Monitoring**

Subrecipient shall permit the Grantee and auditors to have access to Subrecipient's records and financial statements as necessary for the Grantee to meet the requirements of 2 CFR part 200.

Subrecipient must submit to monitoring of its activities by the Grantee as necessary to ensure that the subaward is used for authorized purposes, in compliance with Federal statutes, regulations, and the terms and conditions of this agreement.

This review must include:

- (1) reviewing financial and performance reports required by the Grantee;

(2) following-up and ensuring that Subrecipient takes timely and appropriate action on all deficiencies pertaining to the Federal award provided to Subrecipient from the Grantee detected through audits, on-site reviews, and other means; and

(3) issuing a management decision for audit findings pertaining to this Federal award provided to Subrecipient from the Grantee as required by 2 CFR §200.521.

3. **Corrective Actions**

Subrecipient shall be subject to reviews and audits by the Grantee, including onsite reviews of Subrecipient as may be necessary or appropriate to meet the requirements of 42 U.S.C. 5304(e)(2). The Grantee may issue management decisions and may consider taking enforcement actions if noncompliance is detected during audits. The Grantee may require Subrecipient to take timely and appropriate action on all deficiencies pertaining to the Federal award provided to the subrecipient from the pass-through entity detected through audits, on-site reviews and other means. In response to audit deficiencies or other findings of noncompliance with this agreement, Grantee may impose additional conditions on the use of the CDBG-DR funds to ensure future compliance or provide training and technical assistance as needed to correct noncompliance.

**III. Drug-Free Workplace**

Drug-free workplace. Subrecipients must comply with drug-free workplace requirements in Subpart B of part 2429, which adopts the government-wide implementation (2 CFR part 182) of sections 5152-5158 of the Drug-Free Workplace Act of 1988 (Pub. L. 100-690, Title V, Subtitle D; 41 U.S.C. 701-707).

**IV. Procurement and Contractor Oversight**

Subrecipient shall comply with the procurement standards in 2 CFR §200.318-326 when procuring property and services under this agreement. Subrecipient shall impose the Subrecipient's obligations under this agreement on its contractors, specifically or by reference, so that such obligations will be binding upon each of its contractors.

Subrecipient must comply with CDBG regulations regarding debarred or suspended entities, specifically including, 24 CFR 570.609 and 24 CFR 570.489, as applicable. CDBG funds may not be provided to excluded or disqualified persons.

Subrecipient shall maintain oversight of all activities under this agreement and shall ensure that for any procured contract or agreement, its contractors perform according to the terms and conditions of the procured contracts or agreements, and the terms and conditions of this agreement. To check for debarred or suspended entities, please visit <https://www.sam.gov/SAM/>

**V. Property Standards**

Real property acquired by Subrecipient under this agreement shall be subject to 24 CFR 570.489(j) and 24 CFR 570.200(j). Subrecipient shall also comply with the Property Standards at 2 CFR 200.310, 2 CFR 200.312, 2 CFR 200.314-316. Subrecipient shall also comply with 2 CFR 200.313 Equipment, except that when the equipment is sold, the proceeds shall be program income and equipment not needed by Subrecipient for activities under this agreement shall be transferred to the Grantee for its CDBG-DR program or shall be retained after compensating the Grantee.

Subrecipient shall also comply with the Property Standards in 2 CFR 200.310-316, except to the extent they are inconsistent with 24 CFR 570.200(j) and 24 CFR 570.489(j), in which case Subrecipient shall comply with 24

CFR 570.200(j) and 24 CFR 570.489(j), except to the extent that proceeds from the sale of equipment are program income and subject to the program income requirements under this agreement, pursuant to 24 CFR 570.489(e)(1)(ii).

## **VI. Federal Funding Accountability and Transparency Act (FFATA)**

Subrecipient shall comply with the requirements of 2 CFR part 25 Universal Identifier and System for Award Management (SAM). Subrecipient must have an active registration in SAM, <https://www.sam.gov/SAM/> in accordance with 2 CFR part 25, appendix A, and must have a Data Universal Numbering System (DUNS) number <https://fedgov.dnb.com/webform/>. Subrecipient must also comply with provisions of the Federal Funding Accountability and Transparency Act, which includes requirements on executive compensation, 2 CFR part 170 Reporting Subaward and Executive Compensation Information.

## **VII. Relocation and Real Property Acquisition**

Subrecipient shall comply with the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended (URA), 42 USC 4601 – 4655, 49 CFR part 24, 24 CFR part 42, and 24 CFR 570.606.

In addition to other URA requirements, these regulations (49 CFR § 24.403(d)) implement Section 414 of the Robert T. Stafford Disaster Relief and Emergency Assistance Act, 42 USC § 5181, which provides that "Notwithstanding any other provision of law, no person otherwise eligible for any kind of replacement housing payment under the URA shall be denied such eligibility as a result of his being unable, because of a major disaster as determined by the President, to meet the occupancy requirements set by such Act."

## **VIII. Nondiscrimination**

### **1. 24 CFR part 6**

Subrecipient will comply with 24 CFR part 6, which implements the provisions of section 109 of title I of the Housing and Community Development Act of 1974 (Title I) (42 U.S.C. 5309). Section 109 provides that no person in the United States shall, on the ground of race, color, national origin, religion or sex, be excluded from participation in, be denied the benefits of or be subjected to discrimination under any program or activity funded in whole or in part with Federal financial assistance. Subrecipient will adhere to the prohibitions against discrimination on the basis of age under the Age Discrimination Act of 1975 (42 U.S.C. 6101-6107) (Age Discrimination Act) and the prohibitions against discrimination on the basis of disability under section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794) (Section 504). Section 109 of the HCDA makes these requirements applicable to programs or activities funded in whole or in part with CDBG-DR funds. Thus, Subrecipient shall comply with regulations of 24 CFR part 8, which implement Section 504 for HUD programs, and the regulations of 24 CFR part 146, which implement the Age Discrimination Act for HUD programs.

### **2. Architectural Barriers Act and the Americans with Disabilities Act**

Subrecipient shall ensure that its activities are consistent with requirements of Architectural Barriers Act and the Americans with Disabilities Act. The Architectural Barriers Act of 1968 (42 U.S.C. 4151-4157) requires certain Federal and Federally funded buildings and other facilities to be designed, constructed or altered in accordance with standards that ensure accessibility to, and use by, physically handicapped people. A building or facility designed, constructed or altered with funds allocated or reallocated under this part after December 11, 1995 and meets the definition of "residential structure" as defined in 24 CFR 40.2 or the definition of "building" as defined in 41 CFR 101-19.602(a) is subject to the requirements of the Architectural Barriers Act of 1968 (42 U.S.C. 4151-4157) and shall comply with the Uniform Federal Accessibility Standards (appendix A to 24 CFR part 40 for residential structures, and appendix A to 41 CFR part 101-19, subpart 101-19.6, for general type buildings).

The Americans with Disabilities Act (42 U.S.C. 12131; 47 U.S.C. 155, 201, 218 and 225) (ADA) provides comprehensive civil rights to individuals with disabilities in the areas of employment, public accommodations, State and local government services and telecommunications. It further provides that discrimination includes a failure to design and construct facilities for first occupancy no later than January 26, 1993, that are readily accessible to and usable by individuals with disabilities. Further, the ADA requires the removal of architectural barriers and communication barriers that are structural in nature in existing facilities, where such removal is readily achievable—that is, easily accomplishable and able to be carried out without much difficulty or expense.

### **3. State and Local Nondiscrimination Provisions**

Subrecipient must comply with the Florida Small and Minority Business Assistance Act (§288.703-288.706, F.S.); Title VI of the Civil Rights Act of 1964 (24 CFR part 1).

#### **1. General Compliance:**

Subrecipient shall comply with the requirements of Title VI of the Civil Rights Act of 1964 (P.L. 88-352), as amended. No person in the United States shall, on the ground of race, color or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity funded by this agreement. The specific nondiscrimination provisions at 24 CFR 1.4 apply to the use of these funds. Subrecipient shall not intimidate, threaten, coerce or discriminate against any person for the purpose of interfering with any right or privilege secured by title VI of the Civil Rights Act of 1964 or 24 CFR part 1, or because individual has made a complaint, testified, assisted or participated in any manner in an investigation, proceeding or hearing under 24 CFR part 1. The identity of complainants shall be kept confidential except to the extent necessary to carry out the purposes of 24 CFR part 1, including the conduct of any investigation, hearing or judicial proceeding arising thereunder.

#### **2. Assurances and Real Property Covenants:**

As a condition to the approval of this Agreement and the extension of any Federal financial assistance, Subrecipient assures that the program or activities described in this Agreement will be conducted and the housing, accommodations, facilities, services, financial aid or other benefits to be provided will be operated and administered in compliance with all requirements imposed by or pursuant to this part 1.

If the Federal financial assistance under this agreement is to provide or is in the form of personal property or real property or interest therein or structures thereon, Subrecipient's assurance herein shall obligate Subrecipient or, in the case of a subsequent transfer, the transferee, for the period during which the property is used for a purpose for which the Federal financial assistance is extended or for another purpose involving the provision of similar services or benefits, or for as long as the recipient retains ownership or possession of the property, whichever is longer. In all other cases, the assurance shall obligate Subrecipient for the period during which Federal financial assistance is extended pursuant to the contract or application. This assurance gives the Grantee and the United States a right to seek judicial enforcement of the assurance and the requirements on real property.

In the case of real property, structures or improvements thereon, or interests therein, acquired with Federal financial assistance under this Agreement or acquired with CDBG-DR funds and provided to Subrecipient under this agreement, the instrument effecting any disposition by Subrecipient of such real property, structures or improvements thereon, or interests therein, shall contain a covenant running with the land assuring nondiscrimination for the period during which the real property is used for a purpose for which the Federal financial assistance is extended or for another purpose involving the provision of similar services or benefits. If Subrecipient receives real property interests or funds or for the acquisition of real property interests under this Agreement, to the extent that rights to space on, over, or under any such property are included as part of the program receiving such assistance, the

nondiscrimination requirements of this part 1 shall extend to any facility located wholly or in part in such space.

**4. Affirmative Action**

**1. Approved Plan**

Subrecipient agrees that it shall carry out pursuant to the Grantee's specifications an Affirmative Action Program in compliance with the President's Executive Order 11246 of September 24, 1966, as amended, and implementing regulations at 42 CFR 60. The Grantee shall provide Affirmative Action guidelines to Subrecipient to assist in the formulation of such program. Subrecipient shall submit a plan for an Affirmative Action Program for approval prior to the release of funds under this agreement.

**2. Women- and Minority-Owned Businesses (W/MBE)**

Subrecipient shall take the affirmative steps listed in 2 CFR 200.321(b)(1) through (5) to assure that minority businesses, women's business enterprises, and labor surplus area firms are used when possible when Subrecipient procures property or services under this agreement.

**3. Notifications**

Subrecipient will send to each labor union or representative of workers with which it has a collective bargaining agreement or other contract or understanding, a notice, to be provided by the agency contracting officer, advising the labor union or worker's representative of Subrecipient's commitments hereunder, and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

**4. Equal Employment Opportunity and Affirmative Action (EEO/AA) Statement**

Subrecipient shall, in all solicitations or advertisements for employees placed by or on behalf of Subrecipient, state that it is an Equal Opportunity or Affirmative Action employer.

**IX. Labor and Employment**

**1. Labor Standards**

Subrecipient shall comply with the in labor standards in Section 110 of the Housing and Community Development Act of 1974, as amended and ensure that all laborers and mechanics employed by contractors or subcontractors in the performance of construction work financed in whole or in part with assistance received under this agreement shall be paid wages at rates not less than those prevailing on similar construction in the locality as determined by the Secretary of Labor in accordance with the Davis-Bacon Act, as amended (40 U.S.C. 3141, *et seq.*) and 29 CFR part 1, 3, 5, 6 and 7, provided, that this requirement shall apply to the rehabilitation of residential property only if such property contains not less than 8 units.

Subrecipient agrees to comply with the Copeland Anti-Kick Back Act (18 U.S.C. 874) and its implementing regulations of the U.S. Department of Labor at 29 CFR part 3 and part 5. Subrecipient shall maintain documentation that demonstrates compliance with applicable hour and wage requirements. Such documentation shall be made available to the Grantee for review upon request.

**X. Section 3 of the Housing and Urban Development Act of 1968**

**1. Low -Income Person Definition**

A low-income person, as this term is defined in Section 3 (b)(2) of the 1937 Act (42 U.S.C. 1437a(b)(2)). Section 3(b)(2) of the 1937 Act defines this term to mean families (including single persons) whose incomes do not exceed 80 per centum of the median income for the area, as determined by the Secretary, with adjustments for smaller and larger families, except that the Secretary may establish income ceilings higher and or lower than 80 per centum of the median for the area on the basis of the Secretary's findings that such variations are necessary because of prevailing levels of

construction costs or unusually high or low—income families; or A very low-income person, as this term is defined in Section 3(b)(2) of the 1937 Act (42 U.S.C. 1437 a(b)(2)). Section 3(b)(2) of the 1937 Act (42 U.S.C. 1437a(b)(2)) defines this term to mean families (including single persons) whose incomes do not exceed 50 per centum of the median family income for the area, as determined by the Secretary with adjustments for smaller and larger families, except that the Secretary may establish income ceilings higher or lower than 50 per centum of the median for the area on the basis of the Secretary’s findings that such variations are necessary because of unusually high or low family incomes.

2. **Compliance**

Subrecipient shall comply with the provisions of Section 3 of the Housing Urban Development Act of 1968, as amended, 12 USC 1701u, and implementing its implementing regulations at 24 CFR part 135. Subrecipient shall include the following “Section 3 clause” at 24 CFR 135.38 in every “Section 3 covered contract” (as defined in 24 CFR 135.5).

A. The work to be performed under this contract is subject to the requirements of Section 3 of the Housing and Urban Development Act of 1968, as amended, 12 U.S.C. 1701u (Section 3). The purpose of Section 3 is to ensure that employment and other economic opportunities generated by HUD assistance or HUD-assisted projects covered by Section 3, shall, to the greatest extent feasible, be directed to low- and very low-income persons, particularly persons who are recipients of HUD assistance for housing.

B. The contractor agrees to send to each labor organization or representative of workers with which the contractor has a collective bargaining agreement or other understanding, if any, a notice advising the labor organization or workers’ representative of the contractor’s commitments under this Section 3 clause, and will post copies of the notice in conspicuous places at the work site where both employees and applicants for training and employment positions can see the notice. The notice shall describe the Section 3 preference, shall set forth minimum number and job titles subject to hire, availability of apprenticeship and training positions, the qualifications for each; and the name and location of the person(s) taking applications for each of the positions; and the anticipated date the work shall begin.

C. The contractor agrees to include this Section 3 clause in every subcontract subject to compliance with regulations in 24 CFR part 135, and agrees to take appropriate action, as provided in an applicable provision of the subcontract or in this Section 3 clause, upon a finding that the subcontractor is in violation of the regulations in 24 CFR part 135. The contractor will not subcontract with any subcontractor where the contractor has notice or knowledge that the subcontractor has been found in violation of the regulations in 24 CFR part 135.

D. The contractor will certify that any vacant employment positions, including training positions, that are filled (1) after the contractor is selected but before the contract is executed, and (2) with persons other than those to whom the regulations of 24 CFR part 135 require employment opportunities to be directed, were not filled to circumvent the contractor’s obligations under 24 CFR part 135.F. Noncompliance with HUD’s regulations in 24 CFR part 135 may result in sanctions, termination of this contract for default, and debarment or suspension from future HUD assisted contracts.

E. With respect to work performed in connection with Section 3 covered Indian housing assistance, Section 7(b) of the Indian Self-Determination and Education Assistance Act (25 U.S.C. 450e) also applies to the work to be performed under this contract. Section 7(b) requires that to the greatest extent feasible (i) preference and opportunities for training and employment shall be given to Indians, and (ii) preference in the award of contracts and subcontracts shall be given to Indian organizations and Indian-owned Economic Enterprises. Parties to this contract that are subject to the provisions of Section 3 and Section 7(b) agree to comply with Section 3 to the maximum extent feasible, but not in derogation of compliance with Section 7(b).

3. **Thresholds**

A. Recipients of HUD federal financial assistance shall meet the following hiring and contract numerical goals to achieve compliance with Section 3 as found at 24 CFR 135.30 (Numerical goals for meeting the greatest extent feasible requirement.)

B. Recipients of Section 3 covered community development assistance, and their contractors and subcontractors (unless the contract or subcontract awards do not meet the threshold specified in Section 135.3(a)(3)) may demonstrate compliance with the requirements of this part by committing to employ Section 3 residents as:

1. 10 percent of the aggregate number of new hires for the one-year period beginning in FY 1995;
2. 20 percent of the aggregate number of new hires for the one-year period beginning in 1996; and
3. 30 percent of the aggregate number of new hires for the one-year period beginning in FY 1997 and continuing thereafter.

C. Numerical goals set forth in paragraph (c) of this section apply to contracts awarded in connection with all Section 3 covered projects and Section 3 covered activities. Each recipient and contractor and subcontractor (unless the contract or subcontract awards do not meet threshold specified in Section 135.3(a)(3)) may demonstrate compliance with the requirements of this part by committing to award to Section 3 business concerns:

1. At least 10 percent of the total dollar amount of all Section 3 covered contracts for building trades work for maintenance, repair, modernization or development of public or Indian housing, or for building trades work arising in connection with housing rehabilitation, housing construction and other public construction; and
2. At least three percent of the total dollar amount of all other Section 3 covered contracts.

## **XI. Conduct**

### **1. Hatch Act**

Subrecipient shall comply with the Hatch Act, 5 USC 1501 – 1508, and shall ensure that no funds provided, nor personnel employed under this agreement, shall be in any way or to any extent engaged in the conduct of political activities in violation of Chapter 15 of Title V of the U.S.C.

### **2. Conflict of Interest**

In the procurement of supplies, equipment, construction and services pursuant to this agreement, Subrecipient shall comply with the conflict of interest provisions in the Grantee's procurement policies and procedures. In all cases not governed by the conflict of interest provisions in the Grantee's procurement policies and procedures, Subrecipient shall comply with the conflict of interest provisions in 24 CFR 570.489(h).

### **3. Lobby Certification**

Subrecipient hereby certifies that:

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of it, 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 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, it will complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions;

3. The language of paragraph (i) through (iv) 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; and

4. 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 required by Section 1352, Title 31, U.S.C. 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.

## **XII. Religious Activities**

Subrecipient agrees that funds provided under this agreement shall not be utilized for inherently religious activities prohibited by 24 CFR 570.200(j), such as worship, religious instruction or proselytization.

Equal Treatment for Faith-Based Organizations. Prohibits any State or local government receiving funds under any Department program, or any intermediate organization with the same duties as a governmental entity, from discriminating for or against an organization on the basis of the organization's religious character or affiliation. Prohibits religious organizations from engaging in inherently religious activities, such as worship, religious instruction, or proselytization, as part of the programs or services funded with direct financial assistance. Prohibits an organization that participates in programs funded by direct financial assistance from the Department, in providing services, from discriminating against a program beneficiary or prospective program beneficiary on the basis of religion or religious belief. Any restrictions on the use of grant funds shall apply equally to religious and non-religious organizations.

## **XIII. Environmental Conditions**

### **1. Prohibition on Choice Limiting Activities Prior to Environmental Review**

Subrecipient must comply with the limitations in 24 CFR 58.22 even though Subrecipient is not delegated the requirement under Section 104(g) of the HCD Act for environmental review, decision-making and action (see 24 CFR part 58) and is not delegated the Grantee's responsibilities for initiating the review process under the provisions of 24 CFR Part 52. 24 CFR 58.22 imposes limitations on activities pending clearance and specifically limits commitments of HUD funds or non-HUD funds by any participant in the development process before completion of the environmental review. A violation of this requirement may result in a prohibition on the use of Federal funds for the activity. If DEO has not issued an Authority to Use Grant Funds within 15 days of Subrecipient's submission of the required documentation, DEO shall provide Subrecipient a written update regarding the status of the review process.

### **2. Air and Water**

Subrecipient shall comply with the following requirements insofar as they apply to the performance of this agreement:

- (1) Air quality. (1) The Clean Air Act (42 U.S.C. 7401 et. seq.) as amended; particularly section 176(c) and (d) (42 U.S.C. 7506(c) and (d)); and (2) Determining Conformity of Federal Actions to State or Federal Implementation Plans (Environmental Protection Agency—40 CFR parts 6, 51, and 93); and
- (2) Federal Water Pollution Control Act, as amended, 33 U.S.C. 1251, *et seq.*, as amended, including the requirements specified in Section 114 and Section 308 of the Federal Water Pollution Control Act, as amended, and all regulations and guidelines issued thereunder.

- (3) The Clean Air and Water Act: If this Contract is in excess of \$100,000, Contractor shall comply with all applicable standards, orders or regulations issued under the Clean Air Act, as amended, 42 U.S.C. 7401, Section 508 of the Clean Water Act, as amended, 33 U.S.C. 1368, et seq., Executive Order 11738 and Environmental Protection Agency regulations. Contractor shall report any violation of the above to DEO.
- (4) Energy Efficiency: Contractor shall comply with mandatory standards and policies relating to energy efficiency which are contained in the State of Florida's energy conservation plan issued in compliance with the Energy Policy and Conservation Act, Pub. L. 94-163.

**3. Flood Disaster Protection**

Subrecipient shall comply with the mandatory flood insurance purchase requirements of Section 102 of the Flood Disaster Protection Act of 1973, as amended by the National Flood Insurance Reform Act of 1994, 42 USC 4012a. Additionally, Subrecipient shall comply with Section 582 of the National Flood Insurance Reform Act of 1994, as amended, (42 U.S.C. 5154a), which includes a prohibition on the provision of flood disaster assistance, including loan assistance, to a person for repair, replacement or restoration for damage to any personal, residential, or commercial property if that person at any time has received Federal flood disaster assistance that was conditioned on the person first having obtained flood insurance under applicable Federal law and the person has subsequently failed to obtain and maintain flood insurance as required under applicable Federal law on such property. Section 582 also includes a responsibility to notify property owners of their responsibility to notify transferees about mandatory flood purchase requirements. More information about these requirements is available in the Federal Register notices governing the CDBG-DR award and listed at the beginning of this Attachment.

**4. Lead-Based Paint**

The Subrecipient shall follow the Grantee's procedures with respect to CDBG assistance that fulfill the objectives and requirements of the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. 4821-4846), the Residential Lead-Based Paint Hazard Reduction Act of 1992 (42 U.S.C. 4851-4856), and implementing regulations at part 35, subparts A, B, J, K, and R of this title.

**5. Historic Preservation**

Subrecipient shall comply with the Historic Preservation requirements set forth in the National Historic Preservation Act of 1966, as amended, codified in title 54 of the United States Code, and the procedures set forth in 36 CFR part 800 insofar as they apply to the performance of this agreement.

In general, this requires concurrence from the State Historic Preservation Officer for all rehabilitation and demolition of historic properties that are fifty years old or older or that are included on a Federal, state or local historic property list.

**1. Additional Regulations**

- (1) The Temporary Assistance for Needy Families Program ("TANF"), 45 CFR Parts 260-265, the Social Services Block Grant ("SSBG"), 42 U.S.C. 1397d, and other applicable federal regulations and policies promulgated thereunder.
- (2) Title IX of the Education Amendments of 1972, as amended, 20 U.S.C. 1681, *et seq.*, which prohibits discrimination on the basis of sex in educational programs.
- (3) Section 654 of the Omnibus Budget Reconciliation Act of 1981, as amended, 42 U.S.C. 9849, which prohibits discrimination on the basis of race, creed, color, national origin, sex, handicap, political affiliation or beliefs.

- (4) The Pro-Children Act: Contractor agrees to comply with the Pro-Children Act of 1994, 20 U.S.C. 6083. Failure to comply with the provisions of the law may result in the imposition of civil monetary penalty up to \$1,000 for each violation and/or the imposition of an administrative compliance order on the responsible entity. This clause is applicable to all approved sub-contracts. In compliance with Public Law (Pub. L.) 103-277, the Contract shall not permit smoking in any portion of any indoor facility used for the provision of federally funded services including health, day care, early childhood development, education or library services on a routine or regular basis, to children up to age 18.
- (5) **Public Announcements and Advertising:** When issuing statements, press releases, requests for proposals, bid solicitations and other documents describing projects or programs funded in whole or in part with federal money, Contractor shall clearly state (1) the percentage of the total costs of the program or project which will be financed with federal money, (2) the dollar amount of federal funds for the project or program, and (3) percentage and dollar amount of the total costs of the project or program that will be financed by nongovernmental sources.
- (6) Purchase of American-Made Equipment and Products: Contractor assures that, to the greatest extent practicable, all equipment and products purchased with funds made available under this Agreement will be American-made.
- (7) The Consolidated Appropriations Act, 2010, Division E, Section 511 (Pub. L. 111-117), which prohibits distribution of federal funds made available under the Act to the Association of Community Organizations for Reform Now (ACORN) or its subsidiaries. The Continuing Appropriations Act, 2011, Sections 101 and 103 (Pub. L. 111-242), provides that appropriations made under Pub. L. 111-117 are available under the conditions provided by Pub. L. 111-117.
- (8) Contract Work Hours and Safety Standards Act (40 U.S.C. §327–333) — If this Contract involves federal funding in excess of \$2,000 for construction contracts or in excess of \$2,500 for other contracts that involve the employment of mechanics or laborers, compliance with sections 102 and 107 of the Contract Work Hours and Safety Standards Act (40 U.S.C. 327–333), as supplemented by Department of Labor regulations (29 CFR Part 5) is required. Under section 102 of the Act, each contractor shall be required to compute the wages of every mechanic and laborer on the basis of a standard work week of 40 hours. Work in excess of the standard work week is permissible provided that the worker is compensated at a rate of not less than 1 ½ times the basic rate of pay for all hours worked in excess of 40 hours in the work week. Section 107 of the Act is applicable to construction work and provides that no laborer or mechanic shall be required to work in surroundings or under working conditions which are unsanitary, hazardous or dangerous. These requirements do not apply to the purchases of supplies or materials or articles ordinarily available on the open market, or contracts for transportation or transmission of intelligence.
- (9) Resource Conservation and Recovery Act (RCRA). Under RCRA (Pub. L. 94–580 codified at 42 U.S.C. 6962), state and local institutions of higher education, hospitals, and non-profit organizations that receive direct Federal awards or other Federal funds shall give preference in their procurement programs funded with Federal funds to the purchase of recycled products pursuant to the EPA guidelines.
- (10) Immigration Reform and Control Act. Contractor shall comply with the requirements of the Immigration Reform and Control Act of 1986, which requires employment verification and retention of verification forms for any individuals hired who will perform any services under the contract.

#### **XIV. Non-Compliance**

When it is determined that the Subrecipient is in non-compliance with federal or state program requirements, the State may impose any of the additional conditions and/or requirements outlined in 2 CFR § 200.207.

**EXHIBIT 3  
BAY COUNTY  
INSURANCE REQUIREMENTS**

**1. LOSS CONTROL/SAFETY**

a. Precaution shall be exercised at all times by the Contractor for the protection of all persons, including employees, and property. The Contractor shall be expected to comply with all laws, regulations or ordinances related to safety and health, shall make special effort to detect hazardous conditions and shall take prompt action where loss control/safety measures should reasonably be expected.

b. The County may order work to be stopped if conditions exist that present immediate danger to persons or property. The Contractor acknowledges that such stoppage will not shift responsibility for any damages from the Contractor to the County.

**2. DRUG FREE WORK PLACE REQUIREMENTS**

All contracts with individuals or organizations that wish to do business with the Bay County Board of Commissioners, a stipulation will be made in the contract or purchase order that requires contractors, subconsultants, vendors or consultants to have a substance abuse policy. The employees of such contractors, subconsultants, vendors or consultants will be subject to the same rules of conduct and tests as the employees of the Bay County Board of Commissioners. In the event of an employee of a supplier of goods or services is found to have violated the Substance Abuse Policy, that employee will be denied access to the County's premises and job sites. In addition, if the violation(s) is/are considered flagrant, or the County is not satisfied with the actions of the contractor, subconsultant, vendor, or consultant, the County can exercise its right to bar all of the contractor's, subconsultant's, vendor's, or consultants employees from its premises or decline to do business with the contractor, subconsultant, vendor or consultant in the future. All expenses and penalties incurred by a contractor, subconsultant, vendor or consultant as a result of a violation of the County's Substance Abuse Policy shall be borne by the contractor, subconsultant, vendor, or consultant.

**3. INSURANCE - BASIC COVERAGES REQUIRED**

a. The Contractor shall procure and maintain the following described insurance, except for coverages specifically waived by the County, on policies and with insurers acceptable to the County. These insurance requirements shall not limit the liability of the Contractor. All subconsultants are subject to the same coverages and limits as the Contractor. The County does not represent these types or amounts of insurance to be sufficient or adequate to protect the Contractor's interests or liabilities, but are merely minimums.

b. Except for workers' compensation and professional liability, the Contractor's insurance policies shall be endorsed to name the County as an additional insured to the extent of the County's interests arising from this agreement, contract, or lease.

c. Except for workers' compensation, the Contractor waives its right of recovery against the County, to the extent permitted by its insurance policies.

d. The Contractor's deductibles/self-insured retentions shall be disclosed to the County and may be disapproved by the County. They shall be reduced or eliminated at the option of the County. The Contractor is responsible for the amount of any deductible or self-insured retention.

e. Insurance required of the Contractor or any other insurance of the Contractor shall be considered primary, and insurance of the County shall be considered excess, as may be applicable to claims that arise out of the Hold Harmless, Payment on Behalf of the County, Insurance, Certificates of Insurance and any Additional Insurance provisions of this agreement, contract or lease.

f. **WORKERS' COMPENSATION COVERAGE**

The Contractor shall purchase and maintain workers' compensation insurance for all workers' compensation obligations imposed by state law and employer's liability limits of at least **\$500,000 each accident and \$500,000 each employee/\$500,000 policy limit for disease**. The Contractor shall also purchase any other coverages required by law for the benefit of employees. The Contractor shall provide to the County an Affidavit stating that they meet all the requirements of Florida Statute 440.02(14)(d).

g. **GENERAL, AUTOMOBILE AND EXCESS OR UMBRELLA LIABILITY COVERAGE**

The Contractor shall purchase and maintain coverage on forms no more restrictive than the latest editions of the Commercial or Comprehensive General Liability and Business Auto policies of the Insurance Services Office. **Minimum limits of \$1,000,000 per occurrence** for all liability must be provided, with excess or umbrella insurance making up the difference, if any, between the policy limits of underlying policies (including employers liability required in the Workers' compensation Coverage section) and the amount of coverage required.

h. **GENERAL LIABILITY COVERAGE**

Commercial General Liability - Occurrence Form Required  
Coverage A shall include bodily injury and property damage liability for premises, operations, products and completed operations, independent contractors, contractual liability covering this agreement contract or lease, and broad form property damage, and property damage resulting from explosion, collapse or underground (x,c,u) exposures. Coverage B shall include personal injury. Coverage C, medical payments, is not required.

i. **PRODUCTS/COMPLETED OPERATIONS**

The Contractor is required to continue to purchase products and completed operations coverage, at least to satisfy this agreement, contract or lease, for a minimum of three years beyond the County's acceptance of renovation or construction projects.

j. BUSINESS AUTO LIABILITY COVERAGE

Business Auto Liability coverage is to include bodily injury and property damage arising out of ownership, maintenance or use of any auto, including owned, non-owned and hired automobiles and employee non-ownership use.

k. EXCESS OR UMBRELLA LIABILITY COVERAGE

Umbrella Liability insurance is preferred, but an Excess Liability equivalent may be allowed. Whichever type of coverage is provided, it shall not be more restrictive than the underlying insurance policy coverages.

l. CERTIFICATES OF INSURANCE

1. Required insurance shall be documented in Certificates of Insurance that provide that the County shall be notified at least 30 days in advance of cancellation, nonrenewal or adverse change. The Certificate Holder will be addressed as the BAY COUNTY BOARD OF COMMISSIONERS, 840 W. 11th Street, Panama City, Florida 32401. All certificates, cancellation, nonrenewal or adverse change notices should be mailed to this address. Each Certificate will address the service being rendered to the County by the Contractor. **The County shall be named as an Additional Insured, Primary and Non-Contributory for both General Liability and Business Auto Liability with Waiver of subrogation included with respects to both General Liability and Business Auto.**

2. New Certificates of Insurance are to be provided to the County at least 15 days after coverage renewals.

3. If requested by the County, the Contractor shall furnish complete copies of insurance policies, forms and endorsements.

4. For the Commercial General Liability coverage the Contractor shall, at the option of the County, provide an indication of the amount of claims payments or reserves chargeable to the aggregate amount of the liability coverage.

m. RECEIPT OF INSUFFICIENT CERTIFICATES

Receipt of certificates or other documentation of insurance or policies or copies of policies by the County, or by any of its representatives, which indicate less coverage than required does not constitute a waiver of the Contractor's obligation to fulfill the insurance requirements herein.

4. ADDITIONAL INSURANCE

**If checked below, the County requires the following additional types of insurance.**

**Professional Liability/Malpractice/Errors or Omissions Coverage**

The Contractor shall purchase and maintain professional liability or malpractice or errors or omissions insurance with minimum limits of \$1,000,000.00 per occurrence. If a claims made form of coverage is provided, the retroactive date of coverage shall be no

later than the inception date of claims made coverage, unless the prior policy was extended indefinitely to cover prior acts.

Coverage shall be extended beyond the policy year either by a supplemental extended reporting period (ERP) of as great duration as available, and with no less coverage and with reinstated aggregate limits, or by requiring that any new policy provide a retroactive date no later than the inception date of claims made coverage.

**Property Coverage for Leases**

The Contractor shall procure and maintain for the life of the lease, all risk/special perils (including sinkhole) property insurance (or its equivalent) to cover loss resulting from damage to or destruction of the building and personal property/contents. The policy shall cover 100% replacement cost, and shall include an agreed value endorsement to waive coinsurance.

**Commercial General Liability Increased General Aggregate Limit (or separate aggregate)**

Because the Commercial General Liability form of coverage includes an annual aggregate limitation on the amount of insurance provided, a separate project aggregate limit of N/A is required by the County for this agreement or contract.

**Liquor Liability**

In anticipation of alcohol being served, the Contractor shall provide evidence of coverage for liquor liability in an amount equal to the general/umbrella/excess liability coverage. If the general liability insurance covers liquor liability (e.g. host or other coverage), the Contractor's agent or insurer should provide written documentation to confirm that coverage already applies to this agreement, contract or lease. If needed coverage is not included in the general/umbrella excess liability policy(ies), the policy(ies) must be endorsed to extend coverage for liquor liability, or a separate policy must be purchased to provide liquor liability coverage in the amount required.

**Owners Protective Liability Coverage**

For renovation or construction contracts the Contractor shall provide for the County an owners protective liability insurance policy (preferably through the Contractor's insurer) in the name of the County. This is redundant coverage if the County is named as an additional insured in the Contractor's Commercial General Liability insurance policy. However, this separate policy may be the only source of coverage if the Contractor's liability coverage limit is used up by other claims.

**Builders Risk Coverage**

Builders Risk insurance is to be purchased to cover subject property for all risks of loss (including theft and sinkhole), subject to a waiver of coinsurance, and covering off-site storage, transit and installation risks as indicated in the Installation Floater and Motor Truck Cargo insurance described hereafter, if such coverages are not separately provided. If flood and/or earthquake risks exist, flood and earthquake insurance are to be purchased. If there is loss of income, extra expense and/or expediting expense exposure,

such coverage is to be purchased. If boiler and machinery risks are involved, boiler and machinery insurance, including coverage for testing, is to be purchased.

The Builders Risk insurance is to be endorsed to cover the interests of all parties, including the County and all contractors and subconsultants. The insurance is to be endorsed to grant permission to occupy.

**Installation Floater Coverage**

Installation Floater insurance is to be purchased when Builder's Risk insurance is inappropriate, or when Builder's Risk insurance will not respond, to cover damage or destruction to renovations, repairs or equipment being installed or otherwise being handled or stored by the Contractor, including off-site storage, transit and installation.

The amount of coverage should be adequate to provide full replacement value of the property, repairs, additions or equipment being installed, otherwise being handled or stored on or off premises. All risks coverage is preferred.

**Motor Truck Cargo Coverage**

If the Installation Floater insurance does not provide transportation coverage, separate Motor Truck Cargo or Transportation insurance is to be provided for materials or equipment transported in the Contractor's vehicles from place of receipt to building sites or other storage sites. All risks coverage is preferred.

**Contractor's Equipment Coverage**

Contractor's Equipment insurance is to be purchased to cover loss of equipment and machinery utilized in the performance of work by the Contractor. All risks coverage is preferred. The contract may declare self-insurance for contractor equipment.

**Fidelity/Dishonesty/Liability Coverage – Third Party**

Fidelity/Dishonesty/Liability insurance is to be purchased or extended to cover dishonest acts of the Other Party's employees resulting in a loss to decedent, i.e. theft of valuables.

**Fidelity/Dishonesty Coverage for Employer (Contractor)**

Fidelity/Dishonesty insurance is to be purchased to cover dishonest acts of the Contractor's employees, including but not limited to theft of vehicles, materials, supplies, equipment, tools, etc., especially property necessary to work performed.

**Fidelity/Dishonesty/Liability Coverage for County**

Fidelity/Dishonesty/Liability insurance is to be purchased or extended to cover dishonest acts of the Contractor's employees resulting in loss to the County.

**Electronic Data Liability Insurance**

The Other Party shall purchase Electronic Data Liability with limits of N/A

**Garage Liability Coverage**

Garage Liability insurance is to be purchased to cover the Contractor and its employees for its garage and related operations while in the care, custody and control of the County's vehicles.

**Garage Keepers Coverage (Legal Liability Form)**

Garage Keepers Liability insurance is to be purchased to cover damage or other loss, including comprehensive and collision risks, to the County's vehicles while in the care, custody and control of the Contractor. This form of coverage responds on a legal liability basis, and without regard to legal liability on an excess basis over any other collectible insurance.

**Damage to Premises Rented/Leased to you- (Legal Liability Form)**

Provide property coverage for leased premises due to liability incurred because the insured's negligence results in fire or explosion. Specified limit of liability required.

**Watercraft Liability Coverage**

Because the Contractor's provision of services involves utilization of watercraft, watercraft liability coverage must be provided to include bodily injury and property damage arising out of ownership, maintenance or use of any watercraft, including owned, non-owned and hired.

Coverage may be provided in the form of an endorsement to the general liability policy, or in the form of a separate policy coverage Watercraft Liability or Protection and Indemnity.

**Aircraft Liability Coverage**

Because the Contractor's provision of services involves utilization of aircraft, aircraft liability coverage must be provided to include bodily injury and property damage arising out of ownership, maintenance or use of any aircraft, including owned, non-owned and hired.

The minimum limits of coverage shall be N/A per occurrence, Combined Single Limits for Bodily Injury (including passenger liability) and Property Damage.

**Pollution Legal Liability Coverage** N/A

Pollution legal liability insurance is to be purchased to cover pollution and/or environmental legal liability which may arise from this agreement or contract.

**United States Longshoremen and Harbor workers Act Coverage**

The Workers Compensation policy is to be endorsed to include United States Longshoremen and Harbor workers Act Coverage for exposures which may arise from this agreement or contract.

**Jones Act Coverage**

The Workers Compensation policy is to be endorsed to include Jones Act Coverage for exposures which may arise from this agreement or contract.

# Appendix 1

## BCA Guidance



## **Non-phased project and Phase I Deliverables - Guidance for Sub- Applicants and Sub-Recipients submitting drainage projects**

The intent and purpose of this document is to clarify and assist the Sub-applicants/Sub-recipients about understanding the details, components, and process required for “Non-phased” projects ready for construction or “phased” projects submitting Phase I deliverables for technical review.

The “phasing” aspects of this guidance and only related to phasing a project under FEMA HMA programs, at no point, it refers to the phases or segments of a project, labeled by designers or construction managers.

This guidance is specific to FDEM Mitigation personnel involve with application and project reviews as Project Managers and TechUnit reviewers, for them to share with Sub-applicants/Sub-recipients.

### **OVERVIEW**

Projects applying for funding under FEMA’s Hazard Mitigation Assistance (HMA) programs could be submitted as a complete project ready for construction or could be phased during the application review. For project’s fully designed and being recommended as Non-phased the following guidance is applicable.

If the project is not fully designed, permitted and ready for construction, the State makes the determination to phase the project and submits a recommendation to FEMA for phase I funding. If approved and funded, Phase I is the preparation, design and study needed to complete the project - for it be ready for Phase II, which shall be the actual construction of the project, no construction activities are approved under a Phase I approval. Phase I activities could include but are not limited to: surveying, geotechnical analysis, engineering, design, plans preparation, permitting and bidding for the proposed project, for Phase II approval.

A Phase II review is a new and complete review of the project once the Phase I tasks have been completed, they must be submitted to the State as phase I “deliverables”. The project should now be fully designed, permitted and ready for construction. The Phase II review takes all the technical data, gathered and generated during Phase I, and analyses the project for eligibility, feasibility, and cost effectiveness. It is very common that both activities scope of work (SOW) and budget of projects change from Phase I to Phase II. A cost-effective determination in Phase I does not necessarily indicated that Phase II will be cost effective. Only after the Phase II review is completed and the project recommended can construction on the project begin.

It is expected that the below components (“deliverable” items) will be finalized and completed before the review is requested:



- A revised SOW (or assurance of the original SOW provided)
- A revise budget based on bids
- Engineering design for all trades necessary to complete the project
- Technical/Engineering studies, Hydraulic & Hydrologic studies (H&H), surveys, road closures, etc. (This is used to fill out the Damage file – for BCA purposes)
- Completed Permitting, as required

As one can see, the above items are those which may have been funded during phase I – please plan accordingly so all items are procured. The design of a project should be 100% plans signed and sealed (S&S) by the engineer of record (EOR), all technical studies should also have the corresponding professionals' approval. All concerns raised during phase I review should have been addressed and solved with the completed study and design work. In addition, the project will need to prove its scope is sufficient and demonstrate that the technical information produces a cost-effective mitigation activity. To support the cost effectiveness claim, the FDEM staff will require a damage file to be complied with the project's technical data.

### **DAMAGE FILE (excel spreadsheet)**

A Benefit Cost Analysis (BCA) is required for all FEMA HMA grant projects. For a Phase II project technical data is available to predict the estimated value of a project and communicate to FEMA the merits of approval and funding. There are different ways to run a BCA, but since Phase I has been completed and funded, FEMA expects the BCA to be completed by FDEM using the “Professional Expected Damages” BCA methodology.

Technical analysis and reports are not always provided in a method that communicates information in terms of cost/damage dollars saved. FDEM has some tools to assist in presenting such value to FEMA. We will use the damage file for phased drainage projects for discussion purposes. The information provided will be included as part of our technical review and is necessary for BCA purposes. It is recommended that the sub applicant utilize its own qualified staff and/or consultant services for assistance in completing the form.

The goal of the damage file is to translate H&H data (primarily water elevations) to damage data. There are two main components for drainage damages: structure damage and road damage. Both components use Depth Damage Functions (DDF). Please note that water elevations do not have to enter the structure or overtop the roadway for FEMA to determine damage is taking place.

### **STRUCTURE DAMAGE (Building/Content/Displacement)**

The structure damage table calculates damage for each property consider before and after mitigation. This is done using H&H water elevations for each scenario presented as



well as building replacement value (BRV) and finished floor elevations (FFE). An interpolation file from the Army Corps of Engineers is also used.

The steps to fill out the table are as follows:

1. Select the node of consideration from the H&H study
2. For each node select the address of structures/properties that correlate (there can be multiple property addresses per node)
3. Find the building replacement value (BRV) for each structure. Please note, this is not the market price for the property, but rather the value of the structure only
4. Collect the finished floor elevation
5. Input the water elevation for said node and scenario from the H&H study results
6. Table will calculate the difference between FFE and H&H water elevation
7. Use the USACE (or other valid source) interpolation table to identify the damage % for DDF Building using the calculated difference value. Please note this is building type variable
8. Use the USACE (or other valid source) interpolation table to identify the damage % for DDF Content using the calculated difference value. Please note this is building type variable
9. Building Damage \$ is auto calculated by table
10. Content Damage \$ is auto calculated by table
11. Displacement Days – correlate water elevation from H&H study to the time residents cannot use the property
12. Displacement \$ can be calculated using the per diem cost from General Services Administration (GSA) website (by location) and multiplying it the number of people per household based on Census Data.
  - Any different value must be supported.
13. Repeat for ALL nodes and structures/properties related to the project
14. Total \$ damage is auto calculated by the table

\*Please complete both the before mitigation (existing conditions) and after mitigation (proposed conditions) tables

## ROAD DAMAGE

The road closure damage table calculates damage for each roadway considered before and after mitigation. This is done using H&H water elevations and durations for each scenario presented. An alternative approach is to use FDOT standard road damage methodology

The steps to fill out the table are as follows:

1. Select the node of consideration from the H&H study
2. For each node select the road or intersection that correlates
3. Collect the road elevation



4. Input the water elevation for said node and scenario from the H&H study results
5. Table will calculate the difference between road elevation and H&H water elevation
6. Use the H&H study to identify the flood duration for each event scenario
7. Using the info from H&H (in terms of flood duration) please enter the estimated time that roads will be closed.
  - Local specifics may factor into this value, but it is expected to be different than the flood duration input.
  - Weather.gov identifies that 6" of water could impact driving conditions and some organizations have used this value as a guide.
8. If Road Closure values are used do not use Road Damage. Only one or the other may be utilized
9. Repeat for ALL nodes and roadways related to the project, for each scenario
10. Total \$ damage is auto calculated by the table

\*Please complete both the before (existing conditions) and after mitigation (proposed conditions) tables

#### **ITEMS TO NOTE**

1. Number of presented Scenarios – The industry standard analysis of professional expected damages is for a minimum of three (3) storm scenarios to be modeled and presented. The sample file is completed for the 25yr, 50yr and 100yr storms. The Modeled events can be different storms or recurrences and are project specific, based on the H&H report and the level of protection the project will accomplish.
2. Residual damages – FEMA has a history of reviewing drainage projects and has determined that they do not completely solve flooding for all events. As such, some damage is expected to still occur after the mitigation is completed. One way to communicate to FEMA that an applicant understands the complexities of drainage mitigation is to show that your proposed design does not prevent all damages at a larger or longer event, i.e. a 100yr. storm when the project is designed to protect to the 50yr storm.

This document is provided to assist the sub-applicant/sub-recipient in providing the expected damages of drainage projects with finalized designs and studies. The information provided will be included as part of our technical review and is necessary for BCA purposes. It is recommended that the sub applicant utilize its own qualified staff and/or consultant services for assistance in completing the form.

#### **DISCLAIMER**

This guidance is intended to assist Sub-applicants/Sub-recipients to complete Non-phased submittals and phase I deliverables for drainage projects to the State, this guidance may expedite the review process. At no point, this document is intended to establish a solely way to present the information to demonstrate the benefits of a project, or to limit the methodologies and technical



information to complete a BCA. The State TechUnit will always accept and review projects not following the suggestions of this guidance.

## **CONTACT**

The State of Florida Mitigation TechUnit is always available to provide guidance during the entire process for projects applying or awarded under FEMA's HMA programs. Questions can be sent to the following email: [claudia.purser@em.myflorida.com](mailto:claudia.purser@em.myflorida.com)

**Appendix 2**  
**Location Maps Dirt Roads**



# Steel Field Rd, Panama City Beach, FL 32413





# Anderson Rd & Church Rd, Ebro, FL 32437



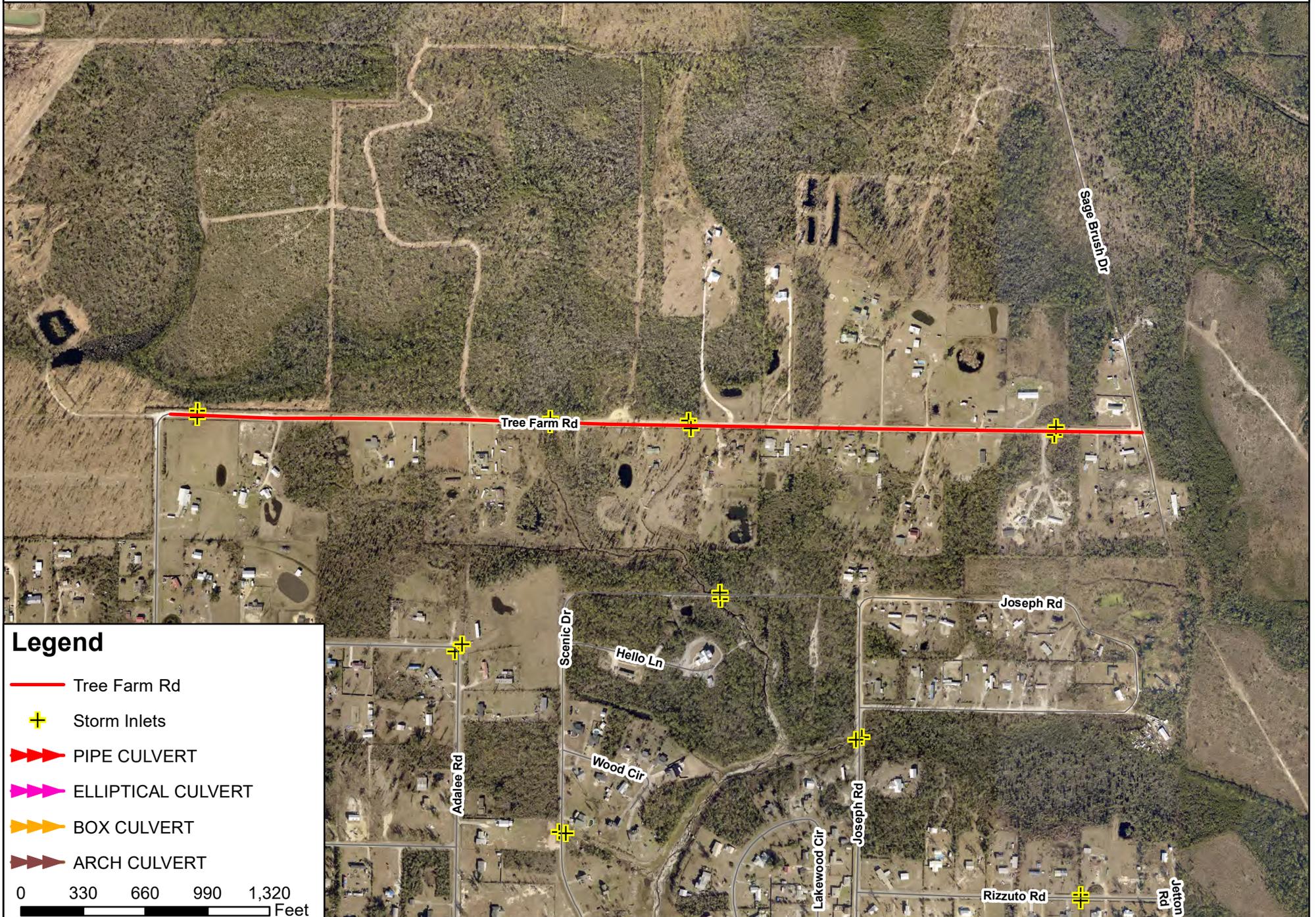


# College Station Rd, Panama City, FL 32404



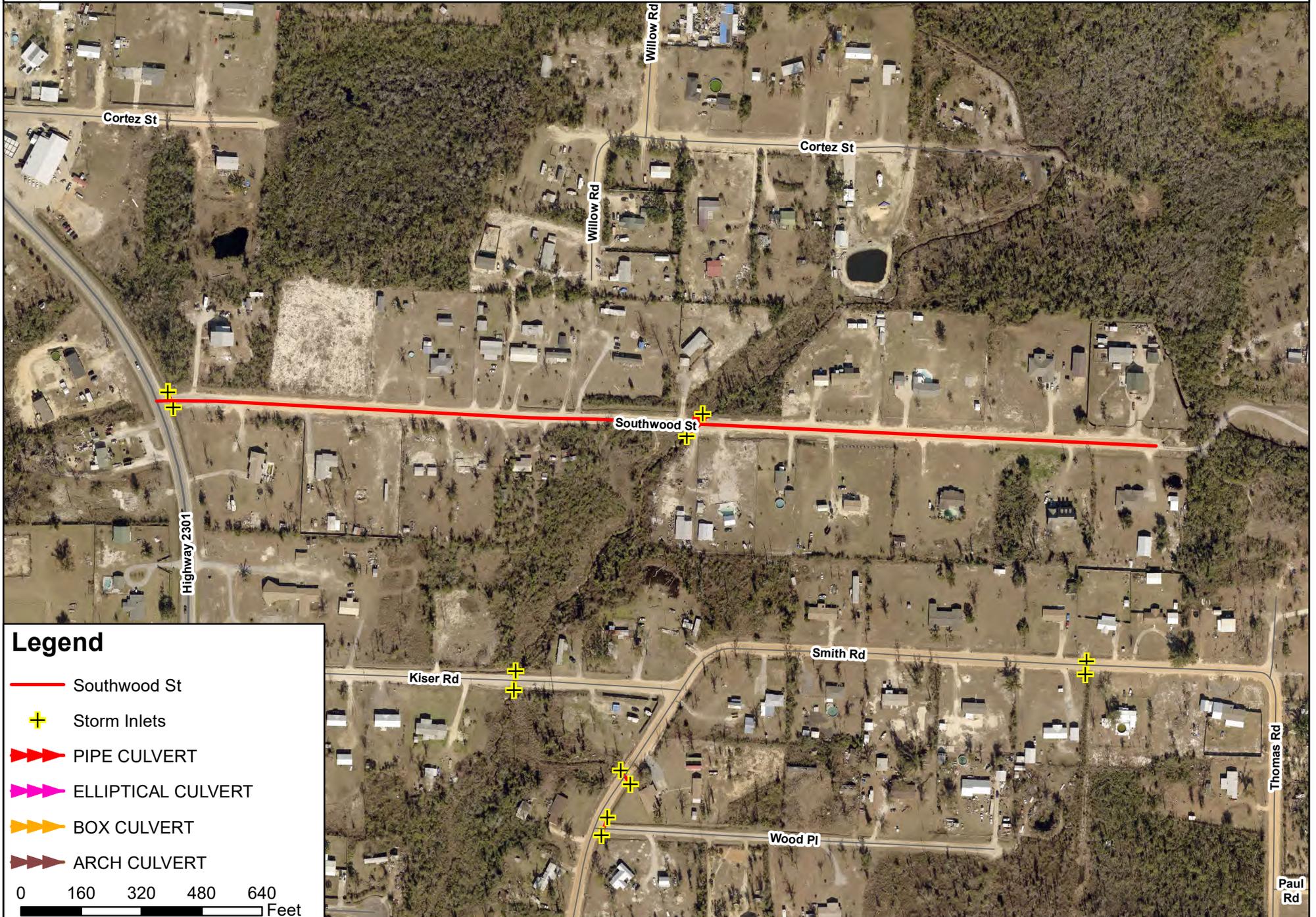


# Tree Farm Rd, Panama City, FL 32404





# Southwood St, Panama City, FL 32404





# Davis Rd, Panama City, FL 32404



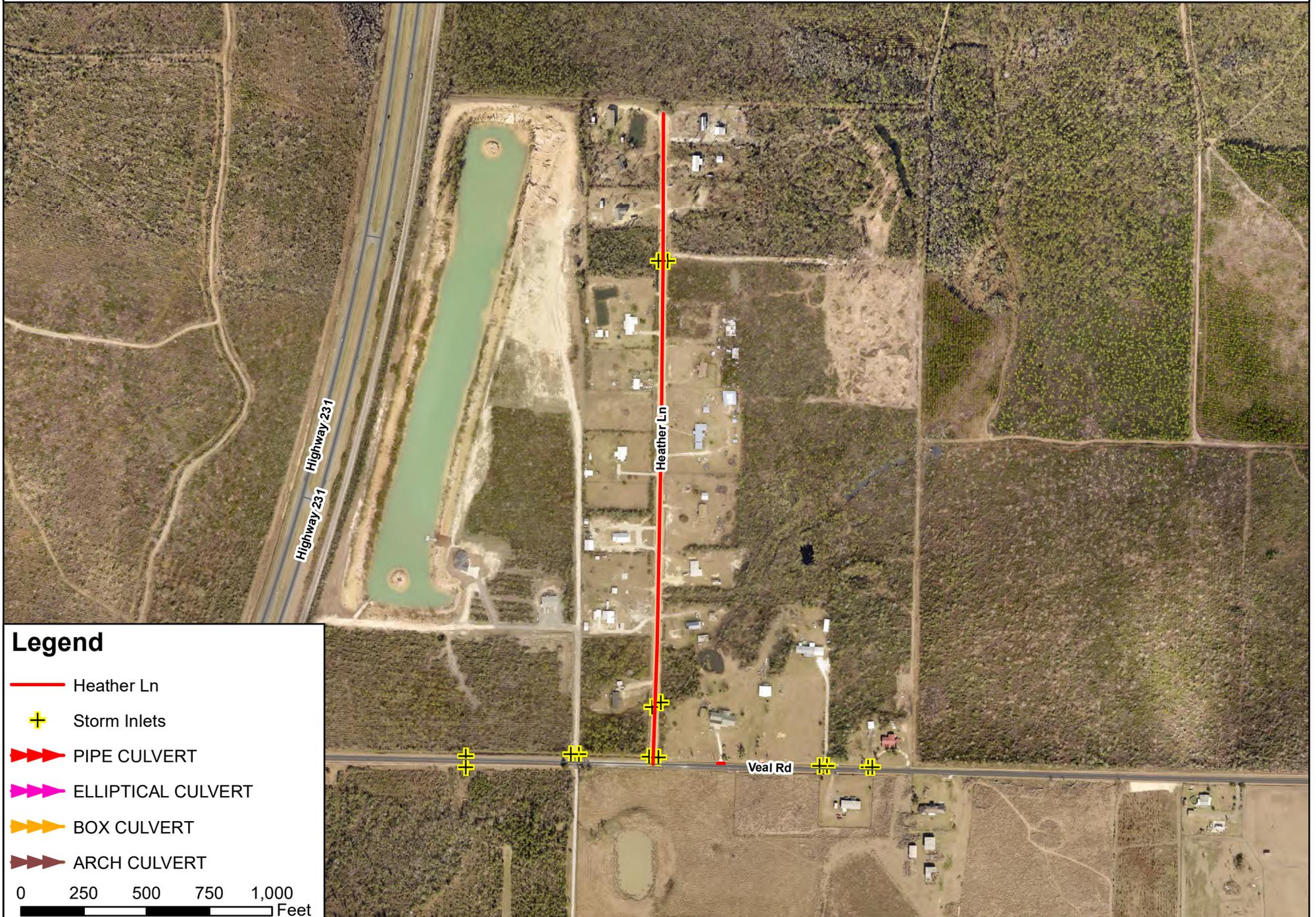


# Random Rd, Panama City Beach, FL 32413





# Heather Ln, Panama City, FL 32404



## Legend

- Heather Ln
- Storm Inlets
- PIPE CULVERT
- ELLIPTICAL CULVERT
- BOX CULVERT
- ARCH CULVERT

0 250 500 750 1,000 Feet



# Winterhill Rd, Panama City, FL 32409



**Legend**

- Winterhill Rd
- + Storm Inlets
- ▶ PIPE CULVERT
- ▶ ELLIPTICAL CULVERT
- ▶ BOX CULVERT
- ▶ ARCH CULVERT

0 60 120 180 240 Feet



# Alaska Ave, Lynn Haven, FL 32444



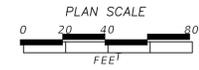
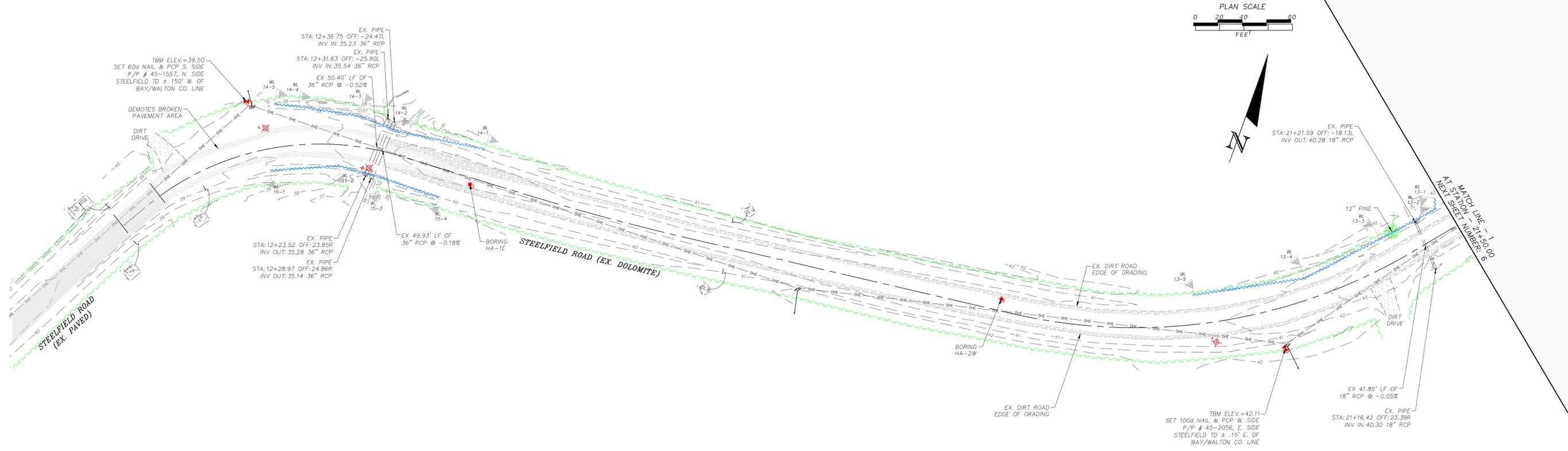
## **Appendix 3 Roadway Information**

Road Name	Length (LF)	ROW (LF)	Crawfish	Wetland
1 Steelfield Rd	22375	Maintenance	no	yes
2 Anderson Rd	4511	Maintenance	no	yes
3 Church Rd	2881	50" Row/Maintenance	no	yes
4 College Station Rd	3976	30 SAB	yes	yes
5 Tree Farm Rd	5163	60' ROW	no	yes
6 Southwood St	2656	80' ROW	no	?
7 Davis Rd	1338	60' ROW	no	No
8 Random Rd	1349	Maintenance	no	no
9 Heather Ln	2590	60' ROW	no	yes
10 Winterhill Rd	840	60' ROW	no	yes
11 Alaska Ave	624	60' ROW	no	no
<b>total</b>	<b>9.15 miles</b>			

**Appendix 4**  
**Steelfield Road Existing Conditions**

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NOTE: MAINTENANCE CLAIM



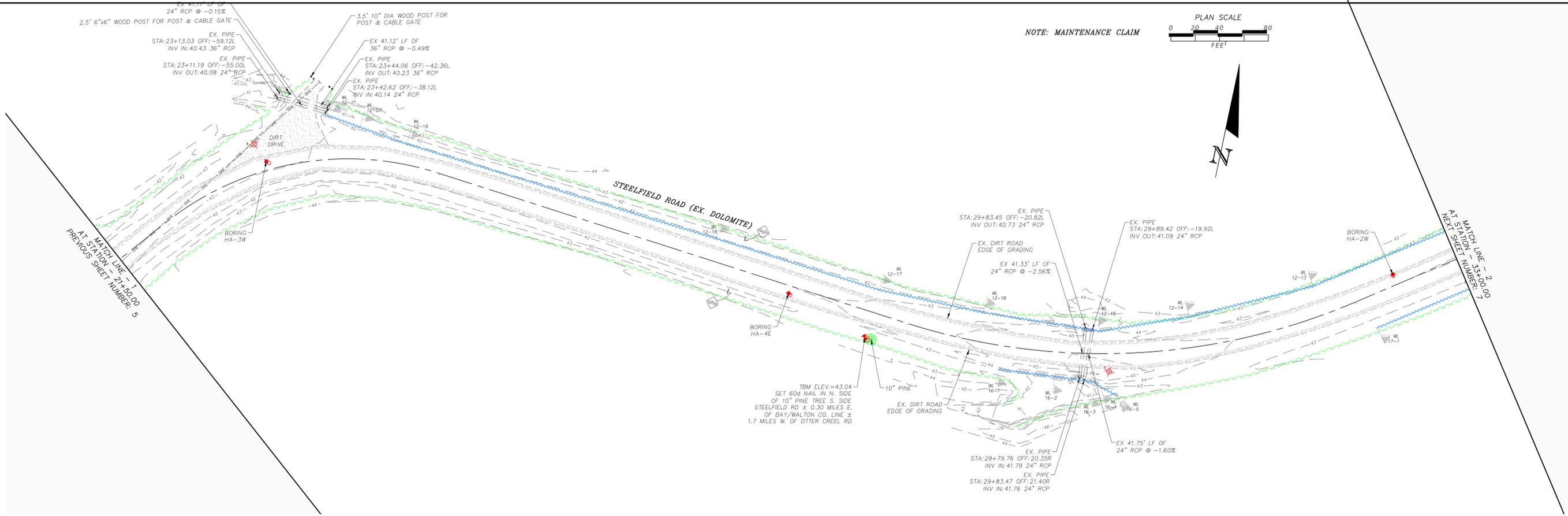

**BAY COUNTY PUBLIC WORKS DEPARTMENT**  
 ENGINEERING DIVISION  
 BAY COUNTY GOVERNMENT CENTER  
 840 W. 11TH STREET  
 PANAMA CITY, FL 32401  
 PHONE: (850) 248-8301

PRELIMINARY  
 SUBJECT TO CHANGE

EXISTING CONDITIONS				
SCALE 1"=40'	DESIGNED BY RZ	DRAWN BY WT	SHEET NO. 01	PROJECT # 7618
FIELD BOOK N/A	CHECKED BY RT	DATE DRAWN 08/03/21	OF 20	PAGE # 2618

Bar is one inch on original drawing. 1" = 40' if not, adjust scale accordingly.

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 ENGINEERING DIVISION  
 BAY COUNTY GOVERNMENT CENTER  
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 PANAMA CITY, FL 32401  
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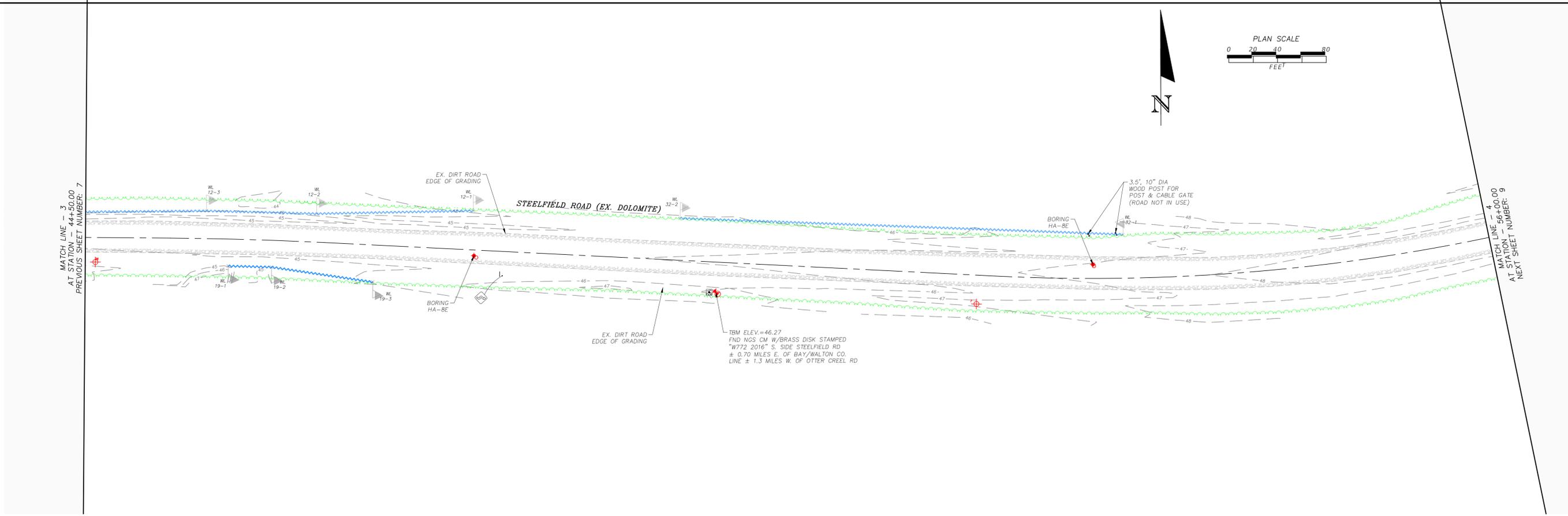
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Bar is one inch on original drawing. If not, adjust scale accordingly.



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MATCH LINE - 3  
AT STATION - 41+00.00  
PREVIOUS SHEET NUMBER: 7

MATCH LINE - 4  
AT STATION - 56+00.00  
NEXT SHEET NUMBER: 9

TBM ELEV = 46.27  
TND NOS CM W/BRASS DISK STAMPED  
"W772 2016" S. SIDE STEELFIELD RD  
± 0.70 MILES E. OF BAY/WALTON CO.  
LINE ± 1.3 MILES W. OF OTTER CREEK RD

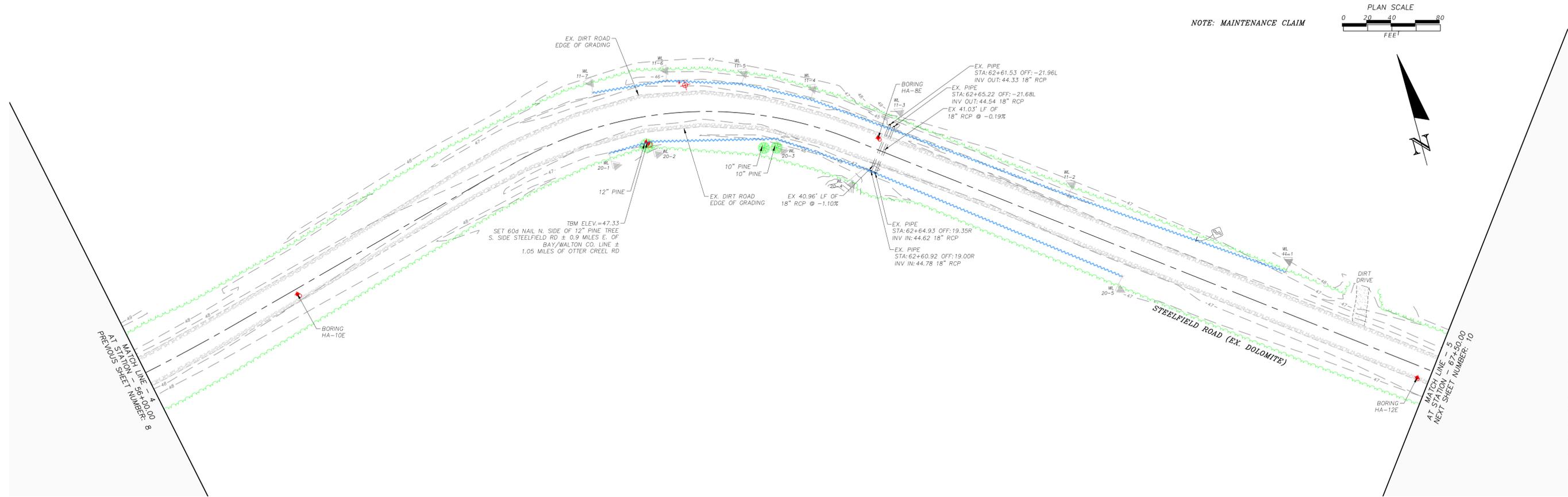
 BAY COUNTY PUBLIC WORKS DEPARTMENT  
ENGINEERING DIVISION  
BAY COUNTY GOVERNMENT CENTER  
840 W. 11TH STREET  
PANAMA CITY, FL 32401  
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**PRELIMINARY  
SUBJECT TO CHANGE**

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NOTE: MAINTENANCE CLAIM



AT MATCH LINE - 61+00.00  
PREVIOUS SHEET NUMBER: 8

AT MATCH LINE - 67+50.00  
NEXT SHEET NUMBER: 10

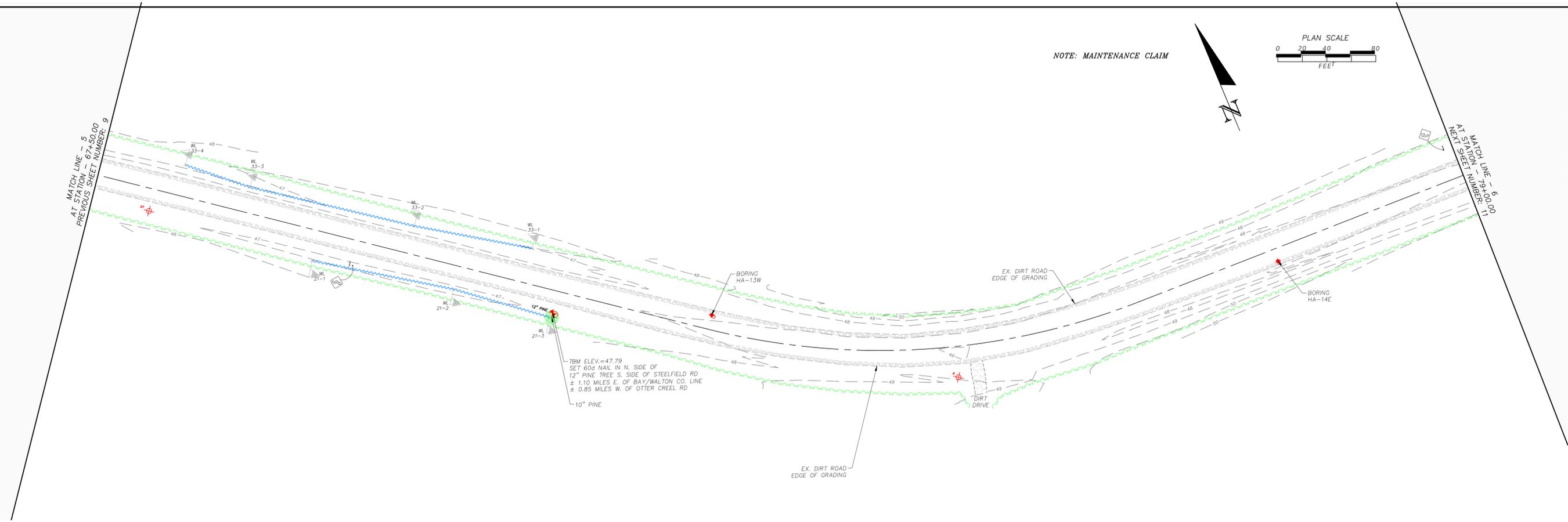
**BAY COUNTY FLORIDA**  
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**PRELIMINARY  
 SUBJECT TO CHANGE**

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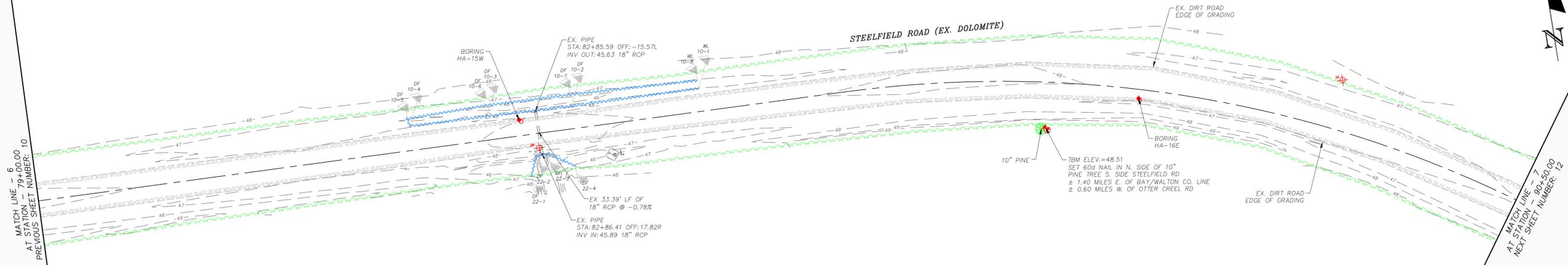
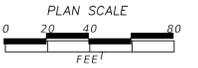
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NOTE: MAINTENANCE CLAIM



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PREVIOUS SHEET NUMBER: 10

MATCH LINE 7  
AT STATION 90+00.00  
NEXT SHEET NUMBER: 12

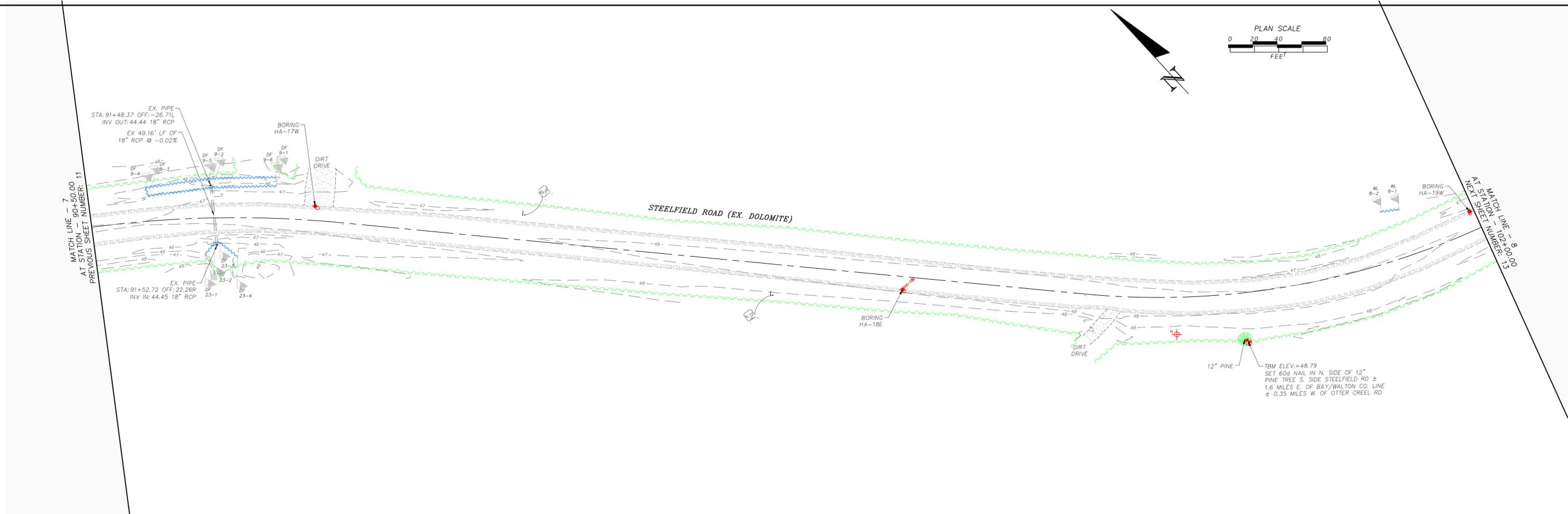
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ENGINEERING DIVISION  
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PANAMA CITY, FL 32401  
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**PRELIMINARY  
SUBJECT TO CHANGE**

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Bar is one inch on original drawing. 1" = 40' if not, adjust scale accordingly.

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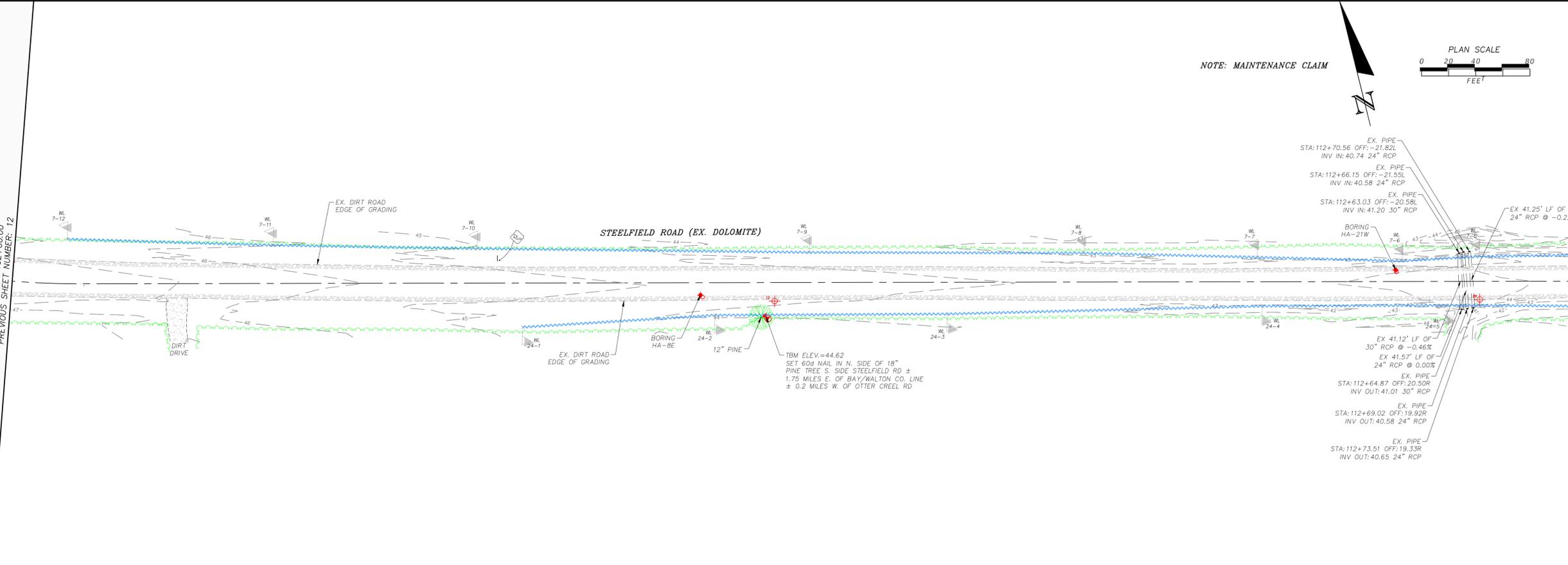
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PREVIOUS SHEET NUMBER: 12



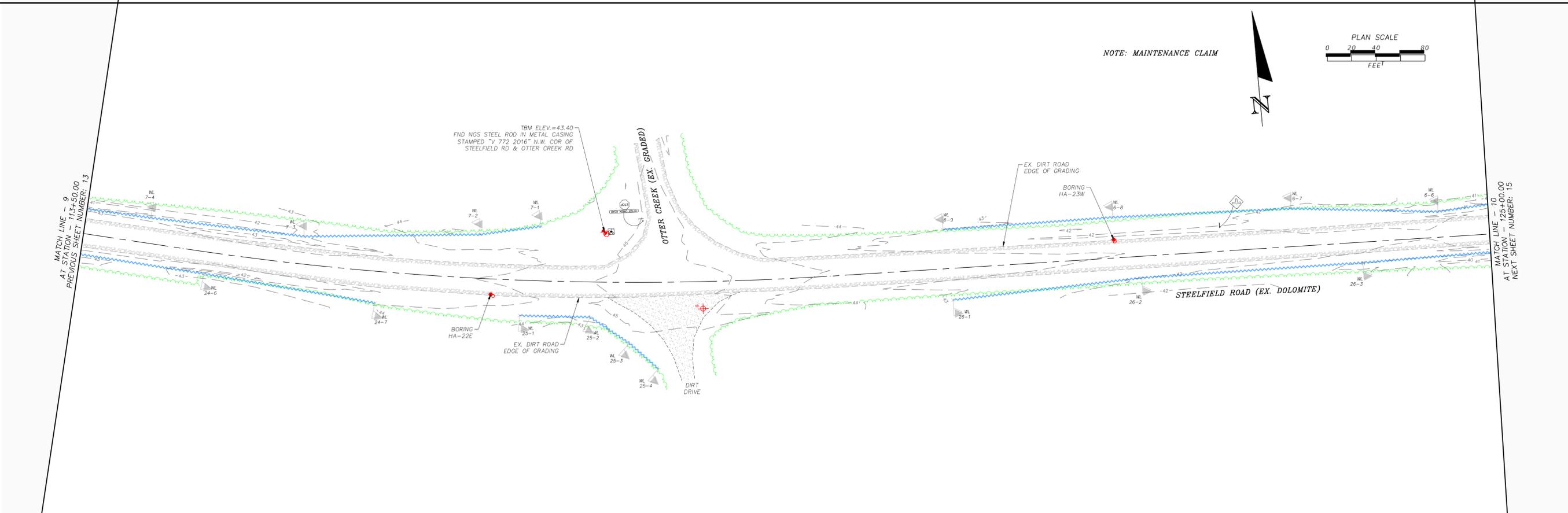
BAY COUNTY PUBLIC WORKS DEPARTMENT  
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BAY COUNTY GOVERNMENT CENTER  
840 W. 11TH STREET  
PANAMA CITY, FL 32401  
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**PRELIMINARY  
SUBJECT TO CHANGE**

EXISTING CONDITIONS				
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Bar is one inch on original drawing. If not, adjust scale accordingly.

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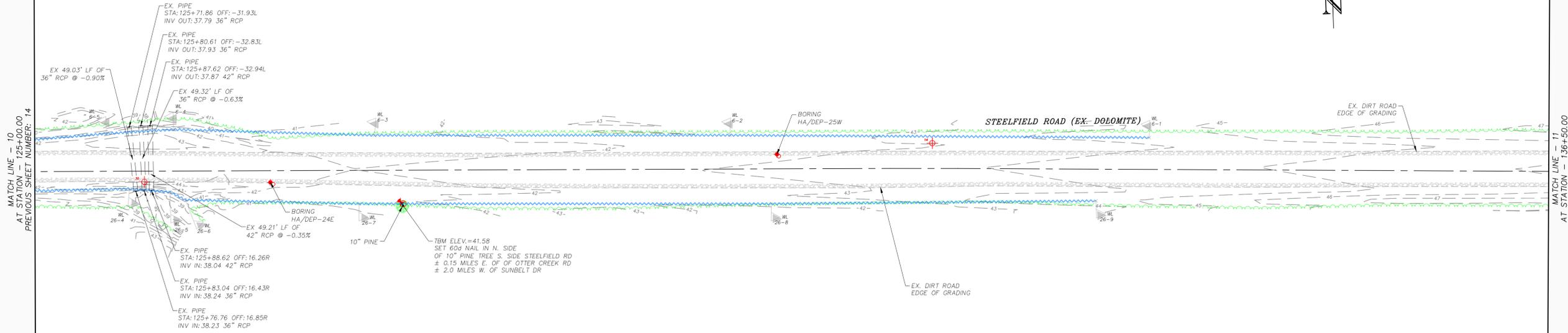
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NOTE: MAINTENANCE CLAIM



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PREVIOUS SHEET NUMBER: 14

MATCH LINE - 11  
AT STATION - 136+50.00  
NEXT SHEET NUMBER: 16

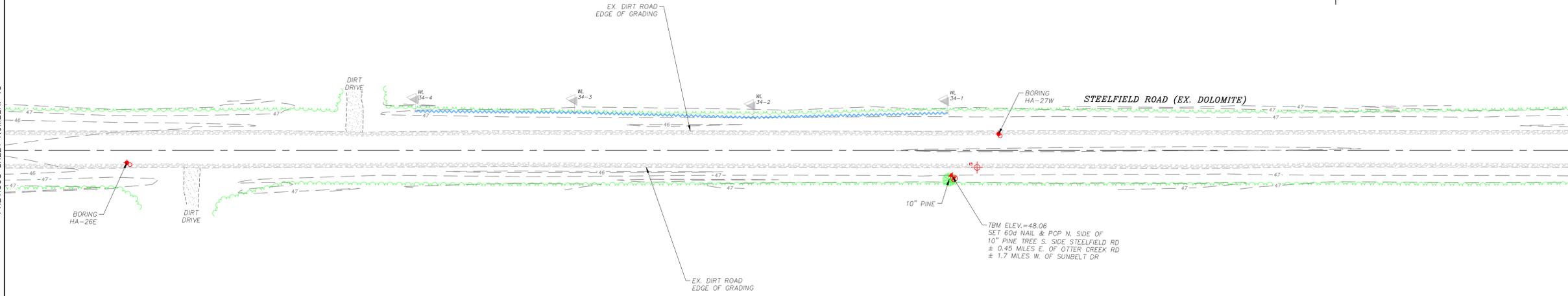
BAY COUNTY PUBLIC WORKS DEPARTMENT  
ENGINEERING DIVISION  
BAY COUNTY GOVERNMENT CENTER  
840 W. 11TH STREET  
PANAMA CITY, FL 32401  
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**PRELIMINARY  
SUBJECT TO CHANGE**

EXISTING CONDITIONS				
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FIELD BOOK N/A	CHECKED BY RT	DATE DRAWN 08/03/21	OF 20	PAGE # 2618

Bar is one inch on original drawing. 1"=40' if not, adjust scale accordingly.

MATCH LINE - 11  
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PREVIOUS SHEET NUMBER: 15



NOTE: MAINTENANCE CLAIM



MATCH LINE - 12  
AT STATION - 148+00.00  
NEXT SHEET NUMBER: 17

 BAY COUNTY PUBLIC WORKS DEPARTMENT  
ENGINEERING DIVISION  
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**PRELIMINARY  
SUBJECT TO CHANGE**

EXISTING CONDITIONS

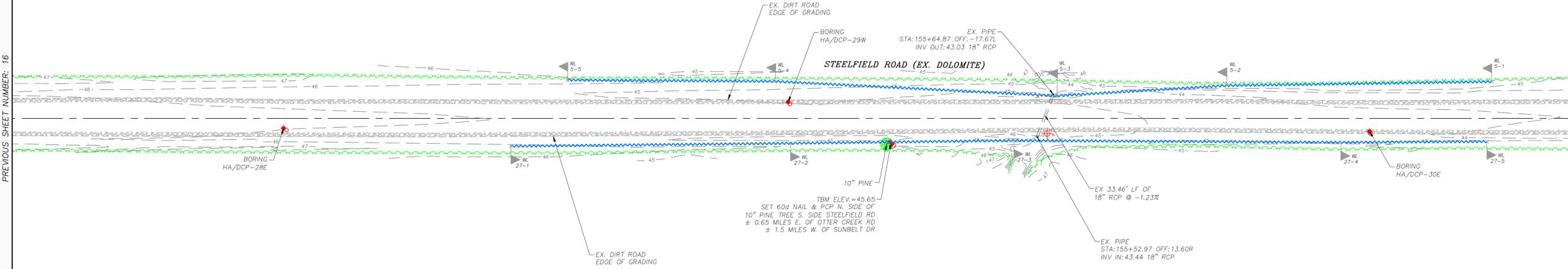
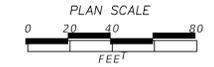
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Bar is one inch on original drawing. If not, adjust scale accordingly.

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NOTE: MAINTENANCE CLAIM



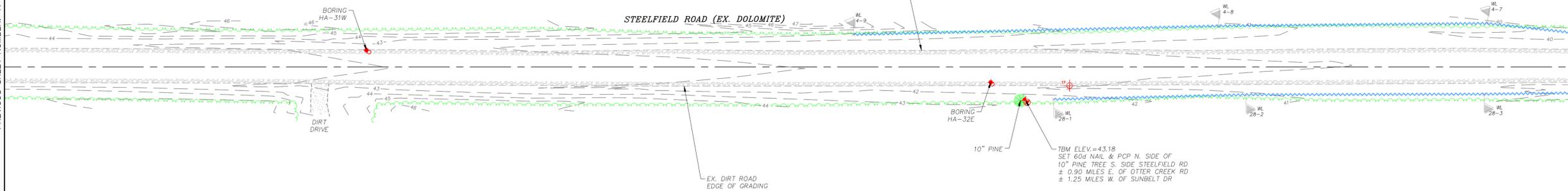
 BAY COUNTY PUBLIC WORKS DEPARTMENT  
ENGINEERING DIVISION  
BAY COUNTY GOVERNMENT CENTER  
840 W. 11TH STREET  
PANAMA CITY, FL 32401  
PHONE: (850) 248-8301

**PRELIMINARY  
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NOTE: MAINTENANCE CLAIM



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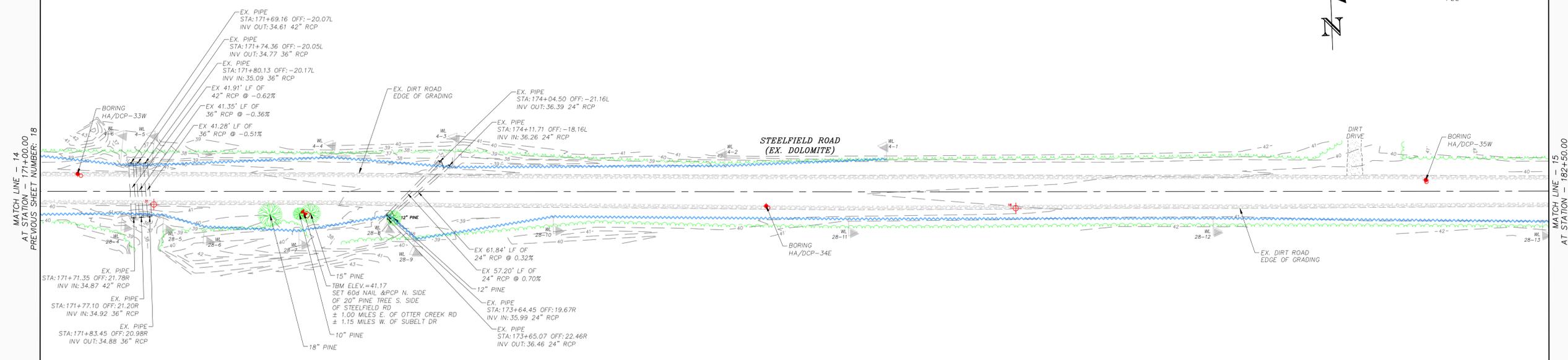
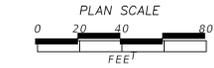
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PHONE: (850) 248-8301

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NOTE: MAINTENANCE CLAIM



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 BAY COUNTY PUBLIC WORKS DEPARTMENT  
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BAY COUNTY GOVERNMENT CENTER  
840 W. 11TH STREET  
PANAMA CITY, FL 32401  
PHONE: (850) 248-8301

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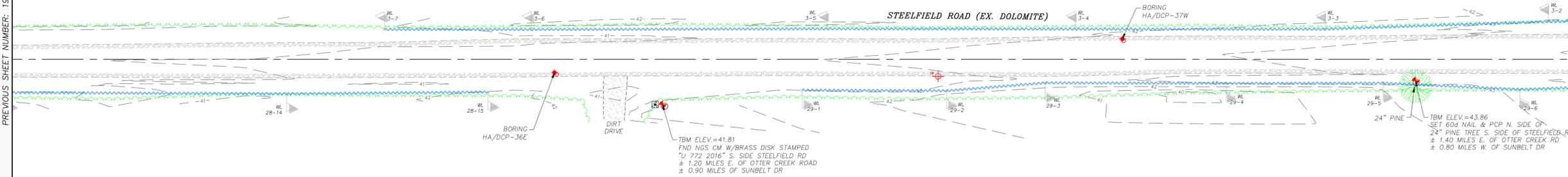
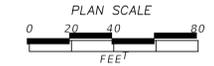
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NOTE: MAINTENANCE CLAIM



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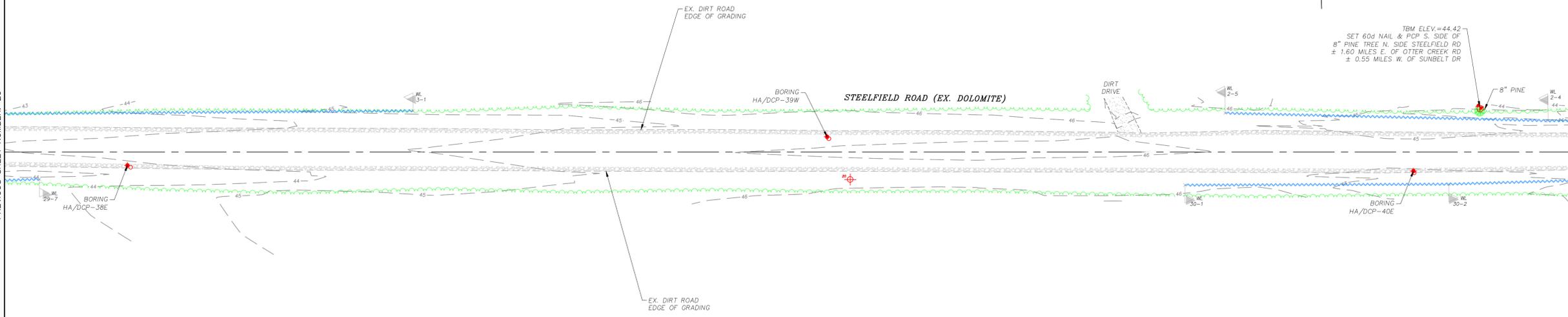
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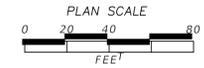
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NOTE: MAINTENANCE CLAIM



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± 1.60 MILES E. OF OTTER CREEK RD  
± 0.55 MILES W. OF SUNBELT DR

MATCH LINE - 17  
AT STATION - 205+50.00  
NEXT SHEET NUMBER: 22

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840 W. 11TH STREET  
PANAMA CITY, FL 32401  
PHONE: (850) 248-8301

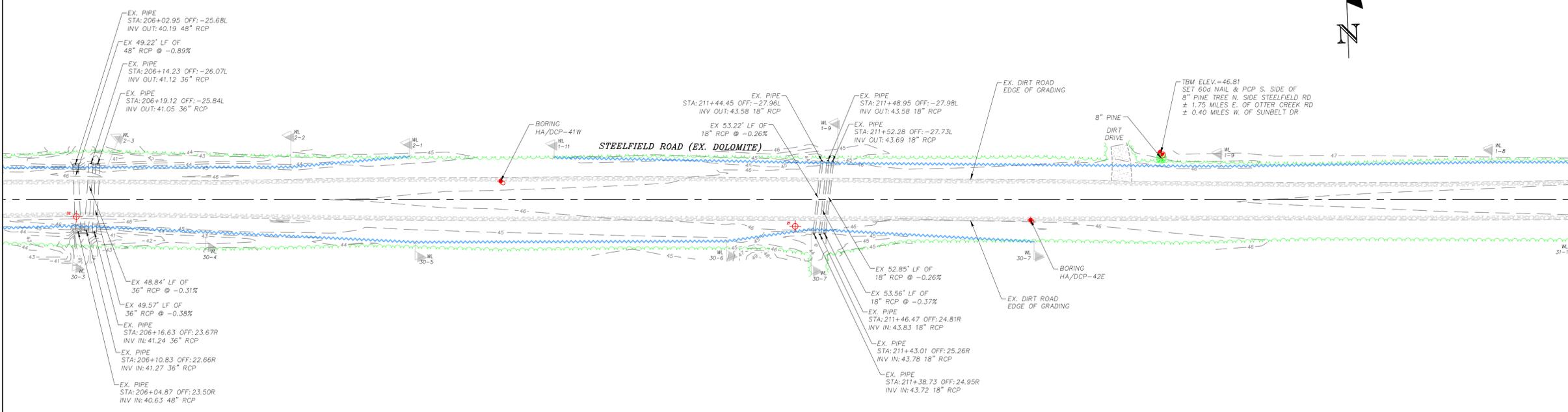
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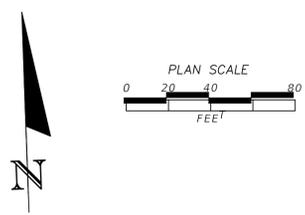
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NOTE: MAINTENANCE CLAIM



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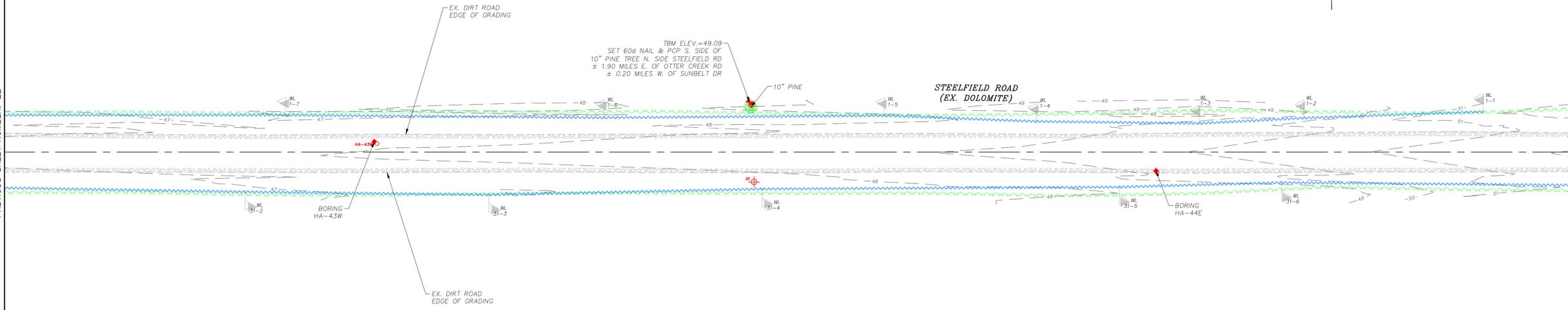
 BAY COUNTY PUBLIC WORKS DEPARTMENT  
ENGINEERING DIVISION  
BAY COUNTY GOVERNMENT CENTER  
840 W. 11TH STREET  
PANAMA CITY, FL 32401  
PHONE: (850) 248-8301

**PRELIMINARY  
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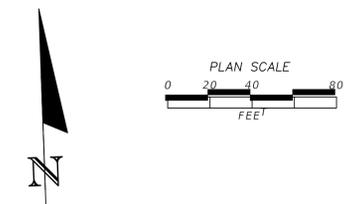
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PHONE: (850) 248-8301

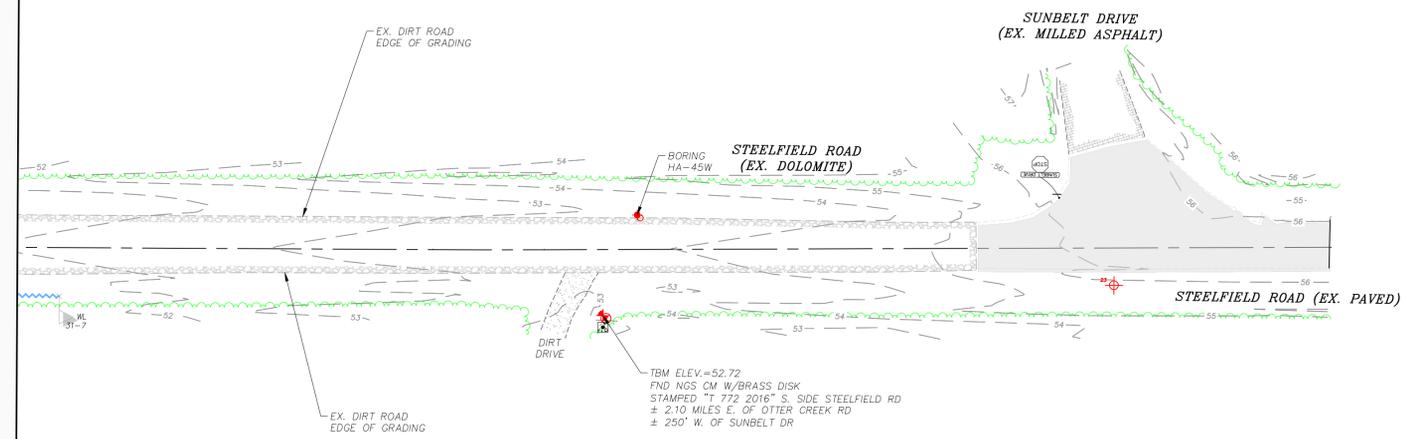
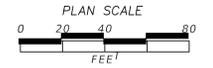
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PHONE: (850) 248-8301

**PRELIMINARY  
SUBJECT TO CHANGE**

EXISTING CONDITIONS				
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Bar is one inch on original drawing. If not, adjust scale accordingly.

**Appendix 5**  
**Steelfield Road Geotechnical Report**

# GEOTECHNICAL ENGINEERING REPORT



## Steelfield Road

Panama City Beach, Bay County, Florida

### PREPARED FOR:

Bay County Public Works - Engineering Division  
840 West 11<sup>th</sup> Street  
Panama City, Florida 32401

NOVA Project Number: 10111-2021047

March 31, 2021





March 31, 2021

**Bay County Public Works - Engineering Division**  
840 West 11<sup>th</sup> Street  
Panama City, Florida 32401

**Attention:** Richard Zion, PE, PG

**Subject:** Geotechnical Engineering Report  
**Steelfield Road**  
Panama City Beach, Bay County, Florida  
NOVA Project Number 10111-2021047

Dear Mr. Zion,

**NOVA Engineering and Environmental LLC (NOVA)** has completed the authorized subsurface exploration and geotechnical engineering evaluation for the proposed roadway alignment to be constructed in Panama City Beach, Bay County, Florida. The work was performed in general accordance with NOVA proposal number 011-20210845, dated February 16, 2021. This report briefly discusses our understanding of the project at the time of the subsurface exploration, describes the geotechnical consulting services provided by NOVA, and presents our findings, conclusions, and recommendations.

We appreciate your selection of NOVA and the opportunity to be of service on this project. If you have any questions, or if we may be of further assistance, please do not hesitate to contact us.

Sincerely,  
**NOVA ENGINEERING AND ENVIRONMENTAL LLC**

Kyle Selle, E.I.  
Staff Engineer  
Florida Registration No. 1100023685

Andre Kniazeff, P.E.  
Senior Geotechnical Engineer  
Florida Registration No. 81315



*Copies Submitted: Addressee (electronic)*

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- APPENDIX A – FIGURES & MAPS
- APPENDIX B – SUBSURFACE DATA
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- APPENDIX D – SUPPORT DOCUMENTS

## 1.0 SUMMARY

A brief summary of pertinent findings, conclusions and recommendations is presented below. This information should not be utilized in design or construction without reading all of the recommendations presented in the text and Appendix of this report.

### 1.1 GENERAL

Our field exploration at the subject site consisted of performing forty-five (45) hand auger borings and seventeen (17) Dynamic Cone Penetrometer (DCP) tests along the proposed roadway alignment. Drilling, testing, and sampling operations were performed in general accordance with ASTM designations and other industry standards.

The test borings generally encountered fine-grained sands to clayey fine-grained sands (AASHTO classifications of A-3, A-2-4, A-2-6, and A-2-7) with trace to few organics from the existing ground surface elevation to the maximum depth explored of about 5 feet below existing grade (BEG). Notable exceptions include crushed limerock base material (A-1-b) encountered within the upper 1 foot in several borings, as well as silty fine-grained sand with many organics (A-8) and sandy clay (A-7) encountered from about 1¾ feet to 3½ feet BEG in boring HA/DCP-37W.

### 1.2 SITE PREPARATION

We recommend stripping the proposed roadway alignment to remove any deleterious non-soil materials that are found to be present. We recommend that exposed subgrade soils at the undercut elevations, as well as subsequent lifts of fill soils, be compacted to a minimum soil density of at least 95 percent of the maximum dry density as determined by the Modified Proctor test (ASTM D-1557). The top 12 inches of pavement subgrades should be compacted to at least 98 percent and should be composed of a material having a Limerock Bearing Ratio (LBR) value of at least 40.

As previously noted, organic-laden silty fine-grained sand (A-8) and sandy clay (A-7) were encountered from about 1¾ feet to 3½ feet BEG in boring HA/DCP-37W. These soil materials should be removed in their entirety or to a depth sufficient to provide a minimum separation of at least 6 feet below the bottom of the base course of the proposed pavement section and the underlying unsuitable soil stratum, extending to a minimum distance of 2 feet outside the edge-of-pavement along each side of the proposed roadway alignment. We note that a significant dewatering system (e.g., well-pointing) will be required to facilitate the complete removal of these soil materials in their entirety or to the maximum depth specified above.

As an alternative to the removal and replacement of the encountered organic and clay materials, a high strength geotextile could be employed within this portion of the

roadway alignment. This design alternative involves the construction of the pavement section over organic soils by adding high strength geotextile layers at specified depths to improve the stability of the proposed roadway alignment both during and post construction. Due to the proprietary nature of these geotextile materials, we recommend that the final design be performed by a specialty subcontractor such as Tensar.

A geotechnical engineer should carefully evaluate all subgrades prior to pavement section construction to confirm compliance with this report; evaluate geotechnical sections of the plans and specifications for the overall project; and provide additional recommendations that may be required.

### 1.3 GROUNDWATER CONTROL

Groundwater was encountered in the test borings at depths varying between 1 foot to 4 feet BEG at the time of our subsurface exploration, which occurred during a period of relatively normal seasonal rainfall.

Groundwater should be expected to adversely impact the planned roadway construction, most especially in lower-lying areas of the overall proposed roadway alignment with respect to subsurface utility installations and initial site preparation activities. Contractors should be prepared to utilize a temporary dewatering system during construction to maintain separation between the groundwater levels and the desired working platforms for below-grade work.

### 1.4 PAVEMENTS

We understand that a flexible (asphalt) pavement section will be employed for this project. After the recommended site/subgrade preparation and fill placement, the subsurface conditions encountered appear to be adaptable for supporting this pavement section, provided that a minimum separation of at least 24 inches between the bottom of a crushed limerock or crushed concrete base course and the seasonal high groundwater (SHGW) table can be maintained. This separation may be reduced to 18 inches if Graded Aggregate Base (GAB) is employed for this project in lieu of crushed limerock or crushed concrete base.

## 2.0 INTRODUCTION

### 2.1 PROJECT INFORMATION

Our understanding of the proposed development is based on recent conversations and email exchanges with the Client, review of the provided site plan and aerial photography of the site via internet-based GIS software; our site reconnaissance activities; and our experience with similar geotechnical conditions in the near vicinity to this project site.

#### 2.1.1 SITE PLANS AND DOCUMENTS

We were furnished with the following document:

- Document: Survey Plan  
Provided by: Bay County Public Works Department

#### 2.1.2 PROPOSED CONSTRUCTION

NOVA understands that the project will consist of paving the existing Steelfield Road (which is currently an unimproved or “dirt” road) in Panama City Beach, Bay County, Florida.

#### 2.1.3 SITE GRADING

Site grading details were not available from the design team at the time of the issuance of this report; we have therefore assumed that site grades will not change more than  $\pm 3$  feet from existing grades along the proposed roadway alignment.

### 2.2 SCOPE OF WORK

**Bay County Public Works - Engineering Division** engaged NOVA to provide geotechnical engineering consulting services for the proposed **Steelfield Road** project. This report briefly discusses our understanding of the project, describes our exploratory procedures, and presents our findings, conclusions, and recommendations. The primary objective of this study was to perform a geotechnical exploration along the proposed roadway alignment and to assess these findings as they relate to geotechnical aspects of the planned site improvements. The authorized geotechnical engineering services included a soil test boring and sampling program, laboratory testing, engineering evaluation of the field and laboratory data, and the preparation of this report. The services were performed substantially as outlined in our proposal number 011-20210845, dated February 16, 2021, and in general accordance with industry standards.

As authorized per the above referenced proposal, this completed geotechnical report includes:

- A description of the site, fieldwork, laboratory testing and general existing pavement and soil conditions encountered, together with a Boring Location Plan, Side Profile Boring Records, and Soil Sheet.
- Site preparation considerations that include geotechnical discussions regarding site stripping and subgrade preparation and engineered fill/backfill placement.
- Recommended pavement sections based on provided or assumed traffic loading, and soil types collected from the test borings.
- The measured apparent and estimated seasonal high groundwater table at the test boring locations.
- Summary of laboratory test data performed on select soil samples.
- Recommended quality control measures (i.e., sampling, testing, and inspection requirements) for site grading and pavement section construction.

The assessment of site environmental conditions, including the presence of wetlands or detection of pollutants in the soil, rock or groundwater, laboratory testing of samples, or a site-specific seismic study was beyond the scope of this geotechnical study. If requested, NOVA can provide these services.

## **3.0 SITE DESCRIPTION**

### **3.1 LOCATION AND LEGAL DESCRIPTION**

At the time of our field exploration, the alignment of study consisted of an existing unimproved or “dirt” road extending approximately 22,300 feet west from Sunbelt Drive in Panama City Beach, Bay County, Florida. A site location map is provided in Appendix A.

### **3.2 SUBJECT PROPERTY VICINITY GENERAL CHARACTERISTICS**

At the time of our field exploration, the vicinity of the area of study consisted of undeveloped land.

## 4.0 FIELD AND LABORATORY PROCEDURES

### 4.1 FIELD EXPLORATION

The boring locations were established in the field by NOVA personnel using a handheld GPS unit. The coordinates and elevations supplied in the appendix were provided by the Client. Our field exploration included performing:

- Forty (45) auger borings drilled to depths ranging from about 2½ feet to 5 feet BEG at select intervals along the proposed roadway alignment.
- Seventeen (17) DCP tests at 1-foot intervals adjacent to the borings performed within areas mapped as Rutlege and/or Dorovan soil types in order to determine the strengths of encountered stratum.

**Auger Borings:** The auger borings were performed using a hand operated soil sampler. At regular intervals, soil samples were obtained from a standard 3-inch O.D. sampler. Representative portions of the soil samples, obtained from the sampler, were placed in sealed containers, and transported to our laboratory for further evaluation and laboratory testing. Test Boring Records in Appendix B present the soil conditions encountered in the borings. These records represent our interpretation of the subsurface conditions based on the field exploration data, visual examination of the recovered samples, laboratory test data, and generally accepted geotechnical engineering practices. The stratification lines and depth designations represent approximate boundaries between various subsurface strata. Actual transitions between materials may be gradual.

**Dynamic Cone Penetrometer (DCP) Test:** The DCP test is performed by dropping a hammer from a certain fall height and measuring a penetration depth per blow for each tested depth. The DCP test results provide an index for estimating soil strength and relative density.

**Groundwater Levels:** The groundwater levels reported on the Test Boring Records represent measurements made at the completion of each test boring. The test borings were subsequently backfilled with soil cuttings from the drilling process for safety concerns.

### 4.2 LABORATORY TESTING

A laboratory testing program was conducted to characterize materials existing at the site using bulk/grab soil samples recovered from the borings. The laboratory test data are presented in the Appendix. Selected test data are also presented on the Test Boring Records attached in the Appendix. The specific tests are briefly described below. Further laboratory testing was beyond the scope of this exploration. It should be noted that all

soil samples will be properly disposed of 30 days following the submittal of this NOVA subsurface exploration report unless you request otherwise.

#### **4.2.1 SOIL CLASSIFICATION**

Soil classification provides a general guide to the engineering properties of various soil types and enable the engineer to apply past experience to current problems. In our explorations, samples obtained during drilling operations are observed in our laboratory and visually classified by an engineer. The soils are classified according to color and texture. These classification descriptions are included on our Soil Sheet. The classification system discussed above is primarily qualitative; laboratory testing is generally required for detailed soil classification. Using the test results, the soils were visually/manually classified according to the AASHTO Classification System. This classification system and the in-place physical soil properties provide an index for estimating the soil's behavior. The soil classifications and physical properties obtained are presented in this report.

#### **4.2.2 MOISTURE CONTENT**

The moisture content is the ratio expressed as a percentage of the weight of water in a given mass of soil to the weight of the solid particles. This testing was conducted in general accordance with ASTM D-2216. Nineteen (19) moisture content tests were performed in this study.

#### **4.2.3 FINES CONTENT**

The percentage of fines passing through the No. 200 sieve is generally considered to represent the amount of silt and clay of the tested soil sample. This testing was conducted in general accordance with ASTM Designations D-6913 and D-1140. Eighteen (18) fines content tests were performed in this study.

#### **4.2.4 ORGANIC CONTENT**

The organic content is the ratio expressed as a percentage of the weight of organic material in a given mass of soil to the weight of the solid particles. This testing was conducted in general accordance with ASTM D-2974. Nine (9) organic content tests were performed in this study.

## 5.0 SUBSURFACE CONDITIONS

### 5.1 GEOLOGY

According to the United States Geological Survey (USGS), the subject site is located in Bay County within the Gulf Coastal Plain, separated from the Florida Platform by geologic structures known as the Gulf Trough and Apalachicola Embayment. These structures formed a bathymetric and environmental barrier from the earliest Eocene or earliest Oligocene periods into the Miocene.

According to the “Text to Accompany the Geologic Map of Florida” by Scott, 2001, the site is generally underlain by undifferentiated sediments deposited during the Quaternary period. These sediments typically consist of siliciclastics (sand), organics and freshwater carbonates. These soils are highly permeable and form the Sand and Gravel Aquifer of the surficial aquifer system.

Surficial soils in the region are primarily siliciclastic sediments deposited in response to the renewed uplift and erosion in the Appalachian highlands to the north and sea-level fluctuations. The extent and type of deposit is influenced by numerous factors, including mineral composition of the parent rock and meteorological events.

### 5.2 SOIL CONDITIONS

The following paragraph provides a generalized description of the subsurface profile and soil conditions encountered by the borings. The Test Boring Records provided in the Appendix should be reviewed to provide more detailed descriptions of the subsurface conditions encountered at the boring locations. Conditions may vary at other locations and times.

The test borings generally encountered fine-grained sands to clayey fine-grained sands (AASHTO classifications of A-3, A-2-4, A-2-6, and A-2-7) with trace to few organics from the existing ground surface elevation to the maximum depth explored of about 5 feet below existing grade (BEG). Notable exceptions include crushed limerock base material (A-1-b) encountered within the upper 1 foot in several borings, as well as silty fine-grained sand with many organics (A-8) and sandy clay (A-7) encountered from about 1<sup>3</sup>/<sub>4</sub> feet to 3<sup>1</sup>/<sub>2</sub> feet BEG in boring HA/DCP-37W.

### 5.3 GROUNDWATER CONDITIONS

#### 5.3.1 GENERAL

Groundwater in the Gulf Coastal Plain typically occurs as an unconfined aquifer condition. Recharge is provided by the infiltration of rainfall and surface water

through the soil overburden. More permeable zones in the soil matrix can affect groundwater conditions. The groundwater table is expected to be a subdued replica of the original surface topography.

### **5.3.2 SOIL TEST BORING GROUNDWATER CONDITIONS**

Groundwater was encountered in the test borings at depths varying between 1 foot to 4 feet BEG at the time of our subsurface exploration, which occurred during a period of relatively normal seasonal rainfall.

Based on our review of the subsurface conditions encountered in the test borings, we estimate that the normal permanent seasonal high groundwater (SHGW) table for this property will occur within approximately 1 foot above the groundwater levels measured at each boring location during our field exploration.

Groundwater levels vary with changes in season and rainfall, construction activity, surface water runoff and other site-specific factors. Groundwater levels in the Bay County area are typically lowest in the late spring and the late fall and highest in the summer with annual groundwater fluctuations by seasonal rainfall; consequently, the water table may vary at times.

## 6.0 CONCLUSIONS AND RECOMMENDATIONS

The following conclusions and recommendations are based on our understanding of the proposed construction, our site observations, our evaluation and interpretation of the field and laboratory data obtained during this exploration, and generally accepted geotechnical engineering principles and practices.

Subsurface conditions in unexplored locations or at other times may vary from those encountered at specific boring locations. If such variations are noted during construction, or if project development plans are changed, we request the opportunity to review the changes and amend our recommendations, if necessary.

As previously noted, the boring locations were established in the field using a handheld GPS unit, and referenced boring coordinates and elevations were provided by the Client.

### 6.1 SITE PREPARATION

We recommend stripping the proposed roadway alignment to remove any deleterious non-soil materials that are found to be present. We recommend that exposed subgrade soils at the undercut elevations be compacted to a minimum soil density of at least 95 percent of the maximum dry density as determined by the Modified Proctor test (ASTM D-1557).

As previously noted, organic-laden silty fine-grained sand (A-8) and sandy clay (A-7) were encountered from about 1¾ feet to 3½ feet BEG in boring HA/DCP-37W. These soil materials should be removed in their entirety or to a depth sufficient to provide a minimum separation of at least 6 feet below the bottom of the base course of the proposed pavement section and the underlying unsuitable soil stratum, extending to a minimum distance of 2 feet outside the edge-of-pavement along each side of the proposed roadway alignment. We note that a significant dewatering system (e.g., well-pointing) will be required to facilitate the complete removal of these soil materials in their entirety or to the maximum depth specified above.

As an alternative to the removal and replacement of the encountered organic and clay materials, a high strength geotextile could be employed within this portion of the roadway alignment. This design alternative involves the construction of the pavement section over organic soils by adding high strength geotextile layers at specified depths to improve the stability of the proposed roadway alignment both during and post construction. Due to the proprietary nature of these geotextile materials, we recommend that the final design be performed by a specialty subcontractor such as Tensar.

A geotechnical engineer should carefully evaluate all subgrades prior to pavement section construction to confirm compliance with this report; evaluate geotechnical

sections of the plans and specifications for the overall project; and provide additional recommendations that may be required.

## 6.2 FILL PLACEMENT

### 6.2.1 FILL SUITABILITY

In general, fill materials should be relatively clean sands with less than 12 percent soil fines (i.e., material passing the No. 200 sieve), and free of non-soil materials and rock fragments larger than 3 inches in diameter. Based on visual examination and laboratory results, the majority of the near-surface existing soils encountered during this exploration (A-3 and A-1-b currently being utilized as the drive surface for the “dirt” road) should be suitable for reuse as structural site fill. Soils with fines contents between 12 and 25 percent (A-2-4, A-2-6, A-2-7) may also be used as fill soils for this project, but we note that strict moisture control would be required at the time of placement for these moisture-sensitive soils. Fill materials that contain more than 25 percent fines (A-7), organically laden soils in excess of 4 percent (A-8), or construction debris/rubble are considered not suitable for reuse as structural fill. Prior to construction, bulk samples of the proposed fill materials should be laboratory tested to confirm their suitability. Debris-laden materials should be excavated, transported, and disposed of off-site in accordance with appropriate solid waste rules and regulations.

### 6.2.2 SOIL COMPACTION

Fill should be placed in thin, horizontal loose lifts (maximum 12-inch) and compacted to a minimum soil density of at least 95 percent of the Modified Proctor maximum dry density (ASTM D-1557). The top 12 inches of pavement subgrades should be compacted to at least 98 percent and should be composed of a material having a Limerock Bearing Ratio (LBR) value of at least 40.

In confined areas, such as utility trenches, portable compaction equipment and thinner fill lifts (3 to 4 inches) may be necessary. Fill materials used in structural areas should have a target maximum dry density of at least 100 pounds per cubic foot (pcf). If lighter weight fill materials are used, the NOVA geotechnical engineer should be consulted to assess the impact on design recommendations.

Soil moisture content should be maintained within 3 percent of the optimum moisture content. We recommend that the grading contractor have equipment on site during earthwork for both drying and wetting fill soils. Moisture control may be difficult during rainy weather.

Filling operations should be observed by a NOVA soils technician, who can confirm suitability of material used and uniformity and appropriateness of compaction efforts. He/she can also document compliance with the specifications by performing field density tests using thin-walled tube, nuclear, or sand cone testing methods (ASTM D-2937, D-6938, or D-1556, respectively).

## 6.3 GROUNDWATER CONTROL

### 6.3.1 GENERAL

Groundwater was encountered in the test borings at depths varying between 1 foot to 4 feet BEG at the time of our subsurface exploration, which occurred during a period of below average seasonal rainfall.

Groundwater should be expected to adversely impact the planned roadway construction, most especially in lower-lying areas of the overall proposed roadway alignment with respect to subsurface utility installations and initial site preparation activities. Contractors should be prepared to utilize a temporary dewatering system during construction to maintain separation between the groundwater levels and the desired working platforms for below-grade work.

### 6.3.2 TEMPORARY DEWATERING

As previously noted, groundwater levels are subject to seasonal, climatic, and other variations and may be different at other times and locations. The extent and nature of any dewatering required during construction will be dependent on the actual groundwater conditions prevalent at the time of construction and the effectiveness of construction drainage to prevent run-off into open excavations.

If required, the dewatering system should be capable of lowering the groundwater elevations to a minimum of 2 feet below the working platform. A local contractor familiar with similar site conditions common to the Bay County area should be able to determine an adequate dewatering method for the subject property. Common local dewatering methods include dewatering by the use of temporary well points and trench drain systems.

## 6.4 PAVEMENT RECOMMENDATIONS

### 6.4.1 PAVEMENT DESIGN CRITERIA

A recommended flexible pavement section has been developed for this project based on our understanding of the existing subsurface conditions, review of applicable FDOT and Bay County roadway specifications, and the assumed

requirements of a 20-year pavement design life with moderate traffic loadings.

#### 6.4.2 FLEXIBLE PAVEMENT

We recommend a minimum compaction requirement be specified for the base and stabilized subgrade courses of at least 98 percent of the maximum dry density as determined by the Modified Proctor test method (ASTM D-1557). A minimum separation of at least 24 inches between the bottom of a crushed limerock or crushed concrete base course and the seasonal high groundwater table should be maintained. This separation may be reduced to 18 inches if Graded Aggregate Base (GAB) is employed for this project in lieu of crushed limerock or crushed concrete base.

We recommend using the parameters shown presented on the next page in Table 1 for the flexible pavement design for this project.

Table 1 - Recommended Flexible Pavement Section	
STANDARD DUTY PAVEMENT SECTION	
Asphaltic Concrete Surface Course (such as a 9.5 mm SuperPave approved FDOT mix)	1 inch
Asphaltic Concrete Structural Course (such as a 9.5 mm SuperPave approved FDOT mix)	1 inch
FDOT Approved Limerock Base, Crushed Concrete Base or Graded Aggregate Base (GAB) Material	6 inches
Stabilized Subgrade Course (minimum LBR of 40)	12 inches

Based on DCP results and limited laboratory testing of the near-surface soil materials encountered in the test borings, the native near surface soils should meet the minimum LBR requirement of 40 for the stabilized subgrade course (SSC), but should be verified by the Contractor as not requiring stabilization prior to beginning construction of this road. An imported material having a minimum LBR value of 40 should be specified for the final (12-inch) lift of fill for pavement areas being installed over fill.

All asphalt material and paving operations should meet applicable specifications of the Asphalt Institute and Florida Department of Transportation. A NOVA technician should observe placement and perform density testing of the stabilized subgrade course, base course material and asphalt.

## 7.0 CONSTRUCTION OBSERVATIONS

### 7.1 PAVEMENTS

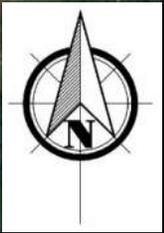
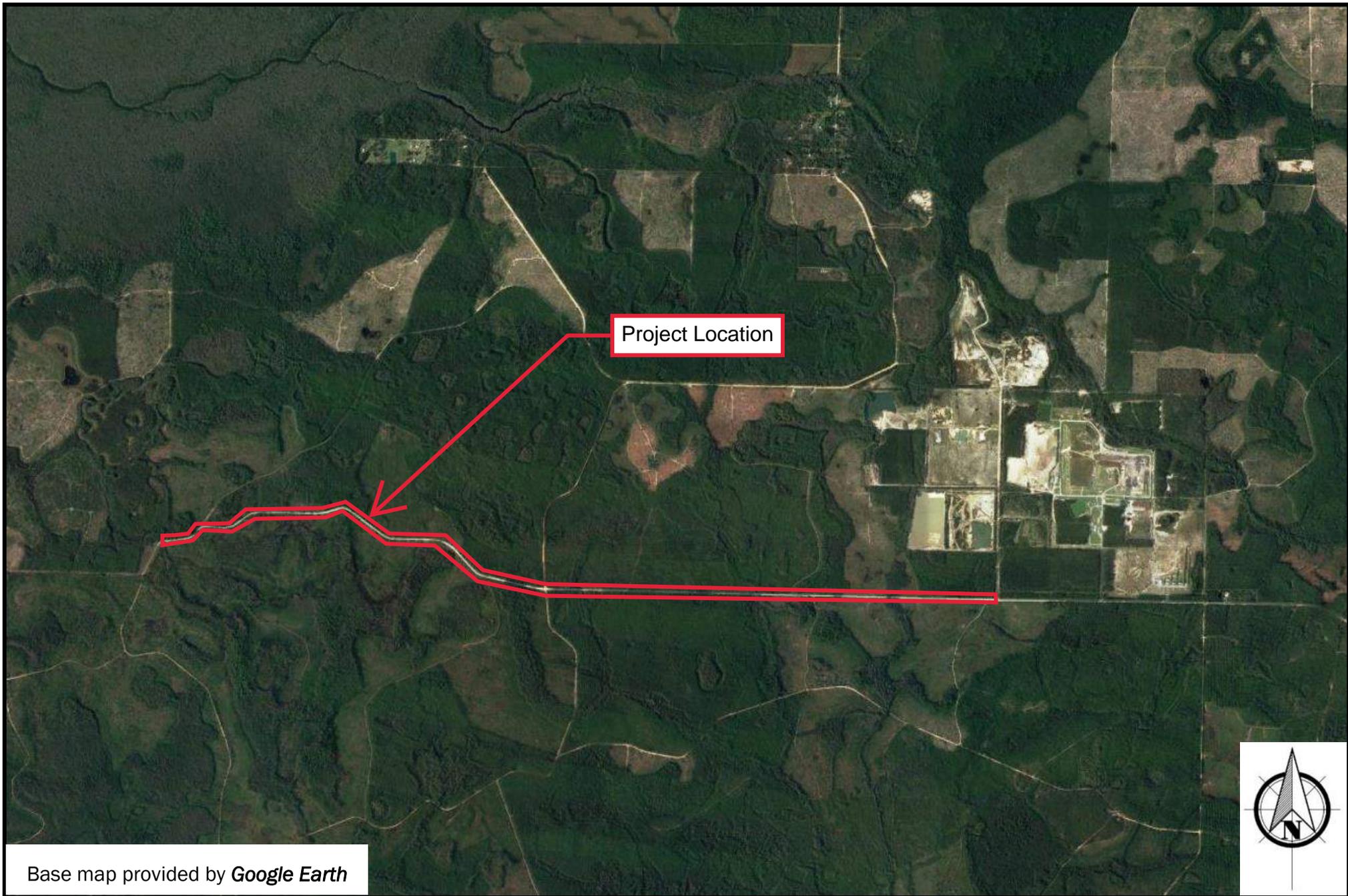
The recommended pavement section should utilize materials and be constructed in accordance with applicable FDOT specifications and specific project requirements. Also, NOVA should be retained during construction to confirm subgrade conditions are as anticipated and that the construction process is as required by the contract documents.

### 7.2 SUBGRADE

Once site grading is completed, the subgrade may be exposed to adverse construction activities and weather conditions. The subgrade should be well-drained to prevent the accumulation of water. If the exposed subgrade becomes saturated or frozen, the NOVA geotechnical engineer should be consulted.

# APPENDIX A

## Figures and Maps



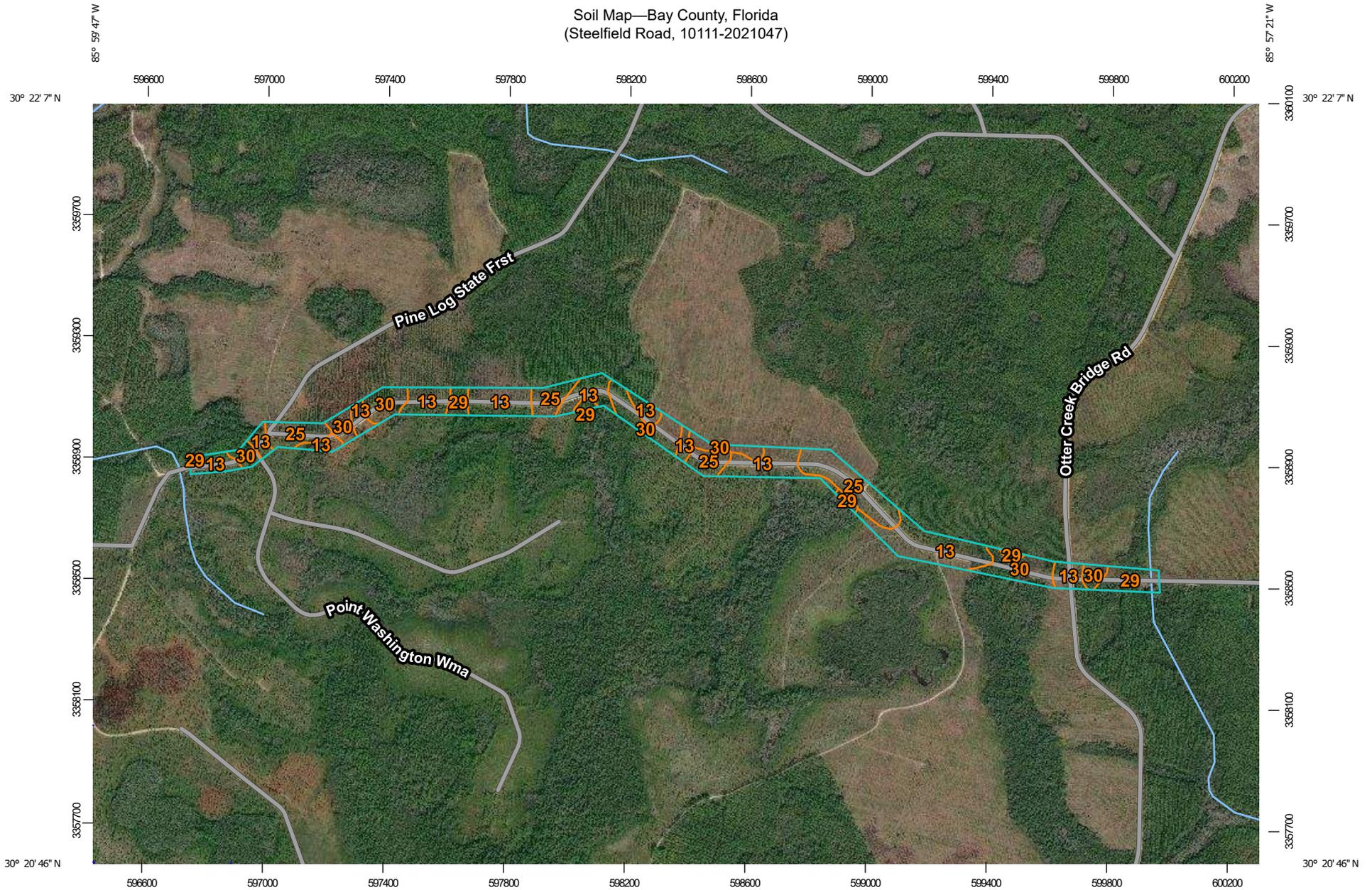
Base map provided by *Google Earth*

**Scale:** Not To Scale  
**Date Drawn:** March 30, 2021  
**Drawn By:** K. Selle  
**Checked By:** A. Kniazeff

 17612 Ashley Drive  
Panama City Beach, Florida 32413  
850.249.6682 ♦ 850.249.6683

**PROJECT LOCATION MAP**  
**Steelfield Road**  
Panama City Beach, Bay County, Florida  
*NOVA Project Number 10111-2021047*

Soil Map—Bay County, Florida  
(Steelfield Road, 10111-2021047)

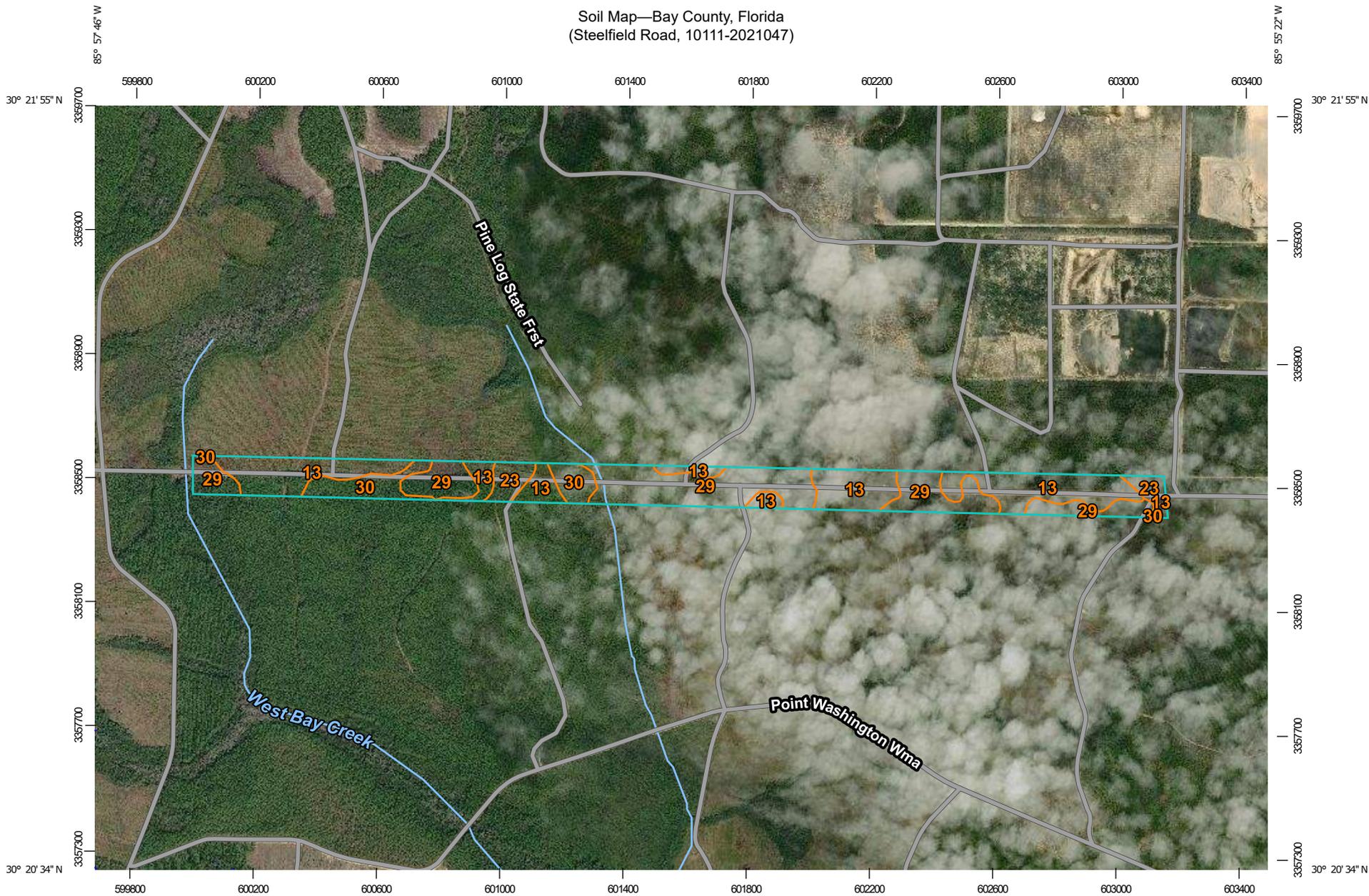


Map Scale: 1:17,800 if printed on A landscape (11" x 8.5") sheet.



Map projection: Web Mercator Corner coordinates: WGS84 Edge tics: UTM Zone 16N WGS84

Soil Map—Bay County, Florida  
(Steelfield Road, 10111-2021047)



Map Scale: 1:17,500 if printed on A landscape (11" x 8.5") sheet.



Map projection: Web Mercator Corner coordinates: WGS84 Edge tics: UTM Zone 16N WGS84

## MAP LEGEND

### Area of Interest (AOI)

Area of Interest (AOI)

### Soils

 Soil Map Unit Polygons

 Soil Map Unit Lines

 Soil Map Unit Points

### Special Point Features



Blowout



Borrow Pit



Clay Spot



Closed Depression



Gravel Pit



Gravelly Spot



Landfill



Lava Flow



Marsh or swamp



Mine or Quarry



Miscellaneous Water



Perennial Water



Rock Outcrop



Saline Spot



Sandy Spot



Severely Eroded Spot



Sinkhole



Slide or Slip



Sodic Spot



Spoil Area



Stony Spot



Very Stony Spot



Wet Spot



Other



Special Line Features

### Water Features



Streams and Canals

### Transportation



Rails



Interstate Highways



US Routes



Major Roads



Local Roads

### Background



Aerial Photography

## MAP INFORMATION

The soil surveys that comprise your AOI were mapped at 1:20,000.

Please rely on the bar scale on each map sheet for map measurements.

Source of Map: Natural Resources Conservation Service

Web Soil Survey URL:

Coordinate System: Web Mercator (EPSG:3857)

Maps from the Web Soil Survey are based on the Web Mercator projection, which preserves direction and shape but distorts distance and area. A projection that preserves area, such as the Albers equal-area conic projection, should be used if more accurate calculations of distance or area are required.

This product is generated from the USDA-NRCS certified data as of the version date(s) listed below.

Soil Survey Area: Bay County, Florida

Survey Area Data: Version 20, Jun 10, 2020

Soil map units are labeled (as space allows) for map scales 1:50,000 or larger.

Date(s) aerial images were photographed: Dec 31, 2009—Dec 10, 2017

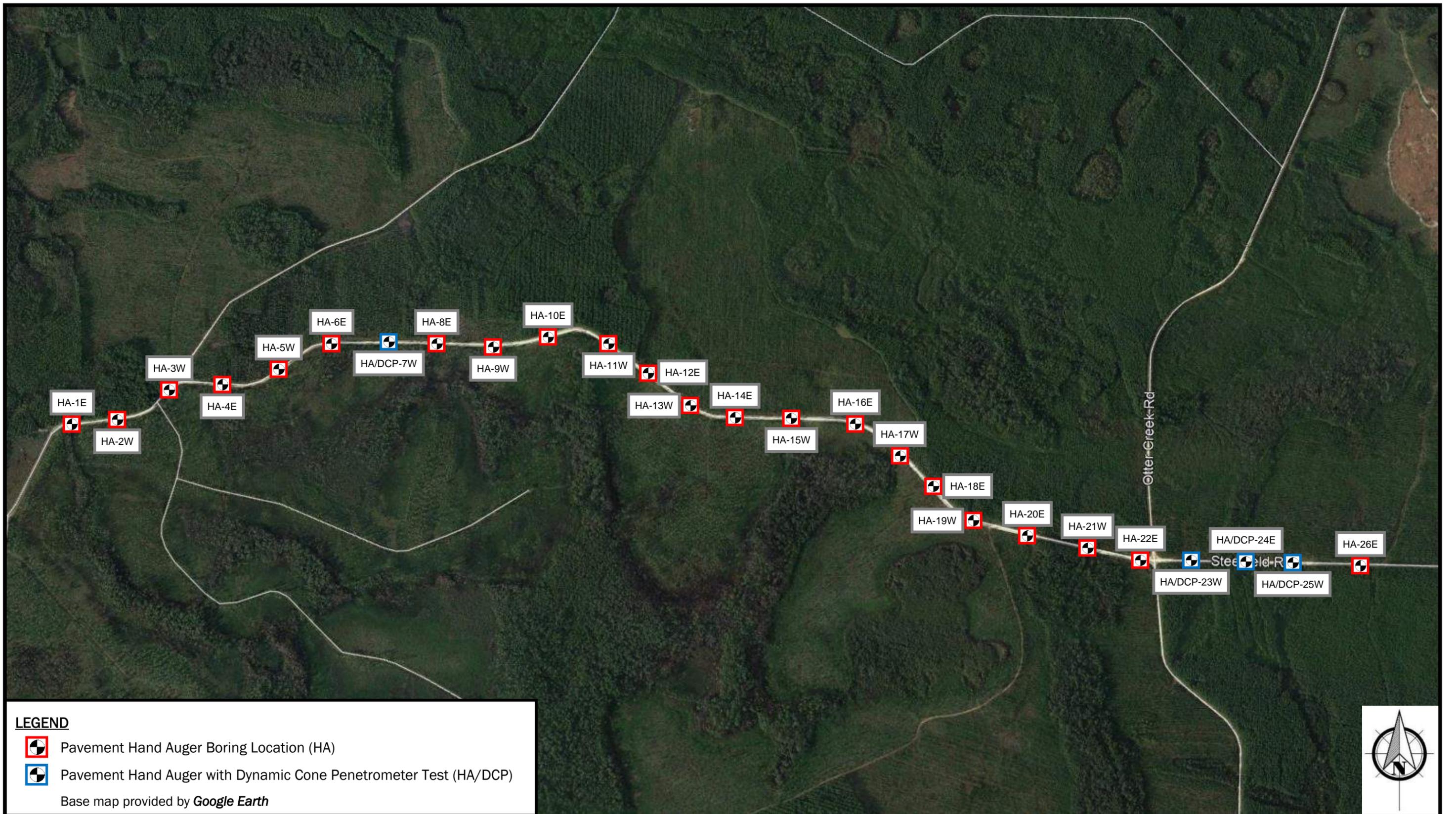
The orthophoto or other base map on which the soil lines were compiled and digitized probably differs from the background imagery displayed on these maps. As a result, some minor shifting of map unit boundaries may be evident.

## Map Unit Legend

Map Unit Symbol	Map Unit Name	Acres in AOI	Percent of AOI
13	Leon sand, 0 to 2 percent slopes	92.1	47.6%
23	Chipley sand, 0 to 5 percent slopes	5.6	2.9%
25	Hurricane sand, 0 to 2 percent slopes	25.2	13.0%
29	Rutlege sand, 0 to 2 percent slopes	35.4	18.3%
30	Pottsburg-Pottsburg, wet, sand, 0 to 2 percent slopes	35.4	18.3%
<b>Totals for Area of Interest</b>		<b>193.7</b>	<b>100.0%</b>

# **APPENDIX B**

## **Subsurface Data**



**LEGEND**

-  Pavement Hand Auger Boring Location (HA)
-  Pavement Hand Auger with Dynamic Cone Penetrometer Test (HA/DCP)

Base map provided by *Google Earth*



Scale: Not To Scale
Date Drawn: March 30, 2021
Drawn By: K. Selle
Checked By: A. Kniazeff



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**BORING LOCATION PLAN (1 of 2)**  
**Steelfield Road**  
Panama City Beach, Bay County, Florida  
NOVA Project Number 10111-2021047



<b>Scale:</b> Not To Scale
<b>Date Drawn:</b> March 30, 2021
<b>Drawn By:</b> K. Selle
<b>Checked By:</b> A. Kniazeff



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**BORING LOCATION PLAN (2 of 2)**  
**Steelfield Road**  
 Panama City Beach, Bay County, Florida  
 NOVA Project Number 10111-2021047

BAY COUNTY PUBLIC WORKS  
ENGINEERING DIVISION

DATE OF SURVEY: MARCH 2021

SURVEY MADE BY: ANDRE KNIAZEFF, P.E.

SUBMITTED BY: NOVA ENGINEERING AND ENVIRONMENTAL, LLC

ROAD NO.: STEELFIELD ROAD

COUNTY: BAY

CROSS SECTION SOIL SURVEY FOR THE DESIGN OF ROADS

SURVEY BEGINS STA.: N/A SURVEY ENDS STA.: N/A

STRATUM NO.	ORGANIC CONTENT		MOISTURE CONTENT		SIEVE ANALYSIS RESULTS % PASS					ATTERBERG LIMITS (%)			MATERIAL DESCRIPTION	LBR TESTS			
	NO. OF TESTS	% ORGANIC	NO. OF TESTS	MOISTURE CONTENT	NO. OF TESTS	10 MESH	40 MESH	60 MESH	100 MESH	200 MESH	NO. OF TESTS	LIQUID LIMIT		PLASTIC INDEX	AASHTO GROUP	NO. OF TESTS	LBR VALUE
1	3	0.8 - 1.8	6	6 - 14	6	--	--	--	--	6.7 - 9.8	--	--	--	A-3	DARK GREY TO GREY TO GREY/BROWN TO LIGHT BROWN/LIGHT ORANGE TO LIGHT BROWN TO LIGHT GREY FINE-GRAINED TO SLIGHTLY SILTY FINE-GRAINED TO SLIGHTLY CLAYEY FINE-GRAINED SANDS.	--	--
2	5	1.5 - 3.2	6	9 - 17	6	--	--	--	--	10.5 - 24.8	--	--	--	A-2-4	DARK GREY TO GREY/BROWN TO ORANGE/LIGHT BROWN TO GREY/LIGHT GREY SILTY FINE-GRAINED AND CLAYEY FINE-GRAINED SANDS.	--	--
3	--	--	4	10 - 19	4	--	--	--	--	15.5 - 17.5	--	--	--	A-2-6	ORANGE/BROWN TO LIGHT GREY CLAYEY FINE-GRAINED SANDS.	--	--
4	--	--	1	11	1	--	--	--	--	30.4	--	--	--	A-2-7	RED/BROWN CLAYEY FINE-GRAINED SANDS.	--	--
5	--	--	1	26	1	--	--	--	--	51.4	--	--	--	A-7	GREY/LIGHT GREY SANDY CLAY.	--	--
6	--	--	--	--	--	--	--	--	--	--	--	--	--	A-1-b	TAN/LIGHT BROWN CRUSHED LIMEROCK BASE.	--	--
7	1	14.9	1	77	--	--	--	--	--	--	--	--	--	A-8	DARK GREY ORGANIC LADEN SILTY SANDS.	--	--

EMBANKMENT AND SUBGRADE MATERIAL STRATA BOUNDARIES ARE APPROXIMATE MAKE FINAL CHECK AFTER GRADING

▼ = WATER TABLE ENCOUNTERED

▽ = SEASONAL HIGH WATER TABLE

ROADWAY PROFILE LEGEND

NOTES:

- SOIL BOUNDARIES ARE APPROXIMATE AND REPRESENT SOIL STRATA AT EACH BORING LOCATION ONLY.
- SOIL DATA INCLUDES ANALYSIS FROM ROADWAY AREA ONLY.
- THE SYMBOL "--" REPRESENTS AN UNMEASURED PARAMETER.
- REMOVAL OF MATERIAL ENCOUNTERED SHALL BE IN ACCORDANCE WITH FDOT STANDARD INDEX 500 UNLESS OTHERWISE NOTED.
- REUSE OF ANY MATERIALS EXCAVATED SHALL BE IN ACCORDANCE WITH FDOT STANDARD INDEX 505.
- STRATA 1, 2, AND 6 ARE "SELECT" SOILS; HOWEVER, DUE TO THE RELATIVELY HIGH FINES OF STRATUM 2 THE SOILS WILL RETAIN MOISTURE AND MAY BE DIFFICULT TO DRY AND COMPACT.
- STRATA 3, 4, AND 5 ARE PLASTIC SOILS. THESE SOILS MAY BE PLACED ABOVE THE EXISTING WATER TABLE AND BENEATH 4 FEET BELOW THE PROPOSED BASE.
- STRATA 7 ARE "ORGANIC" SOILS. STRATUM 7 SHALL NOT BE USED IN THE SUBGRADE OR EMBANKMENT PORTION OF THE ROADBED. THESE MATERIALS NEEDS TO BE UNDERCUT AS PER INDEX 500.

 STRATUM NO. 1 AASHTO GROUP A-3	 STRATUM NO. 4 AASHTO GROUP A-2-7	 STRATUM NO. 7 AASHTO GROUP A-8
 STRATUM NO. 2 AASHTO GROUP A-2-4	 STRATUM NO. 5 AASHTO GROUP A-7	 ASPHALTIC GRAVEL
 STRATUM NO. 3 AASHTO GROUP A-2-6	 STRATUM NO. 6 AASHTO GROUP A-1-b	 AVERAGE DCP BLOWCOUNT AT DEPTH
		BT BORING TERMINATED

REVISIONS				EOR ANDRE KNIAZEFF, P.E. P.E. LICENSE NUMBER 81315 NOVA ENGINEERING AND ENVIRONMENTAL, LLC 17612 ASHLEY DRIVE PANAMA CITY BEACH, FL 32413	BAY COUNTY PUBLIC WORKS ENGINEERING DIVISION			ROADWAY SOIL SURVEY
DATE	DESCRIPTION	DATE	DESCRIPTION		ROAD NO.	COUNTY	STATE	
					STEELFIELD ROAD	BAY	FLORIDA	



NOVA Engineering and Environmental LLC  
 17612 Ashley Drive  
 Bay County, FL  
 Telephone: (850) 249-6682

# SUBSURFACE DIAGRAM

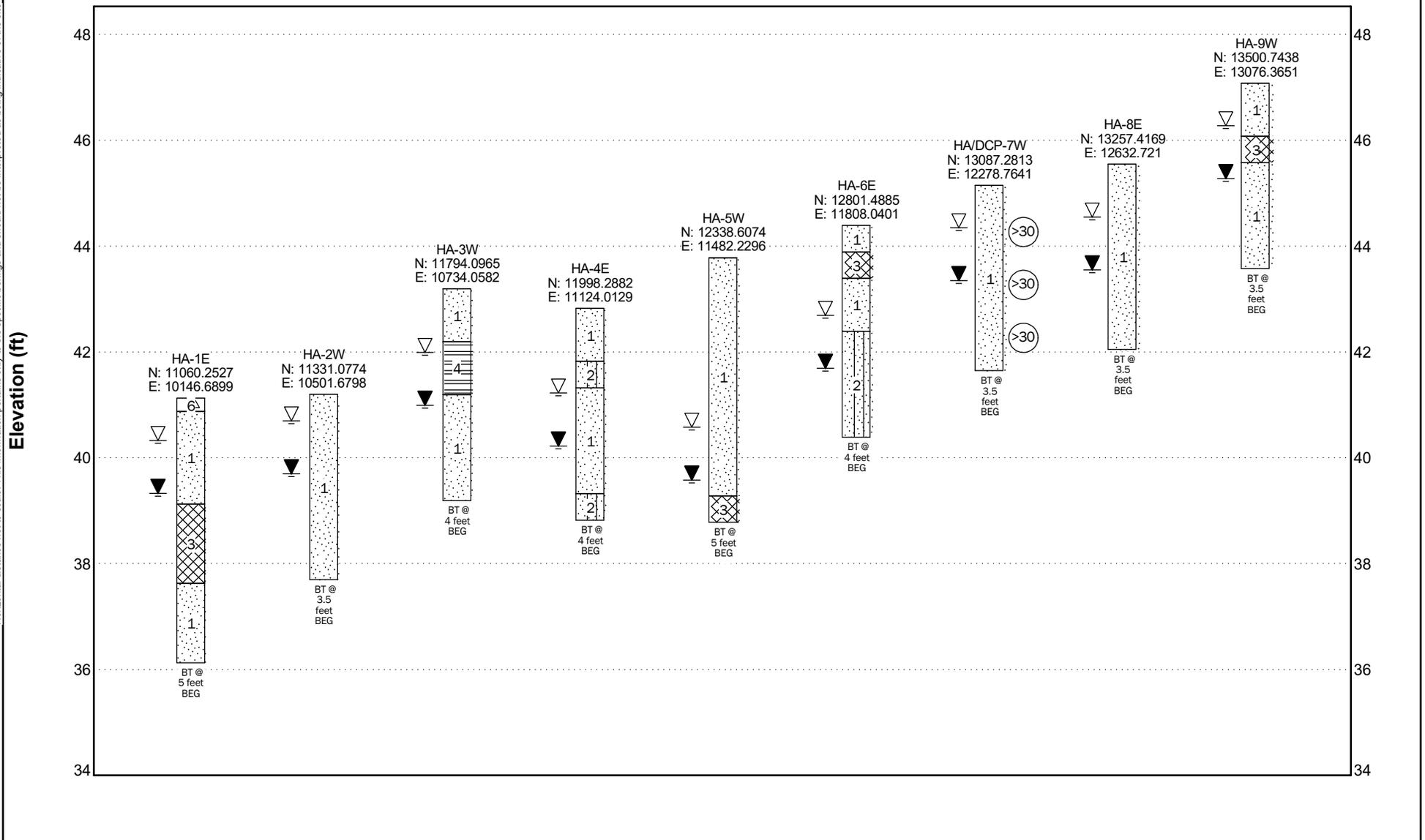
CLIENT Bay County Public Works

PROJECT NAME Steelfield Road

PROJECT NUMBER 10111-2021047

PROJECT LOCATION Panama City Beach, Bay County, Florida

Horizontal distance not to scale. This information pertains only to the specific borings and should not be interpreted as being indicative of the site





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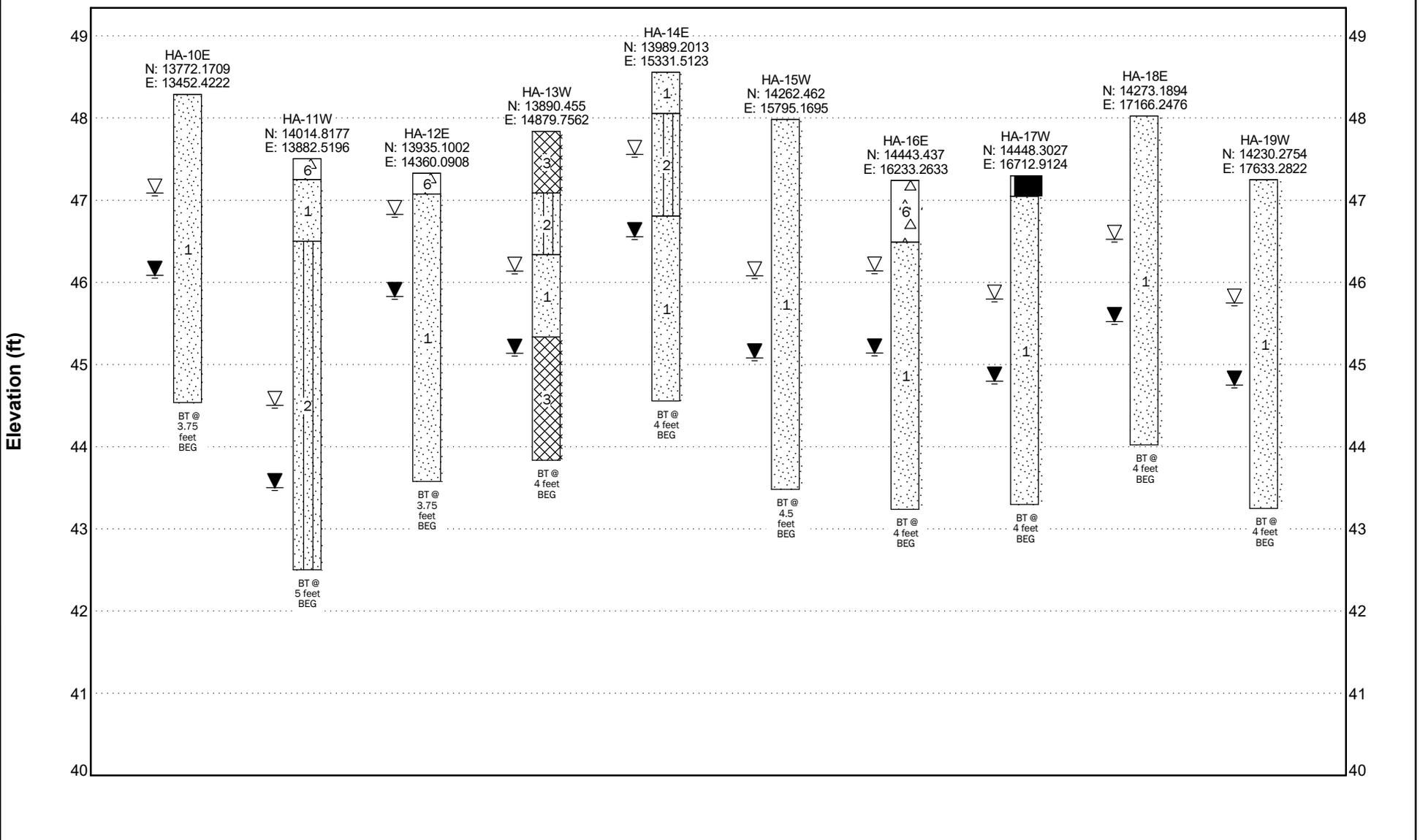
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PROJECT NAME Steelfield Road

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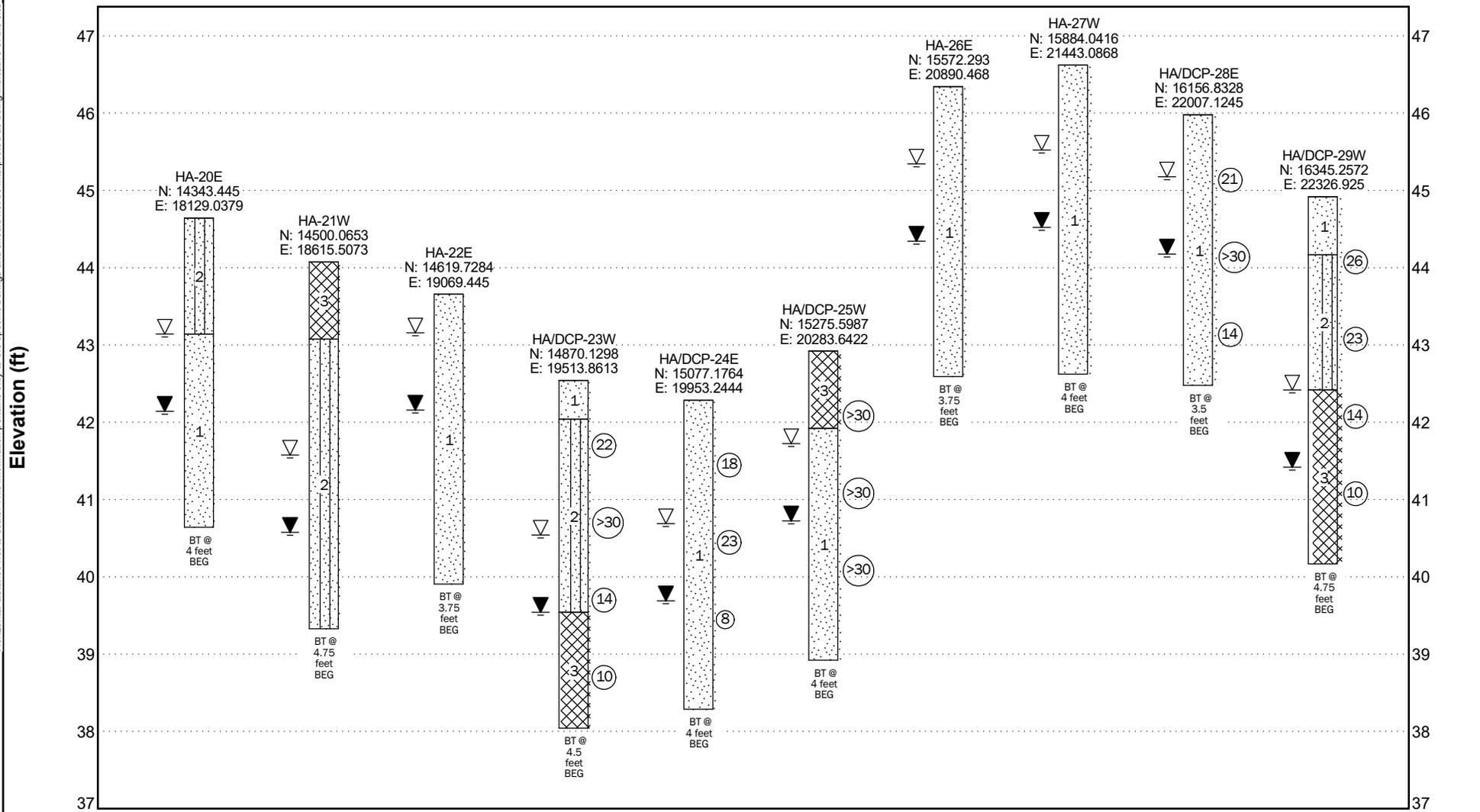
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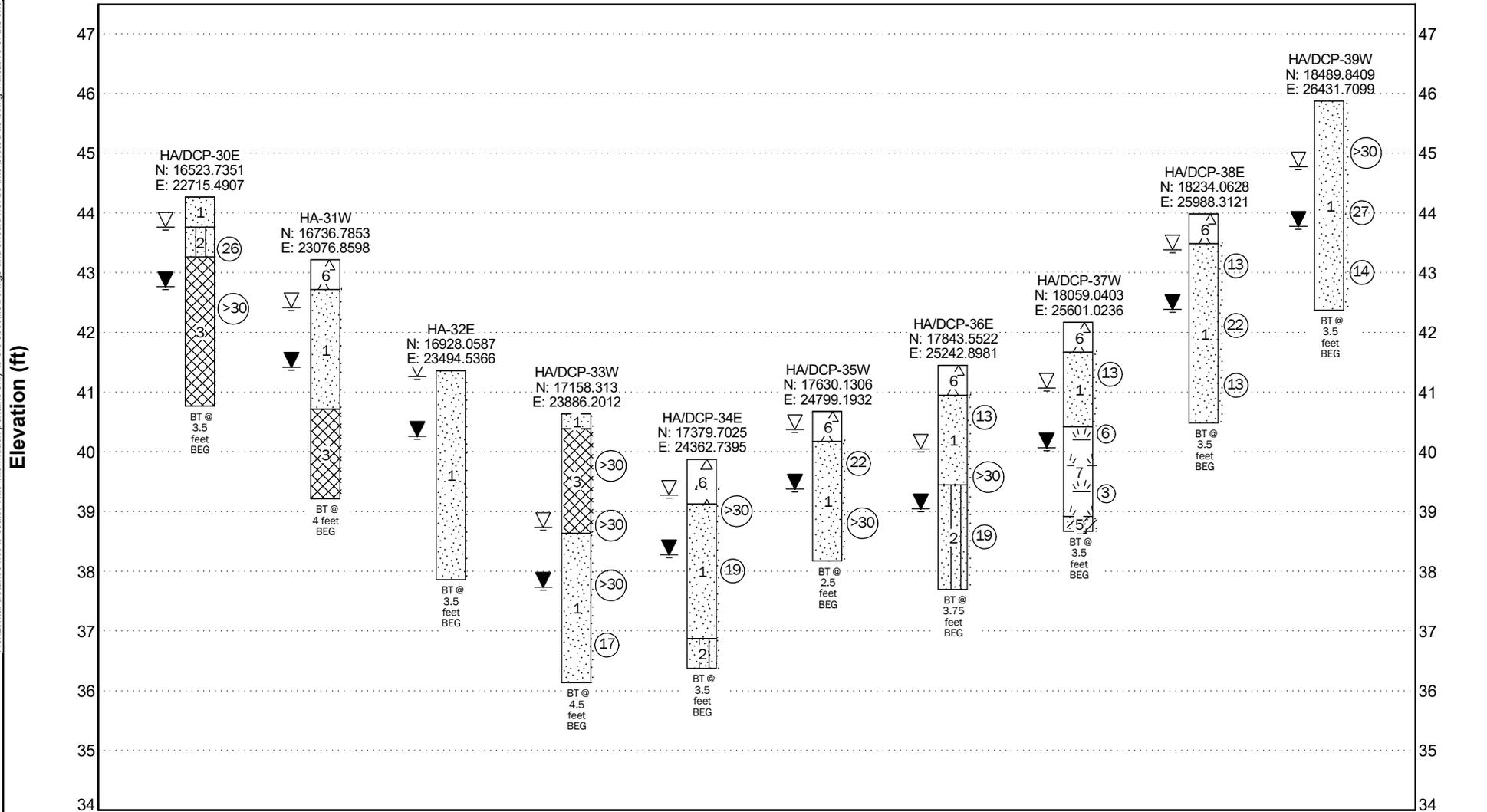
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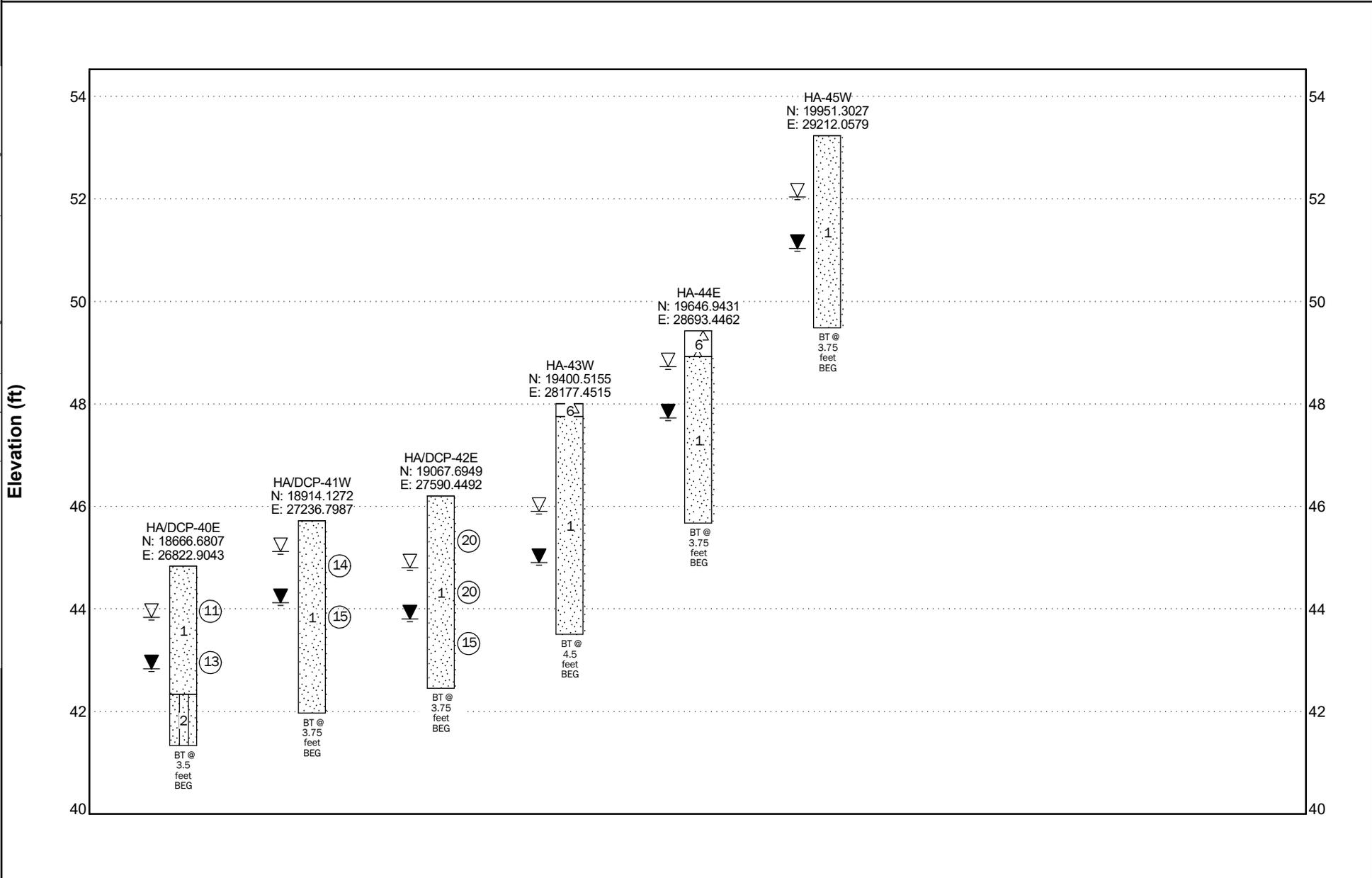
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PROJECT NAME Steelfield Road

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Horizontal distance not to scale. This information pertains only to the specific borings and should not be interpreted as being indicative of the site



# Dynamic Cone Penetrometer Field Testing Results

Steelfield Road  
Panama City Beach, Bay County, Florida  
NOVA Project Number 10111-2021047

Boring Number	Depth (ft)	DCP Values			Average DCP Value
HA/DCP-7W	0.5	26	>30	/	>30
	1.5	>30	/	/	>30
	2.5	15	26	>30	>30

Boring Number	Depth (ft)	DCP Values			Average DCP Value
HA/DCP-23W	0.5	18	23	26	22
	1.5	20	27	>30	>30
	2.5	19	14	10	14
	3.5	10	10	11	10

Boring Number	Depth (ft)	DCP Values			Average DCP Value
HA/DCP-24E	0.5	17	19	17	18
	1.5	21	23	25	23
	2.5	9	8	8	8

Boring Number	Depth (ft)	DCP Values			Average DCP Value
HA/DCP-25W	0.5	23	>30	/	>30
	1.5	>30	/	/	>30
	2.5	>30	/	/	>30

Boring Number	Depth (ft)	DCP Values			Average DCP Value
HA/DCP-28E	0.5	20	20	22	21
	1.5	14	26	>30	>30
	2.5	13	13	17	14



## Dynamic Cone Penetrometer Field Testing Results

Steelfield Road  
Panama City Beach, Bay County, Florida  
NOVA Project Number 10111-2021047

Boring Number	Depth (ft)	DCP Values			Average DCP Value
HA/DCP-29W	0.5	25	29	25	26
	1.5	19	25	24	23
	2.5	14	14	14	14
	3.5	9	10	11	10

Boring Number	Depth (ft)	DCP Values			Average DCP Value
HA/DCP-30E	0.5	29	21	28	26
	1.5	19	>30	/	>30

Boring Number	Depth (ft)	DCP Values			Average DCP Value
HA/DCP-33W	0.5	20	24	>30	>30
	1.5	29	>30	/	>30
	2.5	>30	/	/	>30
	3.5	14	15	21	17

Boring Number	Depth (ft)	DCP Values			Average DCP Value
HA/DCP-34E	0.5	29	27	>30	>30
	1.5	12	16	28	19

Boring Number	Depth (ft)	DCP Values			Average DCP Value
HA/DCP-35W	0.5	18	21	28	22
	1.5	19	>30	/	>30



# Dynamic Cone Penetrometer Field Testing Results

Steelfield Road  
Panama City Beach, Bay County, Florida  
NOVA Project Number 10111-2021047

Boring Number	Depth (ft)	DCP Values			Average DCP Value
HA/DCP-36E	0.5	8	16	15	13
	1.5	>30	/	/	>30
	2.5	25	18	14	19

Boring Number	Depth (ft)	DCP Values			Average DCP Value
HA/DCP-37W	0.5	12	13	15	13
	1.5	10	4	3	6
	2.5	4	3	3	3

Boring Number	Depth (ft)	DCP Values			Average DCP Value
HA/DCP-38E	0.5	12	13	13	13
	1.5	16	23	26	22
	2.5	10	14	14	13

Boring Number	Depth (ft)	DCP Values			Average DCP Value
HA/DCP-39W	0.5	15	20	>30	>30
	1.5	27	25	29	27
	2.5	10	12	21	14

Boring Number	Depth (ft)	DCP Values			Average DCP Value
HA/DCP-40E	0.5	9	12	13	11
	1.5	10	13	15	13



## Dynamic Cone Penetrometer Field Testing Results

Steelfield Road  
Panama City Beach, Bay County, Florida  
NOVA Project Number 10111-2021047

Boring Number	Depth (ft)	DCP Values			Average DCP Value
HA/DCP-41W	0.5	12	12	17	14
	1.5	14	15	17	15

Boring Number	Depth (ft)	DCP Values			Average DCP Value
HA/DCP-42E	0.5	17	19	23	20
	1.5	22	19	19	20
	3.5	15	17	14	15



## Groundwater Table Data

Steelfield Road  
Panama City Beach, Bay County, Florida  
NOVA Project Number 10111-2021047

Boring Designation	Depth of Boring (Feet)	Northing	Easting	Ground Surface Elevation (Feet)	Encountered Groundwater Table		Estimated Seasonal High Groundwater Table	
					Depth (Feet)	Elevation (Feet)	Depth (Feet)	Elevation (Feet)
HA-1E	5	11060.2527	10146.6899	41.1263	1.8	39.3	0.8	40.3
HA-2W	3.5	11331.0774	10501.6798	41.1974	1.5	39.7	0.5	40.7
HA-3W	4	11794.0965	10734.0582	43.1918	2.2	41.0	1.2	42.0
HA-4E	4	11998.2882	11124.0129	42.8225	2.6	40.2	1.6	41.2
HA-5W	5	12338.6074	11482.2296	43.7793	4.2	39.6	3.2	40.6
HA-6E	4	12801.4885	11808.0401	44.389	2.7	41.7	1.7	42.7
HA/DCP-7W	3.5	13087.2813	12278.7641	45.1461	1.8	43.3	0.8	44.3
HA-8E	3.5	13257.4169	12632.721	45.5479	2.0	43.5	1.0	44.5
HA-9W	3.5	13500.7438	13076.3651	47.0763	1.8	45.3	0.8	46.3
HA-10E	3.75	13772.1709	13452.4222	48.2859	2.2	46.1	1.2	47.1
HA-11W	5	14014.8177	13882.5196	47.5018	4.0	43.5	3.0	44.5
HA-12E	3.75	13935.1002	14360.0908	47.3268	1.5	45.8	0.5	46.8
HA-13W	4	13890.455	14879.7562	47.8363	2.7	45.1	1.7	46.1
HA-14E	4	13989.2013	15331.5123	48.556	2.0	46.6	1.0	47.6
HA-15W	4.5	14262.462	15795.1695	47.9805	2.9	45.1	1.9	46.1
HA-16E	4	14443.437	16233.2633	47.239	2.1	45.1	1.1	46.1
HA-17W	4	14448.3027	16712.9124	47.2967	2.5	44.8	1.5	45.8
HA-18E	4	14273.1894	17166.2476	48.0228	2.5	45.5	1.5	46.5
HA-19W	4	14230.2754	17633.2822	47.249	2.5	44.7	1.5	45.7
HA-20E	4	14343.445	18129.0379	44.6409	2.5	42.1	1.5	43.1
HA-21W	4.75	14500.0653	18615.5073	44.0766	3.5	40.6	2.5	41.6
HA-22E	3.75	14619.7284	19069.445	43.6557	1.5	42.2	0.5	43.2
HA/DCP-23W	4.5	14870.1298	19513.8613	42.5404	3.0	39.5	2.0	40.5



## Groundwater Table Data

Steelfield Road  
Panama City Beach, Bay County, Florida  
NOVA Project Number 10111-2021047

Boring Designation	Depth of Boring (Feet)	Northing	Easting	Ground Surface Elevation (Feet)	Encountered Groundwater Table		Estimated Seasonal High Groundwater Table	
					Depth (Feet)	Elevation (Feet)	Depth (Feet)	Elevation (Feet)
HA/DCP-24E	4	15077.1764	19953.2444	42.2877	2.6	39.7	1.6	40.7
HA/DCP-25W	4	15275.5987	20283.6422	42.9218	2.2	40.7	1.2	41.7
HA-26E	3.75	15572.293	20890.468	46.3412	2.0	44.3	1.0	45.3
HA-27W	4	15884.0416	21443.0868	46.6225	2.1	44.5	1.1	45.5
HA/DCP-28E	3.5	16156.8328	22007.1245	45.9766	1.8	44.2	0.8	45.2
HA/DCP-29W	4.75	16345.2572	22326.925	44.9173	3.5	41.4	2.5	42.4
HA/DCP-30E	3.5	16523.7351	22715.4907	44.2638	1.5	42.8	0.5	43.8
HA-31W	4	16736.7853	23076.8598	43.2143	1.8	41.4	0.8	42.4
HA-32E	3.5	16928.0587	23494.5366	41.3596	1.1	40.3	0.1	41.3
HA/DCP-33W	4.5	17158.313	23886.2012	40.6343	2.9	37.7	1.9	38.7
HA/DCP-34E	3.5	17379.7025	24362.7395	39.8749	1.6	38.3	0.6	39.3
HA/DCP-35W	2.5	17630.1306	24799.1932	40.6742	1.3	39.7	0.3	40.7
HA/DCP-36E	3.75	17843.5522	25242.8981	41.4466	2.4	39.0	1.4	40.0
HA/DCP-37W	3.5	18059.0403	25601.0236	42.1682	2.1	40.1	1.1	41.1
HA/DCP-38E	3.5	18234.0628	25988.3121	43.9841	1.6	42.4	0.6	43.4
HA/DCP-39W	3.5	18489.8409	26431.7099	45.8728	2.1	43.8	1.1	44.8
HA/DCP-40E	3.5	18666.6807	26822.9043	44.8324	2.0	42.8	1.0	43.8
HA/DCP-41W	3.75	18914.1272	27236.7987	45.7199	1.6	44.1	0.6	45.1
HA/DCP-42E	3.75	19067.6949	27590.4492	46.203	2.4	43.8	1.4	44.8
HA-43W	4.5	19400.5155	28177.4515	48.0032	3.1	44.9	2.1	45.9
HA-44E	3.75	19646.9431	28693.4462	49.4256	1.7	47.7	0.7	48.7
HA-45W	3.75	19951.3027	29212.0579	53.2347	2.2	51.0	1.2	52.0



# APPENDIX C

## Laboratory Data

# SUMMARY OF CLASSIFICATION & INDEX TESTING

Steelfield Road  
Panama City Beach, Bay County, Florida  
NOVA Project Number 10111-2021047

Boring Number	Sample Depth (ft)	Natural Moisture (%)	Percent (%) Passing Sieve #200	Organic Content (%)	AASHTO Soil Classification
HA-1E	2.0 - 3.5	12	16.6	—	A-2-6
HA-3W	1.0 - 2.0	11	30.4	—	A-2-7
HA-6E	2.0 - 3.5	15	24.8	2.1	A-2-4
HA-8E	1.0 - 2.0	10	9.5	—	A-3
HA-11W	1.0 - 5.0	12	10.5	1.5	A-2-4
HA-13W	2.5 - 4.0	19	17.5	—	A-2-6
HA-20E	0.0 - 1.5	9	15.4	—	A-2-4
HA-21W	2.5 - 3.75	14	21.6	2.6	A-2-4
HA-29W	0.75 - 2.5	13	18.7	3.2	A-2-4
HA-30E	1.0 - 3.0	18	17.3	—	A-2-6
HA-33W	0.25 - 2.0	10	15.5	—	A-2-6
HA-36E	0.5 - 1.25	12	9.6	1.8	A-3
HA-36E	2.0 - 3.75	17	14.8	2.5	A-2-4
HA-37W	1.75 - 3.25	77	—	14.9	A-8
HA-37W	3.25 - 3.5	26	51.4	—	A-7
HA-41W	0.5 - 2.25	13	6.7	0.9	A-3
HA-42E	0.75 - 3.0	14	9.7	—	A-3
HA-43W	0.75 - 3.75	11	9.8	0.8	A-3
HA-45W	0.0 - 1.0	6	7.2	—	A-3



# APPENDIX D

## Support Documents

## QUALIFICATIONS OF RECOMMENDATIONS

The findings, conclusions and recommendations presented in this report represent our professional opinions concerning subsurface conditions at the site. The opinions presented are relative to the dates of our site work and should not be relied on to represent conditions at later dates or at locations not explored. The opinions included herein are based on information provided to us, the data obtained at specific locations during the study, and our previous experience. If additional information becomes available which might impact our geotechnical opinions, it will be necessary for NOVA to review the information, re-assess the potential concerns, and re-evaluate our conclusions and recommendations.

Regardless of the thoroughness of a geotechnical exploration, there is the possibility that conditions between borings may differ from those encountered at specific boring locations, that conditions are not as anticipated by the designers and/or the contractors, or that either natural events or the construction process has altered the subsurface conditions. These variations are an inherent risk associated with subsurface conditions in this region and the approximate methods used to obtain the data. These variations may not be apparent until construction.

The professional opinions presented in this report are not final. Field observations and foundation installation monitoring by the geotechnical engineer, as well as soil density testing and other quality assurance functions associated with site earthwork and foundation construction, are an extension of this report. Therefore, NOVA should be retained by the owner to observe all earthwork and foundation construction to confirm that the conditions anticipated in this study actually exist, and to finalize or amend our conclusions and recommendations. NOVA is not responsible or liable for the conclusions and recommendations presented in this report if NOVA does not perform these observation and testing services.

This report is intended for the sole use of **Bay County Public Works - Engineering Division** only. The scope of work performed during this study was developed for purposes specifically intended by **Bay County Public Works - Engineering Division**, only and may not satisfy other users' requirements. Use of this report or the findings, conclusions or recommendations by others will be at the sole risk of the user. NOVA is not responsible or liable for the interpretation by others of the data in this report, nor their conclusions, recommendations, or opinions.

Our professional services have been performed, our findings obtained, our conclusions derived and our recommendations prepared in accordance with generally accepted geotechnical engineering principles and practices in the State of Florida. This warranty is in lieu of all other statements or warranties, either expressed or implied.

# Important Information about This

# Geotechnical-Engineering Report

Subsurface problems are a principal cause of construction delays, cost overruns, claims, and disputes.

While you cannot eliminate all such risks, you can manage them. The following information is provided to help.

## Geotechnical Services Are Performed for Specific Purposes, Persons, and Projects

Geotechnical engineers structure their services to meet the specific needs of their clients. A geotechnical-engineering study conducted for a civil engineer may not fulfill the needs of a constructor — a construction contractor — or even another civil engineer. Because each geotechnical-engineering study is unique, each geotechnical-engineering report is unique, prepared *solely* for the client. No one except you should rely on this geotechnical-engineering report without first conferring with the geotechnical engineer who prepared it. *And no one — not even you — should apply this report for any purpose or project except the one originally contemplated.*

## Read the Full Report

Serious problems have occurred because those relying on a geotechnical-engineering report did not read it all. Do not rely on an executive summary. Do not read selected elements only.

## Geotechnical Engineers Base Each Report on a Unique Set of Project-Specific Factors

Geotechnical engineers consider many unique, project-specific factors when establishing the scope of a study. Typical factors include: the client's goals, objectives, and risk-management preferences; the general nature of the structure involved, its size, and configuration; the location of the structure on the site; and other planned or existing site improvements, such as access roads, parking lots, and underground utilities. Unless the geotechnical engineer who conducted the study specifically indicates otherwise, do not rely on a geotechnical-engineering report that was:

- not prepared for you;
- not prepared for your project;
- not prepared for the specific site explored; or
- completed before important project changes were made.

Typical changes that can erode the reliability of an existing geotechnical-engineering report include those that affect:

- the function of the proposed structure, as when it's changed from a parking garage to an office building, or from a light-industrial plant to a refrigerated warehouse;
- the elevation, configuration, location, orientation, or weight of the proposed structure;
- the composition of the design team; or
- project ownership.

As a general rule, *always* inform your geotechnical engineer of project changes—even minor ones—and request an

assessment of their impact. *Geotechnical engineers cannot accept responsibility or liability for problems that occur because their reports do not consider developments of which they were not informed.*

## Subsurface Conditions Can Change

A geotechnical-engineering report is based on conditions that existed at the time the geotechnical engineer performed the study. *Do not rely on a geotechnical-engineering report whose adequacy may have been affected by:* the passage of time; man-made events, such as construction on or adjacent to the site; or natural events, such as floods, droughts, earthquakes, or groundwater fluctuations. *Contact the geotechnical engineer before applying this report to determine if it is still reliable.* A minor amount of additional testing or analysis could prevent major problems.

## Most Geotechnical Findings Are Professional Opinions

Site exploration identifies subsurface conditions only at those points where subsurface tests are conducted or samples are taken. Geotechnical engineers review field and laboratory data and then apply their professional judgment to render an opinion about subsurface conditions throughout the site. Actual subsurface conditions may differ — sometimes significantly — from those indicated in your report. Retaining the geotechnical engineer who developed your report to provide geotechnical-construction observation is the most effective method of managing the risks associated with unanticipated conditions.

## A Report's Recommendations Are Not Final

Do not overrely on the confirmation-dependent recommendations included in your report. *Confirmation-dependent recommendations are not final*, because geotechnical engineers develop them principally from judgment and opinion. Geotechnical engineers can finalize their recommendations *only* by observing actual subsurface conditions revealed during construction. *The geotechnical engineer who developed your report cannot assume responsibility or liability for the report's confirmation-dependent recommendations if that engineer does not perform the geotechnical-construction observation required to confirm the recommendations' applicability.*

## A Geotechnical-Engineering Report Is Subject to Misinterpretation

Other design-team members' misinterpretation of geotechnical-engineering reports has resulted in costly

problems. Confront that risk by having your geotechnical engineer confer with appropriate members of the design team after submitting the report. Also retain your geotechnical engineer to review pertinent elements of the design team's plans and specifications. Constructors can also misinterpret a geotechnical-engineering report. Confront that risk by having your geotechnical engineer participate in prebid and preconstruction conferences, and by providing geotechnical construction observation.

### **Do Not Redraw the Engineer's Logs**

Geotechnical engineers prepare final boring and testing logs based upon their interpretation of field logs and laboratory data. To prevent errors or omissions, the logs included in a geotechnical-engineering report should *never* be redrawn for inclusion in architectural or other design drawings. Only photographic or electronic reproduction is acceptable, *but recognize that separating logs from the report can elevate risk.*

### **Give Constructors a Complete Report and Guidance**

Some owners and design professionals mistakenly believe they can make constructors liable for unanticipated subsurface conditions by limiting what they provide for bid preparation. To help prevent costly problems, give constructors the complete geotechnical-engineering report, *but* preface it with a clearly written letter of transmittal. In that letter, advise constructors that the report was not prepared for purposes of bid development and that the report's accuracy is limited; encourage them to confer with the geotechnical engineer who prepared the report (a modest fee may be required) and/or to conduct additional study to obtain the specific types of information they need or prefer. A prebid conference can also be valuable. *Be sure constructors have sufficient time* to perform additional study. Only then might you be in a position to give constructors the best information available to you, while requiring them to at least share some of the financial responsibilities stemming from unanticipated conditions.

### **Read Responsibility Provisions Closely**

Some clients, design professionals, and constructors fail to recognize that geotechnical engineering is far less exact than other engineering disciplines. This lack of understanding has created unrealistic expectations that have led to disappointments, claims, and disputes. To help reduce the risk of such outcomes, geotechnical engineers commonly include a variety of explanatory provisions in their reports. Sometimes labeled "limitations," many of these provisions indicate where geotechnical engineers' responsibilities begin and end, to help

others recognize their own responsibilities and risks. *Read these provisions closely.* Ask questions. Your geotechnical engineer should respond fully and frankly.

### **Environmental Concerns Are Not Covered**

The equipment, techniques, and personnel used to perform an *environmental* study differ significantly from those used to perform a *geotechnical* study. For that reason, a geotechnical-engineering report does not usually relate any environmental findings, conclusions, or recommendations; e.g., about the likelihood of encountering underground storage tanks or regulated contaminants. *Unanticipated environmental problems have led to numerous project failures.* If you have not yet obtained your own environmental information, ask your geotechnical consultant for risk-management guidance. *Do not rely on an environmental report prepared for someone else.*

### **Obtain Professional Assistance To Deal with Mold**

Diverse strategies can be applied during building design, construction, operation, and maintenance to prevent significant amounts of mold from growing on indoor surfaces. To be effective, all such strategies should be devised for the *express purpose* of mold prevention, integrated into a comprehensive plan, and executed with diligent oversight by a professional mold-prevention consultant. Because just a small amount of water or moisture can lead to the development of severe mold infestations, many mold-prevention strategies focus on keeping building surfaces dry. While groundwater, water infiltration, and similar issues may have been addressed as part of the geotechnical-engineering study whose findings are conveyed in this report, the geotechnical engineer in charge of this project is not a mold prevention consultant; *none of the services performed in connection with the geotechnical engineer's study were designed or conducted for the purpose of mold prevention. Proper implementation of the recommendations conveyed in this report will not of itself be sufficient to prevent mold from growing in or on the structure involved.*

### **Rely, on Your GBC-Member Geotechnical Engineer for Additional Assistance**

Membership in the Geotechnical Business Council of the Geoprofessional Business Association exposes geotechnical engineers to a wide array of risk-confrontation techniques that can be of genuine benefit for everyone involved with a construction project. Confer with your GBC-Member geotechnical engineer for more information.



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