



# HISTORIC TOWN OF EATONVILLE, FLORIDA

## REGULAR COUNCIL WORKSHOP AGENDA

Tuesday, December 02, 2025, at 6:30 PM

Town Hall - 307 E Kennedy Blvd

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Please note that the HTML versions of the agenda and agenda packet may not reflect changes or amendments made to the agenda.

### I. CALL TO ORDER

### II. CITIZEN PARTICIPATION (Three minutes strictly enforced)

### III. PRESENTATIONS

1. Presentation of Grants that have been awarded Town of Eatonville. **(Administration)**
2. Presentation of the Planning Department's Roles and Responsibilities **(Administration)**

### IV. COUNCIL DISCUSSION

3. Discussion of the RFQ #25-09-003 Engineering Selection For Water And Sewer Underground Infrastructure **(Public Works)**
4. Discussion of The Solid Waste Annual Increase For The Town of Eatonville **(Administration/Public Works)**

### V. COMMENTS

5. Staff Comments

### VI. ADJOURNMENT

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#### **\*\*PUBLIC NOTICE\*\***

*This is a Public Meeting, and the public is invited to attend. This Agenda is subject to change. Please be advised that one (1) or more Members of any of the Town's Advisory Boards/Committees may attend this Meeting and may participate in discussions. Any person who desires to appeal any decision made at this meeting will need a verbatim record of the proceedings and for this purpose may need to ensure that a verbatim record of the proceedings is made which includes the testimony and evidence upon which the appeal is to be based – per Section 286.0105 Florida Statutes. Persons with disabilities needing assistance to participate in any of these proceedings should contact the Town of Eatonville at (407) 623-8910 "at least 48 hours prior to the meeting, a written request by a physically handicapped person to attend the meeting, directed to the chairperson or director of such board, commission, agency, or authority" - per Section 286.26*



**HISTORIC TOWN OF EATONVILLE  
EATONVILLE, FLORIDA  
TOWN COUNCIL WORKSHOP  
DECEMBER 2, 2025, AT 6:30 PM  
Cover Sheet**

**\*\*NOTE\*\*** Please do not change the formatting of this document (font style, size, paragraph spacing etc.)

**ITEM TITLE:** Presentation of Grants that have been awarded Town of Eatonville.(Administration)

**TOWN COUNCIL ACTION:**

<b>PROCLAMATIONS, AWARDS, AND PRESENTATIONS</b>	YES	<b>Department:</b> ADMINISTRATION
<b>INTRODUCTIONS</b>		<b>Exhibits:</b> <ul style="list-style-type: none"><li>N/A</li></ul>
<b>CONSENT AGENDA</b>		
<b>COUNCIL DISCUSSION</b>		
<b>ADMINISTRATIVE</b>		

**REQUEST:** Staff request that the town council hear Presentation of Grants that have been awarded Town of Eatonville.

**SUMMARY:**

Dr. Cheryl Johnson is the Grant Manager for the Town of Eatonville and came into this role in November 2023. Once grants have been awarded, the grants manager’s role is to provide administration, monitoring and award conditions to include all required deliverables.

The Grant Manager has been asked to present before the Town Council a general overview of grants that have been awarded to the Town of Eatonville, to include a status of the grants progress.

**RECOMMENDATION:** Staff recommend that the town council hear Presentation of Grants that have been awarded Town of Eatonville.

**FISCAL & EFFICIENCY DATA:** N/A



THE TOWN OF  
**EATONVILLE**  
THE TOWN THAT FREEDOM BUILT EST. 1887

# *Grant* Portfolio

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Dr. Cheryl Johnson, Grant Manager

An overview of the current awarded grants and their statuses.

## Who I Am

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I am a 43-year-plus educator who has served in various capacities, including Instructional, administrative, district leadership, and federal grant program management.

*I joined the Town of Eatonville staff in November 2023. I was hired to manage the existing grants that were written and bring them into compliance as well as provide monthly and quarterly status reports to the grantors as required.*



# What I Do

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The following grants and projects are under my portfolio. Although I was originally hired to monitor Town of Eatonville and TOECRA grant there were changes in CRA personnel in (hiring of Ms. Shan Rose) I was asked to hand back the monitoring of grants awarded specifically to CRA.

Each grant requires Monthly, Quarterly, and /or Annual reporting, and compliance checks.

US DOJ/  
Community  
Policing  
Grant

Florida  
Commerce  
Community  
Development  
Block Grant

HUD Disaster  
Recovery/  
Community  
Planning &  
Development  
**Acquisition**

The Circuit/  
Club Eaton  
Rehab/  
Renovation

HUD Disaster  
Recovery/  
Community  
Planning &  
Development  
**Construction**

# Project

## US DOJ Community Policing

### Grantor

United State Department of Justice

### Goal

Create a positive culture and improve community and police relations especially with the most vulnerable population (Seniors & Youth)

- **\*\*Award Conditions Met:\*\*** All 59 award conditions for the \$1MM grant from the US DOJ have been satisfied, including the completion of a 20-hour Grant Management Course.
  - **\*\*Budget Narrative:\*\*** A comprehensive budget narrative was prepared, detailing how each line item of the grant funds would be spent.
  - **\*\*Compliance Timeline:\*\*** All conditions were met by July 2024. The grant is scheduled to mature on January 31, 2026. A second extension request has been submitted.
  - **\*\*Activity Crosswalk:\*\*** At the start of the monitoring period, a crosswalk was created in collaboration with Chief Murray to suggest activities, programs, and initiatives that meet the award conditions, such as Senior Ring Camera Distribution, Meet the Chief events, and Pizza with the Police in collaboration with Hungerford Elementary.
  - **\*\*Community Policing Center:\*\*** A significant portion of the grant is allocated for constructing a prefab building in Frances Jerry Park to serve as the Community Policing Center.
- \*\*Event Initiation Requirement:\*\*** Any events funded by the grant must be initiated by the Eatonville Police Department, as stipulated by the grant conditions.

# Project

**U.S. Department of Housing and Urban Development  
Economic Development Initiative Community Project  
Funding Award Amount  
\$2,000,000**

## HUD Disaster Recovery/ Community Planning & Development

### Grantor

US Department of Housing and Urban Development

### Status

- The Town of Eatonville has been awarded 2 grants by HUD for the affordable housing initiative.
- Both grants require an environmental records review.
- One review can cover both grants since the location for the A & D grant and Construction Phase are the same.
- HUD uses the HEROS system (HUD Environmental Review Online System) for reviews.
- The creation of the environmental reviews has been initiated, but certification is not authorized.
- Pending the engagement of an environmental consultant to certify the environmental review.
- After completion of the environmental reviews, both grants can proceed to the Action Plan and Funding Phase.
- Work on the action plan is underway for submission post-environmental review completion.

### Goal

This is the Land Acquisition (purchase and prepare for construction) portion of the grant for the Affordable Housing Initiative.

Originally Awarded – 2023

- First Proposed site location was Elizabeth Park

# Project

## HUD Disaster Recovery/ Community Planning & Development

**U.S. Department of Housing and Urban Development  
Economic Development Initiative Community Project  
Funding Award Amount  
\$4,116,279.00**

### Status

This is the Construction portion of the grant for the Affordable Housing Initiative. . Grant has been submitted in the DRGR (HUD Online Disaster Recovery Grant Reporting System ) Directly Connected with previous grant.

### Grantor

US Department of Housing and Urban Development

### Goal

This is the Construction component of the grant for the Affordable Housing Initiative.

Originally Awarded – 2024

- The Town of Eatonville has been awarded 2 grants by HUD for the affordable housing initiative.
- Both grants require an environmental records review.
- One review can cover both grants since the location for the A & D grant and Construction Phase are the same.
- HUD uses the HEROS system (HUD Environmental Review Online System) for reviews.
- The creation of the environmental reviews has been initiated, but certification is not authorized.
- CPH is the proposed environmental consultant to certify the environmental review.
- After completion of the environmental reviews, both grants can proceed to the Action Plan and Funding Phase.
- Work on the action plan is underway for submission post-environmental review completion.

# Project

## CDBG/MIT - Water Infrastructure

Federally Funded Community Development Block Grant Mitigation Program  
(CDBG-MIT)

Award Amount \$5,986,105.00

### Grantor

Florida Commerce or Florida Department of Commerce aka Department of Economic Opportunity (DEO)

### Goal

The repair and rehabilitation of the Town of Eatonville's Water Infrastructure

Originally Awarded – 2022

Agreement Period – 09/27/2022 through 09/26/2026

### Status

- Active and Up to Date Currently reporting monthly and quarterly grant status to Florida Commerce.
- I initially worked to bring this grant into compliance, as it had been delinquent in submitting the required monthly and quarterly reports due to the delay in hiring a grant manger. We are currently up to date.
- As of August/Sept 2025 the first/next invoice was submitted for this project
- The Town received amendment (#2) to revise the deliverables and associated budget for the project, signed the same and the amendment was approved by FloridaCommerce on August 6, 2025. The Town's grant administrator, Fred Fox Enterprises, continued work on the environmental review. The Town's engineer continued working on the design for the project during August 2025 and was at approximately 20% at the end of August 2025; having completed the environmental assessment, wetland delineation, and topographic & boundary survey of Water Treatment Plant site.

State of Florida Division of Historical Resources

Award Amount - \$1,000,000

# Project

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## The Circuit Performing Arts ; Entertainment Event Center/ Club Eaton

### Grantor

State of Florida Division of Historical  
Resources

### Status

I completed the prerequisite requirements to get the funding for this project, including a Historic Grant Management Course. Once Ms. Shan Rose came on board she assumed responsibility for this project. It is now being handled by CRA.

### Goal

Renovation and historic preservation of the  
former Club Eaton

# *The* End



Dr. Cheryl Johnson, Grant Manager



HISTORIC TOWN OF EATONVILLE, FLORIDA

TOWN COUNCIL WORKSHOP

December 2, 2025, AT 06:30 PM

Cover Sheet

**\*\*NOTE\*\*** Please do not change the formatting of this document (font style, size, paragraph spacing etc.)

**ITEM TITLE:** Presentation of the Planning Department’s Roles and Responsibilities (Administration)

**TOWN COUNCIL ACTION:**

PROCLAMATIONS, AWARDS, AND PRESENTATIONS	YES	Department: ADMINISTRATION
INTRODUCTIONS		<b>Exhibits:</b> <ul style="list-style-type: none"><li>Planning Department Overview</li></ul>
CONSENT AGENDA		
COUNCIL DISCUSSION		
ADMINISTRATIVE		

**REQUEST:** Request Presentation and Overview of the Planning Department’s Roles and Responsibilities

**SUMMARY:** The Planning department has been asked to present an overview of the function of planning and council decisions.

**RECOMMENDATION:** Recommend Presentation and Overview of the Planning Department’s Roles and Responsibilities

**FISCAL & EFFICIENCY DATA:** N/A



# PLANNING DEPARTMENT LAND USE & ZONING

# Planning Department



## WHO'S ON FIRST? THE PLAYERS AND THEIR ROLES IN THE DEVELOPMENT PROCESS:

- BOARDS (Historic, Planning Board, BZA)
- TOWN COUNCIL (Decisions and Appeals)
- STAFF (Planning, Public Works, Clerk)
- LEGAL (Town Attorney, Opposing Counsel)
- THE DEVELOPMENT PROCESS (consistency, site plan review, plat, impacts, capacity, etc.)



# Boards

- Historic Preservation
- Board of Zoning Adjustment
- Planning Board



# Historic Preservation Board

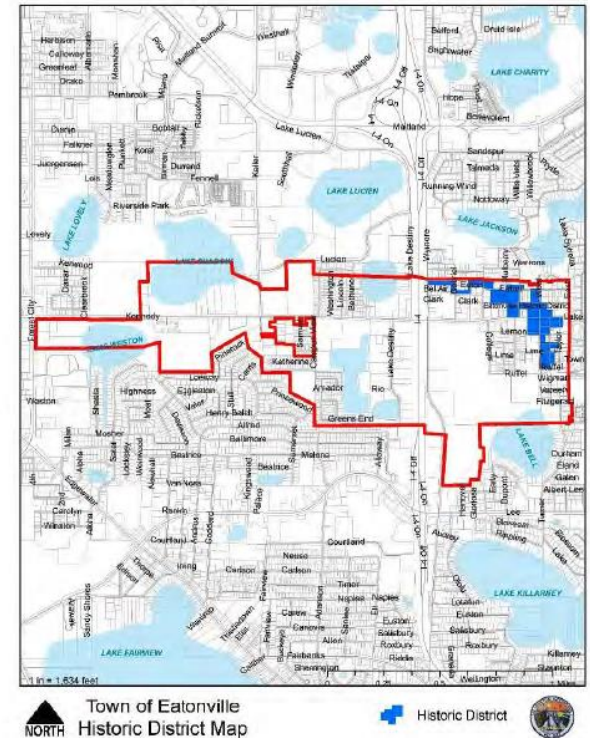
- Who can be board members?
  - Five members (when possible, be a resident) appointed by town council (additional 2 alternate members)
    - One must be registered architect and another a local historian, if available
    - Real estate/property appraisal
    - Urban planning
    - Engineering or building construction
- How long is a term?
  - 3 years, staggered so that not more than 2 terms expire
- What is a considered a quorum?
  - Not addressed
- What is a favorable vote?
  - Not addressed



Section III. Item #2.

# Historic Preservation Board

- **Required meetings:** 4 times a year
- **Rules of procedure-** board is to adopt
- **Responsibilities-**complimentary to state historic preservation board office.
  - Nominate buildings/districts
  - Evaluate demolition of buildings in the district
  - Appoint subcommittees





# Board of Zoning Adjustment

- Who can be board members?
  - 5 residents, appointed by town council (additional 2 alternate members)
- How long is a term?
  - 3 years, staggered so that not more than 2 terms expire
- What is a considered a quorum?
  - Three members
- What is a favorable vote?
  - Majority of members attending a meeting shall be required to case of favorable vote on any matter.



# Board of Zoning Adjustment

- To hear and decide appeals regarding planning director decisions (relevant to the LDC)
- Variance applications
- Appeals from BZA decisions are at the Circuit Court



# Planning Board

- Who can be board members?
  - 5 residents, appointed by town council (additional 2 alternate members)
- How long is a term?
  - 3 years, staggered so that not more than 2 terms expire
- What is a considered a quorum?
  - Four members
- What is a favorable vote?
  - Majority of members attending a meeting shall be required to case of favorable vote on any matter.



# Planning Board Duties

The duties of the planning board shall be as follows:

1. To act in an **advisory capacity** to the town council on questions relating to zoning, or proposals to **change zoning regulations, rezonings.**
2. To study an **existing comprehensive plan document** make recommendations to the town council for **changes in the existing comprehensive land use element**
3. Plat Review
4. Site Plan Review
5. Special Exception Review

To perform such other duties as may from time to time be assigned to the planning board by the town council. Those duties and responsibilities shall be performed in the same manner and with the same procedures except where changed herein or in future acts of the town council.



# Town Council

- Appoint members to relevant boards
- Can direct special studies and assign to specific board
- Final Decision Maker



# Staff & Legal

- Town Clerk
- Planning Director
- Public Works Director
- Attorneys

# Staff

## Town Clerk

- Maintains custody of municipal records, including ordinances, resolutions, contracts and agreements; and promulgates procedures for the orderly management, maintenance, retention and destruction of said records in accordance with state law.
- Post Meeting Notices for various ordinances and meetings, Packet assembly and distribution subject to the Sunshine Law
- Records Requests as provided by State Statute
- Prepares minutes of meetings established by the town.

### Certification available for Clerks

- Certified Municipal Clerk (CMC) program
- Master Municipal Clerk (MMC) Program

# Staff

## Planning Director

- **Interprets** the Code and the Comprehensive Plan
- Analyze, research and provide evidence to support the planning inquiries.
- **Implements** the Comprehensive Plan and the Land Development Code.
- Reviews development's against the town's policies, they DO NOT create standards, policies, or reviews outside of the adopted policies for project review.
- Update, revise and add additional policies, standards as directed by the Town Council/Planning Board/BZA.

### Certifications for Planners:

- American Institute of Certified planners



# Staff

## Public Works Director

Responsible for all infrastructure of the Town

- Water
- Sewer
- Roads

**Certifications available**- Professional engineer, Public Workshop or APWA (American public works association)



# Legal- Town Attorney /Applicant Attorney

- Attorneys
  - Roles for **Town** Attorney:
    - Advises the town on legal ramifications, options and potential issues as it relates to the LAW and the Town's charter and LDC
    - Provides Legal Advice to the Planning Director (when asked for an opinion)
    - Answer's questions and/or interpretation of the Code
  - Roles for **Applicant's** Attorney:
    - Represent the land owner, they do not provide testimony
    - Provide experts as part of the team (planners, architects, engineer)

**Certifications:** Board Certified- City, county & Local Government  
Law Certified

# Staff Reports

- Review applications for consistency with the Town's policies (Comprehensive Plan and Land Development Code)
- Prepare analysis and review on applicant's requests
- Provide a summary of the review, supporting documentation and recommendations for the item
- Present findings during the planning board meeting and Town Council



Town Council  
Staff Report

Town of Eatonville

## APPLICATION INFORMATION

APPLICATION NUMBER: #DEV2022.06  
OWNER: XWAY Inc, a Florida Corporation  
APPLICANT: Logan Opsahl and Lowndes Law Firm  
PREPARED BY: Tara Salmieri, AICP Town Planner  
MEETING DATE:

REQUEST:	A request to change the zoning classification from I-1 Industrial to C-1 Commercial for office and accessory uses.
LOCATION:	200 S. Lake Destiny, Parcel ID 35-21-29-3854-00-0070
ACREAGE:	3.7 +/- Acres
EXISTING ZONING	I-1
FUTURE LAND USE	Commercial
SURROUNDING ZONING and FUTURE LAND DESIGNATIONS:	North – Commercial/ C-1 South – Industrial/ I-1 East – Industrial/I-1 West – Commercial/C-3

## STAFF EVALUATION AND FINDINGS

### 1. PROPOSAL



The proposal, from the application, is to rezone 3.7 +/- acres from I-1 Zoning to C-1 Zoning. The property is located on Lake Destiny with Kennedy roadway frontage.



# Recommendation(s):

1. Recommendation of denial
2. Recommendation of approval
3. Recommendation of approval with conditions
4. Recommendation of approval in part, with or without conditions, and denial in part.

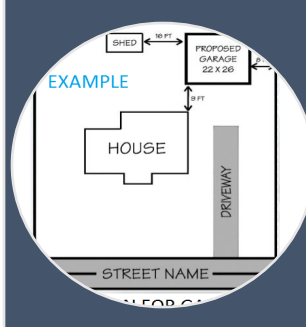
# Process for Development



**Development Agreements**



**Plat**



**Site Plan**



**Building Permit(s)**



**Development begins**





# Development Agreements

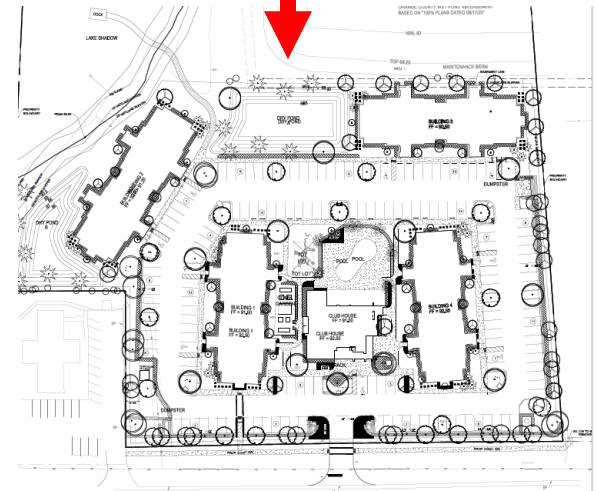
A local government may enter into development agreements with landowners or developers for the provision of infrastructure or other actions of public benefit related to a land development. These agreements are typically associated with large scale development and are created during the development review process.

# Plat & Site Plan

A **plat** when a landowner divides land into smaller parcels.



**Site Plan** provides specific details required by the LDC and various agencies (FDEP, OC, FDOT)



# Plat Review



- 1- Subdivides Land
- 2- Name the overall area  
(subdivision name/business park)
- 3-Legal boundaries of parcels
- 4- Identifies roadways, parks
- 5- Provides common areas

Civil Engineer  
Review (CPH)

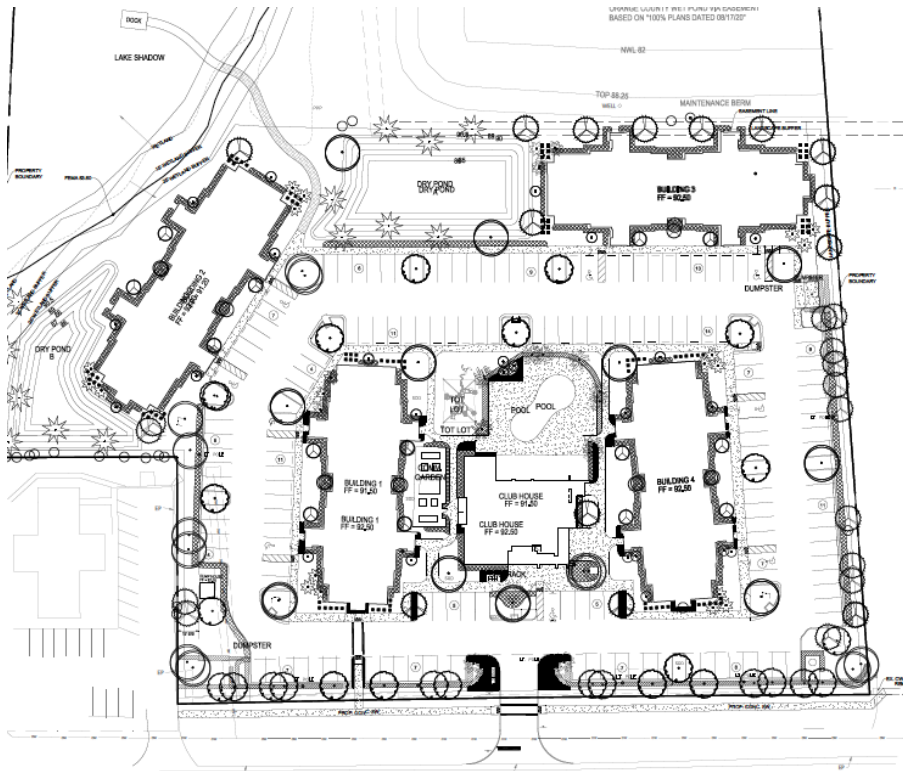
Planning Review  
(ensure  
LDC/Comp plan  
will be met &  
DA)

Planning Board

Town Council

# Site Plan Review

Section III. Item #2.



- Building Foot-prints
- Landscape
- Lighting
- Parking
- Open space/recreation
- Lists variances
- Uses
- Any conditions of approval

## Civil Engineer Review (CPH)

- Infrastructure review

## Other Agencies

- Health Dept
- Fire
- utilities
- transportation

## Planning Review (ensure LDC/Comp plan will be met & DA)

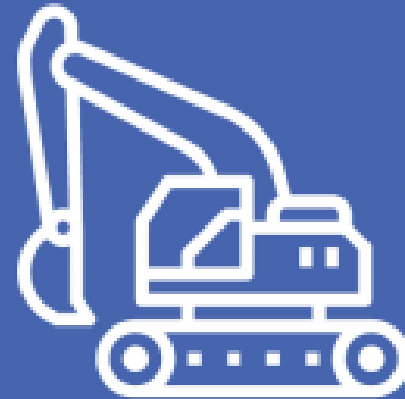
## Planning Board

## Town Council

# Building Permits & Construction



Florida Building Code  
(universal); electrical,  
plumbing, structural



Construction meetings  
Inspections



# Questions?





# HISTORIC TOWN OF EATONVILLE, FLORIDA

## TOWN COUNCIL WORKSHOP

**DECEMBER 2, 2025, AT 6:30 PM**

### Cover Sheet

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***\*\*NOTE\*\* Please do not change the formatting of this document (font style, size, paragraph spacing etc.)***

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**ITEM TITLE:** Discussion of the RFQ #25-09-003 Engineering Selection For Water And Sewer Underground Infrastructure (**Public Works**)

**TOWN COUNCIL ACTION:**

<b>PROCLAMATIONS, AWARDS, AND PRESENTATIONS</b>		<b>Department:</b> PUBLIC WORKS
<b>INTRODUCTIONS</b>		<b>Exhibits:</b>  1) RFQ #25-09-003 Engineering Selection Summary for water and sewer underground infrastructure. 2) Combined Tally 3) Responses Summary
<b>CONSENT AGENDA</b>		
<b>COUNCIL DISCUSSION</b>	YES	
<b>ADMINISTRATIVE</b>		

**REQUEST:** Request that the town council discuss of the RFQ #25-09-003 Engineering Selection For Water And Sewer Underground Infrastructure.

**SUMMARY:**

Four firms were selected to provide engineering services for the underground water and sewer infrastructure. These firms submitted proposals, attended interviews, and submitted references. From that information, we made recommendations.

**RECOMMENDATION:** Recommend that the town council discuss of the RFQ #25-09-003 Engineering Selection For Water And Sewer Underground Infrastructure

**FISCAL & EFFICIENCY DATA:** N/A



# Town of Eatonville

## RFQ #25-09-003 - Design & Engineering Services Interview Questions

### Overview:

Seven (7) firms submitted proposals in response to the Town's RFQ #25-09-003. The selection process followed the Town's procurement policies and the requirements of the Consultants' Competitive Negotiation Act (CCNA), ensuring a fair, transparent, and qualifications-based evaluation. The process involved four primary stages: proposal evaluations, consultant interviews, reference verifications, and feedback from the Town leadership team.

This rigorous, multi-step process allowed the evaluation committee to assess each firm's technical expertise, project management approach, and past performance on comparable municipal infrastructure projects, while also considering the Town Leader's perspective on community fit and service responsiveness.

### Final Rankings:

Rank	Firm	Recommendation
1	CPH	Recommend
2	GAI Consultants	Recommend
3	WBQ Design & Engineering	Recommend
4	Spectra Engineering	Alternate – Future Work
5	Baxter & Woodman	Not Recommended

### Recommendation:

Based on the overall evaluation results and the Town Leadership's review & input, the evaluation committee recommends the following three (3) firms – CPH, GAI Consultants, and WBQ Design & Engineering - for continuing engineering design services under the Town's Water and Sewer Infrastructure Improvements Program. These firms demonstrated superior technical capability, proven experience with SRF-funded projects, and strong alignment with the Town's priorities.

Spectra Engineering is acknowledged for its solid qualifications and team qualifications and is recommended for consideration in future task order opportunities.

### **Selection Process Overview:**

- August 29, 2025 - RFQ was issued, in accordance with CCNA and Town procurement policies.
- September 2, 2025 – Addendum 1 Issued (clarifying scope, and deliverables)
- September 17, 2025 – Addendum 2 Issued (clarifying deadlines)
- September 22, 2025 - Seven proposals were received
- October 6, 2025 – Proposal Evaluation (for written technical expertise, SRF and AC pipe experience, QA/QC, and MWBE/local participation).
- October 9, 2025 - Five shortlisted firms participated in interviews
- October 20 – 22, 2025 - Reference verification
- October 29, 2025 - Town Leadership provided input on the Evaluation Summary Matrix.
- October 30, 2025 - Final rankings and recommendations (based on all evaluation components).

All supporting documentation is maintained in the Town's designated Box folder for transparency and recordkeeping.

### **Evaluation Committee:**

The Evaluation Committee was appointed by Town of Eatonville leadership in accordance with the Consultants' Competitive Negotiation Act (CCNA) to ensure a fair and transparent selection process.

The Proposal Evaluation committee consisted of four members:

- Mofoluso Murnane (GCI),
- Mustafa Al Bayati (GCI),
- Dr. Cheryl Johnson (Town of Eatonville), and
- Elaine Chua (Town of Eatonville Police Department).

Interview Committee:

- Mofoluso Murnane (GCI),
- Mustafa Al Bayati (GCI),
- Dr. Cheryl Johnson (Town of Eatonville)

All four members participated in the written proposal evaluations, and three continued through the interview phase to complete the final scoring and rankings.



**Town of Eatonville**  
**RFQ #25-09-003 - Design Engineering Services**  
**Combined Tally**

Firm	Proposal Score (Total)	Proposal Score (Avg)	Interview Score (Avg)	Interview Score (Avg)	Reference Score (Yes/No)	Proposal Weight (%)	Interview Weight (%)	Reference Weight (%)	Weighted Proposal Score	Weighted Interview Score	Weighted Reference Score	Combined Total Score	Combined Percentage (%)	Final Rank
CPH	390	97.5	290	96.67	100.00	50%	40%	10%	48.75	38.67	10.00	97.42	97.4%	1
GAI Consultants	383	95.75	274	91.33	100.00	50%	40%	10%	47.875	36.53	10.00	94.41	94.4%	2
WBQ Design & Engineering	353	88.25	290	96.67	100.00	50%	40%	10%	44.125	38.67	10.00	92.79	92.8%	3
Spectra Engineering	367	91.75	274	91.33	100.00	50%	40%	10%	45.875	36.53	10.00	92.41	92.4%	4
Baxter & Woodman	353	88.25	252	84.00	100.00	50%	40%	10%	44.125	33.60	10.00	87.73	87.7%	5



# Town of Eatonville

## RFQ #25-09-003 - Design Engineering Services

### Proposal Responses Summary Evaluation

		Firm Name 1	Firm Name 2	Firm Name	Firm Name	Firm Name	Firm Name	Firm Name
	Ranking	CPH, Inc - 1st Place	GAI - 2nd Place	WBQ Design & Engineering - 3rd Place	Spectra Engineering - 4th Place	Baxter & Woodman - Short Listed - Not Recommended	Utilities Management - Not Short Listed	GAE - Not Short Listed
Overall Proposal Evaluator Feedback		CPH, Inc. submitted the most comprehensive and Eatonville-specific proposal. Their response demonstrated a clear understanding of the Town's needs, particularly the challenges associated with asbestos cement (AC) pipe replacement and coordination with SRF-funded projects. The proposal outlined a detailed project approach, well-defined quality control plan, and incorporated lessons learned from similar work in Casselberry and DeLand. CPH's inclusion of experienced local subconsultants and proven familiarity with FDEP funding processes positioned them as the highest-ranked proposer	GAI Consultants presented a technically strong and well-organized proposal showcasing extensive Florida municipal design experience. Their qualifications reflected depth in water and wastewater planning, GIS integration, and permitting. While the submission was highly professional, it was somewhat generalized and less tailored to the specific funding and operational context of Eatonville. Nonetheless, GAI's demonstrated design capacity and comprehensive internal QA/QC program earned them a strong second-place ranking.	WBQ Design & Engineering provided a solid proposal emphasizing roadway restoration and coordination of utility improvements. Their experience integrating underground utilities with transportation projects was a clear strength. However, the proposal included limited detail on SRF compliance and relied on their subconsultant, Black & Veatch, for the water and wastewater design scope. The committee viewed WBQ as a well-qualified firm with strong local presence and utility coordination expertise, leading to a third-place proposal ranking	Spectra Engineering's proposal demonstrated strong organization, responsiveness, and a collaborative project culture. Certified MBE prime, Spectra's primary contact is located in Jacksonville. While the firm presented solid municipal project experience, the proposal lacked depth in SRF-specific procedures and asbestos cement pipe design details. Overall, the submission reflected a capable team with strong communication, but lacked local presence of principal in charge/primary contact, resulting in a mid-range proposal ranking.	Baxter & Woodman's proposal highlighted excellent SRF and compliance experience and a strong history of municipal infrastructure projects nationwide. However, the submission was more generic in tone and less focused on Eatonville's unique conditions or community context. The proposal was also highly technical, with minimal emphasis on local partnerships or MWBE participation. While their technical qualifications were evident, the lack of project-specific tailoring led to a lower proposal ranking relative to other firms.	UMIS, Inc. submitted a well-organized proposal demonstrating project management and coordination capabilities, with prior experience supporting small municipal infrastructure projects. The firm presented a qualified team and a strong emphasis on communication and schedule control. However, the proposal reflected limited depth in technical design for SRF-funded projects and minimal direct experience with asbestos cement (AC) pipe replacement or large-scale water and wastewater system design. While UMIS is a certified Minority Business Enterprise (MBE) with a good understanding of municipal operations, the committee determined that their role would be better suited for program support or coordination functions rather than as a lead design consultant.	GAE Engineering, Inc. provided a professional and responsive proposal highlighting a multidisciplinary team with experience in civil and environmental engineering. The firm demonstrated familiarity with local permitting and small-scale municipal design but presented limited documentation of recent SRF-funded or asbestos cement replacement projects. While GAE's proposal reflected strong local knowledge and commitment to client service, it did not convey the same level of technical depth or FDEP compliance experience as the higher-ranked firms. The committee viewed GAE as a capable small business that could support future assignments through continuing service opportunities but not as a primary SRF design lead for this phase.
	Interview Evaluation Summary	During the interview, CPH, Inc. reinforced their deep understanding of Eatonville's infrastructure priorities and demonstrated clear readiness to begin work immediately. The team effectively communicated their approach to managing SRF-funded projects, asbestos cement pipe replacement, and coordination with ongoing survey and SUE activities. Their familiarity with FDEP compliance, documentation, and disbursement processes was evident, and their responses reflected both technical depth and strong communication skills. The committee found CPH's presentation to be highly confident, well-organized, and directly aligned with the Town's current and future infrastructure needs.	GAI Consultants delivered a professional and well-structured presentation, highlighting their multidisciplinary capabilities and strong internal coordination systems. The interview demonstrated GAI's experience with Florida municipalities and their focus on data-driven design and digital modeling. While the team was clearly competent and well-prepared, their responses were somewhat broad and less tailored to the specific challenges of Eatonville's SRF and AC pipe projects. Nonetheless, the committee noted GAI's solid communication, professionalism, and potential value in future phases requiring planning and technical integration	WBQ Design & Engineering delivered a confident and well-organized interview, showcasing their ability to coordinate complex utility and roadway projects. The team highlighted their strong internal design systems and commitment to working closely with the Town and its program management team. Their collaboration with Black & Veatch for the water and wastewater components was presented as a strategic partnership that enhances their technical depth. The committee viewed WBQ as a highly capable and reliable firm with strong communication skills and an excellent local presence, well-suited to projects that integrate roadway restoration and utility design.	Spectra Engineering impressed the committee with their responsiveness, and strong commitment to community engagement. Their presentation emphasized teamwork, field coordination, and dedication to client service. The firm's lead presenter demonstrated strong command of the material and effectively communicated the firm's approach and experience. While the committee found Spectra's presentation personable, detailed, and client-focused it was noted that participation from the broader team was limited during the interview.	Baxter & Woodman's interview demonstrated exceptional organization, technical proficiency, and professionalism. Their team presented a clear and methodical understanding of SRF-funded project requirements and offered detailed explanations of QA/QC procedures, documentation workflows, and FDEP reporting compliance. The firm's prior experience managing similar projects nationwide, combined with their strong reference feedback, underscored their reliability and quality of work. The committee concluded that Baxter & Woodman would bring strong technical and compliance leadership to Eatonville's SRF program.		
1a)	Proposing Entity Structure Legal Entity	CPH, Inc	GAI Consultants, Inc.	WBQ Design & Engineering, Inc.	Spectra Engineering & Research, Inc	Baxter & Woodman, Inc.	UMIS, Inc.	GAE Engineering, Inc
1b)	Proposing Entity Structure - Business Relationship	<b>Prime:</b> CPH, Inc. <b>Subconsultants:</b> •Echo UES, Inc. •Tierra, Inc. •Electrical Design Associates, Inc. •Aclous Engineering, LLC	<b>Prime:</b> GAI Consultants, Inc. <b>Subconsultants:</b> L&S Diversified - Surveying and SUE services	<b>Prime:</b> WBQ Design & Engineering, Inc. <b>Subconsultants:</b> Geotechnical & Environmental Consultant, Inc. [D/M/WBE] Quest Corporation of America, Inc. [D/M/WBE] M.G. Vera & Associates, Inc. [D/M/WBE] GLE Associates, Inc. Triune Infrastructure Group, LLC.[SBE] Black & Veatch	<b>Prime:</b> Spectra Engineering & Research, Inc. <b>Subconsultants:</b> •Thompson Engineering group (TEG) - Architectural & Structural Services •Kittleson & Associates - Traffic Analysis and Design	<b>Prime:</b> Baxter & Woodman <b>Sub-Consultants:</b> L&S Diversified (Survey & SUE) Nadic Engineering Services Inc. (Geotechnical Services) Geotechnical and Environmental Consultants (Environmental) Electrical Design Associates (Electrical)	Prime: UMIS, Inc. Subconsultants Identified: •Coreeng, LLC - Lead engineering design, BIM modeling, QA/QC	<b>Prime:</b> GAE Engineering, Inc. <b>Subconsultants:</b> A/E Collaborative, LLC (AEC) Onyx Enterprise, Inc
2)	SRF - Funded Municipal Experience	Extensive experience with Florida Department of Environmental Protection (FDEP) SRF and Community Development Block Grant (CDBG)-funded projects.  Notably performed SRF-funded water and wastewater projects for: •Town of Oakland - Water System Improvements •Lake Alfred Water Treatment Plant No. 2. •City of Oviedo – Reclaimed Water System	Experience includes SRF-funded and utility capital improvement projects for: •City of Casselberry - Winter Woods Force Main Replacement. •City of West Melbourne Ray Bullard WRF Phase 2. •Quest Camp Thunderbird Septic to Sewer/Wastewater System Improvements.(Grant assistance to date, design forthcoming) •St Johns County - Wastewater Facilities Plan. •ECDD District Engineer Continuing Services  Celebration, Florida Water Main, Gravity Sewer, Force Main, and Reclaim Main Replacement/Extension •Packing District Master Utility Plan and Infrastructure Improvements   Orlando, Florida New Regional Lift Station, Force Main Replacement/Extension	WBQ's utility experience largely stems from transportation and roadway improvement projects that include water/sewer coordination.  Their proposal cites several municipal infrastructure projects but does not identify any as SRF-funded.  Their utilities work appears to be subcontracted to Black & Veatch, who does have national SRF experience  WBQ themselves, however, do not manage SRF-funded projects directly and lack demonstrated FDEP SRF documentation or grant compliance administration.	Experience with smaller municipal and FDOT-related projects that occasionally interface with SRF requirements.  Firm's SRF exposure is indirect, typically as a subconsultant handling civil design, survey, or roadway restoration components associated with SRF utilities work.  No direct examples of managing SRF disbursement, Davis-Bacon compliance, or FDEP documentation within their own project management.	Extensive experience nationwide managing water and wastewater infrastructure projects funded by State Revolving Funds, particularly in: Illinois, Wisconsin, Texas, and Florida.  Florida experience include the Town of Lantana-Broadway and West Pine Street Phase I and Phase II Water Main Improvement Project.  Familiar with SRF disbursement procedures, Davis-Bacon wage reporting, American Iron & Steel (AIS) compliance, and environmental review documentation.  Regularly prepares SRF application packages and demonstrates the ability to guide projects through every phase-from facilities planning and application development to reporting and compliance.	UMIS has participated in small-scale municipal utility improvement projects funded by local or blended sources, occasionally involving CDBG and SRF funding in partnership with other firms.  Their role has typically been program management or utility coordination, not as the lead engineer of record for SRF-funded design.  Proposal references indirect exposure to FDEP and SRF documentation but no detailed examples of managing SRF grant disbursements or compliance directly.	GAE's proposal references multiple municipal water and wastewater improvement projects, but none are specifically identified as SRF-funded.  Their experience aligns more with stormwater, drainage, and small-scale municipal capital improvements under local or county funding programs.  May have limited exposure to SRF through teaming with other primes or subconsultants.
3)	Qualifications & Experience of Key Staff	• <b>Scott A. Breitenstein, P.E. - Principal-In-Charge</b> 30+ years experience managing municipal water and wastewater infrastructure, facility design, permitting, and multi-discipline engineering projects.Secured several SRF Funding grants  • <b>Roberto "Robbie" Gonzalez, P.E. - Program Manager</b> Recognized water quality expert with extensive experience in municipal water and wastewater system design.10-yr Water Supply Facilities Work Plan, Master Water, and Wastewater Plans and currently the Vereen Lift Station Replacement project, Lake Bell Water Treatment Plant (WTP), and Town wide surveying projects  • <b>Marisha Provan, P.E - Utilities/Permitting</b> Specializes in utility design, permitting, and hydraulic modeling, with experience in water and wastewater systems, master planning, and securing SRF grant funding - Town of Oakland and Town of Eatonville  • <b>Clint Iannotti - Construction Engineering Inspection</b> 25+ years' experience in municipal design and construction- Palm Coast Matanzas Woods Reclaimed Water Main & Toho Water Authority experience	• <b>Greg Kolb, PE</b> 25 years in water/wastewater design; experience with SRF-funded utility projects, Asbestos and Vitrified Clay Pipe - relevant projects JEA and The City of Casselberry water main replacement FL  • <b>Nathalia Kail, PhD, PE</b> Specialise in W/WWW conveyance and treatment, permitting, and construction - relevant project Water Main Replacement in Casselberry, FL, overseeing AC pipe replacement, hydraulic modeling, and FDEP compliance.  • <b>Claudia Ray, MS - Senior Planner and Urban Designer</b> 20+years of experience working with public,private, and institutional clients on planning, landscape design, and architecture projects of all scales. Eatonville CRA Plan Update,	• <b>Troy Vargas, PE - Project Manager</b> 30+ years experience in transportation engineering; project manager for similar project on City of Orlando Church Street and Narcoossee Road - utility replacement • <b>Chris Goldson, PE - Deputy Project Manager</b> Experience in Infrastructure design - church streetscape improvement and the City of Orlando Narcoossee Road central widening <b>Angela Chambers,PE, PMP (Black &amp; Veatch) – Lead Water/Wastewater Engineer</b> 20+ years experience with water/wastewater projects; similar project Orange County Moss Park WWTP Improvements Design • <b>Rakesh Shah, PE (Black &amp; Veatch) - Water &amp; Distribution System</b> 20+ years experience in W/WWW municipal and industrial, similar projects Orange County utilities South Water Reclamation Facility, City of Deltona I S turn and Surface Water Augmentation FDEP SRF Funded <b>Rachel F. Andre, PE (GEO) - Geotechnical</b> Experienced in roadway, drainage and structure foundation - notable projects City of Orlando Iron Bridge WWTP Improvements Seminole County Markham Woods Road Potable Water and Reclaimed Water Mains FL <b>Francisca McCann - (Black &amp; Veatch) - FDEP State Revolving Fund / Grant Writing</b> Experience in funding for water and energy sector- similar projects Village of Key Biscayne, Clean water SRF, NMB Water   Capital Improvements Program,FL <b>Jason Vargas, P.E - Quality Control and Construction Administration</b> Civil engineer with experience in utility and roadway design, construction administration, and notable projects including Church Street Streetscape Improvements • <b>Mark R. Sowers, PSM (MGV) - SUE Director / Chief Surveyor &amp; Mapper</b> Worked for FDOT 8years; project experience in road widening and subsurface utility investigation	• <b>Peter Okoonkwo, P.E - Project Manager - Principal-In-Charge</b> 40+ years of civil, environmental and permitting experience. Related project Orange county sheriff bulig W/WW Design  • <b>Eric Sawyer, P.E - Civil &amp; Utility Infrastructure - QA/QC Manager</b> 35+ years in local, state and international experience - major focus transportation engineering with experience in water system, snaiitary adn wastewater treatment plant proess control; notable experience Town of Eatonville stormwater Master plan  • <b>Michael Thompson, P.E (TEG)– Structural/Architectural</b> Focus on structural/architectural experience  • <b>Adam Burghdoff, P.E (Kittleson&amp;Associates)– Traffic Analysis</b> Focus on transportation projects	• <b>Miriam Atehortua - Client Services Liaison</b> Experience in builing client relationship,managing public inquiries, tracking feedback and engagement metrics • <b>Edik Sanchez, PE - Project Manager</b> Experience in W/WW treatment and geotechnical engineering; Relevant projects Harris County WCID, TX WWTP Clarifier, West Palm Beach, FL Wastewater Master Plan 2024 Update • <b>Sira "Jockey" Prinyavivatkul, PE - QA/QC</b> Experience with W/WW infrastructure, permitting and bidding assistance; relevant project Boca Raton, FL Lift Station 179 Rehabilitation and bidding assistance for Town of Gulf Stream • <b>Raed Yousef, PE– Water/Wastewater Engineer</b> Experience on large scale municipal projects - Embassy Hills Wastewater Treatment Plant Improvements Pasco County Utilities • <b>David Cowan, PE, ENV SP- Water/Wastewater Engineer</b> Design and permitting experience- relevant experience Palm Beach County Water Utilities Department, FL West Palm Beach Canal • <b>Eric Rush, GC - Construction Manager</b> Noted overseeing of bridge and highway projects • <b>Jeff Westheford, PE, PTOE- Traffic Engineer</b> Extensive experience in public sector as Director of Transportation and Drainage Operations <b>Ramond Bedford - Construction Inspector</b> Oversee construction crew - noted experience Harrell & Davis, LLC~ John Young Commerce Center Sanitary Improvements	• <b>Jeff Odoms, President - Project Oversight &amp; SRF Compliance</b> Extensive experience in water and wastewater utility rehabilitation and SRF-funded program management across Florida. • <b>Maria Carla Sanchez, P.E (Coreeng, LLC)-Engineering Design &amp; BIM</b> Experience in water, wastewater, and stormwater projects, specializing in 3D BIM modeling, clash detection, and FDOT-compliant MOT plans. • <b>Velouse Daniel, M.A - Grants &amp; Compliance Management</b> Experience in SRF grants management and compliance, overseeing FDEP reporting, milestone tracking, and funding documentation • <b>Naudia Harly, P.E., PMP, LSSBB - Project Management &amp; CIP Oversight</b> Brings 20+ years in CIP planning, sewer rehabilitation, and pumping station operations; • <b>Charles Casimir, PMP, LSSBB - Utility Operations Consulting</b> PMP with extensive experience optimizing municipal water and wastewater operations and aligning capital programs with operational needs • <b>Manga Ebbe, GC - Construction Management &amp; Field Oversight</b> 20+ years managing water, sewer, and stormwater projects • <b>Kamari Harris - Hydraulic Modeling &amp; Stormwater</b> Water resources engineer specializing in hydraulic modeling, stormwater analysis, GIS assessments, and infrastructure planning for water and sewer systems.	• <b>Richard Coates, PE- Project Director/EOR</b> 20+ years of municipal engineering experience spanning capital projects, public works, and transportation management. • <b>Naomi Weathers - Project Manager</b> 30+ years managing water, wastewater, and stormwater utility programs for local governments; oversees staffing, coordination, and quality delivery. • <b>John Aviles - Grants and Emergency Management Specialist with FEMA</b> Experience in federally funded W/WWW resilience projects; supports community coordination and compliance • <b>Bruce Wolny, PE, PTOE – Transportation Engineer</b> Experienced in utility coordination for roadway and sewer rehabilitation projects; ensures safe MOT design around utility construction zones. • <b>Albert English - Subject Matter Expert</b> 35 years in municipal water, sewer, and stormwater operations • <b>Karen Burton – Project Manager for the Bidding Phase</b> Managed SRF-funded water and wastewater projects from permitting through award and NTP. • <b>Tarolyn Buckles – Construction Manager</b> Experienced Construction Manager in water and wastewater project delivery, overseeing design, construction, and startup services for major utility rehabilitation programs. • <b>Bobby Burton – Project Controls Manager</b> Experienced in optimizing processes and performance for water and wastewater infrastructure projects.

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November 6, 2025



# Town of Eatonville

## RFQ #25-09-003 - Design Engineering Services

### Proposal Responses Summary Evaluation

		Firm Name 1	Firm Name 2	Firm Name	Firm Name	Firm Name	Firm Name	Firm Name
	Ranking	CPH, Inc - 1st Place	GAI - 2nd Place	WBQ Design & Engineering - 3rd Place	Spectra Engineering - 4th Place	Baxter & Woodman - Short Listed - Not Recommended	Utilities Management - Not Short Listed	GAE - Not Short Listed
4)	Understanding of Scope & Project Approach	<p><b>Understanding of Scope:</b> The firm demonstrates thorough understanding of the Town of Eatonville's municipal water and wastewater needs, SRF project requirements, asbestos cement pipe replacement, regulatory compliance, and effective project coordination with qualified personnel and subconsultants Demonstrated familiarity with FDEP's SRF process, including Facilities Plan alignment, environmental documentation, Davis-Bacon, and American Iron &amp; Steel (AIS) compliance.</p> <p><b>Project Approach:</b> Clear, structured approach-covering project initiation, field investigation, design development, permitting, and construction support. Prioritization of AC pipe and undersized mains for replacement. Development of construction packages for bid in alignment with SRF disbursement schedules. Emphasized close collaboration with Town staff and GCI, leveraging CPH's existing familiarity with Eatonville's infrastructure. Included a robust QA/QC plan and public coordination strategy.</p>	<p><b>Understanding of Scope:</b> Demonstrates solid understanding of Eatonville's municipal water and wastewater needs, SRF project requirements, and project coordination, though they have limited experience with AC pipe removal, asbestos compliance, and related safety documentation. Recognized regulatory requirements and environmental permitting as key schedule drivers.</p> <p><b>Project Approach:</b> Proposed a data-driven, GIS-integrated design approach, focusing on system modeling and digital mapping to guide design decisions. Emphasized collaboration with Town staff to align technical design with funding and scheduling needs. Incorporated a multi-disciplinary review process to control costs and mitigate construction conflicts. Highlighted their internal QA/QC program and prior work with FDEP documentation but did not provide SRF-specific disbursement workflow details.</p>	<p><b>Understanding of Scope:</b> Demonstrates a general understanding of Eatonville's needs and project coordination but focuses heavily on roadway reconstruction and utility coordination, discussing water and sewer design only briefly and showing partial understanding of the water/wastewater technical scope, AC pipe replacement, and asbestos compliance</p> <p><b>Project Approach:</b> Proposed a collaborative design effort leveraging WBQ's roadway expertise and Black &amp; Veatch's utility design experience. Outlined a strong public coordination and permitting approach but lacked detailed discussion of SRF compliance, documentation, or asbestos cement pipe replacement. Project schedule structured around roadway completion milestones rather than SRF funding cycles.</p>	<p><b>Understanding of Scope:</b> Understands Eatonville's water/wastewater needs and SRF requirements, notes the importance of phased construction, but has limited experience with AC pipe replacement, asbestos compliance, and design adaptation.</p> <p><b>Project Approach:</b> Focused on collaboration, clear communication, and adaptability. Established a single coordination point and referenced cost control, subconsultant peer review, and QA/QC plan. Delivery plan covers survey, modeling, design, permitting, and bidding. Limited detail on SRF documentation/funding. Two asbestos removal methods noted, but only one discussed in detail.</p>	<p><b>Understanding of Scope:</b> Clearly addresses Eatonville's challenges, including aging AC water mains, wastewater inflow/infiltration, SRF/CDBG-MIT funding integration, critical SRF documentation, and noted the need for field data to develop accurate base plans and prioritize segments for replacement; demonstrates a partial understanding of OSHA 29 CFR 1926.1101 (Asbestos in Construction) requirements and EPA NESHAP asbestos regulations.</p> <p><b>Project Approach:</b> Proposes a methodical, compliance-focused approach beginning with a review of the FDEP-approved Facilities Plan to confirm project eligibility. Includes utility verification and AC pipe risk assessment, followed by development of construction packages with detailed cost estimates linked to disbursement requests. Highlights internal SRF compliance systems for Davis-Bacon, AIS, and tracking, with strong emphasis on QA/QC and construction readiness. A related project example is used to effectively illustrate the project scope</p>	<p><b>Understanding of Scope:</b> Identified the Town's primary need as system reliability, regulatory compliance, and infrastructure modernization. Recognized the importance of coordination with FDEP but presented only a general description of design objectives.</p> <p><b>Project Approach:</b> Proposed a simplified project management-focused approach, emphasizing schedule tracking, stakeholder communication, and coordination between survey, design, and permitting teams. Did not discuss SRF documentation or asbestos cement-specific design strategies. Positioned themselves more as a program management and coordination partner than as a design lead.</p>	<p><b>Understanding of Scope:</b> Demonstrates understanding of Eatonville's water and wastewater infrastructure needs, but lacks specific reference to SRF requirements or asbestos cement considerations.</p> <p><b>Project Approach:</b> Proposed a proactive, locally focused approach emphasizing collaboration, stakeholder engagement, and clear communication with the Town. Highlighted experience with small municipalities and permitting agencies. However, the approach lacks detail on SRF funding management, Davis-Bacon compliance, asbestos cement pipe handling, and QA/QC benchmarks tied to funding.</p>
5)	Methodology & Ability to meet Schedule	<p><b>Methodology:</b> Presented a phased methodology that aligns directly with FDEP's SRF project; Emphasizing a structured project kickoff, field investigation and technical evaluation, phased design development with BIM coordination, regulatory permitting, and full construction support, all under a defined QA/QC framework to ensure compliance, efficiency, and quality. Explicitly referenced compliance with FDEP disbursement cycles, Davis-Bacon documentation, and AIS certifications as integrated schedule elements.</p> <p><b>Ability to Meet Schedule:</b> CPH's schedule accounts for FDEP review durations, Town coordination meetings, and survey dependencies. Cited current workload and available personnel capacity; has dedicated in-house teams in Sanford and Orlando. Their familiarity with Eatonville's system allows immediate mobilization.</p>	<p><b>Methodology:</b> Proposed a data-driven, parallel task methodology, using GIS and system modeling to advance preliminary engineering while data collection is underway. Emphasized multidisciplinary coordination between engineering, environmental, and permitting teams. Methodology organized around FDEP milestones, but described in general terms (less detail on Davis-Bacon, AIS, or submittal timing).</p> <p><b>Ability to Meet Schedule:</b> Provided a detailed Gantt-style project schedule identifying major milestones and deliverables. Highlighted internal project controls tools and dedicated project managers for schedule adherence. Identified potential risks (permitting delays, SUE coordination) but did not provide mitigation measures beyond general coordination.</p>	<p><b>Methodology:</b> Outlined a collaborative design process led by WBQ for roadway and drainage elements, with Black &amp; Veatch managing water and sewer design. 5-step process was mentioned - workshops, alternatives evaluation, detailed design, construction, and commissioning-ensuring integrated coordination, SRF compliance, and resilient infrastructure solutions. Process emphasizes design integration between roadway restoration and buried utility work. No clear linkage to SRF project structure or documentation sequence. Asbestos abatement stated two options, however, the process was not explained Detailed QA/QC internal process proposed</p> <p><b>Ability to Meet Schedule:</b> Provided a project schedule heavily weighted toward roadway design milestones. Schedule aligns with SRF funding and reporting requirements, with grant kickoff, 30% design, and FDEP pre-application timed appropriately. Permit approvals and final bid set are scheduled to ensure SRF disbursement before construction, minimizing funding delays. Indicated strong staffing capacity but unclear division of responsibilities between WBQ and Black &amp; Veatch for SRF deliverables.</p>	<p><b>Methodology:</b> Follows a phased municipal design approach: kickoff/data review, scope/fee milestones, NTP meeting, design plan with deliverables, final design, and bid support. QA/QC applied to water/wastewater; SRF compliance not addressed. Emphasizes collaboration and responsiveness over regulatory detail.</p> <p><b>Ability to Meet Schedule:</b> Presented a concise schedule with major milestones but limited detail on dependencies or disbursement timing. Noted access to adequate staff to deliver under typical municipal timelines. No clear mention of handling overlapping SRF deadlines or parallel funding approvals.</p>	<p><b>Methodology:</b> Presents a structured, SRF-focused approach aligned with their Florida municipal experience. The process begins with a kickoff and review of the FDEP-approved Facilities Plan to validate eligible work under SRF funding. It includes close coordination with the City, potable water system research, and hydraulic modeling. Design deliverables progress through 30%, 60%, 90%, and 100% milestones, supported by 3D utility modeling (BIM), SRF-specific QA/QC reviews, integration of submittal forms, Davis-Bacon verification, and AIS certification are conducted throughout. Permit applications are prepared, followed by bidding and construction phase services through final completion.</p> <p><b>Ability to Meet Schedule:</b> Presented a concise schedule and demonstrated understanding of administrative review timelines and mitigation strategies for submittal bottlenecks. Firm indicated staff availability and multiple backup resources to maintain schedule continuity.</p>	<p><b>Methodology:</b> Proposed a coordination-focused methodology, positioning itself as a program coordination and tracking partner, emphasizing administrative oversight, scheduling control, QA/QC, and SRF/FDEP compliance to ensure timely, cost-effective, and audit-ready project delivery. Outlined standard steps (survey, design, review, permit, bid), but lacked SRF or asbestos cement-specific strategies.</p> <p><b>Ability to Meet Schedule:</b> Stressed use of scheduling software and communication protocols but did not define technical sequencing. Schedule presented at a summary level with estimated durations. No indication of FDEP-specific schedule awareness.</p>	<p><b>Methodology:</b> Proposed a straightforward , phase-based approach emphasizing responsiveness and local coordination. The process includes scoping, execution with QA/QC controls, and regular progress reporting. However, it lacks detail on SRF compliance, asbestos cement pipe handling, and QA/QC benchmarks tied to funding.</p> <p><b>Ability to Meet Schedule:</b> Presented a simplified linear schedule without interdependencies or agency review timelines. Focused on fast response and personal service rather than structured project management systems.</p>
6)	DBE/MWBE/LDB Identification/ Goals	<p>CPH is a non-minority, Florida-based corporation.</p> <p><b>DBE/MWBE/LDB Firms:</b> Aclux Engineering, LLC (certified MBE) - Funding &amp; Cost Estimation Electrical Design Associates, Inc. (certified MBE)- Electrical/Fiber Engineering</p> <p><b>Goals &amp; Approach:</b> Fully committed to engaging MBE/DBE partners through early, meaningful collaboration that meets participation goals and advances equity, excellence, and sustainable project success</p>	<p><b>DBE/MWBE/LDB Firms:</b> L&amp;S Diversified - Surveying and SUE services - Certified MWBE</p> <p><b>Goals &amp; Approach:</b> No specific MWBE participation goal was listed in the proposal.</p>	<p>WBQ Is a minority owned business - Certified MBE .</p> <p><b>DBE/MWBE/LDB Firms:</b> Black &amp; Veatch Corporation – Non-minority, large multinational. Geotechnical &amp; Environmental Consultant, Inc. [Certified WBE] Quest Corporation of America, Inc. [Certified WBE] M.G. Vera &amp; Associates, Inc. [Certified DBE] - "not currently listed as DBE Triune Infrastructure Group, LLC [SBE]</p> <p><b>Goals &amp; Approach:</b> Committed to maximizing Minority and Women-Owned Business Enterprises (MWBE) participation References corporate-level DBE experience but not specific engagement strategy for this project.</p>	<p><b>DBE/MWBE/LDB Firms:</b> Spectra is itself a certified Minority Business Enterprise (MBE) in the State of Florida.</p> <p><b>Goals &amp; Approach:</b> Position themselves as the prime MBE firm, providing direct participation in professional engineering.</p>	<p><b>DBE/MWBE/LDB Firm:</b> L&amp;S Diversified (Survey &amp; SUE) - Certified DBE Nadic Engineering Services Inc. (Geotechnical Services) -Certified SBE and DBE Geotechnical and Environmental Consultants (Environmental) - Certified WBE/DBE Electrical Design Associates (Electrical) - Certified MBE</p> <p><b>Goals &amp; Approach:</b> No specific MWBE participation goal was listed in the proposal.</p>	<p><b>DBE/MWBE/LDB Firms:</b> UMIS is a minority-and Veteran owned Business (MWBE) based in Jacksonville, FL.</p> <p><b>Goals &amp; Approach:</b> Identifies itself as an MBE and emphasizes participation of other small local firms.</p>	<p><b>DBE/MWBE/LDB Identification:</b> GAE is a minority-owned firm (MBE) and DBE registered in Florida. "Contracting with Minority and Women Business Enterprise (Certificate Submittal Six) - Not received</p> <p><b>Goals &amp; Approach:</b> Positions itself as an MBE prime, leveraging subconsultants for specialized roles. Committed to diversity and inclusion, ensuring equal opportunity for all vendors and suppliers while delivering high-quality services.</p>
7)	Insurance	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
8a)	Professional Licensure	Scott Breitenstein, P.E - License #57402 , FL	Kevin Leadbetter, P.E - License # 61297 ,FL	Derek C. Burke, P.E. - License # 40898 ,FL	Peter Okonkwo P.E. - License # 51459 ,FL	Erik Sanchez, PE - License # 99314 ,FL	*Maria Carla Sanchez, P.E.- License # 96825 , FL	Richard Coates, P.E. - License # 54133, FL
8b)	Secretary of State - License	Document # M22000008499 - Active	Document #833525 -Active	Document #P93000083268 - Active	Document # L73814 - Active	Document # F16000002059 - Active	Document # G21000116984 [Registered under Fictitious Name]	Document #
9)	Financial Statements	Not Provided - stated "CPH.. Has financial strength to perform this	Provided upon reference - Third-Party (RSM US LLP) audited nd	Not provided - stated "financially stable"	Not provided - stated "very financially stable"	Yes, Provided statement of Financial Stability	Stated "UMIS is financially stable"	Stated - "strong financial stability and steady growth"
10)	Reference Verification	<p>References consistently rated the firm highly (4.5–5) for technical quality, communication, and professionalism. Demonstrated strong performance on watermain replacement and CEI projects since 2015, with cost estimates and schedules generally maintained within expectations. Any delays were due to external factors. Exhibited effective coordination, responsiveness, and organized handling of asbestos cement (AC) pipe projects.</p>	<p>Feedback indicates the firm is very good at design and construction administration, highly responsive, and detail-oriented. Design deliverables are accurate and well-organized, with correct specifications included in bid documents. AC pipe replacement work is in progress but not yet fully assessed. The firm demonstrates professionalism, effectively considers existing utilities, and provides organized, timely reviews that positively impact project delivery.</p>	<p>Feedback was received from one reference, who reported the firm as very reliable for design and engineering records, responsive, and timely, with effective coordination across utilities; AC pipe experience was not confirmed. However, a second reference listed twice could not verify project information, requested additional details, and did not respond, leaving that reference unverified.</p>	<p>References describe a long-standing, positive working relationship, recommending the firm for its reliability and responsiveness. Rated between 4–5 for technical quality, with strong field coordination and proactive problem-solving. Demonstrated attentiveness to budget and schedule, often delivering projects within or below estimated costs. Effectively addressed AC pipe and site-related challenges, maintaining organized documentation and smooth project execution.</p>	<p>Feedback indicates the firm is an excellent, long-term partner with 25 years of experience, highly responsive, professional, and thorough. Project delivery is effective, well-organized, and timely, with standard protocols consistently followed. AC pipe work was not applicable for the projects reviewed. The firm is considered a top-rated, first-choice consultant whenever possible.</p>	<p>The listed reference was not contacted because the firm did not advance to the interview stage.</p>	<p>The listed reference was not contacted because the firm did not advance to the interview sta</p>



# HISTORIC TOWN OF EATONVILLE

## EATONVILLE, FLORIDA

### TOWN COUNCIL WORKSHOP

### DECEMBER 2, 2025, AT 6:30 PM

### Cover Sheet

**\*\*NOTE\*\*** Please do not change the formatting of this document (font style, size, paragraph spacing etc.)

**ITEM TITLE:** Discussion of The Solid Waste Annual Increase For The Town of Eatonville (**Administration/Public Works**)

**TOWN COUNCIL ACTION:**

<b>PROCLAMATIONS, AWARDS, AND PRESENTATIONS</b>		<b>Department:</b> ADMINISTRATION/PUBLIC WORKS  <b>Exhibits:</b> <ul style="list-style-type: none"> <li>Resolution 2025-36</li> </ul>
<b>INTRODUCTIONS</b>		
<b>CONSENT AGENDA</b>		
<b>COUNCIL DISCUSSION</b>	YES	
<b>ADMINISTRATIVE</b>		

**REQUEST:** Staff request that the town council discuss and consider for approval the solid waste annual increase for the Town of Eatonville.

**SUMMARY:** The Town of Eatonville, Florida provides Garbage (Solid Waste) service to certain areas within and without the Town Limits; and has the responsibility to operate its public utilities in a fiscally sound manner. Ordinance No. 2011-2 adopted by the town council provides for the establishment of rates by service for Garbage Collection (Solid Waste)

This resolution is being brought before Town Council for review of the solid waste increase that reflects the cost of the Waste Pro increase, administrative fee, and Consumer Price Index (CPI). The Town review determined the need for an annual Garbage Collection (Solid Waste) rate increase FY 2025/2026 for residential and commercial accounts due to Waste Pro’s request for disposal adjustment.

**RECOMMENDATION:** Staff recommend that the town council discuss and consider for approval the solid waste annual increase for the Town of Eatonville.

**FISCAL & EFFICIENCY DATA:** N/A

RESOLUTION NO. 2025-36

A RESOLUTION OF THE TOWN OF EATONVILLE CONCERNING GARBAGE COLLECTION (SOLID WASTE) RATE INCREASE THROUGH AND INCLUDING FISCAL YEAR 2025/2026 WITH A START DATE OF JANUARY 1, 2026; REPEALING ALL RESOLUTIONS IN CONFLICT HERewith; PROVIDING FOR CONFLICT, SEVERABILITY OF ANY PART OF THIS RESOLUTION DECLARED INVALID; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the Town of Eatonville, Florida (the “Town”) provides Garbage (Solid Waste) service to certain areas within and without the Town Limits; and

WHEREAS, the Town has the responsibility to operate its public utilities in a fiscally sound manner; and

WHEREAS, the Town adopted Ordinance No. 2011-2 that provides for the establishment of rates by service for Garbage Collection (Solid Waste); and

WHEREAS, the Town selected Waste Pro as the Solid Waste Provider.

WHEREAS, the Town review determined the need for an annual Garbage Collection (Solid Waste) rate increase FY 2025/2026 for residential and commercial accounts due to Waste Pro’s request for disposal adjustment.

NOW THEREFORE, BE IT RESOLVED by the Town Council of the Town of Eatonville, Florida as follows:

SECTION 1. The Town Council of the Town of Eatonville approves by resolution, that the owner, tenant, or occupant of premises receiving the Garbage (Solid Waste) service shall pay monthly Garbage Collection (Solid Waste) charges for the availability and use of the services and facilities of the Garbage Collection (Solid Waste) systems as follows:

Description	Rates (Monthly)
	2025/2026
Rate Effective on and After:	Jan. 1 2026
<b>Residential Service</b>	
Residential Roll-out Container – 1st Cart	\$26.43
Residential Roll-out Container – Additional Cart	\$26.43

### Commercial Service

Pickups	1	2	3	4	5	6
Size						
2	\$120.70	\$241.40	\$362.10	\$482.80	\$603.50	\$724.20
4	\$201.79	\$403.56	\$605.34	\$807.13	\$1,008.90	\$1,210.69
6	\$243.24	\$486.49	\$713.15	\$972.96	\$1,216.21	\$1,459.45
8	\$292.63	\$585.26	\$855.78	\$1,170.50	\$1,463.14	\$1,755.76

### Additional Fees

Minimum Pickup / Frequency

Determination

*Determined by the Town.*

Compactor Utilization

*Determined by the Town*

Dumpster Lock Bars – Initial Order

*Determined by the Town*

Dumpster Casters – Initial Order

*Determined by the Town*

**SECTION 2. SCRIVENER’S ERRORS.** Typographical errors and other matters of a similar nature that do not affect the intent of this Resolution, as determined by the Town Clerk and Town Attorney, may be corrected without further action of the Town Council.

**SECTION 3: CONFLICTS:** All Resolutions or parts of Resolutions in conflict with any other Resolution or any of the provisions of the Resolution is hereby repealed.

**SECTION 4: SEVERABILITY:** If any section or portion of a section of this Resolution is found to be invalid, unlawful or unconstitutional, it shall be held to invalidate or impair the validity, force or effect of any other section or part of this Resolution.

**SECTION 5: EFFECTIVE DATE:** This Resolution will take effect immediately upon its passage and adoption.

**PASSED, APPROVED AND ADOPTED,** by the Town Council of the Town of Eatonville, Florida this 2<sup>nd</sup> day of December 2025.

TOWN OF EATONVILLE, FLORIDA

By: \_\_\_\_\_  
Angie Gardner, Mayor

ATTEST:

\_\_\_\_\_  
Veronica King, Town Clerk