

CBDG-MIT Grant Monthly Progress Report (MPR)

Grant No. – Sub. Name:	MT047 – City of Lakeland			
Project Title:	Lake Bonnet Drainage Basin Flood Hazard and Debris Mitigation Project			
Funding Awarded:	\$42,986,390.00			
Agreement Period:	10/27/2022 – 10/26/2028			
Primary Points of Contact Information:	<i>Tequila James-Murray, Mitigation Team Lead/Grant Manager Phone #850-921-3182 / GM email: tequila.james@deo.myflorida.com DEO - Office of Long-Term Resiliency</i>		<i>Laurie Smith, Manager, Lakes & Stormwater Phone#863-834-6276 / Email: laurie.smith@lakelandgov.net Lana Braddy, Special Projects Coordinator, Lakes & Stormwater Phone#863-834-3327 /Email: ana.braddy@lakelandgov.net</i>	
Activity Reporting Period: MAY 2023				
<i>An update of this report shall be submitted to DEO ten (10) calendar days after the end of each month.</i>				
Section One – Financial Data:				
	Amount	Funds used this period	Funds used to date	Balance Remaining
Leverage Funds (A)	.00	.00	.00	.00
CDBG-MIT Funds (B)	42,986,390.00	.00	.00	42,986,390.00
TOTAL Project Funds (A+B)	42,986,390.00	.00	.00	42,986,390.00
Section Two – Accomplishments within the <u>Past</u> Month:				

The City requested DEO approval of the proposed Addendum 3 to 2030-RFQ-020.
 DEO project Manager approved Addendum 3 to the 2030-RFQ-020.
 5/2/2023 - The City requested DEO approval of additional questions and answers for proposed Addendum 3 to 2030-RFQ-020.
 5/3/2023 - DEO project Manager approved additional questions and answers for proposed Addendum 3 to 2030-RFQ-020.
 5/5/2023 – The City posted Addendum 3 to 2030-RFQ-020 via the City’s OpenGov Procurement site.
 5/8/2023 – The City submitted the April 2023 MPR to DEO.
 5/10/2023 – DEO Project Manager approved April 2023 MPR.
 5/15/2023 - The City requested DEO approval of the proposed Addendum 4 to 2030-RFQ-020.
 5/16/2023 - DEO project Manager approved Addendum 4 to the 2030-RFQ-020.
 5/22/2023 – The City posted Addendum 4 to 2030-RFQ-020 via the City’s OpenGov Procurement site.
 5/31/2023 - The City received four (4) proposals on the advertised RFQ (2030-RFQ-020) for Professional Engineering and Environmental Consulting Services (CCNA).

Section Three – Issues or risks that have been faced with resolutions:

N/A

Section Four – Projected activities to be completed within the following Month:

The City’s Selection Review Committee will meet on 6/19/2023 to review and shortlist the four (4) proposals received following the advertisement of 2030-RFQ-020 for Professional Engineering and Environmental Consulting Services (CCNA). See the attached updated Project Activity Timeline.

Section Five – Required Submissions:

<p>❖ Attachment B - Project Budget</p> <ul style="list-style-type: none"> ➤ Has the Project Budget changed? ➤ <i>If answered "Yes", please submit the Revised Attachment B for review and approval.</i> 	<p>Yes <input type="checkbox"/></p>	<p>No <input checked="" type="checkbox"/></p>
<p>❖ Attachment C - Activity Work Plan</p> <ul style="list-style-type: none"> ➤ Has the Activity Work Plan/Project Timeline changed? ➤ <i>If answered "Yes", please submit the Revised Attachment C for review and approval.</i> 	<p>Yes <input type="checkbox"/></p>	<p>No <input checked="" type="checkbox"/></p>
<p>❖ Staffing Plan</p> <ul style="list-style-type: none"> ➤ Were there any Staffing changes? ➤ <i>If answered "Yes", please submit the Revised Staffing Plan which will include the Revised Org Chart and Updated names and Job descriptions.</i> 	<p>Yes <input type="checkbox"/></p>	<p>No <input checked="" type="checkbox"/></p>

<p>❖ Equipment Transfer/Disposal</p> <ul style="list-style-type: none"> ➤ Were there Equipment Transferred/Disposed? <ul style="list-style-type: none"> ➤ <i>If answered "Yes", please request a copy of the Equipment Transfer/Disposal Form and disposition instructions from your grant Manager. Complete and submit the Equipment Transfer/Disposal form.</i> 	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
<p><i>This report was prepared by:</i> Laurie Smith and Lana Braddy</p>	<p>Signature and date: Smith, Laurie</p> <p style="font-size: small; text-align: right;"> Digitally signed by Smith, Laurie DN: dc=ld, dc=lakeandgov, dc=col, ou=City of Lakeland, ou=Public Works, ou=Lake And Stormwater, cn=Smith, Laurie, email=Laurie.Smith@lakeandgov.net Date: 2023.06.08 13:43:23 -0400 </p>	

2023-RFQ-020

Professional Engineering and Environmental Consulting Services (CCNA) for the Lake Bonnet Drainage Basin
Flood Hazard and Debris Mitigation Project

ACTIVITY	DATE	NOTES
City Purchasing Advertises RFQ (<i>minimum 40 days</i>)	4/4/2023	
Mandatory Pre-Bid Meeting (<i>and Project Site Visit</i>)	4/18/2023 at 10 a.m.	
RFQ Submittals Due to Purchasing (<i>minimum 3</i>)	5/31/2023	
Teams Meeting to Notify Selection Committee to Begin Review of Proposals	6/5/2023 at 1 p.m.	
City Selection Committee Meeting (Public)	6/19/2023	
Interviews with Selection Committee (<i>if needed</i>)	TBD	
City Purchasing Issues Shortlist	6/21/2023	
City Requests Fee Proposal from Top-Ranked Firm	6/22/2023	
City submits the required procurement package to DEO seeking approval to take the shortlist and proposed Professional Services Agreement to the Lakeland City Commission for approval to begin contract negotiations	6/26/2023	
Fee Proposal Due from Top-Ranked Firm	6/28/2023	
City Reviews Fee Proposal, Completes Cost Analysis and Negotiates Professional Services Agreement with Firm	6/29/2023 - 7/10/2023	
City submits to DEO, the Fee Proposal, City's Cost Analysis and the proposed negotiated Professional Services Agreement for review and approval	7/11/2023	
City Purchasing Issues Notice of Intent to Award (<i>bid dispute period of 5 days</i>)	7/18/2023*	*Once City receives DEO's approval of the negotiated contract
Agenda Memo Due to City Attorney for 8/7/2023 CC Meeting	7/28/2023	Secure signed Contract and Insurance from Consultant prior to submittal to City Attorney with Agenda Memo.
Seek City Commission Approval of Shortlist, Proposed Negotiated Contract, and Funding Appropriation	8/7/2023	
Estimated Project Kick-Off Meeting	8/15/2023	
**This schedule is subject to change.		
*City Selection Committee: Laurie Smith, Lana Braddy, Sean McGinnis, Heath Frederick and Jobin Abraham		