

SPECIAL CITY COMMISSION MEETING



January 6, 2025
6:00PM
City Hall Lake Butler
200 SW 1st Street
Lake Butler, Florida 32054

AGENDA

1. Call to order – Roll Call

a. Admin Content

If a person decides to appeal a decision made with respect to any matter at this meeting or hearing, he or she will need a record of the proceedings and may need to ensure that a verbatim record is made.

2. Approval of The Agenda Format.

A. Motion to approve the agenda format.

3. Board Approval of First Reading of Ordinance No. 2026-01 for Application CPA 25-02 (SC Services, Inc.)

4. Board Approval of First Reading of Ordinance No. 2026-02 for Application Z 25-02 (SC Services, Inc.)

5. Ranking Committee Recommendation to City Commission for Selection of Construction Manager at Risk (CMAR) for DEP 0.7 MGD SBR WWTF Project (Wastewater Treatment Plant)

6. Adjournment

CITY COMMISSIONERS MEETING OF LAKE BUTLER, FLORIDA

AGENDA ITEM INFORMATION SHEET

DATE: January 6, 2026

AGENDA ITEM: First Reading of Ordinance No. 2026-01 for Application CPA 25-02 (SC Services Inc.)

DEPARTMENT: City Commission

MOTION/ACTION: Motion to approve the FIRST READING of Ordinance No. 2026-01 for Application CPA 25-02 (SC Services Inc.) to be read by title only.

ASSOCIATED COST(S):

NOTES:

This agenda item is for the FIRST READING of Ordinance No. 2026-01 for Application CPA 25-02 (SC Services Inc.)

Mr. Bryan Simpson with SC Services Inc. proposes to amend the Future Land Use Classification of the Comprehensive Plan of the City of Lake Butler for Parcel #36-05-19-00-000-0190-0, the former Public Works property that is being sold by the City to SC Services Inc. The current Future Land Use Classification is COMMERCIAL. The proposed Future Land Use Classification is INDUSTRIAL.

If the Board is in agreement, a motion is needed to approve the FIRST READING of Ordinance No. 2026-01 for Application CPA 25-02 (SC Services Inc.) to be read by title only.

ORDINANCE NO. 2026-01

AN ORDINANCE OF THE CITY OF LAKE BUTLER, FLORIDA, RELATING TO AN AMENDMENT OF 50 OR LESS ACRES OF LAND TO THE FUTURE LAND USE PLAN MAP OF THE CITY OF LAKE BUTLER COMPREHENSIVE PLAN, PURSUANT TO AN APPLICATION, CPA 25-02, BY THE PROPERTY OWNER OF SAID ACREAGE; UNDER THE AMENDMENT PROCEDURES ESTABLISHED IN SECTIONS 163.3161 THROUGH 163.3248, FLORIDA STATUTES, AS AMENDED; PROVIDING FOR A CHANGE IN LAND USE CLASSIFICATION FROM COMMERCIAL TO INDUSTRIAL OF CERTAIN LANDS WITHIN THE CORPORATE LIMITS OF THE CITY OF LAKE BUTLER, FLORIDA; PROVIDING SEVERABILITY; REPEALING ALL ORDINANCES IN CONFLICT; PROVIDING AN EFFECTIVE DATE

WHEREAS, Section 166.021, Florida Statutes, as amended, empowers the City Commission of the City of Lake Butler, Florida, hereinafter referred to as the City Commission, to prepare, adopt and implement a comprehensive plan;

WHEREAS, Sections 163.3161 through 163.3248, Florida Statutes, as amended, the Community Planning Act, empowers and requires the City Commission to prepare, adopt and implement a comprehensive plan;

WHEREAS, an application for an amendment, as described below, has been filed with the City;

WHEREAS, the City Commission has been designated as the Planning and Zoning Board of the City of Lake Butler, Florida, hereinafter referred to as the Planning and Zoning Board;

WHEREAS, the City Commission has been designated as the Local Planning Agency of the City of Lake Butler, Florida, hereinafter referred to as the Local Planning Agency;

WHEREAS, pursuant to Section 163.3174, Florida Statutes, as amended, and Land Development Regulations, the City Commission, serving as the Planning and Zoning Board and the Local Planning Agency, held the required public hearing, with public notice having been provided, on said application for an amendment, as described below, and at said public hearing, the City Commission, serving as the Planning and Zoning Board, serving also as the Local Planning Agency, reviewed and considered all comments received during said public hearing and the Concurrency Management Assessment concerning said application for an amendment, as described below, and recommended to the City Commission approval of said application for an amendment, as described below;

WHEREAS, the City Commission held the required public hearing, with public notice having been provided, under the procedures established in Sections 163.3161 through 163.3248, Florida Statutes, as amended, on said application for an amendment, as described below, and at said public hearing, the City Commission reviewed and considered all comments received during the public hearing, including the recommendation of the City Commission, serving as the Planning and Zoning Board and the Local Planning Agency, and the Concurrency Management Assessment concerning said application for amendment, as described below;

WHEREAS, the City Commission has determined and found said application for an amendment, as described below, to be compatible with the Land Use Element objectives and policies, and those of other affected elements of the Comprehensive Plan; and

WHEREAS, the City Commission has determined and found that approval of said application for an amendment, as described below, would promote the public health, safety, morals, order, comfort, convenience, appearance, prosperity or general welfare.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COMMISSION OF THE CITY OF LAKE BUTLER, FLORIDA, AND IN SESSION LAWFULLY ASSEMBLED, AS FOLLOWS:

Section 1. Pursuant to an application, CPA 25-02, by SC Services, as agent for the City Commission of the City of Lake Butler, to amend the Future Land Use Plan Map of the Comprehensive Plan by changing the future land use classification of certain lands, the land use classification is hereby changed from COMMERCIAL to INDUSTRIAL on the property described, as follows:

A parcel of land lying in Section 36, Township 5 South, Range 19 East, Union County, Florida. Being more particularly described as follows: Commence at Southeast corner of said Section 36; thence North 01°24'13" West 984.65 feet, along the East line of said Section 36 to the Point of Beginning; thence South 88°45'17" West 666.69 feet; thence North 01°24'49" West 1,458.59 feet to the Southerly right-of-way line of State Road 121; thence North 42°46'14" East 957.10 feet, along the Southerly right-of-way line of said State Road 121 to the East line of Section 36; thence South 01°24'13" East 2,146.89 feet, along the East line of said Section 36 to the Point of Beginning.

Containing 27.60 acre, more or less.

Section 2. Severability. If any provision or portion of this ordinance is declared by any court of competent jurisdiction to be void, unconstitutional or unenforceable, then all remaining provisions and portions of this ordinance shall remain in full force and effect.

Section 3. Conflict. All ordinances or portions of ordinances in conflict herewith are hereby repealed to the extent of such conflict.

Section 4. Effective Date. This ordinance shall be effective upon adoption.

The effective date of this plan amendment shall be thirty-one (31) days following the date of adoption of this plan amendment. However, if any affected person files a petition with the Florida Division of Administrative Hearings pursuant to Section 120.57, Florida Statutes, as amended, to request a hearing to challenge the compliance of this plan amendment with Sections 163.3161 through 163.3248, Florida Statutes, as amended, within thirty (30) days following the date of adoption of this plan amendment, this plan amendment shall not become effective until the Florida Department of Commerce or the Florida Administration Commission, respectively, issues a final order determining this plan amendment is in compliance. No development orders, development permits or land uses dependent on this plan amendment may be issued or commence before it has become effective. If a final order of noncompliance is issued, this plan amendment may nevertheless be made effective by adoption of a resolution affirming its effective status, a copy of which resolution shall be sent to the Florida Department of Commerce, Division of Community Development, 107 East Madison Street, Caldwell Building, First Floor, Tallahassee, Florida 32399-4120.

Section 5. Authority. This ordinance is adopted pursuant to the authority granted by Section 166.021, Florida Statutes, as amended, and Sections 163.3161 through 163.3248, Florida Statutes, as amended.

The said ordinance was read for the first time by title only at the public meeting in special session duly assembled on the 6th day of January 2026, and placed on the agenda for final passage for the 20th day of January 2026.

Commissioner _____ moved that the said ordinance be passed at the special meeting on the 6th day of January 2026. Seconded by Commissioner _____.

So the said ordinance was read for the second time by title only and the vote for the adoption of the said ordinance was as follows:

YEAS:_____

NAYS:_____

ABSENT AND NOT VOTING:_____

This ordinance was declared duly adopted in regular session assembled on this _____ day of _____2026.

Attest:

CITY COMMISSION OF THE
CITY OF LAKE BUTLER, FLORIDA

Kimberly Hayes, City Clerk

Melissa Hendrix, Mayor

First Reading Only

CITY COMMISSIONERS MEETING OF LAKE BUTLER, FLORIDA

AGENDA ITEM INFORMATION SHEET

DATE: January 6, 2026

AGENDA ITEM: First Reading of Ordinance No. 2026-02 for Application Z 25-02
(SC Services Inc.)

DEPARTMENT: City Commission

MOTION/ACTION: Motion to approve the FIRST READING of Ordinance No. 2026-02 for
Application Z 25-02 (SC Services Inc.) to be read by title only.

ASSOCIATED COST(S):

NOTES:

This agenda item is for the FIRST READING of Ordinance No. 2026-02 for Application Z 25-02
(SC Services Inc.)

Mr. Bryan Simpson with SC Services Inc. proposes to amend the Official Zoning Atlas of the
Land Development Regulations of the City of Lake Butler for Parcel #36-05-19-00-000-0190-
0, the former Public Works property that is being sold by the City to SC Services Inc. The
current zoning is COMMERCIAL GENERAL (CG). The proposed zoning district is
INDUSTRIAL (I).

If the Board is in agreement, a motion is needed to approve the FIRST READING of
Ordinance No. 2026-02 for Application Z 25-02 (SC Services Inc.) to be read by title only.

ORDINANCE NO. 2026-02

AN ORDINANCE OF THE CITY OF LAKE BUTLER, FLORIDA, AMENDING THE OFFICIAL ZONING ATLAS OF THE CITY OF LAKE BUTLER LAND DEVELOPMENT REGULATIONS, RELATING TO THE REZONING OF TEN OR MORE CONTIGUOUS ACRES OF LAND, PURSUANT TO AN APPLICATION, Z 25-02, BY THE PROPERTY OWNER OF SAID ACREAGE; PROVIDING FOR REZONING FROM COMMERCIAL, GENERAL (CG) TO INDUSTRIAL (I) OF CERTAIN LANDS WITHIN THE CORPORATE LIMITS OF THE CITY OF LAKE BUTLER, FLORIDA; PROVIDING SEVERABILITY; REPEALING ALL ORDINANCES IN CONFLICT; PROVIDING AN EFFECTIVE DATE

WHEREAS, Section 166.021, Florida Statutes, as amended, empowers the City Commission of City of Lake Butler, Florida, hereinafter referred to as the City Commission, to prepare, adopt and enforce land development regulations;

WHEREAS, Sections 163.3161 through 163.3248, Florida Statutes, as amended, the Community Planning Act, requires the City Commission to prepare and adopt regulations concerning the use of land and water to implement the Comprehensive Plan;

WHEREAS, an application for an amendment, as described below, has been filed with the City;

WHEREAS, the City Commission has been designated as the Planning and Zoning Board of the City of Lake Butler, Florida, hereinafter referred to as the Planning and Zoning Board;

WHEREAS, the City Commission has been designated as the Local Planning Agency of the City of Lake Butler, Florida, hereinafter referred to as the Local Planning Agency;

WHEREAS, pursuant to Section 163.3174, Florida Statutes, as amended, and the Land Development Regulations, the City Commission, serving as the Planning and Zoning Board and the Local Planning Agency, held the required public hearing, with public notice having been provided, on said application for an amendment, as described below, and at said public hearing, the City Commission, serving as the Planning and Zoning Board and the Local Planning Agency, reviewed and considered all comments received during said public hearing and the Concurrency Management Assessment concerning said application for an amendment, as described below, and recommended to the City Commission approval of said application for amendment, as described below;

WHEREAS, pursuant to Section 166.041, Florida Statutes, as amended, the City Commission, held the required public hearings, with public notice having been provided, on said application for an amendment, as described below, and at said public hearings, the City Commission reviewed and considered all comments received during said public hearings, including the recommendation of the City Commission, serving as the Planning and Zoning Board and the Local Planning Agency, and the Concurrency Management Assessment concerning said application for an amendment, as described below; and

WHEREAS, the City Commission has determined and found that approval of said application for an amendment, as described below, would promote the public health, safety, morals, order, comfort, convenience, appearance, prosperity or general welfare.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COMMISSION OF THE CITY OF LAKE BUTLER, FLORIDA, AND IN SESSION LAWFULLY ASSEMBLED, AS FOLLOWS:

Section 1. Pursuant to an application, Z 25-02, by SC Services, Inc., as agent for the City Commission of the City of Lake Butler, Florida, to amend the Official Zoning Atlas of the Land Development Regulations by changing the zoning district on certain lands, the zoning district is hereby changed from COMMERCIAL, GENERAL (CG) to INDUSTRIAL (I) on the property described, as follows:

A parcel of land lying in Section 36, Township 5 South, Range 19 East, Union County, Florida. Being more particularly described as follows: Commence at Southeast corner of said Section 36; thence North 01°24'13" West 984.65 feet, along the East line of said Section 36 to the Point of Beginning; thence South 88°45'17" West 666.69 feet; thence North 01°24'49" West 1,458.59 feet to the Southerly right-of-way line of State Road 121; thence North 42°46'14" East 957.10 feet, along the Southerly right-of-way line of said State Road 121 to the East line of Section 36; thence South 01°24'13" East 2,146.89 feet, along the East line of said Section 36 to the Point of Beginning.

Containing 27.60 acre, more or less.

Section 2. Severability. If any provision or portion of this ordinance is declared by any court of competent jurisdiction to be void, unconstitutional or unenforceable, then all remaining provisions and portions of this ordinance shall remain in full force and effect.

Section 3. Conflict. All ordinances or portions of ordinances in conflict herewith are hereby repealed to the extent of such conflict.

Section 4. Effective Date. This ordinance shall become effective upon adoption.

The effective date of this amendment, Z 25-02, to the Official Zoning Atlas shall be the same date as the effective date of Future Land Use Plan Map Amendment, CPA 25-02. If Future Land Use Plan Map Amendment, CPA 25-02, does not become effective, this amendment, Z 25-02 to the Official Zoning Atlas shall not become effective. No development orders, development permits or land uses dependent on this amendment, Z 25-02, to the Official Zoning Atlas may be issued or commence before it has become effective.

Section 5. Authority. This ordinance is adopted pursuant to the authority granted by Section 166.021, Florida Statutes, as amended, and Sections 163.3161 through 163.3248, Florida Statutes, as amended.

The said ordinance was read for the first time by title only at the public hearing in special session duly assembled on the 6th day of January 2026, and placed on the agenda for final passage for the 20th day of January 2026.

Commissioner _____ moved that the said ordinance be passed at the special public hearing on 6th day of January 2026. Seconded by Commissioner _____.

So the said ordinance was read for the second time by title only and the vote for the adoption of the said ordinance was as follows:

YEAS: _____ NAYS: _____

ABSENT AND NOT VOTING: _____

This ordinance was declared duly adopted in regular session assembled on this _____ day of _____ 2026.

CITY COMMISSION OF THE
CITY OF LAKE BUTLER, FLORIDA

Attest:

Kimberly Hayes, City Clerk

Melissa Hendrix, Mayor

CITY COMMISSIONERS MEETING OF LAKE BUTLER, FLORIDA

AGENDA ITEM INFORMATION SHEET

DATE: January 6, 2026

AGENDA ITEM: Ranking Committee Recommendation to City Commission for Selection of Construction Manager at Risk (CMAR) for DEP 0.7 MGD SBR WWTF Project (Wastewater Treatment Plant)

DEPARTMENT: City Commission

MOTION/ACTION: Motion to accept the Ranking Committee's Recommendation for the selection of a Construction Manager at Risk (CMAR) for DEP 0.7 MGD SBR WWTF Project for the Wastewater Treatment Plant.

ASSOCIATED COST(S):

NOTES:

This agenda item is for the Board's review, discussion, and consideration of a Construction Manager at Risk (CMAR) firm for the DEP 0.7 MGD SBR WWTF Project based on the recommendation from the Ranking Committee that consists of City Manager Kimberly Hayes, Finance Director Dave Mecusker, Lead WTP/WWTP Operator Jason Furman, & Administrative Assistant Hayden Page.

The CMAR Contract will include the following services and Work as listed in the advertisement enclosed with this cover sheet:

1. Construction of a four (4) basin Sequencing Batch Reactor (SBR) with static screens, trash trap, surge/anoxic tankage, and aerobic digester tankage.
2. Construction of one (1) Chlorine Contact Chamber and Effluent Pump Station.
3. Construction of new tertiary filters.
4. Construction of new chemical feed and storage facilities.

AGENDA ITEM #5

- 5. Construction of one (1) in-plant pump station.**
- 6. Construction of one (1) sludge dewatering facility.**
- 7. Modifications to off-site pump station.**
- 8. Construction of one (1) electrical building and emergency generator system.**
- 9. Construction of one (1) Operations Building with laboratory and administrative areas.**
- 10. Installation of site yard piping and process interconnections.**
- 11. Demolition and abandonment of existing treatment units.**
- 12. Site grading, drainage, paving, and roadway improvements.**
- 13. Installation of instrumentation, controls, and SCADA system integration.**

*** If the Board is in agreement with the Ranking Committee's Recommendation, a motion is needed to accept the Ranking Committee's Recommendation for the selection of a Construction Manager at Risk (CMAR) for DEP 0.7 MGD SBR WWTF Project for the Wastewater Treatment Plant.**

ADVERTISEMENT OF REQUEST FOR QUALIFICATIONS

**CITY OF LAKE BUTLER
LAKE BUTLER, FLORIDA
DEP 0.7 MGD SBR WWTF**

General Notice

The City of Lake Butler (Owner) will be requesting Statements of Qualifications from Construction Manager at Risk (CMAR) organizations (Proposers) for the construction of the following Project, and for related pre-construction and procurement CMAR services:

**DEP 0.7 MGD SBR WWTF
CPH PROJECT NO.: M180204.005**

Selection will be conducted in accordance with Florida Statutes § 255.103 and the Consultants' Competitive Negotiation Act (§ 287.055), based solely on demonstrated competence and qualifications. No pricing information shall be submitted with the SOQ.

Following selection, the Owner will negotiate a contract for pre-construction services, including design coordination, constructability review, cost estimating, and scheduling, in collaboration with the City's consulting engineer, CPH Consulting, LLC. Upon sufficient completion of the design documents, the Owner will negotiate a Guaranteed Maximum Price (GMP) for construction in accordance with § 255.103, F.S.

The CMAR Contract will include the following services and Work:

1. Construction of a four (4) basin Sequencing Batch Reactor (SBR) with static screens, trash trap, surge/anoxic tankage, and aerobic digester tankage.
2. Construction of one (1) Chlorine Contact Chamber and Effluent Pump Station.
3. Construction of new tertiary filters.
4. Construction of new chemical feed and storage facilities.
5. Construction of one (1) in-plant pump station.
6. Construction of one (1) sludge dewatering facility.
7. Modifications to off-site pump station.
8. Construction of one (1) electrical building and emergency generator system.
9. Construction of one (1) Operations Building with laboratory and administrative areas.
10. Installation of site yard piping and process interconnections.
11. Demolition and abandonment of existing treatment units.
12. Site grading, drainage, paving, and roadway improvements.
13. Installation of instrumentation, controls, and SCADA system integration.

Owner anticipates that the pre-construction services will begin on **January 20, 2026** with a duration of approximately **30** days. Notice to Proceed is expected on **March 3, 2026**, with Substantial Completion anticipated within **450** days and Final Completion by **June 28, 2027**.

Funding, Construction Budget, and Project Delivery Method

The project is funded through the Florida Department of Environmental Protection Wastewater Grant Agreement No. WG088, which is partly financed by federal Coronavirus State and Local Fiscal Recovery Funds (SLFRF) under the American Rescue Plan Act. Pursuant to federal requirements, all SLFRF funds must be fully expended by December 31, 2026, with the final reimbursement request submitted to FDEP by September 30, 2026.

The estimated construction budget is **\$23,000,000**. This amount is provided for general scope reference only and shall not be used as a basis for any fee or cost proposal during this qualifications-based selection process.

To ensure compliance with the SLFRF expenditure deadlines, the City of Lake Butler is utilizing the Construction Manager at Risk (CMAR) delivery method to expedite construction, assist with early procurement of materials, and coordinate closely with the Engineer during completion of final design.

Obtaining the RFQ Documents

The RFQ Documents may be downloaded from the official designated website. Project Information and RFQ Documents for the CMAR Contract can be found at the following designated website:

www.mittauer.com

The Issuing Office for RFQ Documents is:

CPH Consulting, LLC
580-1 Wells Road, Orange Park, Florida 32073

Prospective Proposers may obtain the RFQ Documents at the Issuing Office on Monday through Friday between the hours of **8:00 a.m. to 5:00 p.m.**

Prospective Proposers may examine and access the RFQ documents at the designated website or at the Issuing Office. RFQ Documents will be provided electronically as portable document format (PDF) files. Upon submitting contact information and requesting access to the RFQ Documents online or by contacting Ashley MacDonald at ashley.macdonald@cphcorp.com, the digital files will be made available for download. Neither Owner nor Engineer will be responsible for RFQ Documents, including addenda, if any, obtained from sources other than the **official designated website or the Issuing Office indicated above**.

SOQ Submission Requirements

Owner will receive sealed Statements of Qualifications (SOQs) demonstrating the Proposer's qualifications and ability to provide CMAR services and construct the Project at:

Lake Butler City Hall
Attn: Kimberly Hayes
200 SW 1st Street
Lake Butler, Florida 32054

SOQs may be mailed, courier-delivered, or hand-delivered, but must be received by the Owner no later than **2:00 p.m. local time on December 22, 2025**. Submittals received after this deadline will not be considered.

It is recommended that each Proposer submit **one (1) original** and **one (1) USB drive** containing a searchable PDF.

See Requests for Qualifications for details on preparing and submitting the Statement of Qualifications.

Public Opening of SOQs

All Statements of Qualifications received by the deadline will be publicly opened and the names of the Proposers recorded at **2:00 p.m. on December 22, 2025**, at Lake Butler City Hall. No evaluation or ranking will occur at this time. Proposers are not required to attend the public meeting.

Selection Process

Construction Manager at Risk will be selected solely on the basis of qualifications. Owner will receive Statements of Qualification and evaluate these, along with other information, to select the most highly qualified Proposer.

The Owner will select the Construction Manager at Risk (CMAR) using a **one-step, qualifications-based selection** process in accordance with § 287.055 and § 255.103, Florida Statutes. SOQs will be evaluated and ranked based on the criteria published below. The Owner will authorize contract negotiations with the highest-ranked firm. Interviews may be conducted at the Owner's discretion but are not required.

The Owner will conduct the public evaluation and ranking of the CMAR firms on **January 6, 2026 at 3:00 p.m.** at Lake Butler City Hall.

The **City Commission will hold a publicly noticed special meeting** for the purpose of CMAR selection on **January 6, 2026 at 6:00 p.m.** at Lake Butler City Hall, in accordance with §§ 287.055 and 255.103, Florida Statutes.

Selection of the Construction Manager at Risk will be made using the following selection criteria and scoring:

Satisfactory/Unsatisfactory Criteria:

Criterion	Description	Point Value
1	All addenda downloaded and acknowledged	Satisfactory/Unsatisfactory
2	Submission follows format & content requirements	Satisfactory/Unsatisfactory
3	Provides information on at least 5 similar projects completed by Proposer's team	Satisfactory/Unsatisfactory
4	Utility Contractor License	Satisfactory/Unsatisfactory
5	Debarment Status	Satisfactory/Unsatisfactory

Weighted Criteria:

Criterion	Description	Weighting Value (Points)
A	Experience and past performance of Proposer on similar CMAR and wastewater treatment projects	25
B	Experience and qualifications of proposed key personnel	25
C	Project understanding and approach to pre-construction and construction management	25
D	Capacity, workload, and subcontracting plan	10
E	Approach to providing pre-construction services (coordination with Engineer, cost estimating, value engineering)	10
F	Safety record and quality assurance / quality control (QA/QC) practices	5
Total Points		100

Contract Negotiation and Guaranteed Maximum Price (GMP) Amendment

Following completion of the qualifications-based selection process, the Owner will negotiate a contract for Pre-Construction Services with the highest-ranked CMAR firm, which will include coordination with the Owner's Engineer (CPH Consulting, LLC), constructability and value-engineering reviews, cost estimating at design milestones, and scheduling.

Upon agreed completion of the design documents, the CMAR shall submit a Guaranteed Maximum Price (GMP) Proposal establishing the total construction cost, schedule, and scope of work. The Owner, assisted by CPH Consulting, LLC, will review and negotiate the GMP in accordance with § 255.103, Florida Statutes.

Once a mutually acceptable GMP is reached, the Owner will execute a GMP Amendment to the CMAR Agreement authorizing construction under the negotiated guaranteed maximum price and completion date. If the Owner and the highest-ranked CMAR cannot reach agreement, negotiations will be terminated and initiated with the next-ranked firm per § 287.055(5)(c), Florida Statutes.

RFQ Documents

Additional information regarding the selection criteria, submittal format, and evaluation process is included in the Request for Qualifications (RFQ). Proposers should refer to the RFQ Documents for all further requirements regarding Statements of Qualifications, submittal content, evaluation procedures, and selection process.

Contact Information

For project-scope questions, contact:

- Tim Norman, P.E., CPH Consulting, LLC (tim.norman@cphcorp.com)
- Jason Shepler, P.E., CPH Consulting, LLC (jason.shepler@cphcorp.com)

This Advertisement is issued by:

Owner: **City of Lake Butler, Florida**
By: **Kimberly Hayes**
Title: **City Manager**
Date: **November 20, 2025**