



**AGENDA
PARKS & RECREATION COMMITTEE
MEETING
CITY HALL BOARDROOM
TUESDAY, MAY 28, 2024**

- 1. CALL TO ORDER**
- 2. ATTENDANCE AND INSTRUCTIONS**
- 3. APPROVAL OF MINUTES**
 - A) March 5, 2024 Special Parks & Recreation Meeting Minutes**
- 4. OLD BUSINESS**
- 5. NEW BUSINESS**
 - A) Vice Chair for Parks and Recreation Committee**
 - B) Pickleball Courts – 90% Plans Update**
 - C) Parks and Recreation Master Plan**
- 6. COMMITTEE MEMBER COMMENTS/QUESTIONS**
 - A) L'Rena Anderson**
 - B) Isaac Birch**
Park Restroom Interior Lighting
 - C) Leslie Schmidt**
 - D) Sandy Trammell**
 - E) Nikki Johnson**
 - F) Autumn Weidenhamer**
 - G) Joshua Cowsert**
- 7. STAFF REPORTS**
- 8. COMMENTS FROM THE AUDIENCE**
- 9. NEXT MEETING DATE: TBD**
- 10. PUBLIC COMMENTS** (Comments from the public on any matters considered at the meeting, or on any matters not on the agenda)

If a person decides to appeal any decision made by the City Council, committee, board, panel, or agency with respect to any matter considered at such meeting or hearing, he or she will need a record of the proceedings, and that, for such purpose, he or she will may need to ensure that a record of the verbatim record of the proceedings is made, which record includes the testimony and evidence upon the appeal is to be based.

"Persons with disabilities who require assistance to participate in this meeting are requested to notify the Public Services Office 850/837-4242 at least 48 hours in advance".

**MINUTES OF THE
SPECIAL PARKS & RECREATION COMMITTEE
MEETING DESTIN CITY HALL BOARDROOM
MARCH 5, 2024 MEETING - 4:00 PM**

1. CALL TO ORDER:

Chairwoman Trammell called the Parks & Recreation meeting to order at 4:00 p.m. on Tuesday, March 5, 2024, in the Destin City Hall Annex Chambers with the Pledge of Allegiance immediately following.

2. ROLL CALL:

Members Present

Sandy Trammell
Nikki Johnson
Daniella Piper
Isacc Birch

Members Absent

Lisa Mason
Leslie Schmidt

Staff Present

Kim Montgomery Deputy City Clerk
Lisa Firth Recreation Director
Ryan Reed Dep. Recreation Director
Ryan Scott, City Engineer
Daniel Butler

3. AGENDA APPROVAL:

Motion by Chairwoman Trammell to change the order of the day to have A & B under Old Business to be heard first on the agenda, with Committee member Johnson providing the second. The motion passed 4-0.

4. APPROVAL OF MINUTES:

Motion to approve the January 23, 2024, meeting minutes as written was made by Committee member Sweetser with Vice Chair Piper providing the second. The motion passed 4-0.

5. OLD BUSINESS:

A. Pickleball Courts – 60% Plans

Ryan Scott, City Engineer explained to the members that these are the last for any changes that can be made. In discussion, Chairwoman Trammell spoke of the need for more parking and suggested that the area shown on the plans have the parking lot extended. Mr. Scott stated the area she is referring to is set aside for stormwater. Chairwoman Trammell then suggested that the area between the Public Services Building and the Annex at least have temporary parking until the project is completed.

Motion by Chairwoman Trammell to accept the plan as presented with and addition of temporary parking between the Public Services building and the Annex. Vice Chairwoman Piper provided the second. In discussion, Vice Chair Piper asked if they could

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use a tennis court as a pickleball court, Mr. Scott stated that they could be swapped out. Vice Chair Piper spoke of how she thinks the basketball courts are used more at Buck Destin Park. She amended the motion **to explore the possibility of rather than a tennis court and a basketball court, to have two basketball courts.** Mr. Scott suggested just having the pad put down for multiuse. The final amended motion, **Accept the project as presented, attempt to add temporary overflow parking on the south side of the project, swap out the tennis and the basketball courts at the bottom for multi-use courts, two of the same size as the tennis courts, the motion passed 4-0.**

B. Clement Taylor Park Plans

Mr. Scott explained to the members what is being planned for the park updates and how this is information only as the process is now in the final stretch for funding.

Chairwoman Trammell spoke of the \$60k that was set aside for stormwater that Council removed and asked is it because it's not needed. According to Mr. Scott, that is correct. She then inquired about the much needed Pavilion replacement. Mr. Scott stated that he does not have an answer at this time. There was additional discussion about the pavilion being the old footprint of the original schoolhouse and how it should be recognized. According to Mrs. Firth, a sign is already planned to be erected at the site.

➤ Parking Requirements for Parks

Mr. Scott informed the members that per the Code, one ADA parking space is required per park, and no other parking requirements.

Motion by Chairwoman Trammell for no change to be made to the Code regarding to parking requirements for parks and allow neighborhood parks to only have one ADA parking space. Vice Chair Piper provided the second, the motion passed 4-0.

6. NEW BUSINESS:

➤ DRAFT MOBILITY PLAN

Mr. Scott explained the point of the plan is to get a Mobility Fee approved so that any new development or redevelopment that may come in pays their fair share based on how the fee is calculated for mobility needs. He further explained that the plan is broken down into three phases, with each phase being about eight years.

Motion by Committee member Birch, seconded by Committee member Johnson to accept the Draft Mobility Plan as presented. The motion passed 4-0.

****Chairwoman Trammell left the meeting at 4:50 PM****

➤ **Draft Article 6 - Approved Tree List**

In looking over the current list of approved trees, Committee member Johnson questioned why the list has Bradford Pear Tree on the list since it is deemed an invasive species. According to Mr. Butler, the list provided was created by previous staff, however, it can be amended. Chairwoman Trammell inquired about the Red Buckeye tree, that was supposed to be planted this past January, is on the Approved Tree List.

Motion by Committee member Johnson, seconded by Committee member Birch to recommend approval of the Approved Tree List with the removal of the Bradford Pear tree and the addition of the Red Buckeye. The motion passed 4-0.

➤ **Joe's Bayou Park Redesign – Pierce Barrett**

Mr. Barrett explained first and foremost the design plans are now at 60% and cannot be changed. He explained that one of the comments, when the plans were at the 30% stage, was for the existing bathrooms stay however, because they are not up to code, will interfere with the access points of the new design and won't be in line with the architectural scheme that this committee wanted for all parks to adhere to, they are going to be removed. Additionally, the new bathrooms will not be that far away from where the old original ones are now located. He briefly covered all other aspects of the design plans and what all they will entail. Mr. Barrett explained that the park will have to be closed during the construction period and that the work should commence sometime in 2025.

7. STAFF COMMENTS:

Mr. Reed informed the members that the Park Foundation Committee has been created and Chairwoman Trammell is on the committee.

Mrs. Firth informed the members that they will be taking out to bid the Parks Master Plan and are looking for a consultant firm to help writing the document. She handed out the draft bid documents for the members to look over and asked they provide input.

Mrs. Firth also informed the members that there is funding in the budget this year of \$100k to start replacing the equipment at the Children's Park and shade cloths will also be installed. Also, two of the little fields will be getting artificial turf in the infield and the existing lights will be replaced with LED lights.

8. MEMBER COMMENTS:

Nikki Johnson – Founders Day MC

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Committee member Johnson explained how Matthew would like to continue to MC the Founder's Day event, even though he needed to step down from his duties as Council member.

Committee member Piper stated that she would like to volunteer again this year if they need assistance and asked staff to be emailed in advance as a reminder of the event.

- **Public Comment - None**

ADJOURNMENT:

Having no further discussions, the meeting adjourned at 5:50 PM.

Adopted and approved this _____ day of _____ 2024.

Sandy Trammell, Chairwoman

Kim Montgomery, Deputy City Clerk

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LEGAL DESCRIPTION

A parcel of land in unsectionalized Township 2 South, Range 22 West, Okaloosa County, Florida described as commencing at the Southeast corner of Lot 4, Block 6, Silver Beach Subdivision, as recorded in Plat Book 1, Page 16 % of the Official Records; thence North 03°58'04" East along a projection of the East line of said Lot 4, a distance of 127.73 feet to a point on the Northern right of way line of State Road 30 (U.S. 98 bypass, R/W varies) and the Southerly right of way line of a 100 foot Gulf Power easement; thence North 86°02'36" West (North 86°02'07" West measured) along said Northerly and Southerly lines, a distance of 435.96 feet; thence North 83°19'06" West along said Northerly and Southerly lines, a distance of 176.83 feet; thence departing said Northerly right of way line and continuing along said Southerly line of Gulf Power easement North 83°19'06" West, 373.07 feet to a concrete monument #3724 on the Easterly right of way line of Two Trees Road (100' R/W); thence continue North 83°19'06" West along said Southerly line, a distance of 407.82 feet to a concrete monument #3724 along the South line of Destin City Hall parcel; thence continuing along said South line of Destin City Hall parcel and power easement, North 77°53'46" East, 947.63 feet (North 77°53'02" East, 947.59 feet measured) to a concrete monument #3724 and the point of beginning; thence continuing along the last described course, 10.72 feet; thence continuing along said South line of Gulf Power easement, North 75°09'47" East, 413.87 feet; thence departing said South line, North 01°17'21" East, 953.11 feet to the Southerly right of way line of Indian Bayou Trail (100' R/W); thence North 67°29'32" East along said Southerly line, a distance of 42.67 feet to the Southerly right of way line of Two Trees Road (80' R/W); thence Southeasterly along said right of way of Two Trees Road, 180.13 feet along the arc of a curve, concave Northeasterly, having a radius of 200.00 feet, a central angle of 51°36'10" and a chord bearing South 48°24'53" East, 174.10 feet; thence continuing along said right of way of Two Trees Road, South 74°13'04" East, 433.23 feet; thence departing said right of way line, South 15°46'56" East, 363.00 feet; thence South 74°13'04" East, 300.00 feet; thence North 15°46'56" East 363.00 feet to said Southerly right of way line of Two Trees Road; thence South 74°13'04" East along said Southerly line, a distance of 312.37 feet; thence continuing along said right of way line, 93.41 feet along the arc of a curve, concave Southwesterly, having a radius of 149.08 feet, a central angle of 35°54'03", and a chord bearing South 56°14'53" East, 91.85 feet to a concrete monument #3724 marking the Northerly line of Destin City Hall site, said line also being the Northerly right of way line of future extension of Comprehensive Plan Road (100' R/W); thence along said Northerly line, 398.06 feet along the arc of a curve, concave Northwesterly, having a radius of 1902.87 feet, a central angle of 11°59'02", and a chord bearing South 62°31'39" West, 397.33 feet to a concrete monument #3724; thence continuing along said Northerly line, 454.76 feet along the arc of a curve, concave Northwesterly, having a radius of 1804.18 feet, a central angle of 14°26'31", and a chord bearing South 75°41'03" West, 453.56 feet to a concrete monument #3724, thence departing said Northerly line and continuing along the West line of said Destin City Hall Site, South 12°07'37" East, 338.55 feet to the point of beginning, containing 12.99 acres, more or less all in Okaloosa County, Florida.

A parcel of land in undivided Township 2 South, Range 22 West, Okaloosa County, Florida, described as commencing at the Southeast corner of Lot 4, Block 6, Silver Beach Subdivision, as recorded in Plat Book 1, Page 16 1/2 of the Official Records; thence North 03°58'52" East, 1277.09 feet to the North right-of-way line of State Road 30 and the Southerly right-of-way line of a 100 foot wide Gulf Power Easement; thence North 86°02'07" West (reference bearing) along said North right-of-way line, 434.71 feet to a point of divergence of said right-of-way lines; thence North 83°18'37" West along said Southerly Gulf Power Easement right-of-way line, 657.81 feet to the West right-of-way line of Comprehensive Road a 100 foot right-of-way; thence North 13°56'03" West, 346.03 feet; to a point of curvature, thence 339.42 feet along the arc of a curve, concave southwesterly having a radius of 993.92 feet, a central angle of 19°33'58", and a chord bearing North 23°43'02" West, 337.77 feet; thence North 33°30'00" West, 245.99 feet to a point of curvature; thence 105.95 feet along the arc of a curve concave Southwesterly, having a radius of 149.08 feet, a central angle of 40°43'09", and a chord bearing North 53°51'32" West, 103.73 feet to a point of tangency; thence North 74°13'04" West, 312.54 feet to the point of beginning, thence South 15°46'56" West, 363.00 feet, then North 74°13'04" West, 300.00 feet, thence North 15°46'56" East, 363.00 feet to the South right-of-way line of Two Trees Road and 80 foot right-of-way, thence South 74°13'04" East, 300.00 feet to the point of beginning; all in undivided Township 2 South, Range 22 West, Okaloosa County, Florida.

A parcel of land in undivided Township 2 South, Range 22 West, Okaloosa County, Florida, described as commencing at the Southeast corner of Lot 4, Block 6, Silver Beach Subdivision, as recorded in Plat Book 1, Page 16 1/2 of the official records; thence North 03°58'52" East, 1277.09 feet to the North right-of-way line of State Road 30 and the Southerly right-of-way line of a 100 foot wide Gulf Power easement; thence North 86°02'07" West (reference bearing) along said North right-of-way line, 434.71 feet to a point of divergence of said right-of-way lines; thence North 83°18'37" West to along said Southerly Gulf Power easement right-of-way line, 657.61 feet to the West right-of-way line of comprehensive road a 100 foot right-of-way; thence North 13°58'03" West, 346.03 feet, to a point of curvature, thence 339.42 feet along the arc of a curve, concave Southwesterly having a radius of 993.92 feet, a central angle of 19°33'58", and a chord bearing North 23°43'02" West, 337.77 feet; thence North 33°30'00" West, 245.99 feet to a point of curvature; thence 105.95 feet along the arc of a curve concave Southwesterly, having a radius of 149.08 feet, a central angle of 40°43'09" and a chord bearing North 53°51'32" West, 103.73 feet to a point of tangency; thence North 74°13'04" West, 312.54 feet to the point of beginning, thence continuing along last described course North 74°13'04" West, 733.07 feet to a point of curvature; thence 180.08 feet along the arc of a curve, concave Northeasterly having a radius of 200.00 feet, a central angle of 51°35'17", and a chord bearing North 42°25'25" West, 174.05 feet to a point on the Southern right-of-way line of Indian Bayou Trail; thence North 67°29'32" East, 80.00 feet along the South right-of-way of Indian Bayou Trail (100' r/w) to a point of curvature; thence 107.88 feet along the arc of a curve concave Northeasterly having a radius of 120.00 feet, a central angle of 51°30'24" and a chord bearing South 45°27'51" East, 104.28 feet; thence South 74°13'04" East, 733.07 feet; thence South 15°46'56" West, 80.00 feet to the Point of Beginning; all in undivided Township 2 South, Range 22 West, Okaloosa County, Florida.

#	TITLE
01	COVER SHEET
02	EXISTING CONDITIONS
03	MASTER SITE PLAN
04	MASTER GRADING PLAN
05	PHASE 1 SITE & UTILITY PLAN
06	PHASE 1 GRADING & DRAINAGE PLAN
07	PHASE 1 LANDSCAPE PLAN
08	GRINDER STATION DETAILS
09	DWU UTILITY DETAILS I
10	DWU UTILITY DETAILS II
11	SPECIFICATIONS I
12	SPECIFICATIONS II

NOT TO SCALE

(WATER/SEWER)	(TELEPHONE)
DESTIN WATER USERS	CENTURYLINK
218 MAIN STREET	411 MARY ESTHER CUTOFF
DESTIN, FL 32541	FT. WALTON BEACH, FL 32548
(850) 837-4930	(850) 244-1150

ELECTRIC)	(GAS)
FLORIDA POWER & LIGHT	OKALOOSA GAS DISTRICT
40 HOLLYWOOD BLVD SW	20 HUGHES STREET NE
FT. WALTON BEACH, FL 32548	FT. WALTON BEACH, FL 32548
(800) 225-5797	(850) 729-4700

CITY OF DESTIN
POC: RYAN SCOTT, P.E. - CITY ENGINEER
DESTIN CITY HALL ANNEX
4100 INDIAN BAYOU TRAIL
DESTIN, FL 32541
PHONE: (850) 654-1119
EMAIL: RSCOTT@CITYOFDESTIN.COM

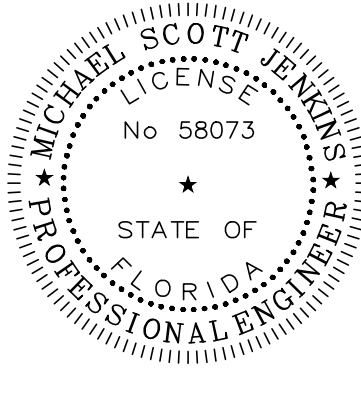
USE LATEST CITY OF DESTIN AND/OR
F.D.O.T. TECHNICAL SPECIFICATIONS AND
DETAILS UNLESS OTHERWISE NOTED.

THE CONTRACTOR SHALL DEFEND, INDEMNIFY, KEEP AND SAVE HARMLESS THE OWNER AND ENGINEER AND THEIR RESPECTIVE MEMBERS, REPRESENTATIVES, AGENTS AND EMPLOYEES, IN BOTH INDIVIDUAL AND OFFICIAL CAPACITIES, AGAINST ALL SUITS, CLAIMS, DAMAGES, LOSSES AND EXPENSES, INCLUDING ATTORNEY'S FEES, CAUSED BY, GROWING OUT OF, OR INCIDENTAL TO THE PERFORMANCE OF THE WORK UNDER THE CONTRACT BY THE CONTRACTOR OR ITS SUBCONTRACTORS TO THE FULL EXTENT AS ALLOWED BY THE LAWS OF THE STATE OF FLORIDA AND NOT BEYOND ANY EXTENT WHICH WOULD RENDER THESE PROVISIONS VOID OR UNENFORCEABLE. IN THE EVENT OF ANY SUCH INJURY (INCLUDING DEATH) OR LOSS OR DAMAGE OR CLAIMS THEREFORE, THE CONTRACTOR SHALL GIVE PROMPT NOTICE TO THE OWNER.

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TREE TABLE		
SYMBOL	DESCRIPTION	TOTAL
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	PALM TREE	3
	CEDAR TREE	1
	MAGNOLIA TREE	1
	UNKNOWN TREE	1

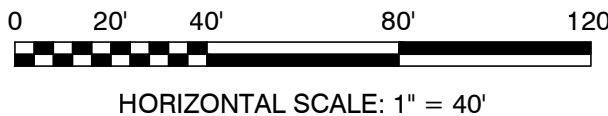


BY
MSJ
MSJ
MPF

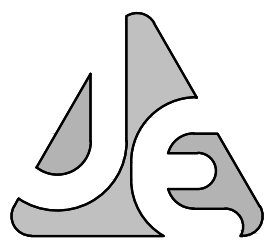
CITY OF DESTIN	CITY OF DESTIN PICKLEBALL COURTS DESTIN, FLORIDA	EXISTING CONDITIONS	10/20/2023 MSJ MPF
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DRAWING NUMBER 02 OF 12		SHEET NUMBER C02	

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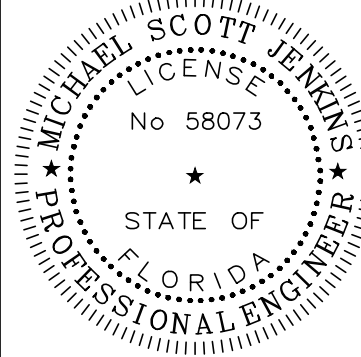
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PH1	4 PICKLEBALL COURTS , RESTRIPIING, PHASE 1 STORMWATER, RESTROOM FACILITY, COURT LIGHTING, PEDESTRIAN PATHS
PH1A	TEMPORARY GRAVEL PARKING
PH1B	TWO SHADE STRUCTURES
PH2	4 PICKLEBALL COURTS & REMAINING SITE STORMWATER
PH3	2 PICKLEBALL COURTS
PH4	2 PICKLEBALL COURTS & PLAYGROUND AREA
PH5	MULTI-USE
PH6	MULTI-USE
PH7	PARKING IMPROVEMENTS



73 EGLIN PARKWAY NE, SUITE 203
FORT WALTON BEACH, FLORIDA 32548
PHONE 850.837.2448
FAX 850.837.2450



M. SCOTT JENKINS, P.E.
FL. REGISTRATION NO. 58073

REV	DATE	DESCRIPTION	BY
1	2/8/2024	REVISIONS PER CITY COUNCIL MEETING (2/5/2024) DIRECTION	MSJ
2	5/10/2024	REVISIONS PER CITY 90% REVIEW	MSJ
3	5/15/2024	REVISIONS PER CITY 100% REVIEW	MPF

CITY OF DESTIN
CITY OF DESTIN PICKLEBALL COURTS
DESTIN, FLORIDA

MASTER SITE PLAN

MASTER SITE PLAN
NOT VALID UNLESS BEARING ENGINEER'S ORIGINAL SIGNATURE

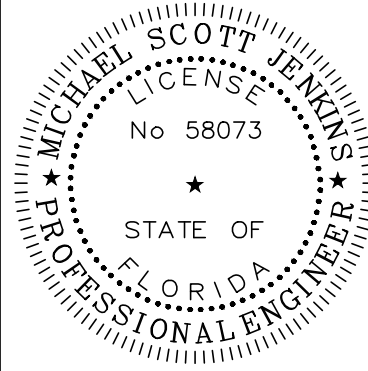
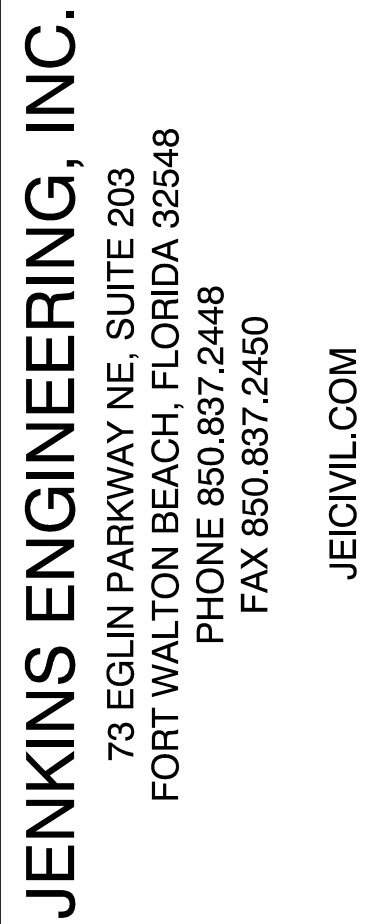
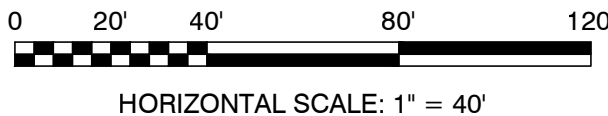
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03 OF 12

SHEET NUMBER
C03

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REV	DATE	DESCRIPTION	BY
1	2/8/2024	REVISIONS PER CITY COUNCIL MEETING (2/8/2024) DIRECTION	MSJ
2	5/10/2024	REVISIONS PER CITY 80% REVIEW	MSJ
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CITY OF DESTIN
CITY OF DESTIN PICKLEBALL COURTS
DESTIN, FLORIDA
MASTER GRADING PLAN
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DATE: 10-2023
DESIGNED: MSJ
DRAWN: MPF

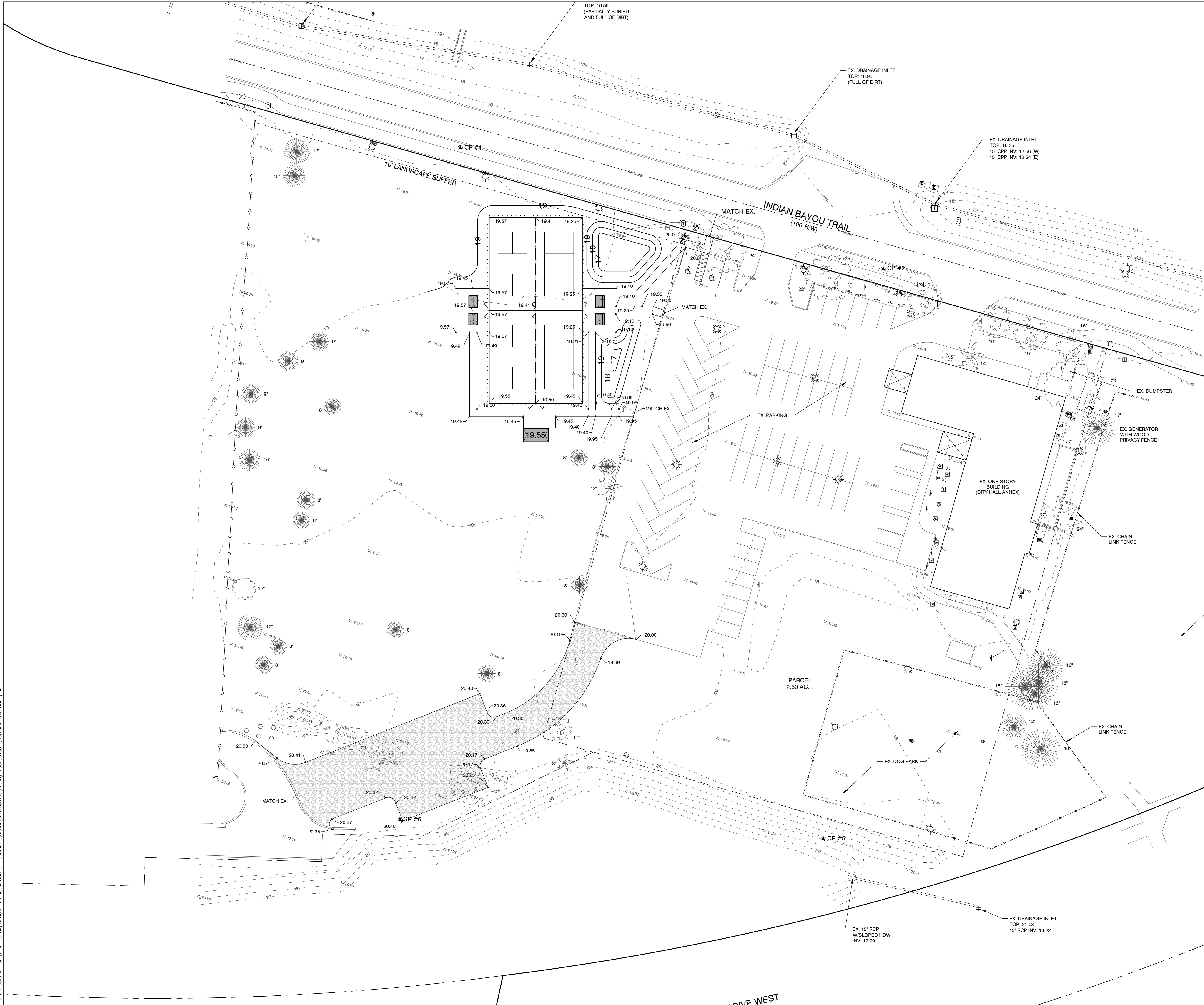
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SHEET NUMBER
C04

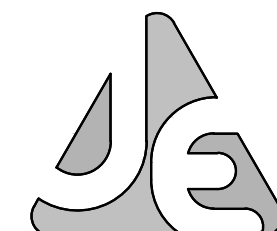
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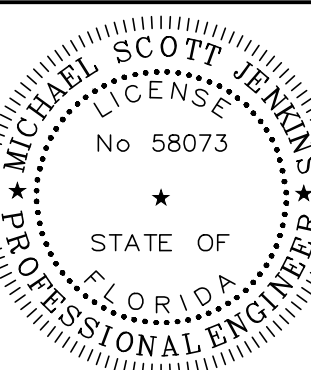


0 20' 40' 60' 80'

HORIZONTAL SCALE: 1" = 80'



JENKINS ENGINEERING, INC.
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JEICVIL.COM



M. SCOTT JENKINS, P.E.
FL REGISTRATION NO. 58073

REV	DATE	DESCRIPTION
1	2/8/2024	REVISIONS PER CITY COUNCIL MEETING (2/8/2024) DIRECTION
2	5/10/2024	REVISIONS PER CITY 80% REVIEW
3	5/15/2024	REVISIONS PER CITY 100% REVIEW

BY	MSJ	MSJ	MPF

CITY OF DESTIN

CITY OF DESTIN PICKLEBALL COURTS
DESTIN, FLORIDA

PHASE 1 GRADING & DRAINAGE PLAN

NOT VALID UNLESS BEARING ENGINEER'S ORIGINAL SIGNATURE

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DATE: 10-2023
DESIGNED: MSJ
DRAWN: MPF

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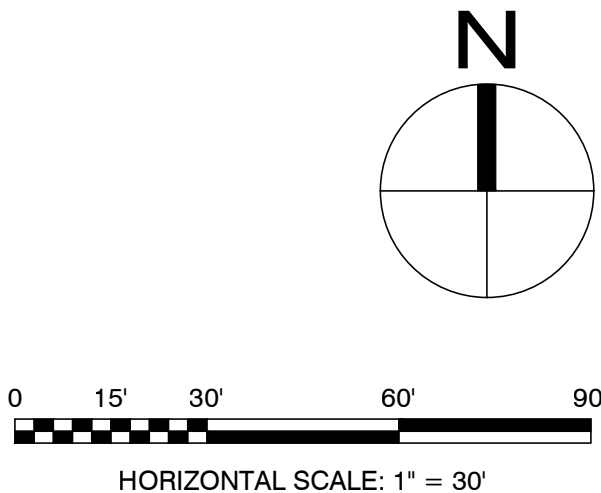
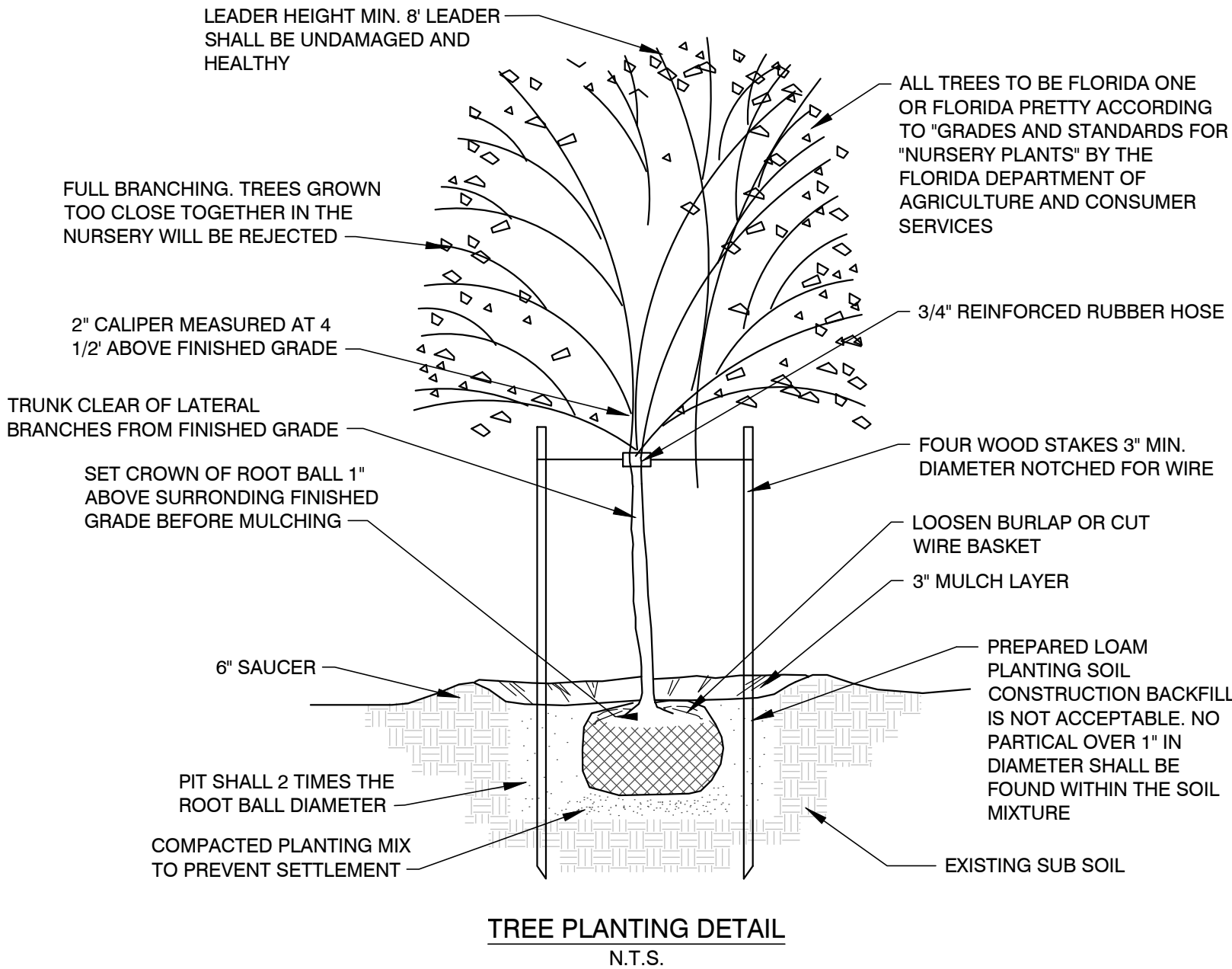
SHEET NUMBER
C06



LEGEND								
SYM	TYPE	COMMON NAME	SCIENTIFIC NAME	HT.	CAL.	ROOT	REMARKS	COUNT
	CANOPY	LIVE OAK	Quercus virginiana	6'	3"	B&B	FULL, WELL SHAPED	6

BUFFER REQUIREMENTS:
10' FRONT LANDSCAPE BUFFER: 1 CANOPY TREE PER 25 L.F. (145.0 L.F. / 25) = 5.8
PROVIDED: 6 CANOPY TREES

- LANDSCAPE NOTES**
- ALL PRICES OF PLANT MATERIAL SHALL INCLUDE PINE MULCH, TREE STAKING AND BED PREPARATION.
 - LANDSCAPE CONTRACTOR SHALL BE RESPONSIBLE FOR WATERING OF ALL PLANT MATERIAL DURING THE CONSTRUCTION OF THE PROJECT, UNTIL SUCH TIME AS SUBSTANTIAL COMPLETION. AT THAT TIME, IT SHALL BECOME THE RESPONSIBILITY OF THE MAINTENANCE CONTRACTOR SELECTED BY THE OWNER.
 - WHERE SOD OR SEED IS SHOWN GOING DIRECTLY UP TO THE BUILDING, CONTRACTOR SHALL LEAVE A 8" MULCH BORDER BETWEEN THE SOD AND THE BUILDING FOR EASY MAINTENANCE.
 - THE ENGINEER RESERVES THE RIGHT TO REJECT ANY AND ALL PLANT MATERIAL WHICH DOES NOT MEET THE SPECIFICATIONS IN SIZE OR SHAPE.
 - ALL LANDSCAPING WITHIN THE CLEAR VISIBILITY TRIANGLE SHALL COMPLY WITH SIGHT REQUIREMENTS.
 - TREES SHALL HAVE A MINIMUM INSTALLED HEIGHT OF 6' AT THE TIME OF PLANTING.
 - ALL PLANT MATERIAL SHALL BE DROUGHT AND SALT TOLERANT.



JENKINS ENGINEERING, INC.
73 EGLIN PARKWAY NE, SUITE 203
FORT WALTON BEACH, FLORIDA 32548
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M. SCOTT JENKINS, P.E.
FL REGISTRATION NO. 58073

REV	DATE	DESCRIPTION
1	2/8/2024	REVISIONS PER CITY COUNCIL MEETING (2/5/2024) DIRECTION
2	5/10/2024	REVISIONS PER CITY 80% REVIEW
3	5/15/2024	REVISIONS PER CITY 100% REVIEW

CITY OF DESTIN

CITY OF DESTIN PICKLEBALL COURTS
DESTIN, FLORIDA

PHASE 1 LANDSCAPE PLAN

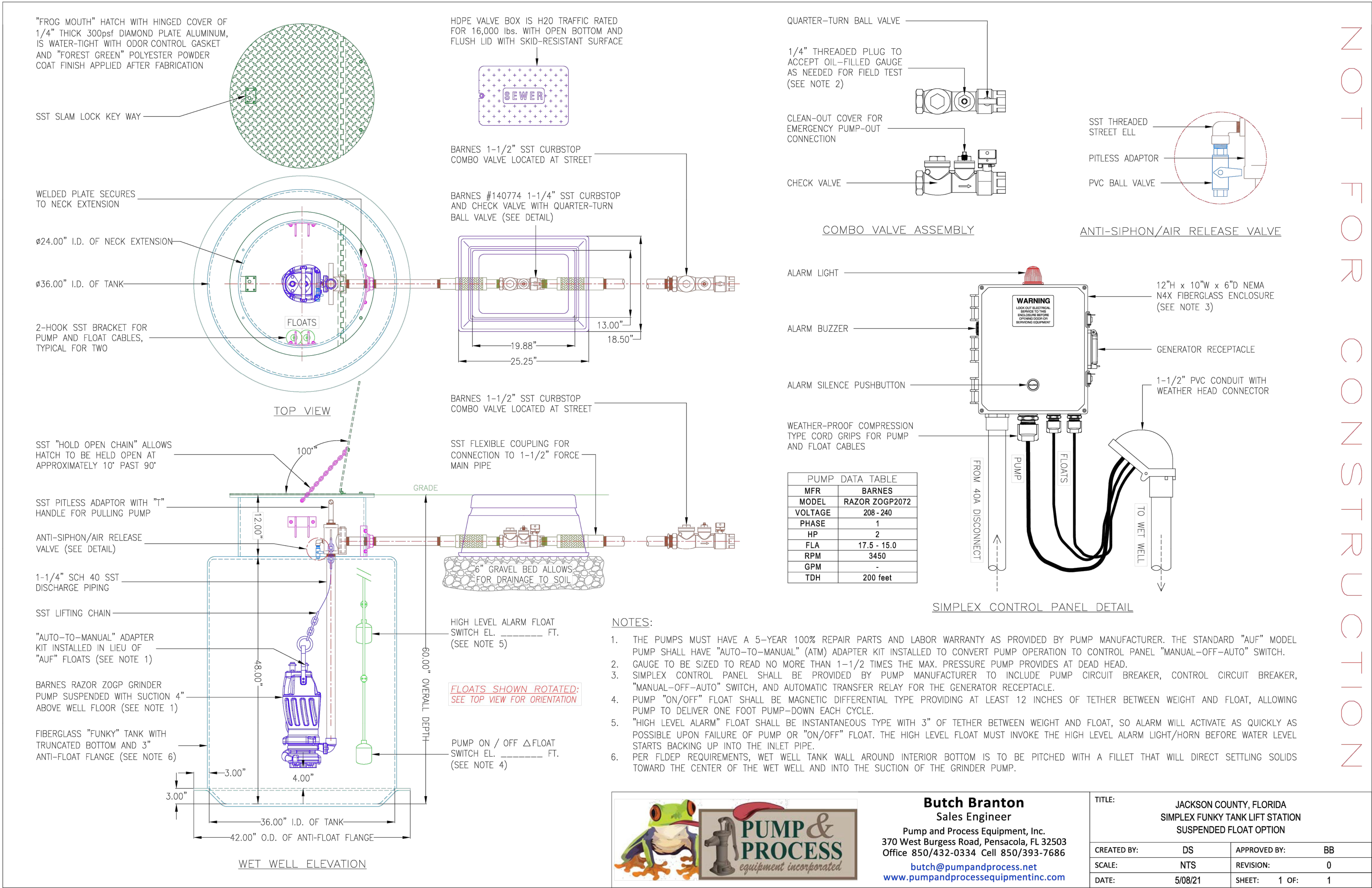
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JOB: 23-58
DATE: 10-2023
DESIGNED: MSJ
DRAWN: MPF

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DRAWING NUMBER
07 OF 12

SHEET NUMBER
C07



Butch Branton
Sales Engineer
Pump and Process Equipment, Inc.
370 West Burgess Road, Pensacola, FL 32503
Office 850/432-0334 Cell 850/393-7686
butch@pumpandprocess.net
www.pumpandprocessequipmentinc.com

TITLE: JACKSON COUNTY, FLORIDA SIMPLEX FUNKY TANK LIFT STATION SUSPENDED FLOAT OPTION	
CREATED BY: DS	APPROVED BY: BB
SCALE: NTS	REVISION: 0
DATE: 5/08/21	SHEET: 1 OF: 1

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REVISION	DATE	DESCRIPTION
1	5/15/2024	REVISIONS PER CITY 100% REVIEW

CITY OF DESTIN

CITY OF DESTIN PICKLEBALL COURTS
DESTIN, FLORIDA

GRINDER STATION DETAILS
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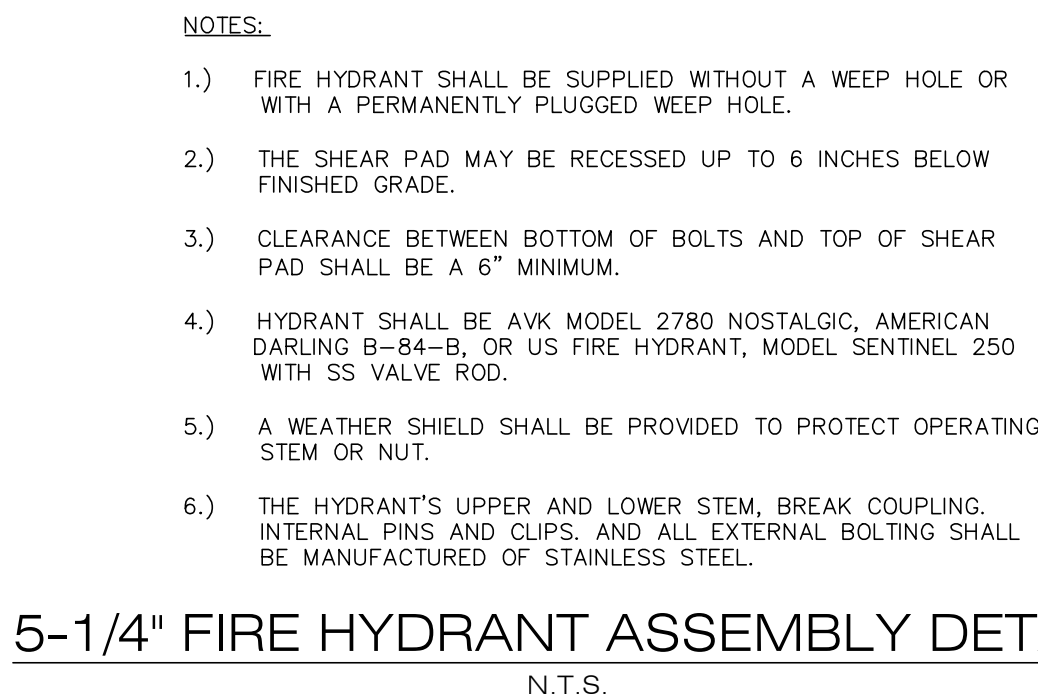
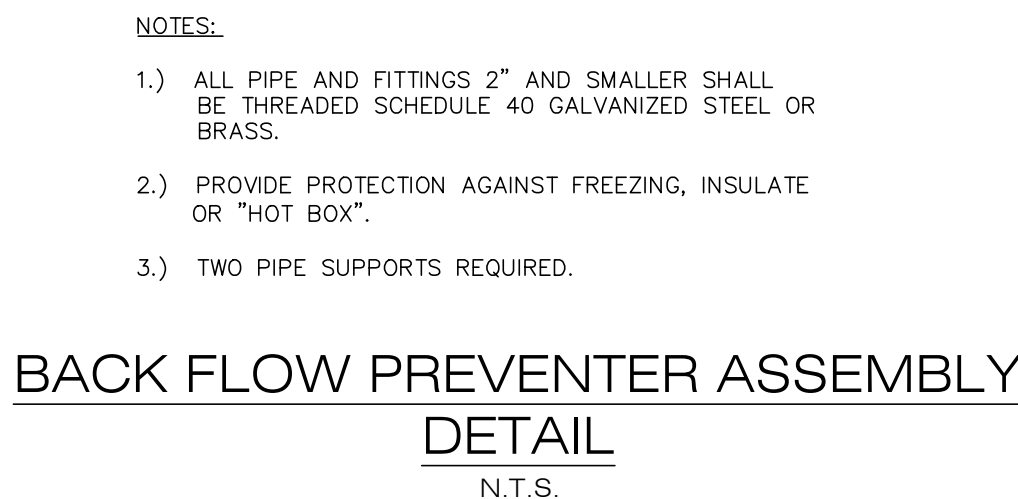
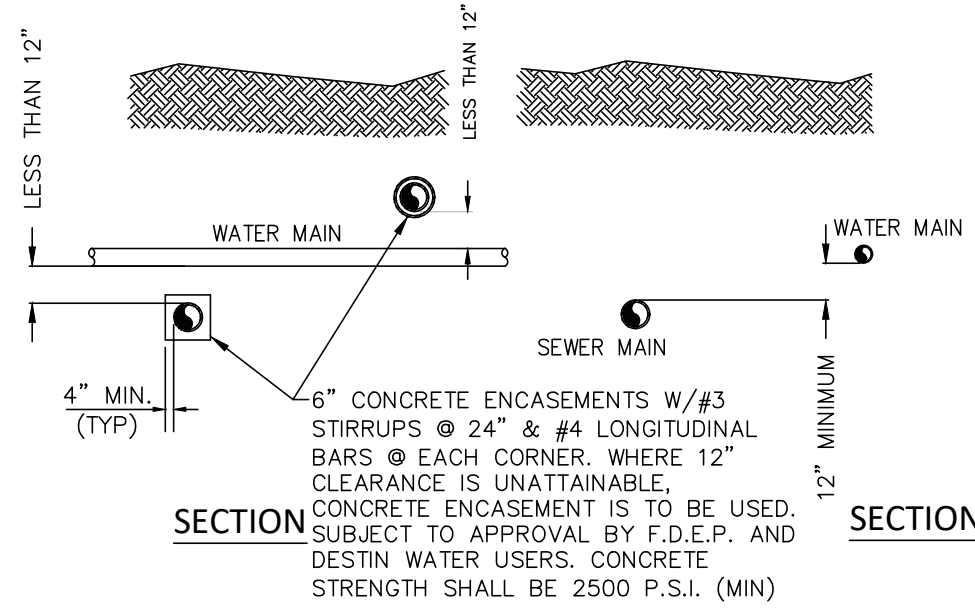
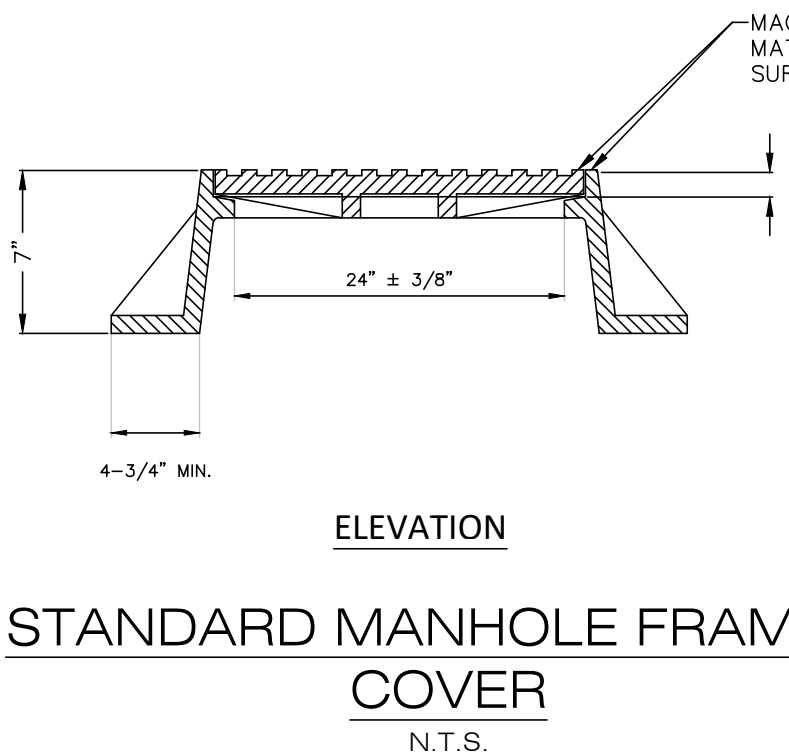
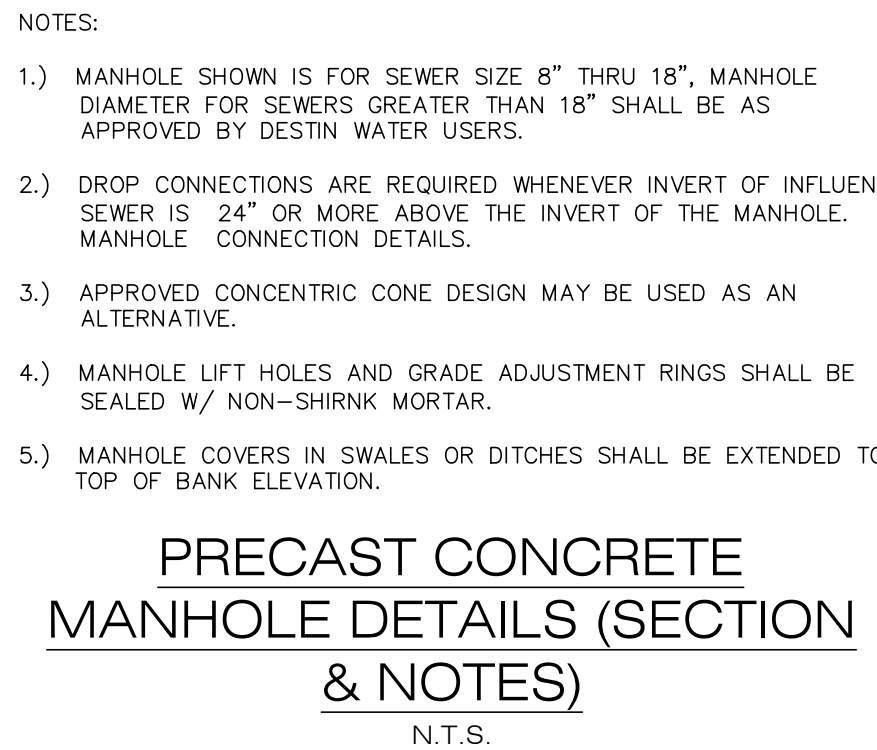
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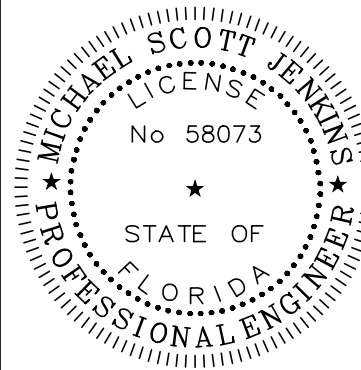
THRUST BLOCK
SCHEDULE
N.T.S.





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CITY OF DESTIN

CITY OF DESTIN PICKLEBALL COURTS
DESTIN, FLORIDA

DWU UTILITY DETAILS II

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10 OF 12

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1 SPECIFICATION: CLEARING AND GRUBBING

All site Clearing and Grubbing shall be in accordance with section 110 of the "Florida Department of Transportation Specifications for Road and Bridge Construction" unless modified herein. This work shall be performed in the following areas:

- All street rights-of-way.
- All areas where excavation or embankment are to take place.
- Detention areas.

In addition, certain other areas where underground utilities are to be installed are to be cleared and grubbed to the extent necessary to properly install the utilities. Such work shall be incidental to the contract unit price for the utility to be installed.

1.1 SCOPE:

Site clearing work includes, but is not limited to:

- Removal of trees and other vegetation.
- Topsoil stripping.
- Clearing and grubbing.
- Removing above grade improvements.
- Removing below grade improvements.

1.2 JOB CONDITIONS:

Traffic: Conduct site clearing operations to ensure minimum interference with roads, streets, walks, and other adjacent occupied or used facilities. Do not close or obstruct streets, walks, or other occupied or used facilities without permission from the Owners and/or Local approving authority.

Clearing and Protection in Construction Areas: Preserve trees 6 inches or larger measured breast height (6"dbh) where possible within construction area.

Protection of Existing Improvements: Provide protection necessary to prevent damage to existing improvements indicated to remain in place.

Protect improvements on adjoining properties and on project site.

Restore damaged improvements to original condition as acceptable to the Owner.

1.3 LIMITATIONS:

Clearing will be limited to the extent necessary to allow for construction of the proposed improvements as a result of:

- Need for access to the project site for construction equipment.
- Essential grade changes.
- Surface water drainage and utility installation.
- Location of driveways, buildings, and required parking.

1.4 CLEARING AND GRUBBING:

Remove trees, shrubs, grass, other vegetation, improvements, or obstructions interfering with the installation of new construction. Removal includes digging out stumps and roots. Do not remove items elsewhere on site or premises unless specifically indicated. Disposal of trees, limbs, stumps, and debris shall be the responsibility of the Contractor.

Strip topsoil to whatever depths encountered to prevent intermingling with underlying subsoil or other objectionable material. Cut heavy growths of grass from areas before stripping.

Stockpile topsoil in storage piles in areas shown or where directed by the Owner. Construct storage piles to freely drain surface water. Cover storage piles if required to prevent windblown dust.

Dispose of unsuitable or excess topsoil same as specified for waste material.

1.5 FILLING:

Fill depressions caused by clearing and grubbing operations with satisfactory soil material, unless further excavation or earthwork is indicated.

Place fill material in horizontal layers not exceeding 6" loose depth, and thoroughly compact to density equal to adjacent ground, unless otherwise shown on the plans.

1.6 REMOVAL OF IMPROVEMENTS:

Remove existing above and below grade improvements and abandoned underground piping or conduit necessary to permit construction and other work.

1.7 DISPOSAL OF WASTE MATERIALS:

No burning of any material, debris, or trash will be allowed.

Remove waste materials from project site on a daily basis, and dispose of off-site in an approved area.

2 SPECIFICATION: EXCAVATION, EMBANKMENT AND SUBGRADE

2.1 EXCAVATION, EMBANKMENT AND SUBGRADE:

Section 120 of the Florida D.O.T. Specification. All subgrade fill material, and the top 12 inches in cut area, shall be compacted to 100 percent of maximum density as determined to AASHTO T-99. The Subgrade Compaction (Stabilization) shall conform to Section 160 of the Florida D.O.T. Specifications. In most cases this will consist of compacting existing cleaned soil. However, it is the Contractor's responsibility to assure that the finished roadbed section meets bearing value requirements, regardless of the quantity of stabilizing materials to be added. One field density test shall be taken for each 5000 square feet or fraction thereof.

Where required subgrade density cannot be obtained, unsuitable material shall be removed so that the road base will be constructed on a minimum of 3 feet of suitable, properly compacted material. This work shall be included in the contract lump sum price for earth excavation.

2.2 SOIL CEMENT BASE:

The detailed specifications of the soil cement base course are to be determined by an independent testing laboratory after testing of the material the Contractor proposes to use. Moisture and cement content will be specified by the laboratory. However, as a guide for bid purposes, estimate 12% cement by weight and include a price reduction schedule if tests show less cement is required. The soil cement mix will be at optimum moisture content, i.e., neither mushy nor dry, but containing sufficient moisture to make a firm case when squeezed in the hand. Water should not appear on the hand when so squeezed. This requires 5 to 6 gallons per square yard but actual quantity of water to be added will depend on latent moisture in the base material. From a practical standpoint, the highest moisture content should be maintained that permits packing and finishing without surface checking, showing or rutting during compaction and finishing operations.

The freshly compacted and finished soil-cement mix must be adequately cured. An application of bituminous material such as RC-2, MC-3, RT-5 or asphaltic emulsion at a rate of 0.15 to 0.20 gal per square yard is preferred as the curing medium. Waterproof paper or moist hay is acceptable if properly maintained.

2.3 SAND-CLAY BASE COURSE:

The following tests shall be performed prior to placing the material on the roadbed:

Composition and gradation	Percent of material passing the 10-mesh sieve
• Clay (material smaller than 0.005mm)	8 to 21
• Silt (material from 0.005 to 0.005mm)	0 to 10
• Combined clay and silt	8 to 25
• Limerock Bearing Ration Value (LBR)	Of at least 75
• Liquid Limit	Not greater than 25
• Plasticity Index	Not greater than 6

The results of these tests shall be submitted to the engineer for approval. The base course shall be compacted to not less than 98 percent of the maximum density as determined by AASHTO T-180. One density test shall be taken for each 5000 square feet or fraction thereof.

Note: Sand Clay base material shall not be used in areas where the seasonal high groundwater table is within two (2) feet of the bottom of the base material.

2.4 LIMEROCK BASE COURSE:

Shall be constructed in accordance with Section 200 of the Florida D.O.T. Specifications for Road and Bridge Construction. The material shall meet the requirements of Section 911 of the Specifications. Tests necessary to determine compliance with Section 911 shall be performed prior to placing the material on the subgrade. These tests include:

Test	Requirement
• Liquid Limit	Less than 35
• Plastic Index	Non-Plastic
• Gradation	97% passing 3.5 inch sieve
• Limerock Bearing Ratio	Not less than 100

The results of these tests shall be submitted to the engineer for approval. After approval of the material, the limerock base course shall be placed in accordance with Section 200. The base course shall be compacted to not less than 98 percent of the maximum density as determined by AASHTO T-180. A minimum of three density tests shall be made on each days compaction operations. More frequent tests shall be made as deemed necessary by the Engineer. The base shall be installed to a compacted thickness as shown on the plans, plus or minus one half inch. Deviations from this specification shall be corrected as indicated in the State Specifications.

2.5 GRADED AGGREGATE BASE COURSE:

Shall comply with the requirements of Section 204 of the Florida D.O.T. Specifications. Tests necessary to determine compliance with Section 204 shall be performed prior to placing the material. These tests include:

- Soundness Loss, Sodium Sulfate: AASHTO T-104.
- Percent Wear: AASHTO T-96 (Grading A).
- Sieve Analysis.
- Limerock Bearing Ratio Value.

The results of these tests shall be submitted to the engineer for approval. After the approval of the material, the graded aggregate base course shall be placed in accordance with Section 204. The base course shall be compacted to a density of not less than 100 percent of the maximum density as determined by AASHTO T-180. At least three density tests shall be made on each day's final compaction operation of each course, and the density determinations shall be made at more frequent intervals if deemed necessary by the Engineer.

2.6 ASPHALT BASE COURSE:

Shall comply with the requirements of Sections 280, 330, 331 and 916 of the Florida D.O.T. Specifications. The design mix for Asphaltic Base Course Type 3 shall conform to the requirements in Tables 331-1 and 331-2. The minimum Marshall stability shall be 1000 lbs./sq. in. as indicated in Table 331-2. Percent bitumen by weight of total mix: 5.0 (minimum). Two copies each of the actual design mix shall be submitted to the Engineer. Written approval of the Asphalt base course design mix must be obtained from the engineer prior to commencing base course construction. Once the design mix has been approved by the engineer, sieve analysis tolerances indicated in Table 331-5 are allowable during construction. If sieve analysis values fall outside these tolerances, design mix must be resubmitted for acceptance. After the approval of the mix design, the Asphalt base course shall be placed in accordance with Section 280 and compacted in accordance with Section 330-10.

NOTE: STORMWATER DRAINAGE SHALL BE CONTROLLED DURING ALL PHASES OF CONSTRUCTION.

3 SPECIFICATION: ASPHALT CONCRETE PAVING

3.1 SCOPE:

This section includes materials and work required for installation of flexible asphaltic concrete pavement for parking and drive areas shown on the plans.

3.2 APPLICABLE PUBLICATIONS:

The publications listed below form a part of this specification to the extent referenced. The publications shall be the most current issue and are referred to in the text by the basic designation only. The following are minimum requirements and shall govern except that all local, state, and/or federal codes and ordinances shall govern when their requirements are in excess hereof. All asphalt construction shall be in accordance with applicable sections of the "Florida Department of Transportation Specifications for Road and Bridge Construction" unless modified herein.

Florida Department of Transportation Specifications:	
• Section 901	Course Aggregate
• Section 902	Fine Aggregate
• Section 916	Bituminous Materials
• Section 917	Mineral Filler
• Section 300	Bituminous Treatments, Surface Courses and Concrete Pavement
• Section 331	Type S Asphalt Concrete

American Society for Testing and Materials (ASTM) Publications:	
• D 1557	Moisture-Density Relations of Soils and Soil-Aggregate Mixtures Using 10 lb (4.54 kg) Rammer and 18-in. (457mm) Drop.
• D 1557	Marshall Stability Mix Design

3.3 SUBMITTALS:

Asphalt Design Mix: Before any asphalt surface is constructed, submit two copies of each of the actual design mix to the Engineer and Owner.

Written approval of the asphaltic concrete design mix must be obtained from the Engineer and Owner prior to commencing asphalt pavement construction.

Material Certificates: Furnish copies of materials certificates signed by material producer and Contractor, certifying that each material item complies with, or exceeds specified requirements.

Asphalt extraction tests.

Aggregate gradation tests.

Marshall stability tests.

3.4 JOB CONDITIONS:

Weather limitations: Apply prime and tack coats when ambient temperature is above 40 degrees, and when temperature has not been below 35 degrees for 12 hours prior to application. Do not apply when base is wet or contains excess moisture.

3.5 MATERIALS:

Mineral Filler: Rock dust, hydraulic cement, or other inert material complying with Section 917 of the Florida D.O.T. Specification.

Asphalt Cement: The bituminous material shall be AC-20, viscosity grade and comply with Section 916 of the Florida D.O.T. Specification.

Course Aggregate: Comply with Section 901 of the Florida D.O.T. Specification.

Fine Aggregate: Comply with Section 902 of the Florida D.O.T. Specification.

Prime Coat and Tack Coat: The bituminous material for the Prime Coat shall be MC-70. The bituminous material for the Tack Coat shall be AC-20, or Emulsified asphalt, grade RS-2 and comply with the requirements in Section 300 and 916 of the Florida D.O.T. Specifications.

Asphaltic Concrete Design Mixes: Asphalt shall conform to the requirements for Type S Asphalt as indicated in Section 331 of the Florida D.O.T. Specifications.

Mix shall be within sieve analysis and bitumen range given in Section 331 of the Florida D.O.T. Specifications.

Minimum Marshall stability shall be in 1500 lbs./sq. in. as indicated in Table 331-2 of the Florida D.O.T. Specifications.

Percent bitumen by weight of total weight mix: 5.0 - 8.5.

Once design mix has been accepted by Engineer and Owner, sieve analysis tolerances indicated in Table 331-5 are allowable during construction. If sieve analysis values fall outside these tolerances, design mix must be resubmitted for acceptance.

Provide asphalt-aggregate mixture as recommended by local or state paving authorities to suit project conditions. Use locally available materials and graduations which meet Florida D.O.T. Specifications and exhibit satisfactory record on previous installations.

3.6 BASE COURSE PREPARATION:

Prior to construction of the base course, the top 12 inches of subgrade shall be compacted to a minimum soil density of 98% of the Modified Proctor Test Density (ASTM 1557). The subgrade shall be sterilized by a borate or chlorate sterilant containing not less than 25% sodium chlorate and shall be mixed thoroughly with water at the rate of 1-1/2 lbs. of sterilant per gallon of water. The sterilant shall be applied evenly at the rate of 0.2 gallons per square yard to subgrades that are less than 12" below original grades. If prepared base course will not be immediately covered with asphalt on the same day and wind-blown seeds will contaminate the base course surface, the sterilants shall be applied to the base course contaminate the base course.

Remove loose material from compacted base material surface immediately before applying prime coat.

Proof roll prepared base material surface to ensure unstable areas have been corrected and are ready to receive paving.

Prime Coat:

- Apply bituminous prime coat to base material surfaces where asphaltic concrete paving will be constructed.
- Apply bituminous prime coat in accordance with Section 300 of Florida D.O.T. Specifications.
- Apply at minimum rate of not less than 0.15 gal./sq. yd. over compacted base material. Apply material to penetrate and seal, but not flood, surface.
- Cure and dry as long as necessary to attain penetration and evaporation of volatile.

Tack Coat:

- Tack coat shall be applied in accordance with Section 300 of Florida D.O.T. Specifications. Apply to contact surfaces of previously constructed asphalt or portland cement and concrete and surfaces abutting or projecting into asphalt concrete pavement.
- Apply tack coat to full depth asphalt base course and sand asphalt base course. Apply emulsified asphalt tack coat between each lift or later of full depth asphalt and sand asphalt bases and on surface of such bases where asphaltic concrete paving will be constructed.
- Distribute at rate of 0.08 ga./sq. yd. of surface.
- Allow to dry until at proper condition to receive paving.

3.7 PLACING ASPHALT MIX:

Place asphalt concrete mixture on prepared surface, spread, and strike off. Spread mixture at the following minimum temperatures:

- When ambient temperature is between 40 degrees F and 50 degrees F: 285 degrees F.
- When ambient temperature is between 50 degrees F and 60 degrees F: 280 degrees F.
- When ambient temperature is higher than 60 degrees F: 275 degrees F.

Place inaccessible and small areas by hand. Place each course to required grade, cross-section, and compacted thickness.

Paver Placing:

- Place in strips not less than 10'-0" wide, unless otherwise acceptable to the Contracting Officer.
- After first strip has been placed and rolled, place succeeding strips and extend rolling to overlap previous strips.

Joints:

- Construct joints between old and new pavements as detailed in the plans.
- Joints between successive days work shall be constructed to ensure continuous bond between adjoining work.
- Construct joints to have same texture, density, and smoothness as other sections of asphalt concrete course.
- Clean contact surfaces and apply tack coat.

3.8 COMPACTION:

Each lift of asphalt shall be compacted to a minimum of 98% of the Marshall test ASTM D1559. Begin rolling when mixture will bear roller weight without excessive displacement. Compact mixture with hot hand tampers or vibrating plate compactors in areas inaccessible to rollers.

Breakdown Rolling:

- Accomplish breakdown or initial rolling immediately following rolling of joints and outside edge.
- Check surface after breakdown rolling, and repair displaced areas by loosening and filling, if required, with hot material.
- Second Rolling:
- Follow breakdown rolling as soon as possible, while mixture is hot.
- Continue second rolling until mixture has been thoroughly compacted.

Finish Rolling:

- Perform finish rolling while mixture is still warm enough for removal of roller marks.
- Continue rolling until roller marks are eliminated and course has attained maximum density.

Patching:

- Remove and replace paving areas mixed with foreign materials and defective areas.
- Cut out such areas and fill with fresh, hot asphalt concrete.
- Compact by rolling to maximum surface density and smoothness.

Protection:

- After final rolling, do not permit vehicular traffic on pavement until it has cooled and hardened.
- Erect barricades to protect paving from traffic until mixture has cooled enough not to become marked.

3.9 FIELD QUALITY CONTROL:

An independent Testing Laboratory, selected and paid by the contractor shall be retained to perform construction testing of in-place asphalt courses for Asphalt Extraction, Aggregate gradation, Marshall Stability, thickness and surface smoothness.

Thickness: In-place compacted thickness shall not be less than thickness specified on the drawings.

Surface Smoothness: Testing shall be performed on the finished surface of each asphalt concrete course for smoothness, using 10'-0" straightedge applied parallel with, and at right angles to centerline of paved area. The variation of the surface from the edge of the straight edge between any two contact points shall not exceed 1/4". Check surface areas at intervals necessary to eliminate ponding areas. Repair or remove and replace unacceptable paving as directed by the Contracting Officer.

Asphalt content, Aggregate gradation, and Marshall Stability shall be as specified in Section 331 of the Florida D.O.T. Specifications.

4 SPECIFICATION: PORTLAND CEMENT CONCRETE PAVING

4.1 SCOPE:

This section includes sidewalks, curbs, and miscellaneous concrete pavement.

4.2 APPLICABLE PUBLICATIONS:

The publications listed below form a part of this specification to the extent referenced. The publications shall be the most current issue and are referred to in the text by the basic designation only. The following are minimum requirements and shall govern except that all local, state, and/or federal codes and ordinances shall govern when their requirements are in excess hereof. All concrete construction shall be in accordance with applicable sections of the "Florida Department of Transportation Specifications for Road and Bridge Construction" unless modified herein.

Florida Department of Transportation Specifications:	
• Section 345	Portland Cement Concrete
• Section 350	Cement Concrete Pavement
• Section 520	Concrete Gutter, Curb Elements and Traffic Separator
• Section 931	Metal Accessory Materials for Concrete Pavement and Concrete Structures

American Society for Testing and Materials (ASTM) Publications:

- A 615 Deformed and Plain Billet Steel Bars for Concrete Reinforcement
- D 1557 Moisture-Density Relations of Soils and Soil-Aggregate Mixtures Using 10-lb. (4.54 kg) Rammer and 18-in. (457mm) Drop.
- D 1751 Preformed Expansion Joint Filler for Concrete Paving and Structural Construction. (Nonextruding and Resilient Bituminous Types)

4.3 SUBMITTALS:

Material Certifications: Furnish copies of materials certificates signed by material producer and Contractor, certifying that each material item complies with, or exceeds, specified requirements.

4.4 MATERIALS:

Forms:

- Steel, wood, or other suitable material of size and strength to retain horizontal and vertical alignment until removed.
- Use straight forms, free of distortion and defects.
- Use flexible spring steel forms or laminated boards to form radius bends as required.

Form Release Agent:

- Coat forms with nonstaining type coating that will not discolor or deface surface of concrete.

Welded Wire Mesh:

- Welded plain cold-drawn steel wire fabric. Furnish in flat sheets, not rolls, unless otherwise acceptable to Contracting Officer. Welded wire mesh shall be free from rust, dirt, foreign matter and shall not be stored directly on the ground. Wire fabric shall comply with Sections 931 of the Florida D.O.T. Specifications.

Reinforcing Bars:

- Deformed steel bars, ASTM A 615, Grade 40. Reinforcing bars shall be free from rust, dirt, foreign matter and shall not be stored directly on the ground. Deformed steel bars shall comply with Section 931 of the Florida D.O.T. Specifications.

Concrete Materials:

- Comply with requirements of Sections 345 and 350 of the Florida D.O.T. Specifications for concrete materials, admixture, bonding materials, curing materials, and others as required.

Joint Fillers:

- Resilient premolded bituminous impregnated fiberboard units complying with ASTM D 1751. Joint fillers shall comply with Section 932 of the Florida D.O.T. Specifications.

4.5 MIXING:

Design mix to produce normal weight concrete consisting of Portland cement, aggregate, water-reducing or high-range water reducing admixture (super-plasticizer), air-entraining admixture and water to produce following properties:

- Compressive Strength: Minimum 3,000 psi for curb and walkways and 4,000 psi for pavement, at 28 days. In addition, concrete for pavement shall have a minimum modulus of rupture of 600 psi.
- Slump Range: 3" - 5".
- Air Content: 3% to 6%.

4.6 PREPARATION:

Surface Preparation:

- Remove loose material from compacted base material surface immediately before placing concrete.
- Compact the top 12 inches of subgrade to a minimum soil density of 98% for the Modified Proctor Test (ASTM D 1557) to result in a minimum modulus of subgrade reaction (k) of 150 psi/in. Proof-roll prepared base material surface to check for unstable areas. The paving work shall begin after the unsuitable areas have been corrected and are ready to receive paving. Compaction testing for the base material shall be completed prior to the placement of the paving.

4.7 CONCRETE INSTALLATION:

Form Construction:

- Set forms to required grades and lines, rigidly braces and secured. Install sufficient quantity of forms to allow continuous progress of work and so that forms can remain in place at least 24 hours after concrete placement.
- Check completed formwork for grade and alignment to following tolerances:
- Top of forms not more than 1/8" in 10'-0".
- Vertical face on longitudinal axis, not more than 1/4" in 10'-0".
- Clean forms after each use, and coat with form release agent as often as required to ensure separation from concrete without damage.

Reinforcement:

- Locate, place, and support reinforcement to ensure compliance with plans.

Concrete Placement:

- Comply with requirements of Sections 345, 350, and 520 of Florida D.O.T. Specifications for mixing and placing concrete.

Do not place concrete until base material and forms have been checked for line and grade. Moisten base material if required to provide uniform dampened condition at time concrete is placed. Concrete shall not be placed around manholes or other structures until they are at the required finish elevation and alignment.

Place concrete using methods, which prevent segregation of mix. Consolidate concrete along face of forms and adjacent to transverse joints with internal vibrator. Keep vibrator away from joint assemblies, reinforcement, or side forms. Consolidate with care to prevent dislocation of reinforcing, dowels, and joint devices.

Deposit and spread concrete in continuous operation between transverse joints, as far as possible. If interrupted for more than 1/2 hour place construction joint.

Curbs and Gutters:

Automatic machine may be used for curb and gutter placement at Contractor's option. Machine placement must produce curbs and gutters to required cross section, lines, grades, and jointing as specified for formed concrete. If results are not acceptable, remove and replace with formed concrete as specified.

4.8 JOINT CONSTRUCTION:

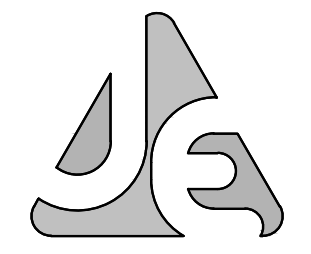
Construct expansion, weakened-plane (Contraction), and construction joints true-to-line with face perpendicular to surface of concrete. Construct transverse joints at right angles to centerline, unless otherwise indicated.

Weakened-Plane (Contraction) Joints:

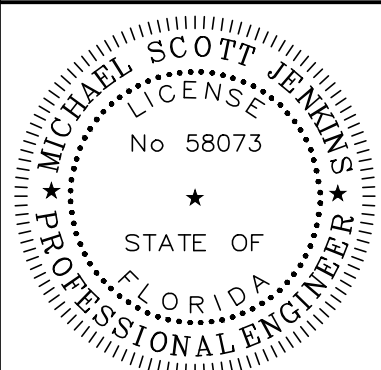
- Provide weakened-plane (contraction) joints, sectioning concrete into areas at 15'-0" o.c. maximum each way.
- Sidewalks shall have contraction joints at 5'-0" o.c.
- Construct weakened-plane joints for depth equal to at least 1/4 concrete thickness.

Tooled Joints:

Form weakened-plane joints in fresh concrete by grooving top portion with recommended cutting tool and finishing edges with jointer.



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BY	DATE	DESCRIPTION
MPF	5/15/2024	REVISIONS PER CITY 100% REVIEW

CITY OF DESTIN

CITY OF DESTIN PICKLEBALL COURTS
DESTIN, FLORIDA

SPECIFICATIONS 1

JOB: 23-58

DATE: 10-2023

DESIGNED: MSJ

DRAWN: MPF

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IF NOT ONE INCH ON THIS SHEET
ADJUST SCALES ACCORDINGLY

DRAWING NUMBER
11 OF 12

SHEET NUMBER
C11

NOT VALID UNLESS BEARING ENGINEER'S ORIGINAL SIGNATURE

Construction Joints: Plan concrete placement such that construction joints fall at expansion joints as detailed in the plans. Expansion Joints: Provide premolded joint filler for expansion joints abutting concrete curbs, catch basins, manholes, inlets, structures, walks, and other fixed objects. Locate expansion joints at 40'-0" o.c. maximum for each pavement lane or for curb. Located expansion joints at 50'-0" o.c. maximum for walkways. Joint Fillers: Extend joint fillers full-width and depth of joint, and not less than 1/2" or more than 1" below finished surface where joint sealer is indicated. Furnish joint filler in one-piece lengths for full width being placed, wherever possible. Where more than one length is required, lace or clip joint filler sections together. Joint Sealants: Exterior pavement joint sealants shall be composed of a non-priming, pourable, self-leveling type polyurethane sealant, such as grey shep-calk, or approved equal suitable for use in pavements and sidewalks. 4.9 CONCRETE FINISHING: After striking-off and consolidating concrete, smooth surface by screeding and floating. Adjust floating to compact surface and produce uniform texture. After floating, test surface for trueness with 10'-0" straightedge (maximum deviation of 1/4 inch). Distribute concrete as required to remove surface irregularities, and refloat repaired areas to provide continuous smooth finish. Work edges of slabs, gutters, back top edge of curb, and formed joints with an edging tool, and round to 1/2" radius. Eliminate tool marks on concrete surface. After completion of floating and troweling when excess moisture or surface sheen has disappeared, complete surface finish as follows: Curbs, Gutters, and Walks: Broom finish by drawing fine-hair broom across concrete surface perpendicular to line of traffic. Repeat operation if required to provide fine line texture. Inclined Slab Surfaces: Provide coarse, nonslip finish by scoring surface with stiff-bristled broom perpendicular to line of traffic. Paving: Burlap finish by dragging seamless strip of damp burlap across concrete perpendicular to line of traffic. Repeat operation to provide gritty texture. Do not remove forms for 24 hours after concrete has been placed. After form removal, clean ends of joints and point up any minor honeycombed areas. Remove and replace areas or section with major defects, as directed. Protect and cure finished concrete paving in accordance with "Florida Department of Transportation Specifications for Road and Bridge Construction" Section 350-13. 4.10 CLEANING AND ADJUSTING: Repair or replace broken or defective concrete as directed. Protect concrete from damage until acceptance of work. Exclude traffic from pavement for at least 14 days after placement. When construction traffic is permitted, maintain pavement as clean as possible by removing surface stains and spillage of materials. Sweep concrete pavement and wash free of stains, discolorations, dirt, and other foreign material just prior to final inspection. 5 SPECIFICATION: FENCING The Contractor shall install fencing as shown on the plans and in accordance with the manufacturer's brochure. The following are minimum requirements and shall govern except that all local, state and/or federal codes and ordinances shall govern when their requirements are in excess hereof. 5.1 MATERIAL CERTIFICATES: Furnish copies of materials certificates signed by material producer and Contractor, certifying that each material item complies with, or exceeds, specified requirements. 5.2 MATERIALS: All materials and equipment incorporated in the work shall be new, clean, and free of visual defects unless otherwise specified, and that all work will be of good quality, free from faults and defects and in conformance with the Contract Documents. All work not conforming to these requirements may be considered defective. Height shall be as required as shown on the construction plans. Fabric shall be #9 gauge, chain link open hearth steel wire, hot-dipped galvanized after weaving with minimum coating of 2.0 ounce of zinc per square foot or aluminum coating with .40 ounces per square foot, woven in 2" diamond mesh. Line post, top, intermediate and bottom rails, shall be 1-5/8" O.D. steel pipe, weight 2.27 lbs. per foot, hot-dipped galvanized. Set 36" deep in concrete. Terminal, corner, gate and pull posts shall be 3" O.D. pipe, 5.79 lbs. Set 36" deep in concrete. Concrete for setting posts shall be Portland Cement complying with ASTM C-150, aggregates complying with ASTM C-33, and clean water. Mix materials to obtain concrete with a minimum 28-day compressive strength of 2,500 psi. Stretcher bar bands, tie wires, hog rings, couplings, nuts, stretcher bars, bolts, and miscellaneous fastening devices shall be manufacturer's standard for heavy construction fence. Swing gates shall consist of the following components. 2" O.D. steel pipe 2.72 lbs. per foot, hot-dipped galvanized. Each frame to be equipped with 3/8" diameter adjustable truss rods. Hinges shall be hot-dipped galvanized pressed steel or malleable iron to suit gate size, non-lift-off type. Hinges shall be offset to permit 180 degrees opening. Provide one (1) pair of hinges per lead. Latch shall be forked type to permit operation from either side with provisions to lock both sides with padlock. 5.3 ACCEPTABLE MANUFACTURERS: Cyclone Fence, Page Fence, and Hackney Corporation. 6 SPECIFICATION: TRAFFIC STRIPING AND PAINTING The Contractor shall paint traffic striping as shown on the plans. The following are minimum requirements and shall govern except that all local, state and/or federal codes and ordinances shall govern when their requirements are in excess hereof. All traffic striping and painting shall be in accordance with Sections 710 and 971 of the "Florida Department of Transportation Roadway and Traffic Design Standards". 6.1 MATERIAL CERTIFICATES: Furnish copies of materials certificates signed by material producer and Contractor, certifying that each material item complies with, or exceeds, specified requirements. 6.2 TRAFFIC STRIPING AND PAINTING: Traffic control markings shall be marked on pavement as indicated on drawings. Paint shall be in sealed containers that plainly show the designated name, formula or specification number, batch number, color, date of manufacture, manufacturer's name, formulation number, and directions, all of which shall be plainly legible at the time of use. The paint shall be homogeneous, easily stirred to smooth consistency, and shall show no hard settlement or other objectionable characteristics during a storage period of six months. All machines, tools, and equipment used in performance of the work shall be approved and maintained in satisfactory operating condition. Hand-operated push-type machines of a type commonly used for application of paint to pavement surfaces shall be acceptable for marking small street and parking areas. Applicator machines shall be equipped with necessary paint tanks and spraying nozzles, and shall be capable of applying paint uniformly at the coverage specified. Sandblasting equipment shall be provided as required for cleaning surfaces to be painted. Hand-operated spray guns shall be provided for use in areas where push-type machines cannot be used. New pavement surfaces shall be allowed to cure for a period of not less than thirty days before application of marking materials. All surfaces to be marked shall be thoroughly cleaned before application of the paint. Dust, dirt, and other granular surface deposits shall be removed by sweeping, blowing with methods as required. Rubber deposits, surface laitance, existing paint markings and other coatings adhering to the pavement shall be completely removed with scrapers, wire brushes, sandblasting, approved chemicals, or mechanical abrasion as directed. Paint shall be applied evenly to the pavement surface to be coated at a rate of 105 plus or minus 5 square feet per gallon. Paint shall be applied as shown on the drawings. Paint shall be applied to clean, dry surfaces, and unless otherwise approved, only when air and pavement temperatures are above 40 degrees F and less than 95 degrees F. Paint temperature shall be maintained within these same limits. Paint shall be applied pneumatically with approved equipment at rate of coverage specified herein. The Contractor shall provide guidelines and templates as necessary to control paint application. Special precautions shall be taken in marking numbers, letters, and symbols. All edges of marking shall be sharply outlined. The maximum drying time requirements of the paint specifications will be strictly enforced, to prevent undue softening bitumen, and pickup, displacement, or discoloration by tires of traffic. If there is a deficiency in drying of the markings, painting operations shall be discontinued until cause of the slow drying is determined and corrected. Suitable warning signs shall be placed near the beginning of the work site and well ahead of the work site for alerting approaching traffic from both directions. Small markers shall be placed along newly painted lines to control traffic and prevent damage to newly painted surfaces. Painting equipment shall be marked with large warning signs indication that slow moving painting equipment is in operation. Markings which must be visible at night shall be reflectorized unless ambient illumination assures adequate visibility. 7 SPECIFICATION: WATER DISTRIBUTION SYSTEM The Contractor shall provide and install all materials for a potable water distribution system as shown on the drawings and in this specification. In addition, he shall obtain all permits and conduct all tests required by local, state and federal authorities and as specified on these drawings. 7.1 MATERIALS: All materials and equipment incorporated in the work shall be new, clean, and free of visual defects unless otherwise specified, and that all work will be of good quality, free from faults and defects and in conformance with the Contract Documents. All work not conforming to these requirements may be considered defective. Piping less than 4 inches in diameter: • Polyvinyl Chloride (PVC) 160 psi, SDR 26 • Polyethylene pipe 160 psi, SDR 9 • Polyethylene tubing 200 psi, SDR 9 ASTM D-2241 ASTM D-3350 & ASTM D-2239 ASTM D-3350 & ASTM D-2737 Piping greater than 4 inches in diameter: • Polyvinyl Chloride (PVC) 150 psi • Ductile Iron (Class 50) AWWA C-900 (DR 18) ANSI A21.51 Joints for PVC pipes: • Joints shall comply with ASTM D-3139 • No solvent cements or toxic lubricant will be allowed. • Expansion capability will be provided. Joints for Ductile Iron pipes: • Joints shall comply with AWWA C-153 or AWWA C-110 Gate Valves: • Valves shall comply with AWWA C-509 • 200 psi iron body, bronze mounted, non-rising stems with square operating nuts and a suitable valve box. 7.2 INSTALLATION: Shall comply with all local, state and federal regulations. The Contractor shall provide proper facilities for handling and laying pipe and accessories. No pipe will be laid in unsuitable weather or in water. The Contractor will verify all field dimensions with the design Engineer (including Field Stake-Out) prior to commencing work. The Contractor shall notify the Engineer at 24 hours prior to installing any portion of the water main distribution system. He shall also stake all service connections and provide as-built dimensions to the Engineer. Connections to the existing system shall be coordinated with the Utility Company. Minimal service interruption shall occur and traffic safeguards shall be taken. The Contractor shall conduct hydrostatic pressure and leakage tests as follows: Apply 150 psi or 150% of the working pressure whichever is greater to the test line. Duration of the pressure test shall be at least two (2) hours. After 1/2 hour, check pressure, if pressure has dropped, inspect for leaks and correct as required. Repeat tests until there are no leaks or pressure loss. Pressure must hold for two hours. Note: The Contractor shall notify the Utility Company and the Engineer at least 48 hours prior to conducting pressure and leakage tests. A 3/4 inch hose bib connection will be required for gauge connection. The Contractor shall sterilize the lines by chlorinating at 40 to 50 ppm, injecting at a corporation stop and operating all valves and accessories. Flush system. Subsequent tests on replacement water shall show a chemical and bacterial count equal to the supply main. Samples shall be taken and tested at the expense of the Contractor, and results shall be acceptable to local, state and federal agencies of interest. 7.3 NOTES: All water piping and fittings used shall be National Sanitation Foundation (N.S.F.) approved for potable water. A minimum separation of 10 ft. horizontal, outside to outside and 18 inches vertical is required between all water lines and the sanitary sewer system. When trench excavation depth exceeds five feet, the Contractor shall provide trench protection (shields, sloping, shoring, etc.) and shall comply with OSHA Standard 29 CFR, Section 1926.650 Subpart P. In accordance with rules of the Florida Department of Environmental Protection (DEP), Chapter 62-555, the Engineer of record will be responsible for observation of construction of the Potable Water System. The Engineer shall be notified at commencement and completion of construction. To assure compliance with plans and specifications, said Engineer will report to DEP upon completion of construction and cleaning and disinfecting described above before the system can be placed in service. All PVC potable water lines and services will be marked with No. 14 copper insulated tracer wire to enable location with a Ferrous Metal Detector. The tracer wire will be placed 12 inches above and throughout the length of all such pipe. 7.4 FIRE HYDRANTS: All fire hydrants shall be 6 inch, three way hydrants with two 2-1/2 inch hose nozzles and one 4-1/2 inch pumper nozzle, designed for 150 lbs working pressure or 300 lbs hydrostatic pressure and shall conform to the latest specifications of the AWWA All working parts shall be bronze. All hose threads shall be National Standard Threads. Hydrants shall have a mechanical joint end inlet. Hydrants shall be Traffic Breakaway Model. The hydrant main valve shall be a compression type that closes with the water pressure. Hydrants shall have not less than a 5-1/4 inch valve opening. All hydrants shall be equipped with automatic self-oiling reservoirs that lubricate the stem threads and all bearing surfaces each time the hydrant is operated. Hydrants shall be painted one coat of red iron oxide, zinc oxide primer conforming to Steel Structures Painting Council SSPC-paint 25 and two finish coats of silicone alkylid paint conforming to Steel Structures Painting Council SSPC-paint 21. Fire hydrants shall be painted in accordance with NFPA 291, Recommended Practice For Fire Flow Testing and Marking of Hydrants. 8 SPECIFICATION: SANITARY SEWER SYSTEM The Contractor shall provide and install all gravity sewer material shown on the drawings and in this specification. In addition, he shall obtain all permits and conduct all tests required by local, state and federal authorities and as specified on these drawings. 8.1 MATERIALS: All materials and equipment incorporated in the work shall be new, clean, and free of visual defects unless otherwise specified, and that all work will be of good quality, free from faults and defects and in conformance with the Contract Documents. All work not conforming to these requirements may be considered defective. Piping: • PVC Gravity Sewer • Ductile Iron Pipe (D.I.P.) • PVC Force Mains (160 psi) ASTM D-3034, SDR-35 ANSI A21.51 ASTM D-1784 and D-2241 Joints: • PVC, Rubber Ring • D.I
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CITY OF DESTIN, FLORIDA

REQUEST FOR PROPOSALS (RFP) NO. 24-03-REC

PARKS AND RECREATION MASTER PLAN CONSULTANT



City of Destin, Florida
May 16, 2024

Louis Zunguze
City Manager
Phone (850) 837-4242
Facsimile (850) 837-3267
4200 Indian Bayou Trail
Destin, Florida 32541

NOTICE TO BIDDERS

The City of Destin seeks proposals from qualified consultants to develop a Parks and Recreation Master Plan. The plan should inventory the current parks and recreation system, including facilities, personnel, services, customer base, equipment, and management practices. It should also establish a roadmap for balanced facilities and amenities, aligned with the City's Comprehensive Plan 2020.

The City requires a system-wide evaluation of parks and recreational facilities. The plan should set achievable goals, policies, guidelines, and priorities, and include a Capital Improvement Plan, a Facility and Grounds Maintenance and Management Plan, and a funding options analysis.

Specifications for this project are available from the City Clerk's Office at 4200 Indian Bayou Trail, Destin, Florida 32541. Contact the Clerk's Office to be placed on the Plan-holders List. Submissions must be received in a sealed envelope marked "RFP No. 24-03-REC, PARKS & RECREATION MASTER PLAN" with the bidder's name, return address, and telephone number by 2:00 p.m. Central Time on Thursday, July 11, 2024, at which time they will be opened and read aloud. The City reserves the right to reject all proposals or portions thereof, waive minor defects and informalities, or accept the proposal(s) deemed in the City's best interest.

Louis Zunguze
City Manager

City of Destin, Florida
Request for Proposals (RFP) No. 24-03-REC
Parks and Recreation Master Plan Consultant

Proposals Due: THURSDAY, 6/11/2024, 2:00 PM

Invitation and Project Description

See Notice to Bidders Published

Background

The City of Destin, spanning 7.5 square miles in the southeast corner of Okaloosa County, Florida, is located on a peninsula bounded by the Gulf of Mexico, East Pass, the harbor, bayous, and Choctawhatchee Bay comprising of more than 27 miles of shoreline. It lies 50 miles east of Pensacola, 39 miles west of Panama City Beach, and 30 miles south of Crestview. Once a fishing community, Destin is now a popular resort destination and a desirable home for professionals and retirees.

With a year-round population of about 14,000, which can surge to nearly 100,000 during tourist season, the city experiences significant impacts on its parks and recreational facilities. According to the 2022 U.S. Census, 18% of Destin's population is aged 0-18, 19% are seniors (65+), and the median household income is \$86,777.

Destin features 21 parks, 12 public beach trails (totaling 100 acres), one Community Center, and three sports complexes. The city also has agreements for the use and maintenance of 14.5 acres of school open space.

The master plan aims to address the current and future needs of Destin's parks and recreation system, accommodating both the year-round population and the seasonal influx of visitors. The process involves: 1) Master Planning, 2) a 5-year Capital Improvement Plan, and 3) a rate and impact fee study. This will help the City Council understand the issues, set policy, and establish funding decisions.

Scope of Work

The master plan will include the following four key components:

1. Park Facilities and Recreation Program Analysis

The purpose of this task is to provide an assessment of park facilities, recreation programs and revenue sites. This analysis is critical for determining facility, programming, and revenue strategies necessary to meet the needs of users and sustain and preserve facilities. This section will include inventory facilities, current & future personnel needs, and current & proposed services.

2. Facility Maintenance Management Plan

The Facility Maintenance Management Plan will be for Recreation/Community Centers and other built structures within the Parks and Recreation Department. The plan will identify recommendations for routine and preventative maintenance programs, work management, asset lifecycle management, customer feedback program, performance measurements, staffing levels and equipment management.

3. Grounds Maintenance Management Plan

Prepare the Grounds Maintenance Management Plan for the grounds maintained by the Parks and Recreation Department. The plan will identify recommendations for routine and preventative maintenance programs, work management, asset lifecycle management, customer feedback program, performance measurements, staffing levels and equipment managements.

4. Departmental Fee Philosophy

Review fees and develop a departmental fee philosophy, based on the City's Cost Recovery Program, through benchmarking best practices in comparable cities, community, and departmental input, etc.

Scope of Work, tasks in depth.

Inventory of the Current Parks and Recreation System: This section will inventory facilities, personnel, services, customer base, equipment, and current management practices (including preventative maintenance, work management, asset lifecycle management, customer feedback, performance measurements, staffing levels, and equipment management). The goal is to understand the system's comprehensive nature. To Support Section 1 the consultant shall compile an inventory and assessment of existing parks, trails, open spaces, and facilities with City staff assistance. Include a comparative analysis of similar-sized communities using nationally accepted standards. Evaluate each amenity (playgrounds, ball fields, trails, natural areas, special facilities, etc.) for capacity, connectivity, functionality, accessibility, condition, comfort, and convenience, from both resident and visitor perspectives, based on community values. Identify the best possible providers of community and recreation services and recommend ways to minimize duplication and enhance partnerships where appropriate.

Community and Vision Alignment: This section will review the Council's vision and survey the community for input, analyzing current and future program offerings based on this feedback. The consultant will create and implement a comprehensive citizen involvement strategy for the Master Plan, ensuring participation from residents, businesses, visitors, and other stakeholders. They will conduct at least three public meetings and two focus groups, including full-time residents, visitors, and business representatives. Additionally, the consultant will hold at least two progress update meetings with the Parks and Recreation Advisory Board. As facilitators, they will gather information on services, use, preferences, and identify strengths, weaknesses, opportunities, and threats. The strategy will ensure a positive, proactive public participation process, using well-organized activities and techniques, and providing written summaries of all input. The consultant will build consensus and provide information for City Council decision-making if consensus is not possible. They will use methods to hear from as many people as possible, including both users and non-users of services. The strategy will also include a statistically valid community needs assessment survey, accurately sampling the community to identify needs and issues in recreation and park programs and facilities. The survey will target full-time residents and business owners, using data from the City's Comprehensive Plan, the 2017 Citizen's Survey, and other sources to inform Sections 3 and 4 of the Master Plan.

Comprehensive Planning and Management:

- a. Capital Improvement Plan: Each project will include a description, cost estimate (unadjusted for inflation to prevent future cost sprawl), the percentage of capacity increase (eligible for Development Impact Fee usage), future maintenance burden, and priority (high, medium, low). The plan will be formatted for easy transfer to Excel and will inform the 5-Year Capital Improvement Plan, guiding City Council's decisions on Development Impact Fee rates and

funding strategies. To support Section 3a the consultant shall consider the following elements in addition to others identified by the master planning process:

- Improve trail connectivity and walkability between facilities.
- Develop a set of prioritized recommendations for interconnecting walking/biking pathways between City Parks (and other City facilities) making it a desirable means of accessing the facilities while encouraging healthy physical activities.
- Sports Tourism Expansion.
- Prioritize recommendations for needs regarding acquisition and/or development of additional sporting venues to encourage sports tourism in Destin.
- Eco Tourism Expansion.
- Prioritize recommendations for needs regarding land acquisition, and the development of parks, open space, and recreation facilities to encourage Eco-Tourism in Destin.
- Sustainability
- Develop a set of prioritized recommendations for maintenance and renovation of parks, trails, and recreation facilities, which shall be clear from the Capital Improvement Plan and Maintenance Plan.

b. Facility and Grounds Maintenance and Management Plan: This plan will cover preventative maintenance, work management, asset lifecycle management, customer feedback, performance measurements, staffing levels, and equipment management to support the Capital Improvement Plan.

Section 4. Funding Analysis: The plan will analyze funding options for transitioning the City to the desired future state, including:

- a. A review of property and sales tax flows within the City and County, and how these support the City General Fund, aiming to balance funding needs with the City's millage rate cap.
- b. A review of the City's chartered millage rate cap, comparing it to similar cities in Florida and exploring its long-term consequences (both positive and negative).
- c. An exploration of methodologies for setting Development Impact Fees for future use by the City.
- d. A review of the fee structure for activities and programs to determine if fees can sustain the programs while remaining affordable, avoiding a decline in participation and program viability.

Project Timeline

07/11/24: RFP Submission Deadline
08/15/24: Proposal Review and Evaluation
08/22/24: Selection of Consultant and Award Notification
08/29/24: Contract Signing and Kickoff Meeting
09/09/24: Submission of Detailed Project Plan by Consultant
11/09/24: Completion of Section 1 - Inventory of the Current Parks and Recreation System
11/11/24: Progress Meeting: Review Inventory Findings
01/09/25: Completion of Section 2 - Community and Vision Alignment
01/11/25: Progress Meeting: Review Community Feedback and Vision Analysis
03/09/25: Completion of Section 3a - Capital Improvement Plan
03/11/25: Progress Meeting: Review Draft Capital Improvement Plan
05/09/25: Completion of Section 3b - Facility and Grounds Maintenance and Management Plan
05/11/25: Progress Meeting: Review Maintenance and Management Plan
07/09/25: Completion of Section 4 - Funding Analysis
07/11/25: Progress Meeting: Review Funding Analysis and Recommendations
08/10/25: Submission of Draft Master Plan to City Council
08/15/25: Public Meeting: Present Draft Master Plan for Community Feedback
08/25/25: Incorporation of Community Feedback and Final Revisions
09/15/25: Final Master Plan Submission to City Council
09/25/25: City Council Approval and Adoption of Master Plan
10/01/25: Final Project Closeout Meeting

Progress Reporting

The consultant and the City's Project Manager should hold progress meetings as often as necessary, but in no case less than once per month until the final plan is approved by the City Council for the purpose of progress reporting. The consultant shall supply the Project Manager with at least one (1) digital copy of all completed or partially completed reports, studies, forecasts, maps or plans as deemed necessary by the Project Manager at least three (3) working days before each progress meeting. The Project Manager shall schedule the meetings, as necessary, at key times during the development of the Master Plan.

Project Expectations:

The finished Master Plan is expected to:

- Collect and analyze demographic information for the community.
- Collect and analyze information on participation, needs, desires, operations, programming, and trends and make prioritized Level of Service recommendations.
- Identify areas of service shortfalls and projected impact of future trends.
- Provide useable and workable definitions and recommendations for designated park and open space with acreages and parameters defined as appropriate.
- Develop prioritized recommendations for operations, staffing, maintenance, programming, and funding needs.
- Provide a clear plan for development of programming direction based on standards and demand analysis.
- Develop a definitive program for acquisition and development of parkland, recreation facilities, open space, trails and parks maintenance and administration of facilities for the future.
- Provide a maintenance and operations analysis.
- Identify opportunities for available funding and acquisition alternatives.

- Develop an action plan which includes strategies, priorities and an analysis of budget support and funding mechanisms for the short term, mid-term and long term for the park system, open space, trails and recreation programs and services.
- The Master Plan must include prioritized goals, plans, objectives, and policy statements that articulate a clear vision and “road map” and model for the Parks and Recreation Department’s future.
- An analysis of existing conditions, inventories, and Level of Service analysis (Section 1)
- Charts, graphs, maps, and other data as needed to support the plan and its presentation to the appropriate audiences.
- A Financial Plan and recommendations (Section 4)
- Prioritized Action Plan, in the form of the CIP and Maintenance plan sections (Section 3, a & b)
- One (1-2) meeting with the Parks and Recreation Committee prior to presenting the Master Plan to the LPA or City Council.
- One (1) public hearing with the LPA prior to presenting the Master Plan to Council for adoption, if required.
- A minimum of two (2) meetings with the City Council, one at the time of the presentation of the draft Master Plan, and one at the adoption of the final Master Plan
- Electronic copy of all presentations used as part of this planning process.
- A color version of the final Master Plan document consisting of an electronic copy in a format compatible with the City’s software.

Note: The City shall be responsible for the arrangement, notice and any other costs associated with the above meeting schedule. The consultant shall review with the City’s Project Manager all prepared information for the public meeting at least three (3) days prior to the scheduled meetings.

Items to be provided by the City of Destin

- A City of Destin Project Manager – Parks and Recreation Director or their designee
- Access to all existing studies, plans, programs, and other data including the City of Destin Comprehensive Plan and access to all applicable records.
- Assistance with on-going Parks and Recreation Committee and community meetings.
- Assistance with the gathering of currently available relevant data that supports this effort.

All proposals shall include the following background information:

- A Letter of Submission shall include the name, address, and telephone number of the person(s) who is authorized to legally represent the firm. Any confidential material contained in the proposal shall be clearly indicated and marked as "Confidential."
- A Letter of Submission shall include the name, address, and telephone number of the person(s) who is authorized to legally represent the firm. Any confidential material contained in the proposal shall be clearly indicated and marked as "Confidential."
- Background in the firm and experience in preparing Master Plans for public agencies in Florida. Of particular interest are engagements involving communities that have characteristics like the City of Destin, including its beach and harbor characteristics.
- A narrative that presents the services the firm would provide detailing the approach, methodology, deliverables, and client meetings to be provided.
- Identification of the personnel to be assigned to this engagement including a résumé of related experience.
- A timeline for preparation and implementation of the Master Plan and its components.

- A summary of professional liability and errors and omission insurance coverage the firm maintains.
- A minimum of five (2) public agency references for projects of a similar nature to this project and a description of the projects shall be described and minimally include client, location, contact person, contact information (telephone/e-mail address), and a summary description of the project.
- An electronic copy of a master plan previously prepared by the proposer for another Community that manages beaches in Florida.
- Provide the project cost for services in an itemized work format, including a total project cost estimate for services as a “not-to-exceed cost for services” figure.

The submittal of a proposal shall be taken as prima facie evidence that the proposing individual/firm has full knowledge of the scope, nature, quality, and quantity of the project to be performed and the detailed requirements and conditions under which the project is to be performed.

This solicitation does not commit the City of Destin to award a contract, to pay any cost incurred with the preparation of a proposal, or to procure or contract for services or supplies. The City of Destin reserves the right to accept or reject any or all proposals received in response to this request, to negotiate with any qualified source, or cancel in whole or part this proposal process if it is in the best interest of the City to do so. After contract negotiations, prospective consultants may be required to submit revisions to their proposals. All proposers should note that any contract pursuant to this solicitation is dependent upon the recommendation of the City staff and the approval of the Destin City Manager.

General Requirement of the Selected Proposing Firm

- Enter a contract with the City. (RFP) 24-03-REC and proposal submittals become part of the contract.
- Maintain insurance coverage for the duration of the contract period.
- Prohibited from assigning or subcontracting the whole or any part of the contract without the prior written consent of the City.
- Shall not hire, discharge, promote, demote, or otherwise discriminate in matters of compensation, terms, conditions, or privileges of employment against any person otherwise qualified solely because of race, creed, sex, national origin, ancestry, physical or mental disability, color, or age.
- Contractor shall follow the applicable provisions of the Americans with Disabilities Act of 1990 as enacted and from time to time amended and any other applicable federal, state, or local laws and regulations. A signed, written certificate stating compliance with the Americans with Disabilities Act may be requested at any time during the life of this Agreement or any renewal thereof.
- Operate as an independent contractor.
- Honor the current legal requirements for maintaining and providing public records as requested.
- Target date for project completion is December 31, 2024. Firms indicating the ability to meet this timeline may be given preference during the selection process.
- A successful consultant will be paid on actual invoices as work is completed.

The following items must be provided for your proposal to be considered responsive.

- 1. Completed proposal including itemized costs for each element.**
- 2. Years in business**
- 3. Location of business**
- 4. Previous Work experience as it relates to this project, including a previously produces Master Plan for another agency that manages beaches in Florida.**
- 5. Project Approach / Proposed Timeline**
- 6. References: Individuals/Organizations you have performed similar work for.**
- 7. Copy of Appropriate State, County or City Licenses**
- 8. Completed Public Entity Form**
- 9. Completed Drug Free Form**
- 10. Addenda (If required)**

Please submit a separate proposal for the following items. In addition, please provide an individual price breakdown for each of the four (4) components. The City of Destin reserves the right to accept individual components, multiple components and/or reject all components. All specifications in the City of Destin Parks and Recreation Master Plan will apply.

END OF PROJECT SPECIFICATIONS SECTION

SUBMITTAL REQUIREMENTS: Proposals shall be submitted as follows:

- A. Proposal. Your Proposal shall precede all other **mandatory** information required in. Any additional information submitted in support of the Proposal shall follow the mandatory information.
- B. Public Entity Crime Form. Each Proposal shall contain a completed Public Entity Crime Form (Attachment #1) pursuant to Florida Statutes, Section 287.132-133, providing that no public entity shall accept any Proposal from or award any contract to or transact any business in excess of the threshold amount for Category Two (\$25,000) for a period of thirty-six months from the date placed on the convicted vendor list.
- C. Disclosure. Each Proposal is subject to the provisions of Florida Statutes, Chapter 112, providing that all Proposers must disclose with the RFP submittal the name of any officer, director, or agent who is also a public officer or an employee of the City of Destin. Further, all Proposers must disclose the name of any City officer or employee who owns, directly or indirectly, an interest of five percent or more in the Proposing firm.
- D. Joint Ventures. Firms submitting Proposals as a joint venture shall submit to the City, as part of the Proposals, a copy of any joint venture agreement.
- E. Drug - Free Workplace Program. Preference may be given by the City of Destin to proposers demonstrating a Drug-Free Workplace Program whenever two or more Proposals, which are equal in respect to quality and service, are received and rated by the City. Proposers intending to demonstrate a Drug-Free Workplace Program shall provide an Attachment #2 certification form with the RFP submittal.
- F. Sealed Submittal Packages. All Proposals to be considered must be in the possession of the Destin City Clerk no later than 2:00 p.m. CT, on Thursday, July 11, 2024. Proposals may be mailed or delivered to the Office of the City Clerk at the address below. An unbound original and six (6) copies and one (1) electronic copy of the Proposal shall be submitted in a sealed envelope clearly marked “RFP No. 24-03-REC, PARKS & RECREATION MASTER PLAN” and note the time (2:00 p.m.) and date (Thursday, July 11, 2024) of the opening. Regardless of method of delivery, each responder shall be responsible for their Proposal being delivered on time, as the City of Destin assumes no responsibility for same. Proposals offered or received after the time set for the Proposal Opening will be rejected and returned unopened to the Proposer.
- G. Delivery Address: **MAILING AND HAND-DELIVERY ADDRESS:**

City of Destin
ATTN: City Clerk
4200 Indian Bayou Trail
Destin, Florida 32541
- H. Proposal Opening. Proposals are presently scheduled to be opened publicly and read aloud at 2:00 p.m. CT, on Thursday, July 11, 2024, in the City of Destin, City Hall Board Room, 4200 Indian Bayou Trail, Destin, Florida.

- I. Inquiries: The city will not respond to oral inquiries. Proposers may submit written, e-mailed, or faxed, inquiries regarding this RFP. The City will respond to written, e-mailed or faxed inquiries received at least five (5) working days prior to the RFP due date. The last day for inquiries is June 21, 2024, at 2:00 p.m. (CT). Questions or requests for Proposal documents, plans and specifications regarding this RFP may be directed to the individuals below:

For Administrative Questions

Rey Bailey
City Clerk
City of Destin
4200 Indian Bayou Trail
Destin, Florida 32541
(850) 837-4242

- J. Responsive-Responsible Proposals. Only those Proposals fulfilling all requirements outlined in this RFP will be considered.
- K. Proposal Evaluations and Award Process.
- Bid Committee will review each written submission for compliance with the requirements of the RFP, including verifying that each response includes all documents required.
 - Bid Committee members will review, analyze, compare, individually score, and rank all responses based on the requirements of the RFP, information submitted and, but not limited to, qualifications and price.
 - Bid Committee will conduct a public meeting chaired by the Bid Committee Chairman to discuss the individual scores and summarize the scores in a ranking matrix to be forwarded to the City Council. Non-voting advisors of the Bid Committee may attend this meeting.
 - The Bid Committee will recommend the top ranked proposal to the City Council and the second ranked proposal as an alternate.
 - Pursuant to the RFP and to the City's Procurement Manual, the Bid Committee has now forwarded its rank-ordered list of proposals received in response to the RFP. Also pursuant to the RFP and the Procurement Manual, the City Council now has the task of deciding which proposal City Council wants City Staff to pursue negotiations with. The Council has three procedural options for this decision, as follows:
 1. Adopting the scoring of the Bid Committee and directing City Staff to negotiate toward a contract with the proposer ranked highest by the Bid Committee.
 2. Re-scoring by each individual Council Member of all three proposers, using the same scoring criteria and calculations as applied by the Bid Committee pursuant to the RFP, and directing City Staff to negotiate toward a contract with the proposer ranked highest by the Council's re-scoring of the proposals; or

3. Ranking the proposers on the basis of which proposers will, in the opinion of each Council Member and based on all available information, best meet the City's needs for the Parks and Recreation Master Plan Consultant. This ranking would be done by applying a 1-2-3 scoring by each Council Member, with a value of "1" being highest or best and a value of "3" being lowest; the scores assigned by the Council Members would then be added together, with the lowest total points score being deemed the proposer with whom City Staff would be directed to negotiate toward a contract.

- In making a decision using the 1-2-3 scoring method, the City Council has broad discretion to make its decision based on all available information, and Council's decision would, if challenged, almost certainly be upheld by a reviewing court so long as the Council's discretion was exercised honestly and without illegality, fraud, or misconduct, even if the decision might appear erroneous or subject to disagreement by reasonable persons. The same principles would apply if the Council simply accepted the Bid Committee's ranking and directs City Staff to negotiate with the highest ranked proposer, or if the Council re-scores the proposals and directs Staff to negotiate a contract with the highest-ranked proposer.
- After a ranking of firms has been approved by the City Council, it is the intent of the City of Destin, in accordance with the RFP documents, to award a contract based on the proposal that best meets the project requirements, meets the required schedule, and will produce the highest quality product for the price. Accordingly, the City Council will direct City staff to negotiate a contract with the proposer whose proposal is ranked best by the Council. If such negotiations are successful, City staff would bring the resulting negotiated contract to the Council for Council's final approval; if the negotiations are unsuccessful, City staff are to come to the Council with a request to negotiate toward a contract with the second-best ranked proposer. A copy of the respondent's proposal and the RFP including scope of work, will be incorporated, and become a part of the contract.

	<u>EVALUATION CRITERIA</u>	MAX. POINTS TO BE EARNED
1.	Price Proposal	20
2.	Qualifications and Work Experience	30
3.	Project Approach / Proposed Timeline	20
4.	References / Past Performance	10

5.	Previously produced Master Plan for another Florida Agency that manages Beaches	20
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TOTAL POINTS POSSIBLE TO BE EARNED 100

- L. Final Offer. The Proposal, as submitted, will be the last and final offer. The Proposal shall remain binding ninety (90) calendar days after the closing date of the request.
- M. Reservation of Rights. The City reserves the right to reject any and all Proposals or portions thereof, to waive minor defects and informalities in the process, to re-advertise Proposals, to accept the Proposal or award multiple Proposals or take any other actions deemed by the City to be in the City's best interest.
- N. Insurance. The successful Bidder shall be required to provide proof of General Liability Insurance with a minimum liability insurance requirement of \$1,000,000 for combined single limit and Worker's Compensation Insurance in accordance with the laws of the State of Florida and in amounts sufficient to secure the benefits of the Florida Workmen's Compensation Law for all types of employees, including those of subcontractors. The successful Bidder shall produce proof of insurance in the types and amounts required by the City. The City shall be named as an additional insured party and all binders, policies or certificates of insurance shall provide for at least ten days' notice to the City of any cancellation or amendment to any of the binders, policies, or certificates.
- O. Bonding Requirements. Reserved
- P. Taxpayer Identification. Provide a completed Request for Taxpayer Identification Number and Certification (W-9) Form.
- Q. Public Records: The successful proposer shall:
1. Keep and maintain public records required by the CITY to perform the service.
 2. Upon request from the City's custodian of public records, provide the CITY with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in this FS Chapter 119 or as otherwise provided by law.
 3. Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the contract term and following completion of the contract if the CONTRACTOR does not transfer the records to the public agency.
 4. Upon completion of the contract, transfer, at no cost, to the CITY all public records in possession of the contractor or keep and maintain public records required by the CITY agency to perform the service. If the GROUP transfers all public records to the CITY upon completion of the contract, the CONTRACTOR shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If the CONTRACTOR

keeps and maintains public records upon completion of the contract, the GROUP shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to the CITY, upon request from the City's custodian of public records, in a format that is compatible with the information technology systems of the CITY.

R. Certifications Form
Certifications Form:

In accordance with your request for Bids, instructions and specifications, attached hereto, and subject to all conditions thereof, I (we), the undersigned, hereby propose and agree if this Bid is accepted, to contract with the City of Destin, Florida to construct any items or furnish any service requested herein and deliver same without additional cost to the City of Destin at the specified location for the quotations listed in the proposal.

The undersigned further declares that he/she has carefully examined the specifications referenced on this Bid Form and is thoroughly familiar with them and their provision(s). He further declares that no other person than the Bidder herein named has any interest in this Bid or in the contract to be executed, and that it is made without any connection with any other person(s) making Bid for the same articles, and it is in all respects fair and without collusion and fraud.

Signature and Certification:

Name and Title of Authorized Representative:

(Print or Type)

Signature: _____

Date of Bid: _____

Note: See RFP Section III, Bid Requirements, and attach all required information to Bid form.

The City of Destin reserves the right to reject all Proposals or portions thereof, to waive minor defects in the process and to accept the Proposal or any combination of Proposal Items or take any other actions deemed by the City to be in the City's best interest. The City also reserves the right to assign additional work to the successful Proposer based upon their proposal or negotiation as may be necessary to meet grant funding or completion requirements.

SWORN STATEMENT UNDER SECTION 287.133 (3) (A)
FLORIDA STATUTES, ON PUBLIC ENTITY CRIMES

THIS FORM MUST BE SIGNED IN THE PRESENCE OF A NOTARY PUBLIC OR OTHER OFFICER
AUTHORIZED TO ADMINISTER OATHS.

1. This sworn statement is submitted with Bid, Proposal or Contract _____
2. This sworn statement is submitted _____ whose
business address is _____
and (if applicable) Federal Employer Identification Number (FEIN) is _____. If the entity
has no FEIN, include the Social Security Number of the individual signing this sworn statement:
3. My name is _____ and my relationship to the entity named above
is _____
4. I understand that a "public entity crime" as defined in Paragraph 287.133(a)(g). Florida
Statutes, means a violation of any state or federal law by a person with respect to and directly
related to the transaction of business with any public entity or with an agency or political
subdivision of any other state or with the United States, including, but not limited to, any bid or
contract for goods or services to be provided to any public entity or any agency or political
subdivision of any other state or of the United States and involving antitrust, fraud, theft, bribery,
collusion, racketeering, conspiracy, or material misrepresentation.
5. I understand that "convicted" or "conviction" as defined in paragraph 287.133(a)(b),
Florida Statutes, means finding of guilt or a conviction of a public entity crime with or without an
adjudication of guilt, in any federal or state trial court of records relating to charges brought by
indictment or information after July 1, 1989, as a result of a jury verdict, non-jury trial, or entry of
a plea of guilty or nolo contendere.
6. I understand that an "affiliate" as defined in Paragraph 287.133(1)(a), Florida Statutes,
means:
 - A. A predecessor or successor of a person convicted of a public entity crime; or
 - B. An entity under the control of any natural person who is active in the management of the
entity and who has been convicted of a public entity crime. The term "affiliate" includes those
officers, directors, executives, partners, shareholders, employees, members, and agents who are
active in the management of an affiliate. The ownership by one of shares constituting a
controlling income among persons when not for fair interest in another person, or a pooling of
equipment or income among persons when not for fair market value under a length agreement,
shall be a prima facie case that one person controls another person. A person who was knowingly
convicted of a public entity crime, in Florida during the preceding 36 months shall be considered
an affiliate.
7. I understand that a "person" as defined in Paragraph 287.133(1)(e), Florida Statutes,
means any natural person or entity organized under the laws of the state or of the United States

with the legal power to enter a binding contract for provision of goods or services let by a public entity, or which otherwise transacts or applies to transact business with a public entity. The term "person" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in management of an entity.

8. Based on information and belief, the statement which I have marked below is true in relation to the entity submitting this sworn statement. (Please indicate which statement applies)

____ Neither the entity submitting this sworn statement, nor any officers, directors, executives, partners, shareholders, employees, members, or agents who are active in management of the entity, nor affiliate of the entity have been charged with and convicted of a public entity crime after July 1, 1989.

____ The entity submitting this sworn statement, or one or more of the officers, directors, executives, partners, shareholders, employees, members, or agents who are active in management of the entity, or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989. (Please attach a copy of the final order)

____ The person or affiliate was placed on the convicted vendor list. There has been a subsequent proceeding before a hearing officer of the State of Florida, Division of Administrative Hearings. The final order entered by the hearing officer determined that it was in the public interest to remove the person or affiliate from the convicted vendor list. (Please attach a copy of the final order)

____ The person or affiliate has not been placed on the convicted vendor list. (Please describe any action taken by, or pending with, the Department of General Services.)

(Signature)

Date: _____

STATE OF FLORIDA
COUNTY OF

PERSONALLY APPEARED BEFORE ME, the undersigned authority, who, after first being sworn by me, affixed his/her signature at the space provided above on this _____ day of _____, 20____, and is personally known to me, or has provided _____ as identification.

Notary Public

My Commission expires:

ATTACHMENT #2

CITY OF DESTIN, FLORIDA REQUEST FOR BIDS (RFP) NO. 24-03-REC,

DRUG-FREE WORKPLACE CERTIFICATION

The below signed Bidder certifies that it has implemented a drug-free workplace program. In order to have a drug-free workplace program, a business shall:

1. Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.
2. Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling rehabilitation and employee assistance programs and the penalties that may be imposed upon employees for drug abuse violations.
3. Give each employee engaged in providing the commodities or contractual services that are under bid a copy of the statement specified in subsection 1.
4. In the statement specified in subsection 1., notify the employees that, as a condition of working on the commodities or contractual services that are under bid, the employee will abide by the terms of the statement and will notify the employer of any conviction of, or plea of guilty or nolo contendere to, any violation occurring in the workplace no later than five (5) working days after such conviction.
5. Impose a sanction on or require the satisfactory participation in drug abuse assistance or rehabilitation program if such is available in the employee's community, by any employee who is convicted.
6. Make a good faith effort to continue to maintain a drug-free workplace through implementation of this section.

As the person authorized to sign this statement, I certify that this firm complies fully with the above drug-free workplace requirements.

COMPANY: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP CODE: _____

TELEPHONE NUMBER: _____

SIGNATURE: _____ DATE: _____

NAME (TYPED OR PRINTED): _____

TITLE: _____