

CBDG-MIT Grant Monthly Progress Report (MPR)

Grant No. – Sub. Name:	MT047 – City of Lakeland	
Project Title:	Lake Bonnet Drainage Basin Flood Hazard and Debris Mitigation Project	
Funding Awarded:	\$42,986,390.00	
Agreement Period:	10/27/2022 – 10/26/2028	
Primary Points of Contact Information:	<p><i>Tequila James-Murray, Mitigation Team Lead/Grant Manager</i> <i>Phone #850-921-3182 / GM email: tequila.james@deo.myflorida.com</i> <i>DEO - Office of Long-Term Resiliency</i></p>	<p><i>Laurie Smith, Manager, Lakes & Stormwater</i> <i>Phone#863-834-6276 / Email: laurie.smith@lakelandgov.net</i> <i>Lana Braddy, Special Projects Coordinator, Lakes & Stormwater</i> <i>Phone#863-834-3327 /Email: lane.braddy@lakelandgov.net</i></p>

Activity Reporting Period: **JULY 2023**

An update of this report shall be submitted to DEO ten (10) calendar days after the end of each month.

Section One – Financial Data:

	Amount	Funds used this period	Funds used to date	Balance Remaining
Leverage Funds (A)	.00	.00	.00	.00
CDBG-MIT Funds (B)	42,986,390.00	.00	.00	42,986,390.00
TOTAL Project Funds (A+B)	42,986,390.00	.00	.00	42,986,390.00

Section Two – Accomplishments within the Past Month:

7/3/2023 – Email to the City Attorney requesting a review of the top-ranked firm's contract, indemnification, and insurance exceptions. Email City Risk Management regarding top-ranked bidder's exceptions to City Insurance for a response; Requested a secure link from DOC to begin uploading the final Procurement Package.

7/5/2023 - Receipt of Email from City Attorney with responses to top-ranked bidder exceptions to contract, indemnification, and insurance. Sent an Email to DOC providing a project update and a request to review drafted Bid Cost Proposal Instructions and Bid Cost Proposal Form; Receipt of an email from DOC with a secure link to upload the final Procurement Package.

7/10/2023 – City submitted June 2023 MPR and Q2 QPR to DOC PMgr.

7/13/2023 - 7/20/2023 – Make requested and City approved changes to the Indemnification, Insurance, and Professional Services Agreement.

7/14/2023 – City staff attended City Commission Agenda Study to discuss the proposed Agenda Memo seeking approval of Shortlist and Request to Negotiate Agreement for Professional Engineering and Environmental Consulting Services with the top-ranked shortlisted firm. Procurement package documentation was uploaded via a secure DOC link for review and approval. The remaining documents will be uploaded once the City has secured a negotiated Professional Services Agreement.

7/17/2023 – City staff attended the City Commission Meeting seeking approval of Shortlist and Request to Negotiate Agreement for Professional Engineering and Environmental Consulting Services with the top-ranked shortlisted firm. Lakeland City Commission unanimously approved.

7/18/2023 – The City received an email from DOC PMgr. approving June 2023 MPR and Q2 2023 QPR.

7/19/2023 – 7/27/2023 – City drafting 1st Request for Reimbursement (Nov. 2022 – July 28, 2023).

7/20/2023 – City drafted an email to the top-ranked respondent with the proposed Professional Services Agreement for review and approval and a Cost Proposal with Instructions.

7/26/2023 – City drafted and emailed the top-ranked Respondent regarding outstanding forms needed for sub-consultants, the status of the cost proposal, and the project timeline. Respondent indicated that Agreement is being reviewed by their attorneys, forms are forthcoming, and the cost proposal will be submitted to the City on August 10, 2023.

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

N/A

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

The City anticipates receipt of the Cost Proposal from the top-ranked Respondent on August 10, 2023, at which time contract negotiations will commence. Once a negotiated Professional Services Agreement and the City's Independent Cost Analysis are secured, they will be sent to DOC for final review and approval before the final award.

The City anticipates submitting its first reimbursement request before the end of August 2023.

Section Five – Required Submissions:		
❖ Attachment B - Project Budget ➤ Has the Project Budget changed? ➤ <i>If answered "Yes", please submit:</i> <ul style="list-style-type: none"> ◆ <i>The Revised Attachment B for review and approval.</i> ◆ <i>The explanation for the change.</i> 	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
❖ Attachment C - Activity Work Plan ➤ Has the Activity Work Plan/Project Timeline changed? ➤ <i>If answered "Yes", please submit:</i> <ul style="list-style-type: none"> ◆ <i>The Revised Attachment C for review and approval.</i> ◆ <i>The explanation for the change.</i> 	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
❖ Staffing Plan ➤ Were there any Staffing changes? ➤ <i>If answered "Yes", please submit the Revised Staffing Plan which will include the Revised Org Chart and Updated names and Job descriptions.</i>	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
❖ Equipment Transfer/Disposal ➤ Were there Equipment Transferred/Disposed? ➤ <i>If answered "Yes", please request a copy of the Equipment Transfer/Disposal Form and disposition instructions from your grant Manager. Complete and submit the Equipment Transfer/Disposal form.</i>	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
Section Six – Construction Updates: <i>(only for GIP and CFHP Agreements)</i>		
➤ Have you started construction? ➤ <i>If answered "Yes", please answer next 3 questions.</i>	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
➤ Percentage of Overall Construction CURRENTLY completed? (Approximate)	_____ %	
➤ Percentage of Overall Construction EXPECTED to be completed next month? (Approximate)	_____ %	
➤ Have you provided 3 to 5 photos showing construction progress for this month? – <i>If not, please do so</i>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
<i>This report was prepared by:</i> Lana Braddy	Signature and date: Lana R. Braddy 08/10/2023	