



City of Cottondale – Mitigation Project

Community Development Block Grant – Mitigation Program – MT144

Updated June 30, 2026

Overview

The City of Cottondale is utilizing funding from the CDBG-MIT program for the addition of a hardened safe room for their Police Department. The project would include building a new hardened structure connected to the Fire Department building on land currently owned by the city and adjacent to the City Hall.

Status of Project

Construction Services:

- The full set of project plans and technical specifications were submitted to FloridaCommerce on 10/30/25 and approved on 12/16/25.
 - The City will advance procurement by advertising for construction services in the Jackson County Times on 12/18/25 and the Panama City Beach News Herald on 12/21/25.
 - Bids are due by 1/22/26, at 2:00 p.m. CST.
 - A bid extension opening will be held on 2/5/2026, at 2:00 p.m. CST to provide additional time for bid preparation and submission.
 - The bid opening held on 2/5/26, resulted in seven (7) responsive bids
 - The City will present the award recommendation at the City Council meeting on Monday, 3/9/26.
 - On 4/27/26, the City received FloridaCommerce approval for the bid award and contract execution.
- On 5/5/26, the Notice of Award and contract were issued to CPWG Constructors, LLC.
 - The contractor's SAM.gov verification was submitted to FloridaCommerce on 6/11/26, followed by the Payment and Performance Bonds on 6/15/26.
 - Full Contract execution is anticipated during the week of 6/22/26.
 - The pre-construction meeting was held on 6/23/26 with approximately 16 project stakeholders in attendance.
 - OVID presented Grant Compliance and Davis-Bacon requirements.
 - The Notice to Proceed (NTP) is anticipated on or around 7/6/26. DHM Engineering will prepare and issue the NTP to CPWG Constructors, LLC.
 - CPWG will provide a complete list of subcontractors by 7/3/26 to facilitate SAM.gov verification.
 - Following the meeting, members of the project team conducted site walks of both project areas.

Amendment:

- Pending – An amendment will be prepared to extend the agreement end date from January 2027 to July 2027 to allow additional time for construction completion.

Contacts

Contact	Phone Number	Email
City Manager – Sherri McBride	850-352-4361	Cityclerk@cityofcottondale.net
FLCOM Grant Manager – Sunny Newman	850-717-8546	Sunny.Newman@commerce.fl.gov
DHM Engineer – Destinee Wiggins	850-482-3045	Destineewiggins@melvineng.com
OVID Project Lead – Amy Harrison	850-661-9548	Amy@Ovidsolutions.net

Activity/Task Status

Activities to Be Completed	Is the Activity Completed	Status
Environmental Review – percentage complete	Yes	100% Complete
AUGF Received	Yes	100% Complete (Rec. 10/29/24)
Design – percentage complete	Yes	100% Complete
Construction Bid Documents Approved by FLCOM	Yes	100% Complete
Construction Bid Published	Yes	100% Complete
Construction Bid Received	Yes	100% Complete
Construction Bid Awarded	Yes	100% - CPWG Constructors
Executed contract with construction contractor	No	Pending
Construction – percentage complete	No	

Timeline for Activities

Target Timeframe	Activities to Be Completed	Status
7/2026	▪ Finalize and execute the contract with the selected construction contractor	Pending
7/2026 – 6/2027	▪ Complete the Construction Phase	Pending
7/2027	▪ Submit the Final Project Closeout to FloridaCommerce	Pending

Budget

The total amount of grant funding allocated to this project is \$1,392,350.00.

Cost Category	Source of Funds	Amount
Admin	CDBG-MIT	\$61,750.00
Engineering	CDBG-MIT	\$177,600.00
Construction	CDBG-MIT	\$1,153,000.00
TOTAL		\$1,392,350.00

Invoicing

The total amount of grant funding reimbursed for this project is \$157,250.00 as of 6/30/2026.

Request for Reimbursement/Direct Payment Status - FEIN #596002868

Invoice #	Invoice Amount	OVID Preparation of Invoice Packet	Invoice Submitted in SERA	Invoice Approved in SERA	Payment Received, via Florida Comptroller Website
1	\$22,012.50	12/31/2024	3/5/2025	3/12/2015	3/12/2025
2	\$2,962.50	3/6/2025	4/3/2025	4/10/2025	4/11/2025
3	\$3,225.00	5/6/2025	6/9/2025	6/16/2025	6/17/2025
4	\$13,500.00	6/24/2025 (revised 8/1/2025)	8/22/2025	9/30/2025	10/07/2025
5	\$12,637.50	9/25/2025 (revised 10/2/2025)	10/29/2025	12/8/2025	12/9/2025
6	\$102,912.50	12/9/2025 (revised and signed 1/19/2026)	2/26/2026	3/5/2026	3/9/2026
TOTAL	\$157,250.00				

Leverage Funds Expenditure update – Funds expended to date is \$5,000.00.

Next Steps and Actions

- Prepare and execute contract
 - Finalize and execute the contract with the selected construction contractor.
- Construction
 - Issue Notice to Proceed.
 - Take photos of construction activities.
- Closeout
 - Submit closeout package, engineer’s certification of final completion and photos to FloridaCommerce.