

Key Largo Wastewater Treatment District Board of Commissioners Meeting Agenda Item Summary

Meeting Date:
November 19, 2024

Agenda Item Number: N-2

Action Required:
Yes

Department:
Engineering

Sponsor:
Ed Castle

Subject:
Amendment of WEC Capital Projects Work Authorization WA 24-02

Summary:

WEC Work Authorization WA 24-02 is for engineering services for the WWTP for FY24 in the amount of \$85,000.00. Due to a slight over-run in the manhours needed to complete our tasks, the WWTP engineering budget was exceeded by \$1,785.00 or 2.1%. WEC requests that additional funding for engineering services for the WWTP under WA 24-02 be authorized in the amount of \$1,785.00, bringing the amended total of this work authorization to \$86,785.00. This increase in the WWTP engineering budget will not cause a need for a FY 24 budget amendment.

Reviewed / Approved

Financial Impact

Attachments

Operations: _____
Administration: _____
Finance: _____
District Counsel: _____
District Clerk: _____
Engineering: _____

\$ 1,785.00
Expense
Funding Source:
Rate Revenue
Budgeted:
No

1. WEC Memo
2. Copy of WA 24-02

Approved By:  Date: 11/14/2024
General Manager



"Excellence in Engineering"

6805 Overseas Highway
Marathon, Florida 33050
(305) 289-4161 ph
(305) 289-4162 fax

MEMORANDUM

To: Peter Rosasco
From: Ed Castle
Date: November 7, 2024
Re: WEC FY 24 Work Authorization WA 24-02 Amendment

The KLWTD Board previously approved the KLWTD FY 24 budget which included four work authorizations issued to Weiler Engineering (WEC). WA 24-02, the WWTP work authorization, currently has a not-to-exceed amount of \$85,000.00 for FY 24.

As the fiscal year progressed, WEC kept track of expenses versus the WA 24-02 amount. As the fiscal year end approached, it appeared that we would have sufficient funds to complete all of the work assigned to us under the WWTP work authorization. However, the WA 24-02 amount was exceeded by \$1,785.00, which represents a 2.1% overrun. We respectfully request that the Board authorize an adjustment to WEC work authorization WA 24-02, increasing the amount of the work authorization by \$1,785.00 for an adjusted total amount of \$86,785.00.

WORK AUTHORIZATION WEC 24-02
(Revised 08/20/2024)

a

Professional Services Agreement Between the

Key Largo Wastewater Treatment District (District)
an independent special district created by
Chapter 02-337, Laws of Florida, 2003

and

The Weiler Engineering Corporation (WEC)

SCOPE OF SERVICE: Wastewater Plant Engineering Services
PROJECT COST: Hourly (Not to Exceed \$85,000 FY24)
PROJECT SCHEDULE: As directed by the District
PROJECT BILLING SCHEDULE: See EXHIBIT A

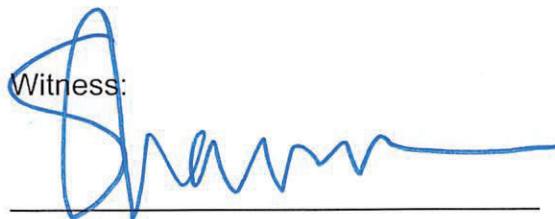


Edward R. Castle, Vice Pres.
The Weiler Engineering Corp.
6805 Overseas Highway
Marathon, FL 33050



Nicolas Rodriguez
Chairman KLWTD
103355 Overseas Hwy
Key Largo, FL 33037

Witness:



Shannon McCully, Clerk

Date: August 20, 2024

WORK AUTHORIZATION WEC 24-02
(Revised 08/20/2024)
Wastewater Plant Consulting

Weiler Engineering's Scope of Services - General Consulting

The Key Largo Wastewater Treatment District (District) operates, maintains, modifies and upgrades the District wastewater treatment and disposal system located at the WWTP site. From time to time, the District requires opinions, reports, studies and other professional engineering services in support of the WWTP operations. The District currently has a Contract for Consulting/Professional Services by and between the Key Largo Wastewater Treatment District and The Weiler Engineering Corporation (WEC). WEC, as the District's general consulting engineering professional, will perform various engineering duties as assigned by the District. In addition, WEC will provide Ed Castle to perform duties in support of the wastewater treatment plant operations, as needed by the District. WEC's duties may include but are not limited to:

- Attend District Board meetings

- Participate in weekly staff meetings

- Provide professional consulting assistance to the District's staff in operation and maintenance of the wastewater treatment and disposal systems

- Assist the District's financial staff in preparation of annual capital and operating budgets

- Assist the District in establishing policies and procedures for operation and maintenance

- Assist the District in planning for expansions, upgrades, and modifications to the WWTP
- Assist the District's staff in permitting issues and compliance issues as needed.
- Consult with the District Board members, General Manager, and other staff as needed
- Prepare Construction and Engineering sections of the Monthly Status Reports and other documentation as required for the Board meetings
- Perform studies, provide reports, and provide consultation on miscellaneous topics as directed
- Meet at least weekly with the Operations Manager to review and discuss the status of operations and compliance at the facility, including:
 - Influent flows and characteristics and any non-routine issues such as odors, grit accumulation, salinity increases and influent strength
 - SBR performance data and trending including DO trends, cycle timing, MLSS concentration and settling characteristics, chemical usage and any non-routine occurrences
 - Filtration and disinfection process performance
 - Effluent flows and disposal performance
 - General maintenance issues and any upcoming corrective maintenance or emergency maintenance needs
 - Status of FDEP reporting and compliance
 - Planning for capital upgrades
- Assist the Operations Manager in preparation of annual capital and operating budgets

- Review and edit Standard Operating Procedures for operation and maintenance prepared by the Operations Manager and support staff
- Perform reviews and recommend approvals for FDEP construction permit application packages for Islamorada connections to Key Largo when directed.
- Perform reviews and recommend approvals for FDEP Approval for Use applications, including review of Engineer's Conditions Reports, testing records and record drawings for Islamorada connections to Key Largo when directed.

WEC will be compensated for these services according to the rates specified in Exhibit A. WEC will submit invoices monthly for WWTP General Engineering Consulting Services provided in the previous period. WEC will not perform services under this Work Authorization that would exceed the annual "Not to Exceed" amount stated above, without prior written authorization from the District.

EXHIBIT A

WEILER ENGINEERING FEE SCHEDULE

Title	Rate
<i>Principal in Charge</i>	\$210.00
<i>Expert Witness</i>	\$280.00
<i>Registered Professional Engineer (P.E.)</i>	\$165.00
<i>Environmental Scientist</i>	\$160.00
<i>Mining Specialist PhD (non-P.E.)</i>	\$160.00
<i>Project Manager</i>	\$160.00
<i>Structural Manager</i>	\$155.00
<i>Senior Planner</i>	\$140.00
<i>Registered Engineer Intern (E.I.)</i>	\$140.00
<i>Certified Floodplain Manager (CFM)</i>	\$140.00
<i>Plans Examiner</i>	\$130.00
<i>Structural Inspector</i>	\$130.00
<i>Code Inspector</i>	\$130.00
<i>Senior Construction Inspector</i>	\$115.00
<i>Senior Engineering Designer</i>	\$115.00
<i>Engineering Designer</i>	\$100.00
<i>Construction Inspector</i>	\$100.00
<i>Engineering Technician</i>	\$90.00
<i>Structural Technician</i>	\$90.00
<i>Field Technician</i>	\$90.00
<i>Clerical</i>	\$60.00

Reimbursable Expenses:

<i>Vellums</i>	<i>\$10.00 / each</i>	<i>(24 x 36)</i>
<i>Mylars</i>	<i>\$25.00 / each</i>	<i>(24 x 36)</i>
<i>Blue Prints / Sheet</i>	<i>\$2.80 / each</i>	<i>(24 x 36)</i>
<i>Copies</i>	<i>\$0.30 / each</i>	<i>(11 x 17)</i>
<i>Copies</i>	<i>\$0.20 / each</i>	<i>(8 ½ x 14)</i>
<i>Copies</i>	<i>\$0.15 / each</i>	<i>(8 ½ x 11)</i>
<i>Travel *</i>	<i>Cost plus 15%</i>	
<i>Overnight mail</i>	<i>Cost plus 15%</i>	
<i>Other Reimbursable Expenses</i>	<i>Cost plus 15%</i>	

**Outside of Monroe County*