

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

Meeting Date:
September 15, 2026

Agenda Item Number: N-2

Action Required:
Yes

Department:
Engineering

Sponsor:
Robert Mather

Subject:
APEX Work Authorization 27-02 - WWTP Engineering Services

Summary of Discussion:

The work authorization for WWTP Engineering Services in FY 2027 will be presented. The amounts for each project match the approved budget. The WWTP WA not-to-exceed fee is broken into two components: \$83,000 for miscellaneous engineering services for the WWTP and \$26,000 for engineering work associated with Islamorada as KLWTD's largest customer.

<u>Reviewed / Approved</u>	<u>Financial Impact</u>	<u>Attachments</u>
Operations: _____	\$ 109,000.00	1. WA APEX 27-02 - Wastewater Plant Engineering Services
Administration: _____		
Finance: _____	Funding Source:	
District Counsel: _____	District	
District Clerk: _____	Budgeted:	
Engineering: _____	Yes	

Approved By: _____ Date: 9-10-26
General Manager

WORK AUTHORIZATION APEX 27-02

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

Apex Companies, LLC. (APEX)

SCOPE OF SERVICE: Wastewater Plant Engineering Services

PROJECT COST: Hourly (Not to Exceed \$109,000 FY27)
(\$83,000 for WWTP Engineering)
(\$26,000 Islamorada Misc. Engineering)

PROJECT SCHEDULE: As directed by the District

PROJECT BILLING SCHEDULE: See EXHIBIT A

Steve Suggs, Principal Engineer
Apex Companies, LLC
6805 Overseas Highway
Marathon, FL 33050

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

Witness:

Shannon McCully, Clerk

Date: _____

WORK AUTHORIZATION APEX 27-02

Wastewater Plant Consulting

Apex Companies, LLC'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 Apex Companies, LLC (Apex). Apex, as the District's general consulting engineering professional, will perform various engineering duties as assigned by the District. In addition, Apex will provide a licensed staff member to perform duties in support of the wastewater treatment plant operations, as needed by the District. Apex'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 in establishing policies and procedures for operation and maintenance of the WWTP and disposal wells
- 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.
- 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
- Coordinate 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
- 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.

- Review plans submitted by Islamorada and provide additional engineering review and coordination related to the construction of the North Plantation Key in-line booster pump station.

Apex will be compensated for these services according to the rates specified in Exhibit A. Apex will submit invoices monthly for WWTP General Engineering Consulting Services provided in the previous period. Apex 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

APEX COMPANIES, LLC FEE SCHEDULE

Category	Hourly Rate
Principal Engineer	\$247
Principal Scientist	\$232
Sr. Engineering Manager	\$217
Sr. Lead Scientist	\$209
Sr. Project Engineer	\$196
Lead Scientist	\$196
Sr. Project Manager	\$196
Project Manager	\$191
Engineering Manager	\$185
Associate Project Manager	\$182
Project Engineer	\$179
Sr. Project Scientist	\$175
Staff Engineer	\$173
Project Scientist	\$169
Staff Scientist	\$168
Sr. Planner	\$165
Planner 3	\$165
Sr. CAD/GIS Technician	\$162
CAD/GIS Technician 2	\$136
Sr. Construction Inspector	\$136
CAD/GIS Technician 1	\$124
Construction Inspector	\$118
Project Administrator	\$118
Technician 3	\$103
Construction Technician	\$103
Administrative	\$77

Reimbursable Expenses:

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

**Outside of Monroe County*