

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

Meeting Date:

September 15, 2026

Agenda Item Number: N-3

Action Required:

Yes

Department:

Engineering

Sponsor:

Robert Mather

Subject:

APEX Work Authorization 27-03 - Field Operations General Consulting

Summary of Discussion:

The work authorization for the Field Operations General Consulting in FY 2027 will be presented in the amount matching the approved budget.

Reviewed / Approved

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

Financial Impact

\$ 105,000.00

Funding Source:

District

Budgeted:

Yes

Attachments

1. WA APEX 27-03 - Field Operations Engineering Services

Approved By: _____

General Manager

Date: _____

9-10-26

WORK AUTHORIZATION APEX 27-03

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: Field Operations Engineering Services

PROJECT COST: Hourly (Not to Exceed \$105,000 in FY27)

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 Highway
Key Largo, FL 33037

Witness:

Shannon McCully, Clerk

Date: _____

WORK AUTHORIZATION APEX 27-03

Field Operations General 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 collection and transmission systems located throughout the District's service area. From time to time, the District requires opinions, reports, studies, designs and other professional engineering services in support of the Collection System. The District currently has a Contract for Consulting/Professional Service 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 consulting services for routine Field Operations, as needed by the District. These duties may include but are not limited to:

- ❖ Provide professional consulting assistance to the District's staff in operation and maintenance of the wastewater collection and transmission systems
- ❖ Assist the District in establishing policies and procedures for operation and maintenance of the collection and transmission systems
- ❖ Assist the District in planning for expansions, upgrades, and modifications to the collection and transmission systems
- ❖ Provide reviews of plans for private or public collection systems connecting to the District's collection and transmission systems
- ❖ Assist the District in identification and correction of inflow and infiltration

- ❖ Assist the District's staff in permitting issues and compliance issues as needed
- ❖ Perform reviews and recommend approvals for FDEP construction permit application packages for connections of private collection system to Key Largo
- ❖ Perform reviews and recommend approvals for FDEP Approval for Use applications for connections of private collection system to Key Largo
- ❖ Coordinate weekly with the Field Operations Manager to review and discuss the status of operations and compliance in the collection system, including:
 - ❖ Vacuum pump stations performance, including run times of vacuum pumps and sewage pumps, changes in flow or increasing salinity, odor, noise or other nuisance issues
 - ❖ Review and make recommendations for any small projects and new connections
 - ❖ Review and edit Standard Operating Procedures for operation and maintenance prepared by the Field Operations Manager and support staff
 - ❖ Assist the Field Operations Manager with investigation of odors at Vacuum Stations and provide recommendations for upgrades to equipment and changes to operating procedures to eliminate odor complaints
 - ❖ Assist the Field Operations Manager in planning for expansions, upgrades, and modifications to the vacuum pump stations, submersible pump stations and collection and transmission systems
 - ❖ Investigate changes in pumping rates and flow rates in the District's force mains and vacuum mains to ensure that full capacity remains available
 - ❖ Perform studies, provide reports and provide consultation on miscellaneous topics as directed

- ❖ Assist the Field Operations Manager with implementation of the Collection System Action Plan (CSAP) and annual reporting.

Apex will be compensated for these services according to the rates specified in Exhibit A. Apex will submit invoices monthly for Field Operations Engineering 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*