

May 26th

2005

**KEY LARGO WASTEWATER TREATMENT DISTRICT BOARD OF
COMMISSIONERS MEETING**

AGENDA



Thursday, May 26, 2005 at 5:00 PM

**Key Largo Civic Club, 209 Ocean Bay Drive
Key Largo, FL**

**Charles Brooks
Gary Bauman
Andrew Tobin
Glenn Patton
Claude Bullock**

**Chairman
Vice Chairman
Secretary-Treasure
Commissioner
Commissioner**

.....
**Charles F. Fishburn
Thomas Dillon
Carol Simpkins**

**General Manager
District Counsel
Board Clerk**

PLEASE TAKE NOTICE AND BE ADVISED, that if any interested person desires to appeal any decision of the KLWTD Board, with respect to any matter considered at this meeting, such interested person will need a record of the proceedings, and for such purpose, may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based. Persons with disabilities requiring accommodations in order to participate in the meeting should contact the Board Clerk at 305-451-5105 at least 48 hours in advance to request accommodations.

A. CALL TO ORDER

B. PLEDGE OF ALLEGIANCE

C. ROLL CALL

D. APPROVAL OF AGENDA WITH ANY ADDITIONS OR DELETIONS

E. CONSENT AGENDA

F. APPROVAL OF MINUTES

1. May 4, 2005

(Action)

TAB 1

G. PUBLIC COMMENT

H. COMMISSIONERS ROUND TABLE

I. COMMISSIONER ITEMS

2. Monroe County \$20 Million Grant (Chairman Brooks) **TAB 2**

J. FINANCIAL OFFICER'S REPORT

3. Pending Payments List **(Action) TAB 3**

K. LEGAL COUNSEL REPORT

4. Financial Advisor RFQ **(Action) TAB 4**
Presentation by Respondents

L. ENGINEERS REPORT

5. Report on KLTv and KLP **TAB 5**

M. GENERAL MANAGER'S REPORT

6. Airvac Change Order **(Action) TAB 6**

ITEMS OF ONGOING CONCERN

1. Procedures
2. Agency Coordination

N. ADJOURNMENT

May 26, 2005

Call to order 5:05 pm

Pledge: C/Aude

Roll Call

Member	Yes	No	Other	Present
Commissioner Andrew Tobin	<input checked="" type="checkbox"/>			
Commissioner Gary Bauman	<input checked="" type="checkbox"/>			
Commissioner Glenn Patton	<input checked="" type="checkbox"/>			
Commissioner Claude Bullock	<input checked="" type="checkbox"/>			
Chairman Charles Brooks	<input checked="" type="checkbox"/>			

Approval of Agenda

Andy - Move Consultant's FIRST of Public Comment
~~Claude Problem moving Consultant~~
 Fighburn - MT CPH W.O.#1

Charles Dir. of adjustment of meeting date in June
 20 will grant 1.2A.

Andy MT no ACTION Discussion only

Motion Andy

Second Glenn

Member	Yes	No	Other	Present
Commissioner Andrew Tobin				
Commissioner Gary Bauman				
Commissioner Glenn Patton				
Commissioner Claude Bullock				
Chairman Charles Brooks				

Approval of Minutes May 4, 2005

Motion *B/een*

Second *Claude*

Member	Yes	No	Other	Present
Commissioner Andrew Tobin				
Commissioner Gary Bauman				
Commissioner Glenn Patton				
Commissioner Claude Bullock				
Chairman Charles Brooks				

Public Comment

Robert Bert, Resident - Key Largo
Federation of Home Owners

Crews - Trying to keep everything clean.

Concern w/ Loan income Renters

not 10ft from window for Candy Cane

Charlie why - Ed Vent rule applies.

Charlie take up to top of house - Ed Check w/ airline

any as Co. for variance

Steve Gibbs

DIAM - FKAA -

Commissioner Roundtable

GARY O BJECT WANTS ITEM ON AGENDA
ANDY US RT TO PUT THINGS ON AGENDA

Glenn - Grand Jury Report - VERY IMPORTANT - See items
Before came to meetings. PRIMARY ISSUE ALL INFO IN
HAND unless truly an EMERGENCY.

Insurance Requirements: Professional Liability
2. IN PLACE Builders RISK INS PAID FOR BY CONTRACTOR
covering him & us.

TOM have it, Lessons to be learned

Andy - Grand Jury Report - Procedure - NOT TO VOTE ON
THIS AT FIRST PRESENTATION. STRANGER ETHICS CODE
TOM LOOK @ & BRING BACK SUGGESTS.

Glenn - 1 sided issue going on. Should see County Response.

Charlie - M-F 1ST TIME MAJOR PROJECT THAT BD STARTED.
Procedure GM. Decision laid on TABLE w/o BD Review. Need to look at
what is proposed, should discuss what WANT WITH ARCADIS ON TREATMENT
Plant

Commissioner Items
20 million dollar grant

Claude time line 1 1/2 yr to spend money concern

Glenn
Motion June 1 to June 8
June 15 to June 22
Second CLAUDE

Member	Yes	No	Other	Present
Commissioner Andrew Tobin			ABSTAIN	
Commissioner Gary Bauman			ABSTAIN	
1 Commissioner Glenn Patton	✓			
2 Commissioner Claude Bullock	✓			
Chairman Charles Brooks	✓			

Commissioner Items

Motion

Second

Member	Yes	No	Other	Present
Commissioner Andrew Tobin				
Commissioner Gary Bauman				
Commissioner Glenn Patton				
Commissioner Claude Bullock				
Chairman Charles Brooks				

FINANCIAL OFFICER'S REPORT
Pending Payment List

Claude should be in package before meeting. matter of policy

Andy - see TRAVER Bills
Remove From Pending Payments List

Motion:

Glenn w/ Amendment

Second

Claude

Member	Yes	No	Other	Present
Commissioner Andrew Tobin				
Commissioner Gary Bauman				
Commissioner Glenn Patton				
Commissioner Claude Bullock				
Chairman Charles Brooks				

So. ESTERN
Toby Wagner

Do A Lot of Fund holding w/clients
work w/ FKAA - not A Conflict

Andy - FEMA - Co. wanted to expand use
can you be of assistance on Grants - Toby work w/ EPA Grant in Little Rock
4.3 MIL

CONTRACT - heavy on Contingent Employment,
Toby - use along as needed - then get ride.

GARY - size - 6 people - outsource when needed
F. ANALYST

Claude - how bill outsourcing - is in his heavy cost
what is \$ 1/35, - 890 - 70 no multiply on top

TOM FKAA - OFFER suggestions.

Charles - SRF - FKAA - involved yes - Can DIST - make own about
Grant money Toby don't know will have to TALK w/ STAFF

Andy - inter-local

Toby next step - BRING Bond Counsel ON.

Motion

Second

Member	Yes	No	Other
Commissioner Tobin			
Commissioner Bauman			
Commissioner Bullock			
Commissioner Patton			
Chairman Brooks			

1800
500
2300
21

24
1000

DAIN-Rausher
NAT ~~ARTLOFF~~ ECKLOFF / Julie Turner

GARY - IF Mo Co offered WK - NAT - would ask KLWTD 1ST
NAT COMFORT FACTOR - Who Do you TRUST
+ who most sensitive

Julie - UNDERWRITER DESK

Andy - WHAT CONTRACT - HK Fee w/CAP on PER ISSUE BASIS
FIGURE OUT LINE OF AFFORDABILITY

CHARLIE - Pool FINANCING - Share insurance cost - Lower interest - 9/20
OK + CHOICE - NEW UTILITY -
Bond UNDERWRITING -

JAM - Policy - RATES Advice on Credit Rates

Andy - INTERLOCAL - would review -

Motion

Second

Member	Yes	No	Other
Commissioner Tobin			
Commissioner Bauman			
Commissioner Bullock			
Commissioner Patton			
Chairman Brooks			

Legal
Financial Advisor RFQ
Presentations

1st PRM Group

2nd - Southeastern

3rd - RBC - Dana Rauscher

Will receive flyers

GARY - Could support Andy
no PFM because of CO.

ELIMINATED PFM: now RBC & TOBY

DIRECTION TO RBC on TOBY. MORE INFO & RATE FLEXIBLE.

Motion ^{ANDY} MOVE TO TABLE

Second GARY

Andy - Budget to WK w/ TOBY
& Dana Rauscher on INTERLOCAL

Glenn - RBC IF Rates were lower
other wise TOBY

Claude - TOBY has expertise
PFM - Respect time they took to look
AT project

CHARLIE - DEFINATE on PFM
VERY IMPRESS RBC.
LIKE ABILITY OF COMMUNITIES

Member	Yes	No	Other	Present
Commissioner Andrew Tobin				
Commissioner Gary Bauman				
Commissioner Glenn Patton				
Commissioner Claude Bullock				
Chairman Charles Brooks				

Engineer's Report
KLTV & KLP report

PONT'N AS IN PAST

3 Plants Digest Equal/Tank Flow Inter

Finish Paving ~~Contract~~

Cold TAR Apoxy

CLAUED A Sheet of Plant

Motion: —

Second

Member	Yes	No	Other	Present
Commissioner Andrew Tobin				
Commissioner Gary Bauman				
Commissioner Glenn Patton				
Commissioner Claude Bullock				
Chairman Charles Brooks				

1st P.O. 2318.66 TO AIRUP

Motion *Claude*
Second *Glenn*

Member	Yes	No	Other
Commissioner Tobin			
Commissioner Bauman			
Commissioner Bullock			
Commissioner Patton			
Chairman Brooks			

General Manager
Airvac Change Order

Haskell

191, IN Dec

194, now

w/ wording #1. & 2 on memo.

Motion: Claude AS Amended

Second Glenn

Member	Yes	No	Other	Present
Commissioner Andrew Tobin	/			
Commissioner Gary Bauman				
Commissioner Glenn Patton				
Commissioner Claude Bullock				
Chairman Charles Brooks				

M 7-A.

) C/Aude - 1st Sheet - 1st Para
A/Ready PD PRMG - Andy Disclamer. other Consultant)
Should that be a number,
Claude - NOT signed off By Finance OFFICER
Survey -

BRING BACK to next meeting.

Motion Andy TABLE

Second Claude

Member	Yes	No	Other
Commissioner Tobin			
Commissioner Bauman			
Commissioner Bullock			
Commissioner Patton			
Chairman Brooks			

Motion

Second

Member	Yes	No	Other
Commissioner Tobin			
Commissioner Brooks			
Commissioner Bullock			
Commissioner Patton			
Chairman Bauman			

Motion

Second

Member	Yes	No	Other
Commissioner Tobin			
Commissioner Bauman			
Commissioner Bullock			
Commissioner Patton			
Chairman Brooks			

Motion to adjourn:

Glenn

Seconded by:

Claude

Adjournment:

Time 10

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KEY LARGO WASTEWATER TREATMENT DISTRICT
Agenda Request Form

Meeting Date: May 26, 2005

Agenda Item No. /

☐ PUBLIC HEARING

☐ RESOLUTION

☐ DISCUSSION

☐ BID/RFP AWARD

☒ GENERAL APPROVAL OF ITEM

☐ CONSENT AGENDA

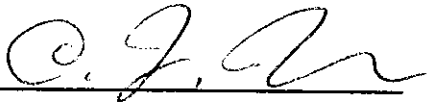
☐ Other:

SUBJECT: Minutes of May 4, 2005 Board Meeting

RECOMMENDED MOTION/ACTION: Approval of minutes with any needed additions, deletions or corrections.

Approved by General Manager

Date: 5-18-05



Originating Department: Board Clerk	Costs: Approximately \$0 Funding Source: Acct. #	Attachments: Minutes of 5.04.05 meeting
Department Review: <input checked="" type="checkbox"/> District Counsel <u>TD</u> <input checked="" type="checkbox"/> General Manager <u>CJR</u> <input type="checkbox"/> Finance	<input type="checkbox"/> Engineering <u>EC</u> <input type="checkbox"/> Clerk <u>CS</u>	Advertised: Date: _____ Paper: _____ <input checked="" type="checkbox"/> Not Required
	All parties that have an interest in this agenda item must be notified of meeting date and time. The following box must be filled out to be on agenda.	Yes I have notified everyone _____ or Not applicable in this case _____: Please initial one.

Summary Explanation/Background:

Resulting Board Action:

☐ Approved

☐ Tabled

☐ Disapproved

☐ Recommendation Revised

MINUTES
Key Largo Wastewater Treatment District (KLWTD)
Board of Commisisoners Meeting

May 4, 2005
Key Largo Civic Club, 209 Ocean Bay Drive

The KLWTD Board of Commissioners met for a regular meeting on May 4, 2005 at 5:00 PM. Present were Chairman Charles Brooks, Commissioners, Glenn Patton, Gary Bauman, Andrew Tobin and at 5:03 PM Claude Bullock arrived. Also present were General Manager Charles Fishburn, Board Clerk Carol Simpkins, District Counsel Thomas Dillon, and all other appropriate District staff. Commissioner Tobin left the meeting at 6:40 PM.

Commissioner Tobin led the Pledge of Allegiance.

ADDITIONS/DELETIONS TO THE AGENDA.

The following changes were made to the agenda: Commissioner Tobin requested that the PRMG presentation be moved to the front of the agenda. General Manager Charles Fishburn requested that Resolution 05-05-05 be added to the agenda as item 12.

Motion: Commissioner Patton made a motion to approve the agenda as amended. The motion was seconded by Commissioner Bullock.

Vote on motion:

Board Member	Yes	No	Other
Commissioner Gary Bauman	X		
Commissioner Claude Bullock	X		
Commissioner Glenn Patton	X		
Commissioner Andrew Tobin	X		
Chairman Charles Brooks	X		

Motion passed 5 to 0

APPROVAL OF MINUTES

Motion: Commissioner Patton made a motion to approve the minutes of the April 20, 2005 minutes. The motion was seconded by Commissioner Bullock.

Vote on motion:

Board Member	Yes	No	Other
Commissioner Gary Bauman	X		
Commissioner Claude Bullock	X		
Commissioner Glenn Patton	X		
Commissioner Andrew Tobin	X		
Chairman Charles Brooks	X		

Motion passed 5 to 0

PUBLIC COMMENT: The following persons addressed the Commission: None

COMMISSIONER'S COMMENTS

Chairman Brooks requested that the item "Commissioner's Comments" be re-titled to "Commissioner's Roundtable."

Commissioner Patton thought that the round table discussion at the last meeting was helpful. He requested that Chairman Brooks give a report to the Board on the visit with Mayor Spehar.

Chairman Brooks reported that the meeting concerned letting the Mayor know where the District was at and what the District needed. There had been a meeting with Commissioner Nelson and County Administrator Tom Willi at the KLWTD office. Mr. Fishburn gave a presentation of the District's status, what has been done, and what is being planned for the future. Mayor Spehar came up on Friday for a presentation and tour. Commissioner Rice is scheduled to come up for the presentation on Tuesday May 10, 2005 and Commissioner McCoy is scheduled to come on Tuesday May 17, 2005 also. There are plans to have Commissioner Neugent visit also.

Commissioner Bullock explained to the Commission that his water usage runs from 10,000 to 12,000 gallons a month and so do a number of his neighbors. That is why he was asking about the second water meter. He would like to know if there is room to pursue the use of an abandoned septic tank as a cistern and if the District will be looking into alternate sources for wastewater reuse.

Commissioner Patton suggested that the District review the case law and State regulations to see what can be done about using the abandoned septic tanks for cisterns. He stated that the District should have some type of cap on the residential properties. Chairman Brooks stated that there is a 12,000 gal. cap now.

Chairman Brooks does not want to get involved on private property, on a Board level he wants to put sewer systems in. He is a strong advocate of reuse but his concerns are that

the money is very limited. Chairman Brooks stated that instead of it being called wastewater it should be called water conservation because the wastewater is being used to transport by products. With the limited amount of money and the totality of the task that the District has to do assuming that the County comes through with the 20 million dollars and the District will have the other 12 million dollars and reuse is included. Then one or two projects could be done around the park and the 2.2 million gallon plant does not get done. That way the cost could be kept down to pay for the reuse. The other side of the coin is that the District does not reduce to the capacity of removing more nutrients in the water which is the first thing the District has to do. Has the District considered reuse, well the District cannot reuse the water until they get the water. That is the first step.

Commissioner Bauman objected to the agenda item in general. He stated that one objection is that it is too open ended, he may want to do research on the item, and he also objected to not being able to ask staff questions. Commissioner Bauman completely objects to the agenda item unless he knows what the questions for discussion are going to be in advance and he is allowed to ask staff questions.

Chairman Brooks explained that one of the reasons he requested the Roundtable time was because he has heard over and over again that the Board cannot talk to each other because of the Florida Sunshine Law. The Board spends four to six hours twice a month together and the Board never sits down to talk to each other.

Chairman Brooks stated that the Rules and Regulations Draft has been a long-standing task that the Board has been reluctant to tackle. We cannot in good conscience continue to put off our responsibility to provide the leadership guidance to our wastewater customers/constituents. The time to get the job done is now. His questions to his fellow Board members are: Do you think we should have already done our Rules & Regulations? In any case what has prevented you as an elected commissioner from moving forward in establishing Rules & Regulations? Express your concerns of what in the document prevents you supporting the draft R & R or any version thereof. Please give an opinion, in any case, a timetable when we should complete the Rules & Regulations. Express your opinion on how we should address this monumental task.

Commissioner Patton does not think that the Board should have the Rules & Regulations done yet because they are sure a monumental task. He thinks that it is premature to have them finally adopted and enforceable and complete at this point. He thinks that the Board has unofficially recognized the first draft. Commissioner Patton then went on to his item under Commissioner Items. He passed out a form to help the process of identifying the Rules & Regulations in a review process. This R&R change form creates a process to track the requested change. He then explained how the form would be used.

Commissioner Bullock stated that he thought that the Board was not ready to adopt the R&R yet but that the form Commissioner Patton has developed is an excellent way to get the house keeping items out of the way. The items of least public concern should be dealt with first.

The Board by consensus directed staff to move forward with the procedure to amend the Rules and Regulations.

FINANCIAL OFFICER'S REPORT

Pending Payments List

Financial Officer Martin Waits presented the pending payment list for May 4, 2005.

Chairman Brooks asked if there was a cap on the PRMG billing of \$20,000. Mr. Martin Waits stated that there was a maximum of \$25,000 in total.

Motion: Commissioner Bauman made a motion to approve the pending payments list for May 4, 2005 subject to the availability of funds. The motion was seconded by Commissioner Patton.

Vote on motion:

Board Member	Yes	No	Other
Commissioner Gary Bauman	X		
Commissioner Claude Bullock	X		
Commissioner Glenn Patton	X		
Commissioner Andrew Tobin			Absent
Chairman Charles Brooks	X		

Motion passed 4 to 0

Notice of Availability of SRF

Mr. Waits told the Board that the District has been given a Notice of Availability (put on the list for funding) by the SRF and that a completed funding application was due to the SRF by August 11, 2005

PRMG Presentation

Tony Hairston from PRMG reviewed a Power Point presentation System Development Charge Methodology (see exhibit "A").

Commissioner Tobin asked Mr. Hairston if the District designs their systems basis on water flow and a few years in the future the large water users sub meter their water usage how does that impact the District and how is that change compensated for? Mr. Hairston explained that the full amount of the large users' water flow has not been counted on to begin with.

Chairman Brooks asked what the \$303,000 is for. Mr. Hairston answered that it was for the plant operator and employees for the interim plant. The Regional Treatment Plant

) cost to operate will be one million dollars. The plant costs are fixed cost and once new customers are added the cost will not be going up at the same rate that the revenue basis goes up.

Chairman Brooks wanted to know if there was any relevance between the economic status of a customer and water use. Mr. Hairston replied that there is usually an assumption made that lower income customers use less water but in reality that is not necessary the case at all. The older customers, whether they are low or high income, tend to use less water.

Commissioner Bullock brought up the subject of schools having to hook up. District Counsel Thomas Dillon stated that schools do have to connect but it is not clear that if they have to pay the capacity charge to the District. They do have to pay the connection charge and the monthly rate.

Commissioner Bullock also asked if customers who use a large amount of water on their lawns would be able to get separate meters. Mr. Dillon said that he assumes that the customers would have to bear the costs to show that water going through the FKAA meter was not going into the sewer system. Mr. Hairston said that the residential customer would have a cap of 12,000 gal of water.

) Commissioner Bauman wanted to know if PRMG was going to provide spreadsheets that will breakout the commercial and residential. He would like to see the total cost of the plant, the total cost of the transmission lines, commercial EDU's, commercial connections, residential EDU's, and residential connections. Mr. Hairston will be able to give Commissioner Bauman the information. Commissioner Bauman stated concern about the commercial property not paying the connection system charge like the residential customers will be.

Commissioner Patton was concerned with the same issue that Commission Bauman was concerned with. Another issue the Commissioner was concerned with was the cost associated with having to go onto commercial property to do something to make the system compatible with the District. He was assured that the District could bill the customer for the additional expense. His last concern was with the MSTU. Commissioner Patton does not feel that the MSTU should go away in 2007; there is still going to be a lot of planning, engineering and administrative cost associated with the rest of the Island of Key Largo. He added that the rate may be lowered.

) District Counsel Thomas Dillon said that there may be some housekeeping changes that will be required to be made to the District's Statute. One example would be that the District does not have the power at this time to lien the customer's property if they do not pay their bill. If the District had that power the District's credit rating would be stronger and the interest rates for loans to the district would be better. There may be other items that will need to be considered at the next legislative session.

Chairman Brooks asked if anything has been considered if the District did not get the \$20 million. Mr. Hairston stated that if the money did not come in then the monthly rates would shoot up if the Lake Surprise/Sexton Cove project was done. He will provide a rough estimate of what the cost would be to the customers.

Chairman Brooks stated that there has been some confusion with the term "connection fee." Mr. Hairston will review other terms that are used around the State and let the Board know what other terms are being used.

LEGAL COUNSEL REPORT

District Counsel Thomas Dillon stated that he recommends Southeastern Investment Securities, Inc. as District Financial Advisor.

Motion: Commissioner Bullock made a motion to table the item and have staff contact the three firms that responded to the RFQ and invite them to make a presentation at the next Commission meeting. Commissioner Patton seconded the motion.

Vote on motion:

Board Member	Yes	No	Other
Commissioner Gary Bauman	X		
Commissioner Claude Bullock	X		
Commissioner Glenn Patton	X		
Commissioner Andrew Tobin			Absent
Chairman Charles Brooks	X		

Motion passed 4 to 0

ENGINEERS REPORT

Ed Castle, District Engineer, reviewed the monthly progress report that was presented in the agenda package.

On Site Pilot Project

Eco Smart gave a presentation on their Onsite Decentralized Wastewater System. Staff recommended that the District not proceed with the EPA 5.1 million-dollar grant application.

Motion: Commissioner Patton made a motion to accept the staff recommendation to not proceed with the EPA 5.1 million dollar grant application. The motion was seconded by Commissioner Bullock.

Vote on motion:

Board Member	Yes	No	Other
Commissioner Gary Bauman		X	
Commissioner Claude Bullock	X		
Commissioner Glenn Patton	X		
Commissioner Andrew Tobin			Absent
Chairman Charles Brooks	X		

Motion passed 3 to 1

Calusa Campground

Ed Castle presented two approaches to the installation of the system in Calusa Campground. One being the Calusa Campground property owners can install all components to be located in both the common areas and on their individual lots at their cost. The second approach is that the KLWTD can provide the vacuum components in the common areas using public funds, with each property owner being required to install the laterals on their lots at their cost.

Discussion then followed among the Board concerning setting the Policy and Rules governing going onto private property.

GENERAL MANAGER'S REPORT

Lake Surprise / Sexton Cove

General Manager Charles Fishburn reported that by the next KLWTD Board meeting all of the BOCC members will have toured the District. There has been a second meeting with CPH. MWH / Arcadis has submitted a proposal that he has reviewed.

AIRVAC Change Order

Mr. Fishburn stated that the change order has been passed out and was on the table. He reviewed the charges with the Board and explained that the change order was just received and neither he nor Mr. Castle has been able to go over the changes in detail yet. There is a lead of eighteen weeks on ordering the vacuum station.

Commissioner Bullock asked if the Treatment Plant was temporary. Mr. Fishburn explained that the Plant is temporary but the vacuum station is permanent. Commissioner Bullock stated that he does not like coming into a meeting where documents are presented to him with a monetary increase in them and then being asked to vote on it when he has not even been able to read it. He does not feel that it is fair to him nor the other Board members.

Motion: Commissioner Bauman made a motion to authorize the General Manager to sign the purchase order to purchase the vacuum skid station with the stainless steel upgrades in the amount of \$238,231.00. Second made by Commissioner Patton.

Vote on motion:

Board Member	Yes	No	Other
Commissioner Gary Bauman	X		
Commissioner Claude Bullock		X	
Commissioner Glenn Patton	X		
Commissioner Andrew Tobin			Absent
Chairman Charles Brooks		X	

Motion failed 2 to 2.

Commissioner Bauman said that to stop or postpone the construction because someone has not had a chance to read the change order is silly on the Board's part and will cost money and time and is not a good way to deal with vendors. He agrees with Commissioner Bullock that it is not good practice to have a stack of paper work given to the Board right before the meeting. But the KLWTD is a business and things do happen at the last minute in business.

Resolution No. 05-05-05

RESOLUTION 05-05-05

A RESOLUTION OF THE KEY LARGO WASTEWATER TREATMENT DISTRICT, CONFIRMING ITS COMMITMENT TO USE ALL SYSTEM DEVELOPMENT CHARGES FROM WASTEWATER PROJECTS TO FUND CONSTRUCTION AND EXPANSION OF WASTEWATER PROJECTS.

Motion: Commissioner Patton made a motion to approve Resolution No. 05-05-05. Commissioner Bullock seconded the motion.

Vote on motion:

Board Member	Yes	No	Other
Commissioner Gary Bauman	X		
Commissioner Claude Bullock	X		
Commissioner Glenn Patton	X		
Commissioner Andrew Tobin			Absent

Chairman Charles Brooks	X		
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Motion passed 4 to 0

ADJOURNMENT

After a motion to adjourn by Commissioner Patton and a second by Commissioner Bullock the Board adjourned the meeting at 9:15 PM.

The KLWTD meeting minutes of May 4, 2005 were approved on May 26, 2005.

Chairman Charles Brooks

Carol Simpkins, CMC
Board Clerk

Key Largo Wastewater Treatment District



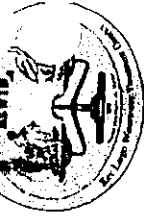
EXHIBIT A

System Development Charge and Rate Workshop

May 4, 2005



Presented by
Public Resources Management Group, Inc.



System Development Charge Methodology



SDC Application

**For equitable allocation of construction costs, the SDC needs
to be 2 separate components:**

Connection charge + Capacity charge



Capacity Charge

1. Capacity Charge

- Typically based on system-wide treatment plant and transmission main costs
- Applied per EDU, larger customers pay higher amount
- Proposed Capacity Charge = \$2,700/connection
- Ties to estimated project costs (March 30, 2005 presentation, p. 12)
- Normal practice in Florida for impact fee design is to include the allocated treatment plant and “backbone” transmission cost
 - New development provides collection infrastructure (e.g. neighborhood collection system for new home construction)
- Additional charge if utility provides collection system or line extension
 - Additional charge would be based on average unit cost; or actual cost on case-by-case basis



Connection Charge

2. Connection charge

- Based on collection system costs
- Applied per connection, not based on flow
- Equitable to larger customers
- Cost per connection (not EDU) = approximately \$8,700
- Approx. \$4,500 per connection, after applying grants
- Proposed Connection Charge = only \$2,070/connection
 - Constraint of \$4,770 for total (connection + capacity)
 - (affordability index in grant agreements)
 - Uncertainty regarding level of future grants



Application of Capacity Charge

Application Methodology	Pros	Cons
1 Flows based on historical usage records (either water, or package plant data, if applicable)	Based on empirical data for actual customers being served. Readily available data.	Water use does not necessarily correspond to wastewater demand (outdoor/irrigation uses)
2 Flows Based on F.A.C 64E Attributes (e.g. flow per seats, rooms, sq. feet, etc.)	Based on industry standards on sizing wastewater facilities.	Difficult to survey existing establishments. Some may not easily be categorized.
3 Flows Based on Plumbing Fixtures (Southern Plumbing Code)	Based on industry load demand standards.	Does not reflect type of usage (attributes). Difficult to survey existing establishments.
4 Meter Size (AWWA equivalent ratios)	Easiest to administer. Used by many FL utilities	Larger meters have diverse usage characteristics. Does not fully capture differences in capacity needs.



Recommended Capacity Application

- Flow demand based on historical water usage records for non-residential customers
- Corresponds to plant capacity design
- Non-residential, 1 EDU = 167 gallons per day (based on highest 3 month average)
- Appeals process for “difficult” scenarios
 - e.g. Use attributes table (FAC 64E) as a basis for appeals
- No need to survey fixtures or attributes of existing customers
- Residential = 1 EDU/unit



Residential Example

Residential (not condo)

1 EDU

	PRMG Proposal			Other Method		
	A	B	C	A	B	C
Connection Charge	\$	2,070				
No. of Connections		1				
Total Connection	\$	2,070				
Capacity Charge	\$	2,700	\$	2,700	\$	3,500
Factor (EDUs based on flow)		1		1	1	1
Total Capacity Charge	\$	2,700	\$	2,700	\$	3,500
Total Connection + Capacity	\$	4,770	\$	2,700	\$	3,500
					\$	4,770



Small Commercial Example

Small Commercial

2 EDUs (based on flow)

	PRMG Proposal		Other Method		
	A	B	C		
Connection Charge	\$ 2,070				
No. of Connections	1				
Total Connection	\$ 2,070				
Capacity Charge	\$ 2,700	\$ 2,700	\$ 3,500	\$ 4,770	
Factor (EDUs based on flow)	2	2	2	2	
Total Capacity Charge	\$ 5,400	\$ 5,400	\$ 7,000	\$ 9,540	
Total Connection + Capacity	\$ 7,470	\$ 5,400	\$ 7,000	\$ 9,540	



Restaurant Example

Restaurant

25 EDUs (based on flow)

	PRMG Proposal	Other Method		
		A	B	C
Connection Charge	\$ 2,070			
No. of Connections	1			
Total Connection	\$ 2,070			
Capacity Charge				
Factor (EDUs based on flow)	25	2,700	3,500	4,770
Total Capacity Charge	\$ 67,500	\$ 67,500	\$ 87,500	\$ 119,250
Total Connection + Capacity	\$ 69,570	\$ 67,500	\$ 87,500	\$ 119,250



Laundromat Example

Laundromat

29 EDUs (based on flow)

	PRMG Proposal		Other Method		
		A	B	C	
Connection Charge	\$	2,070			
No. of Connections		1			
Total Connection	\$	2,070			
Capacity Charge	\$	2,700	\$ 2,700	\$ 3,500	\$ 4,770
Factor (EDUs based on flow)		29	29	29	29
Total Capacity Charge	\$	78,300	\$ 78,300	\$ 101,500	\$ 138,330
Total Connection + Capacity	\$	80,370	\$ 78,300	\$ 101,500	\$ 138,330



Marina Example

Laundromat

10 EDUs (based on flow)

	PRMG Proposal	Other Method		
		A	B	C
Connection Charge	\$ 2,070			
No. of Connections	1			
Total Connection	\$ 2,070			
Capacity Charge	\$ 2,700	\$ 2,700	\$ 3,500	\$ 4,770
Factor (EDUs based on flow)	10	10	10	10
Total Capacity Charge	\$ 27,000	\$ 27,000	\$ 35,000	\$ 47,700
Total Connection + Capacity	\$ 29,070	\$ 27,000	\$ 35,000	\$ 47,700



Resort/Hotel Example

Resort/Hotel

182 EDUs (based on flow)

	PRMG Proposal		Other Method		
	A	B	C		
Connection Charge	\$ 2,070				
No. of Connections	1				
Total Connection	\$ 2,070				
Capacity Charge					
Factor (EDUs based on flow)	2,700	\$ 2,700	\$ 3,500	\$ 4,770	
Total Capacity Charge	182	182	182	182	
	\$ 491,400	\$ 491,400	\$ 637,000	\$ 868,140	
Total Connection + Capacity	\$ 493,470	\$ 491,400	\$ 637,000	\$ 868,140	



Monthly Wastewater Rate Methodology



Monthly Rate Methodology Options

Non-Residential Base Rate

Application Methodology

Pros

Cons

1 Meter Size

(AWWA equivalent ratios)

Easiest to administer.

Used by many FL utilities/FPSC

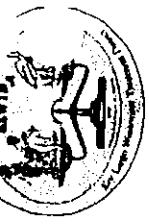
Larger meters have diverse usage characteristics. Does not fully capture

2 EDUs based on Capacity Charge Method

(Same rate for all commercial based on avg. commercial class usage characteristics)

Customer specific
Most equitable

Higher administration costs. Must maintain individual account records and recalculate with redevelopment



Recommended Monthly Rate Methodology

- Use EDUs developed as part of capacity calculation
 - Non-residential, 1 EDU = 167 gallons per day (based on highest 3 month average)
 - Residential Units = 1 EDU
- The alternative of meter size for non-residential is acceptable, but may understate capacity requirements (could result in lower commercial monthly base rates, higher residential monthly rate)



Financial Modeling and Monthly User Rates



Financial Model

- Projection period - Fiscal Year 2005 through 2009
- “Cash Flow” model
- Customer forecast
 - Customer connections
 - KLTV, KLP, and Calusa Campground during FY2006 (including approx. 61 commercial EDUs)
 - Lake Surprise, Largo Gardens, and along US 1 Corridor during FY2008 and FY2009
 - Projected treatment requirements (gpd = annual flow/365)
 - FY2006 = 74,000 gpd
 - FY2007 = 148,000 gpd
 - FY2008 = 289,000 gpd
 - FY2009 = 456,000 gpd
 - Links to customer forecast



Financial Model (con't)

- System Development Charges
- “Baseline” assumptions
 - Capacity Charge = \$2700/EDU
 - Connection Charge = \$2070/Connection
 - Forecast assumes 15% pay full SDC upfront, the remaining pay an assessment over 20 years
 - KLTv, KLP, Calusa Campground assessments begin in FY06
 - Others begin in FY07
 - SDC revenues through FY07 are applied directly to construction costs, thereby lowering borrowing need



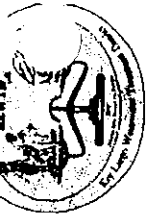
Capital Funding Assumptions

Funding Source	Amount
Grants	
Monroe County Bond Issue [1]	12,878,000
Upfront System Development Charges [2]	20,000,000
SRF Loan Proceeds	3,520,000
Total Construction through FY09 [3]	14,110,000
	50,508,000

[1] No repayment assumed (i.e. additional KLWTD grant funds)

[2] Assumes 15% of assessed properties pay entire SDC upfront rather than multi-year.
Also reflects use of initial year assessments toward construction costs.

[3] Reflects KLTV, KLP, Calusa, and Sexton Cove Project (incl. 2.25 MGD Plant and Wastewater Main). Amount includes \$480,000. contingency during construction.



SRF Loan Assumptions

- SRF construction loan agreement in FY2006
- Total proceeds = \$14,110,000
- Total loan principal = \$15,005,000
 - Reflects loan service fee (to FDEP) and capitalized interest cost during construction
- Semi-annual payments begin FY2009
 - Payments begin after construction completed
 - Annualize payments = \$1,055,800/yr.
 - Assumes 3.5% annual interest rate (conservative)
 - Required that net revenues > 1.15x annual debt service



Financial Model (cont'd)

- Operating and Maintenance (O&M) expenses
 - Initial plant operations
 - Treatment and collection system O&M = \$303,000/yr.
 - System-wide plant operations (begin FY08)
 - Treatment and collection system O&M = \$1,016,000/yr.
 - Plus administrative/billing/customer service costs



Financial Model (cont'd)

- Other considerations
- MSTU revenues
 - Current Budget = \$827,685
 - Forecast Assumes level MSTU revenues through FY07
 - Only uses a portion of available MSTU revenue (e.g. FY06 assumes use of \$470,000)
 - Limited to planning activities
 - Assumes most administrative costs are planning related (i.e. MSTU reimbursable) through FY07 (when current MSTU tax expires)
 - No MSTU revenues relied on in FY09, but \$320,000 used in FY08 (assumes unused prior year collections may be used)
 - Assumes system becomes self-supportive with rates by FY2009



Financial Model (cont'd)

- Other considerations
 - Renewals & Replacements (R&R) Funding
 - Forecast assumes KLWTD sets up an R&R Fund
 - R&R Fund is a dedicated funding source for renewal and replacement of system assets as they deteriorate
 - R&R Fund is funded through a portion of rate revenue annually
 - Typically 5% - 7.5% of rate revenue
 - Forecast assumes R&R funding equal of 5% annually
 - Standard utility practice, often a requirement for obtained revenue bond financing



Projected Revenue Requirement through Fiscal Year 2009

KLWTD Wastewater System	Projected Fiscal Year Ending September 30,				
	2005	2006	2007	2008	2009
Total Operating Expenses	549,272	753,987	980,537	1,554,838	1,663,358
Debt Service Payments	0	0	0	0	1,055,768
R&R Expenditures/Other Expenditures	0	24,900	99,800	63,100	145,600
Gross Revenue Requirements	549,272	778,887	1,080,337	1,617,938	2,864,726
Less:					
Miscellaneous Revenues	0	14,670	2,450	24,360	6,410
Use of MSTU Revenue	549,272	474,000	491,000	320,000	0
Use of Assessments for Debt Service	0	0	0	0	810,253
Use of Cash Reserves	0	0	0	20,000	0
Net Revenue Requirements	0	290,217	586,887	1,253,578	2,048,063
Average Monthly Rate per EDU	*				
EDUs (monthly avg. over 12 months)	\$0.00	\$47.00	\$47.00	\$51.00	\$54.00
Annual Wastewater Rate Revenue	0	528	1,056	2,062	3,259
	\$0	\$297,792	\$595,584	\$1,261,944	\$2,111,832
Estimated Revenue Surplus/(Deficiency)	\$ (0)	\$ 7,575	\$ 8,697	\$ 8,366	\$ 63,769

* Assumes Capacity Charge of \$2,700/EDU
plus Connection Charge of \$2,070/connection.



Wastewater Rate Design

- Average rate is an approximation, next step is to design the actual base and usage charges
- Steps
 - Identify “test” year for designing rates
 - FY07 >> first full year of initial customers
 - Identify cost level
 - Financial model results for test year (revenue requirement)
 - Classify costs between base charge and usage charges
 - Compile appropriate statistics for customer base
 - Base charge “equivalents” for base charges
 - “revenue gallons” for usage charges



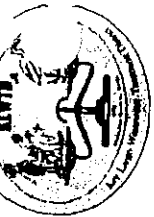
Wastewater Rate Design (cont'd)

Target FY07 Revenue Based on
Projected Revenue Requirement \$ 596,000

Amount to be recovered from...

<u>Base Charges</u>		<u>Usage Charges</u>	
	71.8%		28.2%
\$	428,000	\$	168,000

EDUs	1,051	Annual 1000 Gallons	31,894
Per EDU/Month	\$ 33.94	per 1000 Gallons	\$ 5.27



Residential Monthly Bills

Usage (Kgals)	Base Rate	Usage Charge	Total Bill [1]	# of Bills [2]	
				%	Cumulative
0	\$34.00	\$0.00	\$34.00	15.1%	15.1%
1	34.00	5.30	39.30	25.0%	40.1%
2	34.00	10.60	44.60	14.9%	55.0%
3	34.00	15.90	49.90	13.4%	68.4%
4	34.00	21.20	55.20	10.2%	78.6%
5	34.00	26.50	60.50	7.1%	85.7%
6	34.00	31.80	65.80	4.9%	90.6%
7	34.00	37.10	71.10	3.1%	93.7%
8	34.00	42.40	76.40	3.1%	96.9%
9	34.00	47.70	81.70	0.8%	97.6%
10	34.00	53.00	87.00	1.1%	98.7%
11	34.00	58.30	92.30	0.9%	99.7%
12	34.00	63.60	97.60	0.3%	100.0%

[1] Amount does not reflect system development charge assessment. Max. residential usage capped at 12,000 gallons metered water use.

[2] Based on historical usage data for KLTV and KLP.



Example Monthly Commercial Bill

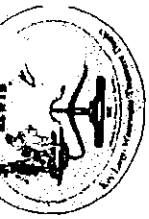
10 EDUs

Usage (Kgals)	Base Rate	Usage Charge	Total Bill [1]	Average Rate per 1000 Gallons
0	\$340.00	\$0.00	\$340.00	N/A
1	340.00	5.30	345.30	\$345.30
10	340.00	53.00	393.00	39.30
20	340.00	106.00	446.00	22.30
30	340.00	159.00	499.00	16.63
40	340.00	212.00	552.00	13.80
50	340.00	265.00	605.00	12.10
100	340.00	530.00	870.00	8.70



Comparison of Alternative SDC Methods on Average Rates

KLWTD Wastewater System Projected FY09	Proposed (\$2700 Capacity \$2070 Conn.)		Alternative "combined" SDC Method	
	\$2,700	\$3,500	\$2,700	\$4,770
Total Operating Expenses				
Debt Service Payments	1,663,358	1,663,358	1,663,358	1,663,358
R&R Expenditures/Other Expenditures	1,055,768	1,063,156	1,124,370	971,686
Gross Revenue Requirements	145,600	149,500	161,200	137,800
	2,864,726	2,876,014	2,948,928	2,772,844
Less:				
Miscellaneous Revenues	6,410	6,410	6,410	6,410
Use of MSTU Revenue	0	0	0	0
Use of Assessments for Debt Service	810,253	727,379	561,070	971,686
Use of Cash Reserves	0	0	0	0
Net Revenue Requirements	2,048,063	2,142,225	2,381,448	1,794,748
Average Monthly Rate per EDU	\$54.00	\$56.00	\$62.00	\$47.00
EDUs	3,259	3,259	3,259	3,259
Annual Wastewater Rate Revenue	\$2,111,832	\$2,190,048	\$2,424,696	\$1,838,076
Estimated Revenue Surplus/(Deficiency)	\$ 63,769	\$ 47,823	\$ 43,248	\$ 43,328



Conclusions/Recommendations

- System Development Charges
 - Capacity Charge = \$2,700 per EDU
 - Connection Charge = \$2,070 per connection (not EDU)
 - Total charge for typical residential (not condo) = \$4,770
 - Total charge for other customers typically consist of 1 connection charge + (capacity charge x EDUs)
- Monthly Wastewater Rates
 - Non-residential base charges are calculated on EDUs (from capacity calculation) x residential base rate
- Rate Study
 - Document the findings in report (financial forecast, assumptions, summary customer statistics, capacity/connection charges, initial monthly rates)
 - Provide financial tools developed during the project to District staff as requested

KEY LARGO WASTEWATER TREATMENT DISTRICT
Agenda Request Form

Meeting Date: May 26, 2005

Agenda Item No. 2

☐ PUBLIC HEARING

☒ RESOLUTION

☒ DISCUSSION

☐ BID/RFP AWARD

☐ GENERAL APPROVAL OF ITEM

☐ CONSENT AGENDA

☐ Other:

SUBJECT: Monroe County \$20 Million Grant

RECOMMENDED MOTION/ACTION: Discussion and possible action.

Approved by General Manager _____

Date: _____

Originating Department: Chairman Brooks	Costs: Approximately \$ Funding Source: Acct.	Attachments:
Department Review: <input type="checkbox"/> District Counsel _____ <input type="checkbox"/> General Manager _____ <input type="checkbox"/> Finance _____	<input type="checkbox"/> Engineering _____ <input type="checkbox"/> Clerk _____	Advertised: Date: _____ Paper: _____ <input checked="" type="checkbox"/> Not Required
	All parties that have an interest in this agenda item must be notified of meeting date and time. The following box must be filled out to be on agenda.	Yes I have notified everyone _____ or Not applicable in this case _____: Please initial one.

Summary Explanation/Background: Chairman Brooks placed this item on for discussion and possible action. The BOCC at their May 18, 2005 meeting in Key Largo approved with a 5 to 0 vote to move forward with an inter-local agreement to support KLWTD projects with up to \$20,000,000 in grants. The KLWTD Board will need to review and approve the inter-local agreement before the BOCC meets again in Marathon on June 15, 2005. This timing is critical to support the SRF funding timetable.

Resulting Board Action:

☒ Approved

☐ Tabled

☐ Disapproved

☐ Recommendation Revised



KEY LARGO WASTEWATER TREATMENT DISTRICT
Agenda Request Form

Meeting Date: May 26, 2005

Agenda Item No. 3

☐ PUBLIC HEARING

☐ RESOLUTION

☐ DISCUSSION

☐ BID/RFP AWARD

☒ GENERAL APPROVAL OF ITEM

☐ CONSENT AGENDA

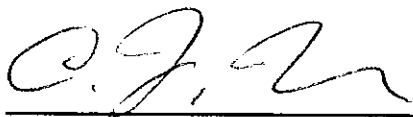
☐ Other:



SUBJECT: Pending Payments list for May 26, 2005

RECOMMENDED MOTION/ACTION: Motion to approve pending payments list for May 26, 2005 contingent upon available funds.

Approved by General Manager

Date: 5-18-05



Originating Department: Finance	Costs: \$ Funding Source: Acct. #	Attachments:
Department Review: <input type="checkbox"/> District Counsel <input checked="" type="checkbox"/> General Manager  <input checked="" type="checkbox"/> Finance 	<input type="checkbox"/> Engineering____ <input type="checkbox"/> Clerk____	Advertised: Date: _____ Paper: _____ <input checked="" type="checkbox"/> Not Required
	All parties that have an interest in this agenda item must be notified of meeting date and time. The following box must be filled out to be on agenda.	Yes I have notified everyone_____ or Not applicable in this case_____ Please initial one.

Summary Explanation/Background: The pending payment list will be emailed to you when Mr. Waits returns to town. A hard copy will be supplied at the meeting.

Resulting Board Action:

☐ Approved

☐ Tabled

☐ Disapproved

☐ Recommendation Revised

KEY LARGO WASTEWATER TREATMENT DISTRICT
Agenda Request Form

Meeting Date: May 26, 2005

Agenda Item No. 4

☐ PUBLIC HEARING

☐ RESOLUTION

☒ DISCUSSION

☐ BID/RFP AWARD

☐ GENERAL APPROVAL OF ITEM

☐ CONSENT AGENDA

☐ Other:

SUBJECT: Financial Advisor

RECOMMENDED MOTION/ACTION: Appointment of Southeastern Investment Securities, Inc. as District Financial Advisor.

Approved by General Manager 

Date: 5-18-05

Originating Department: Legal	Costs: \$ Funding Source: Acct. #	Attachments: Memo from Tom Dillon
Department Review: <input checked="" type="checkbox"/> District Counsel <u>TD</u> <input checked="" type="checkbox"/> General Manager <u>CJL</u> <input checked="" type="checkbox"/> Finance <u>MW</u>	<input type="checkbox"/> Engineering _____ <input type="checkbox"/> Clerk _____	Advertised: Date: _____ Paper: _____ <input checked="" type="checkbox"/> Not Required
	All parties that have an interest in this agenda item must be notified of meeting date and time. The following box must be filled out to be on agenda.	Yes I have notified everyone _____ or Not applicable in this case _____: Please Initial one.

Summary Explanation/Background: The recommendation by staff is attached. The PFM Group, RBC Dain-Rauscher and Southeastern Investment will give presentations at the May 26 meeting.

Resulting Board Action:

☐ Approved

☐ Tabled

☐ Disapproved

☐ Recommendation Revised

MEMORANDUM

FROM: Thomas M. Dillon
To: Key Largo Wastewater Treatment District
Date: April 26, 2005
Subject: Financial Advisor

This will transmit my recommendation for a Financial Advisor, based on my review of the Statements of Qualifications, conversation with the District Finance Officer, and contacts with references supplied by each of the candidate firms.

My recommendation is Southeastern Investment Securities, Inc. ("SIS").

The attached table shows a summary of the salient features of the SOQ's submitted by the candidates. It shows that all of them have 30 years or more experience in providing financial advice, and all of them are well-qualified to do so.

Three major factors influenced my recommendation:

First, RBC Dain Rauscher ("RBC") and The PFM Group ("PFM") are national firms that spend a lot of effort on large bond issues. SIS is a Florida firm that seems focused on Florida public finance issues. I am of the opinion that smaller firms are generally more responsive than larger firms, and more efficient at providing services.

Second, only SIS has extensive experience in financing through the State Revolving Fund ("SRF"). PFM's submittal does not include any reference to the SRF. RBC has some experience with SRF, in that it refinanced an SRF loan for Cape Coral. SIS prepared the FKAA loan application for SRF financing. SIS claims to have a working relationship with SRF personnel and experience in obtaining variances from some of the SRF rules.

Third, SIS offers the services of its principal, Richard T. (Toby) Wagner. Mr. Wagner enjoys a reputation for providing excellent service and providing creative advice to his clients.

District Finance Officer Martin Waits has also provided input in this recommendation, as shown on the attachment.

Characteristic	PFM Group	RBC Dain-Rauscher	Southeastern Investment
Date of Organization	1975	1909	1973
Principal Office Location	Philadelphia; Fort Myers	Fort Lauderdale	Orlando
SRF Experience - sewers	N/A	Cape Coral refinancing with a bond issue Miami-Dade Water & Sewer	FKAA - Marathon
Bond Experience - sewers	Boca Raton Brooksville Clay County Clermont Crystal River Davie Delray Beach Jacksonville Electric Auth. Key West Lee County Marion County Melbourne Miami-Dade County Riviera Beach Sanibel Sebring South Seminole/North Orange St. John's County Volusia County Winter Park Winter Springs	Cape Coral Clearwater Collier County Delray Beach Fernandina Beach Hernando County Martin County Miami Beach Nassau County Okeechobee Utility Authority Pinellas County Port St. Lucie Stuart Vero Beach	FKAA City of Port Orange City of Kissimmee TOHO
Potential Conflicts	Monroe County	None known	FKAA

Characteristic	PFM Group	RBC Dain-Rauscher	Southeastern Investment
Fee Basis for \$15,000,000 bond issue - general	Debt Transaction management: \$17,500 minimum Financial Planning: hourly Special Services: Negotiated fee Investment Management: negotiated fee	Cap of \$29,500 per transaction	
Transaction Fee	\$1.00/1000 = \$15,000 Min Charge: \$17,500		\$1.50/1000 = \$22,500
Hourly Rates	Managing Director: \$180 Sr. Managing Consultant: \$170 Consultant: \$160 Plus Expenses	Managing Director: \$250 Principal/VP: \$200 Associate: \$150 Admin: \$50 Plus Expenses	Principal \$135 Analyst \$90 Admin \$70 Plus Expenses
Waits Comments	#2 – bond oriented, project manager not a partner; Florida orientation	#3 – bond oriented, experience mostly larger issues	#1 – best approach, diversity of experience, including SRF, best rates, Florida orientation, least concentrated in large financing
Other	Experience in improving credit rating of various clients		

KEY LARGO WASTEWATER TREATMENT DISTRICT
Agenda Request Form

Meeting Date: May 26, 2005

Agenda Item No. 5

☐ PUBLIC HEARING

☐ RESOLUTION

☒ DISCUSSION

☐ BID/RFP AWARD

☐ GENERAL APPROVAL OF ITEM

☐ CONSENT AGENDA

☐ Other:

SUBJECT: Verbal KLTV & KLP Progress Report

RECOMMENDED MOTION/ACTION: No action required.

Approved by General Manager

Date: 5-19-05

Originating Department: Engineer	Costs: \$ Funding Source: Acct. #	Attachments: Current Construction map
Department Review: <input type="checkbox"/> District Counsel <input checked="" type="checkbox"/> General Manager <u>EC</u> <input type="checkbox"/> Finance	<input checked="" type="checkbox"/> Engineering <u>EC</u> <input type="checkbox"/> Clerk	Advertised: Date: _____ Paper: _____ <input checked="" type="checkbox"/> Not Required
	All parties that have an interest in this agenda item must be notified of meeting date and time. The following box must be filled out to be on agenda.	Yes I have notified everyone _____ or Not applicable in this case _____ Please initial one.

Summary Explanation/Background:

Resulting Board Action:

☐ Approved

☐ Tabled

☐ Disapproved

☐ Recommendation Revised

KEY LARGO TRAILER VILLAGE

PROJECT STATUS

57 Pits installed
as of 5/13/05

	Pipe installed
	pit/vac, chamber
	Streets completed

KEY LARGO WASTEWATER TREATMENT DISTRICT

Agenda Request Form

Meeting Date: May 26, 2005 Agenda Item No. 6

- [] PUBLIC HEARING [] RESOLUTION
 [] DISCUSSION [] BID/RFP AWARD
 [X] GENERAL APPROVAL OF ITEM [] CONSENT AGENDA
 [] Other:

SUBJECT: Purchase Order, Vendor AIRVAC, INC.

RECOMMENDED MOTION/ACTION: Motion to direct the General Manager to sign the AIRVAC Purchase Order No. KLTV-003 for \$231,866.00 and the Change Order No. 7 for \$194,523.24 to switch from Roevac to Airvac.

Approved by General Manager 

Date: 5-19-05

Originating Department: General Manager	Costs: Approximately \$231,866 Funding Source: Acct. #	Attachments: Purchase Order
Department Review: [X] District Counsel <u>TD</u> [X] General Manager <u>CG</u> [] Finance	[X] Engineering <u>EC</u> [] Clerk	Advertised: Date: _____ Paper: _____ [X] Not Required
	All parties that have an interest in this agenda item must be notified of meeting date and time. The following box must be filled out to be on agenda.	Yes I have notified everyone _____ or Not applicable in this case _____ Please initial one.

Summary Explanation/Background: In December 2004 the Board directed Staff and Haskell to switch vacuum system supplier Roevac to Airvac at the estimated additional cost of \$191,000. The change Order amount has increased to \$194,523 due to the addition of stainless steel components and the deletion of the vacuum test equipment. A purchase order is being issued direct to Airvac by the District to save the sales tax.

Resulting Board Action:

☐ Approved

☐ Tabled

☐ Disapproved

☐ Recommendation Revised

Key Largo Wastewater Treatment District (KLWTD)

Purchase Order

☒ Original

P.O. No: KLTV-003

☐ Modification

Page 1 of 11

Vendor: AIRVAC, INC. 200 Tower Drive, Suite A Oldsmar, FL 34677	Project Name/Location: Key Largo Wastewater Treatment Plant 100501 Overseas Highway Key Largo, Florida 33037	Date: May 10, 2005 <hr/> Cost Code: 02010
Federal Tax Identification No.: 35-1315822 <input checked="" type="checkbox"/> Corporation <input type="checkbox"/> Sole Proprietor <input type="checkbox"/> Partnership	Project Phone No.: (305)453-3557 Project Fax No.: (305)453-3575	Terms:
Attention: Ron White <hr/> Vendor Phone No.: (813)855-6297 Vendor Fax No.: (813)855-9093	Ship To ("Jobsite"): Key Largo Wastewater Treatment District 100501 Overseas Highway Key Largo, Florida 33037	Bill To: Key Largo Wastewater Treatment District P.O. Box 491 Key Largo, FL 33037

This Purchase Order is made by and between The Key Largo Wastewater Treatment District ("Purchaser"), and the Vendor ("Vendor") named above. Vendor agrees to supply the following materials subject to the Terms and Conditions herein, and described below: **Vacuum Sewer Collection System**

ALL FOR THE LUMP SUM AMOUNT OF \$231,866.00

A. SCHEDULE OF VALUES:

<u>Cost Code</u>	<u>Description</u>	<u>Original Amount</u>
	Vacuum Pump Station	\$227,966.00
	Start Up	\$3,400.00
	<u>O & M Manuals</u>	<u>\$500.00</u>
02010	TOTAL	\$231,866.00

B. INCLUSIONS:

This Purchase Order includes the following items:

01. Supplier shall furnish all material and provide all labor and services necessary and required for your work as identified in the below listed specifications or as additionally defined on or in the Contract Documents listed in Section F of the Purchase Order.

Division 0 – Contract Requirements – As Applicable
 Division 1 – General Requirements – As Applicable
 Division 5 – Metals – As Applicable
 Division 11 – Equipment – As Applicable
 Division 15 – Mechanical – As Applicable
 Division 16 – Electrical – As Applicable

Vendor: AIRVAC, INC.
Project Name: Key Largo Wastewater Treatment Plant
Date: 5/10/2005
P.O. No.: KLTV-003

C. EXCLUSIONS:

This Purchase Order excludes the following items:

01. Installation
02. Unloading
03. State and Local Sales Tax
04. Permits or other Fees
05. Spare Parts
06. Vacuum Test Pump Assembly

D. CLARIFICATIONS AND GENERAL NOTES:

In addition to the items of work defined by the specifications listed above, the specific scope of supply for this Purchase Order is to include, but not be limited to the following:

D.1 Vacuum Pump Station equipment specifically included, but is not limited to the following:

D.2.1 ITEM #1 Sewage Pump Skid

- 2 – Yeoman's dry-pit, non-clog sewage pumps (320 GPM, 51' TDH) 15HP 1750 RPM, dry pit Submersible motor. AIRVAC will provide 50' of power leads. **By Contractor:** The Contractor is responsible to run the power leads provided from the motors to the motor starters Inside the Control Panel in the vacuum pump building.
- 3 – 6" flanged cast iron eccentric plug valves with gear operators and handwheels. Includes 316 SS valve assembly hardware. AIRVAC will supply the piping between the tank outlet flange And the sewage pump inlet piping. (One is for the future sewage pump.)
- 3 – 6" Vibration isolators installed in the sewage pump inlet piping. Includes 316 SS control Rods.
- 2 – 6" flanged cast iron eccentric plug valves, gear operators and handwheels. Includes 316 SS Valve assembly hardware. AIRVAC will supply the piping between the sewage pump Discharge and common force main header.
- 2 – 6" flanged cast iron check valves with soft rubber seat and external lever and weight. Includes 316 SS valve assembly hardware. AIRVAC will supply the piping between the sewage pump discharge piping and the common force main header.

Vendor: AIRVAC, INC.
Project Name: Key Largo Wastewater Treatment Plant
Date: 5/10/2005
P.O. No.: KLTV-003

1 – Common Force main discharge assembly complete, with One (1) 6" flanged cast iron Eccentric plug valve with (1) Valve mounted carbon steel handwheel operator with 12' of 316SS chain. Includes 316SS Assembly hardware. One (1) 6" flanged cast iron check valve With a soft rubber seat and External lever and weight. Includes 316 SS valve assembly Hardware.

1 – 4 ½" diameter 30Hg-0-100" psi compound gauge fitted with stainless steel bourbon tube and Socket, Phenolic case, ½" lower connection and cleanable diaphragm seal for use on the Sewage pump discharge piping from the sewage pumps. **By Contractor:** While AIRVAC Will supply the gauge, the contractor will be responsible for installing the gauge in the field. 1" connection to force main pipe.

As required – ½" stainless steel lever operated ball valves to be used as gauge cocks in factory Supplied piping.

As required – 1" PVC ball valves factory installed on 316 SS equalizing lines.

1 – 3'0" x 10'0" Skid, Painted Carbon Steel framing and deck plate.

D.2.2 ITEM #2 Collection Tank Assembly

1 – 5500 gallon painted carbon steel vacuum collection tank with all nozzles and openings as Shown on contract drawings. (Rust-Oleum epoxy coating on inside, Exterior of the tank shall Receive a final coat of Rust-Oleum 9186 Navy Gray, 3 Mils DFT.

4 – 10" Flanged cast iron eccentric plug valves with (4) valve mounted operators and carbon Steel extension stems 4.5' long and (1) Tee Handle Valve Key 4' long. Includes 316 SS valve assembly hardware.

5 - 4 ½" diameter 0-30"hg vacuum gauges fitted with stainless steel bourdon tube and socket, Phenolic case, ½" lower connection. Three gauges will be installed on the gauge panel and One gauge will be installed on the collection tank. The fifth is a spare for the owner. 3/8" Tubing will be supplied by AIRVAC for final installation by the contractor

By Contractor: The contractor is responsible for running this tubing from the gauge on the Panel to a 3/8" barb on the vacuum main, downstream of the isolation valves mounted on the Collection tank nozzles.

As Required – ½" stainless steel lever operated ball valves to be used as gauge cocks in factory Supplied piping. (316 SS Piping)

As Required – 1" Clear PVC site glass for the collection tank.

Vendor: AIRVAC, INC.
Project Name: Key Largo Wastewater Treatment Plant
Date: 5/10/2005
P.O. No.: KLTV-003

- 2 – Vacuum switches factory installed on collection tank. Wiring for the switches will terminate At the junction box mounted on the collection tank skid. **By Contractor:** The Contractor is Responsible to wire from this junction box to the Control panel in the vacuum pump building.

As Required – The collection tank package includes all the necessary probe holders and stainless Steel probes for sewage level control in the collection tank. Wiring for the probes will Terminate at the junction box mounted on the collection tank skid. **By Contractor:** The Contractor is responsible for wiring from this junction box to the control panel in the vacuum pump building.

D2.2 ITEM #3 Vacuum Pump Skid

- 3 – Busch vacuum pumps, Model RC-0630, 450 scfm, complete with 25hp motors, inlet filters. The vacuum pumps will be provided with over temperature switches for vacuum pump exhaust And crankcase heaters. AIRVAC will wire the motors, switches and crankcase heaters to a Junction box on the skid.
By Contractor: The contractor is responsible to wire from this junction box to the control Panel in the vacuum pump building.
- 3 – 3” butterfly valves, cast iron body, 316 stainless steel stem, ductile iron disc (Nylon 11 coated), Complete with 316 stainless steel lever factory installed on the vacuum pump inlet piping.
- 3 – 3” flanged cast iron check valves fitted with 20 durometer rubber flappers factory installed On the vacuum pump inlet piping. Includes 316 SS valve assembly hardware.
- 3 – 3” flanged iron check valves fitted with 20 durometer rubber flappers. Shipped loose for Installation on the vacuum pump discharge piping. Includes 316 SS valves assembly Hardware.
- 1 – 8” butterfly valve, cast iron body, 316 stainless steel stem, ductile iron disc (Nylon 11 Coated) and air actuator. Factory installed on collection tank outlet nozzle to vacuum pump skid. Wiring for solenoid valve will terminate at the junction box mounted on the collection tank skid. **By Contractor:** The contractor is responsible to wire from this junction box to the Control Panel in the vacuum pump building.
- 1 – Air compressor and the air line tubing to operate the butterfly valve. AIRVAC will wire The motor to the junction box on the vacuum pump skid. **By Contractor:** The contractor Is responsible to wire from this junction box to the Control Panel in the vacuum pump Building.
- 1 – 6’-4” x 24’-6” skid, painted carbon stell framing and deck plate. Provisions for a 4th and 5th Pump have been designed into this skid.

/ D2.3 ITEM #4 Control Panel

- 1 – Vacuum Control Panel, NEMA 12 Hoffman enclosure. The panel is designed around PLC

Vendor: AIRVAC, INC.
Project Name: Key Largo Wastewater Treatment Plant
Date: 5/10/2005
P.O. No.: KLTV-003

Logic. The control panel will come with it's own 250 Amp side disconnect switch. Inside the enclosure are separate disconnect switches along with separate IEC starters for the (5) vacuum Pumps and (3) sewage pumps. The enclosure will house a vacuum chart recorder and a 4 Channel telephone alarm dialer, along with the pilot lights, hand-off-auto switches, control Relays for motor operation and hour run meters. The unit will come completely wired and Ready to operate after final connection to the incoming power, "480V True 3PH, 60 Hz", **By Contractor:** Mounting the control panel on the wall inside the vacuum pump building, Connecting the telephone dialer to an outside telephone line and wiring to the junction boxes on the collection tank, vacuum pump and sewage pump skids.

The AIRVAC equipment skid package includes the miscellaneous piping and fittings to complete the assembly of all components supplied by AIRVAC. This includes:

- All piping from the collection tank to the inlet side of the sewage pumps. Protectol 401 lined.
- All piping from the discharge side of the sewage pump to the common 8" force main plug valve. Protectol 401 epoxy lined.
- The manifold piping to connect the inlet piping of the vacuum pumps to a common header. (This Includes provisions to add a 4th and 5th vacuum pump in the future. 8" ductile iron pipe fittings to Be Protectol 401 Epoxy lined. **By Contractor:** Provide the piping from the top of the collection tank To the vacuum pump header assembly.
- AIRVAC will terminate supply of piping for the vacuum pumps with a tee on each of the exhaust ports. The top of this tee will include a pipe union and the bottom will be fitted with a ball valve to provide a means of draining the exhaust condensate.
- All mating flanges will be secured with 316 SS nuts, bolts and washers.
- All 1/4" through 1" pipe and fittings shall be 316SS.

Miscellaneous Items:

- 1 – AIRVAC 2" 'D' model valve, tubing and 2" AIRVAC Chek valves for use with the station sump Complete with sensor cap and 2 – 2" no-hub couplings. Shipped loose for installation by the Contractor.
- 1 – AIRVAC will perform Factory Testing prior to shipment.
- 1 – AIRVAC will provide start up services for this equipment.
- 1 – AIRVAC will provide vacuum pump, sewage pump & control panel spare parts.
AIRVAC will provide O&M manuals for the equipment supplied by AIRVAC.

Painting:

All of the above items will be assembled on skids painted and tested before shipment.
AIRVAC will paint skids and equipment with Rust-Oleum, Epoxy Finish (#9186 navy Gray).

D.3 Supplier shall provide all required certifications in a timely manner.

Vendor: AIRVAC, INC.
Project Name: Key Largo Wastewater Treatment Plant
Date: 5/10/2005
P.O. No.: KLTV-003

- D.4 All detailing in accordance with the Contract Documents is specifically included. Any deviation to contract requirements must be clearly identified and explained.
- D.5 Revised submission of shop drawings shall be received from supplier within two weeks of receipt of the executed Purchase Order. Shop drawings returned for correction shall be revised and returned to the Haskell Company for resubmission within one week.
- D.6 Material shall be delivered as scheduled and sequenced by D.N Higgins, Inc and or the KLWTD.
- D.7 Upon receipt of approved shop drawings, all material shall be available for on-site delivery in 18 weeks.
- D.8 All supplied material shall be properly tagged such that contract drawings, shop drawings and supplied material can be easily cross-referenced.
- D.9 Payment Terms shall be as follows:
10% - Upon receipt of all approved shop drawings.
90% - Billable upon on-site receipt of approved material.
Billing cycle per Contract Documents.

E. SCHEDULE:

Project Schedule requirements are as included in the contract documents and per progress schedule prepared and distributed by The Haskell Company. AIRVAC is responsible to maintain the overall construction schedule, as to not impact the job progress of the client, general contractor, and/or numerous subcontractors performing work on the project.

F. ATTACHMENTS:

The following Contract Documents are included as part of this Purchase Order:

*Due to the Collection System being redesigned, the drawings are being re-issued per AIRVAC's engineer's approval.

1. Drawings and Specifications:

<u>Number</u>	<u>Description</u>	<u>Issue Date</u>	<u>Discipline</u>
• G1	Drawing Index & Utility Contacts	July 2004	General
• G2	Abbreviations	July 2004	General
• G3	Symbols	July 2004	General
• G300	Process Flow Diagram	July 2004	General
• G301	Hydraulic Profile	July 2004	General

Vendor: AIRVAC, INC.
Project Name: Key Largo Wastewater Treatment Plant
Date: 5/10/2005
P.O. No.: KLTV-003

• EC300	Erosion Control Plan	July 2004	Erosion Control
• EC301	Erosion Control Enlarged Plan & Details	July 2004	Erosion Control
• C1	Civil Details 1 of 3	July 2004	Civil
• C2	Civil Details 2 of 3	July 2004	Civil
• C3	Civil Details 3 of 3	July 2004	Civil
• C300	WWTP – Site Plan	July 2004	Civil
• C301	WWTP – Enlarged Site Plan	July 2004	Civil
• C302	WWTP – Enlarged Site Plan	July 2004	Civil
• C303	WWTP – Paving Plan	July 2004	Civil
• C304	WWTP – Paving Plan	July 2004	Civil
• C305	WWTP – Enlarged Piping Plan	July 2004	Civil
• C306	WWTP – Enlarged Piping Plan	July 2004	Civil
• C307	WWTP – Grading Plan	July 2004	Civil
• C308	WWTP – Grading Plan	July 2004	Civil
• L300	Landscape Plan	July 2004	Landscaping
• S1	Structural Notes 1 of 2	July 2004	Structural
• S2	Structural Notes 2 of 2	July 2004	Structural
• S3	Structural Details 1 of 9	July 2004	Structural
• S4	Structural Details 2 of 9	July 2004	Structural
• S5	Structural Details 3 of 9	July 2004	Structural
• S6	Structural Details 4 of 9	July 2004	Structural
• S7	Structural Details 5 of 9	July 2004	Structural
• S8	Structural Details 6 of 9	July 2004	Structural
• S9	Structural Details 7 of 9	July 2004	Structural
• S10	Structural Details 8 of 9	July 2004	Structural
• S11	Structural Details 9 of 9	July 2004	Structural
• S300	Vacuum Vault	July 2004	Structural
• S301	Vacuum Pump Station – Plans	July 2004	Structural
• S302	Vacuum Pump Station Sections	July 2004	Structural
• S303	Vacuum Pump Station – Enlarged Plan	July 2004	Structural
• S304	Vacuum Pump Station – Elevations	July 2004	Structural
• S305	Screening Structure	July 2004	Structural
• S306	Treatment Complex	July 2004	Structural
• S307	Chlorine Contact Chamber – Plan & Section	July 2004	Structural
• S308	Generator Slab & Odor Control Slab	July 2004	Structural
• M1	Pipe Support Details	July 2004	Mechanical
• M2	Utility Station Details	July 2004	Mechanical
• M3	Pipe Penetration Details	July 2004	Mechanical

Vendor: AIRVAC, INC.
Project Name: Key Largo Wastewater Treatment Plant
Date: 5/10/2005
P.O. No.: KLTV-003

• M300	Vacuum Station – Enlarged Plan	July 2004	Mechanical
• M301	Vacuum Station – Section	July 2004	Mechanical
• M302	Screening Structure – Plans & Sections	July 2004	Mechanical
• M303	Treatment Complex – Enlarged Plan	July 2004	Mechanical
• M304	Treatment Complex – Section	July 2004	Mechanical
• M305	Treatment Complex – Sections	July 2004	Mechanical
• M306	Treatment Complex – Enl. Plans & Details	July 2004	Mechanical
• M307	Treatment Complex – Enl. Partial Pln.& Sec.	July 2004	Mechanical
• M308	Injection Well Details	July 2004	Mechanical
• M309	Administration Building – Plumbing Plan	July 2004	Mechanical
• M310	Odor Control – Plan and Schematic	July 2004	Mechanical
• M311	Emergency Generator	July 2004	Mechanical
• H1	HVAC Symbols and Notes	July 2004	HVAC
• H2	HVAC Symbols and Notes	July 2004	HVAC
• P1	Symbols	July 2004	P & ID
• P2	Symbols	July 2004	P & ID
• P300	Sodium Hypochlorite P&ID	July 2004	P & ID
• P301	Chemical Feed System P&ID	July 2004	P & ID
• E1	Abbreviations and Symbols 1	July 2004	Electrical
• E2	Abbreviations and Symbols 2	July 2004	Electrical
• E4	Panel Schedule	July 2004	Electrical
• E5	MCC/ATS Elevations	July 2004	Electrical
• E6	Single-Line Diagram	July 2004	Electrical
• E7	Single-Line Diagram	July 2004	Electrical
• E8	Single-Line Diagram	July 2004	Electrical
• E9	Site Plan	July 2004	Electrical
• E300	Power & Grounding – Partial Plans	July 2004	Electrical
• E301	Admin Facility Lighting Plan	July 2004	Electrical
• E302	Power & Grounding – Partial Plans	July 2004	Electrical
• E303	Power & Grounding – Partial Plans	July 2004	Electrical

1. **Attachment A:** “Terms and Conditions of the Subcontract.”
2. **Addendum to Attachment A:** “Standard Equal Employment Opportunity Construction Contract Specifications.”
3. **Attachment B:** “Program Statutes and Regulations.”
4. **Attachment C:** Not Used.

Vendor: AIRVAC, INC.
Project Name: Key Largo Wastewater Treatment Plant
Date: 5/10/2005
P.O. No.: KLTV-003

5. **Attachment D:** "Statement of Assurances."

G. SUBMITTALS:

Unless otherwise noted in Clarifications, Vendor shall submit to Purchaser for approval four (4) copies of shop drawings, manufacturer's product data and samples, as referenced in the specifications with two weeks of receipt of execute Purchase Order. Provide three (3) complete sets of installations/erection drawings two weeks after delivery. All revisions made to the equipment during on site start up will be provided in loose leaf form 30 days after start up for installation by others.

H. CHANGES:

Changes to this Purchase Order that require an adjustment in the Purchase Order amount must be approved by Purchaser's General Manager and must be incorporated by a Purchase Order Modification.

I. ALTERNATES/ALLOWANCES/UNIT PRICES:

Not Applicable.

J. PROGRESS MEETINGS:

Not Applicable..

K. DELIVERIES:

1. **Notification:** Provide 48-hour notification to Purchaser at (305) 852-2477, and to the Haskell Company's Project Superintendent Euart Ethriedge (904) 813-5171 at the project telephone number prior to delivering the materials.
2. **Acceptance:** Materials delivered and offloaded cannot be accepted without written verification (signature of receipt) of an authorized Purchaser representative "Myles Milander" on the delivery ticket. COD deliveries will not be accepted.
3. **Delivery Hours:** Do not attempt deliveries after 2:00 p.m., local time, during normal workdays, Monday through Friday. Weekend deliveries require approval by the Project Superintendent prior to delivery.
4. **Delivery Schedule:** Shipment of the Vacuum Pump Station Equipment shall occur within 18 weeks of return of approved shop drawings.

L. OTHER TERMS AND CONDITIONS:

Vendor: AIRVAC, INC.
Project Name: Key Largo Wastewater Treatment Plant
Date: 5/10/2005
P.O. No.: KLTV-003

1. **Contracting Parties:** This purchase order has been issued by the Key Largo Wastewater Treatment District, as Purchaser, to the Vendor. Purchaser has entered into a Design-Build Agreement with The Haskell Company ("Haskell") to design and construct wastewater collection and treatment facilities at Key Largo, Florida. Purchaser is responsible for issuing this purchase order, receiving and accepting the goods, and paying Vendor. Haskell has selected Vendor to supply the goods has prepared the specifications. Haskell will be responsible to coordinate delivery and acceptance of the goods. Haskell, as agent for Purchaser, will provide all notices to Vendor and interact with Vendor until the Purchaser has accepted the wastewater collection and treatment facilities. Upon final acceptance of the wastewater collection and treatment facilities, Purchaser shall interact with Vendor on its own behalf.
2. **Construction of Documents:** Attachment A and the Addendum to Attachment A (collectively "Attachment A") to this purchase order expresses applicable terms and conditions. All references to "Contractor" therein are references to Vendor. All references to "Owner" therein are references to Purchaser. All references to "Contractor" are references to Haskell. All obligations owed by Vendor to Haskell are owed equally to Purchaser. In case of any conflict between the terms of Attachment A and this purchase order, this purchase order shall control.
3. **State of Florida and Federal Contracting Requirement:** Purchaser is a Special District of the State of Florida, and is required to follow certain contracting requirements. Purchaser is further obligated under its funding agreements to comply with numerous contracting requirements imposed by the State of Florida and the United States. Vendor acknowledges and agrees that this purchase order is subject to various contracting requirements, as expressed in Attachment B and Attachment D, which are incorporated herein by this reference. Vendor agrees to conduct its activities under this purchase order in strict compliance with the contracting requirements expressed in Attachment B and Attachment D.

Vendor: AIRVAC, INC.
Project Name: Key Largo Wastewater Treatment Plant
Date: 5/10/2005
P.O. No.: KLTV-003

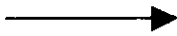
GENERAL TERMS AND CONDITIONS

1. **Acceptance.** The acknowledgment copy of this Purchase Order must be signed and returned to The Key Largo Wastewater Treatment District ("Purchaser"), P.O. Box 491, Key Largo, FL 33037, with a copy to The Haskell Company, P.O. Box 44100, Jacksonville, FL 32231 by the Vendor before undertaking manufacture or delivery.
2. **Deliveries.** Purchaser's completion schedules are based upon the agreement that materials will be delivered to Purchaser by the date specified. Time is therefore of the essence of this Purchase Order. If Vendor defaults in delivery of goods, Purchaser may cancel this Purchase Order, purchase similar goods and materials from any other person, and hold Vendor accountable for any damages.
3. **Price.** The Purchase Order price includes the delivery of all materials F.O.B. Jobsite. Freight, cartage, boxing and packing are prepaid.
4. **Payment.** Invoices will be paid within the time permitted under the Florida Prompt Payment Act, Fla. Stat. § 218.74. The payment due date is 30 days after the date on which a proper invoice is received by the Purchaser's Finance Officer after approval by the Purchaser's Board of Commissioners.
5. **Inspection and Warranty.**
 - (a) All goods shall be received subject to Purchaser's right of inspection and rejection. Defective goods or goods not in accordance with this Purchase Order will be held for Vendor's instruction at Vendor's risk, and if Vendor directs, will be returned at Vendor's expense. If inspection discloses that part of the goods received are not in accordance with this Purchase Order, Purchaser shall have the right to cancel any unshipped portion of the order. Payment for goods on this Purchase Order prior to inspection shall not constitute acceptance thereof and is without prejudice to any and all claims that Purchaser may have against Vendor.
 - (b) Vendor expressly warrants that all materials and articles covered by this Purchase Order or other specification furnished by Purchaser will be in exact accordance with such order, or specification, and free from defects in materials and workmanship. Such warranty shall survive delivery and shall not be deemed waived either by reason of Purchaser's acceptance of such materials or articles or by payment for them. Vendor agrees to repair, replace, or make good any defects or faults resulting from defective material or manufacture that may appear within one year after acceptance of goods.
6. **Miscellaneous.**
 - (a) The Purchase Order number, project name and location must be shown on each package, packing slip, and invoice. Invoices shall be rendered in duplicate.
 - (b) The specific quantity ordered must be delivered in full and not be changed without Purchaser's consent in writing. Any unauthorized quantity is subject to Purchaser's rejection and return at Vendor's expense.
 - (c) Vendor agrees that the goods shipped to Purchaser under this Purchase Order will be produced in compliance with the Fair Labor Standards Act. If applicable.
 - (d) In the event of any proceedings, voluntary or involuntary, in bankruptcy or insolvency by or against Vendor, or in the event of the appointment with or without Vendor's consent of an assignee for the benefit of creditors or of a receiver, then Purchaser shall be entitled to cancel any unfilled part of this Purchase Order without any liability whatsoever.
 - (e) Any specifications, drawings, notes, instructions, engineering notices, or technical data referred to in this Purchase Order shall be deemed to be incorporated herein by reference as if fully set forth. In case of any discrepancies or questions, Vendor shall refer to Purchaser for decisions or instructions or for interpretation.
 - (f) If requested by Purchaser, Vendor shall furnish Purchaser within ten (10) days of request complete information regarding sources of supply for all purchased materials required for its performance under this Purchase Order, including names and

Vendor: AIRVAC, INC.
Project Name: Key Largo Wastewater Treatment Plant
Date: 5/10/2005
P.O. No.: KLTV-003

addresses of sources, responsible persons representing sources, and purchase order and shipping data; provided, however, that Vendor shall not be required hereunder to release information concerning prices or costs of such purchased materials.

- (g) If delivery hereunder is made by the vehicle or conveyance of Vendor or its carrier, Vendor shall be responsible for any injury or damages to persons or property resulting from the operation of said vehicles while on the premises of Purchaser or the site of delivery.
- (h) This Purchase Order may not be assigned by Vendor without Purchaser's written consent. This Purchase Order and the documents specifically incorporated herein by reference represent the entire agreement between the Purchaser and Vendor and supercede prior negotiations, representations, or agreements either written or oral. Terms and Conditions of proposals, quotations, delivery tickets, invoices, work orders and other similar items, unless specifically made a part of this Purchase Order shall not be applicable. This Purchase Order may be amended only by a Purchase Order Modification signed by both parties.
- (i) This Purchase Order shall be construed according to the laws of the state of Florida, and the Vendor expressly consents to the jurisdiction of any court of competent jurisdiction located in Monroe County, Florida. In the event litigation arises out of this Purchase Order contract, the expenses and the costs of same, including reasonable attorneys' fees, incurred by the prevailing party shall be paid or reimbursed by the non-prevailing party, including attorney's fees on appeal.

Vendor Acceptance	<i>Please return signed original and acknowledgment copy of contract to</i> 	Purchaser KEY LARGO WASTEWATER TREATMENT DISTRICT
By:		By: Charles F. Fishburn, General Manager P.O. Box 491 Key Largo, FL 33037
E-Mail Address:		E-Mail Address: cffishburn@aol.com
	<i>With a copy to</i>	William T. English The Haskell Company P.O. Box 44100 Jacksonville, FL 32231
		E-Mail Address: william.english@thehaskellco.com



T H E H A S K E L L C O M P A N Y
AMERICA'S DESIGN-BUILD LEADER®

William T. English
Project Manager - Water

May 18, 2005

**Re: Wastewater Management System
For The Key Largo Trailer Village
Key Largo, Florida
Issue 11-001 – Roediger
Equipment Representative
Change Proposal No. 7**

Mr. Chuck Fishburn
KLWTD General Manager
Post Office Box 491
Key Largo, Florida 33037


Dear Mr. Fishburn:

As requested by the Key Largo Wastewater Treatment District (KLWTD), The Haskell Company is submitting Change Proposal No. 7 for utilization of vacuum collection system equipment manufactured by Airvac in lieu of Roediger and associated redesign.

Our total lump sum add for this work is One Hundred Ninety Four Thousand Five Hundred Twenty Three Dollars and 00/100 (\$194,523.00).

Should you have any questions or require further information, please do not hesitate to contact me at (904) 357-4225.

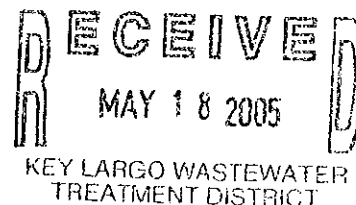
Sincerely,



William T. English

Enclosure

cc: Mr. Walt Messer, DN Higgins, Inc.
Mr. Stuart Oppenheim, Brown and Caldwell
Issue File 11-001



4. CONSULTANTS		NAME	DESCRIPTION OF WORK	COST	
	Brown and Caldwell		Revise Design for Airvac	\$ 19,200.00	
			SUBTOTAL (4)	\$ 19,200.00	
5. FEE STRUCTURE		NAME	COST	PERCENT	FEE
A. Contractor					
1. Direct Labor:			\$ -	5%	\$ -
2. Material and Equipment:			\$ -	5%	\$ -
B. Subcontractors.			\$ 161,727.03	5%	\$ 8,086.35
C. Consultants			\$ 19,200.00	5%	\$ 980.00
			SUBTOTAL (5)		\$ 9,046.35
D. Bonds and Insurance			SUBTOTAL (1-5)		\$ 189,973.38
TOTAL COST OF THIS CHANGE PROPOSAL (All deductions shown in parentheses).			2.385%		\$4,548.86
			TOTAL		\$ 184,523
EXTENSION OF CONTRACT TIME:					
As part of this Change Proposal, the Contractor requests an extension of Contract Time of 83 calendar days. The Haskell Company requests the time extension identified above due to delays in the collection system installation associated with the redesign to incorporate AIRVAC and the delay associated with the delivery of equipment for the Vacuum Pump Station.					
RECORD DOCUMENTS: As part of this Change Proposal, the Contractor shall provide applicable record drawing information affected by this change.					
Signed: _____ Title: Project Director Contractor: The Haskell Company Date: 5/17/2005					
RECOMMENDATION by ENGINEER: (Forward to Owner for Review)					
Signature of Engineer: _____ Date: _____					
ACCEPTANCE BY OWNER: (return to engineer for processing)					
Signature of Owner's Authorized Representative: _____ Date: _____					
Engineer to prepare Necessary change order _____ Engineer to Re-negotiate change proposal as noted above _____ Other as above _____					
OWNER:		CONTRACTOR:		PROJECT:	
ENGINEER:		FIELD:		NO :	
		OTHER:		DATE:	

Key Largo Trailer Village Equipment Cost Comparison					
Quantity	AIRVAC 5/05	Quantity	AIRVAC 12-04	Description	ROEVAC 2002
1	\$2,096.00	1	\$2,070.00	Valve Pits 6' Deep	\$1,675.00
131	\$274,576.00	131	\$271,170.00		\$219,425.00
1	\$150.00	1	\$150.00	Anti-Floatation Collar	Included
131	\$19,650.00	131	\$19,650.00		Included
1	\$72.00	1	\$72.00	Flex Connector	\$72.00
131	\$9,432.00	131	\$9,432.00		\$9,432.00
1	\$231,866.00	1	\$221,000.00	Vacuum Skid Station	\$145,000.00
1	\$0.00	1	\$19,000.00	Test Equipment	\$19,000.00
	\$535,524.00		\$540,252.00	Sub Total	\$392,857.00
	\$40,164.30		\$40,518.90	Sales Tax	\$29,464.28
1	\$8,360.00	1	\$0.00	Freight	\$0.00
	\$584,048.30		\$580,770.90	Equipment Total	\$422,321.28
	\$161,727.03	1	\$158,449.63	Material Increase	
Engineering	\$19,200.00		\$19,200.00		
Markup	\$9,046.35		\$8,882.48		
Bonds & Ins	\$4,549.86		\$4,467.44		
Subtotal	\$32,796.21		\$32,549.92		
Total	\$194,523.24		\$190,999.55		



The World Leader In Vacuum Sewer Technology

FAX

Date: 5/17/2005 **Pages:** 2 Including this one.
To: William English **Of:** The Haskell Company
Fax No.: 904-357-4282 **Ref No.**
From: Ron White **Ext.** 402
CC: Charles Fishburn, Denny M, Clint H, Frank B, Dave E
Subject: Key Largo - Vacuum Station price

200 TOWER DRIVE, SUITE A
 OLDSMAR, FL 34677
 U.S.A
PHONE: (813) 855-6297
FAX: (813) 855-9093

WEB: www.alrvac.com

Please find following a chart that breaks down the changes indicated in the second submittal review comments. Original quote \$221,000.00 now \$231,866.00

Qty		Description	Price Ea	Price Total
1	Section 3	Add 6" valve with hand-wheel, spool piece and blind flange for sewage pump inlet piping with 316 SS hardware. Not included in original scope of supply.	\$1,027.00	\$1,027.00
4	Section 5	4 ½ ft long carbon steel extension stems 2" nut on one end 2" socket on the other. (4) Four for the incoming vacuum lines.	\$125.00.00	\$500.00
1	Section 5	(1) 4' long carbon steel tee key wrench for use with the four incoming vacuum lines.	\$90.00	\$90.00
1	Section 12	(1) One carbon steel hand-wheel with 12' of 316 SS chain - For the sewage pump common discharge valve.	\$200.00	\$200.00
As Required	Section 5	Change all mounting hardware on all flanges to 316SS.	\$2,117.00	\$2,117.00
3	Section 13	Change 3" Butterfly valve stem from 304 to 316 SS and change handles to 316SS.	\$89.00	\$267.00
1	Section 13	Change 8" Butterfly stem from 304 to 316 SS.	\$142.00	\$142.00
3	Section 14	Include 316 SS hardware on 3" flex check valves.	\$75.00	\$225.00
3	Section 17	Include 316 SS hardware on 6" sewage pump check valves.	\$83.00	\$249.00
4	Section 18	Include 316 SS hardware on 6" plug valves.	\$67.00	\$268.00
4	Section 18	Include 316 SS hardware on 10" plug valves.	\$117.00	\$468.00
2	Section 20	Increase from (2) 4" vibration isolators to (2) 6" Vibration isolators with 316SS control rods.	\$276.00	\$552.00
As Required	Section 21	Change all cement lined ductile iron spool pieces and flanged fittings to Protectol 401 epoxy coated spool pieces and flanged fittings.	\$1,653.00	\$1,653.00
As Required	Section 21	Change all ¼" through 1" pipe from 304 to 316 SS.	\$720.00	\$720.00
3		Add 3" vacuum pump flex check valves on the discharge side of the vacuum pumps. Includes 316SS hardware. Not included in original scope of supply.	\$333.00	\$999.00
1		Add (1) 10" valve for the incoming vacuum line. Not included in original scope of supply.	\$1,389.00	\$1,389.00
				\$10,866.00

AIRVAC

AIRVAC, INC.
4217 N. Old U.S. 31
Rochester, Indiana 46975 U.S.A.
574-223-3980
574-223-5566 (fax)

Manufactured by:
AIRVAC, INC. - U.S.A.

INVOICE

Model No.	56090-2
Rev.	1
Invoice Date	2/28/2005

Key Largo Wastewater P.O. Box 491 Key Largo, FL 33037	Key Largo Wastewater Treatment c/o D.N. Higgins 69 Atlantic Drive Key Largo, FL 33037
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Order No.	Order Date	Customer No.	Key No.	Ship To	Purchase Order No.	Ship Via	Comments
	2/28/2005	KEY005	W1	ZZZ	KLTV-002		

Qty	Order No.	Ship To	Description	Unit Price	Net Price	Invoice Amount
VACUUM SEWERAGE SYSTEM & ACCESSORIES						
60	60		6' Deep Pit Pkgs - Less Valve and Breather	\$1,119.00	\$67,140.00	\$60,426.00
60			3" Valve and Breather	\$977.00	\$58,620.00	\$0.00
				\$2,096.00		
70	70		5' Deep Pit Pkgs - Less upper portion of valve pit and Less Valve and Breather	\$806.00	\$56,420.00	\$50,778.00
70	41		Upper portion of valve pit	\$313.00	\$21,910.00	\$11,549.70
70			3" Valve and Breather	\$977.00	\$68,390.00	\$0.00
				\$2,096.00		
			Total		\$272,480.00	
130	130		Flex Connectors	\$72.00	\$9,360.00	\$8,424.00
130	130		Anti Flotation Collars	\$150.00	\$19,500.00	\$17,550.00
70	70		Ring and Covers	\$167.00	\$11,690.00	\$10,521.00
12			Field Services	\$2,500.00	\$30,000.00	\$0.00
1	1		Freight for Valve Pits	\$4,180.00	\$4,180.00	\$3,762.00
1	1		Freight for Rings and Covers	\$4,180.00	\$4,180.00	\$3,762.00
			Key Largo Village			\$166,772.70
29	29		6' deep valve pits - Less Cover - Less Valve and Breather	\$952.00	\$27,608.00	\$24,847.20
29			3" Valve and Breather	\$977.00	\$28,333.00	\$0.00
				\$1,929.00		
29	29		Flex Connectors	\$72.00	\$2,088.00	\$1,879.20
29	29		Anti Flotation Collars	\$150.00	\$4,350.00	\$3,915.00
			Trailer Park			\$30,641.40
			Invoice for 90% of all items shipped to date. Feb. 28, 2005			
			Sale Amount Key Largo Village		\$351,390.00	\$166,772.70
			Sale Amount Trailer Park		\$62,379.00	\$30,641.40
			Total Invoice amount		\$413,769.00	\$197,414.10
			Freight Sales Tax TOTAL			\$197,414.10
			Amt. Received			
			BALANCE DUE			\$197,414.10

Comments:

Vacuum Sewerage System & Accessories
90% of item value upon shipment.

Terms:

Net 30 days

KEY LARGO WASTEWATER TREATMENT DISTRICT
Agenda Request Form

Meeting Date: May 26, 2005

Agenda Item No. M-7

☐ PUBLIC HEARING

☐ RESOLUTION

☐ DISCUSSION

☐ BID/RFP AWARD

☒ GENERAL APPROVAL OF ITEM

☐ CONSENT AGENDA

☐ Other:

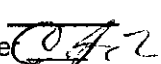
SUBJECT: Sexton Cove Transmission Line Engineer

RECOMMENDED MOTION/ACTION: Approval of Work Authorization No. 1 for CPH Engineers

Approved by General Manager

Date: 5-26-05



Originating Department: General Manager	Costs: \$ Funding Source: Acct. #	Attachments: Work Authorization No. 1
Department Review: <input type="checkbox"/> District Counsel <input checked="" type="checkbox"/> General Manager  <input type="checkbox"/> Finance	<input checked="" type="checkbox"/> Engineering <u>EC</u> <input type="checkbox"/> Clerk	Advertised: Date: _____ Paper: _____ <input checked="" type="checkbox"/> Not Required
	All parties that have an interest in this agenda item must be notified of meeting date and time. The following box must be filled out to be on agenda.	Yes I have notified everyone _____ or Not applicable in this case _____: Please initial one.

Summary Explanation/Background: CPH Engineers will provide Design Services for the force-main along the US 1 corridor north to Sexton Cove. Surveying for this project will be covered by a separate work authorization.

Resulting Board Action:

☐ Approved

☐ Tabled

☐ Disapproved

☐ Recommendation Revised

Work Authorization No. 1

Professional Services Agreement
Between the

Key Largo Wastewater Treatment District Utility District, a legal entity and public body
created by Chapter 02-337, Laws of Florida, 2003

And

CPH Engineers, Inc.

A. Summary of Services to be Rendered

Final design services for the forcemain along the US 1 Corridor north of the
WWTP and the sewerage collection systems for the commercial section MM
104 to MM105 (Gulf side); more fully described in the attached proposal.

B. Project Cost

Not to exceed fee of \$104,220.00. Fee schedule is attached.

C. Schedule:

Schedule attached.

CPH Engineers,
Terry M. Zaudtke, P.E., DEE
Chief Operating Officer

KLWTD Chairman

Certification that Sufficient Funds are Available:

Financial Officer

General Manager

Forcemain Design Scope

SECTION 1 - GENERAL

1.0 General

The purpose of this proposal is to authorize the Engineer to prepare design documents and assist the Owner in the permitting process for the forcemain along US 1. The forcemain design will be based on flows for each connection as previously determined by other consultants. KLWTD and/or their engineer will provide us with the data and information available to date for this project. We will use this information to develop the line size needed along the forcemain route. No additional planning or evaluations will be performed to determine the flow rates for this line.

We have been informed that all commercial sites over a 1000 gallon per day capacity are required to connect to the forcemain and we will provide 13 crossing connections as identified in our meeting and on the aerial supplied for those commercial entities and future residential subdivision connections on the Gulf side of US 1. Commercial entities over 1000 gallons per day will connect by a lift station which will be designed and be the responsibility of the commercial entity. We will also supply an analysis of the sewerage service options of the commercial entities on the Gulf side from mile marker 104 +/- to mile marker 105 +/- . This is an area with a narrow strip of commercial entities. Some of these establishments will not be over the 1000 gpd criteria and there are no adjacent subdivisions to serve the area. All other commercial establishments will be connected via the basin collection systems where possible and are not included in this proposal. In some cases, they may connect to an adjacent commercial system lift station. These establishments will be identified and their location provided to the Engineer by the District or its consultants.

We will develop a SewerCad model for the northern part of the island. Utilizing the previous data and the approximate connection points, we will develop a model that will be used to size the forcemain in accordance with normal engineering standards for forcemains and the associated flows. No new planning level studies will be performed. Sizing and flow rates will be based on existing information.

The plans will be based on a 1 inch equals 40 scale and will be double plan with no continuous profile. This scale was selected based on the requirement of the FDOT for half size prints. A smaller scale would not be readable on half size drawings. At critical utility crossings, a profile view will be provided as a detail where existing utility elevational information is known and typical details will be provided for all routine conditions.

It has been determined by others that the best location of the forcemain will be along the Atlantic Ocean side of US 1. We will survey this half right of way. We will also survey 13 crossings (as indicated on the aerial provided to our offices) to pick up the commercial tracts on the other side of the roadway. No finished floor elevations of buildings will be provided. We will

only design a stub-out with a valve set at a 36 inch depth of cover for future connection.

SECTION 2

DETAILED DESCRIPTION OF THE SCOPE OF SERVICES

2.0 Scope of Services

The Engineer will assist the KLWTD in preparing Design Documents as described herein. The following items are included and we have attached a detailed manhour breakdown for this work:

TASK 1 - 30% Submittal and Preliminary Engineering

The Engineer will gather or be provided with existing data. The Engineer has downloaded the Monroe County Master Wastewater Plan which will serve as the basis of all planning/design efforts. In addition, the District will provide us with data and information from other consultants employed by the District for this and associated projects. The Engineer will obtain record drawings from the FKAA and FDOT for the US 1 corridor. We will also contact other utilities such as the electric power company, cable, telephone and gas. We will use this information to develop the design and alignment of the forcemain.

We will develop a SewerCad model for the forcemain to serve the northern part of the island. Utilizing the previous data and the approximate connection points shown on the aerial provided, we will develop a model that will be used to size the forcemain in accordance with normal engineering standards for forcemains and the associated flows. Such parameters include an average daily flow (ADF) based on 167 gpd per EDU (this is the county-wide flow standard) and/or the consumptive use records based on the information supplied to us by KLWTD from the FKAA; a peaking factor for the lift station of 4.0 times the ADF; and a maximum velocity in the forcemain of 5 feet per second (fps). We will also run a time variant analysis of the forcemain system using a typical diurnal flow pattern contained within the SewerCad program. This will allow us to design the most cost effective forcemain for the available data/conditions.

Upon receipt of the survey information, the ENGINEER will prepare an analysis of the commercial tract along US 1 on the Gulf side from MM 104 +/- to MM 105 +/- . We will use the survey data to determine the topography of the area and how best to serve this area either by a small gravity system to a lift station, utilize a joint lift station with a larger user or utilize individual grinder lift stations. A letter report will be provided on our findings and approval of the recommended solution will be provided by the Owner. A

field trip to investigate the area will also be required. Upon approval of the recommendation the ENGINEER will proceed with the design of a system to serve the area with a connection to the forcemain. The system will be designed to be installed within public rights of way only and we will not provide easements on private property. We will recommend any property acquisition needs to the District. The preliminary design and submittal will include plan view only, but the final design will be based on plan and profile drawings at a 1"= 40' scale. We estimate five (5) sheets will be required for this area. We have listed this area as a separate task and it assumes that it will be authorized with the forcemain work.

Upon receipt of the survey information, the ENGINEER will prepare a preliminary layout of the proposed forcemain. The 30% plans submittal will be plan view only and the sheets will be utilized in a meeting with the OWNER via telephone.

TASK 2 – Survey and Geotechnical Investigations

- A. Survey – This work will be performed by others and will be provided to the ENGINEER. Survey shall be performed to State Standards as per Chapter 61G17-6 of the Florida Administrative Code. The Engineer requests the option to review the survey scope of services.
- B. Geotechnical - We have not allocated any time or budget for geotechnical investigations for the project. If such investigations are required, they can be provided in a revised scope.

TASK 3 – Preparation of Construction Documents

- A. The ENGINEER will prepare the project construction documents. These documents will include all required plan views and all necessary construction details and notes for the project. The construction documents will also include preparation of the construction specification documents for the project. The ENGINEER will submit five (5) sets of construction documents to the KLWTD for review and comment at the 60% and 90% complete levels. The 60% plans submittal will be utilized in a review meeting with the OWNER. The meeting will take place via telephone. The 90% level of completion of the construction documents shall be at a level to allow the project to be bid.
- B. The 90% plans submittal will be utilized in a review meeting with the OWNER. The meeting will take place via telephone.
- C. Following the 90% review by the KLWTD, the ENGINEER will prepare and submit five (5) sets of 100% complete construction documents. Included with this submittal will be the submission of the electronic drawing files and the technical specifications.

The drawing files will be submitted in AutoCAD release 2004 format, and the technical specifications will be submitted in Microsoft Word format.

- D. The ENGINEER will submit an Engineers Opinion of Probable Construction Cost for the project based on the 100% plan set.

TASK 4 - Permitting

The ENGINEER shall prepare and submit required permit applications associated with the project to FDEP wastewater permit and the FDOT ROW utilization permit. The ENGINEER shall respond to request(s) for additional information (RAI) received as a result of the submittal packages. All permit fees shall be paid by the OWNER directly to the agency.

TASK 5 - Bidding Assistance

The base contract identifies the required tasks for bidding services. The following tasks are included in this proposal:

- A. Provide interpretation and clarification of Contract Documents during bidding;
- B. Prepare and issue addenda as appropriate to interpret or clarify Contract Documents;
- C. Provide District with a recommendation as to the acceptability of subcontractors, suppliers and other persons and organizations proposed by the bidders for those portions of the work as to which such acceptability is required by the Contract Documents;
- D. Provide District with recommendation concerning the acceptability of substitute materials and equipment proposed by bidder(s) when substitution prior to award of contracts is allowed by the Contract Documents.

TASK 6 - Construction Administration

- A. The ENGINEER has the ability to provide construction administration services and can provide a separate proposal to the District if requested.

We are providing a detailed cost proposal spreadsheet that outlines the man-hours and sub-consultant costs for each task of the project. We understand that the project is of high importance and we will do what is necessary to assist the AUTHORITY in meeting the schedule.

The forcemain design will be a stand alone project and can be bid ahead of the collection systems.

**Key Largo
US 1 Forcemain Design**

Task 1	Task Description	Project Manager	Project Engineer	EIT	CADD Tech	Secretary	Expenses
	30% Submittal and Preliminary Engineering						
1	Gather data from previous reports and analyze for use in the design	1	4	8		2	
a	Obtain FDOT plans						
b	Obtain FKA plans						
c	Obtain other utility plans						
d	Review master plan						
2	Prepare Sewer/Cad model and analyze system	2	8	32		2	
3	Prepare design and design calculations	2	8	32		2	
4	Analyze sewerage options and prepare design for commercial section includes field trip						
5	Prepare 30% drawings and specifications submittal		8	24			
a	Cover sheet						
b	General Notes Sheet		2		4	1	
c	Location/Key Map (2 sheets)		2		4	4	
d	Plan sheets (14 anticipated at 1"=40' scale). Double Plan only		4	4	8	2	
e	Plan and profile sheets for commercial area service 1"=40' scale (5 sheets anticipated)	2	14	56	56		
f	Details and crossings (3 sheets)	2	5	20	20		
6	Submit six copies to staff/discuss after review by telecon	4	3	12	12		
	SUBTOTAL DIRECT LABOR	13	62	188	104	15	\$50.00

See supporting documentation for breakdown of miscellaneous expenses

SUBTOTAL	\$30,880.00
Total Labor Cost	\$30,880.00
Meeting Expenses	\$50.00
Misc. Expenses	\$234.00
TOTAL TASK 1	\$31,114.00

	RATE	
Principal/Project Manager	\$125.00	13
Project Engineer	\$105.00	62
EIT	\$85.00	188
CADD Tech	\$60.00	104
Secretary	\$35.00	15
Subtotal Raw Labor		
		\$1,625.00
		\$6,510.00
		\$15,880.00
		\$6,240.00
		\$525.00
		\$30,880.00

Key Largo Foremain Design

Task 3	Task Description	Project Manager	Project Engineer	EIT	CADD Tech	Secretary	Expenses
1	Preparation of Construction Documents Final Design						
a	Prepare 60% drawings and specifications						
b	Cover sheet						
c	General Notes Sheet						
d	Location/Key Map - two (2) sheet						
e	Plan sheets (14 anticipated at 1"=40' scale) Double plan only						
f	Plan and profile sheets for commercial area service 1"=40' scale (5 sheets anticipated)						
g	Details (3 sheets)						
h	Provide quality assurance and "Constructability" review						
i	Prepare draft of technical specifications sections including Table of Contents, General Requirements, Bid Schedule, and Measurement and Payment in CSI format.						
j	Provide 6 copies to staff for review/telecon discussion						
k	Prepare written list of comments/submit for verification						
l	Prepare 90% drawings and specifications						
2	Cover sheet						
a	General Notes Sheet						
b	Location/Key Map - two (2) sheets						
c	Plan sheets (14 anticipated at 1"=40' scale) Double plan only						
d	Plan and profile sheets for commercial area service 1"=40' scale (5 sheets anticipated)						
e	Details (3 sheets)						
f	Provide quality assurance and "Constructability" review						
g	Prepare technical specifications sections including Table of Contents, General Requirements, Bid Schedule, and Measurement and Payment in CSI format.						
h	Provide 6 copies to staff for review/telecon discussion						
i	Field Verification of plans with Staff						
j	Prepare written list of comments/submit for verification						
k	Prepare 100% drawings and specifications						
3	Miscellaneous Coordination with FDOT and other utilities in the corridor						
4							
SUBTOTAL DIRECT LABOR		59	112	282	268	67	1100

SUBTOTAL	\$61,530.00
Total Labor Cost	\$61,530.00
Meeting Expenses	\$1,100.00
Misc. Expenses	\$977.30
TOTAL TASK 3	\$63,607.30

RATE	
Project Manager	\$125.00
Project Engineer	\$105.00
EIT	\$85.00
CADD Tech	\$60.00
Secretary	\$35.00
Subtotal Raw Labor	\$7,375.00
	\$11,760.00
	\$23,970.00
	\$16,080.00
	\$2,345.00
	\$61,530.00

**Key Largo
US 1 Forcemain Design**

Task 4	Task Description	Project Manager	Project Engineer	EIT	CADD Tech	Secretary	Subconsultant
Permitting							
1	Prepare and submit FDOT ROW utilization permit application.	1	16	16	2	2	
2	Prepare and submit FDEP wastewater collection/transmission system permit application.	1	4	16	2	2	
SUBTOTAL DIRECT LABOR		2	20	32	4	4	\$0.00

SUBTOTAL	\$5,450.00
Total Labor Cost	\$5,450.00
Subconsultant	\$0.00
Misc Exp.	\$408.70
TOTAL TASK 4	<u>\$5,858.70</u>

Project Manager	RATE	2	\$250.00
Project Engineer	\$125.00	20	\$2,100.00
EIT	\$85.00	32	\$2,720.00
CADD Tech	\$60.00	4	\$240.00
Secretary	\$35.00	4	\$140.00
Subtotal Raw Labor			<u>\$5,450.00</u>

ey Largo
US 1 Forcemain Design

Task 5	Task Description	Project Manager	Project Engineer	EIT	CADD Tech	Secretary	Expenses
	Bidding Assistance						
1	Provide interpretation and clarification of Contract Documents		8			2	
2	Prepare and issue addenda as appropriate to interpret or clarify Contract Documents		8			2	
3	Provide District with a recommendation as to the acceptability of subcontractors, suppliers and other persons and organizations proposed by the bidders for those portions of the work as to which such acceptability is required by the Contract Documents		8			2	
4	Provide District with recommendation concerning the acceptability of substitute materials and equipment proposed by bidder(s) when substitution prior to award of contracts is allowed by the Contract Documents		8			2	
SUBTOTAL DIRECT LABOR		0	32	0	0	8	\$0.00

SUBTOTAL	
Total Labor Cost	\$3,640.00
Expenses	\$3,640.00
	\$0.00
TOTAL TASK 5	\$3,640.00

	RATE	
Project Manager	\$125.00	0
Project Engineer	\$105.00	32
EIT/Design Engineer	\$85.00	0
CADD Tech	\$60.00	0
Secretary	\$35.00	8
Subtotal Raw Labor		
	\$0.00	
	\$3,360.00	
	\$0.00	
	\$0.00	
	\$280.00	
	<u>\$3,640.00</u>	

**Key Largo
US 1 Forcemain Design**

Task #	Task Description	Project Manager	Project Engineer	EIT	CADD Tech	Secretary	Subconsultant
1	Engineering Design Services During Construction Organize, attend and conduct pre-construction conference Provide 15 sets of "Confirmed Documents"						
2	Provide weekly site visits for the project for the purpose of determining if the work is proceeding in accordance with the construction permit and approved plans and specifications. On-site inspections will be limited to two hours per week for the duration that the water and wastewater utilities are being installed. Engineer will advise the County of any defect or deficiency in the work. The Engineer estimates that a total eight (8) site visits will be performed. This activity is a requisite for FDEP certification. The Engineer will also provide a written monthly summary of utilities construction activities and work completed.						
3							
4	Review shop drawings, submittals and testing for conformance Provide clarification and interpretation of the contract documents when requested. A total of five (5) RFIs are anticipated Evaluate any requests for changes to the contract up to one (1) change orders						
5	Upon request from the County, conduct substantial completion inspection/prepare punch list						
6	Prepare and provide record drawings based on field as-built data provided by the contractor or County RPR. The Engineer will provide a set of mylars, one set of signed and sealed record drawings and one set of electronic files. The Engineer will also provide a set of .tif files to the county.						
7	Prepare and submit the FDOT project certification of completion. Prepare and submit the FDEP project certification of completion for wastewater.						
8							
9							
10							
SUBTOTAL DIRECT LABOR		0	0	0	0	0	\$0.00

See supporting documentation for breakdown of miscellaneous expenses

SUBTOTAL				\$0.00
Total Labor Cost				\$0.00
Subconsultant				\$0.00
Misc Expenses				\$0.00
TOTAL TASK 6				\$0.00

	RATE	
Project Manager	\$125.00	0
Project Engineer	\$105.00	0
EIT/Design Engineer	\$85.00	0
CADD Tech	\$60.00	0
Secretary	\$35.00	0
Subtotal Raw Labor		\$0.00

MISCELLANEOUS EXPENSES

Key Largo US 1 Forcemain Design										
ITEM DESCRIPTION	COST	UNIT	TASK 1		TASK 2		TASK 3		TASK 4	
			Qty	Ext	Qty	Ext	Qty	Ext	Qty	Ext
Photocopies 8 1/2 x 11	\$0.05	Sheet	30	\$1.50			2000	\$100.00	300	\$15.00
Photocopies 11x 17	\$0.20	Sheet						\$0.00		
Standard plot	\$6.40	Sheet	26	\$166.40			78	\$498.20	26	\$166.40
Blueprinting 24" x 36"	\$0.60	Sheet	104	\$62.40			624	\$374.40	312	\$187.20
Mylar plot	\$8.00	Sheet								
Half size plots	\$1.40	Sheet								
Mileage	\$0.32	Mile							26	\$36.40
Color Flyer 8 1/2 x 11 double sided	\$1.70	Each								
Color Plot 24" x 36"	\$36.00	Sheet								
Postage	\$0.37	Letter	10	\$3.70			10	\$3.70	10	\$3.70
Scanned Images	\$1.10	Sheet								
Digital Camera	\$10.00	Ea Use								
Diskette	\$3.50	Disk								
Video Camera	\$15.00	Ea Use								
TOTALS				\$234.00		0		\$977.30		\$408.70

We have included four trips in the design portion at an expense cost of \$1000 per trip. Any additional trips required will be provided at this rate.

Key Largo US 1 Forcemain Design			
TASK SUMMARY			
LUMP SUM TASKS			
TASK 1	30% SUBMITTAL		\$31,114.00
TASK 2	SURVEY		BY OTHERS
TASK 3	PREPARATION OF CONSTRUCTION DOCUMENTS		\$63,607.30
TASK 4	PERMITTING ASSISTANCE		\$5,858.70
TASK 5	BIDDING ASSISTANCE		\$3,640.00
TOTAL LUMP SUM PROJECT COST			\$104,220.00

Key Largo US 1 Forcemain Design						
Fixed Fee Services						
Item Description	Project Manager	Project Engineer	EIT	CADD Tech	Secretary	Total
Total Manhours (See Task Breakdown)	74	226	502	376	94	1272
Raw Labor Wage Rate (\$/hr)	\$125.00	\$105.00	\$85.00	\$60.00	\$35.00	
Total Raw Labor Cost	\$9,250.00	\$23,730.00	\$42,670.00	\$22,560.00	\$3,290.00	\$101,500.00
Total Labor Cost						\$101,500.00
Survey						\$0.00
Expenses						\$2,720.00
Aerials						\$0.00
TOTAL FIXED FEE AMOUNT						\$104,220.00

Forcemain Design and Bidding Schedule		
TASK	START DATE	DUE DATE
Notice to Proceed	June 1, 2005	
<u>SURVEY AND DESIGN</u>		
Receipt of Survey		July 15, 2005
Forcemain Design	June 1, 2005	
Gravity Design MM 104 to 105	July 18, 2005	
30% Design/Plan Preparation	July 18, 2005	August 5, 2005
30% Plan Submittal		August 5, 2005
Review of 30% Submittal	August 8, 2005	August 12, 2005
60% Design/Plan Preparation	August 8, 2005	August 26, 2005
60% Plan Submittal		August 26, 2005
Review of 60% Submittal	August 29, 2005	September 2, 2005
90% Design/Plan Preparation	August 29, 2005	September 16, 2005
90% Plan Submittal		September 16, 2005
Review of 90% Submittal	September 19, 2005	September 23, 2005
100% Design Preparation	September 26, 2005	September 30, 2005
100% Design Submittal		September 30, 2005
<u>PERMITTING and BIDDING</u>		
Submit Permit Packages for signature		September 16, 2005
Submit Permit Packages to agencies		September 30, 2005
FDEP Permit Review	September 30, 2005	October 30, 2005
FDOT Permit Review	September 30, 2005	October 30, 2005
Respond to Requests for Additional Information	October 31, 2005	November 4, 2005
Advertise for Bids		November 4, 2005
FDEP Permit Review	November 7, 2005	December 2, 2005
FDOT Permit Review	November 7, 2005	December 2, 2005
Receive Permit	December 5, 2005	
Bid Date		December 15, 2005

Notes:

- 1) The 30% and 60% reviews would be conducted during the design process, i.e. the work will continue while we are awaiting comments in order to expedite the process.
- 2) The 90% will be completed before preparation of the 100% drawings.
- 3) The 90% drawings will be "ready for bids".
- 4) Permit review assumes one RAI from the review agency.

KEY LARGO WASTEWATER TREATMENT DISTRICT
Agenda Request Form

Meeting Date: May 26, 2005

Agenda Item No. M-7

☐ PUBLIC HEARING

☐ RESOLUTION

☐ DISCUSSION

☐ BID/RFP AWARD

☒ GENERAL APPROVAL OF ITEM

☐ CONSENT AGENDA

☐ Other:

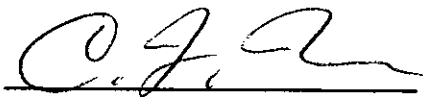
SUBJECT: Sexton Cove Transmission Line Engineer


RECOMMENDED MOTION/ACTION: Approval of Work Authorization No. 1 for CPH Engineers

Approved by General Manager

Date:

5-26-05



Originating Department: General Manager	Costs: \$ Funding Source: Acct. #	Attachments: Work Authorization No. 1
Department Review: <input type="checkbox"/> District Counsel <input checked="" type="checkbox"/> General Manager  <input type="checkbox"/> Finance	<input checked="" type="checkbox"/> Engineering <u>EC</u> <input type="checkbox"/> Clerk	Advertised: Date: _____ Paper: _____ <input checked="" type="checkbox"/> Not Required
	All parties that have an interest in this agenda item must be notified of meeting date and time. The following box must be filled out to be on agenda.	Yes I have notified everyone _____ or Not applicable in this case _____ Please initial one.

Summary Explanation/Background: CPH Engineers will provide Design Services for the force-main along the US 1 corridor north to Sexton Cove. Surveying for this project will be covered by a separate work authorization.

Resulting Board Action:

☐ Approved

☐ Tabled

☐ Disapproved

☐ Recommendation Revised

Work Authorization No. 1

Professional Services Agreement
Between the

Key Largo Wastewater Treatment District Utility District, a legal entity and public body
created by Chapter 02-337, Laws of Florida, 2003

And

CPH Engineers, Inc.

A. Summary of Services to be Rendered

Final design services for the forcemain along the US 1 Corridor north of the
WWTP and the sewerage collection systems for the commercial section MM
104 to MM105 (Gulf side); more fully described in the attached proposal.

B. Project Cost

Not to exceed fee of \$104,220.00. Fee schedule is attached.

C. Schedule:

Schedule attached.

CPH Engineers,
Terry M. Zaudtke, P.E., DEE
Chief Operating Officer

KLWTD Chairman

Certification that Sufficient Funds are Available:

Financial Officer

General Manager

Forcemain Design Scope

SECTION 1 - GENERAL

1.0 General

The purpose of this proposal is to authorize the Engineer to prepare design documents and assist the Owner in the permitting process for the forcemain along US 1. The forcemain design will be based on flows for each connection as previously determined by other consultants. KLWTD and/or their engineer will provide us with the data and information available to date for this project. We will use this information to develop the line size needed along the forcemain route. No additional planning or evaluations will be performed to determine the flow rates for this line.

We have been informed that all commercial sites over a 1000 gallon per day capacity are required to connect to the forcemain and we will provide 13 crossing connections as identified in our meeting and on the aerial supplied for those commercial entities and future residential subdivision connections on the Gulf side of US 1. Commercial entities over 1000 gallons per day will connect by a lift station which will be designed and be the responsibility of the commercial entity. We will also supply an analysis of the sewerage service options of the commercial entities on the Gulf side from mile marker 104 +/- to mile marker 105 +/- . This is an area with a narrow strip of commercial entities. Some of these establishments will not be over the 1000 gpd criteria and there are no adjacent subdivisions to serve the area. All other commercial establishments will be connected via the basin collection systems where possible and are not included in this proposal. In some cases, they may connect to an adjacent commercial system lift station. These establishments will be identified and their location provided to the Engineer by the District or its consultants.

We will develop a SewerCad model for the northern part of the island. Utilizing the previous data and the approximate connection points, we will develop a model that will be used to size the forcemain in accordance with normal engineering standards for forcemains and the associated flows. No new planning level studies will be performed. Sizing and flow rates will be based on existing information.

The plans will be based on a 1 inch equals 40 scale and will be double plan with no continuous profile. This scale was selected based on the requirement of the FDOT for half size prints. A smaller scale would not be readable on half size drawings. At critical utility crossings, a profile view will be provided as a detail where existing utility elevational information is known and typical details will be provided for all routine conditions.

It has been determined by others that the best location of the forcemain will be along the Atlantic Ocean side of US 1. We will survey this half right of way. We will also survey 13 crossings (as indicated on the aerial provided to our offices) to pick up the commercial tracts on the other side of the roadway. No finished floor elevations of buildings will be provided. We will

only design a stub-out with a valve set at a 36 inch depth of cover for future connection.

SECTION 2

DETAILED DESCRIPTION OF THE SCOPE OF SERVICES

2.0 Scope of Services

The Engineer will assist the KLWTD in preparing Design Documents as described herein. The following items are included and we have attached a detailed manhour breakdown for this work:

TASK 1 - 30% Submittal and Preliminary Engineering

The Engineer will gather or be provided with existing data. The Engineer has downloaded the Monroe County Master Wastewater Plan which will serve as the basis of all planning/design efforts. In addition, the District will provide us with data and information from other consultants employed by the District for this and associated projects. The Engineer will obtain record drawings from the FCAA and FDOT for the US 1 corridor. We will also contact other utilities such as the electric power company, cable, telephone and gas. We will use this information to develop the design and alignment of the forcemain.

We will develop a SewerCad model for the forcemain to serve the northern part of the island. Utilizing the previous data and the approximate connection points shown on the aerial provided, we will develop a model that will be used to size the forcemain in accordance with normal engineering standards for forcemains and the associated flows. Such parameters include an average daily flow (ADF) based on 167 gpd per EDU (this is the county-wide flow standard) and/or the consumptive use records based on the information supplied to us by KLWTD from the FCAA; a peaking factor for the lift station of 4.0 times the ADF; and a maximum velocity in the forcemain of 5 feet per second (fps). We will also run a time variant analysis of the forcemain system using a typical diurnal flow pattern contained within the SewerCad program. This will allow us to design the most cost effective forcemain for the available data/conditions.

Upon receipt of the survey information, the ENGINEER will prepare an analysis of the commercial tract along US 1 on the Gulf side from MM 104 +/- to MM 105 +/- . We will use the survey data to determine the topography of the area and how best to serve this area either by a small gravity system to a lift station, utilize a joint lift station with a larger user or utilize individual grinder lift stations. A letter report will be provided on our findings and approval of the recommended solution will be provided by the Owner. A

field trip to investigate the area will also be required. Upon approval of the recommendation the ENGINEER will proceed with the design of a system to serve the area with a connection to the forcemain. The system will be designed to be installed within public rights of way only and we will not provide easements on private property. We will recommend any property acquisition needs to the District. The preliminary design and submittal will include plan view only, but the final design will be based on plan and profile drawings at a 1"= 40' scale. We estimate five (5) sheets will be required for this area. We have listed this area as a separate task and it assumes that it will be authorized with the forcemain work.

Upon receipt of the survey information, the ENGINEER will prepare a preliminary layout of the proposed forcemain. The 30% plans submittal will be plan view only and the sheets will be utilized in a meeting with the OWNER via telephone.

TASK 2 – Survey and Geotechnical Investigations

- A. Survey – This work will be performed by others and will be provided to the ENGINEER. Survey shall be performed to State Standards as per Chapter 61G17-6 of the Florida Administrative Code. The Engineer requests the option to review the survey scope of services.
- B. Geotechnical - We have not allocated any time or budget for geotechnical investigations for the project. If such investigations are required, they can be provided in a revised scope.

TASK 3 – Preparation of Construction Documents

- A. The ENGINEER will prepare the project construction documents. These documents will include all required plan views and all necessary construction details and notes for the project. The construction documents will also include preparation of the construction specification documents for the project. The ENGINEER will submit five (5) sets of construction documents to the KLWTD for review and comment at the 60% and 90% complete levels. The 60% plans submittal will be utilized in a review meeting with the OWNER. The meeting will take place via telephone. The 90% level of completion of the construction documents shall be at a level to allow the project to be bid.
- B. The 90% plans submittal will be utilized in a review meeting with the OWNER. The meeting will take place via telephone.
- C. Following the 90% review by the KLWTD, the ENGINEER will prepare and submit five (5) sets of 100% complete construction documents. Included with this submittal will be the submission of the electronic drawing files and the technical specifications.

The drawing files will be submitted in AutoCAD release 2004 format, and the technical specifications will be submitted in Microsoft Word format.

- D. The ENGINEER will submit an Engineers Opinion of Probable Construction Cost for the project based on the 100% plan set.

TASK 4 - Permitting

The ENGINEER shall prepare and submit required permit applications associated with the project to FDEP wastewater permit and the FDOT ROW utilization permit. The ENGINEER shall respond to request(s) for additional information (RAI) received as a result of the submittal packages. All permit fees shall be paid by the OWNER directly to the agency.

TASK 5 – Bidding Assistance

The base contract identifies the required tasks for bidding services. The following tasks are included in this proposal:

- A. Provide interpretation and clarification of Contract Documents during bidding;
- B. Prepare and issue addenda as appropriate to interpret or clarify Contract Documents;
- C. Provide District with a recommendation as to the acceptability of subcontractors, suppliers and other persons and organizations proposed by the bidders for those portions of the work as to which such acceptability is required by the Contract Documents;
- D. Provide District with recommendation concerning the acceptability of substitute materials and equipment proposed by bidder(s) when substitution prior to award of contracts is allowed by the Contract Documents.

TASK 6 – Construction Administration

- A. The ENGINEER has the ability to provide construction administration services and can provide a separate proposal to the District if requested.

We are providing a detailed cost proposal spreadsheet that outlines the man-hours and sub-consultant costs for each task of the project. We understand that the project is of high importance and we will do what is necessary to assist the AUTHORITY in meeting the schedule.

The forcemain design will be a stand alone project and can be bid ahead of the collection systems.

**Key Largo
US 1 Forcemain Design**

Task 1	Task Description	Project Manager	Project Engineer	EIT	CADD Tech	Secretary	Expenses
1	30% Submittal and Preliminary Engineering						
a	Gather data from previous reports and analyze for use in the design	1	4	8		2	
b	Obtain FDOT plans						
c	Obtain FKAAs plans						
d	Obtain other utility plans						
e	Review master plan						
2	Prepare SewerCad model and analyze system	2	8	32		2	
3	Prepare design and design calculations	2	8	32		2	
4	Analyze sewerage options and prepare design for commercial section includes field trip						
5	Prepare 30% drawings and specifications submittal		8	24			
a	Cover sheet		2		4		
b	General Notes Sheet		2		4		
c	Location/Key Map (2 sheets)		2		4		
d	Plan sheets (14 anticipated at 1"-40' scale)- Double Plan only		4	4	8	2	
e	Plan and profile sheets for commercial area service 1"-40' scale (5 sheets anticipated)	2	14	56			
f	Details and crossings (3 sheets)	2	5	20			
6	Submit six copies to staff/discuss after review by telecon	4	3	12			
	SUBTOTAL DIRECT LABOR	13	62	188	104	15	\$50.00

See supporting documentation for breakdown
of miscellaneous expenses

SUBTOTAL	\$30,880.00
Total Labor Cost	\$30,880.00
Meeting Expenses	\$50.00
Misc. Expenses	\$234.00
TOTAL TASK 1	\$31,114.00

	RATE	
Principal/Project Manager	\$125.00	13
Project Engineer	\$105.00	62
EIT	\$85.00	188
CADD Tech	\$60.00	104
Secretary	\$35.00	15
Subtotal Raw Labor		
		\$1,625.00
		\$6,510.00
		\$15,880.00
		\$6,240.00
		\$525.00
		\$30,880.00

Key Largo
Forcemain Design

Task 3	Task Description	Project Manager	Project Engineer	EIT	CADD Tech	Secretary	Expenses
1	Preparation of Construction Documents Final Design						
a	Prepare 60% drawings and specifications						
b	Cover sheet	1	1	2	2	1	
c	General Notes Sheet	1	1	2	4	1	
d	Location/Key Map - two (2) sheet	1	1	2	4	1	
e	Plan sheets (14 anticipated at 1"=40' scale) Double plan only	7	14	56	84		
f	Plan and profile sheets for commercial area service 1"=40' scale (5 sheets anticipated)						
g	Details (3 sheets)	2.5	5	30	30		
h	Provide quality assurance and "Constructability" review	16	3	4	4		
i	Prepare draft of technical specifications sections including Table of Contents, General Requirements, Bid Schedule, and Measurement and Payment in CSI format	1	4	8		4	
j	Provide 6 copies to staff for review/telecon discussion	1	4				
k	Prepare written list of comments/submit for verification	1	2				\$50.00
2	Prepare 80% drawings and specifications					2	
a	Cover sheet						
b	General Notes Sheet	1	1	2	2	1	
c	Location/Key Map - two (2) sheets	1	1	2	4	1	
d	Plan sheets (14 anticipated at 1"=40' scale) Double plan only	7	14	56	56		
e	Plan and profile sheets for commercial area service 1"=40' scale (5 sheets anticipated)						
f	Details (3 sheets)	2.5	5	30	30		
g	Provide quality assurance and "Constructability" review	16	3	4	4		
h	Prepare technical specifications sections including Table of Contents, General Requirements, Bid Schedule, and Measurement and Payment in CSI format	1	16	32		40	
i	Provide 6 copies to staff for review/telecon discussion	1	4	8			\$50.00
j	Field Verification of plans with Staff	1	4	4		2	
k	Prepare written list of comments/submit for verification	1	4	4		2	\$1,000.00
3	Prepare 100% drawings and specifications						
4	Miscellaneous Coordination with FDOT and other utilities in the corridor	1	16	24	40	4	
SUBTOTAL DIRECT LABOR		59	112	282	288	67	1100

SUBTOTAL		\$61,530.00
Total Labor Cost		\$61,530.00
Meeting Expenses		\$1,100.00
Misc. Expenses		\$977.30
TOTAL TASK 3		\$63,607.30

	RATE	
Project Manager	\$125.00	59
Project Engineer	\$105.00	112
EIT	\$85.00	282
CADD Tech	\$60.00	268
Secretary	\$35.00	67
Subtotal Raw Labor		\$7,375.00
		\$11,760.00
		\$23,970.00
		\$16,080.00
		\$2,345.00
		\$61,530.00

**Key Largo
US 1 Forcemain Design**

Task 4	Task Description	Project Manager	Project Engineer	EIT	CADD Tech	Secretary	Subconsultant
Permitting							
1	Prepare and submit FOOT ROW utilization permit application.	1	16	16	2	2	
2	Prepare and submit FDEP wastewater collection/transmission system permit application.	1	4	16	2	2	
SUBTOTAL DIRECT LABOR		2	20	32	4	4	\$0.00

SUBTOTAL	\$5,450.00
Total Labor Cost	\$5,450.00
Subconsultant	\$0.00
Misc Exp.	\$408.70
TOTAL TASK 4	\$5,858.70

	RATE	
Project Manager	\$125.00	2
Project Engineer	\$105.00	20
EIT	\$85.00	32
CADD Tech	\$60.00	4
Secretary	\$35.00	4
Subtotal Raw Labor		
		\$250.00
		\$2,100.00
		\$2,720.00
		\$240.00
		\$140.00
		<u>\$5,450.00</u>

**Key Largo
US 1 Forcemain Design**

Task 5	Task Description	Project Manager	Project Engineer	EIT	CADD Tech	Secretary	Expenses
	Bidding Assistance						
1	Provide interpretation and clarification of Contract Documents		8			2	
2	Prepare and issue addenda as appropriate to interpret or clarify Contract Documents		8			2	
3	Provide District with a recommendation as to the acceptability of subcontractors, suppliers and other persons and organizations proposed by the bidders for those portions of the work as to which such acceptability is required by the Contract Documents		8			2	
4	Provide District with recommendation concerning the acceptability of substitute materials and equipment proposed by bidder(s) when substitution prior to award of contracts is allowed by the Contract Documents		8			2	
SUBTOTAL DIRECT LABOR		0	32	0	0	8	\$0.00

SUBTOTAL	
Total Labor Cost	\$3,640.00
Expenses	\$3,640.00
TOTAL TASK 5	\$0.00
	\$3,640.00

	RATE	
Project Manager	\$125.00	0
Project Engineer	\$105.00	32
EIT/Design Engineer	\$85.00	0
CADD Tech	\$60.00	0
Secretary	\$35.00	8
Subtotal Raw Labor		
	\$0.00	
	\$3,360.00	
	\$0.00	
	\$0.00	
	\$280.00	
	<u>\$3,640.00</u>	

Key Largo US 1 Forcmain Design						
Task #	Task Description	Project Manager	Project Engineer	EIT	CADD Tech	Secretary Subconsultant
1	Engineering Design Services During Construction					
2	Organize, attend and conduct pre-construction conference Provide 15 sets of "Confirmed Documents"					
3	Provide weekly site visits for the project for the purpose of determining if the work is proceeding in accordance with the construction permit and approved plans and specifications. On-site inspections will be limited to two hours per week for the duration that the water and wastewater utilities are being installed. Engineer will advise the County of any defect or deficiency in the work. The Engineer estimates that a total eight (8) site visits will be performed. This activity is a requisite for FDEP certification. The Engineer will also provide a written monthly summary of utilities construction activities and work completed.					
4	Review shop drawings, submittals and testing for conformance					
5	Provide clarification and interpretation of the contract documents when requested. A total of five (5) RFIs are anticipated.					
6	Evaluate any requests for changes to the contract up to one (1) change orders.					
7	Upon request from the County, conduct substantial completion inspection/prep punch list					
8	Prepare and provide record drawings based on field as-built data provided by the contractor or County RPR. The Engineer will provide a set of mylars, one set of signed and sealed record drawings and one set of electronic files. The Engineer will also provide a set of lit files to the county.					
9	Prepare and submit the FDOT project certification of completion.					
10	Prepare and submit the FDEP project certification of completion for wastewater.					
SUBTOTAL DIRECT LABOR		0	0	0	0	\$0.00

See supporting documentation for breakdown
of miscellaneous expenses

SUBTOTAL		\$0.00
Total Labor Cost		\$0.00
Subconsultant		\$0.00
Misc. Expenses		\$0.00
TOTAL TASK 6		\$0.00

RATE		
Project Manager	\$125.00	0
Project Engineer	\$105.00	0
EIT/Design Engineer	\$85.00	0
CADD Tech	\$80.00	0
Secretary	\$35.00	0
Subtotal Raw Labor		\$0.00

MISCELLANEOUS EXPENSES

Key Largo US 1 Forcemain Design												
ITEM DESCRIPTION	COST	UNIT	TASK 1		TASK 2		TASK 3		TASK 4		Qty	Ext
			Qty	Ext	Qty	Ext	Qty	Ext	Qty	Ext		
Photocopies 8 1/2 x 11	\$0.05	Sheet	30	\$1.50			2000	\$100.00	300	\$15.00		
Photocopies 11 x 17	\$0.20	Sheet						\$0.00				
Standard plot	\$6.40	Sheet	26	\$166.40			78	\$99.20	26	\$166.40		
Blueprinting 24" x 36"	\$0.60	Sheet	104	\$62.40			624	\$174.40	312	\$187.20		
Mylar plot	\$8.00	Sheet										
Half size plots	\$1.40	Sheet							26	\$36.40		
Mileage	\$0.32	Mile										
Color Flyer 8 1/2 x 11 double sided	\$1.70	Each										
Color Plot 24" x 36"	\$36.00	Sheet										
Postage	\$0.37	Letter	10	\$3.70			10	\$3.70	10	\$3.70		
Scanned Images	\$1.10	Sheet										
Digital Camera	\$10.00	Ea Use										
Diskette	\$3.50	Disk										
Video Camera	\$15.00	Ea Use										
TOTALS				\$234.00		0		\$977.30		\$408.70		

We have included four trips in the design portion at an expense cost of \$1000 per trip. Any additional trips required will be provided at this rate.

Key Largo US 1 Forcemain Design	
TASK SUMMARY	
LUMP SUM TASKS	
TASK 1	30% SUBMITTAL
TASK 2	SURVEY
TASK 3	PREPARATION OF CONSTRUCTION DOCUMENTS
TASK 4	PERMITTING ASSISTANCE
TASK 5	BIDDING ASSISTANCE
TOTAL LUMP SUM PROJECT COST	
\$104,220.00	
\$31,114.00	
BY OTHERS	
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