

October 19th

2005

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

AGENDA



**Wednesday, October 19, 2005 at 5:00 PM
98880 Overseas Hwy
Key Largo, FL 33037**

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

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

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

**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. PUBLIC COMMENT

F. COMMISSIONERS ROUND TABLE

G. COMMISSIONER ITEMS

1. Florida Keys Water Quality Funding (Commissioner Patton)

TAB 1

H. BULK ITEMS

I. ACTION ITEMS

- | | |
|---|--------------|
| 2. Sexton Cove/Lake Surprise Collection System Engineering Work Order | TAB 2 |
| 3. Regional Treatment Plant Engineering Work Order | TAB 3 |
| 4. KLWTD Commission Meeting Minutes of Sept. 21 & Oct. 5, 2005 | TAB 4 |
| 5. Medical Plan for District Employees | TAB 5 |

J. DISCUSSION ITEMS

- | | |
|--|--------------|
| 6. Personnel Issues | TAB 6 |
| 7. Work Order for completion of District Wastewater Plan | TAB 7 |

K. LEGAL ITEMS

L. STATUS REPORTS

M. ADJOURNMENT

TAB 1

KEY LARGO WASTEWATER TREATMENT DISTRICT
Agenda Request Form

Meeting Date: Oct. 19, 2005

Agenda Item No. 1

☐ PUBLIC HEARING

☐ RESOLUTION

☒ DISCUSSION

☐ BID/RFP AWARD

☐ GENERAL APPROVAL OF ITEM

☐ CONSENT AGENDA

☐ Other:

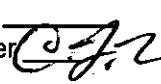
SUBJECT: Federal Funding

RECOMMENDED MOTION/ACTION: Discussion of Federal Funding

Approved by General Manager

Date: 10-14-05



Originating Department: Commissioner Patton	Costs: Approximately \$ Funding Source: Acct.	Attachments: E-mails Decision Document for FKWQIP
Department Review: <input type="checkbox"/> District Counsel <input checked="" 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: Commissioner Patton placed this item on the agenda.

Resulting Board Action:

☒ Approved

☐ Tabled

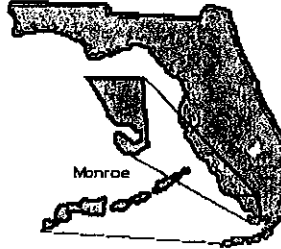
☐ Disapproved

☐ Recommendation Revised

**Decision Document for
Florida Keys Water Quality Improvement Program (FKWQIP)
Regional Wastewater Treatment and Collection Facility
Key Largo, Florida**

AUTHORITY

In accordance with Public Law 106-554, Section 109, Florida Keys Water Quality Improvements Act dated December 21, 2000, the U.S. Army Corps of Engineers (Corps) is authorized to provide technical and financial assistance to carry out projects for the planning, design and construction of treatment works to improve water quality in the Florida Keys National Marine Sanctuary.



NON-FEDERAL SPONSOR

The FKWQIP is a cooperative effort between the Corps (lead Federal agency) and municipalities of Monroe County located in the Florida Keys (non-Federal Sponsors). For this project the Key Largo Wastewater Treatment District (hereinafter the "District") is the non-Federal sponsor. The District is represented by, Charles Brooks, Board Member. The project will occur in the City of Key Largo, Key Largo Wastewater Treatment District A Special District in Monroe County. Monroe County is shown on the map above.

Formatted

DESCRIPTION OF THE PROJECT

This project is a design/build project to include a central wastewater system to serve the Key Largo Wastewater Treatment District. The system is projected to serve 8,988 equivalent dwelling units (one unit equals a household of 2.3 persons generating about 145 gallons of effluent per day) by 2015 and will include wastewater collection, transmission, treatment, effluent disposal, and two alternatives for providing reclaimed water service. It is anticipated that the collections system will include conventional gravity sewers with conventional sewage pumping stations, or vacuum sewers with vacuum and pumping stations, or a combination of vacuum and conventional collections systems (hybrid system). A 2.25 million gallons per day (MGD) advanced wastewater treatment plant (AWT) will be located at mile marker (MM) 100.5 opposite Key Largo Park. The proposed wastewater treatment facility would be constructed on approximately 2.6 acres ocean side of U.S. 1 and adjacent to an existing Florida Keys Aqueduct Authority facility. Effluent disposal will be via deep injections wells. Residual solids will be digested, thickened and transported to one of three Monroe County Solid Waste Transfer Stations and subsequently transported to the Miami-Dade Water and Sewer Department South District WWTF in Florida City.

Design Criteria

As described within the conceptual plan, the following design criteria will apply:

- A. Gravity Sewer Laterals: 4-inch to 6-inch Schedule 21 or SDR 26 PVC at 1% slope
- B. Vacuum Valve Pits: Maximum of 4 connections per pit
- C. Vacuum Mains: 3-inch to 12-inch PVC SDR 21, 0.20% minimum slope, 500-feet maximum between lifts
- D. Vacuum Pump Station: Sized based on peak hour flows, minimum 1,000 gallon tank
- E. Gravity Sewer Mains: 8-inch to 10-inch PVC SDR 26 at 0.4% and 0.28% slopes, respectively as per Florida Department of Environmental Protection (FDEP) standard
- F. Lift Stations: Duplex submersible pumps sized for peak hour flow, 4-foot diameter minimum wet well.
- G. Master Lift Stations: Submersible or horizontal, non-clog sewage pumps sized for peak hour flow, 8-foot to 12-foot diameter wet wells, permanent generator required.
- H. Force Mains: 6-inch to 30-inch PVC SDR 14/DIP class 51, 2.0 feet per second minimum velocity
- I. Reclaimed Water Transmission System: 6-inch to 30-inch PVC SDR 14/DIP class 51, 2.0 feet per second minimum velocity
- J. Treatment Plant:

- 1) *Effluent Limits*: The proposed treatment plant will be designed to meet advanced wastewater treatment (AWT) effluents as outlined below and as required by the Monroe County Sanitary Wastewater Master Plan for new wastewater treatment plants in the Keys for wastewater flows greater than 0.10 MGD on an average daily basis:

- BOD5 = 5 mg/L
- TSS = 5 mg/L
- TN = 3 mg/L
- TP = 1 mg/L
- Disinfection = 200 colonies per 100 ml of sample (basic-level)

- 2) *Treatment Plant Redundancy*: RFP requires multiple units or trains as required to meet FDEP system reliability requirements.
- 3) *Flow Equalization*: RFP requires storage tank with a minimum volume of the peak hour flow.
- 4) *Biological Nutrient Removal (BNR)*: RFP identifies three acceptable alternatives:

- Bardenpho process with alum addition and filtration
- Membrane bio-reactor (MBR) with alum addition
- Sequencing Batch Reactor (SBR) with alum addition and filtration
- Upflow Sludge Blanket Filtration (USBF) with alum addition and filtration

- 5) *Effluent Disinfection:* Basic-level disinfection as defined by FDEP
- 6) *Deep Injection Wells:* Minimum of two (2) wells and monitoring wells. Well must meet both FDEP Class I reliability standards and FDEP Underground Injection Control (UIC) Class I well requirements.
- 7) *Reclaimed Water:* All public access and restricted access reclaimed water use shall be in accordance with the requirements of Chapter 62-610 Florida Administrative Code (FAC). Public access reclaimed water shall meet the requirements of high level disinfection per FAC 62-600.440 (5).
- 8) *Residuals Treatment:* Digestion and thickening

Applicable Codes and Permitting Requirements

Major permits that will be required for the project are addressed in the RFP and include the following:

- FDEP Injection Well permit
- FDEP Domestic Wastewater Collection /Transmission System Permit
- FDEP Wastewater Facilities Permit
- Florida Department of Transportation Utility Permit for work in U.S. 1 right of way
- FDEP/South Florida Water Management District (SFWMD) Environmental Resource Permit
- SFWMD Stormwater Permit
- Army Corps of Engineers (ACOE) Dredge and Fill Permit
- Federal Emergency Management (FEMA)/Monroe County Flood Plain Permit
- United States Fish and Wild Life Service Threatened and Endangered Species Permit

Appendix D of the FKWQIP Programmatic Environmental Impact Statement includes the full list of priority projects selected to receive FKWQIP funding as determined by the Program Delivery Team (PDT) using its readiness-to-proceed criteria. Among those listed is the Key Largo Regional Wastewater Treatment Project. This project has a readiness-to-proceed score equal to 20 of 20 and meets all requirements established by the PDT for implementation.

IMPLEMENTATION RESPONSIBILITIES

The Corps as the Federal sponsor is responsible for providing funding and technical assistance, if requested, to ensure project implementation. The non-Federal sponsor is responsible for the actual planning, design, construction and operations and maintenance of the regional wastewater treatment and collection system. A private contractor will be retained to undertake the actual construction activities described for this project. During implementation of the FKWQIP Corps representatives coordinated with Florida Keys Water Quality Steering Committee and the South Florida Ecosystem Task Force and other State and local agencies as required by the enabling

legislation through discussions and presentations about procedures being implemented to guide the program and the NEPA process.

Administrative and management cost associated with implementation of the FKWQIP incurred by the Federal Government will be funded from the \$100 million dollars authorized by the Florida Keys Water Quality Improvements Act. Each municipality will be assigned its portion of the management cost based on its share of program funding. For Key Largo, the anticipated share of management and administrative cost is estimated to be 29.5 percent of the total administrative and management costs. It is understood that this cost will be taken out of the amount of money designated as the Federal portion.

FINANCIAL CAPABILITY OF SPONSOR

The Key Largo Wastewater Treatment District Board is charged with the management and operation of wastewater collection and treatment. Based on the Florida Keys Water Quality Improvements Act of 2000 the cost share ratio is 65% Federal and 35% non-Federal. The non-Federal matching funds will be sourced from the District's operating budget and state revolving funds. Key Largo has the matching funds available and is awaiting allocation of FKWQIP funding to complete this project. The completed project will be owned, operated and maintained by the Key Largo Wastewater Treatment District.

ENVIRONMENTAL COMPLIANCE.

National Environmental Policy Act (NEPA)-Under NEPA of 1969 and the Council on Environmental Quality (CEQ) regulations implementing NEPA (40 Code of Federal Regulations [CFR] Parts 1500 to 1508), the Corps must consider the environmental consequences of proposed Federal actions (projects). Accordingly, the Corps has prepared a Programmatic Environmental Impact Statement (PEIS) to evaluate the environmental consequences of implementing a wide range of projects under the FKWQIP designed to improve water quality and protect water resources in the Florida Keys National Marine Sanctuary. Because the affected environment and environmental consequences are addressed in general terms in the PEIS, project-specific NEPA documentation is required for project level actions. Tiering down from the PEIS, an environmental assessment has been prepared for the Key Largo wastewater project and a Finding of No Significant issued (see attached).

Applicable Wastewater Treatment Standards-A technical review of the proposed project was performed and the project was found to be in compliance with all relevant and applicable environmental regulations as defined below and described in the Final Environmental Assessment. As part of this effort, the Corps conducted a review to ensure compliance with State mandated 2010 wastewater treatment standards. The proposed treatment plant will be designed to meet BAF AWT effluent limits as outlined below and as required by the Monroe County Sanitary Wastewater Master Plan for new wastewater treatment plants in the Keys for wastewater flows greater than 0.1 MGD on an average daily basis:

•	BOD5	=	5 mg/L
•	TSS	=	5 mg/L
•	TN	=	3 mg/L
•	TP	=	1 mg/L

Formatted

- Disinfection = 200 colonies per 100 ml of sample (basic-level)

COST

The total project cost is estimated to be \$57,472,222 million of which the FKWQIP will fund \$45,476,923. The non-Federal share of the FKWQIP funding for this project is estimated to be \$15,916,923 and the Federal share is \$29,560,000. Federal participation will be in the form of reimbursement to the non-Federal sponsor in accordance with authorizing legislation. The Key Largo Wastewater Treatment District provided the design and construction estimate in fiscal year 2004 dollars. The breakdown of costs is estimated to be as follows:

Project Phase/Item	Estimated Cost
Engineering, Permitting and Administration	\$3,448,333
Collection System Capital Cost	\$40,517,917
Treatment Plant Capital Cost	\$13,505,972
ESTIMATED TOTAL COST	\$57,472,222

REAL ESTATE

The non-federal sponsor shall not receive credit for the value of lands, easements, or rights of way that are part of the land on which the facility or structure to be improved is located. The current design of the project anticipates the use of existing rights of way or lands currently owned by the Key Largo Wastewater Treatment Board.

SCHEDULE

Presented below is a schedule of activities to complete the Key Largo Project.

Project Phase/Item	Estimated Start	Estimated Finish
Engineering and Permitting		
Collection System Construction		
Treatment Plant Construction		

CRITERIA FOR FEDERAL ASSISTANCE (PER PUBLIC LAW 106-554)

Before a Project Cooperation Agreement (PCA) can be executed with Key Largo Wastewater Treatment District, the following criteria must be met as prescribed by the enabling legislation:

1. *The non-Federal sponsor has completed adequate planning and design activities, as applicable.*

Determination: The Corps conducted a technical review of the proposed District's Wastewater System conceptual plan as contained in the "Request for Proposal" to ensure the proposed design/build approach is technically feasible and complies with applicable state and local regulations, prior to release of federal funds. The Corps determined this project is in full compliance with both the *Monroe County 2010 Comprehensive Plan (1997)* and the 2010 State water quality mandate. The *Monroe County Year 2010 Comprehensive Plan* mandated reductions in nutrient loadings to the marine environment by the year 2010. In 1998, the Florida Governor issued Executive Order (EO) 98-309, directing local and state agencies to coordinate with Monroe County in the implementation of the Year 2010 Comprehensive Plan. As part of the Year 2010 Comprehensive Plan, Monroe County developed a Sanitary Wastewater Master Plan. The stated objective of this master plan was to "develop a plan that would provide an equitable, ecologically sound, and economical implementation strategy for managing wastewater and improving water quality in the Keys."

The Key Largo Service Area was identified in the Monroe County Sanitary Wastewater Master Plan as a high-priority "hot spot" in the Upper Keys area. The Master Plan recommended that a wastewater system be constructed to serve Key Largo. The project described herein, will reduce nutrient and bacterial loading and improve water quality in the area through the construction of a central wastewater system which will eliminate the use of septic tanks and cesspits in the service area. Additionally, four (4) existing packaged treatment plants will be eliminated upon completion of the project. The State of Florida Department of Community Affairs has provided a statement assuring that the proposed project is consistent with the City's adopted comprehensive plan and the Master Plan and supporting the allocation of funding to complete the design and construction of this project

2. *The non-Federal sponsor has completed a financial plan identifying sources of non-Federal funding for the project.*

Determination: The Corps has verified that the non-Federal funding to support this project will be provided by monies obtained from the City's general operating budget and the State of Florida revolving fund, designed to support the funding of municipal infrastructure. There are no additional Federal funds being used to fund the non-Federal portion of this project.

3. *The project complies with—*

- a. *Applicable growth management ordinances of Monroe County, Florida;***
- b. *Applicable agreements between Monroe County, Florida and the State of Florida to manage growth in Monroe County, Florida;***
- c. *Applicable water quality standards.***

Determination: The Corps has verified based on information contained in the Monroe County Sanitary Wastewater Master Plan that this project will not have an impact on population growth within Key Largo. Although the proposed project would support and facilitate planned growth, it would not induce growth and no specific future

development activities are currently identified that would not proceed without the proposed project. The FKWQIP is consistent with Monroe County Rate of Growth Ordinances (ROGOs) designed to control growth and maintain a high standard of living while also protecting remaining natural resources. The ROGOs are based on several conditions, including hurricane evacuation times, public and environmental needs. FKWQIP implementation does not increase permit allocations and would not contribute to or support floodplain development beyond that which is already planned. In addition, as stated above, this project meets the State mandated 2010 treatment standards.

As a result of growing concerns regarding water quality in the Florida Keys, the *Monroe County 2010 Comprehensive Plan* (1997) mandated nutrient levels be reduced in the Keys marine ecosystem by 2010. In 1998 the Florida Governor issued EO 98-309, which directed local and state agencies to coordinate with Monroe County to implement the *Monroe County 2010 Comprehensive Plan* (1997) and eliminate cesspits, failing septic systems, and other substandard on-site sewage systems. In 1999 the Florida Legislature set statutory effluent standards for existing and new wastewater treatment systems in Monroe County. These standards address treatment for several water quality constituents and require BAT standards for flows less than 100,000 gpd and advanced wastewater treatment (AWT) standards for designs greater than 100,000 gpd. The FKWQIP is being implemented to assist Monroe County municipalities achieve these standards by 2010. The proposed project will assist the Key Largo Wastewater Treatment District in achieving these standards and has been found to meet the State mandated 2010 treatment standards.

4. *The project is consistent with the master wastewater and stormwater plans for Monroe County, Florida.*

Determination: Through coordination activities with the District, the Corps has determined that the proposed project is consistent with the existing Monroe County Sanitary Wastewater Master Plan and the *Monroe County 2010 Comprehensive Plan* (1997). The Key Largo Service Area was identified in the Monroe County Sanitary Wastewater Master Plan as a high-priority "hot spot" area in the Upper Keys. The Master Plan recommended that a regional wastewater system be constructed to serve Key Largo and the proposed project is consistent with this recommendation.

RECOMMENDATION

I have weighed the accomplishments to be obtained from the implementation of the FKWQIP, specifically work associated with Key Largo. Based on the information presented above it is recommended that the Key Largo regional wastewater collection and treatment project be approved for Federal funding under provisions of the FKWQIP. In my judgment, the proposed project is a justified expenditure of Federal funds.

I recommend that the Secretary of the Army approve the Decision Document. The total estimated cost of the Key Largo project is \$57,472,222 million dollars of which the FKWQIP will fund \$45,476,923. Of this total, \$29,560,000 would be Federal cost and \$15,916,923 will

be funded by the non-Federal sponsor. The Key Largo Wastewater Treatment District would obtain remaining funding needs from the District or State of Florida revolving funds. I further recommend that funds be provided to Key Largo in fiscal year 2006 for reimbursement of its planning, design and construction activities.

The above recommendations are made with the provision that prior to project construction, the non-Federal sponsor shall enter into a binding agreement with the Secretary of the Army or his designated representative to perform the following items highlighted in the project cooperation agreement:

- a. Provide without cost to the Federal Government all land, easements, and ROWs, and suitable borrow and dredged or excavated material disposal areas, and perform or ensure the performance of all relocations determined by the Federal Government to be necessary for the implementation, operation, and maintenance of the Project;
- b. Provide without cost to the Federal Government all improvements required on lands, easements, and ROWs to enable the proper disposal of dredged or excavated material associated with the implementation, operation maintenance of the Project;
- c. Provide, during implementation, at least 35 percent of the project implementation costs;
- d. For so long as the Project remains authorized, operate, maintain, repair, replace, and rehabilitate the completed Project, or functional portion of the Project, at no cost to the Federal Government, in a manner compatible with the Project's authorized purposes and in accordance with applicable Federal and State Laws and regulations and any specific directions prescribed by the Federal Government;
- e. Give the Federal Government a right to enter, at reasonable times and in a reasonable manner, upon property that the non-Federal sponsor, now or hereafter, owns or controls for access to the Project for the purpose of inspection, and, if necessary after failure to perform by the non-Federal sponsor for the purpose of completing, operating, maintaining, replacing, or rehabilitating the Project. No completion, operation, maintenance, repair, replacement, or rehabilitation by the Federal Government shall operate to relieve the non-Federal sponsor of responsibility to meet the non-Federal sponsor's obligations, or to preclude the Federal Government from pursuing any other remedy at law or equity to ensure faithful performance;
- f. Hold and save the United States free from all damages arising from the implementation, operation, maintenance repair, replacement, and rehabilitation of the Project and any Project related betterment, except for damages due to the fault or negligence of the United States or its contractors;
- g. Keep, and maintain books, records, documents, and other evidence pertaining to costs and expenses incurred pursuant to the Project in accordance with the standards for financial management systems set forth in the Uniform Administrative Requirements for Grants and Cooperative agreements to State and Local Governments at 32 CFR Sections 33.20;

- h. Perform, or cause to be performed, any investigations for hazardous substances as are deemed necessary to identify the existence and extent of hazardous substances regulated under the Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA), 42 USC 9601-9675, that may exist in, on, or under lands, easements, or ROWs that the Federal Government determines to be required for the implementation, operation, and maintenance of the Project, except for any such lands, easements, or ROWs that are owned by the United States and administered by the Federal Government, and except for any such lands that the Federal Government determines to be subject to the navigation servitude. The Government shall perform, or cause to be performed, all investigations on lands, easements, or ROWs that are owned by the United States and administered by the Federal Government. For lands that the Federal Government determines to be subject to navigation servitude, only the Federal Government shall perform such investigations unless the Federal Government provides the non-Federal sponsor with prior specific written direction, in which case the non-Federal sponsor shall perform such investigations in accordance with such written direction
- i. Assume complete financial responsibility, as between the Federal Government and the non-Federal sponsor, for all necessary cleanup and response costs of any CERCLA regulated materials located in, on, or under lands, easements, or ROWs that the Federal Government determines to be required for the implementation, operation, or maintenance of the Project Modification, except for any such lands, easements, or ROWs owned by the United States and administered by the Federal Government;
- j. As between the Federal Government and the non-Federal sponsor, the non-Federal sponsor shall be considered the operator of the Project for the purpose of CERCLA liability. To the maximum extent practicable, operate, maintain, repair, replace, and rehabilitate the Project in a manner that will not cause liability to arise under CERCLA;
- k. Comply with the applicable provisions of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, Public Law 91-646, as amended by Title IV of the Surface Transportation and Uniform Relocation Assistance Act of 1987 (Public Law 100-17), and the Uniform Regulations contained in 49 CFR Part 24, in acquiring lands, easements, and rights-of-way, required for the implementation, operation, and maintenance of the Project, including those necessary for relocation, borrow materials, and dredged or excavated material disposal, and inform all affected persons of applicable benefits, policies, and procedures in connection with said act;
- l. Comply with all applicable Federal and State laws and regulations, including, but not limited to, Section 601 of the Civil Rights Act of 1964, Public Law 88-352 (42 U.S.C.2000d), and Department of Defense Directive 5500.11 issued pursuant thereto, as well as Army Regulation 600-7, entitled "Nondiscrimination on the Basis of Handicap in Programs and Activities Assisted or Conducted by the Department of the Army";
- m. Provide 35 percent of that portion of total historic preservation mitigation and data recovery costs attributable to the Project that are in excess of one percent of the total amount authorized to be appropriated for the Project;

The recommendations contained herein reflect information available at this time and current Departmental policies governing formulation of individual projects. Consequently, the recommendations may be modified before they are approved for implementation.

Subj: FW: FKWQIP Decision Document
Date: 10/13/2005 4:43:29 P.M. Eastern Daylight Time
From: martinwaits@bellsouth.net
To: Cffishburn@aol.com

From: Martin Waits [mailto:martinwaits@bellsouth.net]
Sent: Thursday, October 06, 2005 1:11 PM
To: 'cbrooks442@aol.com'
Cc: 'Chuck Fishburn'; 'lawtmd@bellsouth.net'
Subject: FKWQIP Decision Document

Mr. Chairman,

I have reviewed the FKWQIP Decision Document you forwarded from a financial planning standpoint, and offer the following observations:

- (1) During the many months that the District has been pursuing this funding, a great deal of water has passed under the dam. Specifically, the County has agreed to provide \$20 million for infrastructure development and the District has firmly committed a portion of this money to the construction of a Regional Wastewater Treatment plant.
- (2) The project outlined in the Decision Document, which was developed long before the County funding commitment, also includes over \$13 million for construction of this regional treatment facility.
- (3) The total cost to install wastewater collection and treatment for the island of Key Largo is estimated to be \$140 million. Current project funding commitments total \$50million, which includes the regional treatment facility and a northern half force main. The \$90 million funding balance, primarily for neighborhood collection systems, remains to be identified.
- (4) The table on page 5 of the Decision Document outlines how \$29,560,000 in federal funds would be spent on projects totaling \$57,472,222, the difference being provided locally (probably with SRF loans, readily secured by our assessment revenues). This certainly goes a long way toward making up the District's \$90 million unidentified funding requirement for neighborhood collection systems.
- (5) In a nutshell, Charlie, I'm asking if there is any way at this point that we can identify all of this funding (\$54,023,889) with the construction of neighborhood collection systems and eliminate the treatment plant capital cost? This would be a particularly good fit for this funding source, since we expect the dollars to flow in smaller pieces over several years and our neighborhood collection systems will also be installed as a number of smaller projects over several years.

I will work with Tom on some of the language, but this is a conceptual change that I feel we should also reflect in our language suggestions. Please advise at your earliest convenience.

Marty Waits
 KLWTD Finance Officer

From: cbrooks442 [mailto:cbrooks442@aol.com]
Sent: Monday, October 03, 2005 2:49 PM
Subject: Decision Doc Fed Dollars

Friday, October 14, 2005 America Online: Cffishburn

Attached is a copy of a "Decision Document" sent to me by the Army Corps representative Trisch Carney PBSJ.

The document apparently is a recommendation for Congress to move ahead with the ACOE on a binding agreement for federal grants assistance on our Northern Component Project. The person making or working on the recommendation is not spelled out in this copy of the Decision Document.

There are some obvious technical typographical errors within the document specifically still describing us as the City of Key Largo. I have sent the attached copy corrections to Trish.

Since there are some District responsibilities stated therein I thought it would be prudent for you to review the document. If it is still in a draft form we may have some options to remove any red flags that you may feel appropriate to alter.

Shelley just emailed and timing is of concern so if you would please get back to me with any text alterations or OK-- ASAP. I will forward any changes you may suggest.

Charles Brooks
Chairman KLWTD

TAB 2

KEY LARGO WASTEWATER TREATMENT DISTRICT
Agenda Request Form

Meeting Date: Oct. 19, 2005

Agenda Item No. 2

☐ PUBLIC HEARING

☐ RESOLUTION

☐ DISCUSSION

☐ BID/RFP AWARD

☒ GENERAL APPROVAL OF ITEM

☐ CONSENT AGENDA

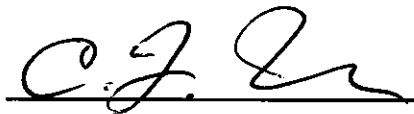
☐ Other:

SUBJECT: Sexton Cove/Lake Surprise, etc. Collection System Engineering Work Order proposed by CPH Engineering

RECOMMENDED MOTION/ACTION: Approval

Approved by General Manager

Date: 10-14-05



Originating Department: General Manager Charles Fishburn	Costs: \$694,608.19 Funding Source: County Grant and SRF Acct.	Attachments: Work Order
Department Review: <input checked="" type="checkbox"/> District Counsel <u>FD</u> <input checked="" type="checkbox"/> General Manager <u>C.F.</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: CPH Engineering has proposed a work order to provide engineering services required for the collection system in Sexton Cove/Lake Surprise /ocean Isle Estates/Pamel Villa/Winston Waterways. Staff has refined and reviewed this work order with CPH Engineers and recommends the scope of the proposal. David Massey a local surveyor has been added to the proposal.

Resulting Board Action:

☐ Approved

☐ Tabled

☐ Disapproved

☐ Recommendation Revised

WORK AUTHORIZATION NUMBER 2

Under

Key Largo Wastewater Treatment District Consulting Agreement

With

CPH Engineers

THIS WORK AUTHORIZATION NUMBER 2 is issued under and pursuant to that certain consulting agreement by and between the Key Largo Wastewater Treatment District ("District") and CPH Engineers ("CPH"), dated December 9, 2003.

WHEREAS, the District and CPH entered into a master consulting agreement dated December 9, 2003 ("Consulting Agreement"), and

WHEREAS, in accordance with the Consultants' Competitive Negotiation Act, Section 287.055, Fla. Stat. ("CCNA"), the District in 2005 issued requests for Statements of Qualifications of interested consultants with respect to the design of various collections systems and associated facilities ("the Project"), and

WHEREAS, after consideration of the statements of qualifications received from interested consultants, the District selected CPH as the highest ranked firm for the Project, and

WHEREAS, the District and CPH have negotiated a contract at compensation that the District believes to be fair, competitive, and reasonable after analysis of the cost of the professional services required as well as their scope and complexity;

NOW THEREFORE, in consideration of the premises and in further consideration of the promises below, the District does hereby authorize CPH to proceed with the work described in the attached document, entitled "Collections System Design Scope," and attachments thereto, ("Scope"), subject to the following terms and conditions:

1. The work shall be conducted under and in accordance with the consulting agreement dated December 9, 2003, as the same has been amended, except as expressly provided herein.
2. The basis of compensation for the work shall be the unit rates provided in the Scope, subject to a not-to-exceed amount of \$694,608.19 for the Project. The parties acknowledge and agree that the amounts of time shown for various tasks and subtasks in the Scope are estimates, only, and that actual time spent on the various tasks and subtasks will likely vary from the amounts shown. However, in no event will that total compensation to CPH exceed \$694,608.19 without the District's prior written authorization.
3. To the extent that any provision of the Consulting Agreement is inconsistent with this Work Authorization, such provision shall not apply to this Project. Without limiting the generality of the foregoing, to the extent that Schedule B to the Consulting Agreement provides or implies that any work performed by CPH shall be compensated on a lump sum basis, said Schedule B shall not apply to this Project.
4. CPH shall invoice the District on a monthly basis for work performed during the preceding month. All invoices will be supported by narrative time sheets listing, with respect to each block of time: the name of the person providing the services; a brief description of the services provided; if the services consist of a meeting or phone call, the names of the other

participants; the time spent, rounded up to the nearest 0.1 hour. The District shall review and pay all invoices in accordance with applicable provisions of the Florida Prompt Payment Act (Section 218.70, *et seq.* Fla. Stat.).

5. CPH certifies that wage rates and other factual unit costs supporting the rates in the Scope are accurate, complete, and current as of the date of the Proposal. The original contract price and any additions thereto will be adjusted to exclude any significant sums by which the District determines the contract price was increased due to inaccurate, incomplete, or noncurrent wage rates and other factual unit costs. All such contract adjustments must be made within 1 year following the end of the project.

IN WITNESS WHEREOF, the parties have executed this Work Authorization No. 2 on the dates opposite their names.

CPH Engineers

By: _____

Date: _____

Name: Terry M. Zaudtke, P.E., DEE

Its: Chief Operating Officer, CPH Engineers, Inc.

Key Largo Wastewater Treatment District

By: _____

Date: _____

Name: Charles Brooks

Its: Chairman

By: _____

Name: Andrew Tobin

Its: Secretary

Attest

District Counsel Endorsement

By: _____

Name: Carol Walker

Its: District Clerk

By: _____

Name: Thomas M. Dillon

Its: District Counsel

Collection System Design Scope

SECTION 1 - GENERAL

1.0 General

The purpose of this proposal is to authorize the Engineer to prepare a design complete with construction documents, and provide permitting and bidding assistance for the collection systems for the subdivisions of Lake Surprise (including Lake Surprise II via connection of the existing system to the proposed), Sexton Cove and Ocean Isle Estates (Collection Basin IV; Figure 2) and Largo Gardens, Bahia Mar Estates, Pamela Villa, Winston Waterways, Key Largo Campground and the commercial area across from the residential area (Gulf side) (Collection Basin I; Figure 1). We have attached Figures 1 and 2 which identify the areas covered by this proposal. During the preliminary engineering phase, we will establish the general layout of the project, lift station/vacuum station locations and the initial sizing of the collection system lines. Sizing will be based on the actual lots and/or units actually served within each subdivision. Some areas are shown on plats but were not constructed or completed as planned. No sewerage service design will be provided to areas where no roads or housing exists or where it has been verified that the lots are Tier 1 lots. Provisions for future flows will be based on discussions with KLWTD and shall be as directed by the District.

SECTION 2

DETAILED DESCRIPTION OF THE SCOPE OF SERVICES

2.0 Scope of Services

The Engineer will prepare complete Design Documents as described herein. The Design Documents will meet the requirements of the SRF program (a potential funding source for the service area of the KLWTD) and permit review agencies. The Engineer will also assist the KLWTD in establishing long term design criteria to be used throughout the duration of the entire project. A design submittal protocol for deliverables is attached for the Collection System Design Scope.

The following items are included and we have attached a detailed manhour breakdown for this work:

TASK 1 – Preliminary Design and 30% Design Submittal

General: The Engineer will be provided with existing data available to KLWTD. 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 the Engineer with data and information from other consultants employed by the District for this and associated projects. The Engineer will obtain record drawings from the FKA for

the subdivisions listed above. The Engineer will contact all utilities believed to have facilities installed in the areas for which collection systems will be designed. The Engineer will use the information described above to develop the design and alignment of the sewer collection system.

The contract documents will be based on plan and profile sheets based on a 1 inch equals 30 foot scale.

Preliminary Engineering Design Analysis: The Engineer will prepare an analysis/evaluation of collection system alternates, i.e. vacuum, gravity and low pressure, using survey information from TASK 2. The Preliminary Engineering Report will include a life cycle cost analysis and a recommendation to the District on which system to design. Hurricane event/power outages will also be addressed. Alternative construction techniques will also be addressed in the report. This evaluation will address techniques that may lower the construction cost or the construction impacts on the area such as trenchless technology and dewatering alternatives.

The purpose of the Preliminary Engineering phase is to present alternatives in a manner that will allow the District to make an informed decision as to how the project shall proceed. The Engineer will evaluate wastewater needs to determine the requirements of the sewerage system including any vacuum/lift stations. The Engineer will prepare and submit to the District a Preliminary Engineering and Design Report. The report will summarize the site plan and design of the proposed vacuum/lift station(s), present recommendations and present a cost estimate for each type of construction. Specific tasks that must be completed during the Preliminary Engineering phase shall include the following:

- 1) Collect and review all available information such as previous reports, maps, aerials, surveys, easements, ROW records, plans, record drawings, soils investigation reports, privately owned utility system data and standards that may be pertinent to the successful completion of the project. Review all requirements of all agencies having jurisdiction over the project. Collect and review any other information that may have a bearing and impact on the planning, design, approval, permitting, construction or operation of the Project. The District will assist the Engineer by providing available information at its disposal.
- 2) Evaluate existing conditions. Consider current field conditions and any proposed site improvements and changes that may impact the project.
- 3) Determine existing and future wastewater flows to be serviced.
- 4) Prepare preliminary plan for gravity, vacuum and pressure options. Identify potential conflicts with other utilities and identify areas where special construction techniques, easements, and/or temporary construction easements may be required. If and where possible and where it is cost effective in the vacuum design, we will incorporate gravity sewer sections into the design. We will define this as a "hybrid system".
- 5) Prepare a preliminary cost analysis based on these layouts, determine the life cycle cost of the systems and determine the most cost effective solution.

- 6) Submit a Preliminary Design Memorandum/Report that presents the findings and conclusions of the preliminary Engineering effort. The report will include the draft layout of the systems, preliminary design, illustrative sketches and plans, permit requirements and the conclusions and recommendations for further execution of the project.
- 7) Submit the number of copies in accordance with the submittal protocol.
- 8) Meet with the District and discuss the report and obtain approval for continuation of the project.

30% Submittal: Upon review and approval of the Preliminary Design Report, the ENGINEER will prepare a preliminary layout of the proposed system based on the selected alternative. The 30% plans submittal will be plan view only and the sheets will be utilized in a meeting with the OWNER. Submittals shall be in accordance with the submittal protocol. Sheets will be laid out identifying the streets of the subdivisions and the recommended alignment of the collection system. The commercial areas along US 1 within the basin boundaries (shown in the exhibits attached) will be served by the adjacent proposed collection systems or a system designed for collection of commercial areas. If the commercial establishment is greater than 1000 GPD, alternate forms of connection will be investigated and designed for each entity(ies). The Engineer will not design the individual lift stations for the commercial sites or multi-family single source sites greater than 1000 GPD. These sites will be provided with a connection either to a larger adjacent collection system or a single point of connection. All commercial entities within the described areas will be provided with service capability.

The Engineer will obtain all specialized engineering and architectural expertise needed to produce a complete design product. Without limiting the generality of the foregoing, the Engineer will use services of the following disciplines.

The Engineer will retain the services of a mechanical/electrical/plumbing/instrumentation engineer to provide engineering design services for the vacuum/lift stations required to serve the basins. Responsibilities include the coordination with the electrical utility to obtain service to the site, prepare electrical wiring diagrams, emergency power requirements, instrumentation diagrams and controls, plumbing and HVAC required for the installation and all other necessary items in accordance with the State of Florida electrical and plumbing code for the construction of the project.

The Engineer will utilize its in-house architect to provide drawings necessary to obtain a building permit in accordance with the State of Florida Building Code. Building will integrate with the neighborhood and look as residential as possible and will be elevated to meet hurricane requirements.

The Engineer will either use its in-house structural design capabilities or retain the services of a structural engineer (or a combination thereof) to provide the drawings necessary to obtain a building permit for a stand alone building in accordance with the State of Florida Building Code.

TASK 2 – Survey and Geotechnical Investigations

- A. Survey – This work will be performed by a subconsultant of the ENGINEER. Survey shall be performed to State Standards as per Chapter 61G17-6 of the Florida Administrative Code. The proposal from the surveyor is attached.
- B. Geotechnical – Retain the services of a geotechnical engineer for the project. The scope will be as follows as directed by the engineer:
 - a) Mobilization
 - b) Stake boring locations
 - c) Set up and maintain MOT
 - d) Obtain local permits for the work, if required.
 - e) Perform borings every 1000 lineal feet to a depth of 12 feet for the collection system.
 - f) Perform visual classification and limited laboratory testing of the soil samples obtained from the borings. Laboratory testing may include grain size, organic content and other analysis to verify visual classification of soils types.
 - g) Provide a geotechnical report which includes the following: existing site conditions, exploration, testing and sampling methods; subsurface soil conditions encountered and soil classifications; depth to groundwater at the time of exploration and estimated seasonal high groundwater levels; geotechnical design recommendations regarding design and construction of the forcemain, including bedding and backfill suitability of existing soils and trench safety; discussion of general site preparation techniques, fill compaction, etc.

TASK 3 – Preparation of Construction Documents

- A. The ENGINEER will prepare the project construction documents in accordance with 61G15-19.001, F.A.C. These documents will include all required plan and profile views and all necessary construction details and notes for the project. The plans will be prepared based on a 1 inch equals 30 foot scale. The construction documents will also include preparation of the construction specification documents for the project. The ENGINEER will submit five (5) full size sets and two half size sets of construction documents to the KLWTD for review and comment at the 60% and 90% complete levels in accordance with the submittal protocol attached.
- B. The 60% plans submittal will be utilized in a review meeting with the OWNER. The meeting will take place at the District offices in Key Largo.
- C. The 90% level of completion of the construction documents shall be at a level to allow the project to be bid with submittals in accordance with the submittal protocol.
- D. The 90% plans will be utilized in a review meeting with the OWNER. The meeting will take place at the District offices in Key Largo.

- E. Following the 90% review by the KLWTD, the ENGINEER will prepare and submit ten (10) 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.
- F. The ENGINEER will submit an Engineers Opinion of Probable Construction Cost for each phase of the project based on the 30%, 60%, 90% and 100% plan sets.
- G. The Engineer will provide KLWTD with an overlay set of plans based on the 100% design construction drawings and a background from an existing aerial database (adjusted to the drawing scale). We have assumed a scale of 1"=100' for this task and double plan sheets. We have been advised that FDOT has recently flown aerials of this area (non-rectified) and we will use these if available, otherwise we will use other available information. We cannot guarantee the clarity of the background aerials.

TASK 4 - Permitting

The ENGINEER shall schedule a pre-application meeting with the associated regulatory agencies to discuss the project requirements and inform the District and the District's Engineer of the date and time. The District or its Engineer may elect to attend in person or by telephone conference. Whether District or District staff attend or not, Engineer shall provide minutes of the meetings to the District and a summary of the findings with the 30% submittal.

The ENGINEER shall prepare and submit all required permit applications associated with the project to applicable regulatory agencies including but not limited to FDEP, FDOT, SFWMD, and Monroe County and will provide advice to the District regarding the timing of permit application submittals with the goal of obtaining permits prior to bidding. 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.
- E. Attendance at a single pre-bid conference.

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.

Design Submittal Protocol – Collection System Project

Activity 1 – Preliminary Design Report

CPH will provide a report for review on the proposed systems. CPH will provide seven (7) final draft copies for distribution by KLWTD. KLWTD will review this report within seven working days and send written comments to CPH. A meeting will be held in KLWTD offices to discuss within 21 calendar days of the submittal date. After the meeting, CPH will incorporate the comments and return seven (7) final copies for final approval within fourteen (14) calendar days of receipt of the comments.

Activity 2 - 30% Submittal

CPH will prepare the 30% design submittal including a 30% Opinion of Probable Construction Cost. Formally transmit copies to the listed project participants for review and comment allowing fifteen (15) working days (21 calendar days) for review prior to the scheduled review meeting. We assume the meeting will take place within 28 calendar days of the submittal date. No later than two working days prior to the meeting, the KLWTD General Manager will collect written review comments from the KLWTD project participants and fax or email these to CPH. Distribution of documents will be as shown below. Provide written minutes of the meeting for review within seven calendar days of the meeting. Provide written responses to the comments made during the review meeting at the next scheduled review (60%). After the 30% review, we will schedule the pre-application meeting with the required agencies, Monroe County, FCAA, FDOT and FDEP. At this level of effort we will have the information necessary to discuss the project in a level of detail that will identify the location of the forcemain and the collection system of the commercial area.

Activity 3 – 60 % Submittal

CPH will prepare the 60% design submittal including a 60% Opinion of Probable Construction Cost. Formally transmit copies to the listed project participants for review and comment allowing fifteen (15) working days (21 calendar days) for review prior to the scheduled review meeting. We assume the meeting will take place within 28 calendar days of the submittal date. No later than two working days prior to the meeting, the KLWTD General Manager will collect written review comments from the KLWTD project participants and fax or email these to CPH. Distribution of documents will be as shown below. Provide written minutes of the meeting for review within seven calendar days of the meeting. Provide written responses to the comments made during the review meeting at the next scheduled review (90%).

Activity 4 – 90 %

CPH will prepare the 90% design submittal including a 90% Opinion of Probable Construction Cost. Formally transmit copies to the listed project participants for review and comment allowing fifteen (15) working days (21 calendar days) for review prior to the scheduled review meeting. We assume the meeting will take place within 28 calendar days of the submittal date. No later than two working days prior to the meeting, the KLWTD General Manager will collect written

review comments from the KLWTD project participants and fax or email these to CPH. Distribution of documents will be as shown below. Provide written minutes of the meeting for review within seven calendar days of the meeting. Provide written responses to the comments made during the review meeting at the next scheduled submittal (100%).

Also at the 90% level of effort, we will formally submit documents to the permitting agencies in accordance with their requirements and regulations.

All reports and submittals will be provided in hard copies and on discs.

Activity 5 – 100 % / Final

CPH will prepare the 100% design submittal including a 100% Opinion of Probable Construction Cost within 28 days of the formal review meeting for the 90% submittal. Formally transmit two copies to the KLWTD General Manager along with a written description of the resolution of the 90% comments

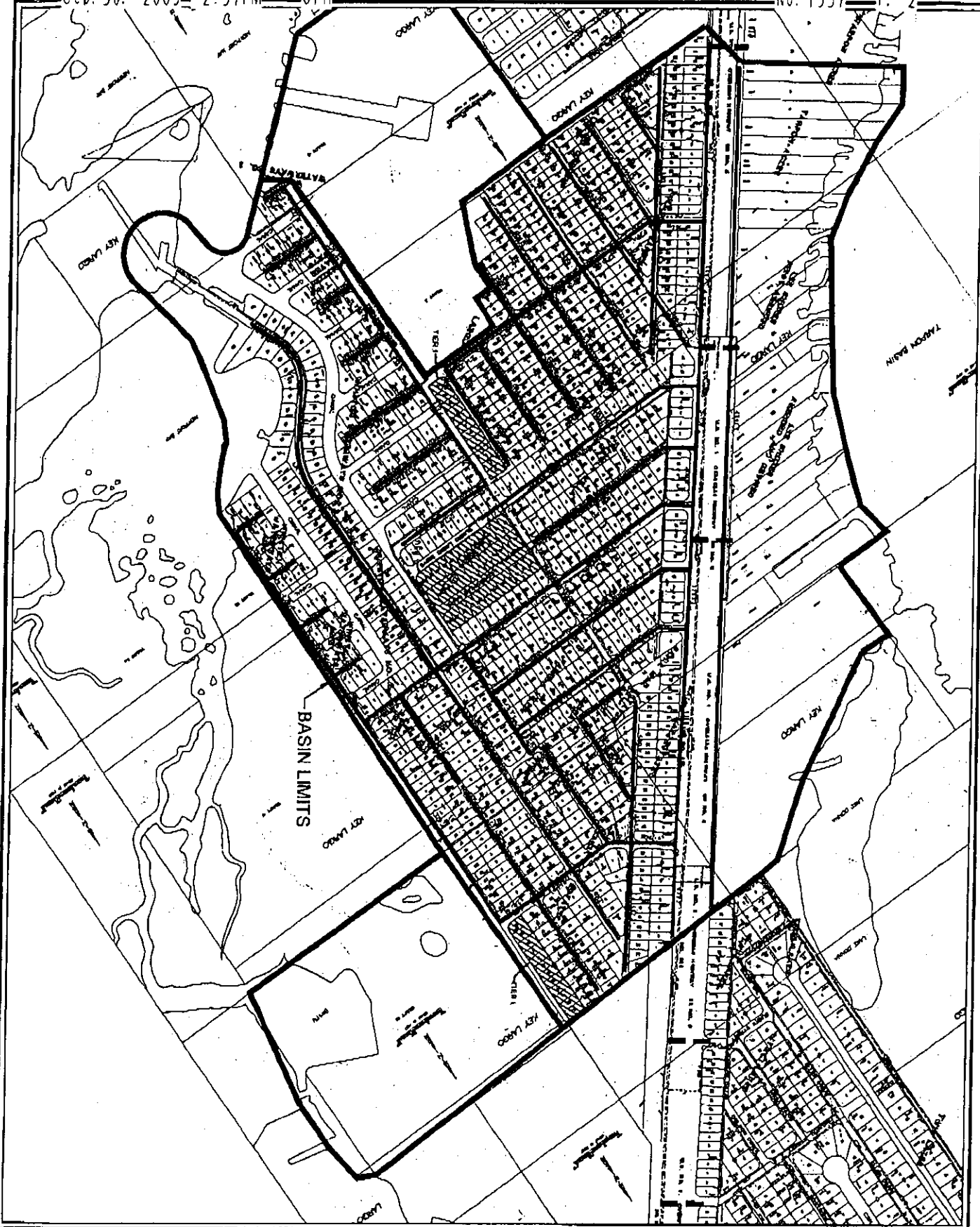
Distribution List for the above Submittals

All documents will be delivered to the KLWTD offices in Key Largo.
The KLWTD project participants are:

- KLWTD Staff (3 Full Size Sets)
- Weiler Engineering (1 Full Size Set)
- Tom Dillon – District Counsel (1 Half Size Set)
- District Clerk – (1 Half Size Set). This set is to be preserved as the official record of the submittal.
- CPH Engineers (1 Full Size Set)
- For final submittal (100%), three half size sets will be provided for the inspection team.
- For final submittal (100%), three full size sets of the aerial overlays will be provided for the inspection team.
- For bidding purposes, CPH will provide 10 sets of construction documents.
- Distribution for permitting agencies shall be in accordance with their requirements plus one full size set and copies for KLWTD and one full size set and copies for CPH Engineers.

Activity 6

The KLWTD General Manager will maintain an issues log in which unresolved issues of importance are tracked. CPH will formally address comments in the subsequent design development submittal unless a more immediate response is required to avoid delays to the project schedule.

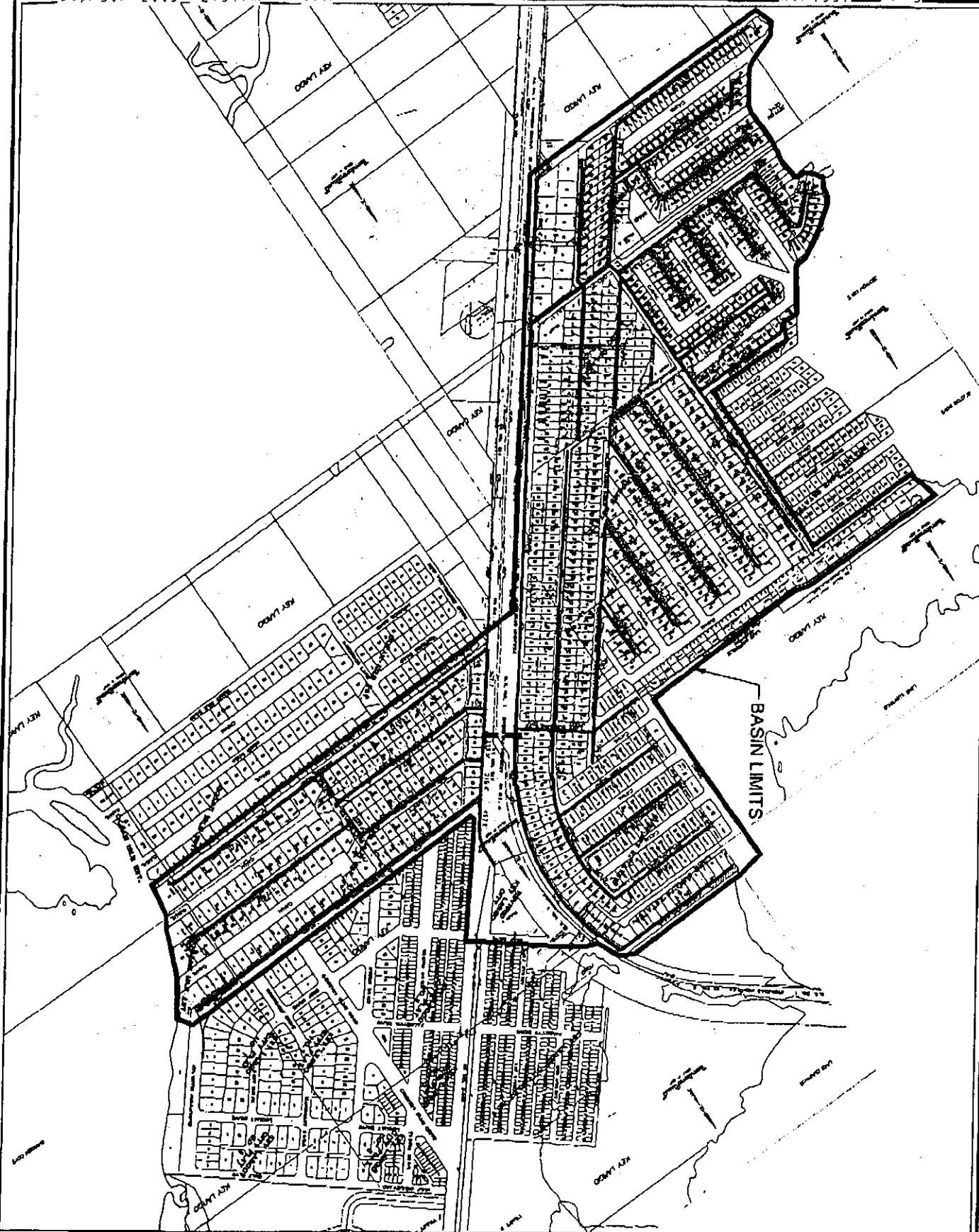


cph Engineers
 Surveyors
 Planners / Landscape Architects
 Environmental Scientists
 Construction Management
 10 10 10 cphengineers.com
 1117 East Robinson Street, Orlando, FL 32801
 Phone: 407.623.6432 Fax: 407.646.3004

Scale: 1" = 700'
 Date: 08-01-2005
 Job No.: K3001
 Certificate of Authorization
 No. 3215

BASIN MAP
 CLIENT
 KEY LARGO FM AND LIFT STATION

FIGURE
 1



cph Engineers
 Surveyors
 Planners / Landscape Architects
 Environmental Scientists
 Construction Management
 1010 W. CPH Engineers, Inc.
 1117 East Robinson Street, Orlando, FL 32801
 Phone: 407.425.0452 Fax: 407.644.1936

Scale: 1" = 800'
 Date: 08-01-2005
 Job No.: K3001
 Certificate of Authorization
 No. 3215

BASIN MAP
CLIENT
KEY LARGO FM AND LIFT STATION

FIGURE
 2

Key Largo
Sexton Cove/Lake Surprise/Ocean Isle Estates/Largo Gardens/Bahia Mar Estates/Pamela Villa/Winston Waterways/Key Largo Campgrounds

Task 1	Task Description	Project Manager	Project Engineer	EIT	Design Tech	Secretary	Subconsultant /Expenses
	30% Submittal and preliminary design						
	Preliminary Engineering design						
	Gather data from previous reports and analyze for use in the design						
1		1	4	16	16	4	
	a. Obtain FDOT, FCAA and other utility plans as available		2	2		1	
	b. Review master plan		2	2		1	
	c. Evaluate existing conditions		2	2		1	
	d. Determine existing and future wastewater flows by subsystem	1	2	8	8		
	e. Site visit to gather information and video for in house use	1	24	24	24		\$2,000.00
	f. Prepare preliminary plan layout for gravity 1"=100' - 8 plan sheets	4	16	32	64		
	g. Prepare preliminary plan layout for vacuum 1"=100' - 8 plan sheets	4	16	32	64		
	h. Prepare preliminary plan layout for low pressure 1"=100' - 8 plan sheets	4	16	32	64		
	i. Evaluate special construction techniques such as trenchless	1	8	16			
	j. Evaluate hybrid design/combination of systems	1	8	16			
	k. Prepare preliminary project estimate and determine life cycle costs	1	8	16			
	l. Prepare preliminary design report including an analysis of the above systems with a recommendation	4	8	24	8	8	
	m. Submit preliminary design report	1	2			2	
	n. Meet with KLVTD to discuss after review	8	8				\$1,000.00
3	Prepare 30% drawings submittal						
	a. Cover sheet		2		4	1	
	b. General Notes Sheet		2		4	4	
	c. Location/Key Map (2 sheets)		2	4	4	2	
	d. Plan and Profile sheets of sewer system (127 anticipated at 1"=30' scale) Plan only 30%	21	127	254	318		
	e. Vacuum system details - two sheets		2	4	8		
	f. Vacuum Station site - two sheets/two sites	1	2	4	8		
	g. Vacuum Station site piping - two sheets/two sites	1	2	4	8		
	h. Vacuum station landscape - two sheets/two sites	1	2	4	8		
	i. Structural services for VPS or other system including the following:						
	j. Structural design services for VPS or other system	4	40	40			
	k. Vacuum Station Structural four sheets	4	4	16	16		
	l. Architectural Services for VPS or other system including the following:						
	m. Architectural Design Services for VPS or other system	4	40	40			
	n. Vacuum Station Architectural four sheets	4	4	16	16		
	o. Vacuum Station pumping equipment - five sheets		5	10	20		
	p. Electrical/Mechanical Engineering services for VPS or other system including the following:						
	q. Vacuum station MEP three sheets	1	3				\$33,000.00
	r. Vacuum station Electrical six sheets	1	6				incl.
	s. Vacuum station Instrumentation and controls two sheets	1	2				incl.
	t. Miscellaneous Details (4 sheets)	1	4	8	16		incl.
4	Prepare design and design calculations	16	80	80		8	
5	Prepare 30% Preliminary Opinion of Probable Cost	1	4	8	4	2	
	Submit five full size sets and two half size sets of the 30% Plans for review. Submittal package will include plans and current cost estimate						
6		1	2			4	
7	Prepare written list of comments/submit for verification	1	2			2	
8	Meet with staff in Key Largo for review	8	8			2	\$1,000.00
SUBTOTAL DIRECT LABOR		102	471	714	682	42	\$37,000.00

SUBTOTAL	\$182,335.00
Total Labor Cost	\$182,335.00
Meeting expenses	\$4,000.00
Subconsultant	\$33,000.00
Misc. Expenses	\$1,966.70
TOTAL TASK 1	\$221,301.70

	RATE		
Principal/Project Manager	\$125.00	102	\$12,750.00
Project Engineer	\$105.00	471	\$49,455.00
EIT	\$85.00	714	\$60,690.00
Design Tech	\$85.00	682	\$57,970.00
Secretary	\$35.00	42	\$1,470.00
Subtotal Raw Labor			\$182,335.00

Sexton Cove/Lake Surprise/Ocean Isle Estates/Largo Gardens/Bahia Mar Estates/Pamela Villa/Winston Waterways/Key Largo Campgrounds

Task 2	Task Description	Project Manager	Project Engineer	EIT	Design Tech	Secretary	Misc Expenses	Survey
	Survey (per scope)							
	Conventional survey investigation route field work including topographic survey, culture identification (poles, hydrants driveways, etc.) and location of the flagged utilities including office work. Estimated lineal feet of survey 85,000 LF.							\$159,800.00
	Geotechnical (per scope)							\$18,865.00

SUBTOTAL DIRECT LABOR

0 0 0 0 0 0 0 \$0.00 \$178,665.00

SUBTOTAL		\$0.00
Total Labor Cost		\$0.00
SURVEY		\$159,800.00
Engineering Coordination		\$15,980.00
SOILS		\$18,865.00
Engineering Coordination		\$1,886.50
Misc. Expenses		\$0.00
TOTAL TASK 2		\$196,531.50

No soft dig or physical dig-up verification of utilities has been provided per the request of staff, a.k.a. no vertical verification of any buried utilities.

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

Key Largo

Sexton Cove/Lake Surprise/Ocean Isle Estates/Largo Gardens/Bahia Mar Estates/Pamela Villa/Winston Waterways/Key Largo Campgrounds

Task 3	Task Description	Project Manager	Project Engineer	EIT	Design Tech	Secretary	Subconsultant /Expenses
Preparation of Construction Documents Final Design							
1	Prepare 60% drawings and specifications						
a	Cover sheet		1	2	2	1	
b	General Notes Sheet		1	2	2	1	
c	Location/Key Map - two sheets		4		4		
d	Plan and Profile sheets (127 anticipated at 1"=30' scale)	21	127	254	318		
f	Vacuum system details - two sheets		2	4	4		
g	Vacuum Station site - two sheets/two sites	1	8	8	16		
h	Vacuum Station site piping - two sheets/two sites	1	8	8	16		
i	Vacuum station landscape - two sheets/two sites	1	8	8	16		
j	Vacuum Station Structural four sheets	2	8	16	16		
k	Vacuum Station Architectural four sheets	2	16	16	16		
l	Vacuum Station Mechanical equipment - five sheets	2	5	20	20		
m	Vacuum station MEP three sheets	3	6				See task 1
n	Vacuum station Electrical six sheets	6	12				See task 1
o	Vacuum station Instrumentation and controls two sheets	2	4				See task 1
p	Details (2 sheets)	1	2	4	4		
q	Provide quality assurance and "Constructability" review	70					
r	Prepare draft of technical specifications sections including Table of Contents, General Requirements, Bid Schedule, and Measurement and Payment in CSI format	1	8	16		16	
s	Prepare 60% Preliminary Opinion of Probable Cost	1	4	4	4	2	
t	Submit five full size sets and two half size sets of the 60% P&S for review. Submittal package will include plans, draft copy of Technical Special Provision and current cost estimate	1	2	2	4	4	
u	Meet with staff in Key Largo to review	8	8			2	\$1,000.00
v	Prepare written list of comments/submit for verification	1	4			2	
2	Prepare 90% drawings and specifications						
a	Cover sheet		1	2	2		
b	General Notes Sheet		1	2	2	1	
c	Location/Key Map -two sheets		4		4		
d	Plan and Profile sheets(127 anticipated at 1"=30' scale)	20	127	254	318		
f	Vacuum system details - two sheets		2	4	4		
g	Vacuum Station site - two sheets/two sites	1	2	4	4		
h	Vacuum Station site piping - two sheets/two sites	1	2	4	4		
i	Vacuum station landscape - two sheets/two sites	1	2	4	4		
j	Vacuum Station Structural four sheets	2	4	8	8		
k	Vacuum Station Architectural four sheets	2	4	8	8		
l	Vacuum Station Mechanical equipment - five sheets	2	5	10	10		
m	Vacuum station MEP three sheets	1	3				See task 1
n	Vacuum station Electrical six sheets	3	6				See task 1
o	Vacuum station Instrumentation and controls two sheets	1	2				See task 1
p	Details (2 sheets)	1	2	4	4		
q	Provide quality assurance and "Constructability" review	70					
r	Prepare technical specifications sections including Table of Contents, General Requirements, Bid Schedule, and Measurement and Payment in CSI format	4	32	48		40	
s	Prepare 90% Preliminary Opinion of Probable Cost	1	4	8	4	2	
t	Submit five full size sets and two half size sets of the 90% P&S for review. Submittal package will include plans, final copy of Technical Special Provisions and current cost estimate	8	8			2	
u	Meet with staff in Key Largo to review	8	8			2	\$1,000.00
w	Prepare written list of comments/submit for verification	1	4	4		2	
3	Prepare 100% drawings and specifications	4	24	24	54	4	
	Provide aerial overlay maps using existing aerials (not rectified)						
4	Overlay 100% drawings on top of the aerials. Scale of existing aerials is assumed to be 1"=100' or they can be adjusted to his scale. Single plan sheets only - 8 sheets. Three sets will be	1	8		32	2	
5	Miscellaneous Coordination with FDOT, County, FCAA and other utilities in the corridor	1	24	24		8	
6	Prepare Preliminary Opinion of Probable Construction Cost - Final	1	6			1	
SUBTOTAL DIRECT LABOR		259	523	776	904	92	\$2,000.00

See supporting documentation for breakdown of miscellaneous expenses

SUBTOTAL		\$233,310.00
Total Labor Cost		\$233,310.00
Subconsultant/meeting expenses		\$2,000.00
Misc. Expenses		\$5,647.70
TOTAL TASK 3		\$240,957.70

	RATE	
Project Manager	\$125.00	259
Project Engineer	\$105.00	523
EIT	\$85.00	776
Senior Design Tech	\$85.00	904
Secretary	\$35.00	92
Subtotal Raw Labor		\$233,310.00

Key Largo
Sexton Cove/Lake Surprise/Ocean Isle Estates/Largo Gardens/Bahia Mar Estates/Pamela Villa/Winston Waterways/Key Largo Campgrounds

Task 4	Task Description	Project Manager	Project Engineer	EIT	Design Tech	Secretary	Meetings Expense
Permitting							
1	Schedule, prepare and attend pre-application meeting with regulatory agencies and provide minutes of the meeting. Three separate meetings minimum required.	6	24	24		6	\$3,000.00
2	Prepare and submit FDOT ROW utilization permit application and respond to an RAI from the agency.	1	16	16	2	2	
3	Prepare and submit Monroe County ROW utilization permit application and respond to an RAI from the agency.	1	16	16	2	2	
4	Prepare and submit FDEP wastewater collection/transmission system permit application. One permit required per each basin. Individual Permit required cannot use general permit. Estimated two separate permit applications. Respond to an RAI each from the agency.	4	16	32	8	8	
SUBTOTAL DIRECT LABOR		12	72	88	12	18	\$3,000.00

SUBTOTAL	\$18,190.00
Total Labor Cost	\$18,190.00
Meetings Expense	\$3,000.00
Misc Exp.	\$1,693.59
TOTAL TASK 4	\$22,883.59

	RATE	
Project Manager	\$125.00	12
Project Engineer	\$105.00	72
EIT	\$85.00	88
Senior Design Tech	\$85.00	12
Secretary	\$35.00	18
Subtotal Raw Labor		\$18,190.00

Key Largo
Sexton Cove/Lake Surprise/Ocean Isle Estates/Largo Gardens/Bahia Mar Estates/Pamela Villa/Winston Waterways/Key Largo Campgrounds

Task 5	Task Description	Project Manager	Project Engineer	EIT	Design Tech	Secretary	Meeting Expenses
	Bidding Assistance						
1	Provide interpretation and clarification of Contract Documents		24			6	
2	Prepare and issue addenda as appropriate to interpret or clarify Contract Documents		24			6	
3	Attend and assist in conducting Pre Bid Conference	8	12			2	\$1,000.00
4	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	
5	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	
6	Provide 10 full size sets for bidding and three half size sets for inspection team of the plans and overlays.	1			8	8	
SUBTOTAL DIRECT LABOR		9	76	0	8	26	\$1,000.00

SUBTOTAL		\$10,695.00
Total Labor Cost		\$10,695.00
Meeting Expenses		\$1,000.00
Misc. Expenses		\$1,238.70
TOTAL TASK 6		\$12,933.70

	RATE	
Project Manager	\$125.00	9
Project Engineer	\$105.00	76
EIT/Design Engineer	\$85.00	0
Senior Design Tech	\$85.00	8
Secretary	\$35.00	26
Subtotal Raw Labor		
		\$1,125.00
		\$7,980.00
		\$0.00
		\$680.00
		\$910.00
		<u>\$10,695.00</u>

MISCELLANEOUS EXPENSES

Sexton Cove/Lake Surprise/Ocean Isle Estates/Largo Gardens/Bahia Mar Estates/Pamela Villa/Winston Waterways/Key Largo Campgrounds

ITEM DESCRIPTION	COST	UNIT	TASK 1		TASK 2		TASK 3		TASK 4		TASK 5	
			Qty	Ext	Qty	Ext	Qty	Ext	Qty	Ext	Qty	Ext
Photocopies 8 1/2 x 11	\$0.05	Sheet	300	\$15.00			5000	\$250.00	2500	\$125.00	1500	\$75.00
Photocopies 11x 17	\$0.20	Sheet	290	\$58.00			870	\$174.00			435	\$87.00
Standard plot	\$6.40	Sheet	145	\$928.00			435	\$2,784.00				
Blueprinting 24" x 36"	\$0.60	Sheet	1015	\$609.00			3045	\$1,827.00	2610	\$1,566.00	1450	\$870.00
Half size plots	\$1.40	Sheet	145	\$203.00			435	\$609.00			145	\$203.00
Mileage	\$0.32	Mile										
Postage	\$0.37	Letter	10	\$3.70			10	\$3.70	7	\$2.59	10	\$3.70
Video Camera	\$150.00	Ea Use	1	\$150.00								
TOTALS				\$1,966.70		0		\$5,647.70		\$1,693.59		\$1,238.70

We have included two (2) trips in the design portion at an expense cost of \$1000 per trip. Any additional trips will be provided at this rate.

We have included one (1) trip in the preliminary design portion at an expense cost of \$2000 because it includes four (4) persons; one meeting at \$1000 for review of the preliminary design report; and one meeting at \$1000 for the 30% submittal review..

We have included three (3) trips in the permitting portion at an expense cost of \$3000 because it includes three (3) meetings.

We have included one (1) trip in the bidding assistance portion at an expense cost of \$1000.

<p style="text-align: center;"> Key Largo Sexton Cove/Lake Surprise/Ocean Isle Estates/Largo Gardens/Bahia Mar Estates/Pamela Villa/Winston Waterways/Key Largo Campgrounds </p>	
<p style="text-align: center;">TASK SUMMARY</p>	
LUMP SUM TASKS	
TASK 1	PRELIMINARY ENGINEERING AND 30% SUBMITTAL \$221,301.70
TASK 2	SURVEY AND SOILS \$196,531.50
TASK 3	PREPARATION OF CONSTRUCTION DOCUMENTS \$240,957.70
TASK 4	PERMITTING ASSISTANCE \$22,883.59
TASK 5	BIDDING ASSISTANCE \$12,933.70
	TOTAL LUMP SUM PROJECT COST \$694,608.19

Sexton Cove/Lake Surprise/Ocean Isle Estates/Largo Gardens/Bahia Mar Estates/Pamela Villa/Winston Waterways/Key Largo Campgrounds

Fixed Fee Services

Item Description	Project Manager	Project Engineer	EIT	Design Tech	Secretary	Total
Total Manhours (See Task Breakdown)	382	1142	1578	1606	178	4886
Raw Labor Wage Rate (\$/hr)	\$125.00	\$105.00	\$85.00	\$85.00	\$35.00	
Total Raw Labor Cost	\$47,750.00	\$119,910.00	\$134,130.00	\$136,510.00	\$6,230.00	\$444,530.00
Total Labor Cost						\$444,530.00
Survey						\$175,780.00
Expenses						\$20,546.69
Soils						\$20,751.50
Electrical and HVAC Subconsultant						\$33,000.00
TOTAL FIXED FEE AMOUNT						\$694,608.19

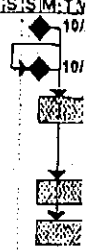
Basins I and IV Sewerage System Design and Bidding Schedule		
TASK	START DATE	DUE DATE
Notice to Proceed	October 24, 2005	
SURVEY AND DESIGN		
Receipt of Survey		March 17, 2005
Preliminary layout and investigation of sewerage system	October 24, 2005	February 24, 2006
30% Design/Plan Preparation	February 24, 2006	May 5, 2006
30% Plan Submittal		May 5, 2006
Review of 30% Submittal	May 6, 2006	May 26, 2006
60% Design/Plan Preparation	May 26, 2006	June 29, 2006
60% Plan Submittal		June 29, 2006
Review of 60% Submittal	June 29, 2006	July 21, 2006
90% Design/Plan Preparation	July 25, 2006	August 23, 2006
90% Plan Submittal		August 23, 2006
Review of 90% Submittal	August 23, 2006	September 13, 2006
100% Design Preparation	September 13, 2006	October 12, 2006
100% Design Submittal		October 12, 2006
PERMITTING and BIDDING		
Submit Permit Packages for signature		August 20, 2006
Submit Permit Packages to agencies		August 25, 2006
FDEP Permit Review	August 25, 2006	September 27, 2006
Respond to Requests for Additional Information	September 27, 2006	October 4, 2006
Advertise for Bids		October 13, 2006
Monroe County ROW Permit Review Process	August 25, 2006	November 1, 2006
Receive Permits	October 24, 2006	November 1, 2006
Bid Date		November 15, 2006

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 each from the review agencies.

①

ID	Task Name	Duration	Start	Finish	5	Oct 2, '05	Oct 9, '05	Oct 16, '05	Oct 23, '05
						T F S S M T W T F S	T F S S M T W T F S	T F S S M T W T F S	T F S S M T W T F S
1	Notice to Proceed	0 days	Mon 10/24/05	Mon 10/24/05					
2	Survey Negotiation	0 days	Mon 10/24/05	Mon 10/24/05					
3	Survey Commencement	5 days	Mon 10/24/05	Fri 10/28/05					
4	Survey - Collection Basins I and IV	100 days	Mon 10/31/05	Fri 3/17/06					
5	Soils - Basins I and IV	40 days	Mon 10/24/05	Fri 12/16/05					
6	Preliminary Design Basin I and IV	21 days	Mon 10/24/05	Mon 11/21/05					
7	Preliminary Plan Layout	21 days	Tue 11/22/05	Tue 12/20/05					
8	Evaluate Alternatives	1 day	Wed 12/21/05	Wed 12/21/05					
9	Prepare Preliminary Design Report	15 days	Thu 12/22/05	Wed 1/11/06					
10	Preliminary design Report submittal	1 day	Thu 1/12/06	Thu 1/12/06					
11	Preliminary design report review	5 days	Fri 1/13/06	Thu 1/18/06					
12	Meet to discuss (window of opportunity)	21 days	Fri 1/20/06	Fri 2/17/06					
13	Incorporate comments	5 days	Mon 2/20/06	Fri 2/24/06					
14	Submit final report	0 days	Fri 2/24/06	Fri 2/24/06					
15	Start Plan Preparation Basin I and IV	0 days	Fri 2/24/06	Fri 2/24/06					
16	30% plan preparation	60 days	Mon 2/27/06	Fri 6/5/06					
17	30% submittal	0 days	Fri 5/5/06	Fri 5/5/06					
18	30% Review	15 days	Mon 5/8/06	Fri 5/26/06					
19	Meet to discuss	1 day	Mon 5/29/06	Mon 5/29/06					
20	60% Plan Preparation	23 days	Tue 6/30/06	Thu 6/29/06					
21	60% submittal	0 days	Thu 6/29/06	Thu 6/29/06					
22	60% review	15 days	Fri 6/30/06	Thu 7/20/06					
23	Meet to discuss	1 day	Fri 7/21/06	Fri 7/21/06					
24	90% plan preparation	23 days	Mon 7/24/06	Wed 8/23/06					
25	90% submittal	0 days	Wed 8/23/06	Wed 8/23/06					
26	90% review	15 days	Thu 8/24/06	Wed 9/13/06					
27	Meet to discuss	1 day	Thu 9/14/06	Thu 9/14/06					
28	Prepare FDEP Permit	2 days	Thu 8/24/06	Fri 8/25/06					
29	FDEP Permit review process	23 days	Mon 8/28/06	Wed 9/27/06					
30	FDEP RAI	0 days	Wed 9/27/06	Wed 9/27/06					
31	Respond to RAI	6 days	Thu 9/28/06	Wed 10/4/06					
32	FDEP review	23 days	Thu 10/5/06	Mon 11/6/06					
33	Prepare and submit County ROW use permh	5 days	Thu 8/24/06	Wed 8/30/06					
34	County Review	23 days	Thu 8/31/06	Mon 10/2/06					
35	County RAI	0 days	Mon 10/2/06	Mon 10/2/06					
36	Respond to County RAI	10 days	Tue 10/3/06	Mon 10/16/06					
37	Receive County permh	23 days	Tue 10/17/06	Thu 11/16/06					
38	100% plan preparation	20 days	Fri 9/15/06	Thu 10/12/06					
39	100% submittal	0 days	Thu 10/12/06	Thu 10/12/06					
40	Advertise for bids	1 day	Fri 10/13/06	Fri 10/13/06					
41	Bid Date	23 days	Mon 10/16/06	Wed 11/15/06					



Project: Project Schedule Basins I and
Date: Thu 10/13/06

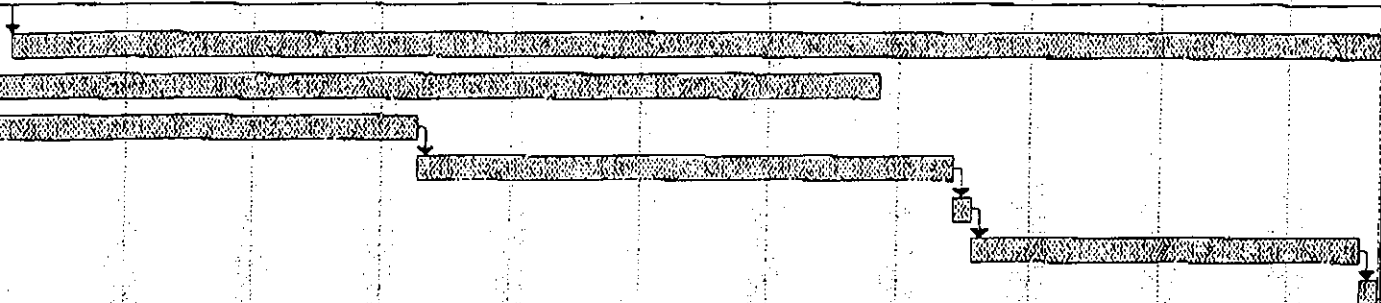
Task
Split

Progress
Milestone

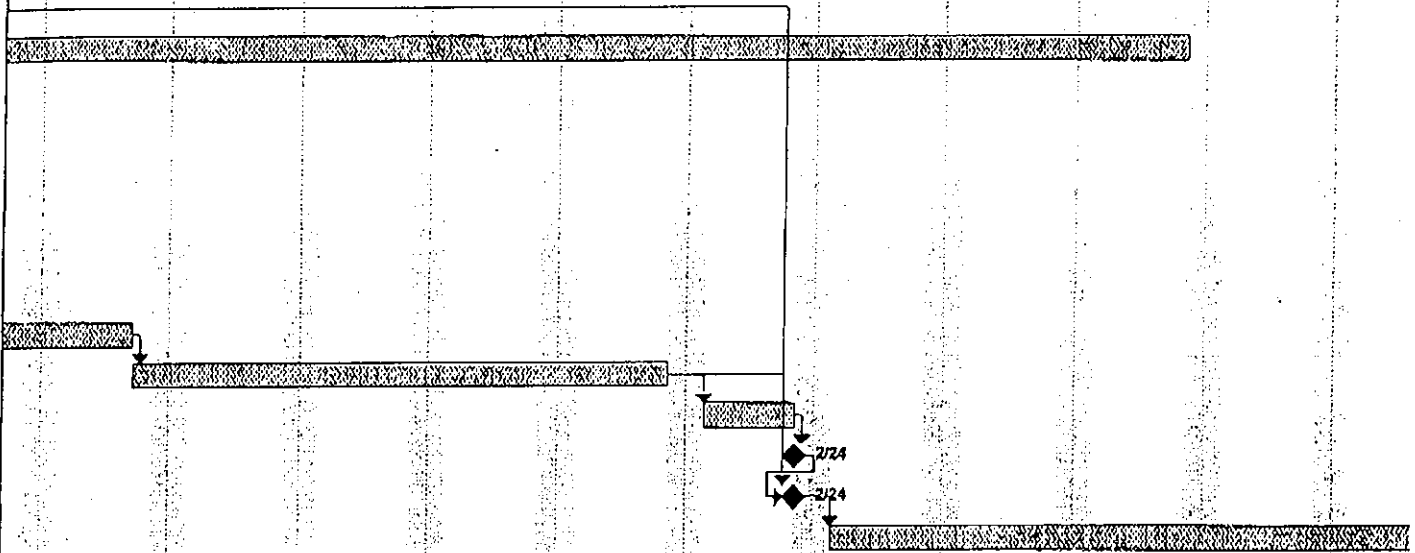
Summary
Project Summary

External Tasks
External Milest

Oct 30 '05	Nov 6 '05	Nov 13 '05	Nov 20 '05	Nov 27 '05	Dec 4 '05	Dec 11 '05	Dec 18 '05	Dec 25 '05	Jan 1 '06	Jan 8 '06
S:M:T:W:T	F:S:M:T:W:T	F:S:M:T:W:T	F:S:M:T:W:T	F:S:M:T:W:T	F:S:M:T:W:T	F:S:M:T:W:T	F:S:M:T:W:T	F:S:M:T:W:T	F:S:M:T:W:T	F:S:M:T:W:T



Jan 15 '06	Jan 22 '06	Jan 29 '06	Feb 5 '06	Feb 12 '06	Feb 19 '06	Feb 26 '06	Mar 5 '06	Mar 12 '06	Mar 19 '06	Mar 26 '06
F:S:M:T:W:T:F:S	F:S:M:T:W:T:F:S	F:S:M:T:W:T:F:S	F:S:M:T:W:T:F:S	F:S:M:T:W:T:F:S	F:S:M:T:W:T:F:S	F:S:M:T:W:T:F:S	F:S:M:T:W:T:F:S	F:S:M:T:W:T:F:S	F:S:M:T:W:T:F:S	F:S:M:T:W:T:F:S

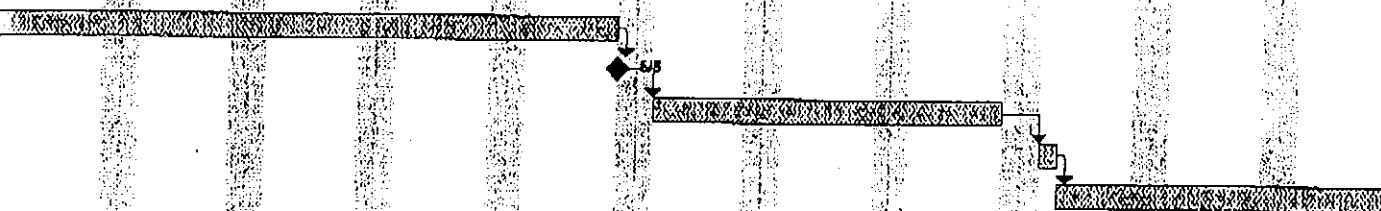


Project: Project Schedule Basins I and
Date: Thu 10/13/05

Task		Progress		Summary		External Task
Split		Milestone		Project Summary		External Mile

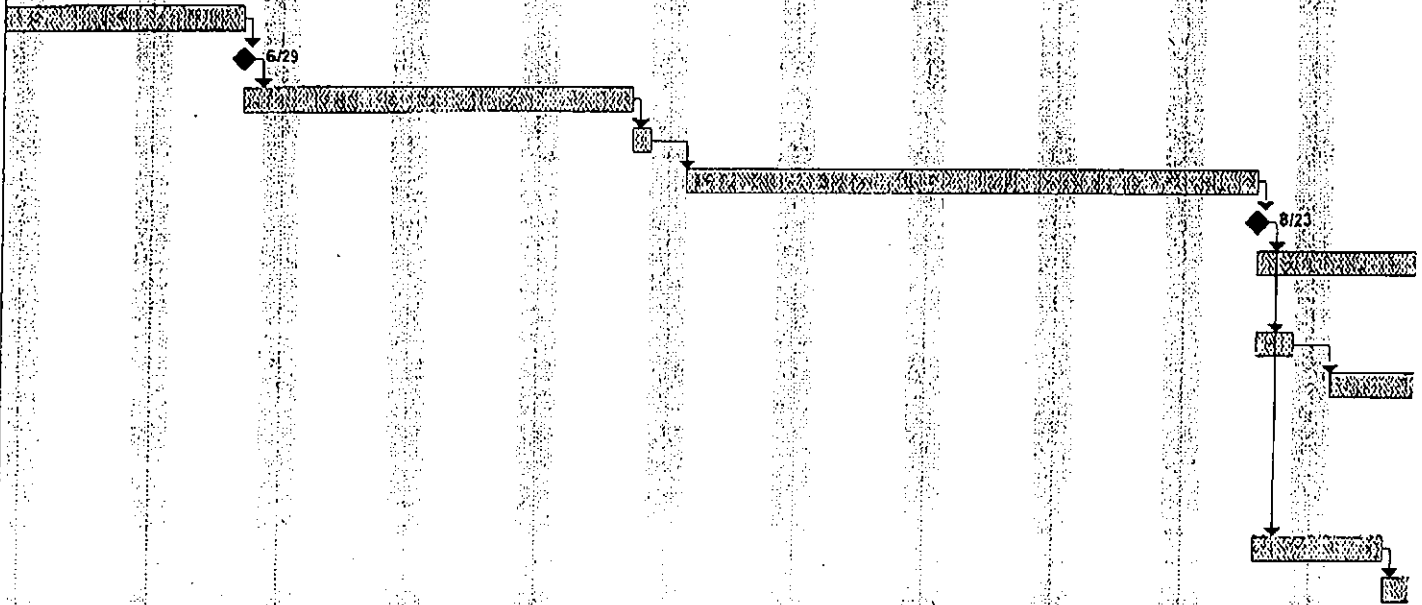
②

Apr 2 '06	Apr 9 '06	Apr 16 '06	Apr 23 '06	Apr 30 '06	May 7 '06	May 14 '06	May 21 '06	May 28 '06	Jun 4 '06	Jun 11 '06
S:M:T:W:T:F	S:M:T:W:T:F	S:M:T:W:T:F	S:M:T:W:T:F	S:M:T:W:T:F	S:M:T:W:T:F	S:M:T:W:T:F	S:M:T:W:T:F	S:M:T:W:T:F	S:M:T:W:T:F	S:M:T:W:T:F

 Deadline

⑤

Jun 18 '06	Jun 25 '06	Jul 2 '06	Jul 9 '06	Jul 16 '06	Jul 23 '06	Jul 30 '06	Aug 6 '06	Aug 13 '06	Aug 20 '06	Aug 27 '06
S S M T W T F	S S M T W T F	S S M T W T F	S S M T W T F	S S M T W T F	S S M T W T F	S S M T W T F	S S M T W T F	S S M T W T F	S S M T W T F	S S M T W T F



Project: Project Schedule Baseline 1 and
Date: Thu 10/13/05

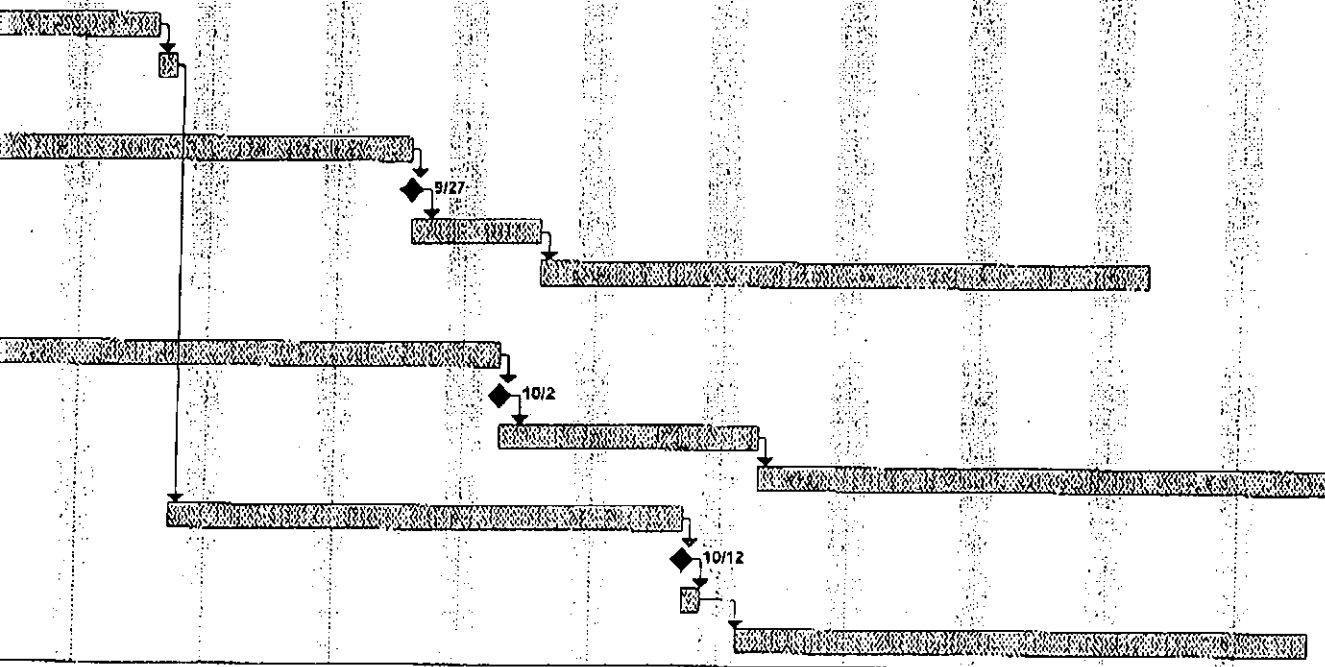
Task
Split

Progress
Milestone

Summary
Project Summary

External Task
External Miles

3 '06	Sep 10 '06	Sep 17 '06	Sep 24 '06	Oct 1 '06	Oct 8 '06	Oct 15 '06	Oct 22 '06	Oct 29 '06	Nov 5 '06	Nov 12 '06
M:TWTF	F:SMTWTF	S:M,TWTF	F:SMTWTF	F:SMTWTF	F:SMTWTF	F:SMTWTF	F:SMTWTF	F:SMTWTF	F:SMTWTF	F:SMTWTF



David Massey Land Surveying, Inc.
P.O. Box 619 / 88888 Overseas Hwy.
Tavernier, Florida 33070
(305) 853-0066 / 743-3899 / 853-0233 fax

October 12, 2005

Cph
1117 E. Robinson St.
Orlando, Fl. 32801
407-425-0452
407-648-1036 fax

RE: KLWTP Collection – cph job no. K3001

Area includes: As defined in figure 1 and 2 of your fax dated 9-30-05. This area comprises approximately 85,000 L.F. of right of way topo. locations.


Scope includes: Locate improvements in right of ways in the areas described with spot elevation at approximately every 50 feet or at common lot lines and high & low spots as found in the field. Where possible we will locate the fronts of existing residences with spot elevations at floor or ground levels of same. Also if septic clean out is visible at time of location it will also be located.

Complete locations to be delivered in AutoCAD Format of R-14.

Fee for these services to be \$159,800.00 or \$1.88 per L.F. This proposal is valid for 30 days from above date. This proposal does not include any construction staking or as-built locations. Billing will be done in 5 stages and are due within 15 days of receipt of invoice. We can start on or before October 31st if we receive a letter of authorization to proceed and guaranty of payment. Also, we will need a schedule of primary starting area. Any questions please do not hesitate to call. Thank you.

Sincerely,

David S. Massey





UNIVERSAL ENGINEERING SCIENCES

Consultants In: Geotechnical Engineering • Threshold Inspection Services
Environmental Sciences • Construction Materials Testing

Offices In:
• Orlando
• Gainesville
• Ft. Myers
• Manati Island
• St. Augustine
• Daytona Beach
• West Palm Beach
• Tallahassee
• Jacksonville
• DeBary

August 15, 2005

Mr. Terry Zaudtke, PE
CPH Engineers
1117 E. Robinson Street
Orlando, FL 32801

Reference: Proposal for Subsurface Exploration
Key Largo Collection Project
Basin I & IV, Monroe County, Florida
UES Proposal No. 05-334

Dear Mr. Zaudtke:

In accordance with your request, Universal Engineering Sciences, Inc. (UES) submits this proposal for your consideration to provide a subsurface exploration of the referenced site. Our understanding of the project, together with a proposed scope of services and fees are presented in the following paragraphs.

PROJECT INFORMATION

The project will consist of the planning and design of a collection system within basins I & IV in Monroe County, Florida. UES has been provided with basin area drawings which were used in preparing this proposal. The scope of the field drilling activities is based on advancing a 8-foot deep SPT boring approximately every 1000 linear feet along the streets. At the time this proposal was prepared we had not conducted a site reconnaissance. This proposal is based on the boring locations being accessible to conventional truck mounted drilling equipment, with no underground or above ground utilities or conflicts.

SCOPE OF SERVICES

Based on the provided information and our understanding of the project, the following services are proposed:

- Mobilize drill rig and crew to project site.
- Perform boring and utility locates.
- Advance 40, 8 foot deep SPT borings in Basin I.
- Advance 45, 8-foot deep SPT borings in Basin IV.
- Perform both visual and laboratory classifications of the collected soil samples.
- Prepare geotechnical engineering report with general site preparation, groundwater control, pipe bedding and backfill suitability of existing soils, and trench safety.

CPH Engineers
Key Largo Collection
Monroe County, FL

Subsurface Exploration Proposal
UES Proposal No. 05-334
Page 2

Standard penetration tests will be performed continuously in the upper 12 feet of the borehole and thereafter at 5-foot intervals. Our field representative will visually classify the soil samples at each test interval and place them in clean, labeled sample containers for subsequent testing. Groundwater levels will be recorded upon initial encounter and again after the water table has stabilized. At the completion of the boring the bored hole will be backfilled with the soil cuttings.

A geotechnical engineer, registered in the State of Florida, will direct each geotechnical exploration and provide an engineering analysis and evaluation of the site and subsurface conditions with respect to the planned construction. The results of the proposed exploration testing and engineering study will be presented in a report containing the following:

- A description of the site and a site plan with the locations of the boreholes.
- A presentation of the field and laboratory test procedures used and the data obtained.
- Soil boring logs indicating the soil profile, ground water levels, and SPT N-values.
- A geotechnical engineering evaluation of the soils and subsurface conditions with respect to the planned construction.
- General recommendations for site preparation, earthwork construction, groundwater control, bedding and backfill suitability of existing soils and trench safety.

We have assumed that you will provide the right of access, that boring locations are free from all utility lines, and that boring locations are accessible. As an added precaution, the fee to coordinate underground utility clearance with a local locator has been added. In addition, we have assumed that all boring locations are at a safe distance from traffic to not require a MOT. Any required MOT will be provided at an additional fee.

FEE & TERMS

UES will perform the services as described above in accordance with the enclosed General Conditions for the for fees included in the attached Exhibit I. If you wish us to proceed, please have the party responsible for payment sign the appropriate space on the Work Authorization/Proposal Acceptance Form and return a copy to us, this will serve as our authorization to proceed with the above services.

Respectfully submitted,
Universal Engineering Sciences, Inc.

Travis Richards, P.E.
Geotechnical Manager



Peter G. Read, P.E.
Regional Manager

Attachments: Exhibit I
Notes
General Conditions
Work Authorization/Proposal Acceptance Form

EXHIBIT I

**Scope of Service and Fee Schedule
GEOTECHNICAL EXPLORATION**

**Key Largo Collection
Basins I & IV
Monroe County, Florida**

Task	Quantity	Unit	Unit Fee	Total Fee
FIELD SERVICES				
Mobilization of Drill Rig and Crew	1	each	\$500.00	\$500.00
SPT Boring - (40 @ 8-feet)	320	feet	\$12.00	\$3,840.00
SPT Boring - (45 @ 8-feet)	380	feet	\$12.00	\$4,320.00
Grouting of Boreholes	680	feet	\$3.00	\$2,040.00
Per Diem	8	day	\$135.00	\$1,080.00
Boring Locates	18	each	\$50.00	\$800.00
Drilling Locates	16	each	\$50.00	\$800.00
Subtotal				\$13,380.00
LABORATORY SERVICES				
Wash #200 Analysis	18	each	\$20.00	\$360.00
Full Sleeve	6	each	\$55.00	\$330.00
Corrosion Series	2	each	\$145.00	\$290.00
Organic Content (as needed)	open	each	\$45.00	\$0.00
Subtotal				\$980.00
PROFESSIONAL SERVICES				
Principal Engineer	4	hour	\$115.00	\$460.00
Project Engineer	14	hour	\$85.00	\$1,190.00
Staff Engineer	32	hour	\$65.00	\$2,080.00
Drafting	6	hour	\$45.00	\$270.00
Technical Secretary	3	hour	\$35.00	\$105.00
Professional Liability Increase Fee	1	each	\$400.00	\$400.00
Subtotal				\$4,505.00
TOTAL FEE				\$18,865.00

NOTES

1. Additional services, consultations or meetings, if requested, will be invoiced at Universal Engineering Sciences' standard rates.
2. Drill rig standby time will be applicable when UES is prohibited from performing the proposed drilling services beyond UES' control, such as being denied access to the site, lack of boring layout when provided by others, and when our field crews are directed to cease drilling in the middle of production for whatever reason. Drill rig standby time will be charged at a rate of \$150.00 per hour.
3. This fee proposal shall remain effective for a period of 60 days. If you require longer than 60 days to formally authorize us to proceed, we request that you permit us to revise our fee proposal to account for any changes in fee.
4. The fee estimate includes four copies of the final report. Additional copies can be provided at a fee of 0.25 per page, \$1.00 per sheet, plus mailing costs.
5. We have made a good faith effort to work with you to develop a work scope and fee estimate. Because of the possibility of unknown, discovered, underground conditions and/or the need for additional services that neither you nor we can currently foresee, we recommend that you budget a contingency equal to 15 percent of the total fee estimate. We will not use the contingency amount without first notifying you.

TAB 3

KEY LARGO WASTEWATER TREATMENT DISTRICT
Agenda Request Form

Meeting Date: Oct. 19, 2005

Agenda Item No. 3

☐ PUBLIC HEARING

☐ RESOLUTION

☐ DISCUSSION

☐ BID/RFP AWARD

☒ GENERAL APPROVAL OF ITEM

☐ CONSENT AGENDA

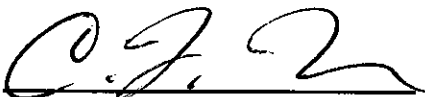
☐ Other:

SUBJECT: Regional Treatment Plant Engineering Service Work Order

RECOMMENDED MOTION/ACTION: Approval

Approved by General Manager

Date: 10-14-05



Originating Department: General Manager Charles Fishburn	Costs: Approximately \$742,400 Funding Source: County Grant and SRF Acct.	Attachments: Work Order
Department Review: <input checked="" type="checkbox"/> District Counsel <u>TO</u> <input checked="" type="checkbox"/> General Manager <u>CFB</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: Arcadis and MWH have proposed the engineering for the Regional Treatment Plant, and Deep Injection Wells. Staff has refined the proposal with Arcadis/MWH and recommends the proposed scope of work.

Resulting Board Action:

☐ Approved

☐ Tabled

☐ Disapproved

☐ Recommendation Revised

WORK AUTHORIZATION NUMBER 1

Under

Key Largo Wastewater Treatment District Consulting Agreement

With

ARCADIS G&M, Inc.

THIS WORK AUTHORIZATION NUMBER 1 is issued under and pursuant to that certain consulting agreement by and between the Key Largo Wastewater Treatment District ("District") and ARCADIS G&M, Inc. ("ARCADIS"), dated December 9, 2003.

WHEREAS, the District and ARCADIS entered into a master consulting agreement dated December 9, 2003 ("Consulting Agreement"), and

WHEREAS, in accordance with the Consultants' Competitive Negotiation Act, Section 287.055, Fla. Stat. ("CCNA"), the District in 2005 issued requests for Statements of Qualifications of interested consultants with respect to the design of a new wastewater treatment plant and associated facilities ("the Project"), and

WHEREAS, after consideration of the statements of qualifications received from interested consultants, the District selected ARCADIS as the highest ranked firm for the Project, and

WHEREAS, the District and ARCADIS have negotiated a contract at compensation that the District believes to be fair, competitive, and reasonable after analysis of the cost of the professional services required as well as their scope and complexity;

NOW THEREFORE, in consideration of the premises and in further consideration of the promises below, the District does hereby authorize ARCADIS to proceed with the work described in the attached proposal, dated September 30, 2005 ("Proposal"), subject to the following terms and conditions:

1. The work shall be conducted under and in accordance with the consulting agreement dated December 9, 2003, as the same has been amended, except as expressly provided herein.
2. The basis of compensation for the work shall be the unit rates provided in the Proposal Schedule B – Attachment C, subject to a not-to-exceed amount of \$742,400.00 for the Project. The parties acknowledge and agree that the amounts of time shown for various tasks and subtasks in Proposal Schedule B – Attachment C, are estimates, only, and that actual time spent on the various tasks and subtasks will likely vary from the amounts shown. However, in no event will that total compensation to ARCADIS exceed \$742,400 without the District's prior written authorization.
3. To the extent that any provision of the Consulting Agreement is inconsistent with this Work Authorization, such provision shall not apply to this Project. Without limiting the generality of the foregoing, to the extent that Schedule B to the Consulting Agreement provides or implies that any work performed by ARCADIS shall be compensated on a lump sum basis, said Schedule B shall not apply to this Project.
4. ARCADIS shall invoice the District on a monthly basis for work performed during the preceding month. All invoices will be supported by narrative time sheets listing, with respect to each block of time: the name of the person providing the services; a brief description of

the services provided; if the services consist of a meeting or phone call, the names of the other participants; the time spent, rounded up to the nearest 0.1 hour. The District shall review and pay all invoices in accordance with applicable provisions of the Florida Prompt Payment Act (Section 218.70, *et seq.* Fla. Stat.).

5. ARCADIS certifies that wage rates and other factual unit costs supporting the rates in Proposal Schedule B – Attachment C are accurate, complete, and current as of the date of the Proposal. The original contract price and any additions thereto will be adjusted to exclude any significant sums by which the District determines the contract price was increased due to inaccurate, incomplete, or noncurrent wage rates and other factual unit costs. All such contract adjustments must be made within 1 year following the end of the project.

IN WITNESS WHEREOF, the parties have executed this Work Authorization No. 1 on the dates opposite their names.

ARCADIS G&M, Inc.

By: William H. Lynch

Date: _____

Name: William H. Lynch, PE
Its: Vice President

Key Largo Wastewater Treatment District

By: _____

Date: _____

Name: Charles Brooks
Its: Chairman

By: _____
Name: Andrew Tobin
Its: Secretary

Attest

District Counsel Endorsement

By: _____
Name: Carol Walker
Its: District Clerk

By: _____
Name: Thomas M. Dillon
Its: District Counsel



Mr. Charles F. Fishburn, General Manager
Key Largo Wastewater Treatment District
91831 O/S Highway, Suite 200
Tavernier, Florida 33070

ARCADIS G&M, Inc.
712 US Highway One
Suite 200
North Palm Beach
Florida 33408
Tel 561 881 0077
Fax 561 881 0012
www.arcadis-us.com

Subject:
Engineering Services and Addendum - Revised Proposal
Basis of Review, Conceptual Design, Permitting and Final Design
Expansion and Development of District Facilities

WATER RESOURCES

Dear Mr. Fishburn:

ARCADIS in association with MWH Americas, Inc. (ARCADIS/MWH team) appreciates the opportunity to provide this revised proposal for professional engineering services to Key Largo Wastewater Treatment District (District). This proposal has been revised for Task A, Wastewater Treatment Plant Expansion Design; and Task B, Reuse and/or Deep Injection Well Design, to be responsive to comments by you and District consulting engineer – The Weiler Corporation.

Date:
30 September 2005

Contact:
Bill Lynch

Extension:
18

Email:
blynch@arcadis-us.com

Our ref:
05-0087

Outline of Proposed Scope of Work

The proposed District Wastewater Treatment Plant (WWTP) Expansion Design (Task A) work scope includes five (5) tasks within a Concept Design Stage (A), five (5) tasks within a Preliminary Design Stage (B), four (4) tasks within a Final Design Stage (C) and two (2) tasks within a Bid Stage (D). The Reuse and/or Deep Injection Well Design task, identified herein as Task B, will include the Reuse Feasibility Study (Stage A), the design and permitting stages for a Class I, deep injection well system (Stage B) to be co-located with the new District WWTP, and the design and permitting of a reuse system (Stage C).

An outline of the basic Stages of work required under the two (2) primary tasks (Task A and Task B) is presented, followed by a detailed scope of engineering services. In addition, we have included a contingency amount for Task B – Stage C (Reuse System Design), in the event that stage of the work is authorized. The scope of that work will be developed during the Reuse Feasibility Study.

The regulations governing the minimum Reuse Feasibility Study requirements are defined in the Task B, Stage A subsection below; the basis of a reuse feasibility assessment is defined by economic feasibility considerations and the relative availability of land application sites and customers.

This proposal and its contents shall not be duplicated, used, or disclosed—in whole or in part—for any purpose other than to evaluate the proposal. This proposal is not intended to be binding or form the terms of a contract. The scope and price of this proposal will be superseded by the contract. If this proposal is accepted and a contract is awarded to ARCADIS as a result of—or in connection with—the submission of this proposal, ARCADIS and/or the client shall have the right to make appropriate revisions of its terms, including scope and price, for purposes of the contract. Further, client shall have the right to duplicate, use, or disclose the data contained in this proposal only to the extent provided in the resulting contract.

In addition, an Addendum to our Proposed Engineering Services is included to provide the assumptions used to develop a revised fee estimate. At the request of the District, we have provided a fee for final design (Stage C) services based on Task A proceeding as a package plant system. The Addendum is included with the attached Schedule B - Attachment C fee breakdown. The Addendum provides assumptions which provide the basis for specific design components of the proposed work:

- Basis-of-design data
- WWTP liquid stream
- Sludge/biosolids treatment
- Other treatment plant facility-requirements
- Instrumentation requirements
- Civil/site/roads/drainage requirement
- Administration/operation/laboratory building
- Landscaping design
- Decommissioning/disposition of package treatment facilities
- Class I injection well system

Task A Summary - Wastewater Treatment Plant Planning and Design

Stage A.	Concept Design
Stage B.	Preliminary Design
Stage C.	Final Design
Stage D.	Bidding

Task B Summary - Reuse Feasibility Study and Deep Injection Well System

Stage A.	Reuse Feasibility Study
Stage B.	Injection Well System Design, Permitting and Bidding
Stage C.	Reuse System Design, Permitting and Bidding

Detailed Scope of Engineering Services and Fee

Task A: Proposed Scope of Work - Wastewater Treatment Plant

Stage A - Concept Design

Task 1 - Start-Up and Data Collection

Upon receipt of notice to proceed, the ARCADIS/MWH team will hold a start-up meeting with the District staff to coordinate project efforts as a Project Team. The Project Team will collect and evaluate all data, reports, and drawings relevant to the

design of the expansion of the District WWTP. It is understood that District staff will provide all relevant population, equivalent dwelling unit (EDU) and flow data in accordance with the duration referenced in the schedule attached to the August 10, 2005 proposal (and also attached to this revised proposal). Data required includes:

- Previous reports
- Population figures
- Property data (developed/undeveloped)
- FKAA water usage data (monthly data and any measured peak flow data)
- Flow estimates for KL Trailer Village/KL Park/Calusa Campground projects
- District engineer flow estimates for North and South KLWTD basins (WEC)
- New flow estimates for the Sexton Cove Lake Surprise project (CPII)

Task 2 – Basis of Design Data Review

ARCADIS/MWH team will conduct a review of basic design data in order to ensure that the design of the District WWTP is based on sound design assumptions. Basic data includes influent flows and pollutant loadings.

WWTP Flow Review

The ARCADIS/MWH team will conduct a review of design flows to the District WWTP including: seasonal flow variations, peak factor analysis (max. month, max. day, and peak hour). This flow data will be checked in terms of population, EDUs and water consumption as well as data for existing package wastewater treatment plants. Where flow data is available it will be used to support the use of design flows and peaking factors. Where it is not available, the ARCADIS/MWH team will use best engineering practices to estimate these amounts.

The ARCADIS/MWH team also will develop a graphical projection of flow build-up over time to the projected “build-out” capacity of the plant, which is given in the RFQ as 2.25 million gallons per day (mgd). The project flow build-up over time graph will serve to review potential plant construction phasing. In developing the concept design of the District WWTP, the ARCADIS/MWH team will also consider the potential for addition of 1.5 mgd from the Village of Islamorada.

WWTP Load Analysis

The ARCADIS/MWH team understands that the influent concentrations used in the design of the District WWTP are as follows:

- Biochemical Oxygen Demand (BOD₅) = 250 mg/l
- Total Suspended Solids (TSS) = 250 mg/l
- Total Nitrogen (TN) = 40 mg/l
- Total Phosphorus (TP) = 8 mg/l

- Total Alkalinity (as CaCO_3) = 150 mg/l

These concentrations will be compared to standard per capita loadings to ensure that it is acceptable:

- Biochemical Oxygen Demand (BOD_5) = 0.2 lb/cap/day
- Total Suspended Solids (TSS) = 0.2 lb/cap/day
- Total Nitrogen (TN) = 0.02 lb/cap/day
- Total Phosphorus (TP) = 0.005 lb/cap/day

Pollutant concentrations for existing wastewater treatment plants in the District's area also will be checked to ensure this data is acceptable.

ARCADIS/MWH will also assess the potential for any toxics in the District WWTP influent. Sources may include biocides used by mobile homes. ARCADIS/MWH understands that effluent requirements for the District are as follows:

- Biochemical Oxygen Demand (BOD_5) = 5 mg/l
- Total Suspended Solids (TSS) = 5 mg/l
- Total Nitrogen (TN) = 3 mg/l
- Total Phosphorus (TP) = 1 mg/l

Evaluation of Existing District Phase I WWTP

Next, the ARCADIS/MWH team will carry out an evaluation of the existing District Phase I WWTP, currently under construction as part of the Key Largo Trailer Village/Key Largo Park project. This evaluation will focus on the integration/phasing out of existing facilities. This evaluation will include:

- Continued use of administrative building facilities
- Continued use/upgrading of power supply/generator facilities.
- Decommissioning/disposal/sale of package treatment facilities
- Continued use/upgrade effluent disposal facilities (esp. shallow wells)
- Continued use/upgrade of pumping facilities
- Continued use/upgrade of other site facilities

Task 3 - WWTP Treatment Technology Evaluation

WWTP Liquid Stream

The ARCADIS/MWH team will undertake a comparative evaluation of treatment 'technologies' to identify the most appropriate and cost effective technology for this plant. At the request of the District, the technologies to be considered will be those

available using a package plant solution. The technologies to be reviewed include:

- Sequencing Batch Reactors
- Oxidation Ditches (BNR)
- Membrane Bio-Reactors (MBRs)

Alternatives will be compared on their technical merits and ranked using a criteria comparison matrix. The criteria will be presented to and discussed with District staff to confirm that comparisons are made considering factors important to the District.

Limiting assumptions have been made regarding the basis of the design stage services, and those assumptions are provided in Addendum 1 (to this proposal).

Disinfection Alternatives Assessment

The ARCADIS/MWH team will undertake a comparative evaluation of treatment technologies to identify the most appropriate and cost effective technology for this plant. The technologies to be reviewed include:

- Chlorination (liquid hypochlorite)
- Ultraviolet (UV) Disinfection
- Others if appropriate

Alternatives will be compared on their technical merits and ranked using a criteria comparison matrix, developed with the District's input as described above.

Sludge/Biosolids Treatment

The ARCADIS/MWH team will undertake a comparative evaluation of sludge treatment and disposal strategies to identify the most appropriate and cost effective technology for this plant. The Technologies to be reviewed include:

- Sludge Stabilization + "Wet" Sludge Hauling
- Sludge Stabilization + Dewatering + "Dry" Sludge Hauling
- Dewatering options will include on-site, off-site and mobile treatment

Alternatives will be compared on their technical merits and ranked using a mutually acceptable criteria comparison matrix.

Other Treatment Plant Facility Requirements

Concept design will also include evaluation / concept design of the following treatment plant facilities.

- Pumping Facilities (if any)
- Odor Control Facilities
- Pretreatment - Grit/Grease Removal/Screening

- Electrical/Power Supply/Generators
- Instrumentation/SCADA Requirements
- Civil/Site/Roads/Drainage Requirements
- Operations Building

For purposes of the Concept Design phase the above facilities will be designed to the level / degree necessary to obtain capital/O&M costs to +/- 20%.

Implementation/Phasing of Treatment Plant Upgrade(s)

The ARCADIS/MWH team will evaluate the potential for phased upgrade of the existing District WWTP from its current 183,000 gpd capacity. Potential upgrade phases that could be considered are as follows:

Capacity < 1.0 mgd - The purpose of this phase would mainly be: (a) to postpone initial capital investment; (ii) to ensure plants meets minimum flow criteria in an initial phase; and (iii) to postpone required deep injection well construction to a later phase. This initial phase could also be a permitting/paper exercise, which would include the construction of a larger capacity WWTP permitted to a capacity below 1.0 mgd.

Capacity = 2.25 mgd - As indicated above this is the intended build-out capacity of the District WWTP.

Capacity = 3.75 mgd - As indicated above this is the total potential capacity of the District WWTP in case flows from Islamorada are accepted. The costs for any additional work required to add capacity for Islamorada will be evaluated separately fro two possible scenarios: (a) early inclusion in one of the initial plant upgrades outlined above; and (b) separate construction of new facilities specifically to accommodate Islamorada flows.

All phasing options will be evaluated from a comparative Life Cycle Cost (LCC) perspective as discussed below. Additionally, The ARCADIS/MWH team will take into consideration the timing of potential funding/financing in assessing these options.

Task 4 - Concept Design Report

The ARCADIS/MWH team will prepare and submit a Concept Design Report including the following:

Life Cycle Cost (LCC) Comparison

The report will include a LCC comparison of all WWTP alternatives including the disinfection and sludge treatment options. The LCC Comparison will include:

- Capital/Construction Costs (All Options)
- Engineering Costs (All Options)
- O&M Costs (All Options)
- Financial Projections
- Life Cycle Costs \rightarrow Present Value

Recommendations

Based on the Technical Ranking Matrices and Weighted LCC Comparison, The ARCADIS/MWH team will prepare a recommendation for the concept design of the District WWTP. The recommendation will include:

- Weighted Matrix/Rank Technical and Cost Factors
- Detailed Description of Recommended Alternative including text and concept design drawings
- Proposed Implementation Plan/Schedule including procurement and construction periods to commissioning

Concept Design Report

As noted above the Concept Design Report will include a detailed description of the recommended alternative including:

- Basis of Design Report providing process design calculations and descriptions of the design and operation of the proposed District WWTP
- Concept Design Drawings including plant layout and process units sizing
- Detailed Engineering Scope of Work for Preliminary/Final Design and Bidding Phases

District Review and Comments

The ARCADIS/MWH team assumes that the District will carry out its review of the Concept Design Report within the duration indicated on the revised schedule (attached). Once the District has advised the ARCADIS/MWH team of its approval of the recommendations in the Concept Design Report (along with any other comments), and acceptance of the scope of work for the subsequent phases, we will proceed with Preliminary Design of the District WWTP. The ARCADIS/MWH team also will prepare a detailed and revised (as necessary) scope of work for the Preliminary and Final Design Phases as part of the Concept Design Report. A change order request to complete a revised scope of work in the Preliminary and Final Design Phases will be submitted to the District at that point, as needed. The above scope of services completes the Stage A deliverable for the purposes of this proposal.

Stage B - Preliminary Design

What follows is an outline scope of work, which indicates the general tasks to be accomplished as part of the Preliminary Design Stage. The detailed scope of the Preliminary Design Stage will depend largely on the type of post-treatment processes

and other facilities to be included in the District WWTP. These will be evaluated as part of the Concept Design Stage. A change order request for a revised scope of work in the Preliminary Design Phase will be provided for District approval, as will any anticipated deduction in the original price proposal (see the contingency provided for Reuse System Design on Schedule B – Attachment C). In general it is intended that the Preliminary Design Stage produce design documents necessary for obtaining permits as outlined above. Detailed Design elements not required for permitting will be included in the Final Design Stage of the project.

Task 1 – Permitting

The ARCADIS/MWH team understands that we will be responsible for assisting the District in obtaining permits from the following authorities:

FDEP Wastewater Treatment Plant Permit and (if required) Environmental Resource Permit (ERP)

Monroe County Building Permit (including compliance with stormwater codes)

FDEP Class I Injection Well System (as described in the Task B scope)

The ARCADIS/MWH team will initiate permitting efforts immediately upon Notice to Proceed. This task will begin during the Concept Design Stage and span the duration of the project through to Final Design and Bidding.

Task 2 - Site Investigations

- a. Topographical Survey
- b. Geotechnical Survey

Task 3 - WWTP Civil/Hydraulic/Process Design

- a. Finalize Process Flow Diagram
- b. Hydraulic Profiles/Pipe Sizing
- c. Finalize Plant Layout
- d. Process Equipment Selection/Specification
- e. Site Layout/Roads/Drainage
- f. Drawing Preparation

Task 4 - WWTP Structural/Architectural Design

- a. Process Structural Design
- b. Architectural/Landscaping Design
- c. Drawing Preparation

Task 5 - Preliminary Design Report

- a. Preliminary Design Cost Estimate
- b. Preliminary Design Report/Drawings
- c. District Review and Comments

Stage C - Final Design

What follows is an outline scope of work, which indicates the general tasks to be accomplished as part of the Final Design Stage. The ARCADIS/MWH team will prepare a more detailed scope of work for the Final Design as part of the Concept Design Report.

Task 1 - WWTP Electrical/Mechanical/Instrumentation Design

- a. Mechanical - Pipework Design
- b. Mechanical - Equipment List/Design
- c. Mechanical - HVAC Design
- d. Instrumentation - Process & Instrumentation Diagrams (P&IDs)
- e. Instrumentation - SCADA Design
- f. Electrical - Single Line Diagrams
- g. Electrical - Power Design
- h. Electrical - Lighting Design
- i. Drawing Preparation

Task 2 - Final Design and Drawings

- a. Finalize Civil Design/Drawings
- b. Finalize Structural/Design Drawings
- c. Finalize Mechanical, Electrical Instrumentation Drawings
- d. Finalize Architectural Drawings
- e. Detail Drawings

Task 3 - Bid Documents

- a. Contract Documents
- b. Technical Specifications
- c. Quantity Take-Off

Task 4 - Final Design Submittal

- a. Engineer's Estimate of Probable Construction Cost
- b. Draft Bid Documents Submittal

c. Engineer Review and Comments

Stage D – Bidding

What follows is an outline scope of work, which indicates the general tasks to be accomplished as part of the Bid Stage. These tasks are relatively straight forward, and do not vary significantly due to the final designs.

Task 1 - Bid Period

- a. Answer Bid RFIs
- b. Prepare Bid Document Addenda

Task 2 - Bid Review

- a. Assistance during Bid Review

Task B: Stage A - Proposed Scope of Work - Reuse Feasibility Study

The proposed Task B work scope will include three primary Stages consisting of the Reuse Feasibility Study, the Deep Injection Well Design/Permitting/Bidding and the Reuse System Design/Permitting/Bidding.

A reuse feasibility study is required by Underground Injection Control Section (UIC) Chapter 62-528 Florida Administrative Code (FAC) regulations for Class I injection well permits and FAC Chapter 62-40. In fact, reuse is required under new South Florida Water Management District (SFWMD) Basis of Review requirements (Sec. 3.2.1) and (FAC 40E-23) for "Critical Water Supply Problem Areas" (including most of the District, except Kissimmee River Valley), unless a demonstration is made that such reuse is not feasible from an environmental, technological or economic standpoint. For these reasons, an in-depth reuse study will be performed for submittal to the FDEP UIC Section (with the injection-well permit application) and the SFWMD. We anticipate 6 tasks in the Reuse Feasibility Study Stage:

- Calculate the off-site distance from the WWTP at which a potentially feasible reuse method can be located without inducing an undue economic hardship
- Identify conventional land-application and industrial-use options within above-reference distance and perform a conceptual economic analysis of each option
- Identify non-conventional use options available within the previously determined economically-viable distance from the WWTP
- Screen and rank the identified options
- Evaluate grant monies available for the 3 highest ranked reuse system options
- Recommend the best available technologies and provide a conceptual cost analysis

It is anticipated that the reuse-option screening may include non-conventional reuse options such as deep well ASR (in the Hawthorn Group Intermediate Aquifer or Floridan Aquifer), industrial-water supply with a cost-sharing partner, and/co-location (distributed co-generation). We understand that, although the District is sincerely interested in maximizing beneficial reuse, technological and economic considerations may outweigh the environmental benefits of an aggressive reuse program.

Task B: Stage B - Proposed Scope of Work - Injection Well System Design and Permitting/Bidding

Five (5) primary tasks are necessary for the injection well design/permit/bid stage:

1. Pre-application Meeting with District and FDEP (option) and Preparation of the Preliminary Engineering Design Report (based on capacity analysis of Islamorada contribution, if applicable (the District may opt to delete this deliverable))
2. Submittal of the Class I UIC Permit Application with supporting documentation (90% Drawings and Technical Specifications)
3. Response to Request(s) for Information and public meeting
4. Final Engineering Designs and Bid Documents
5. UIC Permit Revision, Bid Period Services and Bid Review

The first three (3) tasks are the permit application process for a new Class I injection well system and are discussed in some detail in the following two (2) sections. After the FDEP has issued the draft construction permit, the next two (2) tasks will begin.

Preliminary Permitting Issues

We recommend that a Class I injection-well permitting program be structured as a "test-well program", to avoid a separate permit application to convert an exploratory well to an injection well. We believe sufficient oil and gas well records (Florida Geological Survey) are available to estimate the extent and approximate stratigraphic position of both the lower Floridan confining unit and the south Florida "Boulder Zone", should this approach be implemented. A test-injection well program is preferred because, regionally, the characteristics of the targeted injection interval are well defined.

The feasibility of deep well injection is not seriously in question for this geographic area; however, in the unlikely event that the South District or Tallahassee FDEP UIC Section requires an exploratory injection-well permit application, based on confinement issues observed at the South Miami-Dade County injection well system, some additional permitting efforts will be necessary. Typically, "exploratory" injection wells can be fully constructed under an exploratory permit and then the well system can be converted to a test-injection well system by submittal of a

ARCADIS

Mr. Charles Fishburn
30 September 2005

'construction and testing permit application' (DEP Form 62-528.900[1]) with an 'operational testing request'. That possible permit track must be addressed (as a contingency) in the UIC injection permit task (and fee estimate) after the Concept Design Report and Reuse Feasibility Study results are known.

The phasing of the WWTP upgrades will be evaluated in the Concept Design Stage and the anticipated flows at buildout will determine the necessary dimensions of the Class I injection well. In the interim period, while flows to the WWTP are expected to be less than one million gallons per day (1 mgd), shallow well disposal of reuse water is a viable interim measure for the District's facility.

If the total reuse water flow is estimated to be 2.25 mgd, or 1,563 gallons per minute, the deep (>300 feet deep) injection-well's final casing or tubing would need have a nominal-inside diameter of 10 inches in order to provide disposal at an injection velocity less than 8 feet per second (Chapter 62-528, Florida Administrative Code). However, injection wells can be tested, rated and permitted for operation at injection velocities of up to 10 feet per second. At a rated injection velocity of 10 feet per second, a nominal 8-inch inside-diameter casing or tubing will provide disposal of up to approximately 2.25 mgd of reuse water.

The wastewater flow projections will be carefully evaluated in Task A above to ensure that ultimate buildout volumes are accurately estimated. Based on potential contribution from Islamorada, the capacity of a final tubing with a 10-inch inside diameter to provide disposal of up to 3.53 mgd (at a velocity of 10 feet per second) will be considered for the preliminary design report findings. The preliminary design report deliverable will address these variables.

The FDEP permit process is outlined in FAC Chapter 62-4, and Sections 62-528.305-315, Section 62-528.321, and Sections 62-528.325-335, and involves a sequence of steps which must be completed for the issuance of a UIC Construction and Testing Permit for a Class I Test-Injection Well and Deep Monitor Well System.

The first step, after an optional pre-application meeting with the FDEP staff, is submittal of a Permit Application (DEP Form 62-528.900[1]) and the applicable permit processing fee (\$12,500) with associated supporting information. Per Rule 62-528.415(4)(c) 2, FAC, an emergency disposal method must be operational before the FDEP issues an operating permit for a Class I injection well system. At some treatment plants with Class I injection systems, FDEP requirements are met by interconnection to another wastewater treatment plant, and/or to a second injection well, or by utilizing some combination of these facilities. Rapid mechanical (or "catastrophic") failure of deep injection wells is so rare that is virtually an unknown phenomenon. However, if reuse of wastewater is not feasible as a primary disposal method, then deep well injection well will become the primary disposal alternative and the FDEP may enforce Rule 62-528.415(4)(c) 2, FAC, to require full backup

capacity. The Concept Design Report deliverable will address the outcome of the preliminary wastewater/reuse flow projections (and the results of the pre-application meeting, if needed).

Permitting and Design Issues

After the above-referenced, preliminary permitting issues are resolved, the Class I injection permit process generally is relatively straightforward and includes addressing each of the following major components in support of the permit application:

- Area of review
- Regional and local geology and hydrogeology
- Emergency disposal plan
- Financial responsibility
- Engineering design and drilling and testing plans
- Local stratigraphic overview and preliminary subsurface designs

Area of Review

This requirement is addressed using maps showing the location of the proposed injection wells or well field area for which a permit is sought and the applicable area of review (AOR) is required. Within the area of review, the map should show the number or name, and location of all:

- producing wells
- injection wells
- abandoned wells
- dry holes
- surface bodies of water
- springs
- public water systems
- mines (surface and subsurface)
- quarries
- water wells
- faults, if known or suspected
- other pertinent surface features including residences and roads

ARCADIS

Mr. Charles Fishburn
30 September 2005

This requirement includes a tabulation of data on all wells within the area of review which penetrate into the proposed injection zone, confining zone, or proposed monitoring zone, to include a description of each well's type, construction, date drilled, location, depth, record of plugging or completion, and any additional information needed to evaluate the potential for fluids to migrate into, or in the direction of, an underground source of drinking water.

Regional and Local Geology and Hydrogeology

This requirement is addressed using maps and cross sections indicating the general vertical and lateral limits within the area of review of all underground sources of drinking water, their position relative to the injection formation and the direction of water movement, where known, in each underground source of drinking water which may be affected by the proposed injection, including:

- Hydrology and geologic structures of the local area
- Regional geologic setting
- Anticipated compatibility of injected waste with fluids in the injection zone and minerals in both the injection zone and the confining zone

Emergency Disposal Plan

Contingency plans are required to cope with all shut-ins or well failures, so as to protect the quality of the waters of the State as defined in Rule 62-3 and 62-520, FAC, including:

- A Reuse Feasibility Study (see above-referenced task)
- A description of the emergency disposal method(s) and procedures -- and addressing alternate or emergency discharge provisions to prevent migration of fluids into an underground source of drinking water

Financial Responsibility

This requirement includes a certification that the District has ensured, through a performance bond or other appropriate means, the resources necessary to close, plug or abandon the well(s) as required by Rule 62-528.435(9), FAC, based on a plugging and abandonment plan and cost estimates.

Engineering Design and Drilling and Testing Plans

The engineering and drilling plans and specifications will include submittal of:

- A detailed drilling and testing plan (in the permit-application support document,) including the subsurface testing program and associated construction related reporting requirements during the installation and testing period for the injection well(s) and dual-zone deep monitor well

Use or disclosure of information contained on this sheet is subject to the restriction and disclaimer located on the first page of this document.

- Plugging and abandonment plan and cost estimates
- Proposed surface and subsurface construction details of the injection system, including design features for surge control and water hammer protection
- Manual back-up capability for automatic monitoring devices for pressure and flow to the injection well
- The maintenance program along with periodical intervals for each maintenance activity for mechanical and electrical equipment to assure proper maintenance of the injection system
- Certification by a professional engineer or professional geologist, as appropriate, registered in the State of Florida and retained by the applicant for that purpose [Rule 62-528.440(5)(b), FAC]

Local Stratigraphic Overview and Preliminary Subsurface Designs

Florida Administrative Code Chapter 62-528 requires that an adequate degree of confinement must be demonstrated between the injected fluids and the base of the regional Underground Source of Drinking Water (USDW), both before and during operation of a Class I injection well system. A Class I injection well is designed to discharge into a highly saline portion of the lower Floridan aquifer, having a G-IV groundwater classification.

Local stratigraphic and geologic information is available from regional oil and gas well locations. Regionally available information was reviewed to estimate preliminary casing-setting depths for Class I deep injection and monitor wells if located at the District facility. The depth to the base of the Miocene (Hawthorn Group) confining unit is approximately 1,080 feet below land surface. The depth to the base of the lowermost regional USDW is estimated to be between 1,550 feet and 1,750 feet below land surface. The depth to the top of the cavernous, highly permeable Oldsmar Formation "Boulder Zone" is estimated to occur between 2,550 feet and 3,000 feet below land surface.

Chapter 62-528, FAC requires monitoring of Class I injection using two monitoring zones completed in the Floridan aquifer. An upper monitor zone must be installed above the regional USDW. The lower monitor zone must be installed in a sufficiently transmissive interval below the USDW. Fiberglass Reinforced Plastic pipe would be recommended as the lower monitor-zone casing material because it is non-conductive (will not corrode), and will provide superior long-term durability under the conditions (depth, temperature, pressure and water quality) anticipated for well construction and long-term use. The design is primarily intended to provide long-term, low-maintenance Floridan aquifer water-sample collection capability. Precise monitor-zone depths are selected using the field results from pilot-hole drilling, geophysical logging and pilot-hole water-quality sampling results.

Bidding Services for Construction

Competitive bidding of deep Class I injection well construction can present unique problems because the construction and testing of these deep wells are within the capabilities of only a few Florida water well contractors. The District may wish to include bidder qualifications in the bid forms to include requests for specific and relevant experience with deep Class I injection well construction and testing. Depending on time constraints, an alternate-delivery method for construction services may be advisable. Specific recommendations can be provided prior to the completion of the UIC well permitting stage. Otherwise, the following general tasks to be accomplished as part of the Bid Stage are relatively straight forward and do not vary significantly due to the final designs.

- a. Answer Bid RFIs
- b. Prepare Bid Document Addenda
- c. Assistance during Bid Review

Task B: Stage C - Proposed Scope of Work - Reuse System Design/Permitting/Bidding

The detailed scope of the stage will depend largely on the selection of the type of reuse system or systems as screened and ranked in the feasibility stage (Stage A) and will include the tie-in to the other facilities to be designed for the District WWTP. The ARCADIS/MWH team will prepare a detailed scope of work for the Preliminary and Final Design Phases as part of the Concept Design Report. For the purposes of this (revised) proposal, a contingency for the Reuse System Design/Permitting Stage (Stage C) has been incorporated into the engineering fee estimate provided in the attached Schedule B - Attachment C.

Engineering Services Fee

The described scope of work and the revised fee proposal of \$794,500 (attached Schedule B - Attachment C) are based on time-and-expense billing terms. Specific terms and conditions of the existing agreement between Key Largo Wastewater Treatment District and ARCADIS G&M, Inc., are included in the "Contract for Consulting/Professional Services" dated December 9, 2003.

Note that the revised fee includes an estimated \$30,000 for geotechnical services. The tabulated fee amounts are based on a man-hour level of effort for similar projects completed within the previous 2-year period, and are subject to revision only to the extent that the District approves a change order request based on a more detailed scope of work for the Preliminary and Final Design stages.

ARCADIS

Mr. Charles Fishburn
30 September 2005

Schedule

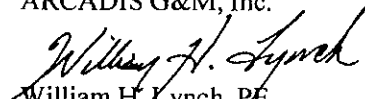
The previously submitted schedule for all design tasks, through Final Design, is attached. The new start date may be approximately 65 days later than has been identified; however, the intent to 'fast track' the WWTP and injection well permitting processes will be retained. The ARCADIS/MWH team understands that the District will carry out its review of the injection system (60% and 90%-complete) design submittal and (90%-complete) permit submittals within the durations indicated on the schedule.

Closing

If this revised proposal is acceptable, we will begin work upon your written authorization.

We appreciate the opportunity to submit this revised proposal. We look forward to working with the District.

Sincerely,
ARCADIS G&M, Inc.


William H. Lynch, PE
Vice President

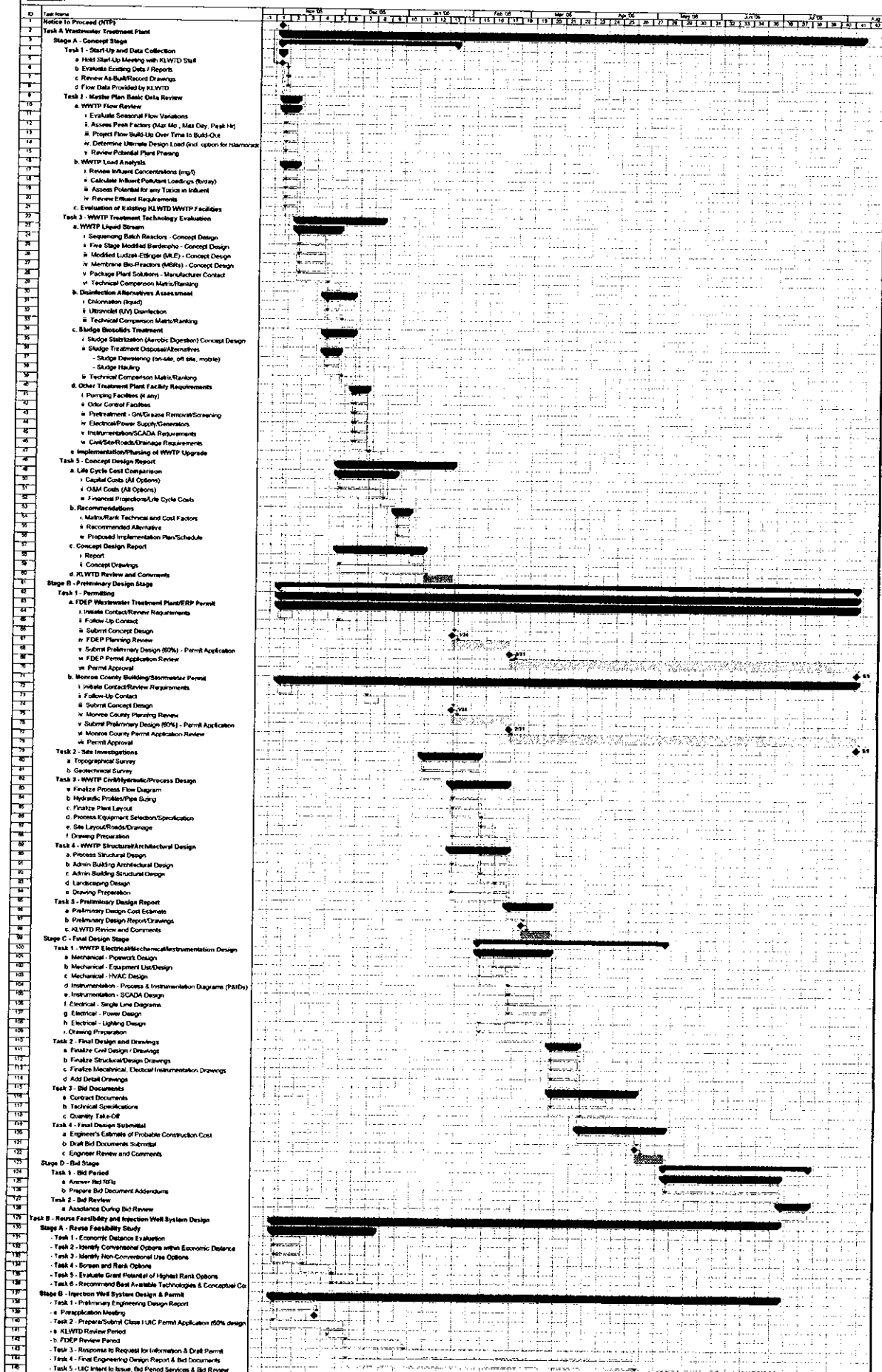
Enclosures:

Schedule B- Attachment C (Fee Schedule)
Addendum 1
Schedule (dated Aug 10, 2005, unrevised)

Copies:

Doug Young, ARCADIS
Patrick A. Mullen, MWH Americas, Inc.
Ed Castle, WEC / The Weiler Engineering Corporation

KEY LARGO WASTEWATER TREATMENT DISTRICT WASTEWATER TREATMENT PLANT, INJECTION WELL AND REUSE STUDY DESIGN SCHEDULE



SCHEDULE B - ATTACHMENT C

Task Order No. 1 [with Addendum No. 1 and Supplement]
September 30, 2005 - Revised from Proposals dated May 16, 2005, July 6, 2005 & August 10, 2005 and Supplement dated August 31, 2005

ARCADIS TIME-AND-EXPENSE FEE ESTIMATE: \$ 742,400

FOR: KEY LARGO WASTEWATER TREATMENT DISTRICT: WASTEWATER EXPANSION - CONCEPT, PRELIMINARY AND FINAL DESIGN, SITE CIVIL DESIGN AND PERMITTING
REUSE STUDY, REUSE SYSTEM DESIGN AND CLASS I INJECTION WELL SYSTEM DESIGN / PERMIT

Personnel Classification	Senior Expert	Chief Engineer	Principal Engineer	Project Manager/Senior Sci/Eng	Project Engineer 2	Senior Designer	Project Scientist 1 / Senior Draftsperson	Staff Sci/Eng	Project Controller	Clerical	Accounting	Labor Fee	Expenses	Vendors / Subcontractors	Total Task Fee
Contracted Hourly Rate	200.00	180.00	160.00	140.00	115.00	95.00	85.00	80.00	85.00	50.00	50.00				
Subtask Description & Estimated Hours															
Task A:															
Stage A - WWTP Concept Design	0	80	170	38	132	72	0	0	0	0	0	\$68,940	\$0	\$14,600	\$83,540
Stage B - WWTP Preliminary Design	0	152	80	240	95	0	320	0	0	0	0	\$112,000	\$5,000	\$0	\$117,000
Stage C - WWTP Final Design	0	143	0	320	160	320	160	0	0	0	0	\$103,120	\$5,000	\$30,000	\$168,120
Stage D - Contract Bid Assistance	0	104	0	0	64	0	0	0	0	0	0	\$26,080	\$0	\$0	\$26,080
Buildings (A/E) - Preliminary & Final Design	4	25	60	90	50	120	20	145	0	80	30	\$63,450	\$5,030	\$9,600	\$78,580
Site Civil - Preliminary & Final Design	2	4	12	20	0	60	4	0	0	15	4	\$13,320	\$3,200	\$0	\$16,520
Permitting (Building/Drainage/Stormwater)	4	4	12	60	0	0	12	20	0	10	4	\$15,160	\$4,500	\$0	\$19,660
Stage A - Reuse Feasibility Study	12	0	110	6	20	72	16	0	6	20	6	\$33,030	\$1,970	\$0	\$35,000
Stage B - Injection Well Design and Permit Engineering / Design (Through Bid Services)	16	90	4	90	8	70	40	85	0	24	0	\$51,610	\$4,940	\$15,000	\$71,550
Stage C - Reuse System Design (Contingency)	16	6	0	90	40	60	90	50	6	34	20	\$41,920	\$6,280	\$250	\$48,450
Stage C - Reuse System Design (Contingency)	20	40	55	150	120	60	20	100	6	50	23	\$74,240	\$3,690	\$0	\$77,930
Total Hours	74	649	503	1104	690	834	682	400	24	233	89				
Fee	\$14,800	\$116,820	\$80,480	\$154,560	\$79,350	\$79,230	\$57,370	\$32,000	\$1,560	\$11,650	\$4,450	\$602,870	\$40,180	\$68,350	\$742,400
TOTAL ESTIMATED DESIGN FEE															
Total fee is based on time-and-expense billing under the terms and conditions of the Contract for Consulting/Professional Services.															
Regulatory agency permit-processing fees are not included in these estimates.															
Task A - Stage B and Stage C include architectural design services for sludge process and administrative buildings.															
Task A - Stage C design has been revised to include an estimated \$30,000 for geotechnical services.															
Reuse System Design fee revised. The revised fee is based on a contingency amount for the design services, pending completion of Task A - Stage A: Concept Design, and the Reuse Feasibility Study.															
FDEP UIC permitting assumes a test-injection well "construction permit" track. Anticipated completion of Permit Application task by ARCADIS revised to end of April 2006.															

Key Largo Wastewater Treatment District

Addendum 1 and Supplement to August 10, 2005 ARCADIS Proposal: Proposed Engineering Services and Addendum Assumptions on Basis of Scope and Pricing

Wastewater Treatment Plant and Injection System Concept, Preliminary and Final Design

Introduction

The ARCADIS/MWH team was requested to provide a scope of work and pricing for the preliminary and final design of the Key Largo WWTP. The following details the assumptions made in scoping and pricing this work.

Basis of Preliminary and Final Design Data TASK A – Stages B and C

It is assumed that this plant will be permitted for 2.25 million gallons per day (mgd), as a maximum, three-month average daily flow, and that it will be constructed to build-out capacity in a single stage. Slight differences in the final capacity will not affect the scope/price of the work. However, design of a plant to be constructed in more than one phase could affect the scope if additional tankage and permitting efforts are required.

It is assumed that the influent is standard domestic wastewater (as detailed in the Scope of Work) and that no special provisions for the removal of toxics are required. It is assumed that alkalinity in the influent wastewater is sufficient and that no facilities for augmentation of alkalinity are required.

The results of the Task A (Stage A) Concept Design and Report, and KLWTD (District) approval, will determine the preliminary and final design criteria for the wastewater and biosolids treatment processes. The following sections outline the assumptions on which the estimated design fees are based for subsequent phases of the overall project.

WWTP Liquid Stream Treatment-Process Design

The Concept Design includes a task to determine the most suitable process for wastewater treatment. It is assumed that a headworks structure including mechanical screening and grit removal will be required. It is assumed that these will be of the types routinely used in the State of Florida.

It is assumed that the design will include pre-engineered Sequencing Batch Reactors (SBRs) and that these will be pre-engineered steel tanks requiring MWH to provide only the design of the foundations and connecting pipework. It is assumed that the SBRs will employ a surface or sub-surface type mixing aeration system and that external blowers and blower building will not be required. It is assumed that the pre-engineered SBR units will be complete with their own instrumentation and automated (PLC-type) controls and that ARCADIS/MWH will be responsible for the connection to these instruments and controls to the overall plant electrical and SCADA systems.

Key Largo Wastewater Treatment District

It is assumed that filtration will be required to attain required TSS effluent levels (5 mg/l). It is assumed that filtration would be provided using pre-engineered type systems such as disk filters, traveling bridge filters or other standards types available through commercial vendors. It is assumed that ARCADIS/MWH will design required structural foundation and mechanical, electrical, I&C connections to these filters.

It is assumed that UV disinfection (open channel type) will be required. It is assumed that ARCADIS/MWH will design the required concrete structures for the UV systems based on equipment selected in conjunction with KLWTD. It is assumed that ARCADIS/MWH will design mechanical, electrical, I&C connections to the UV system.

It is assumed that no major chemical treatment systems would be required as part of the plant design. However, it is assumed that a back-up chemical system for phosphorus removal and a liquid hypochlorite system for plant wash-down and control of filamentous organisms may be required.

Sludge/Biosolids Treatment Process Design

It is assumed that sludge/holding and stabilization will be required on site (to produce Class B sludge). It is assumed that this design would be based on the use of an aerobic digester. It is assumed that this will be a steel tank structure. It is assumed that the SBR units will employ a surface aerator system and that external blowers and/or blower building(s) will not be required. It is assumed that ARCADIS/MWH will design the required structural foundation and mechanical, electrical, I&C connections to this reactor/digester.

It is assumed that sludge dewatering will be required but that this will be provided using a mobile dewatering unit. ARCADIS/MWH will design the mechanical connections to the mobile unit.

Other Treatment Plant Facility Design Requirements

Pumping Facilities – It is assumed that no new influent pumping facilities would be required. Influent pumping would be provided by the expansion of the existing vacuum pump station. ARCADIS/MWH will design required piping connections to this pump station.

Odor Control Facilities – It is assumed that no odor control facilities will be required at the plant headworks. This is based on the assumption that odor control will be provided as part of the vacuum pump station.

Administration/Operations Building & Laboratory – It is assumed that a pre-engineered metal building, complete with foundation, structural framing, prefinished roofing, siding, ridge vents, roof and wall insulation, manual roll-up doors, personnel doors, ventilation fan and louvers, and other necessary components for a complete installation shall be the design template. The building manufacturer shall be Star, Butler, General Steel or approved equal. An estimate of the subcontractor/vendor services has been proposed in the fee breakdown provided on Schedule B – Attachment C for Preliminary and Final Building (A/E) Design (Task A).

Electrical/Power Supply/Generators – It is assumed that the existing plant power supply would not necessarily be sufficient for the requirements of the new plant. It is assumed that increased power feed installations (transformer, breakers, etc.) from local power lines would be required. It is assumed that ARCADIS/MWH will design required electrical power supply systems from local power lines. It is assumed that ARCADIS/MWH will design site power distribution and lighting

Key Largo Wastewater Treatment District

systems for the WWTP under ARCADIS/MWH scope. Power supply for existing WWTP facilities that will remain in service will be integrated into the power supply system under ARCADIS/MWH design at the panel level (power distribution to the vacuum PS and other existing facilities is not included). It is uncertain whether additional back-up power (stand-by generators) is required. For purposes of this scope, it is assumed that additional generators will not be required.

Instrumentation/SCADA Requirements – It is assumed that SCADA will be required for monitoring of plant instrumentation signals. It is assumed the pre-engineered SBR system will provide its own control system. It is assumed that ARCADIS/MWH will design other wastewater treatment plant instrumentation (within the boundaries of the WWTP site, but not including the vacuum pump station). It is assumed that ARCADIS/MWH will integrate of wastewater treatment plant signals (including the vacuum pump station but not necessarily including remote off-site signals) into a centralized SCADA system for the plant. It is assumed that this system will mainly incorporate monitoring functions with the exception of control functions for the SBR units, pumps and key valve units.

Civil/Site/Roads/Drainage Requirements – The final acreage of the WWTP site has not yet been established; however, an assumption was made that preliminary geotechnical services would be necessary to finalize the site civil, storm water drainage design and roadway- permitting and design. Those requirements will be finalized in the Concept Design stage of the proposed scope of work. An estimate of the subcontractor/vendor fee is provided on Schedule B – Attachment C (Task A, Stage C, for geotechnical services).

Landscaping Design – It was assumed that these services would be provided under the Site Civil – Preliminary and Final Design phase of Task A (Schedule B – Attachment C). The general landscape design components can be developed during the Concept Design stage.

Decommissioning/Disposal/Sale of Package Treatment Facilities – It is assumed that existing package treatment facilities will be decommissioned after commissioning of the expanded WWTP. ARCADIS/MWH will be responsible for the outlining the phasing of this procedure.

Effluent Disposal or Reuse TASK B – Stages A, B and C

Reuse Feasibility Study [Stage A]

It is assumed that the reuse feasibility study will be conducted with the intent to meet the minimum requirements of Chapter 62-528 Florida Administrative Code (FAC) regulations for Class I injection well permits and FAC Chapter 62-40B. Because reuse is required under new South Florida Water Management District (SFWMD) Basis of Review requirements (Sec. 3.2.1) and (FAC 40E-23) for "Critical Water Supply Problem Areas" (including most of the District, except Kissimmee River Valley), a demonstration must be made that such reuse is not feasible from an environmental, technological or economic standpoint. For these reasons, the reuse study will be performed for submittal to the FDEP UIC Section (with the injection-well permit application) and the SFWMD.

Key Largo Wastewater Treatment District

Injection Well System [Stage B]

The following assumptions were made regarding the permitting and design of the Class I injection well system:

- The injection well will be designed to accommodate a planned maximum/peak-hour flow rate of wastewater treatment effluent equal to between approximately 2.25 mgd and 3.35 mgd; however, the Concept Design Report deliverable will address the outcome of the preliminary wastewater/reuse flow projections;
- The injection well system will be permitted with a test-injection well and an “exploratory” well or well permit will not be required by the South District FDEP;
- The proposed design fee does not include the FDEP permit processing fee for the injection well construction permit (\$12,500) application;
- The construction permit application task will include one response to FDEP (request for additional information) comments to the extent that the permit documents are deficient, or the requested information was made available and is required by Rule;
- KLWTD will provide available information to address Class I injection-system permitting review practices, including site surveys; onsite Class V injection well locations, permit applications; well and pump details; recognized environmental conditions; and well site staging restrictions;
- Per Rule 62-528.415(4)(c) 2, FAC, an emergency disposal method must be operational before the FDEP issues an operating permit for a Class I injection well system. At some treatment plants with Class I injection systems, FDEP requirements are met by interconnection to another wastewater treatment plant, and/or to a second injection well, or by utilizing some combination of these facilities. If reuse of wastewater is not feasible as a primary disposal method, then deep well injection well will become the primary disposal alternative and the FDEP may enforce Rule 62-528.415(4)(c) 2, FAC, to require full backup capacity;
- In the event that adequate emergency backup capacity cannot be demonstrated by other means; either by the use of up to one (1) mgd of disposal via Class V injection wells after polishing, or by reuse methods not yet identified, the need for a second Class I injection well must be addressed as a new permit application and will require a revision to the attached design/permitting, construction administration and project representation fee estimate.

Reuse System Design [Stage C]

Depending on the conclusions reached in the Reuse Feasibility Study, the preliminary and final design of a full reuse system may not be necessary. However, a revised contingency amount is included for Task B, Stage C (in the fee breakdown provided on revised Schedule B – Attachment C) in order to address the design of one pump-out station for RV and Marine wastewater treatment, and one reuse water (aboveground storage) tank to support Florida Department of Transportation applications (tanker-truck, reuse-water loading).

TAB 4

KEY LARGO WASTEWATER TREATMENT DISTRICT

Agenda Request Form

Meeting Date: Oct. 19, 2005

Agenda Item No. 4

☐ PUBLIC HEARING

☐ RESOLUTION

☐ DISCUSSION

☐ BID/RFP AWARD

☒ GENERAL APPROVAL OF ITEM

☐ CONSENT AGENDA

☐ Other:

SUBJECT: Minutes of Sept. 21 and Oct. 5, 2005 Board Meetings

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

Approved by General Manager

Date: 10-13-05

Originating Department: Board Clerk	Costs: Approximately \$0 Funding Source: Acct. #	Attachments: Minutes of Sept. 21 & Oct. 5, 2005
Department Review: <input checked="" type="checkbox"/> District Counsel <input checked="" 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:

Resulting Board Action:

☐ Approved

☐ Tabled

☐ Disapproved

☐ Recommendation Revised

MINUTES

Key Largo Wastewater Treatment District (KLWTD)

Board of Commisisoners Meeting



SEPTEMBER 21, 2005
98880 OVERSEAS HYW, KEY LARGO, FL 33037

The Key Largo Wastewater Treatment District Board of Commissioners met for a regular meeting on September 21, 2005 at 5:00 PM. Present were Chairman Charles Brooks, Commissioners Glenn Patton, Gary Bauman, Claude Bullock, and Andrew Tobin. Also present were General Manager Charles Fishburn, District Counsel Thomas Dillon, and all other appropriate District Staff.

The Pledge of Allegiance was led by Chairman Brooks.

Approval of the Agenda

MOTION: Commissioner Tobin made a motion to approve the agenda as presented. The motion was seconded by Commissioner Patton.

Vote on motion

MEMBER	YES	NO	OTHER
Commissioner Tobin	X		
Commissioner Patton	X		
Commissioner Bullock	X		
Vice Chairman Bauman	X		
Chairman Brooks	X		

Motion passed 5 to 0

District Counsel Thomas Dillon requested of the Board permission to go into an Attorney/Client session because he desired advice concerning the Haskell delay claim.

The regular session of the KLWTD Commission meeting was recessed at 5:10 PM

The Key Largo Wastewater Treatment District Board went into Attorney/Client Session to discuss the Haskell delay claim. The following persons were in attendance: Chairman Charles Brooks, Vice-Chairman Gary Bauman, Commissioners Andrew Tobin, Glenn Patton, and Claude Bullock. Also in attendance were General Manager Charles Fishburn, and District Counsel Thomas Dillon.

The Commission returned from the Attorney/Client Session at 5:35 and reconvened the public meeting.

Public Comment

The following persons addressed the Commission: No one addressed the Commission during public comment at this meeting.

Commissioner's Roundtable

There was nothing presented at the meeting for this item.

Commissioner's Items

There was nothing presented at the meeting for this item.

Bulk Items

RESOLUTION NUMBER NO. 09-09-05

A RESOLUTION OF THE KEY LARGO WASTEWATER TREATMENT DISTRICT APPROVING, ADOPTING, AND RATIFYING, A LOAN AGREEMENT WITH THE STATE OF FLORIDA, DEPARTMENT OF ENVIRONMENTAL PROTECTION STATE REVOLVING FUND, AND MAKING CERTAIN COMMITMENTS IN CONNECTION WITH THE LOAN AGREEMENT.

MOTION: Commissioner Tobin made a motion to approve Resolution No. 09-09-05. The motion was seconded by Commissioner Bauman.

Vote on motion

MEMBER	YES	NO	OTHER
Commissioner Tobin	X		
Commissioner Patton	X		
Commissioner Bullock	X		
Vice Chairman Bauman	X		
Chairman Brooks	X		

Motion passed 5 to 0

Action Items

Settlement of Haskell Delay Claim

Motion: Commissioner Bauman made a motion to approve the Haskell Delay Claim Settlement Agreement on the Design Build Agreement of June 25, 2003 between the KLWTD, the Haskell Company D.N. Higgins Inc. Commissioner Patton seconded the motion.

General Manager Charles Fishburn reviewed the Haskell Delay Claim.

Financial Officer Martin Waits stated that he was in agreement with the arrangement. He thinks that the settlement is fair and equitable to everyone. Mr. Waits stated that he supports the mediation totally.

Ed Castle agreed with Financial Officer Martin Waits.

District Counsel Thomas Dillon supports the agreement and recommended it to the Board.

General Manager Charles Fishburn supports the agreement also.

Vote on motion

MEMBER	YES	NO	OTHER
Commissioner Tobin	X		
Commissioner Patton	X		
Commissioner Bullock	X		
Vice Chairman Bauman	X		
Chairman Brooks	X		

Motion passed 5 to 0

Meeting Minutes of August 17, 31 and September 7, 2005

Chairman Brooks requested that in the September 7 minutes on page seven in the first paragraph line one and line two the "he" be changed to Mr. Fishburn and on line eight of the first paragraph the "Carol" be change to read KLWTD Clerk.

Motion: Commissioner Patton made a motion to approve the minutes of August 17, 31 and September 7, 2005 as amended. The motion was seconded by Commissioner Bullock.

Vote on motion

MEMBER	YES	NO	OTHER
Commissioner Tobin	X		
Commissioner Patton	X		
Commissioner Bullock	X		
Vice Chairman Bauman	X		
Chairman Brooks	X		

Motion passed 5 to 0

Pending Payments List

Financial Officer Martin Waits presented the pending payments list.

Motion: Commissioner Patton made a motion to approve the Pending Payments List of September 21, 2005 contingent upon the availability of funds. The motion was seconded by Commissioner Tobin.

Vote on motion

MEMBER	YES	NO	OTHER
Commissioner Tobin	X		
Commissioner Patton	X		
Commissioner Bullock	X		
Vice Chairman Bauman	X		
Chairman Brooks	X		

Motion passed 5 to 0

Fee to be collected for the Waiver to System Development Charge Assessment

District Counsel Thomas Dillon explained that the Board had already approved the form that would allow a property owner to consolidate tax parcels by waiving service to some and accepting service to one. The cost of the administrative fee to the property owner needs to be determined by the Board.

Motion: Commissioner Tobin made a motion to approve the System Development Charge fee of \$200 plus \$50 per lot included in the application. Commissioner Patton seconded the motion.

Vote on motion

MEMBER	YES	NO	OTHER
Commissioner Tobin	X		
Commissioner Patton	X		
Commissioner Bullock	X		
Vice Chairman Bauman	X		
Chairman Brooks	X		

Motion passed 5 to 0

Discussion Items

Method and time frame for customers to review their assessments

District Counsel Thomas Dillon explained that a property owner has 120 days from August 10, 2005 to ask for a review of an assessment.

District Counsel Thomas Dillon stated that he will come back next week with a resolution naming the Assessment Coordinator.

Status Reports

Inter-local Agreement between FKAA and Monroe County

General Manager Charles Fishburn reviewed the inter-local that had been given to the Board in the information packages.

Staff was directed to draft a letter to the County Commission to confirm what the County's intent is in the dispersal of the Infrastructure Tax monies for wastewater.

Chairman Brooks stated that he felt that the District should stay out of the inter-local agreement between the FKAA and the County and that the District should just get to work on the Northern Component.

Engineer's Project Status Report

Ed Castle reviewed the status report that was presented in the agenda package.

Steve Gibbs requested that he be provided with all of the back up to the agenda items.

Adjournment

Commissioner Tobin made a motion to adjourn and Commissioner Bullock seconded the motion.

The KLWTD Board adjourned the meeting at 7:37 PM.

The KLWTD meeting minutes of Sept. 21, 2005 were approved on October 19, 2005

Chairman Charles Brooks

Carol Walker, CMC
Board Clerk

MINUTES

Key Largo Wastewater Treatment District (KLWTD)

Board of Commisisoners Meeting



October 5, 2005
98880 OVERSEAS HYW, KEY LARGO, FL 33037

The Key Largo Wastewater Treatment District Board of Commissioners met for a regular meeting on October 5, 2005 at 5:00 PM. Present were Chairman Charles Brooks, Commissioners Glenn Patton, Gary Bauman, Andrwe Tobin, and Claude Bullock who arrived at 5:12 PM. Also present were General Manager Charles Fishburn, District Counsel Thomas Dillon, Board Clerk Carol Walker, and all other apporporate District Staff.

The Pledge of Allegiance was led by Chairman Brooks.

Approval of the Agenda

Chairman Brooks stated that as far as he was concerned the agenda package is unsatisfactory. The reason he said that was that the agenda package that was delivered had no value to it whatsoever. He received his agenda package Saturday, and everything in it was "we will get it to you later." Chairman Brooks asked Mr. Fishburn why the two most important documents that the Board has before them were not in the agenda package but placed in the information package? They were the backup for TAB 3 & 4, the CPH Work Order and the Arcadis Work Order. Mr. Fishburn responded with "he did not want them on the web site." Chairman Brooks explained that that was his biggest rub with the agenda. He further explained that his understanding of the information pack was that it was for items not related to the agenda items. Chairman Brooks stated that the District has an internet page and that page does not have anything of value, it is cursory, it gives the public nothing. He stated that out of the five items on the agenda only one of them had a five-bullet item for backup and that was TAB 1.

Chairman Brooks went through the agenda package. Tab 1 was Commissioner Items, Next Project, Commissioner Patton. That was the only Tab with backup. Tab 2 Pending Payment List, the Board was told that they would receive the Pending Payments List of October 3rd and he received it October 4th. Tab 3, the Sexton Cove/Lake Surprise Collection System work order (thirty pages) which was placed in the information package which is not part of the agenda and consequently takes it out of the public view. Then there was Tab 4 which was the Regional Treatment Plant (fifty pages) which was also place in the information package and not exposed to the public. The meetings are noticed

and the information is supposed to be put into the agenda packages. At the last meeting there had been a request that items like the Sexton Cove/Lake Surprise Collection System Work Order and the Regional Treatment Plant Work Orders and back up be in the agenda package. Tab 5 was the Engineering Status Report that was not in the agenda package but delivered on October 4 and it had been promised for October 3, 2005. If the public looks on the web page it is a waste of time. It just tells you what is going to be on the agenda, there was no backup.

Chairman Brooks stated that he has tried to work with the Manager and requested, prior to the delivery of the agenda package, that he and the Manager would sit down and discuss the agenda. Chairman Brooks explained that he feels (maybe it was an assumed situation) that it is his responsibility to have prior knowledge of what is to go onto the agenda. That is what is normally done in most government bodies. The Chairman has some say-so as to what goes on the agenda. Chairman Brooks stated that he has been absent of any communication with the Manager for the last two weeks. Prior to the last meeting Chairman Brooks had gotten a three o'clock call from the Manager and discussed the agenda to a certain degree and Chairman Brooks had felt that that was disturbing. In some previous occasions Chairman Brooks has come into the meeting, there had been speakers present for participation in the meeting (twenty to thirty minutes of the agenda time), and he had not known anything about it. Chairman Brooks explained that it had been a shock to him, how could he plan and conduct a meeting without knowing about the speakers ahead of time and preparing for it.

Chairman Brooks stated that since he received the backup for Tab 3 and Tab 4 at a late hour he is not going to vote on them at the current meeting. He requested that they be moved to discussion items. Chairman Brooks has eleven items to discuss concerning the work orders.

Commissioner Patton asked the Manager if it is imperative that the work orders be voted on in a timely manner. General Manager Charles Fishburn stated that he sees no point in waiting two more weeks. The work orders have been brought to the Board since May. They have not changed significantly since July (repetitively). Commissioner Patton stated that he would like to reserve judgment on the issue until such time that the Board would entertain a motion after discussion on the item as a discussion time to move it back to an action item. He has an issue with the work orders concerning timelines that he would like to discuss.

Commissioner Tobin commented about the agenda package as a whole. He has a different approach to the agenda package and the back up material. Commissioner Tobin stated there is a limited staff, things are always coming in quickly, and the District has a working Manager who is running a large construction operation that is fluid. Commissioner Tobin sees the agendas and back up materials as works in progress. He likes to have a discussion on the agenda items before a motion is made because of the short time, a limited staff, and everything is a work in progress that when things come to the Board it is hard for them to be absolutely final and in perfect shape. He likes to have the item for discussion first then time to think about it and then have it back for a vote.

Commissioner Tobin stated that he appreciates the Chairman's position that he wants to have as much backup as possible so that he can come to the meeting prepared.

Commissioner Bauman stated that he needs time to review things in advance and that if the backup is not available then the meeting can be rescheduled. He agrees with the Chairman on moving the items to discussion as does Commissioner Bullock.

District Counsel Thomas Dillon requested that a discussion of the change in the non ad-valorem tax certification roll be added to the agenda.

Commissioner Tobin suggested that the agenda have a Legal heading for District Counsel Thomas Dillon to make reports under. The Board agreed.

Commissioner Bullock would like the issue with Islamorada and accepting their sewage to be put to rest one way or the other. Chairman Brooks stated that the item would be discussed with the Arcadis Work Order.

The agenda was approved by consensus.

Public Comment

The following persons addressed the Commission: Hal Heim, Key Largo, stated that he thinks that the KLWTD should consider some active communications with the community.

Commissioner's Roundtable

Commissioner Patton requested that the issue of the Florida Keys Water Quality funding be put on the next agenda for discussion.

Chairman Brooks clarified that the statement made by either the paper or Ileana Ros-Lehtinen, US Representative, that 5.5 million dollars has come to the Keys is grossly wrong. There has been \$150,000 that has gone to Key Colony Beach and that is the only money that has been distributed. A letter has been received that recommends moving ahead with the monies with looking at a target date of May, 2006 for the Army to be ready for some reimbursements of some of the monies (for \$500,000 with more money following).

Commissioner Bullock stated that he had visited the Treatment Plant site. He reported that progress is coming right along and it looks like Haskell is doing a fine job. Commissioner Bullock stated that the District Engineer and District Staff are doing an excellent job in managing the project; the construction work looks like it is above average at the site. He would like to see the electrical systems at a higher elevation though.

Commissioner's Items

Next Project

Commissioner Patton stated that he went to the September 28 BOCC meeting and informed the Commission on how the KLWTD was moving forward on the North

Component. The BOCC confirmed that not all of the \$60 million from the infrastructure tax for wastewater would be going to the FKAA.

Commissioner Patton would like the Board to task Weiler Engineering to define the future projects so that Staff may develop a managerial business plan for the District.

Commissioner Tobin would like Staff to send a follow up letter to Islamorada concerning the processing of Plantation Keys effluent.

Chairman Brooks stated that he thought that the Board had voted not to proceed with the Islamorada project because their Board had said that they were not interested. Islamorada was not willing to give up reuse. Chairman Brooks would like to see the current projects completed before looking for future projects.

Chairman Brooks suggested that (Commissioner Patton and General Manager Charles Fishburn) bring a formal resolution to the Board to state what they want Weiler Engineering to do. Commissioner Bullock requested that reuse be looked at also in the plan with the cost.

District Counsel Thomas Dillon reminded the Board the CCNA applies to the task.

Commissioner Tobin asked why it has to come back as a resolution. Why couldn't it come back as a discussion item? The Board directed Staff to bring it back as a discussion item. It would be a work order to do a Continued Master Plan Study, Collection System and Transmission Line only.

Chairman Brooks stated that the District already has a Master Wastewater Plan that cost \$2.2 million and the District got it for nothing and he does not know why the Board wants to go through all of this again.

Bulk Items

Pending Payment Lists for October 5, 2005

MOTION: Commissioner Patton made a motion to approve the Pending Payments List of October 5, 2005 contingent upon the availability of funds. The motion was seconded by Commissioner Tobin.

Vote on motion

MEMBER	YES	NO	OTHER
Commissioner Tobin	X		
Commissioner Patton	X		
Commissioner Bullock	X		
Vice Chairman Bauman	X		
Chairman Brooks	X		

Motion passed 5 to 0

Discussion Items

Change in the non ad-valorem tax certification roll

District Counsel Thomas Dillon explained that two parcels had been consolidated between the current date and the time the first certification was sent to the Tax Collector which reduced the parcels by one. A new certification with the corrected amount will be sent to the Tax Collector.

Regional Treatment Plant Engineering Work Order

General Manager Charles Fishburn introduced the Work Order and went through it.

Commissioner Bauman asked what was different between the current work order and the previous one. Mr. Fishburn explained that hours had been changed.

Chairman Brooks asked if the work order included the permit for the Wells and for the Plant. Mr. Fishburn stated that it did. Chairman Brooks stated that he has not seen a complete document like the current one concerning the Treatment Plant. He will not be voting on either of the work orders at the current meeting. He has not been given sufficient time to review the current documents in the form they are in now and will not vote on them at the current meeting.

Commissioner Patton expressed concern over the timeline and what the deliverables are. They need to be clearer.

Chairman Brooks explained that the disclaimer that Arcadis has is the proposal says that it is not a work order or a contract. He does not like signing a contract with a cover page he would like to have a signature page at the end of the contract.

The Board asked Ed Castle for his comments on the work order. Mr. Castle stated that he was comfortable with the general scope of work in the Arcadis work order. He was not comfortable with the level of effort that Arcadis was showing for the pre-engineered plant pricing. Mr. Castle asked Arcadis to make some assumptions and they did and put them in the back under attachment C.

Commissioner Patton asked if Arcadis would be available during construction. Ed Castle explained that Arcadis will be available for clarification, they will approve modification to the design, and they will be the Engineer of Record.

Patrick Mullen of MWH (Arcadis) stated that they will provide an updated schedule and the critical path of the schedule is the permit process. Chairman Brooks asked Mr. Mullen what the normal time frame is to get a work order from a client. Mr. Mullen stated that it varies from a few weeks up to a year.

Commissioner Tobin asked Chairman Brooks if you could be excused. Commissioner Tobin left the meeting at 7:10 PM.

Chairman Brooks had the following comments on the work orders for CPH and Arcadis:

1. The Manager has not provided prepared resolutions on the work orders. It is the responsibility of the Manager to provide the resolutions.
2. Chairman Brooks was concerned that the work orders were not work orders but Staff has rectified that by producing a work order but he still has problems with what is in the work orders and what is in the proposals.
3. There are not any escape clauses in the work order.
4. Chairman Brooks is concerned about the Lump Sum.
5. Chairman Brooks feels that he has not had enough time to review the work orders.
6. Chairman Brooks expressed concern with why it has taken Staff five to six months to bring the work orders to the Board for approval. He does not see why it has taken so long.
7. Chairman Brooks stated that he thinks that the Board has passed a rule that would call for any item that has a large amount of money involved, to come before the Board for discussion and then bring the item back to the Board at the next meeting for a vote.
8. Chairman Brooks is concerned with the signature page not being attached to the end of the document.

District Counsel Thomas Dillon reviewed what the Board is looking for to be changed in the work order. He stated the following items need to be changed:

1. The schedule will be updated.
2. He will review the base contract for "Termination for Convenience."
3. On page 6 of 18, capacity equals 3.7 a day is the Islamorada Issue and Chairman Brooks would like the item deleted. If the Board has not voted to drop the Islamorada issue then the Islamorada issue should be voted on separately at the next meeting before it is included.

Sexton Cove/Lake Surprise Collection System Engineering Work Order

General Manager Charles Fishburn introduced the work order and explained that the survey issue had not been resolved, so the survey part had been removed from the work order. Mr. Fishburn expects to have the issue resolved within two weeks.

Commissioner Patton questioned the timeline schedule. He requested a schedule with milestones and benchmarks on it for Staff to use. Ed Castle stated that a CPM schedule will be attached. Commissioner Patton does not want to approve the work order without having the surveyor information.

Commissioner Bullock said that it is not appropriate to sign the work order until the surveyor issue is settled.

Commissioner Bauman stated that we would like to see the District get the best possible price available for the survey work.

Chairman Brooks stated that he has a problem with the following items on the CPH work order:

1. The survey proposal said it was attached and it was not attached.
2. The work order saying Utility District.
3. There needs to be a project schedule (the District needs to have their own which incorporates all of the projects).
4. What is Notice of Project Management Consultant?
5. What is the availability of the vacuum station sites and who is responsible to obtain them?

Staff will make the changes in the CPH work order and bring it back to the Board at the next meeting.

Status Reports

Engineer's Project Status Report

Ed Castle reviewed the status report that was presented in the agenda package.

Mr. Castle reported that they are trenching, laying pipe, and setting pits in the Park. Mr. Castle stated that there is a problem with the new style pits being used in the Key Largo Park.

Chairman Brooks stated that he did not know that the new pits were going to be used in the Key Largo Park Project.

General Manager Charles Fishburn explained to the Board that if they want to make the decision on where or not to use the new pits or the old pits the decision needs to be made at the current meeting.

Chairman Brooks asked the Board if they wanted to be involved in making the decision to use the new pits. Commissioners, Bauman, Bullock, and Patton stated that they each felt that it was an operational decision not a policy decision that the Manager should make the decision.

Mr. Castle reported that he has received a copy of the Environmental Recourses Permit.

Adjournment

The KLWTD Board adjourned the meeting at 8:38 PM.

The KLWTD meeting minutes of October 5, 2005 were approved on October 19, 2005

Chairman Charles Brooks

Carol Walker, CMC
Board Clerk

TAB 5

KEY LARGO WASTEWATER TREATMENT DISTRICT
Agenda Request Form

Meeting Date: October 19, 2005

Agenda Item No. 5

- | | |
|--|---|
| <input type="checkbox"/> PUBLIC HEARING | <input type="checkbox"/> RESOLUTION |
| <input type="checkbox"/> DISCUSSION | <input type="checkbox"/> BID/RFP AWARD |
| <input checked="" type="checkbox"/> GENERAL APPROVAL OF ITEM | <input type="checkbox"/> CONSENT AGENDA |
| <input type="checkbox"/> Other: | |

SUBJECT: Medical Plan for Employees

RECOMMENDED MOTION/ACTION: Approval

Approved by General Manager

Date: 10-14-05

Originating Department: General Manager	Costs: \$6,000 yr per eligible employee Funding Source: MSTU Acct. #	Attachments: Memo
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: The Board has approved medical coverage for full time District employees. The attached is an implementation of that direction.

Resulting Board Action: ☐ Approved

☐ Tabled

☐ Disapproved

☐ Recommendation Revised

Memo

To: KLWTD Board
From: Charles F. Fishburn, General Manager
Date: October 13, 2005
Re: Employee Insurance

The Board has budgeted \$6000 per year for full time employees for medical coverage. Staff has previewed proposals from the Florida League of Cities for coverage. The plans vary from \$507 to \$483. The plan selected is \$490 a month and requires a \$25 co-pay for most services. No dental or Vision care is provided.

To protect the District from uncontrolled inflation in medical cost I would propose the District limit the District contribution toward medical coverage to \$500 a month per employee and any future increases would be paid by employee

Memo

To: KLWTD Board
From: Carol Walker, CMC
Date: October 14, 2005
Re: Medical Insurance

The following is a summary of other government agencies medical insurance expenses in Monroe County.

AGENCY	COST
Key West Housing Authority	\$677.62
Islamorada Village of Islands	\$668.16
City of Key West	\$593.63
City of Marathon	\$551.60

KEY WEST HOUSING AUTHORITY



Florida Municipal Insurance Trust

Rates Effective October 1, 2005

Current - Silver 2004-2005 Rates

Employee	\$586.89
Spouse	\$669.08
Child(ren)	\$498.88
Family	N/A

Renewal - Silver 2005-2006 Rates

\$677.62
\$772.52
\$576.01
N/A

2004-2005 Rates

	With Medical	Without Medical
--	---------------------	------------------------

Employee	\$28.91	\$28.91
Dependen	\$42.50	\$42.50
Family	\$71.41	\$71.41

2005-2006 Rates

	With Medical	Without Medical
--	---------------------	------------------------

Employee	\$29.40	\$29.40
Dependen	\$43.21	\$43.21
Family	\$72.61	\$72.61

2004-2005 Rates, per \$1000

Employee	N/A
Dependen	N/A

2005-2006 Rates, per \$1000

N/A
N/A

2004-2005 Rates

Employee	\$5.74
Dependen	\$8.43
Family	\$14.17

2005-2006 Rates

\$5.74
\$8.43
\$14.17

2004-2005 Rates

Employee	\$277.62
-----------------	-----------------

2005-2006 Rates

\$304.99

2004-2005 Rates, per \$10

Employee	N/A
-----------------	------------

2005-2006 Rates, per \$10

N/A

ISLAMORADA VILLAGE OF ISLANDS



Florida Municipal Insurance Trust

Rates Effective October 1, 2005

Current - Silver 2004-2005 Rates

Employee	\$594.13
Spouse	\$677.34
Child(ren)	\$505.02
Family	N/A

Renewal - Silver 2005-2006 Rates

\$668.16
\$761.74
\$567.95
N/A

2004-2005 Rates

With Medical Without Medical

Employee	\$28.91	\$28.91
Dependen	\$42.50	\$42.50
Family	\$71.41	\$71.41

2005-2006 Rates

With Medical Without Medical

\$29.40	\$29.40
\$43.21	\$43.21
\$72.61	\$72.61

2004-2005 Rates, per \$1000

Employee	\$0.28
Dependen	\$1.50

2005-2006 Rates, per \$1000

\$0.28
\$1.50

2004-2005 Rates

Employee	\$5.74
Dependen	\$8.43
Family	\$14.17

2005-2006 Rates

\$5.74
\$8.43
\$14.17

2004-2005 Rates

Employee	\$277.62
----------	----------

2005-2006 Rates

\$304.99

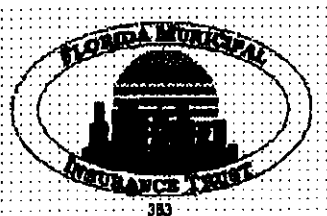
2004-2005 Rates, per \$10

Employee	N/A
----------	-----

2005-2006 Rates, per \$10

N/A

CITY OF KEY WEST



Florida Municipal Insurance Trust

Rates Effective October 1, 2005

Current - Silver 2004-2005 Rates

Employee	\$593.63
Spouse	\$524.43
Child(ren)	\$389.20
Family	N/A

Renewal - Silver 2005-2006 Rates

\$593.63
\$524.43
\$389.20
N/A

2004-2005 Rates

	With Medical	Without Medical
--	--------------	-----------------

Employee	\$27.49	\$27.49
Dependen	\$40.42	\$40.42
Family	\$67.91	\$67.91

2005-2006 Rates

	With Medical	Without Medical
--	--------------	-----------------

\$27.49	\$27.49
\$40.42	\$40.42
\$67.91	\$67.91

2004-2005 Rates, per \$1000

Employee	N/A
Dependen	N/A

2005-2006 Rates, per \$1000

N/A
N/A

2004-2005 Rates

Employee	\$5.74
Dependen	\$8.43
Family	\$14.17

2005-2006 Rates

\$5.74
\$8.43
\$14.17

2004-2005 Rates

Employee	\$283.29
----------	----------

2005-2006 Rates

\$283.29

2004-2005 Rates, per \$10

Employee	N/A
----------	-----

2005-2006 Rates, per \$10

N/A

CITY OF MARATHON



Florida Municipal Insurance Trust

Rates Effective October 1, 2005

Current - Gold 2004-2005 Rates

Employee	\$494.89
Spouse	\$728.50
Child(ren)	\$609.09
Family	N/A

Renewal - Gold 2005-2006 Rates

\$551.60
\$811.99
\$678.89
N/A

2004-2005 Rates

	With Medical	Without Medical
--	--------------	-----------------

Employee	\$28.91	\$28.91
Dependen	\$42.50	\$42.50
Family	\$71.41	\$71.41

2005-2006 Rates

	With Medical	Without Medical
--	--------------	-----------------

\$29.40	\$29.40
\$43.21	\$43.21
\$72.61	\$72.61

2004-2005 Rates, per \$1000

Employee	N/A
Dependen	N/A

2005-2006 Rates, per \$1000

N/A
N/A

2004-2005 Rates

Employee	\$5.74
Dependen	\$8.43
Family	\$14.17

2005-2006 Rates

\$5.74
\$8.43
\$14.17

2004-2005 Rates

Employee	\$277.62
----------	----------

2005-2006 Rates

\$304.99

2004-2005 Rates, per \$10

Employee	N/A
----------	-----

2005-2006 Rates, per \$10

N/A



FLORIDA LEAGUE OF CITIES, INC.

PUBLIC RISK SERVICES

August 25, 2005

☐ Administration/
Marketing

☐ Risk Control

☒ Underwriting
Property & Casualty
Health

Post Office Box 530065
Orlando, FL 32853-0065
800-445-6248
407-425-9142
Suncom 344-0725
Fax 407-425-9378

☒ Health Claims
Post Office Box 538140
Orlando, FL 32853-8140
800-756-3042
407-245-0725
Suncom 344-0725
Fax 407-425-9378

☐ Workers'
Compensation Claims
Post Office Box 538135
Orlando, FL 32853-8135
800-756-3042
407-245-0725
Suncom 344-0725
Fax 407-425-9378

☐ Property & Liability
Claims
Post Office Box 538135
Orlando, FL 32853-8135
800-756-3042
407-245-0725
Suncom 344-0725
Fax 407-425-9378

Key Largo Wastewater Treatment Plant District
Martin Waits
P O Box 491
Key Largo, FL 33037

Re: RFP - Group Health Insurance

Dear Mr. Waits:

We appreciate the opportunity to provide you with this proposal of insurance for your employee benefits program. Medical and prescription drug coverage has been proposed to match your current in-network benefit structure through the Florida Municipal Insurance Trust, a non-profit, non-accessible, group-pooled program.

The Trust also provides dental and short-term disability benefits.

Our proposal utilizes Aetna to offer a statewide managed care network for its participants. This Comprehensive network of doctors and hospitals is available in most regions of the state and nationally. Out of network benefits are available under our proposal only on an emergency basis. No other out of network benefits are provided under our proposal, unless specifically approved by the Trust on an individual case management basis.

All rates quoted are guaranteed for sixty (60) days from the date of the proposal. The rates include costs of administration, reinsurance and estimated claims costs.

We welcome the opportunity to further discuss our proposal and should you have any questions, please contact me at 1-800-445-6248.

Sincerely,

Sandy Osborne
Account Executive - Group Health Benefits

SO/jr

Enclosure

Florida Municipal Insurance Trust



FLORIDA LEAGUE OF CITIES, Inc.

PUBLIC RISK SERVICES

- ☐ Administration/
Marketing
- ☐ Risk Control
- ☐ Underwriting
Property & Casualty
Health

Post Office Box 530065
Orlando, FL 32853-0065
800-445-6248
407-425-9142
Suncom 344-0725
Fax 407-425-9378

- ☒ Health Claims
Post Office Box 538140
Orlando, FL 32853-8140
800-756-3042
407-245-0725
Suncom 344-0725
Fax 407-425-9378

- ☐ Workers'
Compensation Claims
Post Office Box 538135
Orlando, FL 32853-8135
800-756-3042
407-245-0725
Suncom 344-0725
Fax 407-425-9378

- ☐ Property & Liability
Claims
Post Office Box 538135
Orlando, FL 32853-8135
800-756-3042
407-245-0725
Suncom 344-0725
Fax 407-425-9378

PROPOSAL OF INSURANCE

FOR

KEY LARGO WASTEWATER TREATMENT PLANT DISTRICT

Effective Date: 10/01/2005

Provided by

Florida Municipal Insurance Trust

Administered by:

The Florida League of Cities, Inc.
PUBLIC RISK SERVICES
P.O. Box 530065
Orlando, FL 32853-0065

407-425-9142 or Toll Free 1-800-445-6248

October 6, 2005

Contract Type	Enrollment	Current Rates	Monthly Premium	Annual Premium
Single	9	n/a	n/a	n/a
EE + Spouse	0	n/a	n/a	n/a
EE + Child(ren)	0	n/a	n/a	n/a
Family	0	n/a	n/a	n/a
Proposed Actina				
Contract Type	Enrollment	Rates (FLC) w Rx Option 1 10/1/05 - 9/30/06	Monthly Premium	Annual Premium
Single	9	\$506.80	\$4,561.24	\$54,734.90
EE + Spouse	0	\$1,163.72	\$0.00	\$0.00
EE + Child(ren)	0	\$1,055.49	\$0.00	\$0.00
Family	0	\$1,712.40	\$0.00	\$0.00
Single	9	\$500.75	\$4,506.73	\$54,080.76
EE + Spouse	0	\$1,149.81	\$0.00	\$0.00
EE + Child(ren)	0	\$1,042.87	\$0.00	\$0.00
Family	0	\$1,691.94	\$0.00	\$0.00
Single	9	\$490.05	\$4,410.43	\$52,925.11
EE + Spouse	0	\$1,125.24	\$0.00	\$0.00
EE + Child(ren)	0	\$1,020.59	\$0.00	\$0.00
Family	0	\$1,655.78	\$0.00	\$0.00
**Medicare Supplement				
		\$304.99		

Note

- All rates are subject to Large Group Disclosure and acceptance by the F/M/T's stop loss insurance carrier.
- ** Medicare Supplement is available for retirees over age 65
- *** Coverage is subject to approval of Evidence of Good Health form on all employees and dependents

Florida Municipal Insurance Trust
 Key Largo Wastewater Treatment Plant Dist.
 Medical & Rx Option 2
 Rx Capable \$15330245

Active HMO

Contract Type	Enrollment	Current Rates	Monthly Premium	Annual Premium
Single	9	n/a	n/a	n/a
EE + Spouse	0	n/a	n/a	n/a
EE + Child(ren)	0	n/a	n/a	n/a
Family	0	n/a	n/a	n/a
Proposed Actua				
Rates (PLC) w Rx Option 2				
10/1/05 - 9/30/06				
Contract Type	Enrollment		Monthly Premium	Annual Premium
Single	9	\$499.03	\$4,491.26	\$53,895.16
EE + Spouse	0	\$1,145.87	\$0.00	\$0.00
EE + Child(ren)	0	\$1,039.29	\$0.00	\$0.00
Family	0	\$1,686.13	\$0.00	\$0.00
Single	9	\$493.08	\$4,437.76	\$53,253.07
EE + Spouse	0	\$1,132.22	\$0.00	\$0.00
EE + Child(ren)	0	\$1,026.91	\$0.00	\$0.00
Family	0	\$1,666.04	\$0.00	\$0.00
Single	9	\$482.58	\$4,343.23	\$52,118.72
EE + Spouse	0	\$1,108.10	\$0.00	\$0.00
EE + Child(ren)	0	\$1,005.04	\$0.00	\$0.00
Family	0	\$1,630.55	\$0.00	\$0.00
**Medicare Supplement				
		\$304.99		

Notes

All rates are subject to Large Group Disclosure and acceptance by the FIMT's stop loss insurance carrier.

** Medicare Supplement is available for retirees over age 65

*** Coverage is subject to approval of Evidence of Good Health form on all employees and dependents

Aetna Incorporated
Plan 1A

Florida Municipal Insurance Trust

<u>Plan Features</u>	<u>HMO Network Benefits</u>
*Maximum Out of Pocket	
(includes flat-dollar and percentage copays; excludes member cost sharing for prescription drug benefits)	\$1,500/\$3,000
Plan Deductible	
Individual/Family Limits	Not applicable
Maximum Benefit Per Lifetime	\$3,000,000
Primary Care Physician Visits	
Office Hours	\$10 copay
After-Hours/Home	\$10 copay
Specialty Care	
Office Visits	\$10 copay
Diagnostic OP Lab/X Ray Testing (at facility)	\$10 copay
Diagnostic OP Lab/X Ray Testing (at specialist)	Included in Specialist Office Visit copay for visit
Outpatient Therapy (speech, physical, occupational)	\$10 copay. Treatment over a 60-day consecutive period per incident of illness or injury beginning with the first day of treatment.
Outpatient Dialysis/Chemotherapy	\$10 copay
Allergy Testing/Treatment	\$10 copay for testing by specialist. \$10 copay for allergy injection in PCP office. No serum copay.
Preventive Care	
Routine Physicals	\$10 copay
Routine Child and Well Baby Care; Immunizations	\$10 copay
Routine GYN Care	\$10 copay. One routine GYN visit and pap smear/365 days. Direct access to participating providers.
Routine Mammography	\$10 copay. Age 35-39, one low dose mammography screening; age 40 and older, one annual mammogram.
Routine Eye Exam	\$10 copay. Direct Access to participating providers. Frequency and age schedules may apply.
Hearing Exam	\$10 copay. Routine hearing screenings.
Hearing Aids	Not covered
Emergency Care	\$75 copay
Urgent Care	\$75 copay
Ambulance	No copay

Aetna Incorporated
Plan 1A

Florida Municipal Insurance Trust

<u>Plan Features</u>	<u>HMO Network Benefits</u>
Outpatient Surgery	No copay
Hospitalization	\$250 copay
Skilled Nursing Facility Care (in lieu of hospitalization for medically necessary covered benefits)	\$250 copay
Maternity	
OB Visits	\$10 copay for initial visit only.
Hospital (Includes Newborn Services)	\$250 copay
Home Health Care/Hospice-Outpatient	No copay
Private Duty or Special Duty Nursing	Not covered unless pre-authorized by HMO; no copay when covered.
Hospice - Inpatient	\$250 copay
Family Planning/Reproductive Services Sterilization Procedures	Covered with applicable specialist, outpatient surgery or inpatient hospital copay. Reversal of voluntary sterilization including related follow-up care and treatment of complications of such procedures is not covered.
Mental Health	
Inpatient	\$250 copay, 30 days per calendar year
Outpatient	\$10 copay, 20 visits per calendar year.
Substance Abuse Detoxification	
Inpatient Detoxification	\$250 copay
Substance Abuse Rehabilitation	
Inpatient Rehabilitation	\$250 copay; 30 days per calendar year
Outpatient Rehabilitation	\$10 copay; 45 visits per calendar year.
Diabetic Supplies	\$10 PCP copay applies
Chiropractic Care	\$10 copay. Direct access subluxation benefit; 20 visits per calendar year.
Durable Medical Equipment	\$0 copay, \$2,500 annual maximum
Dental	Not covered
Vision Corrective Lenses/Contacts Allowance	Not covered
Comprehensive Infertility	Not covered

**Aetna Incorporated
Plan 1A**
Florida Municipal Insurance Trust
Plan Features
Advanced Reproductive Technology
HMO Network Benefits
Not covered
**Medical Spending Fund
Individual/Family Limits**
Not available
Exclusions and Limitations
Exclusions

The Plan does not cover the following services and supplies:

- Acupuncture and acupuncture therapy, except when performed by a participating physician as a form of anesthesia in connection with covered surgery.
- Ambulance services, when used as routine transportation to receive inpatient or outpatient services.
- Any service in connection with, or required by, a procedure or benefit not covered by the Plan.
- Any services or supplies that are not medically necessary, as determined by Aetna.
- Biofeedback, except as specifically approved by Aetna.
- Blood, blood plasma, or other blood derivatives or substitutes.
- Breast augmentation and otoplasties, including treatment of gynecomastia.
- Canceled office visits or missed appointments.
- Care for conditions that, by state or local law, must be treated in a public facility, including mental illness commitments.
- Care furnished to provide a safe surrounding, including the charges for providing a surrounding free from exposure that can worsen the disease or injury.
- Cosmetic surgery or surgical procedures primarily for the purpose of changing the appearance of any part of the body to improve appearance or self-esteem. However, the Plan covers the following:
 - reconstructive surgery to correct the results of an injury.
 - surgery to treat congenital defects (such as cleft lip and cleft palate) to restore normal bodily function.
 - surgery to reconstruct a breast after a mastectomy that was done to treat a disease, or as a continuation of a staged reconstructive procedure.
- Court-ordered services and services required by court order as a condition of parole or probation, unless medically necessary and provided by participating providers.
- Custodial care and rest cures.
- Dental care and treatment, except as specified under "Your Benefits". The Plan does not cover:
 - care, filling, removal or replacement of teeth,
 - dental services related to the gums,
 - apicoectomy (dental root resection),
 - orthodontics,
 - root canal treatment,
 - soft tissue impactions,
 - alveolectomy,
 - augmentation and vestibuloplasty treatment of periodontal disease, prosthetic restoration of dental implants, and
 - dental implants.
- Educational services, special education, remedial education or job training. The Plan does not cover evaluation or treatment of learning disabilities, minimal brain dysfunction, developmental and learning disorders, behavioral training or cognitive rehabilitation. Services, treatment, and educational testing and training related to behavioral (conduct) problems, learning disabilities and developmental delays are not covered by the Plan.
- Expenses that are the legal responsibility of Medicare or a third party payor.
- Experimental and investigational services and procedures; ineffective surgical, medical, psychiatric, or dental treatments or procedures; research studies; or other experimental or investigational health care procedures or pharmacological regimes, as determined by Aetna, unless approved by Aetna in advance. This exclusion will not apply to drugs:
 - that have been granted treatment investigational new drug (IND) or Group c/treatment IND status,
 - that are being studied at the Phase III level in a national clinical trial sponsored by the National Cancer Institute, or
 - that Aetna has determined, based upon scientific evidence, demonstrate effectiveness or show promise of being effective for the disease.
 - Refer to the "Glossary" for a definition of "experimental or investigational."
- False teeth.
- Hair analysis.
- Health services, including those related to pregnancy, that are provided before your coverage is effective or after your coverage has been terminated.

Exclusions (cont.)

Aetna Incorporated
Plan 1A
Florida Municipal Insurance Trust

- Hearing aids, eyeglasses, or contact lenses or the fitting thereof.
- Household equipment, including (but not limited to) the purchase or rental of exercise cycles, air purifiers, central or unit air conditioners, water purifiers, hypo-allergenic pillows, mattresses or waterbeds, is not covered. Improvements to your home or place of work, including (but not limited to) ramps, elevators, handrails, stair glides and swimming pools, are not covered.
- Hypnotherapy, except when approved in advance by Aetna.
- Immunizations related to travel or work.
- Implantable drugs.
- Infertility services, except as described under "Your Benefits". The Plan does not cover:
 - purchase of donor sperm and any charges for the storage of sperm.
 - purchase of donor eggs, and any charges associated with care of the donor required for donor egg retrievals or transfers or gestational carriers.
 - cryopreservation and storage of cryopreserved embryos.
 - all charges associated with a gestational carrier program (surrogate parenting) for the Plan participant or the gestational carrier.
 - drugs related to the treatment of non-covered benefits or related to the treatment of infertility that are not medically necessary.
 - injectable infertility drugs.
 - the costs for home ovulation prediction kits.
 - services for couples in which one of the partners has had a previous sterilization procedure, with or without reversal.
 - services for females with FSH levels greater than 19 mIU/ml on day 3 of the menstrual cycle.
- Oral and implantable contraceptive drugs and devices, except when prescribed to treat certain medical conditions.
- Orthoptics (a technique of eye exercises designed to correct the visual axes of eyes not properly coordinated for binocular vision).
- Orthotics.
- Outpatient supplies, including (but not limited to) outpatient medical consumable or disposable supplies such as syringes, incontinence pads, elastic stockings and reagent strips.
- Personal comfort or convenience items, including services and supplies that are not directly related to medical care, such as guest meals and accommodations, barber services, telephone charges, radio and television rentals, homemaker services, travel expenses, take-home supplies, and other similar items and services.
- Prescription drugs and medicines, except those administered while you are an inpatient in a health care facility.
- Private duty or special nursing care, unless approved in advance by Aetna.
- Radial keratotomy, including related procedures designed to surgically correct refractive errors.
- Recreational, educational and sleep therapy, including any related diagnostic testing.
- Religious, marital and sex counseling, including related services and treatment.
- Reversal of voluntary sterilizations, including related follow-up care.
- Routine hand and foot care services, including routine reduction of nails, calluses and corns.
- Services not covered by the Plan.
- Services or supplies covered by any automobile insurance policy, up to the policy's amount of coverage limitation.
- Services provided by your close relative (your spouse, child, brother, sister, or the parent of you or your spouse) for which, in the absence of coverage, no charge would be made.
- Services required by a third party, including (but not limited to) physical examinations, diagnostic services and immunizations in connection with:
 - obtaining or continuing employment,
 - obtaining or maintaining any license issued by a municipality, state or federal government,
 - securing insurance coverage,
 - travel, and
 - school admissions or attendance, including examinations required to participate in athletics, unless the service is considered to be part of an appropriate schedule of wellness services.
- Services and supplies that are not medically necessary.
- Services you are not legally obligated to pay for in the absence of this coverage.
- Special education, including lessons in sign language to instruct a Plan participant whose ability to speak has been lost or impaired to function without that ability.
- Special medical reports, including those not directly related to the medical treatment of a Plan participant (such as employment or insurance physicals) and reports prepared in connection with litigation.
- Specific injectable drugs, including:
 - experimental drugs or medications, or drugs or medications that have not been proven safe and effective for a specific disease or approved for a mode of treatment by the FDA and the National Institutes of Health,
 - needles, syringes and other injectable aids,
 - drugs related to treatments not covered by the Plan, and
 - drugs related to the treatment of infertility, contraception, and performance-enhancing steroids

Exclusions (cont.)

**Aetna Incorporated
Plan 1A****Florida Municipal Insurance Trust**

- Specific non-standard allergy services and supplies, including (but not limited to):
 - skin titration (wrinkle method),
 - cytotoxicity testing (Bryan's Test),
 - treatment of non-specific candida sensitivity, and
 - urine autoinjections.
- Speech therapy for treatment of delays in speech development, unless resulting from disease, injury, or congenital defects.
- Surgical operations, procedures or treatment of obesity.
- Therapy or rehabilitation, including (but not limited to):
 - primal therapy.
 - chelation therapy.
 - rolling.
 - psychodrama.
 - megavitamin therapy.
 - purging.
 - bioenergetic therapy.
 - vision perception training.
 - carbon dioxide therapy.
- Thermograms and thermography.
- Transsexual surgery, sex change or transformation. The Plan does not cover any procedure, treatment or related service designed to alter a Plan participant's physical characteristics from their biologically determined sex to those of another sex, regardless of any diagnosis of gender role or psychosexual orientation problems.
- Treatment in a federal, state or governmental facility, including care and treatment provided in a nonparticipating hospital owned or operated by any federal, state or other governmental entity, except to the extent required by applicable laws.
- Treatment, including therapy, supplies and counseling, for sexual dysfunctions or inadequacies that do not have a physiological or organic basis.
- Treatment of diseases, injuries or disabilities related to military service for which you are entitled to receive treatment at government facilities that are reasonably available to you.
- Treatment of injuries sustained while committing a felony.
- Treatment of mental retardation, defects and deficiencies. This exclusion does not apply to medical treatment of the retarded individual as described under "Your Benefits".
- Treatment of occupational injuries and occupational diseases, including injuries that arise out of (or in the course of) any work for pay or profit, or in any way result from a disease or injury which does. If you are covered under a Workers' Compensation law or similar law, and submit proof that you are not covered for a particular disease or injury under such law, that disease or injury will be considered "non-occupational," regardless of cause.
- Treatment of temporomandibular joint (TMJ) syndrome, including (but not limited to):
 - treatment performed by placing a prosthesis directly on the teeth,
 - surgical and non-surgical medical and dental services, and
 - diagnostic or therapeutic services related to TMJ.
- Weight reduction programs and dietary supplements.

Limitations

In the event there are two or more alternative medical services that, in the sole judgment of Aetna, are equivalent in quality of care, the Plan reserves the right to cover only the least costly service, as determined by Aetna, provided that Aetna approves coverage for the service or treatment in advance.

This material is for informational purposes only and is neither an offer of coverage nor medical advice. It contains only a partial, general description of plan or program benefits and does not constitute a contract or any part of one. In case of a conflict between your plan documents and this information, the plan documents will govern. For a complete description of the benefits available to you, including procedures, exclusions and limitations refer to your specific plan documents from your employer. All the terms and conditions of your plan or program are subject to and governed by applicable contracts, laws, regulations and policies. The availability of a plan or program may vary by geographic service area, and not all plans or programs are available in all areas. Certain services, including but not limited to non-emergency inpatient hospital care, require precertification. Participating physicians, hospitals and other health care providers are neither agents nor employees of Aetna.

Plans are administered by Aetna Health Administrators or Aetna Life Insurance Company.

<u>Plan Features</u>	<u>HMO Network Benefits</u>
*Maximum Out of Pocket	
(includes flat-dollar and percentage copays; excludes member cost sharing for prescription drug benefits)	\$1,500/\$3,000
Plan Deductible	
Individual/Family Limits	Not applicable
Maximum Benefit Per Lifetime	\$3,000,000
Primary Care Physician Visits	
Office Hours	\$15 copay
After-Hours/Home	\$15 copay
Specialty Care	
Office Visits	\$15 copay
Diagnostic OP Lab/X Ray Testing (at facility)	\$15 copay
Diagnostic OP Lab/X Ray Testing (at specialist)	Included in Specialist Office Visit copay for visit
Outpatient Therapy (speech, physical, occupational)	\$15 copay. Treatment over a 60-day consecutive period per incident of illness or injury beginning with the first day of treatment.
Outpatient Dialysis/Chemotherapy	\$15 copay
Allergy Testing/Treatment	\$15 copay for testing by specialist. \$15 copay for allergy injection in PCP office. No serum copay.
Preventive Care	
Routine Physicals	\$15 copay
Routine Child and Well Baby Care; Immunizations	\$15 copay
Routine GYN Care	\$15 copay. One routine GYN visit and pap smear/365 days. Direct access to participating providers.
Routine Mammography	\$15 copay. Age 35-39, one low dose mammography screening; age 40 and older, one annual mammogram.
Routine Eye Exam	\$15 copay. Direct Access to participating providers. Frequency and age schedules may apply.
Hearing Exam	\$15 copay. Routine hearing screenings.
Hearing Aids	Not covered
Emergency Care	\$75 copay
Urgent Care	\$75 copay
Ambulance	No copay

<u>Plan Features</u>	<u>HMO Network Benefits</u>
Outpatient Surgery	No copay
Hospitalization	\$250 copay
Skilled Nursing Facility Care (in lieu of hospitalization for medically necessary covered benefits)	\$250 copay
Maternity	
OB Visits	\$15 copay for initial visit only.
Hospital (Includes Newborn Services)	\$250 copay
Home Health Care/Hospice-Outpatient	No copay
Private Duty or Special Duty Nursing	Not covered unless pre-authorized by HMO; no copay when covered.
Hospice - Inpatient	\$250 copay
Family Planning/Reproductive Services Sterilization Procedures	Covered with applicable specialist, outpatient surgery or inpatient hospital copay. Reversal of voluntary sterilization including related follow-up care and treatment of complications of such procedures is not covered.
Mental Health	
Inpatient	\$250 copay, 30 days per calendar year
Outpatient	\$15 copay, 20 visits per calendar year.
Substance Abuse Detoxification	
Inpatient Detoxification	\$250 copay
Substance Abuse Rehabilitation	
Inpatient Rehabilitation	\$250 copay; 30 days per calendar year
Outpatient Rehabilitation	\$15 copay; 45 visits per calendar year.
Diabetic Supplies	\$15 PCP copay applies
Chiropractic Care	\$15 copay. Direct access subluxation benefit; 20 visits per calendar year.
Durable Medical Equipment	\$0 copay, \$2,500 annual maximum
Dental	Not covered
Vision Corrective Lenses/Contacts Allowance	Not covered
Comprehensive Infertility	Not covered

Plan Features

HMO Network Benefits

Advanced Reproductive Technology

Not covered

Medical Spending Fund
Individual/Family Limits

Not available

Exclusions and Limitations

Exclusions

The Plan does not cover the following services and supplies:

- Acupuncture and acupuncture therapy, except when performed by a participating physician as a form of anesthesia in connection with covered surgery.
- Ambulance services, when used as routine transportation to receive inpatient or outpatient services.
- Any service in connection with, or required by, a procedure or benefit not covered by the Plan.
- Any services or supplies that are not medically necessary, as determined by Aetna.
- Biofeedback, except as specifically approved by Aetna.
- Blood, blood plasma, or other blood derivatives or substitutes.
- Breast augmentation and otoplasties, including treatment of gynecomastia.
- Canceled office visits or missed appointments.
- Care for conditions that, by state or local law, must be treated in a public facility, including mental illness commitments.
- Care furnished to provide a safe surrounding, including the charges for providing a surrounding free from exposure that can worsen the disease or injury.
- Cosmetic surgery or surgical procedures primarily for the purpose of changing the appearance of any part of the body to improve appearance or self-esteem. However, the Plan covers the following:
 - reconstructive surgery to correct the results of an injury.
 - surgery to treat congenital defects (such as cleft lip and cleft palate) to restore normal bodily function.
 - surgery to reconstruct a breast after a mastectomy that was done to treat a disease, or as a continuation of a staged reconstructive procedure.
- Court-ordered services and services required by court order as a condition of parole or probation, unless medically necessary and provided by participating providers.
- Custodial care and rest cures.
- Dental care and treatment, except as specified under "Your Benefits". The Plan does not cover:
 - care, filling, removal or replacement of teeth,
 - dental services related to the gums,
 - apicoectomy (dental root resection),
 - orthodontics,
 - root canal treatment,
 - soft tissue impactions,
 - alveolectomy,
 - augmentation and vestibuloplasty treatment of periodontal disease, prosthetic restoration of dental implants, and
 - dental implants.
- Educational services, special education, remedial education or job training. The Plan does not cover evaluation or treatment of learning disabilities, minimal brain dysfunction, developmental and learning disorders, behavioral training or cognitive rehabilitation. Services, treatment, and educational testing and training related to behavioral (conduct) problems, learning disabilities and developmental delays are not covered by the Plan.
- Expenses that are the legal responsibility of Medicare or a third party payor.
- Experimental and investigational services and procedures; ineffective surgical, medical, psychiatric, or dental treatments or procedures; research studies; or other experimental or investigational health care procedures or pharmacological regimes, as determined by Aetna, unless approved by Aetna in advance. This exclusion will not apply to drugs:
 - that have been granted treatment investigational new drug (IND) or Group c/treatment IND status,
 - that are being studied at the Phase III level in a national clinical trial sponsored by the National Cancer Institute, or
 - that Aetna has determined, based upon scientific evidence, demonstrate effectiveness or show promise of being effective for the disease.

Refer to the "Glossary" for a definition of "experimental or investigational."
- False teeth.
- Hair analysis.
- Health services, including those related to pregnancy, that are provided before your coverage is effective or after your coverage has been terminated.

- Hearing aids, eyeglasses, or contact lenses or the fitting thereof.
- Household equipment, including (but not limited to) the purchase or rental of exercise cycles, air purifiers, central or unit air conditioners, water purifiers, hypo-allergenic pillows, mattresses or waterbeds, is not covered. Improvements to your home or place of work, including (but not limited to) ramps, elevators, handrails, stair glides and swimming pools, are not covered.
- Hypnotherapy, except when approved in advance by Aetna.
- Immunizations related to travel or work.
- Implantable drugs.
- Infertility services, except as described under "Your Benefits". The Plan does not cover:
 - purchase of donor sperm and any charges for the storage of sperm.
 - purchase of donor eggs, and any charges associated with care of the donor required for donor egg retrievals or transfers or gestational carriers.
 - cryopreservation and storage of cryopreserved embryos.
 - all charges associated with a gestational carrier program (surrogate parenting) for the Plan participant or the gestational carrier.
 - drugs related to the treatment of non-covered benefits or related to the treatment of infertility that are not medically necessary.
 - injectable infertility drugs.
 - the costs for home ovulation prediction kits.
 - services for couples in which one of the partners has had a previous sterilization procedure, with or without reversal.
 - services for females with FSH levels greater than 19 mIU/ml on day 3 of the menstrual cycle.
- Oral and implantable contraceptive drugs and devices, except when prescribed to treat certain medical conditions.
- Orthoptics (a technique of eye exercises designed to correct the visual axes of eyes not properly coordinated for binocular vision).
- Orthotics.
- Outpatient supplies, including (but not limited to) outpatient medical consumable or disposable supplies such as syringes, incontinence pads, elastic stockings and reagent strips.
- Personal comfort or convenience items, including services and supplies that are not directly related to medical care, such as guest meals and accommodations, barber services, telephone charges, radio and television rentals, homemaker services, travel expenses, take-home supplies, and other similar items and services.
- Prescription drugs and medicines, except those administered while you are an inpatient in a health care facility.
- Private duty or special nursing care, unless approved in advance by Aetna.
- Radial keratotomy, including related procedures designed to surgically correct refractive errors.
- Recreational, educational and sleep therapy, including any related diagnostic testing.
- Religious, marital and sex counseling, including related services and treatment.
- Reversal of voluntary sterilizations, including related follow-up care.
- Routine hand and foot care services, including routine reduction of nails, calluses and corns.
- Services not covered by the Plan.
- Services or supplies covered by any automobile insurance policy, up to the policy's amount of coverage limitation.
- Services provided by your close relative (your spouse, child, brother, sister, or the parent of you or your spouse) for which, in the absence of coverage, no charge would be made.
- Services required by a third party, including (but not limited to) physical examinations, diagnostic services and immunizations in connection with:
 - obtaining or continuing employment,
 - obtaining or maintaining any license issued by a municipality, state or federal government,
 - securing insurance coverage,
 - travel, and
 - school admissions or attendance, including examinations required to participate in athletics, unless the service is considered to be part of an appropriate schedule of wellness services.
- Services and supplies that are not medically necessary.
- Services you are not legally obligated to pay for in the absence of this coverage.
- Special education, including lessons in sign language to instruct a Plan participant whose ability to speak has been lost or impaired to function without that ability.
- Special medical reports, including those not directly related to the medical treatment of a Plan participant (such as employment or insurance physicals) and reports prepared in connection with litigation.
- Specific injectable drugs, including:
 - experimental drugs or medications, or drugs or medications that have not been proven safe and effective for a specific disease or approved for a mode of treatment by the FDA and the National Institutes of Health,
 - needles, syringes and other injectable aids,
 - drugs related to treatments not covered by the Plan, and
 - drugs related to the treatment of infertility, contraception, and performance-enhancing steroids

- Specific non-standard allergy services and supplies, including (but not limited to):
 - skin titration (wrinkle method),
 - cytotoxicity testing (Bryan's Test),
 - treatment of non-specific candida sensitivity, and
 - urine autoinjections.
- Speech therapy for treatment of delays in speech development, unless resulting from disease, injury, or congenital defects.
- Surgical operations, procedures or treatment of obesity.
- Therapy or rehabilitation, including (but not limited to):
 - primal therapy.
 - chelation therapy.
 - rolfing.
 - psychodrama.
 - megavitamin therapy.
 - purging.
 - bioenergetic therapy.
 - vision perception training.
 - carbon dioxide therapy.
- Thermograms and thermography.
- Transsexual surgery, sex change or transformation. The Plan does not cover any procedure, treatment or related service designed to alter a Plan participant's physical characteristics from their biologically determined sex to those of another sex, regardless of any diagnosis of gender role or psychosexual orientation problems.
- Treatment in a federal, state or governmental facility, including care and treatment provided in a nonparticipating hospital owned or operated by any federal, state or other governmental entity, except to the extent required by applicable laws.
- Treatment, including therapy, supplies and counseling, for sexual dysfunctions or inadequacies that do not have a physiological or organic basis.
- Treatment of diseases, injuries or disabilities related to military service for which you are entitled to receive treatment at government facilities that are reasonably available to you.
- Treatment of injuries sustained while committing a felony.
- Treatment of mental retardation, defects and deficiencies. This exclusion does not apply to medical treatment of the retarded individual as described under "Your Benefits".
- Treatment of occupational injuries and occupational diseases, including injuries that arise out of (or in the course of) any work for pay or profit, or in any way result from a disease or injury which does. If you are covered under a Workers' Compensation law or similar law, and submit proof that you are not covered for a particular disease or injury under such law, that disease or injury will be considered "non-occupational," regardless of cause.
- Treatment of temporomandibular joint (TMJ) syndrome, including (but not limited to):
 - treatment performed by placing a prosthesis directly on the teeth,
 - surgical and non-surgical medical and dental services, and
 - diagnostic or therapeutic services related to TMJ.
- Weight reduction programs and dietary supplements.

Limitations

In the event there are two or more alternative medical services that, in the sole judgment of Aetna, are equivalent in quality of care, the Plan reserves the right to cover only the least costly service, as determined by Aetna, provided that Aetna approves coverage for the service or treatment in advance.

This material is for informational purposes only and is neither an offer of coverage nor medical advice. It contains only a partial, general description of plan or program benefits and does not constitute a contract or any part of one. In case of a conflict between your plan documents and this information, the plan documents will govern. For a complete description of the benefits available to you, including procedures, exclusions and limitations refer to your specific plan documents from your employer. All the terms and conditions of your plan or program are subject to and governed by applicable contracts, laws, regulations and policies. The availability of a plan or program may vary by geographic service area, and not all plans or programs are available in all areas. Certain services, including but not limited to non-emergency inpatient hospital care, require precertification. Participating physicians, hospitals and other health care providers are neither agents nor employees of Aetna.

Plans are administered by Aetna Health Administrators or Aetna Life Insurance Company.

<u>Plan Features</u>	<u>HMO Network Benefits</u>
*Maximum Out of Pocket	
(includes flat-dollar and percentage copays; excludes member cost sharing for prescription drug benefits)	\$1,500/\$3,000
Plan Deductible	
Individual/Family Limits	Not applicable
Maximum Benefit Per Lifetime	\$3,000,000
Primary Care Physician Visits	
Office Hours	\$15 copay
After-Hours/Home	\$25 copay
Specialty Care	
Office Visits	\$25 copay
Diagnostic OP Lab/X Ray Testing (at facility)	\$25 copay
Diagnostic OP Lab/X Ray Testing (at specialist)	Included in Specialist Office Visit copay for visit
Outpatient Therapy (speech, physical, occupational)	\$25 copay. Treatment over a 60-day consecutive period per incident of illness or injury beginning with the first day of treatment.
Outpatient Dialysis/Chemotherapy	\$25 copay
Allergy Testing/Treatment	\$25 copay for testing by specialist. \$15 copay for allergy injection in PCP office. No serum copay.
Preventive Care	
Routine Physicals	\$15 copay
Routine Child and Well Baby Care; Immunizations	\$15 copay
Routine GYN Care	\$25 copay. One routine GYN visit and pap smear/365 days. Direct access to participating providers.
Routine Mammography	\$25 copay. Age 35-39, one low dose mammography screening; age 40 and older, one annual mammogram.
Routine Eye Exam	\$25 copay. Direct Access to participating providers. Frequency and age schedules may apply.
Hearing Exam	\$15 copay. Routine hearing screenings.
Hearing Aids	Not covered
Emergency Care	\$75 copay
Urgent Care	\$75 copay
Ambulance	No copay

<u>Plan Features</u>	<u>HMO Network Benefits</u>
Outpatient Surgery	\$250 copay
Hospitalization	\$500 copay
Skilled Nursing Facility Care (in lieu of hospitalization for medically necessary covered benefits)	\$500 copay
Maternity	
OB Visits	\$25 copay for initial visit only.
Hospital (Includes Newborn Services)	\$500 copay
Home Health Care/Hospice-Outpatient	No copay
Private Duty or Special Duty Nursing	Not covered unless pre-authorized by HMO; no copay when covered.
Hospice - Inpatient	\$500 copay
Family Planning/Reproductive Services Sterilization Procedures	Covered with applicable specialist, outpatient surgery or inpatient hospital copay. Reversal of voluntary sterilization including related follow-up care and treatment of complications of such procedures is not covered.
Mental Health	
Inpatient	\$500 copay, 30 days per calendar year
Outpatient	\$25 copay, 20 visits per calendar year.
Substance Abuse Detoxification	
Inpatient Detoxification	\$500 copay
Substance Abuse Rehabilitation	
Inpatient Rehabilitation	\$500 copay; 30 days per calendar year
Outpatient Rehabilitation	\$25 copay; 45 visits per calendar year.
Diabetic Supplies	\$15 PCP copay applies
Chiropractic Care	\$25 copay. Direct access subluxation benefit; 20 visits per calendar year.
Durable Medical Equipment	\$0 copay, \$2,500 annual maximum
Dental	Not covered
Vision Corrective Lenses/Contacts Allowance	Not covered
Comprehensive Infertility	Not covered

Plan Features

Advanced Reproductive Technology

Medical Spending Fund
Individual/Family Limits

HMO Network Benefits

Not covered

Not available

Exclusions and Limitations

Exclusions

The Plan does not cover the following services and supplies:

- Acupuncture and acupuncture therapy, except when performed by a participating physician as a form of anesthesia in connection with covered surgery.
 - Ambulance services, when used as routine transportation to receive inpatient or outpatient services.
 - Any service in connection with, or required by, a procedure or benefit not covered by the Plan.
 - Any services or supplies that are not medically necessary, as determined by Aetna.
 - Biofeedback, except as specifically approved by Aetna.
 - Blood, blood plasma, or other blood derivatives or substitutes.
 - Breast augmentation and otoplasties, including treatment of gynecomastia.
 - Canceled office visits or missed appointments.
 - Care for conditions that, by state or local law, must be treated in a public facility, including mental illness commitments.
 - Care furnished to provide a safe surrounding, including the charges for providing a surrounding free from exposure that can worsen the disease or injury.
 - Cosmetic surgery or surgical procedures primarily for the purpose of changing the appearance of any part of the body to improve appearance or self-esteem. However, the Plan covers the following:
 - reconstructive surgery to correct the results of an injury.
 - surgery to treat congenital defects (such as cleft lip and cleft palate) to restore normal bodily function.
 - surgery to reconstruct a breast after a mastectomy that was done to treat a disease, or as a continuation of a staged reconstructive procedure.
 - Court-ordered services and services required by court order as a condition of parole or probation, unless medically necessary and provided by participating providers.
 - Custodial care and rest cures.
 - Dental care and treatment, except as specified under "Your Benefits". The Plan does not cover:
 - care, filling, removal or replacement of teeth,
 - dental services related to the gums,
 - apicoectomy (dental root resection),
 - orthodontics,
 - root canal treatment,
 - soft tissue impactions,
 - alveolectomy,
 - augmentation and vestibuloplasty treatment of periodontal disease, prosthetic restoration of dental implants, and
 - dental implants.
 - Educational services, special education, remedial education or job training. The Plan does not cover evaluation or treatment of learning disabilities, minimal brain dysfunction, developmental and learning disorders, behavioral training or cognitive rehabilitation. Services, treatment, and educational testing and training related to behavioral (conduct) problems, learning disabilities and developmental delays are not covered by the Plan.
 - Expenses that are the legal responsibility of Medicare or a third party payor.
 - Experimental and investigational services and procedures; ineffective surgical, medical, psychiatric, or dental treatments or procedures; research studies; or other experimental or investigational health care procedures or pharmacological regimes, as determined by Aetna, unless approved by Aetna in advance. This exclusion will not apply to drugs:
 - that have been granted treatment investigational new drug (IND) or Group c/treatment IND status,
 - that are being studied at the Phase III level in a national clinical trial sponsored by the National Cancer Institute, or
 - that Aetna has determined, based upon scientific evidence, demonstrate effectiveness or show promise of being effective for the disease.
 - Refer to the "Glossary" for a definition of "experimental or investigational."
 - False teeth.
 - Hair analysis.
- Health services, including those related to pregnancy, that are provided before your coverage is effective or after your coverage has been terminated.

- Hearing aids, eyeglasses, or contact lenses or the fitting thereof.
- Household equipment, including (but not limited to) the purchase or rental of exercise cycles, air purifiers, central or unit air conditioners, water purifiers, hypo-allergenic pillows, mattresses or waterbeds, is not covered. Improvements to your home or place of work, including (but not limited to) ramps, elevators, handrails, stair glides and swimming pools, are not covered.
- Hypnotherapy, except when approved in advance by Aetna.
- Immunizations related to travel or work.
- Implantable drugs.
- Infertility services, except as described under "Your Benefits". The Plan does not cover:
 - purchase of donor sperm and any charges for the storage of sperm.
 - purchase of donor eggs, and any charges associated with care of the donor required for donor egg retrievals or transfers or gestational carriers.
 - cryopreservation and storage of cryopreserved embryos.
 - all charges associated with a gestational carrier program (surrogate parenting) for the Plan participant or the gestational carrier.
 - drugs related to the treatment of non-covered benefits or related to the treatment of infertility that are not medically necessary.
 - injectable infertility drugs.
 - the costs for home ovulation prediction kits.
 - services for couples in which one of the partners has had a previous sterilization procedure, with or without reversal.
 - services for females with FSH levels greater than 19 mIU/ml on day 3 of the menstrual cycle.
- Oral and implantable contraceptive drugs and devices, except when prescribed to treat certain medical conditions.
- Orthoptics (a technique of eye exercises designed to correct the visual axes of eyes not properly coordinated for binocular vision).
- Orthotics.
- Outpatient supplies, including (but not limited to) outpatient medical consumable or disposable supplies such as syringes, incontinence pads, elastic stockings and reagent strips.
- Personal comfort or convenience items, including services and supplies that are not directly related to medical care, such as guest meals and accommodations, barber services, telephone charges, radio and television rentals, homemaker services, travel expenses, take-home supplies, and other similar items and services.
- Prescription drugs and medicines, except those administered while you are an inpatient in a health care facility.
- Private duty or special nursing care, unless approved in advance by Aetna.
- Radial keratotomy, including related procedures designed to surgically correct refractive errors.
- Recreational, educational and sleep therapy, including any related diagnostic testing.
- Religious, marital and sex counseling, including related services and treatment.
- Reversal of voluntary sterilizations, including related follow-up care.
- Routine hand and foot care services, including routine reduction of nails, calluses and corns.
- Services not covered by the Plan.
- Services or supplies covered by any automobile insurance policy, up to the policy's amount of coverage limitation.
- Services provided by your close relative (your spouse, child, brother, sister, or the parent of you or your spouse) for which, in the absence of coverage, no charge would be made.
- Services required by a third party, including (but not limited to) physical examinations, diagnostic services and immunizations in connection with:
 - obtaining or continuing employment,
 - obtaining or maintaining any license issued by a municipality, state or federal government,
 - securing insurance coverage,
 - travel, and
 - school admissions or attendance, including examinations required to participate in athletics, unless the service is considered to be part of an appropriate schedule of wellness services.
- Services and supplies that are not medically necessary.
- Services you are not legally obligated to pay for in the absence of this coverage.
- Special education, including lessons in sign language to instruct a Plan participant whose ability to speak has been lost or impaired to function without that ability.
- Special medical reports, including those not directly related to the medical treatment of a Plan participant (such as employment or insurance physicals) and reports prepared in connection with litigation.
- Specific injectable drugs, including:
 - experimental drugs or medications, or drugs or medications that have not been proven safe and effective for a specific disease or approved for a mode of treatment by the FDA and the National Institutes of Health,
 - needles, syringes and other injectable aids,
 - drugs related to treatments not covered by the Plan, and
 - drugs related to the treatment of infertility, contraception, and performance-enhancing steroids

- Specific non-standard allergy services and supplies, including (but not limited to):
 - skin titration (wrinkle method),
 - cytotoxicity testing (Bryan's Test),
 - treatment of non-specific candida sensitivity, and
 - urine autoinjections.
- Speech therapy for treatment of delays in speech development, unless resulting from disease, injury, or congenital defects.
- Surgical operations, procedures or treatment of obesity.
- Therapy or rehabilitation, including (but not limited to):
 - prunal therapy.
 - chelation therapy.
 - rolfing.
 - psychodrama.
 - megavitamin therapy.
 - purging.
 - bioenergetic therapy.
 - vision perception training.
 - carbon dioxide therapy.
- Thermograms and thermography.
- Transsexual surgery, sex change or transformation. The Plan does not cover any procedure, treatment or related service designed to alter a Plan participant's physical characteristics from their biologically determined sex to those of another sex, regardless of any diagnosis of gender role or psychosexual orientation problems.
- Treatment in a federal, state or governmental facility, including care and treatment provided in a nonparticipating hospital owned or operated by any federal, state or other governmental entity, except to the extent required by applicable laws.
- Treatment, including therapy, supplies and counseling, for sexual dysfunctions or inadequacies that do not have a physiological or organic basis.
- Treatment of diseases, injuries or disabilities related to military service for which you are entitled to receive treatment at government facilities that are reasonably available to you.
- Treatment of injuries sustained while committing a felony.
- Treatment of mental retardation, defects and deficiencies. This exclusion does not apply to medical treatment of the retarded individual as described under "Your Benefits".
- Treatment of occupational injuries and occupational diseases, including injuries that arise out of (or in the course of) any work for pay or profit, or in any way result from a disease or injury which does. If you are covered under a Workers' Compensation law or similar law, and submit proof that you are not covered for a particular disease or injury under such law, that disease or injury will be considered "non-occupational," regardless of cause.
- Treatment of temporomandibular joint (TMJ) syndrome, including (but not limited to):
 - treatment performed by placing a prosthesis directly on the teeth,
 - surgical and non-surgical medical and dental services, and
 - diagnostic or therapeutic services related to TMJ.
- Weight reduction programs and dietary supplements.

Limitations

In the event there are two or more alternative medical services that, in the sole judgment of Aetna, are equivalent in quality of care, the Plan reserves the right to cover only the least costly service, as determined by Aetna, provided that Aetna approves coverage for the service or treatment in advance.

This material is for informational purposes only and is neither an offer of coverage nor medical advice. It contains only a partial, general description of plan or program benefits and does not constitute a contract or any part of one. In case of a conflict between your plan documents and this information, the plan documents will govern. For a complete description of the benefits available to you, including procedures, exclusions and limitations refer to your specific plan documents from your employer. All the terms and conditions of your plan or program are subject to and governed by applicable contracts, laws, regulations and policies. The availability of a plan or program may vary by geographic service area, and not all plans or programs are available in all areas. Certain services, including but not limited to non-emergency inpatient hospital care, require precertification. Participating physicians, hospitals and other health care providers are neither agents nor employees of Aetna.

Plans are administered by Aetna Health Administrators or Aetna Life Insurance Company.

GROUP DENTAL

SCHEDULE OF BENEFITS

FLORIDA MUNICIPAL INSURANCE TRUST

GENERAL DENTAL CARE BENEFIT

Lifetime Maximum Benefit - Unlimited

Calendar Year Maximum Benefit -

\$1,000 per Individual

SUMMARY OF GENERAL CARE SERVICES

1. Examinations and recall services, check-ups and cleaning of teeth
2. Palliative treatment
3. Endodontic treatment
4. Space maintainer
5. X-rays
6. Oral surgery
7. Periodontal treatment
8. Normal extraction of teeth
9. Silver and synthetic permanent fillings, crowns and jackets
10. Fixed bridges consisting of crowns or jackets
11. Dentures and removable bridges

DEDUCTIBLE

\$50 per individual per calendar year.

COINSURANCE

Plan pays 80% of first \$1,250 of eligible expenses per calendar year.

DENTAL RATES (PER MONTH)

Employee Dental	\$29.40
Dependent Dental	\$43.21
Family Dental	\$72.61

ORTHODONTIC CARE BENEFIT

Lifetime Maximum Benefit - \$1,000 per Individual.

SUMMARY OF ORTHODONTIC CARE

1. Diagnostic procedures
2. Appliances for tooth guidance and control of harmful habits
3. Retention appliances
4. Comprehensive treatment with fixed and removable appliances for correction of malocclusion in permanent, primary and mixed dentition
5. Orthodontic treatment must be completed prior to attainment of age 19.

LIFETIME DEDUCTIBLE

\$50 per individual.

COINSURANCE

Plan pays 50% of first \$2,000 of eligible expenses per individual in their lifetime.

STAND ALONE - (Without Health)

Employee Dental	\$32.84
Dependent Dental	\$48.40
Family Dental	\$81.24

Dental coverage written in the Florida Municipal Insurance Trust is subject to a 25% participation of those employees quoted.

*** This summary was designed only to give you a brief description of benefits provided and does not include all of the provisions, limitations or exclusions in the policies. In an actual claim situation, the policy provisions, limitations, exclusions will apply. If this outline disagrees with the Plan Document in any way, the Plan Document will govern.

**FLORIDA MUNICIPAL INSURANCE TRUST
DENTAL BENEFIT PLAN SUMMARY
Option 1**

Reasonable and customary limits will apply to all covered eligible expenses.

GENERAL DENTAL CARE

Calendar Year Maximum.....\$1,000
Deductible..... \$50 calendar year

After the deductible has been met, unless otherwise stated, the following coinsurance will apply:

This plan will pay **100% preventative services**, not subject to the calendar year deductible, as follows:

1. Oral examinations
2. Dental X-rays (Bitewings twice per calendar year, Full Mouth or Panoramic once every 2 years)
3. Fluoride application (for dependents under age 15)
4. Prophylaxis

This plan will pay **80% for basic dental services** as follows:

1. Emergency treatment for pain
2. Space maintainers
3. Dental X-rays
4. Biopsies of oral tissue
5. Pulp vitality tests
6. Fillings
7. Extractions
8. Oral Surgery
- Endodontics
- Periodontics

This plan will pay **50% for dental restorations and specialty services** as follows:

1. Inlays, onlays
2. Crowns
3. Bridges, dentures

SCHEDULE OF ORTHODONTIC BENEFIT (applies only to eligible dependents under age 19).

Lifetime maximum (per person) \$1,000
Lifetime deductible \$50 per person

Covered eligible expenses are payable after the deductible at 50%.

1. Diagnostic procedures.
2. Appliances for tooth guidance and control of harmful habits.
3. Retention Appliances.
4. Comprehensive treatment with fixed and removable appliances for correction of malocclusion in permanent, primary and mixed dentition.

These summaries are designed only to give you a brief description of the benefits provided and does not include all of the provisions, limitations or exclusions in the policies. In an actual claim situation, the policy provisions, limitations, exclusions will apply. If this outline disagrees with the Plan Document in any way, the Plan Document will govern.

ADMINISTRATOR:

Florida League of Cities, Inc. Claims Center
P.O. Box 538135 (407) 245-0725
Orlando, FL 32853-8135 (800) 756-3042

GROUP DENTAL (Option 2)

SCHEDULE OF BENEFITS

FLORIDA MUNICIPAL INSURANCE TRUST

GENERAL DENTAL CARE BENEFIT

Lifetime Maximum Benefit - Unlimited

Calendar Year Maximum Benefit -
\$1,500 per Individual

SUMMARY OF GENERAL CARE SERVICES

1. Examinations and recall services, check-ups and cleaning of teeth
2. Palliative treatment
3. Endodontic treatment
4. Space maintainer
5. X-rays
6. Oral surgery
7. Periodontal treatment
8. Normal extraction of teeth
9. Silver and synthetic permanent fillings, crowns and jackets
10. Fixed bridges consisting of crowns or jackets
11. Dentures and removable bridges

DEDUCTIBLE

\$50 per Individual per calendar year.

COINSURANCE

Plan pays 80% of first \$1,875 of eligible expenses per calendar year.

DENTAL RATES (PER MONTH)

Employee Dental	\$29.78
Dependent Dental	\$43.78
Family Dental	\$73.56

ORTHODONTIC CARE BENEFIT

Lifetime Maximum Benefit - \$1,000 per individual.

SUMMARY OF ORTHODONTIC CARE

1. Diagnostic procedures
2. Appliances for tooth guidance and control of harmful habits
3. Retention appliances
4. Comprehensive treatment with fixed and removable appliances for correction of malocclusion in permanent, primary and mixed dentition
5. Orthodontic treatment must be completed prior to attainment of age 19.

LIFETIME DEDUCTIBLE

\$50 per individual.

COINSURANCE

Plan pays 50% of first \$2,000 of eligible expenses per individual in their lifetime.

STAND ALONE - (Without Health)

Employee Dental	\$33.27
Dependent Dental	\$49.03
Family Dental	\$82.30

Dental coverage written in the Florida Municipal Insurance Trust is subject to a 25% participation of those employees quoted.

*** This summary was designed only to give you a brief description of benefits provided and does not include all of the provisions, limitations or exclusions in the policies. In an actual claim situation, the policy provisions, limitations, exclusions will apply. If this outline disagrees with the Plan Document in any way, the Plan Document will govern.

**FLORIDA MUNICIPAL INSURANCE TRUST
DENTAL BENEFIT PLAN SUMMARY
Option 2**

Reasonable and customary limits will apply to all covered eligible expenses.

GENERAL DENTAL CARE

Calendar Year Maximum.....\$1,500
Deductible..... \$50 calendar year

After the deductible has been met, unless otherwise stated, the following coinsurance will apply:

This plan will pay **100% preventative services**, not subject to the calendar year deductible, as follows:

1. Oral examinations
2. Dental X-rays (Bitewings twice per calendar year, Full Mouth or Panoramic once every 2 years)
3. Fluoride application (for dependents under age 15)
4. Prophylaxis

This plan will pay **80% for basic dental services** as follows:

1. Emergency treatment for pain
2. Space maintainers
3. Dental X-rays
4. Biopsies of oral tissue
5. Pulp vitality tests
6. Fillings
7. Extractions
8. Oral Surgery
- Endodontics
- Periodontics

This plan will pay **50% for dental restorations and specialty services** as follows:

1. Inlays, onlays
2. Crowns
3. Bridges, dentures

SCHEDULE OF ORTHODONTIC BENEFIT (applies only to eligible dependents under age 19).

Lifetime maximum (per person) \$1,000
Lifetime deductible \$50 per person

Covered eligible expenses are payable after the deductible at 50%.

1. Diagnostic procedures.
2. Appliances for tooth guidance and control of harmful habits.
3. Retention Appliances.
4. Comprehensive treatment with fixed and removable appliances for correction of malocclusion in permanent, primary and mixed dentition.

These summaries are designed only to give you a brief description of the benefits provided and does not include all of the provisions, limitations or exclusions in the policies. In an actual claim situation, the policy provisions, limitations, exclusions will apply. If this outline disagrees with the Plan Document in any way, the Plan Document will govern.

C. ADMINISTRATOR:

Florida League of Cities, Inc. Claims Center
P.O. Box 538135 (407) 245-0725
Orlando, FL 32853-8135 (800) 756-3042

GROUP VISION

VISION SERVICE PLAN

SCHEDULE OF BENEFITS

DEDUCTIBLE

A deductible amount of \$10.00 is required for any service(s) rendered payable out of pocket by the eligible person to the panel doctor at the time of service.

COVERED EXPENSES

VISION EXAMINATION

The primary purpose of the Vision Service Plan is to provide for professional vision examination and care. This examination comprises an analysis of the vision functions, including the prescription and supply of glasses where indicated.

LENSES AND FRAMES

- A. LENSES - The VSP Panel Doctor will order the proper lenses from a VSP approved laboratory. VSP provides any necessary lenses, including single vision, bifocal, trifocal or other more complex and expensive lenses, when necessary for the patient's visual welfare. This assures the finest American-made lenses and quality workmanship. The doctor verifies the accuracy of the finished lenses.
- B. FRAMES - The patient is assisted in the selection of frames. VSP provides a wide selection of quality frames. Because of the cosmetic nature of frames and the rapidly changing styles, VSP has a limit on the cost of the frames provided under the program. The limit is designed to cover a majority of frames in current use. Patients who select frames that exceed the limit are required to pay the additional wholesale cost, plus a modest additional fee.
- C. MEDICALLY NECESSARY CONTACT LENSES - Contact lenses are allowed under the program in any of these instances provided prior approval is obtained from VSP by your doctor with documentation.
 - 1) Following cataract surgery.
 - 2) When visual acuity cannot be corrected to 20/70 in the better eye except by use of contact lenses.
 - 3) Anisometropia of greater than 350 diopters and asthenopia or diplopia, with spectacles.
 - 4) Keratoconus diagnosis where contact lenses is the treatment of choice.
 - 5) Monocular aphakia and/or binocular aphakia where the doctor certifies medically necessary contact lenses are necessary for safety and rehabilitation to an occupational productive life.

All five (5) categories of "medically necessary" contacts are subject to coordination of benefits with the medical insurance carriers. VSP will provide the contacts or glasses, but not both.
- D. COSMETIC CONTACT LENSES - When cosmetic contact lenses are selected, an indemnity allowance will be made in lieu of all other services.

HOW OFTEN SERVICES ARE AVAILABLE

- A. A VISION EXAMINATION - Is available to each covered person every 12 months.
- B. LENSES - Are available every 12 months when required.
- C. FRAMES - Are available every 24 months.

LIMITATIONS

EXTRA COST - The plan is designed to cover visual needs rather than elective materials. If any of the following are selected and the VSP doctor does not receive prior authorization, there will be an extra charge:

- a) Oversized lenses
- b) A frame costing more than plan allowance
- c) Tinted or photochromic lenses (other than Pink 1 and 2)
- d) Coated lenses
- e) No-line bifocals (blended type) and progressive lenses
- f) Cosmetic Facetting
- g) Other cosmetic items.

ITEMS NOT COVERED:

- a) Orthoptics or vision training
- b) Subnormal vision aids
- c) Aniseikonia lenses
- d) Two pair of glasses in lieu of bifocals
- e) Plano (non-prescription) lenses
- f) Cosmetic contact lenses.

Replacement or repair of lost or broken lenses and frames, except at normal intervals.

Medical or surgical treatment of the eyes.

Services or materials provided as a result of any Workers' Compensation Law, or similar legislation, or obtained through or required by any government agency or program whether Federal, State or any subdivision thereof.

Any eye examination required by an employer as a condition of employment, unless agreed upon in writing by VSP and included in the original contract.

DUAL CHOICE COVERAGE

Eligible persons not wishing to secure services from a Vision Service Plan Doctor may secure services from a non-participating doctor and submit bills for reimbursement. The amounts reimbursed are limited and may not cover the full charges.

ELIGIBILITY

Each group electing vision care must maintain their vision care coverage for a minimum of one year from the time of inception. All employees and dependents who meet the eligibility requirements of their enrolled group are covered for vision care benefits.

Neither employees nor dependents have the right to individually select vision care coverage. Requirements for participation are:

- a) 100% of all city employees, or
- b) 100% of all City employees carrying any coverages with FMIT.

PREMIUM RATES:

Employee	\$ 5.74
Dependent	<u>\$ 8.43</u>
Family Total	\$14.17

GROUP VISION (Voluntary)

VISION SERVICE PLAN

SCHEDULE OF BENEFITS

DEDUCTIBLE

A deductible amount of \$10.00 is required for any service(s) rendered payable out of pocket by the eligible person to the panel doctor at the time of service.

COVERED EXPENSES

VISION EXAMINATION

The primary purpose of the Vision Service Plan is to provide for professional vision examination and care. This examination comprises an analysis of the vision functions, including the prescription and supply of glasses where indicated.

LENSES AND FRAMES

- A. LENSES - The VSP Panel Doctor will order the proper lenses from a VSP approved laboratory. VSP provides any necessary lenses, including single vision, bifocal, trifocal or other more complex and expensive lenses, when necessary for the patient's visual welfare. This assures the finest American-made lenses and quality workmanship. The doctor verifies the accuracy of the finished lenses.
- B. FRAMES - The patient is assisted in the selection of frames. VSP provides a wide selection of quality frames. Because of the cosmetic nature of frames and the rapidly changing styles, VSP has a limit on the cost of the frames provided under the program. The limit is designed to cover a majority of frames in current use. Patients who select frames that exceed the limit are required to pay the additional wholesale cost, plus a modest additional fee.
- C. MEDICALLY NECESSARY CONTACT LENSES - Contact lenses are allowed under the program in any of these instances provided prior approval is obtained from VSP by your doctor with documentation.
 - 1) Following cataract surgery.
 - 2) When visual acuity cannot be corrected to 20/70 in the better eye except by use of contact lenses.
 - 3) Anisometropia of greater than 350 diopters and asthenopia or diplopia, with spectacles.
 - 4) Keratoconus diagnosis where contact lenses is the treatment of choice.
 - 5) Monocular aphakia and/or binocular aphakia where the doctor certifies medically necessary contact lenses are necessary for safety and rehabilitation to an occupational productive life.

All five (5) categories of "medically necessary" contacts are subject to coordination of benefits with the medical insurance carriers. VSP will provide the contacts or glasses, but not both.
- D. COSMETIC CONTACT LENSES - When cosmetic contact lenses are selected, an indemnity allowance will be made in lieu of all other services.

HOW OFTEN SERVICES ARE AVAILABLE

- A. A VISION EXAMINATION - is available to each covered person every 12 months.
- B. LENSES - Are available every 12 months when required.
- C. FRAMES - Are available every 24 months.

LIMITATIONS

EXTRA COST - The plan is designed to cover visual needs rather than elective materials. If any of the following are selected and the VSP doctor does not receive prior authorization, there will be an extra charge:

- a) Oversized lenses
- b) A frame costing more than plan allowance
- c) Tinted or photochromic lenses (other than Pink 1 and 2)
- d) Coated lenses
- e) No-line bifocals (blended type) and progressive lenses
- f) Cosmetic Faceting
- g) Other cosmetic items.

ITEMS NOT COVERED:

- a) Orthoptics or vision training
- b) Subnormal vision aids
- c) Aniseikonia lenses
- d) Two pair of glasses in lieu of bifocals
- e) Plano (non-prescription) lenses
- f) Cosmetic contact lenses.

Replacement or repair of lost or broken lenses and frames, except at normal intervals.

Medical or surgical treatment of the eyes.

Services or materials provided as a result of any Workers' Compensation Law, or similar legislation, or obtained through or required by any government agency or program whether Federal, State or any subdivision thereof.

Any eye examination required by an employer as a condition of employment, unless agreed upon in writing by VSP and included in the original contract.

DUAL CHOICE COVERAGE

Eligible persons not wishing to secure services from a Vision Service Plan Doctor may secure services from a non-participating doctor and submit bills for reimbursement. The amounts reimbursed are limited and may not cover the full charges.

ELIGIBILITY

Each group electing vision care must maintain their vision care coverage for a minimum of one year from the time of inception.

- a) Minimum enrollment 10 employees

PREMIUM RATES:

Employee	\$ 6.50
Dependent	<u>\$10.98</u>
Family Total	\$17.46

Florida Municipal Insurance Trust

EVIDENCE OF GOOD HEALTH

Employer's Name	Group Unit Number	Division
Employee's Name	Occupation	Insurance Class
Employee's Address		Social Security Number

**COVERAGE WILL NOT BE CONSIDERED UNLESS ALL QUESTIONS ARE ANSWERED
USE A SEPARATE FORM FOR EACH PERSON FOR WHOM COVERAGE IS REQUESTED**

1. Identifying information of person to whom the answers contained hereon are applicable:

a) Name	d) Height Weight ____ ft. ____ in. ____ lbs.	f) Date of Birth
b) Relation to Employee	e) Weight change in past year?	g) Place of Birth
c) Occupation	Gain Loss Cause ____ lbs. ____ lbs.	h) Sex

2. a. Why was coverage not requested when this person was first eligible?

b. Has this person been absent from work or unable to carry on normal activities due to illness or injury during the past 6 months?

c. Has this person had this coverage before?

d. Has this person ever declined, postponed, cancelled, or charged an extra rate for life, accident or health insurance or received such a policy of insurance other than exactly applied for?

e. Has this person ever made claim for or received benefits, pension, or other payment because of an injury, sickness or disability?

3. a. Has any physician or dentist advised or recommended future surgical, medical, dental or orthodontic treatment for this person?

b. Does this person now have an appointment to visit a physician or dentist within the next 30 days?

c. Is there any condition such as an ache, pain, itching, rash, swelling, growth, soreness, dizziness, numbness, chills, bleeding, or mental depression of this person which, if he visits a physician or dentist within the next 60 days, would be reported to the physician or dentist as having begun prior to the present date? If "yes", circle that which is applicable.

d. If this person is a female, has she been advised by a physician that she is pregnant? ____ Can she state with certainty that she will not, within the next 14 days visit a physician for purposes of determining if she is pregnant?

e. Give the name of this person's personal physician and his dentist; the date last seen; and reason.

4. Has this person, or the employee, ever been told that this person has, or has had:

a. A speech defect, paralysis or stroke, or mental or nervous disorder?

b. Bronchitis, pleurisy, asthma, emphysema, tuberculosis or other chronic respiratory disorder, or a tonsillectomy or adenoidectomy?

- c. High blood pressure, rheumatic fever, heart murmur, heart attack or other disorder of the heart or blood vessels?
- d. Jaundice, ulcer, hernia, appendicitis, colitis, diverticulitis, hemorrhoids, or other disorder of the stomach, intestines, liver or gallbladder?
- e. Sugar, albumin, blood or pus in urine, venereal disease, stone or other disorder of the kidney, bladder, prostate or reproductive organs?
- f. Diabetes, thyroid or other endocrine disorders?
- g. Neuritis, sciatica, rheumatism, arthritis, gout, or disorder of the muscles or bones, including the spine, back, or joints?
- h. Disorder of skin, lymph glands, cyst, tumor, or cancer?
- i. Allergies, anemia or other disorder of the blood?
- j. Excessive use of alcohol, or any habit forming drug?

5. Has this person ever complained to anyone of: dizziness, fainting, or severe and frequent headaches; shortness of breath, persistent hoarseness or cough; blood spitting; bleeding of gums; chest pain; intestinal bleeding; hemorrhoids, or recurrent indigestion; blood in the urine; chronic aches or pains in back, muscles or joints; or growths, lumps or swelling about the body or undue soreness of warts or moles? If "yes", circle those which are applicable.

Was a doctor consulted? If "yes", give his diagnosis and any other details:

6. Has this person had an examination, consultation or treatment by any physician or practitioner of healing or been a patient in a hospital or other institution within the past 5 years? _____ If "yes", give details as follows:

Reason Include nature of illness Injury or diagnosis	Dates Including Duration	Degree of Recovery	Name and address of Hospitals/Physicians
--	-----------------------------	-----------------------	---

7. Has this person ever engaged in or does he now possess equipment of license for engaging in scuba or skin diving; the operation of an airplane; parachuting; auto, drag or motorcycle racing or stunt driving? _____ If "yes", circle that which is applicable and explain the extent to which it is engaged in.

Use this space for any additional explanation. Indicate question number

I CERTIFY that the statements and answers contained on this form are made by me, are complete and true, are correctly and fully recorded, and that no important circumstance or information has been withheld or omitted. These statements and answers are offered to the Florida Municipal Insurance Trust as inducement to grant coverage and I understand that the Florida Municipal Insurance Trust may use any material misstatements to contest the validity of any coverage provided on the basis of this Evidence of Good Health.

I AUTHORIZE any licensed physician, medical practitioner, hospital or other medical related facility, insurance company, the Medical Information Bureau or other organization, institution or person, that has any records or information regarding me or my family or our health, to disclose to the Florida Municipal Insurance Trust any such information. A copy of this authorization shall be as valid as the original.

Signed at _____ Date _____, 19 _____

Witness _____ (Adult Non-Relative) Employee's Signature _____

Witness _____ (Adult Non-Relative) Dependent's Signature _____

TAB 6

KEY LARGO WASTEWATER TREATMENT DISTRICT
Agenda Request Form

Meeting Date: October 19, 2005

Agenda Item No. 6

☐ PUBLIC HEARING

☐ RESOLUTION

☐ DISCUSSION

☐ BID/RFP AWARD

☒ GENERAL APPROVAL OF ITEM

☐ CONSENT AGENDA

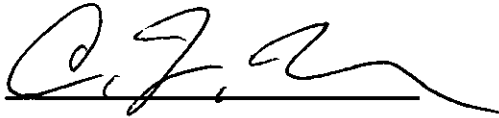
☐ Other:

SUBJECT: Personnel Issues

RECOMMENDED MOTION/ACTION: Discussion

Approved by General Manager

Date: 10-14-05



Originating Department: General Manager	Costs: Funding Source: Acct. #	Attachments: <i>Memo</i>
Department Review: <input type="checkbox"/> District Counsel _____ <input checked="" 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: The attached personnel issues need to be acted upon as the District grows and starts new projects and begins operations.

Resulting Board Action:

☐ Approved

☐ Tabled

☐ Disapproved

☐ Recommendation Revised

Memo

To: KLWTD Board
From: Charles F. Fishburn, General Manager
Date: October 14, 2005
Re: TAB 6

The following personal issues need to be addressed as the District moves forward with operation of the Wastewater Collection and Treatment System and the beginning of the North Components Project.

- Increase Engineers salary from \$60,000 per year to \$72,800 per year effective November 1, 2005. The Engineer has completed a six month probationary period that, coupled with a pending minimum above average performance review, should result in an increase in compensation.
- Change Inspector from hourly to salaried effective November 1, 2005. This will include earning one vacation day per month and paid District holidays. The Inspector position has become more that a fulltime position with the current projects and the North Components Project.
- Approve employment of Plant Operator at \$36,000 to \$52,000 per year depending on experience and skills. Clean water testing of the KLTV Collection System and treatment Plant planned for November 11, 2005. Operator needs to come on board soon. I have received twelve applications for the operator position.
- Begin advertising for Administrative Assistance for Finance Officer. This budgeted position will begin January 1, 2006 and process the 200 non-advalorum business assessments and coordinate the 700 new wastewater residential customers.
- The current \$.29 / per mile allowance for vehicle travel is out dated and needs to be increased to \$.405 to match County and IRS allowance.

TAB 7

KEY LARGO WASTEWATER TREATMENT DISTRICT
Agenda Request Form

Meeting Date: October 19, 2005

Agenda Item No. 7

☐ PUBLIC HEARING

☐ RESOLUTION

☒ DISCUSSION

☐ BID/RFP AWARD

☐ GENERAL APPROVAL OF ITEM

☐ CONSENT AGENDA

☐ Other:

SUBJECT: Work Order for completion of District Wastewater Plan

RECOMMENDED MOTION/ACTION: Discussion

Approved by General Manager

Date: 10-14-05



Originating Department: General Manager	Costs: \$96,620 Funding Source: MSTU Acct. #	Attachments: Memo Work Authorization No.5 SRF Facilities Plan Requirements DEP Review Checklist for SRF Facilities Plan
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: Work Order No. 5 with Weiler Engineering will complete the Planning Process for the remainder of Key Largo.

Resulting Board Action:

☐ Approved

☐ Tabled

☐ Disapproved

☐ Recommendation Revised

Memo

To: KLWTD Board
From: Charles F. Fishburn, General Manager
Date: October 13, 2005
Re: Work Authorization No. 5

The SRF Loan for the actual construction of the North Components requires a "Facilities Plan."

The District, at minimum, could do a Facilities Plan for the North Components only but due to the inclusion of the Regional Treatment Plant in the North Components Project we would be 75% on our way to a Facilities Plan for the whole Island.

Staff recommends enlisting Weiler Engineering to complete the Island Planning (attached Work Order No. 5) and then enlisting Weiler for an additional Work Order No. 6 to complete the SRF Facilities Plan for the complete \$140,000,000 Island Project.

Work Order No. 6 would include data derived from CPH, MWH, Arcadis is 30% submittals and/or concept reviews required for their projects. Work Order No. 6 to Weiler Engineering would result in the Facilities Plan for the SRF Construction Loan.

Work Order No. 5 would be funded from our Planning Budget and MSTU Funds.

Work Order No. 6 would be charged to the SRF Engineering Loan we currently have in place.

WORK AUTHORIZATION NO. 5

a

Contract for Consulting/Professional Services Agreement Between the
Key Largo Wastewater Treatment District (KLWTD),
a legal entity and public body created by
Chapter 02-337, Laws of Florida, 2003

and

The Weiler Engineering Corporation

A. SCOPE OF SERVICE

Request for Qualifications For Design of Wastewater Collection and Transmission Systems To Serve the Key Largo Wastewater Treatment District

Objective

The objective of this assignment is to produce a Request For Qualifications for design of upcoming wastewater projects in the Key Largo Wastewater Treatment District, in cooperation with the District Manager and the District Board. Data from the Monroe County Sanitary Sewer Wastewater Master Plan for the Key Largo Wastewater Treatment District service area will be updated to reflect current costs and will be used to provide a working tool to help the KLWTD Board make informed decisions related to designing and constructing wastewater collection and transmission systems to serve the residents of the Key Largo area. Due to the constraints of funding, the Board must schedule projects in a manner that matches the funding as it becomes available. The updated data from the Master Plan will provide guidance for the future phases of construction of the collection and transmission systems that will serve the District. Operating revenue will also be considered when recommending the technologies used in the phased expansion of the wastewater system.

Upon completion of the Update and Report Phase, Engineer will coordinate with the District Manager and District Attorney to prepare a request for qualifications (RFQ) and select consultants qualified to prepare construction plans, specifications and bidding documents for the Projects.

Scope of Services

Update and Report Phase

Engineer shall coordinate with the District Manager and the Board to prepare a conceptual design and report that will generally include:

1. Consult with the District Manager and the Board to define and clarify the Board's requirements for the Project and available data.
2. Advise as to the necessity of additional data or services which are not part of ENGINEER's Basic Services, and assist District in obtaining such data and services.
3. Identify, consult with, and analyze requirements of governmental authorities having jurisdiction to approve the portions of the Project designed or specified by ENGINEER.

4. Identify collection basins throughout the service area and transmission mains to convey the collected wastewater to the treatment plant site and, after consultation with the District and District staff, recommend to the Board those construction phases which in ENGINEER's judgment meet District's requirements for the Project.

5. Prepare a report (the "Report") which will, as appropriate, contain schematic layouts, sketches and conceptual design criteria with appropriate exhibits to indicate the agreed-to requirements, considerations involved, and those alternate solutions available to District which ENGINEER recommends. This Report will be accompanied by ENGINEER's opinion of Total Project Costs for each construction phase which is so recommended for the Project with each component separately itemized.

6. Furnish 12 review copies of the Report to District within 160 days of authorization to begin services and review it with District.

8. Revise the Report in response to District's and other parties' comments, as appropriate, and furnish 12 final copies of the revised Report to the District within 30 days after completion of reviewing it with District.

And more specifically:

Conceptual Design

Overlay Property Appraiser maps on scaled aerials, showing locations of Hot Spots, existing collection systems and package plants as identified in the Monroe County Sanitary Wastewater Master Plan. Review the Study Areas defined in Technical Memorandum No. 6 and verify optimal configuration. Adjust the Study Areas if necessary to define collection basins, or service areas, for the KLWTD. Provide conceptual locations and flow capacities of remote pump stations, whether vacuum or conventional, and associated transmission mains. More specifically, the scope will include:

- Evaluation of the remaining collection basins in the Northern Component
- Feasibility of expansion of the existing vacuum system to serve nearby communities
- Conceptual level design of a transmission main to serve the Southern Component, including highway crossings
- Evaluation of collection basins comprising the Southern Component
- Concept level cost estimates for transmission main and reclaimed water main to provide service to Islamorada

Show proposed sizes and location of transmission mains along the US 1 corridor south of the MM 100.5 WWTP site, including highway crossings. All piping is to be sized with appropriate peaking factors, with cumulative build-out flow capacity to be considered. Evaluate friction losses and optimize performance of the transmission main system, considering pipe sizing, operating pressure and possible use of booster pump stations if needed. Show locations where service would be provided to properties with existing collection systems and pump stations. Identify larger commercial properties that may be better served with a force main.

Opinion of Project Costs

Costs for each recommended construction phase will be estimated. Order of magnitude costs for each collection basin and for each transmission system will be provided.

1. For each service area in the District not previously evaluated, update the collection system cost estimates from Technical Memorandum No. 6. Verify estimated quantities as listed in Appendix A with the boundaries of the Study Areas adjusted, if needed, to reflect the boundaries of the proposed collection basins. With quantities verified, the costs for design, permitting and construction of each service area will be estimated using unit pricing from bids recently received in Monroe County for similar projects.

2. The cost of the transmission main from each service area to the wastewater treatment plant site will be estimated using the unit pricing cited above. It is understood that the first phase of expansion will most likely include a section of transmission main that may pass adjacent to service areas to be connected in future phases. Once the first phase of expansion is selected, the cost of certain other phases of expansion may be reduced if a properly sized transmission main passes adjacent to the property.

Certain costs associated with this project may be outlined in the report which are not intended to be funded by the District or by public money such as service laterals or collection systems located on private property. It is not the intent of this report to establish policy or determine who is responsible for funding this project.

Recommendations

After the updated cost estimates are determined as described, recommendations will be made for the future phases of expansion.

In considering which service areas will be recommended, factors other than capital costs will be considered. The ranking of Hot Spots in the KLWTD will be a focal point in the order of phasing of the collection system areas. The relative ranking of each service area will be determined by evaluation of construction costs and funding available along with Hot Spot ranking and the potential for generating operating revenue. The potential for providing points of connection for properties with existing wastewater collection systems along the transmission force main route will also be considered as a potential operating revenue source for the District.

The recommendation will include base service areas and will identify additional adjacent service areas that can be added to adjust the total project cost incrementally to the available funding. The estimates will also include a table identifying estimated annual wastewater system operation and maintenance costs for the District at completion of each phase versus the estimated total annual sewer revenue generated. The revenue generated from the connection fees will also be tabulated. Revenue estimates will be based on the average monthly sewer bill per EDU as determined by the KLWTD rate study. The targeted connection fee of \$4,770 per EDU will be used to calculate system development charge revenues.

Summary of Deliverables

- Scaled aerials with Appraisers map overlay for the Key Largo Area, identifying Hot Spots, existing collection systems, conceptual locations of future pump stations and transmission mains – 2 full size sets and 10 reduced sets.
- Updated cost estimates for service areas identified in Technical Memorandum No. 6 in the Key Largo area, with updated costs based on unit costs received for projects recently bid in Monroe County.
- Update and Report – Narrative report summarizing activities, assumptions used, and conclusions reached. Will include a summary of the project recommendations for phasing of projects based on Hot Spot ranking, capital costs and revenue potential.

B. PROJECT COST

The cost of performing the scope of work described is \$96,620.00. The proposal is lump sum based on the estimated times allocated for each task listed below. If the scope of work is changed, the lump sum cost of the task will be adjusted accordingly.

Task Description	Principal @ \$125	Engineer @ \$105	Engineer @ \$105	El or RPR @ \$85	Sr. Designer @ \$75	Clerical @ \$35	SubTotal
Research & Site Investigations	\$250.00	\$2,835.00	\$2,625.00	\$7,820.00	\$2,100.00	\$0.00	\$15,630.00
Identify Existing Systems	\$250.00	\$2,310.00	\$1,155.00	\$6,290.00	\$0.00	\$140.00	\$10,145.00
Assumptions & Design Calculations	\$250.00	\$2,310.00	\$945.00	\$6,290.00	\$0.00	\$105.00	\$9,900.00
Master Plan Reconciliation	\$250.00	\$2,415.00	\$1,575.00	\$7,310.00	\$0.00	\$140.00	\$11,690.00
Service Areas Definitions and Estimates	\$375.00	\$4,620.00	\$3,990.00	\$14,960.00	\$675.00	\$315.00	\$24,935.00
Production of service area plans	\$250.00	\$1,260.00	\$0.00	\$0.00	\$7,875.00	\$0.00	\$9,385.00
Transmission Main Locations and Estimates	\$250.00	\$2,520.00	\$1,260.00	\$6,120.00	\$675.00	\$0.00	\$10,825.00
Report and Presentation	\$250.00	\$1,260.00	\$0.00	\$2,040.00	\$0.00	\$560.00	\$4,110.00
SubTotals	\$2,125.00	\$19,530.00	\$11,550.00	\$50,830.00	\$11,325.00	\$1,260.00	

Total
Cost = \$96,620.00

PROJECT SCHEDULE

Work on this project will be begun on receipt of the executed Work Authorization. The scope of work and submission of the deliverables will be completed no later than five (5) calendar months after authorization to proceed unless otherwise directed by the District. Progress on the project will be reported at the regularly scheduled KLWTD Board meetings and in the Engineer's Status Report each month.

C. NOTICE/PROJECT MANAGER OF CONSULTANT

R. Jeff Weiler, President
Weiler Engineering Corporation
20020 Veterans Blvd, Ste 7-9
Port Charlotte, FL 33954

Charles Brooks, Chairman
KLWTD
Post Office Box 491
Key Largo, FL 33037

Charles Fishburn, General Manager

Certification that Sufficient Funds are Available:

Martin Waits, Financial Officer Andrew Tobin, KLWTD Secretary

Dated this ____ day of _____, 2005

Subj: **RE: Key Largo WTD Loan**
Date: 10/14/2005 11:47:54 A.M. Eastern Daylight Time
From: Carleen.Pruyn@dep.state.fl.us
To: martinwaits@bellsouth.net
CC: Offishbum@aol.com, Sheri Garcia@dep.state.fl.us

Marti,

Sheri asked me to let you know the break out of the money for your project.

Right now you are approved for \$2,670,199 total on WW 46401P. You are currently eligible for \$534,040 as the agreement between the local government and DEP has been approved. Once the facility plans are approved, you are eligible for \$1,335,100. When the contracts are approved you are eligible for \$801,059 all totaling \$2,670,199. All the money is in the category of allowances. This information should help with filling out the disbursement request forms.



Any questions, please give me a call!

Thanks.

Carleen Pruyn
Operations & Management Consultant II
Water Facilities Funding
850/245-8395

Clean Water SRF Planning Requirements

Section 62-503.700(2) F.A.C. covers the planning requirements for the State Revolving Loan Program. The loan applicant must provide the following planning documentation:

Planning Document

- Executive Summary
- Cost Comparison
- Environmental Effects
- Selected Alternative
- Public Participation Process
- Financial Feasibility
- Schedule
- Adopting Resolution

Executive Summary

- Project Description.
- Need or Justification for Project.
- Project Location Map. This map must clearly show the precise location of the proposed project. Roadways must be legibly labeled. A USGS 7.5 minute quadrangle map is recommended, however, other maps are acceptable.

Cost Comparison

- A cost comparison of at least two alternatives.
- Alternatives may include no action. For example, compare the cost of continued flooding of homes versus the cost of constructing a stormwater detention/treatment pond.
- For non-point source projects funded under Section 319 or 320 of the Clean Water Act, the cost comparison requirement shall be deemed to have been met when a "qualified" best management practice (BMP) is selected for implementation.

Environmental Effects

- Discuss environmental benefits associated with the proposed project.
- Will the proposed project have any significant adverse effects upon flora, fauna, threatened or endangered plant or animal species, surface water bodies, prime agricultural lands, wetlands, or undisturbed areas?
- Will the proposed project have any significant adverse human health or environmental effects on minority or low-income communities?

Clean Water SRF Planning Requirements.

Selected Alternative

- Describe recommended facilities
- Provide detailed cost estimate of selected alternative.

Public Participation Process

- Hold public meeting to explain the project, including cost and impact on user charges; and enable public participation in evaluating project alternatives.
- Meet local requirements for advertising the public meeting.
- Submit Certification of Public Participation, including copy of advertisement.
- For non-point source projects funded under Section 319 or 320 of the Clean Water Act, the public participation requirement shall be deemed to have been met when a "qualified" BMP is selected for implementation.

Financial Feasibility

- Identify revenues to be dedicated to repaying the loan.
- Existing/Proposed User Charge System.
- Complete Capital Financing Plan.

Schedule

- Schedule for implementing the recommended facilities

Adopting Resolution

- Specific Authorization to implement the planning recommendations.

State Clearinghouse (SCH) Review

- Submit 15 copies of planning documentation to the SCH. See the SCH web page for details http://www.dep.state.il.us/secretary/legislature/coastal/state_clearinghouse_index; or submit one copy of the planning document along with a CD (word or PDF format) to the Bureau of Water Facilities Funding for uploading to DEP's website (www.dep.state.il.us/water/wff). The SCH will then distribute the plan electronically.
- SCH review process takes 6 to 8 weeks.

Clean Water SRF Planning Requirements.

The Department reviews the planning documents and works with project sponsors to ensure that planning requirements are met. In addition, Department staff will be responsible for the following actions.

Environmental Review

- DEP performs environmental review for all Section 212 projects. The environmental review establishes the environmental significance of a proposed project and establishes the Department's intention to make funding available for the project.
- For each project, the DEP publishes a summary of the Florida Environmental Information Document (FEID) for public comment on its website located at tlhora6.dep.state.fl.us/onw/pub.asp.
- Environmental reviews are not required for Section 319 and 320 projects.
- Partitioning of a project. Upon request of the applicant, portions of a project may be partitioned from the environmental review.

Acceptance of Planning Documents

- Upon completion of all planning requirements, the Department will issue a letter accepting the planning documents.

Other Planning Related Issues

Must complete all readiness-to-proceed requirements prior to executing a loan agreement. Loans are awarded on a "first come, first serve" basis.

Projects are subject to removal from the fundable portion of the priority list if the loan agreement has not been executed by the end of the fiscal year (June 30th).

The planning process is estimated to take from 3 to 6 months to complete.

Section 212 Projects: Wastewater and Urban Stormwater pollution control projects.

Section 319 Projects: Non-Point Source projects, typically agricultural stormwater runoff.

Section 320 Projects: Estuary protection projects.

The basis for this checklist is Section 62-503.700(2) of the Rule. The questions below are used to verify that the planning requirements of the rule have been met. Complete the questions by checking the appropriate response or providing the requested information. If a response is asterisked (e.g. a "No" for Item 4, below), the situation is to be discussed with the Project Manager or the Section Administrator as there is a deficiency in the documents which must be rectified.

SECTION I. GENERAL

- 1) Project Number and Sponsor _____

- 2) Briefly describe the major components of the proposed project and what needs criteria it meets (public health, compliance, etc).

- 3) List below the title, date and author of all major reports, sources of information, documents, and correspondence that comprise the complete planning document. These documents may be referenced by section or page number on the "source" line in subsequent questions.

- 4) Is the location of the project clearly shown (including illustration)?
 Yes _____ No* _____ Sources/Comments _____

SECTION II. COST COMPARISON AND SELECTED ALTERNATIVE

The planning documents should discuss the various factors that affected the decision-making process that lead to the "selected alternative".

- 1) Is a cost comparison of at least two alternatives documented?

Yes ____ No* ____ N/A ____ Sources/Comments _____

- 2) Is a project cost breakdown given and does the total cost reflect the data used in the cost comparison?

Yes ____ No* ____ N/A ____ Sources/Comments _____

- 3) Does the planning document include a description of the recommended facilities, estimated capital costs, and estimated operation and maintenance costs if applicable?

Yes ____ No* ____ N/A ____ Sources/Comments _____

- 4) Has the rationale for selecting an alternative for implementation been given?

Yes ____ No* ____ N/A ____ Sources/Comments _____

SECTION III. ENVIRONMENTAL EFFECTS AND REVIEW

A Florida Categorical Exclusion Notice (FCEN) shall be used for certain projects that are not expected to generate controversy over potential environmental effects. A FCEN shall not be used where there are valid objections to a project or where a project will result in the inability of existing facilities to meet permit criteria. Projects categorically excluded from further environmental review are:

- a) Rehabilitation of existing water pollution control system components or replacement of structures, materials or equipment.
- b) Water pollution control systems that do not change the existing discharge point or permitted pollutant concentration limits and that do not involve acquisition of undisturbed land.
- c) Water pollution control systems that serve less than 10,000 people in unsewered communities that involve self-contained individual or cluster systems providing both treatment and disposal of wastewater that will take place near the buildings from which the wastewater is to be discharged.
- d) Water pollution control systems in areas where streets have been established, underground utilities installed, or building sites excavated.
- e) Treatment plant upgrades that are solely to enable reclaimed water reuse if the treatment level enables unrestricted public access.

- 1) Does the proposed project consist solely of one or more of the above (a-e)?
Yes ____ No ____ N/A ____ Sources/Comments _____

- 2) Is this project eligible for a categorical exclusion from the review process?
Yes ____ No ____ N/A ____ Sources/Comments _____

- 3) What type Environmental Information Document (EID) will be issued?
FFONSI ____ FCEN ____ FEIS/FROD ____ FRAN ____
Before issuing a FEIS/FROD or FRAN, consult with the Section Head.

- 4) What are the environmental benefits of the proposed project?

- 5) If any significant adverse environmental effects are identified, what project features will mitigate such effects? N/A ____ Sources/Comments _____

- 6) Will the proposed project have any significant adverse effects upon flora, fauna, threatened or endangered plant or animal species, surface water bodies, prime agricultural lands, wetlands, or undisturbed natural areas?
Yes* ____ No ____ N/A ____ Sources/Comments _____

- 7) Will the proposed project have any significant adverse human health or environmental effects on minority or low-income communities?
Yes* ____ No ____ N/A ____ Sources/Comments _____

- 8) Has the DEP District Office reviewed the planning documents and provided comments?
Yes ____ No* ____ N/A ____ Sources/Comments _____

- 9) Has the project received state clearinghouse approval?
Yes ____ No* ____ N/A ____ Sources/Comments _____

SECTION IV. PUBLIC PARTICIPATION

Was a public meeting held to explain the project, including cost and impact on user charges; and was the public able to participate in evaluating project alternatives?

Yes ____ No* ____ N/A ____ Sources/Comments _____

SECTION V. FINANCIAL FEASIBILITY

1) Does financial feasibility information demonstrate implementability of the complete project?

Yes ____ No* ____ N/A ____ Sources/Comments _____

2) Do the planning documents include a copy of the existing or proposed User Charge Rates or other system of dedicated revenue?

Yes ____ No* ____ N/A ____ Sources/Comments _____

3) Will sufficient revenue be generated to meet debt service and coverage (and any reserve) requirements?

Yes ____ No* ____ N/A ____ Sources/Comments _____

4) What revenues are dedicated to repaying the loan?

SECTION VI. SCHEDULE

Do the planning documents include a schedule for implementing the proposed facilities and is that schedule consistent with the financial feasibility documentation?

Yes ____ No* ____ N/A ____ Sources/Comments _____

SECTION VII. PROJECT AUTHORIZATION

Do the planning documents include Specific Authorization (e.g. adopting resolution) to implement the planning recommendations?

Yes ____ No* ____ N/A ____ Sources/Comments _____

SECTION VIII. CAP GRANT PROJECTS

- 1) Could the project be subject to capitalization grant requirements?

Yes ___ No ___ N/A ___ Sources/Comments _____

- 2) If yes, has the applicant been notified that "cap grant" requirements identified in Form 62-503.900(2) may apply to the project?

Yes ___ No ___ N/A ___ Sources/Comments _____

SECTION IX. PARTITIONED ENVIRONMENTAL REVIEW

- 1) Are the three conditions listed below met?

- a) The component will immediately remedy a public health, water quality, or other environmental problem, or advance completion will achieve a demonstrable cost savings.
- b) Environmentally sound, implementable alternatives for the overall pollution control system of which the component is a part have been identified, and the component does not foreclose any of the alternatives.
- c) The component will not cause adverse environmental impacts, including impacts that will be minimized or eliminated only by completing the entire system.

Yes ___ No ___ N/A ___ Sources/Comments _____

"No" to any of the above conditions will disqualify a project for partitioning

- 2) Is the environmental review partitioned?

Yes ___ No ___ N/A ___ Sources/Comments _____

SECTION X. IMPLEMENTATION

- 1) Is there anything about the proposed project that appears questionable from an engineering, environmental or financial perspective and therefore requires resolution?

Yes* ___ No ___ N/A ___ Sources/Comments _____

- 2) List any proposed service agreements or local contracts necessary to implement the selected alternative. Also describe the status of each agreement or contract. N/A ___

Sources/Comments: _____

- 3) List any DEP permits (other than a construction permit) needed to implement the selected plan:

_____ Sources/Comments: _____

SECTION XI. FACILITIES PLAN COMPLETION

- 1) Has the planning document been signed, sealed, and dated by a professional engineer?

Yes _____ No* _____ N/A _____ Sources/Comments _____

- 2) Has the FEID been mailed to the appropriate parties per Exhibit WWFS – 02Lk?

Yes _____ No* _____ N/A _____

- 3) Reviewer's Certification:

I hereby certify that the engineering aspects of the above planning document comply with applicable provisions of Florida Administrative Code (F.A.C.) Chapter 62-503. This certification does not imply that all information necessary to assure compliance with all other chapters of the F.A.C. is contained in the planning document.

Signature and P.E. Seal
of Reviewer/Project Manager

Name Printed: _____
P.E. Number: _____

ACCEPTANCE

State Reviewer: _____ Date: _____

Project Manager: _____ Date: _____

Section Administrator: _____ Date: _____

Bureau Chief: _____ Date: _____

The effective date of the facilities plan acceptance is: _____

Memo

To: KLWTD Board
From: Carol Walker, CMC
CC: Staff
Date: October 18, 2005
Re: Commissioner Items TAB 1-A

Commissioner Tobin requested that is item be added to the October 19, 2005 agenda.

The Key Largo Fire Board has asked the District if it would be possible to use the District meeting space at 98880 Overseas Hwy for their initial Board meetings (three months).

Carol Simpkins

From: Thomas M Dillon [lawtmd@bellsouth.net]
Sent: Friday, October 14, 2005 2:00 PM
To: 'Carol Walker'; 'Chuck Fishburn'
Cc: 'Andrew Tobin'; 'Claude Bullock'; 'Gary Bauman (E-mail)'; 'Glenn Patton'; 'Charles Brooks (E-mail)'
Subject: Specimen decision letter

Carol,

I am attaching a specimen decision letter for Board discussion and form approval at the meeting of October 19, 2005.

Thomas M. Dillon



Attorney at Law
PO Box 370736
Key Largo, FL 33037-0736
305-240-1767
Fax 305-853-2693

10/14/2005

Name
Address

Re: Parcel ID
AK No.

I have reviewed your letter of August 10, 2005, in which you requested exclusion of the captioned parcel from the Key Largo Wastewater Treatment District 2005 non-ad valorem assessment. Your request for exclusion is based on your position that the parcel is not improved and cannot be improved consistent with existing zoning regulations or other legal constraints, as provided in Section 4.05.A.1 of the District's final assessment resolution.

The documents you have supplied indicate that the parcel is unimproved and cannot be developed.

- The Monroe County Property Appraiser records indicate that the parcel is unimproved and has a land area of 3,250 sq.ft.
- The Monroe County Planning Department ROGO Scoring Sheet indicates that the parcel is a high-quality hammock lot, that only 20% of the lot can be cleared, and that the lot is suitable for donation, only.

Based on my review, I am recommending to the District Board that the captioned parcel be designated as an Excluded Parcel, and excluded from the assessment because it appears from the documentation you have provided that the parcel has not been improved, and cannot be improved, with facilities or structures that generate, or might generate, sewage that will be managed by the District Wastewater Management Facilities. Therefore, it appears that the captioned parcel will not receive a special benefit from construction of the District Wastewater Management Facilities.

This recommendation will be placed on the agenda for the District Board's regular meeting, indicated below.

No further action is required on your part. If the District Board approves the recommendation, the District will send a correction notice to the Monroe County Tax Assessor, who will take steps to ensure that you are not required to pay the assessment or connect to the wastewater management system.

If the District in its sole discretion later provides Wastewater Service to an Excluded Parcel, the then-current owner(s) shall be required to pay to the District all direct and indirect costs and expenses, including, but not limited to, an amount fairly representing the special benefit that the Tax Parcel will receive, as determined by the District.. The undersigned understand and acknowledge that the amount charged at the time of later connection is expected to be significantly greater than the 2005 non-ad valorem assessment.

Yours truly,

Charles F. Fishburn, General Manager

Placed on District Board Agenda for _____

District Clerk

Date: _____

P.O. Box 491 Key Largo, FL 33037
Phone: 305-453-5804
Fax: 305-453-5807

**Key Largo
Wastewater
Treatment District**

Memo

To: KLWTD Board
From: Carol Walker, CMC
CC: Staff
Date: October 17, 2005
Re: TAB 7

Attached is some additional information concerning previous Weiler work orders with the District for TAB 7.

CONTRACT FOR CONSULTING/PROFESSIONAL SERVICES

This Contract is made and entered into this 27th day of August, 2003, by and between The Weiler Engineering Corporation whose principal place of business is at 20020 Veterans Boulevard, No. 7, Port Charlotte, Florida 33954 (the "Consultant"), whose Federal I.D. number is 65-0413376 and the Key Largo Wastewater Treatment District, a legal entity and public body created by Chapter 02-337, Laws of Florida, 2003 (the "District"), whose principal place of business is Port Charlotte, FL.

WITNESSETH

WHEREAS, the District has pursued the engineering selection process contemplated under Florida Statutes; and

WHEREAS, after due review of the proposals, the Board of Commissioners for the District selected 8 firms for continuing engineering consulting agreements; and

WHEREAS, Consultant was one of those firms selected; and

WHEREAS, District desires to obtain the continuing professional engineering consulting services of the Consultant concerning certain design, construction, permitting and engineering study services, said services being more fully described in Work Authorizations issued under this Contract for the projects.

NOW, THEREFORE, in consideration of the mutual promises herein, the District and the Consultant agree as follows:

ARTICLE ONE CONSULTANT'S RESPONSIBILITY

1.1. Consultant shall provide to District continuing professional engineering consulting services in the area of sewer engineering and analyses for the duration of the Contract.

1.2. The Basic Services to be performed by Consultant hereunder shall be issued periodically as Work Authorizations under this Contract in the format generally set forth in Schedule A. The basis of compensation to be paid Consultant by the District for Basic Services is set forth in Article Five and Schedule B, "Basis of Compensation" attached to each Work Authorization, which is attached hereto and incorporated herein. Work Authorization requests will be made to Consultant as may be warranted, including but not limited to updates of plans, designs of sewer improvements, field and construction services, and permitting activities as may be reasonably contemplated hereunder.

1.3. The Consultant agrees to obtain and maintain throughout the period of this Contract all such licenses as are required to do business in the State of Florida, including, but not limited to, all licenses required by the respective state boards, and other governmental agencies responsible for

WORK AUTHORIZATION NO. WEC 03-01

a

Professional Services Agreement Between the

Key Largo Wastewater Treatment District (KLWTD),

a legal entity and public body created by
Chapter 02-337, Laws of Florida, 2003

and

Weiler Engineering Corporation ("WEC")

A. SCOPE OF SERVICE

WEC will provide Professional Consulting Engineering Services for the Key Largo Trailer Village (KLTV) Project as described in the attached Scope of Service.

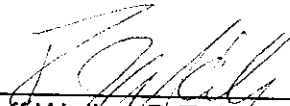
B. PROJECT COST

Lump Sum not-to-exceed: \$216,615.00 per attached Exhibit B

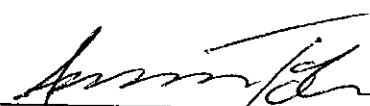
C. PROJECT SCHEDULE

Please see attached Scope of Services.

D. NOTICE/PROJECT MANAGER OF CONSULTANT



R. Jeff Weiler, P.E. President
Weiler Engineering Corporation
20020 Veterans Blvd., Suite 7
Port Charlotte, FL 33954



Andrew Tobin, Chairman
KLWTD
Post Office Box 491
Key Largo, FL 33037

Certification that Sufficient Funds are Available:



Chief Financial Officer



General Manager

Dated this 27th day of August, 2003.

**FIRST AMENDED
WORK AUTHORIZATION WEC 03-01**

^a
Professional Services Agreement Between the

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

and

The Weiler Engineering Corporation (WEC)

SCOPE OF SERVICE: Engineering Services for the Key Largo Trailer Village

PROJECT COST: \$169,365 – Amended Amount (Reduced \$47,250)

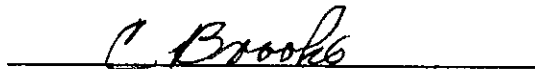
PROJECT SCHEDULE: From project commencement to project completion

PROJECT BILLING SCHEDULE: See amended EXHIBIT B

**AMENDS AND REPLACES WORK AUTHORIZATION WEC 03-01
DATED AUGUST 27, 2003**



**Jeff Weiler, President
The Weiler Engineering Corporation
20020 Veterans BLVD, Suite 7-9
Port Charlotte, FL 33954**



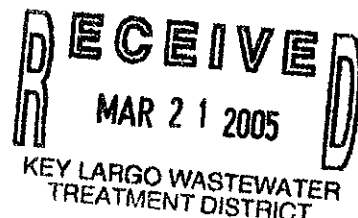
**Charles Brooks, Chairman
District
Post Office Box 491
Key Largo, FL 33037**

Certification that Sufficient Funds are Available:



**Martin Waits
Finance Officer**

Dated this 11th day of MARCH, 2005.



WORK AUTHORIZATION NO. WEC 03-02

a

Professional Services Agreement Between the

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

and

Weiler Engineering Corporation ("WEC")

A. SCOPE OF SERVICE

WEC will provide Professional Consulting Engineering Services for the Key Largo Park (KLP) Project as described in the attached Scope of Service dated August 8, 2003.

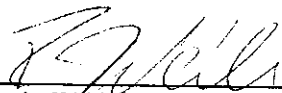
B. PROJECT COST

Lump Sum not-to-exceed: \$128,010.00 per attached Exhibit B

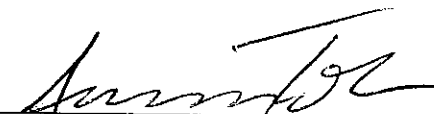
C. PROJECT SCHEDULE

Please see attached Scope of Services.

D. NOTICE/PROJECT MANAGER OF CONSULTANT




R. Jeff Weiler, P.E. President
Weiler Engineering Corporation
20020 Veterans Blvd., Suite 7
Port Charlotte, FL 33954




Andrew Tobin, Chairman
KLWTD
Post Office Box 491
Key Largo, FL 33037

Certification that Sufficient Funds are Available:



Chief Financial Officer



General Manager

Dated this 27th day of August, 2003.

**FIRST AMENDED
WORK AUTHORIZATION WEC 03-02**

a
Professional Services Agreement Between the

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

and

The Weiler Engineering Corporation


SCOPE OF SERVICE: **Engineering Services for the Key Largo Park
(WEC acting as Engineer of Record)**

PROJECT COST: **\$100,260 – Amended Amount (Reduced \$27,750)**

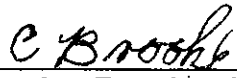
PROJECT SCHEDULE: **From project commencement to project completion**

PROJECT BILLING SCHEDULE: **See amended EXHIBIT B**

**AMENDS AND REPLACES WORK AUTHORIZATION WEC 03-02
DATED AUGUST 27, 2003**




Jeff Weiler, President
The Weiler Engineering Corporation
20020 Veterans BLVD, Suite 7-9
Port Charlotte, FL 33954



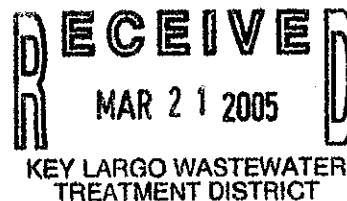
Charles Brooks, Chairman
District
Post Office Box 491
Key Largo, FL 33037

Certification that Sufficient Funds are Available:



Martin Waits
Financial Officer

Dated this 1st day of MARCH, 2005



WORK AUTHORIZATION NO. WEC 04-01

a

Professional Services Agreement Between the

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

and

Weiler Engineering Corporation, Inc.

A. SCOPE OF SERVICE**Calusa Campground Conceptual Report**

Pursuant to the request by the Key Largo Wastewater Treatment District Board, The Weiler Engineering Corporation (WEC) offers the following proposal to provide professional services for research of the feasibility of inclusion of Calusa Campground in the design of the Key Largo Park and Key Largo Trailer Village sewage collection system. This proposal is prepared for the Key Largo Wastewater Treatment District (hereinafter referred to as "KLWTD").

Our general understanding is that the project consists of the following components: Gather data regarding the condition and characteristics of the existing wastewater collection, transmission and treatment systems; Assess the level of Inflow and Infiltration into the existing system; Estimate the flows and loadings to be expected from the campground; Provide a conceptual layout of the system needed to connect the Campground to the KLP and KLTV collection systems; Develop an order of magnitude cost for construction

DESCRIPTION OF SERVICES**DATA ACQUISITION**

WEC will gather available records on current flows and influent characteristics from the FDEP record and will obtain water use records from the FKA. FDEP staff will be interviewed as to their assessment of the condition of the wastewater system components. One or more site visits will be conducted. These will entail physical inspection of existing components as well as interviews with the Campground maintenance and management and the wastewater treatment plant operator. A physical count of the units on site will be made. A site plan and survey will be obtained from the owner, if available. WEC will obtain and, with the assistance of the KLWTD Attorney, review available information pertaining to condominium organizational documents and bylaws, common and exclusive use areas, dedicated road and sewer easements, and other data that might reasonably be expected to affect the design of facilities needed to connect to the District's planned system.

WORK AUTHORIZATION NO. WEC 04-02

a

Contract for Consulting/Professional Services Agreement Between the
Key Largo Wastewater Treatment District (KLWTD),
a legal entity and public body created by
Chapter 02-337, Laws of Florida, 2003

and

The Weiler Engineering Corporation

A. SCOPE OF SERVICE

**Request for Qualifications
For Design of a Wastewater Treatment System
To Serve Lake Surprise and Surrounding Communities**

Objective

The objective of this assignment is to produce a Request For Qualifications for design of the next wastewater project in the Key Largo Wastewater Treatment District, in cooperation with the District Manager and the District Board. Data from the Monroe County Sanitary Sewer Wastewater Master Plan for the areas north of the MM 100.5 WWTP site to the northern border of the Key Largo Wastewater Treatment District will be updated to reflect current costs and will be used to provide a working tool to help the KLWTD Board make informed decisions related to providing central wastewater treatment service to the residents of the Key Largo area. Due to the constraints of funding, the Board must schedule projects in a manner that matches the funding as it becomes available. The updated data from the Master Plan will provide guidance for the next phase of construction of the collection, transmission and treatment systems that will serve the District. Operating revenue will also be considered when recommending the technologies used in the phased expansion of the wastewater system.

Upon completion of the Update and Report Phase, Engineer will coordinate with the District Manager and District Attorney to prepare a request for qualifications (RFQ) and select a consultant to prepare construction plans, specifications and bidding documents for the Project.

Scope of ServicesUpdate and Report Phase

Engineer shall coordinate with the District Manager and the Board to prepare a conceptual design and report that will generally include:

1. Consult with the District Manager and the Board to define and clarify the Board's requirements for the Project and available data.
2. Advise as to the necessity of additional data or services which are not part of ENGINEER's Basic Services, and assist District in obtaining such data and services.