AGENDA

Board of Commissioners Meeting
103355 Overseas Highway
Key Largo, FL 33037

A. CALL TO ORDER

B. PLEDGE OF ALLEGIANCE

C. ROLL CALL

BOARD MEMBERS:
David Asdourian    Chairman
Andrew Tobin      Vice Chairman
Robert Majeska    Commissioner
Norman Higgins    Commissioner
Stephen Gibbs    Commissioner

DISTRICT STAFF:
Paul Christian    General Manager
Ray Giglio        General Counsel
Katherine Jackson  District Clerk

MISSION STATEMENT:
“The Mission of the Key Largo Wastewater Treatment District is to preserve and protect the delicate ecosystem of the Florida Keys while providing exceptional customer service.”
Please mute cell phones
After each report, staff will give a verbal update and be available for questions

D. AGENDA ADDITIONS, CORRECTIONS OR DELETIONS
   1. Approval of Agenda

E. RECOGNIZE DISTRICT STAFF

F. PUBLIC COMMENT

G. APPROVAL OF MINUTES OF PREVIOUS MEETINGS
   1. Minutes of March 15, 2016

H. CONSTRUCTION REPORT
   1. Monthly Construction Report
   2. Grinder Pump Installation Project Final Survey Agreement

I. OPERATIONS REPORT

J. ENGINEER’S REPORT

K. ADMIN / CUSTOMER SERVICE REPORT
   1. Ratification of Vogt-Spear, Corp. Change Order No. 3 for Headquarters Building Remodel
   2. Draft Dedication Sign for New Administration Building

L. COMMISSIONER’S ITEMS
   1. Protocol for Communications with Islamorada for Emergency and Non-Emergency Occurrences (Commissioner Tobin)

M. GENERAL MANAGER’S REPORT

N. LEGAL REPORT

O. BUDGET AND FINANCE REPORT

P. ROUNDTABLE DISCUSSION

Q. ADJOURNMENT

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 District Clerk at 305 451-4019 at least 48 hours in advance to request accommodations.
Key Largo Wastewater Treatment District
Board of Commissioners Meeting
Agenda Item Summary

Meeting Date: April 5, 2016

Agenda Item Number: G-1

Agenda Item Type: Information / Presentation
Agenda Item Scope: Review / Discussion
Recommended Action: Action

Department: Admin /Customer Service
Sponsor: Katherine Jackson

Subject: Minutes of March 15, 2016

Summary of Discussion:
Staff to present the minutes of the previous board meeting to the Board for approval.

Reviewed / Approved
Operations: 
Administration: 
Finance: 
District Counsel: 
District Clerk: 
Engineering: 

Financial Impact
Operations: $ 0.00
Finance: Funding Source: 
District Counsel: 
District Clerk: Budgeted: 
Engineering: N/A

Attachments
1. Minutes of March 15, 2016

Approved By: ____________________________ Date: 4/11/2016
General Manager
MINUTES

The Key Largo Wastewater Treatment District Board of Commissioners met for their regular scheduled meeting at 4:00 PM on March 15, 2016. Present were Chairman David Asdourian and Commissioners Robert Majeska, Norman Higgins and Stephen Gibbs. Commissioner Andrew Tobin was present via teleconference. Also present were General Manager Paul Christian, General Counsel Ray Giglio, Ed Castle with Weiler Engineering, District Clerk Katherine Jackson, and other appropriate District Staff.

Mr. Chuck Fishburn led the Pledge of Allegiance.

AGENDA ADDITIONS, CORRECTIONS, OR DELETIONS

- Commissioner Gibbs requested that staff compile a list of all on-going construction projects for the Board and added an update on the grinder pump survey proposals to Commissioner’s Roundtable.
- Commissioner Majeska added an update on security at the plant under General Manager’s Report.
- Mr. Paul Christian requested the Board recognize visitors after the approval of agenda.

APPROVAL OF AGENDA

Motion: Commissioner Gibbs made a motion to approve the agenda as amended and Commissioner Higgins seconded the motion. The motion passed without objection.

The Board recognized former Commissioner Cris Beaty, former General Manager Chuck Fishburn and former Chief Financial Officer Marty Waits.

PUBLIC COMMENT

<table>
<thead>
<tr>
<th>Name and Address</th>
<th>Subject</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sue Heim</td>
<td>General Comments on K LWTD</td>
</tr>
<tr>
<td>Key Largo</td>
<td></td>
</tr>
</tbody>
</table>

Public Comment: Sue Heim read a letter to the Board, which is attached to these minutes as "Attachment A."
APPROVAL OF MINUTES FROM PREVIOUS MEETINGS

Minutes of March 8, 2016

Commissioner Majeska requested clarification with the wording on page 2. Mr. Ray Giglio informed the Board that this was a typographical error and that the sentence should read “…would not be proper to re-bid…”

Motion: Commissioner Gibbs made a motion to approve the amended Minutes of March 8, 2016, Commissioner Higgins seconded the motion.

Vote on Motion

Commissioner Gibbs – Aye
Commissioner Higgins – Aye
Commissioner Majeska – Aye
Commissioner Tobin – Aye
Chairman Asdourian – Aye

Motion Passed: 5 to 0

OPERATIONS REPORT

Vacuum Station “E” Tank Replacement (Rehabilitation)

Operations Manager Chuck Adams presented the results of the non-destructive test performed on the tank at vacuum station “E.” Mr. Adams advised the Board that rehabilitation of the tank would be more cost effective than replacement, and he recommended that course of action. Mr. Paul Christian informed the Board that staff will be presenting cost estimates to the Board at a future meeting.

Commissioner Majeska asked whether there were plans to test any other tanks. Staff informed the Board that all of the remaining tanks will be tested and answered additional questions from the Board.

ADMIN / CUSTOMER SERVICE REPORT

Administration Building Update

Mr. Rob Bulkiewicz gave a presentation on the status of construction at the administration building and answered questions from the Board.

Customer Service Report

Mr. Rob Bulkiewicz presented the February Customer Service Report to the Board and Assessment and Billing Coordinator Diane Bockelman gave a presentation on the Commissioner’s Customer Service SewerCare portal. Staff answered questions from the Board.

Code Compliance – March 2016

Mr. Rob Bulkiewicz presented the March 2016 code compliance list to the Board and answered questions from the Board.
GENERAL MANAGER'S REPORT

Plant Security

Commissioner Majeska requested that Mr. Paul Christian give an update on plant security. Mr. Christian informed the Board that since the gate at the front is secured with card access and the gate at the back will soon have it, the security guard services will be suspended beginning March 31, 2016 until construction for the blower upgrade begins.

BUDGET AND FINANCE REPORT

February 2016 Monthly Financial Report

Senior Finance Manager Connie Fazio presented the monthly financial report and informed the Board that the District's debt is now below $50 million. Mr. Paul Christian reported that staff is investigating other banking options so that the District's funds could be moved into interest-bearing accounts. Staff answered questions from the Board.

ROUNDTABLE DISCUSSION

Final Grinder Pump Survey (Commissioner Gibbs)

Commissioner Gibbs requested that staff give an update on the final grinder pump survey project. Mr. Paul Christian informed the Board that staff is compiling a list of eligible surveyors. Mr. Ray Giglio addressed Commissioner Majeska's question regarding sitting commissioners conducting business with the District and informed the Board that it would be a violation of the District's Charter for a commissioner to have a business relationship with the District. Staff answered additional questions from the Board.

Supply of Carbon (Commissioner Majeska)

Mr. Chuck Adams addressed Commissioner Majeska's concern regarding the purchase of carbon as a filler medium for the District's odor control system. Mr. Adams stated that the carbon purchases are to replenish the stock kept by the District and answered additional questions from the Board.

ADJOURNMENT

The Meeting was adjourned at 5:04 PM.

David Asdourian, Chairman

Katherine Jackson, Clerk
Regarding Agenda Item G-1 of the 3/8/16 KLWTD Board Meeting:
As you know this item was not approved. Instead the Bd directed staff to send out again as “re-solicit”.

Going forward, this particular item’s decision(s) need to be made by the KLWTD Bd, not staff. This is imperative to 1) avoid any appearance of impropriety, and 2) insulate staff from any potential future retribution, and 3) eliminate any opportunity for staff promoting favor.

When this item was last heard, Comm Majeska and the GM seemed to be heavily promoting that Eddie Martinez be awarded the contract, even when apparent that the Bd’s will was otherwise.

As the discussions continued it appeared we were watching a “the fix is in “scenario.

Of course it’s to staff’s future benefit to award Mr Martinez the contract, because he possibly may be one of their bosses next year.

For all these reasons, KLWTD Bd must make the decisions regarding this contract. Staff has to be removed from the award process. The taint of impropriety can not be allowed.

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

Meeting Date: April 5, 2016
Agenda Item Number: H-1

Agenda Item Type: Information / Presentation
Agenda Item Scope: Review / Discussion
Recommended Action: Discussion

Department: Construction
Sponsor: Chuck Adams

Subject:
Monthly Construction Report

Summary of Discussion:
Operations Manager Chuck Adams has provided an update on the status of K LWTD current and planned construction projects.

Reviewed / Approved
Operations: [Signature]
Financial Impact: $ 0.00
Attachments: 1. March Construction Update

Funding Source: Grant(s)
Budgeted: N/A

Approved By: [Signature]
General Manager
Date: 4/11/2016
Memo

To: K LWTD Commissioners
Cc: Paul Christian, General Manager
From: Chuck Adams, Operations Manager
Date: March 2016
Re: Monthly Construction Report

Below is a list of current and planned construction projects with status updates.

**Current Construction Projects**

<table>
<thead>
<tr>
<th>Project</th>
<th>Current Status</th>
<th>Bid Date</th>
<th>Contract Start</th>
<th>Contract end</th>
<th>Expended to Date</th>
<th>Total Project Estimate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grinder Pump Installation Program</td>
<td>100% of on-site installations complete Pending Telemetry &amp; Surveys</td>
<td>11/21/13</td>
<td>5/24/14</td>
<td>03/31/16</td>
<td>$1,144,954</td>
<td>$1,749,633</td>
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<tr>
<td>SCADA Upgrade</td>
<td>In process at Aqua-Aerobics</td>
<td>-</td>
<td>10/21/15</td>
<td>5/31/16</td>
<td>$2,355</td>
<td>$108,640</td>
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<tr>
<td>Chemical Storage and Feed System</td>
<td>Plan implementation to be presented at future Board meeting; Labor RFP pending</td>
<td>10/13/15</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>$429,860</td>
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<tr>
<td>WWTP Blower Upgrades</td>
<td>Contract awarded to Wharton-Smith</td>
<td>9/8/15</td>
<td>TBD</td>
<td>TBD</td>
<td>TBD</td>
<td>$1,681,110</td>
</tr>
<tr>
<td>Vacuum Station “E” Tank Replacement (Rehabilitation)</td>
<td>RFP published 3/31/16</td>
<td>TBD</td>
<td>TBD</td>
<td>TBD</td>
<td>$1,570</td>
<td>$228,550</td>
</tr>
</tbody>
</table>
Project Specific Notes

1. Grinder Pump Installation Program:
   a. All on-site installations are completed.
   b. Restoration of one property is still pending – scheduled for completion by 4/8/2016
   c. Second request for estimates for 47 final surveys was sent 3/22/16 with a deadline of 4/1/16
   d. Location maps received from Water Resources Technologies, Inc. for grinder pump telemetry

2. SCADA Upgrade
   a. Delivery of the SCADA computers from Aqua-Aerobics is on schedule for the end of May.

3. Chemical Storage and Feed System
   a. Plan implementation to be presented to board at future Board meeting
   b. Piggyback Agreement with Carl Eric Johnson, Inc. and Hillsborough County was executed 3/15/16
   c. Request for Proposals for labor under review

4. WWTP Blower Upgrades
   a. Project has been awarded, contract price $1,681,110
   b. Purchase Order 16-499680 to Aerzen USA Corp was approved by the Board on 2/1/16 for the direct purchase of the blowers.
   c. Purchase Order 16-499596 to Champion Controls, Inc. for the direct purchase of the Controls, VFD/OCP Panels is pending Board approval 3/1/16

5. Vacuum Station “E” Tank Replacement (Rehabilitation)
   a. Non-destructive testing has been completed
   b. Staff has determined that Vacuum Station “E” Tank can be rehabilitated
   c. Request for Proposals for rehabilitation published 3/31/16

Respectfully Submitted,

Chuck Adams
Operations Manager
Key Largo Wastewater Treatment District
Board of Commissioners Meeting
Agenda Item Summary

Meeting Date: April 5, 2016
Agenda Item Number: H-2

Agenda Item Type: Information / Presentation
Agenda Item Scope: Review / Discussion
Recommended Action: Action

Department: Construction
Sponsor: Chuck Adams

Subject: Grinder Pump Installation Project Final Survey Agreement

Summary of Discussion:
After review of the submitted proposal, staff recommends the acceptance and requests the Board authorize the General Manager to negotiate and execute a contract with Zurwelle-Whittaker for the final surveys required for 47 residential properties for the amount not to exceed $10,575.00.

Reviewed / Approved
Operations: [Signature]
Administration: [Signature]
Finance: [Signature]
District Counsel: [Signature]
District Clerk: [Signature]
Engineering: [Signature]

Financial Impact
$ 10,575.00
Expense
Funding Source:
Rate Revenue
Budgeted: No

Attachments
1. Memo from Chuck Adams
2. Agreement for Job No. 2016-04
3. Response Summary
4. Request for Estimates
5. Zurwelle-Whittaker
6. Florida Keys Land Surveying
7. Prospect Surveying, LLC
9. Reece & Assoc.
10. David Barrow Surveying & Mapping
11. Massey-Richards Surveying & Mapping, LLC

Approved By: [Signature]
General Manager
Date: 4/1/16
Memo

To: K LWTD Commissioners
Cc: Paul Christian, General Manager
From: Chuck Adams, Operations Manager
Date: April 1, 2016
Re: Grinder Pump Installation Project Final Survey Agreement

Dear Commissioners,

On March 22, 2016 staff sent out an invitation to bid to multiple contractors requesting proposals for the surveying of 47 Grinder Pump properties along US-1. Staff received and reviewed five proposals.

Staff recommends the acceptance and requests the Board authorize the General Manager to negotiate and execute a contract with Zurwelle-Whittaker for the final surveys for the amount not to exceed $10,575.00.

Respectfully Submitted,

Chuck Adams
Operations Manager
AGREEMENT

THIS AGREEMENT is made this ___ day of ______________, 2016, by and between the following parties:

PARTIES:

The Key Largo Wastewater Treatment District (hereinafter the "District"), whose address is:
PO Box 491, Key Largo, FL 33037, and

Name of Contractor: Zurwelle-Whittaker

Whose address is: 900 West 49th Street, Suite 408

Hialeah, FL 33012

(hereafter called the "Contractor").

STATEMENT OF WORK TO BE PERFORMED:

For good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the Contractor agrees to perform the following work:

Grinder Pump Project final surveys for 47 residential properties as described in attached Exhibit "A" and Exhibit "B". The contractor will provide coordinates and drawings for the locations and information as specified in Exhibit "A". Surveys shall be provided in both hard copies and in AutoCAD format.

Select if Contractor’s work is detailed in a Statement of Work attached hereto as Exhibit "A," which is incorporated herein by express reference.

Select if no exhibits are attached

All work shall be completed within 60 calendar days of this Agreement or the District may be entitled to damages as provided by the terms of this Agreement.
CONSIDERATION:

For and in consideration of the work to be performed by the Contractor, the District agrees to pay the Contractor the following sums at the following times or under the following conditions:

Total Amount to be paid to Contractor: $10,575.00

When payment is to be made (date and/or conditions of payment):

☐ Payment is to be made under the following schedule and conditions:

☐ Select if payment is to be made upon satisfactory completion of work due under this Agreement.

INDEPENDENT CONTRACTOR:

The Contractor shall perform any and all work due under this Agreement as an independent entity. It is explicitly understood and agreed that the Contractor, its employees, agents, and representatives are not employees of the District. No part of this Agreement shall be construed to represent the creation of an employer/employee relationship. Contractor expressly represents and warrants that it will comply with all federal and state employment laws with any and all of Contractor’s employees working under this Agreement.

AUTHORITY TO CONTRACT AND SUBCONTRACT:

The Contractor shall have no authority to incur any obligations or liabilities on behalf of the District. The Contractor shall not represent to any party, or parties, that it possesses any authority in regards to this Agreement that it does not actually have. The Contractor shall not enter into any subcontracts for any of the work scheduled under this Agreement, other than those described herein without obtaining prior written approval from the District. Should the Contractor obtain prior written approval to enter into a subcontract with a qualified provider of services, the Subcontractor shall acknowledge the binding nature of this Agreement and incorporate this Agreement, with attachments, into any subcontract entered. Should a subcontract be used, the Contractor hereby agrees to indemnify District for any and all acts of its subcontractor, and from any and all liabilities, claims, causes of action, or controversies brought by any party on account of any acts or omissions of subcontractor. The Contractor further agrees to be solely responsible to the District for the performance of any Subcontractor hired by Contractor to complete any work associated in any way with this Agreement.

TERMINATION:

This Agreement may be terminated by mutual consent of both parties in writing and delivered by certified mail or in person. Upon delivery of written notice to the Contractor, the District may immediately terminate the whole or any part of this Agreement if:

a. The Contractor fails to provide services called for by this Agreement within the time specified herein, or any extension thereof; or
b. The Contractor fails to perform any of the other provisions of this Agreement, or so fails to pursue the work as to endanger performance of this Agreement in accordance with its terms, and after receipt of written notice from the District, fails to correct such failures within ten (10) days or such longer period as the District may authorize.

The rights and remedies of the District provided in the above clause related to defaults (including breach of contract) by the Contractor shall not be exclusive and are in addition to any other rights and remedies provided by law or under this Agreement. Any such termination of this Agreement, other than from breach of contract, shall be without prejudice to any obligations or liabilities of either party already accrued prior to such termination.

Should the District terminate this Agreement because the Contractor has breached it, then at the District's option, the Contractor shall immediately reimburse the District the amount of all money the District granted the Contractor under this Agreement as reasonable liquidated damages to cover the District's costs in completing performance due under this Agreement.

**DISTRICT'S AUTHORIZED OFFICERS:**

The terms of this Agreement shall not be waived, altered, modified, supplemented, or amended, in any manner whatsoever, except by written instrument signed by the parties.

The District's General Manager, is the only person authorized to approve changes in any of the requirements under this Agreement.

**COMPLIANCE WITH LAW:**

The Contractor shall comply with all federal, state, and local laws, ordinances and codes applicable to the work due under this Agreement.

**INDEMNITY AND INSURANCE:**

The Contractor shall save and hold harmless the Key Largo Wastewater Treatment District, its officers, agents, and employees, from any and all claims, suits, or actions of whatsoever nature from any party resulting from or arising out of any of the activities of the Contractor or its subcontractors, agents, or employees under this Agreement.

**NOTICES:**

All notices, certificates or other communications shall be sufficiently given when delivered or mailed by ordinary mail, postage prepaid, to the parties at their respective places of business as previously set forth, or at a place designated hereafter in writing by the parties.

**WAIVER:**

The failure of the District to require performance of any provision shall not affect the District's right to require performance at any time thereafter, nor shall a waiver of any breach or default of this Agreement constitute a waiver of any subsequent breach or default or a waiver of the provision itself.
ENTIRE UNDERSTANDING:

This agreement, along with any exhibits attached hereto, represents the entire understanding between the parties; and any representations, inducements, promises, or agreements, oral or otherwise, entered into prior to the execution of this Agreement are null and void and will not alter the conditions set forth herein. This Agreement may only be amended by an instrument in writing, duly executed by the parties.

APPLICABLE LAW AND FORUM SELECTION:

This agreement shall be governed by and construed according to the laws of the State of Florida and venue shall be proper exclusively in Monroe County, Florida. EACH OF THE PARTIES HERETO IRREVOCABLY WAIVES ANY AND ALL RIGHT TO TRIAL BY JURY IN ANY LEGAL PROCEEDING ARISING OUT OF OR RELATING TO THIS AGREEMENT.

IN WITNESS WHEREOF, the parties have executed this Agreement in duplicate on the day and year first above written.

KEY LARGO WASTEWATER TREATMENT DISTRICT:  

By: ____________________________  

Paul Christian, General Manager  

Date: ____________________________  

Zunwelle-Whittaker  

By: ____________________________  

Eddie Martinez, President  

(Print Name and Title)  

Date: ____________________________  

Approved as to form and legal sufficiency.

By: ____________________________  

Ray Giglio, General Counsel  

Date: ____________________________
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<th>Owner</th>
<th>Address</th>
<th>Grinder Pump Stations</th>
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<td>All Marine Surveyors, Inc.</td>
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KLWTD Request For Estimate

Laura Weinstock <laura.weinstock@klwtd.com>  
To: allmarinesurveyors@yahoo.com  
Bcc: allmarines@aol.com, Eric Isaacs <FKLSeqmail@gmail.com>, mrsurveying@att.net, Prospect <prospectsurveying@gmail.com>, info@zurwelle-whittaker.com, reecepa@aol.com, workrequest@erbrownell.com, "David H. Barrow" <surveyor@mapthekeys.com>, construction@klwtd.com

Tue, Mar 22, 2016 at 11:06 AM

Greetings,

Key Largo Wastewater Treatment District is requesting estimates for final surveys to 47 properties along US1 in Key Largo.

Job No: 16-499707

Estimate Deadline: April 1, 2016 at 2:00 PM

Estimates must include Scope of Work and Job Number 16-499707. You may submit via email to construction@klwtd.com or deliver to KLWTD offices at 103355 Overseas Highway, Key Largo, FL 33037.

Scope of Work: Provide coordinates and drawings for locations and information as specified in the documents attached. Surveys shall be provided in both hard copies and in AutoCAD format.

The owner reserves the right to accept or reject any or all estimates in whole or in part or without cause, technicalities, or to accept the estimate(s), which in its judgment, best serves the interest of the owner. If a non-emergency change order is requested, the contractor must provide documentation and receive written authorization prior to commencing work.

Once the job is awarded, contract must be signed within two weeks, job completion will be 60 days and current license and insurance information (including liability, workers' compensation) must be submitted via email to construction@klwtd.com or deliver to 103355 Overseas Highway, Key Largo, FL 33037.

Sincerely,
Laura Weinstock
Contracts & Construction Administrator
Key Largo Wastewater Treatment District
Office: (305) 451-4019 ext 307 Secure Fax: (866) 291-5960

KLWTD Final Survey Scope of Work, Locations,.pdf
14525K
KLWTD Request For Estimate

Laura Weinstock <laura.weinstock@klwtd.com> Wed, Mar 30, 2016 at 11:36 AM
To: allmarinesurveyors@yahoo.com
Bcc: allmarines@aol.com, Eric Isaacs <FKLSemail@gmail.com>, mrsurveying@att.net, workrequest@erbrownell.com, construction@klwtd.com

Greetings,

Just a friendly reminder that our deadline to submit estimates for Job No: 16-499707, Final Surveys to 47 properties along US1 in Key Largo is this Friday, April 1st at 2:00 PM.

If you need any additional information or the attachments provided in the initial request please email construction@klwtd.com with this request.

Thank you,
Laura Weinstock
Contracts & Construction Administrator
Key Largo Wastewater Treatment District
Office: (305) 451-4019 ext 307 Secure Fax: (866) 291-5960
Good morning,

As a follow up to our phone conversation this morning, will you please reply back confirming you are interested in participating in this request for estimates. If you are not interested, please reply back that you will not be participating.

Thank you so much.

Sincerely,
Laura Weinstock
Contracts & Construction Administrator
Key Largo Wastewater Treatment District
Office: (305) 451-4019 ext 307 Secure Fax: (866) 291-5960
Zurwelle-Whittaker Proposal Job Number 16-499707

Martha Royero <martha@zurwelle-whittaker.com>  
Tue, Mar 22, 2016 at 12:39 PM
To: construction@klwtd.com, Eddie Martinez <eddie@zurwelle-whittaker.com>, laura.weinstock@klwtd.com

To Whom it may concern:

Please see attached proposal for Job number 16-499707.

If you have any questions, please do not hesitate to contact me.

---

PLEASE NOTE: Our office has a new address.

Respectfully,

Martha G. Royero
Administrator

Zurwelle-Whittaker, Inc.
Surveyors & Mappers, Civil Engineers Since 1926
900 West 49th Street, Suite 408
Hialeah, FL. 33012
Phone: 305-534-4668
Fax: 305-531-4599
Email: martha@zurwelle-whittaker.com

Additional Locations In:
Key Largo FL, DeFuniak Springs FL, Douglas GA

KLWTD Job Number 16-499707.pdf
287K
February 11, 2016

Laura Weinstock
Key Largo Wastewater Treatment District
98880 Overseas Highway
Key Largo, FL 33037
Office: 305-451-4019
Fax: 305-453-5807
Email: Lauraw@klwtd.com
Email: construction@klwtd.com

Job Number: 16-499707
Project: K LWDT Grinder Pump Project

Dear Mrs. Weinstock:

We are pleased to submit this proposal to perform the requested Surveying and Mapping services for 47 Properties along US 1 in Key Largo.

Work Scope as follows:

KLWTD is requesting bids for surveys to be done on 47 residential properties, providing coordinates and drawings for the locations and information as specified below. Surveys shall be provided in both hard copies and in AutoCAD format.

- Property corners fronting the property at the right of way.
- Building corners to locate the grinder pump station, control panel, and all sewer cleanouts
- Grinder Pump Station
- Control Panel
- Clean Out(s) installed by the Contractor between the buildings and the grinder pump stations
- Valve Box at the right of way (connection point)
- Driveways
- Water Meters
- Power Poles
- Fences, Block Walls, etc.
The price will be (47 Properties X $225.00 each, TOTAL Amount $10,575.00)

1) The GPS Crew will tie-in and perform a random point traverse to locate the actual boundary lines on the (FPRN) Florida Permanent Reference Network on NAD 83/99, NSRS (NOAA'S) and NAVD88.

2) The NON GPS Crew will locate all structures (as requested by KLTWD.)

Please see attached the following items:

- Professional License (Eddie A. Martinez, PSM and Juan Carlos Careaga, PSM)
- Professional Liability, General Liability and Workers Compensation

EQUIPMENT

Z-W uses a variety of specialized equipment for field and production operations. This technology ranges from digital levels to GPS to Traditional Total Station. All Z-W Field Survey Instruments exceed the Department Standards for Field Survey Instrumentation. Our crews are equipped with the latest Total Stations and Robotic Totals Station. Our GPS crew is fully equipped with the latest survey grade GPS equipment and software. Our Field Crews currently use: Sokkia SRX-3 Robotic T/S, (2) Sokkia CX101, Sokkia set 330R3, Nikon NPL 352, Data Collectors are 4 Carlson Surveyor +'s, Sokkia GRX2's Base and Rovers and Sokkia 2700ISX Base and Rovers, and Sokkia SDL1X Levels. All receivers operate in any GPS mode including Kinematic, Real Time Kinematic, Static or Fast Static. RTK measurements are collected using either cellular modems or Dario communication. All level runs are performed using 1st order geodetic level with two bar coded level rods.

NOTE:

Z-W will provide A “Master” AutoCAD file in any version KLTWD requests, this file will be on the “Live” NAD83/99 Coordinate system as used currently by KLTWD with their Trimble Units. Z-W also offers KLTWD a “Correction Service” for its GPS Rovers for enhanced precision at no charge to KLTWD, this will help KLTWD achieve a precision of ½” (one quarter inch) on location with their units.

We appreciate your business and look forward to working with you and establishing a professional relationship for years to come. If you have any questions, please feel free to contact our office.

Sincerely,

[Signature]

Eddie A. Martinez, PSM, President
Zurwelle-Whittaker, Inc.
CERTIFICATE OF LIABILITY INSURANCE

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFER NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NECESSARILY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

### PRODUCER
Collinsworth, Alter, Fowler & French, LLC
8000 Governors Square Blvd
Suite 301
Miami Lakes, FL 33016

### INSURED
Zurwelle-Whittaker, Inc.
900 W 49th Street, Suite 408
Hialeah, FL 33012

### CONTACT NAME
Zoraida Gonzalez

### PHONE

### TIN (Fed. Id.): TAX (Fed. No.):

### E-MAIL ADDRESS: zgonzalez@caffile.com

### INSURER AFFORDING COVERAGE

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DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Professional Liability Deductible $5,000 Each Claim; Professional Liability Retroactive Date is 2/20/1994.

CERTIFICATE HOLDER

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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ACORD 25 (2014/01) The ACORD name and logo are registered marks of ACORD
Florida Department of Agriculture and Consumer Services
Division of Consumer Services
Board of Professional Surveyors and Mappers
2005 Apalachee Pkwy Tallahassee, Florida 32399-6500
800HELPFLA(435-7352) or (850) 488-2221

February 23, 2015

JUAN C CAREAGA
1101 W 50TH PL
HIALEAH, FL 33012-3425

SUBJECT: Professional Surveyor and Mapper License # LS6861

Your application / renewal as a professional surveyor and mapper as required by Chapter 472, Florida Statutes, has been received and processed.

The license appears below and is valid through February 28, 2017.

You are required to keep your information with the Board current. Please visit our website at www.800helpfla.com/psm to create your online account. If you have already created your online account, you can use the website to maintain your license. You can also find other valuable information on the website.

If you have any questions, please do not hesitate to call the Division of Consumer Services, Board of Professional Surveyors and Mappers at 800-435-7352 or 850-488-2221.

Florida Department of Agriculture
and Consumer Services
Board of Professional Surveyors
and Mappers

License No.: LS6861
Expiration Date: February 28, 2017

Professional Surveyor and Mapper License
Under the provisions of Chapter 472, Florida Statutes

JUAN C CAREAGA
1101 W 50TH PL
HIALEAH, FL 33012-3425

ADAM H. PUTNAM
COMMISSIONER OF AGRICULTURE

This is to certify that the professional surveyor and mapper whose name and address are shown above is licensed as required by Chapter 472, Florida Statutes.
Florida Department of Agriculture and Consumer Services
Division of Consumer Services
Board of Professional Surveyors and Mappers
2005 Apalachee Pkwy Tallahassee, Florida 32399-6500
800HELPFLA (435-7352) or (850) 488-2221

February 23, 2015

EDDIE ANDRES MARTINEZ
48 CORAL WAY
KEY LARGO, FL 33037-2945

SUBJECT: Professional Surveyor and Mapper License # LS6755

Your application / renewal as a professional surveyor and mapper as required by Chapter 472, Florida Statutes, has been received and processed.

The license appears below and is valid through February 28, 2017.

You are required to keep your information with the Board current. Please visit our website at www.800helpfla.com/psm to create your online account. If you have already created your online account, you can use the website to maintain your license. You can also find other valuable information on the website.

If you have any questions, please do not hesitate to call the Division of Consumer Services, Board of Professional Surveyors and Mappers at 800-435-7352 or 850-488-2221.

Florida Department of Agriculture and Consumer Services
Division of Consumer Services
Board of Professional Surveyors and Mappers
2005 Apalachee Pkwy Tallahassee, Florida 32399-6500

License No.: LS6755
Expiration Date: February 28, 2017

Professional Surveyor and Mapper License
Under the provisions of Chapter 472, Florida Statutes

EDDIE ANDRES MARTINEZ
48 CORAL WAY
KEY LARGO, FL 33037-2945

This is to certify that the professional surveyor and mapper whose name and address are shown above is licensed as required by Chapter 472, Florida Statutes.

ADMIN H. PUTNAM
COMMISSIONER OF AGRICULTURE
Laura Weinstock <laura.weinstock@klwtd.com>

KLWTD Request For Estimate

Matthew Blomberg <mblomberg.fkls@gmail.com>
To: laura.weinstock@klwtd.com

Fri, Apr 1, 2016 at 9:37 AM

Laura,

Please find attached our survey proposal for the above project.

We welcome the opportunity to work with your staff on this project.

Thank you

Matthew

Matthew Blomberg

Florida Keys Land Surveying

Key West, FL

tele:(305)394-3690

The information contained in this transmission may contain privileged and confidential content. It is intended only for the use of the person(s) named above. If you are not the intended recipient, you are hereby notified that any review, dissemination, distribution or duplication of this communication is strictly prohibited. If you are not the intended recipient, please contact the sender by reply email and destroy all copies of the original message.

From: Laura Weinstock <laura.weinstock@klwtd.com>
Date: March 22, 2016 at 11:06:36 AM EDT
To: allmarinesurveyors@yahoo.com
Subject: KLWTD Request For Estimate

Greetings,

[Quoted text hidden]
March 31, 2016

RE: Grinder Pump Project Final Surveys
Job No. 16-499707
Key Largo Wastewater Treatment District
C/O Laura Weinstock
(Lauraw@klwtd.com)

SCOPE OF WORK:
As-Built Surveys on 47 Properties including coordinates on the drawings and the following information. (Referencing the attached Property List as supplied by the client and/or their agent).

- Property corners fronting the property at the right of way.
- Building corners to locate the grinder pump station, control panel, and all sewer cleanouts
- Grinder Pump Station
- Control Panel
- Clean Out(s) installed by the Contractor between the buildings and the grinder pump stations
- Valve Box at the right of way (connection point)
- Driveways
- Water Meters
- Power Poles
- Fences, Block Walls, etc.

Surveys to be provided in both hard copies and AutoCAD version 2015 format.

TOTAL SURVEYING COST:
$13,630.00

Accepted By: ___________________________ Date: ____________
PRINT NAME SIGNATURE

Accepted By: ___________________________ Date: ____________
PRINT NAME SIGNATURE
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<td>DORIDE INC. <a href="mailto:ADRIANNAMEACLEDG@GMAIL.COM">ADRIANNAMEACLEDG@GMAIL.COM</a></td>
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Total Properties 47
Total Pumps 56
Hi Laura

Please find attached proposal for services

thanks

Brent

[Quoted text hidden]

- Brent Thurkettle, PSM
Prospect Surveying, LLC
6400 Overseas Highway Suite C
Marathon FL 33050
305-587-4235
www.prospectsurveying.com

PROSPECT KLWTD GRINDER PUMP BID PROPOSAL 3-29-16.pdf
565K
KLWTD GRINDER PUMP SURVEYS

Laura Weinstock
Contracts & Construction Administrator
Key Largo Wastewater Treatment District
Office: (305) 451-4019 ext 307

KLWTD GRINDER PUMP SURVEYS
KLWTD Job Number: 16-499707

Dear Ms. Weinstock,

Prospect Surveying is pleased to provide this proposal for Surveying services for KLWTD Grinder Pumps final surveys. Please review the following and do not hesitate to contact me with any questions.

**Requirements of Owner**

- Provide Executed contract prior to commencement of work
- Provide Contractor field notes
- Notify Owners of upcoming work
- Provide contact info for each property owner
- KLWTD Field Inspector shall Facilitate access to sites

**Scope of Services**

**Task 1: Field Survey**

- Conduct field survey on 47 sites listed in Exhibit “B”
- Surveys shall include all items listed in KLWTD Scope see Exhibit “A”
- Coordinates shall reference the Florida State Plane East Coordinate System NAD83 (2011)
- No property corners shall be set as a part of this scope

**Task 2: Provide 47 Certified “Specific Purpose” Surveys**

- Provide 3 hard copies of (47) Signed Sealed Specific Purpose Surveys on 8 ½ x 11” Paper
- Provide ACAD 2016 Drawing file on CD
- Provide GIS Shape files of Installed Infrastructure

**Cost:** $16,450
KLWTD GRINDER PUMP SURVEYS

Additional Services
If during the duration of the project, the plans change significantly, or if work is delayed beyond our control, Prospect Surveying, LLC reserves the right to modify their costs based on the hourly fee schedule that is attached in "Appendix A". Any additional work other than what is outlined above will be billed at these rates, including travel time to and from the site. Additional services will be agreed upon through a written work directive in advance of work to be performed. All work will be performed as a lump sum agreement.

Payment Schedule
1. Invoices will be sent periodically as work progresses
2. Invoices are due at 30 days from date of invoice.

We look forward to working with you on this project and if you have any questions please contact me at 305.587.4235. prospectsurveying@gmail.com

Sincerely,

Brent Thurkettle, PSM Principal
15 SE Martin Avenue
Key Largo, FL 33037
(941)518-1566
Prospect Surveying LLC
6400 Overseas Highway Suite C
Marathon, FL 33050
(305) 587-4235

Please see attached:

Certificate of General Liability Insurance
Certificate of Election to be exempt from Florida Workers Compensation Law:
Brent Thurkettle is the sole officer and field employee of the Corporation. All field and office work shall be completed by Brent Thurkettle, PSM 6794, who is entitled by Florida Law to elect to be exempt from coverage.
Copy of Current State of Florida Professional Surveyor and Mapper License LS6794
Copy of Current Professional Surveyor and Mapper Business License LB7921
Florida Department of Agriculture and Consumer Services Personal and Business query info cards
Accepted By: ____________________

Date: _________________________

I, ________________________, hereby jointly and severally guarantee all payments and costs under this agreement. Furthermore, I affirm that I am duly authorized under the Articles of Corporation to enter into agreements and bind contracts for this corporation.

Signed: ________________________ Title: ________________________________

Company: ______________________ Date: ________________________________
## Appendix A

### 2016 Prospect Surveying, LLC Fee Schedule

**Billing Rates:**

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<th>Rate</th>
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<td>Justin Stensland, AICP</td>
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**Reimbursable Expenses:**

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<tr>
<td>Other Reimbursable Expenses</td>
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*This prices associated with this bid are valid until 8/31/2016. If work has not begun, or is still ongoing at that time, there will be an increase of 5% to the total cost of this proposal.*
KLWTD GRINDER PUMP SURVEYS

EXHIBIT "A"

KLWTD is requesting bids for surveys to be done on 47 residential properties, providing coordinates and drawings for the locations and information as specified below. Surveys shall be provided in both hard copies and in AutoCAD format.

- Property corners fronting the property at the right of way.
- Building corners to locate the grinder pump station, control panel, and all sewer cleanouts.
- Grinder Pump Station
- Control Panel
- Clean Out(s) installed by the Contractor between the buildings and the grinder pump stations
- Valve Box at the right of way (connection point)
- Driveways
- Water Meters
- Power Poles
- Fences, Block Walls, etc.
### KLWTD GRINDER PUMP SURVEYS

**EXHIBIT “B”**

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CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY) 2/17/2016

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFER NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER
The Johnson’s Insurance Agency
13361 Overseas Highway
Marathon FL 33050

INSURED
Prospect Surveying LLC
6400 Overseas Hwy
Suite C
Marathon FL 33050

INSURER A: Scottsdale Ins Co
INSURER B: 
INSURER C: 
INSURER D: 
INSURER E: 
INSURER F: 
INSURER G: 

COVERAGES
CERTIFICATE NUMBER: CL6217710949

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERMIT, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

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DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 191, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER IS ADDITIONAL INSURED WITH RESPECT TO WORK PERFORMED BY OR ON BEHALF OF THE NAMED INSURED AS REQUIRED BY WRITTEN CONTRACT. PLEASE REFER TO THE ADDITIONAL INSURED ENDORSEMENT.

CERTIFICATE HOLDER
Key Largo Wastewater District
98880 Overseas Hwy
Key Largo, FL 33036

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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** ** CERTIFICATE OF ELECTION TO BE EXEMPT FROM FLORIDA WORKERS' COMPENSATION LAW ** **

NON-CONSTRUCTION INDUSTRY EXEMPTION

This certifies that the individual listed below has elected to be exempt from Florida Workers' Compensation law.

EFFECTIVE DATE: 2/17/2016          EXPIRATION DATE: 2/16/2018

PERSON: THURKETTLE          BRENT

FEIN: 453359308

BUSINESS NAME AND ADDRESS:
PROSPECT SURVEYING LLC

6400 OVERSEAS HIGHWAY
MARATHON, FL 33050

SCOPES OF BUSINESS OR TRADE:
SURVEYORS TIMBER
CRUISERS, OIL

Pursuant to Chapter 440.05(14), F.S., an officer of a corporation who elects exemption from this chapter by filing a certificate of election under this section may not recover benefits or compensation under this chapter. Pursuant to Chapter 440.05(12), F.S., Certificates of election to be exempt... apply only within the scope of the business or trade listed on the notice of election to be exempt. Pursuant to Chapter 440.05(13), F.S., Notices of election to be exempt and certificates of election to be exempt shall be subject to revocation if, at any time after the filing of the notice or the issuance of the certificate, the person named on the notice or certificate no longer meets the requirements of this section for issuance of a certificate. The department shall revoke a...
Under the provisions of Chapter 472, Florida Statutes

Professional Surveyor and Mapper License

Expiration Date February 28, 2011

License No: 186794

2005 Application Florida Homestead Florida 37999-4500
Board of Professional Surveyors and Mappers
Division of Consumer Services
Florida Department of Agriculture and Consumer Services

COMMISSIONER OF AGRICULTURE
ADAM H. PUTNAM

Under the provisions of Chapter 472, Florida Statues

Professional Surveyor and Mapper Business License

Expiration Date February 28, 2011

License No: 187921

2005 Application Florida Homestead Florida 37999-6500
Board of Professional Surveyors and Mappers
Division of Consumer Services
Florida Department of Agriculture and Consumer Services

COMMISSIONER OF AGRICULTURE
ADAM H. PUTNAM

MARATHON, FL 33050-2786
6400 OVERSEAS HWY STE C
BRENT JOSEPH THURBER

PROSPECT SURVEYING LLC
2005 Application Florida Homestead Florida 37999-4500
Board of Professional Surveyors and Mapmers
Division of Consumer Services
Florida Department of Agriculture and Consumer Services
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### License / Complaint Lookup

**BRENT JOSEPH THURKETTLE**  
15 SE MARLIN AVE, KEY LARGO, FL 33037-4713  
Phone 305-587-4235

<table>
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<td>LB7921</td>
<td>10/12/11</td>
<td>02/28/17</td>
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Proposal: Final Surveys for 47 Residnetial Properties along US1 in Key Largo, FL

Marta Tabernilla <MTabernilla@erbrownell.com>  Thu, Mar 31, 2016 at 5:32 PM
To: "laura.weinstock@klwtd.com" <laura.weinstock@klwtd.com>, "construction@klwtd.com" <construction@klwtd.com>
Cc: Angel Lopez <ALopez@erbrownell.com>, Thomas Brownell <TBrownell@erbrownell.com>, Steven Brownell <SBrownell@erbrownell.com>, Antonio Abeleira <AAbeleira@erbrownell.com>

Dear Ms. Weinstock:

Attached please find our Proposal in relation to the aforementioned subject matter for your review and look forward to your favorable consideration.

Original is being sent by mail.

Respectfully Submitted,

Marta T. Tabernilla
Secretary/Accounts Receivable, Associate

on Behalf of Angel J. Lopez, President

Thomas P. Brownell, PLS/Executive Vice President

Antonio Abeleira, PLS/Vice President, Surveying

Steven Brownell, Director of Field Operations
As of April 1st our new address is:

2525 S.W. 27th Avenue, Suite 100
Miami, Florida 33133
Phone: (305) 860-3866
Fax: (305) 860-3870
E-mail: mtabernilla@erbrownell.com

Confidentiality Notice: The information contained in this electronic mail is personal and confidential and is intended only for the person or persons named above. If the reader of this message is not the recipient named above or an authorized agent of such recipient responsible for delivering it to the intended recipient, you are hereby notified that you have received this electronic mail in error, and that any review, dissemination, distribution, or copying of this message is strictly prohibited. If you have received this communication in error, please notify us by electronic mail and delete the original message or any copy thereof, whether electronic or hard copy. Thank you.

From: Work Request
Sent: Thursday, March 31, 2016 5:10 PM
To: Marta Tabernilla
Subject: FW: K LWTD Request For Estimate

Osneyda Perez

Greetings,

Just a friendly reminder that our deadline to submit estimates for Job No: 16-499707, Final Surveys to 47 properties along US1 in Key Largo is this Friday, April 1st at 2:00 PM.

If you need any additional information or the attachments provided in the initial request please email construction@klwtd.com with this request.

Thank you,

Laura Weinstock

Contracts & Construction Administrator

Key Largo Wastewater Treatment District

Office: (305) 451-4019 ext 307 Secure Fax: (866) 291-5960

DOCUMENT FILE

https://mail.google.com/mail/u/0/?ui=2&ik=bc96100b87&view=pt&q=KLWTD%20Redquest%20for%20Estimate&qs=true&search=query&msg=153ca97b066d9...
March 31, 2016

Key Largo Wastewater Treatment District
C/o Laura Weinstock
98880 Overseas Highway
Key Largo, FL 33037

Re: Final Surveys – 47 Residential Properties along US1 in Key Largo, Florida

Dear Ms. Weinstock:

In accordance with your request for professional surveying services in relation to the aforementioned sites, we have reviewed each of the aforementioned parcels and our suggestion is to perform a Specific Purpose Survey showing all requirements as follows:

**Grinder Pump Project Final Surveys**
**Scope of Work**

- Property corners fronting the property at the right of way
- Building corners to locate the grinder pump station, control panel, and all sewer cleanouts
- Grinder Pump Station
- Control Panel
- Clean Out(s) installed by the Contractor between the buildings and the grinder pump stations
- Valve Box at the right of way (connection point)
- Driveways
- Water Meters
- Power Poles
- Fences, Block Walls, etc.
- Coordinates, and drawings shall be provided in hard copies signed and sealed (10) each and in AutoCAD format latest release or similar.

**Specific Purpose Survey**

A Boundary Survey of the property will be required to establish the property lines by recovery monumentation of all property corners. Also, boundary lines may be subject to establish the Mean High Water Line of those properties facing the water bodies located in the area of interest and the cost associated to generate a Boundary Survey of every property affected by this job will also depend of the size of the lot to be surveyed. As an alternative to the Boundary Survey we will provide our proposal based on a less expensive solution, which will show the required information as mentioned in your scope of work, without limiting the needed information in order to establish the location of the improvements with respect to the right-of-way and boundary lines of the lots. This type of survey is called a Specific Purpose Survey. (Please find out if the requirements for this job may be fulfilled under this alternative by the approving authority, once the job has been completed).
Key Largo Wastewater Treatment District  
C/o Laura Weinstock  
Re: Final Surveys – 47 Residential Properties along  
US1 in Key Largo, Florida  
March 31, 2016

The specific purpose of this survey will show the location of the existing improvements between the face of the building located closer to the right-of-way line for each property as well as the existing improvements located between the right-of-way line closer to the property to the center line of the street fronting the property. Property corners along the right-of-way facing the subject properties will be recovered or rest based on the recovered monumentation along the street.

The Key Largo Wastewater Treatment District responsibility will make all the necessary efforts needed and due diligence before commencing this job, to inform and obtain authorization from the owners and/or tenants of the properties affected by this job, in order to provide access to our Field Crews to the entire property on a regular business hours, (Monday to Friday from 8:00a.m. to 5:00p.m.), during the time this project remains under execution from the surveying standpoint. This will ease the work to be performed, as well as to avoid any delays for reasons beyond our control, as access to the properties may be. Our Field Crews and Supervisors will be clearly identified not only with their uniforms but also the vehicles used by them with the company logo.

Company Profile

Through its 60 years of professional practice E.R. Brownell & Associates, Inc., has served innumerable clients by addressing their individual needs and has never lost sight of its mission: to serve the client’s interests with the utmost competence, integrity and professionalism in Dade, Monroe, Collier, Broward and Palm Beach Counties. Examples of services available are: Boundary & Property Surveys/Construction, Topographic & As-Built Surveys/Right-of-Way Surveying & Mapping/Subdivision Platting/Water, Sewer, Paving & Drainage Plans & Profiles/Condominium Survey Documents/Elevation Surveys for Flood Insurance and Expert Witness Services for Court Cases.

We presently have Three (3) Certified Professional Land Surveyors and Five (5) experienced, fully equipped Three (3) Man Survey Crews. All are trained in all aspects of field surveying, data collection and safety. We have full capability and have provided these types of services to Miami International Airport and Fort Lauderdale Hollywood International Airport. We currently have Three (3) Crews badged and authorized to work at these sites. Half of our field staff has been with our company for more than seven years, which has created efficiency of field procedures, quality and consistency of data collected, effectiveness of communication, and for a more complete and cost effective product.

Also, I would like you to know that I have been a resident of Key Largo for the past (10) years and reside at 147 So. Ocean Shores Drive, Key Largo, and will be personally involved in the surveying process.

E.R. BROWNELL & ASSOCIATES, INC.
Key Largo Wastewater Treatment District  
C/o Laura Weinstock  
Re: Final Surveys - 47 Residential Properties along  
US1 in Key Largo, Florida  
March 31, 2016  

Our fee proposal for the following Schedule of Values is as follows:  
(Please see attached “Exhibit A” made a part hereof)  

The following Schedule of Hourly Rates are for any additional work requested outside of the original agreed Contract.  

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<td>Survey Technician</td>
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Upon receipt of your written consent to proceed, we will commence work with an anticipated time frame of (60) working days more or less, weather permitting. We will provide (10) signed and sealed prints of each survey drawing. Any additional prints will be charged separately.

We have enclosed an Authorization Form in the event we are given the opportunity to serve you. Please do not hesitate to contact me, if you have any questions or concerns.

Sincerely,

E. R. BROWNELL & ASSOCIATES, INC.

Thomas P. Brownell
THOMAS P. BROWNELL, PLS/Executive Vice President

TPB/mtt
Enclosures: (Exhibit “A”)
Authorization Form.

E.R. BROWNELL & ASSOCIATES, INC.
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Total Properties: 47
Total Pumps: 56
Total: $88,100.00

E.R. BROWNELL & ASSOCIATES, INC.
Key Largo Wastewater Treatment District  
C/o Laura Weinstock  
Re: Final Surveys – 47 Residential Properties along  
US1 in Key Largo, Florida  
March 31, 2016

Authorization

Date: ____________

Name of Authorization Agent: ____________________________

Signature of Authorized Agent: ____________________________

PLEASE NOTE: Unless otherwise stated, any charges made on open account are due in full within (10) days of rendition of services. Past due accounts will be charged one and a half (1½) percent service charge per month, including post-judgment interest. All expenses of collection, including reasonable attorney's fees, shall be an additional charge. Upon acceptance of this proposal by the client or its agent, as evidenced from his/her signature herein, the client acknowledges these terms. In the event litigation becomes necessary in regard to collection or any other dispute that may arise as result of this transaction, Dade County, Florida, will be the proper venue for such legal action.
Thank you Laura.

I'll get the proposal to you shortly.

Kris Beal for Bob Reece, PSM
Reece & Associates
PO Box 432123
Big Pine Key FL 33043
305-872-1348 office
305-872-5622 fax

The content of this email is the confidential property of Reece & Associates, and should not be copied, modified, retransmitted, or used for any purpose except with Reece & Associates written authorization. If you are not the intended recipient, please delete all copies and notify us immediately.

[Quoted text hidden]
March 23, 2016

Key Largo Wastewater Treatment District
98880 Overseas Highway
Key Largo, Florida 33037

VIA EMAIL: construction@klwtd.com

RE: Grinder Pump Project Survey Proposal (Job Number 16-499707)

Reece & Associates is pleased to provide this proposal to Key Largo Wastewater Treatment District for professional services on the above referenced project. Our scope of services and corresponding fees are detailed below.

PROJECT UNDERSTANDING

The projects are located in Key Largo, Florida. The project entails the completion and delivery of Specific Purpose Surveys at 47 residential properties detailing improvements constructed during the installation of sanitary grinder pump stations. A detailed list of what each survey will include is listed below under scope of services.

SCOPE OF SURVEYING SERVICES

I. Specific Purpose Survey (47 locations as listed below)

1. The location of front property corners, on U.S. Highway No. 1, depict the location of adjacent right of way lines and the property’s last deed of record information.

2. The location of existing building corners at each location.

3. The location of the grinder pump station, control panels, sewer cleanouts, and valve boxes as relating to the building location.

4. The location of all existing features fronting each subject property including but not limited to driveways, water meters, power poles, fences, block walls, etc.

5. Locate, check, and establish horizontal control in State Plane Coordinates.

6. Office calculation and preparation to facilitate field work.

7. Prepare a Specific Purpose Survey in accordance with the guidelines established in Chapter 5J-17.052, pursuant to Chapter 472.027 of the Florida Statues showing existing structure and pertinent Key Largo Wastewater Treatment District equipment.

8. PSM review and signature of Specific Purpose Survey.

9. Provide 3 certified copies of the Specific Purpose Survey.

10. Provide digital electronic drawing in CAD (AutoCAD 2015) and PDF format.

Total Fee...$120,000.00

Professional Surveyor and Mapper, LB 7846
Robert E. Reece, PSM 5632, State of Florida
### SITE LOCATIONS:

<table>
<thead>
<tr>
<th>Site Number</th>
<th>Description</th>
<th>Location</th>
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<tr>
<td>1 BEALS HAMMOCK LANE</td>
<td>KEY LARGO, FLORIDA</td>
<td>33037</td>
</tr>
</tbody>
</table>
Additional services requested by Key Largo Wastewater Treatment District will be provided in accordance with Reece & Associates current hourly rate schedule, or a fixed fee to be negotiated once a scope of service is defined.

We are recognized by the State of Florida Board of Land Surveyors and have registered under the provisions of Chapter 472. All services will be in accord with the standards set forth by the Florida Board of Land Surveyors.

Our firm carries Professional Liability, Errors and Omissions Insurance and Workers' Compensation. Certificates of Insurance are available upon request.

We appreciate the opportunity to be of service to Key Largo Wastewater Treatment District. Upon acceptance of this proposal, please sign and return one (1) copy to the address or email address below.

REECE & ASSOCIATES
PO BOX 432123
BIG PINE KEY, FL 33043

reecepa@aol.com

This Proposal accepted this ____ day of ________, 2016

By: ______________________
Key Largo Wastewater Treatment District
Barrow Surveying <david@mapthekeys.com>  
To: Laura Weinstock <laura.weinstock@klwtd.com>  
Sun, Mar 27, 2016 at 10:12 PM

Ms. Weinstock,

My past experience with work ordered by the KLWTD leaves me with no interest in further association with the District.

Regards,

David H. Barrow, RLS, PSM  
David Barrow Surveying & Mapping Inc.  
Key Largo, Florida  
SURVEYING THE FLORIDA KEYS SINCE 1980  
mapthekeys.com

[Quoted text hidden]

<KLWTD Final Survey Scope of Work, Locations,.pdf>
We will not be participating.

Thank You
David Massey, PSM

Massey-Richards Surveying & Mapping, LLC
(305)853-0066
Key Largo Wastewater Treatment District
Board of Commissioners Meeting
Agenda Item Summary

Meeting Date: April 5, 2016
Agenda Item Number: K-1

Agenda Item Type: Information / Presentation
Agenda Item Scope: Review / Discussion
Recommended Action: Action

Department: Customer Service
Sponsor: Rob Bulkiewicz

Subject:
Ratification of Vogt-Spear, Corp. Change Order No. 3 for Headquarters Building Remodel

Summary of Discussion:
Staff will present change order No. 3 for the Headquarters Building Remodel project. The executed change order defines and extends substantial completion date and increases the liquidated damages from $200/day to $1,000/day. The change in contract time is 32 days with no additional financial impact at this time.

Reviewed / Approved
Operations:  
Administration:  
Finance:  
District Counsel:  
District Clerk:  
Engineering:  

Financial Impact
$  
Funding Source:  
Budgeted:  
N/A  

Attachments
1. Vogt-Spear, Corp. Change Order No. 3

Approved By: General Manager
Date: 4/11/2016
### CONTRACTOR (*Contractor*): Vogl-Spear, Corp.
99353 Overseas Highway Suite 11
Key Largo, FL 33037

### CHANGE ORDER No. 3
PROJECT TITLE: Headquarters Building Remodel

### OWNER: Key Largo Wastewater Treatment District
98880 Overseas Highway
Key Largo, FL 33037

### ARCHITECT: Dave Boerner
138 Plantation Drive
Tavernier, FL 33070

### DATE OF ISSUE: March 30, 2016

### EFFECTIVE DATE: March 30, 2016, contingent upon approval by the District’s Board of Commissioners. Contractor shall commence work only after receipt of notification to proceed by the District’s Contract Manager.

**Description of Change:** This Change Order changes only (A) the Substantial Completion dates for the Work to be Performed and (B) the Liquidated damages to be assessed against the Contractor in the event Substantial Completion is not achieved by those dates. All other terms, conditions, and requirements of the original contract, as amended by change orders 1 & 2, remain in effect.

**A** Schedule for Substantial Completion of the following Work to be Performed: The Substantial Completion dates for the following Work to be Performed, is hereby changed as follows:

#### Phase I Action Items—to be substantially completed by 12:00 PM Midnight, Friday April 1, 2016:

1. Floor tile completed and grouted
2. Wall tile completed and grouted
3. Carpet and base installed
4. Black panel installed at missing ceiling planks to front entry
5. Reception desk completed excluding cut stone inserts
6. All cabinets completed except modification at Break Room refrigerator
7. Doors painted and hardware installed
8. Ceiling tiles installed
9. Restroom accessories / grab bars installed
10. Plumbing completed and functioning
11. All electrical outlets checked and operational, dimmers installed
12. Fire Extinguishers installed
13. Sidewalk and parking lot
15. All other items specified in the original contract and change orders 1 & 2 and not explicitly included in Phases II, III or IV

#### Phase II Action Items—to be substantially completed by 3:00 PM Tuesday, April 5, 2016:

1. Cut stone inserts to reception desk
2. Glass Block wall completed
3. Linear diffuser installed in plank ceiling by restrooms
4. Air conditioning system functioning and new filters installed
5. LED strips installed at Board Room and logo glass panel
6. Exterior painting completed except art work "waves"
7. Installation of Glass Panel logo
8. Exterior signage installed
9. Exterior painted waves on building completed

Phase III Action Items—to be substantially completed by 12:00 PM Midnight, Friday April 19, 2016
1. Completion of plank ceiling at Foyer
2. Glass inserts to office doors completed

Phase IV Action Item—to be substantially completed by 12:00 PM Midnight, Saturday April 30, 2016
1. The completion of all three portico's

(B) Liquidated Damages for failure to achieve Substantial Performance of the Work to be Performed by the time and date shown above is increased to the sum of ONE THOUSAND DOLLARS ($1,000.00) per day. The basis for this change is more specifically described in the attached Exhibit "A."

Attachments: (List documents supporting change and justifying cost and time)

1. Exhibit "A"

| Total Proposed Increase (decrease) in Contract Price and Contract Time for this Change Order |
|---|---|
| Increase (decrease) in Contract Price: 0.00* | Increase (decrease) in Contract Time (Calendar days): 32** |

*Changes in Liquidated Damages from $200.00 per day to $1,000.00 per day. See Exhibit "A"

**See "(A) Schedule for Substantial Completion" above

Acknowledgments:
The aforementioned change, and work affected thereby, is subject to and governed by all provisions of the original Agreement and RFP. It is expressly understood and agreed that the approval of this Change Order shall have no effect on the original Agreement, including all GENERAL CONDITIONS, SUPPLEMENTARY CONDITIONS, and STANDARD SPECIFICATIONS, other than matters expressly provided herein.

This Change Order constitutes full and mutual accord and satisfaction for the adjustment of the Contract Price and Contract Time as a result of increases or decreases in cost and time of performance caused directly and indirectly from the change. Acceptance of this Change Order constitutes an agreement between OWNER and CONTRACTOR that the Change Order represents an equitable adjustment to the Agreement and that CONTRACTOR shall waive all rights to file a Contract Claim or claim of any nature on this Change Order. Execution of this Change Order shall constitute CONTRACTOR's complete acceptance and satisfaction that it is entitled to no more costs or time (direct, indirect, impact, etc.) pursuant to this Change Order. Owner may require consent of the Contractor's surety, if any, to the terms of this Change Order.

<table>
<thead>
<tr>
<th>Original Contract Price:</th>
<th>Original Contract Time: (calendar days or dates)</th>
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</thead>
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**SUMMARY OF CHANGE ORDERS**

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<tr>
<th>C-O NO.</th>
<th>Description of Change</th>
<th>Change in Contract Price</th>
<th>Change in Contract Time</th>
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<td>1</td>
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950-2
<table>
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<tr>
<th>2</th>
<th>Additional cable runs, sidewalk resurfacing &amp; texture, Reframe customer service desk</th>
<th>$10,579.63</th>
<th>7 Days</th>
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<td>6</td>
<td>$</td>
<td>Days</td>
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</table>

**TOTAL OF ALL PRIOR CHANGES**

|  | $15,600.63 | 14 Days |

**CURRENT CONTRACT PRICE AND TIME**
(Adjusted by Prior Change Orders BUT before adjusting for this Change Order)

|  | $293,500.00 | 105 Days |

**NEW CONTRACT PRICE AND TIME**
(Adjusted by Prior Change Orders AND this Change Order)

|  | $299,100.63 | 151 Days |

Original Contract Substantial Completion Date: March 15, 2016

New Contract Substantial Completion Date: April 30, 2016

**APPROVAL AND CHANGE ORDER AUTHORIZATION**

**Contractor:**

By (Signature)

(Printed Name and Title of Officer)

(Date)

ATTEST:

(Secretary)

(Corporate Seal)

**Owner:** Key Largo Wastewater Treatment District

By (Signature)

Paul Christian, General Manager
(Printed Name and Title of Officer)

(Date)

ATTEST:

Katherine Jackson, District Clerk

(Seal)
EXHIBIT "A"

CHANGE ORDER No. 3

PROJECT TITLE: HEADQUARTERS BUILDING REMODEL

1. Pursuant to the contract documents for the Headquarters Building Remodel Project, including specifically Change Orders No. 1 and No. 2, the Contract Substantial Completion Date for this project is currently March 29, 2016.

2. The RFP for the Headquarters Building Remodel Project, SECTION 00520 [the AGREEMENT FORM] provides, in paragraph “D. Liquidated Damages,” that:

“CONTRACTOR shall pay OWNER $200.00 for each calendar day that expires after the time specified ... for substantial completion until the work is substantially complete.”

3. As the Project was not Substantially Complete by March 29, 2016, Liquidated Damages of $200.00 per day commenced as of March 30, 2016.

4. However, the Contractor has made diligent efforts to Substantially Complete the Project and has represented to the District that he would Substantially Complete the Work to be Performed in accordance with the schedule shown on CHANGE ORDER Number 3.

5. The Contractor has also represented to the District that in the event he does not achieve Substantial Completion of all of the Work to be Performed in accordance with the schedule shown on CHANGE ORDER Number 3, he agrees to, and will, pay to the District Liquidated Damages in the amount of $1,000.00 per day.

6. In consideration of the Contractor’s diligent efforts to Substantially Complete the Project; his promise to Substantially Complete the Work to be Performed in accordance with the schedule shown on CHANGE ORDER Number 3; and his agreement to pay Liquidated Damages in the amount of $1,000.00 per day to the District if he does not achieve Substantial Completion of all of the Work to be Performed in accordance with the schedule shown on CHANGE ORDER Number 3, the Key Largo Wastewater Treatment District agrees to waive the Liquidated damages of $200.00 per day that commenced as of March 30, 2016.
# APPROVAL AND CHANGE ORDER AUTHORIZATION

<table>
<thead>
<tr>
<th>Contractor: ____________________________</th>
<th>Owner: Key Largo Wastewater Treatment District</th>
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<tr>
<td>By (Signature)</td>
<td>By (Signature)</td>
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<tr>
<td>(Printed Name and Title of Officer)</td>
<td>Paul Christian, General Manager</td>
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<td>(Date)</td>
<td>(Printed Name and Title of Officer)</td>
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<td>ATTEST:</td>
<td>(Date)</td>
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<td>Katherine Jackson, District Clerk</td>
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Key Largo Wastewater Treatment District
Board of Commissioners Meeting
Agenda Item Summary

Meeting Date: April 5, 2016
Agenda Item Number: K-2

Agenda Item Type: Information / Presentation
Agenda Item Scope: Review / Discussion
Recommended Action: Discussion

Department: Customer Service
Sponsor: Rob Bulkiewicz

Subject:
Draft Dedication Sign for New Administration Building

Summary of Discussion:
Staff to present the draft dedication sign for the new administration building.

Reviewed / Approved
Operations: (Signature)
Administration: ROB
Finance:
District Counsel:
District Clerk:
Engineering:

Financial Impact
$ 0.00

Attachments
1. Draft Dedication Sign

Funding Source:
Grant(s)

Budgeted:
N/A

Approved By: [Signature]
General Manager
Date: 4/11/2016
Representative Kenneth Paul Sorensen
1934 - 2012

Dedicated April 2016 to Representative Kenneth Sorensen for his steadfast effort in sponsoring House Bill No. 471, an act which created the Key Largo Wastewater Treatment District, and in recognition of his devotion as a civic leader and public servant to the residents of Monroe County.

Representative Sorensen moved his family to Key Largo in the late 1960s. He retired from Eastern Airlines as a captain in 1985, and was a longtime business owner and an active member of many Florida Keys civic organizations. He was an accomplished sailor and founding member of the Upper Keys Sailing Club and a founder and first president of Mariners Hospital. Representative Sorensen was past chairman of the Monroe County Tourist Development Council, director of the State Association of County Commissioners and a delegate to the Republican National Convention.

He served as a member of the Monroe County Planning Commission and was elected to the Monroe County Commission (1980 – 1984) and served as Mayor of Monroe County (1983 – 1984). Representative Sorensen represented Monroe County (District 120), serving the maximum four terms in the Florida House of Representatives from 1998 to 2006.

We honor his commitment and celebrate his influence which spanned across the Florida Keys, Tallahassee and Washington, D.C.
Key Largo Wastewater Treatment District
Board of Commissioners Meeting
Agenda Item Summary

Meeting Date: April 5, 2016
Agenda Item Number: L-1

Agenda Item Type: Information / Presentation
Agenda Item Scope: Review / Discussion
Recommended Action: Discussion

Department: Sponsor:
Commissioner's Item: Commissioner Tobin

Subject:
Protocol for Communications with Islamorada for Emergency and Non-Emergency Occurrences

Summary of Discussion:

Reviewed / Approved
Operations: ______  Administration: ______  Finance: ______  District Counsel: ______  District Clerk: ______  Engineering: ______

Financial Impact
Operations: $  Administration: ______  Finance: Funding Source:  District Counsel: ______  District Clerk: Budgeted: ______

Attachments

Approved By: ________________________________ Date: 4/1/2016
General Manager