

RESOLUTION NO. 02-02-05

RESOLUTION OF THE KEY LARGO WASTEWATER TREATMENT DISTRICT REQUESTING OF MONROE COUNTY REIMBURSEMENT FOR THE COST OF SERVICES BY WEILER ENGINEERING TO PROVIDE A REQUEST FOR QUALIFICATIONS FOR DESIGN OF A WASTEWATER TREATMENT SYSTEM TO SERVE LAKE SURPRISE AND SURROUNDING COMMUNITIES: AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the long term effects of human waste seriously jeopardize the fragile health of the coral reef and supporting ecosystems of the Florida Keys; and

WHEREAS, the Key Largo Wastewater Treatment District (District) is a special district established under state law for the purpose of performing such acts as shall be necessary for the sound planning, acquisition, development, operation, and maintenance of a wastewater management system within the district boundaries, which incorporate most of the island of Key Largo; and

WHEREAS, the District has procured the services of Weiler Engineering Corporation to prepare a Request for Qualifications (RFQ) to be distributed to the eight engineering firms now under contract to the District in order to begin the process of designing sewage collection, transmission, and treatment facilities to serve that portion of the District that is generally north of MM 100.5. More specifically, the design will include two new sewage treatment plants with a combined capacity of 2.25 mgd, a transmission line from approximately MM 106 to the sewage treatment plant site, and collection facilities for all commercial and residential developments capable of being served by these improvements. In the initial phase of construction, the District expects to provide sewer service to properties generating about 2,500 EDU's, including the "hot spots" with the highest priority according to the Monroe County sewage master plan; and

WHEREAS, the RFQ has been completed and is in circulation, with an expected response date of February 11, 2005; and

WHEREAS, the District has obligated itself to pay Weiler Engineering Corporation the sum of \$84,835 for services in connection with the preparation of the RFQ, evaluation of qualifications, and design review;

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE KEY LARGO WASTEWATER TREATMENT DISTRICT that:

Section 1. The Board of County Commissioners of Monroe County is requested to reimburse the District for the cost of the services to be provided by Weiler Engineering Corporation, in the amount of \$84,835, as described in Work Authorization No. WEC 04-02, a copy of which is attached hereto and incorporated herein by this reference.

Section 2. The District Clerk is directed to transmit copies of this resolution to each of the members of the Board of County Commissioners of Monroe County, Florida.

Section 3. EFFECTIVE DATE. This resolution shall take effect immediately upon its adoption.

RESOLVED AND ADOPTED this 2nd day of February 2005.

The foregoing RESOLUTION NO. 02-02-05 was offered by Commissioner Andrew Tobin, who moved its approval. The motion was seconded by Commissioner Patton, and being put to a vote the result was as follows:

	AYE	NAY
Commissioner Gary Bauman	<u> X </u>	_____
Commissioner Claude Bullock	<u> X </u>	_____
Commissioner Glenn Patton	<u> X </u>	_____
Commissioner Andrew Tobin	<u> X </u>	_____
Chairman Charles Brooks	<u> X </u>	_____

The Chairman thereupon declared Resolution No. 02-02-05 duly passed and adopted the 2nd day of February 2005.

KEY LARGO WASTEWATER TREATMENT DISTRICT

BY: *C Brooks*
Chairman Charles Brooks

ATTEST:

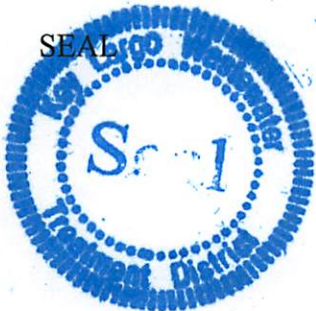
 Carol Simpkins

Carol Simpkins, Clerk

Approved to as to form and legal sufficiency

 Thomas M. Dillon

District Counsel, Thomas Dillon



COMMITTEE REPORT AND RECOMMENDATION

The following is a report of the committee on the subject of the proposed amendment to the charter of the City of New York, as proposed by the Council on the Charter of the City of New York, dated July 1, 1968.

Section	Amendment	Recommendation
Section 22	Section 22	Adopted
Section 23	Section 23	Adopted
Section 24	Section 24	Adopted
Section 25	Section 25	Adopted
Section 26	Section 26	Adopted

The following is a report of the committee on the subject of the proposed amendment to the charter of the City of New York, as proposed by the Council on the Charter of the City of New York, dated July 1, 1968.

KEY TO ABBREVIATIONS USED IN THIS REPORT

Adopted
Adopted with amendments

Approved by the Council on the Charter of the City of New York, dated July 1, 1968.

Approved by the Council on the Charter of the City of New York, dated July 1, 1968.



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 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.

*Sketch
07/01/04
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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.

3. The expansion of the wastewater treatment plant will be determined by the flow contribution from the service area to be connected. The transition to a regional wastewater plant will occur at the design influent flow determined in the conceptual design. For the service area considered, the cost of the appropriate expansion of the wastewater treatment plant will be estimated, using unit pricing as discussed earlier.

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 first phase of expansion. The recommendation to be implemented will be in the range of \$35 M or more.

In considering which service areas will be recommended, factors other than capital costs will be considered. The Lake Surprise – Sexton Cove area is ranked as the number 1 wastewater Hot Spot in the KLWTD and will be the focal point of the collection system area. The total service area will be determined by evaluation of construction costs and funding available. It will be assumed that approximately \$35 million will be available in funding. This amount, less the costs associated with construction of the transmission force main and the wastewater treatment plant expansion, will determine the extent of the collection system service area. 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 a base service area and plant expansion, 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 the 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 targeted monthly sewer bill of \$35.00 per EDU and the targeted connection fee of \$2,700 per EDU.

Request for Qualifications Phase

Upon completion of the update and report, Engineer incorporate the Report and will coordinate with District Manager and District Attorney to prepare a Scope of Work and a request for qualifications (RFQ) to select a Consultant to prepare construction plans, specifications and bidding documents for the Project.

Services for this phase will generally include:

1. With assistance from the District Manager, District Attorney and the Board, prepare a contract based on the existing general contract used by the Board and incorporate the scope of work and supplementary conditions developed as part of the Update and Report Phase.
2. Assist the District Manager with advertising for requests for qualifications and evaluating proposals for the Work and maintain a record of proposers to whom Documents have been issued.
3. Attend a pre-submittal conference and record minutes.
4. Issue Addenda as appropriate to clarify, correct, or change the Documents.

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 and evaluate two (2) alternate solutions (conventional or vacuum), or combinations thereof, available to the District and, after consultation with the District and District staff, recommend to the Board those solutions 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 solution which is so recommended for the Project with each component separately itemized.
6. Furnish 12 review copies of the Report to District within 30 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.

Show proposed sizes and location of transmission mains along the US 1 corridor north 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.

Provide a conceptual footprint of the MM 100.5 site showing expansion to the regional plant. Verify the regional plant capacity at build-out and identify the influent design flow at which the switch to the regional plant structure would take place.

Opinion of Project Costs

Three cost components for each recommended expansion will be estimated. These components are: 1.) Service area collection system and pump station cost; 2.) Transmission main cost; and 3.) Treatment plant expansion.

1. For each service area in the District north of the MM 100.5 wastewater treatment plant site, 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

5. Consult with District as to the acceptability of subcontractors, suppliers, and other individuals and entities proposed by Consultant for those portions of the Work as to which such acceptability may be required by the Documents.
6. Assist District Manager, District Attorney and Board in evaluating proposals.
7. Assist District Manager, District Attorney and Board with assembling and awarding contract for the Work.

Design Review Phase

Study and Report Phase

Services during the study and report phase will generally include:

1. Consult with KLWTD to define and clarify KLWTD's requirements for the Project and available data.
2. Upon review of the initial information including Construction Contracts, permits, plans, specifications, reports and other available data, advise KLWTD as to the necessity of KLWTD's providing data or services which are not part of WEC's and or the Consultant's Basic Services, and assist KLWTD 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, including but not limited to mitigating measures identified in the environmental assessment.
4. Identify and evaluate alternate solutions available to KLWTD and provided by CONSULTANT, after consultation with KLWTD, recommend to KLWTD those solutions which in WEC's judgment meet KLWTD's requirements for the Project.
5. Review a Preliminary Design Report (the "Report") prepared by the CONSULTANT which will, as appropriate, contain schematic layouts, sketches and conceptual design criteria and an opinion of probable cause with appropriate exhibits to indicate the agreed-to requirements, considerations involved, and those alternate solutions available to KLWTD which CONSULTANT recommends.
6. Provide comments, request for additional information and recommendations to CONSULTANT for final inclusion in the Report.

B. WEC's services under the Study and Report Phase will be considered complete on the date when the final copies of the revised Report have been accepted and approved by the KLWTD.

Preliminary Design

A. After acceptance by KLWTD of the Report, selection by KLWTD of a recommended solution and indication of any specific modifications or changes in the scope, extent, character, or design requirements of the Project desired by KLWTD, and upon written authorization from KLWTD, WEC shall:

1. Review Preliminary Design Phase documents consisting of final design criteria, preliminary drawings, outline specifications and written descriptions of the Project.
2. Review necessary field surveys and topographic and utility mapping for design purposes.

- Project Recommendation – for a base project of approximately \$35 M with incremental service areas identified to increase or decrease scope to match the available funding. This recommendation will include a conceptual transition plan from skid-mount package plants to the regional plant.
- Request for Qualifications – assist the District manager and the District Attorney with the preparation of the request for qualifications and to evaluate the respondents and choose the most qualified Consultant.
- Design Review – assist the District and District staff throughout the design and permitting process to evaluate the designs and submittals provided by the successful Consultant.

B. PROJECT COST

The cost of performing the scope of work described for North Key Largo is \$84,835.00. 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	EI or RPR @ \$85	Sr. Designer @ \$75	Clerical @ \$35	SubTotal
Update Report Phase 1							
Research & Site Investigations	4	16	16	25			\$5,985.00
Identify Existing Systems	1	16	16	24			\$5,525.00
Assumptions & Design Calculations	1	16	16	8			\$4,165.00
Master Plan Reconciliation	2	4	8	8			\$2,190.00
Service Areas Definitions and Estimates	2	8	8	16	20		\$4,790.00
Conceptual WWTP Plans and Estimates	4	40	16	40	32		\$12,180.00
Production of service area plans	1	4	16	0	6		\$2,675.00
Transmission Main Locations and Estimates	1	8	4	2	10		\$2,305.00
Scope of work and supplementary conditions	1	8	8	0		12	\$2,225.00
Request for Proposals Phase 2							
Evaluate responses, check references, etc.	2	10	5	20		4	\$3,665.00
Pre-submittal Meeting	2	8	8	8		4	\$2,750.00
Ranking and recommendations	2	8	8			4	\$2,070.00
Design Review Phase 3							
Design review and comments, 4 submittals	8	64	72	12		2	\$16,370.00
Design review meetings, 4	8	32	32	4		2	\$8,130.00
Status reports to Board	8	40	40	4		2	\$9,810.00
SubTotals	47	282	273	171	68	30	

Total
Cost = \$84,835.00

PROJECT SCHEDULE

3. Advise KLWTD if additional reports, data, information, or services are necessary and assist KLWTD in obtaining such reports, data, information, or services.
4. Review an adjusted opinion of probable cost and make recommendations to the KLWTD.
5. Perform or provide the following additional Preliminary Design Phase tasks: None
6. Receive the Preliminary Design Phase documents and review them with KLWTD.
7. Provide comments, request for additional information and recommendations to CONSULTANT for final inclusion in the Preliminary Design Phase documents.

B. WEC's services under the Preliminary Design Phase will be considered complete on the date when final copies of the Preliminary Design Phase documents have been accepted and approved by the KLWTD.

Final Design

A. After acceptance by KLWTD of the Preliminary Design Phase documents and revised opinion of probable Construction Cost WEC shall:

1. Review final Drawings and Specifications indicating the scope, extent, and character of the Work to be performed and furnished by Contractor.
2. Review technical criteria, written descriptions, and design data provided by the CONSULTANT for KLWTD's use in filing applications for permits from or approvals of governmental authorities having jurisdiction to review or approve the final design of the Project and assist KLWTD in consultations with appropriate authorities.
3. Advise KLWTD of any adjustments to the opinion of probable Construction Cost and any adjustments to Total Project Costs known to WEC or provided by CONSULTANT.
4. Receive the Final Design Documents and provide comments, request for additional information and recommendations to CONSULTANT for final inclusion in the in the Final Design Phase documents.

B. WEC's services under the Final Design Phase will be considered complete on the date when the submittals have been accepted and approved by the KLWTD.

Summary of Deliverables

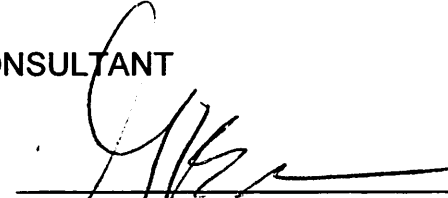
- Scaled aerials with Appraisers map overlay for the North Key Largo Area, identifying Hot Spots, existing collection systems, conceptual locations of future pump stations and transmission mains – 2 full size sets and 10 reduced sets.
- Updated cost estimates for service areas identified in Technical Memorandum No. 6 in the North 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, conclusions reached. Will include a summary of the project recommendation and the recommended flow at which phasing to the regional WWTP will take place. A conceptual transition plan from skid-mount package plants to the regional plant will be provided. A discussion of the relative merits of Design/Build versus conventional Design/Bid/Build approaches to project implementation will also be included.

Work on this project will be begun on receipt of the executed Work Authorization. The scope of work and submission of the deliverables for Phase 1 and preparation of the RFP for Phase 2 will be completed no later than four (4) calendar months after authorization to proceed. The remainder of phase 2 and phase 3 will progress according to criteria established by the Board and District staff. 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



Ed Castle, P.E.
Weiler Engineering Corporation
20020 Veterans Blvd, Ste 7-9
Port Charlotte, FL 33954



Gary Bauman, Chairman
KLWTD
Post Office Box 491
Key Largo, FL 33037



Charles Fishburn, General Manager

Certification that Sufficient Funds are Available:



David R. Miles, Chief Financial Officer



Cris Beaty, KLWTD Secretary

Dated this 7th day of July, 2004.