

Meeting Date: July 28, 2015

Agenda Item 6

REQUESTED COMMISSION ACTION:

Consent Ordinance Resolution Consideration Workshop

SHORT TITLE OR MOTION: A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF POMPANO BEACH, FLORIDA, APPROVING AND AUTHORIZING THE PROPER CITY OFFICIALS TO EXECUTE TASK AUTHORIZATION NO. 10 IN THE AMOUNT OF \$59,264.80, PURSUANT TO THE CONSULTANT AGREEMENT BETWEEN THE CITY OF POMPANO BEACH AND CAROLLO ENGINEERS, INC. FOR PREPARATION OF THE APPLICATION MATERIALS FOR RENEWAL OF THE CITY'S REUSE TREATMENT FACILITY OPERATING PERMIT; PROVIDING AN EFFECTIVE DATE.

Summary of Purpose and Why:

The purpose of this task authorization is for City's Consultant, Carollo Engineers, Inc., to prepare the application materials necessary for the renewal of the existing operating permit for the reuse treatment facility with the Florida Department of Environmental Protection, which occurs every five (5) years. Attached please find Task Authorization No. 10 with Carollo Engineers, Inc.



Accomplishing this item supports achieving Objective 1.72, "Increase Reuse Usage by 5% per year", identified in the City's Quality and Affordable Services Strategy and Initiative 2.1 "Expand Reuse Capacities" identified in the City's Superior Capacity Strategy.

QUESTIONS TO BE ANSWERED BY ORIGINATING DEPARTMENT:

- (1) Origin of request for this action: Utilities Department
- (2) Primary staff contact: A. Randolph Brown / John Sfiropoulos, P.E. Ext 7044 / 7009
- (3) Expiration of contract, if applicable: N/A
- (4) Fiscal impact and source of funding: CIP 05-887, Account No 420-7265-533-6503, \$59,264.80

DEPARTMENTAL COORDINATION	DATE	DEPARTMENTAL RECOMMENDATION	DEPARTMENTAL HEAD SIGNATURE OR ATTACHED MEMO NUMBER
Utilities	<u>7/17/15</u>	APPROVE	
City Attorney	<u>7/15/15</u>	APPROVE	
Finance	<u>7/17/15</u>	APPROVE	
Budget	<u>7-17-15</u>	APPROVE	

Advisory Board
 Development Services Director
 City Manager

ACTION TAKEN BY COMMISSION:

	<u>Ordinance</u>	<u>Resolution</u>	<u>Consideration</u>	<u>Workshop</u>
	1st Reading	1st Reading	Results:	Results:
	_____	_____	_____	_____
2nd Reading	_____	_____	_____	_____



City Attorney's Communication #2015-1285

July 16, 2015

TO: John Sfiropoulos, P.E., Civil Engineer III
FROM: Gordon B. Linn, City Attorney
RE: Carollo Engineers, Inc. – Task Authorization No. 10

Pursuant to your memorandum dated July 16, 2015, Engineering Department Memorandum No. 15-156, I have prepared and attached the following form of Resolution:

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF POMPANO BEACH, FLORIDA, APPROVING AND AUTHORIZING THE PROPER CITY OFFICIALS TO EXECUTE TASK AUTHORIZATION NO. 10 IN THE AMOUNT OF \$59,264.80, PURSUANT TO THE CONSULTANT AGREEMENT BETWEEN THE CITY OF POMPANO BEACH AND CAROLLO ENGINEERS, INC. FOR PREPARATION OF THE APPLICATION MATERIALS FOR RENEWAL OF THE CITY'S REUSE TREATMENT FACILITY OPERATING PERMIT; PROVIDING AN EFFECTIVE DATE.

Please ensure that the appropriate signature pages are attached to the Task Authorization prior to submittal to the City Commission.

GORDON B. LINN

GBL/jrm
l:cor/engr/2015-1285

Attachment

CITY OF POMPANO BEACH
Broward County, Florida

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF POMPANO BEACH, FLORIDA, APPROVING AND AUTHORIZING THE PROPER CITY OFFICIALS TO EXECUTE TASK AUTHORIZATION NO. 10 IN THE AMOUNT OF \$59,264.80, PURSUANT TO THE CONSULTANT AGREEMENT BETWEEN THE CITY OF POMPANO BEACH AND CAROLLO ENGINEERS, INC. FOR PREPARATION OF THE APPLICATION MATERIALS FOR RENEWAL OF THE CITY'S REUSE TREATMENT FACILITY OPERATING PERMIT; PROVIDING AN EFFECTIVE DATE.

BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF POMPANO BEACH, FLORIDA:

SECTION 1. That a Task Authorization between the City of Pompano Beach and Carollo Engineers, Inc. for preparation of the application materials for renewal of the city's Reuse Treatment Facility Operating Permit, a copy of which Task Authorization is attached hereto and incorporated by reference as if set forth in full, is hereby approved.

SECTION 2. That the proper City officials are hereby authorized to execute said Task Authorization between the City of Pompano Beach and Carollo Engineers, Inc.

SECTION 3. This Resolution shall become effective upon passage.

PASSED AND ADOPTED this _____ day of _____, 2015.

LAMAR FISHER, MAYOR

ATTEST:

ASCELETA HAMMOND, CITY CLERK

The services rendered pursuant to this Task Authorization No. 10 are in accordance with the terms and conditions of the Contract for Consulting / Professional Services between the City of Pompano Beach and Carollo Engineers, originally dated November 29, 2010 and approved by City Resolution Nos. 2011-59, 2012-48, and 2013-80.

**Scope of Work
City of Pompano Beach
Reuse Treatment Facility Plant Permit Renewal
July 16, 2015**

Background:

The purpose of this Task Order is to prepare application materials necessary for the renewal of the existing operating permit for the City of Pompano Beach (City) Reuse Treatment Facility, which is permitted to treat 7.5 million gallons per day (MGD) of reuse domestic wastewater. The existing permit (No. FLA 013581) was issued by the Florida Department of Environmental Protection (FDEP) on May 23, 2011 and it expires on May 23, 2016. In accordance with Florida Administrative Code rules, the City must submit an application for renewal of the existing permit at least 180 days before expiration of the existing permit.

Carollo Engineers, Inc. (Carollo) will prepare the necessary materials and documentation to meet the requirements of the permit renewal application. Submittal requirements for the permit renewal include standard FDEP forms as well as supplementary reports and documentation such as Operation and Maintenance (O&M) Performance Report. During the last permit renewal the City was not required to prepare a Capacity Analysis Report (CAR). The need for a CAR will be determined as part of the coordination meeting with FDEP and is included as an optional item in this scope.

Objective:

To prepare permit renewal application materials for timely renewal of the City's Reuse Treatment Facility operating permit.

Task 1: Coordination and Communication

Carollo's project manager will direct and coordinate the efforts of the project team members to deliver the project.

1. Coordination: The project manager will review work progress, schedule meetings, and assist in coordinating between the City and FDEP. The project manager will manage the budget, schedule, and invoicing.
2. Communication/Meetings: Carollo will communicate at least monthly and on an as-needed basis with the City to keep them informed of the project status and to discuss upcoming tasks, deliverables, etc. Carollo will prepare meeting agendas and meeting notes to document discussions, decisions, and work progress. Carollo will participate in four (4) meetings to discuss the project, request data and information, conduct site visits, and review permit application materials. The following meetings are anticipated:
 - Project Kickoff and Data Collection Meeting (see Task 2)

- Broward County and Lighthouse Point Coordination Meeting
- FDEP Pre-Application Meeting (See Task 4)
- Draft Permit Review Meeting (See Task 4)

In addition, Carollo will facilitate a site visit and facility inspection to complete the FDEP forms required for the O&M Performance Report (see Task 3).

Task 1 Deliverables:

The following deliverables shall be provided:

- Meeting agendas and notes

Task 2: Kickoff Meeting and Permit Data Collection

Carollo will facilitate a kickoff meeting and prepare a list of required data to complete the application package.

1. Data Request List and Data Collection: Carollo will review the existing available data, current permit, and application requirements to determine what information will be needed to complete this project. Carollo will review information collected during previous projects with the City (Reuse Treatment Facility Master Plan) to determine what information needs to be updated by the City and what new information will be needed, if any. Carollo will develop a data request list, which will identify information needed from the City to complete this project.
2. Kickoff Meeting: Carollo will facilitate a kickoff meeting to review the project scope, schedule, and to establish the lines of communication between Carollo and the appropriate City staff members. During the kickoff meeting, Carollo will present the list of data needed to prepare the permit application package. Additional data will be requested as needed during the project.

Task 3: O&M Performance Report

Carollo will develop the O&M Performance Report as part of the supplementary documentation of the permit application materials.

1. Prepare O&M Performance Report: Carollo will prepare an O&M Performance Report in accordance with 62-600.735, FAC, using FDEP's "Guidelines for Preparation of Operation and Maintenance Performance Reports." This task will include a site visit to the Reuse Treatment Facility to confirm understanding of the plant processes and operations, evaluate the physical condition of the facility, and discuss any operational problems with City staff. Facility operators should accompany Carollo during the site visit. The O&M Performance Report will contain the following information:
 - Field evaluation of the physical condition of the facility.
 - Evaluation of the treatment efficiency of each unit process.
 - Identification of performance trends.
 - Evaluation of the O&M program for the facility.
 - Identification of problems, deficiencies, and corrective actions.

- Recommendations and schedules for corrective actions.
2. Submit Draft and Final O&M Performance Report: The Draft O&M Performance Report will be provided to the City in the draft permit application package, as discussed in Task 4.0. Upon receipt of City comments, the O&M Performance Report will be revised and the final version will be prepared and submitted with the permit application materials.

Task 4: Develop Permit Materials

Carollo will assist the City with the preparation and submittal of the permit renewal application and required supplemental documentation.

1. Meeting with FDEP: Carollo will attend one (1) permit pre-application meeting with the City and FDEP to discuss and confirm the requirements for the permit materials.
2. Meeting with Broward County and Lighthouse Point: Carollo attend one (1) coordination meeting with Broward County and Lighthouse Point to coordinate distribution permitting requirements and conditions.
3. Develop Permit Materials: Carollo will prepare the permit application materials consisting of Forms 1 and 2A, as well as compilation of the above reports and other required supplementary information and required figures, maps, and diagrams.
4. Submit Draft and Final Permit: A draft permit application package will be prepared and submitted to the City for review. Carollo will attend a draft permit review meeting with the City to discuss comments. Upon receipt of City comments, the application package will be revised and the final version will be prepared and submitted to the City and FDEP.
5. Respond to Request for Additional Information (RAI): Carollo will respond to one round of RAIs from FDEP. Responses to typical RAIs are budgeted for within this task. In the case that more detailed analyses or additional materials/documentation is required, Carollo will utilize contingency funds budgeted for in Task 5.

Task 4 Deliverables:

The following deliverables shall be provided:

- Electronic pdf of Draft Permit Application Package (via email).
- Five (5) copies of Final Permit Application Package.
- Electronic version of all permit application materials on a CD.

Task 5: Responses to Extensive RAIs/Attend Additional Meetings/Additional Analyses as Requested

Carollo will respond to extensive RAIs and attend additional meetings at the request of the City. Carollo will respond to extensive RAIs that require more detailed analysis if necessary. In addition, if more than the four (4) meetings and site visits as outlined in this Scope of Services are required (such as additional meetings with FDEP), Carollo will attend the meetings as part

of this task. This may include meetings to negotiate changes in permit conditions or monitoring requirements.

This task may also be used to evaluate the blending of concentrate from the City's nanofiltration Water Treatment Plant with the Reuse Treatment Facility. If directed by the City, Carollo will perform blending analyses to determine the feasibility of receiving nanofiltration concentrate at the facility and at which location(s). If feasible, Carollo may also use this task to complete the additional permitting materials necessary to permit the facility to accept the concentrate stream.

Task 6: Capacity Analysis Report (Optional)

If deemed necessary by FDEP, Carollo will develop a CAR as required as part of the supplementary documentation of the permit application materials.

1. Prepare CAR: Carollo will prepare a CAR in accordance with 62-600.405, FAC, using FDEP's "Guidelines for Preparation of Capacity Analysis Reports." The CAR will contain the following information:
 - Permitted Reuse Treatment Facility capacity.
 - Monthly, 3-month, and average annual daily flows for at least the past 10 years (2005 to 2014).
 - Seasonal variations in flow over the past 10 years (2005 to 2014).
 - Update to the flow and loading information contained in the previous permit application.
 - Flow projections for the next 10 years.
 - Estimate of when the 3-month average daily flow will reach the permitted capacity.
 - Recommendations for expansion should the projected 3-month average daily flow equal or exceed the permitted capacity within the next 5 years.
 - All required graphs, figures, flow schematics, maps, and attachments.
2. Submit Draft and Final CAR: If required, the Draft CAR will be provided to the City in the draft permit application package. Upon receipt of City comments, the CAR will be revised and the final version will be prepared and submitted with the permit materials.

City Responsibilities

Because of the nature of this project, certain assumptions apply to this Scope of Services. To the extent possible, these assumptions are stated within this document and are reflected in the budget. If the project task requirements are different from the assumptions presented in this Scope of Services, or if the City desires additional services, the resultant change in scope will serve as a basis for amending this project assignment or initiating the development of a new project assignment as agreed to by both the City and Carollo. The following assumptions and City responsibilities apply to this project:

- Carollo shall be entitled to rely upon the accuracy of the data and information supplied by the City without independent review or evaluation.
- The City will provide all required information within the period established in the schedule contained in this Scope of Services. The schedule is based on timely receipt of data from the City.
- The City shall attend all meetings to maintain the progress of the project according to the schedule.

- The City shall provide a plant operator to accompany Carollo during the facility evaluation for the O&M Performance Report. Operator shall assist Carollo by providing information on treatment units, operational procedures, chemical feed systems, chemical characteristics, pumping facilities, and other information regarding facility operations.
- The City shall provide background information and data as requested by Carollo including the following:
 1. Record drawings of any changes made since the last permit application.
 2. Monthly operating reports from 2005 to present.
 3. Reuse water service connection records, 2006 to present, and any information for planned new service connections for the next 10 years.
 4. Calibration records of flow measuring devices including date, calibrator, and method used.
 5. Any other records or documents that may be required to complete the permit application.
 6. GIS information for the development of figures.
- The City shall provide the permit renewal application fee at the time of application package submittal.

Items Not Included

The following items are not included in this Scope of Services:

- Permit application fee. The City shall provide the permit application fee at the time of the permit application package submittal.
- Revisions to or reproduction of record drawings.
- Field surveying of facilities.
- Design of any recommended remedial facility improvements.
- Resolution of regulatory compliance issues that may arise and impact the acceptance of the application or issuance of the permit.

Project Schedule

This Scope of Services will be delivered over the course of five (5) months after receipt of the notice to proceed. The permit application will be submitted within three (3) months. An additional two (2) months is provided in the schedule for FDEP review of the permit application and response to RAIs.

The estimated time required for the completion of each task and the approximate date for distribution of deliverables is summarized in the following project schedule for the first three (3) months of the project. The remaining project schedule will depend on RAIs from FDEP and/or additional meetings, if necessary.

- Task 2: Kickoff meeting and data review within four weeks of notice to proceed (NTP).
- Tasks 3 and 4: Draft deliverables to be completed within 10 weeks of NTP and finalized within two weeks of a review meeting with the City to receive comments. Permit application will be submitted within two weeks of receiving City comments. Assuming an NTP of August 5, 2015, the permit application package will be submitted to FDEP by November 9, 2015.
- Task 5: As-needed
- Task 6: Draft deliverable to be completed within 12 weeks of NTP, if needed and at the direction of the City

Budget and Payment

The method of payment for this project is lump sum with a time and materials allowance for Tasks 5 and 6. The total not-to-exceed limit of the entire project is therefore \$59,264.80. Compensation for Tasks 1 through 4 shall be for a lump sum fee of \$41,028.80. The City shall pay Carollo in monthly installments based on submitted invoices for services incurred. Exhibit A provides a breakdown of the project fee by task and personnel.

Tasks 5 and 6 shall be compensated on a time and materials basis after approval from the City. Labor rates are based on the contract fee schedule shown in Exhibit B.

City of Pompano Beach: Reuse Treatment Facility Permit Renewal	LABOR HOURS							PROJECT COSTS			
	Liz Fujikawa, P.E. Client Services Manager	Laura Baumberger, P.E. Project Manager	Monica Pazahanick, P.E. Project Engineer	GIS Sr. Technician	CAD Drafting Technician	Document Processing/Clerical	Total Labor Hours	Total Labor Cost	Project Equipment Communication Expense (PECE)	Other Direct Costs	TOTAL COST
Billing Rate	\$ 226.00	\$ 184.00	\$ 120.00	\$ 116.00	\$ 88.00	\$ 81.00		\$	11.70		
Task 1 - Coordination and Communication	4	40	32	0	0	4	80	\$ 12,428.00	\$ 936.00	\$ -	\$ 13,364.00
Project Management	4	16					20	\$ 3,848.00	\$ 234.00	\$ -	\$ 4,082.00
Communication/Meetings/Minutes		24	32			4	60	\$ 8,580.00	\$ 702.00	\$ -	\$ 9,282.00
Task 2 - Kickoff Meeting and Permit Data Collection	0	4	16	0	0	0	20	\$ 2,656.00	\$ 234.00	\$ -	\$ 2,890.00
Data Review and Collection		4	16				20	\$ 2,656.00	\$ 234.00	\$ -	\$ 2,890.00
Kickoff Meeting (included in Task 1)							0	\$ -	\$ -	\$ -	\$ -
Task 3 - O&M Performance Report	2	12	68	4	4	10	100	\$ 12,446.00	\$ 1,170.00	\$ 0.00	\$ 13,616.00
Develop O&M Performance Report		8	60	4	4		76	\$ 9,488.00	\$ 889.20	\$ -	\$ 10,377.20
Draft/Final Report	2	4	8			10	24	\$ 2,958.00	\$ 280.80	\$ -	\$ 3,238.80
Task 4 - Develop Permit Materials	2	10	44	8	8	12	84	\$ 10,176.00	\$ 982.80	\$ -	\$ 11,158.80
Meeting with FDEP (included in Task 1)							0	\$ -	\$ -	\$ -	\$ -
Meeting with Broward County and Lighthouse Point (included in Task 1)							0	\$ -	\$ -	\$ -	\$ -
Development of Permit Materials		4	32	8	8		52	\$ 6,208.00	\$ 608.40	\$ -	\$ 6,816.40
Draft/Final Permit	2	4	8			10	24	\$ 2,958.00	\$ 280.80	\$ -	\$ 3,238.80
Respond to RAI (Total of 1)		2	4			2	8	\$ 1,010.00	\$ 93.60	\$ -	\$ 1,103.60
SUBTOTAL - Tasks 1-4	8	66	160	12	12	26	284	\$ 37,706.00	\$ 3,322.80	\$ -	\$ 41,028.80
Task 5 - Response to Extensive RAIs / Attend Additional Meetings / Additional Analyses as Requested	0	0	0	0	0	0	0	\$ -	\$ -	\$ -	\$ 10,000.00
Additional RAIs & Meetings (as-needed)							0	\$ -	\$ -	\$ -	\$ 10,000.00
Task 6 - Capacity Analysis Report (Optional)	2	8	40	0	0	10	60	\$ 7,534.00	\$ 702.00	\$ -	\$ 8,236.00
Prepare Draft CAR		4	32			6	42	\$ 5,062.00	\$ 491.40	\$ -	\$ 5,553.40
Prepare Final CAR	2	4	8			4	18	\$ 2,472.00	\$ 210.60	\$ -	\$ 2,682.60
TOTAL - Tasks 1-6	10	74	200	12	12	36	344	\$ 45,240.00	\$ 4,024.80	\$ -	\$ 59,264.80

"CORPORATION":

Witnesses:

[Signature]

[Signature]

CAROLLO ENGINEERS

Corporation Name

Elizabeth Fujikawa

Signature

VICE PRESIDENT

Title

STATE OF FLORIDA
COUNTY OF BROWARD

The foregoing instrument was acknowledged before me this 16th day of July, 2015 by Elizabeth Fujikawa, as Vice President, of Carollo Engineers, on behalf of the corporation. He/she is personally known to me or has produced _____ (type of identification) as identification.

NOTARY'S SEAL: NOTARY PUBLIC, STATE OF FLORIDA



(Name of Acknowledger Typed, Printed or Stamped)

Janice Mudd

Commission Number EE 216919

"CITY":

Witnesses:

CITY OF POMPANO BEACH

By:

LAMAR FISHER, MAYOR

By:

DENNIS W. BEACH
CITY MANAGER

Attest:

(SEAL)

ASCELETA HAMMOND
CITY CLERK

Approved As To Form:

GORDON B. LINN
CITY ATTORNEY

STATE OF FLORIDA
COUNTY OF BROWARD

The foregoing instrument was acknowledged before me this _____ day of _____, 2015 by LAMAR FISHER, as Mayor, DENNIS W. BEACH as City Manager and ASCELETA HAMMOND, as City Clerk of the City of Pompano Beach, Florida, a municipal corporation, on behalf of the municipal corporation, who are personally known to me.

NOTARY'S SEAL: NOTARY PUBLIC, STATE OF FLORIDA

(Name of Acknowledger Typed, Printed or Stamped)

Commission Number

