



MEMORANDUM

Date: May 2, 2023

To: Honorable Mayor and Commissioners

Via: Albert P. Childress
City Manager

From: Kelly Crowe, P.E.
Utilities Director

Subject: **Approval of a Task Order to Jacobs Engineering Group, Inc. for a Sanitary Sewer Master Plan-Phase 1**

Introduction

Authorize the City Manager to execute a task order in the amount of \$154,934.50 to Jacobs Engineering Group, Inc. (Jacobs) for the development of the first phase of a Sanitary Sewer Master Plan and authorize any necessary budget transfers.

Background

Master plans are critical documents to inform future capital improvement needs. They also serve as a tool to prioritize projects and estimate funding needs. The City of Key West (City) owns approximately 62.5 miles of gravity sewer main, 12.5 miles of force main, 31 lift stations and 1,400 manholes. The Utilities Department is responsible for the operations and maintenance of the sanitary sewer system as well as the capital planning and execution of sanitary sewer projects. The city is in need of a sanitary sewer master plan to help staff assess future needs and develop a strategy for long-term funding and execution of projects.

The City entered into Consent Order OGC 21-0581 (Order) with the Florida Department of Environmental Protection (FDEP) in August 2022. The order outlined several measures that the city must execute to be in compliance with the order. Generally, the measures require the city to correct deficiencies in the sanitary sewer system. Items 5(B) and 5(C) of the Order require the development of an Inflow and Infiltration (I&I) Plan and a Lift Station Plan. Both the I&I and Lift Station plans will help mitigate flow into the system from groundwater and stormwater. Currently the Wastewater Treatment Plant (WWTP) operates near full capacity when high groundwater and large rain events occur simultaneously. Mitigating I&I is critical to preserving capacity at the WWTP.

City staff and FDEP agreed during the negotiation of the action items in the Order that developing a Sanitary Sewer Master Plan which incorporates the I&I plan and Lift Station plan will satisfy their requirements. Staff has coordinated with Jacobs to obtain a task order to develop a Sanitary Sewer Master Plan. Given the time sensitive nature of the I&I plan and Lift Station Plan, Jacobs has proposed breaking these items into the first phase of the master plan. Staff agrees on this approach. The first phase will satisfy FDEP's requirements but will also provide valuable information for the second phase of the plan. The second phase will include a condition assessment, project priorities, cost estimates and a five (5) year project schedule.

Procurement

The amount of the Sanitary Sewer Master Plan, Phase 1 task order is \$154,934.50. This overall plan cost is accounted for in the FY 22/23 budget in the amount of \$350,000. Funds will be used from Account 401-3503-535-6500 (Renewal and Replacement).

Jacobs will be performing the work outlined in the task order under their General Engineering Services contract authorized per Resolution 23-029 and executed on March 28, 2023.

Recommendation

Staff recommends authorizing the City Manager to execute a task order in the amount of \$154,934.50 to Jacobs Engineering Group, Inc. (Jacobs) for the development of the first phase of a Sanitary Sewer Master Plan and authorize any necessary budget transfers.