




MEMORANDUM

Date: March 14, 2024

To: Honorable Mayor and Commissioners

Via: Albert P. Childress
City Manager 

From: Kelly Crowe, P.E.
Utilities Director

Subject: **24-5580 Approval of a Task Order in the Amount of \$71,088 to Jacobs Engineering Group, Inc. to Conduct a Gap Analysis of the City of Key West Sewer Utility's Capacity Management Operations and Maintenance (CMOM) Program**

Introduction

This resolution will approve a task order in the amount of \$71,088 to Jacobs Engineering Group, Inc. (Jacobs) to conduct a gap analysis of the City of Key West Sewer Utility's Capacity Management Operations and Maintenance program and authorize the City Manager to execute any necessary documents and authorize any necessary budget transfers.

Background

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 comply with the order. Generally, the measures require the city to correct deficiencies in the sanitary sewer system. Item 5(G) of the Order requires the city to fully implement a Capacity Management Operations and Maintenance (CMOM) program in accordance with US EPA document 305-B-05-002 (EPA Guidance). A typical CMOM program has various strategies including testing, cleaning, regulation of system users, flow monitoring and system rehabilitation to ensure that sewer capacity is preserved.

Jacobs has provided a task order to conduct a gap analysis for our CMOM program. The analysis will require extensive time in reviewing available documentation to assess the current state of the program. The final report will identify activities that need to be added to our program to be in substantial conformance with the EPA Guidance. In addition, the report will help inform the development of a structured CMOM Program Plan under a separate task. The CMOM Program Plan will be the source document that will be implemented as required by the Order.

Procurement

The amount of the CMOM Gap Analysis task order is \$71,088. This task order is part of the overall Sanitary Sewer Master Plan and the cost is accounted for in the FY 23/24 budget. Sufficient funds are available for this task. The 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

The City Manager's Office recommends the Mayor and Commission approve the resolution authorizing the City Manager to execute a task order in the amount of \$71,088 to Jacobs Engineering Group, Inc. (Jacobs) to conduct a CMOM Gap Analysis and authorize any necessary budget transfers upon consent of the City Attorney.