



THE CITY OF KEY WEST

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EXECUTIVE SUMMARY

TO: Bogdan Vitas, City Manager
E. David Fernandez, Asst. City Manager- Operations

FROM: Jay Gewin, Utilities Manager

DATE: February 11, 2013

SUBJECT: **Engineering Services for FDEP Permit Renewal and Wastewater Reuse Evaluation for the Richard A. Heyman Environmental Protection Facility totaling \$71,473 from CDM Smith, Inc.**

Action statement:

This request is to approve CDM Smith, Inc. to furnish engineering services to the City of Key West for the development of a wastewater reuse evaluation report and renewal of the Florida Department of Environmental Protection (FDEP) permit for the Richard A. Heyman Environmental Protection Facility (WWTP) in the amount of \$71,473.

The agreement is executed pursuant to F.S. 287.055 (CCNA), City Code 2-841, and the City's contract with CDM Smith, Inc. for Engineering Services approved through Resolution 12-280.

Background:

The City currently operates the Richard A. Heyman Environmental Protection Facility, the City's Wastewater Treatment Plant, under FDEP permit number FLA147222-011 issued on June 18, 2009. At the time of the previous permit application, the City had performed a wastewater reuse evaluation and submitted it to FDEP.

The City needs to start preparing for the renewal of its wastewater facility permit, and an updated wastewater reuse evaluation report will be a required precursor for this permit renewal process. The permit renewal will also incorporate some of the modifications made or currently under design at the facility. This is a very comprehensive effort that will take approximately six months for the contractor to complete.

Key to the Caribbean – Average yearly temperature 77° F.

MEMORANDUM

Purpose and Justification:

The City has requested that CDM Smith provide engineering services for preparing an updated wastewater reuse evaluation report and following that up with the preparation and submittal of an application for Richard A. Heyman Environmental Protection Facility permit renewal.

The permit renewal scope of work includes:

- Capacity Analysis Report (revised)
- Operation and Maintenance Performance Report
- Deep Well Information (update)
- Reuse Feasibility (update)
- Solids Disposal Plan (new)
- Residual Hauling
- Effluent Testing Data Supplemental Information
- Whole Effluent Biological Testing

The application for WWTP Permit renewal must be submitted at least six months prior to expiration of our existing permit. The previous permit renewal task order back in 2009 cost the City \$99,514. Working with our consultant, we have found ways to save on cost while still accomplishing the requirements of our permit application.

The City or OMI does not have the staff available with the time and technical expertise required to perform this work independently. Staff has reviewed this submittal and found it consistent with the new hourly rates established in the City's contract extension with CDM Smith.

Further, Staff does not feel that the hours that will be billed under this task order are disproportionately allotted to higher-wage management staff. In fact, the Officer and Principal positions combined account for approximately 28% of the hours allotted in this task order.

The task order also includes CDM Smith's staff's trips to Key West over the course of the project. City staff feels that this number of trips, and the associated costs, are reasonable to assure that the consultant staff has sufficient oversight for the completion of the project. Their estimated cost is included in this task order, and will be billed to the City for the actual costs incurred.

Options:

1. The City Commission could choose not to award this task order. This is not a viable alternative for permit renewal. The facility permit renewal is required to be compliant with the FDEP regulatory requirements for operating a wastewater treatment facility. Timely submittal is necessary to avoid penalties or fines that may become applicable. The application must be submitted 6 months prior to the date our current permit

expires (June 17, 2014). City Staff nor OMI have the time and resources available to complete this detailed application.

2. The City Commission could choose to execute this task order with CDM Smith. This alternative will allow the City to submit on time the thorough application package that FDEP requires. FDEP encourages that municipalities continue to revisit the issue of water conservation through reuse and update their reuse master plans periodically. Thus, an updated wastewater reuse evaluation report will identify the City as a responsible entity for water preservation and conservation while allowing the City to re-evaluate the viability and feasibility of reuse for the community.

Financial Impact:

The cost for this task order is \$71,473. It will be charged to the City's budget for line item 401-3501-535-31. The City budgeted \$120,000 for this permit renewal task order in the FY 2013 sewer budget.

Recommendation:

Staff recommends option #2, the hiring of CDM Smith to perform a task order for the WWTP permit renewal in the amount of \$71,473.