



## THE CITY OF KEY WEST

Post Office Box 1409 Key West, FL 33041-1409 (305) 809-3700

MEMORANDUM

### EXECUTIVE SUMMARY

**DATE:** July 7, 2022

**TO:** Patti McLauchlin, City Manager

**FROM:** Kelly M. Crowe, Utilities Director

**Cc:** Todd Stoughton, Assistant City Manager

**SUBJECT:** **Approving Task Order from Jacobs Engineering Group to the Prepare Wastewater Facility Permit Renewal Application and Reports, in the amount of \$59,893.68; Authorizing any necessary budget transfers or adjustments; Authorizing the City Manager to execute necessary documents upon consent of the City Attorney.**

#### **Action Statement:**

This resolution will approve the task order from Jacobs Engineering Group to prepare the application to renew the State of Florida Domestic Wastewater Facility Permit to operate the Richard A. Heyman Environmental Protection Facility. Approval of this task order is contingent on the approval of additional extension of time for the General Engineering Services Contract through December 31, 2022.

#### **Strategic Plan:**

Key West Strategic Plan 2021 Priority 4: Environmental Protection lists Goal 3: Near Shore Waters to evaluate wastewater systems for repair. Application to renew the wastewater treatment facility permit will include evaluation of treatment train capacity, physical condition, and operations. Suggests for equipment and process improvements will be recommended in the capacity analysis report and the operation and maintenance performance report.

#### **Background:**

State of Florida Domestic Wastewater Facility Permit, permit number FLA147222, was issued on January 23, 2019, with an expiration date January 23, 2024. Pursuant to Rule 62-620.335, F.A.C., the City of Key West must file an application to renew the Richard A. Heyman Environmental Protection Facility permit at least 180 days before the expiration date. The application to renew the permit must be submitted to the Department before July 26, 2023.

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

**Purpose and Justification:**

Purpose of this task order is to complete permit application Form 1 and Form 2A, prepare a capacity analysis report, operation and maintenance performance report, and reuse feasibility study for the Richard A. Heyman Environmental Protection Facility, utilizing data obtained from the discharge monitoring reports and evaluation of the physical condition of mechanical equipment for each treatment unit, to determine treatment train efficiencies and whether facility expansion will be required within the next five-year period of the renewed operation permit.

Department requires the permittee to compare flow with permitted capacity of treatment units, evaluate the physical condition and efficiency of treatment units, and identify deficiencies in the operation and maintenance program. Evaluation of the facility for expansion, physical condition of treatment units, operation and maintenance procedures, and development of schedules, if necessary, shall be provided in accordance with Rule 62-600, F.A.C.

**Financial Impact:**

Task order from Jacobs Engineering Group, in the amount of \$59,893.68, is fully funded from sewer fund account 4013501-5353100 professional services.

**Options:**

1. Approve task order from Jacobs Engineering Group to prepare Richard A. Heyman Environmental Protection Facility permit renewal application, in accordance with Rules 62-600 and 62-620.
2. Not approve task order from Jacobs Engineering Group to prepare the permit renewal application for the Richard A. Heyman Environmental Protection Facility. To not submit a renewal application to the Department will be a violation of Florida Administrative Code that could result in suspension, revocation, or termination of the permit.

**Recommendation:**

Staff recommends option 1, approve the task order from Jacobs Engineering Group to prepare permit renewal application for the Richard A. Heyman Environmental Protection Facility, in the amount of \$59,893.68.