



## LEGISLATIVE MEMORANDUM

**TO:** Honorable Mayor and Members of the City Council

**FROM:** Suzanne Sherman, City Manager

**THRU:** Christopher A. Little, P.E., Utilities Director

**DATE:** March 21, 2024

**RE:** **Contract: Conversion to submersible wet well, Lift Stations 12 and 13, final design and permitting - Task Order 24-04-IS – Utilities Department (Infrastructure Solution Services, \$129,200); and consideration of appropriating funds on the next scheduled Budget Amendment (\$53,200).**

### **SUMMARY:**

The Utilities Department has budgeted for the conversion of lift stations 12 and 13 to submersible wet well. The lift stations were constructed prior to 1980 and rehabilitation is needed due to age and deterioration. In addition, the lift stations will be brought to current standards. The work will include the design and permitting services to convert from dry pit pumps to submersible pumps and to a wet well configuration.

Infrastructure Solutions Services (ISS) has submitted Task Order 24-04-IS, Lift Station 12 & 13 Conversion to Submersible Wet Well Final Design and Permitting. Staff has reviewed the scope of work and requests Council approval to proceed with Task Order 24-04-IS in the amount of \$129,200.

In accordance with the provisions of Section 287.055, Florida Statutes for Consultants Competitive Negotiation Act (CCNA), the Procurement Department solicited and accepted qualification submittals, under RFQ 36-0-2020/JG, from firms to provide continuing consulting services for water and wastewater engineering services for the Utilities Department. On July 2, 2020 Council approved the award of RFQ 36-0-2020/JG to two firms (ISS and Wade Trim) and authorized City staff to negotiate Master Consultant Agreements. On August 7, 2020 a Master Agreement was executed with ISS. Task Order 24-04-IS is in accordance with the Master Agreement.

The Utilities Department has current budgeted amount of \$76,000 for engineering services. The Department is requesting fund appropriation from Utilities Undesignated Fund Balance in the amount of \$53,200. Construction will be budgeted in Fiscal Year 2025.

**REQUESTING DEPARTMENTS:**

Utilities

Finance

Procurement

**FISCAL IMPACT:**

The total amount for design and engineering is \$129,200. A total of \$76,000 exists in Project 24WS04. Pending approval of the budget amendment allocating \$53,200 from Utilities Renewal and Replacement Undesignated Fund Balance (424-0000-392-3006); funds will be available in the Utilities Department's Renewal/Replacement Fund 424-8032-535-6327, project 24WS04.

**STAFF RECOMMENDATION:**

Motion to 1) approve the appropriation of funds on the next scheduled budget amendment, amount \$53,200; and 2) authorize the execution of ISS Task Order 24-04-IS for Lift Station 12 & 13 Conversion to Submersible Wet Well Final Design and Permitting, against Master Agreement 36-0-2020.

**ATTACHMENTS:**

1. Task Order 24-04-IS