

6. Contract: Septic to Sewer Project Plan Funding Advocacy, Task Order 24-07-IS (against Master Agreement 36-0-2020) – Utilities Department (Infrastructure Solution Services - \$128,200); and appropriation of funds from Utilities Undesignated Fund Balance on the next scheduled budget amendment.



LEGISLATIVE MEMORANDUM

TO: Honorable Mayor and Members of the City Council

FROM: Suzanne Sherman, City Manager

THRU: Thomas Marinelli, Acting Utilities Director

DATE: May 16, 2024

RE: Consideration of fund appropriation for Task Order 24-07-IS with Infrastructure Solution Services for Septic to Sewer Project Plan Funding Advocacy (\$128,200).

SUMMARY:

The Indian River Lagoon (IRL) Protection Program is a program designed to address excess nitrogen and pollution to the IRL (Section 373.469, F.S). The IRL protection program requires any commercial or residential property with an existing onsite sewage treatment disposal system (OSTDS) located within the IRL Basin Management Action Plan (BMAP) to connect to central sewer if available, or upgrade to nutrient reducing system by July 1, 2030. The goal is to improve the water quality, health, and economic value of the IRL by reducing the pollutants and nutrients that are impacting the IRL.

At the January 18, 2024 Regular Council Meeting, Infrastructure Solution Services presented a summary of the City's OSTDS Remediation Plan, noting the number of existing OSTDS in Palm Bay (27,780) to be upgraded, and the costs associated with upgrading existing OSTDS and utility plant upgrades (\$665M+). The draft Plan was due to Florida Department of Environmental Protection (FDEP) by February 1, 2024. The City sought and received a one-month extension, and the draft Plan was submitted to FDEP on February 29, 2024. The City received feedback from FDEP on the draft Plan on April 24, 2024 for further edits. The City's complete and final OSTDS Remediation plan is due August 1, 2024.

The final Remediation Plan will identify projects that will help in achieving the goals of the IRL Protection Program, to include funding sources. The City will be pursuing septic-to-sewer projects to address the presence of septic tanks located within the IRL BMAP area. The projects are expected to require a significant investment from the City. Infrastructure Solution Services (ISS) will be an advocate for the City in obtaining funding for the projects, to include grant opportunities.

Infrastructure Solution Services has submitted Task Order 24-07-IS for Septic to Sewer Project

Honorable Mayor and Members of the City Council

Legislative Memorandum

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Plan Funding Advocacy under the existing Master Contract 36-0-2020/JG. Staff has reviewed the scope of work and requests Council approval for fund appropriation to proceed with Task Order 24-07-IS in the amount of \$128,200.

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 24-07-IS is in accordance with the Master Agreement.

The Utilities Department is requesting fund appropriation from Utilities Undesignated Fund Balance in the amount of \$128,200 to proceed with Task Order 24-07-IS.

REQUESTING DEPARTMENTS:

Utilities; Finance; Procurement

FISCAL IMPACT:

Pending approval, staff will prepare a budget amendment allocating \$128,200 from Utilities Undesignated Fund Balance (421-0000-392-3006) to Utilities Fund Professional Services/Engineering Services, account 421-8013-536-3121.

STAFF RECOMMENDATION:

Motion to 1) approve appropriation of funds on the next scheduled budget amendment, amount \$128,200; and 2) authorize the execution of Infrastructure Solution Services, Task Order 24-07-IS, for Septic to Sewer Project Plan Funding Advocacy, against Master Agreement 36-0-2020.

ATTACHMENTS:

1. Task Order 24-07-IS

CITY OF PALM BAY, FL
PROFESSIONAL ENGINEERING SERVICES
SEPTIC TO SEWER PROJECT PLAN FUNDING ADVOCACY

In accordance with City Master Contract #36-0-2020/JG
MAY 3, 2024
TASK ORDER NO. 24-07-IS

SECTION I. BACKGROUND

A recent legislative development, the Indian River Lagoon Protection Program (Section 373.469, F.S.), mandates that properties within the Indian River Lagoon Basin Management Action Plan (BMAP) upgrade their Onsite Sewage Treatment and Disposal Systems (OSTDS) **by July 1, 2030**. This initiative requires either connection to central sewer systems, where available, or installation of OSTDS for nutrient reduction. The City of Palm Bay (City) is actively pursuing septic-to-sewer projects to address the presence of septic tanks within its service area.

Understanding the significant financial implications of these projects for the City, it's evident that a robust advocacy effort is essential to secure the necessary funding. The upfront costs associated with planning and implementing septic-to-sewer projects require a substantial investment from the City. Recognizing this, the City of Palm Bay has engaged the Infrastructure Solution Services (ISS) Team to advocate for funding sources.

City requested Infrastructure Solution Services (ISS), hereinafter referred to as "Consultant," to advocate and assist the City in aligning funding sources and positioning the projects for funding as the projects move forward. The ISS Team's expertise and advocacy will be instrumental in ensuring the City obtains the financial support required to successfully execute these infrastructure initiatives.

SECTION II. SCOPE OF WORK

Infrastructure Solution Services agrees to perform the following tasks (two-year period):

TASK 1 - REVIEW AND PRIORITIZATION OF SEPTIC-TO-SEWER PROJECTS AND FUNDING OPPORTUNITIES

- 1.0 Project Kickoff Meeting – Palm Bay Utility (PBU) shares goals/expectations
- 1.1 Review/modify the PBU S2S list of projects.
- 1.2 Develop list of funding opportunities that could match projects.
- 1.3 Coordination with other entities/people that City has involved in the Septic to Sewer projects related to funding programs.
- 1.4 Revised Existing and Submit Septic-to-Sewer 5- or 10-Year Program with GIS Mapping
- 1.5 Project Management and Administration

TASK 2 - FUNDING AGENCY ADVOCACY

- 2.1 Using relationships contact key agency members to discuss the Septic to Sewer projects and set up meetings with agencies to go over the projects reviewing the merit and positive impact on the environment. (2 years)

- 2.2 Continue to work with the agencies to apply the funding opportunities from the agencies that will provide Palm Bay Utilities with the most project cost savings.
- 2.3 Look for alternative funding opportunities to match other needs during the process. - IF NEEDED IN THE FUTURE-
- 2.4 Submit the funding applications to the respective agencies to get the City of Palm Bay the funding. Make sure working with staff that we optimize the funding application scoring and likelihood to get selected for funding and maximize funding dollars. (3 Applications per year @ 20hrs/ea. for 2 years)
- 2.5 Follow up on the applications to make sure they are accepted, and that City gets the most funding possible from each agency.
- 2.6 Assist with the administration of any of the funding programs that City of Palm Bay may want help on. - OFFERED IF NEEDED IN THE FUTURE AFTER FUNDING AWARD -
- 2.7 Submit the funding results on a quarterly basis and with an annual summary.
- 2.8 Presentation support to City Commission or Staff.
- 2.9 Project Management Administration Services.

SECTION III: PROJECT REPRESENTATIVES

City of Palm Bay Utilities:	Daniel Perez, PE 321-952-3420 Daniel.Perez@palmbayflorida.org
Infrastructure Solution Services	Clayton E. McCormack, PE 321-622-4646 cmccormack@infrastructuress.com

SECTION IV: PERMITTING

The following permitting is included in this Task Order: None

SECTION V: CITY'S RESPONSIBILITY

- a) Provide existing documentation to support the funding.
- b) Review and provide comments on all draft funding documentation.
- c) Provide complete septic-to-sewer project information that can be used in the facilities planning and the development of supporting documents.
- d) Provide complete GIS mapping information.
- e) Provide staff for key meetings with agencies to assist with the funding needs discussions.

SECTION VI: CONSULTANT SERVICES SPECIFICALLY NOT INCLUDED

- a) Environmental services related to unknown threatened and endangered species, wetlands, or regulated solid wastes.
- b) Services related to the acquisition of real property, easements, or rights-of-way.
- c) Design Services of any kind.

- d) Hydraulic or water quality modeling.
- e) Wastewater Master Plan revisions.
- f) Field Data Collection.
- g) Research from Original Data Sources.

SECTION VII: DELIVERABLES

The following results shall be delivered by the Consultant:

All deliverables shall be provided only in electronic PDF format unless otherwise noted.

Generally -

- a) Meeting minutes from meetings and conferences with City staff and regulatory agencies.
- b) Timely invoices concurrent with the work.

Task 1 -

- a) Septic to Sewer 5-to10-years Program with GIS Mapping Revised

Task 2 -

- a) Quarterly activity reports
- b) Copy of Submitted Fund/Grants Applications

SECTION VIII: SCHEDULE

Task 1	Milestone	Calendar Days to Complete	Estimated Days from NTP
	Kickoff meeting/Review/Modify the S2S list of projects	2	9
	Coordination with entities / people involved in septic to Sewer projects related to funding	730	730
	Develop List of funding opportunities	60	69
	Revise Existing and Submit Septic to Sewer 5-to-10-year Program with GIS Mapping	30	99
Task 2	Milestone	Calendar Days to Complete	Estimated Days from NTP
	Contact key agencies to discuss Septic to Sewer projects and set up meetings to review the merit and positive impact to the environment.	30	129
	Continue to work with agencies to apply to funding opportunities from agencies that will provide the City with the most project cost savings.	28	157
	Submit quarterly reports and annual summary	730	730

SECTION IX: BASIS OF COMPENSATION

The lump sum fee for the scope of work described in Section II shall not exceed a total of **\$ 128,200** as shown in the table below. The subconsultants fee is estimated and shall be billed on a cost not to exceed basis. The City shall periodically compensate the Consultant a portion of the task fee based on mutually agreed upon percentages of completion of each task.

TASK	DESCRIPTION	FEE
1	Review and Prioritization of Septic-to-Sewer Projects and Funding Opportunities	\$ 40,000
2	Funding Agency Advocacy	\$ 88,200
	Total	\$128,200

At the direction of the City, ISS may be requested to provide additional services. These additional services will be billed at ISS standard hourly rates.

SECTION X: ESTIMATED COST OF CONSTRUCTION

Not Applicable

SECTION XI: ACCEPTANCE

If the above scope and feed meet your approval, please indicate by your signature in the space provided below and return one signed copy, which will constitute an "Agreement and Notice to Proceed" for the accomplishment of this work.

INFRASTRUCTURE SOLUTION SERVICES, LLC.

CITY OF PALM BAY, FLORIDA

Brian Stahl

 Brian M. Stahl, PE
 Managing Member

 George Barber, CPPO, CPPB
 Chief Procurement Officer

05/03/24

 Date

 Date

 City Council Approval Date

**TWO (2) Years of Professional Services for the City of Palm Bay, Florida
Funding Advocacy for Septic to Sewer Projects**



Project Hourly Labor Breakdown Estimate for Engineering Services										
Task Name	Principal/Associate	Professional Engineer 4	Engineer 5	Technician 6	Administrative / Clerical 5	Total Hours	Total Dollars	Percent Complete	Total Earned	
	\$190	\$170	\$130	\$120	\$70					
Task 1 - Review and Prioritization of Septic-to-Sewer Projects and Funding Opportunities										
1.0	Project Kickoff Meeting – Palm Bay Utility (PBU) shares goals/expectations	4	4	4		12	\$1,960	0%	\$0	
1.1	Review/modify the PBU S2S list of projects.		16	16		32	\$4,800	0%	\$0	
1.2	Develop list of funding opportunities that could match projects		24	24	2	50	\$7,340	0%	\$0	
1.3	Coordination with other entities/people that City has involved in the Septic to Sewer projects related to funding programs.		32	32		64	\$9,600	0%	\$0	
1.4	Revised Existing and Submit Septic-to-Sewer 5 or 10 Year Program with GIS Mapping		8	16	24	2	50	\$6,460	0%	\$0
1.5	Project Management and Administration (24 mo @ 2 hrs/mo)		48		24	24	\$9,840	0%	\$0	
Task 1 -Total		4	132	92	24	28	280	\$40,000	0%	\$0
Task 2 - Funding Agency Advocacy										
2.1	Using relationships contact key agency members to discuss the Septic to Sewer projects and set up meetings with agencies to go over the projects reviewing the merit and positive impact on the environment. (2 years)	24		48		72	\$10,800	0%	\$0	
2.2	Continue to work with the agencies to apply the funding opportunities from the agencies that will provide Palm Bay Utilities with the most project cost savings.	24		32		56	\$8,720	0%	\$0	
2.3	Look for alternative funding opportunities to match other needs during the process. - IF NEEDED IN THE FUTURE-					0	\$0	0%	\$0	
2.4	Submit the funding applications to the respective agencies to get the City of Palm Bay the funding. Make sure working with staff that we optimize the funding application scoring and likelihood to get selected for funding and maximize funding dollars. (3 Applications per year @ 20hrs/ea for 2 years)	60		120	30	6	216	\$31,020	0%	\$0
2.5	Follow up on the applications to make sure they are accepted and that City gets the most funding possible from each agency.	16		80			96	\$13,440	0%	\$0
2.6	Assist with the administration of any of the funding programs that City of Palm Bay may want help on. (FUTURE AFTER FUNDING AWARD, IF DESIRED)						0	\$0	0%	\$0
2.7	Submit the funding results on a quarterly basis and with an annual summary. (4 qtrs @ 8hrs/qtr for 2 years)		16	64		4	84	\$11,320	0%	\$0
2.8	Presentation support to City Commission or Staff. (1 Pres @ 12hrs/ea)		8	12		2	22	\$3,060	0%	\$0
2.9	Project Management Administration (24 mo @ 2 hrs/mo)		48			24	72	\$9,840	0%	\$0
Task 2 - Total		124	72	356	30	36	618	\$88,200	0%	\$0
Total Labor Hours		128	204	448	54	64	898			
% OF Total Labor Hours		14.3	22.7	49.9	6.0	7.1	100			
Total Labor Fee		\$24,320	\$34,680	\$58,240	\$6,480	\$4,480	898	\$128,200	0%	\$0

**TWO (2) Years of Professional Services for the City of Palm Bay, Florida
Funding Advocacy for Septic to Sewer Projects**

Subconsultants	Total
Total Subconsultant Fees	\$ -

Expenses Estimate Breakdown	Quantity	Units	Total
Travel from Melbourne			
Site Visits/Meetings (Trips = 10; Miles/Trip = 20)		Miles	\$ -
Travel (Other)			
Hotel		Person/night	\$ -
Per Diem		Day	\$ -
Copies (B&W 8 1/2 x11)		Per Copy	\$ -
Copies (B&W 11 x 17)		Per Copy	\$ -
Copies (COLOR 8 1/2 x 11)		Per Copy	\$ -
Copies (COLOR 11 x 17)		Per Copy	\$ -
Miscellaneous Expenses		LS	\$ -
Total Estimated Expenses			\$ -

Summary of Task Estimate	Total
ISS Labor Estimate Total	\$128,200
Subconsultant Fees	\$0
ISS Expenses Estimate Total	\$0
Total Estimated Cost	\$128,200