

## **Resolution No. 2959**

**A Resolution of the City of Sanford, Florida, amending the City's annual operating budget for the fiscal year beginning October 1, 2020 and ending September 30, 2021; providing for implementing administrative actions; providing for a savings provision; providing for conflicts; providing for severability and providing for an effective date.**

**Whereas**, the Commission of the City of Sanford, Florida has adopted an annual operating budget for the fiscal year beginning October 1, 2020 and terminating on September 30, 2021 specifying certain projected revenues and expenditures for the operations of Sanford municipal government; and

**Whereas**, the City's budget presumes that each department generally will, to the best of their ability, maintain its expenditures within its allocated budgeted level and exercise prudence in expending funds during the course of the City's fiscal year; and

**Whereas**, from time-to-time circumstances and events may require that the original City budget may need revision; and

**Whereas**, the City Commission, in its judgment and discretion, has the authority to adjust the budget to more closely coincide with actual and expected events.

**Now, therefore, be it adopted and resolved by the City Commission of the City of Sanford, Florida as follows:**

### **Section 1. Adoption of Budget Amendment.**

The annual operating budget of the City of Sanford for the fiscal year beginning October 1, 2020 and terminating on September 30, 2021 is hereby revised and amended by Attachment "A". The Attachment is hereby incorporated into this Resolution as if fully set forth herein verbatim. Except as amended herein, the annual operating budget for the City of Sanford for fiscal year beginning October 1, 2020 and

terminating on September 30, 2021 shall remain in full force and effect.

**Section 2. Implementing administrative actions.**

The City Manager, or designee, is hereby authorized and directed to implement the provisions of this Resolution by means of such administrative actions as may be deemed necessary and appropriate.

**Section 3. Savings.**

The prior actions of the City of Sanford relating to the adoption of the City budget and related activities are hereby ratified and affirmed.

**Section 4. Conflicts.**

All resolutions or parts of resolutions in conflict with this Resolution are hereby repealed.

**Section 5. Severability.**

If any section, sentence, phrase, word, or portion of this Resolution is determined to be invalid, unlawful or unconstitutional, said determination shall not be held to invalidate or impair the validity, force or effect of any other section, sentence, phrase, word, or portion of this Resolution not otherwise determined to be invalid, unlawful, or unconstitutional.

**Section 6. Effective Date.**

This Resolution shall become effective immediately upon enactment.

**Passed and adopted this 14<sup>th</sup> day of June, 2020.**

*Attest:*

**City Commission of the City of  
Sanford**

---

Traci Houchin, MMC, FCRM  
City Clerk

---

Art Woodruff, Mayor

For use and reliance of the Sanford  
City Commission only.  
Approved as to form and legality.

---

William Colbert, City Attorney

# ATTACHMENT A REQUEST FOR BUDGET AMENDMENT

Fiscal Year 2020-2021  
Department: PW

Division: Admin

**CHANGES IN REVENUES**

REVENUE ACCOUNT NUMBER						Current Budget	Current Balance	Amount of Change	Adjusted Unrealized
Fund	Revenue	Act Cd	Ele	Project #	Revenue Account Title				
452	4540	536	63	00	WW1404 Improve other than bldg	\$ 3,526,358	\$ 1,406,603	\$ 204,951	
<b>TOTAL CHANGES IN REVENUES</b>								<u>\$ 204,951</u>	

**CHANGES IN EXPENDITURES**

EXPENDITURE ACCOUNT NUMBER						Current Budget	Current Balance	Amount of Change	Remaining Balance
Fund	Dpt/Div	Activity	Obj	Ele	Project #	Expenditure Account Title			
<del>451</del>	4540	536	31	00		Professional Services	\$ 60,000	16,564	264,951
452					WW1404		\$ -	-	-
<b>TOTAL CHANGES IN EXPENDITURES</b>								<u>\$ 204,951</u>	

REASON FOR AMENDMENT: Reiss Master Plan

DIRECTOR APPROVAL: BUAL IFTIKAAH

DATE: 6/9/21

FINANCE APPROVAL: [Signature]

DATE: 6/9/2021

CITY MANAGER APPROVAL: [Signature]

DATE: 6.9.2021

CITY COMMISSION AGENDA DATE: JUNE 14, 2021

APPROVED Y

**FOR FINANCE USE**

Entry Date: 06/23/2021  
S. Posey

Batch Number: ~~B# 3860~~  
B# 4439

Document #: BA 09-103  
RES# 2959  
CCM# 21-139



**CITY COMMISSION MEMORANDUM 21-139**  
**JUNE 14, 2021 AGENDA**

**TO:** Honorable Mayor and Members of the City Commission  
**PREPARED BY:** Mack McKinley, Water Resource Engineer  
**SUBMITTED BY:** Norton N. Bonaparte, Jr., City Manager  
**SUBJECT:** Wastewater Master Plan.; Budget Amendment & Procurement to Reiss Engineering, Inc.

**STRATEGIC PRIORITIES:**

- Unify Downtown & the Waterfront
- Promote the City's Distinct Culture
- Update Regulatory Framework
- Redevelop and Revitalize Disadvantaged Communities

**SYNOPSIS:**

Approval to amend the budget and approve a work order for Reiss Engineering, Inc. (REI) to perform wastewater master planning for the collection and transmission system.

**FISCAL/STAFFING STATEMENT:**

The amount of the work order is \$204,951. Funds are available in the Utilities, Capital Sewer Improvement Fund. Funds will then be available in Utilities, Sewer Professional Services Fund.

**BACKGROUND:**

The wastewater collection and transmission system for the City of Sanford is in need of significant rehabilitation to prevent sanitary sewer overflows and structural failures of buried infrastructure and pump stations. A full assessment of the collection and transmission system is needed to address a current regulatory consent order and proposed wastewater regulations such as the Environmental Resource Management Clean Waterways Act (FL Senate Bill 712) where City compliance will be required in the near future.

The City has been issued a Consent Order, to be presented for approval separately during this meeting of the City Commission, as a result of sanitary sewer overflows in 2020. With two exceptions, all of the corrective actions ordered in the Consent Order are in process and are being 100% funded by legislative grant money secured by the City. This work authorization will address a requirement of the Consent Order to complete a Sewer Infrastructure Evaluation Study by January 31, 2022. The Master Plan will also be used to justify additional legislative grant applications to fund more rehabilitation work for the benefit of the City, continuing our efforts to address the City's aging infrastructure by lining or replacing failing sewer pipelines and manholes.

REI is a City pre-approved continuing engineering services engineering firm and the award is consistent with Consultants Competitive Negotiation Act (CCNA) requirements. The attached

work order states that scope of services which describes the tasks involved with the Wastewater Master Plan.

**LEGAL REVIEW:**

No legal review was requested of the City Attorney.

**RECOMMENDATION:**

City staff recommends the City Commission approve the Reiss Engineering proposal in the amount of \$204,951 to perform a Wastewater Master Plan for the City of Sanford's collection and transmission system, and the associated budget amendment implemented by Resolution No. 2959.

**SUGGESTED MOTION:**

"I move to approve Resolution No. 2959."

Attachment: REI work order.  
Task Authorization Form  
Budget Resolution No. 2959



**SECTION 00860**

**TASK AUTHORIZATION FORM**

Task Authorization No. \_\_\_\_\_  
Project Title Wastewater Master Plan  
Owner City of Sanford  
Contractor: Reiss Engineering  
Agreement Date and Solicitation Number: CCNA- RFQ14/15-16

This Task Authorization is necessary to cover work to be performed under the existing Agreement. The GENERAL CONDITIONS, SUPPLEMENTARY CONDITIONS, and STANDARD SPECIFICATIONS apply to and govern all work under this Task Authorization Form.

Execution of the Task Authorization by the City shall serve as authorization for the CONSULTANT to provide the above project, professional services as set out in the Task Authorization form below; to that certain **Agreement dated** 2015 between the CITY and the CONSULTANT and further delineated in the specifications, conditions and requirements stated in the following listed documents, which are attached hereto and made a part hereof.

**ATTACHMENTS (Check all that apply):**

- Drawings/Plans/Specification
- Detailed Services and Task for project or Study
- Special Conditions
- Other please specify \_\_\_\_\_

**Time for completion:** The work authorization by this TASK AUTHORIZATION shall be commenced upon receipt of a Purchase Order by the CONSULTANT and shall be completed with (365) calendar days from receipt of Purchase Order by the CONSULTANT.

---

## TASK AUTHORIZATION

---

### TASK 1

#### Description of Work: Project Administration

Based on the initial assessment having been performed, tasks for projecting wastewater flows and developing a 5-year, 10-year, and 25-year plan for the collection/transmission systems can proceed. Perform project progress reviews including schedule and budget monitoring, team coordination activities with the project team members, preparing project invoices, and maintaining clear communication with the CITY. Includes kick-off meeting and monthly progress reports.

**Contract Price:**  
\$17,134.00

**Contract Time:**  
180 days

---

### TASK 2

#### Description of Work: Future Conditions

Estimate Future WW Flows, Their Team will coordinate with the CITY to better estimate the planned development in the CITY and the extent of any service area boundary shifts as needed for the Plan. Locations and flows for future lift stations will be assumed for undeveloped areas within the Service Area. Also will coordinate with the City for exchange of collections and treatment projections from the capacity analysis report that is completed by others

**Price:**  
\$22,274

**Time:**  
180 days

---

### TASK 3

#### Description of Work: Regulatory Update

CONSULTANT will review existing and proposed future wastewater regulations such as the Environmental Resource Management Clean Waterways Act (FL Senate Bill 712) which includes Onsite Sewage Treatment and Disposal Systems (OSTDS), Sanitary Sewer Overflow (SSO), Potable Reuse, Basin Management Action Plans (BMAPs), impacts to the Total





Maximum Daily Load (TMDL), biosolids management, where City compliance will be required in the near future

**Price:**  
\$32,046.00

**Time:**  
180 days

---

**TASK 4**

**Description of Work: Collection/Transmission System Plan**

Evaluate Existing, 5-Year, 10-Year and 25-Year Conditions. Development of Alternatives, System Planning, Report Section (see attachment A for more information).

**Price:**  
\$96,138.00

**Time:**  
180 days

---

**TASK 5**

**Description of Work: Capital Improvement Projects**

Risk Ranking System, CIP Project Consensus, CIP Plan Phasing (see attachment A for more information).

**Price:**  
\$37,359.00

**Time:**  
180 days

---

**Total Contract Time:** 180 days

**Total Contract Price:** \$204,951.00

---



<b>TASK AUTHORIZATION SUMMARY</b>			
<b>No.</b>	<b>Description</b>	<b>Contract Price</b>	<b>Contract Time</b>
1	Project Administration	\$17,134.00	180 days
2	Future Conditions	\$22,274.00	180 days
3	Regulatory Update	\$32,046.00	180 days
4	Collection/Transmission System Plan	\$96,138.00	180 days
5	Capital Improvement Projects	\$37,359.00	180 days
<b>TOTAL</b>		<b>\$204,951.00</b>	<b>180 Days</b>

**APPROVAL TASK AUTHORIZATION**

**ACKNOWLEDGMENTS**

The aforementioned work affected thereby, is subject to all provisions of the original Agreement it is expressly understood and agreed that the approval of the Task Authorization shall have no effect on the original Agreement other than matters expressly provided herein.



**IN WITNESS WHEREOF**, the City and **Reiss Engineering**. have executed this instrument for the purpose herein expressed.

**ATTEST:**

**CITY OF SANFORD**

\_\_\_\_\_  
Traci Houchin, MMC, FCRM  
City Clerk

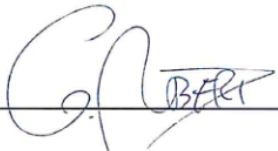
By: \_\_\_\_\_  
Art Woodruff  
Mayor  
Date: \_\_\_\_\_


Approved as to form and  
legal sufficiency.

\_\_\_\_\_  
William L. Colbert, City Attorney

**ATTEST:**

**Reiss Engineering, Inc., A CHA  
Company**

  
\_\_\_\_\_  
Christophe Robert, PhD, PE

By:   
\_\_\_\_\_  
Mark A. Burgess, PE, BCEE  
Vice President

Dated: June 3, 2021

**Attachments to be included;**

**Section 00860 Task Authorization  
Attachment "A" Detailed proposal including fee schedule  
Insurance Requirement Form**

**END OF SECTION**

**00860-5**

**REISS ENGINEERING  
A CHA COMPANY  
WORK ORDER FOR  
PROFESSIONAL SERVICES**

**WORK ORDER UNDER AGREEMENT DATED:** May 5, 2010

**PROJECT:**

WASTEWATER MASTER PLAN

**ISSUED BY:**

The City of Sanford (the "CITY" hereinafter), a municipal corporation of the State of Florida.

**ISSUED TO:**

Reiss Engineering, Inc., A CHA Company (the "CONSULTANT" hereinafter), a for-profit corporation of the State of Florida.

**SCOPE OF SERVICES:**

**I. PROJECT ADMINISTRATION**

As part of on-going work, the evaluation and verification of existing conditions within the system will be completed late 2020. Based on the initial assessment having been performed, tasks for projecting wastewater flows and developing a 5-year, 10-year, and 25-year plan for the collection/transmission systems can proceed. The CITY's hydraulic model is in the final stages of being calibrated and will be used to evaluate collection/transmission system projects as part of this scope of work.

CONSULTANT will perform the Project Administration services for the project as defined in the subtasks below.

- a. Project Administration
  - i. Perform general administrative activities.
  - ii. Perform project progress reviews including schedule and budget monitoring, team coordination activities with the project team members, preparing project invoices, and maintaining clear communication with the CITY.
- b. Kick-off Meeting
  - i. Prepare for and attend a project "kick-off" meeting to discuss the project goals and objectives, clarify roles and assignments, as well as review the project schedule and deliverables.
  - ii. Prepare and submit "kick-off" meeting agenda to the CITY prior to the scheduled meeting and prepare and submit meeting notes after the scheduled meeting.

- c. Deliverables
  - i. Kick-off Meeting agenda and notes
  - ii. Monthly Progress Reports

## II. FUTURE CONDITIONS

CONSULTANT will perform Task 2.0 for the project as defined below:

- a. Estimate Future WW Flows
  - i. CONSULTANT will:
    - 1. Estimate wastewater flows for the 5-year, 10-year, and 25-year periods. It is important that the assumptions and methods used in the Plan be concurrent with the CITY's comprehensive plan, as well as with other Utility-related studies. Our Team will coordinate with the CITY to better estimate the planned development in the CITY and the extent of any service area boundary shifts as needed for the Plan. Locations and flows for future lift stations will be assumed for undeveloped areas within the Service Area.
- b. Coordinate with the City for exchange of collections and treatment projections from the capacity analysis report which is completed by others.
  - i. CONSULTANT will:
    - 1. Evaluate Existing, 5-Year, 10-Year and 25-Year Conditions For Treatment, Biosolids Handling, and Effluent Disposal
      - Compare conditions to planned upgrade schedules.
      - Prepare a summary of this investigation for the purposes of developing the final Master Plan report.

## III. REGULATORY UPDATE

Regulatory compliance now and in the future is critical to the City. Under this task CONSULTANT will review existing and proposed future wastewater regulations such as the Environmental Resource Management Clean Waterways Act (FL Senate Bill 712) which includes Onsite Sewage Treatment and Disposal Systems (OSTDS), Sanitary Sewer Overflow (SSO), Potable Reuse, Basin Management Action Plans (BMAPs), impacts to the Total Maximum Daily Load (TMDL), biosolids management, where City compliance will be required in the near future. CONSULTANT will perform Task 3.0 for the project as defined below:

- a. Evaluate Existing, Future and Proposed regulatory requirements.
  - i. CONSULTANT will:
    - 1. Review and summarize the existing (2021) regulations that are relevant to the CITY.
    - 2. Review future and proposed regulations to ensure the CITY has the capability to meet upcoming regulations.
    - 3. Investigate impacts to the CITY's wastewater permits and

- BMAP requirements.
4. Review the wastewater grant programs available to the CITY.
  5. Lead a workshop with the City to discuss the existing, future and proposed regulatory requirements, schedule and actions required by the City.
  6. Prepare a regulatory review summary for inclusion into the final Wastewater Master Plan report.

#### IV. COLLECTION/TRANSMISSION SYSTEM PLAN

CONSULTANT will perform Task 4.0 for the project as defined below:

- a. Evaluate Existing, 5-Year, 10-Year and 25-Year Conditions
  - i. CONSULTANT will:
    1. Request planned infrastructure improvements, existing and future operational protocols for pumping and transmission, CITY standards for wastewater collection service.
    2. Use the recently updated hydraulic model to evaluate existing, 5-year, 10-year, and 25-year flow and infrastructure conditions, including peak hourly flow conditions. Results that do not meet CITY standards will be identified, with figures prepared that identify the sub-standard conditions.
  - b. Development of Alternatives
    - i. CONSULTANT will:
      1. Use the results of the hydraulic evaluation to identify options for meeting current and future wastewater system needs.
      2. Summarize the options and evaluation results for the wastewater collection/transmission system and wastewater treatment plants, then prepare for and conduct a workshop with CITY staff to discuss wastewater collection/transmission alternatives.
      3. Develop GIS maps and summary information from data collected and evaluated as described in the previous tasks.
      4. Prepare GIS maps and summary information for the workshop that may include the following:
        - Wastewater collection/transmission system map showing the service area, areas currently served, as well as existing and future lift stations, collection/transmission system piping, and interconnections.
        - Wastewater service area maps showing WRFs, collection piping, areas currently served, and areas projected to be served in 2045.
        - Summary tables providing:
          - WRFs and capacity.
          - Lift station capacities.
          - Existing and 2045 projected ADF, MDF, and PHF

flows.

- c. System Planning
  - i. CONSULTANT will:
    - 1. Conduct planning-level engineering evaluations and prepare planning-level cost estimates for up to seven (7) collection/transmission system projects identified. The updated hydraulic model will be used to size force main pipelines and pumping systems. Planning-level capital costs will be developed for each alternative for the various components including pipes and pumping facilities for comparison. Tabular summaries of the evaluation will be prepared for comparison of projects.
- d. Report Section
  - i. CONSULTANT will:
    - 1. Prepare written documentation of these efforts for inclusion in the overall Wastewater Master Plan report.
- e. Assumptions
  - i. CITY to provide Staff availability, data requested, technical review, and decisions as required.
- f. Deliverables
  - i. Figures indicating substandard conditions.
  - ii. Alternatives Development Workshop
  - iii. A report subsection will be prepared for alternative development stating assumptions, methodology, the resulting alternatives.
  - iv. A report subsection will be prepared for the alternative evaluation stating assumptions, methodology, results/conclusions and recommendations.

## V. CAPITAL IMPROVEMENT PROJECTS

CONSULTANT will perform Task 5.0 for the project as defined below:

- a. Risk Ranking System
  - i. CONSULTANT will:
    - 1. Use prioritization recommendations of existing gravity mains and manholes from the City's Inflow and Infiltration Plan which is currently in development. Develop a geographical information system (GIS) risk-based ranking for forces mains and lift stations based on age and historical overflows contributions; hydraulic model maximum day or peak hour velocities, pressures and flows; and incorporate the likelihood of failure and consequence of failure and combination to estimate a risk score to prioritize repair and replacement projects as part of the City's Waste Water Master Plan. It is assumed that the age of pipes for all assets are in the City's GIS shapefile.

- b. CIP Project Consensus
  - i. CONSULTANT will:
    - 1. Prepare for and conduct one workshop to evaluate the risk scores, to compare cost and non-cost factors, and to select the best alternatives for the CITY based on the highest priority ranking projects. Preparation for the workshop will include the development of maps, graphics and tables of costs and non-cost factors for each alternative. The purpose of the workshops will be to select recommended CIP projects. One half-day workshop with CITY staff will be included as part of this task.
    - 2. Prepare a summary of each workshop noting information presented and decisions made.
- c. CIP Plan Phasing
  - i. CONSULTANT will:
    - 1. Based on the Risk Ranking System, REI will develop the recommended plan in sufficient detail to define capital improvement projects for 10 years. It is in this task that phasing will be developed for the recommended Master Plan. The hydraulic models will be used to analyze needs in five year increments. Proposed road improvements will be considered in developing the phasing plan based on data provided by the CITY. Cost estimates will all be based on an ENR Construction Cost Index representative of 2020. The recommended wastewater collection/transmission plan will be illustrated graphically in GIS maps by service area. The GIS map will identify existing and proposed facilities. Plan will be conceptual in nature and cost estimates will be based on available historical information and consultant recommendations.
- d. Deliverables
  - i. Results of the Risk Ranking System
  - ii. Consensus Workshop Summary
  - iii. Report subsection stating assumptions, methodology, results/conclusions and recommendations.
  - iv. Alternatives presentation maps.
  - v. Memos will be prepared for each analysis stating assumptions, methodology, results/conclusions and recommendations.
  - vi. Selected Plan Map with phasing.



**TIME FOR COMPLETION:** 180 calendar days from the Notice-To-Proceed, which includes 30 days for the CITY to review the draft report, is required to complete the tasks set forth in this Scope of Services.

**METHOD OF COMPENSATION:** The CONSULTANT shall be compensated for the professional services set forth in this Scope of Service, a lump sum fee for Tasks I - V on a percent completed basis as follows:

<b>TASK</b>	<b>Total Cost</b>
TASK I – PROJECT ADMINISTRATION	\$17,134
TASK II – FUTURE CONDITIONS	\$22,274
TASK III – REGULATORY UPDATE	\$32,046
TASK IV – COLLECTION/TRANSMISSION SYSTEM PLAN	\$96,138
TASK V – CAPITAL IMPROVEMENT PROJECTS	\$37,359
<b>TOTAL</b>	<b>\$204,951</b>

**IN WITNESS WHEREOF**, the City and (**REISS ENGINEERING, INC.; A CHA COMPANY**) have executed this instrument for the purpose herein expressed.

**ATTEST:**

**CITY OF SANFORD**

\_\_\_\_\_  
Traci Houchin, CMC, FCRM  
City Clerk

By: \_\_\_\_\_  
Art Woodruff  
Mayor  
Date: \_\_\_\_\_

Approved as to form and  
legal sufficiency.

\_\_\_\_\_  
William L. Colbert, City Attorney

**ATTEST:**

**Reiss Engineering, Inc.**

\_\_\_\_\_  
Christophe Robert, PhD, PE  
Secretary

By: \_\_\_\_\_  
Mark A. Burgess, PE, BCEE  
Vice President  
Dated: \_\_\_\_\_

GROUP NUMBER . : 04437 BA - REISS MASTER PLANC/R  
GROUP USER . . : POSEYS Posey, Shanna - Executive

TRANS NO	TRANS DATE	DOCUMENT	ACCOUNT NUMBER	DESCRIPTION 1	PROJECT	BUDGET AMOUNT	ORIG(Y/N)
DESCRIPTION 2		TYPE					
0000100	06/14/2021	BA 09-103	452-4540-536.63-00	REV BA 09-103 REISS	WW1404	204,951.00	
RES # 2959 / CCM # 21-139							

0000200	06/14/2021	BA 09-103	451-4540-536.31-00	REV BA 09-103 REISS		204,951.00-	
RES # 2959 / CCM # 21-139							

WARNING! Transaction exceeds account budget.

TOTALS:

AMOUNT CALCULATED                      AMOUNT ENTERED                      DIFFERENCE

COUNT:    2    2

AMOUNT:

\*\*\* WARNINGS exist in this Group. \*\*\*