

NORTH FLORIDA WATER UTILITIES AUTHORITY

MEETING AGENDA

May 18, 2026, Judicial Annex Building, 218 Parshley Street Southwest, Live Oak, FL 32064.

1. Call to Order
2. Pledge of Allegiance
3. Roll Call
4. Additions & Deletions
5. Adoption of the Agenda

Public Comments

Discussion/Action Items

6. Approval of Meeting Minutes
7. Bills & Vouchers
8. Financial Report
9. NFWUA continuing services selection and assignment process
10. Arcadis Work Order -Ellisville lift station improvements supporting Busy Bee
11. Hazen-Sawyer Work Order -NFWUA Engineer Svcs
12. NFWUA Formation Agreement

Board Comments:

Attorney Comments:

Director Comments:

Adjournment:

Agenda Items #1-5

1. Call to Order
2. Pledge of Allegiance
3. Roll Call
4. Additions & Deletions
5. Adoption of the Agenda

Note: no backup documentation required for these items

Agenda Item #6 -Meeting Minutes

OBJECTIVE:

Approval of meeting minutes from previous meeting(s)

CONSIDERATIONS:

- See attached meeting minutes for the 4/20/2026 board meeting

BUDGET IMPACT:

No budget impact

RECOMMENDATION:

Request approval for 4/20/2026 meeting minutes

Agenda Item #7 -Bills and Vouchers

OBJECTIVE:

Approval of the payments for bills and vouchers in batch file #8.

CONSIDERATIONS:

- See attached documentation

BUDGET IMPACT:

Budgeted items

RECOMMENDATION:

Requesting approval of the payments for bills and vouchers in batch file #8.

North Florida Water Utilities Authority

Bill Payment List

April 8-May 13, 2026

DATE	NUM	VENDOR	AMOUNT
101.000 First Federal Checking			
04/08/2026	5163	GreatAmerica Financial Svs	-344.79
04/08/2026	5162	TWO FOLD WATER ENGINEERING, INC.	-2,199.00
05/11/2026	5187	DATAINTEGRITY SERVICES	-193.90
05/11/2026	5166	LAKE CITY REPORTER, INC.	-454.74
05/11/2026	5168	GRAHAM & SONS ELECTRICAL, INC	-900.00
05/11/2026	5169	ENTERPRISE FM TRUST	-5,394.51
05/11/2026	5170	NEXBILLPAY, LLC	-90.00
05/11/2026	5171	AEL	-51.00
05/11/2026	5172	G.W. HUNTER, INC.	-1,410.93
05/11/2026	5173	CLAY ELECTRIC COOPERATIVE, INC.	-3,298.23
05/11/2026	5174	U.S. WATER SERVICES CORPORATION	-12,769.23
05/11/2026	5175	RAFTELIS	-6,590.00
05/11/2026	5176	DATAINTEGRITY SERVICES	-202.58
05/11/2026	5177	North Florida Maintenance and Repair Services LLC	-150.00
05/11/2026	5178	EUROFINS ENVIRONMENTAL TESTING SOUTHEAST LLC	-397.58
05/11/2026	5179	USA BLUEBOOK	-1,130.77
05/08/2026	5180	TWO FOLD WATER ENGINEERING, INC.	-10,975.00
05/11/2026	5188	AMERICAN PIPE AND TANK, INC	-8,960.00
05/11/2026	5182	HAWKINS, INC.	-2,132.72
05/11/2026	5183	HYDRA SERVICE (S), INC	-14,809.00
05/11/2026	5184	Kinetic Business by Windstream	-85.31
05/11/2026	5185	FORTILINE, INC.	-1,177.00
05/11/2026	5186	Suwannee Valley Electrical Cooperative	-481.67
05/11/2026	5181	AEL	-321.10
05/11/2026	5189	DUKE ENERGY	-3,449.80
Total for 101.000 First Federal Checking			-\$77,968.86
05/11/2026	5165	USABLUEBOOK	0.00
05/11/2026	5167	HAWKINS, INC.	0.00
Total for --			\$0.00

Agenda Item #8 -NFWUA Financial Report

OBJECTIVE:

Presentation and review of financial information

CONSIDERATIONS:

- Current period financial results will be presented by Powell Consulting

(See attached documentation)

BUDGET IMPACT:

Not applicable

RECOMMENDATION:

Not applicable

North Florida Water Utilities Authority

Statement of Financial Position

As of Apr 30, 2026

	TOTAL
Assets	
Current Assets	
Bank Accounts	
101.000 First Federal Checking	527,990.84
Total for Bank Accounts	\$527,990.84
Other Current Assets	
115.000 Accounts Receivable	77,721.48
116.000 Due from Columbia County	0.00
QuickBooks Tax Holding Account	2,552.59
Total for Other Current Assets	\$80,274.07
Total for Current Assets	\$608,264.91
Total for Assets	\$608,264.91
Liabilities and Equity	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable (A/P)	56,906.47
Total for Accounts Payable	\$56,906.47
Other Current Liabilities	
220.000 Customer Deposits	24,500.00
Direct Deposit Payable	0.00
Payroll Liabilities	
FL Unemployment Tax	0.00
FRS Contribution	3,559.73
Vehicle Usage	750.00
Total for Payroll Liabilities	\$4,309.73
Total for Other Current Liabilities	\$28,809.73
Total for Current Liabilities	\$85,716.20
Total for Liabilities	\$85,716.20
Equity	
276.000 Retained Earnings	197,995.37
Net Revenue	324,553.34
Total for Equity	\$522,548.71
Total for Liabilities and Equity	\$608,264.91

North Florida Water Utilities Authority

Statement of Activity

October 1, 2025-April 30, 2026

	TOTAL
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Revenue	
335.100 County Grant- Columbia County	390,486.27
335.110 Columbia County Grant- Repairs	0.00
335.200 County Grant- Suwannee County	260,524.18
335.210 Suwannee County Grant- Repairs	50,000.00
343.300 Sales	
343.330 Ellisville Water Sales	79,975.40
343.340 Fort White Water Sales	153,995.65
343.350 Mason City Water Sales	2,949.68
343.360 Ellisville Sewer Sales	61,385.01
343.370 I-75 Sewer Sales	44,701.06
Total for 343.300 Sales	\$343,006.80
361.000 Interest Earnings	20.32
Total for Revenue	\$1,044,037.57
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Gross Profit	\$1,044,037.57
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Expenditures	
001 535.110 Plant Payroll- Unallocated	15,747.90
001 Administration	
533.121 Salaries	87,783.67
533.211 FICA Taxes	8,541.55
533.231 Health and Life Insurance	4,636.80
533.351 Contractual Services	169,393.68
533.4061 Legal Ads	2,682.48
533.4506 Fuel	2,218.61
533.451 Office Supplies	8,655.17
533.6061 Capital Outlay- Equipment	17,356.44
Total for 001 Administration	\$301,268.40
002 Ellisville Water	
533.122 Salaries	9,459.94
533.212 FICA Taxes	440.20
533.222 Retirement	809.82
533.232 Health and Life Insurance	427.55
533.312 Professional Services	13,445.81
533.342 Contractual Services	476.00
533.412 Communications	450.00
533.432 Utilities	7,473.07
533.462 Repairs and Maintenance	4,217.32
533.522 Operating Supplies	5,069.36
533.562 Gas and Oil	1,926.06
533.642 Non-capital Equipment	656.00
533.652 Capital Equipment	2,337.62
Total for 002 Ellisville Water	\$47,188.75

North Florida Water Utilities Authority

Statement of Activity

October 1, 2025-April 30, 2026

	TOTAL
003 Fort White Water	
533.123 Salaries	9,459.94
533.213 FICA Taxes	440.20
533.224 533.224	809.82
533.229 Retirement Exp	0.00
533.233 Health and Life Insurance	427.55
533.313 Professional Services	2,701.00
533.343 Contractual Services	19,920.47
533.413 Communications	450.00
533.433 Utilities	14,157.10
533.463 Repairs and Maintenance	3,231.28
533.523 Operating Supplies	9,984.81
533.563 Gas and Oil	1,621.34
533.653 Capital Equipment	2,337.62
Total for 003 Fort White Water	\$65,541.13
004 Mason City Water	
533.124 Salaries	9,459.94
533.214 FICA Taxes	440.20
533.223 Retirement	809.82
533.234 Health and Life Insurance	427.55
533.344 Contractual Services	326.44
533.434 Utilities	281.47
533.464 Repairs and Maintenance	150.00
533.524 Operating Supplies	310.95
533.654 Capital Equipment	2,337.62
Total for 004 Mason City Water	\$14,543.99
005 CIP Water	
533.125 Salaries	9,459.94
533.215 FICA Taxes	440.20
533.225 Retirement	809.82
533.235 Health and Life Insurance	648.62
533.315 Professional Services	16,357.34
533.336 Security Monitoring	809.94
533.415 Communications	430.55
533.435 Utilities	3,198.70
533.475 Repairs and Maintenance	2,664.28
533.535 Chemicals	1,514.42
533.655 Capital Equipment	4,675.32
Total for 005 CIP Water	\$41,009.13
006 CR-137 Water	
533.126 Salaries	9,459.94
533.216 FICA Taxes	440.20
533.226 Retirement	809.82
533.236 Health and Life Insurance	0.00
533.316 Professional Services	12,287.78
533.416 Communications	85.56

North Florida Water Utilities Authority

Statement of Activity

October 1, 2025-April 30, 2026

	TOTAL
533.436 Utilities	4,049.96
533.476 Repairs and Maintenance	4,559.40
533.526 Operating Supplies	1,038.47
533.536 Chemicals	2,294.00
533.556 Propane	221.25
533.656 Capital Equipment	4,675.24
Total for 006 CR-137 Water	\$39,921.62
007 Ellisville Sewer	
533.127 Salaries	9,459.93
533.217 FICA Taxes	440.20
533.227 Retirement	703.14
533.237 Health and Life Insurance	427.55
533.317 Professional Services	38,865.38
533.347 Contractual Services	68,673.91
533.417 Communications	1,800.00
533.437 Utilities	7,677.86
533.467 Repairs and Maintenance	2,108.44
533.527 Operating Supplies	5,525.24
Total for 007 Ellisville Sewer	\$135,681.65
008 I-75 Sewer	
533.128 Salaries	9,461.35
533.218 FICA Taxes	440.20
533.228 Retirement Exp	809.83
533.238 Health and Life Insurance	447.35
533.318 Professional Services	15,544.56
533.438 Utilities	17,655.23
533.468 Repairs and Maintenance	910.00
533.469 Repairs, Emergency	10,975.00
533.558 Propane	995.86
Total for 008 I-75 Sewer	\$57,239.38
Total for Expenditures	\$718,141.95
Net Operating Revenue	\$325,895.62
Other Expenditures	
535.231 535.231	1,342.28
Total for Other Expenditures	\$1,342.28
Net Other Revenue	-\$1,342.28
Net Revenue	\$324,553.34

Agenda Item #9 - NFWUA continuing services award principles

OBJECTIVE:

Review and approval of NFWUA continuing service award principles

CONSIDERATIONS:

- The biggest procurement risk under CCNA is appearing to award work based primarily on cost or favoritism rather than qualifications.
- The purpose of this document is to formally establish how NFWUA assigns engineering projects under continuing professional services contracts
- Florida law requires engineering services to be selected based on competence and qualifications, not low bid pricing.
- The approach outlined in the document seeks to achieve the following:
 - Ensure assignments are based on qualifications not price competition;
 - Promote fairness and equitable distribution among qualified firms
 - Maintain transparency and consistency in assignment decisions
 - Document decision-making to withstand audit, protest, or public scrutiny
 - Avoid any appearance that NFWUA is circumventing competitive procurement laws.

(See attached document)

BUDGET IMPACT:

Not applicable

RECOMMENDATION:

Approval of NFWUA continuing service award principles and incorporation into procurement policy

NFWUA SELECTION AND AWARD PRINCIPLES FOR PROFESSIONAL ENGINEERING ASSIGNMENTS UNDER CONTINUING CONTRACTS

Purpose

This statement establishes the principles and procedures NFWUA will apply when assigning professional engineering services under its continuing contracts to ensure compliance with the CCNA, transparency, equitable distribution, and qualification-based selection.

Scope

These principles apply to all project-specific assignments issued under NFWUA's continuing contracts for professional services.

Governing Framework and Thresholds

A “continuing contract” is a contract for professional services under which: (a) the estimated construction cost of each individual project does not exceed \$7.5 million; or (b) the fee for professional services for a study activity does not exceed a specified threshold; or (c) the work is of a specified nature as outlined in the contract, with no time limitation except for a termination clause. Beginning July 1, 2025, and each July 1 thereafter, the Department of Management Services must adjust the \$7.5 million maximum using the Consumer Price Index for All Urban Consumers.

Firms providing services under continuing contracts may not be required to bid against one another.

The continuing contract exception is a narrow exception to competitive bidding and should be read narrowly and utilized sparingly to avoid any appearance of circumventing statutory requirements. In computing the threshold for a continuing contract, only construction costs for individual projects are considered and professional fees are excluded from the calculation.

Agency Discretion and Need for Formal Procedures

The CCNA does not provide specific criteria for selecting which continuing contract firm should receive individual project assignments, and municipalities may develop their own procedures for evaluating and selecting among continuing contract firms for specific projects.

Florida Attorney General opinions strongly recommend formalizing selection criteria through ordinances or administrative rules to ensure uniform application across all continuing contracts, protect against arbitrary decision-making, and ensure transparency

Selection Principles

1. Qualification-Based Matching. Project-specific assignments should align with the CCNA's general selection criteria, including: (a) ability of professional personnel; (b) past performance; (c) willingness to meet time and budget requirements; (d) location; (e) recent and projected workloads; and (f) the volume of work previously awarded to each firm by the agency, with the objective of effecting an equitable distribution of contracts among qualified firms.
2. Equitable Distribution. NFWUA will consider the volume of work previously awarded to each continuing contract firm with the objective of equitable distribution among qualified firms.
3. No Bidding Among Continuing-Contract Firms. NFWUA will not require continuing-contract firms to bid against one another when assigning projects under these contracts. However, NFWUA shall be fiscally responsible for the award and expenditure of public funds in making each such project-specific assignment and shall act in the best interest of NFWUA and its ratepayers and public in the negotiation and making of such project-specific awards.
4. Capacity, Expertise, and Proximity. In assigning a firm, NFWUA should evaluate current workload capacity, specialized expertise relevant to the specific project, geographic proximity to the project site, and past performance on similar work for NFWUA.
5. RFQ Solicitation Ranking Qualifications. In addition to the foregoing selection principles, NFWUA may also consider any other criteria or factors considered for purposes of the initial selection process and ranking of responding firms under continuing-contract for that solicitation.

Procedural Steps for Assignment

- A. Planning and Eligibility Confirmation. Before assignment, confirm that the project qualifies under continuing contract thresholds, including that the estimated construction cost for the individual project does not exceed the applicable maximum and that professional fees are not included in the construction-cost threshold calculation.
- B. Shortlisting for Fit. Identify one or more continuing-contract firms whose qualifications best match the project's scope, schedule, and budget requirements, consistent with the CCNA selection criteria and equitable distribution objectives.
- C. Evaluation and Documentation. Evaluate candidate firms using documented criteria addressing personnel ability, relevant experience, capacity, location, past performance,

schedule adherence, budget control, and prior NFWUA awards, and document the rationale for the selected firm to ensure transparency and uniform application

D. Assignment and Negotiation. Proceed to negotiate scope and fee with the selected continuing-contract firm without requiring competitive bidding among continuing-contract firms

E. Recordkeeping and Reporting. Maintain records of evaluations, selections, and award volumes across firms to monitor equitable distribution and support periodic reporting to the Board.

F. Safe Harbor – Reference to Initial Ranking of Successful Responding Firms. The Executive Director or his designee may make reference to the initial ranking order assigned to the successful responding firms for that RFQ solicitation as a starting point in the procedural steps for project-specific assignments, acting in good faith with the exercise of reasonable discretion in attempting to obtain a project-specific assignment that is in the best interest of NFWUA, while adhering to the above selection principles and procedural steps.

Governance and Implementation

The Executive Director should work with the Board to establish such further and additional written procedures that clearly articulate the selection factors and decision-making process and to ensure these criteria are applied consistently across all continuing contracts to maintain public trust and avoid any appearance of favoritism or circumvention of competitive requirements.

Periodic Review

NFWUA will review these principles at least annually and update them as needed to reflect statutory CPI-based adjustments to the continuing-contract construction-cost maximum effective each July 1.

[Excerpt re Continuing Contracts under CCNA]

287.055 Acquisition of professional architectural, engineering, landscape architectural, or surveying and mapping services; definitions; procedures; contingent fees prohibited; penalties.—

(1) SHORT TITLE.—This section shall be known as the “Consultants’ Competitive Negotiation Act.”

(2) DEFINITIONS.—For purposes of this section:

(g)1. **A “continuing contract” is a contract for any of the following:**

a. Professional services entered into in accordance with all the procedures of this act between an agency and a firm whereby the firm provides professional services to the agency for projects in which the estimated construction cost of each individual project under the contract does not exceed \$7.5 million. Beginning July 1, 2025, and each July 1 thereafter, the department shall adjust the maximum amount allowed on the preceding June 30 for each individual project in a continuing contract by using the change in the June-to-June Consumer Price Index for All Urban Consumers issued by the Bureau of Labor Statistics of the United States Department of Labor. The department shall publish the adjusted amount on its website;

b. Study activity if the fee for professional services for each individual study under the contract does not exceed \$500,000; or

c. Work of a specified nature as outlined in the contract required by the agency, with the contract being for a fixed term or with no time limitation except that the contract must provide a termination clause.

2. Firms providing professional services under continuing contracts may not be required to bid against one another.

Agenda Item #10 -Arcadis Work order for Ellisville lift station upgrades

OBJECTIVE:

Review and approval of Arcadis work order for Ellisville list station upgrades that support the Busy Bee project

CONSIDERATIONS:

- Arcadis has submitted a proposed work order to provide professional engineering services including permitting, bidding assistance, surveying, geotechnical investigation, and construction administration for the Ellisville Lift Stations and Force Main project.
- The design work indicates a 4-month duration but the estimated costs for construction should be available in approximately 2 months.
- The total cost of the work is \$248,886 and labor classification rates align with the rates submitted with the continuing services agreement.
- This work is funded by FDEP grant #L0288.

(See attached document)

BUDGET IMPACT:

Grant funded

RECOMMENDATION:

Approval of Arcadis work order for Ellisville list station upgrades that support the Busy Bee project.


Exhibit 'A' Supplemental Agreement

Supplemental Agreement No. 1 to Professional Engineering Services RFQ Agreement 2026-01-E1 to provide Professional Engineering services for the Ellisville WWTP Collection System Lift Station and Force Main Improvements Project.

Engineer:	ARCADIS U.S., INC	Owner:	NORTH FLORIDA WATER UTILITIES AUTHORITY
Date:	05/12/2026		

Item	Description of Services	
	Provide professional engineering services including permitting, bidding assistance, surveying, geotechnical investigation, and construction administration for the Ellisville Lift Stations and Force Main project, as outlined in the attached scope of services and fee proposal dated April 2026.	
Task 1	Project Management	\$20,070
Task 2	Lift Station and Force Main Evaluation Summary and Recommendations	\$24,426
Task 3	Detailed Design	\$107,504
Task 4	Permitting Services	\$7,428
Task 5	Bidding Phase Services	\$14,287
Task 6	Surveying Services	\$11,303
Task 7	Geotechnical Investigations	\$11,060
Task 8	Construction Administration Services	\$52,808
Total Cost Plus Expenses Not To Exceed Without Prior Authorization		\$248,886

All tasks up to except for bidding phase services and construction administration services are to be completed no later than 16 weeks after the Notice to Proceed has been issued. This document, along with the attached scope and fee request and the April 2026 Fee Proposal, shall become an amendment to the RFQ Agreement 2026-01-E1 and all provisions of the Agreement will apply hereto.

Accepted by:  Date: 05/12/2026
Engineer:
Melissa L. Pomales, PE, ENV SP, PMP, Assoc. DBIA
Senior Vice President, Florida Area Leader Water
Arcadis U.S., Inc

Accepted by: _____ Date: 05/12/2026
Owner:
Shannon Roberts, Executive Director
NORTH FLORIDA WATER UTILITIES AUTHORITY

ELLISVILLE WWTP LS & FM IMPROVEMENTS – PROJECT SCHEDULE

NTP			05/04/26	
DESIGN COMPLETION DATE			08/24/26	
Sub-Task	Task / Deliverable	Duration (Weeks)	Start	Finish
1	PROJECT MANAGEMENT			
1.1	General Project Management		05/04/26	08/24/26
1.2	Monthly Invoices & Status Reports		05/04/26	08/24/26
2	EVALUATION OF LS & FM CAPACITIES			
2.1	Data Collection & Review	1	05/04/26	05/11/26
	Deliverable: Data Request to NFWUA		05/11/26	05/11/26
2.2	Hydraulic Eval + Backup Power Eval	2	05/11/26	05/25/26
	QC Review	1	05/25/26	06/01/26
	Meeting: Present Results to NFWUA		06/01/26	06/01/26
2.3	Evaluation TM – Draft	2	06/01/26	06/15/26
	QC Review	1	06/15/26	06/22/26
	Deliverable: Draft TM to NFWUA		06/22/26	06/22/26
2.4	Meeting: Draft TM Review with NFWUA		06/29/26	06/29/26
	Address TM Comments + Final TM	1	06/29/26	07/06/26
2.5	Deliverable: Final TM to NFWUA		07/06/26	07/06/26
6	SURVEY— CONCURRENT WITH TASK 2			
6.1	Survey Mobilization & Scope to Subconsultant	1	06/01/26	06/08/26
	Fieldwork	1	06/08/26	06/15/26
	Incorporate into Design	1	06/15/26	06/22/26
7	GEOTECHNICAL — CONCURRENT WITH TASK 2			
7.1	Geotech Mobilization + Boring Input	1	06/01/26	06/08/26
	Borings + Lab + Report (Subconsultant)	4	06/08/26	07/06/26
	Report Review + Foundation Recommendations	1	07/06/26	07/13/26
3	DETAILED DESIGN			
3.1, 3.4	60% Design Documents with Additive Alternate	3	06/01/26	06/22/26
	QC Review – All Disciplines	1	06/22/26	06/29/26
	Deliverable: 60% Package to NFWUA		06/29/26	06/29/26
	Meeting: 60% Design Review		07/06/26	07/06/26
3.1, 3.4	90% Design Documents with Additive Alternate	3	07/06/26	07/27/26
	QC Review – All Disciplines	1	07/27/26	08/03/26
	Deliverable: 90% Package to NFWUA		08/03/26	08/03/26
	Meeting: 90% Design Review		08/10/26	08/10/26
3.1, 3.4	100% / Bid-Ready Documents with Additive Alternate	1	08/10/26	08/17/26
	QC Review + Sign & Seal	1	08/17/26	08/24/26
	Deliverable: Signed Bid Documents to NFWUA		08/24/26	08/24/26
4	PERMITTING — CONCURRENT WITH DESIGN			
	FDEP Pre-Application Meeting		06/29/26	06/29/26
	Prepare FDEP 62-604 Permit Application	2	06/29/26	07/13/26
	Deliverable: Draft Permit Application to FDEP		07/13/26	07/13/26
	Respond to FDEP RAI #1	1	07/13/26	07/20/26
	Respond to FDEP RAI #2 (if required)	1	07/20/26	07/27/26
	Milestone: FDEP Permit Issued (est.)		07/27/26	07/27/26

**North Florida Water Utilities Authority
Fee Schedule
Ellisville Lift Station and Force Main Capacity Evaluation**

Task No.	TASK DESCRIPTION	Project Officer QA/QC Ryan Blaida/QA/QC	Senior Project Manager Sean Chaparro	Process Engineer Laura Anderson	Senior Electrical Engineer Eric Battle	Electrical Engineer Van Nguyen	Instrumentation Project Engineer Ricardo Urena	Senior Structural Engineer Amir Irrhayyim	Structural Engineer Sathwik Kanduri	Hydraulic Assessment/ CADD GEC	Project Controls/ Administration Sandra Demma	Total Hours	Total Labor Cost	Expenses	SUBS	Total Cost
1	Project Management	0	56	0	0	0	0	0	0	0	30	86	\$20,070	\$0	\$0	\$20,070
1.1	Project Schedule, Budget Control	0	40	0	0	0	0	0	0	0	12	52				
1.2	Invoices and progress reports	0	16	0	0	0	0	0	0	0	18	34				
2	Evaluation of LS and FM Capacities	8	12	52	11	27	0	0	0	60	0	170	\$24,426	\$0	\$0	\$24,426
2.1	Data Collection and Review	0	0	8	1	2	0	0	0	0	0	11				
2.2	Hydraulic Evaluation of Lift Stations and Force Mains	4	2	16	2	4	0	0	0	60	0	88				
2.2	Hydraulic Evaluation Presentation	0	2	4	2	2	0	0	0	0	0	10				
2.3	LS and FM Evaluation TM (Draft)	2	2	20	3	12	0	0	0	0	0	39				
2.4	Draft TM Review Meeting	0	2	4	2	2	0	0	0	0	0	10				
2.5	LS and FM Evaluation TM (Final)	2	2	8	1	4	0	0	0	0	0	17				
3	Detailed Design	12	26	88	48	128	44	16	56	420	0	838	\$107,504	\$0	\$0	\$107,504
3.1	60% Design Package	4	8	40	24	80	24	8	28	220	0	436				
3.1	Meeting to Review 60% Design Package	0	2	4	2	0	0	0	0	0	0	8				
3.2	90% Design Package	4	8	24	16	32	16	6	20	140	0	266				
3.2	Meeting to Review 90% Design Package	0	2	4	2	0	0	0	0	0	0	8				
3.3	100% Design/Bid Ready Package	4	6	16	4	16	4	2	8	60	0	120				
4	Permitting	0	8	24	6	4	5	0	0	0	0	47	\$7,428	\$0	\$0	\$7,428
4.1	Permit Preparation and Submittal	0	4	16	4	0	5	0	0	0	0	29				
4.2	Respond to RAIs (2)	0	4	8	2	4	0	0	0	0	0	18				
5	Bid Phase Services	0	14	32	4	16	0	0	0	20	0	92	\$13,956	\$331	\$0	\$14,287
5.1	Attend Pre-Bid Meeting	0	8	8	0	0	0	0	0	0	0	16				
5.2	Addenda	0	2	8	2	8	0	0	0	0	0	20				
5.3	Bid Tabulation/Recommendation	0	2	8	0	0	0	0	0	0	0	10				
5.4	Conformed Documents	0	2	8	2	8	0	2	4	20	0	46				
6	Surveying Services	0	2	3	0	0	0	0	0	1	1	7	\$1,303	\$0	\$10,000	\$11,303
	Arcadis Coordination	0	2	3	0	0	0	0	0	1	1	7				
7	Geotechnical Services	0	2	4	0	0	0	0	0	0	0	0	\$1,060	\$0	\$10,000	\$11,060
	Arcadis Coordination	0	2	4	0	0	0	0	0	0	0	0				
8	Construction Administration Services	0	56	92	32	44	0	12	36	12	36	0	\$50,672	\$2,136	\$0	\$52,808
8.1	Construction Progress Meetings	0	8	12	2	0	0	0	0	2	0	0				
8.2	Site Visit	0	16	16	8	0	0	2	0	0	8	0				
8.3	Submittal/Shop Drawing Review	0	8	20	12	24	0	0	8	4	12	0				
8.4	RFI Responses	0	6	12	8	12	0	4	12	4	12	0				
8.5	Pay App and Change Order Review	0	8	8	0	0	0	4	12	0	0	0				
8.6	Startup and Commissioning Support	0	8	16	0	0	0	0	0	0	0	0				
8.7		0	0	0	0	0	0	0	0	0	0	0				
	Total Hours and Fee	20	176	295	101	219	49	28	92	513	67	1560	\$ 226,419	\$ 2,467	\$ 20,000	\$ 248,886
	Project Billable Rates	\$293.00	\$268.00	\$131.00	\$256.00	\$151.00	\$223.00	\$262.00	\$112.00	\$80.00	\$105.00					

**North Florida Water Utilities Authority
Ellisville WWTP Collection System Lift Station and Force Main Improvements Design,
Permitting and Bidding Assistance
April 2026**

Scope of Professional Services

PROJECT BACKGROUND

The Ellisville Wastewater Treatment Plant (WWTP) has a treatment capacity of 50,000 gallons per day (gpd) based on an annual average daily flow (AADF). The facility is located near the I-75/County Road 441 interchange in Ellisville, Florida and receives waste streams from businesses along this interchange. All waste streams within the service area are collected in two lift stations which pump into a common sanitary sewer force main that goes to the Ellisville WWTP for treatment. Each lift station has a firm capacity of 105 gallons per minute (gpm). This pumping capacity is supplied by two 10-HP submersible solids-handling pumps at each lift station. One lift station discharges into a 4-inch C-900 PVC 6,900-ft force main that travels east and parallel to I-75, then up SE Guiles Martin Avenue until it reaches the WWTP. A second 4,050-ft 4-inch force main from the second lift station travels north along the US-41 right-of-way on an easement along SR238. The line then travels due south along an easement and crosses under I-75. The force main ties into the other 4-inch force main after the I-75 crossing.

A new truck stop is planned at the I-75/CR-441 interchange by the end of 2026 which can potentially contribute an additional 25,000 gpd of flow to the Ellisville WWTP, with additional potential future growth expected along this interchange. Given the anticipated growth along this interchange, the North Florida Water Utilities Authority (NFWUA) would like to confirm if the existing lift stations and force mains can accommodate the planned increased wastewater flows within the Ellisville WWTP service area and implement identified improvements to address any capacity limitations with the existing systems. Arcadis U.S., Inc. (CONSULTANT) has prepared the approach presented in this scope of professional services to complete the capacity evaluation of the existing lift stations and force mains, and complete detailed design, permitting, bidding assistance and construction administration services for the required improvements at the lift stations and forcemain to accommodate the additional flows to the Ellisville WWTP. This project will be managed by the NFWUA and authorized under the existing contract executed by and between the NFWUA and CONSULTANT.

Scope of Work

CONSULTANT shall coordinate and review the information provided by the NFWUA, and perform specific tasks identified below in this scope of services.

Task 1 – Project Management

The project management services described under this task will cover the phases of this Scope of Work.

Task 1.1 General Project Management Services

The project management effort includes managing project staff, coordination with the NFWUA, and budget and schedule management over the life of this project.

Task 1.2 Monthly Invoices

CONSULTANT shall prepare and submit to the NFWUA a monthly invoice that includes a progress summary of the activities performed during the invoicing period.

Task 1 Deliverables:

1. Monthly invoices and status reports

Task 2 – Evaluation of Lift Station and Force Main Capacities

Task 2.1 Data Collection and Review

Upon Notice to Proceed, CONSULTANT shall provide the NFWUA a request for data and other information available associated with the Ellisville WWTP collection system for review. Data to be compiled includes, but is not limited to:

1. Historical wastewater flows to the Ellisville WWTP for the last two years to establish current baseline average and peak flows.
2. Available information on the planned truck stop including anticipated wastewater flows.
3. Available information on other planned businesses within the collection system for the Ellisville WWTP.

Task 2.2 Hydraulic Evaluation of Lift Stations and Force Mains

CONSULTANT shall confirm the basis of design flow requirements for each lift station based on the new truck stop and projected additional future businesses in the service area of the Ellisville WWTP. Based on the established projected future flow conditions, CONSULTANT shall complete hydraulic modeling to determine whether the existing collection system can handle the additional projected future flows. If there are capacity issues with the existing collection system, CONSULTANT shall evaluate the following options to increase capacity of the system to meet projected future flows with provisions for additional growth:

1. Install a second parallel force main at the point where both existing force mains

- connect and run along SE Guiles Martin Avenue to the Ellisville WWTP.
2. Increase capacity of the existing lift station pumps to accommodate the higher flow.

The assessment will consider both options as separate or a combination of both improvements..

In addition, CONSULTANT shall evaluate electrical power requirements and backup power alternatives associated with the proposed lift station improvements. The evaluation will include development of preliminary load calculations based on anticipated pump upgrades and associated equipment. Backup power alternatives to be evaluated include provisions for connection to a portable generator versus installation of a permanent standby diesel generator system with belly tank and automatic transfer switch (ATS). Planning-level cost estimates for each alternative will be developed.

CONSULTANT shall lead a call via MS Teams to present the results of the hydraulic evaluation and recommended improvements to the NFWUA for review and direction prior to preparation of the Technical Memorandum.

Task 2.3 Lift Station and Force Main Evaluation Technical Memorandum

CONSULTANT shall prepare a technical memorandum (TM) summarizing the results of the evaluation completed under Task Nos. 2.1 and 2.2. The TM will detail the basis of design flow requirements, present results of the hydraulic evaluation for each modelled scenario, and present the recommended improvements, to provide the required system capacity to meet projected future flows. The TM will also summarize the electrical power evaluation, including backup power alternatives, and provide planning-level cost estimates for the recommended improvements. Implementation requirements, basis of design criteria, conceptual layout, cut sheets and cost estimate will be included in the TM.

CONSULTANT shall submit to the NFWUA the draft Pump Station and Force Main Evaluation TM in PDF format.

Task 2.4 Draft TM Review Meeting

Within one (1) week of submittal, CONSULTANT shall lead a virtual conference call via Microsoft Teams to review the draft Pump Station and Force Main Evaluation TM and discuss any comments the NFWUA may have.

Task 2.5 Final Technical Memo

Within one (1) week of the Review Meeting from Task 2.4, CONSULTANT shall incorporate the updates/revisions discussed and prepare and submit the final Pump Station and Force Main Evaluation TM in electronic PDF format.

Task 2 Deliverables

1. Data request.
2. Pump Station and Force Main Evaluation TM (draft and final in PDF format)

Task 3 – Detailed Design of Lift Station and Force Main Improvements

CONSULTANT shall prepare design documents for the lift station and force main improvements identified under Task 2. For scoping purposes, it is assumed the design will include both increasing the capacity of the existing lift station pumps and installing a second parallel force main at the point where both existing force mains connect and run along SE Guiles Martin Avenue to the WWTP. Electrical improvements to accommodate the upsized lift station pumps are also included. The design will include provisions for a redundant force main connection that will allow for both lift stations to discharge to the redundant line. The design will include connection to a portable generator as the base design. In addition, an additive alternate will be included in the contract documents for installation of a permanent standby diesel generator system with belly tank and ATS at each lift station, and associated site civil and structural improvements needed for the permanent generator system. Following the bid phase, the NFWUA can decide to move forward with the permanent generators if the bid price for this additive alternate item is within available budget.

Task 3.1 60% Design Documents

Following the presentation of the evaluation results in Task 2.2, CONSULTANT shall prepare a 60% submittal that will include:

- Front-End documents and select technical specifications
- Drawings for civil, mechanical, electrical and instrumentation and control design
- Engineer's opinion of probable construction costs (EOPCC)

CONSULTANT shall prepare design drawings and specifications for the 60% design documents. The documents shall use CONSULTANT's standard Front-End documents and Technical Specifications in Construction Specifications Institute (CSI) format. Technical specifications shall be prepared using Microsoft Word (latest version) and design drawings will be prepared using the latest AutoCAD version.

CONSULTANT shall submit to the NFWUA electronic files in PDF format of the 60% design package. CONSULTANT shall prepare an EOPCC that will be submitted with the 60% design plans. Within one (1) week of submittal, CONSULTANT shall lead a call via MS Teams to review the design package and discuss any comments the NFWUA may have.

Deliverables:

1. 60% Plans
2. 60% Specifications
3. 60% EOPCC
4. Summary Memo of 60% Review meeting

Task 3.2 90% Design Documents

CONSULTANT shall prepare a 90% submittal that will include:

- Front-End documents and technical specifications
- Drawings for civil, mechanical, electrical and instrumentation and control design
- Engineer's opinion of probable construction costs (EOPCC)

CONSULTANT shall prepare design drawings and specifications for the 90% design documents. The documents shall use CONSULTANT's standard Front-End documents and Technical Specifications in Construction Specifications Institute (CSI) format. Technical specifications shall be prepared using Microsoft Word (latest) version and design drawings will be prepared using the latest AutoCAD version.

CONSULTANT shall submit to the NFWUA electronic files in PDF format of the 90% design package. CONSULTANT shall prepare an EOPCC that will be submitted with the 90% design plans. Within one (1) week of submittal, CONSULTANT shall lead a call via MS Teams to review the design package and discuss any comments the NFWUA may have.

Deliverables:

1. 90% Plans
2. 90% Specifications
3. 90% EOPCC
4. Summary Memo of 90% Review meeting

Task 3.3 100% Design/Bid Ready Documents

CONSULTANT shall update the design package based on NFWUA feedback on the 90% design review comments agreed to during the 90% design review call. Upon incorporation of comments, CONSULTANT shall prepare and submit signed and sealed bid-ready documents to the NFWUA for use in bidding. The final bid ready submittal will include:

- Final Bid Ready drawings submitted as one (1) electronically signed and sealed full-size (PDF.)
- Final Bid Ready specifications submitted as one (1) complete electronic copy.
- Electronic files of all drawings in AutoCAD latest version.
- An updated EOPCC.

Task 4 – Permitting Services

CONSULTANT shall be responsible for preparing the permit application and backup information for the Florida Department of Environmental Protection (FDEP) permit NOTIFICATION/ APPLICATION FOR CONSTRUCTING A DOMESTIC WASTEWATER COLLECTION/TRANSMISSION SYSTEM (FDEP Form 62-604.300(8)(a)) for the wastewater lift station modifications and parallel force main construction.

CONSULTANT shall lead a pre-application call with FDEP to discuss the project and confirm permitting requirements. CONSULTANT shall then prepare the permit application and

required documentation for the permit identified above. NFWUA will sign the application as the "Permittee" and pay the permit application fees. CONSULTANT will sign as the Professional Engineer in responsible charge of designing the project and will submit the permit to FDEP. CONSULTANT will respond to up to two (2) requests for additional information from FDEP.

Task 5 – Bidding Phase Services

The NFWUA will procure services from a qualified contractor through a public procurement process. CONSULTANT shall provide the following services related to the public procurement:

- Pre-bid Meeting: CONSULTANT shall prepare an agenda and attend a pre-bid meeting at the site.
- Addenda: CONSULTANT shall prepare responses to prospective bidder's inquiries/questions/requests for information via addenda to interpret, clarify or expand on the contract documents. Up to three (3) addenda will be prepared and submitted to the NFWUA for distribution.
- Bid Tabulation / Recommendation: CONSULTANT shall prepare a tabulation of the bids received for comparison. CONSULTANT shall evaluate each bid, and attempt to contact up to three (3) references of the apparent low bidder to assess qualifications. A written summary will be provided to the NFWUA along with a recommendation to award/not award.
- Conformed Documents: CONSULTANT shall prepare a conformed set of drawings and specifications incorporating any necessary revisions derived from the addenda process.

Task 6 – Surveying Services

CONSULTANT shall coordinate surveying services to support design of the proposed lift station, permanent backup generator and force main improvements. Survey services will be performed by our subconsultant Southeastern Survey and will include topographic survey of the project area to establish existing ground conditions, horizontal and vertical control, and location of visible surface features within the project limits. Survey data will be used to support the preparation of design drawings and will be provided to the design team in a format compatible with the latest AutoCAD version.

Task 7 – Geotechnical Investigation

CONSULTANT shall coordinate geotechnical services to support design of the proposed improvements, including generator pad foundations and associated site work. EGS will perform the geotechnical services that will include one (1) boring at each lift station site. The final boring program, including locations and depths, will be determined in coordination with the structural engineer.

Task 8 – Construction Administration Services

CONSULTANT shall provide construction administration services during construction of the lift station and force main improvements. These services are intended to assist the NFWUA in interpreting the contract documents and evaluating construction progress. It is assumed construction will last approximately seven (7) months.

Task 8.1 – Construction Progress Meetings

CONSULTANT shall participate in a pre-construction meeting with the NFWUA and Contractor to review project requirements, roles and responsibilities, and the Contractor's construction schedule.

CONSULTANT shall participate in bi-weekly construction progress meetings for the duration of the project. It is assumed that progress meetings will be conducted virtually via MS Teams. The meetings will be attended by the Project Manager and one engineer.

CONSULTANT shall prepare and distribute meeting agendas and meeting minutes for each meeting.

Task 8.2 – Construction Site Visits

CONSULTANT shall provide limited construction observation services. CONSULTANT shall perform up to forty-eight(48) total hours of construction site visits (assumed as six (6) site-visit days at eight (8) hours per day) during construction to observe the progress of the work and to determine, in general, if the work is proceeding in accordance with the contract documents. A single site visit may include multiple CONSULTANT personnel; however, all time spent onsite by all personnel shall be cumulative and shall count toward the forty-eight (48) total hours.

Task 8.3 – Shop Drawing Review

CONSULTANT shall review shop drawings and other submittals provided by the Contractor for compliance with the design intent and contract documents. CONSULTANT shall provide a recommendation on each submittal to the NFWUA.

CONSULTANT shall maintain a submittal log including submittal number, description, date received, reviewer, action taken, and date returned. It is assumed that up to ten (10) submittals will be reviewed, with one (1) re-submittal per item.

Task 8.4 – Respond to Requests for Information (RFIs)

CONSULTANT shall receive and respond to Contractor Requests for Information (RFIs) related to interpretation of the contract documents and design intent. CONSULTANT shall maintain an RFI log throughout the project. For scoping purposes, it is assumed that up to six (6) RFIs will be received.

Task 8.5 – Pay Application and Change Order Review

CONSULTANT shall review Contractor pay applications and provide a recommendation for payment to the NFWUA based on observed construction progress. CONSULTANT shall also review and provide recommendations on change orders. CONSULTANT shall maintain a change order log throughout the project.

Task 8.6 – Startup and Testing

The CONSULTANT shall assist the NFWUA and the Contractor during checkout, startup, and commissioning of the lift station improvements, including pumps, electrical systems, and instrumentation and control upgrades. CONSULTANT startup and testing assistance will include presence at startup testing; providing technical guidance during operational confirmation and acceptance testing; reviewing test data; and troubleshooting. It is assumed up to two engineers will be onsite for up to two (2) days during startup and testing activities.

Task 8.7 – Project Completion and Closeout

The CONSULTANT shall conduct one pre-final site inspection to assess project substantial completion. The inspection will result in the preparation of a certificate of substantial completion and punch list to be delivered to the Contractor for final completion. The CONSULTANT shall conduct one final inspection to assess that the work has been completed in accordance with the contract documents and that the punch list items have been addressed. After and upon acceptable final inspection, the CONSULTANT shall recommend, in writing, final payment to the Contractor and provide written notice to the NFWUA and Contractor that the work is acceptable, subject to any expressed conditions. The pre-final and final site inspections shall be attended by the Project Manager.

Task 8.8 – Record Drawings

CONSULTANT shall prepare final record drawings from the original electronic files based on Contractor-supplied as-built drawings (redline markups). CONSULTANT shall coordinate with the Contractor to ensure that information from approved shop drawings, site observations, and other knowledge of field changes and modifications made during construction are incorporated into the record drawings.

PRELIMINARY DRAWING LIST

The preliminary list of design drawings is outlined below:

Sheet Number	Sheet Title
GENERAL	
G-01	Cover Sheet and Location Map
G-02	General Notes, Abbreviations, Legend and Symbols
CIVIL	

Sheet Number	Sheet Title
C-01	Force Main Plan (Station 10+00 – Station 25+00)
C-02	Force Main Plan (Station 25+00 – Station 34+00)
C-03	Force Main Plan (Station 34+00 – Station 46+00)
C-04	Force Main Plan (Station 46+00 – Station 64+00)
C-05	Force Main Plan (Station 64+00 – Station 79+00)
C-06	Civil Details I
C-07	Civil Details II
Structural	
S-01	General Notes
S-02	Generator Pad Plan
S-03	Generator Pad Section
S-04	Typical Details
Mechanical	
M-01	Lift Stations Plans and Notes
M-02	Lift Station Sections
Electrical	
E-01	Electrical Notes, Legend & Abbreviations
E-02	Lift Station Nos. 1 and 2 – One-Line Diagram - Demolition
E-03	Lift Station Nos. 1 and 2– One-Line Diagram – Proposed
E-04	Lift Stations Panel Schedules
E-05	Lift Stations Interconnect Diagrams
E-06	Lift Station Nos. 1 and 2 – Site Plan - Demolition
E-07	Lift Station Nos. 1 and 2 – Site Plan – Proposed (Base Bid)
E-08	Lift Station Nos. 1 and 2 – Site Plan – Proposed (Additive Alternate)
E-09	Area Classification Plans
E-10	Electrical Details
Instrumentation & Controls	
I-01	Instrumentation, Symbols, & Legend

Sheet Number	Sheet Title
I-02	Lift Station P&ID
I-03	Generator & ATS P&ID
I-04	Network Diagram & Installation Details
TOTAL NUMBER OF DRAWINGS: 29	

PROJECT ASSUMPTIONS

The following assumptions were made in developing this scope of service and associated fee:

1. The scope assumes implementation of upgrades to the lift stations, addition of a secondary force main between one lift station to the Ellisville WWTP, and addition of a permanent backup power generator at each lift station site.
2. The NFWUA responds in a timely manner to requests for information and in the review of draft application forms and other submittals including the 60% and 90% design submittal. Delays in NFWUA review or approval may impact the project schedule and fees.
3. Information requested for the evaluation is readily available. Supplemental data collection that may be required will be coordinated with and obtained by the NFWUA.
4. Data review will be conducted as desktop review only. CONSULTANT will not perform any field visits or field data collections. If these services are requested additional fees will be required.
5. Project management time is greatly dependent on the schedule of the work. If for any reason the schedule is extended, other than by CONSULTANT, the fees for project management time may increase.
6. Design services for the lift station improvements assumes that the current wetwell and valve box are of adequate size for any pump upgrades that may be required. If the wetwell or valve box need to be re-sized, additional evaluation and design services will be required.
7. Electrical improvements are limited to those necessary to accommodate the upsized lift station pumps and the portable generator connection (base design). Design of the permanent standby generator system is included through the 100% bid-ready submittal as an additive alternate bid item. NFWUA may elect during the bidding process whether to proceed with construction of the permanent generator option.
8. NFWUA will be responsible for paying all permit application fees and will sign all permit applications as the Permittee. CONSULTANT will prepare permit applications and act as the Engineer of Record.
9. CONSULTANT will respond to up to two (2) requests for additional information (RAIs) from FDEP. Additional RAI responses beyond this assumption will require a scope and fee amendment.
10. No endangered species services are included.
11. No wetlands services are included.
12. No project specific Maintenance of Traffic plans are included.

13. Any easements required for the project are the responsibility of the NFWUA.
14. Surveying services will be performed by a subconsultant and are limited to topographic survey within the project limits.
15. Geotechnical services are based on two (2) soil borings across the project sites. Final boring locations and depths will be determined during design in coordination with the structural engineer.
16. Structural design is limited to generator pad and foundation design associated with the additive alternate standby generator system. No other structural improvements to the existing lift station structures are included.
17. The schedule covers the design phase through bidding document preparation. The duration of the bidding process and the construction schedule are controlled by NFWUA and the CONTRACTOR and are not included in this scope. For the services during construction task, a construction duration of seven (7) months is assumed.

DESIGN SCHEDULE

Project Task	Milestone/Task	Time to Completion from NTP
1	Project Management	Duration of Project
2	Evaluation of Lift Station and FM Capacities	
	Hydraulic Assessment	3 weeks
	Present Evaluation Results to NFWUA	4 weeks
	Pump Station and FM Evaluation TM (draft – concurrent with 60% design)	7 weeks
	Meeting to Review draft TM	8 weeks
	Pump Station and FM Evaluation TM (final)	9 weeks
3	Detailed Design	
	60% Design Documents	8 weeks
	Meeting to review 60% Design Documents	9 weeks
	90% Design Documents	13 weeks
	Meeting to review 90% Design Documents	14 weeks
	100% Design/Bid Ready Documents	16 weeks
4	Permitting Services (concurrent with design)	12 weeks
6	Surveying Services (concurrent with design)	7 weeks
7	Geotechnical Investigation (concurrent with design)	10 weeks
Total Estimated Project Duration through Design		4 months

COMPENSATION

For this Scope of Services, CONSULTANT will be compensated a Lump Sum Fee of \$248,886 in accordance with the terms of the As-Needed Engineering Services Contract Agreement, and as outlined in the schedule of compensation provided below. Invoices will be submitted on a monthly basis based on percent completion of project.

Table 1: Fee Breakdown Summary

Project Task	Milestone/Task	Amount
1	Project Management	\$20,070
2	Lift Station and FM Evaluation Summary and Recommendations	\$24,426
3	Detailed Design	\$107,504
4	Permitting Services	\$7,428
5	Bidding Phase Services	\$14,287
6	Surveying Services	\$11,303
7	Geotechnical Investigation	\$11,060
8	Construction Administration Services	\$52,808
	Total	\$248,886

Work Authorization for

**Ellisville WWTP Collection System Lift Station and Force Main Improvements Design,
Permitting and Bidding Assistance**

North Florida Water Utility Authority, Florida

This Work Authorization constitutes a Project Agreement under the terms of the 2026 Agreement for Continuing Engineering Services contract between North Florida Water Utility Authority and Arcadis, U.S. Inc. Arcadis will perform the Scope of Work described herein.

Execution

This Work Authorization for the Ellisville WWTP Collection System Lift Station and Force Main Capacity Evaluation, Design, Permitting, Bidding Assistance, and Construction Administration for the project shall be executed upon signed approval and acceptance below:

APPROVED BY:

North Florida Water Utility Authority

Signature

Date

Printed Name

Title

ACCEPTED BY:

Arcadis U.S, Inc.

Signature

Date

Printed Name

Title

Agenda Item #11 -Hazen-Sawyer work order for NFWUA Engineering services

OBJECTIVE:

Review and approval of work order for NFWUA Engineering services

CONSIDERATIONS:

- NFWUA does not have a staff engineer to support utility services and operations
- Hazen-Sawyer has proposed a work order to provide a staff engineer to NFWUA to plan reviews, as-built construction documents, technical reviews of projects, GIS mapping and modeling, review of proposed system repairs and assistance with the development of policies and procedures.
- The cost of the proposed work is not to exceed \$100,000 for time and materials. 50% of the fee will cover the engineering consulting services and the remaining 50% of the fee covers additional services from subject matter experts.

(See attached document)

BUDGET IMPACT:

Budgeted item

RECOMMENDATION:

Approval of the proposed Hazen-Sawyer work order for NFWUA Engineering services

Exhibit 'A' Sample Supplemental Agreement

Supplemental Agreement No. 01 to Professional Engineering Services RFQ Agreement 2026-01-A to provide Professional Engineering services for As-Needed Consulting Services.

Engineer:	Hazen and Sawyer	Owner:	NORTH FLORIDA WATER UTILITIES AUTHORITY
Date:	May 11, 2026		

Item	Description of Services	
	Provide Architectural and Engineering Design and Permitting Services as requested and identified in the attached scope of services and fee proposal dated May 11, 2026	
Task 1	As-Needed Consulting Services (Sr. Principal Engineer @ 188.50\$/hr * 10 hr/wk * 26 wks)	\$ 50,000.00
Task 2	Support from Subject Matter Experts	\$ 50,000.00
Total Cost Plus Expenses Not To Exceed Without Prior Authorization		\$ 100,000.00

All tasks are to be completed no later than TBD weeks after the Notice to Proceed has been issued. This document, along with the attached scope and fee request and the May 11, 2026 Fee Proposal, shall become an amendment to the RFQ Agreement 2026-01-A and all provisions of the Agreement will apply hereto.

Accepted by: _____ Date: _____
 Engineer:
 Hazen and Sawyer

Accepted by: _____ Date: _____
 Owner:
 Shannon Roberts, Executive Director
 NORTH FLORIDA WATER UTILITIES AUTHORITY

Exhibit 'B' Sample Scope of Services

NORTH FLORIDA WATER UTILITIES AUTHORITY AS-NEEDED CONSULTING SERVICES May 11, 2026

A. PROJECT DESCRIPTION

On April 20, 2026 Hazen and Sawyer (Hazen) entered into an agreement with the North Florida Water Utilities Authority (NFWUA) to provide professional engineering services.

The NFWUA is a newly formed Utility and are in the process of acquiring water and wastewater assets that are being transferred from Columbia and Suwanee Counties and other miscellaneous utility systems within their service area. These assets need to be evaluated for their capacity, condition, and regulatory compliance history to develop strategies for making improvements. The NFWUA is also working to establish general business structure and adopt policies and procedures that are consistent with the industry while also leveraging resources that are unique to the NFWUA. As the utility works through this process they have requested for Hazen to provide as-needed technical and consulting services on a time and material basis using Hazen's approved hourly rates.

B. SCOPE OF WORK

The scope of services Hazen will provide is intended to remain flexible and will include, but not be limited to, the following:

- Data collection for the various water and wastewater systems and treatment facilities and natural features of Columbia and Suwanee Counties including but not limited to: location, permits, equipment, capacity, condition, aquifer characteristics, surface water features, topography, geology, etc.
- Review of development plans to ensure compliance with NFWUA, state, and federal requirements.
- Review of development construction and verification of appropriate as-built and close-out documentation.
- Review of planned improvement projects.
- Mapping and modelling services.
- Technical feedback and consultation on proposed repairs.
- Assistance with policies and procedures development as well as design and construction standards.

C. SCHEDULE AND DELIVERABLES

The schedule and deliverables for specific tasks are to be defined as needed via email.

Schedule of Proposed Rates
LABOR BILLING RATE SCHEDULE
(May 1, 2026 - April 30, 2027)

In the event NFWUA and the Hazen and Sawyer execute a Work Authorization under this Agreement, the following hourly billing rates, inclusive of all direct and indirect overhead and profit, shall be the rates for labor by employee classification that may be

Employee Classification	Billable Rate
Vice President	\$324.80
Associate Vice President	\$290.00
Senior Associate	\$249.40
Associate	\$217.50
Senior Principal Engineer	\$188.50
Principal Engineer	\$162.40
Engineer	\$145.00
Assistant Engineer II	\$130.50
Assistant Engineer I	\$116.00
Senior Principal Scientist	\$159.50
Principal Scientist	\$145.00
Scientist	\$130.50
Senior Principal Designer	\$159.50
Principal Designer	\$133.40
Designer	\$116.00
Operations Specialist	\$150.80
Construction Manager	\$168.20
Senior Resident Project Representative	\$150.80
Resident Project Representative	\$118.90
Technician/Intern	\$69.60
Office Support	\$110.20

Travel expenses and per diem shall be reimbursed in accordance with any future Supplemental Agreements.



SCOPE OF SERVICES

NORTH FLORIDA WATER UTILITIES AUTHORITY

AS-NEEDED CONSULTING SERVICES

A. PROJECT DESCRIPTION

On April 20, 2026 Hazen and Sawyer (Hazen) entered into an agreement with the North Florida Water Utilities Authority (NFWUA) to provide professional engineering services.

The NFWUA is a newly formed Utility and are in the process of acquiring water and wastewater assets that are being transferred from Columbia and Suwanee Counties and other miscellaneous utility systems within their service area. These assets need to be evaluated for their capacity, condition, and regulatory compliance history to develop strategies for making improvements. The NFWUA is also working to establish general business structure and adopt policies and procedures that are consistent with the industry while also leveraging resources that are unique to the NFWUA. As the utility works through this process they have requested for Hazen to provide as-needed technical and consulting services on a time and material basis using Hazen's approved hourly rates.

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The scope of services Hazen will provide is intended to remain flexible and will include, but not be limited to, the following:

- Data collection for the various water and wastewater systems and treatment facilities and natural features of Columbia and Suwanee Counties including but not limited to: location, permits, equipment, capacity, condition, aquifer characteristics, surface water features, topography, geology, etc.
- Review of development plans to ensure compliance with NFWUA, state, and federal requirements.
- Review of development construction and verification of appropriate as-built and close-out documentation.
- Review of planned improvement projects.
- Mapping and modelling services.
- Technical feedback and consultation on proposed repairs.
- Assistance with policies and procedures development as well as design and construction standards.



C. COMPENSATION

The NFWUA will compensate Hazen for the Scope of Services on a time and material basis as identified in the attached Labor Billing Rate Schedule for a value not to exceed \$100,000 unless approved by the NFWUA in writing.

D. SCHEDULE AND DELIVERABLES

The schedule and deliverables for specific tasks are to be defined as needed via email.

Hazen and Sawyer: _____

Date: _____

Printed Name: Jon Schubarth, PE

NFWUA Executive Director: _____

Date: _____

Printed Name: Shannon Roberts

Agenda Item #12 -NFWUA review of formation agreement

OBJECTIVE:

Review and discussion of NFWUA formation agreement language with possible board action

CONSIDERATIONS:

- Recent sale of the NFMIP wastewater plant has generated concerns from NFWUA board members
- Board members anticipated greater levels of communication and collaboration with Columbia County regarding the disposition of the NFMIP asset
- Review of key language in the NFWUA formation agreement may be helpful to reiterate the cooperative governance and intent for all NFWUA members

(See attached document)

BUDGET IMPACT:

Not applicable

RECOMMENDATION:

Request each County board conduct a vote of confidence for their support of NFWUA purpose, goals and objectives.

INTERLOCAL AGREEMENT

This INTERLOCAL AGREEMENT is made and entered into on this 16th day of April 2024, by and between Columbia County, Florida; and Suwannee County, Florida, each a political subdivision of the State of Florida, hereinafter referred to collectively as the "Counties".

WITNESSETH

WHEREAS, the Counties have determined that it is in the best interests of the Counties that a single, separate legal entity known as the North Florida Water Utilities Authority ("NFWUA") be formed to make all policies necessary in the discretion of that entity and to contract for and to provide for the operation and maintenance of their respective water, wastewater, and reclaimed (i.e., "reuse") water facilities located within the Counties or either one of them;

WHEREAS, the Counties are authorized pursuant to section 163.01, Florida Statutes, to enter into Interlocal Agreements to cooperatively make the most efficient use of their powers to their mutual advantage, and to provide services and facilities in accordance with geographic, economic, demographic, and other factors influencing the needs and development of the local community; and

WHEREAS, the Counties are authorized pursuant to section 125.01(1), Florida Statutes, to independently exercise the powers they agree to jointly exercise through this Agreement;

NOW, THEREFORE, in consideration of the mutual promises set forth herein, the Counties agree as follows:

I. RECITALS

- a. The above recitals are true and correct and are incorporated herein by reference.

II. PURPOSE and GOALS

- a. **PURPOSE**: The purpose of this Interlocal Agreement is to create the NFWUA as an independent special district and interlocal government agency pursuant to section 163.01, Florida Statutes, and the terms of this Interlocal Agreement, and to establish the constitution of its Board of Directors.
- b. **GOALS**: The goals of the NFWUA pursuant to this Agreement are:
 1. To provide to the citizens of the Counties reliable, cost effective, and regulatory compliant maintenance, service, and operation of the Counties' respective water, wastewater, and reclaimed water facilities;

2. To provide to the citizens of the Counties sustainable, clean, and safe potable water distribution service, operated by competent, courteous, and well-trained employees;
3. To provide to the citizens of the Counties sustainable, treated, and properly discharged or conserved wastewater collection and effluent management;
4. To provide to the citizens of the Counties sustainable, properly treated, and regulatory compliant reuse water for irrigation and any other lawfully permitted purpose;
5. To provide to the citizens of the Counties responsive, efficient, and accountable maintenance and operational management of the Counties' respective water, wastewater, and reclaimed water facilities;

III. FUNDING

Each of the Counties shall contribute to the NFWUA annually in the following amounts, paid in one installment at the beginning of each fiscal year, in an amount based on the pro forma proportionate share of maintenance and operation costs of each such County's respective water, wastewater, and reclaimed water facilities.

- a. Each County shall also be solely responsible for any additional specially allocated costs pertaining to that County's own water, wastewater, and reclaimed water systems, in such amount as specifically approved by the Board of County Commissioners for that County, as requested by the Board of Directors of the NFWUA, to be separately paid by that County to NFWUA within thirty (30) days of such final authorization and approval for payment.
- b. No County shall be required to contribute any additional sums. The Counties may, however, from time to time pay such additional sums as may be approved by their respective Boards of County Commissioners. Counties shall have no liabilities of any kind under this Agreement except for payment of the above-referenced sums.

IV. BOARD OF DIRECTORS

- a. The NFWUA shall be managed by a Board of Directors (the "Board"). The Board is charged with fulfilling the purposes and goals of this Agreement by providing water, wastewater, and reclaimed water maintenance and operational services to the Counties' respective water, wastewater, and reclaimed water facilities. The Board shall make all policies for the administration, fees, rates, charges, collections, enforcement, operation, maintenance, extension, enlargement, development, replacement, and repair of these utility systems.

V. DURATION

- a. The Board shall continue in existence until dissolved by a joint resolution of the Boards of County Commissioners for Columbia and Suwannee Counties. Any such joint resolution, if adopted by both Counties, shall be filed with the Clerks of the Circuit Courts of the participating Counties prior to its becoming effective.
- b. Any one County may withdraw from this Agreement at any time by giving 180 days written notice to the Board, accompanied by a Resolution of that County's Board of County Commissioners authorizing withdrawal from this Agreement.
- c. A County may be added to this Agreement upon submission of a resolution from the Board of County Commissioners for that County (the "applicant County") requesting membership and agreeing to abide by the terms and conditions of this Agreement. Upon submission, the Board shall cause to be submitted to each of the member Counties true copies of the applicant County's resolution together with a statement from the Board indicating the financial and practical feasibility of adding the applicant County under this Agreement. Upon approval by a simple majority of the member Counties, indicated by resolutions, the Board shall cause to be recorded in the official records of each of the member Counties those resolutions indicating approval of the applicant County as well as the applicant County's resolution indicating its willingness to be bound by this Agreement.
- d. Funding contributions by a new County pursuant to above, shall be as outlined in Section III, above.

VI. BOARD COMPOSITION, OFFICERS, AND MEETINGS

- a. The Board initially shall be composed of two (2) members from each of the Counties. Each Board member shall be appointed by his or her respective Board of County Commissioners for a term of one year or until a successor is appointed.
- b. In the event of the addition of another member County, there shall be two Board seats created for each new member County, filled and held in accordance with this agreement.
- c. In order to ensure an odd number of members of the Board, the members of the Board as appointed by the Boards of County Commissioners shall nominate and appoint one additional member to the Board, who shall be a resident of one of the Counties, for a term of one year or until a successor is appointed.
- d. Vacancies shall be filled by the appropriate Board of County Commissioners, or by the Board as to the additional member of the Board, making sure that each County has at least two (2) appointed representatives on the Board at all times.
- e. The Board shall elect by majority vote from among its members a Chairperson and Vice-Chairperson. The Vice-Chairperson shall not be an appointee of the same Board of County Commissioners that appointed the Chairperson. The term of each office shall be one year or until a successor in office is elected.
- f. The Board shall meet at least once each quarter or more often if deemed necessary by the Chairperson to transact the business of the Board.

- g. A quorum for the purpose of transacting business shall be a simple majority of the full Board membership. A simple majority of a quorum shall be necessary to decide any question.
- h. The Board may adopt bylaws consistent with this Agreement to govern the conduct of its meetings and the taking of official action pursuant to the Board's enumerated powers.

VII. POWERS

- a. The Board shall have the power and authority to accept funds appropriated to it by any governmental body or other sources. It may apply for and receive grants and donations of all kinds. All such collected funds may be lawfully expended for any purpose under this Agreement. **The Board shall have the independent authority, or with the assistance of the participating parties hereto, to enforce all rules, regulations and policies adopted pursuant to this Agreement,** and may resort to any available legal process for this purpose.
- b. In addition, the **Board shall have the authority:**
 - 1. To sue and be sued;
 - 2. To adopt, use and alter at will, a corporate seal;
 - 3. To acquire, purchase, hold, lease as a lessee, and use any whole or fractional interest in real or personal property, both tangible and intangible, as necessary or desirable for carrying out the purposes of the Board, and to sell, lease as lessor, transfer or dispose of any property or interest therein acquired by the Board;
 - 4. To review and approve the establishment of rates, fees, and other charges for the services and facilities within the areas of operation and, if deemed appropriate, to set, alter, charge and establish rates, fees, and other charges to ensure that same are just and equitable;
 - 5. To make contracts and to execute all instruments necessary for carrying on the Board's business;
 - 6. To accept gifts or grants or loans of money or other property to the Board to be lawfully expended according to the purposes of this Interlocal Agreement;
 - 7. To enter into contracts, leases, or other transactions with any state or federal agency or with any other public body of the state, including municipalities, school districts, and other authorities;
 - 8. To borrow money and issue evidence of indebtedness as permitted or provided by law. The cost of debt service shall be included in NFWUA's annual budget; and
 - 9. To develop water conservation and related plans, and **to coordinate planning and programs with appropriate municipal, county, regional, and state agencies located within the NFWUA region.**

- c. Each member of the Board shall attend and maintain training as required by state, regional, or federal regulatory authorities, if any.

VIII. PERSONNEL AND SERVICES

- a. The Board may employ a Secretary to the Board, and such other persons, firms, or corporations as it deems necessary to provide adequate administrative, clerical, professional, and technical assistance and services to conduct Board business. The Board may determine the qualifications and fix the compensation of such persons, firms or corporations, and make its elections as to service providers pursuant to Florida law. Budget and funding for said staff and services shall be established by the Board.
- b. The Board shall appoint a NFWUA Administrator who shall serve at the pleasure of the Board and shall have the exclusive day to day authority and full command and control over NFWUA's administrative, human resources, training, operational, security, and logistics affairs. The Administrator shall be employed pursuant to an individual, written contract which shall be negotiated and entered between the Administrator and the Board. In addition, the Board may provide for a written and approved incentive compensation plan based on achievement of service standards adopted by the Board. In addition to pursuing the directed goals and purposes as stated above, the Administrator shall be charged with and have authority for the following:
 - i. Employ, contract with, train, and/or terminate all subordinate personnel for NFWUA. Subject to Board approval, the Administrator shall develop policies and procedures as to all human resources functions and, if approved by the Board, the Administrator shall be charged with ensuring compliance with all such policies and procedures.
 - ii. Upon recommendation of the Board's staff attorney, and with the consent and approval of the Board, compromise, settle, or dismiss any litigation, legal proceedings, claims, demands, or grievances which may be pending for or on behalf of, or against NFWUA, as applicable. Litigation of claims or demands against the NFWUA shall at all times be pursued as provided by and in accordance with Florida Law and applicable court rules.
 - iii. Serve as the Board's contact as to all matters relating to daily operations of NFWUA. Circumvention of this subsection by any member of the Board resulting in that Board member directing or personally influencing the day to day administrative, financial, security, logistical, or operational affairs of the NFWUA may constitute official misconduct by that member of the Board.
 - iv. Have the authority to negotiate the terms and conditions of contracts or agreements necessary for the operation of NFWUA. Notwithstanding this

subsection, no contracts or agreements shall be binding upon NFWUA unless and until approved by the Board.

- v. Develop and set administrative and operational policies, schedule of rates, fees, and charges, regulations, rules, and procedures for the operation of NFWUA, subject to approval by the Board and compliance with all local, state, and federal laws, and regulations.
- vi. Shall immediately inform the Board on all urgent or important matters as determined in the judgment of the Administrator.

IX. ANNUAL AUDIT

- a. The Board and NFWUA shall have all books, records, and accounts in the control of the Board or NFWUA audited annually and shall provide copies of the audit to all Board members and to any federal, state, or local government agencies that require review of said audits. Audit of the immediate previous fiscal year shall commence not later than December 1 of each year.

X. OWNERSHIP AND OPERATION

- a. It is the intention at that time of entering this Agreement that upon further authorization and approval by each affected County, and the approval of the Board itself, that the Board shall own and operate all of the combined water, wastewater, and reclaimed water system assets of the Counties in accordance with such rules and policies as it may adopt with the assistance of the Administrator. In the event such conveyance of ownership occurs, this Agreement may be revisited for purpose of constituting future Boards.

XI. BUDGET AND FINANCIAL STATEMENT

- a. The Administrator shall prepare and submit a proposed annual budget for the operation of the systems, with the pro forma proportionate breakdown by County for the upcoming fiscal year, and shall do so at least sixty (60) days in advance of each fiscal year for consideration and approval by the Board. The Administrator shall also file with the Board a financial report on or before each regularly scheduled Board meeting showing the financial status of NFWUA and the disposition of any funds received from the system as well as any other funds provided for the system's operation. The Administrator may make line-item adjustments to the budget but shall obtain Board approval for any changes that will or may affect the budget totals. Any expansion of fiscal responsibility of any County beyond that which has previously been authorized and approved of by that County pursuant to this Interlocal Agreement must be separately authorized and approved by the formal action of that County's Board of County Commissioners. For any fiscal year or portion thereof during which the respective Counties' utility systems are owned separately by each respective County, the Administrator shall

breakout the budget and financial reports to correspond appropriately to each such separate County owned utility system.

XII. PROHIBITED ACTS

- a. Except for the purposes of an inquiry, members of the Board shall deal with the affairs of the NFWUA solely through the Administrator and neither the Board nor any member thereof shall publicly or privately give orders to any subordinate of the Administrator.

XIII. SPECIAL SESSIONS OF THE BOARD

- a. The Board shall annually take up for consideration the status of the Counties' respective water, wastewater, and reclaimed water systems being maintained and operated by the NFWUA, including the policies, rates, fees, charges, maintenance, repairs and replacements, expansion, financing, and management of the system. The Board shall thereafter make recommendations to the Boards of County Commissioners for modification of this Agreement as are determined appropriate or shall make a finding that no changes are in order as of that meeting.


XIV. EFFECTIVE DATE

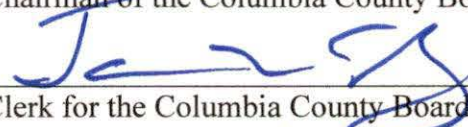
- a. This agreement shall take effect immediately upon its approval by each County's Board of County Commissioners. This Agreement shall be filed pursuant to section 163.01(11), Florida Statutes.

IN WITNESS WHEREOF the Boards of County Commissioners of Columbia County and Suwannee County, Florida, have each entered into this agreement and have caused it to be executed by their duly authorized officers.

COLUMBIA COUNTY, FLORIDA

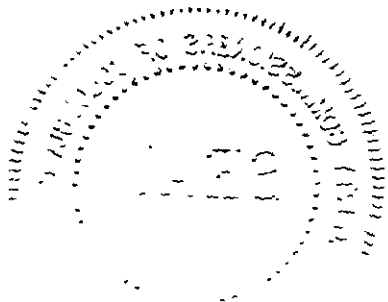
A political subdivision of the State of Florida

SIGNED: 
Chairman of the Columbia County Board of County Commissioners

ATTEST: 
Clerk for the Columbia County Board of County Commissioners

DATE: April 18, 2024





SUWANNEE COUNTY, FLORIDA
A political subdivision of the State of Florida

SIGNED: [Signature]
Chairman of the Suwannee County Board of County Commissioners

ATTEST: [Signature]
Clerk for the Suwannee County Board of County Commissioners

DATE: 04.16.24

Board Comments:

Attorney Comments:

Director Comments:

Adjournment: