

OKEECHOBEE UTILITY AUTHORITY
MEETING AGENDA
DECEMBER 19, 2023
8:30 A.M.

1. Call the Meeting to Order
 - Pledge of Allegiance
 - Determination of Voting Members
2. Agenda Additions or Deletions
 - 2a. Invoice from Kimley Horn and Associates, Inc. – Treasure Island Septic to Sewer Project
3. Meeting Minutes from November 21, 2023
4. Department Supervisor Updates
- 5. Consent Agenda**
 6. Invoice from Sumner Engineering & Consulting, Inc. – SW Wastewater Service Area Project (Part E)
 7. Invoice from Sumner Engineering & Consulting, Inc. – Okee-Tantie Utility System Improvements
 8. Invoice from Anderson Andre Consulting Engineers - SWSA Project 2 Vacuum Collection System
 9. Invoice from CHA – Pine Ridge Park Utility System Upgrade – SDC
 10. Invoice from CHA - Vacuum Station #2 Generator Replacement
 11. Invoice from Hinterland Group, Inc – SWSA Project 2
 12. Invoice from Hinterland – Pine Ridge Park Utility Improvements
 13. Invoice from Thorn Run Partners
 14. Invoice from MacVicar Consulting, Inc. – Lake Okeechobee System Operating Manual
 15. OUA Board of Director’s Meeting Dates
 16. 2024 OUA Holidays

17. Finance Report
18. 2nd Draw-Down on Interim Finance – SW Service Area 2
19. State Road 78 W Engineering Agreement
20. 2023 Taylor Creek Isles Septic to Sewer Project
21. Public Comments
22. Items from the Attorney
23. Items from the Executive Director
24. Items from the Board

OKEECHOBEE UTILITY AUTHORITY

AGENDA ITEM NO. 1

DECEMBER 19, 2023

Call Meeting to Order

Pledge of Allegiance
Determine Voting Members

	<u>Absent</u>	<u>Present</u>
Melanie Anderson – Alternate	_____	_____
Tommy Clay – Board Member	_____	_____
John Gilliland – Board Member	_____	_____
Harry Moldenhauer – Board Member	_____	_____
Steve Nelson – Board Member	_____	_____
Glenn Sneider - Alternate	_____	_____
Tabitha Trent – Board Member	_____	_____
Vacant - City Alternate	_____	_____

FUTURE MEETING OF OUA BOARD

January 16, 2024 – 8:30 A.M.

FUTURE HOLIDAYS FOR OUA STAFF

Monday – December 25, 2023 – Christmas Day

Monday – January 1, 2024 – New Years Day

OKEECHOBEE UTILITY AUTHORITY

AGENDA ITEM NO. 2

DECEMBER 19, 2023

AGENDA ADDITIONS OR DELETIONS

2a. Invoice from Kimley Horn and Associates, Inc. – Treasure Island Septic to Sewer Project

OKEECHOBEE UTILITY AUTHORITY

AGENDA ITEM NO. 2a

DECEMBER 19, 2023

CONSENT AGENDA

**INVOICES FROM KIMLEY HORN AND ASSOCIATES, INC. – TREASURE ISLAND
SEPTIC TO SEWER PROJECT**

Please find attached the invoice in the amount of 116,912.00 submitted by Kimley Horn and Associates, Inc. on Friday, December 15, 2023. Staff is aware of the work currently being done by Kimley Horn and Associates, Inc. and is in agreement with this request.

Invoice Date	Pay Request No.	Date Paid	Amt. Requested	Amount Paid	Remaining Balance
					\$3,180,385.00
Jun-23	1	Jun-23		\$10,032.10	\$3,170,352.90
Jun-23	2	Jun-23		\$106,718.65	\$3,063,634.25
Aug-23	3	Aug-23		\$36,215.50	\$3,027,418.75
Sep-23	4	Sep-23		\$20,157.35	\$3,007,261.40
Oct-23	5	Oct-23		\$25,688.60	\$2,981,572.80
Nov-23	6	Nov-23		\$210,818.35	\$2,770,754.45
Nov-23	7	Nov-23		\$185,479.85	\$2,585,274.60
Dec-23	8		\$116,912.00		\$2,468,362.60

Staff recommends approval of this invoice in the amount of \$116,912.00 to Kimley Horn and Associates, Inc.

<p>Please remit payment electronically to:</p> <p>Account Name: KIMLEY-HORN AND ASSOCIATES, INC. Bank Name and Address: WELLS FARGO BANK, N.A., SAN FRANCISCO, CA 94163 Account Number: 2073089159554 ABA#: 121000248</p>	<p>If paying by check, please remit to:</p> <p>KIMLEY-HORN AND ASSOCIATES, INC. P.O. BOX 932520 ATLANTA, GA 31193-2520</p>
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OKEECHOBEE UTILITY AUTHORITY
 ATTN: JOHN HAYFORD
 OUA
 100 SW 5TH AVE
 OKEECHOBEE, FL 34974

Invoice No: 26638492
 Invoice Date: Nov 30, 2023
 Invoice Amount: \$116,912.00
 Project No: 241093000.1
 Project Name: TREASURE ISLAND S2S
 Project Manager: JENSEN, THOMAS
 Client Reference: MSA180123
 PO# 0000011405

Federal Tax Id: 56-0885615
 For Services Rendered through Nov 30, 2023

LUMP SUM

Description	Contract Value	% Complete	Amount Earned to Date	Previous Amount Billed	Current Amount Due
Task 1 - Project Validation and Kickoff Meeting	8,284.00	100.00%	8,284.00	8,284.00	0.00
Task 2 - Data Collection	13,891.00	100.00%	13,891.00	13,891.00	0.00
Task 3 - Model Development and Hydraulic Investigation	21,804.00	10.00%	2,180.40	2,180.40	0.00
Task 4 - Preliminary Design Report (PDR)	92,037.00	75.00%	69,027.75	69,027.75	0.00
Task 5 - Pre-Design Services					
i. Geotechnical Services	31,384.00	0.00%	0.00	0.00	0.00
ii. Site Survey	603,965.00	85.00%	513,370.25	422,775.50	90,594.75
iii. Environmental Services	24,257.00	0.00%	0.00	0.00	0.00
iv. Structural Services	95,413.00	0.00%	0.00	0.00	0.00
v. Electrical, Instrumentation, Controls, and MEP Services	74,642.00	0.00%	0.00	0.00	0.00
Task 6 - Permitting and Easement/ROW Acquisition Support	159,775.00	0.00%	0.00	0.00	0.00
Task 7 - Meetings	48,503.00	0.00%	0.00	0.00	0.00
Task 8 - Project Management	38,060.00	0.00%	0.00	0.00	0.00
Task 9 - 30% Preliminary Design	526,345.00	20.00%	105,269.00	78,951.75	26,317.25
Task 10 - 60% Design	620,228.00	0.00%	0.00	0.00	0.00
Task 11 - 90% Design	504,874.00	0.00%	0.00	0.00	0.00
Task 12 - Final Design	261,335.00	0.00%	0.00	0.00	0.00
Task 13 - Bidding Services	55,588.00	0.00%	0.00	0.00	0.00
Subtotal	3,180,385.00	22.39%	712,022.40	595,110.40	116,912.00
Total LUMP SUM					116,912.00

Total Invoice: \$116,912.00

OKEECHOBEE UTILITY AUTHORITY

AGENDA ITEM NO. 3

DECEMBER 19, 2023

MEETING MINUTES

Attached are copies of the minutes from the meeting held on November 21, 2023.

Unless the Board determines a correction is required to the minutes, Staff recommends the approval of the meeting minutes from November 21, 2023 as presented.

**OKEECHOBEE UTILITY AUTHORITY
MEETING MINUTES**

Tuesday, November 21, 2023 8:30 A.M.

Okeechobee Utility Authority

100 SW 5th Avenue

Okeechobee, Florida

Chairperson Clay called the meeting to order at 8:30 A.M.

Chairperson Clay determined the voting members and led all participating attendees and visitors in the Pledge of Allegiance.

Chairperson Clay addressed Agenda Item No. 1, the following Okeechobee Utility Authority Board Members were present:

Board Members:

Tommy Clay*
John Gillilan*
Harry Moldenhauer*
Steven Nelson*

Alternates:

Absent:

Melanie Anderson
Glenn Sneider
Tabitha Trent

*Voting Board Members

OUA Members:

John Hayford
Lauriston Hamilton
Jamie Mullis
Tom Conely
Kristy Arnold

Chairperson Clay addressed Agenda Item No. 2 ‘Agenda Additions or Deletions’ There was none.

Chairperson Clay addressed Agenda Item No. 3 ‘Meeting Minutes from October 17, 2023’. Motion by Steven Nelson to accept the Meeting Minutes from October 17, 2023 as presented. Second by John Gilliland. Vote unanimous (4-0), motion carried.

Chairperson Clay addressed Agenda Item No. 4 ‘Department Supervisor Updates’

SWTP: Tommy Clay advised that he would like to do a walk through at the SWTP to review all of the maintenance updates that have been checked off of Board Member Trent’s list. Kevin Rogers advises the Board that the department is fully staffed.

Maintenance: Jess Manson gave an update on the Maintenance Department. Advised that the Maintenance Department lost one employee, interviews are being scheduled. Jess Manson advised that the Maintenance Department busy but the morale is good.

WWTP: Jamie Gamiotea gave an update of the WWTP and advised that he has a full staff. A brief discussion ensued concerning the fence installation at the WWTP.

Jamie Mullis gave an overall update of all departments.

Chairperson Clay addressed Agenda Item No. 5 ‘Consent Agenda’ Motion by Steven Nelson to approve the Consent Agenda as presented:

Consent Agenda Item No. 6 ‘Invoice from Sumner Engineering & Consulting, Inc – SW Wastewater Service Area Project (Part B & C) in the amount of \$22,808.80’

Consent Agenda Item No. 7 ‘Invoice from Sumner Engineering & Consulting, Inc – Okee-Tantie Utility System Improvements in the amount of \$42,727.81’

Consent Agenda Item No. 8 ‘Invoice from Hinterland Group, Inc. – SWSA Project 2 in the amount of \$372,055.78’

Consent Agenda Item No. 9 ‘Invoice from Lewis Longman Walker in the amounts of \$15,362.50’

Consent Agenda Item No. 10 ‘Invoice from Hinterland Group, Inc – Pine Ridge Park Utility Improvements in the amount of \$427,149.64

Consent Agenda Item No. 11 ‘Invoices from Kimley Horn and Associates, Inc. – Treasure Island Septic to Sewer Project in the amounts of \$210,818.35 and \$185,479.85’

Consent Agenda Item No. 12 ‘Invoice from Thorn Run Partners in the amount of \$3,500.00’

Consent Agenda Item No. 13 ‘Invoice from MacVicar in the amount of \$250.00’

Second by Harry Moldenhauer. Vote unanimous (4-0), motion carried.

Chairperson Clay Addresses Consent Agenda No. 14 ‘Customer Water Loss – Coastal Income Properties’ Executive Director Hayford advised that an OUA customer experienced water loss on their property, has received a water only high bill and is present today to ask the Board for their consideration in reducing his high bill. Gary Wright, owner of Coastal Income Properties addressed the OUA Board and advised that he believes that the break was located on a spigot at a dock and is believed to be sabotage. Board Member Clay advised that the OUA cannot reduce the water bill as it violates the Operating Resolution of no free service. Attorney Tom Conely advised that the staff could offer a different Payment Agreement if needed. **Motion by Harry Moldenhauer to authorize staff to create mutual agreed upon payment agreement. Second by Steven Nelson. Vote unanimous (4-0), motion carried.**

Chairperson Clay addressed Agenda Item No. 15 ‘Finance Report’ Finance Director Hamilton reviews the Finance Report for period ending October 31, 2023. **Motion by Steven Nelson to accept the Finance Report as presented. Second by Harry Moldenhauer. Vote unanimous (4-0), motion carried.**

Chairperson Clay addressed Agenda Item No. 16 ‘Salary Analysis & Benefits Survey – Evergreen Solutions’ Executive Director Hayford explained that Evergreen Solutions did not include the anticipated wage adjustment for Governmental entities whose financial year and salary increases takes effect October 1. Evergreen initially purposed an additional cost of \$5,000 for their team to revisit the market and update salary and benefit datasheets. During a meeting Jeff Ling, President of Evergreen Solution, he advised the

fee will be waived. Evergreen advised that a draft will be available for OUA's project team review between end of November to early December. **This is an informational item only.**

Chairperson Clay addressed Agenda Item No. 17 'State Road 78W 24-Inch Water Main State Project' Executive Director Hayford advised that the OUA publicly advertised an RFP/FRQ for the State Road 78 Water Main Improvements project. The proposals were received on November 2, 2023. The OUA selection committee met and discussed the proposals. The timeline to complete the project for the OUA to try and meet the imposed FDOT timeline, was the biggest concern. Three engineering firms submitted proposals; Kimley-Horn, CHA Consulting and Holtz Consulting Engineers. The evaluation committee met on November 8 to review the proposals. After the review and ranking of the proposals, Holtz Consulting Engineers, Inc. scored the highest evaluation of all three score cards. **Motion by Steven Nelson to approve the committee's ranking and authorize staff to move forward with negotiations for a scope of work and fee schedule with Holtz Consulting Engineers, Inc. Second by John Gilliland. Vote unanimous (4-0), motion carried.**

Chairperson Clay addressed Agenda Item No. 18 'WWTF for NE Glades County – Feasibility Report' Executive Director Hayford advised that OUA has received a scope of work and fee schedule proposed to complete a feasibility report for the proposed NE Glades County WWTF. The FDEP Grant Portal request to fund the design and construction of the facility is still pending. CHA Consulting was asked to prepare a scope of work to support any possible questions asked by FDEP. The report can take up to 132 calendar days which is well beyond the expected time frame to award a grant if this project is approved. This report would be useful, it exceeds what OUA staff was looking for. After a brief discussion between, staff, Board and engineer, the Board tabled the item till a later date.

Chairperson Clay addressed Agenda Item No. 19 'Security Camera SWTP' Executive Director Hayford advised that several vendors were contacted to provide quotes for the installation of the cameras at the SWTP. Out of the all of them, two provided quotes, Group One for \$10,280.00 and AME Technologies for \$10,490.00 to \$13,909.00 depending on camera used. Group One did provide an additional quote of \$6,180.00 for four additional cameras, bringing the entire quote to \$16,460.00. AME Technologies was not very detailed compared to Group One. **Motion by Steven Nelson to approve the quote from Group One in the amount of \$16,460.00 as presented. Second by John Gilliland. Vote unanimous, (4-0), motion carried.**

Chairperson Clay addressed Agenda Item No. 20 'Cemetery Road WWTF Entrance Road Paving' Executive Director Hayford advised that two quotes received for the milling and resurfacing the entrance road from Cemetery Road to the front office. Streamline Paving provided a quote in the amount of \$128,482.20 and C.W. Roberts Contracting, Inc. provided at quote in the amount of \$202,580.97. **Motion by Steven Nelson to approve the quote from Streamline Paving, Inc. in the amount of \$128,482.20 as presented. Second by John Gilliland. Vote unanimous (4-0), motion carried.**

Chairperson Clay addressed Agenda Item No. 21 'SWTP Update' Executive Director Hayford gave an update on the on-going improvements at the SWTP.

Chairperson Clay addressed Agenda Item No. 22 'Safety Committee Meeting' Executive Director Hayford advised that the Safety Committee met on October 25, 2023 to discuss the usage of the PGIT reimbursement. The committee considered the following:

Look into driver safety training coursework, videos, etc;

A BBQ Safety Team meeting;

A Self-defense/Gun Safety/Active Shooter class at the Sheriff's Gun Range;

Gift Cards – Only to those employees that did have a safety infraction during the preceding year.

This would use the current reimbursement that the OUA has received, there is another one coming that will be used for the additional training. After a brief discussion, **motion by Steven Nelson to authorize Staff to purchase the gift cards to distribute to the employees. Second by Harry Moldenhauer. Vote unanimous (4-0), motion carried.**

Chairperson Clay addressed Agenda Item No. 23 'Public Comments' There were none.

Chairperson Clay addressed Agenda Item No. 24 'Items from the Attorney' There were none.

Chairperson Clay addressed Agenda Item No. 25 'Items from the Executive Director' Executive Director Hayford gave an update on current projects.

Chairperson Clay addressed Agenda Item No. 26 'Items from the Board' Executive Director Hayford advised that the OUA Annual Staff Holiday Party will be on December 7, 2023 at 12:00pm, located at the Maintenance Barn. All are welcome to attend.

There being no other business, meeting adjourned at 10:12 A.M.

PLEASE TAKE NOTICE AND BE ADVISED that if a person decided to appeal any decision made by the Okeechobee Utility Authority with respect to any matter considered at this meeting, he/she may need to ensure that verbatim record of the proceeding is made, which record includes the testimony and evidence upon which the appeal is to be based. A video recording of this meeting is on file in the Executive Director's office.

Chairperson

Executive Director (Secretary)

OKEECHOBEE UTILITY AUTHORITY

AGENDA ITEM NO. 4

DECEMBER 19, 2023

DEPARTMENT SUPERVISOR UPDATES

OKEEHOBEE UTILITY AUTHORITY

AGENDA ITEM NO. 5

DECEMBER 19, 2023

CONSENT AGENDA

1. Pull items for discussion from Consent Agenda.
2. Items pulled from Consent Agenda will be discussed at the end of Agenda.
3. Unless noted all Consent Agenda items are recommended for approval.
4. Motion to approve items on Consent Agenda as follows:
 6. Invoice from Sumner Engineering & Consulting, Inc. – SW Wastewater Service Area Project (Part E)
 7. Invoice from Sumner Engineering & Consulting, Inc. – Okee-Tantie Utility System Improvements
 8. Invoice from Anderson Andre Consulting Engineers – SWSA Project 2 Vacuum Collection System
 9. Invoice from CHA – Pine Ridge Park Utility System Upgrade - SDC
 10. Invoice from CHA – Vacuum Station #2 Generator Replacement
 11. Invoice from Hinterland Group Inc. – SWSA Project 2
 12. Invoice from Hinterland Group, Inc. – Pine Ridge Park Utility Improvements
 13. Invoice from Thorn Run Partners
 14. Invoice from MacVicar Consulting, Inc. – Lake Okeechobee System Operating Manual
 15. OUA Board of Director’s Meeting Dates
 16. 2024 OUA Holidays

OKEECHOBEE UTILITY AUTHORITY

AGENDA ITEM NO. 6

DECEMBER 19, 2023

CONSENT AGENDA

**INVOICE FROM SUMNER ENGINEERING & CONSULTING, INC. – SW WASTEWATER
SERVICE AREA PROJECT (PART E)**

Please find attached the invoice in the amount of \$55,267.39 submitted by Sumner Engineering & Consulting, Inc. Staff is aware of the work currently being done by Sumner Engineering & Consulting, Inc. and is in agreement with this request.

Invoice Date	Pay Request No.	Date Paid	Amt. Requested	Amount Paid	Remaining Balance
					\$1,141,783.00
Jun-21	1	Jun-21		\$19,783.98	\$1,121,999.02
Jul-21	2	Jul-21		\$28,576.86	\$1,093,422.16
Aug-21	3	Aug-21		\$17,585.76	\$1,075,836.40
Sep-21	4	Sep-21		\$61,550.16	\$1,014,286.24
Oct-21	5	Oct-21		\$68,144.82	\$946,141.42
Dec-21	6	Dec-21		\$15,387.54	\$930,753.88
Jan-22	7	Jan-22		\$84,990.00	\$845,763.88
Feb-22	8	Feb-22		\$57,147.84	\$788,616.04
Mar-22	9	Mar-22		\$33,336.24	\$755,279.80
Apr-22	10	Apr-22		\$42,860.88	\$712,418.92
May-22	11	May-22		\$85,721.76	\$626,697.16
Jun-22	12	Jun-22		\$47,623.20	\$579,073.96
Jul-22	13	Jul-22		\$38,098.56	\$540,975.40
Aug-22	14	Aug-22		\$28,573.92	\$512,401.48
Sep-22	15	Sep-22		\$14,286.96	\$498,114.52
Oct-22	16	Oct-22		\$9,524.64	\$488,589.88
Jan-23	17	Jan-23		\$17,389.00	\$471,200.88
Feb-23	18	Feb-23		\$6,955.60	\$464,245.28
Mar-23	19	Mar-23		\$3,130.02	\$461,115.26
Apr-23	20	Apr-23		\$2,560.28	\$458,554.98
May-23	21	May-23		\$3,687.50	\$454,867.48
Jun-23	22	Jun-23		\$42,380.80	\$412,486.68
Jul-23	23	Jul-23		\$25,090.98	\$387,395.70
Aug-23	24	Aug-23		\$21,845.98	\$365,549.72
Sep-23	25	Sep-23		\$44,912.50	\$320,637.22
Oct-23	26	Oct-23		\$25,475.00	\$295,162.22
Dec-23	27		\$55,267.39		\$239,894.83

Staff recommends approval of this invoice in the amount of \$55,267.39 to Sumner Engineering & Consulting, Inc.



Invoice

BILL TO

December 11, 2023

Okeechobee Utility Authority
100 SW 5th Avenue
Okeechobee, Florida 34974

Invoice No. 1614

SW Wastewater Service Area Project (SEC Proj. No. 19-04)

Part E – SWSA Project 2 Design, Permitting and Construction Phase Services

OUA Purchase Order No. 10829

Task	Contract Amount	Percent Complete	Amount Complete	Previously Billed	Invoice Amount
E1 – Preliminary Design and Permitting	\$219,822	100%	\$219,822.00	\$219,822.00	\$0.00
E2 – Final Design and Permitting	\$476,232	97.1%	\$462,421.27	\$459,563.88	\$2,857.39
E3 – Bidding and Negotiation Phase	\$34,778	80%	\$27,822.40	\$27,822.40	\$0.00
E4 – Construction Phase Services (excl. RPR)	\$147,500	59.1%	\$87,172.50	\$67,112.50	\$20,060.00
E5 – Post-Construction Phase Services	\$20,784	0%	\$0.00	\$0.00	\$0.00
E6 – Resident Project Representative (T&M)	\$242,667	T&M (See attached)	\$104,650.00	\$72,300.00	\$32,350.00
				TOTAL:	\$55,267.39

Total Purchase Order Amount: \$1,141,783.00

Total Billed to Date: \$ 901,888.17

Total Billed this Invoice: \$ 55,267.39

For services rendered October 1 – December 2, 2023.

Sumner Engineering & Consulting, Inc.
 410 NW 2nd Street
 Okeechobee, FL 34972 US
 863.634.9474
 jeff@sumnerengineering.com



RPR Backup

BILL TO

19-04.Task E5 - Resident
 Project Representative
 Okeechobee Utility Authority
 100 SW 5th Avenue
 Okeechobee, Florida 34974

INVOICE # 1614

DATE 12/04/2023

DUE DATE 12/04/2023

TERMS Due on receipt

DATE	ACTIVITY	QTY	RATE	AMOUNT
10/02/2023	Resident Project Representative:Inspector	9:00	100.00	900.00
10/03/2023	Resident Project Representative:Inspector	8:30	100.00	850.00
10/04/2023	Resident Project Representative:Inspector	8:30	100.00	850.00
10/05/2023	Resident Project Representative:Inspector	7:00	100.00	700.00
10/06/2023	Resident Project Representative:Inspector	7:00	100.00	700.00
10/09/2023	Resident Project Representative:Inspector	8:30	100.00	850.00
10/10/2023	Resident Project Representative:Inspector	8:30	100.00	850.00
10/11/2023	Resident Project Representative:Inspector	7:30	100.00	750.00
10/12/2023	Resident Project Representative:Inspector	7:30	100.00	750.00
10/13/2023	Resident Project Representative:Inspector	8:00	100.00	800.00
10/16/2023	Resident Project Representative:Inspector	7:30	100.00	750.00
10/17/2023	Resident Project Representative:Inspector	8:30	100.00	850.00
10/18/2023	Resident Project Representative:Inspector	8:30	100.00	850.00
10/19/2023	Resident Project Representative:Inspector	7:30	100.00	750.00
10/20/2023	Resident Project Representative:Inspector	8:00	100.00	800.00
10/23/2023	Resident Project Representative:Inspector	8:00	100.00	800.00
10/24/2023	Resident Project Representative:Inspector	8:00	100.00	800.00
10/25/2023	Resident Project Representative:Inspector	8:00	100.00	800.00
10/26/2023	Resident Project Representative:Inspector	5:00	100.00	500.00
10/27/2023	Resident Project Representative:Inspector	8:00	100.00	800.00
10/30/2023	Resident Project Representative:Inspector	8:30	100.00	850.00
10/31/2023	Resident Project Representative:Inspector	8:00	100.00	800.00
11/01/2023	Resident Project Representative:Inspector	7:30	100.00	750.00
11/02/2023	Resident Project Representative:Inspector	6:00	100.00	600.00
11/03/2023	Resident Project Representative:Inspector	5:30	100.00	550.00
11/06/2023	Resident Project Representative:Inspector	8:00	100.00	800.00

11/07/2023	Resident Project Representative:Inspector	8:00	100.00	800.00
11/08/2023	Resident Project Representative:Inspector	8:00	100.00	800.00
11/09/2023	Resident Project Representative:Inspector	8:00	100.00	800.00
11/10/2023	Resident Project Representative:Inspector	8:00	100.00	800.00
11/13/2023	Resident Project Representative:Inspector	8:00	100.00	800.00
11/14/2023	Resident Project Representative:Inspector	9:00	100.00	900.00
11/15/2023	Resident Project Representative:Inspector	5:00	100.00	500.00
11/16/2023	Resident Project Representative:Inspector	8:00	100.00	800.00
11/17/2023	Resident Project Representative:Inspector	8:00	100.00	800.00
11/20/2023	Resident Project Representative:Inspector	8:00	100.00	800.00
11/21/2023	Resident Project Representative:Inspector	8:00	100.00	800.00
11/22/2023	Resident Project Representative:Inspector	5:00	100.00	500.00
11/27/2023	Resident Project Representative:Inspector	8:00	100.00	800.00
11/28/2023	Resident Project Representative:Inspector	8:00	100.00	800.00
11/29/2023	Resident Project Representative:Inspector	8:00	100.00	800.00
11/30/2023	Resident Project Representative:Inspector	8:00	100.00	800.00

TOTAL OF NEW CHARGES	32,350.00
BALANCE DUE	\$32,350.00

OKEECHOBEE UTILITY AUTHORITY

AGENDA ITEM NO. 7

DECEMBER 19, 2023

CONSENT AGENDA

**INVOICE FROM SUMNER ENGINEERING & CONSULTING, INC. – OKEE-TANTIE
UTILITY SYSTEM IMPROVEMENTS**

Please find attached the invoice in the amount of \$30,211.58 submitted by Sumner Engineering & Consulting, Inc. Staff is aware of the work currently being done by Sumner Engineering & Consulting, Inc. and is in agreement with this request.

Invoice Date	Pay Request No.	Date Paid	Amt. Requested	Amount Paid	Remaining Balance
					\$686,079.00
Apr-22	1	Apr-22		\$29,835.00	\$656,244.00
May-22	2	May-22		\$3,817.50	\$652,426.50
Jun-22	3	Jun-22		\$94,920.00	\$557,506.50
Jul-22	4	Jul-22		\$11,398.50	\$546,108.00
Aug-22	5	Aug-22		\$9,440.00	\$536,668.00
Oct-22	6	Oct-22		\$7,996.00	\$528,672.00
Jan-23	7	Jan-23		\$10,668.00	\$518,004.00
Feb-23	8	Feb-23		\$3,199.44	\$514,804.56
Mar-23	9	Mar-23		\$31,994.40	\$482,810.16
Apr-23	10	Apr-23		\$15,997.20	\$466,812.96
Apr-23	Change Order		\$145,365.00		\$612,177.96
May-23	11	May-23		\$13,548.06	\$598,629.90
Jun-23	12	Jun-23		\$51,791.28	\$546,838.62
Aug-23	13	Aug-23		\$4,549.94	\$542,288.68
Sep-23	14	Sep-23		\$30,445.58	\$511,843.10
Oct-23	15	Oct-23		\$17,695.35	\$494,147.75
Nov-23	16	Nov-23		\$42,727.81	\$451,419.94
Dec-23	17		\$30,211.58		\$421,208.36

Staff recommends approval of this invoice in the amount of \$30,211.58 to Sumner Engineering & Consulting, Inc.



Invoice

BILL TO

December 11, 2023

Okeechobee Utility Authority
100 SW 5th Avenue
Okeechobee, Florida 34974

Invoice No. 1615
Okee-Tantie Utility System Improvements (SEC Proj. No. 21-11)
OUA Purchase Order No. 11130

Task	Contract Amount	Percent Complete	Amount Complete	Previously Billed	Invoice Amount
A1 – Preliminary Modeling and Technical Memo	\$36,100.00	100%	\$36,100.00	\$36,100.00	\$0.00
A2 – Route Survey and Preliminary (10%) Design	\$129,050.00	100%	\$129,050.00	\$129,050.00	\$0.00
A3 – Pre-Application Meetings and Summary Memo	\$5,850.00	58%	\$3,393.00	\$3,393.00	\$0.00
B1 – Design and Permitting	\$431,594.00	56%	\$241,692.64	\$211,481.06	\$30,211.58
• <i>Original Authorization</i>	\$319,944.00				
• <i>Change Order</i>	\$111,650.00				
B2 – Bidding Services	\$17,010.00	0%	\$0.00	\$0.00	\$0.00
• <i>Original Authorization</i>	\$13,765.00				
• <i>Change Order</i>	\$3,245.00				
C1 – Construction Administration	\$211,840.00	0%	\$0.00	\$0.00	\$0.00
• <i>Original Authorization</i>	\$181,370.00				
• <i>Change Order</i>	\$30,470.00				
				TOTAL:	\$30,211.58

Total Purchase Order Amount: \$831,444.00
Total Billed to Date: \$410,235.64
Total Billed this Invoice: \$ 30,211.58

For services rendered October 29 – December 2, 2023.

OKEECHOBEE UTILITY AUTHORITY

AGENDA ITEM NO. 8

DECEMBER 19, 2023

CONSENT AGENDA

**INVOICE FROM ANDERSON ANDRE CONSULTING ENGINEERS, INC. – SWSA
PROJECT 2 VACUUM COLLECTION SYSTEM**

Please find attached the invoice in the amount of \$12,052.00 submitted by Anderson Andre consulting Engineers, Inc. Staff is aware of the work currently being done by Anderson Andre Consulting Engineers, Inc. and is in agreement with this request.

Invoice Date	Pay Request No.	Date Paid	Amt. Requested	Amount Paid	Remaining Balance
					\$37,985.00
Sep-23	1	Sep-23		\$3,735.50	\$34,249.50
Dec-23	2		\$12,052.00		\$22,197.50

Staff recommends approval of this invoice in the amount of \$12,052.00 to Anderson Andre Consulting Engineers, Inc.



ANDERSEN ANDRE CONSULTING ENGINEERS, INC.

834 SW Swan Avenue
Port St. Lucie, Florida 34983

INVOICE

Invoice No: A23-4306
Invoice Date: November 21, 2023
AAACE Project No: 23-193

Bill To: Okeechobee Utility Authority
100 SW 5th Avenue
Okeechobee, Florida 34974

Attention: Mr. John Hayford, P.E.

**CONSTRUCTION MATERIALS TESTING SERVICES
OUA SWSA PROJECT 2 VACUUM COLLECTION SYSTEM
OKEECHOBEE COUNTY, FLORIDA**

Invoice #2 - Services Provided from October 1, 2023 through November 10, 2023
P.O No. 11548

In-Place Density Testing:

• 10/18/23 - 5 tests @ \$26.00/test	\$130.00
• 10/19/23 - 3 tests @ \$26.00/test	\$78.00
• 10/23/23 - 3 tests @ \$26.00/test	\$78.00
• 10/27/23 - 3 tests @ \$26.00/test	\$78.00
• 10/25/23 - 6 tests @ \$26.00/test	\$156.00
• 10/26/23 - 6 tests @ \$26.00/test	\$156.00
• 10/27/23 - 8 tests @ \$26.00/test	\$208.00
• 10/30/23 - 5 tests @ \$26.00/test	\$130.00
• 10/31/23 - 10 tests @ \$26.00/test	\$260.00
• 11/01/23 - 19 tests @ \$26.00/test	\$494.00
• 11/03/23 - 18 tests @ \$26.00/test	\$468.00
• 11/06/23 - 8 tests @ \$26.00/test	\$208.00
• 11/07/23 - 11 tests @ \$26.00/test	\$286.00
• 11/09/23 - 31 tests @ \$26.00/test	\$806.00
• 11/10/23 - 11 tests @ \$26.00/test	\$286.00
Subtotal:	\$3,822.00

Engineering Technician:

• 10/06/23 - 6.5 hours @ \$65.00/hr.	\$422.50
• 10/18/23 - 5.5 hours @ \$65.00/hr.	\$357.50
• 10/19/23 - 2 hours @ \$65.00/hr.	\$130.00
• 10/23/23 - 6 hours @ \$65.00/hr.	\$390.00
• 10/24/23 - 6 hours @ \$65.00/hr.	\$390.00
• 10/25/23 - 6.5 hours @ \$65.00/hr.	\$422.50
• 10/26/23 - 6.5 hours @ \$65.00/hr.	\$422.50
• 10/27/23 - 8 hours @ \$65.00/hr.	\$520.00
• 10/30/23 - 5.5 hours @ \$65.00/hr.	\$357.50
• 10/31/23 - 5 hours @ \$65.00/hr.	\$325.00
• 11/01/23 - 5.5 hours @ \$65.00/hr.	\$357.50
• 11/02/23 - 4 hours @ \$65.00/hr.	\$260.00
• 11/03/23 - 4 hours @ \$65.00/hr.	\$260.00
• 11/06/23 - 4 hours @ \$65.00/hr.	\$260.00
• 11/07/23 - 3 hours @ \$65.00/hr.	\$195.00
• 11/10/23 - 4 hours @ \$65.00/hr.	\$260.00
Subtotal:	\$5,330.00

Laboratory Testing;

• LBR Testing; 1 test @ \$350.00/test	\$350.00
• Proctor Testing; 3 tests @ \$95.00/test	\$285.00
Subtotal:	\$635.00

Compressive Strength Testing of Concrete;

• 10/09/23 - 1 set of cylinders @ \$95.00/set	\$95.00
• 11/10/23 - 2 sets of cylinders @ \$95.00/set	\$190.00
Subtotal:	\$285.00

Trip Charges;

• 16 trip charges @ \$75.00/trip	\$1,200.00
Subtotal:	\$1,200.00

Professional/Administrative Man-Hours:

• Sr. Project Engineer; 4 hours @ \$145.00/hour	\$580.00
• Technical Secretary; 4 hours @ \$50.00/hour	\$200.00
Subtotal:	\$780.00

TOTAL INVOICE AMOUNT \$12,052.00

Original P.O. Amount:	\$37,985.00
Previously Invoiced:	\$3,735.50
Amount This Invoice:	\$12,052.00
Budget Remaining:	\$22,197.50

Please remit payment within 30 days to:

Andersen Andre Consulting Engineers, Inc. • 834 SW Swan Avenue • Port St. Lucie, Florida 34983

Please call (772) 807-9191 with any questions concerning payment

OKEECHOBEE UTILITY AUTHORITY

AGENDA ITEM NO. 9

DECEMBER 19, 2023

CONSENT AGENDA

INVOICE FROM CHA – PINE RIDGE PARK UTILITY SYSTEM UPGRADE - SDC

Please find attached the invoice in the amount of \$13,858.76 submitted by CHA. Staff is aware of the work currently being done CHA and is in agreement with this request.

Staff recommends approval of this invoice in the amount of \$13,858.76 to CHA.



John Hayford
 Okeechobee Utility Authority
 100 SW 5th Avenue
 Okeechobee, FL 34974

December 1, 2023
 Project No: 001034.000
 Invoice No: 1034-13

Project 001034.000 Pine Ridge Park Utility System Upgrade -SDC

Professional services during construction for the Pine Ridge park Utility Improvement project as authorized on April 14, 2020 under Purchase Order 10380

Professional Services from July 29, 2023 through October 27, 2023
Professional Personnel

			Hours	Rate	Amount
Engineer 1					
Tahaoglu, Ahmet	9/18/2023		1.00	87.00	87.00
Shop drawing review (private side plumbing).					
Tahaoglu, Ahmet	9/19/2023		1.00	87.00	87.00
Shop drawing review (private side plumbing).					
Tahaoglu, Ahmet	9/22/2023		1.00	87.00	87.00
Shop drawing correspondence (water stop for formwork).					
Engineer 4					
Bortz, Stephanie	7/31/2023		.50	123.00	61.50
235-002.03 Pine Ridge Park Progress Meeting Coordination					
Bortz, Stephanie	8/1/2023		2.50	123.00	307.50
235-006.03 Pine Ridge Park Progress Meeting No. 6 preparation of notes and conduct meeting					
Bortz, Stephanie	8/2/2023		2.00	123.00	246.00
235-006.03 Meeting Minutes Progress Meeting #6, HGI Coordination					
Bortz, Stephanie	8/4/2023		.50	123.00	61.50
235-006.03 Pine Ridge Park Meeting Minute Submittal and Contractor Coordination					
Bortz, Stephanie	8/8/2023		1.50	123.00	184.50
235-006.03 Shop Drawing Review and Hinterland Coordination					
Bortz, Stephanie	8/9/2023		3.00	123.00	369.00
235-006.03 Pine Ridge Park Invoice Revision and Invoice #10 Submittal					
Bortz, Stephanie	8/11/2023		2.00	123.00	246.00
235-006.03 Shop Drawing Submittal and Pre Con Review					
Bortz, Stephanie	8/15/2023		.50	123.00	61.50
235-006.03 Shop Drawing Submittal and Log Review					
Bortz, Stephanie	8/17/2023		3.00	123.00	369.00
235-006.03 AA#3 Preparation and Coordination with HGI on RFP #002. Review of Pre Con Video for NE 28 Avenue and provided breakdown for OUA.					

PAYMENT IS DUE WITHIN 30 DAYS OF INVOICE DATE

Bank Name: Citizens Bank NA - Account Name: CHA Consulting, Inc. | Account #: 4011254230 - ABA #: 021313103
 Supporting remittance information should be sent via email to remittances@chasolutions.com

Project	001034.000	235-006.03_Pine Ridge Park Utility Syste		Invoice	1034-13
Bortz, Stephanie	8/21/2023	1.00	123.00	123.00	
235-006.03 Restoration Review and Submittal to OUA.					
Bortz, Stephanie	8/22/2023	1.00	123.00	123.00	
235-006.03 As Built Review, AA#3 Submittal, HGI Coordination					
Bortz, Stephanie	8/25/2023	.50	123.00	61.50	
235-006.03 Master Inspection Log Submittal					
Bortz, Stephanie	8/29/2023	2.50	123.00	307.50	
235-006.03 HGI Coordination, RFI 008 Submittal, OUA Coordination on NE 28 Avenue Restoration.					
Bortz, Stephanie	8/30/2023	1.00	123.00	123.00	
235-006.03 OUA Inspection Report Submittal to HGI					
Bortz, Stephanie	9/6/2023	1.00	123.00	123.00	
235-006.03 Pine Ridge Park Utility Connection Coordination between OUA and HGI					
Bortz, Stephanie	9/7/2023	3.00	123.00	369.00	
235-006.03 OUA Onsite NE 28 Avenue Walkthrough and Punch List Onsite Meeting					
Bortz, Stephanie	9/8/2023	4.00	123.00	492.00	
235-006.03 Punch List Coordination and OUA Review of Pending Items					
Bortz, Stephanie	9/13/2023	1.50	123.00	184.50	
235-006.03 Shop Drawing Submittal and RFI Response					
Bortz, Stephanie	9/14/2023	1.00	123.00	123.00	
235-006.03 Shop Drawing Review and Submittal					
Bortz, Stephanie	9/18/2023	2.00	123.00	246.00	
235-006.03 RFI 010 Review, Testing Report Review					
Bortz, Stephanie	9/20/2023	1.00	123.00	123.00	
235-006.03 Shop Drawing Coordination, Restoration Coordination, and Private Plumbing shop drawing alternative coordination					
Bortz, Stephanie	9/21/2023	1.50	123.00	184.50	
235-006.03 Private Side Plumbing Review and Submittal to OUA					
Bortz, Stephanie	9/22/2023	2.00	123.00	246.00	
235-006.03 Punchlist Item for NE 28th Avenue, Review of onsite pictures, coordination with Hinterland.					
Bortz, Stephanie	9/28/2023	2.00	123.00	246.00	
235-002.03 RFI 010 & 011 Response and Submittal to HGI					
Bortz, Stephanie	10/4/2023	2.00	123.00	246.00	
235-006.03 Punch List Coordination, RFI 012 Submittal and Punch List Coordination					
Bortz, Stephanie	10/9/2023	1.00	123.00	123.00	
235-006.03 Invoice 11 Review & Submittal and OUA Submittals					
Bortz, Stephanie	10/10/2023	1.50	123.00	184.50	
235-006.03 Project Coordination, Pay Request #11 Review, and pending RFI.					
Bortz, Stephanie	10/11/2023	1.50	123.00	184.50	
235-006.03 Progress Report, Invoice #11 Submittal					
Bortz, Stephanie	10/12/2023	1.00	123.00	123.00	
236-006.00 Project Coordination with Team and Update Schedule					
Bortz, Stephanie	10/13/2023	1.00	123.00	123.00	
235-006.03 Walkthrough and Inspection Coordination					
Bortz, Stephanie	10/16/2023	1.00	123.00	123.00	
235-006.03 Project Coordination and Onsite Inspection Review with Field Team					
Bortz, Stephanie	10/18/2023	3.00	123.00	369.00	
235-006.03 Shop Drawing Review and RFI Submittal					

PAYMENT IS DUE WITHIN 30 DAYS OF INVOICE DATE

Bank Name: Citizens Bank NA - Account Name: CHA Consulting, Inc. | Account #: 4011254230 - ABA #: 021313103
Supporting remittance information should be sent via email to: remittances@chasolutions.com

Project	001034.000	235-006.03_Pine Ridge Park Utility Syste		Invoice	1034-13
Bortz, Stephanie	10/19/2023	3.50	123.00	430.50	
235-006.03 RFI & Shop Drawing Review Submittal & Project Coordination					
Bortz, Stephanie	10/20/2023	1.50	123.00	184.50	
235-006.03 OUA Meeting to discuss project status and pending information, Submittal to HGI for RFT and Change Order.					
Bortz, Stephanie	10/25/2023	2.00	123.00	246.00	
235-006.03 County Coordination from Walk-Through & AC Schedule Meeting with Manufacturer and HGI					
Bortz, Stephanie	10/27/2023	2.00	123.00	246.00	
235-006.03 Walk Through Review Comments & Project Coordination and Comments on PCO for Headwall Stabilization.					
Engineer 8					
Hammann, Douglas	8/1/2023	1.00	201.00	201.00	
Attend project construction progress meeting					
Hammann, Douglas	8/22/2023	1.00	201.00	201.00	
Review Vac PS structure Special Inspection List					
Hammann, Douglas	9/19/2023	1.00	201.00	201.00	
Draft response to RFI 010					
Hammann, Douglas	9/28/2023	1.00	201.00	201.00	
Review conduit and EA piping RFIs					
Hammann, Douglas	10/12/2023	2.00	201.00	402.00	
Review rough electrical and rough plumbing under upper floor slab					
Hammann, Douglas	10/24/2023	1.00	201.00	201.00	
Discussion and review of AC Components with Trane, discuss energy code is not applicable and provide heat load calcs.					
Resident Inspector 1					
Waller, Kenneth	7/31/2023	1.00	93.00	93.00	
Introduction to OUA and Pine Ridge Proj.					
Waller, Kenneth	8/1/2023	2.00	93.00	186.00	
1 - on - 1 briefing of upcoming pine ridge park progress meeting with Stephanie B. (PM II) prior to kick-off of progress meeting #6 with OUA. Progress meeting with client and contractor to discuss project status. Correspondance to any major questions and / or concerns.					
Waller, Kenneth	8/3/2023	2.00	93.00	186.00	
Curation of Special Inspection Log for OUA Pine Ridge Improvement Project.					
Waller, Kenneth	8/4/2023	1.00	93.00	93.00	
Finishing touches of Special Inspections Log for Pine Ridge Park Improvements. Assisting Stephanie B.					
Waller, Kenneth	8/8/2023	2.00	93.00	186.00	
Review and submission of Pine Ridge Park OUA Utility Improvements					
Waller, Kenneth	9/13/2023	2.00	93.00	186.00	
Review of All Field Density Testing Reports from Nutting Engineering to OUA.					
Waller, Kenneth	10/2/2023	2.00	93.00	186.00	
Composition and revision of Punchlist for Upcoming Pine Ridge Park Inspection					
Waller, Kenneth	10/3/2023	1.00	93.00	93.00	
Set-up and communication of OUA Pine Ridge installation with Hinterland.					
Waller, Kenneth	10/6/2023	1.00	93.00	93.00	
Set-up and communication of OUA Pine Ridge installation with Hinterland.					

PAYMENT IS DUE WITHIN 30 DAYS OF INVOICE DATE

Bank Name: Citizens Bank NA - Account Name: CHA Consulting, Inc. | Account #: 4011254230 - ABA #: 021313103
Supporting remittance information should be sent via email to: remittances@chasolutions.com

Project	001034.000	235-006.03_Pine Ridge Park Utility Syste		Invoice	1034-13
Waller, Kenneth	10/10/2023	2.00	93.00	186.00	
Creation of Okeechobee Punch List for review, and finalization of inspection schedule and correspondance.					
Waller, Kenneth	10/12/2023	8.00	93.00	744.00	
Hinterland Group, Inc on-site at Pine Ridge Park Utility Project w/ The Okeechobee Utility Authority & Okeechobee County starting at 9:00 a.m.					
Waller, Kenneth	10/13/2023	3.00	93.00	279.00	
Upload and organization of on-site Pine Ridge Park Improvements. Photos, Daily work reports, etc.					
Waller, Kenneth	10/15/2023	2.00	93.00	186.00	
Correspondance with Clint, Randy and Steph of Okeechobee County from walkthrough on 10/12/2023.					
Waller, Kenneth	10/18/2023	2.00	93.00	186.00	
Composition of OUA Pine Ridge Park Punchlist and Correspondence with Randall Premer of Okeechobee County of OUA Approved improvement items.					
Waller, Kenneth	10/19/2023	4.00	93.00	372.00	
Correspondance with the Okeechobee County Public works department and Punch list composition					
Waller, Kenneth	10/20/2023	-4.00	93.00	-372.00	
Waller, Kenneth	10/20/2023	8.00	93.00	744.00	
Review of Pre-Construction Video and Final Composition of Pine Ridge Park Improvement Punch List					
Waller, Kenneth	10/23/2023	3.00	93.00	279.00	
Correspondence of work and contractor of approval of driveway stabilization within project scope area & completion of all required punch list. Meeting with Stephanie B.					
Waller, Kenneth	10/25/2023	3.00	93.00	279.00	
Correspondence with the OUA and final revision of OUA Walkthrough Punchlist with Stephanie B.					
Technician 4					
Crick, Jeff	9/8/2023	.25	123.00	30.75	
Discuss plumbing service and RFI with Stephanie.					
Crick, Jeff	9/28/2023	1.00	123.00	123.00	
Review shop drawings for vacuum equipment fitment in building per Stephanie's request.					
Crick, Jeff	10/17/2023	.25	123.00	30.75	
Teams discussion for electrical plans, assist Stephanie with drawing clarification and lighting installation.					
Totals		118.00		13,602.00	
Total Labor					13,602.00
Reimbursable Expenses					
Direct Miscellaneous - Mileage				256.76	
Total Reimbursables				1.0 times	256.76
Billing Limits					
		Current	Prior	To-Date	
Total Billings		13,858.76	124,569.34	138,428.10	
Limit				242,100.00	
Remaining				103,671.90	

PAYMENT IS DUE WITHIN 30 DAYS OF INVOICE DATE

Bank Name: Citizens Bank NA - Account Name: CHA Consulting, Inc. | Account #: 4011254230 - ABA #: 021313103
Supporting remittance information should be sent via email to: remittances@chasolutions.com

Project	001034.000	235-006.03_Pine Ridge Park Utility Syste	Invoice	1034-13
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Total Due This Invoice:	\$13,858.76
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PAYMENT IS DUE WITHIN 30 DAYS OF INVOICE DATE

Bank Name: Citizens Bank NA - Account Name: CHA Consulting, Inc. | Account #: 4011254230 - ABA #: 021313103
Supporting remittance information should be sent via email to remittances@chasolutions.com

PO BOX 845746 | Boston, MA 02284-5746 | Worksource - 845746 | T: (518) 453-4500 | F: (518) 458-1735
CHASOLUTIONS.COM

Detailed Expense Report

Friday, November 17, 2023

4:34:04 PM

CHA Consulting, Inc.

Employee 08450 Waller, Kenneth E.

Signed _____

Posted

Approved Electronically by: Reeves, Marsha L. 10/16/2023 7:27:15 AM

Organization 3.I.00.WTR.WWW

Expense Report: WWD. Projects C. Springs / Okeechobee

Report Date: 10/10/2023

Line	Date	Category	Description	Project	Phase	Task	Bill	Company Paid	Credit Card	Currency Code	Amount	Payment Amount
1	10/12/2023	Mileage - 1/1/2023 .655	Mileage to Okeechobee County, FL	001034.000			<input checked="" type="checkbox"/>	<input type="checkbox"/>		USD	150.65	150.65
				235-006.03_Pine Ridge Park Utility Syste								
Business Reason: Meeting with Hinterland Group Inc. & Okeechobee County Road Dept. to conduct inspections of Culvert Stabilization, Rough Electrical, Driveway Stabilization, Rough Plumbing, R.O.W. Restoration.				Travel From/To: Travel To and From South Florida (Broward County) to Pine Ridge Park in OUA - Okeechobee Utility Authority.		Travel: 230.00 mi @ 0.655		Originating Vendor:				

Detailed Expense Report

Friday, November 17, 2023

4:34:04 PM

CHA Consulting, Inc.

Employee 08531 Bortz, Stephanie A.

Signed _____

Posted

Approved Electronically by: Reeves, Marsha L. 9/8/2023 10:19:44 AM

Organization 3.I.00.WTR.WWW

Expense Report: NE 28 Ave. Restoration Inspection

Report Date: 9/8/2023

Line	Date	Category	Description	Project	Phase	Task	Bill	Company Paid	Credit Card	Currency Code	Amount	Payment Amount
1	9/7/2023	Mileage - 1/1/2023 .655	NE 28 Ave. Restoration Inspection	001034.000			<input checked="" type="checkbox"/>	<input type="checkbox"/>		USD	106.11	106.11
				235-006.03_Pine Ridge Park Utility Syste								
Business Reason: NE 28 Ave. Restoration Inspection for 235-006.03				Travel From/To: From: Coral Springs Office To: Jobsite of Pine Ridge Park		Travel: 162.00 mi @ 0.655		Originating Vendor:				

OKEECHOBEE UTILITY AUTHORITY

AGENDA ITEM NO. 10

DECEMBER 19, 2023

CONSENT AGENDA

INVOICE FROM CHA – VACUUM STATION #2 GENERATOR REPLACEMENT

Please find attached the invoice in the amount of \$6,292.55 submitted by CHA. Staff is aware of the work currently being done CHA and is in agreement with this request.

Staff recommends approval of this invoice in the amount of \$6,292.55 to CHA.



John Hayford
 Okeechobee Utility Authority
 100 SW 5th Avenue
 Okeechobee, FL 34974

December 1, 2023
 Project No: 083820.000
 Invoice No: 83820-02

Project 083820.000 Vac. PS #2 (Taylor Creek) Generator Replacement

Professional Services from August 26, 2023 through October 27, 2023

Phase 0001000 Design
Fee

Total Fee	33,300.00			
Percent Complete	41.50	Total Earned	13,819.50	
		Previous Fee Billing	7,526.95	
		Current Fee Billing	6,292.55	
		Total Fee		6,292.55

Billing Limits	Current	Prior	To-Date
Total Billings	6,292.55	7,526.95	13,819.50
Limit			33,300.00
Remaining			19,480.50

Total this Phase \$6,292.55

Phase 0002000 Services During Construction

Billing Limits	Current	Prior	To-Date
Total Billings	0.00	0.00	0.00
Limit			14,800.00
Remaining			14,800.00

Total this Phase 0.00

Total Due This Invoice: \$6,292.55

Billings to Date

	Current	Prior	Total
Fee	6,292.55	7,526.95	13,819.50
Totals	6,292.55	7,526.95	13,819.50

PAYMENT IS DUE WITHIN 30 DAYS OF INVOICE DATE

Bank Name: Citizens Bank NA - Account Name: CHA Consulting, Inc. | Account #: 4011254230 - ABA #: 021313103
 Supporting remittance information should be sent via email to: remittances@chasolutions.com

OKEECHOBEE UTILITY AUTHORITY

AGENDA ITEM NO. 11

DECEMBER 19, 2023

CONSENT AGENDA

INVOICE FROM HINTERLAND GROUP, INC. – SWSA PROJECT 2

Please find attached invoice in the amounts of \$242,146.59 submitted by Hinterland Group, Inc. Staff is aware of the work currently being done by Hinterland Group, Inc. and is in agreement with this request.

Invoice Date	Pay Request No.	Date Paid	Amt. Requested	Retainage	Amount Paid	Remaining Balance
						\$11,954,105.00
Jun-23	1	Jun-23			\$302,829.81	\$11,651,275.19
Jul-23	2	Jul-23			\$559,224.49	\$11,092,050.70
Aug-23	3	Aug-23			\$1,064,874.13	\$10,027,176.57
Sep-23	4	Sep-23			\$882,815.44	\$9,144,361.13
Oct-23	5	Oct-23			\$590,564.39	\$8,553,796.74
Nov-23	6	Nov-23			\$372,055.78	\$8,181,740.96
Dec-23	7		\$242,146.59	\$211,290.04		\$7,728,304.33

Staff recommends approval of these invoice in the amounts of \$242,146.59 to Hinterland Group, Inc.



December 11, 2023

Okeechobee Utility Authority
100 SW 5th Avenue
Okeechobee, FL 34974

**RE: SWSA Project 2 – Vacuum Collection System
Hinterland Group, Inc. – Pay Application No. 7**

Mr. Hayford:

Please find attached Pay Application No. 7 for the above-referenced project, recommended for payment in the amount of \$242,146.59, which covers work confirmed to have been completed for the period from November 4 – December 5, 2023, less the required 5% retainage. In support of our recommendation for payment, we have attached our daily RPR logs for the month, and a Monthly Summary Report, along with other supporting documentation from the contractor (Consent of Surety, etc.).

If you have any questions, please do not hesitate to contact us.

Sincerely,
Sumner Engineering & Consulting, Inc.

Jeffrey M. Sumner, PE
President

Contractor's Application for Payment

Owner: <u>Okeechobee Utility Authority</u>	Owner's Project No.: _____
Engineer: <u>Sumner Engineering & Consulting, Inc.</u>	Engineer's Project No.: <u>19-04.E</u>
Contractor: <u>Hinterland Group, Inc.</u>	Contractor's Project No.: <u>22-0234-00</u>
Project: <u>Southwest Wastewater Service Area - Project 2</u>	
Contract: <u>235-006.03</u>	
Application No.: <u>7</u>	Application Date: <u>12/11/2023</u>
Application Period: From <u>11/4/2023</u> to <u>12/5/2023</u>	

1. Original Contract Price	\$	11,954,105.00
2. Net change by Change Orders	\$	-
3. Current Contract Price (Line 1 + Line 2)	\$	11,954,105.00
4. Total Work completed and materials stored to date (Sum of Column G Lump Sum Total and Column J Unit Price Total)	\$	4,225,800.67
5. Retainage		
a. <u>5%</u> X <u>\$ 3,387,370.90</u> Work Completed	\$	169,368.55
b. <u>5%</u> X <u>\$ 838,429.77</u> Stored Materials	\$	41,921.49
c. Total Retainage (Line 5.a + Line 5.b)	\$	211,290.04
6. Amount eligible to date (Line 4 - Line 5.c)	\$	4,014,510.63
7. Less previous payments (Line 6 from prior application)		\$3,772,364.04
8. Amount due this application	\$	242,146.59
9. Balance to finish, including retainage (Line 3 - Line 4)	\$	7,728,304.33

Contractor's Certification

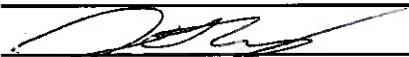
The undersigned Contractor certifies, to the best of its knowledge, the following:

(1) All previous progress payments received from Owner on account of Work done under the Contract have been applied on account to discharge Contractor's legitimate obligations incurred in connection with the Work covered by prior Applications for Payment;

(2) Title to all Work, materials and equipment incorporated in said Work, or otherwise listed in or covered by this Application for Payment, will pass to Owner at time of payment free and clear of all liens, security interests, and encumbrances (except such as are covered by a bond acceptable to Owner indemnifying Owner against any such liens, security interest, or encumbrances); and

(3) All the Work covered by this Application for Payment is in accordance with the Contract Documents and is not defective.

Contractor: Josh Ramirez

Signature:  **Date:** 12/11/2023

Recommended by Engineer : <u>Jeffrey M Sumner</u>	Approved by Owner: <u>Tommy Clay</u>
By: _____	By: _____
Title: <u>President</u>	Title: <u>Chairman</u>
Date: <u>12/11/23</u>	Date: <u>12/19/23</u>
Approved by Funding Agency	
By: _____	By: _____
Title: _____	Title: _____
Date: _____	Date: _____

Progress Estimate - Lump Sum Work

Contractor's Application for Payment

Owner:	Okeechobee Utility Authority	Owner's Project No.:	
Engineer:	Summer Engineering & Consulting, Inc.	Engineer's Project No.:	19-04.E
Contractor:	Hinterland Group, Inc.	Contractor's Project No.:	22-0234-00
Project:	Southwest Wastewater Service Area - Project 2		
Contract:	235-006.03		

Application No.: 7 **Application Period:** From 11/04/23 to 12/05/23 **Application Date:** 12/11/23

A Item No.	B Description	C Scheduled Value (\$)	D + E Work Completed		F Materials Currently Stored (not in D or E) (\$)	G Work Completed and Materials Stored to Date (D + E + F) (\$)	H % of Scheduled Value (G / C) (%)	I Balance to Finish (C - G) (\$)
			(D + E) From Previous Application (\$)	This Period (\$)				
Original Contract								
General								
1	Mobilization	\$ 775,000.00	277,708.32	20,989.58		298,697.90	39%	476,302.10
2	Indemnification	\$ 214,000.00	214,000.00	-		214,000.00	100%	-
3	As-Built Record Drawings	\$ 100,000.00	10,000.00	-		10,000.00	10%	90,000.00
4	Maintenance of Traffic	\$ 105,000.00	47,100.00	5,250.00		52,350.00	50%	52,650.00
5	Existing Utility Location / Identification	\$ 30,000.00	13,500.00	1,500.00		15,000.00	50%	15,000.00
6	NPDES General Construction Permit Compliance	\$ 35,000.00	15,750.00	1,750.00		17,500.00	50%	17,500.00
Vacuum Pump Station No. 4								
10a	Excavation and Dewatering	\$80,000.00	72,000.00	8,000.00		80,000.00	100%	-
10b	Building Shell	\$365,000.00	171,000.00			171,000.00	47%	194,000.00
10c	Roof	\$45,000.00				-	0%	45,000.00
10d	Overhead Bridge Hoist	\$65,000.00			14,868.00	14,868.00	23%	50,132.00
10e	Miscellaneous (Gutters, Hose Bibs, Lights, etc)	\$45,000.00				-	0%	45,000.00
10f	Generator	\$200,000.00				-	0%	200,000.00
10g	Electrical (Equipment only)	\$65,000.00				-	0%	65,000.00
10h	Electrical (Conduits, Wire, Labor, etc.)	\$150,000.00	22,500.00		6,867.30	29,367.30	20%	120,632.70
10i	Vacuum Skids (Vacuum Pumps, Tank, and	\$525,000.00			237,500.00	237,500.00	45%	287,500.00
10j	Interior Piping	\$65,000.00				-	0%	65,000.00
10k	Yard Piping and Valves	\$25,000.00				-	0%	25,000.00
10l	Interior / Exterior Finishes	\$30,000.00				-	0%	30,000.00
10m	HVAC	\$40,000.00				-	0%	40,000.00
10n	Louvers and Metalwork	\$7,500.00				-	0%	7,500.00
10o	Odor Control	\$15,000.00				-	0%	15,000.00
10p	Plumbing	\$8,500.00				-	0%	8,500.00
10q	Bathroom	\$7,500.00				-	0%	7,500.00
10r	Doors	\$25,000.00				-	0%	25,000.00
10s	Concrete Drive	\$65,000.00				-	0%	65,000.00
10t	Underdrain	\$20,000.00				-	0%	20,000.00
10u	General Sitework (Clearing, Grading, etc.)	\$81,500.00	73,570.00	4,075.00		77,645.00	95%	3,855.00
Vacuum Pump Station No. 5								
11a	Excavation and Dewatering	\$80,000.00				-	0%	80,000.00
11b	Building Shell	\$365,000.00				-	0%	365,000.00

Progress Estimate - Lump Sum Work

Contractor's Application for Payment

Owner:	Okeechobee Utility Authority	Owner's Project No.:	
Engineer:	Summer Engineering & Consulting, Inc.	Engineer's Project No.:	19-04.E
Contractor:	Hinterland Group, Inc.	Contractor's Project No.:	22-0234-00
Project:	Southwest Wastewater Service Area - Project 2		
Contract:	235-006.03		

Application No.:	7	Application Period:	From 11/04/23 to 12/05/23	Application Date:	12/11/23
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A	B	C	D	E	F	G	H	I
Item No.	Description	Scheduled Value (\$)	Work Completed		Materials Currently Stored (not in D or E) (\$)	Work Completed and Materials Stored to Date (D + E + F) (\$)	% of Scheduled Value (G / C) (%)	Balance to Finish (C - G) (\$)
			(D + E) From Previous Application (\$)	This Period (\$)				
11c	Roof	\$45,000.00				-	0%	45,000.00
11d	Overhead Bridge Hoist	\$65,000.00			14,868.00	14,868.00	23%	50,132.00
11e	Miscellaneous (Gutters, Hose Bibs, Lights, etc)	\$45,000.00				-	0%	45,000.00
11f	Generator	\$200,000.00				-	0%	200,000.00
11g	Electrical (Equipment only)	\$65,000.00				-	0%	65,000.00
11h	Electrical (Conduits, Wire, Labor, etc.)	\$150,000.00			6,867.30	6,867.30	5%	143,132.70
11i	Vacuum Skids (Vacuum Pumps, Tank, and	\$525,000.00				-	0%	525,000.00
11j	Interior Piping	\$65,000.00				-	0%	65,000.00
11k	Yard Piping and Valves	\$25,000.00				-	0%	25,000.00
11l	Interior / Exterior Finishes	\$30,000.00				-	0%	30,000.00
11m	HVAC	\$40,000.00				-	0%	40,000.00
11n	Louvers and Metalwork	\$7,500.00				-	0%	7,500.00
11o	Odor Control	\$15,000.00				-	0%	15,000.00
11p	Plumbing	\$8,500.00				-	0%	8,500.00
11q	Bathroom	\$7,500.00				-	0%	7,500.00
11r	Doors	\$25,000.00				-	0%	25,000.00
11s	Concrete Drive	\$65,000.00				-	0%	65,000.00
11t	Underdrain	\$20,000.00				-	0%	20,000.00
11u	General Sitework (Clearing, Grading, etc.)	\$81,500.00				-	0%	81,500.00
Restoration								
13	Pavement Markings	\$58,000.00				-	0%	58,000.00
						-		-
						-		-
						-		-
	Original Contract Totals	\$ 5,177,000.00	\$ 917,128.32	\$ 41,564.58	\$ 280,970.60	\$ 1,239,663.50	24%	\$ 3,937,336.50
Change Orders								
						-		-
						-		-
						-		-
						-		-
						-		-
						-		-
						-		-
						-		-
						-		-

Progress Estimate - Unit Price Work

Contractor's Application for Payment

Owner: Okeechobee Utility Authority
 Engineer: Sumner Engineering & Consulting, Inc.
 Contractor: Hinterland Group, Inc.
 Project: Southwest Wastewater Service Area - Project 2
 Contract: 235-006.03

Owner's Project No.: _____
 Engineer's Project No.: 19-04.E
 Contractor's Project No.: 22-0234-00

Application No.: 7 Application Period: From 11/04/23 to 12/05/23 Application Date: 12/11/23

A Bid Item No.	B Description	C Contract Information				G Work Completed		I Materials Currently Stored (not in G) (\$)	J Work Completed and Materials Stored to Date (H + I) (\$)	K % of Value of Item (J / F) (%)	L Balance to Finish (F - J) (\$)
		C Item Quantity	D Units	E Unit Price (\$)	F Value of Bid Item (C X E) (\$)	G Estimated Quantity Incorporated in the Work	H Value of Work Completed to Date (E X G) (\$)				
		Original Contract									
Sanitary System											
7a	Furnish and install SDR 21 PVC Vacuum main, Complete - 4 inch	28500.00	LF	\$ 55.00	1,567,500.00	20,104.00	1,105,720.00	31,824.48	1,137,544.48	73%	429,955.52
7b	Furnish and install SDR 21 PVC Vacuum main, Complete - 6 inch	6100.00	LF	\$ 65.00	396,500.00	3,543.00	230,295.00	30,332.40	260,627.40	66%	135,872.60
7c	Furnish and install SDR 21 PVC Vacuum main, Complete - 8 inch	2200.00	LF	\$ 80.00	176,000.00	1,341.00	107,280.00	10,368.12	117,648.12	67%	58,351.88
7d	Furnish and install SDR 21 PVC Vacuum main, Complete - 10 inch	2900.00	LF	\$ 98.00	284,200.00	2,621.00	256,858.00	-	256,858.00	90%	27,342.00
8a	Furnish and install Resilient Wedge Gate Division Valves, complete - 4-inch	45.00	EA	\$ 2,800.00	126,000.00	25.00	70,000.00	19,106.21	89,106.21	71%	36,893.79
8b	Furnish and install Resilient Wedge Gate Division Valves, complete - 6-inch	12.00	EA	\$ 3,600.00	43,200.00	8.00	28,800.00	908.21	29,708.21	69%	13,491.79
8c	Furnish and install Resilient Wedge Gate Division Valves, complete - 8-inch	2.00	EA	\$ 3,800.00	7,600.00	1.00	3,800.00	602.44	4,402.44	58%	3,197.56
8d	Furnish and install Resilient Wedge Gate Division Valves, complete - 10-inch	3.00	EA	\$ 4,600.00	13,800.00	2.00	9,200.00	451.81	9,651.81	70%	4,148.19
9a	Furnish and install vacuum collection pit assemblies, complete - Type "A" Adjacent to main	70	EA	\$ 12,500.00	875,000.00	16.00	200,000.00	463,865.50	663,865.50	76%	211,134.50
9b	Furnish and install vacuum collection pit assemblies, complete - Type "A" Across from main	47	EA	\$ 14,200.00	667,400.00	2.00	28,400.00		28,400.00	4%	639,000.00
9c	Furnish and install vacuum collection pit assemblies, complete - Type "B" Adjacent to main	62	EA	\$ 13,000.00	806,000.00	11.00	143,000.00		143,000.00	18%	663,000.00
9d	Furnish and install vacuum collection pit assemblies, complete - Type "B" Across from main	18	EA	\$ 14,700.00	264,600.00		-		-	0%	264,600.00
Restoration											
12a	Bahia Sod	38,830	LF	\$ 8.50	330,055.00	20,000.00	170,000.00		170,000.00	52%	160,055.00
12b	Concrete Driveways	4,000	SY	\$ 95.00	380,000.00		-		-	0%	380,000.00
12c	Asphalt Driveways	1,500	SY	\$ 65.00	97,500.00	250.00	16,250.00		16,250.00	17%	81,250.00
12d	Gravel Driveways	1,400	SY	\$ 35.00	49,000.00		-		-	0%	49,000.00
12e	Asphalt Millings Driveway	120	SY	\$ 50.00	6,000.00		-		-	0%	6,000.00
12f	Brick Paver Driveway	50	SY	\$ 135.00	6,750.00		-		-	0%	6,750.00
12g	Type 3: Asphaltic Concrete Pavement Patch	8,000	SY	\$ 85.00	680,000.00	695.00	59,075.00		59,075.00	9%	620,925.00
					-		-		-		-
Original Contract Totals					\$ 6,777,105.00		\$ 2,428,678.00	\$ 557,459.17	\$ 2,986,137.17	44%	\$ 3,790,967.83
Change Orders											
					-		-		-		-
					-		-		-		-
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					-		-		-		-

CONSENT OF SURETY COMPANY

OWNER
ARCHITECT
CONTRACTOR
SURETY
OTHER

DOCUMENT G707

PROJECT:
(name, address)

Bond No. 800103046

Southwest Wastewater Service Area Project No. 2
Okeechobee, FL

ARCHITECT'S PROJECT NO:

TO: (Owner)

CONTRACT FOR:

Okeechobee Utility Authority

CONTRACTOR:

CONTRACT DATE:

Hinterland Group, Inc.

3/5/2023

In accordance with the provisions of the Contract between the Owner and the Contractor as indicated above, the
(here insert name and address of Surety company)

Atlantic Specialty Insurance Company 605 Hwy. 169 N., Ste. 800, Plymouth, MN 55441

SURETY COMPANY,

Hinterland Group, Inc. 2051 W. Blue Heron Blvd., Riviera Beach, FL 33404

CONTRACTOR.

hereby approves of partial consent of surety in the amount of \$242, 146.59
relieve the Surety Company of any of its obligations to (here insert name and address of Owner)

to the Contractor shall not

Okeechobee Utility Authority 100 Southwest 5th Ave., Okeechobee, FL 34974

OWNER,

as set forth in the said Surety Company's bond.

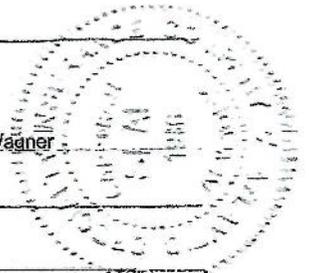
IN WITNESS WHEREOF,

the Surety Company has hereunto set its hand this 11 day of December, 2023

Atlantic Specialty Insurance Company
Surety Company

 Taylor D. Wagner
Signature of Authorized Representative

attorney in fact
Title



Note: This form is to be used as a companion document to Document G706, CONTRACTOR'S AFFIDAVIT OF PAYMENT OF DEBTS AND CLAIMS, current edition

Printed in cooperation with the American Institute of Architects (AIA) by International Fidelity Insurance Company International Fidelity Insurance Company vouches that the language in the document conforms exactly to the language in AIA Document G 707, April 1970 edition



Power of Attorney

KNOW ALL MEN BY THESE PRESENTS, that ATLANTIC SPECIALTY INSURANCE COMPANY, a New York corporation with its principal office in Plymouth, Minnesota, does hereby constitute and appoint: **Daniel F. Wagner, Taylor D. Wagner, Daniel F. Wagner, Jr.**, each individually if there be more than one named, its true and lawful Attorney-in-Fact, to make, execute, seal and deliver, for and on its behalf as surety, any and all bonds, recognizances, contracts of indemnity, and all other writings obligatory in the nature thereof; provided that no bond or undertaking executed under this authority shall exceed in amount the sum of: **unlimited** and the execution of such bonds, recognizances, contracts of indemnity, and all other writings obligatory in the nature thereof in pursuance of these presents, shall be as binding upon said Company as if they had been fully signed by an authorized officer of the Company and sealed with the Company seal. This Power of Attorney is made and executed by authority of the following resolutions adopted by the Board of Directors of ATLANTIC SPECIALTY INSURANCE COMPANY on the twenty-fifth day of September, 2012:

Resolved: That the President, any Senior Vice President or Vice-President (each an "Authorized Officer") may execute for and in behalf of the Company any and all bonds, recognizances, contracts of indemnity, and all other writings obligatory in the nature thereof, and affix the seal of the Company thereto; and that the Authorized Officer may appoint and authorize an Attorney-in-Fact to execute on behalf of the Company any and all such instruments and to affix the Company seal thereto; and that the Authorized Officer may at any time remove any such Attorney-in-Fact and revoke all power and authority given to any such Attorney-in-Fact.

Resolved: That the Attorney-in-Fact may be given full power and authority to execute for and in the name and on behalf of the Company any and all bonds, recognizances, contracts of indemnity, and all other writings obligatory in the nature thereof, and any such instrument executed by any such Attorney-in-Fact shall be as binding upon the Company as if signed and sealed by an Authorized Officer and, further, the Attorney-in-Fact is hereby authorized to verify any affidavit required to be attached to bonds, recognizances, contracts of indemnity, and all other writings obligatory in the nature thereof.

This power of attorney is signed and sealed by facsimile under the authority of the following Resolution adopted by the Board of Directors of ATLANTIC SPECIALTY INSURANCE COMPANY on the twenty-fifth day of September, 2012:

Resolved: That the signature of an Authorized Officer, the signature of the Secretary or the Assistant Secretary, and the Company seal may be affixed by facsimile to any power of attorney or to any certificate relating thereto appointing an Attorney-in-Fact for purposes only of executing and sealing any bond, undertaking, recognizance or other written obligation in the nature thereof, and any such signature and seal where so used, being hereby adopted by the Company as the original signature of such officer and the original seal of the Company, to be valid and binding upon the Company with the same force and effect as though manually affixed.

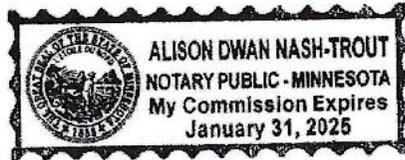
IN WITNESS WHEREOF, ATLANTIC SPECIALTY INSURANCE COMPANY has caused these presents to be signed by an Authorized Officer and the seal of the Company to be affixed this twenty-seventh day of April, 2020.



By *Paul J. Brehm*
Paul J. Brehm, Senior Vice President

STATE OF MINNESOTA
HENNEPIN COUNTY

On this twenty-seventh day of April, 2020, before me personally came Paul J. Brehm, Senior Vice President of ATLANTIC SPECIALTY INSURANCE COMPANY, to me personally known to be the individual and officer described in and who executed the preceding instrument, and he acknowledged the execution of the same, and being by me duly sworn, that he is the said officer of the Company aforesaid, and that the seal affixed to the preceding instrument is the seal of said Company and that the said seal and the signature as such officer was duly affixed and subscribed to the said instrument by the authority and at the direction of the Company.



Alison Nash-Trout
Notary Public

I, the undersigned, Secretary of ATLANTIC SPECIALTY INSURANCE COMPANY, a New York Corporation, do hereby certify that the foregoing power of attorney is in full force and has not been revoked, and the resolutions set forth above are now in force.

Signed and sealed. Dated 17th day of December 2023



Kara Barrow
Kara Barrow, Secretary

This Power of Attorney expires
January 31, 2025



December 11, 2023

Okeechobee Utility Authority
Attn: John F. Hayford, Executive Director
100 SW 5th Avenue
Okeechobee, FL 34974

**RE: Southwest Wastewater Service Area (SWSA) Project 2
Vacuum Collection System and Pump Stations
Monthly Status Report (November 4 – 30, 2023)**

Mr. Hayford:

This letter is intended to summarize activities completed from November 1 – 30, 2023 on SWSA Project 2, including the vacuum collection system and vacuum stations.

COLLECTION SYSTEM

HINTERLAND GROUP (general contractor) continued installation of 6" sewer pipe and valves, vacuum pit assemblies (VPAs) and service connections. Work performed in this period includes:

- Installing 6" pipe along SW 16th St. between sta. 65+70 and sta. 69+20.
- Installing (17) VPA's on SW 19th Terrace and SW 23rd Terrace.
- Asphalt paving of County road crossings in the Oak Park subdivision.
- Asphalt paving of County road crossings on SW 24th Ave.
- Asphalt paving of SW 16th Street between 24th Ave. and sta. 65+70.
- Grading, dressing and sod installation in areas disturbed by construction.

VACUUM STATION 4:

- Basement walls were stripped and waterproofing material applied.
- Dewatering continued as basement excavation was backfilled and compacted.

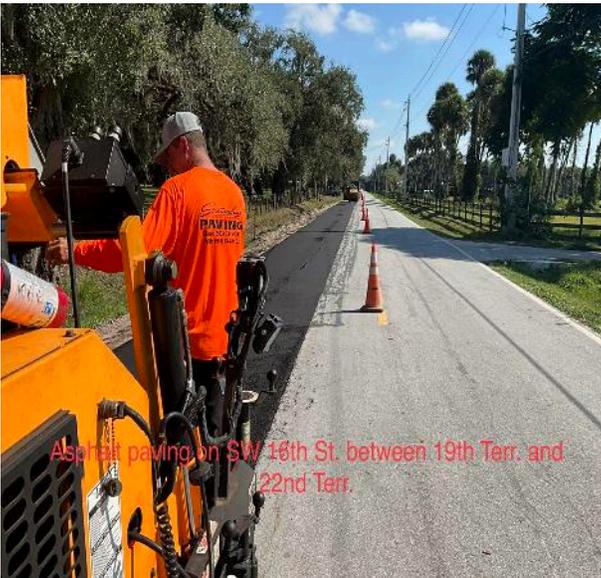
Construction photos are included in Attachment A. If you have any questions, please do not hesitate to contact us.

Sincerely,
Sumner Engineering & Consulting, Inc.

Jeffrey M. Sumner, PE
President

ATTACHMENT A

SITE CONSTRUCTION PHOTOS







OKEECHOBEE UTILITY AUTHORITY

AGENDA ITEM NO. 12

DECEMBER 19, 2023

CONSENT AGENDA

**INVOICE FROM HINTERLAND GROUP, INC. – PINE RIDGE PARK UTILITY
IMPROVEMENTS**

Please find attached invoice in the amounts of \$337,045.37 submitted by Hinterland Group, Inc. Staff is aware of the work currently being done by Hinterland Group, Inc. and is in agreement with this request.

Invoice Date	Pay Request No.	Date Paid	Amt. Requested	Amount Paid	Remaining Balance
					\$5,143,000.00
Jul-22	Change Order #1		-\$712,125.05		\$4,430,874.95
Oct-22	1	Oct-22		\$110,913.06	\$4,319,961.89
Dec-22	2	Dec-22		\$478,757.06	\$3,841,204.83
Jan-23	3	Jan-23		\$280,563.22	\$3,560,641.61
Feb-23	4	Feb-23		\$231,874.10	\$3,328,767.51
Mar-23	5	Mar-23		\$330,737.75	\$2,998,029.76
Mar-23	6	Mar-23		\$403,728.72	\$2,594,301.04
Apr-23	7	Apr-23		\$323,735.44	\$2,270,565.60
Jun-23	8	Jun-23		\$71,522.68	\$2,199,042.92
Jun-23	Change Order #2		\$818,942.62		\$3,017,985.54
Aug-23	Change Order #3		-\$150,274.26		\$2,867,710.28
Aug-23	9	Aug-23		\$175,633.19	\$2,692,077.09
Aug-23	10	Aug-23		\$52,983.35	\$2,639,093.74
Oct-23	11	Oct-23		\$244,524.16	\$2,394,569.58
Nov-23	12	Nov-23		\$427,149.64	\$1,967,419.94
Dec-23	13		\$337,045.37		\$1,630,374.57

Staff recommends approval of these invoice in the amounts of \$337,045.37 to Hinterland Group, Inc.



December 13, 2023
235-006.03

(Sent via email to jhayford@ouafl.com)

Mr. John Hayford, P.E.
Okeechobee Utility Authority
100 SW 5th Avenue
Okeechobee, FL 34974-4221

Dear Mr. Hayford:

Reference: Application and Certificate for Payment No. 13
Pine Ridge Park Utility System Improvements

Enclosed is revised Payment Application and Certificate No. 13 for the above referenced project from Hinterland Group, Inc. **We recommend funding the requested hard cost amount of \$337,045.37 as payment for work completed from November 10, 2023, through December 12, 2023.** The work for which payment is being requested includes:

1. Partial Payment of 40% of Line Item 10C- Building Shell.
2. Partial Payment of 20% of Line Item 10G- Electrical.
3. Partial Payment of 50% of Line Item 10L- Louvers and Metalwork.
4. Partial Payment of 25% of Line Item 10N- Odor Control.
5. Partial Payment of 5% of Line Item 10Q- Labor and Supervision for installation and general site work.
6. Partial Payment for Line Item 26- Asphaltic Driveways, complete for 133 SY.
7. Partial Payment for Line Item 27- Concrete Driveways, complete for 634 SY.
8. Partial Payment for Line Item 28- Gravel Driveways, complete for 14 SY.
9. Partial Payment of Miscellaneous Work Allowance for work completed for Allowance Authorization #3.
10. Partial Payment of Change Order #02 addition of all sanitary sewer connections from R/W to Customer Tie-In. A total of 15 connections were made during this pay period.

Please review the enclosed documents and if they meet your approval, please forward the Payment Application and Certificate documents to your Board for approval. Following Board approval, provide notice and/or copy of the enclosed Payment Application and Certificate to Hinterland Group with their payment.

If you have any questions or require additional information pertaining to the payment recommendation or the project status in general, please do not hesitate to contact me.

Sincerely,

A handwritten signature in blue ink that reads 'Douglas Hammann'.

Douglas K. Hammann, P.E.

Encl.

V:\Projects\CSFL122\Documents\Okeechobee\235-006.03 Pine Ridge Park Utility Improvements - SDC\Pay Requests\Pay App #13\Pay App #13.docx

4700 Riverside Drive, Suite 110, Coral Springs, FL 33067

T 954.510.4700 • F 954.755.2741 • www.chacompanies.com

**PAYMENT APPLICATION AND CERTIFICATE
SIGNATURE PAGE**

APPLICATION NUMBER 13

DATE	<u>December 13, 2023</u>	PROJECT NUMBER	<u>235-006.03</u>
PERIOD FROM	<u>November 10, 2023</u>	TO	<u>December 12, 2023</u>
PROJECT NAME	<u>Pine Ridge Park Utility Improvements</u>		
CONTRACTOR	<u>Hinterland Group, Inc.</u>		

The Contractor is due the payment in the amount shown on the succeeding pages as payment for work completed in accordance with the provisions of the contract.

CHA Consulting, Inc. _____	Date _____
Owner _____	Date _____
_____	Date _____

ACKNOWLEDGMENT OF PAYMENT

We have received payment in the amount indicated on the Application and Certificate.

Contractor Hinterland Group, Inc.

Address 2051 W Blue Heron Blvd, Riviera Beach, FL 33404

By Mr. Chase Rogers

Title: Project Manager

PLEASE SIGN AND RETURN ONE COPY OF THIS ACKNOWLEDGMENT TO THE ENGINEER.



Signature

Date _____

PAYMENT APPLICATION AND CERTIFICATE

Date: _____ Project No: _____

Application No: _____ Period From _____ To _____

Project: _____

To Owner: _____

From Contractor: _____

Thru Engineer: _____

- 1. Original Contract Sum. \$ _____
- 2. Approved Contract Modifications. \$ _____
- 3. Contract Modifications Approved This Period
(List Contract Modification Numbers _____
And attach copies of Contract Modifications). \$ _____
- 4. Revised Contract Amount (Sum of Lines 1 & 2). \$ _____
- 5. Total Value of Work completed to Date. \$ _____
- 6. Less Amount Retained (_____ %). \$ _____
- 7. Subtotal (Line 5 - Line 6). \$ _____
- 8. Less Previous Certificates for Payment. \$ _____
(Line 7 from previous application)
- 9. Current Payment Due (Line 7 - Line 8). \$ _____
- 10. Balance to Finish Plus Retainage (Line 4 - Line 7). \$ _____
- 11. Percent Project Complete (_____ %)

CONTRACTOR'S CERTIFICATION

The undersigned Contractor certifies:

- 1. The Work covered by this Application for Payment has been completed in accordance with the Contract Documents.
- 2. All previous progress payments received from the OWNER on account of Work done under the Contract referred to above have been applied to discharge in full all obligations of the CONTRACTOR incurred in connection with Work covered by prior Applications for Payment numbered 9 thru ^{5/31/2023} inclusive.
- 3. Title to all materials and equipment incorporated in said work or otherwise listed in or covered by this Application for Payment will pass to the OWNER at time of payment free and clear of all liens, claims, security interests and encumbrances (except such as covered by bond acceptable to the OWNER).

Josh Ramirez

Contractor

12/12/2023

Date

Payment of the amount in
Line 9 is recommended.

Project Representative

Date

APPLICATION AND CERTIFICATION FOR PAYMENT

AIA DOCUMENT G702

TO OWNER: **OKEECHOBEE UTILITY AUTHORITY**

PROJECT: **PINE RIDGE PARK UTILITY IMPROVEMENTS**

APPLICATION NO: **13**

APPLICATION DATE: **December 12, 2023**

PERIOD FROM: **November 10, 2023**

PERIOD TO: **December 12, 2023**

REVISION:

CONTRACT NO.: **235-006.03**

CONTRACTOR NO.: **22-0039-00**

FROM CONTRACTOR:

**Hinterland Group, Inc.
2051 W Blue Heron Blvd.
Riviera Beach, FL 33404**

CONTRACTOR'S APPLICATION FOR PAYMENT

Application is made for payment, as shown below, in connection with the Contract. Continuation Sheet, AIA Document G703, is attached.

1. ORIGINAL CONTRACT SUM	\$	<u>5,143,000.00</u>
2. Net change by Change Orders	\$	<u>(43,456.66)</u>
3. CONTRACT SUM TO DATE (Line 1 ± 2)	\$	<u>5,099,543.34</u>
4. TOTAL COMPLETED & STORED TO DATE:	\$	<u>3,651,756.60</u>
5. RETAINAGE:		
a. <u>5</u> % of Completed Work	\$	<u>162,195.71</u>
(Column D + E on G703)		
b. <u>5</u> % of Stored Material	\$	<u>20,392.12</u>
(Column F on G703)		
Total Retainage (Lines 5a + 5b or		
Total in Column I of G703)	\$	<u>182,587.83</u>
6. TOTAL EARNED LESS RETAINAGE	\$	<u>\$3,469,168.77</u>
(Line 4 Less Line 5 Total)		
7. LESS PREVIOUS CERTIFICATES FOR		
PAYMENT (Line 6 from prior Certificate)	\$	<u>3,132,123.40</u>
8. CURRENT PAYMENT DUE	\$	<u>337,045.37</u>
9. BALANCE TO FINISH, INCLUDING RETAINAGE	\$	<u>1,630,374.57</u>
(Line 3 less Line 6)		

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner	\$818,942.65	\$862,399.31
Total approved this Month	\$0.00	0.00
TOTALS	\$818,942.65	\$862,399.31
NET CHANGES by Change Order	(\$43,456.66)	

The undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief, the Work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work for which previous Certificates for Payment were issued and payments received from the Owner, and that current payment shown herein is now due.

CONTRACTOR: HINTERLAND GROUP, INC.

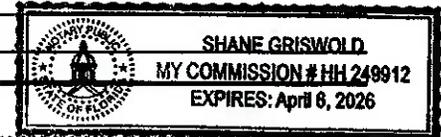
By: [Signature] Date: 12/12/2023
Josh Ramirez, Project Manager

State of: Florida County of: Palm Beach

Subscribed and sworn to before me this 12 day of December, 2023

Notary Public: Shane Griswold

My Commission expires: April 6, 2026



ENGINEER'S CERTIFICATE FOR PAYMENT

In accordance with the Contract Documents, based on on-site observations and the data comprising the application, the Engineer certifies to the Owner, that to the best of the Engineer's knowledge, information and belief, the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the amount certified.

AMOUNT CERTIFIED . . . \$ _____

Attach explanation if amount certified differs from the amount applied. Initial all figures on this Application and on the Continuation Sheet that are changed to conform with the amount certified.

ENGINEER/ARCHITECT:

By: [Signature] Date: _____

This Certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, payment and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.

SCHEDULE OF VALUES

AIA DOCUMENT G703

AIA Document G702, APPLICATION AND CERTIFICATION FOR PAYMENT, containing Contractor's signed certification is attached.

CONTRACT: 235-006.03

APPLICATION NO: 13

In tabulations below, amounts are stated to the nearest dollar.

PROJECT TITLE: PINE RIDGE PARK UTILITY IMPROVEMENTS

APPLICATION DATE: 12/12/2023

Use Column I on Contracts where variable retainage for line items may apply.

PERIOD TO: 12/12/2023

PROJECT NO.: 235-006.03

CONTRACT NO.: 22-0039-00

A ITEM NO.	B FDOT PAY ITEM NO.	C DESCRIPTION OF WORK ITEM	D QTY	E UNIT	F UNIT PRICE	G SCHEDULED VALUE TOTAL	H WORK COMPLETED		I WORK COMPLETED THIS PERIOD		J MATERIALS PRESENTLY STORED (NOT IN G OR H)	K TOTAL COMPLETED AND STORED TO DATE (G+H+I)	L % (K - F)	M BALANCE TO FINISH (F - K)	N TOTAL RETAINAGE 5.00%
							FROM PREVIOUS APPL		THIS PERIOD						
							QTY	AMOUNT (G + H)	QTY	AMOUNT					
GENERAL															
1		Mobilization	1	LS	\$ 316,000.00	\$316,000.00	0.950	\$300,200.00		\$0.00	0.95	\$0.00	95%	\$15,800.00	\$15,010.00
2		Indemnification	1	LS	\$ 51,500.00	\$51,500.00	1.000	\$51,500.00		\$0.00	1	\$0.00	100%	\$0.00	\$2,575.00
3		As-Built Record Drawings	1	LS	\$ 34,200.00	\$34,200.00	0.850	\$29,070.00		\$0.00	0.85	\$0.00	85%	\$5,130.00	\$1,453.50
4		Maintenance of Traffic	1	LS	\$ 34,200.00	\$34,200.00	0.950	\$32,490.00		\$0.00	0.95	\$0.00	95%	\$1,710.00	\$1,624.50
5		Existing Utility Location/ Identification	1	LS	\$ 10,260.00	\$10,260.00	1.000	\$10,260.00		\$0.00	1	\$0.00	100%	\$0.00	\$513.00
6		NPDES General Construction Permit Compliance	1	LS	\$ 10,260.00	\$10,260.00	0.960	\$9,849.60		\$0.00	0.96	\$0.00	96%	\$410.40	\$492.48
SANITARY SYSTEM															
7a		Furnish and install SDR 21 PVC vacuum main, complete - 4 inch	8100.00	LF	\$46.46	\$376,326.00	8100.000	\$376,326.00		\$0.00	8100	\$0.00	100%	\$0.00	\$18,816.30
7b		Furnish and install SDR 21 PVC vacuum main, complete - 6 inch	1900.00	LF	\$57.35	\$108,965.00	1900.000	\$108,965.00		\$0.00	1900	\$0.00	100%	\$0.00	\$5,448.25
7c		Furnish and install SDR 21 PVC vacuum main, complete - 8 inch	600.00	LF	\$79.80	\$47,880.00	600.000	\$47,880.00		\$0.00	600	\$0.00	100%	\$0.00	\$2,394.00
8a		Furnish and install division valves and boxes, complete - 4-inch	12.00	EA	\$ 2,115.00	\$25,380.00	12.000	\$25,380.00		\$0.00	12	\$0.00	100%	\$0.00	\$1,269.00
8b		Furnish and install division valves and boxes, complete - 6-inch	5.00	EA	\$ 2,360.00	\$11,800.00	5.000	\$11,800.00		\$0.00	5	\$0.00	100%	\$0.00	\$590.00
8c		Furnish and install division valves and boxes, complete - 8-inch	1.00	EA	\$ 3,741.00	\$3,741.00	1.000	\$3,741.00		\$0.00	1	\$0.00	100%	\$0.00	\$187.05
9a		Furnish and install vacuum collection pit assemblies, complete - Type "A" Adjacent to main	34	EA	\$ 8,800.00	\$ 299,200.00	34	\$299,200.00		\$0.00	34	\$0.00	100%	\$0.00	\$14,960.00
9b		Furnish and install vacuum collection pit assemblies, complete - Type "A" Across from main	7	EA	\$ 9,575.00	\$ 67,025.00	7	\$67,025.00		\$0.00	7	\$0.00	100%	\$0.00	\$3,351.25
9c		Furnish and install vacuum collection pit assemblies, complete - Type "B" Adjacent to main	11	EA	\$ 10,035.00	\$ 110,385.00	11	\$110,385.00		\$0.00	11	\$0.00	100%	\$0.00	\$5,519.25
9d		Furnish and install vacuum collection pit assemblies, complete - Type "B" Across from main	3	EA	\$ 10,260.00	\$ 30,780.00	3	\$30,780.00		\$0.00	3	\$0.00	100%	\$0.00	\$1,539.00
Furnish and install vacuum pump station with equipment, complete															
10a		Mobilization	1	LS	\$ 50,140.00	\$50,140.00	1	\$50,140.00		\$0.00	1	\$0.00	100%	\$0.00	\$2,507.00
10b		Underground Building Section Excavation and Dewatering	1	LS	\$ 65,000.00	\$65,000.00	1	\$65,000.00		\$0.00	1	\$0.00	100%	\$0.00	\$3,250.00
10c		Building Shell	1	LS	\$ 340,000.00	\$340,000.00	0.4	\$136,000.00	0.4	\$136,000.00	0.8	\$0.00	80%	\$68,000.00	\$13,600.00
10d		Finish Roofing	1	LS	\$ 35,000.00	\$35,000.00		\$0.00		\$0.00	0	\$0.00	0%	\$35,000.00	\$0.00
10e		Gutters	1	LS	\$ 12,000.00	\$12,000.00		\$0.00		\$0.00	0	\$0.00	0%	\$12,000.00	\$0.00
10f		Overhead Crane	1	LS	\$ 40,000.00	\$40,000.00	0.375	\$15,000.00		\$0.00	0.375	\$0.00	38%	\$25,000.00	\$750.00
		Generator (Furnish Only)	1	LS	\$ 125,000.00	\$125,000.00		\$0.00		\$0.00	0	\$0.00	0%	\$125,000.00	\$0.00
10g		Electrical	1	LS	\$ 235,000.00	\$235,000.00	0.6	\$141,000.00	0.2	\$47,000.00	0.8	\$0.00	80%	\$47,000.00	\$9,400.00
10h		Flovac System (Furnish Only)	1	LS	\$ 481,000.00	\$481,000.00		\$0.00		\$0.00	0	\$337,500.00	70%	\$143,500.00	\$16,875.00
10i		Piping Material (Furnish Only)	1	LS	\$ 45,000.00	\$45,000.00		\$0.00		\$0.00	0	\$0.00	0%	\$45,000.00	\$0.00
10j		Stucco and Paint Finish	1	LS	\$ 55,000.00	\$55,000.00		\$0.00		\$0.00	0	\$0.00	0%	\$55,000.00	\$0.00
10k		HVAC	1	LS	\$ 35,000.00	\$35,000.00		\$0.00		\$0.00	0	\$0.00	0%	\$35,000.00	\$0.00
10l		Louvers and Metalwork	1	LS	\$ 45,000.00	\$45,000.00		\$0.00		\$0.00	0.5	\$22,500.00	50%	\$22,500.00	\$1,125.00
10m		Order Control	1	LS	\$ 15,000.00	\$15,000.00		\$0.00	0.25	\$3,750.00	0.25	\$0.00	25%	\$11,250.00	\$187.50
10n		General Plumbing	1	LS	\$ 12,000.00	\$12,000.00	0.5	\$6,000.00		\$0.00	0.5	\$2,263.87	69%	\$8,263.87	\$413.19
10o		Bathroom	1	LS	\$ 15,000.00	\$15,000.00		\$0.00		\$0.00	0	\$0.00	0%	\$15,000.00	\$0.00
10p		Doors	1	LS	\$ 25,000.00	\$25,000.00	0.35	\$8,750.00		\$0.00	0.35	\$0.00	35%	\$16,250.00	\$437.50
10q		Labor and Supervision for installation and General Site Work	1	LS	\$ 125,000.00	\$125,000.00	0.75	\$93,750.00	0.05	\$6,250.00	0.8	\$0.00	80%	\$25,000.00	\$5,000.00
OUA Vacuum Building Breakdown Total															
11		Abandon septic tanks, complete	111	EA	\$ 1,370.00	\$152,070.00		\$0.00		\$0.00	0	\$0.00	0%	\$152,070.00	\$0.00
12		Abandon manholes, complete	7	EA	\$ 1,940.00	\$13,580.00		\$0.00		\$0.00	0	\$0.00	0%	\$13,580.00	\$0.00
13		Furnish and install Sanitary Service Connections (R/W to Customer Tie-In), complete	111	EA	\$ 3,085.00	\$342,435.00		\$0.00		\$0.00	0	\$0.00	0%	\$342,435.00	\$0.00
14		Grout and Abandon Sanitary Sewer Pipe, complete	450	LF	\$ 15.50	\$6,975.00		\$0.00		\$0.00	0	\$0.00	0%	\$6,975.00	\$0.00
WATER SYSTEM															
15a		Furnish and install C900 DR 18 PVC water main, complete - 6-inch	1,350	LF	\$ 37.40	\$50,490.00	1310	\$48,994.00		\$0.00	1310	\$0.00	97%	\$1,496.00	\$2,449.70
15b		Furnish and install C900 DR 18 PVC water main, complete - 8-inch	1,370	LF	\$ 50.10	\$68,637.00	1264	\$63,326.40		\$0.00	1264	\$0.00	92%	\$5,310.60	\$3,166.32
16a		Furnish and install SDR 11 HDPE water main, complete - 2-inch	3,460	LF	\$ 19.70	\$68,162.00	3460	\$68,162.00		\$0.00	3460	\$0.00	100%	\$0.00	\$3,408.10
17a		Furnish and install gate valves and boxes, complete 6"	12	EA	\$ 2,540.00	\$30,480.00	12	\$30,480.00		\$0.00	12	\$0.00	100%	\$0.00	\$1,524.00
17b		Furnish and install gate valves and boxes, complete 8"	5	EA	\$ 3,340.00	\$16,700.00	5	\$16,700.00		\$0.00	5	\$0.00	100%	\$0.00	\$835.00
18a		Furnish, install, and remove sample points, complete, inclusive of bacteriological testing, complete - On Main	13	EA	\$ 1,150.00	\$14,950.00	13	\$14,950.00		\$0.00	13	\$0.00	100%	\$0.00	\$747.50
18b		Furnish, install, and remove sample points, complete, inclusive of bacteriological testing, complete - On Fire Hydrant	4	EA	\$ 1,150.00	\$4,600.00	4	\$4,600.00		\$0.00	4	\$0.00	100%	\$0.00	\$230.00
19		Furnish and install fire hydrant assemblies, complete	5	EA	\$ 9,300.00	\$46,500.00	5	\$46,500.00		\$0.00	5	\$0.00	100%	\$0.00	\$2,325.00
20a		Furnish and install single water service with angle stop and meter box (adjacent), complete	4	EA	\$ 1,000.00	\$4,000.00	4	\$4,000.00		\$0.00	4	\$0.00	100%	\$0.00	\$200.00
20b		Furnish and install single water service with angle stop and meter box (opposite), complete	4	EA	\$ 1,800.00	\$7,200.00	4	\$7,200.00		\$0.00	4	\$0.00	100%	\$0.00	\$360.00
20c		Furnish and install double water service with two (2) angle stops and meter boxes (adjacent), complete	24	EA	\$ 1,600.00	\$38,400.00	24	\$38,400.00		\$0.00	24	\$0.00	100%	\$0.00	\$1,920.00
20d		Furnish and install double water service with two (2) angle stops and meter boxes (opposite), complete	24	EA	\$ 2,730.00	\$65,520.00	24	\$65,520.00		\$0.00	24	\$0.00	100%	\$0.00	\$3,276.00
21		Furnish and Install Water Service Connections (R/W to Customer Tie-In), complete	131	EA	\$ 1,460.00	\$191,260.00		\$0.00		\$0.00	0	\$0.00	0%	\$191,260.00	\$0.00

SCHEDULE OF VALUES

AIA DOCUMENT G703

AIA Document G702, APPLICATION AND CERTIFICATION FOR PAYMENT, containing Contractor's signed certification is attached.

CONTRACT: 235-006.03
PROJECT TITLE: PINE RIDGE PARK UTILITY IMPROVEMENTS

APPLICATION NO: 13
APPLICATION DATE: 12/12/2023
PERIOD TO: 12/12/2023
PROJECT NO.: 235-006.03
CONTRACT NO.: 22-0039-00

In tabulations below, amounts are stated to the nearest dollar.

Use Column I on Contracts where variable retainage for line items may apply.

A ITEM NO.	B FDOT PAY ITEM NO.	C DESCRIPTION OF WORK ITEM	D QTY	E UNIT	F UNIT PRICE	G SCHEDULED VALUE TOTAL	H WORK COMPLETED		I WORK COMPLETED		J MATERIALS PRESENTLY STORED (NOT IN G OR H)	K TOTAL COMPLETED AND STORED TO DATE (G+H+I)	L % (K - F)	M BALANCE TO FINISH (F - K)	N TOTAL RETAINAGE 5.00%	
							FROM PREVIOUS APPL		THIS PERIOD							QTY TO DATE
							QTY	AMOUNT (G + H)	QTY	AMOUNT						
22		Disconnect wells, complete	104	EA	\$ 185.00	\$19,240.00		\$0.00	\$0.00	0	\$0.00	\$0.00	0%	\$19,240.00	\$0.00	
23		Furnish and install ductile iron compact fittings with reaction blocking or thrust restraints, complete	1.5	TN	\$ 18,200.00	\$27,300.00	1.4	\$25,480.00	\$0.00	1.4	\$0.00	\$25,480.00	93%	\$1,820.00	\$1,274.00	
24		Grout and Abandon Water Main Pipe, complete	310	LF	\$ 15.50	\$4,805.00		\$0.00	\$0.00	0	\$0.00	\$0.00	0%	\$4,805.00	\$0.00	
		RESTORATION														
25		Furnish and place sod, complete	11,000	LF	\$ 2.85	\$31,350.00	11000	\$31,350.00	\$0.00	11000	\$0.00	\$31,350.00	100%	\$0.00	\$1,567.50	
26		Asphaltic Driveways, complete	330	SY	\$ 57.00	\$18,810.00		\$0.00	133	\$7,581.00	133	\$7,581.00	40%	\$11,229.00	\$379.05	
27		Concrete Driveways, complete	1,840	SY	\$ 74.10	\$136,344.00		\$0.00	634	\$46,979.40	634	\$46,979.40	34%	\$89,364.60	\$2,348.97	
28		Gravel Driveways, complete	1,200	SY	\$ 22.80	\$27,360.00	800	\$18,240.00	14	\$319.20	814	\$18,559.20	68%	\$8,800.80	\$927.96	
29		Asphalt Road Patch, complete	1,850	SY	\$ 25.30	\$46,805.00	1850	\$46,805.00	\$0.00	1850	\$0.00	\$46,805.00	100%	\$0.00	\$2,340.25	
30		Headwall Replacement, complete	7	EA	\$ 855.00	\$5,985.00		\$0.00	\$0.00	0	\$0.00	\$0.00	0%	\$5,985.00	\$0.00	
31		Pavement Markings/Restoration Allowance	1	LS	\$ 10,000.00	\$10,000.00		\$0.00	\$0.00	0	\$0.00	\$0.00	0%	\$10,000.00	\$0.00	
32		Miscellaneous Work Allowance	1	LS	\$ 400,000.00	\$400,000.00	20.90%	\$83,600.55	7.22%	\$28,875.00	0.281188875	\$0.00	\$112,475.55	28%	\$287,524.45	\$5,623.78
		Change Orders														
CO#1 -1		Removal of all septic tank abandonments. This affects Bid Item No. 11	1.00	LS	-\$152,070.00	-\$152,070.00		\$0.00	\$0.00	0	\$0.00	\$0.00	0%	-\$152,070.00	\$0.00	
CO#1 -2		Removal of all sanitary sewer connections form R/W to customer tie-in. This affects Bid Item No.13.	1.00	LS	-\$342,435.00	-\$342,435.00		\$0.00	\$0.00	0	\$0.00	\$0.00	0%	-\$342,435.00	\$0.00	
CO#1 -3		Removal of all water service connections form R/W to customer tie-in. This affects Bid Item No. 21	1.00	LS	-\$191,260.00	-\$191,260.00		\$0.00	\$0.00	0	\$0.00	\$0.00	0%	-\$191,260.00	\$0.00	
CO#1 -4		Removal of all well disconnections. This affects Bid Item No. 22.	1.00	LS	-\$19,240.00	-\$19,240.00		\$0.00	\$0.00	0	\$0.00	\$0.00	0%	-\$19,240.00	\$0.00	
CO#1 -5		Reduction of Bid Items No. 1 through 6 as a result of work being removed in items 1 through 5 above.	1.00	LS	-\$7,120.05	-\$7,120.05		\$0.00	\$0.00	0	\$0.00	\$0.00	0%	-\$7,120.05	\$0.00	
CO#2 -1		Addition of Bid Items No. 1 though 6 as a result of work being added in items 2 through 5 below.	1.00	LS	\$7,120.05	\$7,120.05	1	\$7,120.05	\$0.00	1	\$0.00	\$7,120.05	100%	\$0.00	\$356.00	
CO#2 -2		Addition of all septic tank abandonments. This affects Bid Item No. 11	111.00	EA	\$1,370.00	\$152,070.00		\$0.00	\$0.00	0	\$0.00	\$0.00	0%	\$152,070.00	\$0.00	
CO#2 -3		Addition of all sanitary sewer connections form R/W to customer tie-in. This affects Bid Item No.13.	111.00	EA	\$3,702.00	\$410,922.00	12	\$44,424.00	15	\$55,530.00	27	\$68,078.53	41%	\$242,889.47	\$8,401.63	
CO#2 -4		Addition of all water service connections form R/W to customer tie-in. This affects Bid Item No. 21	131.00	EA	\$1,752.60	\$229,590.60	110	\$192,786.00	\$0.00	110	\$0.00	\$192,786.00	84%	\$36,804.60	\$9,639.30	
CO#2 -5		Addition of all well disconnections. This affects Bid Item No. 22.	104.00	EA	\$185.00	\$19,240.00		\$0.00	\$0.00	0	\$0.00	\$0.00	0%	\$19,240.00	\$0.00	
CO#3		Deductive Change Order for Generator	1.00	LS	-\$150,274.26	-\$150,274.26		\$0.00	\$0.00							
		TOTAL				\$5,099,543.34		\$2,889,129.60	\$354,784.60		\$407,842.40	\$3,651,756.60		\$1,598,061.00	\$182,587.83	
		BID ALTERNATE ITEMS														
1A		Furnish and install 2-inch HDPE water main via directional drill, inclusive of all fittings, transition pieces, appurtenances; set up, mobilization, and demobilization	3,460	LF	\$ 17.20	\$59,512.00		\$0.00	\$0.00	0	\$0.00	\$0.00	0%	\$59,512.00	\$0.00	
2A-a		Furnish and install single water service with angle stop and meter box (adjacent), complete	4	EA	\$ 1,120.00	\$4,480.00		\$0.00	\$0.00	0	\$0.00	\$0.00	0%	\$4,480.00	\$0.00	
2A-b		Furnish and install single water service with angle stop and meter box (opposite), complete	4	EA	\$ 1,915.00	\$7,660.00		\$0.00	\$0.00	0	\$0.00	\$0.00	0%	\$7,660.00	\$0.00	
2A-c		Furnish and install double water service with two (2) angle stops and meter boxes (adjacent), complete	24	EA	\$ 1,710.00	\$41,040.00		\$0.00	\$0.00	0	\$0.00	\$0.00	0%	\$41,040.00	\$0.00	
2A-d		Furnish and install double water service with two (2) angle stops and meter boxes (opposite), complete	24	EA	\$ 2,845.00	\$68,280.00		\$0.00	\$0.00	0	\$0.00	\$0.00	0%	\$68,280.00	\$0.00	
3A		Deductive Alternate for providing an Alternate Generator System/ Manufacturer meeting the requirements of specifications Section 16204T. (Value accounted for under G702)	1	LS	\$ 150,274.26	\$150,274.26		\$0.00	\$0.00	0	\$0.00	\$0.00	0%	\$150,274.26	\$0.00	

Stored Materials Summary

AIA Document G702, APPLICATION AND CERTIFICATION FOR PAYMENT, containing Contractor's signed certification is attached.
 In tabulations below, amounts are stated to the nearest dollar.
 Use Column I on Contracts where variable retainage for line items may apply.

APPLICATION NO: 13
 APPLICATION DATE: 12/12/2023
 PERIOD TO: 12/12/2023
 PROJECT NO.: 235-006.03
 CONTRACT NO.: 22-0039-00

A		B	C	D	E
Item No.	Supplier Invoice No.	Description of Materials or Equipment Stored	Amount Previously Stored (\$)	Amount Stored this Month (\$)	Amount Completed and Stored to Date (C + D)
7b	68004	6" PVC Pipe SDR-21	\$ -	\$ -	\$ -
7c	68004	8" PVC Pipe SDR-21	\$ -	\$ -	\$ -
9a	619	28 Type A valve pits	\$ -	\$ -	\$ -
9b	630	28 Type A valve pits	\$ -	\$ -	\$ -
10h	619, Inv-0739	50% Upon receipt of approved shop drawings at release for production and Deliver of Materials	\$ 337,500.00		\$ 337,500.00
9c	7730669	6x4" PVC IPS Vaccum WYE, 4" PVC Vacuum 45 degree bend, 4" PVC IPS Vacuum WYE.	\$ -	\$ -	\$ -
CO#2 -Line Items 3 and 4	5995552	Project Material Deposit	\$ 68,078.53	\$ -	\$ 68,078.53
10n	8046417	304 S.S. Pipe for Odor Control	\$ 2,263.87	\$ -	\$ 2,263.87
					\$ -
		Totals	\$ 407,842.40	\$ -	\$ 407,842.40

ALLOWANCE AUTHORIZATION

Project: <u>Pine Ridge Park Utility Improvements</u> <hr/> To: <u>Hinterland Group, Inc.</u> <u>2051 West Blue Heron Blvd</u> <u>Riviera Beach, Florida 33404</u>	Authorization No.: <u>3</u> <hr/> From: <u>CHA Consulting, Inc.</u> <hr/> Date: <u>August 17, 2023</u> <hr/> CHA Project No.: <u>235-006.03</u> <hr/> Client Project No.: <u>-</u> <hr/>
--	---

You are authorized to perform the following item(s) of work and to adjust the Allowance Sum accordingly:

AA#3 is the cost associated for Request for Proposal #3. See attached Request for Proposal for description of work to perform under this allowance authorization and attached is the cost breakdown.

All work under RFP #3 shall conform to construction documents and specifications. Roadway Restoration shall follow Specification 02510- Asphaltic Pavement and Base and all testing required shall be completed under this Allowance Authorization. Refer to attachments for Typical Roadway Section per construction documents.

No additional time is to be considered through this Allowance Authorization. Any additional time request must be submitted following contract documents and approved via change order.

THIS IS NOT A CHANGE ORDER AND DOES NOT INCREASE OR DECREASE THE CONTRACT AMOUNT

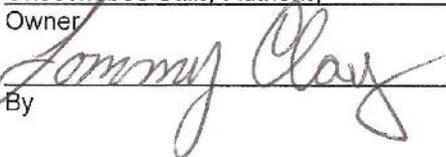
Original Allowance	\$ <u>400,000.00</u>
Allowance Expenditures prior to this Authorization	\$ <u>85,965.55</u>
Allowance Balance prior to this Authorization	\$ <u>314,034.45</u>
Allowance will be [increased] [decreased] by this Authorization	\$ <u>28,875.00</u>
New Allowance Balance	\$ <u>285,159.45</u>

APPROVAL RECOMMENDED

CHA Consulting, Inc.

 By _____ Date 9/25/23

OWNER APPROVAL

Okeechobee Utility Authority
 Owner

 By _____ Date 9/27/2023

CONTRACTOR ACCEPTANCE

Hinterland Group, Inc.
 Contractor

 By _____ Date 10/2/2023

Attachments

Copies: Owner Contractor Consultants _____ _____ _____ File



Monthly Project Status Update – November 2023

Project Name: Pine Ridge Park Utility Improvements

Project No.: 235-006.03

Client: Okeechobee Utility Authority

Client’s Project Manager: John Hayford, P.E.

Engineer’s Project Manager: Douglas Hammann, P.E.

Contractor: Hinterland Group, Inc.

Contractor’s Project Manager: Joshua Ramirez

Work completed this month:

- Contractor shop drawing review.
- Contractor continues their MOT setup.
- CHA Consulting, Inc. conducted an onsite visit of Vacuum Pump Station construction with Hinterland Group, Inc.
- Contractor continued work on Vacuum Pump Station site to include electrical and general plumbing for the above-grade portion of the project.
- Contractor completed the CMU block installation of the Vacuum Pump Station during this report up to the tie-beam of the structure.
- Contractor scheduled Building Inspections with the County Building Department.
- Contractor continued the customer connection for the project for water & sewer connections.

Project Schedule Status:

Notice to Proceed (NTP)	June 21, 2022
Original Contract Date of Substantial Completion (425 days)	August 19, 2023
Original Contract Date of Final Completion (455 days)	September 18, 2023
Revised Contract Date of Substantial Completion (606 days)	February 16, 2024
Revised Contract Date of Final Completion (636 days)	March 17, 2024
Days Since NTP	540
Days Remaining until Substantial Completion	65
Percent of Days Remaining	11%

Project Financial Status:

Contractor’s Payment Applications

Pay App. No.	Payment Amount	Contract Amount	Remaining	Percent Complete
13	\$337,045.37	\$5,099,543.34 ¹	\$1,630,374.57	68%

¹ Per Change Order No. 3











Nov 29, 2023 at 3:17:28 PM
636 NE 30th Ave
Okeechobee FL 34972
United States



V:\Projects\CSFL122\Y\Documents\Okeechobee\235-006.03 Pine Ridge Park Utility Improvements - SDC\Monthly Reports EEI_CHA\2023\11- November\Pine Ridge Park Monthly Report - Nov 2023.docx

OKEECHOBEE UTILITY AUTHORITY

AGENDA ITEM NO. 13

DECEMBER 19, 2023

CONSENT AGENDA

INVOICE FROM THORN RUN PARTNERS

Please see attached the Thorn Run Partners monthly invoice.

Staff recommends approval of the monthly invoice from Thorn Run Partners in the amount of \$3,500.00.

THORN RUN PARTNERS



INVOICE

Date 12/1/2023
Invoice No. 03297

Bill To

Okeechobee Utility
100 S.W. 5th Avenue
Okeechobee, FL 34974

PO NUMBER	0000011647
SUPPLIER ID	

Terms	FOR THE MONTH OF
Net 30	December 2023

Government Relations Services performed Fee as agreed to and amount owed:	\$3,500.00
Payments/Credits	\$0.00
Total Amount Due	\$3,500.00

Remittance Information

For billing inquiries please email trpadmin@thornrun.com

Remittance Information

Please make all checks payable to:
Thorn Run Partners, LLC:
100 M Street SE, Suite 750
Washington, DC 20003
Please reference the invoice number when making payment

Payment Options

We accept wire and ACH. For more information:
Email: trpadmin@thornrun.com
Phone: +1 (202) 688-0222
Online Payment Link: <https://app01.us.bill.com/p/thornrunpartners>

TAX ID

FEIN: 27-1541515

OKEECHOBEE UTILITY AUTHORITY

AGENDA ITEM NO. 14

DECEMBER 19, 2023

CONSENT AGENDA

INVOICE FROM MACVICAR CONSULTING, INC.

Please see attached the MacVicar Consulting Inc. invoice.

Staff recommends approval of the monthly invoice from MacVicar Consulting Inc. in the amount of \$250.00.



MACVICAR CONSULTING, INC.
West Palm Beach, FL 33415

Invoice

Okeechobee Utility Authority
Attn:John Hayford, Exec Director
100 SW 5th Avenue
Okeechobee, FL 34974
PO No:11644

DATE	INVOICE #
12/4/2023	202312016

PROJECT
540.01-LOSOM Support

DESCRIPTION	AMOUNT
Support for the month of November 2023	250.00
Total	\$250.00

OKEECHOBEE UTILITY AUTHORITY

AGENDA ITEM NO. 15

DECEMBER 19, 2023

CONSENT AGENDA

OUA BOARD OF DIRECTOR'S MEETING DATES

January 16, 2024	8:30 A.M.
February 20, 2024	8:30 A.M.
March 19, 2024	8:30 A.M.
April 16, 2024	8:30 A.M..
May 21, 2024	8:30 A.M.
June 18, 2024	8:30 A.M.
July 16, 2024	8:30 A.M.
August 20, 2024	8:30 A.M.
September 17, 2024	8:30 A.M.
October 15, 2024	8:30 A.M.
November 19, 2024	8:30 A.M.
December 17, 2024	8:30 A.M.

All dates above are currently on the third Tuesday of a given month

OKEECHOBEE UTILITY AUTHORITY

AGENDA ITEM NO. 16

DECEMBER 19, 2023

CONSENT AGENDA

2024 OUA HOLIDAYS

Monday, January 1	New Year's Day
Monday, May 27	Memorial Day
Thursday, July 4	Independence Day
Monday, September 2	Labor Day
Monday, November 11	Veteran's Day
Thursday, November 28	Thanksgiving Holiday
Tuesday, December 24	Christmas Eve
Wednesday, December 25	Christmas Day
Personal Day	As applicable

OKEECHOBEE UTILITY AUTHORITY

AGENDA ITEM NO. 17

DECEMBER 19, 2023

FINANCE REPORT

At the end of November 2023, operating revenue were \$2,139,931 compare to budget of \$2,155,137 resulting in the achievement of 99.3% of YTD budget or a deficit of \$15,206 or (-0.7%), which equates to approximately 100% achievement of budget. As presented on pages 2 and 16, there are no material line differences between actual and budget which necessitate our mentioning.

In addition to the Authority's achievement of its YTD revenue budget, current year's revenue is 3.9% or \$80,763 above the same period last year.

YTD operating expenditures were \$1,298,675 compare to budget of \$1,692,887, yielding a positive variance of \$394,212 or 23.3%. A slow start to the Authority's annual expenses is expected and will gradually increase as the fiscal year progress.

Non-operating expenses of \$527,569 which comprises of depreciation and loan interest were in line with the month's budget of \$528,480.

Restricted revenue of \$129,606 is 83% above YTD budget of \$70,815. Accounting for this variance is:

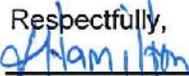
1. YTD Infill revenue from water and wastewater were \$10,804 and \$29,784 respectively compare to budget of \$7,543 and \$15,643. Revenue from infill is mainly associated with Pine Ridge Park Improvement Project and SW Service Area Sceptic to Sewer Project.
2. Interest revenue of \$72,605 was achieved during the month compare with budget of \$31,795. Realization of substantial interest compare with budget are due to:
 - a. Current Interest rate on bank balance remains at 3.56%.
 - b. An interest rate of 2% was assumed in the budget as the average annual interest rate.

The above is provided for information purpose only.

Okeechobee Utility Authority
 Executive Summary
 Prepared by Finance Director

**OKEECHOBEE UTILITY AUTHORITY
 FINANCIAL SUMMARY COMPARISON**

	Operating Revenues				Operating Expenses				Restricted Revenues				Cumulative YTD Restricted Budget Variance
	Actual YTD FY23	Actual YTD FY24	Budget YTD FY24	% Variance (FY 24 vs Bud. FY24)	Actual YTD FY23	Actual YTD FY24	Budget YTD FY24	% Variance (FY24 vs Bud FY24)	Actual YTD FY 23	Actual YTD FY 24	Budget YTD FY24	% Variance (FY 24 vs Bud FY 24)	
Oct-23	987,911	1,022,513	1,077,569	-5.1%	520,371	611,379	846,444	27.8%	19,502	81,184	35,407	129.3%	45,777
Nov-23	2,059,168	2,139,931	2,155,137	-0.7%	1,096,709	1,298,675	1,692,887	23.3%	32,695	129,606	70,815	83.0%	58,791
Dec-23													
Jan-24													
Feb-24													
Mar-24													
Apr-24													
May-24													
Jun-24													
Jul-24													
Aug-24													
Sep-24													

Respectfully,

 Lauriston Hamilton

Okeechobee Utility Authority
FY 2024 Finance Report for Nov. 30, 2023
The Period Ending

OPERATING REVENUE FUND

	Actual YTD	Budget YTD	\$ Variance	% Variance
OPERATING REVENUE:				
Water	\$ 1,261,471	\$ 1,280,772	\$ (19,301)	-1.5%
Sewer	\$ 770,713	794,905	(24,192)	-3.0%
Other Operating Revenue (see detail on page 16)	\$ 107,747	79,460	28,287	35.6%
Total Operating Revenue Received	<u>\$ 2,139,931</u>	<u>\$ 2,155,137</u>	<u>\$ (15,206)</u>	<u>-0.7%</u>
OPERATING EXPENSES:				
Water	\$ 293,250	\$ 383,214	\$ 89,964	23.5%
Wastewater	\$ 177,038	234,859	57,822	24.6%
Meter Readers	\$ 46,021	61,677	15,657	25.4%
Maintenance	\$ 418,688	501,250	82,562	16.5%
Administration Operating	\$ 190,253	311,341	121,088	38.9%
General & Admin.	\$ 173,425	200,545	27,120	13.5%
Contingency Expense	\$ -	-	-	0.0%
Total Operating Expenses Paid (3) (4) (5) (6)	<u>\$ 1,298,675</u>	<u>\$ 1,692,887</u>	<u>\$ 394,212</u>	<u>23.3%</u>
Net Operating Income	<u>\$ 841,256</u>	<u>\$ 462,250</u>	<u>\$ 379,006</u>	<u>82.0%</u>

RESTRICTED REVENUE FUNDS

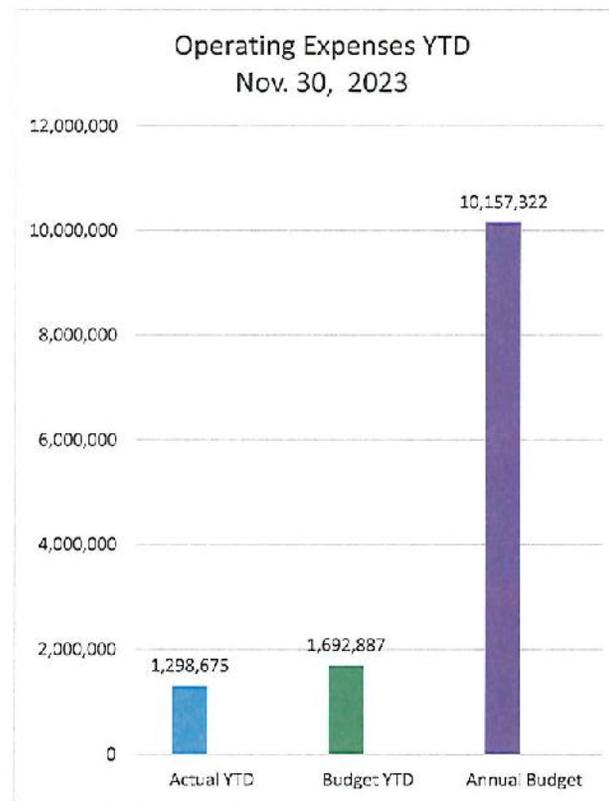
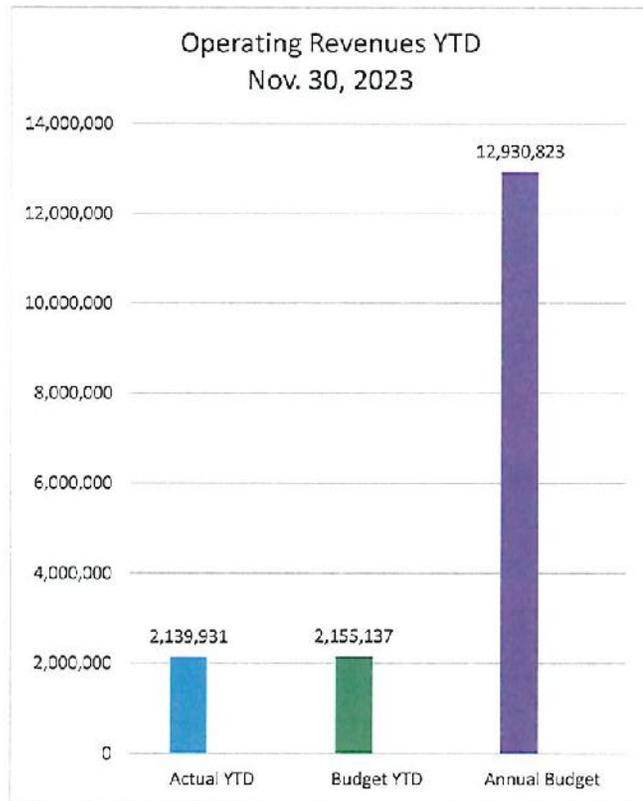
RESTRICTED REVENUE FUNDS RECEIVED:				
Fire Hydrant Fund Fee	\$ 16,412	\$ 15,834	\$ 578	3.7%
Water CC Fees (infill)	\$ 10,804	7,543	3,262	43.2%
WW CC Fees (infill)	\$ 29,784	15,643	14,141	90.4%
Operating Account Interest	\$ 52,996	22,695	30,301	0.0%
Payroll Account Interest	\$ 831	401	430	0.0%
Restricted Interest Income	\$ 18,778	8,699	10,079	115.9%
TOTAL RESTRICTED REVENUE (1) (2)	<u>\$ 129,606</u>	<u>\$ 70,815</u>	<u>\$ 58,791</u>	<u>83.0%</u>

NON-OPERATING EXPENSES:

Debt service interest expense	\$48,279	\$63,849	15,570	24.4%
Non-cash depreciation & amortization	\$479,289	\$464,631	(14,659)	-3.2%
	<u>\$527,569</u>	<u>\$528,480</u>	<u>911</u>	<u>0.2%</u>
NET REVENUE BEFORE ITEMS BELOW	<u>\$ 443,293</u>	<u>\$ 4,585</u>	<u>\$ 436,886</u>	<u>9527.6%</u>

NOTES: Above Revenue and Expense does not include the following:

	Actual YTD	Annual Budget	Variance
(1) Grant funds & state appropriations of:	\$54,312	\$11,793,240	
(2) Contributed capital of:	\$0	\$20,145	
(3) Debt service principal payments of:	\$0	\$2,153,619	
(4) Net Construction In Progress (CIP) Expenditures of:	\$0	\$11,548,847	

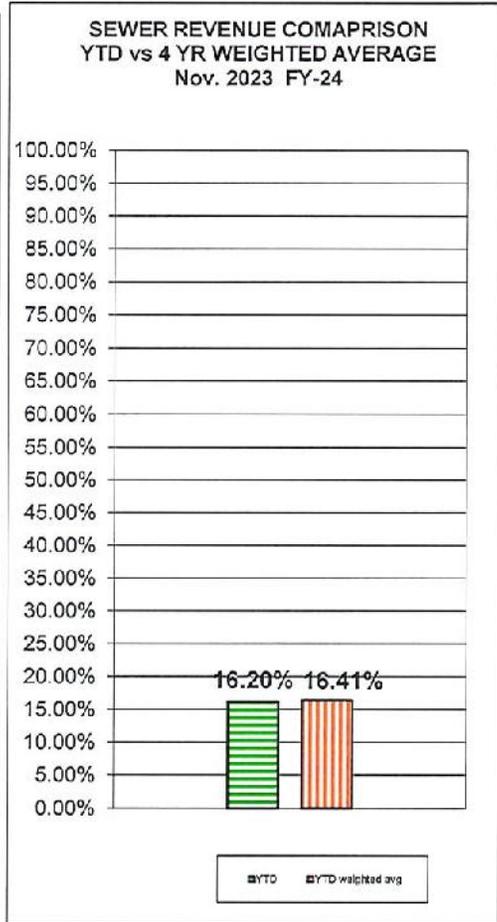
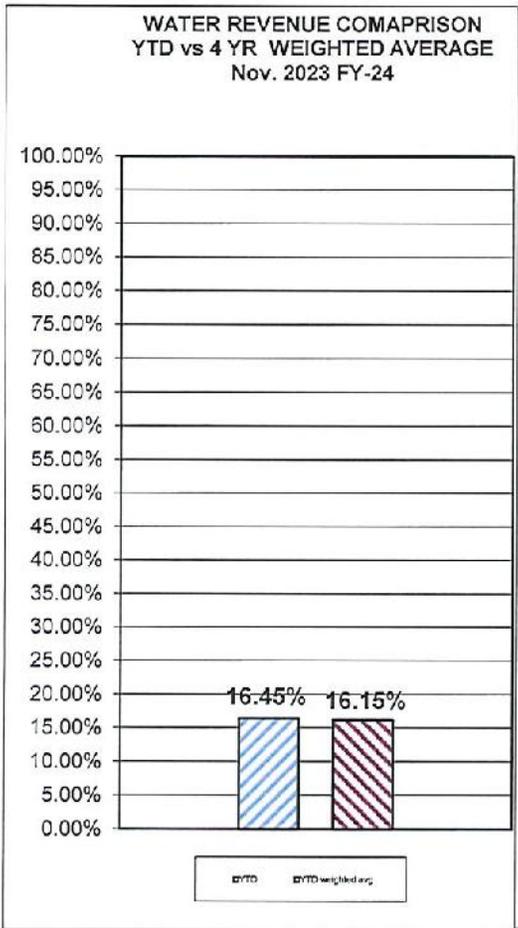


Current FY-24 Water and Sewer Utility Revenue
Monthly & YTD Revenue and Difference from 4Yr Weighted Average (in \$)

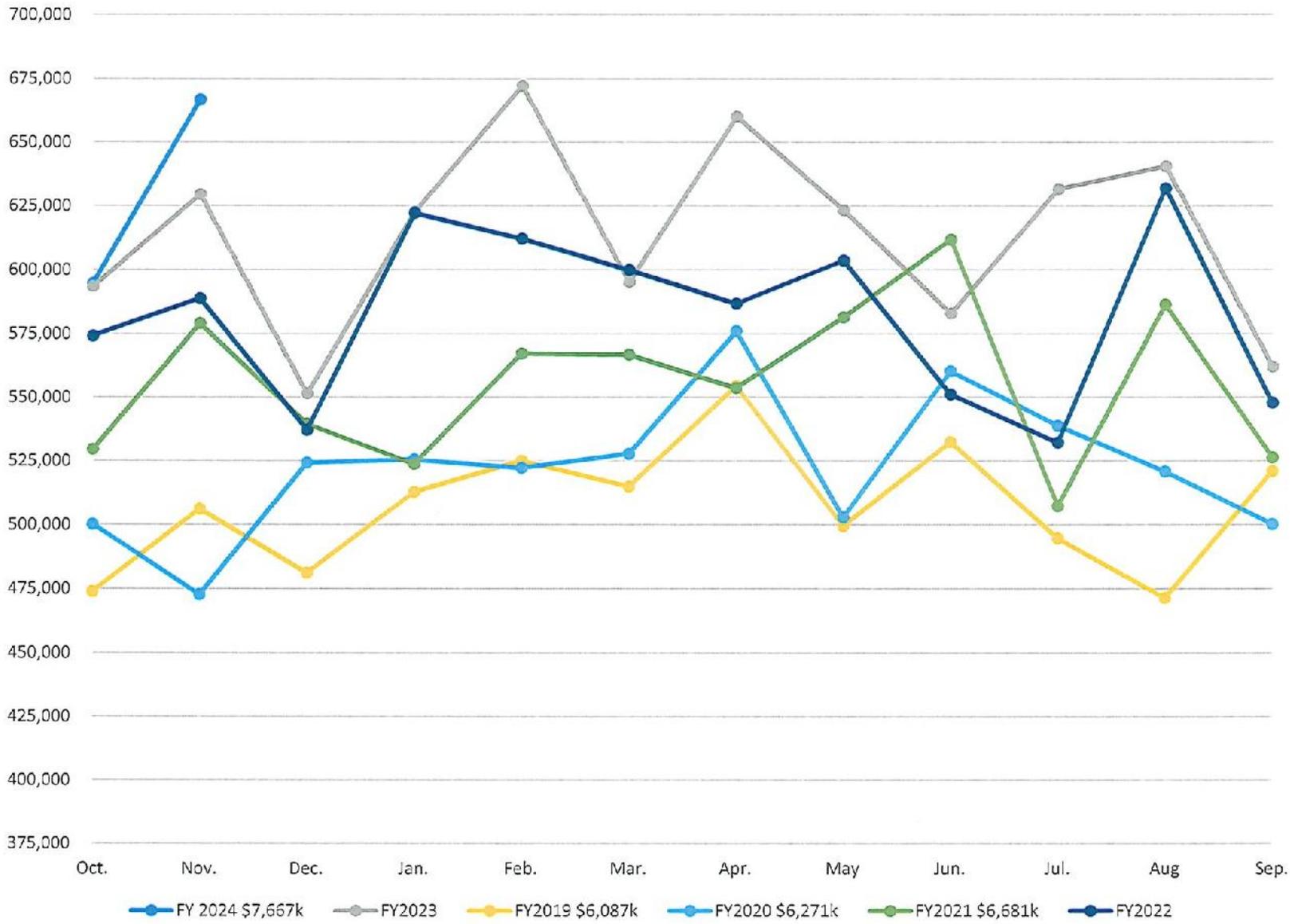
WATER UTILITY REVENUE:				Monthly \$ Difference From 4 Year Weighted Average of	% Current YTD Budget	4 Yr Weighted Average %
Period	YTD		\$ 6,657,165	Water Revenue		
				\$7,666,630		
Oct.	\$ 594,619	594,619	\$ 61,516	7.76%	8.00%	
Nov.	\$ 666,698	1,261,316	\$ 123,166	16.45%	16.15%	
Dec.		-	\$ -	0.00%	0.00%	
Jan.	\$ -	-	\$ -	0.00%	0.00%	
Feb.	\$ -	-	\$ -	0.00%	0.00%	
Mar.	\$ -	-	\$ -	0.00%	0.00%	
Apr.	\$ -	-	\$ -	0.00%	0.00%	
May	\$ -	-	\$ -	0.00%	0.00%	
Jun.	\$ -	-	\$ -	0.00%	0.00%	
Jul.	\$ -	-	\$ -	0.00%	0.00%	
Aug.	\$ -	-	\$ -	0.00%	0.00%	
Sep.	\$ -	-	\$ -	0.00%	100.00%	

SEWER UTILITY REVENUE:				Monthly \$ Difference From 4 Year Weighted Average of	% Current YTD To Budgeted Sewer Revenue	
			\$ 4,078,267		\$4,756,702	
Oct.	\$ 366,276	\$ 366,276	\$ 35,300	7.70%	8.12%	
Nov.	\$ 404,437	\$ 770,713	\$ 65,380	16.20%	16.41%	
Dec.		-	\$ -	0.00%	0.00%	
Jan.	\$ -	-	\$ -	0.00%	0.00%	
Feb.	\$ -	-	\$ -	0.00%	0.00%	
Mar.	\$ -	-	\$ -	0.00%	0.00%	
Apr.	\$ -	-	\$ -	0.00%	0.00%	
May	\$ -	-	\$ -	0.00%	0.00%	
Jun.	\$ -	-	\$ -	0.00%	0.00%	
Jul.	\$ -	-	\$ -	0.00%	0.00%	
Aug.	\$ -	-	\$ -	0.00%	0.00%	
Sep.	\$ -	-	\$ -	0.00%	100.00%	

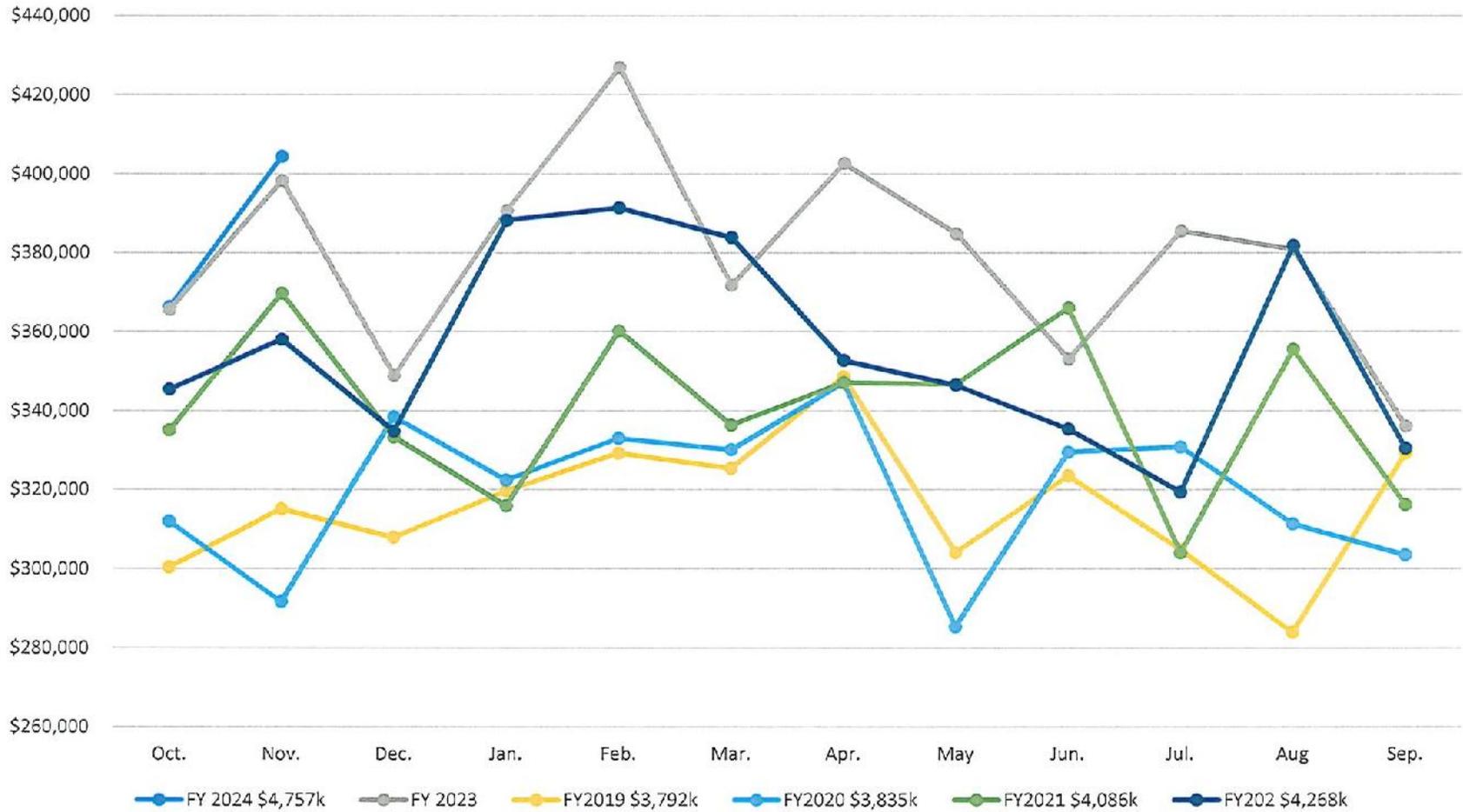
WATER AND SEWER REVENUE COMPARISON
YEAR TO DATE vs 4 YEAR WEIGHTED AVERAGE YEAR TO DATE



Actual Water Revenue Comparison



Actual Wastewater Revenue Comparison

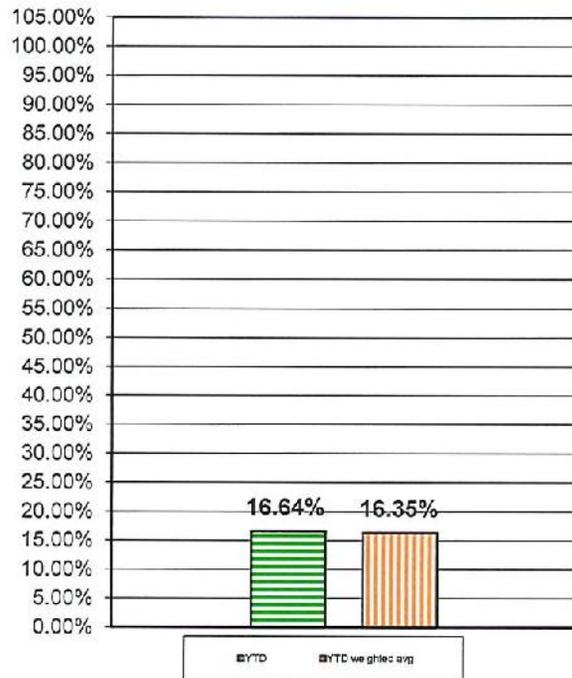


**Current FY-24 Operating & Non-Operating Expenses,
Monthly & YTD Expense and Difference from 4Yr Weighted Average (in \$)**

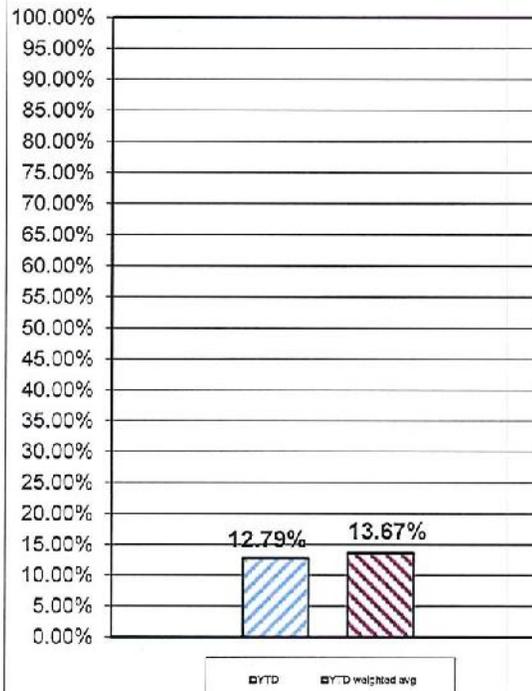
				\$ Difference For the Month	% Current YTD To Budgeted	4 Yr Weighted
OPERATING EXPENSES:				From 4 Year Weighted Avg of	Operating Exp.	Average
Period	YTD		\$	\$	\$	
			6,806,185		\$10,157,322	
Oct.	\$ 611,379	\$ 611,379	\$ 192,149		6.02%	6.19%
Nov.	\$ 687,296	\$ 1,298,675	\$ 177,069		12.79%	13.67%
Dec.		\$ -	\$ -		0.00%	0.00%
Jan.	\$ -	\$ -	\$ -		0.00%	0.00%
Feb.	\$ -	\$ -	\$ -		0.00%	0.00%
Mar.	\$ -	\$ -	\$ -		0.00%	0.00%
Apr.	\$ -	\$ -	\$ -		0.00%	0.00%
May	\$ -	\$ -	\$ -		0.00%	0.00%
Jun.	\$ -	\$ -	\$ -		0.00%	0.00%
Jul.	\$ -	\$ -	\$ -		0.00%	0.00%
Aug.	\$ -	\$ -	\$ -		0.00%	0.00%
YTD	\$ 1,298,675	\$ 1,298,675	\$ -		12.79%	100.00%
				\$ Difference For the Month	% Current YTD To Budgeted	
NON-OPERATING EXPENSES:				From 4 Year Weighted Avg of	Non-Oper. Exp.	
			3,102,121		\$3,170,877	
Oct.	\$ 263,784	\$ 263,784	\$ 9,263		8.32%	8.21%
Nov.	\$ 263,785	\$ 527,569	\$ 11,050		16.64%	16.35%
Dec.		\$ -	\$ -		0.00%	24.49%
Jan.	\$ -	\$ -	\$ -		0.00%	32.63%
Feb.	\$ -	\$ -	\$ -		0.00%	40.79%
Mar.	\$ -	\$ -	\$ -		0.00%	49.00%
Apr.	\$ -	\$ -	\$ -		0.00%	57.05%
May	\$ -	\$ -	\$ -		0.00%	65.10%
Jun.	\$ -	\$ -	\$ -		0.00%	73.15%
Jul.	\$ -	\$ -	\$ -		0.00%	81.21%
Aug.	\$ -	\$ -	\$ -		0.00%	89.18%
YTD	\$ 527,569	\$ 527,569	\$ -		16.64%	100.00%

**NON-OPERATING EXPENSES COMAPRISON
YTD vs 4 YR WEIGHTED AVERAGE YTD**

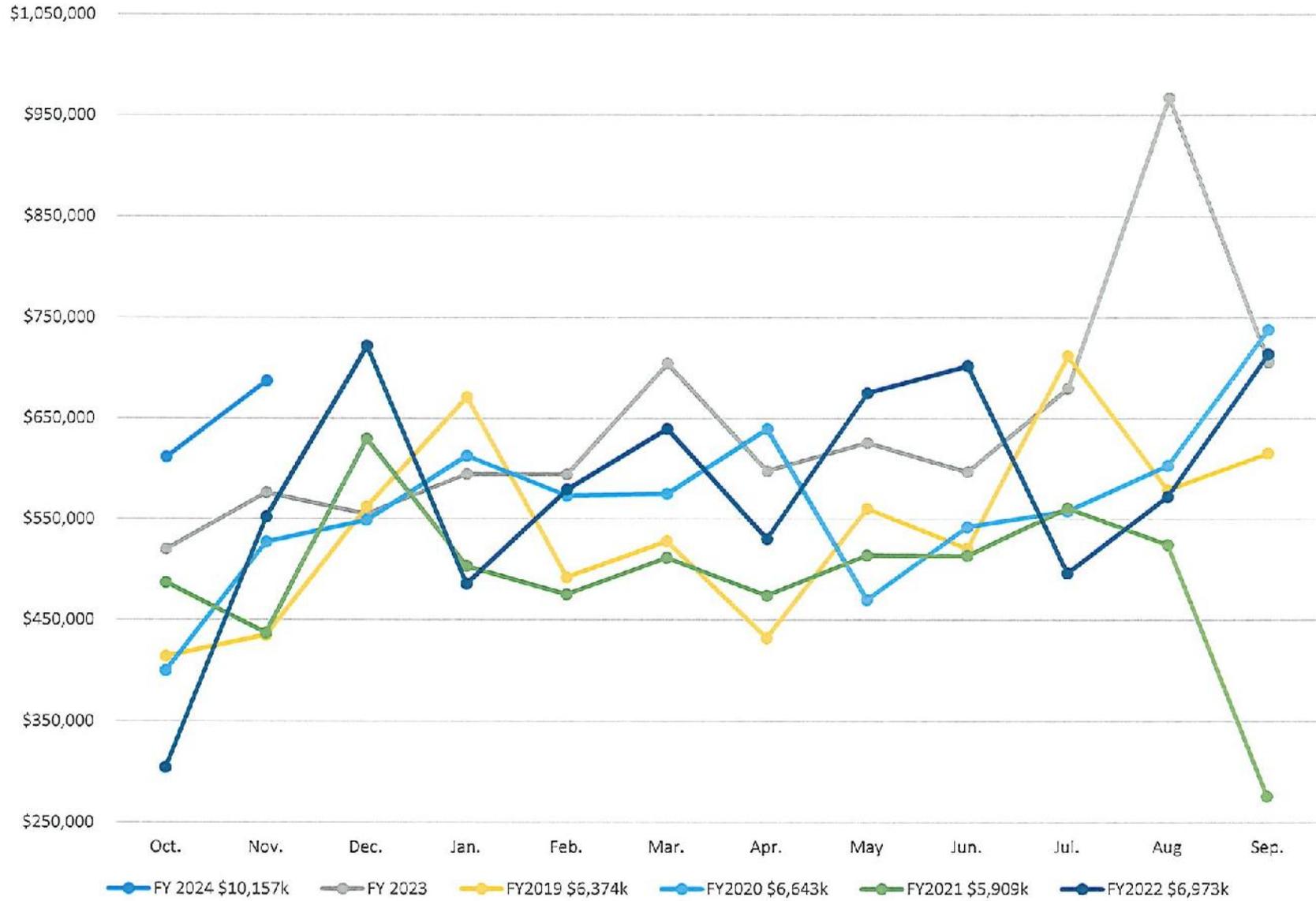
Nov. 2023 FY-24



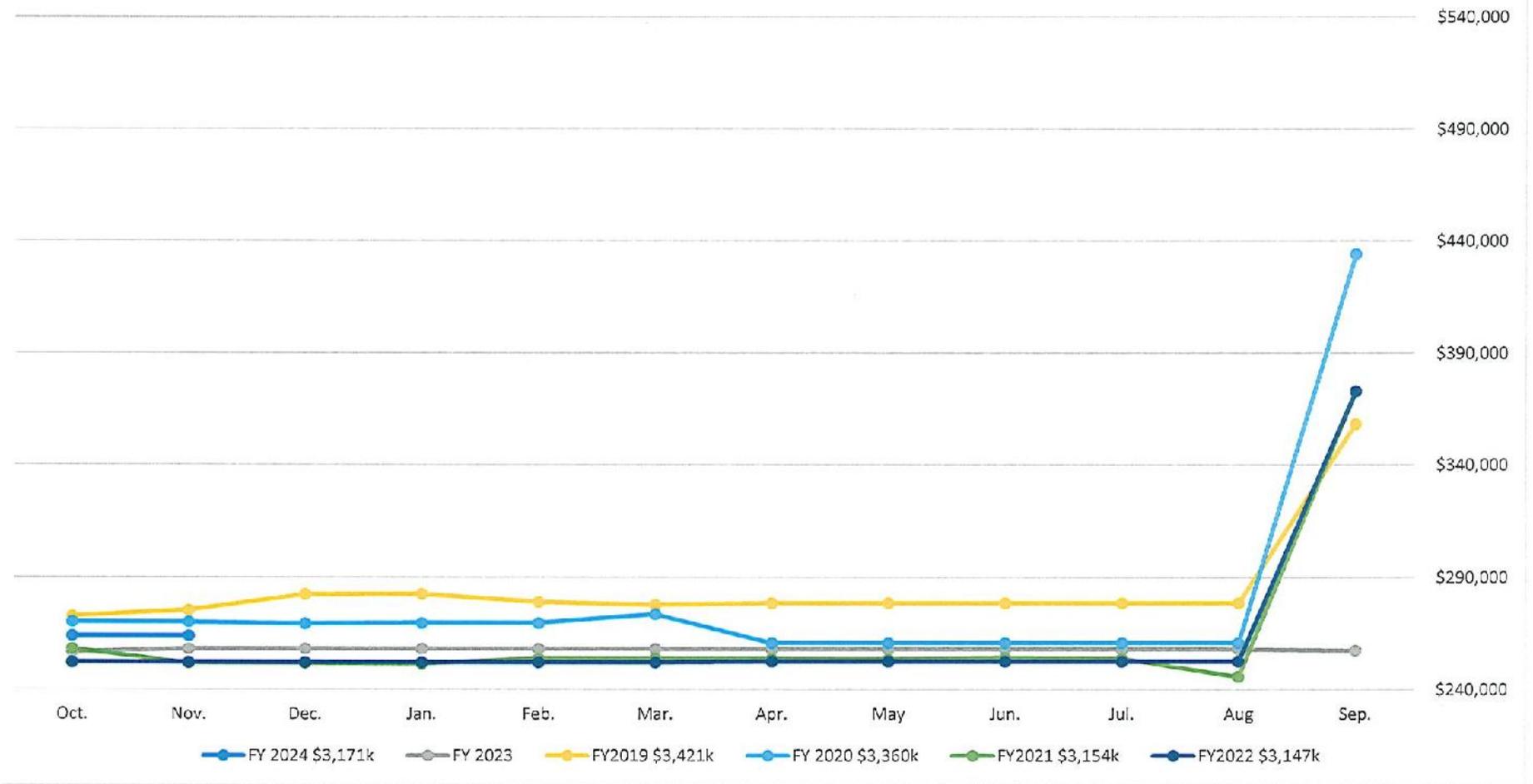
**OPERATING EXPENSES COMAPRISON
YTD vs 4 YR WEIGHTED AVERAGE YTD**
Nov.. 2023 FY-24



Actual Operating Expense Comparison



Actual Non Operating Expense Comparison



	A	X	Z	AA	AC
88					
89	Okeechobee Utility Authority	Audit		Audit	OUA prepared
90	Statement of Cash Flows				
91	Basis of Accounting	Accrual Basis for Revenues		Accrual Basis for Revenues	Accrual Basis for Revenues
92		Accrual Basis for Expenses		Accrual Basis for Expenses	Cash Basis for Expenses
93					
94		Sept 30, 2021		Sept 30, 2022	Nov. 30, 2023
95		12 Months		12 Months	2 Month
96					
97	Cash Flows from Operations				
98	Operating Income	2,594,121		1,758,388	361,967
99	Depreciation & Amortization	2,630,852		2,688,584	479,289
100	Increase (decrease) in cash from changes in accounts receivable and grants receivable			(394,264)	(979,748)
101	Increase (decrease) in cash from changes in accounts payable			127,686	(13,127)
102	Increase (decrease) in cash from changes in other assets	543,692		305,029	(174,802)
103	Increase (decrease) in cash from changes in other liabilities	-		(857,112)	(68,374)
104	Cash provided (used) by operations	5,768,665		3,628,311	(394,795)
105					
106	Cash Flows from Nonoperating Revenues/Expenses				
107	Fire Hydrant fees	85,215		85,215	16,412
108	Capital connection fees	230,218		122,322	40,588
109	Interest revenue	47,914		29,488	72,605
110	Debt issuance costs	-		0	0
111	Interest expense	(523,113)		(472,215)	(48,279)
112	Cash provided (used) by nonoperating activities	(159,766)		(235,190)	81,326
113					
114	Cash Flows from Capital and Financing Activities				
115	Purchase of equipment, computer hardware, & technology equipment	(331,835)		12,496	-
116	Construction in progress	(2,887,078)		(2,487,259)	(1,329,227)
117	Acquisition of land, easements and related costs	-		(129,038)	0
118	Sale of land and or equipment	1,556,403		-	0
119	Gain (Loss) on sale of land and equipment	37,022		7,452	-
120	Bond principal payments	(2,028,142)		(2,073,095)	-
121	Grant revenue & FEMA reimbursement	1,140,059		2,452,778	54,312
122	Capital contributions from developers	199,194		120,101	-
123	Cash provided (used) by capital / financing activities	(2,314,377)		(2,096,565)	(1,274,915)
124					
125	Net increase (decrease) in cash and investments	3,294,522		1,296,556	(1,588,383)
126	This unaudited cash flow statement is subject to adjustments.				
127	The unaudited balance sheet on pages 13 & 14 is subject to adjustments.				

OKEECHOBEE UTILITY AUTHORITY
Statement of Net Assets
November 30, 2023

ASSETS

CURRENT ASSETS

Cash and cash equivalents	\$	3,521,313.97
Unrestricted assets:		
Investments		0.00
Interest receivable		0.00
Grants receivable		
Restricted assets:		
Cash and cash equivalents		8,728,268.17
Investments		0.00
Interest receivable		0.00
Receivables:		
Accounts receivable		3,894,184.70
less allowance for uncollectible accounts		(102,005.35)
Inventories		592,352.56
Prepaid Expenses		278,396.37
Total current assets		<u>16,912,510.42</u>

NONCURRENT ASSETS

Capital assets:

Land	2,906,860.90
Utility plants, buildings and equipment	<u>109,920,128.53</u>
	112,826,989.43
Less accumulated depreciation	<u>(54,622,496.01)</u>
	58,204,493.42
Construction in progress	<u>14,682,372.32</u>
Total capital assets	<u>72,886,865.74</u>

Other Assets:

Net Pension Asset	0.00
-------------------	------

Deferred Charges:

Deferred Pension Outflows - Actuarial and Prepaid	1,793,819.00
Deferred loss on bond refunding, net	<u>321,397.28</u>
Total Deferred charges:	2,115,216.28

Total noncurrent assets	<u>75,002,082.02</u>
-------------------------	----------------------

TOTAL ASSETS	<u>\$ 91,914,592.44</u>
--------------	-------------------------

LIABILITIES AND NET ASSETS

CURRENT LIABILITIES

Accounts payable	659,503.34
Accrued expenses	7,458.59
Due to other governments	74,239.09
Bonds payable (current)	2,153,619.36
Accrued compensated absences & bonus (current)	380,959.96

Payable from restricted assets	
Accrued interest	51,003.73
Customer Deposits	664,514.71

Total current liabilities	<u>3,991,298.78</u>
---------------------------	---------------------

NONCURRENT LIABILITIES

Long-term portion of bonds payable, net	12,801,384.15
Accrued OPEB payable	219,174.00
Net Pension Liability	875,759.00
Deferred Pension Inflow from Actuarial Calculation	579,918.00
Unearned revenues:	

Developer agreements	424,402.36
----------------------	------------

Total noncurrent liabilities	<u>14,900,637.51</u>
------------------------------	----------------------

TOTAL LIABILITIES	<u>18,891,936.29</u>
-------------------	----------------------

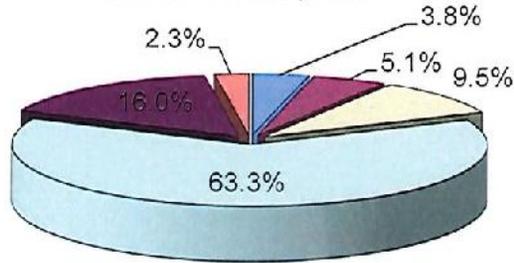
NET POSITION

Invested in capital assets, net of related debt	44,731,657.00
Restricted for capital projects	2,361,411.00
Restricted for debt service	481,018.00
Restricted for Rate Stabilization	1,339,359.00
Restricted for Pension Benefits	1,904,107.00
Unrestricted	21,703,831.95
YTD Surplus of Revenue over Expenses	501,272.20

Total net position	<u>73,022,656.15</u>
--------------------	----------------------

TOTAL LIABILITIES AND NET POSITION	<u>\$ 91,914,592.44</u>
------------------------------------	-------------------------

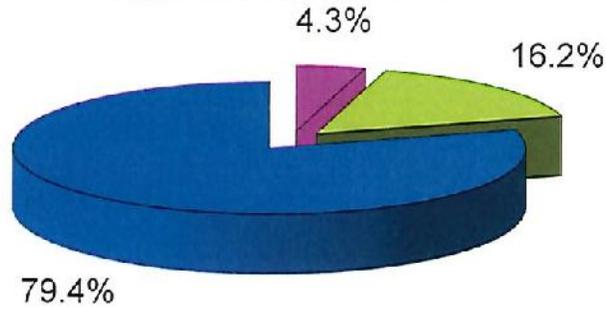
Assets - Nov. 30, 2023



■ Cash	■ AR, Inventory & Prepaid
■ Restricted Cash	■ Fixed Assets
■ Construction in Progress	■ Other Assets (Deferred Charges)

Cash	3,521,314	3.8%
AR, Inventory & Prepaid	4,662,928	5.1%
Restricted Cash	8,728,268	9.5%
Fixed Assets	58,204,493	63.3%
Construction in Progress	14,682,372	16.0%
Other Assets (Deferred Charges)	2,115,216	2.3%
Total Assets	91,914,592	

Liabilities & Equity Nov. 30, 2023



■ Current Liabilities	■ Noncurrent Liabilities	■ Equity - Net Assets
-----------------------	--------------------------	-----------------------

Current Liabilities	3,991,299	4.3%
Noncurrent Liabilities	14,900,638	16.2%
Equity - Net Assets	73,022,656	79.4%
Total Liab & Equity	91,914,592	

Okeechobee Utility Authority
 Detail of October 31, 2023 Other Operating Revenue
 Data Per General Ledger Account Balances For Finance Report

		Actual Amount YTD	Amount Per Budget YTD	\$ Variance From Budget YTD
Accounts included in Other Operating Revenue:				
Install Fees-Water		\$ 1	\$ 4,655	\$ (4,654)
Private Fire Protection		\$ 16,251	16,069	182
Turn on/off Fees		\$ 9,898	8,981	917
Other Revenue-Water	A	\$ 1,908	2,525	(617)
Install Fees-Sewer		\$ 20,400	10,360	10,040
Kings Bay Sewer Maint. Fees		\$ 2,893	3,434	(541)
Other Revenue-Sewer	B	\$ -	672	(672)
Penalties & Late Charges		\$ 22,233	12,955	9,278
Gain/Loss Sale of Assets	C	\$ 0	0	0
Ag Land Lease		\$ -	584	(584)
Merchant & Misc. Revenue	D	\$ 34,163	19,225	14,937
Totals		<u>\$ 107,747</u>	<u>\$ 79,460</u>	<u>\$ 28,287</u>

- A Other Revenue-Water includes:
 - Water service inspection fees
 - Backflow prevention fees
 - After hours charges
 - Meter relocation charges
 - Bench test charges

- B Other Revenue-Sewer includes:
 - Wastewater service line inspection fees

- C Gain/Loss on Sale of Assets

- D Miscellaneous Revenue includes:
 - Administration charges
 - Charges for damage and repair to system:
 - Parts and labor used
 - Equipment charges

OKEECHOBEE UTILITY AUTHORITY

AGENDA ITEM NO. 18

DECEMBER 19, 2023

2ND DRAW-DOWN ON INTERIM FINANCE – SW SWERVICE AREA 2

On September 19th 2023, the Authority’s Board approved Resolution No. 23-01 (Interim Finance Agreement with South State Bank), authorizing the issuance of \$7,508,000 Utility System Capital Improvement Revenue Bond Anticipation Note, Series 2023 for the purpose of paying a portion of the cost to construct a sewer collection system to serve the Southwest Section Wastewater Service Area.

The finance agreement as approved by Resolution 23-01, relies on the terms and conditions outlined by United States Department of Agriculture (USDA) in their conditional letter of September 3, 2021 and all subsequent amendments.

In order to access draw-down on the financing facility from South State Bank, the Authority is required to provide:

1. Documentary proof of invoice(s) expended on SWSA Project.
2. Duly signed and completed “Request and Authorization for Advance” form.

Following the Authority’s initial draw-down of \$145,652.87 on October 12, 2023, staff now seeks the Board’s approval to submit draw-down # 2 from South State Bank on the following Hinterland pay applications:

<u>Hinterland Pay App.</u>	<u>Value (\$)</u>
Pay App # 5	590,564.39
Pay App # 6	372,055.78
Pay App # 7	<u>242,146.59</u>
Total	<u>\$1,204,766.76</u>

Following discussion and review by the Board, staff recommends that a motion be moved to approve draw-down # 2

REQUEST AND AUTHORIZATION FOR ADVANCE

REQUISITION NO.: TWO

DATE : DECEMBER 19, 2023

PRINCIPAL AMOUNT: ONE MILLION TWO HUNDRED & FOUR THOUSAND SEVEN HUNDRED SIXTY SIX DOLLARS AND 76/100

TO: SOUTHSTATE BANK, N.A.

You are hereby authorized and directed, pursuant to the provisions of Resolution 23-01 (the "Resolution"), duly adopted by the Board of Supervisors of the Okeechobee Utility Authority (the "Authority"), on September 19, 2023, and that certain Utility System Capital Improvement Revenue Bond Anticipation Note, Series 2023, dated October 12, 2023, issued by the Authority (the "Note"), to advance the above-referenced Principal Amount, which advance shall be recorded on the Schedule of Advances attached to and forming a part of said Note and thereby become a portion of the principal due and owing under said Note.

By this requisition, you are hereby authorized and empowered to deposit into the Authority's account 20420287 the amount hereof and to note such advance in the Schedule of Advances without any further action on the part of the Authority.

OKEECHOBEE UTILITY AUTHORITY

By: _____
Chairman

This requisition is approve for disbursement
USDA Rural Development

By: _____

Date:

SCHEDULE OF ADVANCES

<u>DATE OF ADVANCE</u>	<u>AMOUNT OF ADVANCE</u>	<u>REQUISITION NO.</u>	<u>ACCOUNT NUMBER</u>
<u>10.12.2023</u>	<u>\$145,652.87</u>	<u>1</u>	<u>20420287</u>
<u> </u>	<u> </u>	<u> </u>	<u> </u>
<u> </u>	<u> </u>	<u> </u>	<u> </u>
<u> </u>	<u> </u>	<u> </u>	<u> </u>
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<u> </u>	<u> </u>	<u> </u>	<u> </u>

Okeechobee Utility Authority - Southwest WW Service Area Septic System to Sewer

	Applicant Contribution	Initial FDEP Grant Funds	Interim Loan	Draw #	RD Grant	Funds Request Totals
Funds Request #1		\$ 302,829.81				\$ 302,829.81
Funds Request #2		\$ 559,224.49				\$ 559,224.49
Funds Request #3		\$ 1,064,874.13				\$ 1,064,874.13
Funds Request #4		\$ 737,162.57	\$ 145,652.87	Draw # 1		\$ 882,815.44
Funds Request #5			\$ 590,564.39	Draw # 2		\$ 590,564.39
Funds Request #6			\$ 372,055.78	Draw # 2		\$ 372,055.78
Funds Request #7			\$ 242,146.59	Draw # 2		\$ 242,146.59
Funds Request #8						
Funds Request #9						
Funds Request #10						
Funds Request #11						
Funds Request #12						
TOTAL:	\$ -	\$ 2,664,091.00	\$ 1,350,419.63		\$ -	\$ 4,014,510.63

Contractor's Application for Payment

Owner: <u>Okeechobee Utility Authority</u>	Owner's Project No.: _____
Engineer: <u>Sumner Engineering & Consulting, Inc.</u>	Engineer's Project No.: <u>19-04.E</u>
Contractor: <u>Hinterland Group, Inc.</u>	Contractor's Project No.: <u>22-0234-00</u>
Project: <u>Southwest Wastewater Service Area - Project 2</u>	
Contract: <u>235-006.03</u>	
Application No.: <u>5</u>	Application Date: <u>10/10/2023</u>
Application Period: From <u>9/1/2023</u> to <u>9/30/2023</u>	

1. Original Contract Price	\$ 11,954,105.00
2. Net change by Change Orders	\$ -
3. Current Contract Price (Line 1 + Line 2)	\$ 11,954,105.00
4. Total Work completed and materials stored to date (Sum of Column G Lump Sum Total and Column J Unit Price Total)	\$ 3,579,271.86
5. Retainage	
a. <u>5%</u> X \$ <u>2,666,376.32</u> Work Completed	\$ 133,318.82
b. <u>5%</u> X \$ <u>912,895.54</u> Stored Materials	\$ 45,644.78
c. Total Retainage (Line 5.a + Line 5.b)	\$ 178,963.60
6. Amount eligible to date (Line 4 - Line 5.c)	\$ 3,400,308.26
7. Less previous payments (Line 6 from prior application)	\$2,809,743.87
8. Amount due this application	\$ 590,564.39
9. Balance to finish, including retainage (Line 3 - Line 4)	\$ 8,374,833.14

Contractor's Certification

The undersigned Contractor certifies, to the best of its knowledge, the following:

- (1) All previous progress payments received from Owner on account of Work done under the Contract have been applied on account to discharge Contractor's legitimate obligations incurred in connection with the Work covered by prior Applications for Payment;
- (2) Title to all Work, materials and equipment incorporated in said Work, or otherwise listed in or covered by this Application for Payment, will pass to Owner at time of payment free and clear of all liens, security interests, and encumbrances (except such as are covered by a bond acceptable to Owner indemnifying Owner against any such liens, security interest, or encumbrances); and
- (3) All the Work covered by this Application for Payment is in accordance with the Contract Documents and is not defective.

Contractor: Josh Ramirez

Signature: _____

Date: 10/10/2023

Recommended by Engineer: Jeffrey M Sumner

Approved by Owner: Tommy Clay

By: _____

By: _____

Title: President

Title: Chairman

Date: Oct. 10, 2023

Date: October 17, 2023

Approved by Funding Agency

By: _____

By: _____

Title: _____

Title: _____

Date: _____

Date: _____



Rural Development

Royal Palm Beach
Area Office

420 S State Road 7,
Suite 166
Royal Palm Beach, FL
33414

Voice 561.792.2727x5
Fax 855.475.4827

**LETTER OF CONDITIONS
AMENDMENT NO. 4**

April 10, 2023

Mr. Tommy Clay, Chairman
Okeechobee Utility Authority
100 SW 5th Avenue
Okeechobee, FL 34974

SUBJECT: Recipient Name: Okeechobee Utility Authority
Project Name: Southwest WW Service Area Septic System to Sewer
Wastewater Application
CFDA NUMBER - 10.760

Dear Chairman Clay:

This letter establishes conditions which must be understood and agreed to by the Okeechobee Utility Authority (The Authority), and it amends the Rural Development Letter of Conditions (LOC) dated September 3rd, 2021, as well as subsequent Amendments; Amendment No. 1 dated June 7th, 2022 Amendment No. 2 dated November 3rd, 2022, and Amendment No. 3 dated February 6th, 2023. All requirements of the previously issued Letter of Conditions remain in effect, except as modified herein.

This Letter of Conditions – Amendment No. 4 is being issued to revise and further clarify the disbursement of funds during construction. Additional funding is necessary due to the receipt of bids in excess of obligated and committed amounts. The Florida Department of Environmental Protection has concurred with the use of additional funds from FL DEP grant LPQ0008 in the amount necessary, but not-to exceed \$3,311,485.00, to cover the cost overrun.

Please refer to page 4, Section 1, Project Detail and replace item **8. Disbursement of Agency Funds** with the following:

8. Disbursement of Agency Funds - Agency funds will be disbursed into the borrower's depository account through an electronic transfer system. SF 3881, "ACH Vendor/Miscellaneous Payment Enrollment Form," must be completed and submitted to the Agency prior to advertising for bids.

The following order of sources of funds will be used for payment of eligible project costs:

1. Initial commitment of FDEP grant - \$2,664,091
2. Second, RD loan - \$7,508,000
3. Third, RD Grant - \$883,000
4. Last, Additional commitment of FDEP grant LPQ0008 - \$3,311,485

Interim financing funds or Agency loan funds must be used prior to the use of Agency grant funds. The Grant Agreement must not be executed, and funds must not be disbursed prior to loan funds, except as specified in RUS Instruction 1780.45(d). In the unlikely event the Agency mistakenly disburses funds, the funds will be remitted back to the Agency electronically.

Grant funds are to be deposited in an interest-bearing account (exception provided below) in accordance with 2 CFR Part 200 and interest in excess of \$500 per year remitted to the Agency. The funds should be disbursed by the recipient immediately upon receipt and there should be little interest accrual on the Federal funds. Recipients shall maintain advances of Federal funds in interest-bearing accounts, unless:

- a. The recipient receives less than \$120,000 in Federal awards per year.
- b. The best reasonably available interest-bearing account would not be expected to earn interest in excess of \$500 per year on Federal cash balances.
- c. The depository would require an average or minimum balance so high that it would not be feasible within the expected Federal and non-Federal cash resources.
- d. A foreign government or banking system prohibits or precludes interest-bearing accounts.]

If you agree to meet the conditions set forth in this letter, please complete and return Form RD 1942-46, Letter of Intent to Meet Conditions as soon as possible, but no more than 5 business days from the date of this letter.

We look forward to working with you to complete this project. If you have any questions, please contact Ada Rivera, Area Director and/or Kristine Roy, Area Specialist at (561) 792-2727, Ext. 5 or by e-mail at Ada.Rivera@usda.gov and/or Kristine.Roy@usda.gov.

Sincerely,

ADA RIVERA

Digitally signed by ADA
RIVERA
Date: 2023.04.10 08:25:20
-04'00'

ADA E. RIVERA
AREA DIRECTOR

Attachments

AER/kbr

RESOLUTION NO. 23-01

A RESOLUTION OF THE GOVERNING BODY OF THE OKEECHOBEE UTILITY AUTHORITY (THE "AUTHORITY BOARD"), AMENDING AND SUPPLEMENTING RESOLUTION NO. 99-3, AS AMENDED AND SUPPLEMENTED (THE "1999 RESOLUTION"), AUTHORIZING THE ISSUANCE OF NOT EXCEEDING \$7,508,000 UTILITY SYSTEM CAPITAL IMPROVEMENT REVENUE BOND ANTICIPATION NOTE, SERIES 2023 OF THE OKEECHOBEE UTILITY AUTHORITY AS PARI PASSU ADDITIONAL BONDS PURSUANT TO ARTICLE III, SECTION 4.G OF RESOLUTION NO. 99-3, FOR THE PURPOSE OF PAYING A PORTION OF THE COSTS TO CONSTRUCT A SEWER COLLECTION SYSTEM TO SERVE THE AUTHORITY'S SOUTHWEST SECTION WASTEWATER SERVICE AREA (THE "PROJECT") IN ANTICIPATION OF RECEIPT BY THE AUTHORITY OF PROCEEDS FROM SALE OF ITS NOT EXCEEDING \$7,508,000 SERIES 2023 BONDS; AWARDED THE SALE OF SUCH NOTE TO SOUTHSTATE BANK, N.A. (THE "PURCHASER"); APPROVING THE FORM OF AND AUTHORIZING THE EXECUTION OF THE SERIES 2023 NOTE; PROVIDING FOR THE TERMS AND PAYMENT OF SAID NOTE, AND THE RIGHTS, REMEDIES AND SECURITY OF THE HOLDERS OF SUCH NOTE; MAKING CERTAIN COVENANTS IN CONNECTION THEREWITH; DESIGNATING THE SERIES 2023 NOTE AS "QUALIFIED TAX-EXEMPT OBLIGATIONS" WITHIN THE MEANING OF SECTION 265(B)(3) OF THE INTERNAL REVENUE CODE OF 1986, AS AMENDED; AUTHORIZING THE PROPER OFFICERS OF THE AUTHORITY TO DO ALL OTHER THINGS DEEMED NECESSARY OR ADVISABLE AS TO THE SALE AND DELIVERY OF THE SERIES 2023 NOTE; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, on November 10, 1994, Okeechobee County (the "County") and the City of Okeechobee (the "City") entered into an Interlocal Agreement (the "Interlocal Agreement") creating the Okeechobee Utility Authority (the "Authority"), which Interlocal Agreement is recorded at Official Records Book 360, Page 1684, Public Records of Okeechobee County, Florida; and

WHEREAS, pursuant to the terms of the Interlocal Agreement, the Authority exists as a separate legal entity and an independent special district under Section 189.403(7), Florida Statutes; and

WHEREAS, the Authority was created to provide for a unified system of water and wastewater service for Okeechobee County and the areas formerly served by the Okeechobee Beach Water Association and provide for the potential of interconnects with other publicly held systems, so as to ensure the continued provision of a safe and healthy environment for the consumers of the utility system, and to protect the limited water supply capability of the

SECTION 15. 1999 RESOLUTION IN FULL FORCE AND EFFECT. Except as hereby amended and supplemented, the 1999 Resolution shall remain in full force and effect.

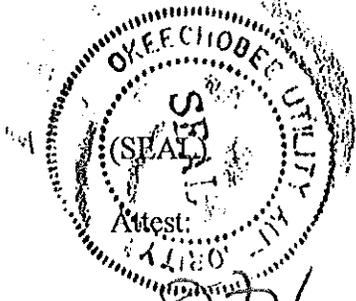
SECTION 16. EFFECTIVE DATE. The resolution shall take effect immediately upon its adoption.

The passage of this Resolution was moved by Tabitha trent, seconded by John Gilliland, and upon being put to a vote, the vote was as follows:

Tommy Clay	Yes
John Gilliland	Yes
Harry Moldenhauer	Yes
Tabitha Trent	Yes

The Chairman thereupon declared this Resolution duly passed and adopted this 19th day of September, 2023.

OKEECHOBEE UTILITY AUTHORITY



By *Tommy Clay*
Chairman

[Signature]
Executive Director

The foregoing resolution is hereby approved by me as to form, language and execution this 19th day of September, 2023.

[Signature]
Authority Attorney

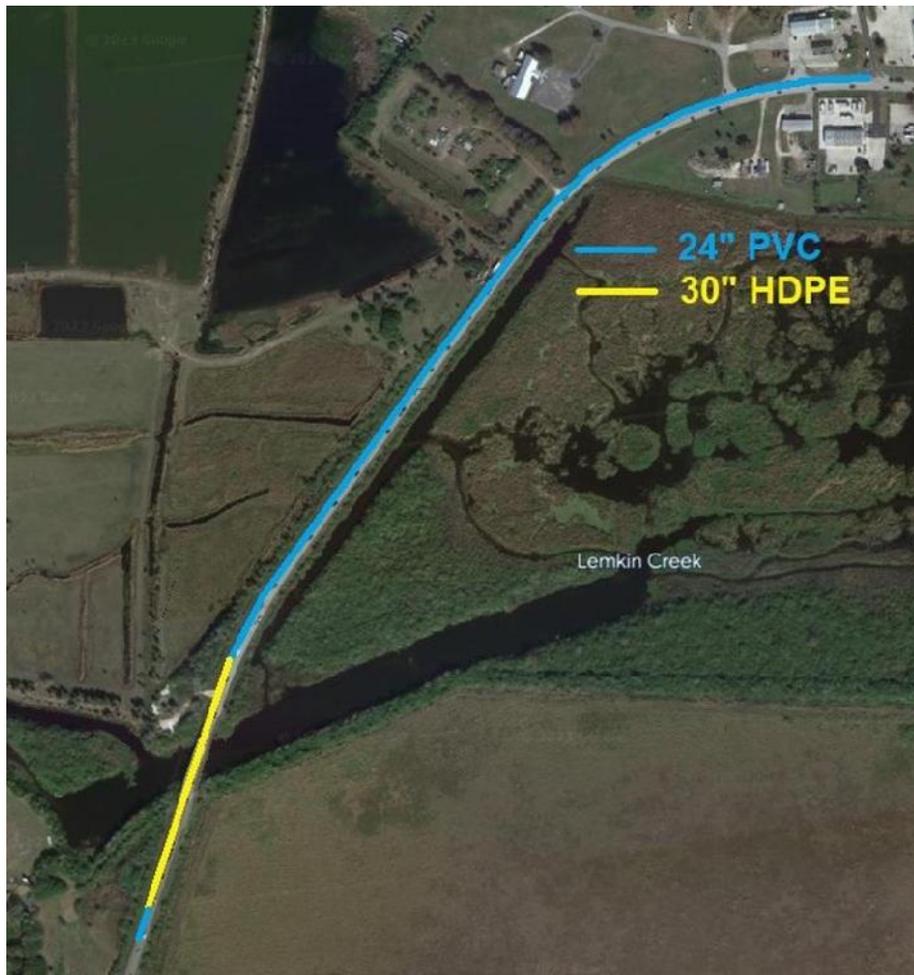
OKEECHOBEE UTILITY AUTHORITY

AGENDA ITEM NO. 19

DECEMBER 19, 2023

STATE ROAD 78 W ENGINEERING AGREEMENT

Please find attached an engineering services agreement between Holtz Consulting Engineers, Inc. (HCE) and the Okeechobee Utility Authority (OUA). This agreement becomes a part of the work authorization for HCE to design, permit, bid and construction services for a water main from near SW 16th Avenue to just south of Lemkin Creek within the State Road 78 West right-of-way.



The design element will determine the water main diameter required to meet the flow demands of the existing OUA customers, future growth, fire demand and the proposed demand of the Bass Pro and Lakefront Estates development projects.

As noted in the agreement, the design element will identify the pipeline diameter required to meet OUA needs as well as the diameter required to meet the demands from Lakefront Estates.

OUA staff have reviewed the proposed agreement and recommend approval of the Holtz Consulting Engineers, Inc. proposal in the amount of \$359,729.00.

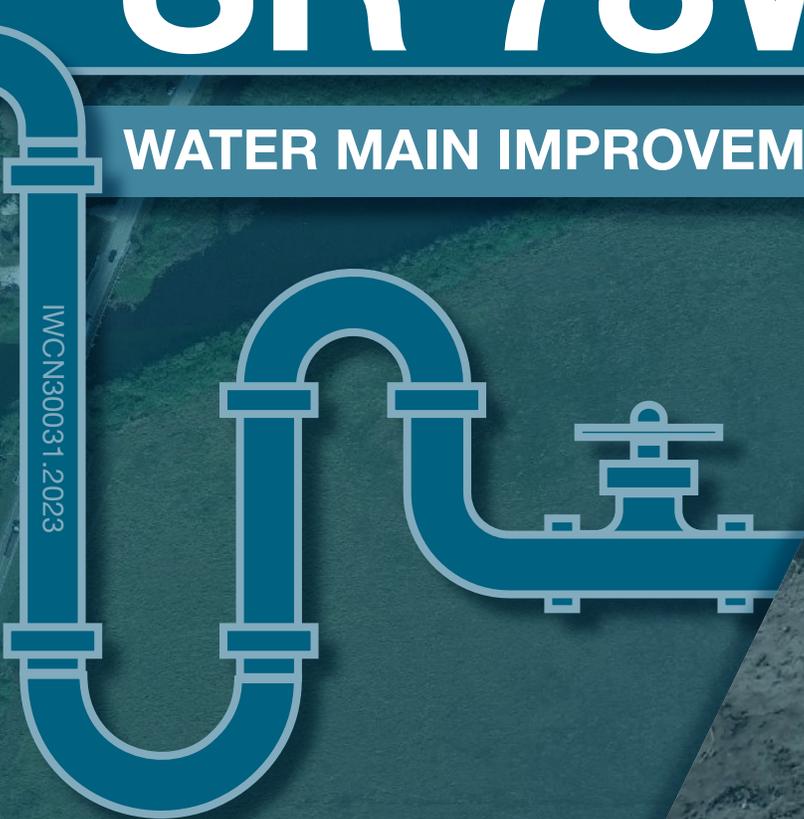


Engineering Services

SR 78W

WATER MAIN IMPROVEMENTS

IWCN30031.2023



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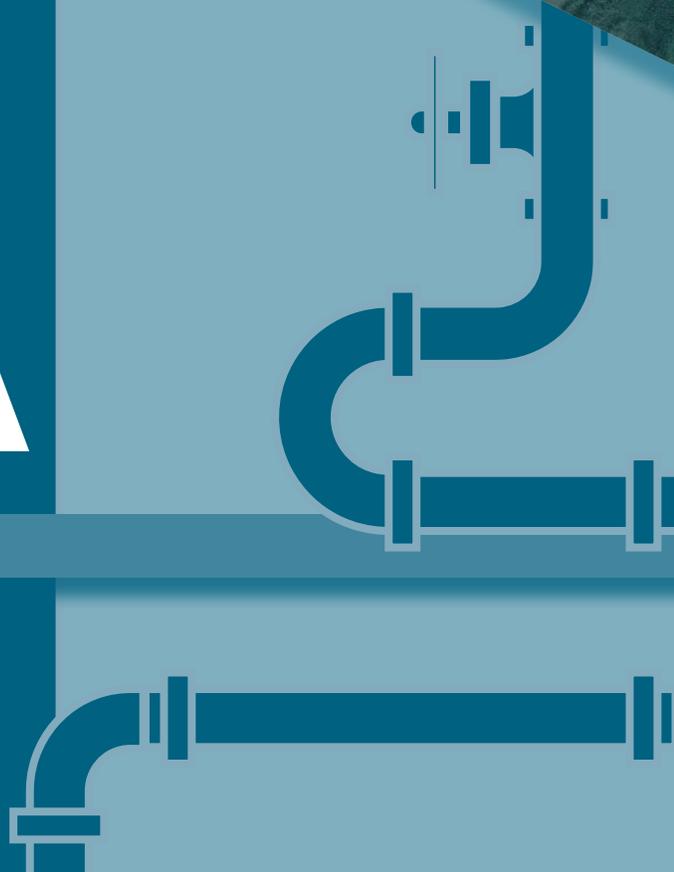
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D. Proposed Schedule of Work, Investigations, Milestones, and Results	23
E. Other Information	27



A

LETTER OF TRANSMITTAL





A. Letter of Transmittal

November 2, 2023

Mr. John Hayford, P.E.
Okeechobee Utility Authority
100 SW 5th Avenue
Okeechobee, Florida 34974-4221

Re: Okeechobee Utility Authority Engineering Services for the SR 78W Water Main Improvements

Dear Mr. Hayford and Members of the Selection Committee:

Kimley-Horn is pleased to present our qualifications and approach to serve as the Okeechobee Utility Authority (OUA) consultant for the SR 78W Water Main Improvements. The OUA has identified the need to partner with an experienced and well-qualified utility engineering consulting firm to provide a Preliminary Engineering Report/Feasibility Report ahead of the design, permitting, and construction administration services for the project area that serves the SR 78W corridor and the community of Buckhead Ridge. We will provide the services necessary to develop a facilities plan to aid in obtaining funding from the State Revolving Fund (SRF). We offer experience gained through service to the OUA and other clients on several utility infrastructure projects requiring preliminary planning prior to commencing with design efforts. Through these efforts, our team has a thorough understanding of the expectations of this assessment, allowing us to guide the OUA to a cost-effective solution for the implementation of a water main replacement solution to continue to serve the project area. **The Kimley-Horn team can offer almost all necessary services in an in-house fashion just as we have in the past. Tom will be your first point of contact and has the full corporate authority to call on the necessary resources to deliver this project.** Kimley-Horn brings a vested interest and knowledge of design, construction and third-party funding to OUA coupled with a responsive and experienced project manager, depth of talented local staff who regularly team to deliver similar services for local clients, and diversity of experience to provide the following key advantages to best meet OUA's needs under this solicitation.

Kimley-Horn's Depth of Services

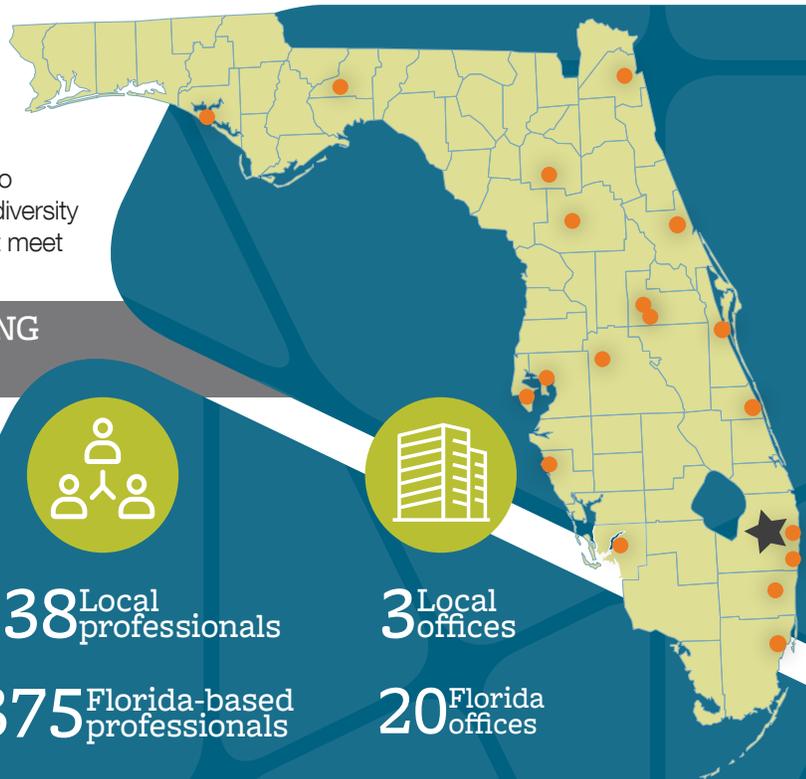
Project Management Team



Tom Jensen, P.E.



Peter Van Sickle, P.E. (IA)



INTEGRATED WATER EXPERTISE SERVING PUBLIC-SECTOR CLIENTS

Kimley-Horn has been serving utility and municipal clients since our inception in 1967, and we have a long history of being a successful consultant to local government clients. We have served more than 100 cities, counties, and local government clients throughout Florida—and most of these municipalities have chosen Kimley-Horn as their on-call consultant. Throughout the firm's growth, we have come to appreciate the value and importance of remaining true to our roots as a small firm while also focusing our attention on our local clients and providing them with the personalized and responsive service they expect.



238 Local professionals



3 Local offices

1,375 Florida-based professionals

20 Florida offices

7,400 Nationwide professionals

125 Nationwide offices



RESPONSIVE PROJECT MANAGER

Project manager, **Tom Jensen, P.E.** will take the lead role in scope development, resource allocation, contract negotiations, and staff assignments with proactive coordination with OUA to establish proper lines of communications, budgets, and schedules. Tom will work directly with OUA staff to identify, establish, and maintain the project's goals, scopes, budgets, and schedules consistent with your expectations. Tom will communicate regularly with OUA staff to ensure you'll always be aware of the progress, resolutions, and plans for overcoming any obstacles or potential impacts to the project delivery schedule. Tom has the authority and resources to mobilize a discipline-focused project team immediately for any task and will help ensure Kimley-Horn exceeds your expectations. Tom and principal-in-charge, **David Walthall, P.E.** work closely together and will be able to execute contracts swiftly to minimize administrative delays when commencing work.

PROJECT OFFICE

Kimley-Horn has a vested interest in the OUA and its existing/future needs. To provide a strong local presence and maximize our local staff, Kimley-Horn's West Palm Beach office will serve the OUA as the primary office responsible for the actual production of the work related to this solicitation. Kimley-Horn's West Palm Beach office has 158 full-time personnel, and the proximity of these resources will help to ensure Tom and his local staff are able to provide the OUA with the dedicated responsiveness and personal communication you have come to expect from our team.

ABILITY OF PROJECT TEAM PERSONNEL

Kimley-Horn's project team is comprised of local experts with experience serving the OUA who have maintained their reputation for excellence. Our project team will leverage their familiarity with the OUA to serve as an extension of the OUA staff. Kimley-Horn's professionals are accustomed to working on projects involving multiple diverse components and understand the importance of productive coordination to provide the required high-quality services in an efficient and timely manner.

RFP-SPECIFIC DISCIPLINES

The following overviews describe Kimley-Horn's qualifications to provide the required services cited in the solicitation document.

Water Utility Preliminary Engineering Reports

Kimley-Horn offers our clients a wide range of experience in water utility systems in all phases of determining system needs, alternative, transmission main route analysis, constructibility reviews, alternative construction methods, and cost comparisons. We have a growing list of projects where we have assisted utilities in determining the best solution to providing water services to non-served areas. We will study, size, and model the water utility service to meet the service goals of the OUA. Kimley-Horn's team will investigate routing and installation methods for constructibility and will then provide cost-effective options. Our team will develop alternatives for water transmission/distribution mains to serve the SR 78W area to help ensure the best level of service and will provide transmission main concepts. Our preliminary engineering report will outline all concepts, addressing pros/cons, system construction costs, and our recommendations.



Utility Planning Services

Kimley-Horn utility professionals are experienced in all aspects of planning. We know how to blend and balance solutions to specific issues based on the technical, financial, and political aspects and ramifications of each situation. Kimley-Horn understands the complexity of utility expansions within built corridors and regulatory requirements and has partnered with utilities throughout Florida to resolve their planning and regulatory issues. Kimley-Horn realizes that short-term planning improvements must be consistent with OUA's long-term vision and needs. Kimley-Horn's comprehensive utility planning services include:



- ▶ Master planning and updates
- ▶ Development and design codes/standards
- ▶ Hydraulic modeling
- ▶ Peer reviews
- ▶ Public involvement, community visioning, and charrettes
- ▶ Permitting associated with horizontal drilling under sensitive bodies of water
- ▶ Regulatory knowledge



Financing/Grant Options

Obtaining adequate funding and the identification of potential funding sources is necessary for successful project implementation. Our project team will work to identify alternative funding and financing strategies within three categories: secured funding sources, anticipated funding sources, and potential funding sources. Kimley-Horn has obtained more than \$247 million in grant dollars in Florida for public clients in the past two decades. These have involved Community Development Block Grant (CDBG), Florida Department of Environmental Protection State Revolving Fund (SRF) loan administration/grants, providing Davis-Bacon Act compliance where required, and the South Florida Water Management District grant programs. In addition, our staff supplies effective and often innovative methods for helping to ensure public participation and support.

As a result of our funding experience and success for our clients, we have developed a resource library of information on state and federal funding sources to assist you in making the most of available resources. GrantSource is an internal application containing more than 300 grant programs to assist our clients in identifying potential funding sources based on the specific project parameters. This tool, combined with the hands-on funding experience our team has, will position OUA for success.

Kimley-Horn has substantial recent experience with FDEP SRF loan administration on several projects. We are currently providing SRF administration services on the Plantation Bay Wastewater Treatment Facility (WWTF) Phase 1 project and assisting the County with administration of the Plantation Bay WWTF Phase 2 construction loan process. We have no less than weekly communications with FDEP project managers and frequent communications with FDEP Clean Water SRF Program Director. In addition to our current involvement with the Plantation Bay WWTF SRF funding project, we have recently provided SRF loan administration assistance with numerous other projects. Our expertise with SRF loan administration services includes assistance with Davis-Bacon Act compliance monitoring and reporting, SRF loan disbursement requests, project change order coordination, final disbursement request coordination, and FDEP audit assistance. Kimley-Horn is on a first name basis with the FDEP SRF program staff and are recognized as one of the State's most experienced firms with the SRF program.

The Kimley-Horn team assisted an outside consultant by providing pertinent information to help secure both the \$1,220,000 design loan and the \$5,256,000 construction loan from the **State Revolving Fund** for the Belleview Treatment Plant Expansion.



Design Services

Our team has the necessary expertise to provide OUA with the design of the proposed water infrastructure improvements proposed under the preliminary report element, including design plan preparation, geotechnical, construction phasing plans, construction cost estimates, technical specifications, and permitting. Kimley-Horn offers proven experience in the layout, design, and construction of water utility infrastructure for public agencies and utility authorities. Our team has designed hundreds of miles of utility lines ranging in pipe diameter from 6" to 54" inches. We have worked and will work to maintain service during construction to minimize disruptions or outages in service. Many of these designs have facilitated the extension of utilities service to communities that were previously unserved. Our firm takes pride in designing "buildable" plans, and our knowledge of construction issues and costs is evidenced by the firm's outstanding record of on-time and within-budget completions.



Permitting and Compliance with Regulatory Agencies

Kimley-Horn's engineers maintain regular contact with virtually all key regulatory agencies and their decision makers. Our reputation among the professional staff of these agencies is among the best. This rich network of interpersonal relationships enables us to provide expeditious services relative to agency reviews and approvals. Our staff understands agency procedures and expectations. To assist in facilitating timely delivery of project permits, Tom Jensen, P.E., routinely conducts pre-application meetings from the regulatory agencies that greatly reduces/eliminates "requests for additional information" (RAIs) and assists in expediting permitting issuance. In addition, Kimley-Horn remains abreast of changes to applicable codes, standards, and regulations as they apply to each specific discipline. We have successfully represented clients before numerous federal, state, and local agencies and have an excellent working relationship with all of the regulatory agencies. We are experienced in preparing permit applications, know what is required to gain approval, and excel in providing the high level of coordination that facilitates the permitting process. Our goal is to have a complete submission the first time around.





Bidding and Construction Administration

Upon completion of design and permitting approval, Kimley-Horn will develop final bid documents for public advertisement of the project once funding has been secured. We will assist OUA through the entire bid process, responding to contractor questions, issue addenda, evaluate bids and make recommendations for award as required for this project. Upon issuance of a construction contract, Kimley-Horn has provided construction engineering and inspection services on many water facilities for utility authorities throughout the Florida region. Our local in-house capabilities can provide expertise with FDEP State Revolving Fund (SRF) loan and grant assistance, including Davis-Bacon wage compliance monitoring and reporting, SRF distribution requests, SRF audits, and loan closeout package preparation. We can provide comprehensive construction administration services with experienced inspection staff in all types of construction. In addition to receiving the benefit of our inspectors' experience, our construction phase personnel can attend preconstruction conferences and regular project meetings and provide review and approval of pay estimates and all other activities required to achieve well-coordinated construction of proposed improvements. Our construction phase services include providing a full-time or part-time construction observation representative, evaluating equipment delivered as compared to shop drawings, and coordinating punch list observations and materials testing.



Quality Assurance/Quality Control (QA/QC)

Our formal QA/QC program is based upon assigning experienced senior professionals who are otherwise qualified to manage a particular project to serve as an independent quality control role. Kimley-Horn's QA/QC advisor, **Jason Lee, P.E.**, will conduct quality reviews at the end of each project phase to help ensure that the project deliverable is not only technically correct but also consistent with the project's objectives. Jason will review project deliverables for clarity, accuracy, completeness, and complete scope compliance.

Project Management

Kimley-Horn recognizes that a strong project management technique is necessary to successfully complete this project for OUA. Tom Jensen, P.E., will prepare a detailed work plan and management plan for this project. This includes a plan for controlling and directing all elements of the project. Our entire approach to project management is characterized by the following philosophies and policies, which are ingrained in the Kimley-Horn culture:

- ▶ We will not only control and manage the project schedule, but we will also anticipate problems, creatively develop solutions, and implement a set of actions before problems arise.
- ▶ We will follow up on action items to help ensure that planned actions are executed by a single responsible person. There will be no misunderstanding as to who was or is responsible.
- ▶ Our project management plan will promote efficiency, clarify communication protocols, provide direction, avoid misunderstandings, and govern routine action.
- ▶ Our project management plan will clearly identify, budget, and plan for effective quality control and independent reviews, and we will produce a result that exceeds contractual expectations.
- ▶ Our project manager, Tom Jensen, P.E., will be in command and control of the project at all times. He will have the authority to allocate resources and correct problems.
- ▶ We will view the project from OUA's perspective and the resident's perspective, examine issues in a strategic context, and provide you with workable solutions.

Kimley-Horn's team- and results-oriented management approach will be carried out by top-quality people who routinely produce superior results. Kimley-Horn has the depth of resources, local experience, and diversity of expertise to provide the entire scope of services required for this project.

FIRM EXPERIENCE AND QUALIFICATIONS

Kimley-Horn is a full-service, multidisciplinary consulting firm with 7,400 employees in more than 125 offices across the U.S., with practices in a wide array of disciplines. We were founded in 1967 as a three-person transportation planning and traffic engineering firm in Raleigh, North Carolina. The following year, we opened our first Florida office in West Palm Beach to serve local utilities. In Florida, Kimley-Horn has 20 offices with more than 1,300 employees offering a full range of consulting services to local, regional, national, and international clients. We are recognized for the outstanding work of our consulting staff, the quality of our work environment, and our stature as a business enterprise.

Subconsultants and Percentage of Work

BSM & Associates - <1% - As Needed

InfraMap - 3%

Terracon - 4%

SR 78W WATER MAIN IMPROVEMENTS

Okeechobee Utility Authority



Our philosophy for providing professional engineering services is based on a commitment to effective management and personal service. The goal of the Kimley-Horn team is to respond to the distinct needs of each locale we serve. We are also very sensitive to the needs and opinions of local businesses and residents, and routinely work with our clients to establish cost-effective and tangible priorities that result in constructible and implementable plans and designs.

One feature that separates Kimley-Horn from other firms is our ability to provide almost all of the key services in an in-house fashion for this project. Kimley-Horn has outstanding in-house resources and technical expertise to provide virtually all required services. Another of the benefits Kimley-Horn offers is our diversified resources and ability to draw from those resources at any time. Although Kimley-Horn has many disciplines, we have one major goal—making our clients successful.

WHY KIMLEY-HORN? OUR PROVEN APPROACH.

In-House Expertise. Project manager, **Tom Jensen, P.E.** is supported by a deep local bench of staff capable of delivering the key scope items under this solicitation. Our firm's diversity of services under one roof will help ensure that the OUA receives high-quality deliverables in a timely and streamlined fashion.

Flexibility. We understand schedules change as projects evolve and we are prepared to deal with this. Utility projects can also result in unforeseen circumstances and timeliness can be critical with funding stipulations—we have a proven record of delivering these projects on time.

Staff Extension. Our team will approach your projects as your partner, as though we are your staff. We understand your mission and make it our own.

The OUA experienced all three listed aspects of our *proven approach* when Tom was contacted this April to assist with the design and permitting of a force main within SR 78 that needed to cross the levee. We quickly prepared a scope and fee that was approved by the OUA in May, and once authorized, our in-house staff hit the ground running on this project. This included our environmental team developing the FDEP/USACE applications and supporting documents, along with other team members developing design plans for the directional drill and USACE drilling program report comments. All of this work was completed on time, **displaying the advantage of Kimley-Horn: a single firm offering the comprehensive in-house services the OUA needs to deliver this project.**

We are committed to serving OUA on this project and look forward to providing our professional services to support your commitment to providing high-quality utility services.

Very truly yours,

KIMLEY-HORN AND ASSOCIATES, INC.

Tom Jensen, P.E.
Project Manager

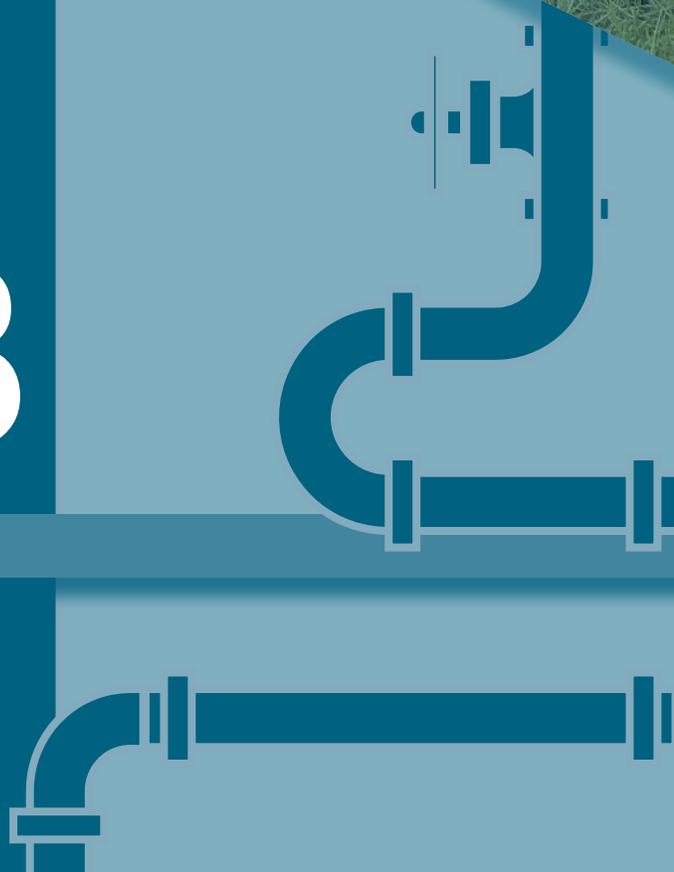
David Walthall, P.E.
Principal-in-Charge/Senior Vice President

Note: As a principal and senior vice president with the firm, David Walthall, P.E. is authorized to bind Kimley-Horn on this contract. This proposal is made without collusion with any other person or entity submitting a proposal.



B

LOCATION AND PERSONNEL





B. Location and Personnel

LOCATION OF RESPONDENT'S OFFICE

Kimley-Horn's local West Palm Beach office will be the primary office serving the OUA on this contract.

1920 Wekiva Way, Suite 200
West Palm Beach, Florida 33411
561.845.0665

Project manager, *Tom Jensen, P.E.*, will serve as the OUA's personal point of contact, with full authority to make critical decisions that impact the project. Tom is based out of Kimley-Horn's local West Palm Beach office and has access to a deep bench of additional professional and support staff. Tom will assess your project's needs and make decisions as to the appropriate team members to serve you. We are only a phone call and a short drive away and pledge to provide the OUA with prompt, reliable, and effective service to you.



SUBCONSULTANT TEAM

Kimley-Horn has supplemented our in-house capabilities with the resources of **BSM & Associates** to provide supplemental surveying services, **Terracon Consultants** for Geotechnical Engineering, and **Inframap Corp.** for subsurface utility locates. These teaming members' information is listed below:



BSM & Associates
80 SE 31st Lane
Okeechobee, FL 34974



InfraMap Corp.
1100 N Florida Mango Road, Suite D
West Palm Beach, FL 33409



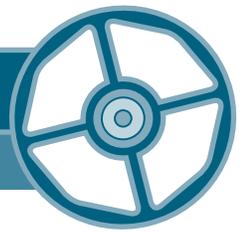
Terracon Consultants
1225 Omar Road
West Palm Beach, FL 33405

KEY PERSONNEL AND OFFICES

Project Team Member	Project Role	Office Location
Tom Jensen, P.E.	Project Manager	West Palm Beach
Peter Van Sickle, P.E. (IA)	Deputy Project Manager	West Palm Beach
David Walthall, P.E.	Principal-in-Charge	West Palm Beach
Jason Lee, P.E.	QA/QC	West Palm Beach
Bertrand King, E.I., ENV SP	SRF/Grants	West Palm Beach
Laura Wittenbauer	SRF/Grants	Sarasota
Joe Crozier, AICP	SRF/Grants	St. Petersburg

SR 78W WATER MAIN IMPROVEMENTS

Okeechobee Utility Authority



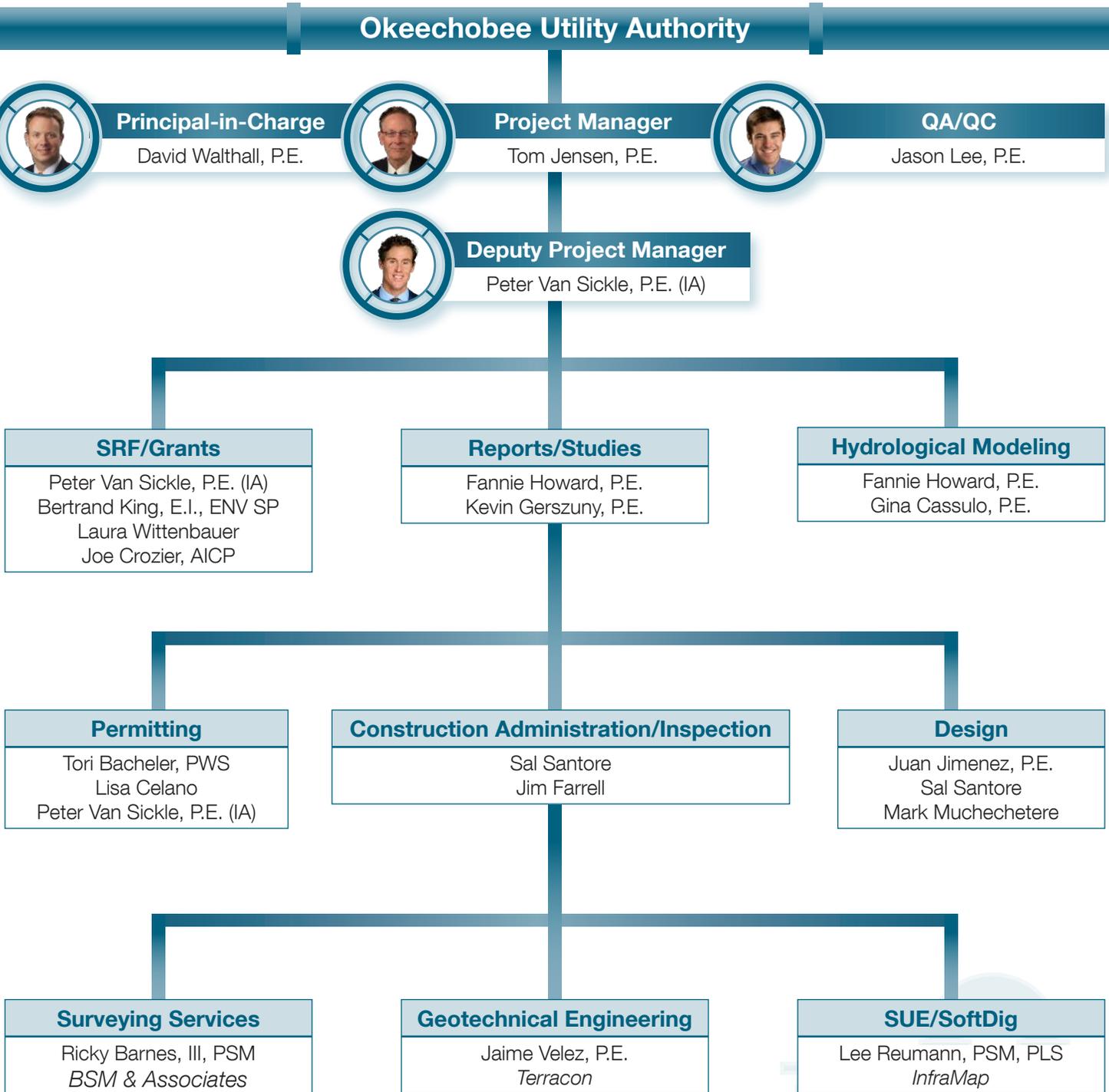
Project Team Member	Project Role	Office Location
Fannie Howard, P.E.	Reports/Studies, Hydrological Modeling	West Palm Beach
Kevin Gerszuny, P.E.	Reports/Studies	Miami
Gina Cassulo, P.E.	Hydrological Modeling	West Palm Beach
Juan Jimenez, P.E.	Design	Miami
Sal Santore	Design, Construction Administration/Inspection	West Palm Beach
Mark Muchechetere	Design	West Palm Beach
Tori Bacheler, PWS	Permitting/Environmental	West Palm Beach
Lisa Celano	Permitting/Environmental	West Palm Beach
Jim Farrell	Construction Administration/Inspection	West Palm Beach
Steve Sek	Construction Administration/Inspection	West Palm Beach
Ricky Barnes, III, PSM	Surveying Services	Okeechobee
Jaime Velez, P.E.	Geotechnical Engineering	West Palm Beach
Lee Reumann, PSM, PLS	SUE/SoftDig	West Palm Beach





ORGANIZATION CHART

The organization chart below illustrates our project team structure and defines relationships among disciplines. We have brought together a team of local experts based on the needs outlined in the scope of services. All team members have a history of working together on utility infrastructure type projects along with multiple other utility projects.





BACKGROUND OF OUR PERSONNEL

To best serve the OUA, Kimley-Horn has organized a core team of practiced professionals to provide a high level of responsiveness to the OUA. We believe the skill and dedication of the team assembled possesses a rich understanding of the process, from the design and permitting to final construction.



Tom Jensen, P.E.

Project Manager

Tom is a senior water resources engineer with 38 years of experience working as a water/wastewater consultant for municipal and private utilities throughout Florida. Tom has provided master planning, utility management, design, permitting, and construction administration for a wide range of municipal infrastructure improvements. His design experience ranges from new facilities to rehabilitation of existing facilities to complete replacement of utility systems. For the Jupiter Inlet Colony Neighborhood Rehabilitation project, Tom was project manager/engineer of record involving the conversion of the existing 241 septic tank systems to a central gravity sanitary sewer system, resulting in a 100 percent reduction in nitrogen and phosphorus loads from the septic tank systems. Tom designed all of the new systems, reviewed the bid proposals for the Loxahatchee River District, and supervised the implementation of the construction, which finished 68 days ahead of schedule and almost \$500,000 below budget. Tom was instrumental in getting two grants from FDEP and SFWMD totaling \$1,375,000. As a result, Jupiter Inlet Colony is releasing 83% less “dirty” water to the surrounding water bodies.



Peter Van Sickle, P.E. (IA)

Deputy Project Manager, SRF/Grants, Reports/Studies, Permitting

Peter has nearly 15 years of experience as a utility designer, engineer, and project manager delivering large scale utility projects for independent utility providers including water and district energy providers. He also served as the Director of Program Management for the Kansas Department of Transportation which has provided him with unique insight into the funding operations of local, state, and federal agencies. This includes the pursuit, programming and monitoring of state programs such as SRF, federal appropriations, and grant pursuits at both the state and federal levels. As a utilities project manager for a midwest-based engineering consulting firm prior to relocating to Florida, Peter successfully managed the design and construction of water, chilled water, medium voltage electrical, telecommunications, steam, condensate, and sanitary sewer services across the independent utility at the University of Iowa. This work, spanning nearly a decade, totaled tens of millions of dollars in construction cost. Since relocating to Florida, Peter has been directly involved in the design, production, and management of projects for several clients across South Florida including a current septic-to-sewer project for the OUA, and other efforts for the Village of Indiantown, the City of Port Saint Lucie, the Village of Palm Springs, and the Village of Tequesta.



David Walthall, P.E.

Principal-in-Charge

David has more than two decades of civil engineering experience and now serves as a key member of our internal operations and leadership team. In his current role, he is responsible for ensuring projects are on track and delivered within budget. He has the necessary authority to allocate staff and other resources on an as-needed basis to working teams. His engineering background spans a wide variety of disciplines, including land development, utilities engineering, and structural design. He has been responsible for the management and production of multiple large-scale federal, municipal and commercial developments, including developments of regional impact, planned developments, transit park and rides, BRTs. Dave’s specific expertise includes due diligence and site planning, site civil design, construction observation, and permitting with various local and state agencies, including the Southwest Florida Water Management District (SWFWMD), the Florida Department of Transportation (FDOT), and Florida Department of Environmental Protection (FDEP).



Jason Lee, P.E.

QA/QC

Jason has 20 years of diverse engineering experience and has served as a project manager and engineer of record for many water and wastewater projects in South Florida. Jason's project experience includes design, permitting, and construction phase services for master wastewater pump stations, potable water repump stations, high service pump stations, potable water wells (surficial and Floridan aquifer), treatment plants, and thousands of feet of watermain, gravity sewer main and forcemain pipelines. Jason's experience includes the design, permitting, and construction of four inline booster pumps stations. With a focus on long term operation and energy optimization, Jason has worked closely with utility staff through many significant and successful projects and takes a hands-on approach during construction and start-up.



Bertrand King, E.I., ENV SP

SRF/Grants

Bert has five years of water resources experience in our West Palm Beach office. He has worked on projects that include grant funding applications, water system design and modeling, as well as facility planning and rate studies. He has served a wide range of clients including the OUA, most notably on the Treasure Island Septic-to-Sewer project, along with Martin County Utilities, Indian River County, the Village of Tequesta, and the City of Port St. Lucie, among many others. Bert earned his Bachelor of Science in Environmental Engineering and is a registered Envision Sustainability Professional (ENV SP).



Laura Wittenbauer

SRF/Grants

Laura has nearly two decades of grant writing and administration experience, serving both private- and public-sector clients. Prior to joining Kimley-Horn, she worked as a senior process analyst for the City of Sarasota where she identified relevant grant opportunities and completed grant applications. She ensured that grant accounting and financial reporting was consistent with governmental accounting standards and kept within the terms and conditions of the grant. Her experience with Sarasota was preceded by her tenure in the private sector, where she served as a grant consultant. In this role she supported municipal clients, providing grant-related services from application through award. Laura understands and can apply the principles, practices, and procedures of government budgeting, cost analysis, financing, and funds administration. She can evaluate, audit, deduce, and assess data using established criteria through the lens of a public agency.



Joe Crozier, AICP

SRF/Grants

Joe is a transportation planner and grant writer with ten years of experience. He leads Florida Department of Transportation's (FDOT) statewide federal discretionary grant process statewide through oversight of project identification and screening, grant writing, benefit-cost analyses, staff training, partner coordination, and state/federal compliance. He has led the development of grants including Rebuilding American Infrastructure with Sustainability and Equity Program (RAISE) for multimodal transportation, Consolidated Rail Infrastructure and Safety Improvements Program (CRISI) for rail, Advanced Transportation and Congestion Management Technologies Deployment Program (ATCMTD) for technology, Infrastructure for Rebuilding America (INFRA) for roadway, Commuter Authority Rail Safety Improvement (CARS) for roadway/rail projects, and many others.



Fannie Howard, P.E.

Reports/Studies, Hydrological Modeling

Fannie has 19 years of utility and water resources engineering experience including hydraulic modeling, water distribution, and wastewater collection. She has managed the design of several reclaimed water and wastewater projects throughout Florida. Fannie is extremely qualified in the areas of design, permitting, and piping system modeling and analysis. Fannie has provided analysis of hydraulic models for reclaimed water, potable water, and wastewater collection and distribution systems. Her experience includes ICPR, WaterGems, WaterCAD, and Hydranautics (IMS design software programs). Fannie has also been involved with various projects for the Town of Palm Beach, including the A-7 inline booster pump station and development of area-wide system models. For Delray Beach, Fannie provided reclaimed water main improvements for Martin Luther King, Jr. Drive. For the City of West Palm Beach, Fannie's projects included the relocation of an existing 24-inch water main, shared 30-inch force main condition assessment, and 16-inch water main replacement and route study involving 14-inch pipeline.



Kevin Gerszuny, P.E.

Reports/Studies

Kevin has six years of experience involving utility engineering projects. He has experience with the design, permitting, and construction management of water and wastewater transmission pipelines, pump stations, and treatment facilities. Kevin has strong proficiency in AutoCAD Civil 3D design, 3D Building Information Modeling (BIM), and hydraulic modeling of pumping facilities and distribution systems. Kevin has been a key member of water and wastewater treatment facilities with rated capacities ranging from 0.060 MGD to 11 MGD (AADF), pump stations with peak hourly flow capacity ranging from 2.8 MGD to 10 MGD, as well as transmission/distribution pipelines ranging from 4-inch to 36-inch diameter. Kevin currently serves as the co-chair of AWWA Florida Region VII's Young Professionals Committee.



Gina Cassulo, P.E.

Hydrological Modeling

Gina has six years of experience as a project analyst and designer. Gina's project experience includes: hydraulic modeling of distribution systems and pump stations for Indian River County and Martin County; installation of the Central Blvd North high service pumps for the Town of Jupiter; a lead and copper corrosion study of Water Treatment Plants 2, 3, 8, and 9 for Palm Beach County; water/sewer pipeline and stormwater outfall improvements for the City of West Palm Beach; and construction of two Floridan wells and a raw watermain addition for Martin County.



Juan Jimenez, P.E.

Design

As a civil engineer, Juan has 29 years of municipal and utility engineering consulting experience in South Florida, most of it in Miami-Dade County. His broad and diverse experience includes projects involving water supply and distribution, wastewater collection and transmission, stormwater management, roadway, general civil engineering and land development. He brings not only technical analysis and design expertise, but also sound project management experience in the preparation of work plans and schedules, permit documents, bid/contract documents, specifications, opinions of construction costs and quality control. Juan also understands the importance of maintaining clear and constant communication with clients through all phases of the project.



Sal Santore

Design, Construction Administration/Inspection

Sal is a senior designer with 32 years of experience, including a multitude of municipal utility infrastructure projects (work referred to “outside” the fence, along with work “inside” the fence) using AutoCAD, Softdesk, and 3-D piping and equipment programs. He has prepared plans for wastewater collection systems, pump stations, major water/wastewater transmission mains, and distribution system piping. Sal’s experience involves survey, site plan, horizontal control, paving, grading and drainage, along with utilities. He has also served as lead designer for residential roadway and utility improvement projects, including rebuilding road sections with new drainage and utilities to overlaying existing roads and modifying drainage and utilities as required.



Mark Muchechetera

Design

Mark is an experienced civil designer and production lead for our West Palm Beach water utilities group. He is experienced in both plans and profile development for large diameter piping for various distribution, collection, and conveyance purposes. He has been directly involved in the development of construction documents for horizontal directionally drilled and direct buried piping for a variety of clients. With an eye for detail and constructability, Mark is a key player of the design and plans production team that will be executing this project.



Tori Bacheler

Permitting/Environmental

Tori has more than a decade of experience working with state and federal agencies conducting endangered species surveys, delineating wetlands, designing wetland mitigation and restoration areas, and permitting projects throughout Florida. She also is a Florida Fish and Wildlife Conservation Commission (FWC) certified gopher tortoise agent for surveying. Her expertise includes conducting environmental assessments to determine potential listed species habitat and wetland habitat types to determine permitting implications. She also has a good understanding of the permits required and permit limitations for a vast array of projects.



Lisa Celano

Permitting/Environmental

Lisa is an environmental scientist experienced in conducting field work, including listed species surveys, wetland delineations, and benthic resource surveys. She has helped to prepare environmental permit applications including USACE/FDEP Section 404 dredge/fill permits, Environmental Resource Permits, and various County-specific permits.



Jim Farrell

Construction Administration/Inspection

James has more than 34 years of experience serving as a field representative on various water/wastewater plant improvement projects, pipeline installations, and neighborhood improvement projects. James’s project experience includes serving as a field representative for the water treatment plant #11 finish water quality evaluation for Palm Beach County; scrubber system upgrades and injection well booster pump station project for the City of Hollywood; a wastewater treatment facility expansion for the Village of Wellington; and the Norwood Water Treatment Plant filter rehabilitation project for the City of North Miami Beach.



Ricky Barnes, III, PSM

Surveying Services

Ricky has over a decade of experience in surveying and mapping and is the founder and president of BSM Survey. He earned a Bachelor of Science degree from the University of Florida in 2011, with his studies including Geomatics and Business Law. Ricky has also acquired certifications in Intermediate Work Zone Traffic Control, CSX RR Safety, and FEC RR Safety.



Jaime Velez, P.E.

Geotechnical Engineering

Jaime is a geotechnical engineer by education and experience. As a senior geotechnical engineer, Jaime has 20 years of experience performing subsurface (geotechnical) studies throughout Florida for the design and construction of earth dams, earthen retaining walls, pump stations, underground piping, roadways, bridges, and low to high-rise structures. His geotechnical engineering expertise includes conducting detailed analyses of slope stability, groundwater seepage, settlement and bearing capacity for shallow and deep foundations, and evaluation of retaining wall global stability.



Lee Reumann, PSM, PLS

SUE/SoftDig

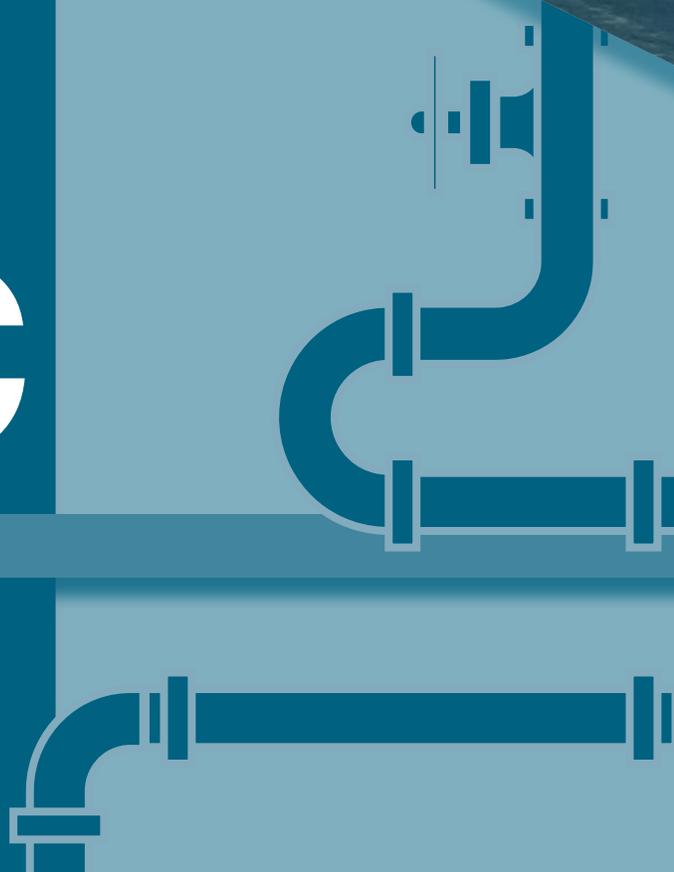
Lee is a Florida licensed professional surveyor with more than a decade of experience in land surveying, general civil engineering, utility engineering, and project management. Lee has been the project manager for various subsurface utility designating and test holes surveys, large route surveys for engineering design purposes, construction surveys for multiple multi-million-dollar facilities, boundary surveys, topographic surveys, ALTA/ACSM surveys, specific-purpose surveys, and various other survey projects. He is proficient with AutoCAD Civil3D and managing/ processing data. His consistent efforts have enabled numerous land surveying and civil engineering projects to be completed on time and within budget. Lee is a licensed professional surveyor in six states including Florida.





C

PROJECT REFERENCES





C. Project References

Project No. 1

Project Name: Northport (Glades Cut Off Road) 24-inch Force Main Extension Phase 3

Responsible Office: Kimley-Horn, West Palm Beach

Key Individuals: Tom Jensen, P.E.; Sal Santore, Jim Farrell

1. Project Description: Kimley-Horn was retained by the City of Port St. Lucie to design the force main extension to connect the City's concentrate disposal pipeline to the Glades Wastewater Treatment Facility. The proposed improvement is required to assist in the overall system hydraulics of the City's force main transmission system by transferring flows from an overloaded portion of the system to the Glades Facility. The project included over 9,000 LF of 24-inch force main along the Glades Cutoff Roadway right-of-way and inside an easement dedicated to the City for the main's installation. The force main is planned to be installed via open cut. The scope of services includes design and regulatory permitting services through City, County, FDOT and FDEP, respectively. The project also consisted of a horizontal directional bore under I 95 and FPL's power transmission corridor. The bore length was proposed to be 1,800 LF of 24-inch invisible PVC. The utility corridor for this project consisted of numerous other large diameter City-owned utility mains, which created a challenge in locating the proposed 24-inch force main. This was overcome by connecting more survey and utility locates to help ensure the constructibility of the proposed force main.

2. Work Directives/Change Orders: \$55,000 (Engineering; additional water main extension); \$105,435 (Construction; added second point of connection)

3. Total Final Cost and Time: \$182,300 (Engineering Design and Permitting); \$187,500 (Construction Phase Services); \$3,609,093 (Total Construction Cost); Construction Completed in 2023

4. Owner of the Project: City of Port St. Lucie

5. Name and Telephone Number of Contact: Carlos Camacho, P.E.; 772.873.6419

6. Dates Project Initiated and Completed: 4/2020 - 12/2021 (Design); 1/2022 - 6/2023 (Construction)

Project No. 2

Project Name: Water Main Extension/Master Meter Assembly

Responsible Office: Kimley-Horn, West Palm Beach

Key Individuals: Tom Jensen, P.E., Sal Santore

1. Project Description: As the Park's utility engineer, Kimley-Horn determined that it required a second point of connection onto Palm Beach County's 24" water main. Hydraulic modeling determined that the growth in the Park prove the need for this second point of connection along with a second master meter assembly. Kimley-Horn determined the route and size for this new water main. The new 12" water main, approximately 4,000 LF in length received a jack and bore under the Beeline Highway, and several directional drills.

2. Work Directives/Change Orders: \$135,673 (added pavement and directional drill)

3. Total Final Cost and Time: \$52,000 (Engineering Design and Permitting); \$65,000 (Construction Phase Services); \$965,275 (Construction); Construction Completed in 2021

4. Owner of the Project: Palm Beach Park of Commerce

5. Name and Telephone Number of Contact: Jeanne Murphy, 561.625.8027

6. Dates Project Initiated and Completed: 1/2020 - 2/2021



Project No. 3

Project Name: *Design Services for the Southport 24” Force Main to Glades Booster Pump Station*

Responsible Office: Kimley-Horn, West Palm Beach

Key Individuals: Tom Jensen, P.E.; Peter Van Sickle, P.E. (IA); Bertrand King, E.I., ENV-SP; Sal Santore; Mark Muchechetere; InfraMap Corp.; Terracon Consultants

1. Project Description: Kimley-Horn was recently awarded a critical needs project by the City for the design of approximately 7-miles of 24-force main. This new main will provide the City the ability to transfer wastewater for their Westport WWTF to their Glades WWTF. A route study was performed to determine the most cost-effective route with the least impact on the community. Kimley-Horn recommended that the project be designed and constructed in three phases. Phase 1 construction is commencing in November 2023, with Phase 2 and 3 construction work commencing in the first quarter of 2024. The project will have several directional drills, FDOT roadway crossings and canal crossings.

2. Work Directives/Change Orders: None

3. Total Final Cost and Time: \$1,649,560 (Engineering, Design, Permitting, and Bidding); \$19,500,000 (Estimated Construction Value); Construction Scheduled for Completion for Q1 2024

4. Owner of the Project: City of Port St. Lucie

5. Name and Telephone Number of Contact: Colleen Jacobsen, 772.871.7309

6. Dates Project Initiated and Completed: 4/2022 – 3/2024 (Design and Permitting); 3/2024 - 3/2026 (Construction)

Project No. 4

Project Name: *Tropical Farms Floridan Wells TFRO-6 and TFRO-7 and Raw Water Main Addition*

Responsible Office: Kimley-Horn, West Palm Beach

Key Individuals: Tom Jensen, P.E., Sal Santore, Jim Farrell

1. Project Description: For this project, Kimley-Horn prepared design plans and specifications for the County's now 16" raw water main to serve two (2) new Floridan wells. Kimley-Horn determined the best route that required crossings at Florida's Turnpike and I-95. The approximately 6,000- LF of pipe had five directional drills.

2. Work Directives/Change Orders: \$2,971 (additional HDPE fitting)

3. Total Final Cost and Time: \$509,691 \$120,000 (Engineering Design); \$55,000 (Construction Phase Services); \$1,323,757 (Construction); Construction Completed in 2021

4. Owner of the Project: Martin County Utilities and Solid Waste

5. Name and Telephone Number of Contact: Jeremy Covey, P.E., 772.221.2353

6. Dates Project Initiated and Completed: 6/2020 - 5/2021



Project Name: *Beach Road (A1A) Water Main Replacement Design and Bidding Phase Services (Phase 1)*

Responsible Office: Kimley-Horn, West Palm Beach

Key Individuals: Tom Jensen, P.E.; Sal Santore

1. Project Description: Kimley-Horn was retained by the Village of Tequesta for the design and bidding phase services to replace 3,100 linear feet of existing 8-inch cement asbestos water main along Beach Road. The water main had been experiencing leaks and exposure due to high tide events due to its current location. The new water main runs along the west side of Beach Road and was replaced with a new 10-inch main.

2. Work Directives/Change Orders: \$31,617 (additional fire hydrants/increase paved areas)

3. Total Final Cost and Time: \$53,600 (Engineering Design and Permitting); \$18,900 (Phase I Construction Phase Services); \$423,979 (Construction)

4. Owner of the Project: Village of Tequesta

5. Name and Telephone Number of Contact: Marjorie Craig, 561.768.0459

6. Dates Project Initiated and Completed: 12/2020 – 7/2021





D

**PROPOSED SCHEDULE OF WORK,
INVESTIGATIONS, MILESTONES, AND RESULTS**

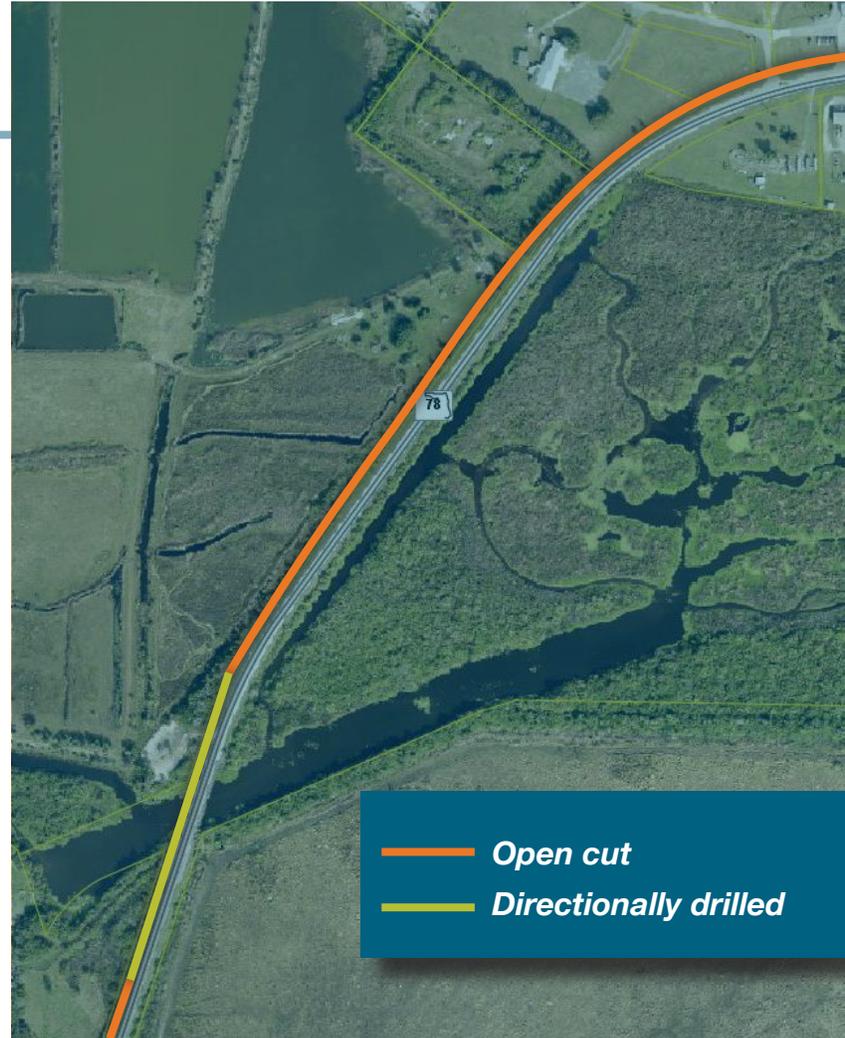




D. Proposed Schedule of Work, Investigations, Milestones, and Results

Kimley-Horn understands that the Okeechobee Utility Authority (OUA) needs an experienced and responsive engineering consultant to provide engineering services for the State Road (SR) 78W Water Main improvements project. We understand that this 4000+ LF section of proposed replacement water main directly services the State Road 78W Service Area and the community of Buckhead Ridge for OUA. Additionally, there are two pending developments that shall be considered during the analysis: a resort at the former Okee-Tantie Campground and a 1,400-unit development adjacent to the existing Buckhead Ridge community. The area is currently served by parallel 8" and 6" water lines on opposite sides of SR78. Each of these existing water mains will need to remain in service for the duration of the project's construction.

Modeling of the proposed water main including sizing, routing, and final connection options will need to be evaluated in detail to ensure the OUA can provide for current and future users within the SR78W Service Area. Our team will evaluate all available options for the servicing existing users with added demand for all pending development options. This effort will provide the basis of the Preliminary Engineering/Feasibility Report and, ultimately, the Facilities Plan. We understand that funding for this project has not yet been identified and OUA is primed to pursue State Revolving Funds (SRF) as the project's primary funding source. A Facilities Plan is required to receive SRF funding and Kimley-Horn is experienced in preparing such plans in the pursuit of SRF funds.



Once preliminary engineering is complete, the team will transition to preparing enough design to submit early for the necessary permitting required to construct the project and continue the pursuit of SRF funding. Submission of permitting will be critical to the pursuit of SRF funding. At the same time as design and permitting, the team will complete the Facilities Plan. This will allow for OUA to submit for SRF consideration at the end of summer 2024.

OuR project team is involved in every step of the Preliminary Engineering/Feasibility Report, development of the facility plan, walking the route, discussions with staff, design, and construction phases from the beginning. This allows for OUA to communicate their desires early in the project and maintain a consistent point of communication throughout the life of the project. Additionally, all preliminary design/feasibility report development, facility plan development, construction document development, and ultimately construction administration services will be handled by the Kimley-Horn team. **A single firm with the necessary experience and know-how will remain on the project from beginning to end. The project and OUA will benefit greatly from a single firm providing a single point of contact through a project that could take up to two years to complete, from consultant selection to construction completion.**

SR 78W WATER MAIN IMPROVEMENTS

Okeechobee Utility Authority



Work intended: Provide a Preliminary Engineering/Feasibility Report and Facilities Plan to serve the project area with a replacement water main, provide services to submit and obtain SRF funding or other supplemental funding for the project, evaluate current water services and expanded water service area, present findings/costs, followed by design, permitting, and SRF / other funding pursuits. Once funding has been secured for the project, the team will assist with bidding of the project and construction phase services.

Project Approach: Provide a single firm approach to complete the preliminary work necessary to define the project scope more completely after reviewing options with OUA and move quickly into the development of design documents and permitting knowing that the team will be pursuing either late summer SRF funds or early 2025 SRF funds; both options are possible based on Kimley-Horn staff availability and expertise. Once Funding has been secured for the project, we will shift to bidding phase services and once the project has been awarded, we will either provide part- or full-time construction administration services.





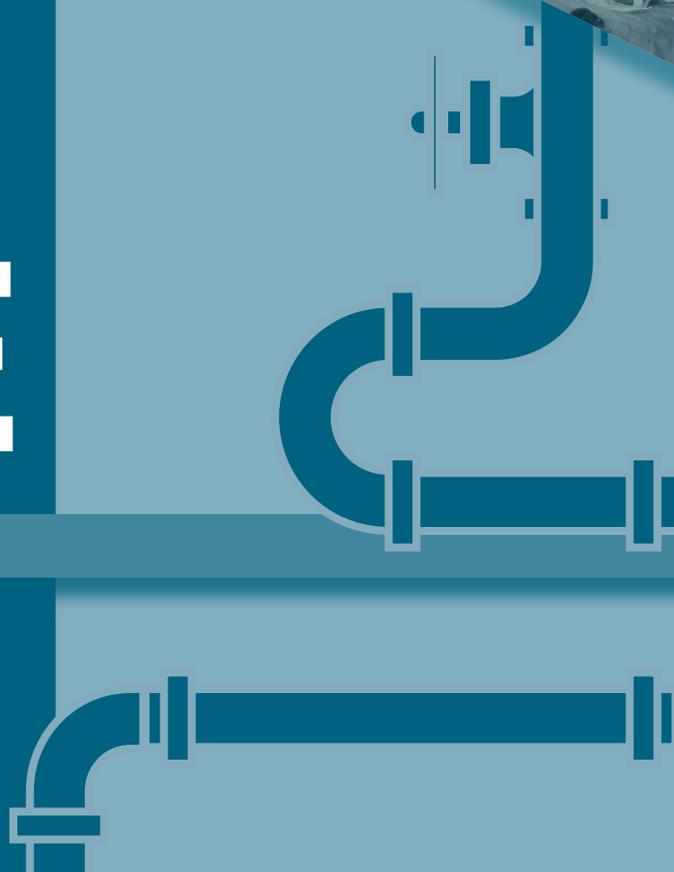
Proposed Schedule of Work

	2023			2024												2025												
	Q4			Q1			Q2			Q3			Q4			Q1			Q2			Q3			Q4			
	10	11	12	1	2	3	4	5	6	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9	10	11	12	
Submission/ Review/ Selection																												
Contract Negotiations																												
Preliminary Design																												
Final Design																												
Bidding																												
Construction																												
Facilities Plan																												
Submit SRF																												
SRF Award and Agreement																												



E

OTHER INFORMATION





E. Other Information

ABILITY TO PROVIDE RESPONSIVE SERVICE

Tom Jensen, P.E.
Project Manager



Kimley-Horn's philosophy of providing professional engineering and related services is based on client service and technical expertise. This philosophy is especially applicable for projects that encompass a broad variety of disciplines and experience yet require a common point of contact. Accordingly, we provide all our clients with a well-defined team of project-centered professionals and staff who are empowered with the flexibility needed to respond quickly to both administrative requirements and scheduling needs. Much of our success over the last 56 years is directly related to our ability to provide high-quality, timely services.

Responsiveness means that we are available to you when you need us; it also means that the person you deal with is familiar with every facet of the project and is only a quick drive away. As project manager, **Tom Jensen, P.E.** has a strong passion and commitment to serve OUA. With our unique structure to operate as a one-profit center—allowing Tom to utilize resources firmwide and to allocate manpower resources as necessary and whenever required. This level of service leads to: cost reductions; increased productivity; quicker, more accurate product development; creative thoughts and ideas from different resources; and better quality products. Moreover, there is continuity and camaraderie among our key staff.

Commitment is a trait of all Kimley-Horn personnel; ask us to perform a task quickly, and the task will be completed to meet your satisfaction and deadline. We want to be the OUA's consultant on this contract and pledge to exceed your expectations by providing prompt, responsive, and personal service.

Kimley-Horn is confident that we can meet the technical and manpower needs anticipated for this contract.

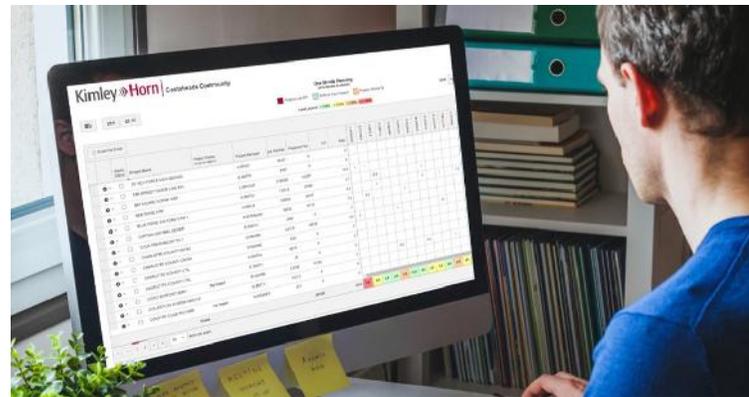
KEY STAFF WORKLOAD PROJECTIONS

Kimley-Horn is very progressive when it comes to understanding its current workload and its capacity to take on new clients/projects. We know the importance of meeting our clients' deadlines and we take the necessary steps so we can confidently commit to meeting yours. Our proactive management process ensures the availability of firm-wide and Florida-based resources for project staffing requirements through a proprietary program maintained on our computer network called "cast-aheads."

The cast-ahead process ensures that sufficient staff and hours are available to meet project schedules. Combined input from the firm's project managers is compiled and distributed in the form of a report to all project managers and regional management for review and discussion at the monthly cast-ahead meeting. Work overloads and/or shortfalls for specific personnel, individual offices, and disciplines are tabulated and addressed at the meeting. Where possible, these imbalances are resolved through internal shifts of personnel between offices. The objective is to balance the workload in a manner that maximizes the use of production staff, while ensuring that all project requirements and client deadlines are met. Because of the level of effort we spend on understanding workload and on what projects staff are working on, Kimley-Horn can define on very short notice our ability to handle any task assignment and exactly who has the most availability to work on a project so it is completed on time.

Based on a review of our cast-aheads, we can assure OUA that the staff members selected for this team are available immediately to serve you and are in an excellent position to handle the workload of any forthcoming assignment.

Based on his review of the cast-ahead report, our project manager, Tom Jensen, P.E., has determined that the proposed team is readily available and in an excellent position to handle any task required for this solicitation. Tom will mobilize the project team immediately when necessary and will expertly coordinate all efforts on your assignments.



CERTIFICATION OF DRUG FREE WORKPLACE

IDENTICAL TIE BIDS/PROPOSALS - Preference shall be given to businesses with drug-free workplace programs. Whenever two or more bids/proposals which are equal with respect to price, quality, and service are received by the State or by any political subdivision for the procurement of commodities or contractual services, a bid/proposal received from a business that certifies that it has implemented a drug-free workplace program shall be given preference in the award process. Established procedures for processing tie bids/proposals will be followed if none of the tied vendors has a drug-free workplace program. In order to have a drug-free workplace program, a business shall:

- 1) Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.
- 2) Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.
- 3) Give each employee engaged in providing the commodities or contractual services that are under bid/proposal a copy of the statement specified in subsection (1).
- 4) In the statement specified in subsection (1), notify the employees that, as a condition of working on the commodities or contractual services that are under bid/proposal, the employee will abide by the terms of the statement and will notify the employer of any conviction of, or plea of guilty or nolo contendere to, any violation of chapter 893 or of any controlled substance law of the United States or any state, for a violation occurring in the workplace no later than five (5) days after such conviction.
- 5) Impose a sanction on, or require the satisfactory participation in a drug abuse assistance or rehabilitation program if such is available in the employee's community, by any employee who is so convicted.
- 6) Make a good faith effort to continue to maintain a drug-free workplace through implementation of this section.

As the person authorized to sign the statement, I certify that this firm complies fully with the above requirements.

Respondent: Kimley-Horn and Associates, Inc.

Authorized Representative: David Walthall, P.E., Principal / Senior Vice President

Signature:  _____

**SWORN STATEMENT UNDER SECTION 287.133(3)(a), FLORIDA STATUTES,
ON PUBLIC ENTITY CRIMES**

(To be signed in the presence of a notary public or other officer authorized to administer oaths.)

Before me, the undersigned authority, personally appeared David Walthall, P.E., who, being by me first duly sworn, made the following statements:

1. The business address of Kimley-Horn and Associates, Inc.
(name of bidder or contractor)

is 1920 Wekiva Way, Suite 200, West Palm Beach, Florida 33411.
2. My relationship to Kimley-Horn and Associates, Inc.
(name of bidder or contractor)

is Principal/Senior Vice President
(relationship such as sole proprietor, partner, president, vice president, etc.)
3. I understand that a public entity crime as defined in Section 287.133 of the Florida Statutes includes a violation of any state or federal law by a person with respect to and directly related to the transaction of business with any public entity in Florida or with an agency or political subdivision of any other state or with the United States, including, but not limited to, any bid or contract for goods or services to be provided to any public entity or such an agency or political subdivision and involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, or material misrepresentation.
4. I understand that "convicted" or "conviction" is defined by the statute to mean a finding of guilt or a conviction of a public entity crime, with or without an adjudication of guilt, in any federal or state trial court of record relating to charges brought by indictment or information after July 1, 1989, as a result of a jury verdict, nonjury trial, or entry of a plea of guilty or nolo contendere.
5. I understand that "affiliate" is defined by the statute to mean (1) a predecessor or successor of a person or a corporation convicted of a public entity crime, or (2) an entity under the control of any natural person who is active in the management of the entity and who has been convicted of a public entity crime, or (3) those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in the management of an affiliate, or (4) a person or corporation who knowingly entered into a joint venture with a person who has been convicted of a public entity crime in Florida during the preceding 36 months.

***~~(Draw a line through paragraph 6 if paragraph 7 applies, Draw a line through paragraph 7 if paragraph 6 applies.)~~**

6. Neither the bidder or contractor nor any officer, director, executive, partner, shareholder, employee, member or agent who is active in the management of the bidder or contractor nor any affiliate of the bidder or contractor has been convicted of a public entity crime subsequent to July 1, 1989.
7. ~~There has been a conviction of a public entity crime by the bidder or contractor, or an officer, director, executive, partner, shareholder, employee, member or agent of the bidder or contractor who is active in the management of the bidder or contractor or an affiliate of the bidders or contractors. A determination has been made pursuant to Section 287.133(3) by order of the Florida Division of Administrative Hearings that it is not in the public interest for the name of the convicted person or affiliate to appear on the convicted vendor list. The name of the convicted person or affiliate is _____ . A copy of the order of the Florida Division of Administrative Hearings is attached to this statement.~~


10/31/2023
Signature/Date (undersigned authority)

BY MEANS OF PHYSICAL PRESENCE

Sworn to and subscribed before me in the state of Florida and county of Palm Beach
on the 31st day of October, 2023.


Notary Public

9/24/2026
My commissions expires



AGREEMENT
FOR
PROFESSIONAL ENGINEERING SERVICES
BETWEEN OKEECHOBEE UTILITY AUTHORITY
AND
HOLTZ CONSULTING ENGINEERS, INC.
FOR
STATE ROAD 78W WATER MAIN IMPROVEMENTS

I. BACKGROUND

The Florida Department of Transportation (FDOT) has an upcoming project along State Road (SR) 78W in which new guardrail will be installed. Okeechobee Utility Authority (OUA) currently has two water mains serving the Okee-Tantie/Buckhead Ridge (BHR) service area within the same corridor: an 8-inch ductile iron piping system on the lake side of the SR 78W roadway and an older 6-inch cast iron piping system along the other side of SR 78W. The proposed guardrail is in direct conflict with the existing 8-inch water main and will be required to be removed. As the existing 8-inch water main must be removed, and the existing 6-inch water main is older, the OUA has decided to remove both mains and replace with one larger diameter water main.

There are two new developments proposed for this service area: a new resort development at the former Okee-Tantie Campgrounds and a 1,400-unit development currently being considered next to the existing BHR service area. A preliminary evaluation and hydraulic analysis will be conducted to determine the water main size required for OUA demands only (which will include the current demands plus anticipated future growth plus Okee-Tantie) as well as the water main size required for OUA demands plus the proposed 1,400-unit development. An analysis will also be conducted to determine whether it is in OUA's best interest to install new water main within the FDOT project limits (approximately 4,200 linear feet) or extend the current water main replacement for approximately 6,600 linear feet to a location where the existing 8-inch and 6-inch water mains are tied-in together.

This project will include the removal and replacement of existing 6-inch and 8-inch mains with a single larger water main that will be able to serve the redeveloped service area. The project includes the evaluation, funding procurement, design, permitting, bidding and services during construction of approximately 4,200 linear feet of new water main along SR 78W connected to the OUA distribution system. Holtz Consulting Engineers, Inc. (HCE) will provide engineering services for the preliminary engineering and hydraulic modeling, State Revolving Fund (SRF) assistance, design, permitting, bidding, and services during construction for this project.

II. GENERAL SCOPE OF WORK

The OUA has requested comprehensive engineering services from HCE to provide preliminary design, SRF funding assistance, geotechnical engineering services, engineering design, permitting, bidding services, and services during construction related to the State Road 78W

Water Main Improvements project. Specific tasks include the following:

1. Task 1 – Preliminary Evaluation and Hydraulic Analysis
2. Task 2 – SRF Funding Assistance
3. Task 3 – Geotechnical Engineering Services
4. Task 4 – Engineering Design Services
5. Task 5 – Permitting Services
6. Task 6 – Bidding Services
7. Task 7 – Engineering Services During Construction

A detailed description of each task is described in greater detail on the following pages.

Task 1- Preliminary Evaluation and Hydraulic Analysis

HCE will conduct a preliminary design and evaluation of the new potable water main, including evaluation of potable water demands and hydraulic modeling of the system along SR 78W from the OUA Water Treatment Plant to the future connection at Lakefront Estates. HCE will hold a kick-off meeting with OUA staff to initiate the preliminary engineering evaluation and design. At this meeting, information and methodology required for estimating potable water demand and schedules will be discussed, including approved development plans and properties to be served in the future with the proposed new water main. HCE shall prepare a meeting agenda and meeting minutes.

Using the current and future demand estimations, HCE will develop a hydraulic model of the SR78 corridor potable water distribution system.

- The model will be created using Innowyze' s InfoWater Pro hydraulic modeling software. The existing portion of the water distribution system will be developed utilizing the existing CAD files of the OUA potable water system. Pipe material and elevation of the existing portion of the water distribution system will be added to the model based on OUA provided record drawings if available. If record drawings are not available, pipe elevation will be assumed to be three feet below grade elevation based on USGS Lidar raster datasets.
- The extension of the new larger diameter replacement water main from SW 16th Avenue southwest along SR78W will be added to the hydraulic model using hydraulic modeling elements that match the proposed main design (exact geographic location, length, material, depth of pipe, etc.).
- HCE will develop up to sixteen (16) hydraulic modeling scenarios. Each of the items below will be run as a scenario for potable water demand only and potable water demand plus fire flows. These scenarios will be as follows:
 - **Scenarios 1 – 4 (WM Replacement during Existing Conditions w/ HDPE crossing, WM Replacement during Existing Conditions plus Fire Flow w/ HDPE Crossing, WM Replacement during Existing Conditions w/ Fusible PVC Crossing, and WM Replacement during Existing Conditions plus Fire Flow w/ Fusible PVC Crossing).** Replacement of the existing 8" and 6" water main from SW 16th Avenue southwest along SR 78W for approximately 4,200 linear feet with a new water main to be sized

with the hydraulic model (limitations of upcoming FDOT project) utilizing future OUA only demands for the corridor. This will include a mutually agreed upon growth factor for the current OUA flows. Two scenarios will be run, one utilizing an HDPE directional drill for the crossing of Lemkin Creek and one utilizing a fusible PVC directional drill for the crossing. All other piping is assumed to be installed via open-cut and with C900 PVC pipe.

- **Scenarios 5 – 8 (WM Replacement after Okee-Tantie Development w/ HDPE crossing, WM Replacement after Okee-Tantie Development plus Fire Flow w/ HDPE Crossing, WM Replacement after Okee-Tantie Development w/ Fusible PVC Crossing, and WM Replacement after Okee-Tantie Development plus Fire Flow w/ Fusible PVC Crossing).** Replacement of the existing 8” and 6” water main from SW 16th Avenue southwest along SR 78W for approximately 4,200 linear feet with a new water main to be sized with the hydraulic model (limitations of upcoming FDOT project) utilizing future OUA demands for the corridor. This will include a mutually agreed upon growth factor for the current OUA flows as well as estimated flows for the potential redevelopment of the Okee-Tantie campground. Two scenarios will be run, one utilizing an HDPE directional drill for the crossing of Lemkin Creek and one utilizing a fusible PVC directional drill for the crossing. All other piping is assumed to be installed via open-cut and with C900 PVC pipe.
- **Scenarios 9 – 12 (Extended WM Replacement after Okee-Tantie Development w/ HDPE crossing, Extended WM Replacement after Okee-Tantie Development plus Fire Flow w/ HDPE Crossing, Extended WM Replacement after Okee-Tantie Development w/ Fusible PVC Crossing, and Extended WM Replacement after Okee-Tantie Development plus Fire Flow w/ Fusible PVC Crossing).** Replacement of the existing 8” and 6” water main from SW 16th Avenue southwest along SR 78W for approximately 6,600 linear feet with a new water main to be sized with the hydraulic model (from SW 16th Avenue south to location where 8” and 6” main are tied in together) utilizing future OUA demands for the corridor. This will include a mutually agreed upon growth factor for the current OUA flows as well as estimated flows for the potential redevelopment of the Okee-Tantie campground. Two scenarios will be run, one utilizing an HDPE directional drill for the crossing of Lemkin Creek and one utilizing a fusible PVC directional drill for the crossing. All other piping is assumed to be installed via open-cut and with C900 PVC pipe.
- **Scenarios 13 – 16 (Extended WM Replacement after Okee-Tantie and Lakefront Estates Development w/ HDPE crossing, Extended WM Replacement after Okee-Tantie and Lakefront Estates Development plus Fire Flow w/ HDPE Crossing, Extended WM Replacement after Okee-Tantie and Lakefront Estates Development w/ Fusible PVC Crossing, and Extended WM Replacement after Okee-Tantie and Lakefront Estates Development plus Fire Flow w/ Fusible PVC Crossing).** Replacement of the existing 8” and 6” water main from SW 16th Avenue southwest along SR 78W to the point of connection at Lakefront Estates with a new water main to be sized with the hydraulic model utilizing future OUA

and Lakefront Estate demands. This will include the future flows established in the previous scenario as well as Lakefront Estate demands provided by OUA. It is assumed that at the delivery point at Lakefront Estates a minimum pressure of 20 psi must be provided, and fire flow storage will be provided onsite via a proposed storage tank. Two scenarios will be run, one utilizing an HDPE directional drill for the crossing of Lemkin Creek and one utilizing a fusible PVC directional drill for the crossing. All other piping is assumed to be installed via open-cut and with C900 PVC pipe.

OUA will provide HCE with pressure data at the Water Treatment Plant and pressure data on the existing 24" water main on SW 16th Avenue. The potable water demand only scenarios will be run in an extended period simulation for a duration of 24-hours if existing and future diurnal potable water usage data is available. Otherwise, the model will be run at peak-hour steady-state conditions with peak-hour peaking factors that match conditions seen as the OUA Water Treatment Plant. The fire flow scenarios will be run at maximum-day steady state conditions and operate only one hydrant at a time (i.e., no concurrent fire flow).

A brief technical memorandum will be developed summarizing the demand estimations, average and peak flows, pipe sizing and layout, results of the hydraulic modeling, and the figures for the scenarios described above. The technical memorandum will also include cost estimates for each proposed piping scenario. This will also include an analysis of the additional cost to install a new pipeline that will include the proposed 1,400-unit development versus installing a new pipeline for OUA demands only. This information will be utilized as part of the facilities planning document prepared in support of obtaining SRF funding in Task 2.

Task 2 – SRF Funding Assistance

HCE will provide funding support services to assist the OUA with the State Revolving Funding (SRF) Drinking Water Program funding assistance for this project. The following is a detailed description of the services to be provided.

1. Prepare and Submit Request for Inclusion Package: HCE shall prepare and submit a Request for Inclusion (RFI) package and supporting documentation to the FDEP. A "Request for Inclusion on the Priority List for Drinking Water Facilities" (DEP Form 62-252.900(1)) and supporting documentation will be submitted to the Drinking Water SRF program. HCE will coordinate with FDEP SRF for determination of the subsequent documentation that will be required to obtain SRF funding. It is anticipated that a Water Facilities Plan will be required to be submitted approximately 90 days prior to the targeted quarterly SRF meeting date.
2. Prepare and Submit Water Facilities Plan. HCE shall prepare and submit a Facilities Planning Document to the Drinking Water SRF Program. The Facilities Plan may include the following documentation as required by the FDEP:
 - Executive Summary
 - Project descriptions, including identification of planning and service areas.
 - Need or justification for projects.

- Project location map.
- Environmental Effects
 - Discussion of environmental benefits associated with the proposed projects.
 - Statement that the proposed projects will not have any significant adverse effects upon flora, fauna, threatened or endangered plant or animal species, surface water bodies, prime agricultural lands, wetlands, or undisturbed areas.
 - Provide a list of endangered/threatened plant and animal species (will be obtained from U.S. Fish and Wildlife Service) for the project areas.
 - Statement that the projects will not have any significant adverse human health or environmental effects on minority or low-income communities.
 - Provide copies of any reports or findings regarding any investigations regarding determination of environmental effects of the proposed projects.
- Development of Alternatives and Selection of a Preferred Alternative
 - Description of existing and recommended facilities.
 - Provide a cost comparison of at least three feasible alternatives (alternatives may include the cost of a “no action” alternative).
 - Provide detailed cost estimate of preferred alternative.
- Public Participation Process
 - Attend a public meeting to explain the project, including alternatives considered and cost and impact on user charges.
 - Assist OUA staff on meeting local requirements for advertising the public meeting.
 - Provide minutes of public meeting and include a copy of the advertisement to the FDEP.
- Financial Feasibility (Info Provided by OUA)
 - Identify revenues to be dedicated to repaying the loan.
 - Existing/Proposed User Charge System.
 - Complete a Business Plan.
- Schedule
 - Schedule for implementing the recommended facilities.
- Adopting Resolution
 - Specific Authorization to implement the planning recommendations.

Task 3 – Geotechnical Engineering Services

HCE will contract with Andersen Andre Consulting Engineers, Inc. (AACE) to perform subsurface exploration and geotechnical engineering services. For determining the budget allowance, the scope includes performing two (2) Standard Penetration Test (SPT) borings meeting the requirements of ASTM D1586 to a depth of up to 50 feet as well as fifteen (15) hand auger borings to depths of about 5 feet below grade (1 per 250 LF). AACE will perform engineering analysis of all data obtained and develop design recommendations for the installation of the pipeline, including the proposed directional drill locations.

Task 4 - Design Services

One (1) kickoff meeting will be held and will include HCE and pertinent OUA staff. The kickoff meeting agenda will include specific project design requirements, project schedule, coordination of the differing aspects of the work and a site visit. It is expected that a minimum of one (1) additional site visit will be required during the design phase of the project.

This proposal is for the construction of a new water main and removal of the existing 8” and 6” water mains from SW 16th Avenue approximately 4,200 linear feet to the southwest along SR 78W (FDOT project limitations). Should OUA wish to extend the project limits, an additional scope and fee will be prepared and submitted to OUA.

HCE shall use survey drawings from OUA as the “base” drawings on which the proposed utility work will be depicted. No additional survey work will be completed to prepare the drawings.

HCE shall develop bidding and contract documents including detailed technical specifications and drawings depicting the work. The standard OUA bidding and contract documents will be utilized by HCE in preparing the documents. It is anticipated that approximately 14 drawings will be developed as follows:

General

- G-1 Cover
- G-2 Legend, Abbreviations and Construction Notes
- G-3 Key Sheet

Civil

- C-1 Water Main Plan View 1
- C-2 Water Main Plan View 2
- C-3 Water Main Plan View 3
- C-4 Water Main Plan View 4
- C-5 Water Main Plan View 5
- C-6 Water Main Plan View 6
- C-7 Water Main Plan View 7
- C-8 Water Main Plan View 8
- C-9 Profile View of Lemkin Creek Directional Drill

Details

- D-1 Civil/Pipe Details 1
- D-2 Civil/Pipe Details 2

HCE shall prepare and submit 60%, 90% and final design documents for OUA review. 90% and final bidding documents and technical specifications will be updated and submitted based on OUA’s comments on each submittal. HCE will meet with OUA to review OUA’s comments.

HCE will develop an estimated construction cost for the project to accompany the 60% and final documents.

Engineering plans will be prepared on a 1” =20’ scale on 24” X 36” sheets (1” = 40’ on 11” x

17” sheets (utilizing two panels per sheet)) depicting the water main replacements for areas depicted in Attachment A. The water main improvements installed via open-cut will be shown in plan view only. Conflicts with existing utilities will be addressed on the plan sheets with conflict box callouts showing the proposed pipes and existing utilities identifying separation distances and elevations. OUA Water Standard Specifications and Details will be incorporated and utilized in the engineering plans and specifications.

Task 5 – Permitting Services

HCE shall prepare and submit the following permit applications for construction of the water distribution improvements:

- Florida Department of Environmental Protection (FDEP) Notice of Intent to Use The General Permit For Construction of Water Main Extensions For Public Water Systems
- FDOT Utility Right-of-Way Permit
- Preparation and submittal of a Utility Work Schedule (UWS) to the FDOT.
- HCE will conduct preliminary discussions with the Army Corps of Engineers (ACOE) and FDEP to determine the requirements of environmental permitting based on the specifics of the proposed design, when developed. As required and based on these discussions:
 - HCE will prepare and submit a nationwide permit application (NWP 58 for Utility Crossings) to the ACOE for the Lemkin Creek crossing respond to requests for additional information as needed.
 - HCE will prepare and submit a FDEP Environmental Resource Permit (ERP) application for the Lemkin Creek crossing and respond to requests for additional information as needed.

HCE will coordinate with the permitting agencies during the review process on a regular basis to keep the project on schedule and respond to their review comments. HCE will respond to requests for information (RFIs) from the agencies. All permit fees will be paid by OUA.

Task 6- Services During Bidding

HCE will perform, as required by OUA, the following services during the bidding phase of the Project:

1. Prepare bid documents including drawings and specifications.
2. Prepare bid advertisement and provide bid documents to bidders.
3. Conduct a pre-bid meeting and issue meeting minutes to all plan holders.
4. Respond to bidder’s questions and issue addenda as necessary to clarify the bid documents.
5. Attend the bid opening and prepare the bid tabulation form.
6. Evaluate the bids including contacting contractor references and prepare a recommendation of award to the lowest responsive, responsible bidder.

Task 7 - Engineering Services During Construction

HCE will provide the following services:

- HCE shall conduct a pre-construction meeting and prepare a meeting agenda and prepare and distribute minutes.
- HCE shall review and process shop drawings and other submittals (assume 18 submittals).
- HCE shall provide general construction and contract administration and correspondence.
- HCE will provide periodic site visits during critical stages of the construction process (estimated at an average of 20 hours per week for 20 weeks of actual construction by a construction manager).
- HCE shall review contractor's pay requests (6 applications for payment estimated).
- HCE shall provide interpretations of drawings, technical specifications, and Contract Documents and respond to requests for information (RFIs) as required (4 RFIs estimated).
- HCE shall prepare work change directives and change orders if required (two change orders estimated).
- HCE shall review and approve record drawings and close-out documents provided by the contractor.
- HCE shall attend a substantial completion walkthrough, prepare a punch list of incomplete or deficient items, and monitor the completion of the punch list.
- HCE shall submit certification documentation and close-out of permits.
- HCE will provide the following services as it relates to engineering support for State Revolving Fund (SRF) Compliance During Construction:
 - Work with Contractor to ensure all applicable materials on the project comply with the provisions of the "American Iron and Steel" requirement as part of the SRF loan.
 - Review and approve weekly payroll information submitted by the Contractor and subcontractor(s) to ensure requirements for Davis Bacon wage requirements are met.
 - Conduct labor interviews with the Contractor's personnel throughout the construction duration as required by SRF guidelines.
 - Prepare and submit monthly disbursement requests with required supporting documentation to the FDEP SRF department in Tallahassee.

III. OUA RESPONSIBILITIES

The OUA will provide specific data and activities for the project. Such data and activities shall include as a minimum the following information as available:

1. Provide record drawings as available of the existing water distribution and wastewater collection system in the project area.
2. Provide required flow and pressure data needed in order to complete hydraulic modeling efforts.
3. No easement preparation or preparation of sketch and legals is included as part of this scope of services for either the water main improvements.
4. Marking of existing OUA-owned utilities.
5. Payment for all permitting fees.
6. Prompt review of all deliverables.
7. Participation of key personnel at progress meetings.
8. Provide supplemental construction observation services.

IV. DELIVERABLES

The following deliverables will be provided to OUA:

1. Minutes distributed of all meetings.
2. Preliminary Engineering and Evaluation Technical Memorandum.
3. PDF copy of each completed SRF Request for Inclusion (RFI) package and supporting documentation submitted to the FDEP.
4. PDF copy of the Water Facilities Plan and all supporting attachments.
5. PDF copy of completed geotechnical engineering report.
6. 60-percent, 90-percent, and final plans and technical specifications in PDF format. Hard copies will be provided to OUA as requested.
7. Permit applications to all applicable agencies noted in Task 5.
8. Copies of all shop drawings, submittals, RFI's correspondence, record drawings, O&M manuals, etc. submitted by the Contractor.
9. SRF tracking documentation to ensure all applicable materials on the project comply with the provisions of the "American Iron and Steel" requirement as part of the SRF loan.
10. Copies of all labor interviews conducted.
11. Copies of all weekly payroll documentation.
12. Completed disbursement packages to be forwarded to the FDEP for processing.
13. Final construction plans and specifications in PDF, Microsoft Word and AutoCAD.

V. TIME OF COMPLETION

HCE shall complete the project as outlined below in the project schedule.

- Task 1 – Preliminary Evaluation and Hydraulic Analysis – Eight weeks from NTP.
- Task 2 – SRF Funding Assistance – SRF items shall be completed in accordance to meet the August 2024 SRF meeting. The Water Facilities Plan and Request for Inclusion will be submitted by May 15, 2024 to the FDEP. (43 weeks from NTP)

- Task 4 – Engineering Design Services
 - 60% plans and specifications– Six weeks from completion of Task 1 (14 weeks from NTP)
 - 90% plans and specifications– Four weeks from receipt of comments from OUA staff on the 60% submittal. (20 weeks from NTP)
 - 100% plans and specifications – Four weeks from receipt of comments from OUA staff on the 90% submittal. (26 weeks from NTP)
- Task 5 – Permitting Services – Submit with 90% Design Documents (26 weeks from NTP)
- Task 6 – Bidding Services – 2 months from advertisement. (43 weeks from NTP (Project will be bid after SRF Approval in August 2024))
- Task 7 – Engineering Services During Construction – Six months from contractor’s Notice to Proceed (70 weeks after NTP)

VI. SCHEDULE OF FEES

Proposed labor costs for engineering services (Lump Sum) or Time and Expense (T&E) are tabulated below and detailed in Attachment B.

TASK	ENGINEERING FEE
Task 1- Preliminary Evaluation and Hydraulic Analysis	\$28,730
Task 2 – SRF Funding Assistance	\$37,430
Task 3 – Geotechnical Engineering Services	\$9,419
Task 4 –Design Services	\$89,470
Task 5 – Permitting Services (Time & Expense)	\$28,210 (T&E)
Task 6 – Bidding Services	\$6,720
Task 7 – Engineering Services During Construction	\$159,750
TOTAL	\$359,729

IN WITNESS WHEREOF, the parties have made and executed this Agreement, the day and year first above written.

HOLTZ CONSULTING ENGINEERS, INC.

By: _____ Date: _____
Christine Miranda, PE, Vice President

OKEECHOBEE UTILITY AUTHORITY

By: _____ Date: _____
Tommy Clay, Chairman OUA Board

Okeechobee Utility Authority SR 78W Water Main Improvements

		Principal Engineer	Associate Engineer	Senior Engineer	Project Engineer	Senior Designer	Construction Manager	Administrative Assistant	Subconsultant	Item Cost (Note Subconsultant fee is marked up 10%)	Task Cost
Task	Rate	\$250	\$210	\$160	\$140	\$135	\$140	\$85	--		
Task	Item	Hours							Fees		
I. PRELIMINARY DESIGN, DATA COLLECTION, AND SRF FUNDING ASSISTANCE											
1. Preliminary Evaluation and Hydraulic Analysis	Kick-Off Meeting	2	2	2						\$1,240.00	\$28,730.00
	Water Demand Estimation	2	4	11						\$3,100.00	
	Develop Water Main Model	1	2	18						\$3,550.00	
	Develop Proposed Water Main Scenarios	2	4	72						\$12,860.00	
	Prepare Technical Memorandum	2	4	24						\$5,180.00	
	Prepare Figures/Drawings			4		16				\$2,800.00	
2. SRF Funding Assistance	Data Compliation	2	4		8					\$2,460.00	\$37,430.00
	Prepare and Submit RFI Package to the FDEP	1	4		8			2		\$2,380.00	
	Prepare and Submit Water Facilities Plan	20	60		40	8		8		\$28,480.00	
	Public Meeting Presentation and Attendance	4	4		8	4		2		\$4,110.00	
3. Geotechnical Investigation (Allowance)	Geotehcnical Investigation (AACE)								\$8,140.00	\$8,954.00	\$9,419.00
	Coordination with Subs			1				1		\$465.00	

Okeechobee Utility Authority SR 78W Water Main Improvements

		Principal Engineer	Associate Engineer	Senior Engineer	Project Engineer	Senior Designer	Construction Manager	Administrative Assistant	Subconsultant	Item Cost (Note Subconsultant fee is marked up 10%)	Task Cost
Rate		\$250	\$210	\$160	\$140	\$135	\$140	\$85	--		
Task	Item	Hours							Fees		
II. DESIGN, PERMITTING AND BIDDING											
4. Engineering Design Services	60% General Drawings		1			8				\$1,510.00	\$89,470.00
	60% Civil Drawings	2	4	10	20	120				\$26,340.00	
	60% Detail Drawings				1	8				\$1,440.00	
	60% Specifications	1	2	8	8			8		\$6,390.00	
	60% Cost Estimate	1	1	2	4	4				\$2,760.00	
	60% Review Meeting		2	2	2					\$1,460.00	
	90% General Drawings					8				\$1,300.00	
	90% Civil Drawings	2	4	8	12	80				\$17,300.00	
	90% Detail Drawings				1	12				\$1,980.00	
	90% Specifications	1	2	8	8			4		\$5,170.00	
	90% Review Meeting		2	2	2					\$1,460.00	
	Constructability Review	4					8			\$2,120.00	
	100% General Drawings					4				\$760.00	
	100% Civil Drawings	2	4	8	8	48				\$11,100.00	
	100% Detail Drawings				1	4				\$900.00	
100% Specifications	1	4	4	8			4		\$4,510.00		
100% Cost Estimate	1	2	2	4	4				\$2,970.00		
5. Permitting	FDEP Water Main Extension Permit	1	2		6			1		\$1,595.00	\$28,210.00
	FDOT Utility Right-of-Way Permit	1	2		8			1		\$1,875.00	
	FDOT Utility Work Schedule		2		4					\$980.00	
	ACOE Permitting	4	8	40	20					\$11,880.00	
	FDEP ERP Permitting	4	8	40	20					\$11,880.00	
6. Contractor Procurement Services	Prepare, Attend Pre-Bid Meeting and Agenda	2			4			2		\$1,230.00	\$6,720.00
	Issue Addenda	2	4	6	8					\$3,420.00	
	Prepare Bid Tab and Recommendation of Award	1	2		4					\$1,230.00	
	Assist with Contract Execution, NTP	1	2					2		\$840.00	

Okeechobee Utility Authority SR 78W Water Main Improvements

		Principal Engineer	Associate Engineer	Senior Engineer	Project Engineer	Senior Designer	Construction Manager	Administrative Assistant	Subconsultant	Item Cost (Note Subconsultant fee is marked up 10%)	Task Cost
Task	Rate	\$250	\$210	\$160	\$140	\$135	\$140	\$85	--		
Item		Hours							Fees		
III. SERVICES DURING CONSTRUCTION											
7. Engineering Services During Construction	Pre-Construction Meeting Agenda, Attend and Minutes	2		4	4		4			\$2,260.00	\$159,750.00
	Coordinate with Owner & Contractor/Administer Construction Contract	60		60	120			10		\$42,250.00	
	Review Submittals	2	4	8	16		2	4		\$5,480.00	
	Respond to RFIs (Assume 4)	2	4	8	4		4			\$3,740.00	
	Review Pay Requests (Assume 6)	3		3	6		6			\$2,910.00	
	Review CO Issues and Issue COs (Assume 2)	2	4	4	4					\$2,540.00	
	General Inspections						400			\$56,000.00	
	Specific Inspection for Pressure Testing						8			\$1,120.00	
	Substantial Completion Inspection and Issue Punchlist		8		8		8			\$3,920.00	
	Closeout of Permits	4	4	8	16					\$5,360.00	
	Monitor Punchlist Through Final Completion	2	4	4	8		8			\$4,220.00	
	Review Contractor Record Drawings	2	4		16		4			\$4,140.00	
	Contract Closeout Activities	4	8		8					\$3,800.00	
	SRF - Ensure Buy American (American Iron & Steel Requirements Met)	8			40					\$7,600.00	
	SRF - Review Weekly Payroll Information for Davis-Bacon	4			24			24		\$6,400.00	
SRF - Conduct Labor Interviews for SRF				20			10		\$3,650.00		
SRF - Prepare and Submit Dispurement Requests to FDEP SRF	4	12		6					\$4,360.00		
Total Engineering Fee										\$359,729.00	

OKEECHOBEE UTILITY AUTHORITY

AGENDA ITEM NO. 20

DECEMBER 19, 2023

2023 TAYLOR CREEK ISLES SEPTIC TO SEWER PROJECT

The Okeechobee Utility Authority publicly advertised RFP/RFQ (November 1, 2023) for the 2023 TCI Septic to Sewer Project and received proposals on November 29, 2023. The OUA selection committee comprising of OUA Board member Harry Moldenhauer, Jamie Mullis (Operations Director) and John Hayford (Executive Director) met to discuss the proposals.

The initial project is to prepare bid documents for the abandonment of septic tanks, running a gravity sewer lateral from the house to the street and permitting for each location in Taylor Creek Isles. It is the intent of this work to be paid for by FDEP grant WG015 OSTDS Connection (\$2,500,000).



At the completion of the connections in Taylor Creek Isles, the OUA would engage another area, such as the existing City of Okeechobee and then eventually the SWSA project area.

The OUA received submittals from three engineering firms:

Kimley-Horn
Newlines Land Consultants
Craig A. Smith & Associates

Included for your review is each Engineers submittal, the RFP/RFQ and a sample engineering evaluation card.

The evaluation committee met on Wednesday, December 13th to review the proposals, to discuss the merits of each proposal and to prepare the committee ranking as shown below with Craig A. Smith & Associates as the top rated firm.

2023 TCI Septic to Sewer Project

Engineering RFP Evaluation

	HM	JM	JH
Kimely-Horn and Associates, Inc.	58	55	66
Newlines Land Consultants	14	35	41
Craig A. Smith & Associates	59	59	67

As noted above, CAS scored the highest evaluation on all three score cards. It is the committee's recommendation that CAS be considered as the engineer for this project.

The OUA Board after their review, will need to prepare a final ranking of the submittals, and if so inclined, direct staff to negotiate a scope of work and fee schedule starting with the top ranked firm. The scope of work and fee schedule will be brought back to the OUA Board for review, discussion and approval.

**Okeechobee Utility Authority
Engineering Services
2023 TCI Septic to Sewer Project**

Request for Qualifications/Proposals

PART 1

1.1 PURPOSE

The Okeechobee Utility Authority is requesting respondents to submit their qualifications and proposals to provide professional engineering and technical services with regards to the preparation of construction documents for several household connections to central sewer and abandonment of onsite sewage treatment and disposal systems (OSTDS), or more commonly called septic tanks. Each RFP, based upon the content submitted, will be evaluated with each proposal scored and ranked.

Ultimately, the OUA will select the engineer/consultant who most closely satisfies, in the opinion of the OUA, the needs of the OUA towards the requirements of this project.

1.2 ISSUING OFFICE

Okeechobee Utility Authority
100 SW 5th Avenue
Okeechobee, Florida 34974-4221

863.763.9460 (Tel)
863.763.9036 (Fax)

1.3 INVITATION TO PROPOSE

The Okeechobee Utility Authority (OUA) is soliciting proposals from responders to provide professional engineering services or related professional services for the above referenced project. The project is addressed in general and as outlined in the Scope of Work.

1.4 CONTRACT AWARDS

Okeechobee Utility Authority anticipates entering into a contract with the respondent who submits the proposal judged by the OUA Evaluation committee or the OUA Board to be the most advantageous to the OUA. The OUA anticipates

awarding a single contract to the respondent selected and approved by the full OUA Board.

The respondent understands that this Request does not constitute an agreement or a contract with the OUA. An official contract or agreement is not binding until reviewed and accepted by the OUA Board and executed by all parties. The OUA reserves the right to reject all proposals, to waive any informality and to solicit and advertise for other proposals.

1.5 DEVELOPMENT COSTS

Neither the OUA nor their representatives shall be liable for any expenses incurred in connection with the preparation of a response to this request. Respondents should prepare their submittals simply and economically, providing a straightforward and concise description of the respondent's ability to meet the requirements of the request.

1.6 INQUIRIES

The OUA will not respond to questions posed within five calendar days of RFQ/RFP bid submittal. Only questions posed in writing and answered by the formal written addenda process will be binding. Oral and or other interpretations or clarifications will be without legal effect. Respondents may submit written inquires for interpretations of this request to:

Okeechobee Utility Authority
Attn: John Hayford, P.E.
100 SW 5th Avenue
Okeechobee, Florida 34974-4221

jhayford@ouafl.com

863-763-9460 (Tel)
863-763-9036 (Fax)

1.7 TIMETABLES

The OUA and respondents shall adhere to the following schedule in all actions concerning this request:

- A. On November 1, 2023, OUA publicly releases this RFP. Advertisement in the local paper appears on November 8, 2023.
- B. From November 1, 2023 to November 27, 2023, the OUA will receive and answer all inquiries received by general mail or e-mail.

- C. The OUA shall receive proposals up to 3:00 PM on November 29, 2023, at which time the proposals will be tabulated, opened and reviewed for compliance with the requirements listed in the RFP submittal.
- D. The OUA will review the proposals in a timely manner. The proposals shall be discussed during the OUA staff/committee review meeting tentatively scheduled for 11:00 A.M., December 5, 2023. The staff/committee will evaluate and produce a preliminary ranking of the proposals.
- E. The OUA staff/committee will deliver or make available to the OUA Board members a copy of each submittal and the staff/committee review evaluation.
- F. The OUA Board will review the staff/committee evaluations/ranking and publicly discuss the submittals at the OUA Board meeting, tentatively scheduled to begin at 8:30 A.M., Tuesday, December 19, 2023.
- G. The OUA Board may elect to postpone the award decision and to request presentations from the highest ranked firms. If so, the firms will be notified of the request and a date for the presentations will be selected by the OUA Board.
- H. If a presentation is not required, then, based upon the data provided and discussions, the OUA Board will determine the final ranking of the RFPs submitted. The OUA will notify all respondent(s) of the results of the ranking and review process.
- I. Upon approval of the final ranking, the highest ranked firm will enter into negotiations for a final scope of work and fee schedule. Upon successful negotiations, a contract will be prepared for review and execution by all parties. If negotiations are unsuccessful, the OUA will move on to the next highest ranked firm.

1.8 DELAYS

The OUA may delay scheduled due dates if it is to the advantage of the OUA to do so. The OUA will notify respondents of all changes in the scheduled due dates by written addenda.

1.9 QUALIFICATION SUBMISSION AND WITHDRAWAL

The OUA will receive proposals at the issuing office address set forth in Paragraph 1.2.

To facilitate processing, please mark the outside of the envelope in the lower left-hand corner as follows: **Engineering Services for 2023 TCI Septic to Sewer Project**. The outside of the envelope shall also include the Respondent's name and return address in the upper left-hand corner.

Respondents shall submit ten (10) copies of the proposal in a sealed, opaque envelope marked as noted above. The respondent may submit the proposals by U.S. mail, express delivery service or deliver in person.

THE OUA MUST RECEIVE THE PROPOSAL BY THE TIME AND DATE SPECIFIED IN SECTION 1.7

Due to the irregularity of delivery services, the OUA cautions respondents to assure actual delivery of proposals to the issuing office prior to the deadline set forth above.

Respondents may withdraw their submissions by notifying the OUA in writing at any time prior to the opening time and date specified. Respondents may withdraw their submissions in person or via an authorized representative. Respondents and authorized representatives must provide a letter of withdrawal, picture identification, and proof of authorization (in the case of authorized representatives.) Proposals, once opened, become the property of the OUA and will not be returned to the respondent. Opened proposals become "public records" and are subject to the provisions of the Florida Public Records Law. As such they are subject to public disclosure in accordance with Chapter 119, Florida Statutes.

1.10 ADDENDA

If revisions become necessary, the OUA will provide written addenda to all respondents who receive this Request and have identified themselves to the OUA as having received this RFQ/RFP.

1.11 EQUAL OPPORTUNITY

The OUA recognizes fair and open competition as a basic tenet of the public procurement process and encourages participation by any and all qualified firms or individuals including those participating as minority and women business enterprises.

1.12 INSURANCE

The respondent, if awarded a contract, shall maintain insurance coverage reflecting the minimum amounts and conditions as required by the OUA.

PART II THE PROJECT

2.1 SCOPE OF WORK

A. INTRODUCTION

This RFQ/RFP process is to assist the OUA in selecting a qualified professional engineering services firm for the above referenced project. The RFQ/RFP submittal will include firm specific information, such as, team members, location, past project experience with this type of work, current project capabilities, project approach and other pertinent information in order to choose the best qualified firm for project success.

B. THE PROJECT

The selected engineering firm (see Paragraph 1.7 I) will be tasked providing, at a minimum, the following project elements:

- A general site plan depicting the location of the house, septic tank, driveway and sewer lateral location; and
- Bid form per connection;
- Permitting for Health & Building Departments;
- Provide bidding & construction (CEI) capabilities along with certification and project closeout services;
- Septic tank abandonment plan.

The project requirements are to review existing wastewater system infrastructure in the project area, identify potential connections.

The project area includes the existing Taylor Creek Isles area, the OUA owned TCI Vacuum Sewer System and TCI water distribution system.

C. PROJECT AREA



Currently, the TCI area is served by a vacuum sewer system which was installed approximately 15 years ago. Since that time, approximately 35 homes failed to connect to the system for one reason or another. Recently, the OUA was awarded a grant to facilitate connections of existing OSTDS to central sewer collection systems. This RFP process, is to select an engineering firm that is familiar with this process of connecting OSTDS to central sewer.

The project will include bidding the individual connections, permitting the connections, provide CEI services and certification at the conclusion of the work.

The selected firm may document past experience with this type of project or specifically document why or how they will succeed in accomplishing the goals of this project.

PART III INSTRUCTION FOR PREPARING RFQ/RFP SUBMISSIONS

3.1 RULES FOR SUBMISSIONS

The submittal must name all persons or entities interested in or participating in the submission. The proposal must declare that it is made without collusion with any other person or entity submitting a proposal.

SUBMISSION FORMAT

A. Letter of Transmittal

This letter will summarize in a brief and concise statement the Respondent's proposal. An official authorized to negotiate for the respondent must sign the letter of transmittal. The letter strive to not exceed five (5) pages in length. All subcontractors and percentage of work shall be clearly identified.

B. Location and Personnel

The location of the Respondent's office(s) that will be responsible for the actual production of the work shall be identified. The key personnel in that office(s) who will be responsible for the completion of the work must also be identified.

C. Project References

This section may be submitted by the respondent to aid in the review of the respondent's capabilities. If submitted, the submission must include a list of no more than five (5) representative reports/studies/projects of a similar type that have been completed within the last ten (10) years. For each report/study/project, identify the responsible office(s) and key individual(s) that completed these submittals. For review purposes, the list should include at a minimum, the following items:

1. A brief description of the submittal including all costs and time allowed for the proposed work.
2. List any work directives, change orders, etc. that were issued and reason for same.

3. Total final cost and time.
4. Owner of the project.
5. The name and telephone number of a contact person for the Owner.
6. The dates the project was initiated and completed.

Similar type reports/studies/projects shall mean the key elements of the work items identified in this RFP Scope of Work or in the Respondents Scope of Work submittal.

D. Proposed Schedule of Work, Investigations, Milestones and Results

Provide a proposed project outline with a brief description of the work intended, project approach and knowledge of the project scope. The proposed work should meet or exceed the guidelines proposed within this RFP.

E. Other Information

This section can include key staff members who will actually oversee, assist in or conduct the work (these members should be clearly identified as to their expected work assignments), workload projections, and any other information the respondent wishes to include for consideration.

PART IV EVALUATION OF SUBMISSIONS

4.1 EVALUATION METHOD AND CRITERIA

A. General

The OUA shall be the sole judge of its' own best interest, the submittal, and the resulting negotiated agreement. In all instances the OUA's decisions will be final.

The OUA's evaluation criteria will include, but not be limited to, consideration of the following:

1. Familiarity with the Okeechobee Utility Authority's Standards and Specifications.
2. Experience with similar type reports/studies/projects.

3. Key personnel's experience with similar projects and their availability to work on this project.
4. Knowledge of project scope and intent.
5. References from other related projects.
6. Project approach.

B. Selection

The OUA shall review, discuss and evaluate the written proposals submitted for proposed project. The OUA may choose to conduct interviews and schedule presentations prior to making a final decision. The OUA Board will make the final selection.

C. Negotiations

The OUA Board will select and rank the submittals based upon the qualifications and certifications listed in the submittals. Staff will negotiate with the top ranked firm to clearly define a scope of work, project work schedule and a compensation package. Should these negotiations fail, then the negotiations with this firm will be terminated and staff will begin discussions with the next firm on the list.

As stated in Paragraph 1.4 above, the OUA reserves the right to reject any or all proposals, and to waive any irregularities.



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A. Letter of Transmittal

John Hayford, P.E., Executive Director

Okeechobee Utility Authority
100 SW 5th Avenue
Okeechobee, Florida 34974-4221

RE: Okeechobee Utility Authority Engineering Services 2023 TCI Septic to Sewer Project

Kimley-Horn is pleased to present our qualifications and approach to serve as the Okeechobee Utility Authority (OUA) consultant for the Engineering Services related to the 2023 Taylor Creek Isles (TCI) Septic to Sewer Project. This project will help to provide several household connections to the existing TCI vacuum sewer system and allow for the abandonment of onsite sewage treatment and disposal systems (OSTDS) throughout the Taylor Creek Isles area.

The OUA has identified the need to partner with an experienced and well-qualified utility engineering consulting firm to review existing wastewater system infrastructure in the project area and identify potential connections. We understand that the project areas will include the existing Taylor Creek Isles area, the OUA owned and operated TCI Vacuum system, and the TCI water distribution system. We offer experience gained to complete the scope of this work through completing dozens of septic to sewer projects in Florida for gravity sewer, vacuum sewer, and low pressure sewer systems. **Kimley-Horn is well prepared to undertake this project and maintain a consistent management and design team throughout this project and potential similar projects for OUA.**

Additionally, our knowledge and capability has grown through service to the OUA and other clients on several utility infrastructure projects requiring preliminary review and planning prior to commencing with any design efforts. Through these efforts, our team has a thorough understanding of the expectations of this assessment so we can help guide the OUA to a cost-effective solution for the implementation of OSTDS to serve the project area.

Kimley-Horn has the experience and availability to move quickly on this project. With BSM on our team for surveying needs, coupled with an ongoing presence in Okeechobee, we will be able to quickly review the sites, prepare the necessary construction documents needed for bidding, and work with OUA to secure a capable contractor for this work.

Kimley-Horn is currently working with the OUA on the Treasure Island Septic to Sewer Engineering project providing wastewater collection services to approximately 2,400 residential and commercial parcels in the Treasure Island area. Kimley-Horn is overseeing the preparation of the Preliminary Design Report for the vacuum sewer service of Treasure Island. This includes designing wastewater collection systems that include gravity sewer and vacuum sewer services; evaluating current water and wastewater services and expanded service areas with proposed improvements; providing surveying, design and permitting services in the development of project plans and specifications; providing bidding & construction (CEI) capabilities along with certification and project closeout services

Through undertaking this project, we have developed a strong relationship and familiarity with Okeechobee's Utility Standards and Specifications. We understand the unique challenges Okeechobee neighborhoods (Taylor Creek Isles, Treasure Island, and even King's Bay) present. The success of the TCI Septic to Sewer Project hinges on a detailed review of each property and the best route for connecting the sanitary laterals to the existing vacuum system. The OUA trusts Kimley-Horn to exceed expectations and develop strategies to help ensure project goals are met. We intend to accomplish this task with the experience and passion that the residents of Okeechobee deserve. We are not focused on the short-term results but instead are devoted to establishing a long-term relationship with the OUA founded on trust, respect, and teamwork.

Kimley-Horn's Depth of Services



The Kimley-Horn team can offer almost all necessary services in an in-house fashion just as we have in the past. Tom Jensen, P.E. and Peter Van Sickle, P. E. will be your first point of contact and have the full corporate authority to call on the necessary resources to deliver this project. Kimley-Horn brings a vested interest and knowledge of design, construction, and third-party funding to OUA coupled with a responsive and experienced project manager, depth of talented local staff who regularly team to deliver similar services for local clients, and diversity of experience to provide the following key advantages to best meet OUA's needs under this solicitation.

Kimley-Horn is aware that these 35 houses may be only the beginning for this type of project and has a strong desire to continue this work for OUA in other areas. Focusing on developing a system of field review, information collection and transfer, and product delivery has been a method this team has used successfully on utility work in south Florida. This starts with keeping the same group of designers and managers together for the complete duration of a project. The project manager and designers listed on the organization chart will be those individuals working in the field, completing the review and design of the TCI Septic to Sewer Project.

Firm Experience and Qualifications

Kimley-Horn is a full-service, multidisciplinary consulting firm with 7,400 employees in more than 125 offices across the U.S., with practices in a wide array of disciplines. We were founded in 1967 as a three-person transportation planning and traffic engineering firm in Raleigh, North Carolina. The following year, we opened our first Florida office in West Palm Beach to serve local utilities. In Florida, Kimley-Horn has 20 offices with more than 1,300 employees offering a full range of consulting services to local, regional, national, and international clients. We are recognized for the outstanding work of our consulting staff, the quality of our work environment, and our stature as a business enterprise.

Our philosophy for providing professional engineering services is based on a commitment to effective management and personal service. The goal of the Kimley-Horn team is to respond to the distinct needs of each locale we serve. We are also very sensitive to the needs and opinions of local businesses and residents and routinely work with our clients to establish cost-effective and tangible priorities that result in constructable and implementable plans and designs.

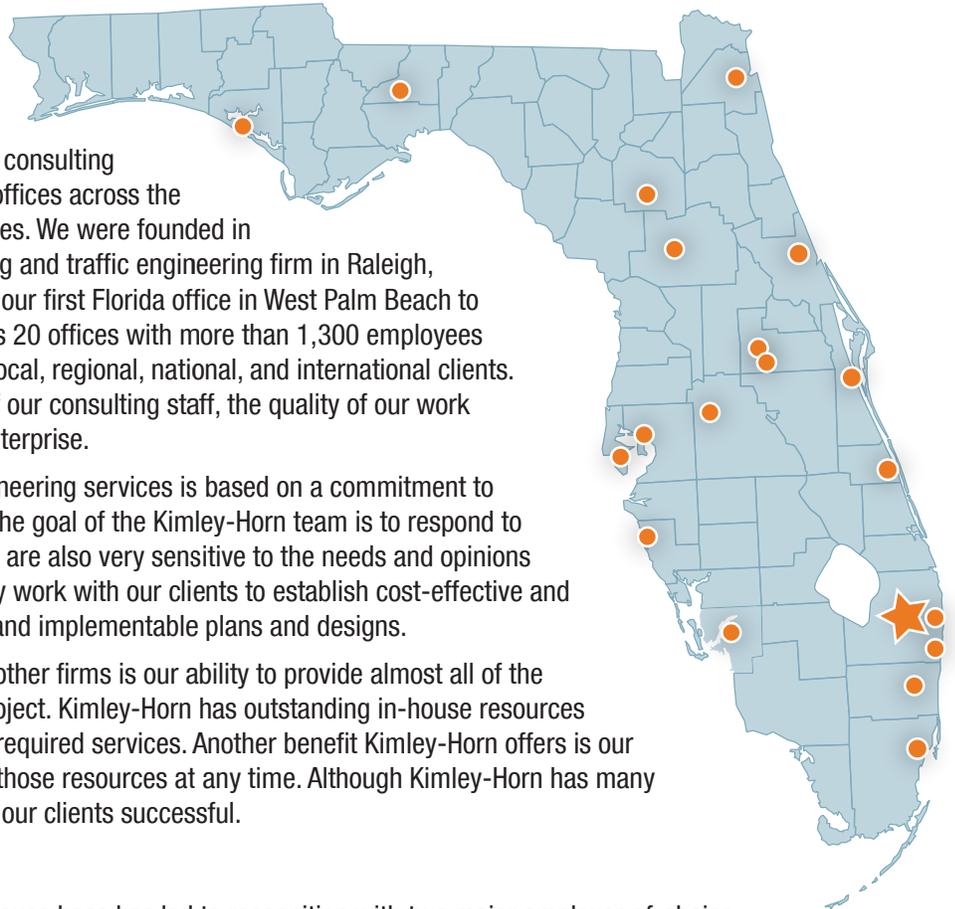
One feature that separates Kimley-Horn from other firms is our ability to provide almost all of the key services in an in-house fashion for this project. Kimley-Horn has outstanding in-house resources and technical expertise to provide virtually all required services. Another benefit Kimley-Horn offers is our diversified resources and ability to draw from those resources at any time. Although Kimley-Horn has many disciplines, we have one major goal—making our clients successful.

Peer Recognition

Our quality work environment and stable employee base has led to recognition with two major employer-of-choice awards. In 2023, FORTUNE named Kimley-Horn one of its "100 Best Companies to Work For" for the 16th time. This year, we ranked #28. In addition, in 2023, Engineering News-Record ranked Kimley-Horn #9 overall of the top 500 US design firms and 5th among the 100 "pure design firms." Much of our growth extends from the confidence and trust clients have in us. Kimley-Horn's long record of technical achievements is enhanced by our reputation for effective management and personal service. **Our clients benefit from the resources of a nationally recognized organization while receiving the personal attention and response of a small dedicated professional team.**

Integrated Water Expertise Serving Public-Sector Clients

Kimley-Horn has been serving utility and municipal clients since our inception in 1967, and we have a long history of being a successful consultant to local government clients. We have served more than 100 cities, counties, and local government clients throughout Florida—and most of these municipalities have chosen Kimley-Horn as their on-call consultant. Throughout the firm's growth, we have come to appreciate the value and importance of remaining true to our roots as a small firm while also focusing our attention on our local clients and providing them with the personalized and responsive service they expect.



Responsive Project Manager

Project manager **Peter Van Sickle, P.E.** will take the lead role in scope development, resource allocation, contract negotiations, and staff assignments with proactive coordination with OUA to establish proper lines of communications, budgets, and schedules. Peter will work directly with OUA staff to identify, establish, and maintain the project's goals, scopes, budgets, and schedules consistent with your expectations. He will communicate regularly with OUA staff to help ensure you'll always be aware of the progress, resolutions, and plans for overcoming any obstacles or potential impacts to the project delivery schedule. Peter has the authority and resources to mobilize a discipline-focused project team immediately for any task and will help ensure Kimley-Horn exceeds your expectations. Peter Van Sickle, P.E. and Tom Jensen, P.E. will work closely together and will be able to execute contracts swiftly to minimize administrative delays when commencing work.

Project Office

Kimley-Horn has a vested interest in OUA and its existing/future needs. We are very sensitive to the needs and opinions of local businesses and residents, and routinely work to establish cost-effective and tangible priorities that result in constructable and implementable plans and designs. To provide a strong local presence and maximize our local staff, Kimley-Horn's West Palm Beach office will serve OUA as the primary office responsible for the actual production of the work related to this RFP. Kimley-Horn's West Palm Beach office has 168 full-time personnel. The proximity of these resources will help to ensure project manager Peter Van Sickle, P.E. and his local staff are able to consistently provide OUA with the dedicated responsiveness and personal communication it deserves.

Ability of Project Team Personnel

Kimley-Horn's project team is comprised of experts with reputations for excellence. This project team will leverage familiarity with OUA and serve as an extension of OUA staff. Kimley-Horn's professionals are accustomed to working on projects involving multiple diverse components and understand the importance of productive coordination to provide the required high-quality services in an efficient and timely manner.

RFP-Specific Disciplines

The following discipline overviews describe Kimley-Horn's qualifications to provide the required services cited in the RFP.



Detailed Site Review

Kimley-Horn offers our clients a wide range of experience in completing detailed reviews for site specific considerations. Once a basic survey is completed for the project, the team will complete a review of each housing connection, prepare a plan for each location and then transition into design.



Design Services

Our team has the necessary expertise to provide OUA with the design of the proposed septic to sewer conversion for the Treasure Island area proposed under the preliminary engineering report element, including survey, geotechnical, subsurface utility locates, design plans and technical specification development, construction phasing plans, construction cost estimates, and permitting. Kimley-Horn offers proven experience in the layout, design, and construction of wastewater infrastructure for public agencies. Our team has designed hundreds of miles of utility lines ranging in pipe diameter from six inches to sixty inches. Many of these designs have facilitated the extension of utilities service to communities that were previously unserved. Our firm takes pride in designing "constructable" plans, and our knowledge of construction issues and costs is evidenced by the firm's outstanding record of on-time and on-budget project completions.



Financing/Grant Options

Our team understands the funding source for this project is through a third party. Therefore, Kimley-Horn will complete the design and project documentation in accordance with the funding requirements. All necessary documentation needed by OUA for the project will be provided at regular intervals as required by the funding agency. Our team has extensive experience working with governmental agencies for funding of design, construction and construction, phased services.



Permitting and Compliance with Regulatory Agencies

Kimley-Horn's engineers maintain regular contact with virtually all key regulatory agencies and their decision makers. Our reputation among the professional staff of these agencies is among the best. This rich network of interpersonal relationships enables us to provide expeditious services relative to agency reviews and approvals.

Our staff understands agency procedures and expectations. To assist in facilitating timely delivery of project permits, Peter Van Sickle, P.E., routinely conducts pre-application meetings from the regulatory agencies that greatly reduce/eliminate "requests for additional information" (RAIs) and assists in expediting permitting issuance. In addition, Kimley-Horn remains abreast of changes to applicable codes, standards, and regulations as they apply to each specific discipline. We have successfully represented clients before numerous federal, state, and local agencies and have an excellent working relationship with all the regulatory agencies. We are experienced in preparing permit applications, know what is required to gain approval, and excel in providing the high level of coordination that facilitates the permitting process. Our goal is to have a complete submission the first time around.



Bidding and Construction Administration

Upon completion of design and permitting approval, Kimley-Horn will develop final bid documents for public advertisement of the project. We can assist OUA through the entire bid process, responding to contractor questions, issue addenda, evaluate bids and make recommendations for award. Upon issuance of a construction contract,

Kimley-Horn has provided construction engineering and inspection services on many wastewater facilities for municipalities throughout the Florida region. Our local in-house capabilities are able to provide expertise with FDEP State Revolving Fund (SRF) loan and grant assistance, including Davis-Bacon wage compliance monitoring and reporting, SRF distribution requests, SRF audits, and loan closeout package preparation. We can provide comprehensive construction administration services with experienced inspection staff in all types of construction. In addition to receiving the benefit of our inspectors' experience, our construction phase personnel can attend preconstruction conferences and regular project meetings and provide review and approval of pay estimates and all other activities required to achieve well-coordinated construction of proposed improvements. Our construction phase services include providing a full-time or part-time construction observation representative, evaluating equipment delivered as compared to shop drawings, and coordinating punch list observations and materials testing.

Subconsultant Info

Kimley-Horn has supplemented our in-house capabilities with the resources of **BSM & Associates** to provide supplemental surveying services and **Inframap Corp.** for subsurface utility locates. The teaming members' information is listed below:



BSM & Associates, Inc. is a local Okeechobee-based land surveying firm founded in 2016 that provides services to a variety of commercial and private clients. The firm provides a comprehensive list of assignments including work with global positioning systems, hydrographic surveys, boundary surveys, topographic surveys, constructions staking services, machine grading models, and high

definition laser scanning. BSM offers services throughout the state of Florida and continually works to meet the needs of the client at an affordable price. For this OUA Engineering Services TCI Septic to Sewer Project, their familiarity with local conditions and their prior experience working with OUA will make them an invaluable team member. BSM & Associates has provided services for recent OUA septic to sewer projects including OUA's Pine Ridge Park Septic to Sewer Project and OUA's SW Section Septic to Sewer Project.

BSM & Associates percentage of work for this project is approximately 10%.



inframap

InfraMap Corp. has been providing professional subsurface utility engineering (SUE) and locating services across the state of Florida since their founding in 1987. They have been awarded numerous FDOT contracts and completed projects across the state in accordance with all local, regional, and federal guidelines. InfraMap brings their clients a superior level of experience, technical expertise, and significant resources. As of 2022, InfraMap has completed more than 26,000 projects, designated more than 32 million feet of utilities, and

completed more than 130,000 air vacuum excavation test holes. InfraMap team members have extensive experience providing SUE support services in and around Okeechobee. Key personnel was selected for this contract for their proven record of providing timely, on-budget professional SUE services. InfraMap is thoroughly familiar with the complexities and constructability issues which must be accurately and efficiently addressed by a utility location consultant. Given the enormous liability, as well as the expensive and dangerous consequences associated with errors, InfraMap understand the trust clients have when hiring the firm as their project partner. InfraMap does not take that trust lightly, and has its prime objective to always "get it done right, the first time." **InfraMap Corp. percentage of work for this project is approximately 2%.**

Project Management

Kimley-Horn recognizes that a strong project management technique is necessary to successfully complete this project for OUA. Peter Van Sickle, P.E. will prepare a detailed work plan and management plan for this project. This includes a plan for controlling and directing all elements of the project.

Our entire approach to project management is characterized by the following philosophies and policies, which are ingrained in the Kimley-Horn culture:

- We will not only control and manage the project schedule, but we will also anticipate problems, creatively develop solutions, and implement a set of actions before problems arise.
- We will follow up on action items to help ensure that planned actions are executed by a single responsible person. There will be no misunderstanding as to who was or is responsible.
- Our project management plan will promote efficiency, clarify communication protocols, provide direction, avoid misunderstandings, and govern routine action.
- Our project management plan will clearly identify, budget, and plan for effective quality control and independent reviews, and we will produce a result that exceeds contractual expectations.
- Our project manager, Peter Van Sickle, P.E., will be in command and control of the project at all times. He will have the authority to allocate resources and correct problems.
- We will view the project from OUA's perspective and the resident's perspective, examine issues in a strategic context, and provide you with workable solutions.

Kimley-Horn's team- and results-oriented management approach will be carried out by top-quality people who routinely produce superior results. Kimley-Horn has the depth of resources, local experience, and diversity of expertise to provide the entire scope of services required for this project.

Why Kimley-Horn? Our Proven Approach

In-House Expertise. Project manager Peter Van Sickle, P.E. is supported by a deep local bench of staff capable of delivering the key scope items under this solicitation. Our firm's diversity of services under one roof will help ensure that the OUA receives high-quality deliverables in a timely and streamlined fashion.

Flexibility. We understand schedules change as projects evolve, and we are prepared to deal with this. Utility projects can also result in unforeseen circumstances and timeliness can be critical with funding stipulations—we have a proven record of delivering these projects on time.

Staff Extension. Our team will approach your projects as your partner, as though we are your staff. We understand your mission and make it our own.

Be Creative. We will strive to provide innovative designs using current technology and methods.

Know the Market. Over the last few years, the utility market conditions have changed substantially, from product cost increases to availability. Peter Van Sickle, P.E. and his team are fully aware of the market and provide valuable input to clients on the best ways to design and bid projects in today's market.

Your team outlined herein is committed to serving OUA and Treasure Creek Isles on this project and look forward to providing our professional services to support OUA's commitment to providing high quality utility services to your customers.

Very truly yours,

KIMLEY-HORN



Peter Van Sickle, P.E.
Project Manager



David Walthall, P.E.
Principal-in-Charge/Senior Vice President

Note: As a principal and senior vice president with the firm, David Walthall, P.E. is authorized to bind Kimley-Horn on this contract. This proposal is made without collusion with any other person or entity submitting a proposal.

B. Location and Personnel

Location Of Respondent's Office

Kimley-Horn's local West Palm Beach office will be the primary office serving OUA on this contract.

Kimley-Horn
 1920 Wekiva Way, Suite 200
 West Palm Beach, FL 33411
 561.845.0665

Project manager, **Peter Van Sickle, P.E.**, will serve as OUA's personal point of contact, with full authority to make decisions that benefit OUA. Peter is based out of Kimley-Horn's local office in West Palm Beach and has access to a highly skilled team of professionals and support staff. Peter and his team will evaluate your project's requirements and determine the most suitable team members to serve you. We are only a phone call and a short drive away and pledge to provide OUA with prompt, reliable, and effective service to you



Subconsultant Team

Kimley-Horn has supplemented our in-house capabilities with the resources of **BSM & Associates, Inc.** to provide supplemental surveying services and **InfraMap Corp.** for subsurface utility locates.



BSM & Associates
 80 SE 31st Lane
 Okeechobee, FL 34974



InfraMap Corp.
 1100 N Florida Mango Road, Suite D
 West Palm Beach, FL 33409

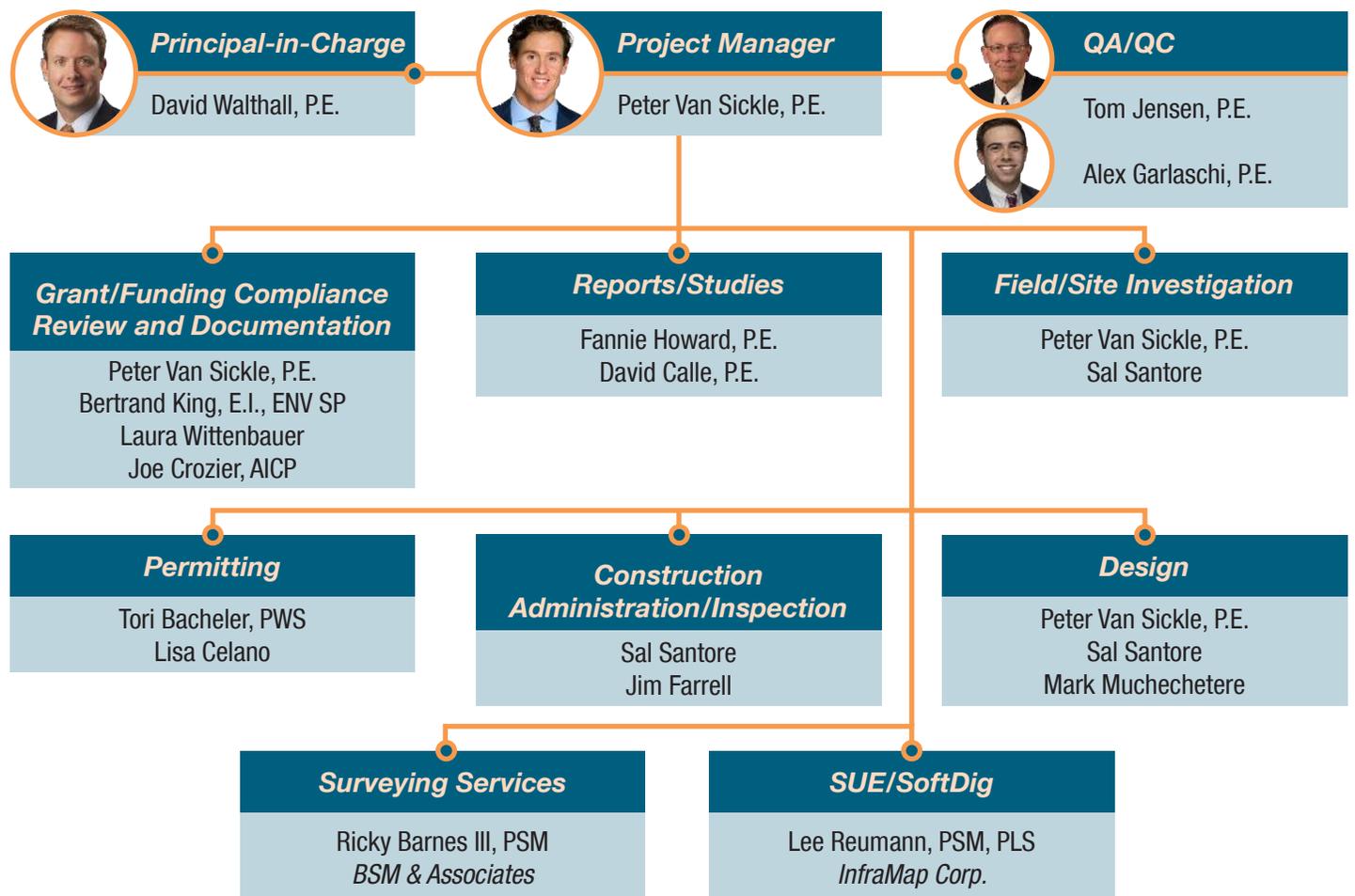
Key Personnel and Offices

Project Team Member	Project Role	Office Location
Peter Van Sickle, P.E.	Project Manager	West Palm Beach
David Walthall, P.E.	Principal-in-Charge	West Palm Beach
Tom Jensen, P.E.	QA/QC	West Palm Beach
Alex Garlaschi, P.E.	QA/QC	Charlotte
Sal Santore	Field/Site Investigation, Construction Administration/ Inspection, Design	West Palm Beach
Bertrand King, E.I., ENV SP	Grant/Funding Compliance Review and Documentation	West Palm Beach
Laura Wittenbauer	Grant/Funding Compliance Review and Documentation	Sarasota
Joe Crozier, AICP	Grant/Funding Compliance Review and Documentation	St. Petersburg
Fannie Howard, P.E.	Reports/Studies	West Palm Beach
David Calle, P.E.	Reports/Studies	West Palm Beach

Project Team Member	Project Role	Office Location
Tori Bacheler, PWS	Permitting	West Palm Beach
Lisa Celano	Permitting	West Palm Beach
Jim Farrell	Construction Administration/Inspection	West Palm Beach
Mark Muचेcheterе	Design	West Palm Beach
Ricky Barnes, III, PSM	Surveying Services	Okeechobee
Lee Reumann, PSM, PLS	SUE/SoftDig	West Palm Beach

Organizational Chart

The organization chart below illustrates our project team structure and defines relationships among disciplines. We have brought together a team of local experts based on the needs outlined in the scope of services. All team members have a history of working together on utility infrastructure type projects along with multiple other utility projects.



Background of our Personnel

To best serve the OUA, Kimley-Horn has organized a core team of practiced professionals to provide a high level of responsiveness to the OUA. We believe the skill and dedication of the team assembled possesses a rich understanding of the process.



Peter Van Sickle, P.E.

Project Manager; Grant/Funding Compliance Review and Documentation; Field/Site Investigation; Design

Peter has nearly 15 years of experience as a utility designer, engineer, and project manager delivering large scale utility projects for independent utility providers including water and district energy providers. He also served as the Director of Program Management for the Kansas Department of Transportation which has provided him with unique insight into the funding operations of local, state, and federal agencies. This includes the pursuit, programming and monitoring of state programs such as SRF, federal appropriations, and grant pursuits at both the state and federal levels. As a utilities project manager for a midwest-based engineering consulting firm prior to relocating to Florida, Peter successfully managed the design and construction of water, chilled water, medium voltage electrical, telecommunications, steam, condensate, and sanitary sewer services across the independent utility at the University of Iowa. This work, spanning nearly a decade, totaled tens of millions of dollars in construction cost. Since relocating to Florida, Peter has been directly involved in the design, production, and management of projects for several clients across South Florida including a current septic-to-sewer project for the OUA, and other efforts for the Village of Indiantown, the City of Port Saint Lucie, the Village of Palm Springs, and the Village of Tequesta.



David Walthall, P.E.

Principal-in-Charge

David has more than two decades of civil engineering experience and now serves as a key member of our internal operations and leadership team. In his current role, he is responsible for ensuring projects are on track and delivered within budget. He has the necessary authority to allocate staff and other resources on an as-needed basis to working teams. His engineering background spans a wide variety of disciplines, including land development, utilities engineering, and structural design. He has been responsible for the management and production of multiple large-scale federal, municipal and commercial developments, including developments of regional impact, planned developments, transit park and rides, BRTs. Dave's specific expertise includes due diligence and site planning, site civil design, construction observation, and permitting with various local and state agencies, including the Southwest Florida Water Management District (SWFWMD), the Florida Department of Transportation (FDOT), and Florida Department of Environmental Protection (FDEP).



Tom Jensen, P.E.

QA/QC

Tom is a senior water resources engineer with 38 years of experience working as a water/wastewater consultant for municipal and private utilities throughout Florida. Tom has provided master planning, utility management, design, permitting, and construction administration for a wide range of municipal infrastructure improvements. His design experience ranges from new facilities to rehabilitation of existing facilities to complete replacement of utility systems. For the Jupiter Inlet Colony Neighborhood Rehabilitation project, Tom was project manager/engineer of record involving the conversion of the existing 241 septic tank systems to a central gravity sanitary sewer system, resulting in a 100 percent reduction in nitrogen and phosphorus loads from the septic tank systems. Tom designed all of the new systems, reviewed the bid proposals for the Loxahatchee River District, and supervised the implementation of the construction, which finished 68 days ahead of schedule and almost \$500,000 below budget. Tom was instrumental in getting two grants from FDEP and SFWMD totaling \$1,375,000. As a result, Jupiter Inlet Colony is releasing 83% less "dirty" water to the surrounding water bodies.



Alex Garlaschi, P.E.

QA/QC

Alex is a project engineer with five years of experience assisting with process modeling and evaluations, as well as design engineering services to rehabilitate and improve various water reclamation facilities throughout Florida. His experience includes field testing, operations, start-up, and construction including but not limited to (analytical laboratory sampling, process modeling and evaluation, biological treatment construction and start up, instrumentation and automation control, chemical feed system design and start up). Additional experience includes wastewater and water treatment design, membrane bioreactor (MBR) treatment design and operations, chemical feed system design and operation, odor control system design and construction,

mixing analysis and solutions, automation/instrumentation and control. He has presented on MBR technology and water recycling (reuse) as it relates to implementing MBR technology for South Florida Utilities for the Southeast Desalting Association (SEDA). He is also a YP committee member for the Florida Water Environment Association (FWEA) and holds the position as YP Chair for the Treasure Coast FWEA chapter.



Sal Santore

Field/Site Investigation; Construction Administration/Inspection; Design

Sal is a senior designer with 32 years of experience, including a multitude of municipal utility infrastructure projects (work referred to “outside” the fence, along with work “inside” the fence) using AutoCAD, Softdesk, and 3-D piping and equipment programs. He has prepared plans for wastewater collection systems, pump stations, major water/wastewater transmission mains, and distribution system piping. Sal’s experience involves survey, site plan, horizontal control, paving, grading and drainage, along with utilities. He has also served as lead designer for residential roadway and utility improvement projects, including rebuilding road sections with new drainage and utilities to overlaying existing roads and modifying drainage and utilities as required.



Bertrand King, E.I., ENV SP

Grant/Funding Compliance Review and Documentation

Bert has five years of water resources experience in our West Palm Beach office. He has worked on projects that include grant funding applications, water system design and modeling, as well as facility planning and rate studies. He has served a wide range of clients including the OUA, most notably on the Treasure Island Septic-to-Sewer project, along with Martin County Utilities, Indian River County, the Village of Tequesta, and the City of Port St. Lucie, among many others. Bert earned his Bachelor of Science in Environmental Engineering and is a registered Envision Sustainability Professional (ENV SP).



Laura Wittenbauer

Grant/Funding Compliance Review and Documentation

Laura has nearly two decades of grant writing and administration experience, serving both private- and public-sector clients. Prior to joining Kimley-Horn, she worked as a senior process analyst for the City of Sarasota where she identified relevant grant opportunities and completed grant applications. She made sure that grant accounting and financial reporting was consistent with governmental accounting standards and kept within the terms and conditions of the grant. Her experience with Sarasota was preceded by her tenure in the private sector, where she served as a grant consultant. In this role she supported municipal clients, providing grant-related services from application through award. Laura understands and can apply the principles, practices, and procedures of government budgeting, cost analysis, financing, and funds administration. She can evaluate, audit, deduce, and assess data using established criteria through the lens of a public agency.



Joe Crozier, AICP

Grant/Funding Compliance Review and Documentation

Joe is a transportation planner and grant writer with ten years of experience. He leads Florida Department of Transportation’s (FDOT) statewide federal discretionary grant process statewide through oversight of project identification and screening, grant writing, benefit-cost analyses, staff training, partner coordination, and state/federal compliance. He has led the development of grants including Rebuilding American Infrastructure with Sustainability and Equity Program (RAISE) for multimodal transportation, Consolidated Rail Infrastructure and Safety Improvements Program (CRISI) for rail, Advanced Transportation and Congestion Management Technologies Deployment Program (ATCMTD) for technology, Infrastructure for Rebuilding America (INFRA) for roadway, Commuter Authority Rail Safety Improvement (CARSI) for roadway/rail projects, and many others.



Fannie Howard, P.E.

Reports/Studies

Fannie has 19 years of utility and water resources engineering experience including hydraulic modeling, water distribution, and wastewater collection. She has managed the design of several reclaimed water and wastewater projects throughout Florida. Fannie is extremely qualified in the areas of design, permitting, and piping system modeling and analysis. Fannie has provided analysis of hydraulic models for reclaimed water, potable water, and wastewater collection and distribution systems. Her experience includes ICPR, WaterGems, WaterCAD, and Hydranautics (IMS design software programs). Fannie has also been involved with various projects for the Town of Palm Beach, including the A-7 inline booster pump station and development of area-wide system models. For Delray Beach, Fannie provided reclaimed water main improvements for Martin Luther King, Jr. Drive. For the City of West Palm Beach, Fannie’s projects included the relocation of an existing 24-inch water main, shared 30-inch force main condition assessment, and 16-inch water main replacement and route study involving 14-inch pipeline.



David Calle, P.E.
Reports/Studies

David has seven years of experience serving as a project engineer and manager on various municipal projects throughout Southeast Florida. He has provided design services for a wide variety of projects that include pump stations, potable water production wells, HVAC and ventilation systems, fuel and generator systems, pipelines, and a variety of civil engineering projects. Along with his design services, David has been responsible for field observation for numerous projects for local clients including the Town of Palm Beach and the Town of Jupiter.



Tori Bacheler, PWS
Permitting

Tori has more than a decade of experience working with state and federal agencies conducting endangered species surveys, delineating wetlands, designing wetland mitigation and restoration areas, and permitting projects throughout Florida. She also is a Florida Fish and Wildlife Conservation Commission (FWC) certified gopher tortoise agent for surveying. Her expertise includes conducting environmental assessments to determine potential listed species habitat and wetland habitat types to determine permitting implications. She also has a good understanding of the permits required and permit limitations for a vast array of projects.



Lisa Celano
Permitting

Lisa is an environmental scientist experienced in conducting field work, including listed species surveys, wetland delineations, and benthic resource surveys. She has helped to prepare environmental permit applications including USACE/FDEP Section 404 dredge/fill permits, Environmental Resource Permits, and various County-specific permits.



Jim Farrell
Construction Administration/Inspection

James has more than 34 years of experience serving as a field representative on various water/ wastewater plant improvement projects, pipeline installations, and neighborhood improvement projects. James's project experience includes serving as a field representative for the water treatment plant #11 finish water quality evaluation for Palm Beach County; scrubber system upgrades and injection well booster pump station project for the City of Hollywood; a wastewater treatment facility expansion for the Village of Wellington; and the Norwood Water Treatment Plant filter rehabilitation project for the City of North Miami Beach.



Mark Muchechetere
Design

Mark is an experienced civil designer and production lead for our West Palm Beach water utilities group. He is experienced in both plans and profile development for large diameter piping for various distribution, collection, and conveyance purposes. He has been directly involved in the development of construction documents for horizontal directionally drilled and direct buried piping for a variety of clients. With an eye for detail and constructability, Mark is a key player of the design and plans production team that will be executing this project.



Ricky Barnes, III, PSM
Surveying Services

Ricky has over a decade of experience in surveying and mapping and is the founder and president of BSM Survey. He earned a Bachelor of Science degree from the University of Florida in 2011, with his studies including Geomatics and Business Law. Ricky has also acquired certifications in Intermediate Work Zone Traffic Control, CSX RR Safety, and FEC RR Safety.



Lee Reuman, PSM, PLS
SUE/SoftDig

Lee is a Florida licensed professional surveyor with more than a decade of experience in land surveying, general civil engineering, utility engineering, and project management. Lee has been the project manager for various subsurface utility designating and test holes surveys, large route surveys for engineering design purposes, construction surveys for multiple multi-million-dollar facilities, boundary surveys, topographic surveys, ALTA/ACSM surveys, specific-purpose surveys, and various other survey projects. He is proficient with AutoCAD Civil3D and managing/ processing data. His consistent efforts have enabled numerous land surveying and civil engineering projects to be completed on time and within budget. Lee is a licensed professional surveyor in six states including Florida.



C. Project References

Project 1:

Jupiter Inlet Colony Neighborhood Rehabilitation and Septic to Sewer Conversion, Jupiter Inlet Colony, FL

Responsible Office: Kimley-Horn, West Palm Beach

Key Individuals: Tom Jensen, Alan Garri, Lauren Smith, James Farrel

1. Project Description:

Kimley-Horn provided construction management/engineer of record services for the Jupiter Inlet Colony Neighborhood Rehabilitation Project. The project consisted of a new gravity sewer system (14,000LF) and a single lift station; replacement of existing cement asbestos potable water main; a new stormwater drainage system that consisted of 5,500 linear feet of exfiltration trench; valley gutters and roadway reconstruction.

This project was a joint project (developed through an Interlocal Agreement) between the Loxahatchee River District, the Village of Tequesta, and Jupiter Inlet Colony. Kimley Horn has been involved with this project since its inception, from alternative analyses, conceptual design/cost analyses, design, permitting, grant funding, and construction administration.

Our team was instrumental in getting three grants from the FDEP and SFWMD totaling \$1,375,000, which will assist in offsetting the total assessment amount paid by the residents for these improvements.

2. Work Directives/Change Orders:

- Change Order No. 1: Colony Road change request requiring additional ductile iron pipe water main (\$28,883.28)
- Change Order No. 2: Road change resulted in a section of deeper sewer; credit for base and asphalt (\$112,668.00)
- Change Order No. 3: Moved fire hydrants per the Colony (\$9,656.79)
- Change Order No. 4: Client requested sewer and lateral extension for Marina and Club (\$32,816.61)
- Change Order No. 5: Storm pipe material change (\$36,325.44)
- Change Order No. 6: Unknown muck layer encountered (\$50,148.09)
- Change Order No. 7: Deleted new outfall pipe (\$15,616.77)
- Change Order No. 8: Driveway extensions (\$21,500)

Total Change Orders 1–8: \$73,516.32

Original Contract Cost: \$8,912,466

3. Total Final Cost and Time:

Final contract cost: \$8,912,466.41 (with change orders and final balancing change order)

Actual substantial completion was 352 days, 68 days ahead of schedule

4. Owner of the Project:

Jupiter Inlet Colony, FL
50 Colony Road
Jupiter Inlet Colony, FL 33469

5. Name and Telephone Number of

Contact: Dr. Daniel J. Comerford III, Mayor;
561.746.3787

6. Dates Project Initiated and Completed:

Start date: September 2016

Actual substantial completion date:
August 2017

Final completion date: November 2017

The project was completed 68 days ahead of schedule



Project #2:

Belle Glade State Municipal Airport Design, Permitting, and Bid Phase Services for the Wastewater Lift Station Project, Belle Glade, FL

Responsible Office: West Palm Beach

Key Individuals: David Calle, P.E., Sal Santore, Jason Lee, P.E.

1. Project Description:

Kimley-Horn was retained by the City of Belle Glade to plan and design new lateral sanitary sewer services to existing office trailers at the City Municipal Airport. There was a total of four (4) septic tank and drainage fields that needed to be abandoned as part of a larger lift station project. Kimley-Horn's design also included the necessary permitting for the construction of the project and a plan for proper abandonment of the existing OSTDS. This project was initiated, designed and completed in less than a year. The field research, lateral layout and design documents were very similar to those needed to complete the TCI Septic to sewer project. Ultimately, this collected sanitary sewer was directed to a gravity fed sewer and moved to a new on-site lift station designed by Kimley-Horn.

2. Work directive/change orders: None

3. Total Final Cost and Time:

\$74,295 (engineering and design) and \$399,916 (construction)

4. Owner of the Project:

City of Belle Glade

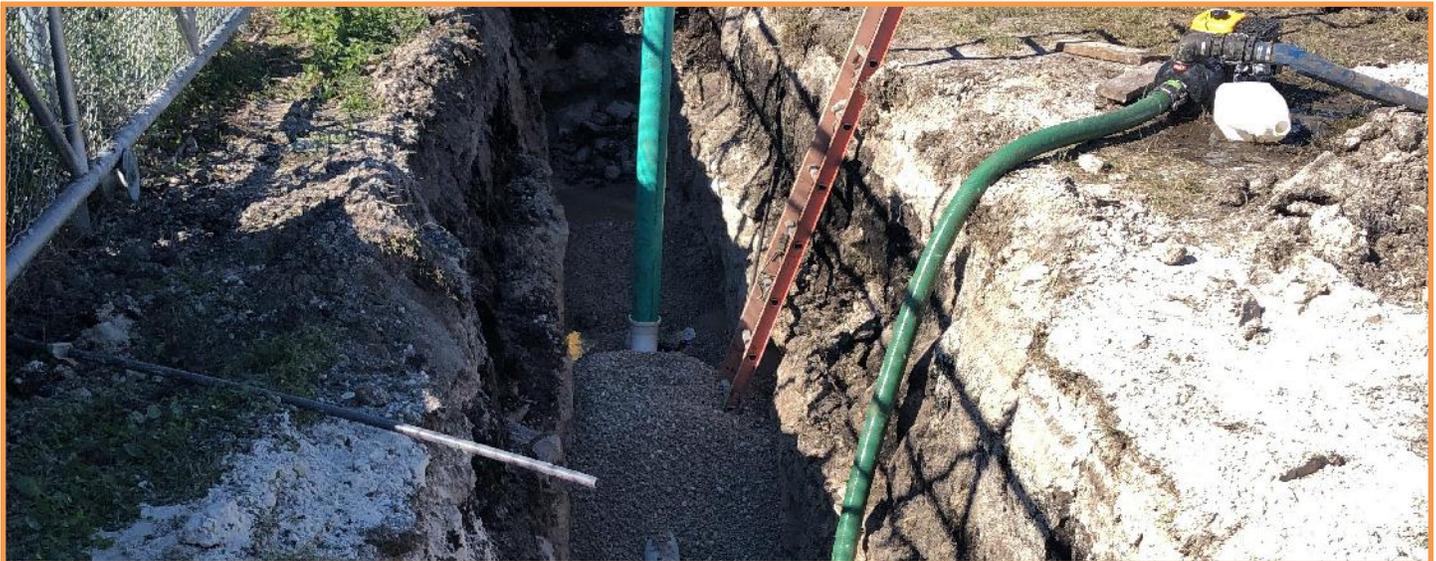
5. Name and Telephone Number of

Contact: Larry Tibbs; 561.992.1610

6. Dates Project Initiated and Completed:

Start date: Spring 2020

Completion date: Spring 2021



Project #3:

Juno Beach Water Distribution System Improvements, Jupiter, FL

Responsible Office: West Palm Beach

Key Individuals: David Calle, P.E., Jason Lee, P.E., Sal Santore

1. Project Description:

Kimley-Horn was retained by the Town of Jupiter to develop a conceptual plan and ultimately construction documents for the replacement of aging infrastructure, backyard asbestos cement mains, inoperative valves, new isolation valves and hydrants between SR A1A, US Highway 1, Donald Ross Road and Celestial Way in Juno Beach. This was a 5 year-long project that saw considerable scope added as the project progressed. While this project was not a sanitary lateral installation project,

2. Work directive/change orders: None

3. Total Final Cost and Time:

\$1,573,542.96 (construction)

4. Owner of the Project:

Town of Jupiter

5. Name and Telephone Number

of Contact: Amanda Barnes, P.E.; 561.741.2537

6. Dates Project Initiated and Completed:

Start date: Summer 2018

Completion date: Spring 2020

there was considerable work on private property; work that is directly related to the type of access, restoration, and planning that the TCI Septic to Sewer will require. One of the engineers of this project, David Calle, has already been engaged and will be aiding with the preliminary planning for the TCI septic to sewer project if awarded.



Project #4:

Lakeview Estates – Septic to Sewer

Responsible Office: West Palm Beach

Key Individuals: Alex Garlaschi, P.E.

1. Project Description:

Kimley-Horn was responsible for the connection and collection of six (6) properties with a total of seven (7) septic systems that were abandoned. This project utilized collection via a gravity system rather than a vacuum system, but the on-site collection with sanitary laterals was very similar to the work that will be completed as part of the TCI Septic to Sewer. The lateral work and gravity sewer was part of a larger project that focused on treatment of the wastewater. However, this portion of the project required close coordination with property owners, familiarity with local building codes, and layout of a new lateral system that connects to a gravity sewer system.

2. Work directive/change orders: None (for septic to sewer portion)

3. Total Final Cost and Time:
Engineering and Design Contract: \$123,000

SRF total project cost: 1,000,000

4. Owner of the Project:
Okeechobee Utility Authority

5. Name and Telephone Number of Contact: John Hayford, Executive Director; 863.763.9460

6. Dates Project Initiated and Completed:
Start date: Spring 2020
Completion date: Fall 2022



D. Proposed Schedule of Work, Investigations, Milestones, and Results

Kimley-Horn understands that Okeechobee Utility Authority (OUA) needs an experienced consultant to provide engineering services for the Taylor Creek Isles (TCI) area of Okeechobee. Approximately 35 homes have not yet connected to the OUA owned and operated vacuum system servicing the area. Grant funding has been secured to pay for the design, construction, and construction administration of the this project; a project that's ultimate goal is to allow for the abandonment of the existing onsite sewage treatment and disposal system (OSTDS). This will require an individualized site plan for each property, extensive and detailed field work and verification, development of bidding documents, and a wholistic understanding of local building codes and other environmental regulations for the area and the type of work.

Close coordination will be required with the surveyor and fortunately, Kimley-Horn and BSM have a great working relationship. The schedule provided has been developed to make sure the completion of this project, including construction, before the end of 2024. The team is planning on completing preliminary design as survey information is delivered to Kimley-Horn. Once preliminary design is complete, the teams will prepare and submit any necessary permits that may be required for the project and move directly into final design. Upon the completion of the final design and assuming the necessary permits have been secured, the project will be ready for bidding.

The same core team of Tom Jensen, P.E., Peter Van Sickle, P.E., and Sal Santore will be with the project from beginning to end. While Kimley-Horn has a deep bench of other experienced professionals, cohesiveness throughout the life of a project has proved beneficial to clients and projects across the state. Both Sal Santore and Peter Van Sickle, P.E. have detailed knowledge of neighborhoods and areas served by OUA through their field work related to the **Treasure Island Septic to Sewer Project**. Reviewing the survey at each location and completing critical field work is paramount for developing complete plans to limit surprises during construction.

Additionally, Tom and Peter have engaged with **Alex Garlaschi, P.E.**, who was involved with the septic to sewer project at Lakeview Estates. He has provided worthwhile insight related to dealing with and planning for septic to sewer conversions in Okeechobee.

The team of Tom, Peter, and Sal will use this insight and the lessons learned to help ensure the success of the TCI Septic to Sewer Project; a project that is nearly 5 times the size of the Lakeview Estates project.

Work Intended

If selected, Kimley-Horn will work with BSM to expedite survey work and begin on preliminary design as soon as possible. This action will lead to the development of construction documents including a bid form for each connection, the necessary permitting for the Health and Building Department, and Bidding documents. The same team directly involved in the design of the project will also be the group providing bidding and ultimately, construction phased services. Lastly, as part of the project, septic tank abandonment plans will be developed to help ensure the septic tanks are properly dealt with once the new laterals are connected to the vacuum system.

Project Approach

Kimley-Horn's project approach will be to use the same team that has been involved in the Treasure Island Septic to Sewer Project. This team will help ensure consistency between projects. Additionally, the team has gained great insight into how Okeechobee neighborhoods are configured and how best to connect an existing septic tank and drain field to a vacuum valve pit or collection pit. Detailed field work will be completed by the designers to allow for expedited design while limiting mistakes.

Proposed Schedule of Work

	2023			2024											
	Q4			Q1			Q2			Q3			Q4		
	10	11	12	1	2	3	4	5	6	7	8	9	10	11	12
Submission/Review/Selection															
Contract Negotiations															
Survey and Site Investigation															
Preliminary Design															
Final Design															
Bidding and Award															
Construction															
Project Closeout															

E. Other Information

Ability to Provide Responsive Service

Kimley-Horn's philosophy of providing professional engineering and related services is based on client service and technical expertise. This philosophy is especially applicable for projects that encompass a broad variety of disciplines and experience yet require a common point of contact. Accordingly, we provide all our clients with a well-defined team of project-centered professionals and staff who are empowered with the flexibility needed to respond quickly to both administrative requirements and scheduling needs. Much of our success over the last 56 years is directly related to our ability to provide high-quality, timely services.

Responsiveness means that we are available to you when you need us; it also means that the person you deal with is familiar with every facet of the project and is only a quick drive away. As project manager, **Peter Van Sickle, P.E.** has a strong passion and commitment to serve OUA. Our unique structure to operate as a one-profit center allows Peter to utilize resources firmwide and to allocate manpower resources as necessary and whenever required. This level of service leads to: cost reductions; increased productivity; quicker, more accurate product development; creative thoughts and ideas from different resources; and better-quality products. Moreover, there is continuity and camaraderie among our key staff.

Commitment is a trait of all Kimley-Horn personnel; ask us to perform a task quickly, and the task will be completed to meet your satisfaction and deadline. We want to be the OUA's consultant on this contract and pledge to exceed your expectations by providing prompt, responsive, and personal service.

Kimley-Horn is confident that we can meet the technical and manpower needs anticipated for this contract.

Managing Time and Budget

Kimley-Horn recognizes that budget and schedule control are critical to the success of this project and meeting the desires of the OUA Board and staff. **Meeting your schedule for deliverables is more than simply a goal, it is an expectation and requirement.** Schedule and cost control is inherently tied to people. Together, their experiences, vision, management styles, and philosophies affect all components of a project approach and its execution. The team's previous experiences and lessons learned from projects and assignments will be invaluable to us in serving you. Our approach includes identifying realistic goals, developing a focused action plan that addresses only those items necessary to accomplish the goals, anticipating the implications of decisions made in early phases to future phases, and preparing a mechanism for addressing unexpected challenges. This approach builds the framework for completing successful projects both on schedule and within budget.

Managing time and budget is a result of understanding OUA's vision, the scope of work to be completed, and developing realistic budgets and schedule to make that vision a reality. This requires clear communication and is a critical step in the partnering required for a successful project. We strive to define the project requirements, understand possible obstacles to success, identify potential opportunities to achieve more within the same project, and create a project work plan that allows us to accomplish your goals efficiently.

Prior to beginning work on any task or project, we will prepare a project schedule based around key tasks and milestones and monitor it against actual project performance. Project schedules are evaluated at different frequencies depending on the magnitude of the task or project. We use several different software packages, including Microsoft Project and the Primavera scheduling programs, to develop schedules for larger projects, and for the smaller tasks we often simply develop a Microsoft Excel bar schedule including the key efforts, coordination, and quality control reviews that are necessary to complete the task. We will make available our performance against schedule on a monthly basis, along with our progress report and invoice.



Key Staff Workload Projections

Kimley-Horn is very progressive when it comes to understanding its current workload and its capacity to take on new clients/projects. **We know the importance of meeting our clients' deadlines, and we take the necessary steps so we can confidently commit to meeting yours.** Our proactive management process helps to ensure the availability of firm-wide and Florida-based resources for project staffing requirements through a proprietary program maintained on our computer network called "castaheads."

The castaheads process to help ensure that sufficient staff and hours are available to meet project schedules. Combined input from the firm's project managers is compiled and distributed in the form of a report to all project managers and regional management for review and discussion at the monthly castaheads meeting. Work overloads and/or shortfalls for specific personnel, individual offices, and disciplines are tabulated and addressed at the meeting. Where possible, these imbalances are resolved through internal shifts of personnel between offices. The objective is to balance the workload in a manner that maximizes the use



of production staff, while ensuring that all project requirements and client deadlines are met. Because of the level of effort we spend on understanding workload and on what projects staff are working on, Kimley-Horn can define on very short notice our ability to handle any task assignment and exactly who has the most availability to work on a project so it is completed on time.

Based on his review of the castaheads report, our project manager, **Peter Van Sickle, P.E.**, has determined that the proposed team is readily available and in an excellent position to handle any task required for this solicitation. Peter will mobilize the project team immediately when necessary and will expertly coordinate all efforts on your assignments.

Summary

Kimley-Horn wants to exceed OUA's expectations, beginning on day one and continuing until the last deliverable is in your hands. We have established methodologies in place for project management and communication, a capable and proven project team, multidisciplinary experience, a passion for quality, and a thorough understanding of OUA's objectives and expectations. Kimley-Horn looks forward to working with OUA on the Engineering Services 2023 TCI Septic to Sewer Project.



Forms

CERTIFICATION OF DRUG FREE WORKPLACE

IDENTICAL TIE BIDS/PROPOSALS - Preference shall be given to businesses with drug-free workplace programs. Whenever two or more bids/proposals which are equal with respect to price, quality, and service are received by the State or by any political subdivision for the procurement of commodities or contractual services, a bid/proposal received from a business that certifies that it has implemented a drug-free workplace program shall be given preference in the award process. Established procedures for processing tie bids/proposals will be followed if none of the tied vendors has a drug-free workplace program. In order to have a drug-free workplace program, a business shall:

- 1) Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.
- 2) Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.
- 3) Give each employee engaged in providing the commodities or contractual services that are under bid/proposal a copy of the statement specified in subsection (1).
- 4) In the statement specified in subsection (1), notify the employees that, as a condition of working on the commodities or contractual services that are under bid/proposal, the employee will abide by the terms of the statement and will notify the employer of any conviction of, or plea of guilty or nolo contendere to, any violation of chapter 893 or of any controlled substance law of the United States or any state, for a violation occurring in the workplace no later than five (5) days after such conviction.
- 5) Impose a sanction on, or require the satisfactory participation in a drug abuse assistance or rehabilitation program if such is available in the employee's community, by any employee who is so convicted.
- 6) Make a good faith effort to continue to maintain a drug-free workplace through implementation of this section.

As the person authorized to sign the statement, I certify that this firm complies fully with the above requirements.

Respondent: Kimley-Horn and Associates Inc.

Authorized Representative: David Walthall, P.E., Principal/Senior Vice President

Signature: 

SWORN STATEMENT UNDER SECTION 287.133(3)(a), FLORIDA STATUTES, ON PUBLIC ENTITY CRIMES

(To be signed in the presence of a notary public or other officer authorized to administer oaths.)

Before me, the undersigned authority, personally appeared David Walthall, P.E., who, being by me first duly sworn, made the following statements:

- 1. The business address of Kimley-Horn and Associates, Inc. (name of bidder or contractor) is 1920 Wekiva Way, Suite 200, West Palm Beach, Florida 33411.
2. My relationship to Kimley-Horn and Associates, Inc. (name of bidder or contractor) is Principal/Senior Vice President (relationship such as sole proprietor, partner, president, vice president, etc.).
3. I understand that a public entity crime as defined in Section 287.133 of the Florida Statutes includes a violation of any state or federal law by a person with respect to and directly related to the transaction of business with any public entity in Florida or with an agency or political subdivision of any other state or with the United States, including, but not limited to, any bid or contract for goods or services to be provided to any public entity or such an agency or political subdivision and involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, or material misrepresentation.
4. I understand that "convicted" or "conviction" is defined by the statute to mean a finding of guilt or a conviction of a public entity crime, with or without an adjudication of guilt, in any federal or state trial court of record relating to charges brought by indictment or information after July 1, 1989, as a result of a jury verdict, nonjury trial, or entry of a plea of guilty or nolo contendere.
5. I understand that "affiliate" is defined by the statute to mean (1) a predecessor or successor of a person or a corporation convicted of a public entity crime, or (2) an entity under the control of any natural person who is active in the management of the entity and who has been convicted of a public entity crime, or (3) those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in the management of an affiliate, or (4) a person or corporation who knowingly entered into a joint venture with a person who has been convicted of a public entity crime in Florida during the preceding 36 months.

*(Draw a line through paragraph 6 if paragraph 7 applies, Draw a line through paragraph 7 if paragraph 6 applies.)

- 6. Neither the bidder or contractor nor any officer, director, executive, partner, shareholder, employee, member or agent who is active in the management of the bidder or contractor nor any affiliate of the bidder or contractor has been convicted of a public entity crime subsequent to July 1, 1989.
7. There has been a conviction of a public entity crime by the bidder or contractor, or an officer, director, executive, partner, shareholder, employee, member or agent of the bidder or contractor who is active in the management of the bidder or contractor or an affiliate of the bidders or contractors. A determination has been made pursuant to Section 287.133(3) by order of the Florida Division of Administrative Hearings that it is not in the public interest for the name of the convicted person or affiliate to appear on the convicted vendor list. The name of the convicted person or affiliate is [redacted]. A copy of the order of the Florida Division of Administrative Hearings is attached to this statement.

11/21/23 [Signature]
Signature/Date (undersigned authority)

By means of x physical presence or online notarization.

Sworn to and subscribed before me in the state of Florida and county of Orange on the 21st day of November, 2023.

[Signature: Lauren A. Keys]
Notary Public



01/05/2024
My commissions expires



315 MONMOUTH AVENUE, SUITE 205 • LAKEWOOD, NJ 08701
T: 863.824.7644 • E: florida@newlinesco.com • W: www.newlinesco.com

Okeechobee Utility Authority

Engineering Services

2023 TCI Septic to Sewer Project

Request for Qualifications/Proposals

Submitted By:

Newlines Land Consultants
315 Monmouth Avenue, Suite 205
Lakewood, NJ 08701
C/O Steven L. Dobbs, P.E.
sdobbs@newlinesco.com
863-634-0194



315 MONMOUTH AVENUE, SUITE 205 • LAKEWOOD, NJ 08701
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A. Letter of Transmittal

November 27, 2023

Okeechobee Utility Authority
100 SW 5th Avenue
Okeechobee, Florida 34974-4221

To Whom this may concern,

We are pleased to submit this letter of transmittal on behalf of Newlines Land Consultants in response to the Request for Qualifications/Proposals (RFP/RFQ) issued by the Okeechobee Utility Authority for professional engineering and technical services related to the preparation of construction documents for household connections to central sewer and the abandonment of onsite sewage treatment and disposal systems (OSTDS), commonly known as septic tanks.

Enclosed herewith, please find the proposal from Newlines Land Consultants, which outlines our qualifications and approach to addressing the scope of work outlined in your RFP/RFQ. Our team has carefully reviewed the requirements and is confident in our ability to deliver comprehensive and effective solutions.

Our proposal includes detailed information on our team's expertise, relevant experience, and a strategic plan for the successful completion of the project. We believe that our approach aligns seamlessly with the objectives set forth in the RFP/RFQ.

The scope of work, as outlined in the RFP/RFQ, necessitates a transition from decentralized septic systems to a centralized sewer system. We are committed to providing the highest quality of service and ensuring compliance with all relevant regulations and standards.

We appreciate the opportunity to participate in this competitive process and look forward to the possibility of contributing our expertise to the successful implementation of the Okeechobee Utility Authority's project.

Thank you for considering Newlines Land Consultants as a potential partner. We anticipate the opportunity to further discuss our proposal and address any inquiries you may have.

Sincerely,

A handwritten signature in black ink, appearing to read "Joshua Schmuckler", written over a horizontal line.

Joshua Schmuckler
Chief Operations Officer
Newlines Land Consultants



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B. Location and Personnel

Newlines Land Consultants is headquartered at 315 Monmouth Avenue, Suite 205, Lakewood, NJ, serving as the primary location for project administrators and managers. Complementing this central office, we maintain a second location at 209 NE 2nd Street, Okeechobee, FL 34972, conveniently located within a ten-minute drive from the Taylor Creek Isles project.

Our Okeechobee office is staffed by esteemed professionals, notably Senior Engineer Steven L. Dobbs, P.E., collaborating with Joshua Brown, P.E., in the engineering department. Jennifer Busbin assumes the role of Project Manager, while Yehuda Spira serves as Project Director.

In conjunction with our Okeechobee team, our New Jersey office boasts a comprehensive workforce, featuring over 30 experienced Commercial Draftsmen, many of whom have extensive experience in projects within the Okeechobee area. The New Jersey team also comprises six engineers, including two senior engineers, as well as a dedicated environmental department.



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C. Project References

Not Required



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D. Proposed Schedule of Work, Investigations, Milestones, and Results

1. Survey (Phase 1)

- If not provided, a boundary and topographic survey will be conducted to gather essential data for the project.
- The survey will serve as the foundational step, providing accurate information about the site's characteristics and constraints.

2. Site Plan Development (Phase 2)

- Creation of a detailed site plan including layout of improvements, grading plan, and utility plan for connections to the existing central sewer system.
- Preparation of demolition and septic tank abandonment plans to facilitate necessary changes and upgrades.

3. Permitting (Phase 3)

- Coordination with relevant authorities, including the FDEP, Okeechobee County Health Department, and Okeechobee County Building Department.
- Development of a comprehensive bid form for sewer connections, ensuring compliance with regulatory requirements.
- Once permits are secured, the project moves to the next phase

4. Preconstruction (Phase 4)

- Coordination of the bidding process, including the creation of bid specifications and attending pre-bid meetings.
- Facilitation of bid opening sessions to select qualified contractors.
- Collaborative preparation for the construction phase, ensuring a smooth transition from planning to execution.

5. Construction Observation and Punchlist (Phase 5)

- Oversight of construction activities to ensure compliance with approved plans and specifications.



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- Compilation of punchlist items to address any outstanding issues before project completion.
- Regular updates and communication with the client to keep them informed about the progress and to address any queries that may arise during construction.
- Review as-built survey and complete certification and testing as deemed necessary by the OUA, FDEP, and the manufacturer.

III. Project Approach

The project will follow a systematic approach, beginning with thorough surveying to gather accurate data for planning. The subsequent phases involve detailed planning and design, obtaining necessary permits, and concluding with a vigilant construction observation phase.

Throughout the project, the assigned project manager will maintain communication with the OUA, the contractor, Okeechobee County, and impacted residents, consistently providing updates on the progress of the work and promptly addressing any questions that may arise.

CERTIFICATION OF DRUG FREE WORKPLACE

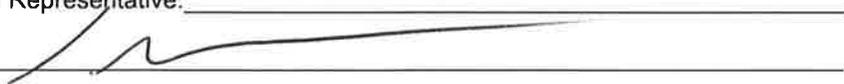
IDENTICAL TIE BIDS/PROPOSALS - Preference shall be given to businesses with drug-free workplace programs. Whenever two or more bids/proposals which are equal with respect to price, quality, and service are received by the State or by any political subdivision for the procurement of commodities or contractual services, a bid/proposal received from a business that certifies that it has implemented a drug-free workplace program shall be given preference in the award process. Established procedures for processing tie bids/proposals will be followed if none of the tied vendors has a drug-free workplace program. In order to have a drug-free workplace program, a business shall:

- 1) Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.
- 2) Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.
- 3) Give each employee engaged in providing the commodities or contractual services that are under bid/proposal a copy of the statement specified in subsection (1).
- 4) In the statement specified in subsection (1), notify the employees that, as a condition of working on the commodities or contractual services that are under bid/proposal, the employee will abide by the terms of the statement and will notify the employer of any conviction of, or plea of guilty or nolo contendere to, any violation of chapter 893 or of any controlled substance law of the United States or any state, for a violation occurring in the workplace no later than five (5) days after such conviction.
- 5) Impose a sanction on, or require the satisfactory participation in a drug abuse assistance or rehabilitation program if such is available in the employee's community, by any employee who is so convicted.
- 6) Make a good faith effort to continue to maintain a drug-free workplace through implementation of this section.

As the person authorized to sign the statement, I certify that this firm complies fully with the above requirements.

Respondent: Newlines Land Consultants

Authorized Representative: Joshua Schmuckler

Signature: 

**SWORN STATEMENT UNDER SECTION 287.133(3)(a), FLORIDA STATUTES,
ON PUBLIC ENTITY CRIMES**

(To be signed in the presence of a notary public or other officer authorized to administer oaths.)

Before me, the undersigned authority, personally appeared Joshua Schmuckler, who, being by me first duly sworn, made the following statements:

1. The business address of Newlines Land Consultants
(name of bidder or contractor)
is 315 Monmouth Avenue, Suite 205 Lakewood, NJ 08701.
2. My relationship to Newlines Land Consultants
(name of bidder or contractor)
is Chief Operations Officer
(relationship such as sole proprietor, partner, president, vice president, etc.)
3. I understand that a public entity crime as defined in Section 287.133 of the Florida Statutes includes a violation of any state or federal law by a person with respect to and directly related to the transaction of business with any public entity in Florida or with an agency or political subdivision of any other state or with the United States, including, but not limited to, any bid or contract for goods or services to be provided to any public entity or such an agency or political subdivision and involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, or material misrepresentation.
4. I understand that "convicted" or "conviction" is defined by the statute to mean a finding of guilt or a conviction of a public entity crime, with or without an adjudication of guilt, in any federal or state trial court of record relating to charges brought by indictment or information after July 1, 1989, as a result of a jury verdict, nonjury trial, or entry of a plea of guilty or nolo contendere.
5. I understand that "affiliate" is defined by the statute to mean (1) a predecessor or successor of a person or a corporation convicted of a public entity crime, or (2) an entity under the control of any natural person who is active in the management of the entity and who has been convicted of a public entity crime, or (3) those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in the management of an affiliate, or (4) a person or corporation who knowingly entered into a joint venture with a person who has been convicted of a public entity crime in Florida during the preceding 36 months.

***(Draw a line through paragraph 6 if paragraph 7 applies, Draw a line through paragraph 7 if paragraph 6 applies.)**

6. Neither the bidder or contractor nor any officer, director, executive, partner, shareholder, employee, member or agent who is active in the management of the bidder or contractor nor any affiliate of the bidder or contractor has been convicted of a public entity crime subsequent to July 1, 1989.
7. ~~There has been a conviction of a public entity crime by the bidder or contractor, or an officer, director, executive, partner, shareholder, employee, member or agent of the bidder or contractor who is active in the management of the bidder or contractor or an affiliate of the bidders or contractors. A determination has been made pursuant to Section 287.133(3) by order of the Florida Division of Administrative Hearings that it is not in the public interest for the name of the convicted person or affiliate to appear on the convicted vendor list. The name of the convicted person or affiliate is _____ A copy of the order of the Florida Division of Administrative Hearings is attached to this statement.~~



Signature/Date (undersigned authority)

Sworn to and subscribed before me in the state of New Jersey and county of _____
on the 13 day of December, 2023.

Sarah A. Back

Notary Public

6/01/2028

My commissions expires



RFOQ

Engineering Services 2023 TCI Septic to Sewer Project



DUE: NOVEMBER 29, 2023 @ 3:00 PM

Submitted To:
Okeechobee Utility Authority
100 SW 5th Avenue
Okeechobee, Florida 34974

Submitted By:
Craig A. Smith & Associates
1425 E. Newport Center Drive
Deerfield Beach, FL 33442
561 314 4445
ssmith@craigasmith.com





Craig A. Smith & Associates

Engineers • Surveyors • Subsurface Utility Engineering
3D Subsurface Imaging • Utility Coordination

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Section A Letter of Proposal



November 29, 2023

John Hayford, P.E., Executive Director
Okeechobee Utility Authority
100 SW 5th Avenue
Okeechobee, FL 34974-4221

**RE: RFQ Engineering Services – 2023 Taylor Creek Isles (TCI) Septic to Sewer Project
CAS PROPOSAL NO. OCASA-0322**

Dear Selection Committee:

For your consideration, Craig A. Smith & Associates (CAS), is pleased to submit this proposal in response to the above referenced Request for Qualifications.

Executive Summary

CAS is a 43-year old established Civil/Utility Engineering, Utility Locating, Surveying, and Construction Management firm located in Deerfield Beach, Broward County, Florida. CAS overall has 45+ dedicated staff members consisting of registered professional engineers, surveyors and the balance of staff, including CADD personnel, certified field representatives, utility locators, administrative, clerical and accounting personnel, to provide the City with all necessary professional services required for this project. The CAS Team understands the scope of work requested by the Okeechobee Utility Authority (OUA) and has extensive experience in performing such duties. CAS has completed numerous septic to sewer and other related sanitary sewer projects for similar municipal clients. CAS specializes in serving Florida rural governments and understands the needs of such communities. We are a client-oriented firm and our emphasis is on providing personalized service. **CAS has successfully assisted a number of other rural clients around the lake area such as Hardee County, Glades County/CCPWA, City of Belle Glade and Spring Lake Improvement District in completing sanitary sewer capital improvement projects. CAS also acquired and administered grant funding for more than 90% of the capital improvement projects for these clients.**

Understanding Scope of Work

CAS understands the proposed scope of work. The project will include but is not limited to planning, surveying, civil design, geotechnical services, engineer's opinion of probable construction cost, permitting, preparation of construction documents and plans, bidding assistance, construction engineering/inspection services, certification through project close-out, grant funding administration (as needed) including septic tank abandonment for the Taylor Creek Isles (TCI) Septic to Sewer Project. Currently the TCI is served by an existing AIRVAC vacuum sewer system that was installed approximately 15 years ago. Approximately 35 homes within the TCI still have not connected to the sanitary sewer system that is located within the right-of-way which will require connection. The OUA was awarded a grant to facilitate connections of existing onsite sewage treatment and disposal systems (OSTDS) to a central sewer collection system.

Why Select CAS?

We believe we are the best firm to perform the work because of our current and past experience with such capital improvement projects and our intimate knowledge of regulatory requirements, funding requirements and similar wastewater utility infrastructure systems. **We can provide comprehensive solutions due to our breadth of expertise based on years of experience on similar projects. In addition, CAS has established long-term relationships with the local regulatory agencies (FDEP and Okeechobee County Building/Health Department) and permitting staff. In addition, CAS is a full-service engineering firm that will be providing all services in-house, thus allowing for an efficient and streamlined engineering process without the need for coordination with any subconsultants.**



954.782.8222



1425 E. Newport Center Drive
Deerfield Beach, FL 33442



www.craigasmith.com



CRAIG A. SMITH & ASSOCIATES
A SMART-INFRASTRUCTURE COMPANY

The CAS Team's extensive knowledge and project experience will be a benefit to the OUA (Refer to **SECTION B2 – Key Staff Resumes & SECTION C – Project References**). For example, CAS was involved with the design, construction and funding assistance for the majority of Hardee County's and all of Glades County's sanitary sewer system installations which included the force mains, lift stations and gravity sewer systems for septic to sanitary sewer conversion.

We highly value the OUA as a client and look forward to serving the OUA with the utmost quality, cost effectiveness and expeditious service.

CAS would be honored to have the opportunity to serve the OUA and we look forward to favorable consideration.

Sincerely,

A handwritten signature in blue ink, appearing to read 'S. Smith', written over a faint dotted line.

Stephen C. Smith, P.E., President



954.782.8222



1425 E. Newport Center Drive
Deerfield Beach, FL 33442



www.craigasmith.com



Section B1

Location & Firm Team Overview



Craig A. Smith & Associates

Engineers • Surveyors • Subsurface Utility Engineering
3D Subsurface Imaging • Utility Coordination

SECTION B1 – LOCATION & FIRM OVERVIEW

Craig A. Smith and Associates, LLC. (CAS) is a Florida Firm licensed for the practice of Professional Engineering, Surveying, Construction Management and Utility Locates Services. All work for the **Taylor Creek Isles (TCI) Septic to Sewer Project** will be completed from the **Broward County Office**.

Broward County Office:

Corporate Headquarters
4125 E. Newport Center Drive
Deerfield, Florida 33442
(954) 782-8222

Palm Beach County Office:

4152 W. Blue Heron Boulevard., Suite 116
West Palm Beach, Florida 33404
(561) 314 4445

CAS was established in 1980. Since then, the firm expanded from its original, technical orientation in municipal engineering and surveying into a full service civil engineering practice with specialized expertise in engineering, surveying & mapping, grants/loan assistance, construction management, utility locates and CAD design & development.

Size – CAS's professional, technical and administrative personnel numbering 45+ people represent professionals in the fields of civil engineering, water and wastewater engineering, stormwater engineering, surveying, mechanical engineering, construction engineering, grant specialists, utility locating, computer sciences, and finance.

Organization - CAS is organized into five technical operating divisions each under the supervision of a Vice President or Director. These operating divisions are:

- **Civil Engineering**
- **CADD (Computer –Aided Design & Drafting)**
- **Construction Management**
- **Surveying**
- **Subsurface Utility Locates**

Philosophy - CAS is committed to providing its clients with cost-effective, timely, comprehensive, high-quality professional services in the practice of engineering, surveying, construction management, utility locating and grant/legislative services. This commitment to excellence is achieved through the development of a team spirit of service to clients.

Craig A. Smith & Associates (CAS) is a client-oriented firm tailored to serving the needs of many governmental clients. We serve numerous Florida counties, cities, special districts and utility authorities. CAS is highly experienced and qualified to perform consulting services with respect to **Civil Engineering, Surveying, Construction Management, Utility Locates, Grant Funding Assistance and CAD Design & Development.**

Civil Engineering:

CAS provides our clients with a full range of engineering consulting services. Our engineers and trained specialists have extensive experience in assisting municipalities, counties and private sector clients with daily engineering needs such as planning, design, permitting and construction of cost-efficient operational utility systems. CAS engineering consulting services include:



Craig A. Smith & Associates

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SECTION B1 – LOCATION & FIRM OVERVIEW

- Storm Water Management
- Storm Water Utilities
- Water Treatment & Distribution Systems
- Wastewater Collection & Treatment
- Potable Water Treatment Systems
- Pump Station Design
- Canal Dredging and Sediment Removal
- Surface Water Management
- Construction Management
- Treatment Plant Rehabilitation
- Utility Pipeline Design & Relocation
- Grant Funding Assistance & Administration
- Facility Planning
- Solid Waste Studies
- Solid Waste Disposal and Leachate Treatment
- Development Permitting
- Feasibility Studies
- Construction Cost Estimate
- Construction Observation and Certification
- Contract Administration
- Effluent Reuse & Disposal
- Sludge Treatment & Disposal
- Roadway & Drainage Design
- Septic-to-Sewer Conversion

Surveying:

CAS is one of the oldest and respected surveying firms in South Florida and provides complete land surveying services. Our surveying staff is comprised of licensed land surveyors who adhere to strict standards and give special attention to accuracy and detail. CAS utilizes the most modern electronic measurement equipment. Quality control measures are also implemented daily to ensure that our clients receive the highest quality service. CAS surveying services include:

- Mapping & Platting
- Boundary & Acreage Surveys
- Land Description Preparation
- Construction Surveys
- Subdivision Designs & Calculation
- GPS Mapping
- Route Surveys
- Canal Cross-Sections
- Parcel Description & Sketches
- Condemnation Surveys
- Highway Construction Surveys
- Quantity Surveys
- Accident Surveys
- As-Built Certifications
- Mean High Water Surveys
- Aerial Drone Surveys

Construction Management:

The CAS construction management team has a combined total experience of nearly 100 years. CAS field representatives are qualified to perform a full-service program, assuring total monitoring on-site to protect the client's interest on their projects. The CAS construction management team will keep the client informed of all facets of construction including, but not limited to, weekly progress notices, advice on any change orders and monthly monitoring of project finances. The construction management team of professionals provides extra attention to detail to ensure that all projects are built to specifications and are fully operational to meet the needs of our client. CAS construction management services include:

- Value Engineering
- Design Document Review
- Contract Administration
- Contract Documents
- Construction Management
- Construction Engineering & Inspection
- Cost & Payment Verification
- Bidding Coordination
- Contract Negotiation
- Residential/Commercial/Municipal Project Observations



Craig A. Smith & Associates

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SECTION B1 – LOCATION & FIRM OVERVIEW

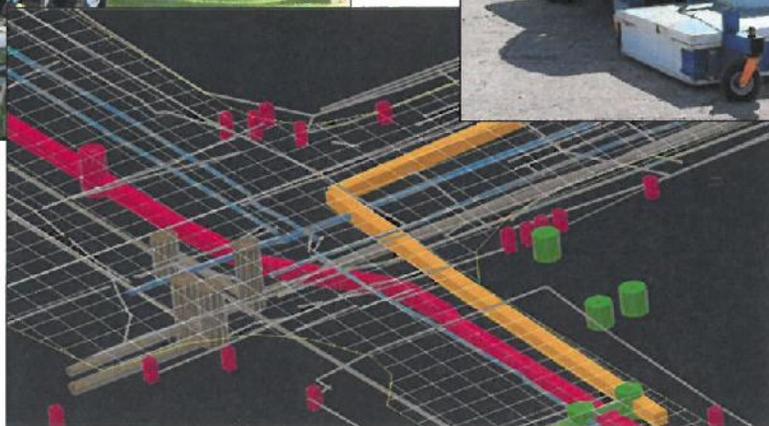
CADD (Computer-Aided Design & Drafting):

CAS employs an on-staff Florida Certified American Design & Drafting Association CADD operator and an Autodesk Certified professional. Our CADD technicians prepare detailed drawings, layouts, exhibits, topographical maps, and graphic representations of survey information & engineering designs. Designs relate to engineering projects such as water, sewer, paving and drainage systems. Craig A. Smith & Associates prides itself on keeping its workforce educated and equipped to handle today's most challenging and rewarding tasks. CAS is utilizing the latest AutoCAD software (Civil3D), custom-built AutoCAD systems and functions, as well as some industry-first hardware including 3D laser scanning technologies. In summation, the CADD systems we use are:

- AutoCAD
- Autodesk Civil 3D
- Autodesk Map 3D
- Navisworks

Subsurface Utility Locates:

CAS provides complete subsurface utility engineering and location services utilizing the latest in electronic verification, ground penetrating radar, vacuum excavation and GPS survey equipment. CAS can provide utility location information in various formats from simplistic 2D (two dimensional) to comprehensive 3D (three dimensional) Radar Tomography coupled with advanced software platforms (AutoCAD Civil 3D). CAS performs subsurface utility engineering providing utility mapping, electromagnetic designating, 2D radar designating, 3D radar tomography, vacuum soft digs, and conventional and GPS utility surveys. CAS also provides utility coordination services, interfacing with utility owner/operators on behalf of engineers, planners, contractors and project designers.





Section B2 Key Staff Resumes



Craig A. Smith & Associates

Engineers • Surveyors • Subsurface Utility Engineering • 3D Subsurface Imaging • Utility Coordination

Areas of Expertise

- Project Management
- Quality Assurance/Quality Control
- Stormwater Master Planning, Design, Implementation & Management
- Roadway Design & Management
- Resource Management
- Project Scheduling
- Project Budgeting
- Constructability Review

Education

- Auburn University, Auburn, Alabama
Bachelor of Science, Civil Engineering 1988
- Auburn University, Auburn, Alabama
Bachelor of Science, Building Construction - 1986

Licensure

- Florida Licensed Engineer
PE48914

Affiliations

- Florida Engineering Society (FES)
- American Society of Civil Engineers (ASCE)
- Florida Institute of Consulting Engineers

Employment with CAS: 34 yrs
Employment with other firms:
3 yrs

Stephen C. Smith, P.E.

President



Mr. Smith has over 35 years of experience in the engineering, survey and utility construction fields.

Mr. Smith's responsibilities include management of daily business operations for a 40+ member civil engineering and surveying firm with gross sales of \$5+ million. He oversees all areas of business including engineering, surveying, construction management services, subsurface utility engineering, accounting and human resources. Specifically, Mr. Smith also oversees all water/wastewater utility projects including studies, reports and design. He ensures proper allocation of resources, staffing, financial management, quality control and timely project completion.

Selected Relative Experience:

Sanitary Sewer Pump Station and Forcemain Improvements - Town of Pembroke Park, Pembroke Park, Florida. Responsible for the master planning, project management, resource allocation, scheduling, budgeting and quality assurance of the Sanitary Pump Station and Force Main Improvements Project for the Town of Pembroke Park. Project was completely funded by a Rural Development Grant. Improvements included the installation of 1,500 linear feet of 10-inch force main which remained a dry line for four years until further funding became available. Remaining work included the rehabilitation of 22 lift stations, the decommissioning of 6 existing lift stations and the installation of a magmeter with telemetry system.

Sanitary Sewer Improvements - Phase I - Bal Harbour Village, Bal Harbour, Florida. Responsible for the master planning, project management, resource allocation, scheduling, budgeting and quality assurance of the Wastewater Pump Station No. 3 and Gravity Sewer Improvements (Sanitary Sewer Improvements Phase I) project for Bal Harbour Village which included the installation of a new triplex submersible pump station with a 12-foot diameter wet well, control panel, automatic transfer switch receptacle, emergency generator, and all associated appurtenances, in addition to approximately 1,350 linear feet of 18" gravity sewer lines to the pump station.

Collins Avenue Sewer Forcemain Replacement - Bal Harbour Village, Bal Harbour, Florida. Responsible for the master planning, project management, resource allocation, scheduling, budgeting and quality assurance of the Bal Harbour Village Sanitary Force Main Project consisted of 12,000 linear feet of 16-inch replacement force main directionally drilled on Collins Avenue. The work required the coordination of Bal Harbour, Surfside and Miami Beach. Work also included connections to existing pump stations, force mains and flow meters.

Sanitary Sewer Master Plan - Village of El Portal, Florida. Responsible for the master planning, project management, resource allocation, scheduling, budgeting and quality assurance of the Sanitary Sewer Master Plan which encompassed a comprehensive report to define priority areas and determined corrective actions required to convert from a decentralized wastewater treatment system (septic system) to a new sanitary sewer gravity collection system with lift stations. The Master Plan also included a comprehensive survey base map for the entire village, hydraulic sewer modeling and the overall design of eighteen phases of construction. The sanitary sewer systems were developed using best management practices, current levels of service, and to investigate various funding sources.



Craig A. Smith & Associates

Engineers • Surveyors • Subsurface Utility Engineering • 3D Subsurface Imaging • Utility Coordination

Areas of Expertise

- Project Management
- Cost Estimating
- Land Surveying – Design & Construction
- Water, Sewer & Gas Pipeline Design
- Sewer Pump Station Design
- Production Well Rehabilitation
- Permitting
- Bidding Services
- Construction Management
- Constructability Reviews
- Feasibility Studies

Education

- (BS Civil Engineering/Surveying)
Ohio University

Affiliations

- American Society of Civil Engineers (ASCE)

Licensure

- Florida & Ohio Licensed Professional Engineer – # PE 90263

CAS Employment: 2 Yrs

Employment w/Others: 16 Yrs

Daniel E. Shonk, P.E., S.I.

Project Manager/Designer

Engineering Department/Survey Department



Mr. Shonk has over 16 years of experience in the fields of surveying and engineering design of numerous public and private sector utility and infrastructure projects for Utility Companies and the Department of Transportation. He retains extensive experience in the design of water, wastewater systems, gas pipelines, roadway/drainage, site design/development, production well rehabilitation, construction management and construction field inspection.

Selected Relative Experience:

Hardee County Utilities – Wauchula Hills Water & Sanitary Sewer Improvements: Phase VII, Wauchula, FL: As Engineer-of-Record, provided project management, design support and QA/QC for the potable water and sanitary sewer improvements which included 3,915 linear feet of 8” diameter gravity sanitary sewer along with associated manholes and duplex submersible wastewater lift station with 380 linear feet of associated 4 inch force main and approximately 2,080 linear feet of 8 inch force main extension along US Route-17 and decommissioning of existing septic tanks. Water distribution system improvements included 2,655 linear feet of 10 inch water main, 460 linear feet of 8 inch water main, 1,785 linear of 6 inch water main and 2,800 linear feet of 12 inch water main installation.

City of Margate – Wastewater Lift Station No. 20 Rehabilitation, Margate, FL: As Engineer-of-Record, provided project management, design support and QA/QC for the decommissioning the existing wet pit/dry pit wastewater lift station and the construction of a new wet well and valve vault; including the installation of all stainless steel piping inside the new wet well, relining existing structures, manholes, gravity sewer, fencing, system start-up and upgrading the electrical equipment, control panel and SCADA system.

Town of Pembroke Park – Wastewater System Master Plan Updates, Pembroke Park, FL: Prepared an Updated Wastewater System Master Plan to identify, document and evaluate the Town’s existing wastewater management system. Mr. Shonk valued the existing force main network, identified existing lift stations (a total of 35) and line conditions, capacities and analyzed future needs. The updated master plan outlined a systematic phased approach to achieve system reliability, capacity, increased efficiency and identified the infrastructure required to achieve these goals.

Northern Perry County Sewer & Water - Thorn-Port Thornville Lift Station Rehabilitation and Sanitary Sewer Force Main, Thornville & Thornport (unincorporated), OH: Designed a force main and sanitary sewer lift station to be rehabilitated for transferring sewage to a treatment facility over two miles from the decommissioned treatment facility and nearly 100 feet higher in elevation while utilizing much of the same infrastructure.



Craig A. Smith & Associates

Engineers • Surveyors • Subsurface Utility Engineering • 3D Subsurface Imaging • Utility Coordination

Areas of Expertise

- Water & Sewer Utility Engineering
- Water Treatment Plant Design
- Wastewater Treatment Plant Design
- Hydraulic Computer Modeling
- Potable Water Wells
- Pipeline Design
- Pump Station Design
- Leachate Treatment
- Land Fill Design
- Construction Management
- Permitting
- Sludge Treatment & Disposal

Education

- Bachelor of Science – Civil Environmental Engineering, Roger Williams University

Affiliations

- American Society of Civil Engineers (ASCE)
- American Water Works Association (AWWA)
- Water Environment Federation (WEF)

Employment with CAS: 25 yrs
Employment with other firms:
20 yrs

Greg A. Giarratana

Senior Supervising Engineer
Engineering Department



Mr. Giarratana has 45 years of experience in the civil and environmental engineering fields, including water and wastewater treatment plant designs, permitting, construction management, certification, troubleshooting existing treatment systems, pump stations, sanitary sewer force mains, collection systems and potable water pipe lines.

Mr. Giarratana has worked in the consulting field specializing in all aspects of water and wastewater engineering since 1977 and has been working with CAS since 1998. Mr. Giarratana is responsible for managing civil and environmental projects including their initial planning, financing, designing, permitting, construction management and certification of completion.

Selected Relative Experience:

Glades County Washington Park Sanitary Sewer Improvements: Phase I – Glades County, Florida. Responsible for design, permitting and construction management for a new park/playground for residents, one (1) duplex submersible sanitary sewer lift station, 1,750-LF of FM, 9,630-LF of gravity sewer collection system, sewer services for approximately 120 existing residential units with the potential of servicing approximately 300 more units at residential buildout. Phase I included the construction of the wastewater lift station, 1,750 LF of force main and 800 linear feet of gravity sewer and decommissioning of existing on-site septic tanks. This project was 100% CDBG funded with matching funds being provided by Glades County.

Glades County/CCPWA Industrial Park Sanitary Sewer Improvements - Glades County, Florida. Responsible for design, permitting and construction management of the Glades County Industrial Park Sanitary Sewer Improvements included the installation of a duplex submersible lift station including electrical controls and electrical service to site, as well as, installation of approximately 750 linear feet of 6" force main and 1,180 linear feet of 8" and 10" gravity sewer mains with six (6) manholes.

Wauchula Hills Water and Sanitary Sewer Improvements: Phase IV - Hardee County, Florida. Responsible for design, permitting and construction management of the water and sanitary sewer improvements included approximately 6,125 linear feet of 8" water main and 5,277 linear feet of 8" gravity sanitary sewer including connection to 51 private residences and the decommissioning of septic tanks and potable water wells. This project was funded through a multi-year special legislative appropriation.

Glades County/CCPWA Gravity Sewer Expansion N, O, S Avenue and 4th Street – Glades County, Florida. Responsible for design, permitting and construction management for the expansion of a gravity sewer system along avenue N, O, S and 4th street from the 8th street canal to Riverside Drive consisting of approximately 4,428 linear feet of 8" sanitary sewer collection mains including manholes, service laterals and connection to the existing sanitary sewer gravity and wastewater lift station system. The scope of work included the decommissioning of existing on-site septic tanks.



Craig A. Smith & Associates

Engineers • Surveyors • Subsurface Utility Engineering • 3D Subsurface Imaging • Utility Coordination

Areas of Expertise

- Land Surveying
- Boundary / Topo
- Control Surveys
- Utility Surveys
- 3D Radar Tomography
- GPS
- Platting
- Route Surveys
- Legal Descriptions
- Plat Reviews
- Laser Scanning
- Crew Supervision
- Technical Reviews
- Scheduling & Productivity

Education

- Associates of Art, Atlantic Community College
- CEU's - On going

Licensure

- Professional Surveyor & Mapper, Florida #LS4846

Affiliations

Florida Surveying and Mapping Society (FSMS)

Employment with CAS: 28 yrs
Employment with other firms: 17 yrs

Robert D. Keener, P.S.M.

Vice President
Survey / Geomatics



Mr. Keener has 45 years of experience in the survey, engineering and utility construction fields.

Mr. Keener has been employed with CAS since April of 1995. Mr. Keener began his career at CAS as a Project Surveyor, advancing to Senior Surveyor and Mapper In charge of surveying in a satellite office and advanced to Vice President in 2005. Mr. Keener will serve as Principal Surveyor for all surveys and will coordinate all survey activities with various disciplines as needed. All surveying pertaining to utility related services such as Radar Tomography, utility surface mapping, utility excavations, etc. will also be overseen and certified by Mr. Keener. He has previously performed plat reviews for municipal clients.

Mr. Keener holds a Florida Surveyors and Mappers License and is a member of the Florida Surveying and Mapping Society of Florida.

Selected Relative Experience:

595 Express Subsurface Utility Engineering and 3D Radar Tomography - Broward County, Florida. Mr. Keener Served as Principal Surveyor for the 3-Dimensional Subsurface Utility Engineering (3D SUE) project completed for the FDOT at the Interstate 595 reversible lanes project in Broward County, Florida. Mr. Keener oversaw the reestablishment of horizontal and vertical control, the mapping of utility surface markings and utility excavation holes, as well as Radar Tomography utilized in various areas along the entire route. Mr. Keener performed all quality control and quality assurance for the project.

Seacoast Utility Authority: Northlake Boulevard/US-1 Water & Sewer Force Main Replacement - Town of Jupiter, Florida. Mr. Keener Served as Principal Surveyor for Route survey along Northlake Boulevard and US-1 (approximately 2.8 miles), including identification of right-of-way, property lines, above ground improvements, utility easements, tree survey, cross sections and subsurface utility engineering (utility locates). Mr. Keener performed quality control and quality assurance for the project.

WWTP Triplex Lift Station Rehabilitation - City of Margate, Florida. Mr. Keener Served as Principal Surveyor for the boundary, topographic survey and utility locates of existing buried utilities, including recovery of horizontal and vertical control relative to project datum as previously established.

Wauchula Hills Water & Sanitary Sewer Improvements: Phase VII, Hardee County, Florida. Mr. Keener Served as Principal Surveyor for the route survey within the rights-of-ways (approximately 2.66 miles), including identification of right-of-way, property lines, above ground improvements and utility easements for the potable water and sanitary sewer improvements which included one submersible duplex wastewater lift station associated force mains, gravity sanitary sewer and water main extensions.



Areas of Expertise

- Project Management
- Utility Locating
- Ground Penetrating Radar
- Utility Coordination
- Utility Construction
- Constructability Reviews
- Scheduling & Productivity

Education

High School Diploma, Medina
High School, New York

Certifications

- Confined Spaces
- Electrical Safety
- Fall Protection
- Hazardous Materials
- Hearing Protection
- Material Hoists, Personnel Hoists & Elevators
- Personal Protective Equipment
- Recognition & Avoidance of Unsafe Conditions

Employment with CAS: 2 yrs
Employment with others: 43 yrs

David P. Miller

Senior Field Representative
Engineering Department



Mr. Miller has 44 years of experience in multiple areas of water/wastewater utilities and solid waste management and administration. In 1978 he began his career working as a machinist in New York until 1982 when he moved to Florida. From 1982 to 1994 he gained experience working with building construction, plumbing, HVAC, and was employed with the Hendry County Road & Bridge Dept. From 1994 to 2008 he worked for an underground utility construction company gaining experience in construction of potable water, gravity sewer, forcemains, lift stations, and road work. From 2008 to 2018 Mr. Miller worked in the solid waste industry overseeing the collection and disposal of residential, commercial, and industrial solid waste in multiple area counties. From 2018 to 2021 Mr. Miller accepted the position of City Manager for the City of Moore Haven. As City Manager he was responsible for operation of public works, parks & recreation, HR Dept., code enforcement, Administration Dept. and all finances. He brings a broad range of experience to the CAS Team with respect to construction inspection services.

Selected Relative Experience:

Avenue R & 4th Sanitary Sewer Improvements - Moore Haven, Florida

Senior Field Representative for the installation of roadway improvements including pavement markings and signage, and approximately 2,800 linear feet of gravity sewer main installation. Also assisted department managers with final review, punch list and final approval.

CDBG NR Sewer System Extension – Moore Haven, Florida

Senior Field Representative for the installation of roadway improvements including pavement markings and signage, and approximately 1,900 linear feet of gravity sewer main. Also assisted department managers with final review, punch list and final approval.

Avenue N, O, S & 4TH Street Sanitary Sewer Improvements - Moore Haven, Florida

Senior Field Representative for the installation of roadway improvements including pavement markings and signage, and approximately 4,428 linear feet of gravity sewer main including manholes, service laterals and connections to the existing sanitary sewer gravity and wastewater lift station system. Also assisted department managers with final review, punch list and final approval.

State Road 25 (US Highway 27) Utility Relocation FDOT Financial Project ID 438060-1-56-01 - Glades County, Florida

Project Field Representative for City of Moore Haven for the relocation of approximately 7 miles of 8" PVC watermain, and 2,000 LF of 12" PVC force main in order to accommodate FDOT roadway and drainage improvements.



Section B3 Organizational Chart

OKEECHOBEE UTILITY AUTHORITY

CRAIG A. SMITH & ASSOCIATES

ENGINEERS * SURVEYORS * UTILITY LOCATORS * GRANT SPECIALISTS

*CAS key staff are highlighted in yellow.

PROJECT DIRECTOR /
PRINCIPAL-IN-CHARGE

Stephen C. Smith, P.E.
President

PROJECT MANAGER

Daniel E. Shonk, P.E.
Engineer-of-Record/QA-QC Officer

PRODUCTION TEAM LEADER

Greg Giarratana
Sr. Supervising Engineer (Lead)

SURVEYING

Robert Keener, PSM
Vice President

William Kalbach, PSM
Survey Office

David Lookabill
Survey Coordination
Manager

Donald Drake
Crew Chief

David Raines
Crew Chief

WASTEWATER UTILITY
ENGINEERING
(SUPPORT STAFF)

Frank Vilar, P.E.
Sr. Supervising Engineer

Keith Schriener
Project Engineer

Al Caruso, E.I.
Project Engineer

CONSTRUCTION
MANAGEMENT

Todd V. Larson
Project Manager-
Construction

David Miller
Sr. Field Rep.

William Tanto
Sr. Field Rep.

UTILITY LOCATES
SUE

James Driscoll
Director

Alan Lopez
Locates Supervisor

23 Utility Locators



Section C Project References



Craig A. Smith & Associates

Engineers • Surveyors • Subsurface Utility Engineering • 3D Subsurface Imaging • Utility Coordination

CITY-COUNTY PUBLIC WORKS AUTHORITY

AVENUE L, M, N & 4TH SEWER LIFT STATION IMPROVEMENTS – PHASE I & II

PROJECT REFERENCE 1

CAS Project No.: 14-1746

CAS Profile No.: 144

1. Project Description: The City-County Public Works Authority (CCPWA) Avenue L, M, N and 4th Sewer Lift Station Improvements includes the installation of a duplex submersible lift station with approximately 8-foot diameter wet well and 350 linear feet of 6-inch force main along with 6,344 linear feet of 8" and 10" gravity sewer with seventeen (17) sanitary sewer manholes. The project included decommissioning of septic tanks. The project was funded by state legislative appropriation.

2. Change Orders: None

3. Total Final Cost: \$1,339,052 (Design - \$52,425, Construction - \$1,286,627).

4. Project Owner: City-County Public Works Authority, 299 Riverside Drive, Moore Haven, FL 33471

5. Project Contact: Larry Tibbs, City Manager, (863) 946-0711, larrytibbs@moorehaven.org

6. Project Dates: The project was designed and permitted in September 2014 and construction was completed in March 2016.

Responsibilities:

Design, survey, permitting, preparation of construction plans and contract documents, assistance during bidding, engineering services during construction and construction management.

Key Personnel:

Stephen C. Smith, P.E. – President; Robert D. Keener, P.S.M. – Vice President-Survey; Greg A. Giarratana – Senior Supervising Engineer





CITY OF BELLE GLADE

TORRY ISLAND SANITARY SEWER EXTENSION

PROJECT REFERENCE 2

CAS Project No.: 17-1749-013

CAS Profile No.: 269

1. Project Description:

CAS was tasked to provide survey as needed and engineering design services for the extension of the existing gravity sanitary sewer system at the Torry Island Campground and Marina. More specifically the project included expansion of the existing gravity sewer collection system with 131 sewer lateral connections to select campsites along Kentucky, Florida, Georgia, Main Street and Liars Island. Design included installation of a private duplex lift station, 152 linear feet of 2" PVC sewer force main, 1,546 linear feet of 8" gravity sanitary sewer with 8 associated

manholes. Additional improvements included electrical service upgrades and hose bib installations at each campsite.

2. **Change Orders:** None
3. **Total Final Cost:** \$1,813,831 (Design - Including CEI - \$183,200, Construction - \$1,630,631)
4. **Project Owner:** City of Belle Glade, Municipal Complex, Belle Glade, FL 33430
5. **Project Contact:** Diana Hughes, City Manager, (561) 992-2207, dhughes@bellglade-fl.com
6. **Project Dates:** The project began in March 2017 and was completed by September 2019.

Responsibilities:

Survey, engineering design, cost estimates, permitting, bidding assistance and construction contract administration and observation through project close-out.

Key Personnel:

Stephen C. Smith, P.E. – President; Al Caruso, E.I. - Project Engineer; Robert D. Keener, P.S.M. – Vice President-Survey; James Driscoll – Vice President-SUE; William Tanto – Senior Field Representative





HARDEE COUNTY UTILITIES

WAUCHULA HILLS WATER & SANITARY SEWER IMPROVEMENTS – PHASE IV

PROJECT REFERENCE 3

CAS Project No.: 16-1895

CAS Profile No.: 277

1. Project Description:

CAS provided professional engineering services for the installation of the water and sanitary sewer improvements included approximately 6,125 linear feet of 8" water main and 5,277 linear feet of 8" gravity sanitary sewer including connection to 51 private residences and the decommissioning of septic tanks and potable water wells. This project was funded through a multi-year special legislative appropriation.

2. **Change Orders:** -\$417,948

3. **Total Final Cost:** \$1,438,641 (Design (Including CEI) - \$189,628, Construction - \$1,249,013)

4. **Project Owner:** Hardee County, Utilities Department, 2428 Commerce Court, Bowling Green, FL 33834

5. **Project Contact:** Bobby Keene, Utilities Project Manager, (863) 289 9739,

Bobby.keene@hardeecounty.net

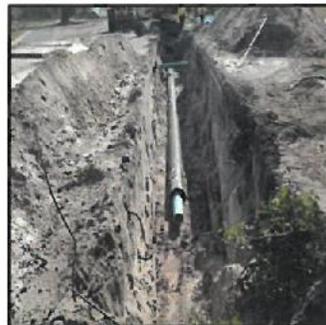
6. **Project Dates:** Project construction began in March 2017 and was completed in October 2017 on schedule and under budget by \$417,948.

Responsibilities:

Preliminary planning, survey, design, permitting, preparation of construction plans and contract documents, assistance in securing grant funding for project, bidding, cost estimates, construction management and construction observation through project closeout.

Key Personnel:

Stephen C. Smith, P.E., President; Greg Giarratana – Senior Supervising Engineer; Keith Schriener – Project Engineer





HARDEE COUNTY UTILITIES

WAUCHULA HILLS WATER & SANITARY SEWER IMPROVEMENTS – PHASE V

PROJECT REFERENCE 4

CAS Project No.: 17-1960
CAS Profile No.: 278

1. Project Description:

CAS is providing professional engineering services for the installation of approximately 6,885 linear feet of 8” water main including fire hydrants, one duplex submersible wastewater lift station, approximately 1,500 linear feet of 4” force main and approximately 6,750 linear feet of 8” gravity sanitary sewer. This project is funded through a multi-year special legislative appropriation. The project included decommissioning of septic tanks and potable water wells.

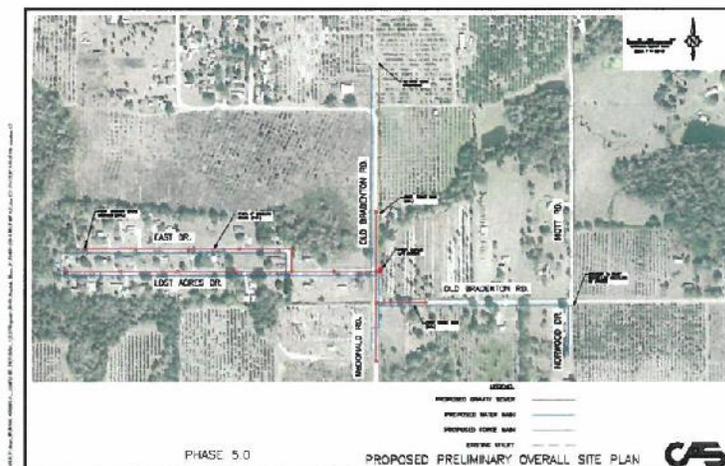
- 2. **Change Orders:** 8-month time extension for project close out due to completion of connecting force main project.
- 3. **Total Final Cost:** \$2,190,409 (Design (Including CEI) - \$121,453, Construction - \$2,068,956)
- 4. **Project Owner:** Hardee County, Utilities Department, 2428 Commerce Court, Bowling Green, FL 33834
- 5. **Project Contact:** Bobby Keene, Utilities Project Manager, (863) 289 9739, Bobby.keene@hardeecounty.net
- 6. **Project Dates:** Construction began on October 15, 2019 and was completed in May 25, 2022. Ninety-eight percent (98%) of the project was completed within the first 14 months. A delay in final close-out occurred due to the required connection of a new force main to an existing dry force main line that required permitting.

Responsibilities:

Preliminary planning, survey, design, permitting, preparation of construction plans and contract documents, assistance in securing grant funding for project, bidding, cost estimates, construction management and construction observation through project closeout.

Key Personnel:

Stephen C. Smith, P.E., President; Greg A. Giarratana – Senior Supervising Engineer; Keith Schriener – Project Engineer





HARDEE COUNTY UTILITIES

WAUCHULA HILLS WATER MAIN IMPROVEMENTS – PHASE VI

PROJECT REFERENCE 5

CAS Project No.: 17-1966

CAS Profile No.: 279

1. Project Description: CAS provided professional engineering services for the installation of approximately 1,325 linear feet of 6" water main, 6,460 linear feet of 8" water main, and 4,862 linear feet of 10" water main including roadway/driveway restoration including fire hydrants and valves, and connections to existing 4" and 12" water mains. The included decommissioning of septic tanks and potable water wells. This project was funded through a multi-year special legislative appropriation.

2. Change Orders: None

3. Total Final Cost: \$1,926,556 (Design (Including CEI) - \$100,426, Construction - \$1,826,130)

4. Project Owner: Hardee County, Utilities Department, 2428 Commerce Court, Bowling Green, FL 33834

5. Project Contact: Bobby Keene, Utilities Project Manager, (863) 289 9739,
Bobby.keene@hardeecounty.net

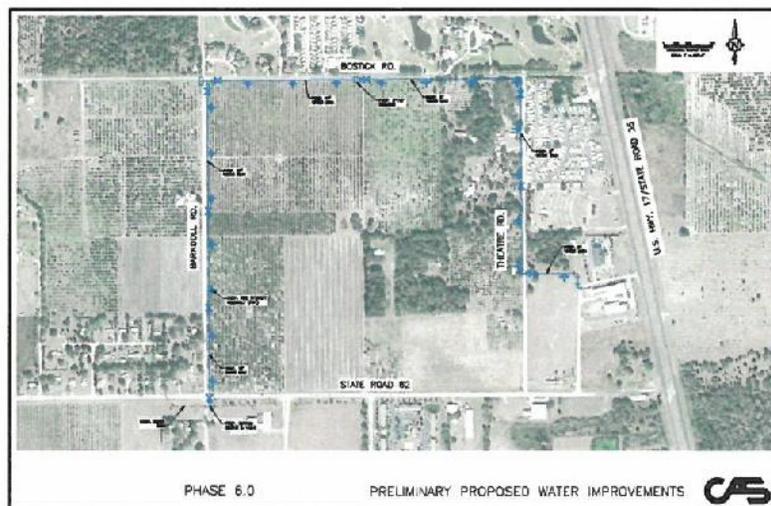
6. Project Dates: Construction began on February 3, 2020 and was completed by November 15, 2020 on time and within budget.

Responsibilities:

Preliminary planning, survey, design, permitting, preparation of construction plans and contract documents, assistance in securing grant funding for project, bidding, cost estimates, construction management and construction observation through project closeout.

Key Personnel:

Stephen C. Smith, P.E., - President; Greg Giarratana – Senior Supervising Engineer; Keith Schriener – Project Engineer





Section D

Proposed Schedule of Work



Craig A. Smith & Associates

Engineers • Surveyors • Subsurface Utility Engineering
3D Subsurface Imaging • Utility Coordination

TAB D – PROPOSED SCHEDULE OF WORK

GENERAL PROJECT APPROACH

CAS has been providing similar engineering consulting services to nearby rural municipal clients such as Hardee County, Sun-N-Lake Improvement District City of Belle Glade and Glades County/CCPWA with respect to wastewater utility capital improvement for over two decades. For example, CAS designed and constructed the majority of the existing utility infrastructure in Hardee and Glades Counties. CAS has successfully utilized a phased approach towards assisting the municipal clients in problem solving and for implementation of the proposed project. Our general project approach is as follows:

PHASE I – PROJECT DEVELOPMENT AND PLANNING

- Meeting with OUA Staff to review the project scope
- Develop a fee proposal to match the project scope as per established fee schedule
- Finalize the scope and proceed with a kickoff meeting with OUA Staff to work with AIRVAC on existing system expansion to service the 35 homes which are not connected to the vacuum system
- Perform Pre-Design Field Condition Assessment
- Develop Project Prioritization and Phasing (as needed)
- Provide Grant Funding Assistance & Administration (as needed)
- Finalize Design Criteria
- Prepare preliminary (conceptual) engineering design/plans
- Outline specifications
- Prepare preliminary construction cost estimate

CAS shall develop project scope, prioritize and phase design work for this project in a manner that will avoid schedule conflicts and allow for an efficient flow of work. CAS believes a **high level of consistent communication** will be essential in providing a successful completion of the assigned project. Our management team will maintain a high level of communication with continuous accessibility to CAS staff and all other team members (sub-consultant). The CAS Team's goal is to seamlessly operate as an extension to OUA staff to satisfactorily complete the septic to sanitary sewer conversion project on time and on or under budget.

PHASE II – SURVEY & ENGINEERING DESIGN

- Survey site as needed
- Soil borings and testing as required
- Review existing record drawings, utility atlases and evaluate field conditions
- Utility Locates (as needed)
- Utility Coordination (Cable/Telecommunication Companies, FPL, Gas Companies, etc.) (as needed)
- Establish all design requirements
- Establish all permitting requirements
- Prepare engineering (30%-60% construction plans) project plans
- Quality control meetings with CAS staff
- Meet with OUA Staff to review project design, schedule and budget
- Adjust preliminary project quantities and estimated costs
- Approval and adjustments to engineering project plans
- Quality Assurance Review with OUA



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TAB D – PROPOSED SCHEDULE OF WORK

PHASE III – FINAL ENGINEERING AND BIDDING

- Preparation of 90% design and final (100%) construction plans
- Preparation of final specifications and contract documents
- Quality Assurance Review with City
- Finalize cost estimate; Develop Bid Tabulation (Schedule of Values)
- Meet with City Staff to review final project design, schedule and budget
- Finalize permitting (FDEP, COUNTY HEALTH/BUILDING DEPT., etc.)
- Advertise for bidding
- Provide plan adjustments and finalize for bidding
- Bid project (typical 30 days); solicit qualified bidders
- Prepare bid addendums and answer contractor RFI's
- Assist OUA in receipt of bids
- Review bids and bidder qualifications
- Recommend award
- Assist OUA with contract management

A 90% Design Review meeting will be scheduled with OUA staff for final comments and revisions prior to submitting to regulatory agencies for permitting. CAS has over 25 years of experience and understanding of the regulations and statutes in South-Central Florida and as they pertain to utility and infrastructure projects. **Permitting and Funding Agency Coordination**, which includes compliance with the necessary regulations, deadlines and proper communication with agencies, is an important aspect of any project. Coordinating with permitting and funding agencies during the early stages of the project to identify any “challenges” that may impact the schedule of the project is very important. CAS's experience and relationships with local regulatory agencies combined with a proactive approach will ensure that the subject project is permitted in a timely manner and all funding requirements are met. Coordination with pertinent regulatory agencies for this project will include but not be limited to the **Florida Department of Environmental Protection (FDEP) and Okeechobee County Health & Building Department.**

PHASE IV – CONSTRUCTION MANAGENT

- Mobilize and prepare site
- Prepare safety plan
- Project field stake-out
- Shop drawing submittal and approval
- Begin construction
- Construction inspection and reporting
- Public Involvement/Community Outreach Coordination
- Adherence to contract/permitting requirements
- Prepare & issue certificate for periodic payment
- Final construction & restoration
- Septic Tank Abandonment
- Final punch-list



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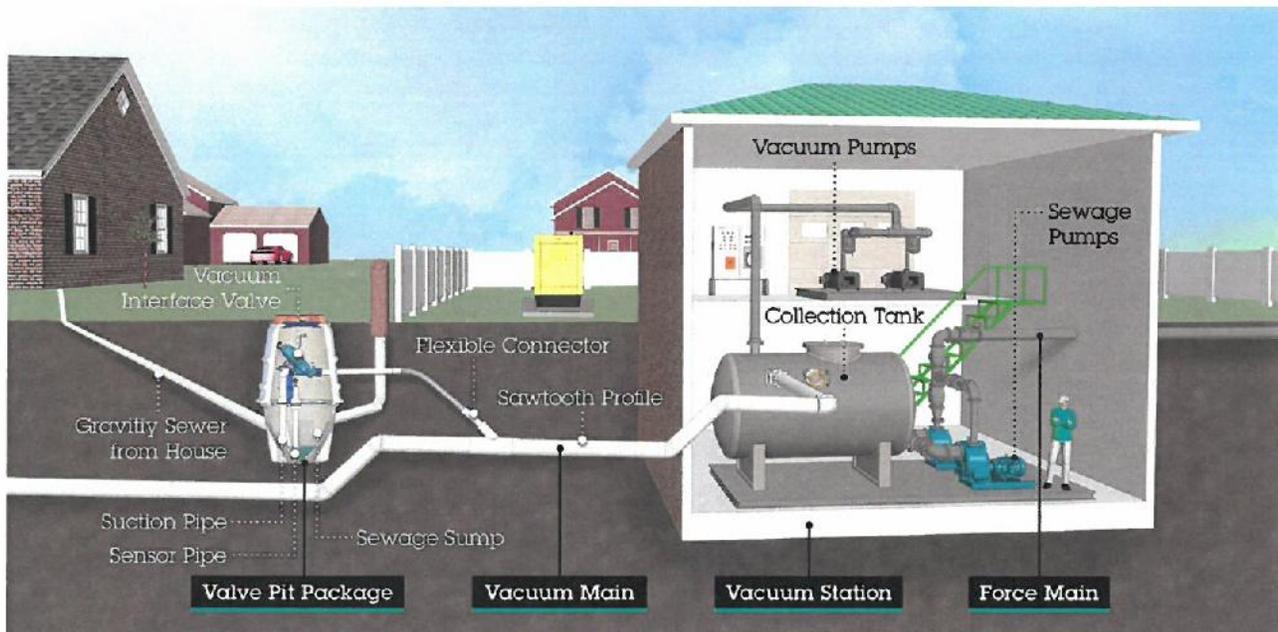
TAB D – PROPOSED SCHEDULE OF WORK

CAS has a knowledgeable and experienced construction management team which is important for keeping a construction project on schedule, realizing potential cost savings and minimizing construction impacts. CAS has experienced staff to provide effective contract administration including cost estimating, schedule review, shop-drawing submittal review, processing of change orders and any other related construction management activities. CAS will ensure key construction project elements are documented and updated regularly and that any issues are addressed efficiently. CAS will ensure that the contractor is held accountable, abiding according to design documents and meeting all contractual obligations. Construction progress reporting, to the Owner, will include summary of work completed, critical issues requiring resolution in order to maintain project schedule, planned budget versus actual cost to-date, planned work schedule for the next month and identification of any upcoming conflicts or other critical items requiring tracking and updating.

PHASE V – TESTING, START-UP AND PROJECT CLOSEOUT

- Pressure tests and material inspections
- Review record drawings
- Prepare Project Startup
- Prepare final accounting, certifications and close out reports
- Project Close-Out

PRELIMINARY PROJECT ASSESSMENT & REQUIREMENTS



Sanitary Sewer Connections to AIRVAC Vacuum Sewer System

AIRVAC Vacuum Sewer Systems are innovative sewage handling solutions that rely on differences in air pressure to move wastewater. The process of connecting homes to this type of system involves a sequence of carefully coordinated stages, ensuring a seamless integration with a home's existing wastewater infrastructure.

Firstly, every home that will be serviced by the AIRVAC system must have a vacuum interface valve (also called valve pit) installed within its property. This is a small, underground collection tank into which wastewater from the home drains, typically connected to all internal house sewer pipes.



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TAB D – PROPOSED SCHEDULE OF WORK

Once the wastewater level in the valve pit reaches a pre-set limit, a pneumatically controlled interface valve opens automatically. This allows the vacuum present in the system's main vacuum lines to aspirate the wastewater into the network of vacuum sewers. The vacuum is maintained by a vacuum pump station, strategically situated within the network.

The vacuum sewers carry the wastewater at high speed until it reaches the vacuum sewer station. Here, all the collected wastewater from a neighborhood is gathered. The vacuum station maintains the necessary negative pressure (vacuum) within the system – an automated process governed by the levels of wastewater in the vacuum station's collection tank.

The vacuum station is equipped with sewage pumps that activate when a pre-set volume of wastewater is accumulated within the vacuum station. These pumps then transport the wastewater to a wastewater treatment facility through a pressurized force main.

The vacuum station also has a system to allow air to re-enter the vacuum sewer pipes after wastewater has been aspirated, enabling a new vacuum to form and be ready for the next cycle.

The AIRVAC system's closed configuration means there is nearly zero atmospheric exposure, minimizing odors and the risk of contamination. The system's pneumatic operations eliminate the need for electrical connections in zones prone to flooding, making it a safer sewage solution during natural disasters.

In summary, connecting homes to an AIRVAC Vacuum Sewer System involves installation of an interface valve, connecting the home's sewer pipes to this valve, and then using vacuum pressure to transport the wastewater to the centralized vacuum station where it is pumped to a wastewater treatment facility. The system cycles continuously, maintaining the vacuum and facilitating a highly efficient, low maintenance, and environmentally friendly wastewater management solution.

CAS will work with OUA on determining the points of connection with the existing AIRVAC system once we receive the existing as-built drawings of the current vacuum system. We will also investigate the capacity of the exiting AIRVAC pump station to determine if any additional equipment capacities will be required in order to connect the additional 35 homes.

Decommissioning of Septic Tanks



Decommissioning septic tanks in Florida is a meticulous process to safeguard the environment, public health, and compliance with state regulations. This procedure is guided by the Florida Department of Health and requires professional expertise for efficient execution.

Firstly, obtaining the necessary permits is required. The local health department must be notified of the intention to decommission a septic tank. The department reviews the application, performs an inspection to assess the task's scope, and if satisfactory, they issue a permit.



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TAB D – PROPOSED SCHEDULE OF WORK

Secondly, the tank must be located and accessed. This involves excavating the area above it, followed by safely removing or destroying the lid. It is essential to ensure that no individual or animal is in the tank's close proximity during this phase to avoid potential accidents, given the risk of hydrogen-sulfide gases that can emanate from septic tanks.

Thirdly, the tank must be emptied. This usually involves pumping out the contents, which should only be done by a licensed waste hauler. The waste material is then transported to a certified treatment facility for appropriate disposal.

Fourthly, the tank must be made unusable, either through removing it from the ground or filling it with an inert material like sand, gravel, or a concrete slurry mix. In addition, we like to add numerous 2" diameter holes in the tank floor. If the tank is removed, the resulting cavity must be filled with clean soil to eliminate void spaces that might cause future ground collapse. Importantly, the tank should not be filled with debris or other waste materials.

Lastly, an inspection by the local health department is critical to confirm that the decommissioning process has complied with the state's requirements. They review the process and ensure that there are no potential human health risks or environmental hazards present.

Post-decommissioning is recommended to maintain adequate records reflecting the decommissioning process, including photos or videos, and relevant certification. This documentation could be necessary for future property transactions or in the unlikely event that issues arise during post-decommissioning.

In summary, decommissioning septic tanks in Florida requires a detailed procedure that involves obtaining permits, tank location and access, emptying the tank, making the tank unusable, final inspection, and maintaining process-related records.



Section E1

Current & Projected Workload



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SECTION E1 – CURRENT & PROJECTED WORKLOAD

CAS is currently reaching completion on many projects as per the current work listing below and is available to accept new projects. Listed below is a chart showing current workload with percentage of completion.

CLIENT	PROJECT	PERCENTAGE COMPLETE	
		DESIGN	CONSTRUCTION
City of Belle Glade	2023 SCOP Resurfacing Projects – Funding Assistance Applications (13 streets)	0%	0%
City of Belle Glade	Basin D Stormwater Project	5%	N/A
City of Belle Glade	SW Area D SURVEY	60%	N/A
City of Belle Glade	Civic Center SURVEY	60%	N/A
City of Belle Glade	3 rd Street Drainage Improvements – Phase II	80%	0%
City of Boca Raton	Water Treatment Plant Building No. 11 Rehabilitation – Survey & SUE	95%	N/A
City of Boca Raton	Wastewater Treatment Plant Aeration Basin Improvements – Survey & SUE	85%	N/A
City of Hallandale Beach	NE 7 th Force Main Improvements	30%	0%
City of Hallandale Beach	Wastewater Triplex Lift Station	100%	2%
City of Hallandale Beach	Layne Boulevard Sewer Force Main Improvements	20%	0%
City of Hallandale Beach	Lift Station No. 7	0%	0%
City of Sunny Isles Beach	Center Island Area Pump Station & Drainage Improvements	100%	0%
Town of Pembroke Park	Lift Station No. 17	30%	0%
Town of Pembroke Park	Sanitary Sewer Master Plan	80%	N/A
Town of Pembroke Park	Lift Station No. 14	20%	0%
Town of Pembroke Park	SW 25th Street Stormwater Improvements	95%	0%
Town of Pembroke Park	Lift Station No. 19	20%	0%
Hardee County	Torry Preserve	50%	0%
Hardee County	Pioneer Park	0%	0%
Hardee County	Wauchula Phase 8	75%	0%
Hardee County	Torry Preserve	90%	
Hardee County	Wauchula Hills Phase 7.0 – Residential Water Main & Gravity Sewer Extension	100%	0%
City of Moore Haven	Downtown Redevelopment Roadway & Stormwater Improvements	100%	1%
City-County Public Works Authority – Glades County	U.S. 27 Corridor Sewer Force Main & Wastewater Lift Station Project	100%	1%
City-County Public Works Authority – Glades County	Gravity Sewer, Lift Station & Force Main Improvements - Phase 5A	100%	100%
City-County Public Works Authority – Glades County	Wastewater Treatment Plant 5-Year Operating Permit Renewal	25%	N/A
City of Margate	Lift Station #7 Conversion/Rehabilitation	100%	99%
City of Margate	Replace Existing WWTP Triplex Lift Station & Dumping Station	100%	TBD
City of Margate	Lift Station #20 Conversion/Rehabilitation	100%	TBD



Section E2

Staff Work Assignments



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SECTION E2 – STAFF WORK ASSIGNMENTS

KEY PRIME CONSULTANT PERSONNEL TO PERFORM SERVICES

CONTRACT MANAGEMENT

CAS Staff: Stephen C. Smith, P.E.

- Contract Negotiation & Administration
- Allocate Staff & Resources for Work Orders
- Initial Project Planning & Scheduling
- Project Cost Control
- Project Quality Assurance & Control
- Develop Fee Proposal for Project
- Project Management Support

PROJECT MANAGEMENT & WASTEWATER ENGINEERING DESIGN

CAS Staff: Daniel E. Shock, P.E., Greg A. Giarratana

- CAS Liaison to OUA Staff
- Preliminary Project Planning & Conceptual Design
- Oversee & Perform Design, Contract Document Development, Bidding/Contract Award and Construction Management Efforts through Project Close-Out
- Regulatory Permitting
- Provide Monthly Project Updates
- Schedule Meetings with OUA Staff as required
- Cost Estimation and Budget Support
- Grant Funding Administration/Coordination (as needed)
- Various Technical Support as Required throughout Contract duration
- Quality Assurance/Quality Control

WASTEWATER ENGINEERING DESIGN SUPPORT

CAS Staff: Frank Vilar, P.E., Keith Schriener, Al Caruso

- Project Design Support
- Regulatory Permitting Support
- Contract Document Development Support
- Cost Estimation and Budget Support
- Bidding & Contract Award Services

SURVEY

CAS Staff: Robert Keener, P.S.M., David Lookabill, Donald Drake, David Raines

- Allocate Survey Crews
- Conduct Survey
- Develop Topographic/Boundary, Right-of-Way, Utility Survey
- Legal Description & Easement Recording
- Coordinate with Utility Locating Crews

SUBSURFACE UTILITY ENGINEERING (UTILITY LOCATES)

CAS Staff: James F. Driscoll, Alan Lopez

- Vacuum Potholes
- Electromagnetic Induction (EM) for tonable utilities
- 2-D Ground Penetrating Radar (GPR)
- 3-D Radar Tomography Scanning

CONSTRUCTION MANAGEMENT & INSPECTION

CAS Staff: Todd V. Larson, David Miller

- Schedule Pre-Construction Meeting



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**E2 – WORK ASSIGNMENTS
FOR STAFF**

- Schedule Construction Progress Meetings
- Provide Inspection of Materials
- Provide Inspection during Construction
- Provide Daily Construction Log
- Field Adjustments/Trouble Shooting
- Process Contractor Payments/Change Orders
- Develop Final Punch List
- Certification of Work/Permit Close-Out
- Project Close-Out

CAS KEY STAFF MEMBERS PROJECTED PERCENT AVAILABILITY FOR THIS CONTRACT BASED ON CURRENT WORKLOAD

Name of Staff	Year 2024-2025
Stephen C. Smith, P.E.*	35%
Daniel E. Shonk, P.E.*	70%
Frank Vilar, P.E.	70%
Greg Giarratana*	50%
Keith Schriner	35%
Al Caruso, E.I.	25%
Robert Keener, P.S.M.*	25%
David Lookabill	30%
Donald Drake	30%
David Raines	30%
James Driscoll	35%
Todd V. Larson	35%
David Miller*	50%

***Key CAS Staff**

For the requirements of this contract, the CAS Management Team will assign responsibilities to survey crews, utility locating crews, staff engineers, subconsultants, construction management and supporting staff as needed for the successful completion of the septic to sewer project. All staff members involved with an assigned project will be provided with the proper equipment and tools to perform the assign work. CAS is confident that it maintains adequate staff and staff availability to perform the work assigned and is able to increase staff as needed, due to its team experience, capacity and reputation in the industry. The CAS Team is ready to allocate the necessary staff and resources and to work with the OUA in accomplishing its goals as per contract requirements. We are committed to the OUA and commit to give excellent service in the survey, design and construction management services for the assigned sanitary sewer capital improvement project.



Section E3 Certifications & Licenses





State of Florida Business Licenses
ENGINEERING



Ron DeSantis, Governor

STATE OF FLORIDA

BOARD OF PROFESSIONAL ENGINEERS

THE ENGINEERING BUSINESS HEREIN IS AUTHORIZED UNDER THE
PROVISIONS OF CHAPTER 47, FLORIDA STATUTES

CRAIG A. SMITH & ASSOCIATES, LLC.

21045 COMMERCIAL TRAIL
BOCA RATON FL 33486

LICENSE NUMBER 36173

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SURVEYING



Florida Department of Agriculture and Consumer Services
Division of Consumer Services
Board of Professional Surveyors and Mappers
2005 Apalachee Parkway Tallahassee, Florida 32399-6500
800-HELP-FLA (335-7352) or (850) 488-2221

February 2, 2023

CRAIG A. SMITH & ASSOCIATES, LLC
21045 COMMERCIAL TRAIL
BOCA RATON, FL 33486-1006

SUBJECT: Professional Surveyor and Mapper Business Certificate # 143110

Your application / renewal as a professional surveyor and mapper business as required by Chapter 472, Florida Statutes, has been received and processed.

The license appears below and is valid through February 28, 2025.

You are required to keep your information with the Board's office. Please visit our website at www.fdot.com/fla to create your online account. If you have already created your online account, you can use the website to maintain your license. You can also find other valuable information on the website.

If you have any questions, please do not hesitate to call the Division of Consumer Services, Board of Professional Surveyors and Mappers at 800-435-7352 or 850-488-2221.

Details: [here](#)



Florida Department of Agriculture and Consumer Services
Division of Consumer Services
Board of Professional Surveyors and Mappers
2005 Apalachee Parkway Tallahassee, Florida 32399-6500

License No. **143110**
Expiration Date: February 28, 2025

Professional Surveyor and Mapper Business License
Under the provisions of Chapter 472, Florida Statutes

CRAIG A. SMITH & ASSOCIATES, LLC
21045 COMMERCIAL TRAIL
BOCA RATON, FL 33486-1006



WILTON SAMPSON
COMMISSIONER OF AGRICULTURE

This is a copy of the professional surveyor and mapper which, when the address on this certificate is returned to request by Chapter 472, Florida Statutes.





STATE OF FLORIDA
BOARD OF PROFESSIONAL ENGINEERS
 THE PROFESSIONAL ENGINEER HEREIN IS LICENSED UNDER THE
 PROVISIONS OF CHAPTER 471, FLORIDA STATUTES

SMITH, STEPHEN CRAIG
 9960 MAJORCA PLACE
 BOCA RATON FL 334340000

LICENSE NUMBER: PE48914

EXPIRATION DATE: FEBRUARY 28, 2025
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STATE OF FLORIDA
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RUBIO, ORLANDO ALBERTO
 7281 BRIELLA DR
 BOYNTON BEACH FL 33437

LICENSE NUMBER: PE48265

EXPIRATION DATE: FEBRUARY 28, 2025
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VILAR, FRANK
 21045 COMMERCIAL TRAIL
 BOCA RATON FL 33486

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SHONK, DANIEL EUGENE
 9500 126-B SW 3RD STREET
 BOCA RATON FL 33428

LICENSE NUMBER: PE30263

EXPIRATION DATE: FEBRUARY 28, 2025
Always verify licenses online at MyFloridaLicense.com



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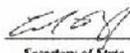
*State of Florida
 Department of State*

I certify from the records of this office that CRAIG A. SMITH & ASSOCIATES, LLC is a limited liability company organized under the laws of the State of Florida, filed on May 13, 2021.

The document number of this limited liability company is L21000210736.

I further certify that said limited liability company has paid all fees due this office through December 31, 2023, that its most recent annual report was filed on January 19, 2023, and that its status is active.

*Given under my hand and the
 Great Seal of the State of Florida
 at Tallahassee, this 9th day of January,
 2023.*



Secretary of State



Tracking Number: F5308821CC

To subscribe to this certificate, visit the following URL, enter this number, and then follow the instructions displayed.

<https://www.flcourts.org/Case-Records/Case-Records/Case-Records.aspx>

SURVEY LICENSES

Robert D. Keener, PSM



Florida Department of Agriculture and Consumer Services
Division of Consumer Services
Board of Professional Surveyors and Mappers
2005 Apalachee Pkwy Tallahassee, Florida 32399-6500

License No.: **LS4846**
Expiration Date February 28, 2025

Professional Surveyor and Mapper License
Under the provisions of Chapter 472, Florida Statutes

ROBERT D KEENER
950 SE ATLANTUS AVE
FORT PIERCE, FL 34983-3906

WILTON SIMPSON
COMMISSIONER OF AGRICULTURE

This is to certify that the professional surveyor and mapper whose name and address are shown above is licensed as required by Chapter 472, Florida Statutes.

William Kalbach Jr., PSM

Surveyor and Mapper LS4998		
William Delaney Kalbach Jr 3623 Nw 59th St, Coconut Creek, Fl 33073		
License Status	Issue Date	Expiration Date
Active	3/1/2023	2/28/2025
<input type="button" value="Renew License"/>	<input type="button" value="Maintenance"/>	
This license is not up for renewal currently		

MODIFICATION

**Palm Beach County
Office of Equal Business Opportunity**

Certifies That

CAS Engineering Associates, d/b/a Craig A. Smith & Associates, LLC

Vendor # **VS0000024110**

is a Small/Minority Business Enterprise (S/MBE) as prescribed by section 2-80.21 - 2.80.30 of the Palm Beach County Code for a three year period from September 14, 2022 to February 06, 2025

The following services and/or products are covered under this certification:

Civil Engineering; Drainage Engineering; Geotechnical Engineering; Mapping & Geographical Information Systems (GIS) Services; Mechanical Engineering; Sanitary Engineering; Sewage Collection, Treatment, and Disposal/Engineering; Surveyor Services, Land; Utility Locator Service (Underground); Waste Water Treatment Engineering; Water Supply, Treatment, and Distribution/Engineering


Allen Gray, Manager
08/14/2022



Palm Beach County Board of County Commissioners

Robert S. Weinstock, Mayor
Gregg K. Weiss, Vice Mayor
Mario G. Marino
Dave Keizer
Marie Socha
Melissa McKinley
Mark Bernard

County Administrator
Veronica C. Baker

**Miami-Dade County
Internal Services Department
Statement of Technical Certification Categories**

Firm: **CRAIG A SMITH & ASSOCIATES INC**
21045 Commercial Trail, Boca Raton, FL 33486

Code	Category Description	Approval Date	Expiration Date
3.01	HIGHWAY SYSTEMS - SITE DEVELOPMENT AND PARKING LOT DESIGN	02/03/2021	02/28/2023
5.01	WATER AND SANITARY SEWER SYSTEMS - WATER DISTRIBUTION AND SANITARY SEWAGE COLLECTION AND TRANSMISSION SYSTEMS	02/03/2021	02/28/2023
6.02	WATER AND SANITARY SEWER SYSTEMS - WATER AND SANITARY SEWAGE PUMPING FACILITIES	02/03/2021	02/28/2023
6.03	WATER AND SANITARY SEWER SYSTEMS - WATER AND SANITARY SEWAGE TREATMENT PLANTS	02/03/2021	02/28/2023
10.01	ENVIRONMENTAL ENGINEERING - STORMWATER DRAINAGE DESIGN ENGINEERING SERVICES	02/03/2021	02/28/2023
15.01	SURVEYING AND MAPPING - LAND SURVEYING	02/03/2021	02/28/2023
15.03	SURVEYING AND MAPPING - UNDERGROUND UTILITY LOCATION	02/03/2021	02/28/2023
16.00	GENERAL CIVIL ENGINEERING	02/03/2021	02/28/2023
17.00	ENGINEERING CONSTRUCTION MANAGEMENT	02/03/2021	02/28/2023

Approved By
Technical Certification Committee
Miami-Dade County

 **SOUTH FLORIDA WATER MANAGEMENT DISTRICT**

August 22, 2022

REGISTERED VENDOR NO.: 1000000089

CERTIFICATION EFFECTIVE DATE:
August 22, 2022

CERTIFICATION EXPIRATION DATE:
August 22, 2025

Dear Mr. Smith:

Congratulations, the South Florida Water Management District (District) has certified your firm as a Small Business Enterprise (SBE). This certification is valid for three (3) years and may only be applied when business is conducted in the following area(s):

Professional Engineering, Construction Management, Utility Locating and Surveying & Mapping Services

Your submission of bids or proposals to supply other products or services outside of the specialty areas listed above will not count toward SBE participation. If you require certification in other specialty areas, please contact the Procurement Bureau, SBE Section, for additional information.

Renewal is required every three (3) years and should be requested a minimum of 45 days prior to the above expiration date.

If any changes occur within your company during the certification period such as ownership, affiliate company status, address, telephone number, licensing status, gross revenue, or any information that relates to your SBE Certification status, you must notify this office in writing immediately. It is imperative that we maintain current information on your company at all times.

Certification is not a guarantee that your firm will receive work, nor an assurance that your firm will remain in the District's vendor database.

We look forward to a mutually beneficial working relationship.

Sincerely,


Jennifer Dollar
SBE Program Specialist
Procurement Bureau

JD

3301 Cox Collier Blvd., West Palm Beach, Florida 33411 • (561) 685-4948 • 1-800-432-2413
Mailing Address: P.O. Box 24690, West Palm Beach, FL 33411-0460 • www.sfwmd.gov



CAS CONTACT:

Stephen C. Smith, P.E.
President

(561) 314 4445
ssmith@craigasmith.com

Responsible Office:
CRAIG A. SMITH & ASSOCIATES

1425 E. Newport Center Drive
Deerfield Beach, FL 33442
(561) 314 4445

www.craigasmith.com



OKEECHOBEE UTILITY AUTHORITY
TCI SEPTIC TO SEWER PROJECT
ENGINEERING RFP EVALUATION

WORSE ←————→ BETTER

		1	2	3	4	5
	Knowledge of OUA Infrastructure by Submitter					
1.	Understanding of general information, background of OUA and service area					
2.	Presentation of information obtained by Firm with respect to wastewater design, permitting & construction					
3.	Presentation of information obtained by Firm on existing OUA facilities					
	Review of Submitting Firm Qualifications					
4.	Review of Firms qualifications with respect to past design and utility system experience					
5.	Review of Firms qualifications with respect to surveying					
6.	Review of Firms qualifications with respect to wastewater systems					
7.	Review of Firms overall qualifications with respect to professional design services					
8.	Review of Firms overall adequacy and experience of personnel and services					
9.	Review of Firms overall projected work load and ability to complete the project in a timely fashion					
10.	Review of Firms past record, either with OUA or referrals/references					
11.	Review of Firms past experiences with FDEP, FDOT, SFWMD or other regulatory agencies					
	Intangibles					
12.	Overall Presentation: skill/knowledge/expertise					
13.	Overall Qualifications: capabilities & personnel					
14.	Overall Experience: company & personnel					
	TOTAL					

Number of Items reviewed above: _____

Total Points: _____

Firm: _____.

Average Score: _____

OKEECHOBEE UTILITY AUTHORITY

AGENDA ITEM NO. 21

DECEMBER 19, 2023

PUBLIC COMMENTS

OKEECHOBEE UTILITY AUTHORITY

AGENDA ITEM NO. 22

DECEMBER 19, 2023

ITEMS FROM THE ATTORNEY

OKEECHOBEE UTILITY AUTHORITY

AGENDA ITEM NO. 23

DECEMBER 19, 2023

ITEMS FROM THE EXECUTIVE DIRECTOR

Southwest Wastewater Service Area

- Project 1
 - Master Pump Station (MPS) **Completed**
 - Master Force Main (MFM) **Completed**
 - Force Main SE2 Interconnect
Anticipated bid advertisement Spring 2024
- Project 2 Collection System
Notice to Proceed issued on March 29, 2023
Substantial: March 29, 2025 (731 calendar days from NTP)
Final: May 12, 2025 (775 calendar days from NTP)
Construction underway
- Project 3 Okee-Tantie
Anticipated advertisement Spring 2024

Pine Ridge Park Utility Improvements

- Notice to Proceed issued June 21, 2022
- Substantial Completion February 16, 2024 (425 calendar days from NTP + 181 days per Change Orders)
- Final Completion March 18, 2024 (455 calendar days from issuance NTP + 181 days per Change Orders)
 - Work has begun making water connections
 - Works continues on the vacuum station

SW 5th Ave Wastewater System Improvements

- Initial engineering work underway

US441SE Water Main Extension

- Under design

Treasure Island Septic to Sewer Project

- Engineering design report received
- Initial force main layout received

SR 78W Water Main Improvements Project

- Engineering Agreement under consideration today
- Discussions with FDOT ongoing

Septic to Sewer Connections

- Engineering RFP up for consideration today

OKEECHOBEE UTILITY AUTHORITY

AGENDA ITEM NO. 24

DECEMBER 19, 2023

ITEMS FROM THE BOARD