

CITY OF FLORIDA CITY CITY COMMISSION MEETING AGENDA

Meeting Date: May 12th, 2026 -6:30 PM
Florida City, FL 33034
Next Regular Meeting Date:
May 26th, 2026 – 6:30 PM
Phone: (305) 247-8221 Fax: (305) 242-8133
Website: www.floridacityfl.gov

Mayor Charlotte Thompson
Vice Mayor Ronda Ferguson Cobb
Commissioner James Gold
Commissioner Richard Brown, Jr.
Commissioner Trina Wilborn
City Manager, Dr. James Poag
City Attorney, Regine Monestime, Esq.,
City Clerk, Jennifer A. Evelyn
Deputy City Clerk, Makeda McLune

- 1) CALL TO ORDER/ROLL CALL
- 2) INVOCATION
- 3) PLEDGE OF ALLEGIANCE
- 4) APPROVAL OF MINUTES – Commission Minutes of April 28th, 2026
- 5) ORDER OF BUSINESS
- 6) SPECIAL PRESENTATIONS (None)
- 7) PUBLIC COMMENTS (2 Minutes Each)
- 8) ORDINANCE(S) FOR FIRST READING (None)
- 9) ORDINANCE(S) FOR SECOND READING / PUBLIC HEARING(S) (None)
- 10) CONSENT AGENDA (None)
- 11) RESOLUTION(S) / PUBLIC HEARING(S) (None)
- 12) RESOLUTIONS

- 12A) **26-30: A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF FLORIDA CITY, FL, AUTHORIZING THE CITY MANAGER TO EXECUTE A PROPOSAL TO PROVIDE ENGINEERING SERVICES WITH STANTEC CONSULTING SERVICES FOR IMPROVEMENTS TO THE FLORIDA CITY WATER TREATMENT PLANT IN THE AMOUNT OF \$83,550, TO BE FUNDED BY CDBG GRANT 26DB-N04; PROVIDING FOR AN EFFECTIVE DATE (SPONSORED BY THE CITY MANAGER)**
- 12B) **26-31: A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF FLORIDA CITY, FL, AUTHORIZING THE CITY MANAGER TO EXECUTE A PROPOSAL TO PROVIDE ENGINEERING SERVICES WITH STANTEC CONSULTING FOR MISCELLANEOUS SEWER IMPROVEMENTS IN THE AMOUNT OF \$126,300, TO BE FUNDED BY CDBG GRANT 26DB-N04; PROVIDING FOR AN EFFECTIVE DATE (SPONSORED BY THE CITY MANAGER)**
- 12C) **26-32: A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF FLORIDA CITY, FL, AUTHORIZING THE CITY MANAGER TO EXECUTE A PROPOSAL TO PROVIDE ENGINEERING SERVICES WITH STANTEC CONSULTING SERVICES FOR IMPROVEMENTS TO PUMP STATION 7 IN THE AMOUNT OF \$22,540, TO BE FUNDED BY CDBG GRANT 26DB-N04; PROVIDING FOR AN EFFECTIVE DATE (SPONSORED BY THE CITY MANAGER)**
- 12D) **26-33: A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF FLORIDA CITY, FL, AUTHORIZING THE CITY MANAGER TO EXECUTE A PROPOSAL TO PROVIDE ENGINEERING SERVICES WITH STANTEC CONSULTING SERVICES FOR IMPROVEMENTS TO PUMP STATION 24 IN THE AMOUNT OF \$131,045, TO BE FUNDED BY CDBG GRANT 26DB-N04; PROVIDING FOR AN EFFECTIVE DATE (SPONSORED BY THE CITY MANAGER)**
- 12E) **26-34: A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF FLORIDA CITY, FL, AUTHORIZING THE CITY MANAGER TO EXECUTE A PROPOSAL TO PROVIDE ENGINEERING SERVICES WITH STANTEC CONSULTING SERVICES FOR IMPROVEMENTS TO PUMP STATION 18 IN THE AMOUNT OF \$101,965, TO BE FUNDED BY CDBG GRANT 26DB-N04; PROVIDING FOR AN EFFECTIVE DATE (SPONSORED BY THE CITY MANAGER)**

- 12F) **26-35: A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF FLORIDA CITY, FL, AUTHORIZING THE CITY MANAGER TO EXECUTE A PROPOSAL TO PROVIDE ENGINEERING SERVICES WITH STANTEC CONSULTING SERVICES FOR SANITARY INFRASTRUCTURE IMPROVEMENTS TO FASULO PARK IN THE AMOUNT OF \$99,750, TO BE FUNDED BY CDBG GRANT 26DB-N04; PROVIDING FOR AN EFFECTIVE DATE (SPONSORED BY THE CITY MANAGER)**
- 12G) **26-37: A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF FLORIDA CITY, FL, AUTHORIZING THE CITY MANAGER TO EXECUTE A FORMAL SUBMISSION FROM THE CITY OF FLORIDA CITY TO MIAMI-DADE COUNTY, REQUESTING EXEMPTION FROM THE COUNTY STORMWATER UTILITY; PROVIDING FOR AN EFFECTIVE DATE (SPONSORED BY THE CITY MANAGER)**
- 12H) **26-39: A RESOLUTION OF THE CITY OF FLORIDA CITY, APPROVING THE AWARD OF A CONTRACT TO PITTSBURG TANK & TOWER CO., INC. FOR THE CITY OF FLORIDA CITY PROJECT: FLORIDA CITY CDBG NR FFY 2023-2024-WTP WATER TANK REPAIRS IN THE AMOUNT OF \$ 792,000.00 AND PROVIDING FOR AN EFFECTIVE DATE (SPONSORED BY THE CITY MANAGER)**
- 12I) **26-41: A RESOLUTION OF THE MAYOR AND CITY COMMISSION OF THE CITY OF FLORIDA CITY, FLORIDA, DIRECTING THE CITY MANAGER TO EXPLORE ALL OPTIONS FOR ESTABLISHING PUBLIC LIBRARY SERVICES WITHIN THE CITY OF FLORIDA CITY; AND PROVIDING FOR AN EFFECTIVE DATE (SPONSORED BY VICE MAYOR COBB)**
- 13) **QUASI-JUDICIAL ZONING MATTERS (None)**
- 14) **REPORTS OF MAYOR AND COMMISSION MEMBERS**
- 15) **REPORTS OF CITY MANAGER/CITY ATTORNEY/CITY CLERK**
- 16) **ADJOURNMENT**

IN ACCORDANCE WITH THE AMERICAN WITH DISABILITIES ACT OF 1990, ALL PERSONS WHO ARE DISABLED AND WHO NEED SPECIAL ACCOMMODATIONS TO PARTICIPATE IN THIS MEETING BECAUSE OF THAT DISABILITY SHOULD CONTACT JENNIFER A. EVELYN, CITY CLERK (305) 247-8221, NO LATER THAN 48 HOURS PRIOR TO SUCH PROCEEDINGS. ANYONE WISHING TO OBTAIN A COPY OF ANY AGENDA ITEM MAY CONTACT JENNIFER A. EVELYN, CITY CLERK (305) 247-8221 OR VIA EMAIL: cityclerk@floridacityfl.gov - THE ENTIRE AGENDA PACKET CAN ALSO BE FOUND ON THE CITY'S WEBSITE AT www.floridacityfl.gov

ANYONE DESIRING TO APPEAL ANY DECISION MADE BY THE CITY COMMISSION WITH RESPECT TO ANY MATTERS CONSIDERED AT SUCH MEETINGS OR HEARING WILL NEED A RECORD OF THE PROCEEDINGS AND FOR SUCH PURPOSE MAY NEED TO ENSURE THAT A VERBATIM RECORDING OF THE PROCEEDINGS IS MADE, WHICH RECORD INCLUDES THE TESTIMONY AND EVIDENCE UPON WHICH THE APPEAL IS TO BE BASED.

Sec 2-233 of the City's Code entitled, "Registration" requires that all lobbyists before engaging in any lobbying activities to register with the City Clerk and pay a one-time annual fee of \$250.00. All lobbyists shall register with the city clerk within five business days of being retained as a lobbyist or before engaging in any lobbying activities, whichever shall come first. Every person required to register shall: Register on forms prepared by the clerk; State under oath his or her name, business address and the name and business address of each person or entity which has employed said registrant to lobby. If the lobbyist represents a corporation, the corporation shall also be identified each person who withdraws as a lobbyist for a particular client shall file an appropriate notice of withdrawal Every registrant shall be required to state the extent of any business or professional relationship with any current mayor or commissioner. There shall be no fee required for filing a notice of withdrawal and the city commission may, in its discretion, waive the registration fee upon a finding of financial hardship.

RESOLUTION NO. 26-30

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF FLORIDA CITY, FL, AUTHORIZING THE CITY MANAGER TO EXECUTE A PROPOSAL TO PROVIDE ENGINEERING SERVICES WITH STANTEC CONSULTING SERVICES FOR IMPROVEMENTS TO THE FLORIDA CITY WATER TREATMENT PLANT IN THE AMOUNT OF \$83,550, TO BE FUNDED BY CDBG SMALL CITIES GRANT 26DB-N04; PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, with the approval of City Resolution 25-63, dated November 25, 2025, the City Commission accepted Florida Commerce CDBG Small Cities grant 26DB-N04, in the amount of \$5,926,310.80, to fund a series of City infrastructure improvements; and

WHEREAS, pursuant to Section 287.055, Florida Statutes, the City issued Request for Qualifications (RFQ) No. 2017-002, requesting qualifications from professional engineering firms and, further, selected Stantec Consulting Services (“the Consultant”) to provide professional engineering services for various City projects and assignments and, further, on September 5, 2017, the City entered into a Continuing Services Agreement with Consultant for a period of five years; and

WHEREAS, Extension One to the initial Continuing Services Agreement was granted by City Resolution 22-62, for a period from November 21, 2022 through November 21, 2027; and

WHEREAS, on April 2, 2026, at the request of the City, the Consultant submitted a proposal to provide engineering design services for electrical and controls upgrades for certain improvements to the City water treatment plant, including the replacement of the control panel, motor control center, pump variable frequency drives, wiring and controls, in the amount of \$83,550, attached hereto as Exhibit A, to be funded by CDBG Small Cities grant 26DB-N04; and

WHEREAS, City staff believes that it is in the best interest of the City of Florida City to approve of the Stantec proposal, herein attached as Exhibit A, and to use the grant funding noted above for this purpose; and

NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND CITY COMMISSIONERS OF THE CITY OF FLORIDA CITY, FLORIDA:

Section 1. The above and foregoing recitals are true and correct and incorporated here by reference.

Section 2. The City Manager is hereby authorized to execute the proposal with Stantec Consulting Services for engineering design and bid services, entitled “City of Florida City-Water Treatment Plant Improvements”, dated April 2, 2026, in the amount of \$83,550 , attached hereto as Exhibit A.

RESOLUTION NO. 26-30

Section 3. The City Manager and CRA Executive Director are hereby authorized to take any and all actions necessary to implement the action taking in this Resolution.

Section 4. This Resolution shall take effect immediately upon adoption by the City Commission.

PASSED AND ADOPTED by the Mayor and City Commission of the City of Florida City, FL
this _____ day of _____, 2026

Charlotte Thompson, Mayor

Attest:

Jennifer Evelyn, City Clerk

Approved as to form and legal sufficiency

Regine Monestime, City Attorney

Offered by: Mayor

Motion to adopt by _____, seconded by _____

FINAL VOTE AT ADOPTION

Mayor Charlotte Thompson _____

Vice Mayor Rhonda Cobb _____

Commissioner Richard Brown, Jr. _____

Commissioner James Gold _____

Commissioner Trina Wilborn _____

RESO 26-30
EXHIBIT A

April 2, 2026

Attention: Jon Ward, Executive Director
Community Redevelopment Agency (CRA)
City of Florida City
Florida City, FL 33034-3346
305-247-8221

Dear Mr. Ward,

Reference: City of Florida City – Water Treatment Plant Improvements

BACKGROUND

Stantec Consulting Services Inc. (CONSULTANT) is pleased to present this proposal to the City of Florida City (OWNER) for engineering design services associated with the improvements to Water Treatment Plant Improvements. We understand the importance of this project to the City's CDBG-funded infrastructure program and are committed to delivering focused, cost-effective engineering services that meet the City's objectives and schedule requirements.

The City has received Community Development Block Grant (CDBG) funding to implement a series of infrastructure improvements. As part of this program, the control panel at the Water Treatment Plant is being replaced along with its associated wiring and appurtenances. This will include the control panel, motor control center, pump variable frequency drives, wiring and controls. This proposal is for engineering design services for electrical and controls upgrades described above, and bid phase services.

SCOPE OF SERVICES

Task 100 – Project Management

The CONSULTANT will be responsible for overall internal coordination and administration of this project for the duration of services identified herein. Project management activities will include the following:

1. Communication and coordination with the OWNER regarding project status, schedule, and open items.
2. Monthly review and documentation of project schedule and budget.

Task 200 – Design Phase

The CONSULTANT will develop design documents for Water Plant Improvements in two (2) milestones: a 60% Design Submittal and a 100% Bid-Ready Submittal. The scope is limited to replacing the existing relay-based pump control panel with new PLC-based control panel, installation of new VFDs for the existing pumps (5), and replacement of the existing motor control center. Existing panelboards and transformer will remain in place. No civil, structural, or hydraulic design is included. Control strategies will be defined based on input from the plant operators.

Task 200.1 – 60% Design Submittal

The CONSULTANT will conduct a site visit and advance the electrical design to the 30% milestone.

As part of this task, the CONSULTANT will provide the following services:

1. Conduct one (1) site visit to assess existing conditions, document existing equipment and configuration, and identify replacement requirements.
2. Review available water plant drawings and documentation.

3. Electrical I&C design of the proposed control system and electrical components.
4. Identify continuity of operation requirements.
5. Prepare 60% Design Plans.
6. Prepare conceptual Opinion of Probable Construction Cost ($\pm 50\%$ accuracy).

Deliverables:

- 60% Design Plans & Specifications Table of Contents
- Conceptual Construction Schedule
- Opinion of Probable Construction Cost ($\pm 50\%$ accuracy)

Task 200.2 – 100% Bid-Ready Design Submittal

The CONSULTANT will incorporate Client comments from the 30% submittal review and finalize all design documents for bidding. Final documents will be signed and sealed.

As part of this task, the CONSULTANT will provide the following services:

1. Implement Client comments from 60% submittal review.
2. Finalize electrical and I&C design.
3. Finalize continuity of service requirements in contract documents.
4. Prepare 100% Bid-Ready Design Specifications and Plans, signed and sealed.
5. Update Opinion of Probable Construction Cost ($\pm 15\%$ accuracy).

Deliverables:

- 100% Bid-Ready Specifications and Plans – Signed & Sealed
- Revised Conceptual Construction Schedule
- Updated Opinion of Probable Construction Cost ($\pm 15\%$ accuracy)

Task 400 – Bid Phase

All of CDBG projects will be advertised as one consolidated contract package and awarded to one contractor. Bid phase services for this project are scoped accordingly. The CONSULTANT will assist the OWNER during the Bid Phase as follows:

1. Respond to bidder questions and prepare addenda as required.

SCHEDULE

The following schedule will be implemented as part of this project. All durations are in weeks following written Notice to Proceed (NTP). The duration of reviews by permitting agencies is outside of Stantec’s control; Stantec will not be held liable for delays caused by permitting agencies.

Task	Description	Duration	Completion	Start	Finish	Milestone
			Weeks Following Authorization	(month)	(month)	
	NTP	0	0			1-Jun-26
200.1	60% Design	4	10-Jul-26	6-Jul-26	3-Aug-26	
	Client Review	2	5-Aug-26			17-Aug-26
200.2	100%-Permit Ready	3	20-Aug-26	17-Aug-26	7-Sep-26	
	Client Review	2	2-Jan-00			21-Sep-26
400	Bid Phase	4	25-Sep-26			19-Oct-26

COMPENSATION

All terms and conditions shall be per the attached Professional Services Terms and Conditions.

The services described herein shall be performed on a lump sum fee basis in the amount of **\$83,550**:

Task		Fee
100	Project Management	\$ 7,200
200.1	60% Design	\$ 45,100
200.2	100%-Permit Ready	\$ 30,050
400	Bid Phase	\$ 1,200
TOTAL =		\$ 83,550

ASSUMPTIONS & EXCLUSIONS

Assumptions

1. The OWNER will coordinate and facilitate access to the project site for all field activities.
2. The OWNER will provide available drawings and documents.
3. Except as noted above, the existing electrical panels to are assumed to remain and to be in acceptable condition.
4. This project will be included in a single consolidated design contract and advertised together with other CDBG projects as one bid package.

Exclusions

1. Permitting of any kind is not included in this scope.
2. No geotechnical investigation or borings are included.
3. No building or site work is included, except for the potential closing up of one window on west wall of building
4. The repair or replacement of existing pump station bases are not included.
5. No mechanical work of any kind is included.
6. Only technical specifications are included in this scope.

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AUTHORIZATION

We appreciate the opportunity to present our services to you. Please signify your acceptance of this proposal by signing below and returning a signed copy to us. We will invoice you monthly for the services rendered and for any reimbursable expenses. This proposal and fee schedule are based on acceptance within 30 days of the date of preparation. If not accepted within that time period, we reserve the right to re-evaluate the terms and conditions contained herein.

If you have any questions regarding this proposal, please feel free to contact us.

Submitted by:

STANTEC CONSULTING SERVICES INC.



Ramon Castella, P.E.
Vice-President

ACCEPTANCE OF PROPOSAL:

The above fees, terms, conditions, and specifications are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined.

THIS PROPOSAL ACCEPTED BY:

**Jon Ward, Executive Director
Community Redevelopment Agency (CRA)**

RESOLUTION NO. 26-31

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF FLORIDA CITY, FL, AUTHORIZING THE CITY MANAGER TO EXECUTE A PROPOSAL TO PROVIDE ENGINEERING SERVICES WITH STANTEC CONSULTING SERVICES FOR MISCELLANEOUS SEWER IMPROVEMENTS IN THE AMOUNT OF \$127,280, TO BE FUNDED BY CDBG SMALL CITIES GRANT 26DB-N04; PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, with the approval of City Resolution 25-63, dated November 25, 2025, the City Commission accepted Florida Commerce CDBG Small Cities grant 26DB-N04, in the amount of \$5,926,310.80, to fund a series of City infrastructure improvements; and

WHEREAS, pursuant to Section 287.055, Florida Statutes, the City issued Request for Qualifications (RFQ) No. 2017-002, requesting qualifications from professional engineering firms and, further, selected Stantec Consulting Services (“the Consultant”) to provide professional engineering services for various City projects and assignments and, further, on September 5, 2017, the City entered into a Continuing Services Agreement with Consultant for a period of five years; and

WHEREAS, Extension One to the initial Continuing Services Agreement was granted by City Resolution 22-62, for a period from November 21, 2022 through November 21, 2027; and

WHEREAS, on March 20, 2026, at the request of the City, the Consultant submitted a proposal to provide engineering design services for new and rehabilitated sewer collection system facilities, including geotechnical investigation, survey, basis of design, design, permitting and bid phase services, in the amount of \$127,280, attached hereto as Exhibit A, to be funded by CDBG Small Cities grant 26DB-N04; and

WHEREAS, City staff believes that it is in the best interest of the City of Florida City to approve of the Stantec proposal, herein attached as Exhibit A, and to use the grant funding noted above for this purpose; and

NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND CITY COMMISSIONERS OF THE CITY OF FLORIDA CITY, FLORIDA:

Section 1. The above and foregoing recitals are true and correct and incorporated here by reference.

Section 2. The City Manager is hereby authorized to execute the proposal with Stantec Consulting Services for engineering design and bid services, entitled “City of Florida City-Project 6: Miscellaneous Sewer Improvements”, dated March 20, 2026, in the amount of \$127,280 , attached hereto as Exhibit A.

RESOLUTION NO. 26-31

Section 3. The City Manager and CRA Executive Director are hereby authorized to take any and all actions necessary to implement the action taking in this Resolution.

Section 4. This Resolution shall take effect immediately upon adoption by the City Commission.

PASSED AND ADOPTED by the Mayor and City Commission of the City of Florida City, FL
this _____ day of _____, 2026

Charlotte Thompson, Mayor

Attest:

Jennifer Evelyn, City Clerk

Approved as to form and legal sufficiency

Regine Monestime, City Attorney

Offered by: Mayor

Motion to adopt by _____, seconded by _____

FINAL VOTE AT ADOPTION

Mayor Charlotte Thompson _____

Vice Mayor Rhonda Cobb _____

Commissioner Richard Brown, Jr. _____

Commissioner James Gold _____

Commissioner Trina Wilborn _____

March 20, 2026

Attention: Jon Ward, Executive Director
Community Redevelopment Agency (CRA)
City of Florida City
Florida City, FL 33034-3346

305-247-8221

Dear Mr. Ward,

RESO 26-31
EXHIBIT A

Reference: **City of Florida City – Project 6: Miscellaneous Sewer Improvements**

Thank you for the opportunity to present this proposal for Engineering Services for the City of Florida City (CITY). We are committed to providing high-quality engineering services and look forward to working with you and your team on this important assignment.

BACKGROUND

The City has received Community Development Block Grant (CDBG) funding to implement a series of infrastructure improvements, including new and rehabilitated sanitary sewer collection system facilities. As part of this program, the City has identified miscellaneous gravity sewer improvements at various locations within Florida City road right-of-way (R/W). The proposed improvements include the design of approximately 1,300 linear feet of new 8-inch gravity sanitary sewer main, and manholes, along with pavement restoration and milling and resurfacing following open-cut installation.

The project areas are located within City-maintained roadways (Areas 1, 3, and 4). All proposed work is anticipated to be within existing City R/W, and no new easements are anticipated.

This proposal is for engineering design services for Project 6: Miscellaneous Sewer Improvements, including geotechnical investigation, survey, basis of design, design, permitting, and bid phase services.

SCOPE OF SERVICES

Task 100 – Project Management

The CONSULTANT will be responsible for overall internal coordination and administration of this project and will manage the financial and scheduling aspects of the various activities identified herein for the period indicated in the Project Schedule. The CONSULTANT will monitor the project schedule (excluding the Construction Schedule, which will be the responsibility of others), conduct internal meetings, monitor and update budget and schedule status, prepare miscellaneous project management correspondence and documents, coordinate activities of all project team members, and manage project issues requiring discussion or resolution with the OWNER.

Under this task the CONSULTANT assumes responsibility for the following (for the duration of 12 months):

1. Monthly Progress Meetings with the OWNER (12 months)
2. Monthly Invoices with brief description of services provided (12 months)
3. Monthly review and documentation of schedule and budget
4. Communication and coordination with the OWNER
5. Internal design meetings – Bi-weekly, during design phases of the project.
6. BODR Workshop – facilitation of design workshop to review Draft BODR findings and establish design decisions

7. 60% Design Review Workshop – facilitation of design workshop to review 60% submittal and establish final design direction

Deliverables:

- Monthly Invoices
- Workshop Meeting Minutes

Task 105 – Geotechnical Investigation

The CONSULTANT will coordinate with a geotechnical sub-consultant to perform a subsurface investigation along the proposed gravity sewer alignments. The investigation will provide subsurface data necessary to support trench design, pipe material selection, and manhole foundation recommendations.

As part of this task, the CONSULTANT will provide the following engineering services:

1. Coordinate with the geotechnical sub-consultant to identify boring locations along the proposed alignments and define scope of work based on anticipated trench depths and soil conditions.
2. Review the draft geotechnical report and provide comments; coordinate with the sub-consultant for the final signed and sealed deliverable.
3. Facilitate a site meeting with the sub-consultant to confirm boring locations and review site access conditions.
4. Incorporate geotechnical findings into the Basis of Design Report to support pipe material selection and trench design recommendations.

Deliverables:

- Signed & Sealed Geotechnical Report (by Sub-Consultant)

Task 106 – Survey

The CONSULTANT will coordinate with the Owner's surveying sub-consultant to carry out a topographic survey along the proposed gravity sewer corridors within City R/W.

As part of this task, the CONSULTANT will provide the following services:

1. Topographic Survey – Coordinate with the surveying sub-consultant to obtain a signed and sealed topographic survey of the project corridors, including rim and invert elevations of existing manholes, property and R/W lines, pavement limits, and all above-ground visible improvements.
2. Review draft survey deliverables, provide comments, and coordinate with the sub-consultant for the final deliverable.

Deliverables:

- Signed & Sealed Topographic Survey

Task 110 – Basis of Design Report (BODR)

The CONSULTANT will develop one (1) Basis of Design Report (BODR) for Project 6: Miscellaneous Sewer Improvements. The BODR will summarize existing conditions, document design criteria, present the recommended gravity sewer alignments, and establish the basis for final design.

As part of this task, the CONSULTANT will provide the following engineering services:

1. Review available utility records, as-built drawings, and survey data for the project corridors.
2. Data collection from the City, including existing sewer system records, influent flow data, and connection point information.
3. Utility investigation and coordination – Review 811 records, existing as-built plans, and survey data to identify utility conflicts along proposed alignments.
4. Gravity Sewer Alignment Analysis – Evaluate proposed alignment options for each project area, including horizontal and vertical constraints, and recommend preferred alignments for design.
5. Review connection lateral locations and confirm influent flows to the new terminal manholes and proposed gravity pipe reaches.

6. Review of HGL Technical Memorandum provided by the City – The City will perform sewer system modeling and provide a Technical Memorandum documenting pre- and post-improvement HGL results for FDEP submittal. Stantec will review this memorandum for consistency with the proposed design.
7. Pipe Capacity Calculations and Pipe Material Selection – Evaluate pipe sizing and material options based on City-provided flows, geotechnical conditions, and depth of installation.
8. Buoyancy Analysis – Evaluate buoyancy of proposed pipe and manholes under high groundwater conditions and provide design recommendations.
9. Bypass Plan – Develop a conceptual bypass pumping plan to maintain sewer service during construction.
10. Plan View Sheets – Prepare preliminary plan view exhibits of proposed gravity sewer alignments for each project area for BODR documentation.
11. Utility Relocation Coordination – Identify utilities requiring relocation and coordinate with applicable utility owners as necessary to support design.
12. Constructability Review – Conduct internal constructability review of proposed alignments and trench design to identify construction risks and preferred sequencing.
13. Conceptual Opinion of Probable Construction Cost.
14. QAQC of all deliverables.

The CONSULTANT will provide a Draft BODR to the OWNER for review. The CONSULTANT will facilitate a BODR Workshop with the OWNER within ten (10) working days to discuss findings, establish design direction, and document decisions. Meeting minutes will be provided capturing all decisions and action items.

Note: Sewer system modeling is not included in this scope. The City will provide influent flows, perform hydraulic modeling, evaluate pre- and post-improvement HGL conditions, and deliver a Technical Memorandum for FDEP submittal.

Deliverables:

- Draft BODR
- Conceptual Opinion of Probable Construction Cost
- Preliminary Plan View Exhibits of Proposed Alignments
- BODR Workshop Meeting Minutes

Task 200 – Design Phase

The CONSULTANT will develop design documents for Project 6: Miscellaneous Sewer Improvements in two (2) milestones: a 60% Design Submittal and a 100% Permit-Ready Submittal, based upon the approved Basis of Design Report. Design documents will address gravity sewer installation and roadway restoration within City R/W.

Task 200.1 – 60% Design Submittal

The CONSULTANT will incorporate Client comments from the BODR Workshop and advance the design to the 60% milestone, followed by a 60% Design Review Workshop with the OWNER.

1. Implement Client comments from BODR Workshop.
2. Finalize alignment analysis and confirm design criteria for each project area.
3. Prepare 60% gravity sewer plan and profile sheets for all project areas (approximately 2 sheets).
4. Develop demolition and site preparation plans.
5. Prepare roadway restoration plans in accordance with FDOT standards and specifications, including full-depth pavement replacement within the open-cut trench limits, and milling and resurfacing of affected roadway areas.
6. Develop conceptual Maintenance of Traffic (MOT) plans.
7. Prepare SWPPP plans and supporting documentation.
8. Complete buoyancy calculations for pipe and manholes.
9. Prepare design checklist and FDEP application form.
10. Update construction schedule.

11. 60% Opinion of Probable Construction Cost.
12. 60% Technical Specifications.

Deliverables:

- 60% Design Plans (Civil: plan & profile, demo/site, roadway restoration, MOT, SWPPP)
- Technical Specifications
- Conceptual Construction Schedule
- Opinion of Probable Construction Cost
- 60% Design Review Workshop Meeting Minutes

Task 200.2 – 100% Permit-Ready Design Submittal

The CONSULTANT will incorporate Client comments from the 60% Design Review Workshop and finalize all design documents for permit submittal. Final documents will be signed and sealed.

1. Implement Client comments from 60% Design Review Workshop.
2. Finalize gravity sewer plan and profile sheets.
3. Finalize roadway restoration and milling & resurfacing plans in accordance with FDOT standards and specifications.
4. Finalize conceptual MOT plans.
5. Finalize SWPPP plans.
6. Finalize construction details and pipe schedule.
7. Update BODR for final signed and sealed submittal.
8. Update conceptual construction schedule.
9. Prepare civil and mechanical/pipe specifications.
10. 100% Opinion of Probable Construction Cost.

Deliverables:

- 100% Permit-Ready Plans (Signed & Sealed) – Civil: plan & profile, demo/site, roadway restoration, MOT, SWPPP, construction details
- Technical Specifications
- Final BODR (Signed & Sealed)
- Revised Conceptual Construction Schedule
- Final Opinion of Probable Construction Cost

Task 300 – Permit Phase

The CONSULTANT will prepare and submit permit applications on behalf of the OWNER to the following agencies:

1. City of Florida City Public Works Department – Right-of-Way (R/W) Permit (Areas 1, 3, and 4)
2. City of Florida City Building Department – Building Permit
3. Miami-Dade County Department of Environmental Resource Management (DERM) – Sewer Extension (FDEP delegated)
4. Miami-Dade County Department of Environmental Resource Management (DERM) – Core Review

The OWNER shall be responsible for all permitting fees. The CONSULTANT will respond to each permitting agency's requests for information (maximum of two (2) per agency, and three (3) for DERM Sewer Extension). The CONSULTANT will submit permitting information and respond to requests for information expeditiously.

Note: Areas 1, 3, and 4 are located within City-maintained roadways. Only City of Florida City Public Works permits are required for R/W work. FDOT permits are not required, and Miami-Dade County R/W permits are not required. For Area 3, only a Florida City Public Works permit is anticipated; a City of Homestead permit is not required.

Task 400 – Bid Phase

The CONSULTANT will assist the OWNER during the Bid Phase with the following engineering services:

1. Prepare Bid Package (Conformed Bid Set, Technical Specifications, and Bid Form).
2. Recommend up to three (3) Contractors as potential bidders; Stantec will reach out to contractors who have performed similar projects within the last five (5) years.
3. Conduct a Site Visit followed by a Pre-Bid Meeting (on same day).
4. Provide responses to questions submitted by Bidders to be included in addenda.
5. Prepare a bid tabulation for all bids received.
6. Review the apparent low bid, contact references for the apparent low bidder, and prepare a letter recommending award of a construction contract to the apparent low bidder if appropriate.
7. Prepare Conformed Construction Plans following bid award. Preparation of record drawings (as-builts) will be the responsibility of the Contractor as a pay item in the bid documents.

Deliverables:

- Conformed Bid Set
- Contractor Award Letter
- Conformed Construction Plans

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SCHEDULE

The following schedule will be implemented as part of this project. All durations are in weeks following written Notice to Proceed (NTP). The duration of reviews by permitting agencies is outside of Stantec's control; Stantec will not be held liable for delays caused by permitting agencies.

Task	Description	Duration	Completion	Start	Finish	Milestone
			Weeks Following Authorization	(month)	(month)	
	NTP	0	0			1-Jun-26
105	Geotech	3	3	1-Jun-26	22-Jun-26	
106	Survey	8	11	1-Jun-26	27-Jul-26	
110	BODR	6	6	27-Jul-26	21-Sep-26	
	Client Review	2	6			21-Sep-26
200.1	60% Design	8	19	21-Sep-26	2-Nov-26	
	Client Review	2	20			21-Sep-26
200.2	100%-Permit Ready	6	14	21-Sep-26	2-Nov-26	
	Client Review	2	13			16-Nov-26
300	Permit Phase	16	27	2-Nov-26	22-Feb-27	
400	Bid Phase	4	31			22-Mar-27

COMPENSATION

All terms and conditions shall be per the attached Professional Services Terms and Conditions.

The services described herein shall be performed on a lump sum fee basis in the amount of **\$100,980**

Task		Fee
100	Project Management	\$ 7,030
105	Geotechnical	\$ 5,600
106	Survey	\$ 12,650
110	Basis of Design Report	\$ 24,800
200.1	60% Design	\$ 27,150
200.2	100%-Permit Ready	\$ 12,000
300	Permit Phase	\$ 8,250
400	Bid Phase	\$ 3,500
TOTAL =		\$ 100,980
Task 500 - Allowances		
501.1	GPR Survey	\$ 8,300
501.2	Soft Digs	\$ 18,000
ALLOWANCES TOTAL =		\$ 26,300

Task 500 – Allowances

The following allowance items are not included in the base scope of services. They may be authorized by the OWNER as needed during execution of the project. Expenditure of these allowances requires written authorization from the OWNER prior to the CONSULTANT proceeding with the work.

Task 501.1 – GPR Survey

If authorized by the OWNER, the CONSULTANT will coordinate with the surveying sub-consultant to conduct Ground Penetrating Radar (GPR) scanning along the proposed sewer alignments to identify subsurface utility conflicts prior to design. The CONSULTANT will review the GPR report and provide a utility conflict summary for use in the design phase.

Deliverables:

- GPR Report and Utility Conflict Summary (by Sub-Consultant)

Task 501.2 – Soft Digs

If authorized by the OWNER, the CONSULTANT will coordinate with the sub-consultant to perform soft digs at critical utility conflict locations identified through GPR scanning or 811 records to verify the horizontal and vertical position of existing utilities prior to finalizing design.

Deliverables:

- Soft Dig Field Reports (by Sub-Consultant)

ASSUMPTIONS & EXCLUSIONS

Assumptions

1. All proposed improvements are located within existing City of Florida City road right-of-way (R/W). No new easements are anticipated.
2. Permit fees will be paid by the OWNER.
3. The OWNER will coordinate and facilitate access to the project site, including access for all field investigation activities.
4. The OWNER will provide available record drawings, as-built plans, and sewer system data for the project corridors.
5. The City will provide influent flows to the proposed gravity sewer system. The City is responsible for performing hydraulic modeling, evaluating pre- and post-improvement HGL conditions, and providing a Technical Memorandum documenting modeling results for FDEP submittal. Stantec will not perform sewer system modeling.
6. Areas 1, 3, and 4 are located within City-maintained roadways. No FDOT or Miami-Dade County R/W permits are required. For Area 3, only a Florida City Public Works permit is anticipated; a City of Homestead permit is not required.
7. Gravity sewer installation is assumed to be open-cut within City R/W. Trenchless installation methods are not included in this scope.
8. Roadway restoration and milling and resurfacing will be designed in accordance with FDOT standards and specifications, as applicable. Full-width roadway reconstruction beyond the limits shown on the plans is not included in this scope.
9. The geotechnical sub-consultant will be retained directly by the OWNER or coordinated through Stantec as a sub-consultant. Geotechnical sub-consultant fees are included in the LOE as a pass-through.

Exclusions

1. Sewer system hydraulic modeling. The City will perform all modeling and provide flow data and HGL results to Stantec.

2. FDOT permits. Project areas are not located within FDOT right-of-way.
3. Miami-Dade County right-of-way permits. Project areas are within City-maintained roads.
4. City of Homestead permits. Area 3 is within Florida City limits; a Homestead permit is not required.
5. Electrical design of any kind.
6. Structural design beyond pipe and manhole buoyancy calculations included in the BODR and design phase.
7. Landscaping or full-width roadway reconstruction beyond the pavement restoration, milling, and resurfacing limits shown on the design plans.
8. Work outside existing City of Florida City R/W limits.
9. Trenchless installation methods (directional drilling, jack-and-bore, pipe bursting, etc.).
10. Preparation of front-end bid documents (Instructions to Bidders, General Conditions, etc.), which will be provided by the City.
11. The following permitting services are not included: DERM PRS or EQCB for Variance; Drainage permits; Zoning permits.

AUTHORIZATION

We appreciate the opportunity to present our services to you. Please signify your acceptance of this proposal by signing below and returning a signed copy to us. We will invoice you monthly for the services rendered and for any reimbursable expenses. This proposal and fee schedule are based on acceptance within 30 days of the date of preparation. If not accepted within that time period, we reserve the right to re-evaluate the terms and conditions contained herein.

If you have any questions regarding this proposal, please feel free to contact us.

Submitted by:

STANTEC CONSULTING SERVICES INC.



Marlon Medina P.E.
Project Manager
Tel: 786-631-2059
Marlon.medina@stantec.com

ACCEPTANCE OF PROPOSAL: The above fees, terms, conditions, and specifications are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined.

THIS PROPOSAL ACCEPTED BY:

Jon Ward, Executive Director
Community Redevelopment Agency (CRA)

March 20, 2026

Attention: Jon Ward, Executive Director
Community Redevelopment Agency (CRA)
City of Florida City

Florida City, FL 33034-3346

305-247-8221

Dear Mr. Ward,

RESO 26-31
EXHIBIT A

Reference: **City of Florida City – Project 6: Miscellaneous Sewer Improvements**

Thank you for the opportunity to present this proposal for Engineering Services for the City of Florida City (CITY). We are committed to providing high-quality engineering services and look forward to working with you and your team on this important assignment.

BACKGROUND

The City has received Community Development Block Grant (CDBG) funding to implement a series of infrastructure improvements, including new and rehabilitated sanitary sewer collection system facilities. As part of this program, the City has identified miscellaneous gravity sewer improvements at various locations within Florida City road right-of-way (R/W). The proposed improvements include the design of approximately 1,300 linear feet of new 8-inch gravity sanitary sewer main, and manholes, along with pavement restoration and milling and resurfacing following open-cut installation.

The project areas are located within City-maintained roadways (Areas 1, 3, and 4). All proposed work is anticipated to be within existing City R/W, and no new easements are anticipated.

This proposal is for engineering design services for Project 6: Miscellaneous Sewer Improvements, including geotechnical investigation, survey, basis of design, design, permitting, and bid phase services.

SCOPE OF SERVICES

Task 100 – Project Management

The CONSULTANT will be responsible for overall internal coordination and administration of this project and will manage the financial and scheduling aspects of the various activities identified herein for the period indicated in the Project Schedule. The CONSULTANT will monitor the project schedule (excluding the Construction Schedule, which will be the responsibility of others), conduct internal meetings, monitor and update budget and schedule status, prepare miscellaneous project management correspondence and documents, coordinate activities of all project team members, and manage project issues requiring discussion or resolution with the OWNER. **Under this task the CONSULTANT assumes responsibility for the following (for the duration of 12 months):**

1. Monthly Progress Meetings with the OWNER (12 months)
2. Monthly Invoices with brief description of services provided (12 months)
3. Monthly review and documentation of schedule and budget
4. Communication and coordination with the OWNER
5. Internal design meetings – Bi-weekly, during design phases of the project.
6. BODR Workshop – facilitation of design workshop to review Draft BODR findings and establish design decisions

7. 60% Design Review Workshop – facilitation of design workshop to review 60% submittal and establish final design direction

Deliverables:

- Monthly Invoices
- Workshop Meeting Minutes

Task 105 – Geotechnical Investigation

The CONSULTANT will coordinate with a geotechnical sub-consultant to perform a subsurface investigation along the proposed gravity sewer alignments. The investigation will provide subsurface data necessary to support trench design, pipe material selection, and manhole foundation recommendations.

As part of this task, the CONSULTANT will provide the following engineering services:

1. Coordinate with the geotechnical sub-consultant to identify boring locations along the proposed alignments and define scope of work based on anticipated trench depths and soil conditions.
2. Review the draft geotechnical report and provide comments; coordinate with the sub-consultant for the final signed and sealed deliverable.
3. Facilitate a site meeting with the sub-consultant to confirm boring locations and review site access conditions.
4. Incorporate geotechnical findings into the Basis of Design Report to support pipe material selection and trench design recommendations.

Deliverables:

- Signed & Sealed Geotechnical Report (by Sub-Consultant)

Task 106 – Survey

The CONSULTANT will coordinate with the Owner's surveying sub-consultant to carry out a topographic survey along the proposed gravity sewer corridors within City R/W.

As part of this task, the CONSULTANT will provide the following services:

1. Topographic Survey – Coordinate with the surveying sub-consultant to obtain a signed and sealed topographic survey of the project corridors, including rim and invert elevations of existing manholes, property and R/W lines, pavement limits, and all above-ground visible improvements.
2. Review draft survey deliverables, provide comments, and coordinate with the sub-consultant for the final deliverable.

Deliverables:

- Signed & Sealed Topographic Survey

Task 110 – Basis of Design Report (BODR)

The CONSULTANT will develop one (1) Basis of Design Report (BODR) for Project 6: Miscellaneous Sewer Improvements. The BODR will summarize existing conditions, document design criteria, present the recommended gravity sewer alignments, and establish the basis for final design.

As part of this task, the CONSULTANT will provide the following engineering services:

1. Review available utility records, as-built drawings, and survey data for the project corridors.
2. Data collection from the City, including existing sewer system records, influent flow data, and connection point information.
3. Utility investigation and coordination – Review 811 records, existing as-built plans, and survey data to identify utility conflicts along proposed alignments.
4. Gravity Sewer Alignment Analysis – Evaluate proposed alignment options for each project area, including horizontal and vertical constraints, and recommend preferred alignments for design.
5. Review connection lateral locations and confirm influent flows to the new terminal manholes and proposed gravity pipe reaches.

6. Review of HGL Technical Memorandum provided by the City – The City will perform sewer system modeling and provide a Technical Memorandum documenting pre- and post-improvement HGL results for FDEP submittal. Stantec will review this memorandum for consistency with the proposed design.
7. Pipe Capacity Calculations and Pipe Material Selection – Evaluate pipe sizing and material options based on City-provided flows, geotechnical conditions, and depth of installation.
8. Buoyancy Analysis – Evaluate buoyancy of proposed pipe and manholes under high groundwater conditions and provide design recommendations.
9. Bypass Plan – Develop a conceptual bypass pumping plan to maintain sewer service during construction.
10. Plan View Sheets – Prepare preliminary plan view exhibits of proposed gravity sewer alignments for each project area for BODR documentation.
11. Utility Relocation Coordination – Identify utilities requiring relocation and coordinate with applicable utility owners as necessary to support design.
12. Constructability Review – Conduct internal constructability review of proposed alignments and trench design to identify construction risks and preferred sequencing.
13. Conceptual Opinion of Probable Construction Cost.
14. QAQC of all deliverables.

The CONSULTANT will provide a Draft BODR to the OWNER for review. The CONSULTANT will facilitate a BODR Workshop with the OWNER within ten (10) working days to discuss findings, establish design direction, and document decisions. Meeting minutes will be provided capturing all decisions and action items.

Note: Sewer system modeling is not included in this scope. The City will provide influent flows, perform hydraulic modeling, evaluate pre- and post-improvement HGL conditions, and deliver a Technical Memorandum for FDEP submittal.

Deliverables:

- Draft BODR
- Conceptual Opinion of Probable Construction Cost
- Preliminary Plan View Exhibits of Proposed Alignments
- BODR Workshop Meeting Minutes

Task 200 – Design Phase

The CONSULTANT will develop design documents for Project 6: Miscellaneous Sewer Improvements in two (2) milestones: a 60% Design Submittal and a 100% Permit-Ready Submittal, based upon the approved Basis of Design Report. Design documents will address gravity sewer installation and roadway restoration within City R/W.

Task 200.1 – 60% Design Submittal

The CONSULTANT will incorporate Client comments from the BODR Workshop and advance the design to the 60% milestone, followed by a 60% Design Review Workshop with the OWNER.

1. Implement Client comments from BODR Workshop.
2. Finalize alignment analysis and confirm design criteria for each project area.
3. Prepare 60% gravity sewer plan and profile sheets for all project areas (approximately 2 sheets).
4. Develop demolition and site preparation plans.
5. Prepare roadway restoration plans in accordance with FDOT standards and specifications, including full-depth pavement replacement within the open-cut trench limits, and milling and resurfacing of affected roadway areas.
6. Develop conceptual Maintenance of Traffic (MOT) plans.
7. Prepare SWPPP plans and supporting documentation.
8. Complete buoyancy calculations for pipe and manholes.
9. Prepare design checklist and FDEP application form.
10. Update construction schedule.

11. 60% Opinion of Probable Construction Cost.
12. 60% Technical Specifications.

Deliverables:

- 60% Design Plans (Civil: plan & profile, demo/site, roadway restoration, MOT, SWPPP)
- Technical Specifications
- Conceptual Construction Schedule
- Opinion of Probable Construction Cost
- 60% Design Review Workshop Meeting Minutes

Task 200.2 – 100% Permit-Ready Design Submittal

The CONSULTANT will incorporate Client comments from the 60% Design Review Workshop and finalize all design documents for permit submittal. Final documents will be signed and sealed.

1. Implement Client comments from 60% Design Review Workshop.
2. Finalize gravity sewer plan and profile sheets.
3. Finalize roadway restoration and milling & resurfacing plans in accordance with FDOT standards and specifications.
4. Finalize conceptual MOT plans.
5. Finalize SWPPP plans.
6. Finalize construction details and pipe schedule.
7. Update BODR for final signed and sealed submittal.
8. Update conceptual construction schedule.
9. Prepare civil and mechanical/pipe specifications.
10. 100% Opinion of Probable Construction Cost.

Deliverables:

- 100% Permit-Ready Plans (Signed & Sealed) – Civil: plan & profile, demo/site, roadway restoration, MOT, SWPPP, construction details
- Technical Specifications
- Final BODR (Signed & Sealed)
- Revised Conceptual Construction Schedule
- Final Opinion of Probable Construction Cost

Task 300 – Permit Phase

The CONSULTANT will prepare and submit permit applications on behalf of the OWNER to the following agencies:

1. City of Florida City Public Works Department – Right-of-Way (R/W) Permit (Areas 1, 3, and 4)
2. City of Florida City Building Department – Building Permit
3. Miami-Dade County Department of Environmental Resource Management (DERM) – Sewer Extension (FDEP delegated)
4. Miami-Dade County Department of Environmental Resource Management (DERM) – Core Review

The OWNER shall be responsible for all permitting fees. The CONSULTANT will respond to each permitting agency's requests for information (maximum of two (2) per agency, and three (3) for DERM Sewer Extension). The CONSULTANT will submit permitting information and respond to requests for information expeditiously.

Note: Areas 1, 3, and 4 are located within City-maintained roadways. Only City of Florida City Public Works permits are required for R/W work. FDOT permits are not required, and Miami-Dade County R/W permits are not required. For Area 3, only a Florida City Public Works permit is anticipated; a City of Homestead permit is not required.

Task 400 – Bid Phase

The CONSULTANT will assist the OWNER during the Bid Phase with the following engineering services:

1. Prepare Bid Package (Conformed Bid Set, Technical Specifications, and Bid Form).
2. Recommend up to three (3) Contractors as potential bidders; Stantec will reach out to contractors who have performed similar projects within the last five (5) years.
3. Conduct a Site Visit followed by a Pre-Bid Meeting (on same day).
4. Provide responses to questions submitted by Bidders to be included in addenda.
5. Prepare a bid tabulation for all bids received.
6. Review the apparent low bid, contact references for the apparent low bidder, and prepare a letter recommending award of a construction contract to the apparent low bidder if appropriate.
7. Prepare Conformed Construction Plans following bid award. Preparation of record drawings (as-builts) will be the responsibility of the Contractor as a pay item in the bid documents.

Deliverables:

- Conformed Bid Set
- Contractor Award Letter
- Conformed Construction Plans

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SCHEDULE

The following schedule will be implemented as part of this project. All durations are in weeks following written Notice to Proceed (NTP). The duration of reviews by permitting agencies is outside of Stantec's control; Stantec will not be held liable for delays caused by permitting agencies.

Task	Description	Duration	Completion	Start (month)	Finish (month)	Milestone
			Weeks Following Authorization			
	NTP	0	0			1-Jun-26
105	Geotech	3	3	1-Jun-26	22-Jun-26	
106	Survey	8	11	1-Jun-26	27-Jul-26	
110	BODR	6	6	27-Jul-26	21-Sep-26	
	Client Review	2	6			21-Sep-26
200.1	60% Design	8	19	21-Sep-26	2-Nov-26	
	Client Review	2	20			21-Sep-26
200.2	100%-Permit Ready	6	14	21-Sep-26	2-Nov-26	
	Client Review	2	13			16-Nov-26
300	Permit Phase	16	27	2-Nov-26	22-Feb-27	
400	Bid Phase	4	31			22-Mar-27

COMPENSATION

All terms and conditions shall be per the attached Professional Services Terms and Conditions.

The services described herein shall be performed on a lump sum fee basis in the amount of **\$100,980**

Task		Fee
100	Project Management	\$ 7,030
105	Geotechnical	\$ 5,600
106	Survey	\$ 12,650
110	Basis of Design Report	\$ 24,800
200.1	60% Design	\$ 27,150
200.2	100%-Permit Ready	\$ 12,000
300	Permit Phase	\$ 8,250
400	Bid Phase	\$ 3,500
TOTAL =		\$ 100,980
Task 500 - Allowances		
501.1	GPR Survey	\$ 8,300
501.2	Soft Digs	\$ 18,000
ALLOWANCES TOTAL =		\$ 26,300

Task 500 – Allowances

The following allowance items are not included in the base scope of services. They may be authorized by the OWNER as needed during execution of the project. Expenditure of these allowances requires written authorization from the OWNER prior to the CONSULTANT proceeding with the work.

Task 501.1 – GPR Survey

If authorized by the OWNER, the CONSULTANT will coordinate with the surveying sub-consultant to conduct Ground Penetrating Radar (GPR) scanning along the proposed sewer alignments to identify subsurface utility conflicts prior to design. The CONSULTANT will review the GPR report and provide a utility conflict summary for use in the design phase.

Deliverables:

- GPR Report and Utility Conflict Summary (by Sub-Consultant)

Task 501.2 – Soft Digs

If authorized by the OWNER, the CONSULTANT will coordinate with the sub-consultant to perform soft digs at critical utility conflict locations identified through GPR scanning or 811 records to verify the horizontal and vertical position of existing utilities prior to finalizing design.

Deliverables:

- Soft Dig Field Reports (by Sub-Consultant)

ASSUMPTIONS & EXCLUSIONS

Assumptions

1. All proposed improvements are located within existing City of Florida City road right-of-way (R/W). No new easements are anticipated.
2. Permit fees will be paid by the OWNER.
3. The OWNER will coordinate and facilitate access to the project site, including access for all field investigation activities.
4. The OWNER will provide available record drawings, as-built plans, and sewer system data for the project corridors.
5. The City will provide influent flows to the proposed gravity sewer system. The City is responsible for performing hydraulic modeling, evaluating pre- and post-improvement HGL conditions, and providing a Technical Memorandum documenting modeling results for FDEP submittal. Stantec will not perform sewer system modeling.
6. Areas 1, 3, and 4 are located within City-maintained roadways. No FDOT or Miami-Dade County R/W permits are required. For Area 3, only a Florida City Public Works permit is anticipated; a City of Homestead permit is not required.
7. Gravity sewer installation is assumed to be open-cut within City R/W. Trenchless installation methods are not included in this scope.
8. Roadway restoration and milling and resurfacing will be designed in accordance with FDOT standards and specifications, as applicable. Full-width roadway reconstruction beyond the limits shown on the plans is not included in this scope.
9. The geotechnical sub-consultant will be retained directly by the OWNER or coordinated through Stantec as a sub-consultant. Geotechnical sub-consultant fees are included in the LOE as a pass-through.

Exclusions

1. Sewer system hydraulic modeling. The City will perform all modeling and provide flow data and HGL results to Stantec.

2. FDOT permits. Project areas are not located within FDOT right-of-way.
3. Miami-Dade County right-of-way permits. Project areas are within City-maintained roads.
4. City of Homestead permits. Area 3 is within Florida City limits; a Homestead permit is not required.
5. Electrical design of any kind.
6. Structural design beyond pipe and manhole buoyancy calculations included in the BODR and design phase.
7. Landscaping or full-width roadway reconstruction beyond the pavement restoration, milling, and resurfacing limits shown on the design plans.
8. Work outside existing City of Florida City R/W limits.
9. Trenchless installation methods (directional drilling, jack-and-bore, pipe bursting, etc.).
10. Preparation of front-end bid documents (Instructions to Bidders, General Conditions, etc.), which will be provided by the City.
11. The following permitting services are not included: DERM PRS or EQCB for Variance; Drainage permits; Zoning permits.

AUTHORIZATION

We appreciate the opportunity to present our services to you. Please signify your acceptance of this proposal by signing below and returning a signed copy to us. We will invoice you monthly for the services rendered and for any reimbursable expenses. This proposal and fee schedule are based on acceptance within 30 days of the date of preparation. If not accepted within that time period, we reserve the right to re-evaluate the terms and conditions contained herein.

If you have any questions regarding this proposal, please feel free to contact us.

Submitted by:

STANTEC CONSULTING SERVICES INC.



Marlon Medina P.E.
Project Manager
Tel: 786-631-2059
Marlon.medina@stantec.com

ACCEPTANCE OF PROPOSAL: The above fees, terms, conditions, and specifications are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined.

THIS PROPOSAL ACCEPTED BY:

Jon Ward, Executive Director
Community Redevelopment Agency (CRA)

RESOLUTION NO. 26-32

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF FLORIDA CITY, FL, AUTHORIZING THE CITY MANAGER TO EXECUTE A PROPOSAL TO PROVIDE ENGINEERING SERVICES WITH STANTEC CONSULTING SERVICES FOR IMPROVEMENTS TO PUMP STATION NO. 7 IN THE AMOUNT OF \$22,540, TO BE FUNDED BY CDBG SMALL CITIES GRANT 26DB-N04; PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, with the approval of City Resolution 25-63, dated November 25, 2025, the City Commission accepted Florida Commerce CDBG Small Cities grant 26DB-N04, in the amount of \$5,926,310.80, to fund a series of City infrastructure improvements; and

WHEREAS, pursuant to Section 287.055, Florida Statutes, the City issued Request for Qualifications (RFQ) No. 2017-002, requesting qualifications from professional engineering firms and, further, selected Stantec Consulting Services (“the Consultant”) to provide professional engineering services for various City projects and assignments and, further, on September 5, 2017, the City entered into a Continuing Services Agreement with Consultant for a period of five years; and

WHEREAS, Extension One to the initial Continuing Services Agreement was granted by City Resolution 22-62, for a period from November 21, 2022 through November 21, 2027; and

WHEREAS, on March 24, 2026, at the request of the City, the Consultant submitted a proposal to provide engineering design services for improvements to Pump Station No. 7, including survey, design, and bid phase services, in the amount of \$22,540, attached hereto as Exhibit A, to be funded by CDBG Small Cities grant 26DB-N04; and

WHEREAS, City staff believes that it is in the best interest of the City of Florida City to approve of the Stantec proposal, herein attached as Exhibit A, and to use the grant funding noted above for this purpose; and

NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND CITY COMMISSIONERS OF THE CITY OF FLORIDA CITY, FLORIDA:

Section 1. The above and foregoing recitals are true and correct and incorporated here by reference.

Section 2. The City Manager is hereby authorized to execute the proposal with Stantec Consulting Services for engineering design and bid services, entitled “City of Florida City-PS 7 Improvements”, dated March 24, 2026, in the amount of \$22,540, attached hereto as Exhibit A.

Section 3. The City Manager and CRA Executive Director are hereby authorized to take any and all actions necessary to implement the action taking in this Resolution.

RESOLUTION NO. 26-32

Section 4. This Resolution shall take effect immediately upon adoption by the City Commission.

PASSED AND ADOPTED by the Mayor and City Commission of the City of Florida City, FL
this _____ day of _____, 2026

Charlotte Thompson, Mayor

Attest:

Jennifer Evelyn, City Clerk

Approved as to form and legal sufficiency

Regine Monestime, City Attorney

Offered by: Mayor

Motion to adopt by _____, seconded by _____

FINAL VOTE AT ADOPTION

Mayor Charlotte Thompson _____

Vice Mayor Rhonda Cobb _____

Commissioner Richard Brown, Jr. _____

Commissioner James Gold _____

Commissioner Trina Wilborn _____

RESO. 26-32
EXHIBIT A

March 24, 2026

Attention: Jon Ward, Executive Director
Community Redevelopment Agency (CRA)
City of Florida City
Florida City, FL 33034-3346
305-247-8221

Dear Mr. Ward,

Reference: City of Florida City – PS 7 Improvements

BACKGROUND

Stantec Consulting Services Inc. (CONSULTANT) is pleased to present this proposal to the City of Florida City (OWNER) for engineering design services associated with the improvements to Pump Station No. 7 (PS 7). We understand the importance of this project to the City's CDBG-funded infrastructure program and are committed to delivering focused, cost-effective engineering services that meet the City's objectives and schedule requirements.

The City has received Community Development Block Grant (CDBG) funding to implement a series of infrastructure improvements, including upgrades to existing sanitary sewer pump stations. As part of this program, PS 7 will undergo targeted mechanical rehabilitation limited to the replacement of valves and associated piping within the existing valve vault. The improvements are anticipated to include replacement of check valves, plug valves, and minor piping and fittings. No structural, civil, or electrical improvements are included in this scope.

This proposal is for engineering design services for the mechanical rehabilitation of PS 7, including survey coordination, design, and bid phase services.

SCOPE OF SERVICES

Task 100 – Project Management

The CONSULTANT will be responsible for overall internal coordination and administration of this project for the duration of services identified herein. Project management activities will include the following:

1. Communication and coordination with the OWNER regarding project status, schedule, and open items.
2. Monthly review and documentation of project schedule and budget.

Task 106 – Survey

The CONSULTANT will coordinate with the OWNER's Surveying Sub-Consultant to carry out a limited topographic survey restricted to within the existing pump station structures.

As part of this task, the CONSULTANT will provide the following services:

1. Coordinate with Surveying Sub-Consultant and define limited scope of survey work, restricted to the interior of existing structures.
2. Review draft survey, provide comments, and coordinate with Surveying Sub-Consultant for final deliverable.

Deliverables:

- Signed & Sealed Topographic Survey

Task 200 – Design Phase

The CONSULTANT will develop design documents for PS 7 in two (2) milestones: a 30% Design Submittal and a 100% Bid-Ready Submittal. The scope is limited to mechanical design of valve and piping replacements within the existing valve vault. No civil, structural, electrical, or hydraulic design is included.

Task 200.1 – 30% Design Submittal

The CONSULTANT will conduct a site visit and advance the mechanical design to the 30% milestone.

As part of this task, the CONSULTANT will provide the following services:

1. Conduct one (1) site visit to assess existing valve vault conditions, document existing valve sizes, piping configuration, and identify replacement requirements. The site visit will be coordinated and conducted concurrently with the Project 6 site visit.
2. Review available as-built record drawings for PS 7.
3. Mechanical design of valve and piping replacements within the existing valve vault, including check valves, plug valves, and associated piping and fittings.
4. Identify bypass pumping requirements.
5. Prepare 30% Design Plans (mechanical only).
6. Prepare conceptual Opinion of Probable Construction Cost ($\pm 50\%$ accuracy).

Deliverables:

- 30% Design Plans (Mechanical)
- Conceptual Construction Schedule
- Opinion of Probable Construction Cost ($\pm 50\%$ accuracy)

Task 200.2 – 100% Bid-Ready Design Submittal

The CONSULTANT will incorporate Client comments from the 30% submittal review and finalize all design documents for bidding. Final documents will be signed and sealed.

As part of this task, the CONSULTANT will provide the following services:

1. Implement Client comments from 30% submittal review.
2. Finalize mechanical design of valve and piping replacements within the existing valve vault.
3. Finalize bypass pumping identification in contract documents.
4. Prepare 100% Bid-Ready Design Plans (mechanical only), signed and sealed.
5. Update Opinion of Probable Construction Cost ($\pm 15\%$ accuracy).

Deliverables:

- 100% Bid-Ready Plans – Signed & Sealed (Mechanical)
- Revised Conceptual Construction Schedule
- Updated Opinion of Probable Construction Cost ($\pm 15\%$ accuracy)

Task 400 – Bid Phase

All five (5) CDBG pump station projects will be advertised as one consolidated contract package and awarded to one contractor. Bid phase services for this project are scoped accordingly. The CONSULTANT will assist the OWNER during the Bid Phase as follows:

1. Respond to bidder questions and prepare addenda as required.

SCHEDULE

The following schedule will be implemented as part of this project. All durations are in weeks following written Notice to Proceed (NTP). The duration of reviews by permitting agencies is outside of Stantec's control; Stantec will not be held liable for delays caused by permitting agencies.

Task	Description	Duration	Completion	Start	Finish	Milestone
			Weeks Following Authorization	(month)	(month)	
	NTP	0	0			1-Jun-26
106	Survey	5	6-Jun-26	1-Jun-26	6-Jul-26	
200.1	30% Design	4	10-Jul-26	6-Jul-26	3-Aug-26	
	Client Review	2	5-Aug-26			17-Aug-26
200.2	100%-Permit Ready	3	20-Aug-26	17-Aug-26	7-Sep-26	
	Client Review	2	2-Jan-00			21-Sep-26
400	Bid Phase	4	25-Sep-26			19-Oct-26

COMPENSATION

All terms and conditions shall be per the attached Professional Services Terms and Conditions.

The services described herein shall be performed on a lump sum fee basis in the amount of **\$22,540**:

Task		Fee
100	Project Management	\$ 1,300
106	Survey	\$ 5,120
200.1	30% Design	\$ 8,520
200.2	100%-Permit Ready	\$ 6,600
400	Bid Phase	\$ 1,000
TOTAL =		\$ 22,540

ASSUMPTIONS & EXCLUSIONS

Assumptions

1. Survey is limited to existing pump station structures only. No route survey, easement survey, or off-site survey is included.
2. The site visit for PS 7 will be conducted concurrently with the Project 6 site visit to optimize schedule and cost.
3. The OWNER will coordinate and facilitate access to the project site for all field activities.
4. The OWNER will provide available record drawings and as-built plans for PS 7 and the associated valve vault.

5. The existing wet well diameter and liner are assumed to be adequate and in acceptable condition. No wet well improvements are included in this scope.
6. The existing electrical equipment elevation is assumed to be adequate and to meet applicable flood criteria. If raising or relocating electrical equipment is required, the CONSULTANT will provide a request for additional services.
7. Existing easements and right-of-way are assumed to be adequate for the proposed improvements. No new easement acquisition is included in this scope.
8. The existing force main is assumed to be of adequate size and condition. No force main design or replacement outside of the valve vault area is included in this scope. If replacement or upsizing of the force main is required, the CONSULTANT will provide a request for additional services.
9. PS 7 will be included in a single consolidated design contract and advertised together with other CDBG pump station projects as one bid package.

Exclusions

1. Permitting of any kind is not included in this scope.
2. No geotechnical investigation or borings are included.
3. No civil or site work is included, including but not limited to grading, paving, fencing, landscaping, and driveway improvements.
4. No structural improvements to the wet well, valve vault, or any other existing structures.
5. No wet well liner replacement or rehabilitation.
6. No flow meter design; magnetic flow meter, bypass vault, or in-situ flow meter are excluded from this scope.
7. No hydraulic modeling or hydraulic calculations are included.
8. No technical specifications are included in this scope.
9. No electrical design, SCADA, or instrumentation work is included.
10. No force main design, replacement, or upsizing outside of the valve vault area.

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AUTHORIZATION

We appreciate the opportunity to present our services to you. Please signify your acceptance of this proposal by signing below and returning a signed copy to us. We will invoice you monthly for the services rendered and for any reimbursable expenses. This proposal and fee schedule are based on acceptance within 30 days of the date of preparation. If not accepted within that time period, we reserve the right to re-evaluate the terms and conditions contained herein.

If you have any questions regarding this proposal, please feel free to contact us.

Submitted by:

STANTEC CONSULTING SERVICES INC.



Marlon Medina P.E.
Project Manager
Tel: 786-631-2059
Marlon.medina@stantec.com

ACCEPTANCE OF PROPOSAL:

The above fees, terms, conditions, and specifications are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined.

THIS PROPOSAL ACCEPTED BY:

**Jon Ward, Executive Director
Community Redevelopment Agency (CRA)**

RESOLUTION NO. 26-33

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF FLORIDA CITY, FL, AUTHORIZING THE CITY MANAGER TO EXECUTE A PROPOSAL TO PROVIDE ENGINEERING SERVICES WITH STANTEC CONSULTING SERVICES FOR IMPROVEMENTS TO PUMP STATION NO. 24 IN THE AMOUNT OF \$131,045, TO BE FUNDED BY CDBG SMALL CITIES GRANT 26DB-N04; PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, with the approval of City Resolution 25-63, dated November 25, 2025, the City Commission accepted Florida Commerce CDBG Small Cities grant 26DB-N04, in the amount of \$5,926,310.80, to fund a series of City infrastructure improvements; and

WHEREAS, pursuant to Section 287.055, Florida Statutes, the City issued Request for Qualifications (RFQ) No. 2017-002, requesting qualifications from professional engineering firms and, further, selected Stantec Consulting Services (“the Consultant”) to provide professional engineering services for various City projects and assignments and, further, on September 5, 2017, the City entered into a Continuing Services Agreement with Consultant for a period of five years; and

WHEREAS, Extension One to the initial Continuing Services Agreement was granted by City Resolution 22-62, for a period from November 21, 2022 through November 21, 2027; and

WHEREAS, on March 23, 2026, at the request of the City, the Consultant submitted a proposal to provide engineering design services for improvements to Pump Station No. 24, including survey, basis of design, design, permitting and bid phase services, in the amount of \$131,045, attached hereto as Exhibit A, to be funded by CDBG Small Cities grant 26DB-N04; and

WHEREAS, City staff believes that it is in the best interest of the City of Florida City to approve of the Stantec proposal, herein attached as Exhibit A, and to use the grant funding noted above for this purpose; and

NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND CITY COMMISSIONERS OF THE CITY OF FLORIDA CITY, FLORIDA:

Section 1. The above and foregoing recitals are true and correct and incorporated here by reference.

Section 2. The City Manager is hereby authorized to execute the proposal with Stantec Consulting Services for engineering design, survey, permitting and bid services, entitled “City of Florida City-PS 24 Improvements”, dated March 23, 2026, in the amount of \$131,045, attached hereto as Exhibit A.

RESOLUTION NO. 26-33

Section 3. The City Manager and CRA Executive Director are hereby authorized to take any and all actions necessary to implement the action taking in this Resolution.

Section 4. This Resolution shall take effect immediately upon adoption by the City Commission.

PASSED AND ADOPTED by the Mayor and City Commission of the City of Florida City, FL
this _____ day of _____, 2026

Charlotte Thompson, Mayor

Attest:

Jennifer Evelyn, City Clerk

Approved as to form and legal sufficiency

Regine Monestime, City Attorney

Offered by:

Motion to adopt by _____, seconded by _____

FINAL VOTE AT ADOPTION

- Mayor Charlotte Thompson _____
- Vice Mayor Rhonda Cobb _____
- Commissioner Richard Brown, Jr. _____
- Commissioner James Gold _____
- Commissioner Trina Wilborn _____

March 23, 2026

Attention: Jon Ward, Executive Director
Community Redevelopment Agency (CRA)
City of Florida City

Florida City, FL 33034-3346

305-247-8221

Dear Mr. Ward,

RESO. 26-33
EXHIBIT A

Reference: **City of Florida City – PS 24 Improvements**

BACKGROUND

The City has received Community Development Block Grant (CDBG) funding to implement a series of infrastructure improvements, including upgrades to existing sanitary sewer pump stations. As part of this program, Pump Station 24 (PS 24), located on NW 12th Street, just east of NW 5th Court in Florida City, will need to be upgraded to meet increased system pressures due to recent developments and population growth. Based on initial coordination with the City, the scope for PS 24 is anticipated to include evaluation of the existing pumping system and potential upgrades to address changes in system conditions, including downstream pressures. The improvements are expected to be limited to rehabilitation and system optimization, without major structural improvements. At this time, limited information is available regarding existing system data, including as-builts, flow measurements, survey, and pressure conditions at the point of connection. Additional coordination with the City will be required to confirm design criteria and available data to support final design development.

This proposal is for engineering design services for the rehabilitation and upgrade of PS 24, including survey, basis of design, design, permitting, and bid phase services.

SCOPE OF SERVICES

Task 100 – Project Management

The CONSULTANT will be responsible for overall internal coordination and administration of this project and will manage the financial and scheduling aspects of the various activities identified herein for the period indicated in the Project Schedule. The CONSULTANT will monitor the project schedule (excluding the Construction Schedule, which will be the responsibility of others), conduct internal meetings, monitor and update budget and schedule status, prepare miscellaneous project management correspondence and documents, coordinate activities of all project team members, and manage project issues requiring discussion or resolution with the OWNER.

Under this task the CONSULTANT assumes responsibility for the following (for the duration of 13 months):

1. Monthly Progress Meetings with the OWNER (13 months)
2. Monthly Invoices with brief description of services provided (13 months)
3. Monthly review and documentation of schedule and budget
4. Communication and coordination with the OWNER
5. Internal design meetings – Bi-weekly, during design phases of the project.
6. BODR Workshop – facilitation of design workshop to review Draft BODR findings and establish design decisions
7. 60% Design Workshop – facilitation of design workshop to review 60% submittal and establish final design direction

Deliverables:

- Monthly Invoices
- Workshop Meeting Minutes

Task 106 – Survey

The CONSULTANT will coordinate with the Owner's Surveying Sub-Consultant to carry out a topographic survey and subsurface utility investigation of the PS 24 project site.

As part of this task, the CONSULTANT will provide the following services:

1. Coordinate with Surveying Sub-Consultant and define scope of survey work
2. **Topographic Survey** – Signed and sealed topographic survey of the PS 24 site including rim and invert elevations, property/easement lines, and all above-ground visible improvements
3. Review draft survey, provide comments, and coordinate with Surveying Sub-Consultant for final deliverable

Deliverables:

- Signed & Sealed Topographic Survey

Task 110 – Basis of Design Report (BODR)

The CONSULTANT will develop one (1) Basis of Design Report (BODR) for PS 24. The BODR will summarize field findings, document existing conditions, assess deficiencies, and present conceptual improvements recommended by the CONSULTANT.

As part of this task, the CONSULTANT will provide the following engineering services:

4. Review available as-built record drawings for PS 24 and the associated sewer collection system
5. Data collection and review (SCADA flows, pump curves, maintenance logs, flood maps, pump runtimes)
6. Establish Design Flood Criteria for the project
7. **Wastewater Flow Analysis** – Determine design flows using land use data, SCADA information, and City-provided flow data and modeling inputs. Sewer system modeling, I&I studies, and rainfall-dependent inflow analysis are the responsibility of the City. The City will provide applicable flow data and modeling inputs for incorporation into the BODR.
8. **Hydraulic Analysis** – Evaluate existing and proposed conditions to identify deficiencies; point of connection pressures (both high and low) will be provided by the Client; pump selection will be modeled by the Client at 60%, and 100% Permit-Ready phases
9. **Pump Selection** – The CONSULTANT will select a pump to meet the increased system pressures. Pump design data will be provided to the City for incorporation into the hydraulic model to confirm performance under new system conditions. The City will be responsible for calibrating the hydraulic model with the selected pump curves and updated WASD pressures.
10. **FPL Coordination** – Coordinate with Florida Power & Light (FPL) to obtain a fault current letter for inclusion in design documents. It is assumed the existing electrical service is adequate. If FPL coordination reveals that a new transformer or additional electrical infrastructure is required, Stantec will provide a request for additional services.
11. Review of existing electrical system capacity to support proposed pumps
12. Review of existing SCADA system and identify instrumentation improvements. The City will define SCADA system requirements; Stantec will design and specify accordingly.
13. Site evaluation improvements including:
 - Present (2) options for finish surface and landscape buffer, including evaluation of site concrete work (equipment pad slab and site slab), asphalt driveway and approach with limerock base, and chain-link fencing
 - Odor control recommendation
 - Sewer flow meter product recommendation. A bypass or sewer vault will not be included.
 - Water tight hatches and top slab improvements.

14. Wet well improvements evaluation (assumes existing wet well diameter is adequate).
15. Summary of structural and electrical evaluation findings
16. Conceptual Opinion of Probable Construction Cost ($\pm 50\%$ accuracy)
17. QAQC of all deliverables

The CONSULTANT will provide a Draft BODR to the OWNER for review. The CONSULTANT will facilitate a BODR Workshop with the OWNER within ten (10) working days to discuss findings, establish design direction, and document decisions. Meeting minutes will be provided capturing all decisions and action items.

Deliverables:

- Draft BODR
- Conceptual Opinion of Probable Construction Cost ($\pm 50\%$ accuracy)
- Design Sketches of Site Layout Options and Mechanical Plan & Section
- BODR Workshop Meeting Minutes

Task 200 – Design Phase

The CONSULTANT will develop design documents for PS 24 in two (2) milestones: a 60% Design Submittal and a 100% Permit-Ready Submittal, based upon the approved Basis of Design Report.

Task 200.1 - 60% Design Submittal

The CONSULTANT will incorporate Client comments from the BODR Workshop and advance the design to the 60% milestone, followed by a 60% Design Workshop with the OWNER.

1. Implement Client comments from BODR Workshop
2. Civil and mechanical design of upgraded PS 24, including hydraulic calculations, site concrete work, and driveway improvements
3. Structural design and calculations
4. Electrical and instrumentation design, including SCADA/RTU coordination, emergency receptacle for portable generator connection, electrical distribution equipment, and variable frequency drives (VFDs). Preliminary arc flash calculations will be included in the electrical design; final arc flash verification is the responsibility of the contractor during the shop drawing phase. The City will define SCADA system requirements; Stantec will design and specify accordingly.
5. Identification of bypass pumping requirements (contractor means and methods excluded)
6. 60% Opinion of Probable Construction Cost ($\pm 30\%$ accuracy)
7. 60% Technical Specifications
8. **60% Design Plans including:**
 - Civil Plans
 - Mechanical Plans
 - Structural Plans
 - Electrical Plans
 - Landscape screening callouts on Civil Plans (no separate landscape sheets)

Deliverables:

- 60% Design Plans
- Technical Specifications
- Conceptual Construction Schedule
- Opinion of Probable Construction Cost ($\pm 30\%$ accuracy)
- 60% Design Workshop Meeting Minutes

Task 200.2 - 100% Permit-Ready Design Submittal

The CONSULTANT will incorporate Client comments from the 60% Design Workshop and finalize all design documents for permit submittal. Final documents will be signed and sealed.

1. Implement Client comments from 60% Design Workshop
2. Finalize civil and mechanical design of upgraded PS 24, including final hydraulic calculations, site concrete work, and driveway improvements
3. Finalize structural design and calculations
4. Finalize electrical and instrumentation design, including SCADA/RTU coordination, emergency receptacle for portable generator connection, distribution equipment, and VFDs
5. Finalize bypass pumping identification in contract documents
6. 100% Opinion of Probable Construction Cost ($\pm 15\%$ accuracy)
7. 100% Technical Specifications
8. **100% Permit-Ready Plans including:**
 - Civil Plans
 - Mechanical Plans
 - Structural Plans
 - Electrical Plans
 - Landscape screening callouts on Civil Plans (no separate landscape sheets)

Deliverables:

- 100% Permit-Ready Plans (Signed & Sealed)
- Technical Specifications
- Final BODR (Signed & Sealed)
- Revised Conceptual Construction Schedule
- Final Opinion of Probable Construction Cost ($\pm 15\%$ accuracy)

Task 300 – Permit Phase

The CONSULTANT will prepare and submit permit applications on behalf of the OWNER to the following agencies:

1. City of Florida City Building Department
2. City of Florida City Public Works / Engineering
3. Miami-Dade County Department of Environmental Resource Management (DERM) – Core Review
4. DERM Sewer Extension
5. Florida Department of Environmental Protection (FDEP) – For Construction of a Domestic Wastewater Collection System (delegated to Miami-Dade County)

The OWNER shall be responsible for all permitting fees. The CONSULTANT will respond to each permitting agency's requests for information (maximum of two (2) per agency, and three (3) for DERM Sewer Extension). The CONSULTANT will prepare and submit the WASD Utility Technical Form (UT Form) as part of the DERM Sewer Extension permitting process. The CONSULTANT will submit permitting information and respond to requests for information expeditiously.

Task 400 – Bid Phase

The CONSULTANT will assist the OWNER during the Bid Phase. All five (5) CDBG pump station projects will be advertised as one consolidated contract package and awarded to one contractor. PS 24 serves as the lead project for the consolidated bid package; the CONSULTANT will prepare the full specification book covering all five (5) projects, organized as one project with up to five (5) volumes as applicable.

1. Prepare the consolidated Bid Package for all five (5) CDBG pump station projects, including: Conformed Bid Set, Bid Form, and one (1) complete Technical Specification book covering all five (5) projects (organized as one project with up to five (5) volumes as applicable).
2. Respond to Bidder RFIs and prepare addenda as needed
3. Conduct a consolidated Pre-Bid Site Visit and Pre-Bid Meeting for all five (5) CDBG pump station projects
4. Recommend up to three (3) Contractors as potential bidders; Stantec will reach out to contractors who have performed similar projects within the last five (5) years
5. Prepare a bid tabulation for all bids received and evaluate the apparent low bid
6. Contact references for the apparent low bidder and prepare a letter recommending award of a construction contract if appropriate

Deliverables:

- Conformed Bid Set (including full Technical Specifications for all five (5) CDBG projects)
- Bid Tabulation
- Contractor Award Letter

ALLOWANCE TASKS

The following task is not included in the base scope of services. It may be authorized by the CITY as needed and will be invoiced on a time-and-materials basis up to the stated allowance amount.

Task 501 – Field Testing

If authorized by the CITY, the CONSULTANT will perform a site visit to assess existing conditions at PS 24 and, if requested, assist with coordination of pressure data logger procurement. This task is not included in the base fee. The base scope assumes that WASD Booster Station downstream pressure data will be used for hydraulic design in lieu of field-measured pressure testing.

As part of this task, if authorized, the CONSULTANT will provide the following services:

- PS Site Visit – Civil, structural, and electrical engineers will conduct one (1) site visit to assess existing conditions at PS 24.
- Pressure Logger Coordination – If directed by the CITY, the CONSULTANT will coordinate with a vendor for pressure logger procurement. The cost of pressure loggers is NOT included in this allowance and shall be paid directly by the CITY. No pump drawdown testing is included.

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SCHEDULE

The following schedule will be implemented as part of this project. All durations are in weeks following written Notice to Proceed (NTP). The duration of reviews by permitting agencies is outside of Stantec's control; Stantec will not be held liable for delays caused by permitting agencies.

Task	Description	Duration	Completion	Start	Finish	Milestone
			Weeks Following Authorization	(month)	(month)	
	NTP	0	0			1-Jun-26
106	Survey	8	8	1-Jun-26	27-Jul-26	
110	BODR	6	6	27-Jul-26	7-Sep-26	
	Client Review	2	8			21-Sep-26
200.1	60% Design	8	16	21-Sep-26	16-Nov-26	
	Client Review	2	18			30-Nov-26
200.2	100%-Permit Ready	6	14	30-Nov-26	11-Jan-27	
	Client Review	2	16			25-Jan-27
300	Permit Phase	16	30	25-Jan-27	17-May-27	
400	Bid Phase	4	34			14-Jun-27

COMPENSATION

All terms and conditions shall be per the attached Professional Services Terms and Conditions.

The services described herein shall be performed on a lump sum fee basis in the amount of **\$123,895**

Task		Fee
100	Project Management	\$ 13,200
106	Survey	\$ 9,365
110	Basis of Design Report	\$ 19,600
200.1	60% Design	\$ 33,000
200.2	100%-Permit Ready	\$ 34,730
300	Permit Phase	\$ 8,200
400	Bid Phase	\$ 5,800
TOTAL =		\$ 123,895

Task 500 – Allowances		Fee
501	Field Testing	\$ 7,150
ALLOWANCES TOTAL =		\$ 7,150

ASSUMPTIONS & EXCLUSIONS

Assumptions

1. It is assumed the City will purchase pressure loggers. Stantec will coordinate with vendor and obtain invoice for City to pay.
2. Permit fees will be paid by the OWNER.
3. The OWNER will coordinate and facilitate access to the project site, including access for all field investigation activities.
4. The OWNER will provide available record drawings and as-built plans for PS 24 and the associated sewer collection system.
5. The OWNER (Client) will provide point of connection pressures based on the WASD Booster Station downstream pressure and updated hydraulic model results. The City Engineer will perform hydraulic modeling and generate max/min POC pressures. Stantec will not perform hydraulic modeling.
6. For hydraulic design purposes, it is assumed that downstream pressure data from the WASD Booster Station will be used as the point of connection (POC) pressure. The City Engineer will update the hydraulic model and provide maximum and minimum pressures at the PS 24 POC. Stantec will not perform hydraulic modeling or pressure testing as part of the base scope.
7. The existing wet well diameter is assumed to be adequate for the proposed pump improvements. If a new wet well is required, Stantec will provide a request for additional services.
8. The existing electrical equipment elevation is assumed to be adequate and to meet applicable flood criteria. If raising or relocating electrical equipment is required, Stantec will provide a request for additional services.
9. Existing easements and right-of-way are assumed to be in place and adequate for the proposed improvements. No new easement acquisition is included in this scope.
10. The existing force main is assumed to be of adequate size and condition. No force main design outside of the wet well and valve vault is included. If replacement or upsizing is required, Stantec will provide a request for additional services; the project schedule may also be impacted.
11. The existing electrical service is assumed to be adequate to support the proposed pump upgrades. No additional electrical infrastructure, transformer upgrades, or off-site easement coordination is included in this scope. If coordination with FPL reveals that a new transformer or additional electrical work is required, Stantec will provide a request for additional services.
12. The City will define SCADA system requirements prior to design. Stantec will design and specify the SCADA system based on City-provided requirements.
13. The City will provide applicable sewer flow data, I&I factors, and modeling inputs for incorporation into the BODR. Sewer system modeling, I&I studies, and rainfall-dependent inflow analysis are the responsibility of the City.
14. All five (5) CDBG pump station projects will be advertised as one consolidated contract package and awarded to one contractor. One (1) specification book (organized as one project with up to five (5) volumes as applicable) will be prepared for the bundle.
15. PS 24 is not considered a master (piggyback) pump station. A permanent standby generator is therefore not included in this scope. This assumption is based on the anticipated force main diameter being 12 inches or less. If PS 24 is determined to be a master station or if the force main diameter exceeds 12 inches, Stantec will provide a request for additional services.
16. No elevated platform or access platform for electrical equipment is included in this design. Equipment layout is assumed to be accessible at grade level.
17. No stairs or access steps are included in this scope. If stairs or access steps are required, Stantec will provide a request for additional services.
18. The existing perimeter fence is assumed to remain. No new fencing or privacy slats are included in this scope.

Exclusions

1. This scope does not include easement acquisition, legal sketch and description, or title search
2. Additional services will be required if additional survey is required by FPL for a long service route
3. Geotechnical borings (no geotechnical investigation is included in this scope)
4. Hydraulic modeling; the Client will provide point of connection pressures and will modeling of Stantec's selected pump.
5. New platform to raise electrical equipment above current elevation is excluded from this scope.
6. Magnetic flow meter with bypass and vault design is excluded from this scope. An insitu flow meter will be recommended as part of this project.
7. New wet well design; scope assumes existing wet well diameter is adequate, if a larger wet well is required, Stantec will coordinate with the City for a revised scope and fee.
8. Force main design, replacement, or upsizing outside of the wet well and valve vault area is excluded from this scope. It is assumed the existing 8" FM will be adequate for the pump upgrades.
9. Transient analysis of the force main system is excluded from this scope.
10. The existing perimeter fence will remain, no privacy slats will be included.
11. Landscape plans or landscaping sheets. Landscape screening is shown as callouts on civil plans only. Renderings of proposed landscaping are not included.
12. Preparation of front-end bid documents (Instructions to Bidders, General Conditions, etc.) will be provided by the City.
13. Pressure testing and facilitation of pressure logger procurement. The base scope assumes WASD Booster Station downstream pressure will be used for hydraulic design. If pressure testing is required, Stantec will assist with vendor coordination only as an authorized allowance (Task 501). The cost of pressure loggers is NOT included in this scope and shall be paid directly by the City.
14. Pump drawdown testing of existing pumps. Drawdown testing is not included in this scope or in any allowance task.
15. Permanent standby generator design. PS 24 is not considered a master pump station; therefore, a permanent generator is not included. The electrical design includes an emergency receptacle for a portable generator connection only.
16. Design for storm surge protection is not included in this scope. Electrical equipment elevation is assumed to meet current flood criteria only. If storm surge hardening or elevation above current flood criteria is required, Stantec will provide a request for additional services.
17. **The following permitting services are not included:**
 - DERM PRS or EQCB for Variance
 - Drainage permits
 - Zoning permits

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AUTHORIZATION

We appreciate the opportunity to present our services to you. Please signify your acceptance of this proposal by signing below and returning a signed copy to us. We will invoice you monthly for the services rendered and for any reimbursable expenses. This proposal and fee schedule are based on acceptance within 30 days of the date of preparation. If not accepted within that time period, we reserve the right to re-evaluate the terms and conditions contained herein.

If you have any questions regarding this proposal, please feel free to contact us.

Submitted by:

STANTEC CONSULTING SERVICES INC.



Marlon Medina P.E.
Project Manager
Tel: 786-631-2059
Marlon.medina@stantec.com

ACCEPTANCE OF PROPOSAL: The above fees, terms, conditions, and specifications are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined.

THIS PROPOSAL ACCEPTED BY:

Jon Ward, Executive Director
Community Redevelopment Agency (CRA)

March 23, 2026

Attention: Jon Ward, Executive Director

Community Redevelopment Agency (CRA)

City of Florida City

Florida City, FL 33034-3346

305-247-8221

Dear Mr. Ward,

Reference: **City of Florida City – PS 24 Improvements**

BACKGROUND

The City has received Community Development Block Grant (CDBG) funding to implement a series of infrastructure improvements, including upgrades to existing sanitary sewer pump stations. As part of this program, Pump Station 24 (PS 24), located on NW 12th Street, just east of NW 5th Court in Florida City, will need to be upgraded to meet increased system pressures due to recent developments and population growth. Based on initial coordination with the City, the scope for PS 24 is anticipated to include evaluation of the existing pumping system and potential upgrades to address changes in system conditions, including downstream pressures. The improvements are expected to be limited to rehabilitation and system optimization, without major structural improvements. At this time, limited information is available regarding existing system data, including as-builts, flow measurements, survey, and pressure conditions at the point of connection. Additional coordination with the City will be required to confirm design criteria and available data to support final design development.

This proposal is for engineering design services for the rehabilitation and upgrade of PS 24, including survey, basis of design, design, permitting, and bid phase services.

SCOPE OF SERVICES

Task 100 – Project Management

The CONSULTANT will be responsible for overall internal coordination and administration of this project and will manage the financial and scheduling aspects of the various activities identified herein for the period indicated in the Project Schedule. The CONSULTANT will monitor the project schedule (excluding the Construction Schedule, which will be the responsibility of others), conduct internal meetings, monitor and update budget and schedule status, prepare miscellaneous project management correspondence and documents, coordinate activities of all project team members, and manage project issues requiring discussion or resolution with the OWNER.

Under this task the CONSULTANT assumes responsibility for the following (for the duration of 13 months):

1. Monthly Progress Meetings with the OWNER (13 months)
2. Monthly Invoices with brief description of services provided (13 months)
3. Monthly review and documentation of schedule and budget
4. Communication and coordination with the OWNER
5. Internal design meetings – Bi-weekly, during design phases of the project.
6. BODR Workshop – facilitation of design workshop to review Draft BODR findings and establish design decisions
7. 60% Design Workshop – facilitation of design workshop to review 60% submittal and establish final design direction

Deliverables:

- Monthly Invoices
- Workshop Meeting Minutes

Task 106 – Survey

The CONSULTANT will coordinate with the Owner's Surveying Sub-Consultant to carry out a topographic survey and subsurface utility investigation of the PS 24 project site.

As part of this task, the CONSULTANT will provide the following services:

1. Coordinate with Surveying Sub-Consultant and define scope of survey work
2. **Topographic Survey** – Signed and sealed topographic survey of the PS 24 site including rim and invert elevations, property/easement lines, and all above-ground visible improvements
3. Review draft survey, provide comments, and coordinate with Surveying Sub-Consultant for final deliverable

Deliverables:

- Signed & Sealed Topographic Survey

Task 110 – Basis of Design Report (BODR)

The CONSULTANT will develop one (1) Basis of Design Report (BODR) for PS 24. The BODR will summarize field findings, document existing conditions, assess deficiencies, and present conceptual improvements recommended by the CONSULTANT.

As part of this task, the CONSULTANT will provide the following engineering services:

4. Review available as-built record drawings for PS 24 and the associated sewer collection system
5. Data collection and review (SCADA flows, pump curves, maintenance logs, flood maps, pump runtimes)
6. Establish Design Flood Criteria for the project
7. **Wastewater Flow Analysis** – Determine design flows using land use data, SCADA information, and City-provided flow data and modeling inputs. Sewer system modeling, I&I studies, and rainfall-dependent inflow analysis are the responsibility of the City. The City will provide applicable flow data and modeling inputs for incorporation into the BODR.
8. **Hydraulic Analysis** – Evaluate existing and proposed conditions to identify deficiencies; point of connection pressures (both high and low) will be provided by the Client; pump selection will be modeled by the Client at 60%, and 100% Permit-Ready phases
9. **Pump Selection** – The CONSULTANT will select a pump to meet the increased system pressures. Pump design data will be provided to the City for incorporation into the hydraulic model to confirm performance under new system conditions. The City will be responsible for calibrating the hydraulic model with the selected pump curves and updated WASD pressures.
10. **FPL Coordination** – Coordinate with Florida Power & Light (FPL) to obtain a fault current letter for inclusion in design documents. It is assumed the existing electrical service is adequate. If FPL coordination reveals that a new transformer or additional electrical infrastructure is required, Stantec will provide a request for additional services.
11. Review of existing electrical system capacity to support proposed pumps
12. Review of existing SCADA system and identify instrumentation improvements. The City will define SCADA system requirements; Stantec will design and specify accordingly.
13. Site evaluation improvements including:
 - Present (2) options for finish surface and landscape buffer, including evaluation of site concrete work (equipment pad slab and site slab), asphalt driveway and approach with limerock base, and chain-link fencing
 - Odor control recommendation
 - Sewer flow meter product recommendation. A bypass or sewer vault will not be included.
 - Water tight hatches and top slab improvements.

14. Wet well improvements evaluation (assumes existing wet well diameter is adequate).
15. Summary of structural and electrical evaluation findings
16. Conceptual Opinion of Probable Construction Cost ($\pm 50\%$ accuracy)
17. QAQC of all deliverables

The CONSULTANT will provide a Draft BODR to the OWNER for review. The CONSULTANT will facilitate a BODR Workshop with the OWNER within ten (10) working days to discuss findings, establish design direction, and document decisions. Meeting minutes will be provided capturing all decisions and action items.

Deliverables:

- Draft BODR
- Conceptual Opinion of Probable Construction Cost ($\pm 50\%$ accuracy)
- Design Sketches of Site Layout Options and Mechanical Plan & Section
- BODR Workshop Meeting Minutes

Task 200 – Design Phase

The CONSULTANT will develop design documents for PS 24 in two (2) milestones: a 60% Design Submittal and a 100% Permit-Ready Submittal, based upon the approved Basis of Design Report.

Task 200.1 - 60% Design Submittal

The CONSULTANT will incorporate Client comments from the BODR Workshop and advance the design to the 60% milestone, followed by a 60% Design Workshop with the OWNER.

1. Implement Client comments from BODR Workshop
2. Civil and mechanical design of upgraded PS 24, including hydraulic calculations, site concrete work, and driveway improvements
3. Structural design and calculations
4. Electrical and instrumentation design, including SCADA/RTU coordination, emergency receptacle for portable generator connection, electrical distribution equipment, and variable frequency drives (VFDs). Preliminary arc flash calculations will be included in the electrical design; final arc flash verification is the responsibility of the contractor during the shop drawing phase. The City will define SCADA system requirements; Stantec will design and specify accordingly.
5. Identification of bypass pumping requirements (contractor means and methods excluded)
6. 60% Opinion of Probable Construction Cost ($\pm 30\%$ accuracy)
7. 60% Technical Specifications
8. **60% Design Plans including:**
 - Civil Plans
 - Mechanical Plans
 - Structural Plans
 - Electrical Plans
 - Landscape screening callouts on Civil Plans (no separate landscape sheets)

Deliverables:

- 60% Design Plans
- Technical Specifications
- Conceptual Construction Schedule
- Opinion of Probable Construction Cost ($\pm 30\%$ accuracy)
- 60% Design Workshop Meeting Minutes

Task 200.2 - 100% Permit-Ready Design Submittal

The CONSULTANT will incorporate Client comments from the 60% Design Workshop and finalize all design documents for permit submittal. Final documents will be signed and sealed.

1. Implement Client comments from 60% Design Workshop
2. Finalize civil and mechanical design of upgraded PS 24, including final hydraulic calculations, site concrete work, and driveway improvements
3. Finalize structural design and calculations
4. Finalize electrical and instrumentation design, including SCADA/RTU coordination, emergency receptacle for portable generator connection, distribution equipment, and VFDs
5. Finalize bypass pumping identification in contract documents
6. 100% Opinion of Probable Construction Cost ($\pm 15\%$ accuracy)
7. 100% Technical Specifications
8. **100% Permit-Ready Plans including:**
 - Civil Plans
 - Mechanical Plans
 - Structural Plans
 - Electrical Plans
 - Landscape screening callouts on Civil Plans (no separate landscape sheets)

Deliverables:

- 100% Permit-Ready Plans (Signed & Sealed)
- Technical Specifications
- Final BODR (Signed & Sealed)
- Revised Conceptual Construction Schedule
- Final Opinion of Probable Construction Cost ($\pm 15\%$ accuracy)

Task 300 – Permit Phase

The CONSULTANT will prepare and submit permit applications on behalf of the OWNER to the following agencies:

1. City of Florida City Building Department
2. City of Florida City Public Works / Engineering
3. Miami-Dade County Department of Environmental Resource Management (DERM) – Core Review
4. DERM Sewer Extension
5. Florida Department of Environmental Protection (FDEP) – For Construction of a Domestic Wastewater Collection System (delegated to Miami-Dade County)

The OWNER shall be responsible for all permitting fees. The CONSULTANT will respond to each permitting agency's requests for information (maximum of two (2) per agency, and three (3) for DERM Sewer Extension). The CONSULTANT will prepare and submit the WASD Utility Technical Form (UT Form) as part of the DERM Sewer Extension permitting process. The CONSULTANT will submit permitting information and respond to requests for information expeditiously.

Task 400 – Bid Phase

The CONSULTANT will assist the OWNER during the Bid Phase. All five (5) CDBG pump station projects will be advertised as one consolidated contract package and awarded to one contractor. PS 24 serves as the lead project for the consolidated bid package; the CONSULTANT will prepare the full specification book covering all five (5) projects, organized as one project with up to five (5) volumes as applicable.

1. Prepare the consolidated Bid Package for all five (5) CDBG pump station projects, including: Conformed Bid Set, Bid Form, and one (1) complete Technical Specification book covering all five (5) projects (organized as one project with up to five (5) volumes as applicable).
2. Respond to Bidder RFIs and prepare addenda as needed
3. Conduct a consolidated Pre-Bid Site Visit and Pre-Bid Meeting for all five (5) CDBG pump station projects
4. Recommend up to three (3) Contractors as potential bidders; Stantec will reach out to contractors who have performed similar projects within the last five (5) years
5. Prepare a bid tabulation for all bids received and evaluate the apparent low bid
6. Contact references for the apparent low bidder and prepare a letter recommending award of a construction contract if appropriate

Deliverables:

- Conformed Bid Set (including full Technical Specifications for all five (5) CDBG projects)
- Bid Tabulation
- Contractor Award Letter

ALLOWANCE TASKS

The following task is not included in the base scope of services. It may be authorized by the CITY as needed and will be invoiced on a time-and-materials basis up to the stated allowance amount.

Task 501 – Field Testing

If authorized by the CITY, the CONSULTANT will perform a site visit to assess existing conditions at PS 24 and, if requested, assist with coordination of pressure data logger procurement. This task is not included in the base fee. The base scope assumes that WASD Booster Station downstream pressure data will be used for hydraulic design in lieu of field-measured pressure testing.

As part of this task, if authorized, the CONSULTANT will provide the following services:

- PS Site Visit – Civil, structural, and electrical engineers will conduct one (1) site visit to assess existing conditions at PS 24.
- Pressure Logger Coordination – If directed by the CITY, the CONSULTANT will coordinate with a vendor for pressure logger procurement. The cost of pressure loggers is NOT included in this allowance and shall be paid directly by the CITY. No pump drawdown testing is included.

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SCHEDULE

The following schedule will be implemented as part of this project. All durations are in weeks following written Notice to Proceed (NTP). The duration of reviews by permitting agencies is outside of Stantec's control; Stantec will not be held liable for delays caused by permitting agencies.

Task	Description	Duration	Completion	Start	Finish	Milestone
			Weeks Following Authorization	(month)	(month)	
	NTP	0	0			1-Jun-26
106	Survey	8	8	1-Jun-26	27-Jul-26	
110	BODR	6	6	27-Jul-26	7-Sep-26	
	Client Review	2	8			21-Sep-26
200.1	60% Design	8	16	21-Sep-26	16-Nov-26	
	Client Review	2	18			30-Nov-26
200.2	100%-Permit Ready	6	14	30-Nov-26	11-Jan-27	
	Client Review	2	16			25-Jan-27
300	Permit Phase	16	30	25-Jan-27	17-May-27	
400	Bid Phase	4	34			14-Jun-27

COMPENSATION

All terms and conditions shall be per the attached Professional Services Terms and Conditions.

The services described herein shall be performed on a lump sum fee basis in the amount of **\$123,895**

Task		Fee
100	Project Management	\$ 13,200
106	Survey	\$ 9,365
110	Basis of Design Report	\$ 19,600
200.1	60% Design	\$ 33,000
200.2	100%-Permit Ready	\$ 34,730
300	Permit Phase	\$ 8,200
400	Bid Phase	\$ 5,800
TOTAL =		\$ 123,895

Task 500 – Allowances		Fee
501	Field Testing	\$ 7,150
ALLOWANCES TOTAL =		\$ 7,150

ASSUMPTIONS & EXCLUSIONS

Assumptions

1. It is assumed the City will purchase pressure loggers. Stantec will coordinate with vendor and obtain invoice for City to pay.
2. Permit fees will be paid by the OWNER.
3. The OWNER will coordinate and facilitate access to the project site, including access for all field investigation activities.
4. The OWNER will provide available record drawings and as-built plans for PS 24 and the associated sewer collection system.
5. The OWNER (Client) will provide point of connection pressures based on the WASD Booster Station downstream pressure and updated hydraulic model results. The City Engineer will perform hydraulic modeling and generate max/min POC pressures. Stantec will not perform hydraulic modeling.
6. For hydraulic design purposes, it is assumed that downstream pressure data from the WASD Booster Station will be used as the point of connection (POC) pressure. The City Engineer will update the hydraulic model and provide maximum and minimum pressures at the PS 18 POC. Stantec will not perform hydraulic modeling or pressure testing as part of the base scope.
7. The existing wet well diameter is assumed to be adequate for the proposed pump improvements. If a new wet well is required, Stantec will provide a request for additional services.
8. The existing electrical equipment elevation is assumed to be adequate and to meet applicable flood criteria. If raising or relocating electrical equipment is required, Stantec will provide a request for additional services.
9. Existing easements and right-of-way are assumed to be in place and adequate for the proposed improvements. No new easement acquisition is included in this scope.
10. The existing force main is assumed to be of adequate size and condition. No force main design outside of the wet well and valve vault is included. If replacement or upsizing is required, Stantec will provide a request for additional services; the project schedule may also be impacted.
11. The existing electrical service is assumed to be adequate to support the proposed pump upgrades. No additional electrical infrastructure, transformer upgrades, or off-site easement coordination is included in this scope. If coordination with FPL reveals that a new transformer or additional electrical work is required, Stantec will provide a request for additional services.
12. The City will define SCADA system requirements prior to design. Stantec will design and specify the SCADA system based on City-provided requirements.
13. The City will provide applicable sewer flow data, I&I factors, and modeling inputs for incorporation into the BODR. Sewer system modeling, I&I studies, and rainfall-dependent inflow analysis are the responsibility of the City.
14. All five (5) CDBG pump station projects will be advertised as one consolidated contract package and awarded to one contractor. One (1) specification book (organized as one project with up to five (5) volumes as applicable) will be prepared for the bundle.
15. PS 24 is not considered a master (piggyback) pump station. A permanent standby generator is therefore not included in this scope. This assumption is based on the anticipated force main diameter being 12 inches or less. If PS 24 is determined to be a master station or if the force main diameter exceeds 12 inches, Stantec will provide a request for additional services.
16. No elevated platform or access platform for electrical equipment is included in this design. Equipment layout is assumed to be accessible at grade level.
17. No stairs or access steps are included in this scope. If stairs or access steps are required, Stantec will provide a request for additional services.
18. The existing perimeter fence is assumed to remain. No new fencing or privacy slats are included in this scope.

Exclusions

1. This scope does not include easement acquisition, legal sketch and description, or title search
2. Additional services will be required if additional survey is required by FPL for a long service route
3. Geotechnical borings (no geotechnical investigation is included in this scope)
4. Hydraulic modeling; the Client will provide point of connection pressures and will modeling of Stantec's selected pump.
5. New platform to raise electrical equipment above current elevation is excluded from this scope.
6. Magnetic flow meter with bypass and vault design is excluded from this scope. An insitu flow meter will be recommended as part of this project.
7. New wet well design; scope assumes existing wet well diameter is adequate, if a larger wet well is required, Stantec will coordinate with the City for a revised scope and fee.
8. Force main design, replacement, or upsizing outside of the wet well and valve vault area is excluded from this scope. It is assumed the existing 8" FM will be adequate for the pump upgrades.
9. Transient analysis of the force main system is excluded from this scope.
10. The existing perimeter fence will remain, no privacy slats will be included.
11. Landscape plans or landscaping sheets. Landscape screening is shown as callouts on civil plans only. Renderings of proposed landscaping are not included.
12. Preparation of front-end bid documents (Instructions to Bidders, General Conditions, etc.) will be provided by the City.
13. Pressure testing and facilitation of pressure logger procurement. The base scope assumes WASD Booster Station downstream pressure will be used for hydraulic design. If pressure testing is required, Stantec will assist with vendor coordination only as an authorized allowance (Task 501). The cost of pressure loggers is NOT included in this scope and shall be paid directly by the City.
14. Pump drawdown testing of existing pumps. Drawdown testing is not included in this scope or in any allowance task.
15. Permanent standby generator design. PS 24 is not considered a master pump station; therefore, a permanent generator is not included. The electrical design includes an emergency receptacle for a portable generator connection only.
16. Design for storm surge protection is not included in this scope. Electrical equipment elevation is assumed to meet current flood criteria only. If storm surge hardening or elevation above current flood criteria is required, Stantec will provide a request for additional services.
17. **The following permitting services are not included:**
 - DERM PRS or EQCB for Variance
 - Drainage permits
 - Zoning permits

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AUTHORIZATION

We appreciate the opportunity to present our services to you. Please signify your acceptance of this proposal by signing below and returning a signed copy to us. We will invoice you monthly for the services rendered and for any reimbursable expenses. This proposal and fee schedule are based on acceptance within 30 days of the date of preparation. If not accepted within that time period, we reserve the right to re-evaluate the terms and conditions contained herein.

If you have any questions regarding this proposal, please feel free to contact us.

Submitted by:

STANTEC CONSULTING SERVICES INC.



Marlon Medina P.E.
Project Manager
Tel: 786-631-2059
Marlon.medina@stantec.com

ACCEPTANCE OF PROPOSAL: The above fees, terms, conditions, and specifications are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined.

THIS PROPOSAL ACCEPTED BY:

Jon Ward, Executive Director
Community Redevelopment Agency (CRA)

RESOLUTION NO. 26-34

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF FLORIDA CITY, FL, AUTHORIZING THE CITY MANAGER TO EXECUTE A PROPOSAL TO PROVIDE ENGINEERING SERVICES WITH STANTEC CONSULTING SERVICES FOR IMPROVEMENTS TO PUMP STATION NO. 18 IN THE AMOUNT OF \$101,965, TO BE FUNDED BY CDBG SMALL CITIES GRANT 26DB-N04; PROVIDING FOR AN EFFECTIVE DATE,

WHEREAS, with the approval of City Resolution 25-63, dated November 25, 2025, the City Commission accepted Florida Commerce CDBG Small Cities grant 26DB-N04, in the amount of \$5,926,310.80, to fund a series of City infrastructure improvements; and

WHEREAS, pursuant to Section 287.055, Florida Statutes, the City issued Request for Qualifications (RFQ) No. 2017-002, requesting qualifications from professional engineering firms and, further, selected Stantec Consulting Services (“the Consultant”) to provide professional engineering services for various City projects and assignments and, further, on September 5, 2017, the City entered into a Continuing Services Agreement with Consultant for a period of five years; and

WHEREAS, Extension One to the initial Continuing Services Agreement was granted by City Resolution 22-62, for a period from November 21, 2022 through November 21, 2027; and

WHEREAS, on March 23, 2026, at the request of the City, the Consultant submitted a proposal to provide engineering design services for improvements to Pump Station No. 18, including survey, basis of design, design, permitting and bid phase services, in the amount of \$101,965, attached hereto as Exhibit A, to be funded by CDBG Small Cities grant 26DB-N04; and

WHEREAS, City staff believes that it is in the best interest of the City of Florida City to approve of the Stantec proposal, herein attached as Exhibit A, and to use the grant funding noted above for this purpose; and

NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND CITY COMMISSIONERS OF THE CITY OF FLORIDA CITY, FLORIDA:

Section 1. The above and foregoing recitals are true and correct and incorporated here by reference.

Section 2. The City Manager is hereby authorized to execute the proposal with Stantec Consulting Services for engineering design, survey, permitting and bid services, entitled “City of Florida City-PS 18 Improvements”, dated March 23, 2026, in the amount of \$101,965, attached hereto as Exhibit A.

RESOLUTION NO. 26-34

Section 3. The City Manager and CRA Executive Director are hereby authorized to take any and all actions necessary to implement the action taking in this Resolution.

Section 4. This Resolution shall take effect immediately upon adoption by the City Commission.

PASSED AND ADOPTED by the Mayor and City Commission of the City of Florida City, FL
this _____ day of _____, 2026

Charlotte Thompson, Mayor

Attest:

Jennifer Evelyn, City Clerk

Approved as to form and legal sufficiency

Regine Monestime, City Attorney

Offered by: Mayor

Motion to adopt by _____, seconded by _____

FINAL VOTE AT ADOPTION

Mayor Charlotte Thompson _____

Vice Mayor Rhonda Cobb _____

Commissioner Richard Brown, Jr. _____

Commissioner James Gold _____

Commissioner Trina Wilborn _____

March 23, 2026

Attention: Jon Ward, Executive Director
Community Redevelopment Agency (CRA)
City of Florida City
Florida City, FL 33034-3346

305-247-8221

Dear Mr. Ward,

RESO 26-34
EXHIBIT A

Reference: **City of Florida City – PS 18 Improvements**

BACKGROUND

The City has received Community Development Block Grant (CDBG) funding to implement a series of infrastructure improvements, including upgrades to existing sanitary sewer pump stations. As part of this program, Pump Station 18 (PS 18), located on the southwest corner of NW 14th Street and NW 8th Avenue in Florida City, will need to be upgraded to meet increased system pressures due to recent developments and population growth. Based on initial coordination with the City, the scope for PS 18 is anticipated to include evaluation of the existing pumping system and potential upgrades to address changes in system conditions, including downstream pressures. The improvements are expected to be limited to rehabilitation and system optimization, without major structural expansion. At this time, limited information is available regarding existing system data, including as-builts, flow measurements, survey, and pressure conditions at the point of connection. Additional coordination with the City will be required to confirm design criteria and available data to support final design development.

This proposal is for engineering design services for the rehabilitation and upgrade of PS 18, including survey, basis of design, design, permitting, and bid phase services.

SCOPE OF SERVICES

Task 100 – Project Management

The CONSULTANT will be responsible for overall internal coordination and administration of this project and will manage the financial and scheduling aspects of the various activities identified herein for the period indicated in the Project Schedule. The CONSULTANT will monitor the project schedule (excluding the Construction Schedule, which will be the responsibility of others), conduct internal meetings, monitor and update budget and schedule status, prepare miscellaneous project management correspondence and documents, coordinate activities of all project team members, and manage project issues requiring discussion or resolution with the OWNER.

Under this task the CONSULTANT assumes responsibility for the following (for the duration of 13 months):

1. Monthly Progress Meetings with the OWNER (13 months)
2. Monthly Invoices with brief description of services provided (13 months)
3. Monthly review and documentation of schedule and budget
4. Communication and coordination with the OWNER
5. Internal design meetings – Bi-weekly, during design phases of the project.
6. BODR Workshop – facilitation of design workshop to review Draft BODR findings and establish design decisions

7. 60% Design Workshop – facilitation of design workshop to review 60% submittal and establish final design direction

Deliverables:

- Monthly Invoices
- Workshop Meeting Minutes

Task 106 – Survey

The CONSULTANT will coordinate with the Owner's Surveying Sub-Consultant to carry out a topographic survey and subsurface utility investigation of the PS 18 project site.

As part of this task, the CONSULTANT will provide the following services:

1. Coordinate with Surveying Sub-Consultant and define scope of survey work
2. **Topographic Survey** – Signed and sealed topographic survey of the PS 18 site including rim and invert elevations, property/easement lines, and all above-ground visible improvements
3. Review draft survey, provide comments, and coordinate with Surveying Sub-Consultant for final deliverable

Deliverables:

- Signed & Sealed Topographic Survey

Task 110 – Basis of Design Report (BODR)

The CONSULTANT will develop one (1) Basis of Design Report (BODR) for PS 18. The BODR will summarize field findings, document existing conditions, assess deficiencies, and present conceptual improvements recommended by the CONSULTANT.

As part of this task, the CONSULTANT will provide the following engineering services:

4. Review available as-built record drawings for PS 18 and the associated sewer collection system
5. Data collection and review (SCADA flows, pump curves, maintenance logs, flood maps, pump runtimes)
6. Establish Design Flood Criteria for the project
7. **Wastewater Flow Analysis** – Determine design flows using land use data, SCADA information, and City-provided flow data and modeling inputs. Sewer system modeling, I&I studies, and rainfall-dependent inflow analysis are the responsibility of the City. The City will provide applicable flow data and modeling inputs for incorporation into the BODR.
8. **Hydraulic Analysis** – Evaluate existing and proposed conditions to identify deficiencies; point of connection pressures (both high and low) will be provided by the Client; pump selection will be modeled by the Client at 60%, and 100% Permit-Ready phases
9. **Pump Selection** – The CONSULTANT will select a pump to meet the increased system pressures. Pump design data will be provided to the City for incorporation into the hydraulic model to confirm performance under new system conditions. The City will be responsible for calibrating the hydraulic model with the selected pump curves and updated WASD pressures.
10. **FPL Coordination** – Coordinate with Florida Power & Light (FPL) to obtain a fault current letter for inclusion in design documents. It is assumed the existing electrical service is adequate. If FPL coordination reveals that a new transformer or additional electrical infrastructure is required, Stantec will provide a request for additional services.
11. Review of existing electrical system capacity to support proposed pumps
12. Review of existing SCADA system and identify instrumentation improvements. The City will define SCADA system requirements; Stantec will design and specify accordingly.
13. Site evaluation improvements including:
 - Present (2) options for finish surface and landscape buffer
 - Odor control recommendation
 - Sewer flow meter product recommendation. A bypass or sewer vault will not be included.

- o Water tight hatches and top slab improvements.
- 14. Wet well improvements evaluation (assumes existing wet well diameter is adequate).
- 15. Summary of structural and electrical evaluation findings
- 16. Conceptual Opinion of Probable Construction Cost ($\pm 50\%$ accuracy)
- 17. QAQC of all deliverables

The CONSULTANT will provide a Draft BODR to the OWNER for review. The CONSULTANT will facilitate a BODR Workshop with the OWNER within ten (10) working days to discuss findings, establish design direction, and document decisions. Meeting minutes will be provided capturing all decisions and action items.

Deliverables:

- o Draft BODR
- o Conceptual Opinion of Probable Construction Cost ($\pm 50\%$ accuracy)
- o Design Sketches of Site Layout Options and Mechanical Plan & Section
- o BODR Workshop Meeting Minutes

Task 200 – Design Phase

The CONSULTANT will develop design documents for PS 18 in two (2) milestones: a 60% Design Submittal and a 100% Permit-Ready Submittal, based upon the approved Basis of Design Report.

Task 200.1 - 60% Design Submittal

The CONSULTANT will incorporate Client comments from the BODR Workshop and advance the design to the 60% milestone, followed by a 60% Design Workshop with the OWNER.

1. Implement Client comments from BODR Workshop
2. Civil and mechanical design of upgraded PS 18, including hydraulic calculations
3. Structural design and calculations
4. Electrical and instrumentation design, including SCADA/RTU coordination, emergency receptacle for portable generator connection, electrical distribution equipment, and variable frequency drives (VFDs). Preliminary arc flash calculations will be included in the electrical design; final arc flash verification is the responsibility of the contractor during the shop drawing phase. The City will define SCADA system requirements; Stantec will design and specify accordingly.
5. Identification of bypass pumping requirements (contractor means and methods excluded)
6. 60% Opinion of Probable Construction Cost ($\pm 30\%$ accuracy)
7. 60% Technical Specifications
8. **60% Design Plans including:**
 - o Civil Plans
 - o Mechanical Plans
 - o Structural Plans
 - o Electrical Plans
 - o Landscape screening callouts on Civil Plans (no separate landscape sheets)

Deliverables:

- o 60% Design Plans
- o Technical Specifications
- o Conceptual Construction Schedule
- o Opinion of Probable Construction Cost ($\pm 30\%$ accuracy)
- o 60% Design Workshop Meeting Minutes

Task 200.2 - 100% Permit-Ready Design Submittal

The CONSULTANT will incorporate Client comments from the 60% Design Workshop and finalize all design documents for permit submittal. Final documents will be signed and sealed.

1. Implement Client comments from 60% Design Workshop
2. Finalize civil and mechanical design of upgraded PS 18, including final hydraulic calculations
3. Finalize structural design and calculations
4. Finalize electrical and instrumentation design, including SCADA/RTU coordination, emergency receptacle for portable generator connection, distribution equipment, and VFDs
5. Finalize bypass pumping identification in contract documents
6. 100% Opinion of Probable Construction Cost ($\pm 15\%$ accuracy)
7. 100% Technical Specifications
8. **100% Permit-Ready Plans including:**
 - Civil Plans
 - Mechanical Plans
 - Structural Plans
 - Electrical Plans
 - Landscape screening callouts on Civil Plans (no separate landscape sheets)

Deliverables:

- 100% Permit-Ready Plans (Signed & Sealed)
- Technical Specifications
- Final BODR (Signed & Sealed)
- Revised Conceptual Construction Schedule
- Final Opinion of Probable Construction Cost ($\pm 15\%$ accuracy)

Task 300 – Permit Phase

The CONSULTANT will prepare and submit permit applications on behalf of the OWNER to the following agencies:

1. City of Florida City Building Department
2. City of Florida City Public Works / Engineering
3. Miami-Dade County Department of Environmental Resource Management (DERM) – Core Review
4. DERM Sewer Extension
5. Florida Department of Environmental Protection (FDEP) – For Construction of a Domestic Wastewater Collection System (delegated to Miami-Dade County)

The OWNER shall be responsible for all permitting fees. The CONSULTANT will respond to each permitting agency's requests for information (maximum of two (2) per agency, and three (3) for DERM Sewer Extension). The CONSULTANT will prepare and submit the WASD Utility Technical Form (UT Form) as part of the DERM Sewer Extension permitting process. The CONSULTANT will submit permitting information and respond to requests for information expeditiously.

Task 400 – Bid Phase

The CONSULTANT will assist the OWNER during the Bid Phase. All five (5) CDBG pump station projects will be advertised as one consolidated contract package and awarded to one contractor. Bid phase services for this project are scoped accordingly to eliminate redundant effort across the bundle.

1. Assist with preparation of the consolidated Bid Package (Conformed Bid Set and Bid Form) for all five (5) CDBG pump station projects. One (1) consolidated specification book will be prepared for the bundle.
2. Respond to Bidder RFIs and prepare addenda as needed

3. Assist with bid evaluation and prepare a recommendation letter for contract award

Deliverables:

- Conformed Bid Set
- Contractor Award Letter

ALLOWANCE TASKS

The following task is not included in the base scope of services. It may be authorized by the CITY as needed and will be invoiced on a time-and-materials basis up to the stated allowance amount.

Task 501 – Field Testing

If authorized by the CITY, the CONSULTANT will perform a site visit to assess existing conditions at PS 18 and, if requested, assist with coordination of pressure data logger procurement. This task is not included in the base fee. The base scope assumes that WASD Booster Station downstream pressure data will be used for hydraulic design in lieu of field-measured pressure testing. ✓

As part of this task, if authorized, the CONSULTANT will provide the following services:

- PS Site Visit – Civil, structural, and electrical engineers will conduct one (1) site visit to assess existing conditions at PS 18.
- Pressure Logger Coordination – If directed by the CITY, the CONSULTANT will coordinate with a vendor for pressure logger procurement. The cost of pressure loggers is NOT included in this allowance and shall be paid directly by the CITY. No pump drawdown testing is included.

SCHEDULE

The following schedule will be implemented as part of this project. All durations are in weeks following written Notice to Proceed (NTP). The duration of reviews by permitting agencies is outside of Stantec's control; Stantec will not be held liable for delays caused by permitting agencies.

Task	Description	Duration	Completion	Start	Finish	Milestone
			Weeks Following Authorization	(month)	(month)	
	NTP	0	0			1-Jun-26
106	Survey	8	8	1-Jun-26	27-Jul-26	
110	BODR	6	6	27-Jul-26	7-Sep-26	
	Client Review	2	8			21-Sep-26
200.1	60% Design	8	16	21-Sep-26	16-Nov-26	
	Client Review	2	18			30-Nov-26
200.2	100%-Permit Ready	6	14	30-Nov-26	11-Jan-27	
	Client Review	2	16			25-Jan-27
300	Permit Phase	16	30	25-Jan-27	17-May-27	
400	Bid Phase	4	34			14-Jun-27

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COMPENSATION

All terms and conditions shall be per the attached Professional Services Terms and Conditions.

The services described herein shall be performed on a lump sum fee basis in the amount of **\$94,815**

Task		Fee
100	Project Management	\$ 8,200
106	Survey	\$ 9,365
110	Basis of Design Report	\$ 19,600
200.1	60% Design	\$ 28,800
200.2	100%-Permit Ready	\$ 20,700
300	Permit Phase	\$ 6,450
400	Bid Phase	\$ 1,700
TOTAL =		\$ 94,815

Task 500 – Allowances		Fee
501	Field Testing	\$ 7,150
ALLOWANCES TOTAL =		\$ 7,150

ASSUMPTIONS & EXCLUSIONS

Assumptions

1. It is assumed the City will purchase pressure loggers. Stantec will coordinate with vendor and obtain invoice for City to pay.
2. Permit fees will be paid by the OWNER.
3. The OWNER will coordinate and facilitate access to the project site, including access for all field investigation activities.
4. The OWNER will provide available record drawings and as-built plans for PS 18 and the associated sewer collection system.
5. The OWNER (Client) will provide point of connection pressures based on the WASD Booster Station downstream pressure and updated hydraulic model results. The City Engineer will perform hydraulic modeling and generate max/min POC pressures. Stantec will not perform hydraulic modeling.
6. For hydraulic design purposes, it is assumed that downstream pressure data from the WASD Booster Station will be used as the point of connection (POC) pressure. The City Engineer will update the

- hydraulic model and provide maximum and minimum pressures at the PS 18 POC. Stantec will not perform hydraulic modeling or pressure testing as part of the base scope.
7. The existing wet well diameter is assumed to be adequate for the proposed pump improvements. If a new wet well is required, Stantec will provide a request for additional services.
 8. The existing electrical equipment elevation is assumed to be adequate and to meet applicable flood criteria. If raising or relocating electrical equipment is required, Stantec will provide a request for additional services.
 9. Existing easements and right-of-way are assumed to be in place and adequate for the proposed improvements. No new easement acquisition is included in this scope.
 10. The existing force main is assumed to be of adequate size and condition. No force main design outside of the wet well and valve vault is included. If replacement or upsizing is required, Stantec will provide a request for additional services; the project schedule may also be impacted.
 11. The existing electrical service is assumed to be adequate to support the proposed pump upgrades. No additional electrical infrastructure, transformer upgrades, or off-site easement coordination is included in this scope. If coordination with FPL reveals that a new transformer or additional electrical work is required, Stantec will provide a request for additional services.
 12. The City will define SCADA system requirements prior to design. Stantec will design and specify the SCADA system based on City-provided requirements.
 13. The City will provide applicable sewer flow data, I&I factors, and modeling inputs for incorporation into the BODR. Sewer system modeling, I&I studies, and rainfall-dependent inflow analysis are the responsibility of the City.
 14. All five (5) CDBG pump station projects will be advertised as one consolidated contract package and awarded to one contractor. One (1) specification book and one (1) consolidated plan set will be prepared for the bundle.
 15. PS 18 is not considered a master (piggyback) pump station. A permanent standby generator is therefore not included in this scope. This assumption is based on the anticipated force main diameter being 12 inches or less. If PS 18 is determined to be a master station or if the force main diameter exceeds 12 inches, Stantec will provide a request for additional services.

Exclusions

1. This scope does not include easement acquisition, legal sketch and description, or title search
2. Additional services will be required if additional survey is required by FPL for a long service route
3. Geotechnical borings (no geotechnical investigation is included in this scope)
4. Hydraulic modeling; the Client will provide point of connection pressures and will perform pump selection modeling
5. New platform to raise electrical equipment above current elevation is excluded from this scope.
6. Magnetic flow meter with bypass and vault design is excluded from this scope. An insitu flow meter will be recommended as part of this project.
7. New wet well design; scope assumes existing wet well diameter is adequate, if a larger wet well is required, Stantec will coordinate with the City for a revised scope and fee.
8. Force main design, replacement, or upsizing outside of the wet well and valve vault area is excluded from this scope. It is assumed the existing 8" FM will be adequate for the pump upgrades.
9. Transient analysis of the force main system is excluded from this scope.
10. The existing perimeter fence will remain, no privacy slats will be included.
11. Landscape plans or landscaping sheets. Landscape screening is shown as callouts on civil plans only. Renderings of proposed landscaping are not included.
12. Preparation of front-end bid documents (Instructions to Bidders, General Conditions, etc.) will be provided by the City.

13. Pressure testing and facilitation of pressure logger procurement. The base scope assumes WASD Booster Station downstream pressure will be used for hydraulic design. If pressure testing is required, Stantec will assist with vendor coordination only as an authorized allowance (Task 501). The cost of pressure loggers is NOT included in this scope and shall be paid directly by the City.
14. Pump drawdown testing of existing pumps. Drawdown testing is not included in this scope or in any allowance task.
15. Permanent standby generator design. PS 18 is not considered a master pump station; therefore, a permanent generator is not included. The electrical design includes an emergency receptacle for a portable generator connection only.
16. Design for storm surge protection is not included in this scope. Electrical equipment elevation is assumed to meet current flood criteria only. If storm surge hardening or elevation above current flood criteria is required, Stantec will provide a request for additional services.
17. **The following permitting services are not included:**
 - DERM PRS or EQCB for Variance
 - Drainage permits
 - Zoning permits

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AUTHORIZATION

We appreciate the opportunity to present our services to you. Please signify your acceptance of this proposal by signing below and returning a signed copy to us. We will invoice you monthly for the services rendered and for any reimbursable expenses. This proposal and fee schedule are based on acceptance within 30 days of the date of preparation. If not accepted within that time period, we reserve the right to re-evaluate the terms and conditions contained herein.

If you have any questions regarding this proposal, please feel free to contact us.

Submitted by:

STANTEC CONSULTING SERVICES INC.



Marlon Medina P.E.
Project Manager
Tel: 786-631-2059
Marlon.medina@stantec.com

ACCEPTANCE OF PROPOSAL: The above fees, terms, conditions, and specifications are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined.

THIS PROPOSAL ACCEPTED BY:

Jon Ward, Executive Director
Community Redevelopment Agency (CRA)

RESOLUTION NO. 26-35

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF FLORIDA CITY, FL, AUTHORIZING THE CITY MANAGER TO EXECUTE A PROPOSAL TO PROVIDE ENGINEERING SERVICES WITH STANTEC CONSULTING SERVICES FOR FASULO PARK SANITARY IMPROVEMENTS IN THE AMOUNT OF \$99,750, TO BE FUNDED BY CDBG SMALL CITIES GRANT 26DB-N04; PROVIDING FOR AN EFFECTIVE DATE,

WHEREAS, with the approval of City Resolution 25-63, dated November 25, 2025, the City Commission accepted Florida Commerce CDBG Small Cities grant 26DB-N04, in the amount of \$5,926,310.80, to fund a series of City infrastructure improvements; and

WHEREAS, pursuant to Section 287.055, Florida Statutes, the City issued Request for Qualifications (RFQ) No. 2017-002, requesting qualifications from professional engineering firms and, further, selected Stantec Consulting Services (“the Consultant”) to provide professional engineering services for various City projects and assignments and, further, on September 5, 2017, the City entered into a Continuing Services Agreement with Consultant for a period of five years; and

WHEREAS, Extension One to the initial Continuing Services Agreement was granted by City Resolution 22-62, for a period from November 21, 2022 through November 21, 2027; and

WHEREAS, on March 23, 2026, at the request of the City, the Consultant submitted a proposal to provide engineering design services for Fasulo Park Sanitary Improvements including survey, basis of design, design, permitting and bid phase services, in the amount of \$99,750, attached hereto as Exhibit A, to be funded by CDBG Small Cities grant 26DB-N04; and

WHEREAS, City staff believes that it is in the best interest of the City of Florida City to approve of the Stantec proposal, herein attached as Exhibit A, and to use the grant funding noted above for this purpose; and

NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND CITY COMMISSIONERS OF THE CITY OF FLORIDA CITY, FLORIDA:

Section 1. The above and foregoing recitals are true and correct and incorporated here by reference.

Section 2. The City Manager is hereby authorized to execute the proposal with Stantec Consulting Services for engineering design, survey, permitting and bid services, entitled “City of Florida City-Fasulo Park Sanitary Improvements”, dated March 23, 2026, in the amount of \$99,750, attached hereto as Exhibit A.

RESOLUTION NO. 26-35

Section 3. The City Manager and CRA Executive Director are hereby authorized to take any and all actions necessary to implement the action taking in this Resolution.

Section 4. This Resolution shall take effect immediately upon adoption by the City Commission.

PASSED AND ADOPTED by the Mayor and City Commission of the City of Florida City, FL
this _____ day of _____, 2026

Charlotte Thompson, Mayor

Attest:

Jennifer Evelyn, City Clerk

Approved as to form and legal sufficiency

Regine Monestime, City Attorney

Offered by:

Motion to adopt by _____, seconded by _____

FINAL VOTE AT ADOPTION

Mayor Charlotte Thompson _____

Vice Mayor Rhonda Cobb _____

Commissioner Richard Brown, Jr. _____

Commissioner James Gold _____

Commissioner Trina Wilborn _____

March 23, 2026

Attention: Jon Ward, Executive Director
Community Redevelopment Agency (CRA)

City of Florida City

Florida City, FL 33034-3346

305-247-8221

Dear Mr. Ward,

RESO 26-35
EXHIBIT A

Reference: **City of Florida City – Fasulo Park Sanitary Improvements**

Thank you for the opportunity to present this proposal for Engineering Services for the City of Florida City (CITY). We are committed to providing high-quality engineering services and look forward to working with you and your team on this important assignment.

BACKGROUND

The City has received Community Development Block Grant (CDBG) funding to implement a series of infrastructure improvements, including new sanitary sewer facilities to serve underserved areas. As part of this program, Fasulo Park requires a new sanitary sewer service connection. The proposed improvements include the design of a grinder pump station to serve the park's restroom facility and approximately 1,000 linear feet of new force main to convey wastewater to an influent sewer manhole. The force main alignment is anticipated to be routed along green areas and existing right-of-way to minimize conflicts with existing utilities and improvements.

This proposal is for engineering design services for the Fasulo Park Sanitary Improvements, including survey, basis of design, design, permitting, and bid phase services.

SCOPE OF SERVICES

Task 100 – Project Management

The CONSULTANT will be responsible for overall internal coordination and administration of this project and will manage the financial and scheduling aspects of the various activities identified herein for the period indicated in the Project Schedule. The CONSULTANT will monitor the project schedule (excluding the Construction Schedule, which will be the responsibility of others), conduct internal meetings, monitor and update budget and schedule status, prepare miscellaneous project management correspondence and documents, coordinate activities of all project team members, and manage project issues requiring discussion or resolution with the OWNER.

Under this task the CONSULTANT assumes responsibility for the following (for the duration of 9 months):

1. Monthly Progress Meetings with the OWNER (9 months)
2. Monthly Invoices with brief description of services provided (9 months)
3. Monthly review and documentation of schedule and budget
4. Communication and coordination with the OWNER
5. Internal design meetings – Bi-weekly, during design phases of the project.
6. BODR Workshop – facilitation of design workshop to review Draft BODR findings and establish design decisions

Deliverables:

- Monthly Invoices

- Workshop Meeting Minutes

Task 106 – Survey

The CONSULTANT will coordinate with the Owner's surveying sub-consultant to carry out a topographic survey along the proposed force main corridor and at the grinder pump station site.

As part of this task, the CONSULTANT will provide the following services:

1. Topographic Survey – Coordinate with the surveying sub-consultant to obtain a signed and sealed topographic survey of the project area, including rim and invert elevations, property and easement lines, and all above-ground visible improvements along the force main corridor.

Deliverables:

- Signed & Sealed Topographic Survey

Task 110 – Basis of Design Report (BODR)

The CONSULTANT will develop one (1) Basis of Design Report (BODR) for the Fasulo Park Sanitary Improvements. The BODR will summarize field findings, document existing conditions, assess design constraints, and present the recommended design approach for the grinder pump station and force main.

As part of this task, the CONSULTANT will provide the following engineering services:

1. Review available record drawings and as-built plans for the existing sewer system in the project vicinity.
2. Data collection and review, including utility records, flood maps, and site conditions.
3. Wastewater Flow Analysis – Determine design flows based on the proposed bathroom facility service demands.
4. Grinder Pump Station Design Criteria – Establish pump sizing, system curves, and equipment selection criteria for the grinder pump station based on flow analysis and force main hydraulics.
5. Force Main Hydraulic Analysis – Evaluate the proposed force main alignment and profile for the approximately 1,000 LF open-cut installation, including identification of the discharge connection point and required system head conditions.
6. Site Evaluation – Present (2) options for grinder pump station siting and force main alignment, including consideration of green area routing to minimize surface restoration.
7. Landscape Buffer Evaluation – Present shrub planting options for the grinder pump station site perimeter to provide screening and visual integration with the park setting.
8. Buoyancy Analysis – Evaluate buoyancy of the grinder pump station wet well under high groundwater conditions and provide design recommendations.
9. Review of electrical service requirements for the grinder pump station and coordinate with Florida Power & Light (FPL) for new service, including obtaining a fault current letter for inclusion in design documents.
10. Conceptual Opinion of Probable Construction Cost.
11. QAQC of all deliverables.

The CONSULTANT will provide a Draft BODR to the OWNER for review. The CONSULTANT will facilitate a BODR Workshop with the OWNER within ten (10) working days to discuss findings, establish design direction, and document decisions. Meeting minutes will be provided capturing all decisions and action items.

Deliverables:

- Draft BODR
- Conceptual Opinion of Probable Construction Cost
- Design Sketches of Site Layout Options and Force Main Alignment
- BODR Workshop Meeting Minutes

Task 200 – Design Phase

The CONSULTANT will develop design documents for the Fasulo Park Sanitary Improvements in two (2) milestones: a 60% Design Submittal and a 100% Permit-Ready Submittal, based upon the approved Basis of Design Report.

Task 200.1 – 60% Design Submittal

The CONSULTANT will incorporate Client comments from the BODR Workshop and advance the design to the 60% milestone.

1. Implement Client comments from BODR Workshop.
2. Civil design of the force main alignment and profile, including open-cut trench details, connection to the existing sewer system, SWPPP measures, and landscape screening callouts on civil plans.
3. Mechanical design of the grinder pump station, including pump selection, wet well configuration, and valve vault layout.
4. Electrical design for the grinder pump station, including service entrance, point of connection (POC), control panel, and FPL coordination.
5. 60% Opinion of Probable Construction Cost.
6. Technical specifications will reference WASD and FDOT standard specifications. No project-specific technical specifications will be prepared.
7. 60% Design Plans including:
 - Civil Plans (PS site plan, force main alignment and profile, construction details, SWPPP measures, landscape screening callouts);
 - Mechanical Plans (grinder station plan and section);
 - Electrical Plans (service, POC, and control panel schematic).

Deliverables:

- 60% Design Plans

Task 200.2 – 100% Permit-Ready Design Submittal

The CONSULTANT will incorporate Client comments from the 60% submittal and finalize all design documents for permit submittal. Final documents will be signed and sealed.

1. Implement Client comments from 60% submittal.
2. Finalize civil design of the force main, including final alignment, profile, and connection details.
3. Finalize mechanical design of the grinder pump station, including final pump selection and equipment specifications.
4. Finalize electrical design, including final FPL coordination and control panel details.
5. 100% Opinion of Probable Construction Cost.
8. 100% Permit-Ready Plans including:
 - Civil Plans (PS site plan, force main alignment and profile, construction details, SWPPP measures, landscape screening callouts);
 - Mechanical Plans (grinder station plan and section);
 - Electrical Plans (service, POC, and control panel schematic).

Deliverables:

- 100% Permit-Ready Plans (Signed & Sealed)
- Final BODR (Signed & Sealed)
- Final Opinion of Probable Construction Cost

Task 300 – Permit Phase

The CONSULTANT will prepare and submit permit applications on behalf of the OWNER to the following agencies:

1. City of Florida City Building Department
2. City of Florida City Public Works / Engineering
3. Miami-Dade County Department of Environmental Resource Management (DERM) – Core Review

4. DERM Sewer Extension
5. Florida Department of Environmental Protection (FDEP) – For Construction of a Domestic Wastewater Collection System (delegated to Miami-Dade County)

The OWNER shall be responsible for all permitting fees. The CONSULTANT will respond to each permitting agency's requests for information (maximum of two (2) per agency, and three (3) for DERM Sewer Extension). The CONSULTANT will submit permitting information and respond to requests for information expeditiously.

Task 400 – Bid Phase

The CONSULTANT will assist the OWNER during the Bid Phase with the following engineering services:

1. Prepare Bid Package (Conformed Bid Set, Technical Specifications, and Bid Form).
2. Recommend up to three (3) Contractors as potential bidders; Stantec will reach out to contractors who have performed similar projects within the last five (5) years.
3. Conduct a Site Visit followed by a Pre-Bid Meeting (on same day).
4. Provide responses to questions submitted by Bidders to be included in addenda.
5. Prepare a bid tabulation for all bids received.
6. Review the apparent low bid, contact references for the apparent low bidder, and prepare a letter recommending award of a construction contract to the apparent low bidder if appropriate.

Deliverables:

- Conformed Bid Set
- Contractor Award Letter

ALLOWANCE TASKS

The following tasks are not included in the base scope of services. They may be authorized by the CITY as needed and will be invoiced on a time-and-materials basis up to the stated allowance amount.

Task 501 – Survey Allowances

Task 501.1 – Ground Penetrating Radar (GPR)

If deemed necessary by the CITY, the CONSULTANT will coordinate with a sub-consultant to conduct GPR scanning along the proposed force main alignment to identify subsurface utility conflicts prior to design. This task is not included in the base fee and shall be authorized separately by the CITY.

Task 501.2 – Soft Digs / Utility Verification

If deemed necessary by the CITY, the CONSULTANT will coordinate with a sub-consultant to perform soft digs at critical utility conflict locations to verify the horizontal and vertical position of existing utilities. This task is not included in the base fee and shall be authorized separately by the CITY.

Task 502 – Geotechnical Investigation

If deemed necessary by the CITY, the CONSULTANT will coordinate with a geotechnical sub-consultant to perform a subsurface investigation along the proposed force main alignment and at the grinder pump station site. The investigation will provide subsurface data to support design of the force main and pump station foundation. This task is not included in the base fee and shall be authorized separately by the CITY. The base scope assumes subsurface conditions are similar to adjacent completed projects and that standard shallow foundation design for a prefabricated grinder station is applicable.

Deliverables (if authorized):

- Signed & Sealed Geotechnical Report (by Sub-Consultant)

SCHEDULE

The following schedule will be implemented as part of this project. All durations are in weeks following written Notice to Proceed (NTP). The duration of reviews by permitting agencies is outside of Stantec's control; Stantec will not be held liable for delays caused by permitting agencies.

Task	Description	Duration	Completion	Start	Finish	Milestone
			Weeks Following Authorization	(month)	(month)	
	NTP	0	0			1-Jun-26
106	Survey	8	8	1-Jun-26	27-Jul-26	
110	BODR	4	12	27-Jul-26	24-Aug-26	
	Client Review	2	14			7-Sep-26
200.1	60% Design	6	20	7-Sep-26	19-Oct-26	
	Client Review	2	22			2-Nov-26
200.2	100%-Permit Ready	3	25	2-Nov-26	23-Nov-26	
	Client Review	2	27			7-Dec-26
300	Permit Phase	12	39	7-Dec-26	1-Mar-27	
400	Bid Phase	4	43			29-Mar-27

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COMPENSATION

All terms and conditions shall be per the attached Professional Services Terms and Conditions.

The services described herein shall be performed on a lump sum fee basis in the amount of **\$75,500**

Task		Fee
100	Project Management	\$ 5,100
106	Survey	\$ 11,900
110	Basis of Design Report	\$ 20,200
200.1	60% Design	\$ 19,400
200.2	100%-Permit Ready	\$ 8,000
300	Permit Phase	\$ 6,600
400	Bid Phase	\$ 4,300
TOTAL =		\$ 75,500
Task 500 - Allowances		
501.1	GPR Survey	\$ 7,150
501.2	Soft Digs	\$ 11,800
502	Geotechnical	\$ 5,300
ALLOWANCES TOTAL =		\$ 24,250

ASSUMPTIONS & EXCLUSIONS

Assumptions

1. Permit fees will be paid by the OWNER.
2. The OWNER will coordinate and facilitate access to the project site, including access for all field investigation activities.
3. The OWNER will provide available record drawings and as-built plans for the existing sewer system in the project vicinity.
4. The force main alignment is assumed to be routed along green areas and existing right-of-way. No new easements are required; existing City property and right-of-way are assumed adequate for the proposed improvements.
5. The discharge connection point and receiving manhole will be confirmed by the City prior to final design. The City will provide a Point of Connection Memorandum confirming pre/post HGL conditions at the connection point.
6. The grinder pump station wet well is assumed to be a standard prefabricated fiberglass unit. Custom or cast-in-place wet well design is not included in this scope.
7. The existing electrical service infrastructure is assumed to be adequate or that a new FPL service can be established without major off-site work. If significant off-site electrical improvements are required, Stantec will provide a request for additional services.
8. The force main installation is assumed to be open-cut. Directional drilling, jack-and-bore, or other trenchless methods are not included in this scope.

Exclusions

1. Easement acquisition, legal sketch and description, or title search. It is assumed the proposed improvements will be within City property or existing right-of-way.
2. Legal description for FPL service route.
3. Hydraulic sewer modeling of the receiving system. The City will evaluate receiving manhole capacity and provide Point of Connection conditions in a signed/sealed Memorandum which will be submitted to DERM for a sewer permit.
4. Trenchless installation methods (directional drilling, jack-and-bore, etc.) for the force main.
5. Transient (water hammer) analysis of the force main system.
6. SCADA or remote monitoring system design beyond basic pump run/fail telemetry included in the grinder station control panel.
7. Preparation of front-end bid documents (Instructions to Bidders, General Conditions, etc.) will be provided by the City.
8. The following permitting services are not included: DERM PRS or EQCB for Variance; Drainage permits; Zoning permits.
9. Geotechnical investigation. Subsurface conditions are assumed to be similar to adjacent completed projects and suitable for standard shallow foundation design for a prefabricated grinder station. If geotechnical investigation is required, it will be authorized as an allowance under Task 502.
10. Ground Penetrating Radar (GPR) and soft dig utility verification. Design will rely on City as-built drawings and 811 utility locates. If GPR or soft digs are required, they will be authorized as allowances under Tasks 501.1 and 501.2.
11. Structural drawings. Fiberglass pump station footing details will be shown on civil plans only. No separate structural sheet is included.
12. Landscaping plans or sheets. Landscape screening is shown as callouts on civil plans only.
13. Privacy slats for chain-link fence enclosure.
14. Project-specific technical specifications. The contract documents will reference WASD and FDOT standard specifications.

AUTHORIZATION

We appreciate the opportunity to present our services to you. Please signify your acceptance of this proposal by signing below and returning a signed copy to us. We will invoice you monthly for the services rendered and for any reimbursable expenses. This proposal and fee schedule are based on acceptance within 30 days of the date of preparation. If not accepted within that time period, we reserve the right to re-evaluate the terms and conditions contained herein.

If you have any questions regarding this proposal, please feel free to contact us.

Submitted by:

STANTEC CONSULTING SERVICES INC.



Marlon Medina P.E.
Project Manager
Tel: 786-631-2059
Marlon.medina@stantec.com

ACCEPTANCE OF PROPOSAL: The above fees, terms, conditions, and specifications are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined.

THIS PROPOSAL ACCEPTED BY:

Jon Ward, Executive Director
Community Redevelopment Agency (CRA)

RESOLUTION NO. 26-37

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF FLORIDA CITY, FL, AUTHORIZING THE CITY MANAGER TO EXECUTE A FORMAL SUBMISSION FROM THE CITY OF FLORIDA CITY TO MIAMI-DADE COUNTY, REQUESTING EXEMPTION FROM THE COUNTY STORMWATER UTILITY PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, with Ordinance 91-66, dated June 18, 1991, Miami-Dade County established a countywide stormwater utility authorized to adopt and collect stormwater utility fees sufficient to plan, construct, operate and maintain stormwater management systems on a countywide basis; and

WHEREAS, on October 17, 1995, the County Commission adopted Ordinance 95-195, amending Section 24-51.2 of the Miami-Dade Stormwater Utility Ordinance, thereby granting municipalities the option of obtaining an exemption from the Utility and, in turn, creating a local stormwater utility; and

WHEREAS, by adoption of Ordinance No. 00-01 (hereto attached as Exhibit A), dated September 26, 2000, the City Commission established, in Chapter 43, Sections 43-1 through 43-25 of the Code of Ordinances of the City of Florida City, a Stormwater Utility System and Utility Management Program and established a fund to which Stormwater Utility fees will be directed; and

WHEREAS, the County Stormwater Ordinance requires that, to be exempted from the Utility, the City of Florida City must submit a formal request for exemption from the County Stormwater Utility to the Board of County Commissioners and receive a subsequent approval through a County Resolution officially granting the exemption request; and

WHEREAS, City staff believes that it is in the best interest of the City to seek exemption from the Miami-Dade Stormwater Utility; and

NOW, THEREFORE, BE IT ORDAINED BY THE MAYOR AND CITY COMMISSION OF THE CITY OF FLORIDA CITY, FLORIDA as follows:

1. The above and foregoing recitals are true and correct and incorporated herein by reference.
2. The City of Florida City hereby notifies the Board of County Commissioners of Miami-Dade County, Florida and the Chief of the Right of Way and Stormwater Design Division; Department of Transportation and Public Works (DTPW) of Miami-Dade County that the City of Florida City exercises its option to be exempt from the provisions of the Miami-Dade Stormwater Utility Ordinance, Miami-Dade County Code sections 24-61 et seq., and to be exempt from the jurisdiction, purview and operation of the Miami-Dade County Stormwater Utility in order to establish a stormwater utility within the municipal limits

RESOLUTION NO. 26-37

and territorial boundaries of the City of Florida City in furtherance and implementation of the provisions of section 403.0893(1),(2) or (3), Florida Statutes, as amended.

3. That the City Manager of the City of Florida City is hereby authorized to execute any and all documents and take all appropriate actions necessary to implement the action taken in this Resolution.
4. This Resolution shall take effect immediately upon adoption by the City Commission.

PASSED AND ADOPTED by the Mayor and City Commission of the city of Florida City, Florida this _____ day of _____, 2026

Charlotte Thompson, Mayor

Attest:

Jennifer Evelyn, City Clerk

Approved as to form and legal sufficiency

Regine Monestime, City Attorney

Offered by:

Motion to adopt by _____ seconded by _____

FINAL VOTE AT ADOPTION

Mayor Charlotte Thompson _____

Vice Mayor Rhonda Cobb _____

Commissioner Richard Brown, Jr. _____

Commissioner James Gold _____

Commissioner Trina Wilborn _____

RESOLUTION 26-39

EXHIBIT A

ORDINANCE NO. 00-01

AN ORDINANCE OF THE CITY OF FLORIDA CITY, FLORIDA, ESTABLISHING CHAPTER 43, SECTIONS 43-1 THROUGH 43-25 OF THE CODE OF ORDINANCES OF THE CITY OF FLORIDA CITY, TO AUTHORIZE A STORMWATER UTILITY MANAGEMENT PROGRAM, ENUMERATE PURPOSES OF THE PROGRAM, ESTABLISH THE STORMWATER UTILITY SYSTEM, IDENTIFY THE UTILITY'S GOVERNING BODY, DEFINE UTILITY FEES, PROVIDE A BILLING, PAYMENT, AND PENALTY SYSTEM, AND ESTABLISH A FUND TO WHICH STORMWATER UTILITY FEES WILL BE DIRECTED.

WHEREAS, the Federal Government has mandated that local governments assume the responsibility for control and management of stormwater runoff and discharge; and,

WHEREAS, the State of Florida has authorized local governments to assume the responsibility for developing stormwater management programs; and,

WHEREAS, the creation of a stormwater utility program will allow the Mayor and City Commission to regulate the collection of utility fees to sufficiently and appropriately fund the planning, construction, operation, and maintenance of a stormwater system; and,

WHEREAS, the Mayor and City Commission of the City of Florida City has determined that the establishment of a publicly-owned stormwater management system would be in the best interest of the City and its citizens:

NOW, THEREFORE, BE IT ORDAINED BY THE MAYOR AND CITY COMMISSION OF THE CITY OF FLORIDA CITY, FLORIDA as follows:

That Chapter 43 of the Code of Ordinances of the City of Florida City, Florida, be and the same is hereby established and will read as follows:

Chapter 43. STORMWATER UTILITY MANAGEMENT PROGRAM

Article I. In General

Section 43-1. Authority.

The City is authorized by the provisions of Chapter 166 and Section 403.0893 of the Florida Statutes to develop a stormwater management program. The City is further authorized by Section 403.0893, Florida Statutes, to institute stormwater utility fees sufficient to plan, construct, operate, and maintain the stormwater management program established under Section 403.0891(3), Florida Statutes.

The City is authorized by Article IV, Chapter 24, Miami-Dade County Code to create a stormwater management program that complies with the provisions of Sections 403.0891 and 403.0893, Florida Statutes.

Section 43-2. Title.

This chapter shall be known as the City of Florida City Stormwater Utility Ordinance.

Section 43-3. Purpose.

The purpose of this chapter is to implement the provisions of Sections 403.0891 and 403.0893, Florida Statutes and Article IV, Chapter 24, Miami-Dade County Code, by creating a municipality-wide stormwater utility and adopting stormwater utility fees sufficient to plan, construct, operate, and maintain the established stormwater management program.

This chapter shall be liberally construed to protect the public health, safety, and welfare and to effectuate the purposes set forth herein.

Section 43-4. Effective Area.

The provisions of this chapter shall be effective throughout the incorporated area of the City.

Secs. 43-5 through 43-10. Reserved.

Article II. Establishment of Stormwater Utility

Section 43-11. Creation of Stormwater Utility.

There is hereby created and established a city-wide stormwater utility implementing the provisions of Section 403.0893(1), Florida Statutes, and Article IV, Chapter 24, Miami-Dade County Code, which shall be named and known as the City of

Florida City Stormwater Utility (hereinafter called the "utility"). The utility shall be a public body corporate and politic.

Section 43-12. Organization of Utility.

(a) The governing body of the utility shall be the City Commission of the City of Florida City.

(b) The utility, acting through its governing body, shall be responsible for the planning, construction, operation, and maintenance of the stormwater management programs established in the local program required pursuant to Section 403.0891(3), Florida Statutes. The governing body may create by ordinance one (1) or more districts and subdistricts within the service area of the utility.

(c) The director of the City's public works department shall be the director of the utility, subject to the supervision of the Mayor.

(d) The organization and operating procedures of the utility shall be prescribed by administrative orders and regulations of the Mayor. The Mayor shall appoint such employees as may be necessary to operate the utility.

Secs. 43-13 through 43-20. Reserved.

Article III. Utility Fees.

Section 43-21. Establishment of Fees.

(a) The City of Florida City Stormwater Utility is hereby authorized and directed to establish, assess, and collect stormwater utility fees upon all residential developed property and all nonresidential developed property within the City Limits, sufficient to plan, construct, operate, and maintain stormwater management systems set forth in the local program required pursuant to Section 403.0891(3), Florida Statutes. Such fees shall be established and adjusted annually by resolution based upon the projected annual operating and capital improvement budgets for the utility.

(b) An Equivalent Residential Unit (ERU) is hereby defined as 1,250 square feet of horizontal impervious area.

(c) Impervious area is hereby defined as any part of any parcel of land that has been modified to reduce the land's natural ability to absorb and hold rainfall.

(d) Each property developed for use as a single-family residential dwelling shall be considered as one (1) ERU and will be assessed a stormwater utility fee based on the ERU rate.

(e) Each unit of a duplex residential dwelling shall be considered as one (1) ERU and will be assessed a stormwater utility fee based on the ERU rate.

(f) Each multi-family and nonresidential developed property shall be assessed a stormwater utility fee calculated by dividing the total horizontal impervious area by a single ERU equivalent of one thousand two hundred fifty (1,250) square feet, rounded to the nearest one-tenth of an ERU, and multiplied by the current fee amount for one (1) ERU as established by resolution. The minimum fee amount to be applied to multi-family and non-residential developed property shall be based on two (2) ERU's.

Section 43-22. Billing, Payment, and Penalties.

(a) Bills or statements for the stormwater utility fee shall be rendered monthly, in accordance with the regular utility billing cycle of the City by the Finance Department for all properties subject to the fee.

(b) Payment of the stormwater utility fee may be made at the same time, in the same manner, and subject to the same penalties, as set forth in Section 58-56 for water services and in Section 58-135 for sewer service, both sections being a part of Chapter 58, Code of Ordinances, City of Florida City, Florida.

Section 43-23. Stormwater Utility Fund.

All fees collected pursuant to the stormwater utility management program shall be deposited into a separate City fund. This fund will be maintained for the exclusive use of the City of Florida City Stormwater Utility, including, but not limited to, the following:

(a) Stormwater utility services, such as studies, design services, permit reviews, plan preparations, and development reviews.

(b) Operation, maintenance, repair, and replacement of the stormwater collection, storage, treatment, and conveyance infrastructure.

(c) Project costs related to the construction of major or minor structural improvements in the stormwater related infrastructure as provided in the City of Florida City Stormwater Utility.

(d) Administrative costs associated with the management of the City of Florida City Stormwater Utility.

(e) Debt service incurred for the financing of stormwater-related capital improvements.

(f) Funding of studies associated with the planning of stormwater-related infrastructure.

Secs. 43-24 through 43-25 Reserved.

PASSED and ADOPTED BY THE Mayor and City Commission of the City of
Florida City, Florida this 26th day of September, 2000.

Otis T. Wallace
OTIS T. WALLACE, MAYOR

ATTEST:

Elizabeth A. Sewell
ELIZABETH A. SEWELL, CITY CLERK

Second reading September 26, 2000

Third reading September 26, 2000

STATE OF FLORIDA
COUNTY OF MIAMI-DADE

I Teresa A. Fisher
Of the City of Florida City, Florida do hereby certify
that the above and foregoing is a true and correct
copy of the original thereto on file in this office.
WITNESS, my hand and the seal of said City

this 31st day of Oct AD 2000.

Teresa A. Fisher
Deputy City Clerk

RESOLUTION NO. 00-22

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF FLORIDA CITY, FLORIDA, ESTABLISHING THE RATE FOR STORMWATER UTILITY FEES AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the City of Florida City has adopted a Stormwater Utility Management program, in accordance with Ordinance NO. 00-01; and,

WHEREAS, Ordinance No. 00-01 allows the City to set rates for stormwater utility fees by resolution.

NOW THEREFORE, BE IT RESOLVED BY THE MAYOR AND CITY COMMISSIONERS OF THE CITY OF FLORIDA CITY, FLORIDA as follows:

Section 1. The City of Florida City does hereby establish the stormwater utility fee at two dollars (\$2.00) per Equivalent Residential Unit (ERU) per month.

Section 2. The City of Florida City does hereby set a minimum stormwater utility fee of four dollars (\$4.00) or two (2) ERUs for nonresidential developed property.

Section 3. This resolution shall become effective in accordance with law..

PASSED AND ADOPTED by the Mayor and City Commission of the City of Florida City, Florida this 26th day of September, 2000.

Otis T. Wallace
Otis T. Wallace, Mayor

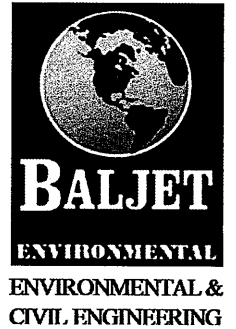
ATTEST:

Elizabeth A. Sewell
Elizabeth A. Sewell, CMC
City Clerk

STATE OF FLORIDA
COUNTY OF MIAMI-DADE
Elizabeth A. Sewell
I, *Elizabeth A. Sewell*, of the City of Florida City, Florida do hereby certify that the above and foregoing is a true and correct copy of the original thereof on file in this office.
WITNESS, my hand and the seal of said City

This 21 day of Oct AD 2000.

Elizabeth A. Sewell



Memorandum

To City Manager: Dr. James A. Poag

**From: Pedro D. González, P.E.
Baljet Environmental, Inc.**

**Re: Bid Award Recommendation
FLORIDA City CDBG NR FFY 2023-2024-WTP Water Tank Repairs**

Date: April 30, 2026

Number of Pages including this cover sheet: 1

The bid opening for the above referenced project occurred on April 15th, 2026. BEI reviewed the two (2) bid packages received. BEI prepared the attached Bid Tabulation which lists the bid items, quantities, unit prices and dollar amounts submitted by each contractor who responded to the Advertisement for Bids.

The lowest responsible bidder was Pittsburg Tank & Tower Co., Inc with \$ 792,000.00. The Bid Tabulation also includes the Total Base Bid Amounts as presented on the Bid Proposals based on the Bid Schedule Quantities and the Contractors' Unit Prices. Baljet Environmental confirmed that the total prices per Pay Item and total Base Bid Amounts are correct.

Baljet Environmental has reviewed the qualifications of Pittsburg Tank & Tower Co., Inc., including their experience with projects of similar scope, and has determined that they are qualified to complete the project.

Therefore, Baljet Environmental Inc. recommends to the City Manager and City Commission that the Bid be awarded to Pittsburg Tank & Tower Co., Inc. in the amount of \$ 792,000.00. Please include the Bid Award recommendation as an agenda item for the City Commission meeting on May 12th.

c: Jon Ward, Florida City Executive CRA Director
Jennifer Evelyn, City Clerk

RESOLUTION NO. 26-39

A RESOLUTION OF THE CITY OF FLORIDA CITY, APPROVING THE AWARD OF A CONTRACT TO PITTSBURG TANK & TOWER CO., INC. FOR THE CITY OF FLORIDA CITY PROJECT: FLORIDA CITY CDBG NR FFY 2023-2024-WTP WATER TANK REPAIRS IN THE AMOUNT OF \$ 792,000.00 AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the City of Florida City has received a grant from the Community Development Block Grant (CDBG) and desires to use the available funds to pay for the Project known as Florida City CDBG NR FFY 2023-2024-WTP Water Tank Repairs, and;

WHEREAS, Sections 2-126 & 127 of the City of Florida City Code of Ordinances provides that certain city contracts are subject to competitive bidding requirements, and require approval of the City Commission; and

WHEREAS, the City of Florida City has advertised and accepted bids for Project Florida City CDBG NR FFY 2023-2024-WTP Water Tank Repairs to replace approximately the top half of the container and install a new roof vent, as well as replacement of the top 12 feet of the access tube, and other miscellaneous repairs, and;

WHEREAS, the City received two (2) proposals in response to the Advertisement for Bids;

WHEREAS, Pittsburg Tank & Tower Co., Inc., the lowest responsive responsible bidder with \$792,000.00, has the required qualifications and experience to complete the project successfully.

WHEREAS, as a result, the City Engineer recommends to the City Manager and City Commission that the Bid be awarded to Pittsburg Tank & Tower Co., Inc in the amount of \$ 792,000.00.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY MANAGER AND CITY COMMISSIONERS OF THE CITY OF FLORIDA CITY, FLORIDA:

Section 1. That each of the above-stated recitals are hereby adopted and confirmed.

Section 2. That the City Manager be empowered to execute a contract with Pittsburg Tank & Tower Co., Inc. in the amount of \$ 792,000.00.

Section 3. That the City Manager is hereby authorized to take any and all action that is necessary to implement the purposes of this Resolution.

Section 4. That this Resolution shall be effective immediately upon adoption.

Section 5. That the City Clerk is hereby directed to record this Resolution in the Public Records of Miami-Dade County, Florida.

RESOLUTION NO. 26-39

PASSED AND ADOPTED by the City Manager and City Commission of the City of Florida
City, Florida this _____ day of _____, 2026.

Charlotte Thompson, Mayor

Attest:

Jennifer Evelyn, City Clerk

Approved as to form and legal sufficiency:

REGINE MONESTIME, City Attorney

Offered by: Mayor

Motion to adopt by _____ seconded by _____.

FINAL VOTE AT ADOPTION

Mayor Charlotte Thompson _____

Vice Mayor Ronda Cobb _____

Commissioner James Gold _____

Commissioner Richard Brown, Jr. _____

Commissioner Trina Wilborn _____

RESOLUTION NO. 26-41

A RESOLUTION OF THE MAYOR AND CITY COMMISSION OF THE CITY OF FLORIDA CITY, FLORIDA, DIRECTING THE CITY MANAGER TO EXPLORE ALL OPTIONS FOR ESTABLISHING PUBLIC LIBRARY SERVICES WITHIN THE CITY OF FLORIDA CITY; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the City of Florida City, Florida (the "City") is a duly incorporated municipality located within Miami-Dade County, Florida, and exercises its home rule authority pursuant to Chapter 166, Florida Statutes, and the City Charter; and

WHEREAS, the City of Florida City is committed to promoting the health, safety, education, and general welfare of its residents; and

WHEREAS, access to public library services enhances literacy, education, workforce development, technology access, lifelong learning, and community engagement for residents of all ages; and

WHEREAS, Miami-Dade County Ordinance No. 25-97, adopted September 18, 2025, recognizes and continues the Miami-Dade Library System and lists the City of Florida City as a participating municipality within the Miami-Dade Library System taxing district, such that City residents already contribute ad valorem tax revenue to the Miami-Dade Public Library System through the annual library millage levy; and

WHEREAS, Section 166.021, Florida Statutes, grants municipalities broad home rule powers to conduct municipal government, perform municipal functions, and render municipal services, including the establishment and support of public library services; and

WHEREAS, Chapter 257, Florida Statutes, recognizes and authorizes municipal and county participation in the establishment, maintenance, and support of free public library services, and provides for state aid and construction grants available to qualifying public libraries; and

WHEREAS, the Mayor and City Commission desire to direct the City Manager to evaluate and pursue all available options and present findings and recommendations to the Commission for formal action; and

RESOLUTION NO. 26-41

WHEREAS, the Mayor and City Commission find that taking steps to bring public library services to Florida City residents is in the best interest of the public health, safety, and general welfare of the City and its residents.

NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND CITY COMMISSION OF THE CITY OF FLORIDA CITY, FLORIDA:

Section 1. Findings Incorporated. The foregoing recitals are true and correct and are hereby incorporated into this Resolution as if fully set forth herein.

Section 2. Direction to City Manager. The City Manager is hereby directed to explore all options available to establish public library services within the corporate limits of the City of Florida City.

Section 3. Authorization to Negotiate. The City Manager is hereby authorized to initiate and conduct negotiations with Miami-Dade County, the Miami-Dade Public Library System, and any other necessary parties in furtherance of the options identified pursuant to Section 2 of this Resolution.

Section 4. Further Actions. The City Manager and City Attorney are hereby authorized to take all administrative and legal actions reasonably necessary to effectuate the purposes of this Resolution, including the preparation and review of draft agreements, applications for grants or state registration, and any required coordination with Miami-Dade County, the State of Florida Division of Library and Information Services, or any other governmental or regulatory body.

RESOLUTION NO. 26-41

Section 5. Effective Date. This Resolution shall take effect immediately upon adoption.

PASSED AND ADOPTED this _____ day of _____, 2026.

CHARLOTTE THOMPSON, MAYOR

ATTEST:

JENNIFER A. EVELYN, CITY CLERK

Approved as to form and legal sufficiency:

REGINE MONESTIME, CITY ATTORNEY

Offered By:

Motion to adopt by _____ seconded by _____

FINAL VOTE AT ADOPTION

Mayor Charlotte Thompson	_____
Vice Mayor Ronda Cobb	_____
Commissioner James Gold	_____
Commissioner Richard Brown, Jr.	_____
Commissioner Trina Wilborn	_____