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CITY COMMISSION
STAFF REPORT

DEPARTMENT: Utilities

DATE: October 27, 2026

SUBJECT: Motion to approve Task Order No. 2026-07 with Hazen and Sawyer under Contract RFQ2024-1-PW for professional engineering services to prepare a Basis of Design Report for the proposed Wastewater Treatment Plant, in an amount not to exceed $485,100.00.

SUBMITTED BY: Signed by: Akin Ozaydin 88E88ECC7EF74DB... October 15, 2026

CITY MANAGER RECOMMENDATION:
The City Manager recommends that the City Commission approve Task Order No. 2026-07 under RFQ2024-1-PW with Hazen and Sawyer for professional engineering services to prepare a Basis of Design Report (BODR) for the proposed Wastewater Treatment Plant in an amount not to exceed $485,100.00.

BACKGROUND OF ITEM:
The Cooper City Water and Wastewater Master Plan Update identified replacing the three existing package treatment plants with a new standalone wastewater treatment facility as a critical capital improvement to address aging infrastructure and meet long-term treatment needs.

The construction cost for this project is estimated to be between $60 and $70 million. Therefore, it is sound to invest in evaluating the best way to implement the replacement of these package plants.

ANALYSIS:
Hazen and Sawyer submitted Task Order No. 2026-07 under the City's Continuing Professional Consulting Services Contract (RFQ2024-1-PW) to prepare a Basis of Design Report (BODR) that establishes the design criteria and technical basis for the proposed facility.

Major engineering services include:

- Project management, coordination, data collection, and review of existing wastewater treatment plant information.

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- Analysis of historical wastewater flows and loadings and establishment of initial and final design criteria.
- Evaluation and screening of wastewater treatment technologies, including process modeling, site visits, and selection of the preferred treatment process.
- Development of conceptual process flow diagrams, facility layouts, preliminary process sizing, reliability criteria, redundancy requirements, and firm capacities.
- Preparation of a preliminary hydraulic profile that identifies process elevations, hydraulic grade lines, pumping requirements, and head-loss assumptions.
- Development of design criteria for mechanical, civil, electrical, instrumentation and control, site, stormwater, and ancillary systems.
- Evaluation of the wastewater laboratory's functional requirements, conceptual space requirements, major utility requirements, approximate footprint, and proposed location.
- Coordination with the engineering firm responsible for the Water and Wastewater Treatment Plant Electrical System Improvements Project to identify electrical load requirements and project interfaces.
- Development of a phased implementation plan addressing initial construction, ultimate buildout, future expansion, resiliency, and maintenance of plant operations during construction.
- Development of onsite biosolids storage, loading, and hauling requirements to support transportation.
- Identification of applicable permits and preparation of a permitting matrix that lists the responsible agencies, anticipated approvals, project phases, and required supporting information.
- Preparation of a probable construction cost estimate suitable for project budgeting and funding applications.
- Preparation of the draft and final BODR, including conceptual drawings, an implementation schedule, approved design criteria, regulatory requirements, and recommendations.
- Evaluation of available project delivery methods, including design-bid-build, lump-sum design-build, progressive design-build, and Construction Manager at Risk.

FISCAL IMPACT:

The proposed Task Order totals $485,100.00, comprising $465,100.00 for lump-sum professional engineering services and $20,000.00 for miscellaneous engineering and planning assistance billed on an hourly, not-to-exceed basis. Services under the miscellaneous engineering and planning assistance task must be authorized by the city before work begins.

General Ledger Acct. Number	Budgeted Amount	Requested Amount	Remaining Amount
453-931-600000-003-NWWTF	$490,000.00	$485,000.00	$5,000.00

ATTACHMENTS:

1. Task Order No. 2026-07 - Wastewater Treatment Plant Basis of Design Report Scope of Services
2. Task Order No. 2026-07 - Fee Estimate

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3. RFQ2024-1-PW - Executed Contract - Hazen and Sawyer - Water, Wastewater, and Stormwater Engineering

Workflow History

User	Task	Action	Date/Time
Allen, Tedra	NEW ITEM: Not Yet Routed	ATTORNEY'S OFFICE: Forward to City M…	10/15/26 03:33 PM
Rey, Alex	Assigned to City Manager	COMPLETE: Forward to City Clerk	10/15/26 03:34 PM
Allen, Tedra	Assigned to City Clerk	APPROVE ITEM: End Workflow	10/16/26 03:46 PM
Allen, Tedra	END WORKFLOW - APPROVED		10/16/26 04:31 PM