



## CITY COMMISSION STAFF REPORT

**DEPARTMENT:** Utilities Department

**DATE:** January 9, 2024

**SUBJECT:** Motion to approve and authorize Task Order 2023-06 to Hazen & Sawyer in the amount not to exceed \$25,000 to provide engineering advisory services related to the operation of water and wastewater plants and related services until the Utilities Department is fully staffed. - **Utilities**

### **CITY MANAGER RECOMMENDATION:**

The City Manager recommends approval and authorization to issue Task Order 2023-06 to Hazen & Sawyer (Hazen) in the amount not to exceed \$25,000 to provide engineering advisory services related to the operation of water and wastewater plants and related services until the Utilities Department is fully staffed.

### **BACKGROUND OF ITEM:**

Until the Utilities Department is fully staffed, including the Director and Chief Plant Operations Supervisor, the present supervisors and operators would need various types of advisory support with quick turnaround time in the areas of engineering, permitting, minor maintenance projects, etc. When requested, the Consultant shall provide assistance to the City on an as-needed basis up to the limits of this task.

As the City's primary water and wastewater plant consultant for many years, Hazen, who is also updating the Utilities Master Plan and most familiar with the operations, is best suited to provide the advisory services to the staff.

Hazen is one of the three (3) consultants selected through City's RFQ No. 2020-1 and approved by the City Commission on June 8, 2021 after meeting the requirements of Florida Statute (FS) 287.055, commonly known as Consultants' Competitive Negotiation Act (CCNA). Pursuant to FS 287.055(2)(g), a consultant selected through the CCNA process, can be awarded a "continuing contract" for each individual study in an amount not to exceed \$500,000 without any additional competition.

### **FISCAL IMPACT:**

Hazen's Task Oder 2023-06 will be funded by the Water and Sewer Administration Professional Services – Engineering line item.

<u>General Ledger Acct. Number</u>	<u>Budgeted Amount</u>	<u>Prior Requested Amount</u>	<u>New Request Amount</u>	<u>Remaining Amount</u>
450-950-531130-536-0000	\$90,000	\$0	\$25,000	\$65,000

**ATTACHMENTS:**

1. Exhibit A – Task Order 2023-06 with Cost Proposal
2. Original Professional Agreement with Hazen and Sawyer  
[https://coopercityfl-my.sharepoint.com/:f:/g/personal/jmontoya\\_coopercity\\_gov/EpOH2IKHNLxfgqshI03N4o8BEZz9bvzoFNyyndHVeB7hcw?e=Rfd2k0](https://coopercityfl-my.sharepoint.com/:f:/g/personal/jmontoya_coopercity_gov/EpOH2IKHNLxfgqshI03N4o8BEZz9bvzoFNyyndHVeB7hcw?e=Rfd2k0)
3. Vendor Compliance

Workflow History			
User	Task	Action	Date/Time
Montoya, Jenna	NEW ITEM: Not Yet Routed	Route to Purchasing	12/19/23 08:29 AM
Dodgen, Brandon	Assigned to Purchasing	COMPLETE: Forward to City Clerk	12/22/23 03:03 PM
Allen, Tedra	Assigned to City Clerk	Route to Budget	12/29/23 11:30 AM
Nadeau, Mike	Assigned to Budget	COMPLETE: Forward to City Clerk	12/29/23 01:10 PM
<i>The Fiscal Impact Section of this staff report is correct.</i>			
Allen, Tedra	Assigned to City Clerk	Route to Attorney	12/29/23 02:05 PM
Horowitz, Jacob	Assigned to Attorney	COMPLETE: Forward to City Manager	12/29/23 02:07 PM
Eggleston, Ryan	Assigned to City Manager	COMPLETE: Forward to City Clerk	01/04/24 02:12 PM
Allen, Tedra	Assigned to City Clerk	APPROVE ITEM: End Workflow	01/04/24 11:28 PM
Allen, Tedra	END WORKFLOW - APPROVED		01/05/24 09:35 AM