



## CRA – Special Call Agenda Request Form

**Meeting Date: May 3, 2023**

**Agenda Item No.**

**Agenda Title:** REQUEST TO AUTHORIZE THE EXECUTIVE DIRECTOR TO ENCUMBER AND EXPEND FUNDING AND TO APPROVE TWO PROPOSALS FROM ENGENUITY GROUP FOR PROFESSIONAL SURVEYING SERVICES AND PROFESSIONAL ENGINEERING SERVICES FOR THE SURVEYING, DESIGN AND DEVELOPMENT OF 100% CONSTRUCTION-READY ENGINEERING DESIGN PLANS ASSOCIATED WITH THE PROPOSED SEPTIC TO SEWER TRANSITION IN THE INDUSTRIAL AREA.

[ ] SPECIAL PRESENTATION/REPORT [ ] CONSENT AGENDA  
 [ ] OLD BUSINESS [X] **NEW BUSINESS**  
 [ ] DISCUSSION FOR FUTURE ACTION [ ] OTHER: General Business

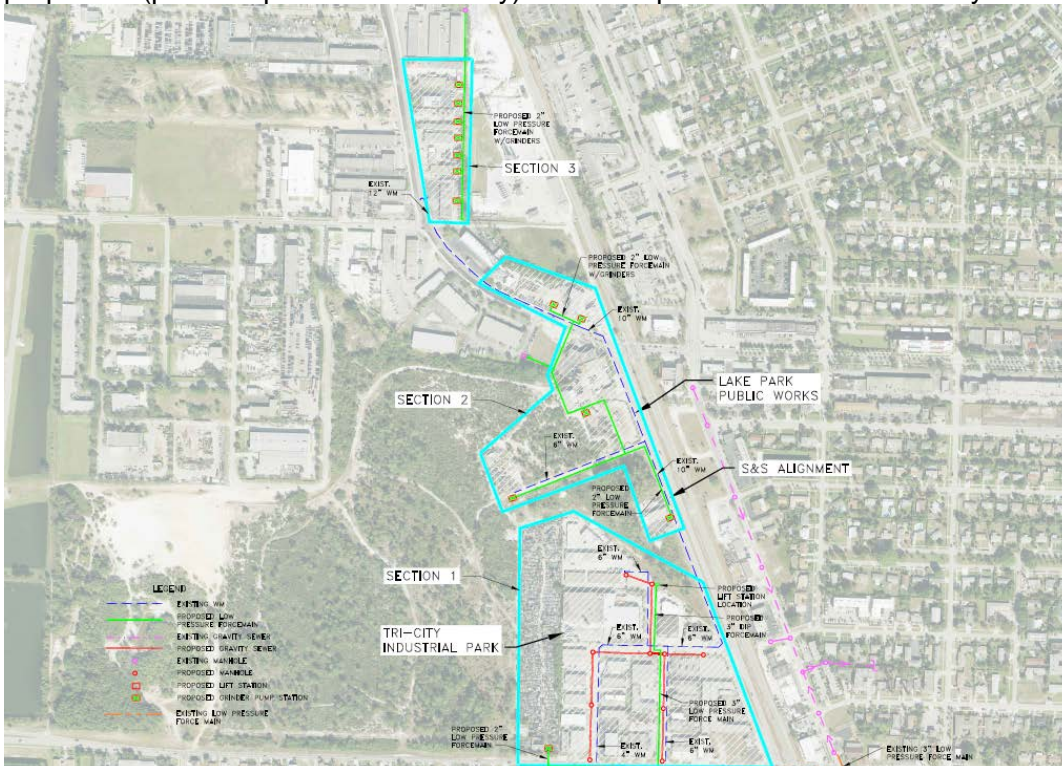
**Approved by Executive Director:**

**Date:**

<b>Originating Department:</b>  <p style="text-align: center;">Town Manager/Community Development</p>	<b>Costs: \$ 199,774</b>  <b>Funding Source:</b> <b>CRA – Fund Balance</b>  <b>Acct. # 31000</b> Jeffrey P. Duvall [ ] Finance	<b>Attachments:</b> → Engenuity Proposals (Survey and Design Plans) → Prior Conceptual Study (for reference only) → Presentation provided to Stakeholders in August 2022 (for reference only)
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### Summary and Background

In 2021, it was requested of Staff to initiate a Sanitary Sewer Assessment process that would result in the 42 private properties (plus our public works facility) still on Septic to convert to Sanitary Sewer, illustrated here:



In order to initiate this process, the Community Development Department, in conjunction with Seacoast Utility Authority, coordinated Property Owner Informational Sessions on Saturday, January 23, 2021. All Property Owners were notified of the sessions by direct mail and asked to RSVP. Four sessions were set-up throughout the day. Due to the lack of participation, only one session was held between 11am-12:30pm with approximately 10 owners in attendance. The Agenda for the session included the following:

- I. WELCOME AND INTRODUCTIONS (SEACOAST; TOWN STAFF AND ATTENDEES)*
- II. PURPOSE OF TODAY'S MEETING*
- III. REVIEW OF FLORIDA STATE STATUTE GOVERNING SPECIAL ASSESSMENTS AND OVERVIEW OF GENERAL LOCATION AND ANTICIPATED FIXED COSTS*
- IV. PRESENTATION BY SEACOAST*
- V. OPEN DISCUSSION AND QUESTIONS*
- VI. NEXT STEPS AND CLOSING REMARKS*

The Property Owners who attended the session expressed concerns with not necessarily needing Sanitary Sewer, but that if a Sanitary Sewer Assessment is pursued, that some additional studies are conducted so as to determine what the overall property costs would be in an effort to fold all costs into an assessment and eliminate any out of pocket expenses. A select number of owners who expressed interest in the conversion also echoed the above comments on costs. Consequently, conversations with Seacoast and our contracted Engineering firm, Engenuity, ensued and updated costs were provided from Seacoast. Seacoast's costs were determined to be approximately \$2.6M however, they did not include certain unknowns such as requirements for sewer laterals on private property; the requirement to abandon septic tanks; and any required electrical improvements. While Engenuity was not be able to determine any electrical improvement requirements at that point, they advised on pursuing a Phase 1 Conceptual Plan.

In July 2021, the Town Commission approved by Resolution 36-07-21 a work order with Engenuity in the amount of \$36,190 to pursue a Phase 1 Conceptual Plan. The Conceptual Report was completed by Engenuity in December 2021. Staff was asked to put this project on hold until April 2022 and then have Engenuity present it to the Town Commission in May 2022. A presentation on the Conceptual Study was provided in May 2022. This conceptual study also included updated costs (just under \$5M).

In 2021, Seacoast had provided a preliminary general layout and had discussed the two viable options of gravity sewer versus a low-pressure sewer system. Based on their preliminary evaluation of costs, it was determined that a low-pressure sewer system is the more economical option. This is the option that is discussed in the conceptual study prepared by Engenuity. Also included in the conceptual study is a conceptual plan for the proposed systems on private property, a conceptual opinion of added costs as it relates to the individual property owners, along with conclusions and recommendations. While specific items such as construction plans and electrical requirements were anticipated to come in a later phase, the conceptual study served as our Phase 1 fact finding and determination of additional costs per the limits of the survey conducted. Additional phases were anticipated and are required for the following:

- A.** *The design of any major off-site roadway improvements.*
- B.** *Construction set of plans. (included in the Seacoast 30% contingency cost breakdown)*
- C.** *Additional Survey including possible Sketch and Description, Boundary, additional Topography and/or Right-of-Way Easement needs.*
- D.** *Design of landscaping, irrigation, and lighting.*
- E.** *Underground locations of existing electrical, gas, telephone, TV, water, sewer and mains.*

**A. B. and C.** above are incorporated in the next two phases as proposed by Engenuity in their proposals enclosed with this agenda item. **D. and E.** above would be folded into the project when the construction plans that are prepared by Engenuity are bid out to a contractor.

**Following the May 2022 presentation of a conceptual plan prepared by Engenuity, a stakeholder (i.e. affected property owners) meeting was coordinated to present the conceptual plan and next steps to those in attendance as well. This was held on August 22, 2022. Positive feedback was received at this meeting and the stakeholders reminded Staff, Seacoast and Engenuity that they are interested in a transition that**

limits any out of pocket costs to them and that the infrastructure selection should also minimize future maintenance costs as well. If this agenda item is approved this evening, the stakeholders will be updated by email of the next steps as well.

Given the high overall costs associated with this initiative, the Town decided to look for funding sources to help fund the transition prior to moving forward with any additional studies. In February 2023, a grant request was submitted by the Town's Grant Writer for \$2M through the House and Senate Appropriations Grant. The CRA Executive Director was informed that our request is promising and a response on the funding is eminent (it may or may not be for the full \$2M).

In order to best position ourselves, the enclosed Engenuity proposals will ensure the necessary surveying and development of design plans are completed so that the project is ready to go out to bid later this year/early 2024. Both phases as described in the proposal will be complete by October 31, 2023.

**Recommended Motion:** Staff recommends **APPROVAL**.