



SUNDIAL UTILITIES OF MILTON, INC.
Regular Meeting Agenda

May 2, 2022
5:30 PM
6738 Dixon Street
Milton, FL 32570

1. Call Meeting to Order

2. Approval of Minutes

Item # 2022-249
Approval of Minutes from April 4, 2022 meeting

3. Financial Report

Item # 2022-306
Financial Report April 2022

4. Other Business

Item # 2022-252
Sundial WWTP Expansion Scope of Services

5. Persons to Appear

6. Adjournment

Pursuant to the provisions of the Americans with Disabilities Act, any person requiring special accommodations to participate in this meeting is asked to advise the City at least 48 hours before the meeting by contacting City Hall, 6738 Dixon Street, Milton, or by calling 983-5410.

"If any person decides to appeal any decision made by the board, agency, or commission, with respect to any matter considered at such meeting or hearing, he or she will need a record of the proceedings, and that for such purpose, he or she may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based." FS 286.0105



Approval of Minutes from April 4, 2022 meeting

MEETING DATE	PREPARED BY
May 2, 2022	Clerk's Office Dawn Molinero, City Clerk



**SUNDIAL UTILITIES OF MILTON, INC.
Regular Meeting Minutes**

April 4, 2022
5:30 PM
6738 Dixon Street
Milton, FL 32570

1. Call Meeting to Order

Meeting called to order at 05:30 PM.

Members Present:

Mayor Heather Lindsay
Council Member Ward I, Seat I Vernon Compton
Council Member Ward I, Seat II Matt Jarrett
Council Member Ward II, Seat I Shannon Rice
Council Member Ward IV, Seat I Shari Sebastiao
Council Member Ward III, Seat II Jeff Snow
Council Member Ward III, Seat I Robert Leek
Council Member Ward II, Seat II Roxanne Meiss
Council Member Ward IV, Seat II Casey Powell

Members Absent:

Members of the Public in Attendance

Richard Delp
George Jordan
Al Brewton
Cassandra Sharp

Staff in Attendance

City Manager Randy Jorgenson
City Attorney Alex Andrade
City Clerk Dawn Molinero
IT Director Stephen Ringl
IT Systems Analyst Hunter Green
Director of Public Relations Stephen Prestesater
Planning Director Tim Milstead
Director of Economic Development Ed Spears
Public Works Director Joe Cook
Chief of Police Tony Tindell

2. Approval of Minutes

Item # 2022-206

Approval of Minutes from Sundial meeting on February 28, 2022

ACTION: Motion to Approve by Jeff Snow; second by
Roxanne Meiss;
Motion Passed - 8:0

YEAS: Vernon Compton, Matt Jarrett, Shannon Rice,
Roxanne Meiss, Robert Leek, Jeff Snow, Shari
Sebastiao, Casey Powell

NAYS: None

ABSTAIN: None

3. Financial Report

Item # 2022-243
Sundial Financial Report March

ACTION: Motion to Approve by Shari Sebastiao; second
by Vernon Compton;
Motion Passed - 8:0

YEAS: Vernon Compton, Matt Jarrett, Shannon Rice,
Roxanne Meiss, Robert Leek, Jeff Snow, Shari
Sebastiao, Casey Powell

NAYS: None

ABSTAIN: None

4. Other Business

Item # 2022-218
Bid Opening for ITB 2022.04 8-Inch Bypass Pump for Sundial Utilities

ACTION: Motion to Approve by Vernon Compton;
second by Shari Sebastiao;
Motion Passed - 8:0

YEAS: Vernon Compton, Matt Jarrett, Shannon Rice,
Roxanne Meiss, Robert Leek, Jeff Snow, Shari
Sebastiao, Casey Powell

NAYS: None

ABSTAIN: None

5. Persons to Appear

6. Adjournment

Meeting adjourned at 05:33 PM.



Financial Report April 2022

MEETING DATE	PREPARED BY
May 2, 2022	Administration Department Heidi Sroka, Budget Coordinator

Sundial Utilities of Milton, Inc.

P. O. Box 909, Milton, FL 32572

Profit & Loss Statement

For the months as listed
and Fiscal Year to Date (FYTD)

CUSTOMER COUNT

	861	858	860	
Income	February 2022	March 2022	April 2022	FYTD
*Sewer Revenue	\$ 38,334	\$ 38,246	\$ 38,299	\$ 252,150
Service Connect	\$ -	\$ 1,453,108	\$ 4,430	\$ 1,457,538
Other Revenues	\$ -	\$ 168,335	\$ -	\$ 168,335
Other Sources (Transfers)	\$ -	\$ -	\$ -	\$ -
Total Income	\$ 38,334	\$ 1,659,689	\$ 42,729	\$ 1,878,023
Expenses				
Professional Svcs.	\$ -	\$ -	\$ -	\$ -
Legal Counsel	\$ -	\$ -	\$ -	\$ -
Accounting & Auditing	\$ 270	\$ -	\$ -	\$ 810
Bad Debt	\$ -	\$ 421	\$ -	\$ 3,721
Communication Services	\$ -	\$ -	\$ -	\$ -
Postage and Shipping	\$ 187	\$ 151	\$ 152	\$ 939
Utilities-Wastewater	\$ 3,864	\$ 6,445	\$ 93	\$ 19,234
Insurance & Bonds	\$ -	\$ 2,421	\$ -	\$ 7,262
Repair & Maintenance-Wastewater	\$ 1,408	\$ 887	\$ 337	\$ 4,613
Repair & Maint. Lift Station	\$ -	\$ -	\$ -	\$ -
Repair & Maint. Damage Claim Repairs	\$ -	\$ -	\$ -	\$ -
Advertising/Promotional	\$ -	\$ -	\$ -	\$ -
Misc. Expenditures	\$ -	\$ -	\$ -	\$ -
Landfill Tipping Fee	\$ 1,523	\$ 975	\$ 3,698	\$ 12,922
Pipes, Valves & Fitting	\$ -	\$ -	\$ -	\$ -
Laboratory Service	\$ 1,043	\$ 238	\$ 238	\$ 3,157
Bank Charges	\$ -	\$ -	\$ -	\$ -
IT Expense	\$ -	\$ -	\$ -	\$ 6,934
Billing & Admin Fees	\$ -	\$ 22,299	\$ -	\$ 22,299
Fire Assessment Fees	\$ -	\$ -	\$ -	\$ 1,742
*W&S Fund Labor Fees	\$ -	\$ -	\$ -	\$ 20,000
Office Supplies	\$ -	\$ -	\$ -	\$ -
Operating Supplies-Wastewater	\$ 724	\$ 284	\$ 609	\$ 2,690
Lift Station Improvements	\$ -	\$ -	\$ -	\$ -
Machinery & Equipment / Misc.	\$ -	\$ -	\$ -	\$ -
*Debt Costs	\$ 17,910	\$ 17,910	\$ 17,910	\$ 125,370
Interest Expense	\$ -	\$ -	\$ -	\$ -
Total Expenses	\$ 26,929	\$ 52,031	\$ 23,037	\$ 231,693
Profit/(Loss)	\$11,405	\$1,607,658	\$19,692	\$ 1,646,330

*Note: \$176,811 is not included in the numbers above. The W&S transfer is restricted per loan requirements.

*Note: Sewer Revenue above is actual for that month.

*Debt Costs are \$17,910 (1/12 of Annual Debt Payment of \$214,919.)



Agenda Item # 2022-252

Sundial WWTP Expansion Scope of Services

MEETING DATE

May 2, 2022

PREPARED BY

Christie Haarmann, Public
Works Admin

BACKGROUND

The Sundial WWTP is an Aeromod activated sludge wastewater treatment plant with a permitted capacity of 0.250 MGD on an average daily flow basis. Recent reports indicate the facility is currently operating at about 50% of the flow capacity.

SUMMARY

This task order is to provide professional engineering, geotechnical, hydrogeological, land surveying, permitting and construction phase services through a multi-phase process for the design and construction of this complete 0.25 MGD expansion. The total cost will be \$579,190.

RECOMMENDATION

Staff recommends approving the Scope of Services to be processed.

ATTACHMENTS

1. Sundial Scope of Services

**CITY OF MILTON
SUNDIAL WWTP EXPANSION
SCOPE OF SERVICES**

03/16/22

Section I. BACKGROUND

The City of Milton (City) dba Sundown Utilities of Milton, Inc., owns and operates the Sundial Utilities WWTP (WWTP). The WWTP is an Aeromod activated sludge wastewater treatment plant with a permitted capacity of 0.250 MGD on an annual average daily flow basis. Recent Discharge Monitoring Reports indicate that the facility is currently operating at about 50% of the flow capacity.

With anticipated growth within the service area of the WWTP, there is a need to expand the current treatment capacity ahead of the expected growth curve. The intent of the project is to double the plant capacity to 0.5 MGD.

The City advertised the project for professional engineering qualifications to perform the work. Baskerville-Donovan, Inc. (BDI) was selected to be the most qualified firm. This task order is to provide professional engineering, geotechnical, hydrogeological, land surveying, permitting, and construction phase services through a multi-phase process for the design and construction of this complete 0.25 MGD expansion.

Section II. SCOPE OF SERVICES

TASK 1 – PRELIMINARY ENGINEERING EVALUATION

The following units are slated as additional or replacement of existing process units.

1. The existing 0.25 MGD AEROMOD structure will remain but minor improvements will be required to the air piping along with the addition of two aeration tanks. A new 0.25 MGD AEROMOD basin will be added for a total plant capacity of 0.5 MGD.
2. The existing headworks is undersized and will be replaced in its entirety, including screening and grit removal. The selection of equipment is included in this evaluation.
3. Upgrades to the electrical room motor control center will be reviewed to accommodate the new equipment.
4. The existing blower pads will be expanded to accept 2 additional aeration blowers.
5. The standby generator will either be replaced or a parallel unit added to satisfy the additional load.
6. BDI will evaluate the existing capacity of the two effluent disposal ponds. If the ponds are not of sufficient capacity to meet the plant expansion, additional geotechnical work will be required as an amendment to this task order.

There are several process components that are currently not programmed for replacement. BDI will evaluate the operational capacity to meet future flows or operational requirements. It is our understanding the chlorine building currently meets regulatory standards and will only require minor modifications. Any modifications determined will be incorporated into the project. The existing chlorine contact chamber will remain, however, BDI will determine the existing

treatment capacity. This evaluation will determine the size of the new chlorine contact chamber, but it is anticipated to be at least the same size as the existing.

It is our understanding that no modifications will be required for the existing sludge dewatering unit. BDI will evaluate run times to determine capacity and the equipment's ability to handle the solids from an additional process train.

A preliminary site layout will be prepared in order to maximize the treatment capacity of the existing facility site. The planning phase will also determine the design influent and effluent parameters for the treatment plant and level of treatment requirements to meet existing and future effluent disposal options. Results of these evaluations and calculations will be documented in the Preliminary Engineering Report of the findings including associated opinions of cost for these improvements. This report will be tailored to match the documentation requirements of the Florida Department of Environmental Protection for the Domestic Wastewater Facilities Permit Application. Based on review of processes, the City has selected the AEROMOD Process.

TASK 2 – FIELD DATA COLLECTION SERVICES

The City will provide all existing data for this facility including any prior collected field data. Anticipated field data collection required to be performed by BDI will include topographic survey services of the plant site and effluent disposal locations, establishing vertical and horizontal control points for layout and construction, and location of all subsurface boring locations performed as part of a geotechnical evaluation. Geotechnical evaluations of the site to identify subsurface considerations and develop soil bearing strength and permeability assessments will be performed. Should expansion of the effluent disposal ponds be deemed necessary, additional geotechnical work will be negotiated as an amendment to this task order.

TASK 3 – WWTP DESIGN AND CONTRACT DOCUMENTS

BDI will prepare plans, specifications and contract documents for bidding and construction of the WWTP expansion inclusive of all ancillary buildings and items listed in the scope of work. The scope of work includes preparation of project documents at 30, 60, 90 percent and ready to advertise plans and specifications that generally include all large mechanical components, structures, buildings, piping, site paving and grading, and electrical and instrumentation & controls components. This design will be based on the AEROMOD Process and will meet the Class 1 Reliability requirements as defined in the FAC and shall meet the requirements and be in accordance with FDEP regulations, Chapters 62-600 and 62-610, F.A.C. for the treatment of domestic wastewater and disposal in rapid infiltration basins.

3.1 Preliminary Design Phase

Preliminary design phase documents consisting of final design criteria, preliminary drawings, outline specifications and written descriptions of the project shall be prepared. A revised opinion of probable construction cost, based upon the information in the preliminary engineering report shall also be provided. Submittal for 30 percent completion level shall include the preliminary engineering evaluation and report, updated opinion of probable cost, general construction drawings and site plans. This phase of the project will identify which facilities including operations/Lab/electrical will be required, chemical feed and solids handling

improvements to be incorporated into the project. This phase of the project will include Owner's review and Quality Assurance reviews.

3.2 Final Design

BDI will develop and submit design drawings plus specifications using MASTERSPEC format, City standard specifications and manufacturer's recommended specifications. This phase will incorporate Owner review and comments from the preliminary design. BDI will be responsible for the oversight of the production and certification of construction documents including plans, specifications, and miscellaneous contract documents. Submittal materials for the 60 percent completion level shall include large mechanical components, overall structural dimensions, site grading and piping plan, electrical single line drawings and updated opinion of probable cost. Submittal for 90 percent completion level shall include all drawings advanced to this completion level, opinion of probable cost plus project specifications. The final (100%) plans and specifications shall include City comments received on the 90% plans and specs plus all permits and geotechnical field work to result in a ready to bid set of contract documents.

3.3 Preparation of Final Opinion of Probable Cost and Construction Schedule

Estimate the construction cost for the improvements using the prepared contract documents. Opinions of cost will be prepared from equipment manufacturer's quotations, detailed material take-offs and past projects similar to the proposed WWTP project described herein. Opinions of probable construction cost will be provided with 30, 60, 90 and final completion submittals.

3.4 Design Reviews and Final Contract Documents

- 1) Schedule and meet with City representatives to review comments on deliverables from 30, 60 and 90 percent completion level submittals.
- 2) Manage various design and review meetings.
- 3) Complete internal QA/QC process throughout
- 4) Incorporate the City and BDI QC comments into deliverable phase plans and specifications for this project.

TASK 4 – PERMITTING SERVICES

An FDEP Domestic Wastewater substantial permit modification is required to construct the wastewater treatment plant expansion. BDI will prepare, submit and coordinate three (3) copies each of the following permits:

- 1) *Wastewater Facility or Permit Activity Form 1 General Information* (Form 62-620.910(1));
- 2) *Wastewater Permit Application Form 2A for Domestic Wastewater Facilities* (Form 62-620.910(2));
- 3) *FDEP and/or NFWFMD Stormwater Discharge Permit for Construction Activities.*
- 4) *Notification of Completion of Construction for Wastewater Facilities or Activities* (Form 62-620.910(12)); and,
- 5) *Notification of Availability of Record Drawings and Final Operation and Maintenance Manuals* (Form 62-620.910(13))

BDI shall prepare the necessary permit application forms and specifically the FDEP Domestic Wastewater Treatment Facilities Permit Application (1 and 2A), appropriately certified, and

supporting documents for approval of the project and submit application to local, state, and federal regulators for the permits noted. Permit fees associated with permit applications and approvals shall be paid by the City. As part of this fee, BDI will respond to up to two (2) FDEP Requests for Additional Information (RAIs). Additional permitting assistance beyond the two (2) RAIs may be provided by supplemental authorization by the City on a time and material basis.

BDI shall prepare site plan approval documentation and be responsible for securing site plan approval or other local government land development orders required for this WWTP project.

TASK 5 – BIDDING SERVICES

BDI will perform traditional bidding services including:

- 1) Complete and compile for distribution plans and specifications, permits, and geotechnical field work from final design and permitting efforts in Tasks 3 and 4.
- 2) Conduct and attend one (1) pre-bid conference for this project.
- 3) Review questions and comments posed by bidders and develop appropriate responses.
- 4) Attend the bid opening meeting for the WWTP project.
- 5) Review all bids and make a recommendation of award to the City for the lowest responsible bidder.

TASK 6 – ENGINEERING SERVICES DURING CONSTRUCTION

BDI will provide engineering services during construction to include:

6.1 Construction Services/Administration

- 1) BDI will conform the contract documents relative to the awarded bid amounts and any addenda issued prior to receipt of bids. Six (6) copies of the complete contract documents (specifications and full-size drawings, unless half-size is requested) shall be prepared and provided to the selected Contractor for signature. After execution, these contract documents will be distributed by providing two (2) copies each to the City, Contractor and BDI.
- 2) BDI will schedule and conduct a preconstruction conference to review contract specifics and general procedures.
- 3) BDI will notify the affected utilities in advance of the preconstruction conference to allow them the opportunity to have representation present.
- 4) BDI will review the Contractor prepared schedule of values.
- 5) BDI will review and process monthly partial pay requests including review and recommendations regarding progress reports and payments by the City.
- 6) BDI will conduct a monthly construction progress meeting for the Owner, Engineer, and

Contractor.

- 7) BDI will track, review and process shop drawing submittals for the components of the work. Reviews for multiple substitutions by the Contractor, beyond one, for equipment specified shall be the basis for additional compensation as defined in the Contract Documents.
- 8) Review and respond to requests for information (RFI), conflicts, clarifications, and claims that are submitted by the Contractor, and review change orders. Review requests for substitutions that are submitted by the Contractor and provide redesign and revisions of the plans and specifications as necessary and as defined by the Contract Documents.
- 9) BDI will perform one substantial completion site visit to review completed work and develop a "punch list" for completion items.
- 10) BDI will perform up to two final completion site visits to confirm "punch list" item completion.
- 11) BDI will request and compile release of liens from subcontractors and suppliers and provide copies to the City along with final release of liens by the Contractor.
- 12) BDI will recommend final payment for Contractor upon verification of satisfaction of outstanding liens and publication of project completion if required.

For the purposes of this proposal, an eight (8) month construction period is assumed.

6.2 Construction Observation

BDI will provide resident construction observation services during the anticipated active construction period of 12 months. Services to be performed include:

- 1) Provide Construction Engineering for regular observation (typical weekly) of the construction activities for reasonable assurance that construction is in general conformance with the contract documents.
- 2) Documenting and tracking construction progress with observation logs and photographs.
- 3) Verification of pay request related to the schedule of values, work completed, materials and equipment delivered to the site but not installed.
- 4) Review prior scheduled construction quality control testing procedures.

The level of effort will generally consist of 20 hours per week for 8 months. Construction observation beyond 8 months shall be additionally compensated on an hourly basis and is intended to cover the scenario of the Contractor being behind schedule and would be paid from liquidated damages provisions of the construction contract documents.

TASK 7 – PLANT START-UP AND COMMISSIONING SERVICES

Prior to startup, operations and maintenance staff should have a thorough understanding of the

new processes and equipment through training provided by the equipment vendor or manufacturer's representative. BDI will assist in establishing performance testing criteria, direct and/or advise how to put these processes on line, and confirm the system achieves the stipulated design intent.

- 1) A BDI representative associated with the process mechanical work will provide up to five (5) days on-site for start-up and testing of equipment.
- 2) A BDI representative associated with the electrical and I&C work will provide up to five (5) days on-site for start-up and testing of electrical and I&C equipment.
- 3) A BDI representative associated with the electrical and I&C work will provide one (1) day on-site for coordination of start-up and testing of generator(s) with the local power company and provide up to two (2) days on-site for assistance with operator training of electrical and I&C equipment.
- 4) This task includes a total of thirteen (13) days of a representative on-site and may be redistributed during the course of the project upon mutual agreement of the City and BDI.
- 5) Provide copies of performance testing reports as produced through this effort.

TASK 8 – OPERATION & MAINTENANCE MANUALS

BDI shall review the individual O&M Manuals submitted by each of the equipment manufacturers for conformance with the project specifications. Each manual provided by the equipment manufacturers shall contain standard operating procedures that will describe equipment start-up, steady-state operation, and shutdown procedures of process equipment and systems. A section on troubleshooting, training, preparation of maintenance tasks, and development of safety procedures shall be included. Two (2) paper copies and one (1) electronic copy shall be provided to the City.

Section III. SUBCONSULTANTS

BDI will include the following subconsultants:

1. Hydrogeological and geotechnical services
2. Architectural services

Section IV. OWNER'S RESPONSIBILITY

The City will provide all available information (FDEP DMRs, drawings, permits, reports, etc.) to assist in the permitting and design of the WWTP. The City shall participate in equipment evaluation and effluent disposal selection, provide input into the design and layout, and provide written comments on the design construction plans and specifications. The City shall be responsible for all agency review fees associated with permitting.

Section V. DELIVERABLES

BDI will provide the following deliverables:

1. Three (3) copies of draft Preliminary Engineering Report
2. Three (3) copies of final Preliminary Engineering Report
3. Three (3) sets of preliminary (60%) design construction plans
4. Three (3) copies each of the FDEP Domestic Wastewater Permit documentation
5. Three (3) sets of draft final (90%) design construction plans and specifications
6. Three (3) sets of final ready-to-advertise construction plans and specifications
7. One (1) set of electronic final ready-to-bid construction plans and specifications
8. Three (3) sets of Released for Construction plans and specifications
9. Three (3) sets of "As-Built" Record Drawings
10. One (1) set of electronic "As-Built" Record Drawings
11. Three (3) copies of the FDEP Wastewater System Permit Construction Certification

Section VI. SCHEDULE

The following is a project schedule by milestone task from the "Notice to Proceed" through the final, ready to advertise, contract documents. The total project schedule is based on the City review periods of 15 calendar days at each submittal. It is anticipated that the project schedule will be 300. The overall project schedule is dependent on a timely response review from the all regulatory agencies in review and approval the completed permit application documentation.

Milestone Task	Calendar Days (each Task)	Calendar Days (from NTP)
Notice to Proceed	0	0
Data Collection (Surveying)	30 *	30
Preliminary Engineering Report	45	45
60% Plans and Specifications	60	105
Client Review Duration	10	115
90% Plans and Specifications	45	160
Client Review Duration	10	170
Final ready to Advertise Contract Documents	15	185
Total Project Duration until Bidding Phase	-	185 days
Bidding Phase	30	215
Contractor Selection to NTP	30	245
Engineering Services During Construction	240	485
Total Project Duration until Start Up of WWTF	-	485 days
Start Up Services	30	515
Operation & Maintenance Manuals	60	575

* Data Collection will be simultaneous to Prelim Eng. and not additive to schedule.

Section VII. METHOD OF COMPENSATION

For the performance of the above activities, we propose a fee schedule as indicated below.

Summary of Services

Task 1 – Preliminary Engineering Evaluation	\$55,350
Task 2 – Field Data Collection (includes topographic survey, equipment locations/elevations and initial geotechnical explorations not specifically excluded)	\$44,280
Task 3 – Design	\$254,590
Task 4 – Permitting	\$15,000
Task 5 – Bidding	\$36,900
Task 6 – Engineering Services During Construction – contract administration and engineer observation	\$126,720
Task 7 – Plant Startup and Commissioning	\$26,350
Task 8 – Operation and Maintenance Manuals and Record Drawings	\$20,000
Total	\$579,190

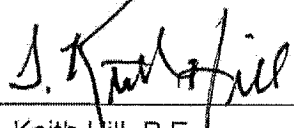
BDI shall invoice the City monthly based on percent of the project completed or in accordance with an agreed upon payment schedule. All allowances are not to be exceeded without prior written authorization by the City.

Section VIII. ACCEPTANCE

If the above scope and fees meet your approval, please indicate by your signature in the space provided below and return one (1) signed copy which will constitute an agreement and a "Notice to Proceed" for the above referenced tasks to accomplish this work:

BASKERVILLE-DONOVAN, INC.

CITY OF MILTON


 T. Keith Hill, P.E.
 President/CEO

 Randy Jorgenson
 City Manager

Date

3/14/2022

Date