

Resolution No. 2782

A Resolution of the City of Sanford, Florida, amending the City's annual operating budget for the fiscal year beginning October 1, 2018 and ending September 30, 2019; providing for implementing administrative actions; providing for a savings provision; providing for conflicts; providing for severability and providing for an effective date.

Whereas, the Commission of the City of Sanford, Florida has adopted an annual operating budget for the fiscal year beginning October 1, 2018 and terminating on September 30, 2019 specifying certain projected revenues and expenditures for the operations of Sanford municipal government; and

Whereas, the City's budget presumes that each department generally will, to the best of their ability, maintain its expenditures within its allocated budgeted level and exercise prudence in expending funds during the course of the City's fiscal year; and

Whereas, from time-to-time circumstances and events may require that the original City budget may need revision; and

Whereas, the City Commission, in its judgment and discretion, has the authority to adjust the budget to more closely coincide with actual and expected events.

Now, therefore, be it adopted and resolved by the City Commission of the City of Sanford, Florida as follows:

Section 1. Adoption of Budget Amendment.

The annual operating budget of the City of Sanford for the fiscal year beginning October 1, 2018 and terminating on September 30, 2019 is hereby revised and amended by Attachment "A". The Attachment is hereby incorporated into this Resolution as if fully set forth herein verbatim. Except as amended herein, the annual operating budget for the City of Sanford for fiscal year beginning October 1, 2018 and

terminating on September 30, 2019 shall remain in full force and effect.

Section 2. Implementing administrative actions.

The City Manager, or designee, is hereby authorized and directed to implement the provisions of this Resolution by means of such administrative actions as may be deemed necessary and appropriate.

Section 3. Savings.

The prior actions of the City of Sanford relating to the adoption of the City budget and related activities are hereby ratified and affirmed.

Section 4. Conflicts.

All resolutions or parts of resolutions in conflict with this Resolution are hereby repealed.

Section 5. Severability.

If any section, sentence, phrase, word, or portion of this Resolution is determined to be invalid, unlawful or unconstitutional, said determination shall not be held to invalidate or impair the validity, force or effect of any other section, sentence, phrase, word, or portion of this Resolution not otherwise determined to be invalid, unlawful, or unconstitutional.

Section 6. Effective Date.

This Resolution shall become effective immediately upon enactment.

Passed and adopted this 25th day of March, 2019.

Attest:

City Commission of the City of Sanford

Traci Houchin, CMC, FCRM
Traci Houchin, CMC, FCRM, City Clerk

Jeff Triplett, Mayor 5127119

For use and reliance of the Sanford City Commission only.
Approved as to form and legality.



William L. Colbert, City Attorney

Lonnie N. Groot
ACA

REQUEST FOR BUDGET AMENDMENT

Fiscal Year _____

Department: Public Works

Division: Stormwater

Date: 3/4/2019

CHANGES IN REVENUES

REVENUE ACCOUNT NUMBER						Current Budget	Current Unrealized (Budget)	Amount of Change	Adjusted Unrealized
Fund	Revenue	Act Cd	Ele	Project #	Revenue Account Title				
402	0000	389	98	00	SW1901 Reserves (Stormwater)	\$ -		\$ 195,255	\$ 195,255
									-
									-
									-
									-
TOTAL CHANGES IN REVENUES								\$ 195,255	

CHANGES IN EXPENDITURES

EXPENDITURE ACCOUNT NUMBER						Current Budget	Current Balance	Amount of Change	Remaining Balance
Fund	Dpt/Div	Activity	Obj	Ele	Project #	Expenditure Account Title			
402	4045	541	63	00	SW1901	Secondary Drainage Improvements		\$ 195,255	\$ 195,255
									-
									-
									-
									-
									-
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									-
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TOTAL CHANGES IN EXPENDITURES								\$ 195,255	

REASON FOR AMENDMENT: Funding for design services

DIRECTOR APPROVAL: J. Davis APWD DATE: 3/6/19

FINANCE APPROVAL: Cynthia Lindsey DATE: 3/4/19

CITY COMMISSION AGENDA DATE: 3.25.2019 APPROVED? Y

FOR FINANCE USE

Entry Date: _____ Batch Number: _____ Document #: _____

SCOPE OF SERVICES

CITY OF SANFORD, FLORIDA

PUMP BRANCH STORMWATER MASTER PLAN (PB-SWMP)

March 04, 2019

**CPH, Inc.
500 West Fulton Street
Sanford, FL 32771**

BACKGROUND:

Pump Branch is one of the City of Sanford's primary discharge points into Lake Monroe. The basin for Pump Branch includes areas east of US 17/92, north of SR46, and west of Mellonville Ave. The drainage system is a combination of new construction materials and clay tile arch. Portions of the conveyance system are located within private properties and beneath structures. Historically the system has been undersized and has caused localized flooding during high intensity events. (see **Figure 1** for the basin boundary).

SCOPE OF WORK

The proposed scope of services for the first phase of work is presented below. The estimated fees are included in **Attachment 1**.

Figure 1: Pump Branch Basin Boundary



TASK 1.0: Data Collection, Assembly and Review

1.1 Meetings with individual stakeholders

1.1.1 Conduct Initial Meetings: The CONSULTANT will conduct one (1) data collection meeting with the City.

The meeting will be conducted with the following objectives:

- Identify available information
- Request needed information
- Identify master plan concerns and ideas
- Strategize potential public meetings

The meetings will be attended by two engineers. Exhibits (24"x36" or larger) will be prepared prior to each meeting. This task includes coordination efforts.

1.1.2 Draft Meeting Minutes: Prepare draft summary minutes for each meeting. Submit minutes to the CITY for review and comment.

1.1.3 Final Meeting Minutes: Incorporate stakeholder comments and finalize minutes

1.2 Collect, assemble, and evaluate existing watershed data.

1.2.1 Develop Initial Project Digital Elevation Model (DEM): The CONSULTANT will compile the existing available topographic data and create an initial project DEM. Multiple existing terrain data sets will be merged to cover the study area if necessary. The DEM will be clipped to the area of study with an appropriate buffer.

1.2.2 Develop Initial GIS Information: The CONSULTANT will obtain, catalog, and compile existing available GIS data into a Reference Documents geodatabase including the following:

- Imagery
- Land use
- Soils
- Parcels
- Easements
- ROW
- Political boundaries
- Hydrography data
- Roads
- Flood complaints
- Watersheds
- SJRWMD ERP polygons
- City/County/FDOT stormwater infrastructure data
- Stakeholder stormwater infrastructure data
- Gage data
- FEMA FIS and FIRM data
- Natural Features locations in GIS (wetlands)
- Contaminated sites (FDEP) in GIS

The data sets will all be clipped to the area of study with an appropriate buffer.

1.2.3 Initial Data Collection: The CONSULTANT will compile and review as-builts and construction plans from SJRWMD and the City. Each plan set will be cataloged. A

polygon feature class will be developed to represent each project boundary. The folder containing the documents will be hyperlinked to the appropriate feature.

- 1.2.4 Assemble Existing Survey Data: The CONSULTANT will compile the existing available CPH survey data into the GIS data sets and review it relative to the study area. This includes preparing a complete listing of the sources of all the survey data and cataloging each data set in the RefDocs geodatabase and folder.
- 1.2.5 Assemble Existing Model Data – Middle St Johns – Lake Monroe Watershed: The drainage basin is contained within the Lake Monroe watershed model. There is no discretization in this area already in the Monroe model. Therefore, this task only includes data collection and review of the existing model. No conversions or simulations will be required as part of this task.
- 1.2.6 Assemble Boundary Condition Data: The CONSULTANT will develop boundary condition data (e.g. Lake Monroe, etc.) for the master plan model(s).
- 1.2.7 Review Regulatory Permit Requirements: The CONSULTANT will conduct a review of pertinent regulations and permit requirements. A summary of the permit requirements will be prepared.
- 1.2.8 Develop Standardized GIS: In an effort to maintain consistency throughout the project and facilitate the project schedule, the CONSULTANT will develop standardized project GDBs and a standardized ESRI project Map Document.
- 1.2.9 Preliminary Field Reconnaissance: The CONSULTANT will conduct preliminary field reconnaissance to develop an understanding of the watershed features. This will include an initial evaluation of drainage boundaries and primary conveyance features. Field observations will be documented in the GIS. This task includes up to 3 days of a 2-person modeling team.

1.3 Work Plan Development

- 1.3.1 Preliminary Sub-watershed Boundaries: The CONSULTANT will utilize the preliminary DEM and other available existing information to establish the preliminary sub watershed boundaries.

TASK 2.0: Preliminary Existing Conditions Model Development and Analysis

2.1 Develop preliminary model features (desktop acquisition)

- 2.1.1 Preliminary Node Placement: Based on a review of aerial imagery and terrain data, nodes will be placed at all ponds and wetland depression features to represent storage within the boundary and the portions of the watersheds discussed above. The node subtype (e.g. pond, wetland, junction, intermediate, etc.) will be populated in the project GDB.
- 2.1.2 Link and Additional Node Placement and Data Capture: Based on a review of aerial imagery, terrain data, record drawings, construction plans, models, infrastructure database data, and available survey data, links will be placed to represent all conveyance features relevant to the project. Nodes will also be placed at the junction of all hydraulic conveyance features. The node subtype (e.g. pond, wetland, junction, intermediate, etc.) and source information (e.g. RefDoc ID and sheet/page number) will be populated in the project GDB.

- 2.1.3 Cross Section Placement: Cross sections (line features) will be placed at the upstream and downstream extents of channel features that will be included in the model domain. This task does not include populating the cross section data.
- 2.1.4 Subbasin Delineation: Subbasins will be delineated based on available information such as terrain data, aerial imagery, record drawings, construction plans, CITY infrastructure database, and other models.
- 2.1.5 Field Reconnaissance: The CONSULTANT will conduct field reconnaissance to resolve questions that were identified during model network development and subbasin delineation. Field observations will be documented in the GIS. This task includes up to 3 days of a 2-person modeling team.
- 2.1.6 QC Preliminary Model Network: The CONSULTANT will conduct QC reviews of the node, link, and cross section placement and subbasin delineation. Also, the data captured from other sources for a minimum of 10% of links and 10% of nodes will be verified and documented.
- 2.2 Identify Data Acquisition Requirements: Upon evaluation of available watershed data and initial GIS processing the CONSULTANT shall develop an approach of data acquisition. This watershed specific approach shall identify locations where collection will occur and what the method of collection will be.
 - 2.2.1 Identify Field Inspection Requirements: GIS-based maps and tabular data will be developed identifying and quantifying the locations (structures and cross sections) that will require field inspection (verification, measurements, photo/video documentation, etc.). These results will be used to formulate the next phase of work.
 - 2.2.2 Identify Survey Requirements: GIS-based maps and tabular data will be developed identifying and quantifying the locations (structures and cross sections) that will require field survey (verification, measurements, photo/video documentation, etc.). These results will be used to formulate the next phase of work.
- 2.3 Limited Topographic Survey
 - 2.3.1 Field Work: The CONSULTANT will perform field investigation and surveying in accordance with State standards for inlets, pipes, and stormwater structures.
 - 2.3.2 Deliverable: The data collected will be in autocad format which can be translated into GIS for addition to the City's stormwater atlas.
 - 2.3.3 Allowance: For the purpose of this scope, section 2.3 has been included as an allowance for survey services since the full survey scope is not known at the time of the proposal. The CONSULTANT has included a \$15,000 allowance that will be billed hourly.
- 2.4 QC DEM: The CONSULTANT will review the digital elevation model data.
- 2.5 Develop/Refine model features
 - 2.5.1 Model parameterization: The CONSULTANT will develop model parameters for analysis.
 - 2.5.2 Model setup, debug, and stabilization: The CONSULTANT will develop the model and review for stabilization and mass balance.
 - 2.5.3 Conduct Model QC: The CONSULTANT will perform a QC analysis of the model.
 - 2.5.4 Model calibration/verification: The model will be calibrated to match in field conditions, where applicable.
- 2.6 Existing Conditions Modeling

- 2.6.1 Design storm simulations: The CONSULTANT will perform analysis of the system for the design storm events.
- 2.6.2 Level of Service Evaluation: The CONSULTANT will perform a LOS review of the existing system.
- 2.6.3 Develop existing condition pollutant load model in GIS: The CONSULTANT will incorporate the FDEP loading into the GIS model to assist with development of projects in Task 3.0.

2.7 Prepare report documenting existing conditions analysis and present to the City.

TASK 3.0: Design Conditions Development and Analysis

- 3.1 Develop concept stormwater design scenarios : The CONSULTANT will coordinate with City Staff and prepare conceptual design scenarios for the improvements within the basin.
- 3.2 Develop concept scenario for drainage improvements in Georgetown : The CONSULTANT will coordinate with the City evaluate options that would allow the installation of curb and gutter and a closed drainage system in Georgetown.
- 3.3 Evaluate and refine the conceptual design scenarios: The CONSULTANT will evaluate the conceptual designs.
- 3.4 Cost Estimate: The CONSULTANT will prepare preliminary cost estimates of each conceptual design scenarios. The CONSULTANT will also prepare a list of possible funding sources for the improvements.
- 3.5 Develop Stormwater Master Plan Documentation: The CONSULTANT will prepare the master plan report and supporting documentation.

SCHEDULE AND DELIVERABLES (TASKS 1-3)

The following deliverables will be submitted:

Task	Due (from NTP)	Deliverable Description
1.1	15 days	<ul style="list-style-type: none"> • Draft stakeholder meeting minutes (as PDFs)
1.2	60 days	<ul style="list-style-type: none"> • Initial project DEM • Initial GIS data sets • RefDocs GDB and supporting info (plans, models, survey, etc.) • Boundary condition summary memo (as PDF) • Permit requirements summary memo (as PDF) • Standardized GIS GDBs
2.7	180 days	<ul style="list-style-type: none"> • Existing Conditions Report (as PDF and 8 hard copies)
3.0	240 days	<ul style="list-style-type: none"> • Final Stormwater Master Plan

Not Included

The following related services are not included in this Scope of Services:

1. Boundary and Right of Way Surveying
2. Stormwater and Right-of-Way Permitting
3. Title Work
4. Preparation of Easements
5. Geotechnical Investigation

PAYMENT / TIME

6.1 Compensation paid CONSULTANT for services described herein and rendered by principals and employees assigned to the project are computed by multiplying the approved Standard Rates for each classification of employee directly engaged on the project, times the number of hours worked on the project.

6.2 The engineering fee for the services described herein will be as follows:

Fixed Fee

Task Description Total

1	Data Collection Assembly and Review	\$38,615.00
2	Preliminary Existing Conditions Model Development and Analysis	\$71,930.00
3	Design Conditions Development and Analysis	\$64,460.00
REI	Expenses/Surveying (Tasks 1-3)	\$20,250.15

Total \$195,255.15

6.3 As noted above, the fees are inclusive of other direct expenses and subconsultant services, without increase. Direct expenses and subconsultant costs will be specifically identified in periodic invoicing, and include such items as photocopies, blueprints and plots, etc. Payment will be made monthly per the Contract between the CITY and the CONSULTANT, based on invoices submitted which will indicate the hours expended and expenses incurred during that billing cycle.

6.4 The Services identified herein will be conducted under a Work Order issued by CITY to CONSULTANT and in accordance with the developed Project Schedule.

Attachment 1 Fee Schedule

	Principal	Sr. Project Manager	Project Engineer	Sr. Design Technician	GIS Analyst	Administrative	Man Hours By Activity	Cost By Activity
Hourly Rate:	\$ 190.00	\$ 180.00	\$ 120.00	\$ 105.00	\$ 105.00	\$ 75.00		
Task								
Task 1: Data Collection Assembly and Review	2.00	61.00	124.00	40.00	70.00	11.00	308.00	\$ 38,615.00
1.1 Meetings with Individual Stakeholders							0.00	\$ -
1.1.1 Conduct Initial Meeting	2.00	12.00			10.00		24.00	\$ 3,590.00
1.1.2 Draft Meeting Minutes		6.00				6.00	12.00	\$ 1,530.00
1.1.3 Final Meeting Minutes		3.00				3.00	6.00	\$ 765.00
1.2 Collect, assemble, and evaluate existing watershed data							0.00	\$ -
1.2.1 Develop Initial Project DEM					4.00		4.00	\$ 420.00
1.2.2 Develop Initial GIS Information					12.00		12.00	\$ 1,260.00
1.2.3 Initial Data Collection		8.00	36.00				44.00	\$ 5,760.00
1.2.4 Assemble Existing Survey Data		4.00	8.00	40.00			52.00	\$ 5,880.00
1.2.5 Assemble Existing Model Data		4.00	16.00		16.00		36.00	\$ 4,320.00
1.2.6 Assemble Boundary Condition Data		4.00	16.00				20.00	\$ 2,640.00
1.2.7 Review Regulatory Permit Requirements		4.00	8.00			2.00	14.00	\$ 1,830.00
1.2.8 Develop Standardized GIS		4.00	8.00		20.00		32.00	\$ 3,780.00
1.2.9 Preliminary Field Reconnaissance		8.00	24.00				32.00	\$ 4,320.00
1.3 Work Plan Development							0.00	\$ -
1.3.1 Preliminary Sub-watershed Boundaries		4.00	8.00		8.00		20.00	\$ 2,520.00
Task 2: Preliminary Existing Conditions Model Development and Analysis	2.00	94.00	264.00	8.00	182.00	40.00	590.00	\$ 71,930.00
2.1 Develop preliminary model features (desktop acquisition)							0.00	\$ -
2.1.1 Preliminary Node Placement		4.00	8.00		16.00		28.00	\$ 3,360.00
2.1.2 Links and Additional Node Placement and Data Capture		10.00	20.00		80.00		110.00	\$ 12,600.00
2.1.3 Cross Sections Placement		14.00	28.00				42.00	\$ 5,880.00
2.1.4 Subbasin Delineation		14.00	28.00		40.00		82.00	\$ 10,080.00
2.1.5 Field Reconnaissance		16.00	32.00	8.00			56.00	\$ 7,560.00
2.1.6 QC Preliminary Model Network		5.00	10.00				15.00	\$ 2,100.00
2.2 Identify Data Acquisition Requirements							0.00	\$ -
2.2.1 Identify Field Inspection Requirements		2.00	4.00		8.00		14.00	\$ 1,680.00
2.2.2 Identify Survey Requirements		2.00	4.00		8.00		14.00	\$ 1,680.00
2.4 QC DEM		4.00	8.00				12.00	\$ 1,680.00
2.5 Develop/Refine model features							0.00	\$ -
2.5.1 Model parameterization		4.00	16.00		8.00		28.00	\$ 3,480.00
2.5.2 Model setup, debug, and stabilization		5.00	30.00		10.00		45.00	\$ 5,550.00
2.5.3 Conduct Model QC		4.00	12.00				16.00	\$ 2,160.00
2.5.4 Model calibration/verification			8.00				8.00	\$ 960.00
2.6 Existing Conditions Modeling							0.00	\$ -
2.6.1 Design Storm Simulations		2.00	16.00				18.00	\$ 2,280.00
2.6.2 Level of Service Evaluation		2.00	16.00				18.00	\$ 2,280.00
2.6.3 Pollutant Load		2.00	8.00				10.00	\$ 1,320.00
2.7 Prepare report	2.00	4.00	16.00		12.00	40.00	74.00	\$ 7,280.00
Task 3: Design Conditions Development and Analysis	2.00	100.00	200.00	94.00	102.00	20.00	518.00	\$ 64,460.00
3.1 Develop concept stormwater design scenarios		28.00	56.00	42.00	42.00		168.00	\$ 20,580.00
3.2 Develop concept scenario for drainage improvements in Georgetown		14.00	28.00	20.00	20.00		82.00	\$ 10,080.00
3.3 Evaluate and refine scenarios		24.00	48.00	20.00	20.00		112.00	\$ 14,280.00
3.4 Cost Estimates	2.00	10.00	20.00	12.00			44.00	\$ 5,840.00
3.5 Develop SWP Documentation		24.00	48.00		20.00	20.00	112.00	\$ 13,680.00
Total Estimated Labor	6.00	255.00	588.00	142.00	354.00	71.00	1416.00	\$ 175,005.00
Estimated Reimbursable Direct Costs								
Expenses (3%)								\$ 5,250.15
2.3 Survey (Allowance - Hourly)								\$ 15,000.00
Total Estimated Reimbursable Direct Costs							=	\$ 20,250.15
TOTAL LUMP SUM FEE COMPUTATION							=	\$ 195,255.15



CITY OF
SANFORD
FLORIDA



APPROVED

WS ___ RM X
Item No. RM8A

03/25/2019

CITY COMMISSION MEMORANDUM 19-071
MARCH 25, 2019 AGENDA

TO: Honorable Mayor and Members of the City Commission
PREPARED BY: Jeff Davis, Project Manager
SUBMITTED BY: Norton N. Bonaparte, Jr., City Manager
SUBJECT: Approval of Budget Amendment Resolution No.2782 and Purchase Order to CPH, Inc. for Pump Branch Drainage Basin Project.

STRATEGIC PRIORITIES:

- Unify Downtown & the Waterfront
- Promote the City's Distinct Culture
- Update Regulatory Framework
- Redevelop and Revitalize Disadvantaged Communities

SYNOPSIS:

Approval of Budget Amendment Resolution No. 2782 and Purchase Order to CPH, Inc. for Pump Branch Drainage Basin Project is requested.

FISCAL/STAFFING STATEMENT:

The amount of the award is \$195,255.15 and funds are available from the Stormwater Reserve Fund.

BACKGROUND:

The Pump Branch Drainage Basin is located east of 17-92 to the west of Mellonville Avenue and drains northward from just south of SR 46 to Lake Monroe. Over the years the drainage infrastructure has become compromised due to the advanced age of the piping that was constructed in some locations more than 100 years ago. The design services will model the entire drainage basin to assess problematic areas of concern and provide an engineering analysis of the entire basin. This work will continue the successful projects addressing similar deficiencies in the Mill Creek and Cloud Branch basins, that have led to improved regular drainage, reduced flooding during storm events, and increased nutrient removal.

CPH, Incorporated is on the City pre-approved Continuing Services list and the award is consistent with Consultant's Competitive Negotiation Act (CCNA) requirements. The attached Scope of Services describes the tasks involved with the design of work to be performed.

LEGAL REVIEW:

The City Attorney's office has reviewed this agenda item and the associated documents.

RECOMMENDATION:

It is staff's recommendation that the City Commission approve Budget Amendment Resolution No. 2782 and Purchase Order to CPH, Inc. for the Pump Branch drainage Basin Project in an amount not to exceed \$195,255.15.

SUGGESTED MOTION:

"I move to approve Resolution No. 2782 and Purchase Order to CPH, Inc. for the Pump Branch Drainage Basin Project in an amount not to exceed \$195,255.15."

Attachments: Scope of Services for Pump Branch Drainage Basin
Budget amendment
Resolution No. 2782