



EXHIBIT A PROCUREMENT MANAGEMENT DEPARTMENT

PROCUREMENT EXPLANATION MEMO

TO: City Manager

VIA: Chief Procurement Officer

FROM: Hamid Nikvan
Director

NMB Water
Department
7/17/2026
Date

RE: Norwood -Oeffler WTP Wellfield Condition Assessment

Fiscal Amount not to Exceed: \$ 163,630.00

Vendor # 482933

Purpose (How does it align with City NMB Strategic Plan?):

This procurement will retain the services of Hazen and Sawyer to perform a condition assessment of the Norwood- Oeffler Water treatment plant wellfield. This aligns with the City of North Miami Beach Strategic Plan by supporting Infrastructure & Resilience and a Safe & Clean Community through reliable water system management.

Background:

NMB Water is in need of a current evaluation of its aging wellfield. Its wellfield consists of 20 raw water supply well, including 16 Biscayne aquifer wells and 4 Upper Floridan aquifer wells. This assessment will provide us with specific hydraulic capacity, raw water quality and overall condition of each well within the wellfield. It will also give us a planning document for needed rehabilitation identified and or possible expansion needs.

Recommendation:

Approve task order #23 under RFQ19-082 MC with Hazen and Sawyer to provide Water Engineering Services. Their hydrology experience provides us with expertise to accomplish this much needed evaluation of our wellfield, supporting the City's infrastructure and environmental objectives.

Fiscal Impact / Account Number(s):

FY26: 410904-535631 - \$163,630.00

Finance Director: _____

Date _____

Chief Procurement Officer: _____
(Purchases/Contract up to \$25,000.00)

Date _____

City Manager: _____

Date _____

CONSULTANT TASK ORDER NO. 23 STATEMENT OF WORK

This Statement of Work is executed between the CITY OF NORTH MIAMI BEACH ("CITY") and (Hazen and Sawyer) ("CONSULTANT").

CITY and CONSULTANT agree that all of the Services authorized by this Statement of Work shall be subject to the terms and conditions set forth within the Agreement No. 19-082-MC for Professional Services on a Continuing Basis between CITY and CONSULTANT (the "Master Agreement"). Upon execution of this Statement of Work, the Master Agreement shall be incorporated into and be considered a part of this Statement of Work as if set forth herein in its entirety. Any capitalized terms which are not defined herein shall have the meanings defined in the Master Agreement.

1. Documents. The following Documents are incorporated into and shall be a part of this Statement of Work as if fully stated herein:
 - A. The Level of Effort (LOE) Justification attached hereto;
 - B. All parts of standards, reference manuals, regulations, and similar documents cited in this Statement of Work; and,
 - C. The following documents (if any): Please refer to attached Fee Spreadsheet.
2. Project Name, Description, and Number (the "Project"). The Project which is covered by this Statement of Work is named, described, and numbered as follows:

Wellfield Evaluation

This project is a service associated with the CITY's selection of the CONSULTANT to provide professional services on a continuing basis in accordance with Florida Statute 287.055 – Consultants Competitive Negotiation Act ("CCNA"), CITY RFQ-19-082-MC for the following categories:

Water/Sewer Engineers

3. CONSULTANT's Services. The Services to be performed by CONSULTANT under this Statement of Work include all of the following:

SCOPE OF SERVICES

The CITY sources its water from the Biscayne Aquifer and the Upper Floridan Aquifer System (FAS). The Biscayne Aquifer is a shallow, surficial aquifer characterized by high porosity and transmissivity, and has historically served as the primary groundwater source for southeast Florida. The FAS is a deeper (approximately 1,000 feet deep) brackish (i.e., salty) aquifer separated from the Biscayne Aquifer by confining units. The Norwood-Oeffler Water Treatment Plant (WTP) is equipped to treat water from both aquifers using lime softening, nanofiltration (NF), and reverse osmosis (RO) processes. The CITY currently operates 20 raw water supply wells. Sixteen (16) wells are installed in the Biscayne aquifer, and four (4) wells are installed in the Upper Floridan aquifer. The total depths of the Biscayne aquifer wells generally do not exceed 100 feet below land surface (bls), with one exception (Well 12 at 131 feet).

Under this project, the CITY has requested that CONSULTANT develop a scope of services to assist with the investigation of current conditions of the water supply wells and prepare well-specific rehabilitation plans. The CITY will use an existing piggyback contract for implementing the well rehabilitation plans.

A separate authorization for well rehabilitation oversight, evaluation and reporting will be developed specifically for planned rehabilitation activities following Task 3, at the request of the CITY.

Task 1 – Project Initiation and Site Visits

1.1 – Project Initiation Meeting

CONSULTANT will coordinate and conduct one (1) kick-off meeting with the CITY to review the goals and scope of the investigation of the existing production wells. CONSULTANT will prepare kick-off meeting agenda and summary to be submitted to the CITY in electronic format.

1.2 – Site Visits

CONSULTANT will tour the wellfield to evaluate site access and perform a preliminary visual review of the above-ground portion of each well and associated equipment for the limited purpose of confirming whether the testing planned under Task 2 can be performed. This review will include identifying apparent modifications or provisions needed to support Task 2 testing, including flowmeters, sample ports, pressure gauges, pressure transducers or manual water level access, discharge piping, and groundwater discharge locations. A more detailed evaluation of well condition will be performed under subsequent tasks based on the results of the Task 2 testing.

Deliverables:

- Kick-off meeting summary

Task 2 – Condition of Service Testing and Evaluation

This task consists of an evaluation of the historical operating conditions and testing to determine the current conditions of service for each well in the CITY's raw water supply wellfield, including both Biscayne and Floridan aquifer wells.

The testing is intended to establish the condition of each well by utilizing the CITY's pump, wellhead valving, flowmeters, pressure gauges, and access ports to complete the evaluation. The CONSULTANT's evaluation will include:

- Review of City-provided historical water quality and well operating data, including monthly operating reports, well performance data, and maintenance records.
- Visual evaluation of the above-ground portion of each well, including the apparent condition of the wellhead, exposed casing, valves, fittings, gauges, sample ports, access ports, discharge

pipings, and other visible appurtenances that may affect the sanitary seal, operability, or rehabilitation planning.

- Specific capacity testing to determine the present specific capacity and to establish a baseline of current operating conditions.
- CONSULTANT will perform step drawdown tests at up to 2 wells per day, consisting of up to 3 steps at 60 minutes each step. The tests are anticipated to be completed in 75 days (approximately two wells per week). This assumes that CITY staff will coordinate well pumping such that static water levels will be obtained after approximately 12 hours of no pumping, and that only two (2) wells can be taken offline per week to minimize impacts to plant operations.
- CONSULTANT will obtain static water levels after approximately 12 hours of no pumping at each well prior to starting the capacity test.
- During the capacity testing, the CONSULTANT will measure water quality parameters including, sand, silt density index (SDI), and field chemistry at 15-minute intervals throughout each step: temperature, pH, specific conductivity, salinity, chloride, total dissolved solids (TDS), dissolved oxygen, ferrous iron, dissolved sulfides, turbidity, and oxygen reduction potential (ORP).
- CONSULTANT will collect two samples for specialty laboratory analysis at up to ten (10) wells. The first sample will be collected at pump start up to characterize water quality in the well casing, while a second sample, collected near the end of the design rate step, will typify water chemistry from the Biscayne and upper Floridan aquifers. Samples will be shipped to Water Systems Engineering of Ottawa, Kansas immediately upon collection.
- The results from the above testing will be documented in a technical memorandum under Task 3.

CITY's responsibilities during testing include the following:

- Providing access to and operating wells;
- Accessing ports for well water level measurements (if none is available, the pumping/step drawdown testing may be omitted for specific wells);
- Providing access to or installing a pressure transducer with a local transmitter readout at the wellhead for artesian Floridan Aquifer System (FAS) wells;
- Providing access to or equipping the wells with operational sampling ports and threaded taps capable of supporting a Rossum Sand Tester and SDI test kit;
- Coordinating well shut-downs and start-ups with CONSULTANT during testing.

Deliverables:

- None

Task 3 – Technical Memorandum

CONSULTANT will prepare a technical memorandum summarizing results of the hydraulic conditions and water quality results collected under Task 2. The technical memorandum will also provide a well-specific rehabilitation and monitoring program based on CONSULTANT's evaluation of the condition of each well.

Deliverables:

Technical memorandum including:

- Summary of hydraulic and water quality results from step drawdown testing.
- Annotated wellhead photos for each well documenting the existing condition of the above-ground portion of each well.
- Recommendations on rehabilitating individual wells and ranking the sequence of rehabilitation.
- Estimated rehab cost for each well based on itemization for an agreement with a third-party water well contractor.

During procurement of an existing piggyback contract, CITY may request CONSULTANT's assistance limited to reviewing the piggyback scope of services for applicability to the recommended rehabilitation and up to two meetings/discussions with the CITY and/or water well contractor.

Project Milestone Schedule. The Project Milestone Schedule is as follows (Assumes a NTP start date of September 15, 2026):

Task	Completion Time from Notice-to-Proceed (Calendar Days)
Task 1 - Project Initiation and Site Visit	45
Task 2 - Condition of Service Testing and Evaluation	150
Task 3 – Technical Memorandum	195

KEY ASSUMPTIONS

The following assumptions apply to the overall scope of work described above.

1. Hydraulic modeling and raw water piping inspection are not included in this scope of services. Scope of services evaluates the performance of individual wells and not the hydraulics of the raw water system.
2. An evaluation of the well pumps and performance is not included in this scope of services. Additional services outside the scope of this Work Authorization may be requested, including

- evaluating the condition of pumping equipment, reviewing the third-party water well contractor's evaluation of the pump, pump assembly, and recommendations for repairs, and conducting a pump-performance test on a new or repaired pump.
3. CITY will provide well completion reports, well maintenance records, previous rehabilitation reports and 5 years of operating data (water quality, flow rates, times and water levels) for individual wells. Reports will be in .pdf format, and data will be in Excel format.
 4. CONSULTANT will provide instruments to measure field chemistry during the pre- and post-rehab specific capacity tests.
 5. The CITY will identify areas to discharge specific capacity test effluent.
4. CONSULTANT's Key Employees and Project Staffing Team.
The following are CONSULTANT's Key Employees and subconsultants/vendors who will perform CONSULTANT's Services under this Task Order, and, with respect to Key Employees, the corresponding percentage of that Key Employee's time that will be devoted to performance of CONSULTANT's Services, and, with respect to subconsultants/vendors, the Services and Deliverables to be provided by the subconsultant/vendor.

<u>Name of Key Employee</u>	<u>% of Time for Services</u>
<i>Christopher Kish</i>	5
<i>Gerrit Bulman</i>	5
<i>Jorge Valdes</i>	30
<i>Angela Giuliano</i>	10
<i>Christian Wensing</i>	30
<i>Ryan Kleinkort</i>	20

<u>Name of Subconsultant/Vendor</u>	<u>Services to be Provided</u>
N/A	N/A

CONSULTANT shall not substitute or substantially revise the responsibilities of Key Employees nor change Key Employees without the prior written consent of CITY.

5. Compensation and Reimbursable Expenses. CONSULTANT's Compensation for its Services shall be in accordance with the Agreement and the Compensation Schedule. CONSULTANT shall be compensated for Reimbursable Expenses according to the following Compensation Schedule subject to the limitations stated in the Master Agreement.

×The total lump sum amount of \$163,630.00;

The total not-to-exceed amount for the time and material services include Reimbursable Expenses incurred in accordance with the Master Agreement.

6. CITY's Designated Representative.

Karim Rossy - Infrastructure Development

CONSULTANT's Designated Representative.

Christopher Kish, P.E. – Vice President

7. Effective Date.

Notwithstanding anything herein to the contrary, this Statement of Work shall not be valid and enforceable unless and until CITY issues to CONSULTANT a purchase order for this Statement of Work. The Effective Date for this Statement of Work shall be the date of such purchase order.

CITY OF NORTH MIAMI BEACH:

Signature

Print

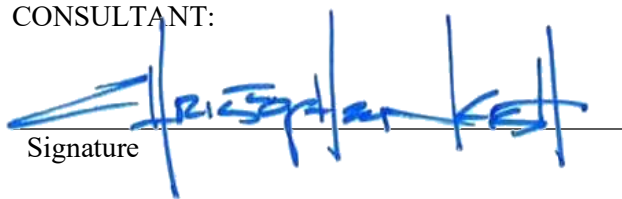
Title

Date

By: _____
Darvin Williams, City Manager

Date: _____

CONSULTANT:


Signature

Christopher L. Kish, PE
Print

Vice President
Title

July 13, 2026
Date

**FEE PROJECTION
CITY OF NORTH MIAMI BEACH
WELLFIELD EVALUATION**

Task	Vice President	Senior Associate	Associate	Senior Principal Engineer	Principal Engineer	Assistant Engineer	Senior Principal Designer	Principal Designer	Senior Designer	Technical Typist	Administrator	Total Hours	Total Fee
Testing and Evaluation Services													
Task 1 - Project Initiation and Site Visits (Lump Sum)													
1.1 - Project Initiation Meeting	4	0	0	8	0	0	0	0	0	0	0	12	\$2,270
1.2 - Site Visits	12	0	0	16	0	8	0	0	0	0	0	36	\$8,870
Task 2 - Condition of Service Testing & Evaluation (Time & Materials)													
Includes field testing and historical data evaluation	32	0	40	120	0	320	0	0	0	0	0	512	\$78,110
Task 3 - Technical Memorandum (Lump Sum)	16	0	32	100	0	160	0	16	0	0	4	328	\$50,380
Total Labor Fee													\$139,630
ODC (lab fees, shipping, field testing equipment, etc.)													\$24,000
TOTAL PROJECT COST													\$163,630
LABOR RATES (Per Professional Services Agreement RFQ19-082 MC)	\$245.01	\$226.63	\$191.88	\$161.50	\$142.24	\$135.03	\$168.84	\$130.24	\$115.74	\$82.51	\$121		