

Memo

To: Robert Rivera, DPW Director

From: Roger Goodwin, WWTP Operations Manager

CC:

Date: 10/16/2015

Re: WWTP Operating Permit Renewal

Robert,

As you know our WWTP operating permit expires October 2017. We are required to submit a renewal application six months before the expiration date. The application must also include a capacity analysis report and an updated operation and maintenance report. I have attached a proposal from McKim and Creed Engineers to assist the City in preparing the application. This firm did our last three permit renewals in 2002, 2007 and 2012.

They have intimate knowledge of our system, they are an established engineering firm with the City of New Port Richey, have all of our records on file and have a good working relationship with the State Department of Environmental Protection. McKim and Creed is uniquely qualified for this work.

The fee is in the amount of \$28,500.00 on a lump sum basis. The City will also be responsible for the \$5000 D.E.P. application fee. The Permit is good for five years. This is a planned and budgeted expense. Funds are available in account 401-0112-535-31-29 (engineering services).