

**Budget Amendment  
Form**



<b>Date:</b>	<b>9/4/2025</b>		
<b>Department:</b>	<b>Public Works</b>		
<b>Fund(s) to be changed:</b>	<b>112 - STREET MAINTENANCE FUND</b>		
<b>GL Account</b>	<b>GL Line Item</b>	<b>Transfer to:</b>	<b>Transfer from:</b>
<a href="#">440-36-538-6430</a>	Machinery & Equipment		\$ 60,000.00
<a href="#">440-36-538-3160</a>	Professional Services	\$ 60,000.00	
<b>TOTAL (Columns must be equal)</b>		<b>\$ 60,000.00</b>	<b>\$ 60,000.00</b>

**Description**

Funds needed to cover Kimley-Horn WO#7

**Approved By**

<b>Department Director:</b>	Steven Buckland	<b>Date:</b>	9/4/2025
<b>Chief Financial Officer:</b>	<i>Mayte Manueta</i>	<b>Date:</b>	<i>9/4/2025</i>
<b>Village Manager:</b>	<i>[Signature]</i>	<b>Date:</b>	<i>9/8/2025</i>

**North Bay Village  
Purchasing Matrix**

Req. #		Project Desc.		Coding:	
Vendor 1:	<b>Ardurra</b>	Phone:	786-228-5666	Contact Name:	Paola
Vendor 2:		Phone:		Contact Name:	
Vendor 3:		Phone:		Contact Name:	

Item #	Item Description	Qty	V1: Ardurra		V2:		V3:		Lowest Vendors	
			Per Unit	Total	Per Unit	Total	Per Unit	Total	Vendor Name	Total
1	Project Mgmt. Services & Coordination Meetings		\$5,540.00	\$ -		\$ -		\$ -	No Bid	\$ -
2	2024 Data Collection, Review & Analysis		\$12,680.00	\$ -		\$ -		\$ -	No Bid	\$ -
3	2025 Data Collection, Review & Analysis		\$12,680.00	\$ -		\$ -		\$ -	No Bid	\$ -
4	2024 NPDES Annual Report		\$6,900.00	\$ -		\$ -		\$ -	No Bid	\$ -
5	2025 NPDES Annual Report		\$6,900.00	\$ -		\$ -		\$ -	No Bid	\$ -
6	Standard Operating Procedures (SOPs)		\$28,330.00	\$ -		\$ -		\$ -	No Bid	\$ -
7	Public Involvement Outreach Activities		\$8,280.00	\$ -		\$ -		\$ -	No Bid	\$ -
8			\$ -	\$ -		\$ -		\$ -	No Bid	\$ -
18			\$ -	\$ -		\$ -		\$ -	No Bid	\$ -
19			\$ -	\$ -		\$ -		\$ -	No Bid	\$ -
20			\$ -	\$ -		\$ -		\$ -	No Bid	\$ -
3			\$ -	\$ -		\$ -		\$ -	No Bid	\$ -
4			\$ -	\$ -		\$ -		\$ -	No Bid	\$ -
5			\$ -	\$ -		\$ -		\$ -	No Bid	\$ -
6			\$ -	\$ -		\$ -		\$ -	No Bid	\$ -
7			\$ -	\$ -		\$ -		\$ -	No Bid	\$ -
8			\$ -	\$ -		\$ -		\$ -	No Bid	\$ -
18			\$ -	\$ -		\$ -		\$ -	No Bid	\$ -
19			\$ -	\$ -		\$ -		\$ -	No Bid	\$ -
20			\$ -	\$ -		\$ -		\$ -	No Bid	\$ -
21			\$ -	\$ -		\$ -		\$ -	No Bid	\$ -
22			\$ -	\$ -		\$ -		\$ -	No Bid	\$ -
23			\$ -	\$ -		\$ -		\$ -	No Bid	\$ -
<b>Total</b>		<b>0</b>	<b>\$ -</b>	<b>\$ -</b>						

Comments: Per Village Manager approval

I certify that these are the prices quoted by the above firms:

Prepared By: Steven Buckland Signature: \_\_\_\_\_

Approved By: Steven Buckland Signature: \_\_\_\_\_

Notes:  
All Purchases for GO Bond Projects require Purchase Orders.  
Purchases greater than \$5,000 require at least 3 written quotes.  
Purchases greater than \$15,000 require Commission approval.

**WORK ORDER No. 07**

**Dated this 25<sup>th</sup> day of June, 2025**

**NORTH BAY VILLAGE PUBLIC WORKS DEPARTMENT**

**2024 & 2025 NPDES ANNUAL REPORT AND PUBLIC INVOLVEMENT OUTREACH  
ACTIVITIES**

**PROFESSIONAL SERVICES**

This Work Order between North Bay Village, a Florida municipal corporation ("VILLAGE"), and Ardurra Group, Inc. (Ardurra), a full service engineering firm authorized to transact business in Florida ("CONSULTANT"), is made pursuant to the RFQ 2023-005 Consultant Service Agreement (the "Agreement") dated May 1, 2024 and expiring on May 1, 2029.

**PROJECT DESCRIPTION**

The VILLAGE owns, maintains, and operates stormwater collection, drainage and discharge systems, including stormwater pump stations, slab covered trenches, exfiltration trenches, and outfalls.

The VILLAGE is a Co-Permittee of the National Pollution Discharge Elimination System (NPDES) permit issued by The Florida Department of Environmental Protection (FDEP). Each Co-Permittee is required to submit their Cycle 4 Year 7 NPDES Annual Report to FDEP by June 30, 2025, as well as the 2025 NPDES Annual Report by June 30, 2026..

Therefore, the VILLAGE has requested to the CONSULTANT to collect and review the required storm sewer annual data from January 2024 through December 2024 and any additional relevant information, in order to prepare and submit the NPDES Annual Report to FDEP. In addition, NPDES permit conditions require the Co-Permittee to have public involvement outreach activities. The CONSULTANT will ensure that the VILLAGE complies with the specific conditions under Public Involvement Outreach Activities.

Work Order No. 07 – "2024 & 2025 NPDES Annual Report and Public Involvement Outreach Activities" has been divided into the following tasks:

<b>Task</b>	<b>Description</b>
1	Project Management Services
2	Data Collection, Review & Analysis
3	NPDES Annual Reports
4	Standard Operating Procedures (SOPs)
5	Public Involvement Outreach Activities

### **Task 1 – Project Management Services**

- The CONSULTANT will develop one (1) project baseline and progress schedule with monthly updates through the duration of the project.
- The CONSULTANT will prepare Monthly Progress Reports each month and issue to the VILLAGE coupled with the monthly invoice.
- The CONSULTANT will prepare and attend a kickoff meeting to be held at the VILLAGE's offices with representatives from the VILLAGE, or via web teleconference. The purpose of this meeting will be to allow key project personnel and the VILLAGE staff to confirm objectives of this task authorization, review the schedule, discuss planned execution of the project, and identify additional background information to be provided by the VILLAGE.
- The CONSULTANT will discuss the permit application requirements and issues, including any potential revisions to existing permit conditions at the Kick-off Meeting.

**Deliverables:** The following deliverables shall be provided under Task 1.

- Project Schedule (One (1) baseline schedule)
- Monthly Progress Reports (Twelve (12) total)
- Meeting Agenda and Meeting Minutes for the Kick-off Meeting & Coordination Meetings (Four (4) total)

### **Task 2 – Data Collection, Review & Analysis**

#### **Task 2.1 – 2024 Data Collection, Review & Analysis**

- The CONSULTANT will gather background documentation from January 2024 to December 2024, including existing permits, test results, reports, maps, drawings, correspondence, documentation, training records, and additional information required to complete the NPDES permit application, including items contained in FDEP form 62-624.600(2).
- After reviewing the available information, the CONSULTANT will prepare a Request for Information (RFI) and submit it to the VILLAGE at the project the Kick-off meeting. Data will be stored at the CONSULTANT'S Document Control Repository and transferred back to the VILLAGE at the completion of the project.
- The CONSULTANT will review the permit application and analyze materials, information provided by the VILLAGE, and other relevant documentation to determine the additional storm sewer system and analytical test data required to complete the FDEP report form.
- The CONSULTANT will reach out via email to various VILLAGE staff to support the completion of the NPDES report with required information.
- The CONSULTANT will, if necessary, meet with the VILLAGE to discuss any issues with the FDEP report form, pending information or information for which clarification or further documentation is required.

**Deliverables:** The following deliverables shall be provided under Task 2.1:

- Project file link with relevant collected data (electronic format)
- MS4 NPDES Annual Report Drafts with consolidated comments

- The CONSULTANT will enter the information in the NPDES Annual Report form and attach the required exhibits.
- The VILLAGE will sign the application, which will be submitted to the Florida Department of Environmental Protection (FDEP).
- The CONSULTANT will include information needed to describe any desired revisions to conditions in the existing NPDES permit.
- The CONSULTANT will provide the VILLAGE with a digital copy of the completed NPDES Annual Report for signature before the date of submission.
- The CONSULTANT will schedule coordination meetings with the VILLAGE in order to review and request the information required for 2025 Reporting Cycle, which consist of: A monitoring data summary as directed in Section III.C above and in accordance with Rule 62-624.600(2)(c), F.A.C.

**Deliverables** The following deliverables shall be provided under Task 3.2:

- Digital copy of complete 2025 NPDES Annual Report for signature by VILLAGE

**Task 4 – Standard Operating Procedures (SOPs)**

- The CONSULTANT will develop Standard Operating Procedures (SOPs) to support the NPDES permit annual reporting requirements. These SOPs will outline routine actions to be undertaken by the VILLAGE’s personnel or contractors to mitigate stormwater pollution and ensure consistent, effective municipal operations
- The CONSULTANT will schedule coordination meetings and workshops with the VILLAGE in order to:
  - Identify responsible parties and departments involved
  - Document existing procedures and workflows
  - Review, enhance, draft, and validate SOPs
- Upon completion, the CONSULTANT will provide the VILLAGE with a digital copy of the finalized SOPs, each addressing the NPDES permit report sections listed below:

Report Section	SOP Required
Part III.A.1 - Stormwater Collection System	Inspection & Maintenance
Part III.A.2 - Areas of New Development	-
Part III.A.3 - Roadways	Litter Control
	Street Sweeping
	Maintenance & Equipment Yard Inspection
Part III.A.4 - Flood Control	-
Part III.A.5 - Treatment, Storage or Disposal Facilities	Facility Inspection
Part III.A.6 - Pesticides, Herbicides, Fertilizer	Pesticides, Herbicides, and Fertilizer Application
Part III.A.6 - Pesticides, Herbicides, Fertilizer	Public Education and Outreach
Part III.A.7 - Illicit Discharges and Improper Disposal	-

- Goals/Requirements: Encourage the proper use and disposal of used motor vehicle fluids, leftover hazardous household products, and nickel-cadmium or lead acid batteries
  - On a routine basis, inform the public of the locations of collection facilities for these materials, including a description of the types of materials accepted and the hours of operation
  - Maintain documentation on the amount of waste collected/recycled/properly disposed.
- The CONSULTANT will develop Fact Sheets to educate the public as follows:
    - Pesticide, Herbicide, and Fertilizer Application Reduction – information related to the impact of stormwater discharges on water bodies and the steps the public can take to reduce pollutants.
    - Illicit Discharges and Improper Disposal Reporting – information related to the problems associated with illicit discharges, illicit connections and improper disposal including how to identify them and how to report incidents.
    - Proper Disposal of Oils, Toxics and Household Hazardous Waste Disposal – inform the public of the locations of collection facilities for these materials including the types of materials affected and the hours of operation.
  - The CONSULTANT will develop a Presentation that the VILLAGE can use to hold public meetings. The presentation will be developed to educate the public on the development and implementation of the VILLAGE's stormwater management program, how they can get involved and solicit community feedback. The purpose of the presentation is to comply with the following requirement of the NPDES Program.
    - NPDES Permit requires qualitative assessments of the public education and outreach programs to evaluate their effectiveness and assure they are changing human behavior and reducing stormwater pollutant loadings. This may include an annual review of the educational materials, their intended audiences, distribution and delivery methods, and determination of whether changes are needed to improve the program. Discussions with the intended audience at educational events or by telephone to obtain feedback are also acceptable.
  - The CONSULTANT will work with the VILLAGE's Communications and IT Department to create a Website page to be housed where desired by the VILLAGE. A couple of options include:
    - Under the Stormwater Master Plan Page: <https://northbayvillage-fl.gov/stormwater>
    - Under the Residents Page: <https://northbayvillage-fl.gov/residents>

This website page will house the educational fact sheets created in Task 5. The website page will be created by the VILLAGE and maintained by the VILLAGE. The CONSULTANT will provide initial content for the website. The VILLAGE is responsible for approving content and posting to the website as part of their website maintenance. It is anticipated that the following content will be created for the webpage:

- About Section – detailing the goals of the Public Education and Outreach Program Plan
- Contact Information – this includes a general contact to be selected by the VILLAGE as well as publishing the “Stormwater Pollution Hotline” for public

**PERFORMANCE SCHEDULE**

The CONSULTANT shall perform the services identified in Tasks 1 - 5 within 365 days of the written Notice to Proceed.

**PROJECT FUNDING**

Performance of this project is at the VILLAGE's discretion and may be contingent upon the VILLAGE receiving funding and work shall not begin until the VILLAGE provides a Notice to Proceed to CONSULTANT.

**METHOD OF COMPENSATION**

The services performed will be accomplished using lump sum compensation. Pay application requests shall be prepared on the VILLAGE's approved pay application request form. The CONSULTANT shall submit the pay application request to the VILLAGE's Project Manager for review and approval. Pay application requests shall be submitted monthly.

**TERMS OF COMPENSATION**

Services will be provided for the following Lump Sum amounts:

Task 1 – Project Management Services & Coordination Meetings	\$5,540.00
Task 2 – Data Collection, Review & Analysis	
Task 2.1 – 2024 Data Collection, Review & Analysis	\$12,680.00
Task 2.2 – 2025 Data Collection, Review & Analysis	\$12,680.00
Task 3 – NPDES Annual Reports	
Task 3.1 – 2024 NPDES Annual Report	\$6,900.00
Task 3.2 – 2025 NPDES Annual Report	\$6,900.00
Task 4 – Standard Operating Procedures (SOPs)	\$28,330.00
Task 5 – Public Involvement Outreach Activities	\$8,280.00
<b>Grand Total</b>	<b>\$81,310.00</b>

**SIGNATURE PAGE**

IN WITNESS OF THE FOREGOING, the parties have set their hands and seals the day and year first written above.

By:   
Paola Davalos  
Ardurra Group Inc.

And

By: *Steven P Buckland*  
Steven Buckland  
Village Public Works Director

OR

By: \_\_\_\_\_  
Roger Hogg  
Village CIP Director