



City of North Port  
FINANCE DEPARTMENT/PURCHASING DIVISION  
4970 CITY HALL BLVD  
NORTH PORT, FLORIDA 34286  
Office: 941.429.7174  
Email: [purchasing@northportfl.gov](mailto:purchasing@northportfl.gov)



## NOTICE OF INTENT TO AWARD A SOLE/SINGLE SOURCE PROCUREMENT

**Sole/Single Source No: SS NO. 25-34**  
**Date Posted: March 19, 2025**  
**Written Response Due Date: March 26, 2025**

This is **not** a Request for Proposals and there is no solicitation available. The proposed contract action is for product or services for which the City intends to negotiate and award with only one contractor/vendor under the authority of and in accordance with Florida State Statute 287.057(5)(c). Any responses received as a result of this Notice of Intent shall be considered solely for the purpose of determining whether to conduct a competitive procurement. Responses will **not** be considered as proposals, bids, or quotes.

- **DESCRIPTION OF SERVICE/PRODUCT: Professional Consulting Services Annual Reporting**
- **AMOUNT** (This is an acquisition with an estimated value of): **\$20,048.00**
- **VENDOR: STANTEC CONSULTING SERVICES, INC.**

Interested firms or individuals may identify their interest and capability to respond to the requirement by submitting in writing their name, address, point of contact, telephone number, e-mail, and a statement regarding capability to provide the specified procurement per the attached specifications. Interested firms will be considered only if they respond with clear and convincing documentation that they are capable of meeting or exceeding the requirements stated herein. All responses received within seven (7) calendar days after the date of publication of this synopsis will be reviewed by the City. A determination by the Procurement Manager not to compete this proposed action based on the responses to this notice is solely within the discretion and approval of the Procurement Manager and City Manager.

All sole/single source purchases exceeding the formal threshold indicated in the policies and procedures manual will require Commission Approval.

All responses must be in writing and returned to **ATTENTION: PURCHASING**, City of North Port, 4970 City Hall Boulevard, Suite 337, North Port, Florida, 34286 or by: Fax 941-429-7173, or by e-mail [purchasing@northportfl.gov](mailto:purchasing@northportfl.gov). Note the number of the Sole Source Information inquiry on documentation.

Information regarding this Intent may be viewed and downloaded from DemandStar's website at [www.demandstar.com](http://www.demandstar.com). Links to DemandStar are also available from the City website at [www.northportfl.gov](http://www.northportfl.gov). This Notice of Intent is posted on the City FTP site at <https://northportfl.gov/filesshare>. If you have any questions, concerns, or problems accessing this request using the link, please contact Michael White, Contract Administrator I, at 941.429.7174. Request for additional information or clarification regarding the specifications must be sent via facsimile to 941.429.7173 or via email to [purchasing@northportfl.gov](mailto:purchasing@northportfl.gov). No verbal requests will be honored.



# Procurement Request

## City of North Port

### Request

**Request Type \***

Sole/Single Source/Standardization

**Capital? (?)** No  Yes**PRR-EX (?)** Yes**FY \***

2025

**Type code \*****Preparer**

Ruth Agosto

**Pre-Director Approver(s) (?)**

	Name
1	Michelle Tipp

**Department \***

UTILITIES

**Division(s)**

WATER

**Commission Meeting? \*** Yes  No**Commission Override (?)** Yes  No**Purchase****Payment Method \*** Visa Purchase  Purchase Order**Purchase Type \*** Single Purchase (current FY)  
 Blanket Purchase (current FY)**Purchase SubType \*** None  Change Order  
 Amendment**Description \***

Professional consulting services for the annual wellfield reporting update: WUP letter modification for updates to Wellfield Management Plans.

*Section 2-407 of the City of North Port Procurement Code provides guidelines for determining if good(s) or service(s) is/are a sole/single source. **All Sole/Single source requests will be posted on DemandStar & the City's Purchasing site for seven (7) calendar days.***

**Exemption Explanation (?) \***

Stantec has been performed these services for the city seven out of the last eight years. The City is able to take advantage of cost and time savings by utilizing Stantec because of their detailed, historical knowledge of the well fields and permit conditions as well as their development of the previous reports, which can be used effectively as a template.

**Steps taken to verify these goods and/or services are not available elsewhere (?) \***

In past years, these services were solicited through the informal RFQ process. Stantec has been the only responsive quote for the past seven years.

**Other vendors that were contacted (?) \***

N/A

**Grant? \*** Yes  No**Technology Related? (?) \*** Yes  Renewal  No**Exemption****Reason \***

Attach documentation from the manufacturer certifying the vendor selected is the only distributor/dealer/contractor for the products or services in question and/or holds the production, unique capability, copyrights, trademark, and/or patent to the item, and check the following applicable statement(s):

 Patent, copyright or unique design restrictions. (Sole Source) Proprietary rights in technical data and/or product formulations (e.g. cleaning compounds, lubricating oils, paint, etc.), which can only be determined through extensive laboratory analysis and examination. (Sole Source)

- Only producer, such as utility supplier or construction material supplier, that will meet the specialized needs of the department or perform the intended function. (Sole Source)

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- Direct replacement parts, equipment or supplies that must be compatible with original equipment already installed but available only from the original equipment manufacturer. Most manufacturers have more than one dealer or distributor for their products. When this is the case, competition between dealers and/or distributors may be possible, eliminating the "sole or single source" restriction. (Single Source)

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- When tests and/or demonstrations of equipment, supplies, part, etc. under actual operating conditions reveal superior quality, performance, design or other characteristics in a brand product(s), which is available from only one source. Testing must be performed as often as practical. (Single Source)

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- Purchases for a brand product are to be made from one selected supplier, even though there are other suppliers that provide similar products. Options, such as pricing, availability, servicing, have been vetted and a supplier has been chosen that best meets the City's needs. (Single Source)

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- Maintenance, repair services or warranty which require specialized test equipment, procedures, and technical expertise available only from the original equipment manufacturer or authorized/licensed dealer/field service representative. (Single Source)

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- The part(s)/equipment are required to permit standardization and operating efficiencies within the organization and the parts and equipment are only available through a sole or single source. If competition is available, the parts and equipment must be competed. For brand-specific items, quotes should still be obtained. (Standardization)

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- Other: None or some of the above apply. Provide detailed justification below.

**Explanation \***

Stantec has been performed these services for the City seven out of the last eight years. The City is able to take advantage of cost and time savings by utilizing Stantec because of their detailed, historical knowledge of the well fields and permit conditions as well as their development of the previous reports, which can be used effectively as a template. Further explanation and justification from Stantec attached. Stantec was known as Cardno and merged into Stantec.

**Original Purchase (?) \***

01/01/2017  
Standardization cannot be on the first purchase.

**Supporting backup \***

Click the Preview icon or right click link and select open in new tab or window to avoid downloading.

2025 STANTEC CONSULTING SERVICES INC UT BLNKT S 33330.pdf

1.92MB

**DemandStar**  
For Purchasing Division

**Date Posted**  
**Sole/Single Source Number**      **Effective Date**      **Expiration Date**  
**PostedPlusSeven**  
Hidden

**Purchase Details**

**Line Items**

Item #	Description *	Unit of Measure	Quantity *	Unit Price *	Subtotal
1	Professional consulting services for the annual wellfield reporting update: WUP letter modification for updates to Wellfield Management Plans	\$\$	20,048.00	\$1.00	\$20,048.00

**Shipping (?) \***      **Total Charges**  
\$0.00      \$20,048.00

**Accounts (?)**

	Dept *	Account # (?) *	Project #	Amount *
1		420-6061-533.31-05		\$20,048.00

**Total Payments**

\$20,048.00

**Comments to Budget (?)**

**Backup Attachments**

Click the Preview icon or right click link and select Open link in new tab or window to avoid downloading.

**Additional Backup**

Related NavLine Req, price sheet, quote, drawings, specifications, risk waiver, etc.

Stantec SOW for CONP Letter Modification.pdf

740.87KB

**Vendor Details**

**Vendor Information (?)**

Except for Emergency purchases, vendor MUST already be setup as a vendor in NavLine.

**Vendor Name \***

STANTEC CONSULTING SERVICES INC

**Vendor Number \***

4298

**Vendor Name CST**

**Contact**

**Vendor Email**

[peter.napoli@stantec.com](mailto:peter.napoli@stantec.com)

**Remittance Address**

BANK OF AMERICA LOCKBOX SERVICES, 13980 COLLECTIONS CENTER DRIVE, CHICAGO, IL 60693-0139

**Phone**

904-671-0117

**Vendor Documentation Current (?) \***

Yes  No

**Risk Documentation Current (?) \***

Yes  No  Waiver Attached

**YTD Expenses (?)**

**Department Inclusive (?) \***

\$41,265.00

**City Inclusive (?) \***

**Highest Approver (?) \***

FD and CM will be skipped on the back end, as needed.

Action History (UTC-05:00)

Submit

by Karen Nix 11-13-2024 01:21:39 PM (Start Form)

Submit

by Michelle Tipp 11-14-2024 09:55:44 AM (Pre-Director approval)

- The task was assigned to Michelle Tipp 11/13/2024 1:21:43 PM

Approve

by Nancy Gallinaro 11-14-2024 12:03:08 PM (Director Approval)

- The task was assigned to Michael Vuolo, Nancy Gallinaro, Susan Brasefield 11/14/2024 9:55:45 AM
- Nancy Gallinaro assigned the task to Nancy Gallinaro 11/14/2024 12:02:46 PM

Approve

by Nicole Brown 11-14-2024 12:08:59 PM (Budget Approval)

- The task was assigned to Heidi Hallas, Nicole Brown, Lisa Herrmann 11/14/2024 12:03:09 PM
- Nicole Brown assigned the task to Nicole Brown 11/14/2024 12:08:05 PM

Reviewed

by Bernice Moen 11-14-2024 03:14:30 PM (Purchasing Specialist - 4S)

■ EVER-BLKT-TERM  
STANDARDIZATION

- The task was assigned to Bernice Moen, Geoff Thomas 11/14/2024 12:09:00 PM
- Bernice Moen assigned the task to Bernice Moen 11/14/2024 3:08:43 PM

Approve

by Alla Skipper 11-14-2024 07:46:41 PM (Purchasing Approval)

- The task was assigned to Alla Skipper, Ginny Duyn, Keith Raney 11/14/2024 3:14:31 PM
- Alla Skipper assigned the task to Alla Skipper 11/14/2024 7:46:17 PM

Approve

by Irina Kukharenko 11-15-2024 10:00:15 AM (Finance Director)

- The task was assigned to Kimberly Williams, Irina Kukharenko 11/14/2024 7:46:42 PM
- Irina Kukharenko assigned the task to Irina Kukharenko 11/15/2024 10:00:08 AM

Reviewed

by Lori Hollingshead 11-15-2024 10:08:41 AM (CM Executive Assistant)

- The task was assigned to Lori Hollingshead, Anna Duffey 11/15/2024 10:00:16 AM
- Lori Hollingshead assigned the task to Lori Hollingshead 11/15/2024 10:08:14 AM

Approve

by Jason Yarborough 11-15-2024 10:15:19 AM (Assistant City Manager)

- The task was assigned to Jason Yarborough, Julie Bellia 11/15/2024 10:08:42 AM
- Jason Yarborough assigned the task to Jason Yarborough 11/15/2024 10:15:14 AM

Approve

by Jerome Fletcher 11-18-2024 09:18:01 AM (City Manager)

- The task was assigned to Jason Yarborough, Julie Bellia, Jerome Fletcher 11/15/2024 10:15:20 AM
- Jerome Fletcher assigned the task to Jerome Fletcher 11/18/2024 9:17:52 AM



# Procurement Request

## City of North Port

### Request

**Request Type \***

Sole/Single Source/Standardization

**Capital? (?)** No  Yes**PRR-EX (?)** Yes**FY \***

2025

**Type code \***

S

**Preparer**

Karen Nix

**Pre-Director Approver(s) (?)**

	Name
1	Michelle Tipp

**Department \***

UTILITIES

**Division(s)**

WATER

**Purchase****Payment Method \*** Visa Purchase  Purchase Order**Purchase Type \*** Single Purchase (current FY)  
 Blanket Purchase (current FY)**Purchase SubType \*** None  Change Order  
 Amendment**Description \***

Professional services to draft the 2024 Annual Wellfield Report.

*Section 2-407 of the City of North Port Procurement Code provides guidelines for determining if good(s) or service(s) is/are a sole/single source. **All Sole/Single source requests will be posted on DemandStar & the City's Purchasing site for seven (7) calendar days.***

**Exemption Explanation (?) \***

Stantec has been performed these services for the City seven out of the last eight years. The City is able to take advantage of cost and time savings by utilizing Stantec because of their detailed, historical knowledge of the well fields and permit conditions as well as their development of the previous reports, which can be used effectively as a template.

**Steps taken to verify these goods and/or services are not available elsewhere (?) \***

In past years, these services were solicited through the informal RFQ process. Stantec has been the only responsive quote for the past seven years.

**Other vendors that were contacted (?) \***

N/A

**Technology Related? (?) \*** Yes  Renewal  No**Exemption****Reason \***

Attach documentation from the manufacturer certifying the vendor selected is the only distributor/dealer/contractor for the products or services in question and/or holds the production, unique capability, copyrights, trademark, and/or patent to the item, and check the following applicable statement(s):

 Patent, copyright or unique design restrictions. (Sole Source) Proprietary rights in technical data and/or product formulations (e.g. cleaning compounds, lubricating oils, paint, etc.), which can only be determined through extensive laboratory analysis and examination. (Sole Source) Only producer, such as utility supplier or construction material supplier, that will meet the specialized needs of the department or perform the intended function. (Sole Source) Direct replacement parts, equipment or supplies that must be compatible with original equipment already installed but available only from the original equipment manufacturer. Most manufacturers have more than one dealer or distributor for their products. When this is the case, competition between dealers and/or distributors may be possible, eliminating the "sole or single source" restriction. (Single Source)

- When tests and/or demonstrations of equipment, supplies, part, etc. under actual operating conditions reveal superior quality, performance, design or other characteristics in a brand product(s), which is available from only one source. Testing must be performed as often as practical. (Single Source)

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- Purchases for a brand product are to be made from one selected supplier, even though there are other suppliers that provide similar products. Options, such as pricing, availability, servicing, have been vetted and a supplier has been chosen that best meets the City's needs. (Single Source)

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- Maintenance, repair services or warranty which require specialized test equipment, procedures, and technical expertise available only from the original equipment manufacturer or authorized/licensed dealer/field service representative. (Single Source)

---

- The part(s)/equipment are required to permit standardization and operating efficiencies within the organization and the parts and equipment are only available thorough a sole or single source. If competition is available, the parts and equipment must be competed. For brand-specific items, quotes should still be obtained. (Standardization)

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- Other: None or some of the above apply. Provide detailed justification below.

**Explanation \***

Stantec has been performed these services for the City seven out of the last eight years. The City is able to take advantage of cost and time savings by utilizing Stantec because of their detailed, historical knowledge of the well fields and permit conditions as well as their development of the previous reports, which can be used effectively as a template. Further explanation and justification from Stantec attached. Stantec was known as Cardno and merged into Stantec.

**Original Purchase (?) \***

01/01/2017  
Standardization cannot be on the first purchase.

**Supporting backup \***

Click the Preview icon or right click link and select open in new tab or window to avoid downloading.

Stantec.Wellfield.Report.Sole.Source.Request.2024.pdf 1,017.85KB

**DemandStar**  
For Purchasing Division

**Date Posted**

<b>Sole/Single Source Number</b>	<b>Verified By</b>	<b>Effective Date</b>	<b>Expiration Date</b>
SS25	Bernice Moen		
<b>PostedPlusSeven</b>			
Hidden			
01/06/1900			

**Purchase Details**

**Line Items**

Item #	Description *	Unit of Measure	Quantity *	Unit Price *	Subtotal
1	2024 Annual Wellfield Report	\$\$	33,330.00	\$1.00	\$33,330.00
				<b>Shipping (?) *</b>	<b>Total Charges</b>
				\$0.00	\$33,330.00

**Accounts (?)**

#	Dept *	Account # (?) *	Project #	Amount *
1	UT	420-6061-533.31-05		\$33,330.00

**Total Payments**  
\$33,330.00

**Comments to Budget (?)**

Savings are anticipated in 420-6061-533.46-11.

**Vendor Details**

**Vendor Information (?)**



Except for Emergency purchases, vendor MUST already be setup as a vendor in NaviLine.

**Vendor Name \***

STANTEC CONSULTING SERVICES INC

**Vendor Number \***

4298

**Vendor Name CST**

**Contact**

**Vendor Email**

[peter.napoli@stantec.com](mailto:peter.napoli@stantec.com)

**Remittance Address**

BANK OF AMERICA LOCKBOX SERVICES, 13980 COLLECTIONS CENTER DRIVE, CHICAGO, IL 60693-0139

**Phone**

904-671-0117

**Vendor Documentation Current (?) \***

Yes  No

**Risk Documentation Current (?) \***

Yes  No  Waiver Attached

**YTD Expenses (?)**

**Department Inclusive (?) \***

\$33,330.00

**City Inclusive (?) \***

\$56,040.00



3915 Crescent Park Drive  
Riverview, FL 33578  
USA

Phone: +1 813 664 4500  
Fax: +1 813 664 0440

October 7, 2024

City of North Port – Utilities Department  
Attn: Michael Drenn4n  
6644 W. Price Blvd.  
North Port, FL 34286

Phone: +1 813 664 4500  
Fax: +1 813 664 0440

**Subject: Request for Quotation**  
**2024 Myakkahatchee Creek Annual Wellfield and South West Reverse Osmosis Annual Wellfield**  
**Summary Reports**  
**Professional Service for Data Analysis and Reporting**

Dear Mr. Nobsisch:

Stantec is pleased to submit a proposal to provide hydrogeologic consulting services in support of preparing the 2024 annual wellfield summary report for the City of North Port's (City) Myakkahatchee Creek Water Treatment Plant (WTP) reverse osmosis (RO) wellfield and the City's South West WTP RO wellfield.

Stantec provides a team of professional hydrogeologists with extensive water use permitting and annual wellfield reporting experience. Project manager Joshua Yates, P.G., has extensive experience in public supply wellfield annual reporting as consultant representing utilities throughout southwest Florida. Mr. Yates worked with City staff to develop and submit, on time and on budget the 2015, 2017, 2018, 2019, 2020, 2021, 2022 and 2023 annual wellfield summary reports for the City's Myakkahatchee Creek RO wellfield. We will use this knowledge and the understanding of the current permit conditions (20002923.016) to effectively and efficiently prepare the annual report for the Myakkahatchee Creek RO and the South West RO wellfields. Additionally, Stantec has recently worked with the City on cycle testing of the ASR-1 well system and assisting the City with monthly, quarterly and annual summary reporting to the Florida Department of Environmental Protection (FDEP). This gives us a detailed understanding of the ASR system, which will be important in presenting the ASR-1 well system information in the 2024 annual wellfield summary report.

As part of this scope of work (SOW), Stantec will also develop chloride trigger levels for the Myakkahatchee Creek RO wellfield. Chloride trigger levels will be determined using a P50 and/or P90 statistical analysis of historic chloride concentration data collected at the Myakkahatchee Creek RO wellfield. Stantec does not believe that enough data has been collected at this time for the development of chloride trigger levels at the South West RO wellfield and will relay this information to the Southwest Florida Water Management District (SWFWMD) as necessary. In the event that the SWFWMD requires the submittal of chloride trigger levels for the South West RO wellfield, these services can be provided as an additional fee.

Stantec is committed to providing the above-referenced wellfield annual reporting services on time and on budget. Stantec will use the pertinent Myakkahatchee Creek RO wellfield and South West RO wellfield data provided by the City, in electronic format, to meet the following project schedule:

- December 9, 2024 - Submit draft report to the City for review.
- December 22, 2024 – Finalize annual wellfield summary report for City review and submit the report to SWFWMD on behalf of the City before December 31, 2024.

Stantec will deliver the draft and finalized reports in electronic .pdf and excel formats. Stantec will also respond to a single request for additional information (RAI) if one is received from SWFWMD. Any additional requests for information can be provided as an added fee.

The scope of services price quote to deliver the Myakkahatchee Creek RO wellfield and South West RO wellfield annual reports and respond to a single SWFWMD Request for Additional Information (RAI) is presented in the Table 1. Compensation for the completion of services pursuant to this Scope of Services rendered by Stantec staff will be billed on a time and materials basis with costs not to exceed the totals outlined in Table 1.

**Table 1. Scope of Services Price Quote**

<b>Task 1.1 - 2024 Myakkahatchee Creek RO Annual Wellfield Summary Report</b>				
Staff Category	Staff Hourly Rate	Total Hours	Total Labor	
Project Manager	200	34	\$5,220	
Admin. Assistant	110	6	\$588	
Principal	245	4	\$900	
			<b>Task Total</b>	<b>\$8,440</b>
<b>Task 1.2 - Myakkahatchee Creek RO Chloride Trigger Level Analysis</b>				
Staff Category	Staff Hourly Rate	Total Hours	Total Labor	
Senior Scientist	200	30		
			<b>Task Total</b>	<b>\$6,000</b>
<b>Task 1-3: Response to Request for Additional Information (RAI)</b>				
Staff Category	Staff Hourly Rate	Total Hours	Total Labor	
Project Manager	200	15		
Admin. Assistant	110	2		
Senior Scientist	200	5		
Principal	245	2		
			<b>Task Total</b>	<b>\$4,710</b>
<b>Task 2-1: 2024 South West RO Annual Wellfield Summary Report</b>				
Staff Category	Staff Hourly Rate	Total Hours	Total Labor	
Project Manager	200	34		
Admin. Assistant	110	6		
Staff Scientist	150	20		
			<b>Task Total</b>	<b>\$10,460</b>
<b>Task 2-2: Response to Request for Additional Information (RAI)</b>				
Staff Category	Staff Hourly Rate	Total Hours	Total Labor	
Project Manager	200	13		
Admin. Assistant	110	2		
Staff Scientist	150	6		
			<b>Task Total</b>	<b>\$3,720</b>
<b>SCOPE TOTAL</b>				<b>\$33,330</b>

We appreciate the opportunity to work with the City and provide services to prepare the Myakkahatchee Creek RO wellfield and South West RO wellfield annual reports. Should you have any questions or comments regarding this Scope of Services, please do not hesitate to contact us.

Sincerely,



Joshua Yates, P.G.  
Associate, Senior Hydrogeologist  
Stantec  
Direct Line: 813-367-0986  
Email: [joshua.yates@stantec.com](mailto:joshua.yates@stantec.com)  
Attachments:



# CITY OF NORTH PORT PROCUREMENT REQUEST FORM SOLE/SINGLE SOURCE/STANDARDIZATION



Please indicate:  Visa Purchase  Purchase Order

Single Purchase (For current FY)  Blanket Purchase (Ongoing purchases for current FY)  Change Order  Amendment

DEPARTMENT/DIVISION: \_\_\_\_\_ NAME OF REQUESTOR: \_\_\_\_\_

If Applicable: COMMISSION MEETING DATE: \_\_\_\_\_ AGENDA ITEM NUMBER: \_\_\_\_\_

*Section 2-407 of the City of North Port Procurement Code states a Sole/Single source purchase is defined as a non-competitive purchase of supplies, equipment and contractual services that is either: the only item that will produce the desired results; or is available from only one source of supply who possesses the unique and singularly available capability to meet the requirement of the solicitation (such as technical qualifications, ability to deliver at a particular time, or services from a public utility). Sole Source services must be available only from vendors (firms or individuals) who are uniquely qualified to perform such services. All Sole/Single source requests will be posted on DemandStar & the City's Purchasing site for seven (7) calendar days.*

**A. Please describe all products and/or services to be procured under this exemption:**

(If additional space is needed, please attach a separate memo)

**B. Briefly explain why it is in the best interest of the City to exempt this procurement from competition:**

(If additional space is needed, please attached separate memo)

**C. What steps were taken to verify that these goods and/or services are not available elsewhere?**

Other brands/manufacturers were examined (please list name and phone numbers, and explain why they are not suitable for use by the City – attach additional pages as necessary, **do not leave blank**):



## CITY OF NORTH PORT PROCUREMENT REQUEST FORM SOLE/SINGLE SOURCE/STANDARDIZATION

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Other vendors were contacted (please list names and phone numbers, and explain why those contacted would not meet the needs of the City – attach additional pages as necessary, **do not leave blank**):

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D. Attach documentation from the manufacturer certifying the vendor selected is the only distributor/dealer/contractor for the products or services in question and/or holds the production, unique capability, copyrights, trademark, and/or patent to the item, and check the following applicable statements:

\_\_\_ Patent, copyright or unique design restrictions (**Sole Source**) \*Attach verification from Manufacturer\*

\_\_\_ Proprietary rights in technical data and/or product formulations (e.g. cleaning compounds, lubricating oils, paint, etc.), which can only be determined through extensive laboratory analysis and examination (**Sole Source**) \*Must attach verification from Manufacturer\*

\_\_\_ Only producer, such as utility supplier or construction material supplier, that will meet the specialized needs of the department or perform the intended function (**Sole Source**) \* Must attach verification from Manufacturer\*

\_\_\_ Direct replacement parts, equipment or supplies that must be compatible with original equipment already installed but available only from the original equipment manufacturer. Most manufacturers have more than one dealer or distributor for their products. When this is the case, competition between dealers and/or distributors may be possible, eliminating the “sole or single source” restriction (**Single Source**) \* Must attach verification from Manufacturer\*

\_\_\_ When tests and/or demonstrations of equipment, supplies, part, etc. under actual operating conditions reveal superior quality, performance, design or other characteristics in a brand product(s), which is **available** from only one source. Testing must be performed as often as practical (**Single Source**) \* Must attach verification from Manufacturer\*

\_\_\_ Purchases for a brand product are to be made from one selected **supplier**, even though there are other suppliers that provide similar products. Options, such as pricing, availability, servicing, have been vetted and a supplier has been chosen that best meets the City’s needs (**Single Source**). \*Must attach backup/supporting documentation to this form.

\_\_\_ Maintenance, repair services or warranty which require specialized test equipment, procedures, and technical expertise available only from the original equipment manufacturer or authorized/licensed dealer/field service representative (**Single Source**) \* Must attach verification from Manufacturer\*



# CITY OF NORTH PORT PROCUREMENT REQUEST FORM SOLE/SINGLE SOURCE/STANDARDIZATION



\_\_\_\_The part(s)/equipment are required to permit standardization and operating efficiencies within the organization and the parts and equipment are only available through a sole or single source. If competition is available, the parts and equipment must be competed. **(Standardization) \*Must attach justification to this form. For brand-specific items, quotes should still be obtained\***

\_\_\_\_Other: None **or** some of the above apply. **\*Detailed explanation and justification for this sole/single source request must be provided below. Attach additional pages as necessary\***

## E. Vendor Information

Vendor Name: \_\_\_\_\_ Vendor Number: \_\_\_\_\_

Address: \_\_\_\_\_

Contact: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

### Vendor Tracking:

\_\_\_\_ Check if Vendor Documents Current

YTD Dept Exp. (Inclusive): \$ \_\_\_\_\_

### To be completed by Purchasing:

YTD City Wide Exp. (Inclusive): \$ \_\_\_\_\_

### (For Purchasing Division)

Verified By: \_\_\_\_\_ Date Posted: \_\_\_\_\_

Sole/Single Source Number: \_\_\_\_\_ Eff. Date: \_\_\_\_\_ Exp. Date: \_\_\_\_\_

## PURCHASE DETAILS



# CITY OF NORTH PORT PROCUREMENT REQUEST FORM SOLE/SINGLE SOURCE/STANDARDIZATION



Please provide the amount of the purchase for this product or service: \$ \_\_\_\_\_

Account # \_\_\_\_\_ Project # \_\_\_\_\_ Subtotal \$ \_\_\_\_\_  
 Account # \_\_\_\_\_ Project # \_\_\_\_\_ Subtotal \$ \_\_\_\_\_  
 Account # \_\_\_\_\_ Project # \_\_\_\_\_ Subtotal \$ \_\_\_\_\_  
 Account # \_\_\_\_\_ Project # \_\_\_\_\_ Subtotal \$ \_\_\_\_\_  
 Account # \_\_\_\_\_ Project # \_\_\_\_\_ Subtotal \$ \_\_\_\_\_

Line Item No.	Description	Unit of Measure	Quantity	Unit Price	Extended Price
Shipping (FOB Destination)					
<b>Total</b>					

**\*Attach Additional Pages if Necessary\***

*I approve the Sole/Single Source/Standardization procurement(s) as requested herein:*

Requesting Department Director: \_\_\_\_\_ Date: \_\_\_\_\_

Budget Administrator: \_\_\_\_\_ Date: \_\_\_\_\_

Purchasing: \_\_\_\_\_ Date: \_\_\_\_\_

Finance Director (If applicable): \_\_\_\_\_ Date: \_\_\_\_\_

Assistant City Manager (If applicable): \_\_\_\_\_ Date: \_\_\_\_\_

City Manager (If applicable): \_\_\_\_\_ Date: \_\_\_\_\_



3915 Crescent Park Drive  
Riverview, FL 33578  
USA

Phone: +1 813 664 4500  
Fax: +1 813 664 0440

October 7, 2024

City of North Port – Utilities Department  
Attn: Michael Drenn4n  
6644 W. Price Blvd.  
North Port, FL 34286

Phone: +1 813 664 4500  
Fax: +1 813 664 0440

**Subject: Request for Quotation  
2024 Myakkahatchee Creek Annual Wellfield and South West Reverse Osmosis Annual Wellfield  
Summary Reports  
Professional Service for Data Analysis and Reporting**

Dear Mr. Nobsisch:

Stantec is pleased to submit a proposal to provide hydrogeologic consulting services in support of preparing the 2024 annual wellfield summary report for the City of North Port's (City) Myakkahatchee Creek Water Treatment Plant (WTP) reverse osmosis (RO) wellfield and the City's South West WTP RO wellfield.

Stantec provides a team of professional hydrogeologists with extensive water use permitting and annual wellfield reporting experience. Project manager Joshua Yates, P.G., has extensive experience in public supply wellfield annual reporting as consultant representing utilities throughout southwest Florida. Mr. Yates worked with City staff to develop and submit, on time and on budget the 2015, 2017, 2018, 2019, 2020, 2021, 2022 and 2023 annual wellfield summary reports for the City's Myakkahatchee Creek RO wellfield. We will use this knowledge and the understanding of the current permit conditions (20002923.016) to effectively and efficiently prepare the annual report for the Myakkahatchee Creek RO and the South West RO wellfields. Additionally, Stantec has recently worked with the City on cycle testing of the ASR-1 well system and assisting the City with monthly, quarterly and annual summary reporting to the Florida Department of Environmental Protection (FDEP). This gives us a detailed understanding of the ASR system, which will be important in presenting the ASR-1 well system information in the 2024 annual wellfield summary report.

As part of this scope of work (SOW), Stantec will also develop chloride trigger levels for the Myakkahatchee Creek RO wellfield. Chloride trigger levels will be determined using a P50 and/or P90 statistical analysis of historic chloride concentration data collected at the Myakkahatchee Creek RO wellfield. Stantec does not believe that enough data has been collected at this time for the development of chloride trigger levels at the South West RO wellfield and will relay this information to the Southwest Florida Water Management District (SWFWMD) as necessary. In the event that the SWFWMD requires the submittal of chloride trigger levels for the South West RO wellfield, these services can be provided as an additional fee.

Stantec is committed to providing the above-referenced wellfield annual reporting services on time and on budget. Stantec will use the pertinent Myakkahatchee Creek RO wellfield and South West RO wellfield data provided by the City, in electronic format, to meet the following project schedule:

- December 9, 2024 - Submit draft report to the City for review.
- December 22, 2024 – Finalize annual wellfield summary report for City review and submit the report to SWFWMD on behalf of the City before December 31, 2024.

Stantec will deliver the draft and finalized reports in electronic .pdf and excel formats. Stantec will also respond to a single request for additional information (RAI) if one is received from SWFWMD. Any additional requests for information can be provided as an added fee.

The scope of services price quote to deliver the Myakkahatchee Creek RO wellfield and South West RO wellfield annual reports and respond to a single SWFWMD Request for Additional Information (RAI) is presented in the Table 1. Compensation for the completion of services pursuant to this Scope of Services rendered by Stantec staff will be billed on a time and materials basis with costs not to exceed the totals outlined in Table 1.

**Table 1. Scope of Services Price Quote**

<b>Task 1.1 - 2024 Myakkahatchee Creek RO Annual Wellfield Summary Report</b>				
Staff Category	Staff Hourly Rate	Total Hours	Total Labor	
Project Manager	200	34	\$5,220	
Admin. Assistant	110	6	\$588	
Principal	245	4	\$900	
			<b>Task Total</b>	<b>\$8,440</b>
<b>Task 1.2 - Myakkahatchee Creek RO Chloride Trigger Level Analysis</b>				
Staff Category	Staff Hourly Rate	Total Hours	Total Labor	
Senior Scientist	200	30		
			<b>Task Total</b>	<b>\$6,000</b>
<b>Task 1-3: Response to Request for Additional Information (RAI)</b>				
Staff Category	Staff Hourly Rate	Total Hours	Total Labor	
Project Manager	200	15		
Admin. Assistant	110	2		
Senior Scientist	200	5		
Principal	245	2		
			<b>Task Total</b>	<b>\$4,710</b>
<b>Task 2-1: 2024 South West RO Annual Wellfield Summary Report</b>				
Staff Category	Staff Hourly Rate	Total Hours	Total Labor	
Project Manager	200	34		
Admin. Assistant	110	6		
Staff Scientist	150	20		
			<b>Task Total</b>	<b>\$10,460</b>
<b>Task 2-2: Response to Request for Additional Information (RAI)</b>				
Staff Category	Staff Hourly Rate	Total Hours	Total Labor	
Project Manager	200	13		
Admin. Assistant	110	2		
Staff Scientist	150	6		
			<b>Task Total</b>	<b>\$3,720</b>
<b>SCOPE TOTAL</b>				<b>\$33,330</b>

We appreciate the opportunity to work with the City and provide services to prepare the Myakkahatchee Creek RO wellfield and South West RO wellfield annual reports. Should you have any questions or comments regarding this Scope of Services, please do not hesitate to contact us.

Sincerely,



Joshua Yates, P.G.  
Associate, Senior Hydrogeologist  
Stantec  
Direct Line: 813-367-0986  
Email: [joshua.yates@stantec.com](mailto:joshua.yates@stantec.com)  
Attachments:



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March 12, 2025

City of North Port – Utilities Department  
Attn: Michael Drennan  
6644 W. Price Blvd.  
North Port, FL 34286

Phone: +1 813 664 4500  
Fax: +1 813 664 0440

**Subject: Request for Quotation**  
**Annual Wellfield Reporting Update: WUP Letter Modification for Updates to Wellfield Management Plans**

Dear Mr. Drennan:

Stantec is pleased to submit a proposal to provide hydrogeologic consulting services in support of preparing a letter modification to the City of North Port's (City) Water Use Permit (WUP) No. 20002923.016 to address comments received from the Southwest Florida Water Management District (SWFWMD) based on their review of the submitted 2025 Annual Wellfield Reports for the Myakkahatchee Creek Reverse Osmosis Wellfield (MCROW) and the South West Reverse Osmosis Wellfield (SWROW).

To adequately address the SWFWMD question's regarding the status of chloride trigger levels associated with the MCROW and SWROW that were a result of the submitted 2025 Annual Wellfield Reports for both wellfields, an updated wellfield management plan needs to be completed for both the MCROW and SWROW. The wellfield management plans will be updated to allow for the setting of chloride trigger levels at the intermediate aquifer permeable zone 3 monitoring wells to allow the City additional flexibility in how it operates each production well associated with MCROW and SWROW. Additionally, the SWROW wellfield management plan will be updated to allow for an additional three years of water quality data collection before attempting to set the chloride trigger levels associated with the City's newest wellfield.

Stantec will refine the previously developed chloride trigger levels for the MCROW as part of the 2025 Annual Wellfield Report that was submitted in December 2024. The chloride trigger levels were determined using a P50 and/or P90 statistical analysis of historic chloride concentration data collected at the MCROW. The updated wellfield management plan will incorporate these calculated trigger levels as part of the letter modification submittal.

Stantec will submit the draft letter modification to the City for review prior to submittal to the SWFWMD. Stantec will also respond to a single request for additional information (RAI) from the SWFWMD related to the updated chloride trigger level analysis. Any additional requests for information beyond this subject can be provided as an added fee.

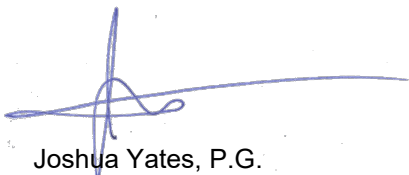
The scope of services price quote to deliver the WUP No. 20002923.016 letter modification to update the wellfield management plans as it relates to the setting of chloride trigger levels for the MCROW and SWROW and respond to a single SWFWMD Request for Additional Information (RAI) is presented in the Table 1. Compensation for the completion of services pursuant to this Scope of Services rendered by Stantec staff will be billed on a time and materials basis with costs not to exceed the totals outlined in Table 1.

**Table 1. Scope of Services Price Quote**

<b>Task 1.1 - CONP WUP Letter Modification (Wellfield Management Plan Updates)</b>				
Staff Category	Staff Hourly Rate	Total Hours	Total Labor	
Project Manager	205	40	\$8,200	
Admin. Assistant	114	5	\$570	
Principal	250	10	\$2,500	
Project Scientist	169	10	\$1,690	
			<b>Task Total</b>	\$12,960
<b>Task 1.2 - RAI Letter Response</b>				
Staff Category	Staff Hourly Rate	Total Hours	Total Labor	
Project Manager	205	15	\$3,075	
Admin. Assistant	114	2	\$228	
Principal	250	5	\$1,250	
Project Scientist	169	15	\$2,535	
			<b>Task Total</b>	\$7,088
<b>SCOPE TOTAL</b>			<b>\$20,048</b>	

We appreciate the opportunity to work with the City and provide services to prepare the WUP No. 20002923.016 letter modification. Should you have any questions or comments regarding this Scope of Services, please do not hesitate to contact us.

Sincerely,



Joshua Yates, P.G.  
 Associate, Senior Hydrogeologist  
 Stantec  
 Direct Line: 813-367-0986  
 Email: [joshua.yates@stantec.com](mailto:joshua.yates@stantec.com)  
 Attachments: