



## Interoffice Memorandum

March 30, 2023

**TO:** Mayor Jerry L. Demings  
-AND-  
County Commissioners

**FROM:** Ed Torres, M.S., P.E. LEED AP, Director  
Utilities Department

A handwritten signature in black ink, appearing to read "Ed Torres", with a long horizontal stroke extending to the right.

**SUBJECT:** **BCC AGENDA ITEM – Consent Agenda  
April 11, 2023, BCC Meeting  
Amendment No. 01 to Agreement No. 4600004363 between the South  
Florida Water Management District and Orange County Board of County  
Commissioners for the Water Wise Neighbor Program for the Orange  
County Utilities Service Area that is within the South Florida Water  
Management District.  
Contact Person: Iulia Siemen, PE, Manager  
Utilities Water Division  
407-254-9844**

Orange County Utilities is requesting board approval for Amendment No. 01, to Agreement Number 4600004363 between the South Florida Water Management District (SFWMD) and Orange County Board of County Commissioners. The amendment is needed to extend the reporting necessary to finalize the invoicing for the contract.

The SFWMD verbally granted an extension for this contract and associated reporting because so many counties were impacted by the hurricanes in 2022. While Orange County Utilities has fulfilled the obligations of this contract, final invoicing cannot take place until the contract is amended. To accept our final report and invoice, SFWMD requested an executed amendment. All other terms and conditions of the contract remain the same.

The County Attorney's Office staff reviewed the agreement and finds it acceptable. Utilities Department staff recommends approval.

**Action Requested:** **Approval and execution of Amendment No. 01 to Agreement No. 4600004363 between the South Florida Water Management District and Orange County Board of County Commissioners for the Water Wise Neighbor Program.**

**Districts 1, 3, 4, and 6**



BCC Mtg. Date: April 11, 2023

## **SOUTH FLORIDA WATER MANAGEMENT DISTRICT AMENDMENT**

**4600004363-A01**

### **AMENDMENT NO. 01**

**TO AGREEMENT NO. 4600004363**

**BETWEEN THE**

**SOUTH FLORIDA WATER MANAGEMENT DISTRICT**

**AND**

**ORANGE COUNTY BOARD OF COUNTY COMMISSIONERS**

This **AMENDMENT NO. 01**, is entered into on \_\_\_\_\_ to that Agreement dated November 12, 2020, between "the Parties," the South Florida Water Management District (District), and Orange County Board of County Commissioners (Recipient).

### **Background**

1. The Governing Board of the District, at its November 12, 2020 meeting, approved entering into this Agreement with the Parties for Water Conservation – Waterwise Neighbor Program.
2. The term of the Agreement is Seven Hundred and Nineteen (719) days.
3. The Parties wish to amend the Agreement to extend the period of performance, revise the Statement of Work, Payment and Deliverable Schedule, Quarterly Status Report, Final Project Summary Report and Cost Breakdown of the Agreement.

### **Terms and Conditions**

4. The term of the Agreement is hereby extended by One (1) Year and the expiration date, as amended, is October 31, 2023. Regardless of the actual date of execution, this **AMENDMENT NO. 01** shall be effective as of November 1, 2022.
5. This **AMENDMENT NO. 01** shall be at no additional cost to the District.
6. The Statement of Work, attached as Exhibit "A" to the Agreement, is hereby amended by revising "Work Breakdown Structure" as set forth in Exhibit "A1", attached hereto and made a part of this **AMENDMENT NO. 01**.



**SOUTH FLORIDA WATER MANAGEMENT DISTRICT  
AMENDMENT**

- 7. The Payment and Deliverable Schedule is also hereby revised in accordance with Exhibit "B1", attached hereto and made a part of this AMENDMENT NO. 01.
- 8. The Quarterly Status Report is also hereby revised in accordance with Exhibit "C1", attached hereto and made a part of this AMENDMENT NO. 01.
- 9. The Final Project Summary Report is also hereby revised in accordance with Exhibit "D1" attached hereto and made a part of this AMENDMENT NO. 01.
- 10. The Cost Breakdown is also hereby revised in accordance with Exhibit "F1", attached hereto and made a part of this AMENDMENT NO. 01.
- 11. The Project Manager for the District is amended to be Stacey Adams, telephone number (561) 682-2577, [sadams@sfwmd.gov](mailto:sadams@sfwmd.gov).
- 12. All other terms and conditions of the Agreement remain unchanged.

IN WITNESS WHEREOF, the Parties or their duly authorized representatives hereby execute this AMENDMENT NO. 01 on the date first written above.

**SOUTH FLORIDA WATER MANAGEMENT DISTRICT**

By:

*Candida Heater*

Candida Heater, Director  
Administrative Services Division

SFWMD AGREEMENT APPROVED

BY:

*Rose*

DATE: 08/08/2022

**ORANGE COUNTY BOARD OF COUNTY  
COMMISSIONERS**

By:

*Barbara B. B. B.*

Title:

County Administrator



**EXHIBIT A1**  
**STATEMENT OF WORK**

Water Wise Neighbor Program - Indoor and Outdoor Retrofits  
Orange County Utilities

**A. INTRODUCTION/BACKGROUND**

Orange County Utilities (OCU or Recipient) is a large water provider for the Orlando area. One of Florida’s fastest growing regions, the area is expected to continue experiencing sharp increases in population and water use demands. OCU’s Water Wise Program is a comprehensive residential water footprint reduction program for homes that is designed to improve water use efficiency both indoors and out.

**B. OBJECTIVES**

The objective of the OCU Water Wise Program is to comprehensively reduce residential water use, both indoors and out, at homes located with the South Florida Water Management District.

**C. SCOPE OF WORK**

OCU’s Water Wise Program will provide hardware to homes located within the South Florida Water Management District portion of OCU’s service area. The hardware will include Smart weather-based irrigation controllers, rain sensors, high-efficiency irrigation nozzles, toilets, showerheads, and faucet aerators. OCU will also provide extensive customer education on hardware installation, best management practices and Florida Friendly™ Landscaping principles. The estimated water savings for this project are 10.3 million gallons per year (MGY). Individual hardware components of this project are included in the table below:

<b>Project Hardware/Technology Items</b>	<b>Quantity of Items/Rebates</b>
ET Smart Timer	250
Toilets	180
Showerheads	625
Bathroom Aerators	750
Kitchen Aerators	250
Rain Sensors	250
Irrigation Nozzles	5,000

**D. WORK BREAKDOWN STRUCTURE**

The work breakdown structure associated with this project is described below. Note that if the project is complete prior to the due date of a Status Report (Tasks 1-10), then Exhibit “D1” shall replace the Status Report and subsequent Status Reports shall not be required.

Task 1 – Exhibit “C” Quarterly Status Report: **Recipient** shall submit to the project manager a status report summarizing progress made to date, issues of concern potentially affecting project performance, and any other information pertinent to the project.

**Due Date:** March 31, 2021

Task 2 – Exhibit “C” Quarterly Status Report: **Recipient** shall submit to the project manager a status report summarizing progress made to date, issues of concern potentially affecting project performance, and any other information pertinent to the project.

**Due Date:** June 30, 2021

Task 3 – Exhibit “C” Quarterly Status Report: **Recipient** shall submit to the project manager a status report summarizing progress made to date, issues of concern potentially affecting project performance, and any other information pertinent to the project.

**Due Date:** September 30, 2021

Task 4 – Exhibit “C” Quarterly Status Report: **Recipient** shall submit to the project manager a status report summarizing progress made to date, issues of concern potentially affecting project performance, and any other information pertinent to the project.

**Due Date:** December 31, 2021

Task 5 – Exhibit “C” Quarterly Status Report: **Recipient** shall submit to the project manager a status report summarizing progress made to date, issues of concern potentially affecting project performance, and any other information pertinent to the project.

**Due Date:** March 31, 2022

Task 6 – Exhibit “C” Quarterly Status Report: **Recipient** shall submit to the project manager a status report summarizing progress made to date, issues of concern potentially affecting project performance, and any other information pertinent to the project.

**Due Date:** June 30, 2022

Task 7 – Exhibit “C1” Quarterly Status Report: **Recipient** shall submit to the project manager a status report summarizing progress made to date, issues of concern potentially affecting project performance, and any other information pertinent to the project.

**Due Date:** September 30, 2022

Task 8– Exhibit “C1” Quarterly Status Report: **Recipient** shall submit to the project manager a status report summarizing progress made to date, issues of concern potentially affecting project performance, and any other information pertinent to the project.

**Due Date:** December 31, 2022

Task 9– Exhibit “C1” Quarterly Status Report: **Recipient** shall submit to the project manager a status report summarizing progress made to date, issues of concern potentially affecting project performance, and any other information pertinent to the project.

**Due Date:** March 31, 2023

Task 10 – Exhibit “C1” Quarterly Status Report: **Recipient** shall submit to the project manager a status report summarizing progress made to date, issues of concern potentially affecting project performance, and any other information pertinent to the project.

**Due Date:** June 30, 2023

Task 11: **Recipient** shall implement its Water Wise Program, making Smart weather-based irrigation controllers, rain sensors, high-efficiency irrigation nozzles, toilets, showerheads, and faucet aerators available to homes located within the South Florida Water Management District portion of OCU’s service area as outlined in the table in Section C above.

**Due Date:** Upon Task Completion.

Task 12 – Reimbursement Package & Project Summary Sheet (Exhibit “D1”): **Recipient** shall submit to the project manager the reimbursement request package, to include but not limited to, signed certification letter that the project is complete per the agreement, copies of vendor invoices, Exhibit “F1” Cost Breakdown with documented man-hours, other in-kind services and any other documentation supporting payment.

**Due Date:** September 30, 2023

**EXHIBIT B1**  
**PAYMENT AND DELIVERABLES SCHEDULE**

Water Wise Neighbor Program - Indoor and Outdoor Retrofits  
Orange County Utilities

- A summary deliverable schedule associated with this project is set forth below.
- The **Recipient** shall submit all deliverables to the **District's** project manager. All deliverables submitted hereunder are subject to review by the **District**. The **Recipient** hereby agrees to provide the **District** all deliverables, data and information described in the Statement of Work.
- The **Recipient** shall provide quarterly progress reports summarizing a brief description of the current status of the project and the extent of project completion. Progress reports are due within 10 days of the due dates: March 31, 2021, June 30, 2021, September 30, 2021, December 31, 2021, March 31, 2022, June 30, 2022, September 30, 2022, December 31, 2022, March 31, 2023, and June 30, 2023. Reports will provide detail on the progress of the project and outline any potential issues affecting project completion. Progress reports shall be submitted on the Quarterly Status Report, attached hereto as Exhibit "C1".
- Reimbursement Request Packages shall include but not be limited to, a copy of **Recipient's** invoice, signed certification letter that task(s) are complete per the agreement, Exhibit "D1" Project Summary Report, copies of vendor invoices, copies of vendor payments, Exhibit "F1" Cost Breakdown Summary<sup>1</sup> with documented man-hours, other in-kind services<sup>2</sup>, and any other documentation supporting payment. Timely payment of invoices shall be contingent upon the District's review and acceptance of all invoice(s). Final payment is subject to the final project cost. The Reimbursement Request Package shall be submitted on or before September 30, 2023.
- Total reimbursement payment by the **District** for all work completed herein *shall not exceed* the amount of \$33,000. All payments are subject to **District** fiscal year appropriations. The **Recipient** shall contribute funding in the amount of \$51,850 or approximately 61 percent of actual costs. If the total consideration for this **Agreement** is subject to multi-year funding allocations, funding for each applicable fiscal year of this **Agreement** will be subject to Governing Board budgetary appropriation. In the event the **District** does not approve funding for any subsequent fiscal year, this **Agreement** shall terminate upon expenditure of the current funding, notwithstanding other provisions in this **Agreement** to the contrary.

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<sup>1</sup> Exhibit "F", Cost Breakdown Summary sheet will be sent electronically for Recipient's use during the agreement period.

<sup>2</sup> Ineligible in-kind services include non-paid volunteer hours; educational programs and materials, such as coloring books, stickers, etc.; waived fees; or an individual's entire annual salary. Exception is the required educational component for flapper toilets.

<b>Task No.</b>	<b>Deliverable(s)</b>	<b>Invoice Date<sup>1</sup></b>	<b>Report Due Date</b>	<b>District Not-To-Exceed Payment</b>
1	Exhibit "C" – Quarterly Status Report	N/A	March 31, 2021	N/A
2	Exhibit "C" – Quarterly Status Report	N/A	June 30, 2021	N/A
3	Exhibit "C" – Quarterly Status Report	N/A	September 30, 2021	N/A
4	Exhibit "C" – Quarterly Status Report	N/A	December 31, 2021	N/A
5	Exhibit "C" – Quarterly Status Report	N/A	March 31, 2022	N/A
6	Exhibit "C" – Quarterly Status Report	N/A	June 30, 2022	N/A
7	Exhibit "C1" – Quarterly Status Report	N/A	September 30, 2022	N/A
8	Exhibit "C1" – Quarterly Status Report	N/A	December 31, 2022	N/A
9	Exhibit "C1" – Quarterly Status Report	N/A	March 31, 2023	N/A
10	Exhibit "C1" – Quarterly Status Report	N/A	June 30, 2023	N/A
11	Implementation of Water Wise Program [Smart weather-based irrigation controllers (250), rain sensors (250), high-efficiency irrigation nozzles (5,000), toilets (180), showerheads (625), and faucet aerators (1,000) available] to impact homes located within the South Florida Water Management District portion of OCU's service area.	Upon Task Completion	Upon Task Completion	\$33,000
12	Reimbursement Request Package & Project Summary Report (Exhibit "D1")	September 30, 2023	September 30, 2023	N/A
<b>Total District Funding</b>				<b>\$33,000</b>
Total Project Cost				\$84,850

<sup>1</sup>The deadline for the Reimbursement Request Package submittal is on or before September 30, 2023 for reimbursement, *no exceptions*.





**EXHIBIT "C1"**  
**Water Conservation**  
 Quarterly Status Report

<b>Agreement Number:</b>	4600004363	<b>Purchase Order Number:</b>	9500009109
<b>Reporting Quarter:</b> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6 <input type="checkbox"/> 7 <input type="checkbox"/> 8 <input type="checkbox"/> 9 <input type="checkbox"/> 10 <input type="checkbox"/>			
<b>Project Title:</b>	Waterwise Neighbor Program - Indoor and Outdoor Retrofits	<b>Recipient:</b>	Orange County Utilities
<b>Installations/Rebates per Agreement:</b>	ET times: 250 Toilets: 180 Showerheads: 625 Bathroom Aerators: 750 Kitchen Aerators: 250 Rain Sensors: 250 Irrigation nozzles: 5,000	<b>Installations/Rebates to date:</b>	
<b>Overall status of project:</b>	On Schedule <input type="checkbox"/>	Behind Schedule <input type="checkbox"/>	
If behind schedule, provide an explanation:			
<b>Project Summary (to date):</b>			
<b>Recommended Actions:</b>			
<b>Submitted by:</b>		<b>Title:</b>	
<b>Email:</b>		<b>Date:</b>	
<b>Report submittal and/or questions:</b> Email or call Stacey Adams at <a href="mailto:sadams@sfwmd.gov">sadams@sfwmd.gov</a> or 561-682-2577			
<b>SFWMD staff only:</b>			
<b>Date received:</b>		<b>Received by:</b>	
<b>Status:</b>	Commenced <input type="checkbox"/>	On Schedule <input type="checkbox"/>	Behind Schedule <input type="checkbox"/> Completed <input type="checkbox"/> Closed <input type="checkbox"/>



## EXHIBIT "D1"

### Water Conservation

#### Final Project Summary Report

Waterwise Neighbor Program - Indoor and Outdoor Retrofits      Matt Blowers

<b>Project Title</b>	<b>Recipient Project Manager</b>
4600004363 / 9500009109	Orange County Utilities
<b>SFWMD Agreement / PO Numbers</b>	<b>Recipient Name (Project Owner)</b>

Type of Water Conservation Project	Project Start Date	Project End Date	Estimated Water Savings
Irrigation retrofit			
Was the original project scope fulfilled per the District Purchase Order? <input type="checkbox"/> Yes <input type="checkbox"/> No If no, provide an explanation below.			

COST FOR THIS PROJECT		
	Agreement Amounts	Actual Costs
Total Project Cost	\$84,850	
FUNDING BREAKDOWN FOR THIS PROJECT		
District Funding	\$33,000	\$
Local Funds	\$51,850	\$
Other Funding Source / In-kind Services		
From:	\$	\$
<b>TOTAL PROJECT COST</b>	<b>\$84,850</b>	

To the best of my knowledge, the above information is correct.

**Recipient Project Manager**

All supporting documentation is to be included to support Actual Costs and Actual Water Savings for this project as specified in the deliverables table. Supporting documentation is to include but not limited to, copy of Recipient invoice, Recipient signed completion letter, copies of vendor invoices, Exhibit "F1" and any other documentation supporting payment.

**Project Overview:**

Provide a brief project summary below. Feel free to continue your responses on additional sheets if needed. Describe original scope of work versus what was actually completed. If applicable, explain why the original scope was not completed. If your project scope was completed under budget, please briefly explain why. How was this Project executed/implemented?

Device Purchased and Installed / Rebates Processed	Number of Devices / Rebates Proposed in Application	Number of Device / Rebates Actually Installed / Processed	Number of Dwelling Units (residences) or Facilities Affected	Cost per unit	Total Cost

**Estimated Water Savings:**

Show how estimated water savings for this Project was calculated if actual water savings are not available.

To the best of my knowledge, the above information is correct

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**Recipient Project Manager**

All supporting documentation is to be included to support Actual Costs and Actual Water Savings for this project as specified in the deliverables table. Supporting documentation is to include but not limited to, copy of Recipient invoice, Recipient signed completion letter, copies of vendor invoices, Exhibit "F1" and any other documentation supporting payment.

## EXHIBIT F1 Cost Breakdown

<b>Agreement Number:</b>	4600004363		
<b>Purchase Order Number:</b>	9500009109		
<b>Recipient Name:</b>	Orange County Utilities		
<b>Project Name:</b>	Waterwise Neighbor Program - Indoor and Outdoor Retrofits		
<b>Original Projected Scope - November 12, 2020 - September 30, 2023</b>			
<i>Item/Device</i>	<i>No. of Units</i>	<i>Cost per Unit</i>	<i>Total Cost</i>
ET Smart Timers	250	\$150	\$37,500
Toilets	180	\$100	\$18,000
Showerheads	625	\$10	\$6,250
Bathroom Aerators	750	\$1	\$638
Kitchen Aerators	250	\$1	\$213
Rain Sensors	250	\$16	\$4,000
Irrigation Nozzles	5000	\$4	\$18,250
<b>Total</b>			<b>\$84,850</b>
<b>Original Projected In-Kind - November 12, 2020 - September 30, 2023</b>			
<i>Item/Device</i>	<i>No. of Units</i>	<i>Cost per Unit</i>	<i>Total Cost</i>
NONE			\$0
			\$0
<b>Total in-kind services &amp; contributions</b>	<b>0</b>		<b>\$0</b>
<b>Total projected by Recipient</b>			<b>\$84,850</b>
<b>Actual Equipment Purchased &amp; Installed - November 12, 2020 - September 30, 2023</b>			
<i>Item/Device</i>	<i>No. of Units</i>	<i>Cost per Unit</i>	<i>Total Cost</i>
	0	\$0	\$0
		\$0	\$0
<b>Total Purchased &amp; Installed</b>	<b>0</b>		<b>\$0</b>
<b>Actual Equipment Purchased &amp; Installed - November 12, 2020 - September 30, 2023</b>			
<i>Employee Name</i>	<i>No. of Hours</i>	<i>Cost per Hour</i>	<i>Total Cost</i>
			\$0
			\$0
			\$0
<b>Total in-kind services &amp; contributions</b>			<b>\$0</b>
<b>Total spent by Recipient</b>		<b>\$0</b>	<b>\$0</b>
Original Funding as listed on Exhibit "B"			\$33,000
Original Scope Total Project Cost			\$84,850
Recipient approximate percentage of total funding as listed on Exhibit "B"			61%
District approximate percentage of funding			39%
Total Actual Project Expenditures			\$0
Actual Project Cost to Recipient after District funding			\$0
<b>Actual District funding</b>			<b>\$0</b>
*funding not to exceed 40% of actual cost or amount awarded, whichever is less			