



# City of Marco Island

50 Bald Eagle Drive  
Marco Island, Florida 34145

February 1, 2010

## SAMPLE LETTER

Re: Sewer Connection Service Options for Kendall Property Owners,  
Property Location: \_\_\_\_\_

Dear Marco Island Property Owner:

Thank you for your patience during the 2009 construction of the sanitary sewer lines in your neighborhood. The work is functionally complete and the sanitary sewer system is available for connection. This letter outlines the requirements for connection to the new sanitary sewer system and provides options for connection, including use of a private contractor selected by the City or through any of the other outstanding firms qualified to perform this service. **There are important deadlines that apply to your property.**

1. Homeowners are required to connect their homes to the sewer system within one year of the date of this notice, or by February 1, 2011. Sewer service is an important environmental and public health issue for a city on a tropical island, and the City has taken a number of steps to make your connection as simple and as inexpensive as possible.
2. The sewer system is available and the City will begin billing the monthly sewer rate base charge of \$22.75 to all developed properties within 90 days of this notice, connected or not. This charge will appear on the first regular utility billing statement following the 90 day period. **Property owners with undeveloped or currently vacant lots do not need to connect at this time and will not be billed the base sewer rate.**

Three (3) sewer connection options available to connect existing homes to the new sanitary sewer system, and through the attached **connection selection form you have the ability to select the option best for you.**

- **Option 1** (available to all homeowners) is to have the Contractor selected through the City's competitive process (Rohaley and Sons Plumbing) connect your home. The contract terms, conditions and rate schedule for this contractor are attached. **Property owners choosing Option 1 must return the Connection Selection Form on page 5 to the City by April 30, 2010 to take advantage of the City Contractor's contract rate. Owners choosing option 1 will be scheduled and connected by Rohaley and Sons Plumbing between February and July 2010. This option is available only until April 30, 2010, after this date homeowners must make other arrangements with another contractor.**
- **Option 2**, (available to all homeowners) is to have qualified private contractors connect your home. A list of qualified local contractors is included to assist you with this option, and
- **Option 3**, (available only to qualified owners) is to request an Advanced Septic System – 10 year connection exemption. **If your home has been served by an advanced system you may choose to delay connection. You must request an exemption from the City to be exempt from connection and the monthly charge, and document your use of these systems.**

The enclosed documents also provide a detailed explanation of the connection options listed above and fact sheets that answer frequently asked questions about the construction, connection and assessment process.

Thank you for your immediate attention to this matter. The City staff is available to assist you with this effort, and if you have questions or need assistance please contact Jim Miller at 239-389-5026 for technical questions or Keith Shinabarger at 239-389-3923 for financial questions. Additional information is also available on the City's website at [www.cityofmarcoisland.com](http://www.cityofmarcoisland.com).

Sincerely,

Rony Joel, P.E., DEE, Public Works Director



# Explanation of Connection Options

**\*\* Deadline for Selection is April 30, 2010 \*\***

**OPTION 1 – CITY CONTRACTOR CONNECTION** — Rohaley and Sons Plumbing has been selected through the City’s competitive selection process to assist with connection between the City cleanout and home cleanout, and with Septic Tank abandonment.

Some customers prefer to convert the septic tank to a cistern, and if you select this option please select Option 2 with connection through a different contractor.

Should you select this option, Rohaley and Sons Plumbing will connect your home to the new sanitary sewer system within approximately 3 to 4 months and will properly abandon your septic tank. **You must return page 5 if choosing this option within 90 days of receipt of this Notice or by April 30, 2010.**

After the 90 day sign up period ends you will no longer be able to hire the City’s contractor. Selecting Option 1 will provide the following:

- An experienced Florida licensed plumber and a certified Florida septic contractor.
- Competitively bid volume pricing. (See City contractor rate schedule on Exhibit A)
- Hand excavation and backfilling of most plumbing trenches and preservation and re-installation of existing sod and shrubs.

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**OPTION 2 – PRIVATE OWNER CONNECTION** -- Homeowner hires private contractors to connect the Home to the Sewer Main and abandon septic tank, or covert the septic tank to a cistern.

**Owners interested in converting their septic tank to a cistern must choose this option. (Details on Page 4)**

With this option the property owner is responsible for contracting with a private qualified plumber to connect to the new sanitary sewer system and for abandoning, or converting the septic tank. This includes obtaining the appropriate permit for abandonment or cistern conversion of the septic tank from Collier County Health Department (estimated cost \$50 for the abandonment, \$165 for the cistern conversion) and coordinating an on-site abandonment inspection by the Health Department. The property owner will be responsible to obtain a City sewer tap construction permit for the plumbing connection (estimated \$55) and must coordinate inspections by the City. **You do not have to return the connection selection form with this option.** The Private Owner connection must be completed within 365 days of Notice, and this City has provided a list of local qualified contractors in this packet. The City does not endorse a contractor for this process.

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**OPTION 3 – ADVANCED SEPTIC SYSTEM – 10 YEAR CONNECTION EXEMPTION** -- Homeowners with Advanced On-Site Treatment Systems may qualify for a 10-Year exemption from connecting to City wastewater system. A few Marco Island property owners have an advanced on-site treatment system which may qualify for a 10-year exemption from connecting to the new sewer system. These systems are permitted by the Collier County Health Department and require an “annual operating permit”. **A copy of this permit is required to be submitted with the enclosed form (page 5).**

Property owners with a qualifying advanced on-site treatment system may:

- Defer connection to the sanitary sewer collection system for up to ten (10) years from the date the assessment district was created (Kendall Sewer Assessment Districts).
- Defer implementation of the assessment for up to ten years from **September 1, 2010.**
- Connect to the sanitary sewer collection system at any time before the ten-year exemption period ends and begin assessment payments at that time.
- Be required by state law to immediately connect to the sanitary sewer system prior to the end of the ten-year exemption period should the advanced treatment system fail and a repair permit cannot be obtained from the Collier County Health Department.
- Must be requested when assessment is issued on or before September 1, 2010.
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**IF YOU PLAN TO USE OPTION 1 OR 3, PLEASE COMPLETE PAGE 5 COPY & RETURN IT BY April 30, 2010 to: The City of Marco Island, 960 N. Collier Blvd, Suite #106, Marco Island, Florida 34145 or Fax to 239-394-4286.**

**LIST OF LOCAL LICENSED CONTRACTORS**

The following list (alphabetical) of local Private Contractors is provided to the public as a courtesy for those property owners selecting Option 2 for their sewer connection/septic abandonment/cistern conversion. This list is based on City records of private contractors who have recently worked on sewer connections within Marco Island, and there may be other qualified contractors licensed to perform the work as well.

| <b><u>Private Contractor Name</u></b> | <b><u>Phone Number</u></b> |
|---------------------------------------|----------------------------|
| 1. ALCO Plumbing                      | 239-353-0719               |
| 1. All H2O Plumbing                   | 239-642-7473               |
| 2. Aristocrat Plumbing                | 239-437-7993               |
| 3. Buckeye Plumbing                   | 239-877-4733               |
| 4. Classic Diamond Plumbing           | 239-591-4018               |
| 5. Coastal Plumbing                   | 239-643-0025               |
| 6. Hancock Plumbing                   | 239-642-7170               |
| 7. Marco Plumbing & Drain             | 239-394-4488               |
| 8. Paul Stein Plumbing                | 239-394-3995               |
| 9. Prout's Plumbing                   | 239-394-1668               |
| 10. R. Acres Plumbing                 | 239-597-5031               |
| 11. South Florida Plumbing            | 239-643-2431               |

**The City of Marco Island does not warrant or endorse any firm.**



# Sewer Connection Agreement (Option 1)

## Standard Terms, Conditions and Costs

- 1) Work to be Completed. City agrees to perform, or cause to be performed, the following work on the Property (the "Work"):
  - a) Design plans and specifications and obtain a City sewer tap permit for the installation of a lateral wastewater service line (the "Connection") to connect the Property to the Wastewater System.
  - b) Install a lateral wastewater service line on the Property to connect the home's existing sanitary cleanout to the Wastewater System according to Marco Island Utility Technical Plans and Specifications and the City's plumbing code.
  - c) Decommission the Owner's septic tank located on the Property in accordance with F.A.C. 64E-6 and Collier County Health Department requirements.
  - d) Restore landscaping, including sod and shrubs to as close to original condition as possible using existing plants or in-kind replacements only if needed.
  - e) Owner does grant to the City, its contractors, employees, agents and assigns, the right to enter upon the Property for the purposes of performing the Work.
- 2) Terms of Payment/Payment. In consideration of the City performing the Work, Owner promises to pay to City the actual cost of the permit, sewer connection and abandonment (the "Contract Amount") based on the unit prices and fees listed on the Rate Schedule described in Exhibit "A" attached hereto. All payments shall be paid in U.S. dollars. Following completion of the Work, the City Utilities Department shall provide Owner with an invoice for the Contract Amount and Owner shall remit payment to City within thirty (30) days of the receipt of such invoice. If any such invoice is not paid within said thirty (30) days, then (a) the amount of all such invoices together with interest thereon at *eight* percent per annum (8.0%) shall constitute a lien on Owner's Property, unless and until paid; (b) City may record each such lien in the Public Records of Collier County, Florida against Owner's Property and bring legal action against the Owner for Contract Amount plus interest; and (c) may, at City's option, foreclose any such lien described above in the same manner as a mortgage lien on real property, and interest, costs and reasonable attorney's fees of any such action will be added to the amount of any such lien, and shall be recoverable in the event City prevails in any such action.
- 3) Construction Approval and Commencement Date. Following execution of this Agreement, and finalization of the plans and specifications for the Connection, Contractor shall apply for and procure all City permits required for the Work. City shall be responsible for obtaining the approval of any applicable City authorities with respect to the Work. Costs and charges for a standard plumbing permit from the City of Marco Island will be added to the Contract Amount. The typical fee (\$50) for a septic abandonment permit from the Collier County Health Department has been waived by the Health Department for Owners selecting the City to manage the connection process. City's contractor shall contact the Owner (by phone) with approximately 48 hours advanced notice prior to commencing work on the property (Owner is not required to be home during construction).
- 4) Completion Date/Delays. The City agrees to use its best efforts to substantially complete the Work on or before **July 31, 2010**. The Owner shall cooperate when contacted for scheduling and if required, execute a Notice of Commencement, within ten (10) working days after the City's receipt of permits for the Work. The expected completion date is only an estimate and not a contractual commitment on City's part.
- 5) Contractors/Insurance. The City may hire the contractors of its selection to perform the Work, or portions thereof. All contractors hired by the City shall be properly licensed by the State of Florida and/or Collier County. The City shall require that each contractor performing services under this Agreement obtain and carry, at all times during its performance under the Agreement, insurance of the types and in the amounts acceptable to the City. The City shall maintain on file properly executed Certificates of Insurance to evidence each contractor's compliance with the City's insurance requirements. All insurance coverage of the contractor shall be primary to any insurance or self-insurance program carried by the City applicable to the overall wastewater system and connection project. Each contractor shall require each of its subcontractors to procure and maintain, until the completion of the subcontractor's work, insurance of the types and to the limits specified by the City, unless such insurance requirements for the subcontractor is expressly waived in writing by the City.
- 6) Site Considerations and Conditions. It is understood by all parties that the Owner's Property in the area of the Work, is now assumed clear and unobstructed and there are no extraordinary matters that have to be performed in order for the Work to be completed on the Property. Owner is responsible for removing any temporary decorative materials or displays from the Work area. Owner is responsible for costs incurred in the event excessive rock, stumps, debris, or other foreign material are encountered during construction. "Excessive rock" means any rock, shale, or coral that interferes with normal digging operations as if the rock were not encountered. Costs to remove and haul away rock or debris will be born by Owner and shall be added to the Contract Amount.
- 7) Assumption of Risk. During the period of construction of the Work, Owner shall have no right to prevent access to the areas on the Property wherein the City is performing the Work (the "Work Areas") and may not give directions to workmen, contractors, subcontractors, and other persons performing the Work. If Owner desires to inspect the Work or Work Areas during construction, Owner must make arrangements through the City to do so. The City shall not be liable for any injury resulting from Owner's breach of this paragraph. Any instructions given by Owner to workmen on the premises shall not be binding on the City, and shall be ineffective. If Owner or their agents, family members or guests, shall enter the Work Areas, it shall be at their own risk. Owner agrees to protect, defend, indemnify, and hold the City harmless from any damages alleged for personal injury or property damage to Owner, its family, guests or invitees occurring by reason of entering or disturbing the work areas.
- 8) Default After Commencement of Work. In the event Owner defaults in any obligation other than payment and fails to cure such default within fifteen (15) days after written notice from the City, then this Agreement shall be deemed breached by Owner, and the City shall have all of the rights and remedies provided by law. The Owner shall be responsible for all of the City's costs as they may arise as a result of Owner's default including attorneys' fees. In the event of a default by the Owner, the City shall be released from his obligations to the Owner, and the Owner shall forfeit all of his rights against the City under this Agreement.

- 9) **Owner Representations.** The Owner represents and warrants to the City (i) that there is adequate and legal access to the Property from public roads and (ii) that Owner is the fee simple title owner of the real Property, or Owner will be the fee simple title owner of the real Property prior to commencement of construction hereunder.
- 10) **Miscellaneous.**
- a) **Binding Effect.** The parties to this Agreement mutually agree that it shall be binding upon them and each of their respective heirs, executors, administrators, successors and assigns.
  - b) **Attorneys' Fees.** If any litigation shall arise out of or under the terms of this Agreement, the prevailing party shall be entitled to attorneys' and paralegal fees at the trial and appellate level, or in any bankruptcy or creditor's proceeding.
  - c) **Entire Agreement.** The parties to this Agreement hereby certify that this Agreement contains the entire Agreement between the parties hereto and may not be modified except by written agreement. The parties agree they shall not be bound by any terms, conditions, statements, warranties or representations, oral or written, not contained herein. There are not collateral understandings or agreements other than those contained herein.
  - d) **Governing Law.** This Agreement shall be construed and interpreted in accordance with the laws of the State of Florida and venue for any dispute shall lie in Collier County, Florida.
  - e) **Notices.** Any notice required to be given to City by this Agreement shall be in writing and shall be delivered to City at its principal place of business. Any notice required to be given to Owner by this Agreement shall also be in writing and delivered to Owner at Owner's billing address. In the event notice is to be given hereunder, it shall be sent or delivered by hand delivery, facsimile transmission with information of receipt, certified mail, return receipt requested, or a recognized form of overnight delivery. Such notice shall be effective upon sending or mailing.
  - f) **Not Recordable.** Neither this Contract nor any counterpart shall not be recorded in the Public Records of any governmental agency.

**EXHIBIT A: RATE SCHEDULE (2009-2010) FOR OPTION 1**

| <b>ALL PROPERTIES WITH EXISTING HOMES ARE REQUIRED TO CONTRACT FOR ITEMS # 1, 2 &amp; 3 BELOW</b>   |                        |                      |
|---|------------------------|----------------------|
| <b>Items</b>  | <b>Unit of Measure</b> | <b>Cost Per Unit</b> |
| <b>1. Abandonment of Septic Tank</b>  | <b>Each</b>            | <b>\$1050.00</b>     |
| This work is required for all homeowners in accordance with F.A.C. 64F-6.011, and includes disposal of septage at the a permitted wastewater treatment plant off-island.                                      |                        |                      |
| <b>2. Four (4) inch Diameter Sewer Service Line Plumbing Connection.</b>  |                        |                      |
| This work includes a complete sewer service line connection from the house to the City right-of-way (ROW) connection, in accordance with Florida Plumbing Codes, including restoration of lawn and landscape. |                        |                      |
| A. Service line connection installation in lawn areas.  | <b>Linear Foot</b>     | <b>\$22.00</b>       |
| B. Service line connection installation under concrete up to 12 ft wide   | <b>Linear Foot</b>     | <b>\$26.00</b>       |
| C. Service line connection installation under concrete over 12 ft wide*(requires additional item # 4 costs below)   | <b>Linear Foot</b>     | <b>\$23.00</b>       |
| <b>3. City of Marco Island Sewer Tap Permit</b>   | <b>Each</b>            | <b>\$55.00</b>       |
| Includes Sewer Tap Permit from City Building Dept. and Sewer Tap Field Inspection by City Plumbing Inspector.   |                        |                      |

*Note: A typical home will require the abandonment of one septic tank, plus about +/-40 linear feet of service line installed in a lawn area, plus one permit. Based on these units, the cost to connect a typical home will be approximately =1050.00(tank) + 40ftx\$22/ft(service) + \$55(permit) = \$1,985.*

| <b>WORK LISTED BELOW IS NOT APPLICABLE TO ALL PROPERTIES</b>   |             |          |
|--|-------------|----------|
| <b>4. Saw Cutting &amp; Restoration of Concrete</b>  |             |          |
| If the service line must cross a concrete area greater than 12 feet wide, costs for saw cutting and complete restoration of existing concrete removed or damaged during service connection construction will be required, in accordance with City Construction |             |          |
| A. Saw cut and replace Standard concrete driveway/sidewalk.  | Square Foot | \$15.00  |
| B. Saw cut and replace Stamped concrete driveway/sidewalk.   | Square Foot | \$20.00  |
| C. Remove and replace Brick/Paver driveway/sidewalk.   | Square Foot | \$10.00  |
| <b>5. Abandonment of 2nd Septic Tank on Same Lot as 1st Tank (Only if needed) with septage disposal at a permitted wastewater treatment plant.</b>   | Each        | \$700.00 |
| <i>NOTE: All quotes by City's Plumber for special work must be coordinated and approved in advance by City's Sewer Program Project Manager.</i>  |             |          |
| (1) Commercial property connection requirements may differ and costs must be negotiated with City Plumbing contractor.   |             |          |



# CONNECTION SELECTION FORM

## MUST BE RETURNED BY APRIL 30, 2010

The City of Marco Island Utilities Department ("Utility") has completed construction of sanitary sewer lines on your street. Each homeowner ("Owner") is required to connect to the new sanitary sewer lines within 365 days of the Notice of Availability for their specific Sewer District. Property owners not returning the Connection Selection Form with a selected option will be assuming full responsibility for their obligation to connect to the new sanitary sewer system. The undersigned homeowner understands the options and selects the following connection option for the property listed below. **You must submit a separate form for each property you own.**

**OPTION 1 – CITY’S CONTRACTOR CONNECTION**-I wish to contract with the Utility to provide sewer connection and septic tank abandonment services for my home at the address listed below. I agree with the Utility’s Sewer Connection Agreement Standard Terms and Conditions (pages 7 & 8) and understand the Utility hired contractor will schedule my connection to be installed as soon as practical after receipt of the Work Order, which will likely be between February and July 2010. By selecting Option 1, I understand I give up the right to wait 365 days to complete my sewer connection. I understand that the cost of a typical connection is estimated between \$1,900 and \$2,500.00, which includes the \$55.00 permit fee, will appear on my monthly City Utility bill and will be payable in full within thirty (30) days. I understand that I will be billed according to the rate schedule on page 8.

**PROPERTY OWNER NAME: (PLEASE PRINT)** \_\_\_\_\_

**MARCO ISLAND PROPERTY ADDRESS:** \_\_\_\_\_

**PROPERTY OWNER BILLING ADDRESS:** \_\_\_\_\_

**PHONE NUMBER: Local-** \_\_\_\_\_ **Cell/Out of Area-** \_\_\_\_\_

**SIGNATURE OF LEGAL OWNER(S):** \_\_\_\_\_ **DATE:** \_\_\_\_\_

\_\_\_\_\_ **DATE:** \_\_\_\_\_

**OPTION 3 – ADVANCED SEPTIC SYSTEM – 10-YEAR CONNECTION EXEMPTION-** I have an advanced septic system and a valid "Annual Operating Permit" from the Collier County Health Department and would like to request a ten (10) year exemption from connecting my property listed below to the Wastewater System at this time. Attached is a copy of my current Annual Operating Permit.

**PROPERTY OWNER NAME: (PLEASE PRINT)** \_\_\_\_\_

**MARCO ISLAND PROPERTY ADDRESS:** \_\_\_\_\_

**PROPERTY OWNER BILLING ADDRESS:** \_\_\_\_\_

**PHONE NUMBER: Local-** \_\_\_\_\_ **Cell/Out of Area-** \_\_\_\_\_

**SIGNATURE OF LEGAL OWNER(S):** \_\_\_\_\_ **DATE:** \_\_\_\_\_

\_\_\_\_\_ **DATE:** \_\_\_\_\_

**By signing this form you are agreeing to the connection standard terms, conditions and costs explained on pages 7 & 8. After reviewing and agreeing to select option 1, Please sign, copy and return this form by April 30, 2010** to: The City of Marco Island, 960 N. Collier Blvd, Suite #106, Marco Island, Florida 34145 or Fax to 239-394-4286.



**CONNECTION SELECTION FORM**  
**MUST BE RETURNED BY APRIL 30, 2010**