

**Agenda Item:** 2.d

**Meeting Date:** December 4, 2025

## **MEMORANDUM**

**To:** City Commission

**Through:** Jennifer K. Bramley, City Manager

**From:** Sue Bartlett

**Date:** 2025-11-25

**Subject:** Approval to issue an Emergency Purchase Order to Augustine Construction, of Tarpon Springs, to repair a fifteen (15) inch diameter stormwater pipe located between 236 and 246 Garden Circle N., in the amount of \$62,194.45.

**Presenter(s):** Sue Bartlett, Public Works Director; Michelle Montecarlo, Assistant Public Works Director; and Trevor Bacon, Interim Public Services Manager

**Staff Recommendation:** Commission approval to issue an Emergency Purchase Order to repair a fifteen (15) inch diameter stormwater pipe located between 236 and 246 Garden Circle N., to Augustine Construction, Tarpon Springs, FL, in the amount of \$62,194.45, via the 'Stormwater Infrastructure Repair and Replace Program', under Project #532505.

**Strategic Themes:** Environmental Resiliency and Sustainability, Infrastructure, Planning, and Growth

**Boards & Committees:** Stormwater Advisory Committee

**Budget Impact:** Funds are available and budgeted in FY26 in the amount of \$62,194.45 in the "Stormwater Infrastructure Repair and Replace Program", in Acct. #443-5300-538-056301-SU, under Project #532505.

**Past Action:** N / A

**Next Action:** N / A

**Attachments:** [Exhibit A. Emergency Memo 236-246 Garden Circle N Pipe.pdf](#)  
[Exhibit B. 236-246 Garden Circle N Pipe repairs.pdf](#)  
[Exhibit C. Draft 236-246 GARDEN CIR N Easements.pdf](#)  
[Exhibit D. Purchasing Memo- Emergency repair of stormwater system at 236-246 Garden Circle North.pdf](#)

**Background:**

Following extensive rain during Hurricane Milton, the homeowners at 246 Garden Circle North notified the City about a hole opening in their yard. Public Services staff found an existing 15 inch diameter concrete pipe that had failed on the west side of 246 Garden Circle North, within one foot of the home. The drainage pipe runs between 236 and 246 Garden Circle North, is approximately 130 feet in length, and carries stormwater from Garden Circle North to Beltrees Street, from a junction box in the driveway apron to a curb inlet located on Beltrees Street.

Public Services personnel have made two (2) temporary patch repairs to the area surrounding the pipe in an effort to prevent further sediment erosion and property damage. The permanent repair was determined to be beyond the capability of in-house resources, due to the location and depth of the pipe, and the proximity to the home. At the time, the least disruptive solution was to install a liner, which was subsequently included in the Stormwater FY25 pipe-lining contract. As standard operating procedure for this type of construction technique, prior to lining a pipe, an inspection of the inside of the pipe is performed with a closed camera system, which occurred in the fall of 2024. The inspection revealed a break in the pipe, approximately 70 feet north of Garden Circle, and approximately 50 feet south of Beltrees Street.

Unfortunately, this gap of pipe structure prevented the pipe lining method from being used. As a result, the next step was to find a qualified contractor to repair the break. Public Services staff contacted three (3) contractors for quotes, as well as submitting multiple contracts to Purchasing for approval to "Piggyback", however, none were found to have the correct language for that option. The quotes obtained during this process were submitted to Purchasing for evaluation; see "Exhibit B" for the detailed quotes.

As the conditions continue to degrade, increasing the urgency of this request, Public Works requested an Emergency Purchase Order, and prepared the City Manager Memorandum requesting the emergency repair to be performed via the quoted process, thus complying with the City's Purchasing Policy. See "Exhibit A" for the City Manager's Approved Emergency Memo. Please note, this damage was identified in the FEMA requests for the storm damage reimbursement. FEMA inspectors have been on site, and the City will submit these repairs for reimbursement.

The adopted FY26 Budget includes program funding for the 'Stormwater Infrastructure Replacement & Repair Program', under Project #532505, which will be used for this project. The attached selected quote is for the immediate work to replace a portion of

the failed 15 inch reinforced concrete pipe (RCP), to be connect to the existing pipe, seal the joints, and perform any restoration to the work site and adjacent properties.

The City Attorney has prepared two (2) easements over the pipe for access to maintain the stormwater drainage between these two (2) homes in the future. The repair is conditional, subject to these easements being executed by the adjacent private property owners where the pipe is currently located, see "Exhibit C". The residents have been requesting Public Services act quickly to remedy the situation, as such, we appreciate consideration for approval of this repair. The Finance Department, Purchasing Section has reviewed the proposed work and has waived the requirement to bid this project based on the approved Emergency Memo from the City Manager, and subsequent Commission approval, see "Exhibit D".

As such, staff hereby recommends approval of the emergency repair to preserve property and re-establish efficient function to the City's stormwater system in this area. Therefore, Commission approval is requested for the issuance of the Emergency Purchase Order (PO) to Augustine Construction, of Tarpon Springs, FL, in the amount of \$62,194.45, in accordance their attached quote, to repair a fifteen (15) inch diameter concrete stormwater pipe located between 236 and 246 Garden Circle N., as detailed herein.