

**SEMINOLE COUNTY GOVERNMENT
AGENDA MEMORANDUM**

SUBJECT: First Amendment to the Agreement Between the St. Johns River Water Management District and Seminole County for the Sweetwater Cove Tributary To the Wekiva River: Sediment Control Project

DEPARTMENT: Public Works **DIVISION:** Road Operations and Stormwater

AUTHORIZED BY: *W. Gary Johnson* **CONTACT:** *Mark E. Flomerfelt* **EXT.** 5710
W. Gary Johnson, P.E., Dir. Mark E. Flomerfelt, P.E., Mgr.
Public Works Dept. Rd Ops & Stormwater Division

Agenda Date 5/25/04 **Regular** **Consent** **Work Session** **Briefing**
Public Hearing – 1:30 **Public Hearing – 7:00**

MOTION/RECOMMENDATION:

Approve and authorize Chairman to execute the First Amendment to the Agreement between the St. Johns River Water Management District and Seminole County for the Sweetwater Cove Tributary to the Wekiva River/Sediment Control Project.
District 3 - Commissioner Van Der Weide (Mark Flomerfelt)

BACKGROUND: The Sweetwater Cove Tributary to the Wekiva River Sediment Control Project addresses water quality in Sweetwater Cove and the Wekiva River. These efforts are pursuant to specific appropriations authorized by the Florida Legislature.

The original agreement was executed on May 25, 2001 for a three (3) year term. This Amendment: extends the completion date to May 26, 2006; incorporates ministerial updates defining the County's employment practices and invoicing procedures; and updates the Scope of Work Exhibit. The Scope now defines the work completed in Phases 1A and 1B - Collection and Review of Historic data, and work currently contracted in Phase 2 – Restoration Plan. This agreement will fund the project through Phase 3, final design and permitting. As in 2001, funding for construction of this project will be sought from the Florida Legislature.

Attachment: First Amendment

Reviewed by:
Co Atty: *SL*
DFS: _____
Other: _____
DCM: *MA*
CM: *KG*

File No. CPWS03

TO BOB W
5/13/04

**FIRST AMENDMENT TO THE AGREEMENT BETWEEN
THE ST. JOHNS RIVER WATER MANAGEMENT DISTRICT
AND SEMINOLE COUNTY FOR THE
SWEETWATER COVE TRIBUTARY TO THE WEKIVA RIVER:
SEDIMENT CONTROL PROJECT**

THIS AMENDMENT is entered into this _____ day of _____, 2004, by and between the GOVERNING BOARD of the ST. JOHNS RIVER WATER MANAGEMENT DISTRICT ("the District"), whose mailing address is 4049 Reid Street, Palatka, Florida 32177 and SEMINOLE COUNTY ("the County"), whose address is 520 W. Lake Mary Blvd., Ste. #200, Sanford, Florida 32773.

WHEREAS, the District and County entered into Contract #SE621AA on May 25, 2001, for the restoration of the Sweetwater Cove Tributary through sediment removal and revegetation; and

WHEREAS, the District and County desire to modify the Agreement.

NOW, THEREFORE, in consideration of the mutual covenants contained herein and for other good and valuable consideration, the District and County hereby agree to the following amendments:

1. **ARTICLE I - SCOPE OF WORK:** delete this paragraph and replace it in its entirety with the following:

"All Work will be performed in accordance with EXHIBIT 'A-1' – SCOPE OF WORK, entitled, 'Sweetwater Cove Tributary to the Wekiva River: Sediment Control Project,' attached hereto and by reference made a part of this AGREEMENT."

2. **ARTICLE II – SCHEDULE OF WORK AND EFFECTIVE DATE:** delete Paragraph B and replace it with the following:

"B. The County will be required to commence work under the Contract within fifteen (15) calendar days after the effective date of the AGREEMENT, to prosecute the Work diligently, and to complete the entire Work for use by not later than May 25, 2006, unless the date is extended by mutual agreement of the parties hereto. Time is of the essence."

3. **ARTICLE V – RESPONSIBILITIES OF COUNTY:** Delete Paragraph C and replace it with the following:

"C. The County is an independent contractor. Neither the County nor the County's employees are employees of the District. The County shall have the right to control and direct the means and methods by which the Work is accomplished. The County may perform services for others, which solely utilize the County's facilities and do not violate any confidentiality requirements of this Agreement. The County is solely responsible for compliance with all labor and tax laws pertaining to the County, its officers, agents, and employees, and shall indemnify and hold the District harmless from any failure to comply with such laws. The County's duties with respect to the County, its officers, agents, and employees, shall include, but not be limited to: (1) providing workers' compensation coverage for employees as required by law; (2) hiring of any employees, assistants, or subcontractors necessary for performance of the Work; (3) providing any and all employment benefits, including, but not limited to, annual leave, sick leave, paid holidays, health insurance, retirement benefits, and disability insurance; (4) payment of

all federal, state and local taxes income or employment taxes, and, if the County is not a corporation, self-employment (Social Security) taxes; (5) compliance with the Fair Labor Standards Act, 29 U.S.C. §§ 201, et seq., including payment of overtime in accordance with the requirements of said Act; (6) providing employee training for all functions necessary for performance of the Work; (7) providing equipment and materials necessary to the performance of the Work; and (8) providing office or other facilities for the performance of the Work. In the event the District provides training, equipment, materials, or facilities to meet specific District needs or otherwise facilitate performance of the Work, this shall not affect any of the County's duties hereunder or alter the County's status as an independent contractor."

4. **ARTICLE VIII – COMPENSATION**: Delete Paragraph B and replace it with the following:

"B. **Invoicing Procedure**: All invoices shall reference Contract #SE621AA and shall be submitted to Director, Division of Financial Management, 4049 Reid Street, Palatka, Florida, 32177. The County shall submit itemized quarterly invoices in conjunction with quarterly reports based upon the actual work performed and shall bill as per the Project Budget included with in Exhibit "A-1" attached hereto, on a cost reimbursable basis. Invoices, which do not correspond to the Project Budget, will be returned to the County without action. Each invoice shall be submitted in detail sufficient for a proper pre-audit and post-audit review and shall comply with the document requirements described in Comptroller Memorandum, dated October 7, 1997, attached hereto and made a part hereof as Exhibit "B" to this Amendment.

5. Exhibit "A" shall be deleted in its entirety and replaced with the revised Scope of Work – Exhibit "A-1."

The District and County agree that all other terms and conditions of the original Agreement are hereby ratified and continue in full force and effect.

IN WITNESS WHEREOF, the parties hereto have duly executed this Amendment on the date set forth above.

ST. JOHNS RIVER WATER
MANAGEMENT DISTRICT

SEMINOLE COUNTY

By: _____
Kirby B. Green III, Executive Director

By: _____

APPROVED BY THE OFFICE
OF GENERAL COUNSEL

Typed Name and Title

By: _____
Stanley J. Niego, Sr. Assistant General Counsel

Attest: _____

Typed Name and Title

Accepted By:

ATTEST:

BOARD OF COUNTY COMMISSIONERS
SEMINOLE COUNTY, FLORIDA


MARYANNE MORSE
Clerk to the Board of County
Commissioners of Seminole County, Florida

By: _____
Daryl McLain, Chairman
Board of County Commissioners

Date: _____

For the use and reliance of
Seminole County only.
Approved as to form and legal
sufficiency.

As authorized for execution by the Board of
County Commissioners at their
_____, 2004 regular meeting



County Attorney

5/14/04

Date

The First Amendment to the Agreement Between the St. Johns River Water Management District
and Seminole County for the Sweetwater Cove Tributary to the Wekiva River: Sediment
Control Project

**EXHIBIT "A-1" – REVISED SCOPE OF WORK
SWEETWATER COVE TRIBUTARY TO THE WEKIVA RIVER:
SEDIMENT CONTROL PROJECT**

I. BACKGROUND

The Sweetwater Cove Tributary discharges directly to the Wekiva River, just downstream of Wekiwa Springs State Park in Seminole County. The Wekiva River is designated as an Outstanding Florida Water and a Federal Wild and Scenic River. The project is a sediment control and surface water restoration project for the 26-acre system of shallow manmade ponds that serves as a stormwater retention and surface water conveyance area for Sweetwater Cove and the contributing areas to the south, with a total of 1150 acres. The tributary historically conveyed 1.9 million gallons of treated wastewater to the river per day. The wastewater treatment plant has since been upgraded to improve the quality of the discharge and the majority of the flow is now diverted for reuse. The sedimentation and nuisance vegetation problem within the Sweetwater Cove Tributary has remained uncontrolled and is in need of restoration including phosphorus reduction, dredging, erosion protection, and revegetation.

II. INTRODUCTION

The Sweetwater Cove Tributary to the Wekiva River Sediment Control Project involves the restoration of a 26-acre series of shallow ponds that have become clogged with sediment and nuisance vegetation due to urban runoff and historic wastewater discharges. The series of ponds creates a system that is a tributary discharging directly to the Wekiva River. The goals of this restoration will be to enhance the area with emphasis on improving the quality of water discharging from this system to the Wekiva River.

Upon the initiation of this project by Seminole County, a phased approach was applied. The first phase included collection and review of historic data, completion of an eight-month monitoring program, and development a hydrologic and nutrient budget and a water quality model for the Sweetwater Cove system. This phase has been completed at a cost of \$130,428.60. The next phases will include the development of a restoration plan with alternative evaluation (Phase 2), final design and permitting (Phase 3), and construction (Phase 4).

Seminole County has contracted with their consultant, Environmental Research and Design (ERD), to develop a restoration plan (Phase 2 of the overall project) with alternatives to remove phosphorus from the flows that contribute to the system, excavate excess sediment, control nuisance vegetation, and stabilize the upstream creek. This phase will also include easement identification, public education for adjacent property owners, and cost-benefit analyses for the alternatives. A summary of the findings and recommendations from a study that included development of a hydrologic and nutrient budget is attached for additional information (Attachment #1). The restoration plan development phase will take approximately ten (10) months. Once the County, District, and Advisory Group reach concurrence on the restoration activities and all easements are obtained, the County will proceed in the final design and permitting, and construction phases. The restoration plan development (Phase 2) will cost approximately \$100,000 and is underway by Seminole County.

III. TASKS

- Phase 1: Collection and review of historic data, completion of a monitoring program, and development of a hydrologic and nutrient budget and a water quality model.
Status: Complete.

Phase 2: Development of a restoration plan with alternative evaluation, easement needs, and a cost-benefit analysis. Status: Start date April or May 2004.

Phase 3: Final design and permitting. Status: After Phase 2.

Phase 4: Construction: Additional funding to be determined.

IV. BUDGET

Phase 1: Collection and review of historic data	\$ 130,428.60
Phase 2: Develop Restoration Plan.....	\$ 100,000.00
Phase 3: Final design and permitting.....	\$ <u>269,571.40</u>
TOTAL.....	\$ 500,000.00

Phase 4: Construction: Additional funding to be determined. Will be added by amendment or completed through a separate contract, subject to funding availability and Governing Board approval.

**ATTACHMENT #1
EXECUTIVE SUMMARY
FOR THE
SWEETWATER COVE TRIBUTARY
SURFACE WATER RESTORATION PROJECT
PHASE 1B HYDROLOGIC AND NUTRIENT BUDGET**

During the period from April 2002 through April 2003, Environmental Research & Design, Inc. (ERD) conducted a study for Seminole County titled "Sweetwater Cove Tributary Surface Water Restoration Project Phase 1B Hydrologic and Nutrient Budget." The purpose of this study was to scientifically evaluate the sources and magnitudes of pollutants in the Sweetwater Cove tributary surface water system and to identify key elements to improve water quality in Sweetwater Cove Lake. The work efforts summarized in this report include:

1. A discussion of the current physical and chemical characteristics of Sweetwater Cove Lake;
2. An evaluation of annual hydrologic inputs into the system from stormwater runoff, baseflow, rainfall, wastewater effluent and groundwater seepage;
3. The development of an annual nutrient budget for each of the individual hydrologic components;
4. The development of a water quality model for Sweetwater Cove Lake to assist in evaluating water quality improvement options;
5. A comparison of estimated water quality improvements resulting from each evaluated treatment option; and
6. The evaluation of erosion potential in Sweetwater Creek.

Historical and Current Conditions within Sweetwater Cove Lake

Sweetwater Cove Lake is a 23-acre urban lake with a highly developed watershed draining an area of approximately 1,150 acres or 28% of the total Big Wekiva Watershed. A 1989 report indicates the lake was in a hypereutrophic condition at that time with very dense growth of duckweed, filamentous green algae, hydrilla, and primrose willow.

A surface water monitoring program was conducted by ERD in Sweetwater Cove Lake from May-December 2002. Mean total nitrogen concentrations measured at four sites ranged from 2,780-4,207 mg/l. Nitrite and nitrate nitrogen forms represented a vast majority of the total nitrogen present in the surface water system. Mean total phosphorus concentrations range from 109-201 mg/l and mean chlorophyll-a concentrations ranged from 21.9-47.8 mg/m³. These values are indicative of a hypereutrophic lake system.

Sediment monitoring was conducted in the Sweetwater Cove Lake system during September-December 2002 by ERD field personnel. Sediment samples were collected at 35 monitoring sites and measurements of organic sediment thickness were performed at 163 locations within the Sweetwater Cove Lake system. In general, the surface of the upper lake segment is covered with a relatively thin accumulation of organic muck, with thicker accumulations in isolated areas of the southern, middle and northern portions of the upper segment. Organic sediment depths greater than 5 feet were measured at the southern end of the middle section of the upper lake segment. Organic muck accumulations in the middle lake segment ranged from 0-3 feet and depths in the lower lake segment ranged from 0-2 feet. The lake

contains approximately 4,775 cubic yards of unconsolidated organic muck in the upper segment, 292 cubic yards in the middle segment, and 1,548 cubic yards in the lower segment.

Development of a Hydrologic Budget

A detailed evaluation was conducted by ERD of the hydrologic characteristics of the Sweetwater Cove Lake System to provide information necessary for a development of a hydrologic budget for the lake. This evaluation included an eight-month monitoring program for rainfall, surface water inflow and outflows, water surface elevations, and groundwater seepage. Inputs of wastewater effluent into the system were estimated based upon plant records maintained by the Wekiva Hunt Club Wastewater Treatment Plant. Inputs of stormwater runoff were estimated based upon the ICPR model for the Sweetwater Creek drainage basin provided to ERD by Seminole County.

On an annual basis, a total of approximately 5,223 acre-feet of water enters the Sweetwater Cove Lake System. Of this amount, approximately 83% is contributed by Sweetwater Creek including stormwater, baseflow, and wastewater effluent. Direct springflow to Sweetwater Cove Lake contributes an additional 14% on an annual basis.

Approximately 58% of the annual outflow water volume discharges over a concrete weir to the lower lake. An additional 40% discharges through a 30-inch RCP pipe at the northwest end of the upper lake segment. The upper lake segment is estimated to have a mean residence time of approximately 5.1 days. This is an extremely short residence time for an urban lake system. Residence time in the lower lake is estimated to be approximately 1.1 days. These short residence times suggest that the waterbody functions primarily as a wet detention pond rather than a natural lake system.

Development of a Nutrient Budget

Field investigations were performed by ERD to evaluate the chemical characteristics of inflows and outflows of the Sweetwater Cove Lake System under current conditions to provide information necessary for the preparation of a nutrient budget for the lake. A continuous water quality monitoring program was conducted at the 48-inch CMP under Wekiva Springs Road, which represents the point of inflow of Sweetwater Creek into the lake system, at the 30-inch RCP outfall from upper Sweetwater Cove Lake, and at the concrete weir outfall in lower Sweetwater Cove Lake. In addition, samples were collected and analyzed for rainfall, groundwater, and shallow groundwater seepage.

Wastewater effluent is clearly the largest contributor of total nitrogen inputs into the upper lake, contributing 78.8% of the annual loadings. The second largest contributor of total nitrogen is stormwater plus baseflow, which contributes approximately 18.8% of the annual mass input. The largest contributor of total phosphorus into the upper lake system is the combined inputs from stormwater plus baseflow, which contributes 59.2% of the annual mass loadings. Phosphorus inputs from wastewater effluent contribute approximately 26.9% of the annual mass loadings with springflow contributing approximately 10.9%.

Water quality throughout Sweetwater Cove Lake is regulated primarily by inputs from Sweetwater Creek. Inputs from Sweetwater Creek, which includes stormwater plus baseflow as well as wastewater effluent, contribute approximately 97.7% of the annual mass loadings of total nitrogen and approximately 86.1% of the annual mass loadings of total phosphorus into the upper lake segment. Since discharges from the upper segment are primarily responsible for water quality characteristics in the middle and lower segments, the key to improving water quality within the entire lake system is to reduce the nutrient loadings entering the upper segment through Sweetwater Creek.

Evaluated Treatment Options

Since the Sweetwater Cove Lake system is primarily phosphorus-limited, treatment options were evaluated based upon annual total phosphorus loadings and reductions. The first treatment option includes removal of wastewater effluent from Sweetwater Creek. Removal of wastewater effluent from the creek will eliminate approximately 27% of existing total phosphorus loadings to the upper lake system. The second evaluated treatment option includes an overall reduction of 50% of the existing total phosphorus loadings into the upper lake segment including wastewater effluent. The third treatment option includes a 75% reduction in annual phosphorus loadings including wastewater effluent.

The removal of wastewater effluent from Sweetwater Creek will reduce annual hydrologic inputs into the upper lake segment by approximately 36% while reducing phosphorus inputs by approximately 27%. Since the annual hydrologic inputs are reduced to a larger degree than the phosphorus loading, the net result of removal of wastewater effluent from Sweetwater Creek will be an increase in the incoming total phosphorus concentration into the lake through Sweetwater Creek. This will increase the in-lake total phosphorus concentration and result in a slight deterioration in water quality. Removal of 50% of the total Sweetwater Creek phosphorus loadings, including the removal of wastewater effluent, will shift the lake from hypereutrophic to eutrophic conditions with water column clarity improving by approximately 76% compared with current conditions. Removal of 75% of the total phosphorus loadings, including the removal of wastewater effluent, will shift the lake from a hypereutrophic to mesotrophic condition and increase water column transparency by approximately 200%.

The treatment system to achieve the 50% or 75% phosphorus load reduction would be designed and constructed to remove phosphorus and other pollutants from Sweetwater Creek discharges upstream of Sweetwater Cove Lake. Two potential treatment technologies include wet detention and chemical injection with floc settling. Both of these technologies could provide sedimentation for suspended solids removal and processes for particulate and dissolved phosphorus removal.

Modeling was also performed to evaluate the water quality impacts of unconsolidated sediment dredging within the upper lake segment. Removal of these unconsolidated sediments will increase the lake volume by approximately 5%. This additional lake volume will have little impact on the detention time within the lake, resulting in anticipated water quality characteristics that are similar to the options evaluated without unconsolidated sediment dredging.

Since water quality characteristics in the middle and lower segments are regulated primarily by discharges from the upper segment, water quality benefits achieved in the upper lake will also be observed in the middle and lower segments. During the water quality monitoring program, evidence of phosphorus increases were observed during water migration through the middle and lower segments, suggesting that these areas may degrade the water quality characteristics from the upper segment. The middle and lower segments could substantially benefit from sediment dredging to remove accumulated organic material and deepen the water column. In fact, over excavation of the middle and lower segments may actually be beneficial, creating a deeper water column which would discourage the existing condition of excessive plant growth. Deepening these lake segments would also increase the residence times while reducing sediment inputs resulting in water quality improvements for water migrating through these areas rather than a potential decline. In addition, excavation of accumulated sediments and deepening of Sweetwater Creek immediately upstream of Wekiva Springs Road and the upper lake segment immediately downstream of Wekiva Springs Road would provide a natural sediment trap and reduce the growth of nuisance vegetation in those areas.

Sweetwater Creek Erosion Potential

Sweetwater Creek is the primary drainage tributary to Sweetwater Cove Lake extending approximately 1½ miles from Hibiscus Drive to Wekiva Springs Road. Sweetwater Creek includes a number

of segments with varying physical characteristics and hydrologic conditions. A field evaluation of the Sweetwater Cove tributary drainage system was performed from April-June 2002. Significant erosion was observed in the channelized sections of Sweetwater Creek. Much of the eroded creek bed sediment has been deposited immediately upstream and downstream of Wekiva Springs Road. The deposits of eroded soil have increased the potential for the growth of nuisance vegetation in the creek and lake.

ERD utilized the ICPR model titled "Big Wekiva Conditions Analysis", provided by Seminole County, to evaluate erosion potential along Sweetwater Creek. The existing conditions analysis was used to determine peak velocities and related hydrologic information at each of the Sweetwater Creek channel nodes for five different storm events. The modeled storm events include the mean annual (4.3 inches), 10-year/24-hour (6.8 inches), 25-year/24-hour (8.4 inches), 50-year/24-hour (9.5 inches) and 100-year/24-hour (11.4 inches). Due to the sandy soils, moderately sinuous nature and unvegetated bottom condition for a significant portion of Sweetwater Creek, a maximum permissible velocity of two feet per second was selected for evaluation of erosion potential for a 10-year/24-hour design storm.

Four nodes with modeled velocities greater than 2 feet per second were identified for the 10-year/24-hour design storm event. Since these values were calculated using a model, which contained limited field survey information, ERD recommends the County perform a detailed survey of those Sweetwater Creek segments with modeled velocities in excess of the maximum permissible velocity. The detailed survey information can be used to verify the modeled peak velocities for the design storm. Designs can then be completed to stabilize those Sweetwater Creek segments with peak velocities in excess of the permissible velocity or with field observed erosion. Potential stabilization methods include reducing velocities by increasing channel cross-sectional area, installing erosion-control materials, sodding and/or replanting with wetland vegetation.

Recommendations

Based on the analyses completed during Phase 1B of the Sweetwater Cove Tributary Surface Water Restoration Project, the following action items are recommended for consideration:

1. Construction of a supplemental treatment system to remove 50% or 75% of the total phosphorus loading from Sweetwater Creek to Sweetwater Cove Lake.
2. Excavation of accumulated sediment in Sweetwater Creek immediately upstream of Wekiva Springs Road and upper Sweetwater Cove Lake immediately downstream of Wekiva Springs Road.
3. Excavation of middle and lower Sweetwater Cove Lake to a minimum normal water depth of six feet.
4. Stabilization of Sweetwater Creek segments with confirmed peak velocities in excess of two feet per second for the 10-year/24-hour storm event or field observed erosion.

The next phase of the Sweetwater Cove Tributary Surface Water Restoration Project, Phase 2-Restoration Plan, includes the development of a comprehensive surface water restoration plan for the entire tributary system addressing water quality, erosion and sediment control, control of nuisance vegetation and revegetation. Phase 2 will begin with the development of conceptual designs for the various recommendations in conjunction with capital cost, O&M cost, benefit, permitability and public acceptability. Remedial actions will be prioritized based on cost versus benefit and acceptability. Funding sources should be identified and pursued as soon as possible to allow implementation of the recommended actions.

EXHIBIT "B"

**Comptroller Contract Payment Requirements
Department of Banking and Finance, Bureau of Auditing Manual (10/07/97)
Cost Reimbursement Contracts**

Invoices for cost reimbursement contracts must be supported by an itemized listing of expenditures by category (salary, travel, expenses, etc.) Supporting documentation must be provided for each amount for which reimbursement is being claimed indicating that the item has been paid. Check numbers may be provided in lieu of copies of actual checks. Each piece of documentation should clearly reflect the dates of service. Only expenditures for categories in the approved contract budget should be reimbursed.

Listed below are examples of types of documentation representing the minimum requirements:

- (1) Salaries: A payroll register or similar documentation should be submitted. The payroll register should show gross salary charges, fringe benefits, other deductions and net pay. If an individual for whom reimbursement is being claimed is paid by the hour, a document reflecting the hours worked times the rate of pay will be acceptable.
- (2) Fringe Benefits: Fringe Benefits should be supported by invoices showing the amount paid on behalf of the employee (e.g., insurance premiums paid). If the contract specifically states that fringe benefits will be based on a specified percentage rather than the actual cost of fringe benefits, then the calculation for the fringe benefits amount must be shown.

Exception: Governmental entities are not required to provide check numbers or copies of checks for fringe benefits.
- (3) Travel: Reimbursement for travel must be in accordance with Section 112.061, Florida Statutes, which includes submission of the claim on the approved State travel voucher or electronic means.
- (4) Other direct costs: Reimbursement will be made based on paid invoices/receipts. If nonexpendable property is purchased using State funds, the contract should include a provision for the transfer of the property to the State when services are terminated. Documentation must be provided to show compliance with Department of Management Services Rule 60A-1.017, Florida Administrative Code, regarding the requirements for contracts which include services and that provide for the contractor to purchase tangible personal property as defined in Section 273.02, Florida Statutes, for subsequent transfer to the State.
- (5) In-house charges: Charges which may be of an internal nature (e.g., postage, copies, etc.) may be reimbursed on a usage log which shows the units times the rate being charged. The rates must be reasonable.
- (6) Indirect costs: If the contract specifies that indirect costs will be paid based on a specified rate, then the calculation should be shown.

Pursuant to 216.346, Florida Statutes, a contract between state agencies including any contract involving the State University system or the State Community College system, the agency receiving the contract or grant moneys shall charge no more than 5 percent of the total cost of the contract or grant for overhead or indirect cost or any other cost not required for the payment of direct costs.