

Town of Dundee
Scope of Services
Population and Potable Water Demand Projections

October 28, 2022

Owner: Town of Dundee

Consultant: CHA Consulting, Inc

This Task Authorization for engineering services is made between the Town of Dundee (Town) and CHA Consulting, Inc (CHA). CHA is pleased to provide the Town with this proposal to provide certain professional services for the Town of Dundee Population and Demand Projections (Project) as further detailed in this Scope of Services.

BACKGROUND

The Town provides potable water, wastewater, and reclaimed water service to its residents and other customers. The Town is experiencing population growth and has multiple developments in progress and needs to estimate future population increase and the associated increase in potable water demand for purposes of water supply planning.

The specific scope of services to be provided is set forth below:

SCOPE OF SERVICES

TASK 1. PROJECT MEETINGS AND ADMINISTRATION

Task 1.1 Project Meetings

CHA will prepare for and attend a kickoff meeting with the Town to establish roles, communication protocols, gather available data, and develop a clear and mutual understanding of the scope elements and performance requirements for the Project. CHA will prepare a data request and submit to the Town prior to the kick-off meeting discussion. CHA will provide a meeting summary for the meeting and distribute to all meeting attendees within five (5) business days.

Task 1.2 Project Administration

CHA will perform general project coordination and administration activities, including general administrative activities for this authorization, as well as specific coordination activities with the team members, including the Town staff and other Project representatives. Specific duties under this task include contract administration, budget management, invoicing, project scheduling, and coordination with Town staff. Invoices will include the percent complete for each task to advise and highlight the overall progress of the task, as well as identify completed, on-going, and pending activities.

TASK 2. Population and Demand Projections

Task 2.1 Population Projection Services

CHA will provide the following population projection services for the Town:

- Obtain and evaluate historical population in the Town Service Area.
- Obtain and evaluate historical customer data Utilities in the Town service area.
- Obtain the list of future land use and development projects in the Town service area.
- Obtain and evaluate population projections developed by the Bureau of Economic and Business Research (BEBR).
- Compare the BEBR population projection to the CFWI and SWFWMD population projections.
- Evaluate the differences in population projection trends based on
 - Historical data
 - Future known land development projects in the Town service area
- Evaluate other data provided by the Town.

Task 2.2 Water Demand Projection Services

CHA will provide the following water demand projection services for the town:

- Obtain from the Town historical water use and/or per capita water consumption in the service area by customer type. It is assumed that the Town will provide aggregated water use by use type (single family, multi-family, commercial, industrial, etc.) for the service area.
- Obtain from the Town the historical Public Supply Annual Reports (PSAR) for the service area.
- Compute the water demand factors for the various use types.
- Compute water demand in the service area based on water demand factors.

Task 2.3 Technical Memorandum

CHA will prepare a brief technical memorandum to summarize Tasks 2.1 and 2.2 results. Services will include the following:

- Prepare and submit a draft technical memorandum to the Town for review.
- Attend a review meeting to discuss Town's comments.
- Prepare and submit a final technical memorandum after addressing Town's comments

SCHEDULE

The schedule for this project is presented below and will commence upon receiving a Notice to Proceed (NTP) from the Town.

| Description | Duration |
|--|----------|
| Task 1 – Project Meetings and Management | 3 Months |
| Task 2 – Population and Demand Projections | 3 Months |

COMPENSATION

Compensation will be a lump sum amount of **\$14,984.00**. Compensation for the services provided herein shall be due and payable monthly. The following table shows the cost breakdown for each Task described herein.

| Task | Lump Sum Fee |
|--|--------------------|
| Task 1 – Project Meetings and Management | \$3,702.00 |
| Task 2 – Support Services | \$11,282.00 |
| Total Lump Sum Fee | \$14,984.00 |

TOWN'S RESPONSIBILITIES

The Town will provide a staff member to act as a project manager.

The Town will provide the following information to the CHA perform the following services related to the project:

- Provide list of land development projects
- Current population projections as prepared by others
- Historical water demand and/or per capita consumption
- Historical Public Supply Annual Reports (PSAR) for the service area
- Review and comment on draft submittals within 2 weeks of submittal dates

SERVICES NOT INCLUDED

The following services are specifically not included:

- Spatial (parcel-level) disaggregation or mapping of demands
- Analysis of customer-level billing data

APPROVAL

OWNER

TOWN OF DUNDEE

Name:

Title:

DATE: _____

CONSULTANT

CHA Consulting, Inc

Dethloff,
Allen

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Name: Allen Dethloff, PE

Title: Section Manager

DATE: October 28, 2022