



PROPOSAL SUBMITTED TO:
Town of Dundee Public Works
c/o Tracy Mercer
202 East Main Street
Dundee, Florida 33838

DATE: 11/13/2023

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Utilities/Special Projects Director

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SCOPE OF WORK: Water Conservation Plan Update

GENERAL PROJECT DESCRIPTION

RESPEC is currently working with the Town of Dundee (Town or Client) to provide consulting services related to the modification of the Town of Dundee's Public Supply Water Use Permit (WUP) 20005893.012. Water Use Permit (WUP) 20005893.012 currently authorizes the Town of Dundee to withdrawal Annual Average Daily (AAD) and Peak Month Daily (PMD) Upper Floridan Aquifer (UFA) groundwater quantities of 917,500 and 1,202,000 gallons per day (gpd), respectively. Based on the latest pumpage data submitted by the Town to the SWFWMD, the Town's 12-month moving average as of October 2023 is currently 776,315 gallons per day (gpd) which is 141,185 gpd below the Town's permitted Annual Average Daily (AAD) quantity of 917,500 gpd. Therefore, the Town is currently utilizing 84.6% of its currently permit AAD quantity.

Review of the Southwest Florida Water Management District (District) Watter Management Information System (WMIS) shows the Town does not currently have a formal water conservation plan on file with the District. The District typically requires a revision or update to a water conservation plan when modifying a public supply WUP. In addition, with the adoption of the Central Florida Water Initiative (CFWI) rules in 2021, the water conservation requirements are more rigorous than when the Town last renewed their current WUP 2012.

The Town has requested that RESPEC help develop a formal water conservation plan to support the WUP modification application. The current scope of work between RESPEC and the Town does not include the development of a formal water conservation plan.

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Task 1: Development of Water Conservation Plan

The District's Applicant's Handbook Section 2.4.8.6 identifies the key components required for public water suppliers standard water conservation plan. RESPEC will work with the Town and District staff to identify and address the five (5) key elements and sub-elements of a standard water conservation plan:

1. A water conservation public education program. A program shall consist of one or more sub-elements:
 - a. Water conservation public service announcements.
 - b. Water conservation speakers, posters, literature, videos, and/or other information provided to schools and community organizations.
 - c. Public water conservation exhibits.
 - d. Water conservation articles and/or reports provided to local news media.
 - e. A water audit customer assistance program to address indoor and outdoor water use.
 - f. Water conservation information provided to customers regarding year-round landscape irrigation conservation measures.
 - g. Water conservation information posted on the supplier's website.
 - h. The construction, maintenance, and publication of water efficient landscape demonstration projects.
 - i. Water conservation information provided in customer bills or separate mailings.
 - j. Other means of communication proposed by the applicant.
2. An outdoor water use reduction program. The Applicant shall consider the following sub-elements:
 - a. The adoption of an ordinance limiting lawn and landscape irrigation that is approved by the District or is consistent with any irrigation restrictions adopted by the District.
 - b. The adoption of an ordinance requiring the use of Florida-Friendly landscaping principles, Florida Water Star, or other generally accepted water conservation programs, guidelines, or criteria that address outdoor water conservation.
 - c. The adoption of an ordinance consistent with Section 373.62, F.S., relating to automatic landscape irrigation systems.
 - d. The provision of a landscape irrigation audit program for businesses and residents, including the provision of information to assist customers in implementing the recommendations of the audit. The applicant shall provide a description of the program including implementation details and the content of the audits to be provided.
 - e. An education element focusing on outdoor conservation as part of the water conservation public education program.
 - f. Any other conservation measures or programs proposed by the Applicant designed to reduce outdoor water use.
3. The selection of a rate structure designed to promote the efficient use of water by providing economic incentives. The rate structure may include but is not limited to increasing block rates, seasonal rates, quantity-based surcharges, and/or time of day pricing as a means of reducing demands. The District shall afford a utility wide latitude in adopting a rate structure in accordance with section 373.227(3), F.S.
4. A water loss reduction program if water losses exceed 10%.
5. An indoor water conservation program. The applicant will consider indoor conservation sub-elements such as those listed below:
 - a. Plumbing retrofit rebates.
 - b. Faucet aerator and showerhead giveaways.



- c. An education element focusing on indoor conservation as part of the water conservation public education program required by paragraph A.(1) of this section.
- d. Other indoor conservation measures proposed by the applicant.

RESPEC in coordination with the Town's staff and input from District staff will develop a formal water conservation plan that addresses each of the five (5) key elements listed above and how the Town implements, where economically feasible, the sub elements identified.

The Water Conservation Plan will be a standalone document that will be submitted with the proposed modification of Water Use Permit (WUP) 20005893.012 anticipated within the first quarter of 2023.

Task 2. Annual Conservation Goal Implementation Plan

The CFWI Supplemental Applicant's Handbook incorporated by reference in Florida Administrative Code 62-41.302 details in section 2.7.1 the requirements of the CFWI Annual Conservation Goal Implementation Plans (ACGIP).

An applicant or permittee must submit an ACGIP to the District as part of an application for a renewal of an existing water use permit, a modification of an existing water use permit with an increased allocation or permit duration, or an application for a new water use permit.

Since the proposed modification to the Town's WUP will likely request additional allocations based upon land use transition, an ACPGIP will need to be submitted with the WUP modification application.

The ACGIP must contain annual conservation goals for at least five years (current year plus four additional years) or through the end of the permit, whichever is shorter. The ACGIP will be used to; identify the person(s) or position(s) responsible for overseeing implementation of the goal(s); and contain an annual record of whether each listed annual goal was met.

An ACGIP is iterative and may be modified by the permittee without the need to modify the permit; however, all versions of the ACGIP must be kept up to date, and must be signed and dated and maintained at the permittee's principal place of business through the term of the permit (inclusive of any extension)

RESPEC in coordination with the Town's staff and input from District staff will develop the 2023 ACGIP. The example template that may be used to meet the requirements of the ACGIP are attached to this scope of services.

Task 3: Meeting and Presentations

RESPEC will attend up to three (3) video meetings with Town and District representatives to discuss components of the water conservation plan and ACGIP.

Assumptions

- 1) No groundwater modeling will be performed under this scope of services.
- 2) The water use permit modification is being prepared under an existing separate scope of services.
- 3) Cost increases resulting from the imposition of new rules, laws, or restrictions by the state legislature, water management districts, or local governments are not included in the cost of



this proposal.

- 4) No appearances or presentations before an Administrative Hearing Officer will be required.

Any other services not specifically identified within this Scope are not part of this Agreement and will be considered Additional Services. However, Additional Services can be provided if deemed necessary and approved in advance by the Client.

RESPEC PROPOSES TO FURNISH THE ABOVE TASK 1 and 2 SCOPE OF WORK FOR A LUMP SUM OF: \$17,500.

RESPEC PROPOSES TO FURNISH THE ABOVE TASK 3 SCOPE OF WORK ON A TIME AND MATERIAL BASIS NOT TO EXCEED: \$3,000, WITHOUT PRIOR AUTHORIZATION FROM THE CLIENT.

ACCEPTANCE OF SCOPE AND FEE/CONTRACT

The above specifications, conditions and price are satisfactory and hereby accepted. RESPEC is authorized to do the work as specified. Payment will be made within 30 days of invoice receipt.

CLIENT SIGNATURE:

DATE:

RESPEC PROJECT MANAGER SIGNATURE:

DATE:

11/13/2023
