Town of Dundee

Scope of Services
As Needed Support

September 26, 2025

Owner: Town of Dundee

Consultant: CHA Consulting, Inc

CHA Consulting, Inc (Consultant) is pleased to provide Town of Dundee (Town) with this proposal to provide certain professional services.

BACKGROUND

The Town provides potable water and wastewater service to its residents and other customers. The Town has requested that the Consultant provide services on an as-needed basis on tasks including, but not limited to, the following:

TASK 1. PROJECT ADMINISTRATION

a. Regular progress/coordination meetings with Town staff
b. Strategic planning support
c. Coordination with and review of work products of other consultants and contractors
d. Presentations to Town Commission, Town Manager, and other stakeholders (pending regulations, project status, etc.)
e. Other program administration support services requested by the Town

TASK 2. FUNDING ASSISTANCE

a. FDEP State Revolving Fund (applications, public meetings, status monitoring/reporting, etc.)
b. SWFWMD Cooperative Funding (applications, status monitoring/reporting, etc.)
c. Grants (applications, status monitoring/reporting, etc.)
d. Other funding support services requested by the Town

TASK 3. REGULATORY COMPLIANCE SUPPORT

a. Consultation on regulatory issues
b. Consent Order compliance and reporting
c. Correspondence with FDEP, SWFWMD, and other Regulatory Agencies
d. FDEP Permit renewals
e. Interpretation and quarterly reporting of new RIB groundwater monitoring permit requirements
f. Meetings with Town on regulatory issues
g. Other regulatory compliance services requested by the Town

TASK 4. OPERATIONAL SUPPORT

a. Minor design (including support services such as geotechnical, hydrogeology, survey, T&E species, etc.)
b. Consultation on water and wastewater treatment facilities, collection/distribution systems, etc.
c. Continuing recommendations on new RIB systems start-up testing and response monitoring
d. Well testing to assess effects of withdrawal redistribution for WUP compliance
e. Support identification and implementation of additional reclaimed water disposal options
f. Property/easement acquisition
g. CIP updates
h. Other operational support services requested by the Town

TASK 5. HYDRAULIC MODELING AND PLANNING SUPPORT

a. Utility system capacity analyses
b. Support planning of new infrastructure
c. Vet alternative/emergency scenarios
d. Other similar services requested by the Town

SCHEDULE

Consultant will provide support services to the Town, as requested, on a per-task basis on a mutually agreeable schedule.

COMPENSATION

Compensation will be a not-to-exceed amount of ten thousand dollars ($10,000). The estimated allocation among the various tasks is shown in the following table. However, given the intent to provide services on an as-needed basis, it is understood that budgets for each task are estimated, and reallocation may be necessary in the future. Payment shall be made on a time and material (hourly rate plus reimbursable expenses) basis.

Task	Compensation
1 – Project Administration	$1,000
2 – Funding Assistance	$4,000
3 – Regulatory Compliance Support	$1,500
4 – Operational Support	$2,000
5 – Hydraulic Modeling and Planning Support	$1,500
Total	$10,000

TOWN'S RESPONSIBILITIES

The Town will:

- Provide a staff member to act as a project manager.
- Provide data as requested by the Consultant to perform the tasks in need of support.

APPROVAL

OWNER
TOWN OF DUNDEE

Name:
Title: Town Manager

DATE: 10/3/25

CONSULTANT
CHA Consulting, Inc

Name: Allen Dethloff, PE
Title: Project Team Leader

DATE: 9/26/2025