

April 23, 2025

Mr. Johnathon Vice
Public Works Director
Town of Dundee
202 East Main Street
Dundee, Florida 33838

RE: STORMWATER MASTER PLAN SERVICES FOR THE TOWN OF DUNDEE

Dear Mr. Vice:

Carter and Kaye Engineering, LLC ("CarterKaye") is pleased to provide this Task Order to the Town of Dundee to perform preliminary civil engineering review services in support of future stormwater master planning and infrastructure development. This initial effort is intended to better understand what data the Town has available, including any existing survey information and GIS-based infrastructure records. This phase will include, but not be limited to, gathering available data, identifying potential gaps, and developing a clearer picture of the Town's baseline drainage conditions to inform both immediate and long-term stormwater needs. This data collection assumes that CarterKaye will be assisting the Town with the development of a future Stormwater Master Plan.

The work will be conceptual and exploratory in nature, serving as an initial step toward identifying needs and shaping the eventual development of a town-wide stormwater master plan. The outcome of this phase will help guide future evaluations, targeted data collection, and capital improvement planning.

This is a Task Order to the existing November 12, 2024, Master Continuing Professional Consulting Agreement between the Town of Dundee (Town or Client) and Carter and Kaye Engineering, LLC (CarterKaye or Engineer) for professional services. Except as provided for herein, the provisions of the Master Agreement between the Town and CarterKaye shall apply to this Task Order.

Scope of Services

Task A – Initial Stormwater Master Plan Development Services

CarterKaye will provide preliminary civil engineering stormwater management system support to assist the Town in understanding existing stormwater-related conditions and available information. This phase will be limited to coordination, discussion, and initial review only.

1. CarterKaye will conduct in-person meetings or teleconferences with Town staff to review existing conditions, known drainage issues, and general objectives for stormwater planning.
2. We will assist in compiling and reviewing any available infrastructure records, GIS data, stormwater maps, reports, or drainage studies provided by the Town or other local agencies.
3. During this phase, we will facilitate discussions with the Town to help define preliminary goals for stormwater management, data needs, and long-term planning priorities.

4. CarterKaye will provide conceptual-level input during discussions to help the Town understand possible next steps, technical considerations, and recommended future evaluations.

Scope of Services Fee and Billing

CarterKaye will complete the professional services in the Scope of Services for the following fixed fee of \$5,500.

Any services performed by CarterKaye for this Project which are not specifically included in the above Scope of Services are considered Additional Services and will be billed in addition to the above-stated fixed fee in accordance with our Rates Schedule and Direct Expenses/Reimbursable Costs. Examples of items not included:

1. Engineering deliverables, calculations, or drawings
2. Preparation of a formal Stormwater Master Plan
3. Hydrologic or hydraulic modeling
4. Engineering design of stormwater infrastructure or construction plans
5. Permitting services, e.g. NPDES, SWFWMD, FDEP
6. Surveying, topographic mapping, or field verification
7. Stormwater treatment design or detention/retention basin sizing
8. Cost estimating or opinion of probable cost
9. Floodplain analysis or FEMA coordination
10. Public outreach or participation in public meetings
11. Construction documents, bid packages, or specifications
12. Other services not specifically described in the Scope of Services

Terms and Conditions

This Task Order is subject to the terms and conditions of the November 12, 2024 Master Continuing Professional Consulting Agreement between the Town of Dundee and Carter and Kaye Engineering, LLC. As an authorization for us to begin work, please return an executed copy of this proposal. We sincerely appreciate the opportunity to assist you.

Sincerely,

Carter and Kaye Engineering, LLC



Kriss Y. Kaye, P.E., Managing Member

ACCEPTED BY:

Town of Dundee

Johnathon Vice, Public Works Director