



December 18, 2023

TO: Sean O'Keefe, Town Manager
Town of Howey-in-the-Hills
101 N. Palm Avenue
Howey-in-the-Hills, FL 34737

SUBJECT: **Proposal for Preparation of 10-year Water Supply Facilities Work Plan**
CSEC Regional Water Supply Plan (2020–2040) Compliance Services
Town of Howey-in-the-Hills

Dear Mr. O'Keefe:

SMW GeoSciences, Inc. (SMW) provides this proposal to assist the Town of Howey-in-the-Hills with the preparation of an updated 10-Year Water Supply Facilities Work Plan. In February 2022, the SJRWMD Governing Board approved the 2020 Central Springs/East Coast (CSEC) Regional Water Supply Plan (RWSP). Section 163.3177(6)(c)3, Florida Statutes, requires each local government within the CSEC RWSP area to update its Work Plan within 18 months after Governing Board approval of the CSEC RWSP. This Work Plan was due to FloridaCommerce, formerly the Department of Economic Opportunity (DEO), in August 2023. The Work Plan must cover at least a 10-year planning period, identify alternative and traditional water supply projects, conservation, and reuse activities needed to meet the projected future demands.

The purpose of the Work Plan is to assess the Town's water sources and associated facilities and evaluate their adequacy to meet projected water demands. As required by statute, this Work Plan is to be incorporated into the Town's Comprehensive Plan. Upon adoption of the Work Plan, the Comprehensive Plan must be amended to include the identified Capital Improvements and alternative water supply projects. The Work Plan will address:

- Current and Projected Service Area
- Water Sources
- Municipal Potable Water Supply Treatment System(s)
- Wastewater Treatment Facilities
- Permitted Groundwater Allocations
- Projected Population and Water Demand Projections
- Capacity Analysis
- Future Water Supply Plans
- Water Conservation Practices
- Alternative Water Supplies
- Local Alternative Water Source Projects
- Regional Alternative Water Source Projects

- Planned Capital Improvements that include water supply development components, if needed
- Comprehensive Plan Update to include:
 - A policy enabling water supply and facility concurrency
 - A policy enabling coordination of the comprehensive plan with the SJRWMD’s CSEC RWSP
 - An update of the Conservation Element to identify the current and projected water needs and sources for a minimum 10-year period

SMW will complete the following tasks for the 10-year Water Facilities Work Plan:

- ❖ Attend meetings with the Town to collect required data and review materials generated with the Town,
- ❖ Coordinate with the Town and the SJRWMD as necessary,
- ❖ Work with Town staff to identify all existing water supply facilities,
- ❖ Coordinate with the Town to compile data on existing facilities (design data, current demand, area serves, permit status, etc.),
- ❖ Analyze the water supply facilities that are needed to serve projected growth within the Town’s service area within the next 10-years. (based on current CUP projections and the CSEC RWSP Water Supply Assessment projections),
- ❖ Review the demand projections, reuse projections, and water conservation elements to determine the total 10-year groundwater demands,
- ❖ Work with the Town to identify any proposed deficit in water supply and analyze the alternative water supply projects proposed in the CSEC RWSP for suitability, and
- ❖ Recommend Comprehensive Plan Amendments for consideration by the Town’s planning department.

SMW will prepare the Town’s updated Work Plan based on information readily available from the Town. The Work Plan will be prepared in accordance with the requirements outlined in *A Guide To The Preparation Of The Water Supply Facilities Work Plan* (DEO, Revised July 2012). Supporting water supply planning and concurrency related Comprehensive Plan policies will be reviewed and recommendations for compliance with Work Plan statutory requirements will be provided, if necessary. Following Work Plan approval by the Town, a draft copy will be provided to the SJRWMD for preliminary review prior to formal transmittal to FloridaCommerce.

Fixed Fee not to exceed \$22,000⁰⁰

Limitations

The 10-Year Water Supply Facilities Work Plan will be based upon the population and water demand projections adopted by the SJRWMD in the CSEC RWSP. If additional services, such as coordination with the CSEC planning group are required to review differences in the CSEC RWSP’s projections when compared with growth demands developed by the Town, a separate proposal for these services will be submitted to the Town for review and approval.

Closing

We appreciate the opportunity to offer our services to the Town of Howey-in-the-Hills and look forward to working with you on this project. If you have any questions concerning this proposal, please feel free to contact our office.

Sincerely,
SMW GeoSciences, Inc.



Sarah Whitaker, P.G.
President

Conditions of acceptance: The above proposal is acceptable. This proposal constitutes a binding contract between SMW GeoSciences, Inc. and the client. It is agreed by the client and SMW GeoSciences, Inc. that there are no additional terms, conditions, or agreements with respect to the project, other than the items referenced in the proposal. Payment terms are “net thirty”, and for past due invoices, interest shall be accrued at a rate of 1.5% per month. Client also agrees to reimburse SMW GeoSciences, Inc. for reasonable attorney fees, in the event that payment is not submitted to SMW GeoSciences, Inc. for services rendered.

APPROVED BY: _____

PRINT NAME: _____

TITLE: _____

DATE: _____