

Via Electronic Mail

October 24, 2024



Sean O'Keefe, Town Manager
P.O. Box 128
101 N. Palm Avenue
Howey-in-the-Hills, FL 34737

Re: Clean Water Facility Plan (Wastewater Planning Study)
Town of Howey-in-the-Hills, Florida

Dear Sean:

Thank you for the opportunity to provide this task order proposal to the Town of Town of Howey-in-the-Hills to conduct a Clean Water Facility Plan (wastewater planning study) and provide fiscal solutions services to administer the Clean Water SAHFI project to meet the Supplemental Appropriation for Hurricanes Fiona and Ian (SAHFI) requirements. Woodard & Curran has extensive experience providing similar wastewater planning, funding, design, construction administration and operations evaluations for similar sized municipalities throughout Florida.

Background:

The Town of Howey-in-the Hills (Town) is seeking to evaluate their options to provide septic to sewer conversion within their existing service area along with meeting developer requests for a centralized sewer collection system and treatment facility options. In July of 2023, the FGUA provided a Utility Services Expansion Analysis that estimated the Town could need a centralized collection system and wastewater treatment plant with a 0.85 MGD capacity.

The Town currently has a potable water system but no central sewer system and relies primarily on onsite treatment and disposal systems (septic tanks) for wastewater service. The Central Lake CDD provides centralized wastewater collection and treatment to the Mission Inn and select developments within the Town of Howey-in-the-Hills. A wholesale wastewater service agreement between the Town of Howey-in-the-Hills and the Central Lake CDD is in place to treat domestic wastewater from three developments (The Mission Rise, The Reserve and Venezia North and South) within the Town of Howey-in-the-Hills. Given the growth in the region, the Town has experienced unprecedented interest from local and national developers who seek to construct homes and businesses.

This Planning Study will build upon the July 2023 FGUA Utility Service Expansion Analysis report and evaluate the existing wastewater systems and make recommendations to meet future needs of the Town. Parcels within the Town's service district and the unincorporated area that are currently served by septic systems will be evaluated for central sewer connections and OSTDS abandonment.



Project Description:

The Town intends to establish the basis, wastewater needs, and viable alternatives to meet current environmental impacts and the future needs of the community. As part of this project, the Town will evaluate their own internally options for a centralized sewer collection system and treatment facility as well as engage with their current sewer partner to upgrade and expand the current agreement along with reaching out to the City of Groveland to gauge interest in providing a wholesale utility agreement with Howey-in-the-Hills. More specifically, this planning report will evaluate the following alternatives:

1. Do nothing. Remain on Onsite Treatment and Disposal Systems
2. Expand existing wastewater treatment partnership with Central Lake CDD
3. Explore a regional wastewater treatment partnership with the City of Groveland
4. Construct a centralized sewer collection system and treatment facility owned by the Town of Howey-in-the-Hills

The results of this planning study will aid the Town in determining the pros and cons of the viable alternatives, including estimated schedules to complete, capital and O&M cost impacts, as well as estimated rate impacts for each alternative evaluated.

1. Wastewater Treatment and Disposal: This Planning Study will evaluate current wastewater treatment assets and the ability for the Town to meet future demands. The study will evaluate the existing WWTF and sprayfields and explore alternatives for expansion on and offsite, making recommendations for treatment and disposal to meet the future needs of the community and surrounding area. Additionally, The Town has a limited SCADA system for its wastewater system. This effort will include a high-level evaluation of the potential implementation of a full SCADA system that is interactive and capable of supporting operational regulatory reporting.
2. Collection System: The Town is currently served by a combination of gravity and pressure-based collection systems and onsite disposal systems. As such, the Facility Plan will include a high-level evaluation of the existing lift stations to make recommendations for repair or replacement. Overall, the Planning Study will evaluate the existing collection system and will consider additional service areas that may tie into the Town's collection system infrastructure in the future.
3. Rates-Funding: A rate sufficiency evaluation of current operations and future CIP, O&M, R&R is recommended to be included with the Planning Study task. The Planning Study will include a Capital Finance Plan to address FDEP State Revolving Fund requirements.
4. Regional Component: The Town will engage with their current partners, the Central Lake CDD and neighboring community of Groveland to understand ability and willingness to expand the partnership with Howey-in-the-Hills to meet current and future wastewater needs. Conceptual planning flows and costs of connecting and expanding existing facilities will be evaluated as part of this effort. The results will be provided in the Planning Study for future wastewater regionalization efforts.



5. CIP Construction Cost: Project identification, phasing and cost will be evaluated, developed and refined in the Planning Study.
6. Administrative Tasks: Woodard & Curran will perform administrative tasks associated with project management; grant administration; funding assistance; and project meetings.
7. Public Participation: Woodard & Curran will work with the Town to execute the Public Involvement Plan to meet the FDEP State Revolving Fund requirements. The program will include a public meeting and formal public presentation of the draft facilities plan for public input.

Scope of Services:

Woodard & Curran agrees to provide the following Services to the Town of Howey-in-the-Hills

- 1) Consultant shall gather sufficient data, prepare, and furnish the following deliverables in accordance with the Florida Department of Environmental Protection guidelines as established by F.S. 62.503, clean water treatment, disposal, and collection for the State Revolving Loan Fund program:
 - a. Sufficient illustrative detail of the local service region.
 - b. Identify where the project or activity is located.
 - c. Confirm the service area census tracts.
 - d. Describe the existing and recommended facilities estimated capital costs, estimated operation and maintenance costs, and repair and replacement costs, if applicable.
 - e. Prepare the statement of need or justification for the project.
 - f. Environmental and economic impacts and benefits of the project.
 - g. New collection areas to include septic tank removal, if applicable.
 - h. Provide sufficient data to support treatment upgrades, if applicable.
 - i. Cost comparison – describe at least three alternatives – no action is an alternative.
 - j. Discuss the various factors that affected the decision-making process that lead to the “selected alternative” and a rationale for selecting that alternative.
 - k. Cost breakdown – provide the total cost reflective of the data used in the cost comparison.
 - l. Planning document signed and sealed by a professional engineer.
 - m. Participate in the public meeting process
 - n. Complete a Capital Finance Plan
 - o. Development of a technical, construction and funding schedules
 - p. Justification and support for interest rate reduction
- 2) The Facilities Plan shall include a cost analysis as outlined below:
 - a. A cost and effectiveness analysis of the processes, materials, techniques, and technologies for carrying out the proposed project.



- b. Selected alternative shall maximize the potential for energy efficiency considering the cost of constructing, operating, and maintaining, and replacing the project or activity, as necessary.
- 3) The Facility Plan will also provide justification for grant eligibility by describing how individual project elements meet the Clean Water SAHFI program goals. Applicable elements are anticipated to address the following:

Projects that prevent interruption of collection system operation in the event of a flood or natural disaster, including but not limited to:

- a) Installation of back-up generators (including portable generators) or alternative energy sources (e.g., solar panels, wind turbines, batteries, switch boxes) that service pump stations or other distribution system facilities
 - b) Physical "hardening" or waterproofing of pumps and electrical equipment at pump stations and other components of collection systems (including storage facilities and associated equipment) through upgrade or replacement, including:
 - c) Installation of submersible pumps
 - d) Waterproofing electrical components (e.g., pump motors)
 - e) Waterproofing circuitry
 - f) Dry floodproofing/sealing of structure to prevent floodwater penetration
 - g) Installation/construction of wind resistant features (e.g., wind resistant roofing materials, wind-damage resistant windows, storm shutters)
 - h) Installation/construction of redundant collection system components and equipment
 - i) Correction of significant infiltration and inflow problems that increase the likelihood of sewer backups or flooding of a treatment works
 - j) Relocation of critical equipment to less flood prone areas of a facility and/or elevation of critical structures.
 - k) Regionalization project that enables diversion of wastewater flows to an alternate system for emergency wastewater collection and treatment services.
 - l) SCADA system projects to allow remote or multiple system operation locations
- Construction or installation of flood attenuation, diversion, and retention infrastructure within or beyond the boundaries of a treatment works that protects the collection systems

Projects that prevent floodwaters from entering a treatment works, including but not limited to:

- a) Relocation of facilities to less flood prone areas

Projects that maintain the operation of a treatment works and the integrity of the treatment train in the event of a flood or natural disaster, including but not limited to:

- a) Installation of back-up generators (including portable generators) or alternative
- b) energy sources (e.g., solar panels, wind turbines, batteries, switch boxes) that service pump stations or other distribution system facilities



- c) Installation of larger capacity storage tanks
 - d) Replacement of damaged equipment with more energy efficient equipment
 - e) Waterproofing electrical components
 - f) SCADA system projects that allow remote or multiple system operation locations
- 4) Environmental Review - required for each project and will be included in the preparation and publication of an Environmental Information Document (EID) as listed below:
- a. List of threatened, endangered, proposed, and candidate species and designated critical habitats that may be present in the project area (may be obtained from U.S. Fish & Wildlife Service).
 - b. Discuss any significant adverse effects upon flora, fauna, threatened or endangered plant or animal species, surface water bodies, prime agricultural lands, wetlands, or undisturbed natural areas.
 - c. Discuss any significant adverse human health or environmental effects on minority or low-income communities.
 - d. List any significant adverse environmental effects and what project features will mitigate such effects.
- 5) SRF Funding Support – W&C will provide funding support activities as follows during the planning phase of the project, to include:
- a. Coordination between FDEP and the City of LaBelle during planning phase of the project.
 - b. Complete and file Request for Inclusion for Design
 - c. Prepare and submit necessary financial statement support
 - d. Prepare and review Finance Plans, Schedules, and Pledged Revenues
 - e. Complete draft Legal Opinion for approval and signature by City Attorney
 - f. Complete and file CCNA Forms
 - g. Draft and file the funding agreement between the City and the FDEP
 - h. Quarterly Budget Updates
 - i. Complete and file Monitoring Reports
 - j. Complete and file Disbursement Forms for services
 - k. Disbursement processing and tracking
 - l. Attend FDEP meetings and hearings related to this project.
 - m. Attend Monthly Update Meetings with City on progress
 - n. Assistance as needed through annual/single audit
 - o. Complete and file request for planning approval
 - p. Complete Public Participation Process



Deliverable:

Delivery of Facility Planning Document: Consultant will complete and submit an FDEP-SRF Clean Water Facilities Plan based upon the following outline as described by the FDEP SRF program:

Summary of Findings and Recommendations	Environmentally Sensitive Areas
Introduction	Flood Plain
Background	Air Quality
Project Need	Socio-Economic Conditions
Scope of Study	Cost Analysis
Environmental Impacts	Development of Alternatives
Description of Planning Area	Selected Alternative Description
Cost to Construct Facilities	Construction Schedule
Public Participation	Capital Finance Plan

Schedule

Woodard & Curran anticipates completing the proposed scope of work within (8) eight months from notice to proceed.

Budget

Woodard & Curran proposes to complete the scope of work for a lump sum fee of **\$185,000.00**. The fee will not be exceeded without prior written authorization. Monthly invoices will be submitted to the Town.

Task	Description	Fee
1.0	SRF Facility Plan	\$152,880
2.0	SRF Funding Support - Planning	\$32,120
Total:		\$185,000



Terms and Conditions

The Scope of Services will be completed in accordance with the terms of the Consultant/Professional Services Agreement between Woodard & Curran, Inc. and the Town of Howey-in-the-Hills.

Closing

We greatly appreciate this opportunity to offer our environmental services. If you accept this proposal and wish to proceed with the Scope of Services, please sign in the space indicated below and return a copy for our files. Please feel free to call me at 863.354.4416 if you have any questions regarding this proposal or require any further information.

Sincerely,

WOODARD & CURRAN

Justin F. deMello, P.E.
Vice President

cc: Morgan French, Woodard & Curran
Ryan Watson, Woodard & Curran

APPROVAL



Approval of this Agreement by the Town of Howey-in-the-Hills will authorize Woodard & Curran to proceed in accordance with our standard Terms & Conditions.

Please examine this Agreement and indicate your approval and acceptance to proceed by signing in the space below. Please return one copy of the signed agreement to me at our office.

IN WITNESS THEREOF, Woodard & Curran, Inc., by its duly authorized Officer, and the Town of Howey-in-the-Hills have executed this Agreement as the date and year written below.

DATED at Howey-in-the-Hills, Florida this _____ day of _____
____2024.

By: **WOODARD & CURRAN, INC**

By: **TOWN OF HOWEY-IN-THE-HILLS,**

Justin deMello, PE
Vice President

Sean O'Keefe
Town Manager

Enclosure(s)