

Via Electronic Mail

October 1, 2024



Mayor Julie Wilkins
City of LaBelle
481 West Hickpochee Avenue
LaBelle, FL 33935

Re: Funding Support Proposal – Drinking Water SAHFI

Dear Ms. Wilkins:

Woodard & Curran, Inc. (W&C) appreciates the opportunity to provide this proposal for fiscal solutions services to administer the Drinking Water SAHFI project to meet the Supplemental Appropriation for Hurricanes Fiona and Ian (SAHFI) requirements for the City of LaBelle.

BACKGROUND

The City of LaBelle is located in northwestern Hendry County on the south side of the Caloosahatchee River. The population is approximately 5,950 people as provided in the 2020 BEBR. An annual 2.5% population growth is expected to occur within the existing service area. The City has an aging drinking water system with miles of asbestos pipe that's prone to breaks, meters that are beyond their useful life and many short lived assets at the Water Treatment Facility that need to be repaired, upgraded and replaced.

In 2022, the City of LaBelle partnered with Woodard & Curran to develop a Drinking Water Facility Plan to dovetail with the ongoing Drinking Water Master Plan (performed by others). While the master plan focused on the City's long-term capital needs to address growth and the future of the City, the Facility Plan focused on the serving the existing customers needs along with planning for normal/census-based growth expected over a 20-year planning cycle.

Since planning began in 2022, the City of LaBelle has been placed on an Intended Use Plan (IUP) as part of the Supplemental Appropriation for Hurricanes Fiona and Ian (SAHFI) program. The program has identified the City of LaBelle for a grant award in the amount of \$19,500,000 to perform Drinking Water System Upgrades largely described in the Facility Planning document.

In order to meet the requirements of the Supplemental Appropriation for Hurricanes Fiona and Ian (SAHFI) program the City needs to update the Facility Planning document to ensure that the recommended alternatives. This task order proposes the scope of work and budget for Woodard & Curran to amend the City's existing Drinking Water Facilities Plan to demonstrate compliance with the specific requirements of the SAHFI grant, to enable its use for design and construction of the eligible water system improvements.



SCOPE OF SERVICES

This scope of services provided by W&C under this proposal is to provide SRF funding support for the Drinking Water System Improvements project during the planning, design and construction phases. The specifics of each phase as well as the overall Project Management and Coordination for construction administration to be provided by W&C are summarized below.

Phase 1.0 SRF Funding Support Deliverables - Planning

W&C will provide funding support activities as follows during the planning phase of the project, to include:

- Coordination between FDEP and the City of LaBelle during planning phase of the project.
- Complete and file Request for Inclusion for Design
- Prepare and submit necessary financial statement support
- Prepare and review Finance Plans, Schedules, and Pledged Revenues
- Complete draft Legal Opinion for approval and signature by City Attorney
- Complete and file CCNA Forms
- Draft and file the funding agreement between the City and the FDEP
- Quarterly Budget Updates
- Complete and file Monitoring Reports
- Complete and file Disbursement Forms for services
- Disbursement processing and tracking
- Attend FDEP meetings and hearings related to this project.
- Attend Monthly Update Meetings with City on progress
- Assistance as needed through annual/single audit
- Complete and file request for planning approval

Phase 2.0 SRF Funding Support Deliverables - Design

Upon a notice-to-proceed from the City, W&C will provide funding support activities as follows during the design phase of the project, to include:

- Review biddable plans & specifications and submit to department for approval
 - Coordination between FDEP and the City of LaBelle during design phase of the project.
 - Complete and file Request for Inclusion
 - Prepare and submit necessary financial statement support
 - Complete Loan Resolution for adoption by Commission
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- Prepare and review Finance Plans, Schedules, and Pledged Revenues
- Complete draft Legal Opinion for approval and signature by City Attorney
- Complete and file CCNA Forms
- Draft and file the funding agreement between the City and FDEP
- Review and process Engineering/Vendor Agreements
- Review and process Engineer/Vendor Invoice
- Prepare and submit bid documentation checklist to DEP
- Draft Funding Schedule
- Assist in the draft schedule for implementing the recommended facilities
- Provide project status, updates and monitoring to the Engineer, City Staff and the FDEP.
- Quarterly Budget Updates
- Complete and file Disbursement Forms for services
- Disbursement processing and tracking
- Attend FDEP meetings and hearings related to this project.
- Attend Monthly Update Meetings with City on progress
- Assistance as needed through annual/single audit
- Assistance through design closeout

Phase 3.0 SRF Funding Support Deliverables - Construction

Upon a notice-to-proceed from the City, W&C will provide funding support activities as follows during the construction phases of the project, to include:

- Review biddable plans & specifications and submit to department for approval
 - Coordination between FDEP and the City of LaBelle during construction phases of the project.
 - Complete and file Request for Inclusion for construction
 - Complete Construction Loan Application and processing
 - Prepare and submit necessary financial statement support
 - Complete Construction Loan Resolution for adoption by Commission
 - Prepare and review Finance Plans, Schedules, and Pledged Revenues
 - Complete draft Legal Opinion for approval and signature by City Attorney
 - Complete and file FFATA Forms
 - Complete and file EPA Forms
 - Complete and file CCNA Forms
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- Draft and file the funding agreement between the City and the FDEP for construction
 - Assist with Notice to Proceed/Award phase
 - Process necessary Change Orders
 - Review and process Engineering/Vendor Agreements
 - Review and process Engineer/Vendor Invoice
 - Prepare, submit, and process Davis-Bacon Requirements
 - Conduct In-field labor interviews
 - Review pay-roll for Davis-Bacon compliance
 - Attend and review bid opening
 - Prepare and submit bid documentation checklist to DEP
 - Attend and present at Pre-Construction Meeting
 - Conduct in-field inspections for BABA compliance
 - Submit BABA Certifications, Letters, and documents to DEP for compliance
 - Coordinate with DEP for in-field inspections as scheduled
 - Draft Funding Schedule
 - Assist in the draft schedule for implementing the recommended facilities
 - Provide project status, updates and monitoring to the Engineer, City Staff and the FDEP.
 - Quarterly Budget Updates
 - Complete and file Monitoring Reports
 - Complete and file Disbursement Forms for services
 - Disbursement processing and tracking
 - Attend FDEP meetings and hearings related to this project.
 - Attend Monthly Update Meetings with City on progress
 - Assistance as needed through annual/single audit
 - Complete and file construction closeout documentation
 - Complete and submit Engineer Certification of Completion
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SCHEDULE

Phase	Description	Schedule
1.0	SRF Funding Support - Planning	6 months
2.0	SRF Funding Support - Design	12 months
3.0	SRF Funding Support - Construction	24 months

This scope of work is estimated to be completed over a period of six months for planning, twelve months for design, and twenty-four months for construction. Phase 2.0 and Phase 3.0 will commence upon receipt of notice-to-proceed from the City. Woodard & Curran will prioritize the completion of interim deliverables to be completed earlier, especially where possible to accelerate the timeline for commencing design and construction.

BUDGET

The project will be completed on a lump-sum basis for an amount not to exceed \$466,000. This project is eligible to be funded through the SAHFI Grant and is therefore anticipated to be fully reimbursable to the City. The proposed budget for completion of the work described herein is summarized below:

Phase	Description	Fee
1.0	SRF Funding Support - Planning	\$3,000
2.0	SRF Funding Support - Design	\$29,000
3.0	SRF Funding Support - Construction	\$434,000
Total:		\$466,000

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 **Error! Reference source not found.** dated _____.

CLOSING

We greatly appreciate this opportunity to offer our consulting services. If you accept this proposal and wish to proceed with the Scope of Services, please sign in the space indicated
