

Via Electronic Mail and US Mail

10/15/2024



Ms. Julie Wilkins, Mayor
City of LaBelle
481 West Hickpochee Ave.
LaBelle, FL 33935

RE: Task Order for Wastewater Collection System Design – Zones G, H, & I
City of LaBelle, Florida

Dear Mayor Wilkins:

This Consultant Services Task Order between Woodward & Curran, Inc. (Consultant) and the City of LaBelle (City) shall be completed in accordance with the Consultant Services Agreement (Agreement) between Consultant and City. The terms and conditions of the Agreement are incorporated herein by this reference and the Scope of Work, Compensation, and Schedule, are defined in his Task Order.

BACKGROUND

The City desires to proceed with an expansion of the wastewater collection system (septic to sewer conversion) in several areas of the City identified as Zones G, H, and I and as further defined in WG041 with the Florida Department of Environmental Protection (FDEP).

Zones G, H, and I are high priorities for septic to sewer conversions due to the proximity of these zones to the Caloosahatchee River which is considered an impaired water body with high levels of nitrogen. During heavy rainfall, nitrogen, phosphorus and pathogens from the septic tank waste can be washed through the sandy soils toward the Caloosahatchee River and adds to the impairment by decreasing the dissolved oxygen content in the river water to below 5 mg/l (FDEP water quality standard). By constructing a new wastewater collection system in these zones, the wastewater will be pumped to the City's wastewater treatment facility; thereby, eliminating this source of potential pollutant loading to the river.

This Task Order will provide engineering services for the design, permitting, and funding administration services for the Zones G, H, and I septic to sewer basins as defined in WG041 and further described as follows and in the Scope of Work below. The Zones G, H, and I project generally consists of approximately 9,500 linear feet (LF) of gravity sewer, 1,000 LF of force mains, and a new lift station on E Cowboy Way to eliminate more than 65 septic systems and provide ready to serve sewer service to 22 lots.

SCOPE OF SERVICES

Project Management – This task occurs concurrently with the steps outlined below and includes those tasks necessary to inform the City of the project needs; monitor and control the design process; coordinate information and meetings; coordinate with subcontractors and in-house



design staff; reach timely decision to meet the project schedule; prepare reports to the City on the progress of the project and status of schedule and budget; and technical oversight of the project activities.

Project Kickoff: Attend one (1) meeting with City staff to confirm Consultant's understanding of the City's goals for the project, the written scope of work, project deliverables and milestones, project schedule and project budget.

Meetings: Project success will be dependent on proactive and frequent coordination between all parties involved, including the City, property owners, regulatory agencies, and other key stakeholders. To establish key project success factors and open lines of communication, Woodward & Curran will run a preliminary kickoff meeting. Design review meetings will also be held with the City at key milestone dates, including 30%, 60%, 90%, and final design. Should additional meetings beyond those listed be required, Woodward & Curran will be prepared to attend, with those meetings billed on an hourly basis.

PHASE 1: PRELIMINARY SITE INVESTIGATIONS

Preliminary site investigations include survey/utility locates, wetlands identification, and geotechnical.

1.1. Survey and Utility Locates – Perform ground survey to create a base plan for the detailed design of the project on North American Vertical Datum of 1988 (NAVD). Perform utility research at the City and appropriate water, sewer, drainage, gas, electric, telephone, cable television utilities and add utility information to the base plan. Subsurface utility locates will be performed as part of this task for potential utility conflicts with the sewer route. Capture and integrate wetland flags into survey and bid documents. Install benchmarks as needed throughout the project area suitable for use by the construction contractor. Obtain and integrate property easement lines, natural physical features, mailboxes, driveways, trees, home/building locations, and other information deemed necessary. Only areas required for the design of the project will be surveyed.

1.2. Wetlands Delineation and Environmental Review – Delineate vegetated wetlands and/or resource areas at pump station sites and along the route of the proposed sewers, install flagging to identify wetland limits for survey team to capture during field work. Wetland locations shall be integrated into topographic survey and bid documents. Conduct environmental review for the presence and location of endangered or protected species in the project area. Only areas required for the design of the project will be delineated.

1.3. Borings and Geotechnical Report – Perform a subsurface exploration program for the proposed sewer routes and pump station sites. Submit a geotechnical report to serve as the basis for sewer bedding, sewer collection system technology selection, and associated project specifications including, but not limited to, dewatering and excavation support. Subsurface standard penetration test (SPT) boring and probe locations will be at each proposed pump station site and at other locations as identified during the design.



PHASE 2: PRELIMINARY DESIGN

2.1. Develop Design Flows – Confirm the design flows for sewers and downstream pump stations based on existing infrastructure in place and proposed additions to the system. Review sewer system modeling (provided by City) to ensure forcemains and downstream pump stations are suitable to handle flows from new sewer contributions. Make recommendations to size gravity and forcemain improvements as required based on flow data.

2.2. Sewer Alignment and Lift Station Alternative – Review proposed sewer layout (provided by City) for septic to sewer zones. Sewer collection system for this proposal to be designed in the following locations:

- G. Area G
 - MLK Blvd: E Cowboy Way to 785 MLK Blvd
 - E Cowboy Way: MLK Blvd To Citrus St
 - Pinewood Dr: E Cowboy Way to Lake Park Dr
 - Valencia Ct
 - New Lift Station on E Cowboy Way
 - Forcemain: E Cowboy Way north on Maddox St to LS#11
- H. Area H
 - Seminole Ave: Edison Ave to MLK Blvd
 - New York St: Seminole Ave to LS #7
- I. Area I
 - 4th Ave: Crawford St to Belmont St
 - 3rd Ave: Crawford St to Belmont St
 - Crawford St: 4th Ave to 2nd Ave
 - 2nd Ave: Crawford St to LS #3

2.3. Design Basis Report – Prepare a design basis report (DBR) which will present the project design criteria including sewer flows, sewer lengths, and pipe diameter selection for each location; unanticipated permitting and/or subsurface conditions requiring additional investigation or special design or construction techniques; anticipated permits and approvals; and estimate of project cost. Develop a project schedule for the project as described in the DBR. The DBR will be delivered to the City as a draft report and will be finalized once comments are received from the City.

PHASE 3: FINAL DESIGN & PERMITTING

3.1. Design – A system of gravity sewers will be designed based on the topography, required pipe capacity, and industry-standard design practice in accordance with the DBR. The new sewer system will be designed to tie into the existing sewer system. A capacity evaluation of downstream sewers from the new sewer tie in locations and no additional capacity evaluation will be performed as part of this work.



3.2. Design Documents - Design documents based upon the Final DBR will be prepared and include drawings and specifications. Drawings will depict the work to be done at a scale of 1" equals 40' horizontal and 1" equals 4' vertical for plan and sewer profile sheets. Detail sheets and special plans shall be scaled as determined by Woodard & Curran. Specifications shall be based on the Engineers Joint Contract Documents Committee (EJCDC) format. Provide hard copy or digital drawings to the City for review at 60%, 90% and 100% design progresses, in order to review progress and solicit input from City staff on the design. Incorporate City comments into the design as mutually agreed upon.

3.3. Consultant's Estimate of Probable Cost – Prepare Consultant's estimate of probable cost based on the scope of the design documents. The Consultant's estimate of probable costs will be delivered at each the 60%, 90% and Final milestones.

3.4. Construction Plans – Construction Plans and Bid Documents will be delivered to the City and FDEP, if required, in two submittals: 90% Design Documents (drawings and specifications) and Final Design Documents. Final Construction Documents will incorporate review comments on 90% documents received from the City and FDEP.

3.5. Permitting - Prepare and submit permit applications required by state and federal requirements which are anticipated to include FDEP Permit and SFWMD Permits as required. Attendance, participation, and presentation at a public hearing is currently excluded from this task. Any fees associated with these permits will be paid directly by the City.

3.6. Easements - Consultant will prepare easement drawings and descriptions if requested by the City. The Scope of Work and Fee for this task shall be as mutually agreed upon prior to the start of work under this task and is not included herein.

3.7. Police Details – Consultant and/or Consultant's subcontractors will coordinate police details that may be required for various aspects of the design. Police detail costs shall be paid directly by the City and are not included herein.

PHASE 4: FUNDING & FINANCING

4.1. Funding and Financing – This task will include activities related to the administration of the Legislative funding and Florida Department of Environmental Protection (FDEP) administered grant funding program including but not limited to completion of application and work plan, securing agreements, agency coordination on reimbursement requests, project updates, and closeout.

PHASE 5: BIDDING

Bidding – Consultant will administer the bidding phase, including review of Bidder questions, preparation of up to three addenda, attend and chair pre-bid conference, attend bid opening, tabulate bid results, review bids, and make recommendation for award. The scope herein includes bidding the project one time.

DELIVERABLES:



One hard copy and one digital copy of each of the following:

1. Draft and Final Design Basis Report, which includes the preliminary cost estimate
2. Permit submittals
3. Progress drawings and specifications at 60%, 90%, and Final design
4. Estimate of probable costs at 60%, 90%, and Final design

SCHEDULE

The design of this project will commence upon receipt of a signed Agreement from the City and is estimated to be completed in a period of 15 months. The schedule is dependent on FDEP funding and permitting agency review timelines and may be adjusted accordingly by mutual agreement of the Consultant and the City. It is anticipated that design and permitting will take approximately 12 months, and bidding/award taking 3 months.

ASSUMPTIONS AND UNDERSTANDINGS

The following assumptions and understandings apply to the scope of work, schedule, and budget described herein.

1. The project limits are based on the locations identified on the enclosed map for Wastewater Collection System Areas G, H, and I, and as further identified in section 2.2 of this proposal.
2. It is assumed that the topography in Areas H and I will allow gravity flow to lift stations #7 and #3, respectively.
3. It is assumed that the topography on MLK Blvd will allow for gravity flow south to E Cowboy Way.
4. It is assumed that Lift Stations #11, #7, and #3 have sufficient capacity to support the additional flows from the proposed collection systems in Areas G, H, and I, respectively. Hydraulic Models of each area are beyond the scope of this design. A desk top evaluation will be performed to calculate the proposed flow from each area and evaluate the impact to each of the existing lift stations based on the design capacity of each lift station as identified in As-Built drawings and existing system flows based on SCADA data as provided by the City.
5. The project schedule is based on receiving the survey within three months of the Notice to Proceed. Additional time will be granted by the City based on the actual date the survey is completed.
6. If the cost of the required survey, environmental, and/or geotech, is above the amount identified in Phase I of the budget herein, the additional cost to complete the required work will be at the sub-contractor price + 10% fee basis, with City authorization.



7. W&C and subcontractors will coordinate police details that may be required for various aspects of the work with the City. Police detail costs shall be paid by the City and are not included herein.
8. Survey work hours are assumed normal business days Monday through Friday, 7:00 am to 5:00 pm, unless otherwise approved by the City.
9. If available, the City will provide W&C with any other previously completed studies, plans, surveys, environmental reports and other pertinent documents associated with the project site.
10. This scope includes the design of one lift station on E Cowboy Way, the design for additional pump stations will be provided as a separate scope of work.
11. The design of the lift station on E Cowboy Way will be based on City standards for lift stations and will reference City standards for electrical and instrumentation (SCADA) at the lift station.
12. Pre-Procurements & Pre-Selection: Engineering services associated with pre-procurement, evaluated bids, and pre-selection of process equipment, instruments, and related appurtenances are not included as part of this scope.
13. Odor control: This scope does not include the design of odor control systems nor an odor control study of liquid phase or air phase odors.
14. Fire Protection Systems: This scope does not include detailed design of stamped fire protection system drawings.
15. Land Acquisition/Easements: This scope does not include fees or engineering associated with land purchase and easements (if applicable).
16. City permitting is not included in this Scope. This typically occurs during the construction stage of the project between the Town and the Contractor.
17. All permitting fees to be paid directly by the City to the permitting agency.

BUDGET

The proposed budget for completion of the work described herein is summarized below:

Description of Work	Budget
Phase 1: Site Investigations	\$105,000
Phase 2: Preliminary Design	\$115,000
Phase 3: Final Design & Permitting	\$230,000
Phase 4: Funding & Financing	\$50,000



Phase 5: Bidding	\$25,000
Total Fee	\$525,000

Phase 1 of this Task Order is an estimate of subconsultant services and will be invoiced based on actual cost plus 10%. The remainder of this Design Task Order is lump sum, and each item will be invoiced monthly on a percent complete basis.

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 City of LaBelle, dated _____.

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 the below Authorization to Proceed and return a copy for our files.

Please feel free to contact me at 863-354-4416 if you have any questions regarding this proposal or require any further information.

Sincerely,

Woodard & Curran, Inc.

Justin deMello, PE
Vice President

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Enclosure(s)

cc: Kevin Becotte, PE, Kelly Saikkonen, PE & Morgan French

The parties hereto have executed this Agreement by their duly authorized agents as of the date indicated below.

