

Via Electronic Mail

September 30, 2024



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

Re: Proposal Drinking Water Facility Plan Amendment

Dear Ms. Wilkins:

Woodard & Curran, Inc. (W&C) appreciates the opportunity to provide this proposal for professional engineering services to amend the Drinking Water Facility Plan 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

Woodard & Curran will prepare an amendment to the City's Drinking Water Facilities Plan and submit the Plan to the Florida Department of Environmental Protection (FDEP) for review and approval to enable the use of the City's SAHFI Grant to fund design and construction of the recommended Drinking Water System Improvements. This scope of work includes the following tasks:

### **Task 1.0 Update Technical Plan**

Woodard & Curran will amend the technical components presented in the original Facilities Plan to highlight the specific elements to be funded using the SAHFI Grant.

Under this task, Woodard & Curran will prepare the Facilities Plan Amendment submittal, which incorporates the findings and results of Tasks 2.0, 3.0, and 4.0 below. The format of the amendment is anticipated to be an additional chapter to be appended to the original Facilities Plan to facilitate review and approval by FDEP and confirm SAHFI Grant Eligibility.

The amended plan recommendations will be presented to City leadership for adoption at a City Commission Meeting.

### **Task 2.0 Address SAHFI Grant Eligibility Requirements**

Woodard & Curran will provide justification for grant eligibility by describing how individual project elements meet the Drinking Water SAHFI program goals. Applicable elements are anticipated to address the following:

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

- 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
- Replacement of damaged equipment with more energy efficient equipment
- Physical "hardening" or waterproofing of pumps and electrical equipment at pump stations and other components of distribution systems (including storage facilities and associated equipment) through upgrade or replacement, including:
  - Waterproofing electrical components (e.g., pump motors)
  - Waterproofing circuitry
  - Dry floodproofing/sealing of structure to prevent floodwater penetration
  - Installation/construction of wind resistant features (e.g., wind resistant roofing materials, wind-damage-resistant windows, storm shutters)
- Installation/construction of redundant distribution system components and equipment
- SCADA system projects to allow remote or multiple system operation locations

#### Projects that maintain the operation of a drinking water treatment plant, intake or well in the event of a flood or natural disaster, including but not limited to:

- Installation of back-up energy supply or alternative energy sources (e.g., solar panels, wind turbines, batteries, switch boxes) and/or hardening of existing connections to the power grid



- Physical “hardening” or waterproofing of pumps and electrical equipment at pump stations and other components of distribution systems (including storage facilities and associated equipment) through upgrade or replacement, including:
  - Waterproofing electrical components (e.g., pump motors)
  - Waterproofing circuitry
  - Dry floodproofing/sealing of structure to prevent floodwater penetration
  - Installation/construction of wind resistant features (e.g., wind resistant roofing materials, wind-damage-resistant windows, storm shutters)
- Installation of larger capacity storage tanks
  - Installation of larger capacity chemical storage tanks for continued treatment in absence of delivery service
  - Installation of larger capacity fuel storage tanks for back-up generators
  - Installation of larger capacity water storage facilities (e.g., raw water reservoirs, backwash tanks, contact basins)
- SCADA system projects to allow remote or multiple system operation locations

### **Task 3.0 Identify Potential Project Amendments**

Based on the anticipated grant program budget and the needs to demonstrate program eligibility, Woodard & Curran will identify additional project elements that need to be added to further demonstrate program eligibility and that can be included in the project to maximize the benefit of the grant funds to the City of LaBelle and its drinking water system.

### **Task 4.0 Update Project Cost Estimate**

Woodard & Curran will update the cost estimate for the recommended alternatives described in the Facilities Plan proposed to be funded by the SAHFI Grant funds to demonstrate how those funds will be used to cover the anticipated project costs.

### **Task 5.0 Project Management and Coordination**

This task consists of activities necessary to inform the City of the project’s needs; monitor and control the funding and grant administration process; coordinate information and meetings; coordinate with project stakeholders; reach timely decisions to meet the project schedule; prepare reports to the City on the progress of the project and provide status of schedule and budget; and provide financial oversight.

The purpose of this task is to support general project administration, project management, permit acquisition, participation in conference calls, attendance at project meetings, and expenses. It includes:

- Development of a project schedule;
- Preparation of progress reports, identifying project progress to date, and schedule and financial updates;
- Invoicing on a monthly basis;
- Attendance and Facilitation of Coordination meetings with the City



**SCHEDULE**

This scope of work is estimated to be completed over a period of six months, to 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 \$47,000. 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:

Task	Description	Fee
1.0	Update Technical Plan	\$18,000
2.0	Address SAHFI Grant Eligibility Requirements	\$8,000
3.0	Identify Potential Project Amendments	\$7,000
4.0	Update Project Cost Estimate	\$8,000
5.0	Project Management and Coordination	\$6,000
<b>Total:</b>		<b>\$47,000</b>

**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 consulting 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, INC.



Justin F. deMello, PE  
Senior Principal

Enclosure(s)

IN WITNESS WHEREOF, the parties hereto have executed this Agreement by their duly authorized agents as of the date indicated below.

**AUTHORIZATION BY:**

WOODARD & CURRAN, INC.

CITY OF LABELLE, FL

9/30/2024

Signature

Date

Signature

Date

Justin F. deMello, PE

Name (printed)

Name (printed)

Senior Principal

Title

Title