

Via Electronic Mail

August 4, 2026



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

Re: Proposal Drinking Water Facility Plan Amendment
City of LaBelle, FL

Dear Ms. Wilkins:

Woodard & Curran, Inc. (W&C) appreciates the opportunity to provide this proposal for professional engineering services to complete a Drinking Water Facility Plan to meet the Supplemental Appropriation for Hurricanes Helene and Milton and Hawai'i Wildfires (SAHM) 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 supply, storage and distribution system with miles of undersized pipe with many components beyond their useful life.

In 2022, the City of LaBelle partnered with Woodard & Curran to develop a Drinking Water Facility Plan to dovetail with a Drinking Water Master Plan (performed by others). Following planning, the City partnered with Woodard & Curran to design improvements to the drinking water treatment, storage and select distribution system components. In July of 2026, the City partnered with a Construction Manager at Risk (CMAR) to integrate into the design and quickly move the critical upgrades into construction.

In 2024, the City of LaBelle experienced water distribution impacts during the Hurricane season. The City struggled with access to critical infrastructure due to flooding and struggled to meet system pressure demands due to undersized pipes, line breaks, pump failures, storage and disposal limitations, power outages, chemical storage limitations and SCADA limitations.

In 2025, Woodard & Curran assisted the City in securing SAHM funding in order to upgrade the City's drinking water infrastructure in order to limit future storm impacts by increasing redundancy, resiliency, and remote SCADA improvements. In order to meet the requirements of the SAHM program the City needs to produce a Facility Planning document. This task order proposes the scope of work and budget for Woodard & Curran to produce a new Drinking Water Facilities Plan to highlight impacts, identify solutions, evaluate alternatives and



demonstrate compliance with the specific requirements of the SAMH funding, to enable its use for design and construction of the eligible water system improvements.

SCOPE OF SERVICES

The scope of services is summarized in the tasks listed below. The intent of these tasks is to meet the City's needs, and to develop a document that results in a path to fully fundable design, permitting, bidding, procurement, and construction of the recommended drinking water capital improvement projects.

Task 1: Gather Existing Data and Information

Task 2: Evaluate Project Alternatives

Task 3: Draft Facilities Plan Report

Task 4: Document SAHMEligibility

Task 5: Conduct Environmental Review

Task 6: Develop Business Plan

Task 7: Facilitate Public Outreach

Task 8: Finalize and Submit Facilities Plan

Task 9: Funding Compliance and Supplemental Appropriation Administration Support

Task 10: Regulatory Support

Task 11: Project Management

Task 1: Gather Existing Data and Information

The Consultant shall begin the project with a kick-off meeting held with our team and key representatives from the City. In this meeting, we will review the scope of work and establish baseline information for technical and administrative project elements and define the focus of the Drinking Water Facilities Plan.

The technical project element discussion of the kickoff meeting includes:

- Describe project goals, objectives, and scope of work;
 - Obtain or identify how to obtain available information (e.g., drawings of record, reports, and regulatory agency communication) from the City;
 - Discuss the City's preferred approach to prioritization of drinking water improvements; and
 - Discuss the implications of the No Action alternative
- The administrative project element discussion of the kickoff meeting includes:
- Communications procedures and contact information,
 - Project schedule,
 - Meeting schedule,
 - Field inspection coordination,
 - Deliverables format and review procedures, and
 - Invoicing procedures

Using information learned and provided by the City at and following the kickoff meeting, The Consultant will gather, review, and evaluate existing surveys, plans, reports, regulatory



agency communications, and other relevant documentation. The Consultant will consolidate and summarize existing information and reports to document the condition of the existing drinking water infrastructure, recommendations for repair or rehabilitation, and planned or ongoing projects to make improvements.

Task 1 Deliverables:

- Kickoff Meeting Agenda and Notes
- Existing Conditions Technical Memorandum (TM)

Task 2: Evaluate Project Alternatives for 20-Year Projections

The Consultant shall evaluate future conditions including population trends from the US Census Bureau (USCB) and Florida's Bureau of Economic and Business Research (BEER), proposed development information provided by the City, and planning period growth. Woodard & Curran will also review future Florida regulatory trends for water treatment, water distribution, water storage, and disposal requirements.

The Consultant shall evaluate three (3) alternatives to support the City's development of capital improvement projects needed over the next twenty (20) years. The Consultant shall prepare AACE Class 5 Order-of-Magnitude/Conceptual Cost Estimates for the identified treatment, storage, disposal and distribution system alternative suites.

The recommended alternatives will be further developed in Task 3 for the draft Facilities Plan after Tasks 1 and 2 have been completed.

Task 2 Deliverable:

- Alternatives Evaluation TM

Task 3: Draft Facilities Plan Report

The Consultant shall prepare and submit a draft Facilities Plan report to satisfy FDEP's deadline for Initial Submittal of Planning Activities (anticipated November 15, 2026). The Facilities Plan shall include the information outlined below. Given the aggressive schedule deadline for the draft submittal, not all of the information below will be complete for the initial draft submittal. Any incomplete sections in draft report will be addressed and completed as part of the final report submittal in Task 8.

- Prepare the statement of need and justification for the project. Provide sufficient illustrative detail of the local service region.
- Identify where the project or activity is located.
- Confirm the service area census tracts.
- Describe the existing facilities and recommended facility upgrades, estimated capital costs, estimated operation and maintenance costs, and repair and replacement costs, if applicable
- Evaluate the hydraulics of the distribution system and recommend improvements, estimated capital costs, estimated operation and maintenance costs, and



repair and replacement costs, if applicable. The evaluation will also include an analysis of the impact of the addition of any known planned developments.

- Identify environmental and economic impacts and benefits of the project. Identify new distribution areas, if applicable.
- Provide sufficient data to support storage and distribution upgrades, if applicable.
- Prepare a cost comparison that describes at least three alternatives, including the "No Action" alternative and its consequences. The cost comparison summary will include life cycle cost analysis (LCCA) using CIP cost, O&M cost, salvage value and R&R cost. Provide the cost breakdown and the total cost reflective of the data used in the cost comparison.
- Discuss the various factors that affected the decision-making process that led to the "selected alternative" and a rationale for selecting that alternative.
- Planning document signed and sealed by a Florida professional engineer. Participate in the public meeting process.
- Complete a Business Plan.
- Develop technical, construction and funding schedules for the design and construction projects.
- Provide justification and support for interest rate reduction.
- Describe the O&M program and the capacity (both managerial and technical) of the existing system.

Task 3 Deliverable:

- Draft Facilities Plan

Task 4: Document SAHM Eligibility

The Facilities Plan will provide justification for grant eligibility by describing how individual project elements meet the Drinking Water SRF and SAHM program goals and objectives. Additional SAHM eligible project categories will be included as needed during data gathering and discovery. This task will match specific projects identified in the facilities plan to the applicable Projects Eligible under the SA-HWM of the EPA Memorandum dated March 13, 2025, titled *Award and Implementation of the 2025 State Revolving Fund Supplemental Appropriation for Hurricanes Helene and Milton and the Howai'i Wildfires (SA-HMW)*, from Jennifer L. McLain (reference "8. Eligible Recipients" and "Attachment 3").

To support, justify, and reinforce the proposed project's SAHM eligibility, Consultant will gather and summarize available documentation providing evidence of hurricane impacts on the City and its drinking water system.

This task will compile specific information to include within the Facilities Plan report to align specific projects proposed to meet the SAHM eligibility requirements. Documentation may include pictures of storm damage, report/logs of instances communication loss, pressure deficiencies, inability to access sites, reports of power outages, operator logs of system impact/points of failure, and other damage information. Alignment of Hurricane Impact and



demonstrating the projects eligibility under the SAHM program within the Facilities Plan is integral to ensure future Design and Construction phases can use SAHM funding.

Based on SAHM guidance documents the following improvements are eligible:

- 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

The information collected to ensure SAHM eligibility within the facilities plan will require substantial coordination between the City, FDEP, EPA, County, Electricity providers, FEMA, NOAA (National Weather Service), and other stakeholders key to provide essential back up documentation related to proof of hurricane impact. On the City’s behalf, the Consultant will



coordinate with these stakeholders to obtain this information and confirm applicability with FDEP representatives for SAHM to receive conditional approval of impact documentation. In the event that FDEP or EPA deems the documentation to be insufficient, the Consultant will continue coordination with the agencies to provide additional data, memorandum, and technical detail to demonstrate hurricane damage and project alignment with SAHM eligible project categories. The Consultant will also respond to any Request for Additional Information from FDEP or EPA related to SAHM impact documentation.

Task 4 Deliverables:

- SAHM Eligibility Assessment
- EPA Eligibility and Compliance Matrix
- Benefit and Resiliency Evaluation
- Draft Facility Plan chapter addressing SAHM requirements
- Final Facility Plan chapter incorporating final eligibility determinations

Task 5: Conduct Environmental Review

An Environmental Information Document (EID) will be prepared in accordance with FDEP SRF requirements to support future design and construction funding eligibility. The environmental review shall include, at a minimum, the following:

- Identification of threatened, endangered, proposed, and candidate species and designated critical habitats that may occur within the project area utilizing the U.S. Fish and Wildlife Service (USFWS), Florida Fish and Wildlife Conservation Commission (FWC), IPaC Consultation tool, and other applicable resources.
- Evaluation of potential impacts to wetlands, surface waters, floodplains, coastal resources, prime agricultural lands, aquifer recharge areas, conservation lands, and other environmentally sensitive resources.
- Assessment of potential impacts to flora, fauna, threatened or endangered species, and critical habitats, including avoidance, minimizations, and mitigation measures where applicable.
- Evaluations of potential environmental justice impacts, including any disproportionately high and adverse human health or environmental effects on minority, low-income, Tribal, or other underserved populations.
- Review of cultural, archaeological, and historic resources, including coordination with the Florida State Historic Preservation Officer (SHPO) and Tribal Historic Preservation Officers (THPOs), as required.
- Documentation of consistency with local watershed management plans, Basin Management Action Plans, and other applicable state and federal environmental programs. Evaluation of project location relative to Federal Emergency Management Agency (FEMA) flood hazard areas, including consideration of floodplain management requirements and project resiliency measures in alignment with the EPA Supplemental Appropriation Hurricanes Helene and Milton Rule.
- Documentation of existing environmental conditions and discussion of the environmental consequences of the no-action alternative, and all feasible project alternatives considered during facility planning.



- Identification of any temporary construction-related impacts, including noise, traffic disruptions, erosion and sedimentation, air quality impacts, and measures to minimize impacts.
- Preparation and submission of the EID and all supporting documentation required for FDEP SRF environmental review and State Environmental Clearinghouse review.

Consultant shall coordinate with applicable federal, state, regional, and local agencies; prepare all required environmental review documentation; and submit the completed EID package to FDEP for review and approval. Environmental review activities shall be completed in a manner that supports subsequent design and construction funding eligibility through both the FDEP State Revolving Fund Program and EPA — Supplemental Appropriation of Helene and Milton Funding (SAHM).

Task 5 Deliverables:

- Documentation of Existing Environmental Conditions
- Environmental Impact Documentation
- Completed EID Package

Task 6: Develop Business Plan

Consultant shall develop a Business Plan within the FDEP DWSRF framework, the Business Plan is a required component of the Facilities Plan that demonstrates how a utility will fund, operate, and sustain the proposed project over its lifecycle.

Below is a breakdown of the proposed tasks that align with FDEP expectations and SRF program review practices:

- Total Project Cost breakdown (eligible vs. non-eligible)
- Funding sources and financing structure
- SRF loan terms and amortization schedule
- 20-year financial projections
- Revenue sufficiency and Debt-Service Coverage Ratio (DSCR) analysis
- Rate adjustment plan and affordability analysis
- Cash flow and reserve balance projections
- CIP integration summary
- Sensitivity/risk analysis
- Complete narrative suitable for FDEP review
- A cost and effectiveness analysis of the processes, materials, techniques, and technologies for carrying out the proposed project.
- The selected alternative will maximize the potential for energy efficiency considering the cost of constructing, operating, maintaining, and replacing the project or activity, as necessary
- Identify revenues to be dedicated to any potential future loans, including other funding sources besides SAHM. Identify any gaps between the existing User Charge System and any additional pledged revenues needed to support the proposed capital improvements.



- Complete Business Plan and Implementation Plan

The Consultant shall prepare loan repayment plans for the capital program defined. The Business Plan will also address the debt service coverage ratios and reserve policies required. Woodard & Curran will prepare the required Legal Affidavit for the Business Plan specifically. Woodard & Curran will also prepare an affordability assessment related to demographics of the service area as required for the Business Plan.

Task 6 Deliverables:

- Draft Business Plan submittal
- Final Business Plan submittal

Task 7: Public Participation Support

Consultant shall partner with the City to satisfy applicable FDEP SRF public participation requirements. Public participation support activities will include:

- Support for the required public hearing, including advertising, presentation materials, and meeting facilitation pursuant to Rule 62-552.700, Florida Administrative Code (F.A.C.).
- Preparation of educational materials, presentations, exhibits, and project summaries explaining project needs, alternatives, costs, benefits, and anticipated impacts.
- Documentation of public comments received during the Facilities Plan development process, including official public meeting minutes.

Consultant will present the findings of the Drinking Water Facilities Plan, including the options evaluated, selected alternative, and associated costs at a Public Meeting. Woodard & Curran will assist the City with developing the meeting notice and advertising the meeting schedule in accordance with FDEP requirements. This meeting will occur in conjunction with a City Commission/Council Meeting, with the objective of concluding with the adoption of the Facilities Plan for submittal to FDEP.

Task 7 Deliverables:

- Public Meeting Advertisement
- Legal Affidavit
- Draft Resolution adopting Facilities Plan
- Public Meeting Minutes
- Public Presentation

Task 8: Finalize and Submit Facilities Plan

Utilizing work completed in Tasks 1-7, Woodard & Curran will complete and submit the Drinking Water Facilities Plan based upon the outline below, as described by and compliant with the requirements established by FDEP and Rule 62-503, F.A.C. The Facility Plan will also document SAHM eligibility requirements described in Task 4. Proposed sections of the Plan are as follows:



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

The Consultant will provide a final Facilities Plan to the City and to FDEP.

Task 8 Deliverable:

- Final Facilities Plan

Task 9: Funding Compliance and Supplemental Appropriation Administration Support

Consultant will provide funding compliance, project administration, and documentation support necessary to maintain eligibility under the Florida Department of Environmental Protection (FDEP) State Revolving Fund (SRF) Program and the Supplemental Appropriation for Hurricanes Helene and Milton (SAHM). The Consultant will coordinate closely with the City and FDEP throughout the planning process to ensure all administrative requirements, schedules, and readiness-to-proceed milestones are achieved. Activities include, but are not limited to:

- Coordination with FDEP SRF staff to ensure compliance with applicable provisions of Chapters 62-503 and 62-552, Florida Administrative Code, and all associated SRF program guidance and requirements.
- Preparation of funding documentation necessary to support SRF planning, design, and construction funding eligibility.
- Development and maintenance of project schedules and milestone tracking to support compliance with SAHM funding deadlines and readiness-to-proceed requirements.
- Prepare, submit, and coordinate DEP Forms 55-222 (Advanced Payment Request Form) and all supporting documentation required by FDEP to request advanced funding.
- Prepare an Advance Payment Request Letter and support financial hardship justification demonstrating the Owner's need for advance funding.



- Assistance with preparation and review of SRF loan agreement exhibits, schedules, certifications, and readiness-to-proceed documentation.
- Prepare, submit, and file Federal Funding Accountability and Transparency Act (FFATA) forms.
- Prepare, submit, and file Pre-Award Compliance Review Report for All Applicants and Recipients Requesting EPA Financial Assistance Forms.
- Preparation of documentation demonstrating hurricane-related impacts, loss of mission-essential functions, resiliency needs, redundancy improvements, and public health benefits associated with the proposed project.
- Assistance with documentation supporting principal forgiveness eligibility, disadvantaged community determinations, affordability assessments, and project prioritization.
- Provide support to City staff as needed to coordinate reimbursement requests and reimbursement packages, including gathering and organizing invoices, obtaining and maintaining clear check copies and supporting documentation, reviewing packages for completeness and accuracy, and facilitating submission and follow-up through project closeout.
- Prepare and maintain a Schedule of Values (SOV) to support project budgeting, cost tracking, funding allocation management, reimbursement requests, and compliance with FDEP SRF and Supplemental Appropriation reporting requirements.
- Preparation of supporting documentation required to demonstrate project resiliency, redundancy, flood mitigation, disaster recovery, and hazard mitigation benefits consistent with SAHM eligibility requirements.
- Ongoing coordination with FDEP staff to address comments, requests for information, and administrative requirements throughout project development.

Consultant will provide administrative support necessary to maintain compliance with FDEP SRF requirements and the Supplemental Appropriation for Hurricanes Helene and Milton. Particular emphasis will be placed on meeting the accelerated funding schedules associated with SAHM funding, recognizing that extensions are generally unavailable and that planning, design, and construction approvals must occur within the timelines established by FDEP to preserve funding eligibility.

Task 9 Deliverables:

- Advance Payment Package
- Federal Funding Compliance Reporting Package
- Resiliency Eligibility Documentation Package
- Principal Forgiveness Eligibility Documentation
- Procurement Compliance Submittals
- Reimbursement Request Packages
- Schedule of Values (SOV)
- Invoice and Payment Tracking Log
- FDEP Coordination Memoranda

Task 10: Regulatory Support



The Consultant shall will provide technical, regulatory, and administrative support to facilitate compliance with applicable federal requirements and assist the City in obtaining approval and any required Environmental Protection Agency (EPA) Class Deviation Memorandum associated with the Drinking Water State Revolving Fund (DWSRF) project. This class deviation is required by EPA in order allow the City's dam project to be eligible for DWSRF funding.

The Consultant will review facility plan recommendations, project components, and funding requirements to support project eligibility and implementation. Woodard & Curran will develop the technical justification and supporting documentation required by EPA and FDEP. Services will include, but not limited to:

- Project Scope, proposed improvements, and federal funding requirements to identify potential class deviation needs.
- Coordinate with City staff, FDEP SRF program personnel, and EPA representatives regarding class deviation requirements and approval procedures.
- Prepare technical and regulatory analyses supporting class deviation requests, as required by EPA and FDEP.
- Develop supporting documentation, narratives, cost analyses, and project justification materials required by EPA and FDEP for agency review.
- Agency coordination meetings and respond to request for additional information.
- Track review status and assist with resolution of agency comments.
- Maintain project compliance records and document final approval determinations for inclusion in the SRF project profile.

Task 10 Deliverables:

- EPA Class Deviation Eligibility Assessment Memorandum Regulatory Compliance Matrix and Funding Eligibility Evaluation
- Final Class Deviation Request Package, as required
- Final Approval Determination Documentation

Task 11: Project Management

This task consists of activities necessary to inform the City of the project's needs; coordinate information and meetings; coordinate with other project stakeholders; reach timely decisions to meet the project schedule; prepare reports to the City on the progress of the project and status of schedule and budget; and prepare and submit monthly invoices to the City.

The objective of Task 11 is to support general project administration, project management, participation in project calls and meetings, and management of expenses. It includes:

- Leadership of the project kickoff meeting and preparation of kickoff meeting notes;
- Development and submission of a project schedule; Leadership of the project tasks and their deliverables;
- Preparation and submission to the City of weekly progress reports, identifying project progress to date, and schedule and financial updates;
- Preparation and submission to the City of monthly invoices; and
- Facilitation of and attendance at weekly coordination meetings with the City.



Task 11 Deliverables:

- Meeting agenda and notes
- Project schedule
- Progress update reports
- Monthly invoices

SCHEDULE

This scope of work is estimated to be completed over a period of nine (9) months, to commence upon receipt of notice-to-proceed from the City. Woodard & Curran will deliver a draft facility plan within three (3) months and a final within nine (9) months. 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 \$187,500. This project is eligible to be funded through the SAHM appropriation 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	BUDGET
Task 1: Gather Existing Data and Information	\$8,000
Task 2: Evaluate Project Alternatives	\$25,000
Task 3: Draft Facilities Plan Report	\$40,000
Task 4: Document SAHM Eligibility	\$20,000
Task 5: Conduct Environmental Review	\$15,000
Task 6: Develop Business Plan	\$15,000
Task 7: Public Participation Support	\$7,000
Task 8: Finalize and Submit Facilities Plan	\$20,000
Task 9: Funding Compliance and Supplemental Appropriation Administration Support	\$15,000
Task 10: Regulatory Support	\$7,000
Task 11: Project Management	\$15,500
TOTAL	\$187,500



TERMS AND CONDITIONS

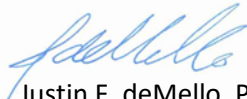
The Scope of Services will be completed in accordance with the terms of the Consultant/Professional Services Agreement between Woodard & Curran, Inc. and the City of LaBelle dated October 10, 2024.

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
Vice President

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



8/4/2026

Signature

Date

Justin F. deMello, PE

Name (printed)

Vice President

Title

Signature

Date

Name (printed)

Title