

Via Electronic Mail and US Mail

12/2/2024



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

RE: Task Order for APRA Water/Wastewater Miscellaneous Technical Support
City of LaBelle, Florida

Dear Mayor Wilkins:

Woodard & Curran, Inc. (W&C) appreciates the opportunity to provide technical assistance identifying and providing construction administration services for critical American Rescue Plan Act (APRA) related water and wastewater infrastructure upgrades as part of the City of Labelle.

BACKGROUND

The City of Labelle desires to spend a portion of their American Rescue Plan Act (APRA) funding to secure a utility contractor to provide critical improvements to their drinking water distribution and wastewater collection system. The City is seeking technical assistance to evaluate existing water distribution system and wastewater collection system infrastructure, summarize recommendations, prioritize rehabilitation, and ensure the contractor secures materials and completes the recommended work as requested.

SCOPE OF SERVICES

Task 1: Evaluate Existing Infrastructure

Woodard and Curran will work with City Leadership, Operations Staff and Engineering Teams to:

- Evaluate the City's Wastewater Lift Stations for improvements. Areas of focus will be:
 - Pumps
 - Wetwells
 - Electrical systems
 - Security
 - Bypass Pumping
 - Safety
- Identify critical damaged, defective or broken fire hydrants
- Identify critical damaged, defective or broken water system gate valves
- Identify undersized, damaged or obstructed distribution or collection system pipes



Woodard & Curran will summarize findings in a technical memorandum and provide prioritized list of recommended projects with estimated costs to repair or replace each item.

Task 2: Construction Administration

The purpose of this task is to provide the City with technical assistance to support the construction activities. This task includes the following:

- Provide prioritized improvement list to City selected contractor
- Work with contractor to define schedule to complete recommended projects
- Monitor the construction progress.
- Coordinate schedules with City leadership and operations staff to complete work
- Conduct project meetings between City and Contractor organized by W&C.
- Provide technical construction administration of all activities on the project including reviewing product cut sheets and shop drawings
- Make specialty engineering visits to the site at intervals appropriate to the various stages of construction to ensure defined improvements are being completed as requested by the City.
- Review and make recommendation on contractor's Payment Applications in accordance with the funding invoice format, including copies of project deliverables as appropriate. Forward to Funding Administrator for processing to Funding.
- Prepare Proposed Change Orders requests, review Change Orders, and Work Change Directives as required and recommend Change Orders and Work Change Directives to the City, as appropriate
- Following notice from Contractor that Contractor considers the entire Work ready for its intended use, in company with the City and Contractor, conduct a Punch List inspection to determine if the Work is Substantially Complete. If after considering any objections of the City, W&C considers the work Substantially Complete, W&C shall deliver a certificate of Substantial Completion to the City and Contractor for execution.
- Provide Fiscal Solutions support of tracking pay requests and other APRA spending requirements.

SCHEDULE

Woodard & Curran anticipates completing Task 1 within 30 days from authorization to proceed. Task 2 will coincide with the schedule provided by the selected contractor for the improvements authorized in Task 1. Woodard & Curran's Task 2 will extend one (1) month beyond the contractor's final payment request.



BUDGET

Woodard & Curran will complete the scope of services on a lump sum basis not to exceed \$150,000. The fee will not be exceeded without prior written authorization. Monthly invoices will be submitted to the City.

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

Description of Work	Budget
Task 1: Evaluate Existing Infrastructure	\$25,000
Task 2: Construction Administration	\$125,000
Total Fee	\$150,000

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 City of LaBelle, dated October 10, 2024.

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
Senior Client Manager

KB/la

Enclosure(s)

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



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

AUTHORIZATION TO PROCEED

WOODARD & CURRAN, INC.

CITY OF LABELLE


12/02/2024

Signature Date

Signature Date

Justin deMello, PE

Name (printed)

Name (printed)

Name (printed)

Vice President

Title

Title

Title