

Via Electronic Mail

December 2, 2024



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

Re: Standard Details and Specifications Update
Professional Engineering Services
City of Labelle

Dear Mayor Wilkins:

Woodard & Curran, Inc. (W&C) appreciates the opportunity to provide this proposal for professional engineering services to develop an updated set of standard details and specifications for the City of Labelle.

BACKGROUND

The City of Labelle desires to update their utility standard details and specifications for drinking water, wastewater, and stormwater, to be used by the City and private developers when designing and permitting capital projects and private developments, respectively. The updated standard details and specifications will provide consistent policy and guidance to City staff, consultants, and contractors to ensure a minimum standard is met for construction in the City.

SCOPE OF SERVICES

Task 1: Review Existing Standard Details and Specifications

Woodard and Curran will review the following existing documentation provided by the City:

- City of Labelle Land Development Code (LDC)
- Example Development Agreement
- Hendry County Standard Details and Specifications

Task 2: Updated Standard Details and Specifications

Woodard and Curran will develop a draft and final set of standard details and specifications. The draft documents will be provided to the City for review and comment. The updated documents will include the following:

- Standard Details
- Standard Specifications
- Stormwater Standards
- Development Agreement Template

The updated documents will be developed using current applicable details and standards within the State of Florida starting with the Hendry County Standard Details and Specifications



referenced above. Appropriate references will be made to the Florida Department of Transportation (FDOT), Florida Department of Environmental Protection (FDEP), and the South Florida Water Management District (SFWMD).

SCHEDULE

Woodard & Curran anticipates completing the proposed scope of work within four (4) months from authorization of this task order to proceed. The expected schedule includes a kickoff meeting with the City, a 60%, and 90% review by City Staff, and development of a final submittal for City use. Woodard & Curran will support City Staff during Council approval of the LDC update.

BUDGET

Woodard & Curran will complete the scope of services on a lump sum basis not to exceed \$25,000. The fee will not be exceeded without prior written authorization. Monthly invoices will be submitted to the City.

TERMS AND CONDITIONS

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

ASSUMPTIONS AND UNDERSTANDINGS

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

- Updated Standard Details and Specifications will be developed using current applicable details and standards within the State of Florida.
- Final deliverables will be provided in electronic format (i.e., PDFs, word documents, and CAD files). The City will be responsible for the production of hard copies.
- Kickoff, 60%, and 90% review meetings will be virtual. Woodard & Curran will Prepare for and Attend up to two (2) City Council meetings as requested by the City.



CLOSING

We greatly appreciate this opportunity to offer our professional engineering services to the City of Labelle. 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 the undersigned 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

cc: Paul Jacques, P.E., Woodard & Curran

PN: 0234532.13

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

12/02/24

Signature

Date

Signature

Date

Justin deMello

Name (printed)

Senior Vice President

Title

Name (printed)

Title