

February 7, 2023

Alicia Tretheway
Procurement Coordinator/ADA Coordinator
Levy County Board of County Commission
310 School Street
P.O. Box 310
Bronson, Florida 32621

SUBJECT: Town of Inglis, FY 2022-2023 Community Planning Technical Assistance Grant

Dear Alicia,

Wright-Pierce is pleased to have the opportunity to submit this task order proposal for the services outlined in the Community Planning Technical Assistance grant to develop a Community Action Plan for the restoration of flows to the Lower Withlacoochee River. We understand this grant was originally awarded to the Town of Inglis and they did not have the capacity to perform these services within the timeframe outlined in the grant. Subsequently, the Florida Department of Economic Opportunity (DEO) is allowing Levy County to take over administration of this grant and contract for the necessary professional services.

PROJECT UNDERSTANDING

The Lower Withlacoochee River has been negatively affected by the creation of the Cross-Florida Barge Canal from its flow diversions away from the Withlacoochee River and the resulting negative hydrogeomorphic, aquatic, and water quality changes to the waterway. Many studies have been conducted by multiple agencies, but little has been done regarding restoration. This grant is intended to fund the review of these previous studies and other documents and create planning tools and a path forward for the restoration of flows and other benefits.

Wright-Pierce, in conjunction with our subconsultant, Wetland Solutions, Inc. (WSI), has reviewed the grant document and have based this Scope of Services on its stated objectives. However, the original grant schedule cannot be met (the first DEO deliverable milestone was January 31, 2023). Both the County and Withlacoochee Aquatic Restoration, Inc. (WAR) have been in contact with DEO and have found that the deadline for this project can be extended to August 15, 2023. They have also determined that only one public hearing will be required. Therefore, and a new schedule is proposed herein that aligns with this information.

The team of Wright-Pierce and WSI is uniquely qualified to perform this work. Wright-Pierce, with a staff of more than 300 engineers and support professionals, is an award-winning, multi-discipline engineering firm that has been providing civil engineering, stormwater, water, and wastewater infrastructure services for over

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75 years. WSI performed much of the recent Lower Withlacoochee River water quality monitoring and developed its restoration plan.

Based on a review of the DEO grant document and our understanding of this segment of the Withlacoochee River, our Scope of Services is as follows:

SCOPE OF SERVICES

Task A: Engineering Review of Existing Information

Wright-Pierce/WSI will perform an engineering review of the existing study information on the dams, locks, and spillways that control flow from Lake Rousseau to the Cross-Florida Barge Canal on the Lower Withlacoochee River. We will also review and summarize alternatives to increase flow to the Lower Withlacoochee River. We will contact the Southwest Florida Water Management District (SWFWMD), the Florida Department of Environmental Protection (FDEP), and the US Army Corps of Engineers (USACE) to request relevant data, reports, and studies. Site visits will be conducted to observe and photograph the Lower Withlacoochee River, its locks, dams, and spillways.

Task A Deliverables

We will provide a draft and final technical memorandum in PDF format that includes:

- A list of relevant information obtained and reviewed with a synopsis of content, conclusions, and/or their recommendations.
- Links to electronic copies of relevant information obtained and stored on our FTP site.
- Photographs of the project site.
- A summary of previously recommended alternatives to increase flow to the Lower Withlacoochee River.

Task B: Draft Community Action Plan

Wright-Pierce/WSI will evaluate the previously recommended alternatives to increase flow to the Lower Withlacoochee River. This evaluation will include an assessment of viability for each alternative based on our knowledge of the river system, the information presented in the various record documents, and our engineering judgement. A draft implementation action plan will then be prepared. Actions may include recommendations for further study, additional engineering and design, and/or construction activities. Each action will include a timeline and conceptual cost. The draft Community Action Plan will be submitted to the Town of Inglis, Levy County, and DEO for review. This will be followed by a virtual review meeting to discuss any questions or comments.

Task B Deliverables

We will provide the following deliverables under this Task:

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- A PDF of the draft Community Action Plan to the Town of Inglis, Levy County, and DEO for review and comment.
- Meeting minutes from the virtual review meeting.

Task C: Public Workshop

Wright-Pierce/WSI will conduct a public workshop to facilitate discussion about alternatives to restore flow. We expect the meeting to be held in the Levy County Government Center. The public will be invited as well as key stakeholders such as the Town of Inglis, Levy County, SWFWMD, FDEP, USACE, DEO, WAR, the Federal Emergency Management Agency, and state and county legislators. The County is expected to provide notice to the public for this meeting and Wright-Pierce/WSI will notify the other stakeholders. The format of the workshop will be an open house format with a presentation of the draft Community Action Plan by Wright-Pierce/WSI, followed by a question-and-answer period. We will prepare display boards and handouts depicting images of the river and its control structures, and highlights of the draft plan.

Task C Deliverables

We will provide the following deliverables under this Task:

- PDFs of the display boards and handouts for review by Town of Inglis, Levy County, and DEO.
- Mounted display boards and handouts.
- One public workshop.
- A summary of comments received during the public workshop.

Task D: Final Community Action Plan

Wright-Pierce/WSI will update the draft Community Action Plan based on review comments on the draft Community Action Plan and input obtained during the public workshop. The final plan will be submitted to the Town of Inglis, Levy County, and DEO for review and comment. This will be followed by a virtual review meeting to discuss any questions or comments. Applicable and relevant comments will be incorporated into a final document.

Task D Deliverables

We will provide the following deliverables under this Task:

- A PDF of the updated Draft Community Action Plan to the Town of Inglis, Levy County, and DEO for review and approval.
- A PDF of the Final Community Action Plan to the Town of Inglis, Levy County, and DEO.

CLARIFICATIONS

1. This Scope of Services does not include the preparation of new studies, calculations, or designs.

CLIENT RESPONSIBILITIES

We request the following from the client:

1. At the start of our Task A work, copies of any pertinent documents related to this project such as reports, studies, monitoring data, plans, calculations, surveys, important agency communication, etc.
2. Client will provide review comments of work products within two weeks of being provided with said work products.
3. Meeting space at a County facility for the public workshop.

PROPOSED SCHEDULE

The following schedule is based on receiving Levy County approval at the February 21, 2023 Board of County Commission meeting:

Scope Item	Schedule
Task A – Engineering Review of Existing Information	May 19, 2023
Task B – Draft Community Action Plan	June 30, 2023
Task C – Public Workshops	July 14, 2023
Task D – Final Community Action Plan	August 15, 2023

Per the grant requirements, all invoicing for this project must be submitted to DEO by August 30, 2023 for them to process the County reimbursements.

PROPOSED LUMP SUM FEES

Scope Item	Fee
Task A – Engineering Review of Existing Information	\$30,000
Task B – Draft Community Action Plan	\$20,000
Task C – Public Workshops	\$5,000
Task D – Final Community Action Plan	\$20,000
Total Fee	\$75,000

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The tasks present above will be performed under the Terms and Conditions of our General Services Contract. Fees will be invoiced monthly in accordance with our General Services Contract based on our estimate of completion for each task. The maximum total compensation for the Project shall not exceed the total compensation for the scope items above without written authorization from Levy County. If it becomes apparent to Wright-Pierce at any time that changes in Scope or other issues impact total compensation, we will so notify Levy County in writing of the specific changes contemplated, the resulting adjustment in price and any required adjustment in time and will obtain written authorization from Levy County prior to any additional work being completed.

If this proposal is acceptable, please provide an authorized signature below and return a copy for our files. We appreciate this opportunity to be of service to you and look forward to this opportunity to work with you on this project. Should you have any questions or wish to discuss this proposal further, please do not hesitate to contact me at 407-794-1734.

Sincerely,

WRIGHT-PIERCE



Walter A. Nickel, PE

Senior Project Manager

walter.nickel@wright-pierce.com

Levy County

By: _____

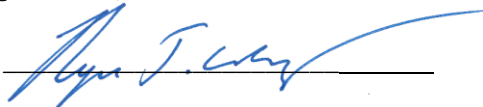
Name: _____

Title: _____

Date: _____

Email: _____

Wright-Pierce, Inc.

By:  _____

Name: Ryan Wingard, PE

Title: Vice President

Date: February 7, 2023

Email: ryan.wingard@wright-pierce.com