

Via Electronic Mail

September 8, 2025



Sara S. Samario, Town Administrator
Town of Micanopy, Florida
706 NE Chokolka Blvd, PO Box 137
Micanopy, FL 32667

Re: Proposal for Design of Drinking Water System Improvements

Dear Ms. Samario,

Woodard & Curran (W&C) appreciates the opportunity to provide this proposal for professional Design Engineering Services pertaining to water treatment facilities and distribution system improvements to the Drinking Water System for the Town of Micanopy (Town). This project and the proposed scope encompass the recommendations included in the Town of Micanopy Drinking Water Facilities Plan that was prepared for the Town by W&C in 2024 to meet the current and future needs of the Town's potable water system.

The Micanopy Drinking Water Facilities Plan was developed to evaluate utility needs related to drinking water production, treatment, storage, operation, and distribution to include improved resiliency, flood protection, health and safety, reliability, O&M efficiency and 20-year growth estimates. This proposal is for the design of water treatment and distribution system improvements described in the Micanopy Drinking Water Facilities Plan which include:

1. Install greensand filtration and granular activated carbon (GAC) filtration to the Town's water treatment facilities to improve water quality, and
2. Upsize 2-inch and 4-inch diameter water mains to increase fire flow throughout the Town's water system.

The Scope of Services will be completed in accordance with the terms of the Master Professional Services Agreement between Woodard & Curran, Inc. and Town of Micanopy dated May 17, 2023. The terms and conditions of the Agreement are incorporated herein by this reference and the Scope of Work, Compensation, and Schedule, are defined in this Task Order.

Based on the assessment conducted in the Micanopy Drinking Water Facilities Plan, Design Engineering Services provided by W&C under this proposal will address the following specific drinking water system improvements:



1. W&C will design a greensand filtration system and design a granular activated carbon filtration system for the Town's WTF. The design will include design of a backwash percolation area to discharge filtrate into the environment.
2. W&C will design new larger diameter PVC water mains at strategic locations within the Town's water distribution system to enhance the available fire flow.

W&C will provide the following Engineering Design Services to the Town to address the Drinking Water System Improvements described above:

TASK 1 – WATER TREATMENT FACILITY IMPROVEMENTS

Water Treatment Facilities Improvements including design of greensand filtration and granular activated carbon (GAC) filtration facilities including an off-site backwash percolation system. Design Engineering Services for this task generally include:

- Kickoff meeting w/ Town staff.
- Geotechnical evaluation at Water Treatment Facility (WTF) and backwash percolation site located at the Town's baseball park.
- Boundary survey of WTF and backwash percolation site.
- Design new treatment facilities – 50%, 100% drawings, specifications,
- Apply for / seek permits from Florida Department of Environmental Protection (FDEP).
- Apply for / seek Town site plan approval for treatment facilities and backwash percolation system site.
- Prepare bid documents including table of contents, invitation to bidders instructions to bidders, general conditions, supplementary conditions, bonding requirements, insurance requirements, specifications and drawings.

SCOPE OF WORK

Preliminary Investigative Work: This work consists of data gathering including review of the hydraulic modeling discussed in the Town of Micanopy Water Master Plan (July 2022) by the Florida Rural Water Association and Saltus Engineering. This work also includes subcontracted site investigation work including boundary and topographic surveys, subsurface utility location work, environmental assessments and geotechnical studies.

Preliminary Design: This sub-task consists of preliminary design development which will include the preparation of a 50% design set of plans and a draft of a Design Basis Report which will be submitted as part of the FDEP permitting process.



A Design Basis Report (DBR) memorandum will be prepared to document and describe the design development of the drinking water system improvements. The DBR will be organized to comply with the requirements of Florida Administrative Code and submitted to FDEP as part of the permitting process. A preliminary Engineer's Estimate of Probable Construction Cost (EOPCC) will be included in the DBR.

The preliminary design will include the following elements:

- Civil,
- Structural,
- Mechanical,
- Electrical / Instrument & Control,

Final Design: This sub-task consists of 100% design set of plans and specifications. The 100% design plans and specifications will be reviewed with the Town.

The final design will include the following elements:

- Civil,
- Structural,
- Mechanical,
- Electrical / Instrument & Control,
- Specifications

W&C will develop a complete set of Specifications that will be prepared to define the work, equipment, and materials to be performed and provided by the contractor. Final 100% drawings and specifications will be stamped and signed by certified Florida professionals.

Permitting: W&C will finalize and submit permit applications required by state and federal requirements. Permits under the scope of work to be prepared by W&C are expected to include the following:

- FDEP Application for a Specific Permit to Construct PWS Components which includes submittal of the Design Basis Report.
- Town of Micanopy Site Plan

W&C anticipates one (1) round of responses by W&C to address a Request for Additional Information (RAI) letter from FDEP pertaining to questions or comments regarding the permit applications, including one more revision to the DBR, if required. In addition, W&C anticipates one (1) round of responses by W&C to the Town's questions or comments regarding its Site Plan application.

Permitting / application fees will be paid for directly by the Town to the permitting authority.



Bid Documents: W&C will furnish complete bid documents to the Town in printed and electronic format. W&C's standard bidding and contractual (front-end) specifications are based on the integrated Engineers Joint Contract Documents Committee (EJCDC) construction series documents, Florida bidding laws and regulations, and FDEP funding requirements. The bid documents will include the following:

- Table of Contents
- Invitation to Bid
- Instructions to Bidders
- General Conditions of the Contract
- Supplemental Conditions of the Contract
- Bid Form
- Technical Specifications
- Supplementary Technical Reports
- Drawings

Quality Assurance (QA)/Quality Control (QC): W&C will conduct regular internal technical reviews of calculations, drawings, and reports prior to submitting the information to the Town.

Project Management: This task occurs concurrently with all the steps outlined above and consists of all those tasks necessary to inform the Town of the project's needs; monitor and control the design process; coordinate information and meetings; coordinate with subcontractors and in-house design staff; reach timely decisions to meet the project schedule; prepare reports to the Client on the progress of the project and status of schedule and budget; and provide technical oversight of project activities.

Meetings: W&C will attend and facilitate the following meetings as part of Task 1:

- One (1) kickoff meeting at the beginning of the project with Town staff to confirm W&C's understanding of the Town's goals for the project and to review the written scope of work, project deliverables, project schedule, and project budget; and
- One (1) design review meeting to review the 50% Design drawings with Town staff.
- One (1) design review meeting to review the 100% Design drawings with Town staff.



SCHEDULE

The design of this project will commence upon receipt of the Task Order executed by the Town and is estimated to be completed in a period of 10 months.

DELIVERABLES

Deliverables for this project consist of the following which will be provided electronically unless otherwise noted:

1. Technical Basis of Design Report / memorandum.
2. Permitting applications and issued permits.
3. Preliminary investigative work reports and drawings including subsurface utility engineering and location, geotechnical investigation, boundary and topographic surveys as required to complete the design scope of work.
4. 50% Drawings and preliminary cost estimate.
5. Final 100% stamped and signed Design Construction Drawings, Specifications, Bid Documents including the Invitation, Instruction to Bidders, General Conditions, Supplemental Conditions, and Bid Form, and a final construction cost estimate.

TASK 2 – WATER DISTRIBUTION SYSTEM IMPROVEMENTS

Water Distribution System Improvements including design of PVC water mains and appurtenances within the Town's water service area to provide increased fire flow within the Town. Design Engineering Services for this task generally include:

- Kickoff meeting w/ Town staff.
- Site specific survey of locations of existing and proposed water mains and right of ways, easements, property lines, and subsurface and above grade structures within the scope of the project.
- Design new water distribution facilities – 50%, 100% drawings, specifications,
- Apply for / seek permits from Florida Department of Environmental Protection (FDEP).
- Prepare bid documents including table of contents, invitation to bidders, instructions to bidders, general conditions, supplementary conditions, bonding requirements, insurance requirements, specifications and drawings.



SCOPE OF WORK

Preliminary Investigative Work: This work consists of data gathering including review of the hydraulic modeling discussed in the Town of Micanopy Water Master Plan (July 2022) by the Florida Rural Water Association and Saltus Engineering. This work also includes subcontracted site investigation work including boundary and topographic surveys, subsurface utility location work, environmental assessments and geotechnical studies.

Preliminary Design: This sub-task consists of preliminary design development which will include the preparation of a 50% design set of plans and a draft of a Design Basis Report which will be submitted as part of the FDEP permitting process.

Final Design: This sub-task consists of 100% design set of plans and specifications. The 100% design plans and specifications will be reviewed with the Town.

The final design will include the following elements:

- Civil / utility drawings
- Specifications

W&C will develop a complete set of Specifications that will be prepared to define the work, equipment, and materials to be performed and provided by the contractor.

Final 100% drawings and specifications will be stamped and signed by certified Florida professionals.

Permitting: W&C will finalize and submit permit applications required by state and federal requirements. Permits under the scope of work to be prepared by W&C are expected to include the following:

- FDEP Application for a Notice of Intent to Use the General Permit for Construction of Water Main Extensions for PWSs.

W&C anticipates one (1) round of responses by W&C to address a Request for Additional Information (RAI) letter from FDEP pertaining to questions or comments regarding the permit application.

Permitting / application fees will be paid for directly by the Town to the permitting authority.

Bid Documents: W&C will furnish complete bid documents to the Town in printed and electronic format. W&C's standard bidding and contractual (front-end) specifications are based on the integrated Engineers Joint Contract Documents Committee (EJCDC) construction series documents, Florida bidding laws and regulations, and FDEP funding requirements. The bid documents will include the following:



- Table of Contents
- Invitation to Bid
- Instructions to Bidders
- General Conditions of the Contract
- Supplemental Conditions of the Contract
- Bid Form
- Technical Specifications
- Supplementary Technical Reports
- Drawings

Quality Assurance (QA)/Quality Control (QC): W&C will conduct regular internal technical reviews of calculations, drawings, and reports prior to submitting the information to the Town.

Project Management: This task occurs concurrently with all the steps outlined above and consists of all those tasks necessary to inform the Town of the project's needs; monitor and control the design process; coordinate information and meetings; coordinate with subcontractors and in-house design staff; reach timely decisions to meet the project schedule; prepare reports to the Client on the progress of the project and status of schedule and budget; and provide technical oversight of project activities.

Meetings: W&C will attend and facilitate the following meetings as part of Task 2:

- One (1) kickoff meeting at the beginning of the project with Town staff to confirm W&C's understanding of the Town's goals for the project and to review the written scope of work, project deliverables, project schedule, and project budget; and
- One (1) design review meeting to review the 50% Design drawings with Town staff.
- One (1) design review meeting to review the 100% Design drawings with Town staff.

SCHEDULE

The design of this project will commence upon receipt of the Task Order executed by the Town and is estimated to be completed in a period of 10 months.



DELIVERABLES

Deliverables for this project consist of the following which will be provided electronically unless otherwise noted:

1. Permitting applications and issued permits.
2. Preliminary investigative work reports and drawings including subsurface utility engineering and location, geotechnical investigation, boundary and topographic surveys as required to complete the design scope of work.
3. 50% Drawings and preliminary cost estimate.
4. Final 100% stamped and signed Design Construction Drawings, Specifications, Bid Documents including the Invitation, Instruction to Bidders, General Conditions, Supplemental Conditions, and Bid Form, and a final construction cost estimate.

COMPENSATION

The not-to-exceed budget for this scope of services is **\$742,600** in accordance with the following table. Compensation for the Scope of Services described herein shall not be exceeded without prior written authorization. The project will be invoiced monthly on percent complete basis.

Description of Work	Budget	Billing Method
Task 1: Water Treatment Facility Improvements	\$262,300	Lump Sum
Task 2: Water Distribution System Improvements	\$480,300	Lump Sum
Total Fee	\$742,600	

TERMS AND CONDITIONS

The Scope of Services will be completed in accordance with the terms of the Master Professional Services Agreement between Woodard & Curran, Inc. and Town of Micanopy dated May 17, 2023.

ASSUMPTIONS AND UNDERSTANDING

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



1. The scope of this project is limited to the Town of Micanopy water treatment and distribution system improvements identified as selected alternatives in the Micanopy Drinking Water Facilities Plan (2024).
2. The proposal does not include engineering services during bidding and construction. A proposal for engineering services during bidding and construction will be provided to the Town under a separate proposal prior to the bidding and construction phases of the project.
3. A hazardous materials survey is not included in this proposal.
4. The Town will provide access to all existing infrastructure being modified during this design effort.
5. The Town will provide the most recent record plans and distribution system maps (as available).
6. W&C anticipates that utility construction permits will be needed by the Florida Department of Environmental Protection. W&C proposes to prepare and submit applications for necessary permits. Permit application fees shall be paid directly by the Town.
7. W&C anticipates that Florida Department of Transportation (FDOT) and/or Alachua County Public Works utility right of way use permits are not necessary for Task 1. W&C anticipates FDOT and ACPW right of way use permits are required for Task 2. W&C proposes to prepare and submit applications for necessary permits. Permit application fees shall be paid directly by the Town.
8. Local building permits required for construction of the proposed facilities will be applied for and obtained by the contractor awarded the construction contract.

CLOSING

We greatly appreciate this opportunity to offer our engineering 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 352-258-6373 or mike.new@woodardcurran.com if you have any questions regarding this proposal or require any further information.

Sincerely,

A handwritten signature in blue ink, appearing to read "Mike New".

Mike New, PE
Senior Client Manager

c: Scott Shannon, PE, Business Development Leader
Paul Jacques, PE, Regional Leader - Water

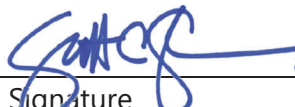


IN WITNESS WHEREOF, the parties hereto have executed this Agreement by their duly authorized agents as of the date indicated below.

AUTHORIZATION BY:

WOODARD & CURRAN, INC.

TOWN OF MICANOPY

 8 September 2025
Signature Date

Scott C. Shannon
Name (printed)

Senior Vice President
Title

Signature Date

Name (printed)

Title