



Individual Project Order
Environmental Management Plan Monitoring for City's Water Use Permit for Water Year 2024

Describing a specific agreement between Kimley-Horn and Associates, Inc. ("Kimley-Horn"), and the City of Haines City ("City") in accordance with the terms of the Master Agreement for Continuing Professional Services dated March 4, 2021 which is incorporated herein by reference.

Identification of Project:

Project: Environmental Management Plan Monitoring for City's Water Use Permit for Water Year 2024

Client: City of Haines City

Project Manager: Ronnie Van Fleet, PWS

Project Understanding:

Kimley-Horn provides the following scope of services for monitoring and reporting to satisfy the Special Conditions of Water Use Permit (WUP) Number 20008522.009, issued October 2011. Kimley-Horn will provide professional services required to comply with the approved Environmental Management Plan (EMP) based on previous water year's monitoring efforts. In addition, Kimley-Horn will provide other additional services, including water use and other environmental permitting assistance, as requested by the City Utilities Department.

The detailed scope of services for this assignment by Kimley-Horn are described below.

Specific Scope of Basic Services:

Task 1 - EMP Hydrologic Monitoring and Datalogger Calibration/Replacement

Kimley-Horn will assist City staff with monthly EMP monitoring of surficial aquifer and wetland water levels through September 2024 and will calibrate dataloggers semi-annually to comply with the quality assurance procedures established for the monitoring program. Kimley-Horn will conduct manual water level monitoring and datalogger downloads for the approved WUP and any subsequent permit modifications. Kimley-Horn will also provide updated graphics and summary spreadsheets to the Southwest Florida Water Management District (District) per WUP requirements through September 2024.

Task 2 - Ecological Monitoring and Reporting

Kimley-Horn will conduct annual *Wetland Assessment Procedure* (WAP) monitoring in May/June 2024. The monitoring will follow the District's 2005 WAP monitoring protocol and will satisfy Special Condition #15 of the WUP and the most recently approved EMP. A final annual report will be produced by August 30, 2024. The report will include an updated permit renewal summary and results of rainfall, groundwater pumpage, water level, soils, and vegetation data collected through the period-of-record. The report will include an analysis of trends in soils, hydrology, and vegetation resulting from meteorological conditions and groundwater withdrawal and will describe the City's management of the wellfield to avoid and minimize any hydrologic and environmental impacts.

Task 3 - Water Use Annual Reporting and Other Water Use Permitting Services

Kimley-Horn will provide additional services related to the Water Use Annual Report specified in Special Condition #14 of the current WUP, any equipment installation and repair, and any revisions to the current WUP requested by the District. Kimley-Horn will assist City staff, as directed, with evaluation of per capita use rate data and calculations, residential and non-residential water use, water conservation measures and updates, water audit if loss is greater than 10%, alternative and reclaimed water supplies summary, and updated service area maps, if necessary. Work under this task will be completed on an hourly-fee basis plus expense per the approved rate schedule on the Master Agreement for Continuing Professional Services dated March 4, 2021, and will only commence after receipt of written approval by the City's Project Manager.

Kimley»»Horn

Additional Services:

Any services not specifically provided for in the above scope of services will be considered additional services and will be performed at Kimley-Horn's then current hourly rates.

Schedule:

Kimley-Horn will provide the services described in the scope of services in an expeditious manner based upon a mutually agreed upon schedule.

Fee and Billing:

Kimley-Horn will perform the services described in **Task 1** and **Task 2** of the scope of services for the lump sum fees listed below for each task. Expenses are included in Task 1 and Task 2 lump sum fees.

Kimley-Horn will perform the services described in **Task 3** of the scope of services for an hourly Not to Exceed (NTE) fee. Based on current information, Kimley-Horn estimates that NTE fees will be approximately \$7,530. Kimley-Horn will not exceed the total maximum NTE fee shown without authorization from the Client. Fee estimates in this Agreement are for general budgeting purposes only. Actual fees may be less or more than the estimates. Labor fee will be billed according to the rate schedule in the Master Agreement for Continuing Professional Services dated March 4, 2021.

Task	Task Description	Fee Type	Total Cost
1	EMP Hydrologic Monitoring and Datalogger Calibration/Replacement	Lump Sum	\$33,474
2	Ecological Monitoring and Reporting	Lump Sum	\$14,830
TOTAL LUMP SUM FEES			\$48,304
3	Water Use Annual Reporting and Other Water Use Permitting Services	Hourly Plus Expense NTE (Estimate)	\$7,530

Fees and expenses will be invoiced monthly based, as applicable, upon the percentage of services performed or actual services performed, and expenses incurred as of the invoice date. Payment will be due within 30 days of your receipt of the invoice. If additional efforts become necessary during the performance of the assignment, the Kimley-Horn will immediately advise the City of any budget revisions.

ACCEPTED BY:

THE CITY OF HAINES CITY

KIMLEY-HORN AND ASSOCIATES, INC.



SIGNED: _____

SIGNED: _____

PRINTED NAME: _____

PRINTED NAME: Ronnie Van Fleet, PWS

TITLE: _____

TITLE: Senior Scientist

DATE: _____

DATE: November 11, 2023

SIGNED: _____

PRINTED NAME: James R. Pankonin, ALP

TITLE: Vice President

DATE: November 13, 2023