

**CONTRACT NO. 20250188**  
**AGREEMENT BETWEEN CHARLOTTE COUNTY**  
**and**  
**MEAD & HUNT, INC.**  
**for**  
**INSPECTION AND CONDITION ASSESSMENT FOR WASTEWATER SYSTEM**  
**PIPELINES, MANHOLES, AND FORCE MAINS**

**THIS AGREEMENT** (hereinafter the "Agreement") is made and entered into by and between CHARLOTTE COUNTY, a political subdivision of the State of Florida, 18500 Murdock Circle,

Port Charlotte, Florida 33948 (hereinafter the "County"), and MEAD & HUNT, INC., 1533 Hendry Street, Suite 301, Fort Myers, Florida 33901 (hereinafter the "Consultant").

**WITNESSETH**

**WHEREAS**, the County has determined that it is necessary to retain a Consultant to provide professional services for the inspection and condition assessment of wastewater system pipelines, manholes, and force mains (hereinafter the "Project"); and

**WHEREAS**, the Consultant has reviewed RFP No. 20250188, as modified by all issued addenda, required pursuant to this Agreement and is qualified, willing, and able to provide and perform all such services in accordance with its terms; and

**WHEREAS**, the County, through a selection process conducted in accordance with the requirements of law and County policy, has determined that it would be in the best interest of the County to award a contract to Consultant for the rendering of those services described in **RFP No. 20250188**, the Notice of Availability, and the Scope of Services incorporated herein;

**NOW, THEREFORE**, the County and the Consultant, in consideration of the mutual covenants contained herein, do agree to implement the design of the Project, as follows:

**ARTICLE 1.**  
**INCORPORATION OF DOCUMENTS**

1.1. **RFP No. 20250188**, issued by the County, as modified by all issued addenda, together with the Notice of Availability, the Proposal submitted by Consultant, and the Scope and Fees submitted by the Consultant dated **December 8, 2025**, are hereby specifically incorporated into and made a part of this Agreement as if same had been set forth at length herein. The Scope and Fees of Services containing the Project Services, Contract Schedule, Budget Detail, and Compensation Summary is attached hereto as **Exhibit A (the "Scope of Services")** and is specifically incorporated into and made a part of this Agreement.

1.2. In the event of any conflict between the documents constituting this Agreement, the documents shall be given precedence in the following order:

1. This Agreement, including Exhibit A attached hereto;
2. RFP No. 20250188, as modified by all issued addenda; and
3. The Proposal submitted by the Consultant.

## **ARTICLE 2.**

### **CONSULTANT'S SCOPE OF SERVICES**

2.1. Consultant agrees to perform all services and provide all materials for the Project as described in **Exhibit A – Scope of Services** attached hereto, which incorporates the County's RFP No. 20250188 requirements. The services include, but are not limited to, inspection and condition assessment of wastewater system pipelines, manholes, and force mains, together with associated data collection, evaluation, analysis, reporting, and related professional services, all as more particularly described in **Exhibit A**. Consultant shall furnish all labor, equipment, materials, and expertise necessary to perform the services and deliver the work products specified in **Exhibit A**.

2.2. Consultant agrees to provide its services and all materials for the Project described in Exhibit A for the compensation set forth in **Exhibit A – Scope of Services and Compensation Schedule**. Consultant shall make no claim for additional compensation or damages owing to suspensions, delays, or hindrances arising during performance of this Agreement, except that such suspensions, delays, or hindrances may be compensated solely by an extension of time as the County may determine. Any such extension shall not operate as a waiver of any other rights of the County.

2.3. In the event the County desires Consultant to perform any additional services related to the Project not specifically contained in Exhibit A, Scope of Services, the parties shall enter into a written amendment to this Agreement to provide for the provision of such additional services by Consultant as may be approved by the Board of County Commissioners and for payment by the County.

2.4. Consultant agrees to provide its services and materials in accordance with the timeframes for performance of the Project as set forth in **Exhibit A, Contract Schedule**.

## **ARTICLE 3.**

### **COMPENSATION AND PAYMENT FOR CONSULTANT 'S SERVICES**

3.1. County shall pay Consultant for the tasks and services described in **Exhibit A – Scope of Services and Compensation Schedule**, actually performed by Consultant and in accordance with this Agreement. The total payment to Consultant shall not exceed Five Hundred Thousand Dollars (\$500,000.00) for Consultant's services under this Agreement, performed in accordance with the Scope of Services and this Agreement.

3.2. Payment for services rendered by Consultant shall be made on a monthly basis on a percent-complete basis for each lump-sum task, in proportion to the

percentage completed of the tasks listed in the Scope of Services. The percentage of services completed shall be subject to review and approval by the County's designated representative.

3.3. Consultant shall submit all billings for payment of services rendered on a monthly basis to the County Purchasing Division for processing. Billings shall be detailed as to the nature of the tasks and services performed and shall reference the specific tasks listed in the Scope of Services that were actually performed. Billings shall include a summary of amounts previously billed and any credits for amounts previously paid.

3.4. Consultant acknowledges that each billing must be reviewed and approved by the County's designated representative. Should the County determine that a billing is not commensurate with services performed or work accomplished, Consultant shall adjust the billing accordingly. Consultant shall, however, be entitled to payment of any portion of a billing not in dispute.

3.5. County shall pay Consultant's approved monthly billings in accordance with Sections 218.70 through 218.80, Florida Statutes, the Local Government Prompt Payment Act.

#### **ARTICLE 4.** **CONSULTANT'S RESPONSIBILITIES**

4.1. Consultant shall perform or furnish consulting and related services to a level of technical skill, ability, and diligence customarily provided by an experienced professional in his or her field of expertise when rendering the same services, and in accordance with sound principles and practices generally acknowledged by professionals in his or her field of expertise, as represented to the County, both orally and in writing, to be possessed by Consultant, all in accordance with the standards contained elsewhere in this Agreement and in accordance with generally accepted standards of professional consulting practice and with the laws, statutes, ordinances, codes, rules and regulations governing Consultant's profession. The same standards of care shall be required of any subconsultant, or subcontractor engaged by Consultant.

4.2. Consultant shall, without additional compensation, correct and revise any errors, omissions, or other deficiencies in its work product, services, or materials arising from the negligent act, error or omission of Consultant or any subconsultant or subcontractor engaged by Consultant for a period of one (1) year after the completion of Consultant's services under this Agreement. The foregoing shall be construed as an independent duty to correct rather than a waiver of County's rights under any applicable statute of limitations. County review of, approval of, acceptance of, or payment for any of Consultant's work product, services, or materials shall not be construed to operate as a waiver of any of County's rights under this Agreement, or cause of action County may have arising out of the performance of this Agreement.

**ARTICLE 5.**  
**OWNERSHIP AND USE OF DOCUMENTS**

5.1. All documents, data, studies, surveys, analyses, sketches, tracings, specifications, plans, designs, design calculations, details, computations, drawings, maps, models, photographs, reports, and other materials resulting from Consultant's services under this Agreement shall become the property of the County and shall be delivered to the County without cost, restriction, or limitation as to use, regardless of format (paper or electronic). Any subsequent use of such materials by the County for purposes other than the Project shall be at the County's sole risk, and Consultant shall have no liability for such subsequent or other use.

5.2. Consultant agrees that any software, computer systems and databases used for providing the documents necessary to this Agreement shall be compatible with existing County software and systems, as reasonably identified and communicated by the County prior to commencement of services.

**ARTICLE 6.**  
**COUNTY'S RESPONSIBILITIES**

6.1. County shall perform the responsibilities contained in this Article 6 in a timely manner so as not to delay the services of Consultant.

6.2. County shall furnish to Consultant, upon request of Consultant and at County expense, all existing studies, reports and other available data pertinent to the services to be performed under this Agreement which are within the County's possession. However, Consultant shall be required to evaluate all materials furnished hereunder using reasonable professional judgment before relying on such materials, and the County makes no representation or warranty as to the accuracy or completeness of such materials.

6.3. County shall provide reasonable access and entry to all public property required by Consultant to perform the services described in this Agreement. All such access and entry shall be provided at County expense. County shall also use reasonable efforts to obtain permission for reasonable access and entry to any private property required by Consultant to perform the services described in this Agreement, but shall not be obligated to exercise eminent domain or initiate legal proceedings for such access unless expressly authorized by the Board of County Commissioners.

**ARTICLE 7.**  
**TERM / TERMINATION**

7.1. The term of this Agreement shall commence on the date it is signed by both parties and shall be completed in accordance with the Contract Schedule set forth in **Exhibit A – Scope of Services and Compensation Schedule**. Consultant's services shall be deemed complete when Consultant has provided all deliverables required under

**Exhibit A** and this Agreement, and the County has accepted such services and deliverables as satisfactory, unless otherwise terminated in accordance with this Article.

7.2. The Consultant shall be responsible for notifying the County promptly whenever a delay is anticipated or experienced, including a delay in approval by any governmental agency having jurisdiction over the Project. The County may allow the Consultant to extend the Project Schedule for valid, documented delays. The County shall be the sole determiner of the validity of the delays, provided that such determination shall not be unreasonable, arbitrary, or capricious.

7.3. The County shall have the right at any time upon thirty (30) calendar days' written notice to the Consultant to terminate the services of the Consultant and, in that event, the Consultant shall cease work and shall deliver to the County all documents (including reports, designs, specifications, and all other data) prepared or obtained by the Consultant in connection with its services. The County shall, upon receipt of the aforesaid documents, pay to the Consultant, and the Consultant shall accept as full payment for its services, fees for all tasks completed in accordance with the Scope of Services through the effective date of termination.

7.4. In the event that the Consultant has abandoned performance under this Agreement, then the County may terminate this Agreement upon three (3) calendar days' written notice to the Consultant indicating its intention to terminate. The written notice shall state the evidence indicating the Consultant's abandonment. Payment for services performed prior to the Consultant's abandonment shall be as stated in Article 3 above.

#### **ARTICLE 8. NO CONTINGENT FEES**

8.1. Consultant certifies that it has not employed or retained any company or person, other than a bona fide employee working solely for Consultant, to solicit or secure this Agreement and that it has not paid or agreed to pay any person, company, corporation, individual or firm, other than a bona fide employee working solely for Consultant, any fee, commission, percentage, gift, or other consideration contingent upon or resulting from the award or making of this Agreement. For the breach or violation of this provision, County shall have the right to terminate the Agreement without liability at its discretion, to deduct from the contract price, or otherwise recover, the full amount of such fee, commission, percentage, gift, or consideration, and Consultant shall be subject to all remedies available under applicable law.

#### **ARTICLE 9. NOTICES**

9.1. Any notice required or permitted to be sent hereunder shall be sent certified mail, return receipt requested, to the parties at the addresses listed below:

**Consultant:** Hunt & Mead, Inc.

**County:** Purchasing Division

Name: Kris Samples, PE  
National Water Market Leader, VP

Name: Kimberly A. Corbett  
Senior Division Manager

Address: 1533 Hendry Street, Suite 301  
Fort Myers, Florida 33901

Address: Charlotte County Purchasing  
18500 Murdock Circle, Suite 3  
Port Charlotte, Florida 33948

9.2. Consultant shall immediately notify County of any changes in address.

#### **ARTICLE 10. TRUTH-IN-NEGOTIATION CERTIFICATE**

10.1. In accordance with Section 287.055 Florida Statutes and Charlotte County Resolution 2003-059, signature of this Agreement by Consultant shall act as the execution of a truth-in-negotiation certificate stating that wage rates and other factual unit costs supporting the compensation of this Agreement are accurate, complete, and current at the time of contracting. The original contract price and any additions thereto shall be adjusted to exclude any significant sums by which County determines the contract price was increased due to inaccurate, incomplete, or noncurrent wage rates and other factual unit costs. All such contract adjustments shall be made within one (1) year following the end of this Agreement.

#### **ARTICLE 11. ASSIGNMENT**

11.1. This Agreement, or any interest herein, shall not be assigned, transferred or otherwise encumbered, under any circumstances by Consultant without the prior written consent of County. Further, no portion of this Agreement may be performed by subcontractors or subconsultants without written notice to and approval of such action by County.

#### **ARTICLE 12. EXTENT OF AGREEMENT / SEVERABILITY / MODIFICATION**

12.1. This Agreement represents the entire and integrated agreement between the County and Consultant and supersedes all prior negotiations, representations or agreement, either written or oral.

12.2. In the event any provision of this Agreement shall be held invalid and unenforceable, the remaining provisions shall be valid and binding upon the parties. One or more waivers by either party of any breach of any provision, term, condition or covenant shall not be construed by the other party as a waiver of any subsequent breach.

12.3. No modification, amendment or alteration in the terms or conditions contained herein shall be effective unless contained in a written document executed by both parties.

12.4. This is a nonexclusive contract. The County has the right to enter into contracts with other consultants for the providing of any services.

**ARTICLE 13.**  
**GOVERNING LAW / VENUE**

13.1. This Agreement shall be governed and construed in accordance with Florida law. In the event any litigation arises between the parties in connection with this Agreement, venue for such litigation shall lie exclusively in or for Charlotte County, Florida.

**ARTICLE 14.**  
**INDEPENDENT CONTRACTOR STATUS**

14.1. Consultant is an independent contractor and is not an employee, servant, agent, partner or joint venturer of the County. Neither the County nor any of its employees shall have any control over the conduct of Consultant or any of Consultant's employees, except as herein set forth, and Consultant expressly warrants not to represent at any time or in any manner that Consultant or any of Consultant's agents, servants or employees are in any manner agents, servants or employees of the County. It is understood and agreed that Consultant is and shall at all times remain as to the County, a wholly independent contractor and that Consultant's obligations to the County are solely as prescribed by this Agreement.

**ARTICLE 15.**  
**AUDIT AND RECORDS REQUIREMENTS**

15.1. Consultant shall maintain books, records, documents, and other evidence directly pertaining to or connected with the services under this Agreement which shall be available and accessible at Consultant's local offices for the purpose of inspection, audit, and copying during normal business hours by the County, or any of its authorized representatives. Such records shall be retained for a minimum of five (5) years after completion of the services. Prior to destruction of any records, the Consultant shall notify the County and deliver to the County any records the County requests. Consultant shall require all subcontractors to comply with the provisions of this paragraph by insertion of the requirements hereof in a written contract agreement between Consultant and the subcontractor.

15.2. If the records are unavailable locally, it shall be the Consultant's responsibility to ensure that all required records are provided at the Consultant's expense including payment of travel and maintenance costs incurred by the County's authorized representatives or designees in accessing records maintained out of the County. The direct costs of copying records, excluding any overhead cost, shall be at the County's expense.

15.3. Pursuant to Section 119.0701 of the Florida Statutes, contractors acting on behalf of the County must comply with the public records laws, specifically: a) keep and maintain public records required by the County to perform the contracted services; b) upon request from the County's custodian of public records, provide the County with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in Chapter 119 of the Florida Statutes or as otherwise provided by law; c) ensure that public records that are exempt or confidential from public records disclosure requirements are not disclosed except as authorized by law for the duration of the contract term and following completion of the contract; and d) upon completion of the contract, keep and maintain all public records required by the County to perform the service, and meet all applicable requirements for retaining public records.

**IF THE CONSULTANT HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE CONSULTANT'S DUTY TO RETAIN AND PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, CONTACT THE COUNTY'S CUSTODIAN OF PUBLIC RECORDS AT (941) 743-1441, E-MAIL TO RECORDS@CHARLOTTECOUNTYFL.GOV, 18500 MURDOCK CIRCLE, BLDG. B, Suite 200, PORT CHARLOTTE, FLORIDA 33948.**

**ARTICLE 16.  
INDEMNIFICATION**

16.1. Consultant shall indemnify and hold harmless the County, its Commissioners, officers, employees, agents and volunteers from and against any and all liabilities, damages, losses, and costs, including, but not limited to, reasonable attorneys' fees, to the extent caused by the negligence, recklessness, or intentionally wrongful conduct of the Consultant and other persons employed or utilized by the Consultant in the performance of this Agreement.

16.2. Notwithstanding any other provision in this Agreement, the County agrees to strictly limit Consultant's liability under this Agreement or arising from the performance or non-performance of the Services under any theory of law, including but not limited to claims for negligence, negligent misrepresentation, and breach of contract, to the lesser of the fees paid to Consultant for the Services or maximum of applicable insurance proceeds. No claim may be brought against the Consultant in contract or tort more than two (2) years after the cause of action arose. Any claim, suit, demand, or action brought under this Agreement shall be directed and/or asserted only against the Consultant and not against any of the Consultant's employees, shareholders, officers, or directors. The Consultant's liability with respect to any claims arising out of this Agreement shall be limited as provided herein to direct damages arising out of the performance of the Services. It is intended that this limitation apply to any and all liability or cause of action however alleged or arising, unless otherwise prohibited by law.

16.3. PURSUANT TO SECTION 558.0035, FLORIDA STATUTES, AN INDIVIDUAL EMPLOYEE OR AGENT OF CONSULTANT MAY NOT BE HELD

INDIVIDUALLY LIABLE FOR DAMAGES RESULTING FROM NEGLIGENCE UNDER THIS AGREEMENT IF THE CONDITIONS OF SECTION 558.0035 ARE SATISFIED.

**ARTICLE 17.**  
**SCRUTINIZED VENDORS**

17.1. Pursuant to Section 287.135(3)(b) of the Florida Statutes, Charlotte County may, at its sole option, terminate this Agreement if the Contractor is found to have been placed on the *Scrutinized Companies that Boycott Israel List*, or is engaged in a boycott of Israel.

**ARTICLE 18.**  
**EMPLOYEE RESTRICTIONS**

18.1. Charlotte County will not intentionally award publicly-funded contracts to any contractor who knowingly employs unauthorized alien workers, constituting a violation of the employment provisions contained in 8 U.S.C. Section 1324a [Section 274A of the Immigration and Nationality Act ("INA")]. The County shall consider employment by any Contractor of unauthorized aliens a violation of Section 274A of the INA. Such violation by the Consultant of the employment provisions contained in Section 274A of the INA shall be grounds for termination of this Agreement by the County.

18.2. Pursuant to Section 448.095 of the Florida Statutes, all persons or firms entering into contracts with Charlotte County are required to register with, and use, the E-Verify system of the U.S. Department of Homeland Security to electronically verify the employment eligibility of all newly hired employees. The County may terminate this Agreement for failure on the part of the Contractor to use E-Verify. Contract termination for failure to use E-Verify is not considered a breach of contract pursuant to s. 448.095(2)(c)3, *Fla. Stat.*

**ARTICLE 19.**  
**HUMAN TRAFFICKING**

19.1. Pursuant to Section 787.06 of the Florida Statutes, by signing this Agreement, Consultant agrees and attests, under penalty of perjury, that Consultant does not use coercion for labor or services as defined in Section 787.06 of the Florida Statutes.

**IN WITNESS WHEREOF**, the parties hereto have caused the execution of this agreement as of the date and year written below.

WITNESSES:

**Mead & Hunt, Inc.**

Signed By: \_\_\_\_\_

Signed by: \_\_\_\_\_

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

**BOARD OF COUNTY COMMISSIONERS  
OF CHARLOTTE COUNTY, FLORIDA**

ATTEST:

Roger D. Eaton, Clerk of the Circuit  
Court and Ex-officio Clerk to the  
Board of County Commissioners

By: \_\_\_\_\_  
Joseph M. Tiseo, Chairman

Date: \_\_\_\_\_

By: \_\_\_\_\_  
Deputy Clerk

APPROVED AS TO FORM  
AND LEGAL SUFFICIENCY:

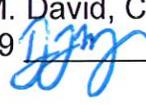
By: \_\_\_\_\_  
Thomas M. David, County Attorney  
LR25-1209 

Exhibit List:

**Exhibit A** – Scope of Services



EXHIBIT A

December 8, 2025

Alisa L. True, CPPB  
Senior Contract Specialist  
Charlotte County Purchasing Division  
18500 Murdock Circle, Suite 344  
Port Charlotte, FL 33948-1094

Email: [alisa.true@charlottecountyfl.gov](mailto:alisa.true@charlottecountyfl.gov)

**Subject: RFP No. 20250188**  
**Inspection and Condition Assessment for Wastewater System Pipelines, Manholes, and Force Mains**

Dear Ms., True:

Mead and Hunt, Inc. is pleased to submit our proposal to support Charlotte County Utilities CMOM program through a comprehensive, risk-informed inspection and condition assessment of gravity sewers, manholes, force mains, and lift stations. Our approach is engineered to plug directly into CCU's systems—NASSCO PACP/MACP for coding, Granite.Net for CCTV data capture/integration, and Cityworks for asset and workflow integration.

Per Charlotte County's objectives to assess County-wide assets including air-release valves, pump stations, gravity sewers, manholes, laterals and force main in effort to remain in compliance with FDEP Rule 62, we propose a phased program that begins with a focused 5% system assessment in FY 2026 (Phase 1) and FY 2027 (Phase 2) to rapidly identify and quantify I/I and high-value rehab targets and to identify potential funding sources to support future annual assessments and repairs. The assessment will focus on Areas D, E, and F as defined in the County's 2024 Sewer Master Plan Update prepared by Jones Edmunds & Associates, Inc and shown in Exhibit A below. The program then scales to targeted analytics in FY 2028 (Phase 3) and a comprehensive program including 25% of the remaining County assets as funding permits (Phase 4). This matches the structure and budget strategy we've successfully implemented for other Florida municipalities while being tailored to Charlotte County's needs and maintaining FDEP compliance.

If you have any questions or require additional information, please contact me.

Sincerely,

**MEAD AND HUNT, INC.**



Kris Samples, PE, DBIA

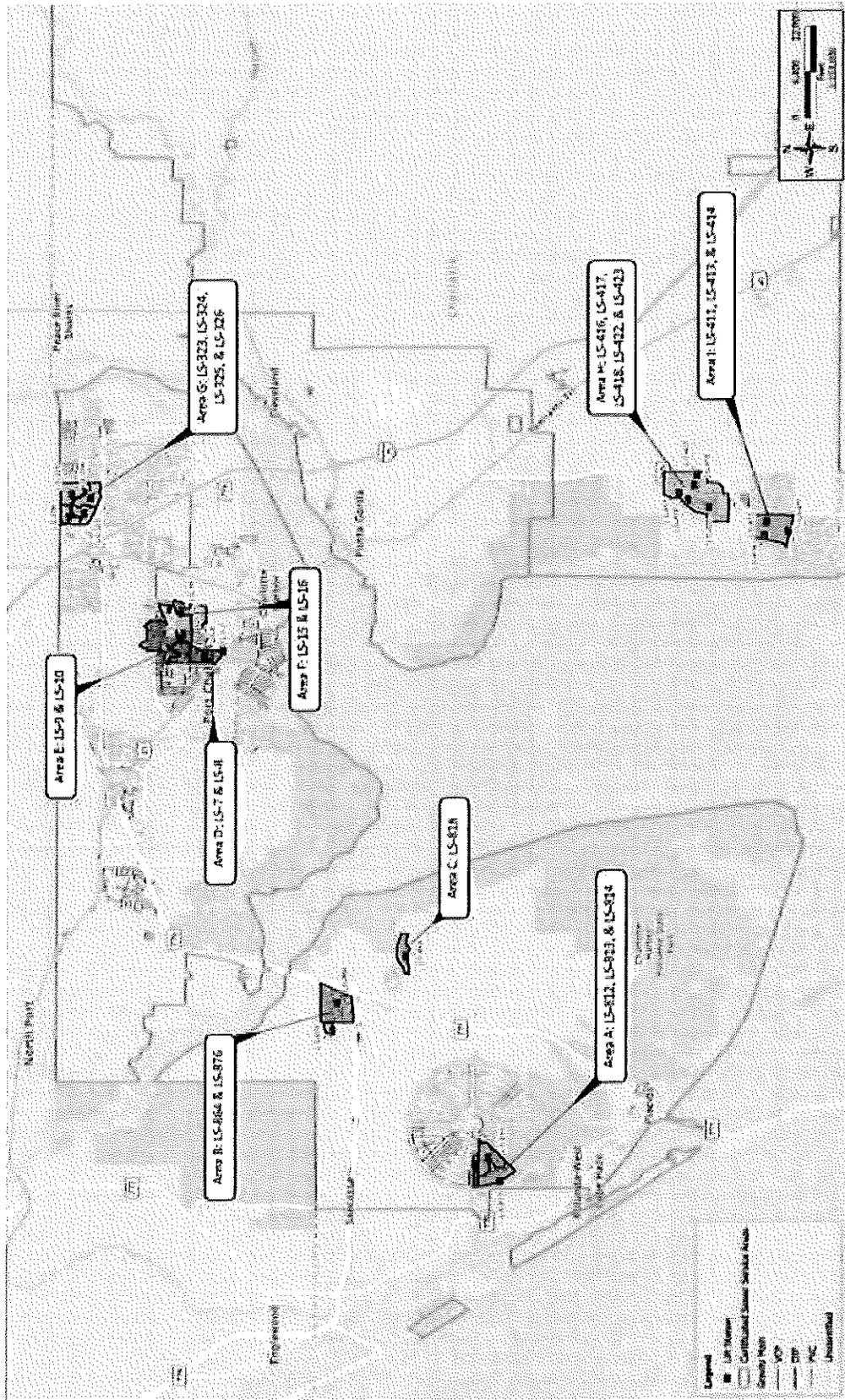
National Water Market Leader, VP

cc: Carl Albano, PE  
Justin Kise, PE

KS/dd

**EXHIBIT A**

**I&I Assessment Areas (2024 Sewer Master Plan Update)**





**CHARLOTTE COUNTY  
SCOPE OF SERVICES  
FOR  
INSPECTION AND CONDITION ASSESSMENT FOR WASTEWATER  
SYSTEM PIPELINES, MANHOLES, AND FORCE MAINS**

This Scope of Services is in conformance with the Agreement for Charlotte County Inspection and Condition Assessment for Wastewater System Pipelines, Manholes, and Force Mains dated \_\_\_\_\_ for the RFP# 20250188 between Charlotte County hereinafter referred to as the (OWNER) and Mead and Hunt, Inc. hereinafter referred to as the (CONSULTANT) and is referred to herein as the Contract.

**GENERAL**

Charlotte County is performing inventory and evaluation of its sanitary sewer system and requests the CONSULTANT to provide a Wastewater System Pipeline, Manhole and Force Main, Inspection and Condition Assessment in accordance with the OWNER's Capacity, Management, Operations, and Maintenance (CMOM) Program. The OWNER's sanitary sewer system is comprised of the following components:

- Gravity Sewer: ~395 miles
- Low-Pressure Sewer (LPS): ~384 miles
- Vacuum Sewer: 38 miles
- Force Main (FM): 206 miles
- Lift Stations: 310
- Vacuum Stations: 4
- Manholes: 8,100
- LPS Pumps: 11,800

To address the inventory and evaluation of the OWNER's sanitary sewer system, the CONSULTANT has developed a multi-phased program approach. This program is designed as a structured to deliver actionable data, prioritize rehabilitation, and align with the OWNER's long-term asset management goals and comply with FDEP Rule 62. Each phase builds on the previous one to ensure efficiency, cost-effectiveness, and regulatory compliance.

**PHASE 1 – FY 2026** (Target Coverage: ~5% of System represented as Areas D, E, and F as defined in the 2024 Sewer Master Plan Update)

- Summary:
  - Rapid, high-value assessment to identify critical I/I sources and validate priorities
- Tasks:
  - Project Management
  - Smoke Testing
  - Manhole Inspections (MACP Level 1 & 2)
  - Funding Support for grants/loans

- Goal:
  - Provide a prioritized defect list for the program data subset, GIS-integrated data, and funding-ready documentation

**PHASE 2 – FY 2027** (Target Coverage: ~5% of System represented as Areas D, E, and F as defined in the 2024 Sewer Master Plan Update)

- Summary:
  - Rapid, high-value assessment to identify critical I/I sources and validate priorities
- Tasks:
  - Project Management
  - Pump Station Runtime Evaluation
  - Night Flow Isolations (NFI)
  - Dye Testing
  - CCTV investigations
  - Funding Support for grants/loans
- Goal:
  - Provide a prioritized defect list for the program data subset, GIS-integrated data, and funding-ready documentation

**PHASE 3 – FY 2028 (NOT INCLUDED IN SCOPE)**

- Summary:
  - Builds on Phase 1 and 2 findings to deepen analysis and refine rehabilitation strategies
- Tasks:
  - Project Management
  - Countywide FM Desktop Analysis
  - Countywide LPS and LPS Pump Desktop Analysis
  - Countywide Vacuum Sewer Desktop Analysis
  - Air Release Valve (ARV) Desktop Analysis
  - Continued funding support and compliance reporting
- Goal:
  - Develop a comprehensive risk register and targeted CIP recommendations

**PHASE 4 – FY 2029 (NOT INCLUDED IN SCOPE)**

- Summary:
  - Scales up program scope upon securing external funding to achieve comprehensive countywide assessment addressing 25% of the system
- Tasks:
  - Project Management
  - Pump Station (PS) Condition Assessment
  - Expanded Manhole Inspections (MACP Level 1 & 2)

- Additional smoke testing and dye investigations
- ARV assessments
- Full-scale CCTV investigations
- Continued funding support and compliance reporting
- Goal:
  - Achieve system-wide condition visibility and accelerate rehabilitation planning

This Scope of Services authorizes Phase 1 and 2 only. Phases 3 and 4 are included in this document for planning and informational purposes but will be negotiated separately based on available funding. Future phases will be implemented under separate work authorizations as funding and priorities allow.

## **SCOPE OF SERVICES**

Upon receipt of authorization to proceed, the CONSULTANT will provide the following services for Phase 1. Phase 2 will commence upon separate authorization from the OWNER upon completion of Phase 1. Phases 3 and 4 will be carried out separately, with the Scope of Work and Fees to be negotiated at a later date.

## **PHASE 1 – FY 2026**

### **TASK 1.1: PROJECT MANAGEMENT**

The CONSULTANT will perform project management activities as described in the subtasks below.

#### ***TASK 1.1.1: Program Setup***

The CONSULTANT will develop project documents and filing systems for the project that will include project set-up, Project Management Plan, QA/QC Plan, hard and electronic files, sub-contract agreements and will conduct an internal kick-off meeting.

#### ***TASK 1.1.2: Kick-Off Meeting***

The CONSULTANT will conduct a project Kick-Off Meeting with the project team and OWNER staff to review project goals, scope of work, project schedule, communication procedures, and administrative issues. Following the meeting, the CONSULTANT will prepare summary meeting notes and distribute them to the attendees.

#### ***TASK 1.1.3: Status Reports and Program Administration***

The CONSULTANT will prepare and submit monthly program status letters, including schedule updates, to the OWNER to summarize the progress of the work. The summary letter will accompany the monthly invoices.

#### ***TASK 1.1.4: Progress Meetings***

The CONSULTANT will conduct up to eleven (11) monthly progress meetings with the OWNER to review the progress of the work, outstanding items, data requests, project schedule and other project issues; and to receive input from the OWNER staff, provide responses, and discuss options. Progress meetings will be

conducted at the ONWER'S office with support staff in attendance via Web or telephone conference. The intent of the progress meetings is to promote teamwork and collaboration between stakeholders and to develop consensus-based recommendations. The CONSULTANT will develop minutes of the meetings and distribute same to attendees and other stakeholders as requested by the OWNER.

**TASK 1.1 – Deliverables:**

- Kickoff Meeting Agenda and Meeting Minutes
- Progress Meeting Agendas and Meeting Minutes
- Monthly status letter and schedule update

**TASK 1.2: DATA COLLECTION AND REVIEW**

The CONSULTANT will provide the OWNER with a list of data required to perform the scope of services.

The CONSULTANT will review existing available information including, but not limited to:

- GIS Data
  - Gravity mains, manholes, laterals, lift stations, force mains
  - Vacuum sewer system components and low-pressure sewer (LPS) assets
  - Wastewater system boundary and service areas
  - Supporting GIS layers: streets, parcels, easements, floodplain, topography
- NASSCO Inspection Data
  - Confirmation of PACP/MACP/LACP version in use (Version 7 or 8)
  - Historical inspection databases, reports, and videos linked to asset IDs (if applicable)
- Rehabilitation & Planning Documents
  - Recent rehabilitation project summaries by area (gravity mains, manholes, laterals, force mains) (5 years)
  - Identification of I&I-prone areas and low-pressure sewer zones
  - Private Sewer Lateral Ordinance and County Standard Specifications
- Operational Data
  - Lift station flow and runtime data (5 years)
  - Recent flow monitoring reports and hydraulic modeling files
  - Historical telemetry data for pump stations (5 years)
- CityWorks Asset Management
  - Modules currently in use
  - How GIS features are linked to work orders, inspections, and service requests
  - Frequency and method of GIS synchronization
  - Field crew workflows for updating asset data
- Other Information
  - Record drawings of existing sewer system facilities
  - Existing property and topographic surveys, etc.
  - Existing 100-year flood plain information

**TASK 1.2 – Deliverables:**

- Review/Revise detailed data needs spreadsheet and review the data received summary
- Submit data updates when field verification is performed

**TASK 1.3: DASHBOARD DEVELOPMENT**

Field activities and inspections will leverage the latest advancements in mobile GIS technology. This includes the use of ESRI's Survey 123, Field maps, and Quick Capture to accurately and efficiently collect standardized data and content. These tools will be stored in a hosted and secure geospatial database.

By employing these specialized technologies, we can:

- Enhance data accuracy and consistency across field operations
- Streamline the data collection process, reducing time and effort
- Acquire real-time data for better decision-making
- Maintain a secure and centralized repository for geospatial data
- Facilitate easy access and information sharing among team members and stakeholders

This approach not only improves field activity efficiency but also supports comprehensive data analysis and reporting, leading to more informed and effective management of assets and operations.

The CONSULTANT will review existing data that may be incorporated into GIS dashboards and summarize proposed fieldwork that should be incorporated into the dashboards. The CONSULTANT will meet with OWNER and develop a plan to incorporate the following types of data and inspection information into GIS-Based dashboards that will be maintained and shared with the OWNER through ESRI applications.

- Sewer Inspections data with PACP standards
- Manhole Inspections data with MACP standards

**TASK 1.3 – Deliverables:**

- Dashboard Workshop Agenda and Minutes

**TASK 1.4: SMOKE TESTING**

The CONSULTANT will perform smoke testing on up to 160,000 linear feet gravity sewer system, as determined from manual review of publicly available GIS records of estimated pipe length within Areas D, E, and F as defined in the 2024 Sewer Master Plan Update, to detect inflow sources into the public and private portions of the sewer system and identify structural defects to repair. Smoke testing will be performed during dry months when the ground water level is lowest to effectively identify and locate potential cross connections and inflow defects.

Field crews will utilize GPS units to locate defects. Defect data will get uploaded real-time to a cloud-based GIS allowing management and OWNER staff to see where and when crews are working within the community. Based on the results of the smoke testing effort, dye testing/flooding will be performed on

portions of the storm drainage system(s) that are identified as being connected to the wastewater collection system. A detailed smoke testing plan is critical to streamline these efforts and ease public concerns.

The following narrative identifies the steps that will be completed during the smoke/dye testing efforts.

- Identify/map testing area
- Distribute Smoke Testing Notifications and coordinate with the OWNER Fire Department staff
- Identify types of businesses and residential areas to identify those with sensitive needs
- Provide a minimum of 72 hours' notice for residents and business owners
- Perform smoke testing efforts not exceeding notified areas daily
- All testing activity will cease when any resident complains of smoke entering their establishment
- During smoke testing, team personnel will scout the area for smoke escaping from ground sources, roof vents, storm drain structures, etc. All sources of infiltration/Inflow will be photographed, measured, drawn, and documented accordingly with addresses, data, and sketches. The smoke test form will identify which sewer reach is being tested by its component identification in the OWNER's GIS database

The CONSULTANT will develop 'Smoke Testing Results' forms for each defect and an interactive map that identifies each pipe section tested and the results of the test, whether positive or negative. A separate spreadsheet, 'Smoke Testing Defects', will be prepared that identifies all defects encountered during the smoke testing activity and if there is a need to conduct dye water testing/flooding.

**TASK 1.4 – Deliverables:**

- Smoke Testing Map, including identification, location and address(es) of sensitive needs entities
- Smoke Testing Notification Flyer
- Smoke Testing Defect Forms and Spreadsheet
- Dye Testing/Flooding Recommendations
- Draft Lift Station Rehabilitation Technical Memorandums
- Review/Revise Meeting Agendas and Summaries
- Final Lift Station Rehabilitation Technical Memorandums

**TASK 1.5: MANHOLE INSPECTIONS (LEVEL 1 & LEVEL 2)**

Manhole inspections for 538 manholes will be performed by the CONSULTANT in accordance with NASSCO MACP (Version 8.0 or higher) Standards. Quantity of manholes is estimated based on manual review of publicly available GIS sources within Areas D, E, and F from the 2024 Sewer Master Plan Update and is subject to change based on field conditions. Results, photos/video files and reports will be provided in an MACP exchange database (Version 8.0.4 or higher).

Manhole investigations will be led by NASSCO MACP certified staff to identify manholes in need of repair, relining, or replacement and will be performed based on system age and O&M history. Manhole inspections will document the existence of a storm water inflow abatement insert/dish, identify previously completed manhole repairs/ rehabilitation, establish the existence of active groundwater infiltration, determine the

structural condition of the manhole, based on visual observation, and document any O&M related defects (roots/grease/sediment buildup). The following identifies the approach to be utilized for completing the inspections.

- Conduct First Pass (Level 1) Inspection – Document manhole location, piping connectivity, piping depths, piping materials, piping size, frame/cover dimensions, existence of inflow insert/dish and drop connections, manhole construction materials utilized, manhole dimensions, condition of connecting mainline gravity sewers, and establish general O&M and structural grades using NASSCO MACP guidelines
- Conduct Second Pass (Level 2) Inspection – Conduct digital side scan inspection of all structures using a 3D Sewer Manhole Scanner capable of stitching together photos of the interior of the structure to create a 3D model

**TASK 1.5 – Deliverables:**

- Detailed Inspection Maps
- Table identifying NASSCO MACP coding, condition rating, and recommended rehabilitation methods for each structure
- Draft Lift Station Rehabilitation Technical Memorandums
- Dye Testing/Flooding Recommendations
- Final Lift Station Rehabilitation Technical Memorandums

**TASK 1.6: FUNDING SUPPORT FOR GRANTS AND LOANS**

The CONSULTANT will support the OWNER in identifying and pursuing potential funding sources to implement recommended rehabilitation and improvement projects. This includes assistance with grant strategy development, documentation of project need and benefits, and coordination with applicable state and federal programs such as the Florida Department of Environmental Protection (FDEP), State Revolving Fund (SRF), FEMA Hazard Mitigation Grant Program (HMGP), and other infrastructure funding opportunities. The CONSULTANT will provide technical content for funding applications and help align project scopes with eligibility criteria to maximize funding potential.

**TASK 1.6 – Deliverables:**

- Summary of applicable funding programs
- Technical documentation for grant applications
- Coordination support with funding agencies
- Funding strategy recommendations

### **TASK 1.7: PUBLIC OUTREACH**

Valerin Group, Inc. will support this task by preparing and distributing ADA-compliant, plain-language door hanger notifications consistent with Charlotte County branding to support smoke testing efforts as part of Task 1.4.4. Valerin will coordinate content with County staff for approval, manage and update the stakeholder database, and document outreach activities and feedback. Valerin will also secure and maintain a project-specific phone number and email address, available 24/7, to respond to inquiries during the notification period. Door hangers will be hand-delivered to all relevant addresses at least 48 hours prior to smoke testing. Valerin's role is limited to these tasks and does not include additional outreach materials, right-of-entry assistance, or participation in public meetings.

The CONSULTANT will attend up to one (1) community meeting with the project team and OWNER staff to engage with residents, businesses, and stakeholders.

#### **TASK 1.7 – Deliverables:**

- Review comments for public meeting presentations and collateral

### **TASK 1.8: OTHER DIRECT COSTS**

A fixed allowance will be provided to cover direct costs necessary for project execution.

## **PHASE 2 – FY 2026**

### **TASK 2.1: PROJECT MANAGEMENT**

The CONSULTANT will perform project management activities as described in the subtasks below.

#### ***TASK 2.1.1: Program Setup***

The CONSULTANT will develop project documents and filing systems for the project that will include project set-up, Project Management Plan, QA/QC Plan, hard and electronic files, sub-contract agreements and will conduct an internal kick-off meeting.

#### ***TASK 2.1.2: Kick-Off Meeting***

The CONSULTANT will conduct a project Kick-Off Meeting with the project team and OWNER staff to review project goals, scope of work, project schedule, communication procedures, and administrative issues. Following the meeting, the CONSULTANT will prepare summary meeting notes and distribute them to the attendees.

#### ***TASK 2.1.3: Status Reports and Program Administration***

The CONSULTANT will prepare and submit monthly program status letters, including schedule updates, to the OWNER to summarize the progress of the work. The summary letter will accompany the monthly invoices.

***TASK 2.1.4: Progress Meetings***

The CONSULTANT will conduct up to eleven (11) monthly progress meetings with the OWNER to review the progress of the work, outstanding items, data requests, project schedule and other project issues; and to receive input from the OWNER staff, provide responses, and discuss options. Progress meetings will be conducted at the OWNER'S office with support staff in attendance via Web or telephone conference. The intent of the progress meetings is to promote teamwork and collaboration between stakeholders and to develop consensus-based recommendations. The CONSULTANT will develop minutes of the meetings and distribute same to attendees and other stakeholders as requested by the OWNER.

**TASK 2.1 – Deliverables:**

- Kickoff Meeting Agenda and Meeting Minutes
- Progress Meeting Agendas and Meeting Minutes
- Monthly status letter and schedule update

**TASK 2.2: PUMP STATION RUNTIME EVALUATIONS**

The CONSULTANT will analyze pump station operating data (up to 3 years) to identify abnormal patterns that may indicate inflow and infiltration (I/I) or operational issues. This evaluation will help prioritize basins for Night Flow Isolations, smoke/dye testing, manhole investigations and targeted CCTV in later phases. The activities in this task include the following:

- Review SCADA/telemetry data (run hours, starts, wet well levels) and correlate with rainfall events
- Establish dry-weather baselines and compare wet-weather performance to detect I/I signatures
- Identify stations with:
  - Excessive cycling or prolonged runtimes
  - Rapid response to rainfall (inflow) or extended recovery (infiltration)
- Rank pump stations by severity and provide recommendations for follow-up field work

The results of the pump runtime evaluation will be presented in a virtual workshop with the OWNER.

**TASK 2.2 – Deliverables:**

- Pump station runtime evaluation workshop meeting minutes

**TASK 2.3: NIGHT FLOW ISOLATIONS (NFI)**

The CONSULTANT will confirm and quantify Inflow and infiltration (I/I) sources during low-flow conditions. The activities in this task include the following:

- Perform nighttime flow isolations (up to 40) in targeted basins to measure base sanitary flow and identify abnormal infiltration
- Document findings with photos, flow data, and GIS references for integration into the OWNER's asset management system

The results of the night flow isolations will be presented in a virtual workshop with the OWNER.

**TASK 2.3 – Deliverables:**

- Night flow isolation workshop meeting minutes

**TASK 2.4: DYE TESTING**

Private system dyed water tracing (up to 25 locations) will be conducted by introducing a small quantity of liquid dye concentrate into suspect sources such as downspouts, area drains, patio drains, window well drains, and driveway drains, and then introducing a sufficient volume of clean water to locate the source's discharge point. During each tracing, sanitary sewers, storm drains, and curb lines located downstream of the sources will be monitored for signs of dyed water. The quantity of dye concentrate, and water used will vary depending on pipe size and the quantity of flow and debris in each line section.

Each location where dyed water tracing has been performed will be identified in a report. The report will identify where the dyed water was introduced and location(s) where it entered the wastewater collection system will be mapped. Photos will be taken of where the dyed water is introduced and where it is recorded discharging into the downstream wastewater collection system manhole.

**TASK 2.4 – Deliverables:**

- Dye Water Tracing Report

**TASK 2.5: MAINLINE CCTV INVESTIGATIONS**

GCU LLC. will inspect up to 24,000 linear feet (LF) of mainline sewer using closed-circuit television (CCTV) technology. This assumes that 15% of the mainline sewer that was smoke tested should have CCTV investigations. The CONSULTANT will select priority mainline segments for inspection based on Phase 1 findings (e.g., NFI and smoke/dye test results). Note that final CCTV quantities will vary based on findings resulting in potential cost increases or decreases to be negotiated with the OWNER on a case-by-case basis. All inspections will be documented in accordance with NASSCO PACP standards, and results will be summarized for planning and prioritization. CONSULTANT will integrate results with the OWNER's GIS and asset management system.

**TASK 2.5 – Deliverables:**

- Mainline CCTV report and recommendations

**TASK 2.6: LATERAL CCTV INSPECTION**

GCU LLC. will inspect up to 130 laterals using CCTV. Laterals will be selected based on risk indicators, prior field findings, and coordination with OWNER staff. Note that final lateral CCTV quantities will vary based on findings resulting in potential cost increases or decreases to be negotiated with the OWNER on a case-by-case basis. Each inspection will be documented per NASSCO LACP standards, with results mapped and summarized for planning and prioritization. CONSULTANT will integrate results with the OWNER's GIS and asset management system.

**TASK 2.6 – Deliverables:**

- Lateral CCTV report and recommendations

### **TASK 2.7: DEVELOP CONDITION ASSESSMENT REPORT**

The CONSULTANT will prepare a comprehensive Conditions Assessment Report that summarizes the findings from Tasks 1.2 through 1.4, including evaluations of pump station infrastructure, pump runtime data, inflow and infiltration investigations (night flow isolations, smoke and dye testing), manhole inspections, and funding opportunities. The report will consolidate all field data, condition ratings, GIS updates, and recommended rehabilitation actions into a single document to support the OWNER's planning and capital improvement efforts. All recommendations will be prioritized based on severity, cost, and alignment with OWNER standards.

#### **TASK 2.7 – Deliverables:**

- Draft Conditions Assessment Report
- Review/Revise Meeting Agendas and Summaries
- Final Conditions Assessment Report
- GIS data package with inspection results and photos

### **TASK 2.8: CONTINUED FUNDING SUPPORT FOR GRANTS AND LOANS**

The CONSULTANT will support the OWNER in identifying and pursuing potential funding sources to implement recommended rehabilitation and improvement projects. This includes assistance with grant strategy development, documentation of project need and benefits, and coordination with applicable state and federal programs such as the Florida Department of Environmental Protection (FDEP), State Revolving Fund (SRF), FEMA Hazard Mitigation Grant Program (HMGP), and other infrastructure funding opportunities. The CONSULTANT will provide technical content for funding applications and help align project scopes with eligibility criteria to maximize funding potential.

#### **TASK 2.8 – Deliverables:**

- Summary of applicable funding programs
- Technical documentation for grant applications
- Coordination support with funding agencies
- Funding strategy recommendations

### **TASK 2.9: OTHER DIRECT COSTS**

A fixed allowance will be provided to cover miscellaneous site-related expenses necessary for project execution.

## **PHASE 3 – FY 2028 (NOT INCLUDED IN SCOPE)**

### **TASK 3.1: PROJECT MANAGEMENT**

The CONSULTANT will perform project management activities as described in the subtasks below.

#### ***TASK 3.1.1: Program Setup***

The CONSULTANT will develop project documents and filing systems for the project that will include project set-up, Project Management Plan, QA/QC Plan, hard and electronic files, sub-contract agreements and will conduct an internal kick-off meeting.

#### ***TASK 3.1.2: Kick-Off Meeting***

The CONSULTANT will conduct a project Kick-Off Meeting with the project team and OWNER staff to review project goals, scope of work, project schedule, communication procedures, and administrative issues. Following the meeting, the CONSULTANT will prepare summary meeting notes and distribute them to the attendees.

#### ***TASK 3.1.3: Status Reports and Program Administration***

The CONSULTANT will prepare and submit monthly program status letters, including schedule updates, to the OWNER to summarize the progress of the work. The summary letter will accompany the monthly invoices.

#### ***TASK 3.1.4: Progress Meetings***

The CONSULTANT will conduct up to eleven (11) monthly progress meetings with the OWNER to review the progress of the work, outstanding items, data requests, project schedule and other project issues; and to receive input from the OWNER staff, provide responses, and discuss options. Progress meetings will be conducted at the OWNER'S office with support staff in attendance via Web or telephone conference. The intent of the progress meetings is to promote teamwork and collaboration between stakeholders and to develop consensus-based recommendations. The CONSULTANT will develop minutes of the meetings and distribute same to attendees and other stakeholders as requested by the OWNER.

#### **TASK 3.1 – Deliverables:**

- Kickoff Meeting Agenda and Meeting Minutes
- Progress Meeting Agendas and Meeting Minutes
- Monthly status letter and schedule update

### **TASK 3.2: COUNTYWIDE FORCE MAIN (FM) DESKTOP ANALYSIS**

The CONSULTANT will compile and validate FM asset data using GIS and historical records, applying a risk scoring methodology (Likelihood of Failure × Consequence of Failure) based on asset age, material, break history, soil corrosivity, proximity to critical facilities, and other potential factors. GIS-based risk maps and interactive dashboards will be developed to visualize risk and support CIP development. High-risk segments will be identified and prioritized for rehabilitation or replacement. Technology will also be evaluated with estimated linear foot assessment costs to determine potential condition assessment areas

and applicable technology based of size, material, and service. This task does not include field verification or condition assessment.

**TASK 3.2 – Deliverables:**

- GIS-based risk maps and summary tables for force mains
- Prioritized list of high-risk FM segments for rehabilitation or replacement
- Draft and Final Technical Memorandum

**TASK 3.3: COUNTYWIDE LPS AND LPS PUMP DESKTOP ANALYSIS**

The CONSULTANT will review GIS data for low pressure sewer (LPS) mains, pump locations, and service areas. Age, failure history, and maintenance records will be assessed to identify operational issues. The CONSULTANT will map LPS mains and pump data in GIS and develop dashboards. High-risk assets will be identified and prioritized for rehabilitation or replacement. This task does not include field verification.

**TASK 3.3 – Deliverables:**

- GIS-based risk maps and summary for LPS network and pump assets
- Prioritized list of high-risk LPS mains and pumps for rehabilitation or replacement

**TASK 3.4: COUNTYWIDE VACUUM SEWER DESKTOP ANALYSIS**

The CONSULTANT will compile and validate vacuum sewer main asset data using GIS and historical records, applying a risk scoring methodology (Likelihood of Failure × Consequence of Failure) based on asset age, material, break history, soil corrosivity, proximity to critical facilities, and other potential factors. GIS-based risk maps and interactive dashboards will be developed to visualize risk and support CIP development. High-risk segments will be identified and prioritized for rehabilitation or replacement. This task does not include field verification.

**TASK 3.4 – Deliverables:**

- GIS-based risk maps and summary for vacuum sewer mains and stations
- Prioritized list of vacuum sewer assets for rehabilitation or replacement

**TASK 3.5: AIR RELEASE VALVE (ARV) Desktop Analysis**

The CONSULTANT will evaluate the force main system ARVs using known GIS age, material, and operational history. The results will be used to determine which ARVs require immediate replacement, rehabilitation, or further investigation by the OWNER. A field inspection form template will be developed for use in Phase 3. No field work will be performed as part of this task.

**TASK 3.5 – Deliverables:**

- GIS-based risk maps and summary for ARVs
- Prioritized list of ARVs for rehabilitation or replacement
- ARV field Inspection form template

### **TASK 3.6: GIS INTEGRATION AND DASHBOARD DEVELOPMENT**

The CONSULTANT will and map all asset data referenced in Taks 3.2 – 3.5 (FM, LPS, pumps, vacuum sewer, ARVs) in the OWNER's GIS geodatabase. Spatial analysis will be performed to identify clusters of risk or maintenance needs, and interactive GIS dashboards will be developed for visualization, monitoring, and decision support. Assessment results will be integrated with the OWNER's existing asset management system.

The results of the GIS integration and dashboard development will be presented in a virtual workshop with the OWNER.

#### **TASK 3.6 – Deliverables:**

- GIS-integrated asset maps and risk visualizations for all asset types (FM, LPS, pumps, vacuum sewer, ARVs)
- Interactive dashboards
- Data packages for integration with the OWNER's geodatabase and asset management system
- Dashboard configuration files and user guides
- GIS Integration and Dashboard Development evaluation workshop meeting minutes

### **TASK 3.7: CONTINUED FUNDING SUPPORT FOR GRANTS AND LOANS**

The CONSULTANT will continue to support the OWNER in identifying, pursuing, and securing potential funding sources to implement recommended rehabilitation and improvement projects. Building on the strategies and groundwork established in Phase 1, Phase 2 will focus on leveraging updated asset data, risk assessments, and project recommendations to strengthen funding applications and maximize eligibility.

This ongoing support will include:

- Updating and refining the grant strategy based on new findings and evolving funding opportunities
- Preparing technical documentation and benefit-cost analyses tailored to the latest project priorities
- Coordinating closely with applicable state and federal programs, such as the Florida Department of Environmental Protection (FDEP), State Revolving Fund (SRF), FEMA Hazard Mitigation Grant Program (HMGP), and other relevant infrastructure funding sources
- Assisting with application submissions, compliance documentation, and responding to agency requests for additional information
- Advising on alignment of project scopes with eligibility criteria and funding program requirements to enhance the OWNER's competitiveness
- Compliance with any applicable funding being pursued as part of the funding support for grants and loans in this task

**TASK 3.7 – Deliverables:**

- Summary of applicable funding programs
- Technical documentation for grant applications
- Coordination and compliance support with funding agencies
- Funding strategy recommendations

**TASK 3.8: OTHER DIRECT COSTS**

A fixed allowance will be provided to cover direct costs necessary for project execution.

**PHASE 4 – FY 2029 (NOT INCLUDED IN SCOPE)**

**TASK 4.1: PROJECT MANAGEMENT**

The CONSULTANT will perform project management activities as described in the subtasks below.

***TASK 4.1.1: Program Setup***

The CONSULTANT will develop project documents and filing systems for the project that will include project set-up, Project Management Plan, QA/QC Plan, hard and electronic files, sub-contract agreements and will conduct an internal kick-off meeting.

***TASK 4.1.2: Kick-Off Meeting***

The CONSULTANT will conduct a project Kick-Off Meeting with the project team and OWNER staff to review project goals, scope of work, project schedule, communication procedures, and administrative issues. Following the meeting, the CONSULTANT will prepare summary meeting notes and distribute them to the attendees.

***TASK 4.1.3: Status Reports and Program Administration***

The CONSULTANT will prepare and submit monthly program status letters, including schedule updates, to the OWNER to summarize the progress of the work. The summary letter will accompany the monthly invoices.

***TASK 4.1.4: Progress Meetings***

The CONSULTANT will conduct up to eleven (11) monthly progress meetings with the OWNER to review the progress of the work, outstanding items, data requests, project schedule and other project issues; and to receive input from the OWNER staff, provide responses, and discuss options. Progress meetings will be conducted at the OWNER'S office with support staff in attendance via Web or telephone conference. The intent of the progress meetings is to promote teamwork and collaboration between stakeholders and to develop consensus-based recommendations. The CONSULTANT will develop minutes of the meetings and distribute same to attendees and other stakeholders as requested by the OWNER.

**TASK 4.1 – Deliverables:**

- Kickoff Meeting Agenda and Meeting Minutes
- Progress Meeting Agendas and Meeting Minutes

- Monthly status letter and schedule update

#### **TASK 4.2: DEVELOP CONDITION ASSESSMENT PLAN**

Based on the information compiled in Phase 1 and 2, the CONSULTANT will develop a Phase 3 Condition Assessment Plan prior to initiating any field activities. This plan will be prepared in accordance with the latest NASSCO standards (PACP, MACP, and LACP as applicable) and will define the procedures, safety measures, and data protocols required for the Phase 3 tasks.

The Condition Assessment Plan will include:

- Testing and Inspection Procedures: Smoke testing, manhole inspections (MACP Level 1 & 2), and pump station evaluations
- Mapping and Segmentation: Logical basin segmentation for the ~5% system coverage targeted in Phase 1
- Traffic Control and Safety Plans: Maintenance of Traffic (MOT) plans and confined space entry protocols
- Public Notification Framework: Coordination steps for door hangers, agency notifications, and emergency contacts
- Data Management Protocols: Integration with OWNER's GIS and asset management systems (Cityworks, GraniteNet) and use of ESRI Field Maps for real-time data capture
- QA/QC Requirements: Standards for data validation and reporting consistency

This plan will serve as the governing document for Phase 3 field work and will be submitted to CCU for review and approval prior to mobilization.

#### **TASK 4.2 – Deliverables:**

- MOT Permitting requirements, traffic control plans and FDOT/County permit application (assumed as one application for each entity for the entire project area; permit fees to be paid by the OWNER)
- Draft Condition Assessment Plan
- Review/Revise Meeting Agendas and Summaries
- Final Condition Assessment Plan

#### **TASK 4.3: IMPLEMENT CONDITION ASSESSMENT PLAN**

The CONSULTANT will perform the services required to implement the Condition Assessment Plan. These tasks include the following:

##### ***TASK 4.3.1: Pump Station Condition Assessment***

Evaluate the condition and reliability of eighty (80) selected pumps selected as part of Task 4.2 to identify deficiencies, prioritize repairs, and support future planning based on the below approach.

##### **Condition Assessment**

The inspections will be completed by a team of professional engineers who specialize in electrical, mechanical, structural, SCADA and pumping system design for each pump station. As part of the structural and operational inspections, the following tasks will be completed to analyze various station elements:

- **Pumps and Motors:** From the manufacturer's data plates and any up-to-date maintenance information, record the pump head in feet and the capacity in gallons per minute. Observe the pumps and motors for vibrations, sounds, temperature and odor. Pump flow and head will also be recorded while in operation a flow meter and pressure gauge/indicator should be present. Review the operating logs and determine under what conditions all pumps operate at the same time. Document results of pump/motor evaluations.
- **Wetwell:** Inspect the wetwell in a dewatered state (inspection efforts will be limited to extent of dewatering at each location) and document any structural deficiencies encountered.
- The CONSULTANT will not operate or lead the dewatering efforts at the pump stations. Each pump station's wetwell will be inspected using the CONSULTANT's Envirosight 'CleverScan' digital side scanning camera system, where able. Should the CleverScan not be able to be used due to access, the field inspection crew will use a pole mounted GoPro camera to document the wetwell inspection and allow for desktop analysis without manned confined space entry.
- **Corrosion of Ancillary Equipment:** While the wetwell is in a dewatered state (inspection efforts will be limited to extent of dewatering at each location), inspect the ventilation system ducts and fans, access hatch, interior railing, access ladder and platforms, pump control system, pump rails, and interior piping for corrosion. Document all deficiencies encountered.
- **Piping:** Visually inspect the piping, valves (check, isolation, surge relief and air relief) and other fittings for corrosion, leakage, coating system condition, and proper operation (OWNER to operate all valves). Document deficiencies encountered.
- **Emergency Generator/Pump:** (If Applicable) Observe the generator/pump while running under load to verify its operation, noting excessive noise, dark exhaust, and ease of generator/pump starting. The OWNER to test to ensure that the device will automatically start upon loss of power. Document deficiencies encountered.
- **Air Entrainment:** Determine if conditions exist that can introduce air into the wastewater discharge force main at each pump station wetwell. Document deficiencies encountered.
- **Pump Drawdown Tests:** Complete a pump drawdown test at each station to verify that the wetwell has adequate capacity to limit pump cycles during peak flow conditions and that the pumps are operating on their curves. The OWNER will accompany the CONSULTANT and will be responsible for operating the pumps.
- **Electrical System:** Observe the condition of the electrical components including the panels, conduit, wire, grounding system, lightning protection system and lighting. Verify panels are watertight, are securely installed and properly grounded. Review the major components of the electrical system such as breakers, starters, disconnects and plugs and verify they are properly sized for the station.
- **SCADA System:** Observe the condition of the RTU panel and components including the controller, instrumentation, telemetry equipment, conduit, wire and grounding system. Verify panels are watertight, are securely installed and are properly grounded. Review the major components of the SCADA system

such as the controller, breakers, telemetry equipment and battery backup and verify they are properly sized for the station.

### **GIS Update**

The CONSULTANT will utilize field notes and cataloged information to develop GIS shapefiles containing the relevant attributes for incorporation into the OWNER's GIS mode. These attributes will also include relevant pictures and the completed field investigation form for each pump station.

### **Technical Memorandum**

The CONSULTANT will prepare a Lift Station Rehabilitation Technical Memorandum for the pump stations. The technical memorandum will include the proposed repair and replacement (R&R) activities to be completed for each pump station and a comparison to OWNER pump station standards, along with an opinion of probable construction cost to complete the necessary repair and rehabilitation activities. All recommendations will be prioritized based on need and cost. The ranking condition of each lift station component will be based on a condition scale developed by the CONSULTANT.

The CONSULTANT will combine the individual condition rankings into an overall ranking for each lift station.

#### **TASK 4.3.1 – Deliverables:**

- Draft Lift Station Rehabilitation Technical Memorandums
- Review/Revise Meeting Agendas and Summaries
- Final Lift Station Rehabilitation Technical Memorandums
- Updated GIS Model and Attributes

#### **TASK 4.3.2: Night Flow Isolations (NFI)**

The CONSULTANT will confirm and quantify Inflow and infiltration (I/I) sources during low-flow conditions. The activities in this task include the following:

- Perform nighttime flow isolations (up to 160) in targeted basins to measure base sanitary flow and identify abnormal infiltration
- Document findings with photos, flow data, and GIS references for integration into the OWNER's asset management system

The results of the night flow isolations will be presented in a virtual workshop with the OWNER.

#### **TASK 4.3.2 – Deliverables:**

- Night flow isolation workshop meeting minutes

#### **TASK 4.3.3: Smoke Testing**

The CONSULTANT will perform smoke testing on up to 414,000 linear feet gravity sewer system, as determined from manual review of publicly available GIS records of estimated pipe length within Areas D, E, and F as defined in the 2024 Sewer Master Plan Update, to detect inflow sources into the public and private portions of the sewer system and identify structural defects to repair. Smoke testing will be

performed during dry months when the ground water level is lowest to effectively identify and locate potential cross connections and inflow defects.

Field crews will utilize GPS units to locate defects. Defect data will get uploaded real-time to a cloud-based GIS allowing management and OWNER staff to see where and when crews are working within the community. Based on the results of the smoke testing effort, dye testing/flooding will be performed on portions of the storm drainage system(s) that are identified as being connected to the wastewater collection system. A detailed smoke testing plan is critical to streamline these efforts and ease public concerns.

The following narrative identifies the steps that will be completed during the smoke/dye testing efforts:

- Identify/map testing area
- Distribute Smoke Testing Notifications and coordinate with the OWNER Fire Department staff
- Identify types of businesses and residential areas to identify those with sensitive needs
- Provide a minimum of 72 hours' notice to residents and business owners
- Perform smoke testing efforts not exceeding notified areas daily
- All testing activity will cease when any resident complains of smoke entering their establishment
- During smoke testing, team personnel will scout the area for smoke escaping from ground sources, roof vents, storm drain structures, etc. All sources of infiltration/Inflow will be photographed, measured, drawn, and documented accordingly with addresses, data, and sketches. The smoke test form will identify which sewer reach is being tested by its component identification in the OWNER's GIS database

The CONSULTANT will develop 'Smoke Testing Results' forms for each defect and an interactive map that identifies each pipe section tested and the results of the test, whether positive or negative. A separate spreadsheet, 'Smoke Testing Defects', will be prepared that identifies all defects encountered during the smoke testing activity and if there is a need to conduct dye water testing/flooding.

**TASK 4.3.3 – Deliverables:**

- Smoke Testing Map, including identification, location and address(es) of sensitive needs entities
- Smoke Testing Notification Flyer
- Smoke Testing Defect Forms and Spreadsheet
- Dye Testing/Flooding Recommendations
- Draft Lift Station Rehabilitation Technical Memorandums
- Review/Revise Meeting Agendas and Summaries
- Final Lift Station Rehabilitation Technical Memorandums

***TASK 4.3.4: Dye Testing***

Private system dyed water tracing (up to 100 locations) will be conducted by introducing a small quantity of liquid dye concentrate into suspect sources such as downspouts, area drains, patio drains, window well drains, and driveway drains, and then introducing a sufficient volume of clean water to locate the source's

discharge point. During each tracing, sanitary sewers, storm drains, and curb lines located downstream of the sources will be monitored for signs of dyed water. The quantity of dye concentrate, and water used will vary depending on pipe size and the quantity of flow and debris in each line section.

Each location where dyed water tracing has been performed will be identified in a report. The report will identify where the dyed water was introduced and location(s) where it entered the wastewater collection system will be mapped. Photos will be taken of where the dyed water is introduced and where it is recorded discharging into the downstream wastewater collection system manhole.

**TASK 4.3.4 – Deliverables:**

- Dye Water Tracing Report

***TASK 4.3.5: Manhole Inspections (Level 1 & Level 2)***

Manhole inspections for 1,700 manholes will be performed by the CONSULTANT in accordance with NASSCO MACP (Version 8.0 or higher) Standards. Quantity of manholes is estimated based on the 2024 Sewer Master Plan Update and is subject to change based on field conditions. Results, photos/video files and reports will be provided in an MACP exchange database (Version 8.0.4 or higher).

Manhole investigations will be led by NASSCO MACP certified staff to identify manholes in need of repair, relining, or replacement and will be performed based on system age and O&M history. Manhole inspections will document the existence of a storm water inflow abatement insert/dish, identify previously completed manhole repairs/ rehabilitation, establish the existence of active groundwater infiltration, determine the structural condition of the manhole, based on visual observation, and document any O&M related defects (roots/grease/sediment buildup). The following identifies the approach to be utilized for completing the inspections.

- Conduct First Pass (Level 1) Inspection – Document manhole location, piping connectivity, piping depths, piping materials, piping size, frame/cover dimensions, existence of inflow insert/dish and drop connections, manhole construction materials utilized, manhole dimensions, condition of connecting mainline gravity sewers, and establish general O&M and structural grades using NASSCO MACP guidelines
- Conduct Second Pass (Level 2) Inspection – Conduct digital side scan inspection of all structures using a 3D Sewer Manhole Scanner capable of stitching together photos of the interior of the structure to create a 3D model

**TASK 4.3.5 – Deliverables:**

- Detailed Inspection Maps
- Table identifying NASSCO MACP coding, condition rating, and recommended rehabilitation methods for each structure.
- Draft Lift Station Rehabilitation Technical Memorandums
- Dye Testing/Flooding Recommendations
- Final Lift Station Rehabilitation Technical Memorandums

***TASK 4.3.6: AIR RELEASE VALVE (ARV) ASSESSMENT***

The CONSULTANT will select representative sample 206 (~25% of the system) of ARVs using GIS age, material, and operational history. The CONSULTANT will conduct a comprehensive field review of each selected ARV to assess physical condition, operational status, and risk of failure. This field assessment will include visual inspection, and documentation of deficiencies. The results will be used to determine which ARVs require immediate replacement, rehabilitation, or further investigation.

**TASK 4.3.6 – Deliverables:**

- Field inspection forms and photographic documentation for each ARV reviewed
- GIS maps and summary tables of ARV assessment and field review results
- Prioritized list of ARVs recommended for replacement, rehabilitation, or further investigation

***TASK 4.3.7: MAINLINE CCTV INVESTIGATIONS***

GCU LLC. will inspect up to 207,000 linear feet (LF) of mainline sewer using closed-circuit television (CCTV) technology. This assumes that 50% of the mainline sewer that was smoke tested should have CCTV investigations. The CONSULTANT will select priority mainline segments for inspection based on Phase 1 findings (e.g., NFI and smoke/dye test results). All inspections will be documented in accordance with NASSCO PACP standards, and results will be summarized for planning and prioritization. Additionally, results will be integrated with the OWNER's GIS and asset management system.

**TASK 4.3.7 – Deliverables:**

- Draft Mainline CCTV Investigation Technical Memorandum
- Review/Revise Meeting Agendas and Summaries
- Final Mainline CCTV Investigation Technical Memorandum

***TASK 4.3.8: LATERAL CCTV INSPECTION***

GCU LLC. will inspect up to 2,600 laterals using CCTV. Laterals will be selected based on risk indicators, prior field findings, and coordination with OWNER staff. Each inspection will be documented per NASSCO LACP standards, with results mapped and summarized for planning and prioritization. Additionally, results will be integrated with the OWNER's GIS and asset management system.

**TASK 4.3.8 – Deliverables:**

- Draft Lateral CCTV Inspection Technical Memorandum
- Review/Revise Meeting Agendas and Summaries
- Final Lateral CCTV Inspection Technical Memorandum

**TASK 4.4: DEVELOP CONDITION ASSESSMENT TECHNICAL MEMORANDUM**

The CONSULTANT will prepare a comprehensive Conditions Assessment Report that summarizes the findings from Tasks 3.2 through 3.3, including evaluations of pump station infrastructure, pump runtime data, inflow and infiltration investigations (night flow isolations, smoke and dye testing), manhole inspections, and funding opportunities. The report will consolidate all field data, condition ratings, GIS updates, and recommended rehabilitation actions into a single document to support the OWNER's planning

and capital improvement efforts. All recommendations will be prioritized based on severity, cost, and alignment with OWNER standards.

**TASK 4.4 – Deliverables:**

- Draft Conditions Assessment Report
- Review/Revise Meeting Agendas and Summaries
- Final Conditions Assessment Report
- GIS data package with inspection results and photos

**TASK 4.5: CONTINUED FUNDING SUPPORT FOR GRANTS AND LOANS**

The CONSULTANT will continue to support the OWNER in identifying, pursuing, and securing potential funding sources to implement recommended rehabilitation and improvement projects. Building on the strategies and groundwork established in Phase 1 and 2, Phase 3 will focus on leveraging updated asset data, risk assessments, and project recommendations to strengthen funding applications and maximize eligibility.

This ongoing support will include:

- Updating and refining the grant strategy based on new findings and evolving funding opportunities
- Preparing technical documentation and benefit-cost analyses tailored to the latest project priorities
- Coordinating closely with applicable state and federal programs, such as the Florida Department of Environmental Protection (FDEP), State Revolving Fund (SRF), FEMA Hazard Mitigation Grant Program (HMGP), and other relevant infrastructure funding sources
- Assisting with application submissions, compliance documentation, and responding to agency requests for additional information
- Advising on alignment of project scopes with eligibility criteria and funding program requirements to enhance the OWNER's competitiveness
- Compliance with any applicable funding being pursued as part of the funding support for grants and loans in this task

**TASK 4.5 – Deliverables:**

- Summary of applicable funding programs
- Technical documentation for grant applications
- Coordination and compliance support with funding agencies
- Funding strategy recommendations

**TASK 4.6: PUBLIC OUTREACH**

Valerin Group, Inc. will support this task by preparing and distributing ADA-compliant, plain-language door hanger notifications consistent with Charlotte County branding to support smoke testing efforts as part of Task 4.3.4. Valerin will coordinate content with OWNER staff for approval, manage and update the stakeholder database, and document outreach activities and feedback. Valerin will also secure and maintain a project-specific phone number and email address, available 24/7, to respond to inquiries during

the notification period. Door hangers will be hand-delivered to all relevant addresses at least 48 hours prior to smoke testing. Valerin's role is limited to these tasks and does not include additional outreach materials, right-of-entry assistance, or participation in public meetings.

The CONSULTANT will attend up to one (1) community meeting with the project team and OWNER staff to engage with residents, businesses, and stakeholders.

**TASK 4.6 – Deliverables:**

- Review comments for public meeting presentations and collateral.

**TASK 4.7: OTHER DIRECT COSTS**

A fixed allowance will be provided to cover direct costs necessary for project execution.

**PROJECT SCHEDULE**

We propose the services described above over a 24-month period (Phase 1 over a 12-month period with Phase 2 to follow over a 12-month period). A detailed project schedule will be provided within two-2 weeks of notice to proceed before the start of each phase.

**ASSUMPTIONS, EXCLUSIONS AND CONDITIONS**

The following is a list of the assumptions made during the preparation of this proposal, exclusions from this Scope of Services, and conditions that are required to be met:

- All deliverables will be electronic in PDF format and data will be provided in spreadsheet or database format.
- OWNER will provide requested pump runtime data in an organized excel format with pump station name, time stamps, data type, and units.
- Services such as survey, geotechnical investigations, and environmental investigations are not included in this scope of work.
- Right-of-entry assistance to be provided by OWNER for accessing work located outside of the right-of-way.
- If access to a manhole cannot be obtained due to site conditions or other limiting factor, OWNER will provide access or indicate that access cannot be provided.
- Individual manholes that are investigated in the field but are inaccessible due to site conditions or other limiting factors will be considered 25% complete for billing purposes.
- MOT permitting, and associated fees, are not included in this scope of work.
- MOT implementation is not included in this scope of work.

**COMPENSATION**

For Phase 1 in FY 2026, the total lump-sum cost for this Scope of Services is \$499,875.00. For Phase 2 in FY 2027, the lump-sum cost is \$499,765.00, resulting in a total cost of \$999,640.00 for both phases.

The above fees are based on the following breakdown:

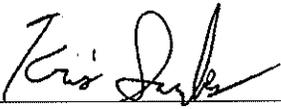
| PHASE/TASK  | FEE/COST            | BASIS           |
|---|---------------------|-----------------|
| <b><u>PHASE 1 – FY 2026</u></b>                                       |                     |                 |
| TASK 1.1 – Project Management   | \$43,330.00         | Lump Sum        |
| TASK 1.2 – Data Collection & Review                                   | \$33,030.00         | Lump Sum        |
| TASK 1.3 – Dashboard Development                                      | \$28,739.00         | Lump Sum        |
| TASK 1.4 – Smoke Testing  | \$112,331.00        | Lump Sum        |
| TASK 1.5 – Manhole Inspections (Level 1 & 2)                          | \$148,290.00        | Lump Sum        |
| TASK 1.6 – Funding Support for Grants and Loans                       | \$26,640.00         | Lump Sum        |
| TASK 1.7 – Public Outreach  |                     |                 |
| • Mead & Hunt   | \$6,176.00          | Lump Sum        |
| • The Valerin Group   | \$58,625.00         | Lump Sum        |
| TASK 1.8 – Other Direct Costs   | \$42,714.00         | Lump Sum        |
| <b>SUBTOTAL:</b>  | <b>\$499,875.00</b> | <b>Lump Sum</b> |
| <b><u>PHASE 2 (to be authorized with separate Owner approval)</u></b> |                     |                 |
| TASK 2.1 – Project Management   | \$43,330.00         | Lump Sum        |
| TASK 2.2 – Pump Station Runtime Evaluations                           | \$98,868.00         | Lump Sum        |
| TASK 2.3 – Night Flow Isolations (NFI)                                | \$37,192.00         | Lump Sum        |
| TASK 2.4 – Dye Testing  | \$26,974.00         | Lump Sum        |
| TASK 2.5 – Mainline CCTV Investigations                               |                     |                 |
| • Mead and Hunt   | \$6,308.00          | Lump Sum        |
| • GCU   | \$99,220.00         | Lump Sum        |
| TASK 2.6 – Lateral CCTV Inspections                                   |                     |                 |
| • Mead and Hunt   | \$6,308.00          | Lump Sum        |
| • GCU   | \$93,624.00         | Lump Sum        |
| TASK 2.7 – Develop Conditions Assessment Report                       | \$49,475.00         | Lump Sum        |
| TASK 2.8 – Continued Funding Support for Grants and Loans             | \$22,100.00         | Lump Sum        |
| TASK 2.9 – Other Direct Costs   | \$16,366.00         | Lump Sum        |
| <b>SUBTOTAL:</b>  | <b>\$499,765.00</b> | <b>Lump Sum</b> |
| <b>PHASE 1 &amp; 2 TOTAL:</b>   | <b>\$999,640.00</b> |                 |

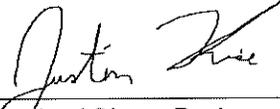
**AUTHORIZATION**

The Scope of Services and Compensation stated in this proposal are valid for a period of thirty (30) days from date of submission. If authorization to proceed is not received during this period, this proposal may be withdrawn or modified by the CONSULTANT.

Signatures of authorized representatives of Charlotte County Utilities and Mead and Hunt, Inc. shall convert this proposal to an Agreement between the two parties, and receipt of one signed copy shall be considered authorization to proceed with the work described in the Scope of Services.

Approved by: **MEAD AND HUNT, INC.**

By:   
Author/Submitter

By:   
Authorized Signer Review

Name: Kris Samples, PE, DBIA

Name: Justin Kise, PE, DBIA

Title: National Market Water Leader, VP

Title: Group Leader | Water

Date: December 8, 2025

Date: December 8, 2025

Approved by: **CHARLOTTE COUNTY**

By: \_\_\_\_\_  
*The above person is authorized to sign for the OWNER  
and bind the OWNER to the terms hereof.*

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

PURSUANT TO FLORIDA STATUTE SECTION 558.0035, AN INDIVIDUAL EMPLOYEE OR AGENT OF MEAD & HUNT INC. MAY NOT BE HELD INDIVIDUALLY LIABLE FOR NEGLIGENCE.

IF THE CONTRACTOR (MEAD & HUNT INC.) HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE CONTRACTOR'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT (PROPOSAL), CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT (941) 743-1441, E-MAIL TO RECORDS@CHARLOTTECOUNTYFL.GOV, 18500 MURDOCK CIRCLE, BLDG. B, Suite 109, PORT CHARLOTTE, FLORIDA 33948.