



HOLTZ CONSULTING ENGINEERS, INC

April 21, 2025

Ms. Tanya Quickel
Deputy Village Manager
Village of Wellington
12300 Forest Hill Boulevard
Wellington, FL 33414

Subject: SRF Management Assistance for Village of Wellington Meter Replacement Program

Dear Ms. Quickel,

Holtz Consulting Engineers, Inc. (HCE) is pleased to submit our proposal to extend our support services to the Village of Wellington for the construction phase of the Village's Meter Replacement Program within Wellington's water distribution system. HCE will assist with the requirements of the State Revolving Funding (SRF) Drinking Water Program loan funding program, as detailed below.

SECTION 1 - SCOPE OF SERVICES

HCE shall perform the Scope of Services as described herein.

Task 1 – Engineering Support for State Revolving Fund (SRF) Compliance during Construction

During the construction phase of the project, HCE will provide the following services:

- a. Discuss the applicable dates of the “Build America, Buy America” (BABA) waiver for Advanced Metering Infrastructure (AMI) meters and their components with the Contractor to ensure compliance.
- b. Review and approve weekly payroll information submitted by the Contractor and subcontractor(s) to ensure that Davis-Bacon wage requirements are met.
- c. Conduct labor interviews with the Contractor's and subcontractor(s)' personnel throughout the construction duration as required by the SRF guidelines.
- d. Prepare and submit disbursement requests with required supporting documentation to the FDEP SRF department.

SECTION 2 – VILLAGE RESPONSIBILITIES

This proposal assumes that the Village shall:



HOLTZ CONSULTING ENGINEERS, INC

- a. Assist with providing required copies of information for SRF review compliance, including, but not limited to: shop drawing submittals, draft payment requests, and payroll information supplied by the Contractor.
- b. Provide prompt review of all deliverables.

SECTION 3 - DELIVERABLES

The following deliverables will be provided to the Village of Wellington:

- 1. Copies of all labor interviews conducted.
- 2. Copies of all weekly payroll documentation.
- 3. Completed disbursement packages, submitted to FDEP for processing.

SECTION 4 – COMPENSATION

Compensation shall be a lump sum amount of \$98,000. Please refer to the attached cost breakdown.

SECTION 5 – SCHEDULE

The project construction schedule is anticipated to be 2 years from the date of award to a contractor for Meter Installation Services.

We greatly appreciate the opportunity to assist the Village of Wellington with this project.

Sincerely,
HOLTZ CONSULTING ENGINEERS, INC.

Christine Miranda, PE
Vice President

ACCEPTED BY:

Village of Wellington

Date

Attachment A: SRF Assistance for Village of Wellington Meter Replacement Program

		HCE Principal	HCE Associate	HCE Grant Assistant	Senior Designer	Administrative Assistant	Subconsultant	Item Cost (Includes 5% Subconsultant Markup)		Task Cost
Rate		\$240	\$220	\$140	\$160	\$100	--			
Task	Item	Hours					Fees			
1. SRF Program Assistance (Construction Phase)	Ensure BABA Requirements are Met	4	8	8		8		\$4,640.00		\$98,000.00
	Review weekly payroll information for Davis-Bacon wage rates	26	52	156		26		\$42,120.00		
	Conduct labor interviews for Davis-Bacon wage rates			104		52		\$19,760.00		
	Prepare & Submit disbursement requests to FDEP	12	52	104		26		\$31,480.00		
		42	112	372	0	112	Subconsultant \$0.00 HCE \$98,000.00	Total		\$98,000.00