



## **Scope of Work**

### **Harris Chain of Lakes Restoration Council Meetings**

### **October 1, 2005 to September 30, 2006**

Berryman & Henigar, Inc. (B&H) is pleased to submit this scope of work and cost estimate for providing the professional services for the time frame October 1, 2005 through September 30, 2006 as outlined below. The purpose of this project will be to attend meetings, provide meeting minutes, prepare the 2005 annual report for presentation to the Florida State Legislature, and begin the preparation of the 2006 annual report. The contract to complete the 2006 annual legislative report for presentation to the Florida State Legislature will be submitted to correspond to the SJRWMD 2006-07 fiscal year.

#### **Proposed Scope of Work**

B&H will provide an Environmental Scientist to attend a maximum of twelve (12) meetings of the Harris Chain of Lakes Restoration Council (Council) at a minimum of one (1) per month, provide a summary of meeting minutes and prepare the 2005 annual report for presentation to the Florida State Legislature, and begin the preparation of the 2006 annual report. Specific tasks are summarized below:

**Meetings** – B&H will attend a maximum of twelve (12) meetings of the Council. The meetings will be audio recorded and notes will be taken by B&H, to assist in preparation of the meeting minutes.

**Meeting Minutes** – The Meeting Minutes will be submitted to the Council in the approved format for review and comment within ten (10) business days of the meeting. Comments received from the Council will be incorporated into the minutes and the Final Meeting Minutes will be submitted within five (5) business days of the receipt of comments. The minutes will be emailed to the District's representative to the Council (Gene Caputo - [gcaputo@sjrwmd.com](mailto:gcaputo@sjrwmd.com)), who in turn will distribute the meeting minutes to the Council. One copy each of the audiotape(s), notes, handouts, and minutes will be provided to the District representative for inclusion in the District files. The District will provide B&H with one copy of the videotape from the meetings.

**2005 Annual Legislative Report** – B&H will complete the 2005 Annual Legislative Report to the Florida State Legislature based on the attendance at the Council meetings and a review of the Meeting Minutes.

**2006 Annual Legislative Report** - B&H will begin the preparation of the 2006 Annual Legislative Report to the Florida State Legislature based on the attendance at the Council meetings and a review of the Meeting Minutes. The contract to complete the 2006 annual legislative report for presentation to the Florida State legislature will be submitted to correspond to the SJRWMD 2006-07 fiscal year. A project status and a summary draft status will be submitted. However, neither the draft nor the final report for the 2006 submittal is included in this scope.

**Document Preparation and Review** – All documents will be provided in electronic format within the timeframes specified. The B&H Project Manager will conduct a thorough review of all Meeting Minutes prior to submittal to the Council. Upon receipt of comments from the Council, edits will be made to the

documents and additional review will be conducted by B&H prior to submitting the final version of the documents.

### **Project Budget and Payment Schedule**

The fees and expenses for B&H to conduct the services as outlined above are \$26,719. Invoices will be submitted monthly based on the following payment schedule.

<b>Month</b>	<b>Amount</b>
October 2005	\$4,736.00
November 2005	\$4,736.00
December 2005	\$1,390.00
January 2006	\$1,390.00
February 2006	\$1,390.00
March 2006	\$1,390.00
April 2006	\$1,390.00
May 2006	\$1,390.00
June 2006	\$1,390.00
July 2006	\$1,390.00
August -2006	\$1,390.00
September 2006	\$4,737.00
<b>Total</b>	<b>\$26,719.00</b>

The invoice will include a brief description of the services provided. A maximum of twelve meetings are included in this proposal. B&H can attend and provide minutes for additional meetings at a rate of \$1,390 per meeting. This contract can be extended as desired by the District.