

RESOLUTION

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF FLORENCE, ALABAMA as follows:

SECTION 1. That the Professional Services Agreement No. 2632-02, dated February 4, 2025, with LaBella Associates, D.P.C., a copy of which is attached hereto, to provide professional consulting services for monthly tank inspection reviews and annual testing at the City of Florence Landfill, Florence Alabama, in the amount not to exceed \$2,250.00, the same is hereby approved, ratified and confirmed.

SECTION 2. That the Council has investigated and ascertained and hereby finds LaBella Associates, D.P.C., to be qualified, responsible, and competent to perform said services.

SECTION 3. That the contract for such services be awarded to LaBella Associates, D.P.C., and that the proper officials of the City execute the contract in the name of and on behalf of said City.

ADOPTED this the \_\_\_\_\_ day of \_\_\_\_\_, 2025.

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CITY COUNCIL

APPROVED this the \_\_\_\_\_ day of \_\_\_\_\_, 2025.

\_\_\_\_\_  
MAYOR

ADOPTED & APPROVED this the \_\_\_\_\_ day of \_\_\_\_\_, 2025.

\_\_\_\_\_  
CITY CLERK-TREASURER



February 4, 2025

Mr. David Koonce  
Director of Solid Waste and Recycling  
City of Florence Solid Waste Department  
450 Country Club Drive  
Florence, Alabama 35633

**VIA ELECTRONIC MAIL**  
dkoonce@florencial.org

**Re: Proposal for Professional Consulting Services  
Underground Storage Tank Compliance Activities (Calendar Year 2025)  
Florence Municipal Solid Waste Landfill  
Florence, Alabama  
Facility ID No. 11018-077-003471  
UST Tank ID No.: 47963  
Addendum No. 2632-02  
PC#: Alabama - 31.14  
LaBella Proposal No.: P2501645**

Dear Mr. Koonce:

LaBella Associates, D.P.C. (LaBella) appreciates the opportunity to offer professional consulting services for the City of Florence. LaBella is submitting this proposal for your review and consideration, which includes a description of the consulting services to be performed (Scope of Services) and service guarantees.

**PROJECT UNDERSTANDING**

LaBella understands that the City of Florence owns one, 12,000-gallon underground storage tank (specifically a "split tank") that consists of unleaded gasoline and "on road" diesel fuel that is located at the Florence Municipal Solid Waste Landfill in Florence, Lauderdale County, Alabama. Per correspondence with the City of Florence, and in conjunction with a review of the ADEM AEPACS system for the facility, to maintain compliance with the Certificate of Registration, routine inspections and testing are required. A breakdown of the required compliance activities is provided below.

Required Activity for UST Compliance	Frequency	Last Completed
Monthly (30-day) Walkthrough Inspections	Monthly	December 2024
Annual Tank Gauge Test & Walk-Through	Annual	March 2024
Annual Certificate of Registration	Annual	December 2024
Three Year Spill Prevention Equipment Integrity Test Reporting	Every 3 Years	March 2024
Three Year Overfill Prevention Equipment Inspection	Every 3 Years	March 2024

All forms are required to be submitted online via the ADEM AEPACS system within 30 days from inspection date.





Per conversations with the City of Florence, and in conjunction with a review of the ADEM AEPACS system for the facility, to maintain compliance with the Certificate of Registration, the only remaining activities required to be completed for calendar year 2025 are:

- Monthly (30-day) Walkthrough Inspections (ADEM form 558)
  - Last performed in December 2024
    - Twelve monthly (January through December) walk through inspections are required to maintain compliance.
- Annual Tank Gauge Testing & Walk-Through
  - Last Performed in March 2024
    - An annual tank gauge test and associated walk-through is required to maintain compliance.

## SCOPE OF SERVICES

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The following scope of services are intended to address the services which labella believes will be required to assist the City of Florence with maintaining compliance with the Alabama Department of Environmental Management under the Underground Storage Tank Division.

### **TASK 01 – MONTHLY TANK INSPECTION REVIEWS**

The scope of services include:

- LaBella will review the monthly inspection reports provided by City of Florence Staff. (It is LaBella's understanding that the facility has certified UST inspectors on staff, and that monthly inspections are not required to be performed by LaBella.)
- LaBella will submit monthly inspection reports to ADEM via the ADEM AEPACS system.

### **TASK 02 – ANNUAL TANK GAUGE TESTING & WALK-THROUGH**

The scope of services include:

- LaBella will contract with a licensed UST contractor to perform the annual tank gauge testing and walk-through.
- LaBella will submit the test results and applicable forms to ADEM via the ADEM AEPACS system. If any results indicate further evaluation, LaBella will provide a separate cost estimate to address any corrective measures.

## DELIVERABLES

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The deliverables for the scope of services is as follows:

**Task 01** – Monthly inspection forms completed by the facility will be submitted to the LaBella project manager via email, reviewed by LaBella staff familiar with UST inspections, and uploaded to the online ADEM AEPACS system. A confirmation receipt will be submitted to the facility upon receipt.

**Task 02** – Annual tank gauge testing results and walk-through forms will be reviewed by LaBella staff familiar with UST inspections and uploaded to the online ADEM AEPACS system. A confirmation receipt



will be submitted to the facility upon receipt.

## SCHEDULE

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LaBella can begin work immediately upon authorization to proceed.

## ASSUMPTIONS AND LIMITATIONS

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This scope and estimated budget are based on the following assumptions:

- The associated fee does not include the costs for responding to correspondence from ADEM, conducting re-testing events, or any other activity not described above;
- The associated fee assumes no net change in frequency of inspection/testing events in Calendar Year 2025;
- It is LaBella's understanding that all three-year inspections/testing events outlined in the Project Understanding section above have already been completed and are not included within this calendar year 2025 estimate. Future three-year inspections/testing events can be included in subsequent calendar year budget proposals upon request.
- Client-generated activities in excess of the budget are subject to additional charges billed at hourly rates plus expenses or negotiated fees and may affect the task schedule accordingly.

## ESTIMATED COSTS

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Based on our understanding of the scope of work presented above, the estimated costs for completing these services are as follows:

Task No.	Description	Amount
Task 01	Project Management and Twelve Monthly (January through December) Inspection Reviews	\$1,800.00
Task 02	Annual Tank Gauge Testing and Walk-Through	\$450.00
<b>CALENDAR YEAR 2025 TOTAL</b>		<b>\$2,250.00</b>

Our services would be billed monthly on a time and materials basis, in accordance with the attached Fee Schedule.

## AGREEMENT

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This proposal when executed and the attachments will together serve as an Addendum to Master Professional Services Agreement (MPSA) No. 2632, between LaBella Associates, D.P.C. and the City of Florence, Alabama (Client) dated January 6, 2025 and amended with Addendum No. 2632-01 dated January 29, 2025, incorporating LaBella's current rate schedule. The proposed scope of services will be conducted under the Terms and Conditions of the aforementioned MPSA and this Addendum.



If this Addendum is acceptable, please sign and date below, and return this document via electronic mail or regular postal service. Upon receipt, we will endorse and return an executed Addendum for your files.

We sincerely thank you for this opportunity and we look forward to continuing our relationship with the City of Florence. If you require additional information or have any questions, please contact me at (205) 985-4874.

Respectfully submitted,  
LaBella Associates, D.P.C.

Robert R. Bailey, P.G.  
Senior Project Geologist

Accepted by:  
**LaBella Associates, D.P.C.**

Accepted by:  
**City of Florence**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Signature**

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**Printed Name**

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**Printed Name**

\_\_\_\_\_ **Title**                                 **Date**

\_\_\_\_\_ **Title**                                 **Date**

Attachment - Service Guarantees



# SERVICE GUARANTEES<sup>®</sup>

Provided by



LaBella Associates and our project teams are excited to offer the following "Service Guarantees" to the City of Florence:

- i. If we are late for a meeting with you, there will be no charge for that meeting time.*
- ii. For tasks contracted on a time and materials basis, you will not be billed for professional services performed for these tasks after the scheduled completion date.*
- iii. For tasks contracted by lump sum basis; in the unlikely event we do not meet the agreed-upon schedule for those tasks, your agreed-upon fee will be reduced by 10%.*

If you have any questions about the above-listed guarantees, please contact us.

Signature:   
Division Director

Signature:   
Project Manager

Date: February 4, 2025

Date: February 4, 2025