

July 12, 2010



An SAIC Company

Mr. Paul Kalv
Electric Director
City of Leesburg
2010 Griffin Road
Leesburg, FL 34749-0630

Subject: Project Execution Plan Preparation

Dear Paul:

Thank you for the opportunity to prepare a project execution plan (PEP) for the City of Leesburg, FL (Leesburg). A comprehensive and robust PEP is required to fulfill all Department of Energy (DOE) requirements associated with your Smart Grid Investment Grant (SGIG) project. R. W. Beck, an SAIC Company (R. W. Beck) will prepare Leesburg's PEP as described in the following sections for Scope of Services, Project Costs, and Project Schedule.

Scope of Services

- R. W. Beck staff will use Leesburg's SGIG application, current draft PEP, metrics and benefit plan, and information provided by Leesburg staff to prepare a new draft PEP, if required by DOE.
- R. W. Beck staff will use the same approach and methodology used to develop the draft PEPs for other utility clients with SGIG projects.
- R. W. Beck staff will assume the lead role in development of a new draft PEP and be involved with all DOE negotiations. Leesburg staff will provide all the needed support, be accessible as needed, and provide timely responses to all information requests.
- All work provided by R. W. Beck staff to review Leesburg's current PEP draft and prepare a new PEP for Leesburg as described in this Scope of Services will not disqualify or preclude R. W. Beck from participating in any Leesburg sole-source or competitive request-for-proposal process or provide any other services associated with Leesburg's SGIG project.

Project Costs

- The budget estimate for R. W. Beck's proposed Scope of Services is Eighty-Eight Thousand Seven Hundred Dollars (\$88,700) for labor, materials, and related expenses, i.e. "time and materials".
- In addition to the above budget estimate, Leesburg will be invoiced all time and materials for R. W. Beck staff to follow-up or respond to any questions or comments received by DOE on the draft PEP.
- In addition to the above budget estimate, Leesburg will be invoiced, at cost, all travel-related expenses of R. W. Beck staff associated with this Scope of Services. R. W. Beck staff will minimize all travel related expenses to the extent possible provided that Leesburg staff are accessible for conference calls and provide timely responses to all information requests.
- Total fees for labor, materials, and related expenses (time and materials) for R. W. Beck staff to prepare Leesburg's PEP may be higher or lower than the above budget estimate.

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- R. W. Beck is authorized to proceed with the Scope of Services as described herein provided that total fees for labor, materials, and related expenses (time and materials) through July 26, 2010 are less than \$25,000. R. W. Beck will not provide any services associated with the Scope of Services as described herein if total fees for labor, materials, and related expenses (time and materials) are \$25,000 or greater pending authorization by the Leesburg City Commission on July 26, 2010 for the difference between the budget estimate as described herein and R. W. Beck's total fees for labor, materials, and related expenses (time and materials) through July 26, 2010.

Project Schedule

- R. W. Beck staff anticipates completing Leesburg's PEP as described within this Scope of Services by August 31, 2010 subject to any prior scheduling commitments or conflicts, availability of Leesburg or DOE staff, timely authorizations by Leesburg, and timely responses by Leesburg or DOE to all information requests.

R. W. Beck is prepared to prosecute the Scope of Services described herein pursuant to the terms and conditions as set forth in a Professional Services Agreement between the City of Leesburg, Florida and R. W. Beck dated June 26, 2009. If the Scope of Services, Project Costs, and Project Schedule provided in this letter are acceptable to Leesburg, please sign below and return one copy for our files.

Please feel free to contact me if you have any questions or need additional information.

Sincerely,

R. W. BECK, INC.



Joni Batson
VP, T& D Planning and Analysis

cc: Shannon Messer
Ted Szymankiewicz

Authorization

CITY OF LEESBURG, FL

R. W. BECK, an SAIC Company

Signed _____

Signed Joni Batson

Printed _____

Printed Joni Batson

Title _____

Title VP, T&D Planning and Analysis

Date _____

Date July 12, 2010