

**CITY OF PLANTATION
WATER AND WASTEWATER UTILITIES ENGINEERING SERVICES**

PROJECT NO. _____

**EMERGENCY RESPONSE PLAN (ERP) UPDATES
February 19, 2021**

BACKGROUND

America's Water Infrastructure Act of 2018 requires that all community water systems serving populations greater than 3,300 persons shall assess the risks to, and resilience of, its system (referred to hereinafter as the Risk and Resilience Assessment or "RRA"). Within six months of completion of the RRA, America's Water Infrastructure Act of 2018 also requires a letter of certification to EPA that the Emergency Response Plan (ERP) for a utility is updated, and at least every five years thereafter.

The ERP must contain the following elements:

- Strategies and resources to improve the resilience of the system, including the physical security and cybersecurity of the system
- Plans and procedures that can be implemented, and identification of equipment that can be utilized, in the event of a malevolent act or natural hazard that threatens the ability of the community water system to deliver safe drinking water
- Actions, procedures, and equipment which can obviate or significantly lessen the impact of a malevolent act or natural hazard on the public health and the safety and supply of drinking water provided to communities and individuals, including the development of alternative source water options, relocation of water intakes, and construction of flood protection barriers; and
- Strategies that can be used to aid in the detection of malevolent acts or natural hazards that threaten the security or resilience of the system.

The ERP can be developed based on existing emergency plans such as the CITY's Hurricane Plan, but is required to include response protocols for any type of emergency or event identified as a threat during the RRA. The suggested format for the ERP is based on the Federal Emergency Management Agency Comprehensive Preparedness Guide (CPG101) and on American Water Works Association Guidance M19, with sections including the basic plan, hazard-specific procedures, and communication/coordination information.

SCOPE OF SERVICES

The CITY requested that Hazen and Sawyer (CONSULTANT) assist in the revision of the CITY's ERP following the completion of the RRA for its water systems, including treatment facilities, storage tanks, pump stations and pipelines. The detailed scope of work follows.

SCOPE OF SERVICES

Task 1 – Kickoff Meeting and Project Coordination

CONSULTANT shall conduct a kickoff meeting with CITY to detail the project schedule, review the work plan, identify utility staff to participate in ERP development (including utility leaders, finance, human resources, operations, field, and customer-service staff), discuss utility background/history in emergencies and emergency exercises, and identify any additional information to be reviewed. Information such as the hurricane plan or other existing emergency plans/information that is provided electronically by CITY will be reviewed by the CONSULTANT team before the kickoff meeting.

Data Collection and Review

CITY will provide the following documents electronically to CONSULTANT for review:

1. Hurricane Response Plan / Hurricane Action Plan for Utilities
2. Emergency Operations Plans (including Annexes)
3. Business continuity plans (Continuity of Operations Plans),
4. Public Notification Templates, including:
 - a. Issue/Rescind Boil Water Notices
 - b. Do Not Use / Do Not Drink Water Service Alerts / Interruptions
 - c. Emergency Water Use Restrictions
5. Copy of existing Mutual Aid Agreements (e.g FlaWARN)
6. Copies of existing interconnect agreements / letters of understanding
7. Updated Utilities Staff Roster (name, contact information)
8. Updated City/Utilities Incident Command System (ICS) Organizational Charts
9. Updated Inventory of Available Emergency Resources
10. Critical Customer List
11. Utility Health and Safety Manuals/Plans
12. Business Continuity Plans (Continuity of Operations Plans)

CONSULTANT shall review the following documents, previously provided by CITY, in preparation for the kickoff meeting:

1. City of Plantation Comprehensive Emergency Management Plan, June 2018
2. Plantation Water Department Emergency Response Plan Revisions, ERP Update Final Technical Memo, August 2003

Task 2 – Workshops and Information Collection

CONSULTANT shall conduct Workshop No. 1 with the CITY ERP Team, and representatives from outside agencies such as City/County emergency management, police, fire, Haz-mat, Department of Environmental Protection, and others related to emergency response. It is paramount that decision-makers for the CITY attend this workshop so that the contents of the ERP contain procedures with leadership approval.

This workshop shall include development of up to 10 procedures for emergency response (including responses to the threats identified in the RRA). CONSULTANT shall utilize and further develop CITY's existing response actions in development of these procedures.

CITY will designate the incident management team, including identifying three people for each role. Attendees will also discuss resiliency measures and equipment needed.

Task 3 – Draft Emergency Plan (Development, Review, and Final Version)

Based on information gained from earlier tasks and on industry guidance, CONSULTANT shall draft the ERP. The document will be reviewed during an interactive Workshop No. 2 to with the CITY ERP Team. The workshop will consist of active exercises and discussions to check the information throughout the document. CITY will provide additional changes/comments on the draft ERP within ten days after the workshop. CONSULTANT shall deliver final version of the ERP to CITY electronically with one bound copy.

The CITY will then certify by letter to the Administrator of the EPA, that the ERP has been completed, copying CONSULTANT on the correspondence. Such certification will remain valid for five years. It is recommended that CITY perform a review yearly and significant revision after four years, recertifying to EPA following each revision.

Task 4 – Document Training and Emergency Exercise

CONSULTANT shall conduct one training event (Workshop No. 3) to familiarize CITY staff with the ERP and appropriate roles during an emergency.

ASSUMPTIONS

1. All existing documents will be provided by CITY.

2. The CITY's existing ERP will serve as the base document for updating. CITY will provide CONSULTANT with latest version of electronic word files for updating.
3. CITY will file certification by letter to the Administrator of the EPA, copying CONSULTANT, following completion of the ERP.

SCHEDULE

The services for the ERP are anticipated to be completed within four months of Notice to Proceed and receipt of all information requested from CITY by CONSULTANT.

COMPENSATION

The compensation for engineering services provided under this work authorization are on a lump sum basis of \$54,400 as indicated in the table below. A cost breakdown by task is outlined below.

Description	Compensation Type	Fee
Labor		
Task 1- Kickoff Meeting and Project Coordination	Lump Sum	\$9,673
Task 2 – Workshops and Information Collection	Lump Sum	\$14,934
Task 3 – Draft Emergency Plan (Development, Review and Final Version)	Lump Sum	\$20,068
Task 4 – Document Training and Emergency Exercise	Lump Sum	\$9,701
Subtotal – Labor		\$54,377
TOTAL FEE	Lump Sum	\$54,377

AUTHORIZATION FOR NOTICE-TO-PROCEED

Steve Urich, Director of Utilities

Date

City of Plantation
Emergency Response Plan Preparation
FEE ESTIMATE
February 19, 2021

Work Element	Vice President/Associate Vice President	Senior Associate	Associate	Principal Engineer	Principal Graphic Designer	Total Hours	Labor Cost
Task 1 - Kickoff Meeting and Project Coordination	2	8	24	24	4	62	\$9,673
Task 2 - Workshops and Information Collection	2	4	48	40	4	98	\$14,834
Task 3 - Draft Emergency Plan (Development, Review, and Final Version)	8	22	48	30	18	124	\$20,068
Task 4 - Document Training and Emergency Exercise	2	4	32	20	4	62	\$9,701
Total Hours:	14	38	162	114	28	346	\$54,377
Total Salary (Labor)							\$54,377
TOTAL FEE:							\$54,377
HOURLY BILLING RATES USED TO DEVELOP THIS FEE	\$241.54	\$219.25	\$174.28	\$122.21	\$80.04		