

Proposal to Provide Emergency Response Plan Work Order No. 17

Services to be provided by: Hazen and Sawyer (Hazen)

Services provided to (“Village”): Village of Wellington (Village)

Proposal Date: April 16, 2019

Proposal Terms

PROJECT DESCRIPTION

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 5 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 (these will be developed in an implementation plan from the RRA and will be reviewed/appended during the first workshop)
- 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 Village’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 (FEMA) 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.

The Village of Wellington (Village) requested that Hazen and Sawyer (Hazen) assist in the revision of the Village's ERP following the completion of a RRA for its water systems, including treatment facilities, storage tanks, pump stations and pipelines. Hazen shall retain the services of a Subconsultant, Launch! Consulting, Inc. (Launch), who specializes in conducting ERPs that comply with the FEMA CPG101 standard guidance.

Following completion of the RRA, Hazen shall then revise the Village's ERP through a series of workshops with the Village. The detailed scope of work follows below:

SCOPE OF SERVICES

Task 1 – Kickoff Meeting and Project Coordination

Hazen shall conduct a kickoff meeting with Village 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 Village will be reviewed by the Hazen team before the kickoff meeting

Deliverable(s):

1.1 – Kickoff Meeting Summary

Task 2 – Workshops and Information Collection

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

This workshop shall include development of up to 15 procedures for emergency response (including responses to the threats identified in the RRA). Hazen shall utilize and further develop Village's existing response actions in development of these procedures.

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

Deliverable(s):

2.1 – Workshop No. 1 Summary

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

Based on information gained from earlier tasks and on industry guidance, Hazen shall draft the ERP. The document will be reviewed during an interactive full-day Workshop No. 2 to with the Village ERP Team. The workshop will consist of active exercises and discussions to check the information throughout the document. Village will provide additional changes/comments on the draft ERP within 10 days after the workshop. Hazen shall deliver final version of the ERP to Village electronically with one bound copy.

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

Deliverable(s):

- 3.1 – Workshop No. 2 Summary
- 3.2 – DRAFT Emergency Response Plan
- 3.3 – FINAL Emergency Response Plan

Task 4 – Document Training and Emergency Exercise

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

Deliverable(s):

- 4.1 – Workshop No. 3 Summary

ASSUMPTIONS

1. Village will coordinate with non-utility agency staff (such as from police or fire departments) who are part of the RRA Team, and arrange for their attendance at necessary workshop meetings.
2. All existing documents will be provided by Village in electronic files which can be utilized in the revised ERP.
3. Village will provide Hazen with an updated list of emergency contacts for Hazen to include in the ERP.
4. Village will file certification by letter to the Administrator of the EPA, copying Hazen, following completion of the ERP.

SCHEDULE

Task	Description	Time of Completion from NTP
1	Kickoff Meeting Minutes	1 Month
2	Workshop No. 1 Summary	2 Months
3	Workshop No. 2 Summary	3 Months
3	DRAFT Emergency Response Plan	4 Months
3	FINAL Emergency Response Plan	5 Months
4	Workshop No. 3 Summary	5 Months

COMPENSATION

Compensation for all tasks, unless specifically noted below, will be billed on a lump sum basis based on percent of work complete and total project fees presented in Attachment A.

AUTHORIZATION

Work described in this proposal will commence upon authorization to proceed and receipt of a signed agreement.

Hazen and Sawyer, D.P.C.

Signed: Albert Muniz

Name: Albert Muniz, PE

Title: Vice President

Date: 06-24-2019

Village of Wellington

Signed: _____

Name: _____

Title: _____

Date: _____

[Please return one original to Hazen and Sawyer]



SCOPE OF WORK FOR EMERGENCY RESPONSE PLAN VILLIAGE OF WELLINGTON, FLORIDA

April 15, 2019

PROJECT DESCRIPTION

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 5 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 (these will be developed in an implementation plan from the RRA and will be reviewed/appended during the first workshop)
- 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 Village'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 (FEMA) 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.

The Village of Wellington (Village) requested that Launch! Consulting assist in the revision of the Village's ERP following the completion of an RRA for its water systems, including treatment facilities, storage tanks, pump stations and pipelines.

Following completion of the RRA, Launch! Consulting shall then revise the Village's ERP through a series of workshops with the Village. The detailed scope of work follows.

SCOPE OF SERVICES

TASK 1 – KICKOFF MEETING AND PROJECT COORDINATION

Launch! Consulting shall conduct a kickoff meeting with Village 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 Village will be reviewed by the Launch! Consulting team before the kickoff meeting.

HAZEN ASSUMPTIONS

- Hazen shall provide a workshop summary within two weeks of workshop completion to the Village.
- Hazen shall provide an engineer to take detailed notes.

LAUNCH! ASSUMPTIONS

- Launch! Consulting shall provide agenda for the workshop.
- Launch! Consulting shall have one facilitator present at workshop.
- Launch! Consulting will review all documents provided by Village.

TASK 2 – WORKSHOPS AND INFORMATION COLLECTION

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

This workshop shall include development of up to 15 procedures for emergency response (including responses to the threats identified in the RRA). Launch! Consulting shall utilize and further develop Village’s existing response actions in development of these procedures.

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

HAZEN ASSUMPTIONS

- Hazen shall provide a workshop summary within two weeks of workshop completion to the Village.
- Hazen shall provide a staff member to take detailed notes.
- Hazen shall provide printing for all needed workshop materials.

LAUNCH! ASSUMPTIONS

- Launch! Consulting shall provide agenda for the workshop.
- Launch! Consulting shall have one facilitator present at workshop.
- Launch! Consulting will develop Emergency Action Checklists from information gathered at workshop.

TASK 3 – DRAFT EMERGENCY PLAN (DEVELOPMENT, REVIEW, AND FINAL VERSION)

Based on information gained from earlier tasks and on industry guidance, Launch! Consulting shall draft the ERP. The document will be reviewed during an interactive full-day Workshop No. 2 to with the Village ERP Team. The workshop will consist of active exercises and discussions to check the information throughout the document. Village will provide additional changes/comments on the draft ERP within 10 days after the workshop. Launch! Consulting shall deliver final version of the ERP to Village electronically with one bound copy.

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

HAZEN ASSUMPTIONS

- Hazen shall provide a workshop summary within two weeks of workshop completion to the Village.
- Hazen shall provide a staff person to take detailed notes.
- Hazen shall provide printing for all needed workshop materials.

LAUNCH! ASSUMPTIONS

- Launch! Consulting shall provide agenda for the workshop.
- Launch! Consulting shall have one facilitator present at workshop.
- Launch! Consulting will develop draft ERP.

TASK 4 – DOCUMENT TRAINING AND EMERGENCY EXERCISE

Launch! Consulting shall conduct one classroom training event (Workshop No. 3) to familiarize Village staff with the ERP and appropriate roles during an emergency.

HAZEN ASSUMPTIONS

- Hazen shall provide a workshop summary within two weeks of workshop completion to the Village.
- Hazen shall provide a staff member to take detailed notes.
- Hazen shall provide printing for all needed workshop materials.

LAUNCH! ASSUMPTIONS

- Launch! Consulting shall provide agenda for the workshop.
- Launch! Consulting shall have at least two facilitators present at workshop.

TASK 5 – EMERGENCY COMMUNICATIONS PLAN (OPTIONAL TASK)

The most difficult yet important piece of emergency preparedness is communication. As such, a critical document to include as part of the ERP is a communications plan. This is separate from the exact requirements of the AWIA yet is of utmost importance during an emergency. The document will contain protocols and procedures for emergency communications with staff, other agencies/organizations, critical customers and others regarding emergency events. To develop the Emergency Communications Plan, Launch! Consulting shall review existing communications information and then conduct a Communications Workshop with Village

staff and other stakeholders to collection information on all stakeholders regarding communication. This information will include details on communicating (needs, information, format, etc.), and specific messaging for each audience by type of emergency event. The outcome of the workshop includes information for the Emergency Communications Plan document, and also includes important interaction with participants so that emergency communication may become smoother in the future.

Based on information gained from the workshop and any communications documents provided by the Village, Launch! Consulting shall draft the Emergency Communications Plan. Village will provide changes/comments on the draft within 10 days. Launch! Consulting shall deliver the final version of the Emergency Communications Plan to Village as a section of the ERP (electronically with one bound copy).

DELIVERABLE(S):

- DRAFT Emergency Response Plan
- FINAL Emergency Response Plan
- OPTIONAL – DRAFT and FINAL Emergency Communications Plan

KEY ASSUMPTIONS

1. All existing documents will be provided by Village in electronic files which can be utilized in the revised ERP.
2. Village will provide Launch! Consulting with an updated list of emergency contacts for Launch! Consulting to include in the ERP.
3. Village will file certification by letter to the Administrator of the EPA following completion of the ERP.

SCHEDULE

Task	Description of Deliverable	Time of Completion from NTP
1	Kickoff Meeting Summary	1 Month
2	Workshop No. 1 Summary	2 Months
5	Optional Emergency Communications Plan Workshop	3 Months
3	Workshop No. 2 Summary	3 Months
3	DRAFT Emergency Response Plan (including Optional Emergency Communications Plan)	4 Months
3	FINAL Emergency Response Plan (including Optional Emergency Communications Plan)	5 Months
4	Workshop No. 3 Summary	5 Months

COMPENSATION

Compensation for all tasks, unless specifically noted below, will be billed on a lump sum basis based on percent of work complete and total project fees of \$50,832.

Optional Communications Plan fee is an additional \$22,080.

<i>RRA for Water & Wastewater</i>								
<i>Village of Wellington, FL</i>								
<i>Launch! Consulting Fee Estimate</i>								
<i>April 2, 2019</i>								
Work Element	Launch Subject Matter Expert	Launch Senior Security/ Emergency Specialist	Launch Senior Risk and Resilience Specialist	Launch Administrative Assistant/ Graphic Design	Launch SCADA/ Cyber Specialist	Total Hours	Labor Cost	Estimating Assumptions
Rate per hour	\$195.00	\$168.00	\$168.00	\$63.00	\$195.00			All deliverables are electronic; workshop materials will be printed by Hazen and Sawyer
Task 2 - Emergency Plan (ERP) Update								
Subtask 2.1 - Kickoff Meeting and Project Coordination	32	8	8	0	0	48	\$2,688.00	
Subtask 2.2 - Workshops and Information Collection	40	8	40	0	0	88	\$8,064.00	
Subtask 2.3 - Draft Emergency Plan (Development, Review, and Final Version)	32	12	40	16	0	100	\$15,984.00	
Subtask 2.4 - Document Training and Emergency Exercise	24	16	16	0		56	\$10,056.00	
TASK 2 TOTALS	128	44	104	16	0	292	\$50,832.00	
<i>OPTIONAL Subtask 2.5 - Emergency Communications Plan</i>	40	16	60	24	0	140	\$22,080.00	<i>Not included in project totals</i>