

MEETING DATE

CITY OF LAKE CITY

Report to Council

COUNCIL AGENDA	
SECTION	
ITEM NO.	

SUBJECT: Task Assignment for ERP

DEPT / OFFICE: Utilities / Water Treatment Plant

Originator: Michael L. Osborn		
City Manager Joseph Helfenberger	Department Director Paul Dyal	Date 1/04/21
Recommended Action: Council approve task for Jones Edmunds to provide a Utility Emergency Plan Update		
Summary Explanation & Background: The Price Creek Water Treatment Plant (WTP) must comply with the America's Water Infrastructure Act (AWIA) of 2018. This requires a Risk and Resilience Assessment (RRA) to be completed on the water system and verification turned in to the EPA by June 30, 2021. Six months following that date of verification an Emergency Response Plan must follow up on the findings of RRA and verification turned in. The WTP is looking to get these requirements completed as soon as possible to avoid any chance of being fined for non-compliance. The RRA is completed, and this will project will complete the ERP.		
Alternatives: None		
Source of Funds: 410.72.536-030.31		
Financial Impact: \$45,500.00 this money was budgeted and is available for use in the WTP budget.		
Exhibits Attached: 1) Jones Edmunds Scope of Service		

UTILITY EMERGENCY RESPONSE PLAN UPDATE

PREPARED FOR: Paul Dyal
Executive Director of Utilities
692 SW Saint Margarets Street
Lake City, Florida 32025

DATE: December 18, 2020

SUBJECT: Jones Edmunds Opportunity No. 95110-448-20

PROJECT BACKGROUND

America's Water Infrastructure Act of 2018 (AWIA) 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"). The detailed RRA culminates with an Implementation Plan for capital and operational needs for risk and resilience management of the system. Due to the City's population size, the assessment must be certified to the Administrator of the Environmental Protection Agency (EPA) by June 30, 2021.

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 the utility has been updated. For the City's system this date is December 30, 2021. Both the RRA and the ERP are required to be updated 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;
- 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 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 will be based on industry standards including the Federal Emergency Management Agency Comprehensive

DRAFT

Preparedness Guide (CPG 101) and on American Water Works Association guidance M19 Emergency Planning for Water and Wastewater Utilities.

SCOPE OF SERVICES

Jones Edmunds proposed the AWIA work be completed in two phases. The work associated with Phase 1 pertained to the RRA and was previously completed by Jones Edmunds and the City. The work related to Phase 2 includes the update to the City's ERP and is described herein.

PHASE 2 – EMERGENCY RESPONSE PLAN UPDATE

TASK 1 – KICKOFF MEETING AND EXISTING ERP AND DOCUMENT REVIEW

Kickoff Meeting: During the kickoff meeting the CONSULTANT and CITY staff will establish the goals, expectations and metrics, and project logistics for Phase 2; identify appropriate members for the CITY's ERP Team (which may include representatives from outside agencies such as City/County emergency management, police, fire, HAZMAT, Department of Environmental Protection, and others related to emergency response); review threats from the risk assessment and mitigation measures which may include development of incident specific response plan; discuss utility background/history in emergencies and emergency exercises; identify documents to fit under the ERP umbrella for ease of use and update; and discuss industry standards for ERP, specific information for the ERP document, and submit a data request list.

Data Collection and Review: CONSULTANT will review the documents provided by the CITY to identify data gaps and assist in collecting other local, regional, and state resources to supplement the CITY's information. This includes the CITY's related plans and response procedures such as the following documents:

- Existing Emergency Response Plan,
- Emergency planning/response policies and procedures,
- Training and exercise plans,
- Equipment lists,
- Community emergency operations plans,
- Mutual aid agreements, and
- Emergency Communications Plan.

Deliverables: CONSULTANT will prepare an agenda, meeting materials, and meeting minutes for distribution to the CITY staff as documentation of proceedings. Electronic copies of the meeting minutes will be provided within two weeks of the meeting completion. A draft table of contents for the ERP document will be submitted for this task.

TASK 2 – STAFF INTERVIEWS, ACTION CHECKLISTS, AND WORKSHOP 1

CONSULTANT will conduct staff interviews to develop and update the Utility's Incident Management Team (IMT) and Emergency Action Levels (EALs). During Workshop 1, CONSULTANT and CITY's ERP Team will designate the incident management team, including identifying three people for each role. The CONSULTANT and ERP Team will develop and discuss incident action checklists (IACs) for threats/hazards identified in the RRA process as

DRAFT

relevant to the CITY. These checklists may include actions for mitigation, preparedness, response, and recovery phases of an emergency. Up to 8 IACs will be developed based on the threats identified in the RRA.

Deliverables: CONSULTANT will prepare an agenda, meeting materials, and meeting minutes for distribution to CITY staff as documentation of the proceeding. Electronic copies of the meeting minutes will be provided within two weeks of each workshop completion. The IACs will be included in the draft ERP.

TASK 3 – DRAFT AND FINAL ERP AND WORKSHOP 2

CONSULTANT will develop the draft ERP using guidance from USEPA, AWWA, FEMA, and the National Incident Management System/Incident Command System (NIMS/ICS) and data collected during site visits and interviews. CONSULTANT will include information from the existing CITY emergency response plan for the water system and append these to the updated ERP. The draft update may include the following components.

- Site Specific Information
- Roles and Responsibilities
- Core and Incident Specific Response Plans
- Communication Procedures
- Mitigation Strategies
- Training

The Draft ERP will be reviewed during Workshop 2 with the CITY ERP Team. CONSULTANT and CITY staff will discuss the CITY's comments and address data gaps (if any) to refine the ERP contents, communication protocols, and contact list. CONSULTANT and CITY staff will also determine the access rights for each incident-specific response procedure for CITY staff. CONSULTANT will update the draft ERP document and issue a final copy to the City.

Deliverables: The draft report will be delivered electronically for the City review. Up to 5 hard copies (available upon request) and an electronic version of the Final ERP will be submitted to the City Project Manager.

ASSUMPTIONS

- The CITY is responsible for coordinating with all CITY staff and personnel who should be involved in the assessment including non-utility staff (such as from police or fire departments).
- It is assumed that up to 8 City employees will attend 2-hour workshops.
- CONSULTANT will provide up to 2 attendees during the workshops, interviews, and meetings.
- All existing documents will be provided by the CITY in electronic files which can be used in the ERP. If needed, CONSULTANT will review sensitive documents in the CITY's office.
- If CITY specific documents are not available for update, the CONSULTANT will use industry-standard incident action checklists for natural hazards and emergency response plans for drinking water systems.
- The CITY will provide an updated contact list for incorporation into the updated ERP.
- CONSULTANT's role is to facilitate and document the process. All decisions will be made by the CITY. As a result, the ERP is not a signed-and-sealed document.
- The CITY will submit the required certifications by letter, email, or electronic submission to the EPA Administrator, following completion of the ERP.

SCHEDULE

The City's ERP certification must be completed by December 30, 2021. Jones Edmunds estimates that this project can be completed in 3 months following Notice to Proceed. A detailed Project Schedule with milestone deliverables and proposed meetings and workshops will be submitted to the City following the kickoff meeting.

COMPENSATION

Jones Edmunds proposes to complete the Scope of Services outlined above for a not-to-exceed lump-sum fee of \$45,545. Services will be billed monthly on a percent complete basis by Task. The table below provides the breakdown of the Task Fees.

Tasks	Fee
Task 1: Kickoff Meeting and Existing ERP and Document Review	\$11,750
Task 2: Staff Interviews, Action Checklists and Workshop 1	\$14,650
Task 3: Draft and Final ERP and Workshop 2	\$19,100
Total	\$45,500