



City of North Port

PURCHASING

Office: 941.429.7170

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WORK ASSIGNMENT

Consor Engineers, LLC

CONSULTANT

CONTINUING CONTRACT NO. & TITLE

Continuing Contract No. 2016-23 Professional Engineering Services for Utilities

THIS WORK ASSIGNMENT

WORK ASSIGNMENT # 2020-02

SHORT TITLE AWIA Risk Assessment & Emergency Response

DATE SUBMITTED 1/14/2020

AMOUNT (LUMP SUM) \$149,922.00

SCHEDULED COMPLETION 6/30/2021

CONTRACT AND BUDGET OVERVIEW FOR FISCAL YEAR 2020

	DEPARTMENT	CITYWIDE (completed by Purchasing) <i>SS</i>
TOTAL OF PREVIOUS ASSIGNMENTS	<u>\$ 0</u>	<u>\$ 0</u>
THIS WORK ASSIGNMENT	<u>\$149,922.00</u>	<u>\$149,922.00</u>
TOTAL WORK ASSIGNMENTS	<u>\$149,922.00</u>	<u>\$149,922.00</u>
ACCOUNT NO/PROJECT NO	<u>420-6061-533-3105</u>	<u>420-6061-533-3105</u>

All work assignments require City Manager approval. In presenting this work assignment, it is understood that:

1. All associated supporting documentation and justification for this work assignment is attached hereto.
2. Unless specified herein, work does not involve watercraft, boat piers and/or other activities requiring additional workers compensation endorsements.
3. Contact or involvement with hazardous materials is not anticipated, should hazardous materials be encountered, the City shall be informed.
4. THIS WORK ASSIGNMENT SHALL NOT EXCEED \$200,000 & ANY RESULTING CONSTRUCTION SHALL NOT EXCEED \$2,000,000 PER FLORIDA STATUTE 287.055.

SUBMITTED BY:

Brian McBride

Digitally signed by Brian McBride
DN: C=US, E=bmcbride@consoreng.com,
O=CONSOR Engineers, OU=Water/Wastewater, CN=Brian McBride
Date: 2020.01.14 10:10:03-0700

01/14/2020

CONSULTANT

DATE

APPROVED BY:

DEPARTMENT DIRECTOR

DATE

BUDGET ADMINISTRATOR

DATE

PURCHASING

DATE

FINANCE DIRECTOR

DATE

ASSISTANT CITY MANAGER

DATE

CITY MANAGER

DATE

Print Form

Clear All Fields

EXHIBIT 1 TO ATTACHMENT C – WORK ASSIGNMENT

TKW CONSULTING ENGINEERS, LLC CITY OF NORTH PORT AGREEMENT NO. 2016-23 PROFESSIONAL ENGINEERING SERVICES – CONTINUING CONTRACTS FOR CITY OF NORTH PORT UTILITIES

PROJECT DESCRIPTION

Pursuant to the agreement for “Professional Engineering Services: Continuing Contracts for City of North Port Utilities” (Agreement) executed September 14, 2016 between the CITY OF NORTH PORT (CITY) and TKW CONSULTING ENGINEERS, LLC (CONSULTANT) this Exhibit 1 to Attachment C provides the scope of services, the schedule for completion, and the deliverables for the services authorized by a Work Assignment under the Agreement in response to the Request for Letter of Interest RLI 2020-03 - AWIA Risk Assessment & Emergency Response.

CITY has requested that CONSULTANT conduct on behalf of North Port Utilities (NPU) a Risk and Resilience Assessment (RRA), provide assistance in the certification of completion of the RRA to the Environmental Protection Agency (EPA), prepare an Emergency Response Plan (ERP) based on the RRA, and certify completion of the ERP to the EPA.

SCOPE OF WORK

CONSULTANT will provide the following professional services:

TASK 1 – Project Management and Coordination

1. Conduct a Kick-off meeting and participate in a site tour to visit the NPU facilities and water utility assets. This will include preparation of an agenda, information request and established communications. Prepare and distribute meeting minutes documenting discussion items and action items. Participate in a site visit conducted by NPU to review the water treatment facilities and other NPU water related assets.
2. Review existing available documents, data, and information relevant to the preparation of the RRA. Perform an inventory of existing assets, identify assets and provide a recommendation of the asset categories and suggested breakdown for assessment of threat categories and threat likelihoods.
3. Prepare monthly status reports for submittal to CITY, provide general communications with CITY and NPU, provide coordination with intended Subconsultant, Veith Engineering and Business Solutions, LLC, coordinate internal QC reviews, and collect and organize supporting documentation.
4. Coordinate a secure project data sharing site or alternative system to share data files with project team and NPU.

TASK 2 – Risk and Resilience Assessment

1. Organize the CITY data collect under Task 1, categorize those CITY assets and review threat categories generally following the guidance provided by the EPA Baseline Information document. This guidance suggests 10 categories as follows:

- a. Existing physical barriers and security systems;
 - b. Source water, wells and connecting piping systems;
 - c. Conveyance, river pumping station;
 - d. Treatment units (Surface WTP and RO WTP);
 - e. Storage, high service pumping, distribution, and transmission pipelines;
 - f. SCADA, computer systems, control systems;
 - g. Monitoring systems, laboratory resources, contamination warning systems;
 - h. Financial and administrative infrastructure;
 - i. Chemical delivery, storage buildings, handling, and chemical feed pumps;
 - j. Critical processes for operations, electrical transmission, transformers, standby power systems, various operations and maintenance buildings-facilities, staffing during emergencies.
2. Use EPA's VSAT 2.0 Web Based tool that was developed to assist owners of water utilities in assessing security and natural disaster risks. Based on the CITY data collected, organized, and categorized, the CONSULTANT will prepare the required preliminary draft input for VSAT 2.0 tool.
 3. Conduct a collaborative workshop with NPU to interactively review the draft VSAT input data and adjust the inputs based on the experience and knowledge of the CITY staff.
 4. Finalize the input of data to the VSAT 2.0 Web Based tool, output a final report for review with NPU, and adjust inputs if needed.
 5. Independently conduct a limited assessment of CITY's financial risks, review CITY documentation related to business/financial threats. CONSULTANT may recommend additional qualified expertise in financial security to supplement the overall risk assessment.
 6. Independently conduct a limited assessment of cybersecurity risks. CONSULTANT may recommend additional qualified expertise in cybersecurity based on the initial assessment to supplement the overall risk assessment.
 7. Prepare a draft Executive Summary Report on the RRA with the following appendices:
 - a. Appendix 1 – VSAT output report
 - b. Appendix 2 – Financial Risk Assessment
 - c. Appendix 3 – Cyber security Assessment
 8. Prepare a final Executive Summary Report on the RRA with the appendices that addresses the CITY's comments on the draft.

TASK 3 – Emergency Response Plan

CONSULTANT will prepare an ERP for online certification to EPA. In general, the preparation of the ERP will build upon CITY's existing data, plans, and standard operating protocols (SOPs) plus addressing the input and recommendations from Task 2 - Risk & Resilience Assessment, and that content required for EPA certification and for the CITY's specific emergency response planning needs.

In general, the ERP will address:

- Water system overview;

- Identify Typical Events and their probability that cause emergencies that are specific to the CITY based on factors such as their location, utility size, system configuration, asset types, wholesale customer and interconnections, and operational and maintenance complexities;
- Internal and External Communications plan such as Charts, Lines of Authority, Notification List, Priority Customers, and Health Advisories;
- Agreements with Other Utilities, Agencies, and Response Organizations;
- Incorporate the results of the Risk and Resilience Assessment (Task 2) for the typical CITY emergency events identified; develop response protocols / plan for each type of emergency event. The ERP will include pre, during, and post-event response;
- Review status of standby and redundant power systems;
- Summarize identified water system improvements to improve the supply, treatment, transmission, and distribution resiliency including physical security and cybersecurity of the system;
- Develop Standard Operating Protocols (SOPs) / actions / training and identify equipment and resources that can be utilized in an emergency event to deliver the CITY's drinking water to its customers;
- Identify emergency monitoring and control procedures.

Note CONSULTANT is aware that the Florida Department of Environmental Protection (FDEP) and EPA require that the ERP be coordinated with local emergency planning committees and the Florida Department of Law Enforcement Regional Security Task Force.

1. Review CITY supplied information regarding existing Emergency Response Planning. Identify gaps in data and prepare recommendations for advancing the CITY's emergency response planning. Using professional engineering judgment, previous experience, and emergency response guidelines from Florida Department of Environmental Protection (FDEP), Florida Rural Water Association, EPA, and FLAWarn, prepare an ERP outline specific to CITY's water assets, data, operations, and the risk assessment conducted in Task 2.
2. Review the ERP outline with CITY representative(s), conduct interviews with NPU operations, planning, engineering and administrative staff to address identified gaps in data or information. Summarize the results of the interviews for further review.
3. Prepare a draft ERP, conduct internal quality review, provide DRAFT copies for CITY's review and comment.
4. Conduct a workshop to present the DRAFT ERP, CONSULTANT's recommendations and discuss CITY review comments.
5. Prepare a final ERP document. Assist CITY in certifying completion of the ERP to the EPA.

DELIVERABLES

Note CONSULTANT will provide both native files and PDF versions of electronic deliverables.

TASK 1 – Project Management and Coordination	Minutes of Kick-off Meeting
	Memorandum of Asset Inventory and Recommended Asset Breakdown
TASK 2 – Risk and Resilience Assessment	DRAFT VSAT 2.0 Output
	DRAFT and Final RRA Report consisting of:
	Executive Summary Report
	Appendix 1 – VSAT Report
	Appendix 2 – Memorandum Assessment of Cybersecurity Risks
	Appendix 3 – Assessment of Financial Risks
TASK 3 – Emergency Response Plan	Memorandum of Data gaps and recommendation for completing an ERP
	NPU ERFP Review meeting summary
	DRAFT ERP
	Final ERP

Note hard copies of documents provided on request.

SCHEDULE

CONSULTANT will adhere to the following days from date of Notice to Proceed (NTP) with this WORK ASSIGNMENT or by the date indicated.

Kick-off Meeting	15 days from NTP
DRAFT VSAT 2.0 Output	120 days from Kick-off Meeting
Final RRA and Certification of Completion	No later than December 31, 2020
Final ERP and Certification of Completion	No later than June 30, 2021

ASSUMPTIONS

In preparing this SCOPE OF WORK the CONSULTANT has made the following assumptions:

1. CITY will designate a representative to transmit instructions, receive requests for information, assist in scheduling meetings and interpret CITY's policies and decisions with respect to CONSULTANT's services for this WORK ASSIGNMENT. It is anticipated that the CITY representative assigned is Jennifer Fehrs, P.E., Utilities Engineer.
2. CONSULTANT is entitled to rely on available information provided by CITY and others without independent review and verification.
3. CONSULTANT has not included the following in its scope of services:
 - a. Meetings or teleconference with regulatory agencies such as EPA and FDEP. It is assumed that the CITY will be the lead on any communications with these agencies, if required.
 - b. Due to the nature of this assignment, CONSULTANT will not conduct any public or CITY commission presentations or workshops.

FEE FOR SERVICES

CONSULTANT's Fee Budget is provided as Exhibit 2 to Attachment C. Rates indicated by classification are in accordance with the BILLING RATE TABLE – AGREEMENT No. 2016-23 (Renewal Approved Rates 9/23/19) (Attachment B – Fee Schedule). Billing for this Work Assignment will be at the currently approved hourly at the rates by labor classification consistent with Attachment B of the Agreement.

TASK 1 – Project Management and Coordination	T&M	\$24,324
TASK 2 – Risk and Resilience Assessment	T&M	\$63,514
TASK 3 – Emergency Response Plan	T&M	\$62,084
TOTAL AUTHORIZATION		\$149,992

CHANGES

As defined in the Agreement any changes to his scope of work and the associated fee for services shall be made in writing by mutual agreement and with CITY approval.

City of North Port RFP 2016-23 Professional Engineering Services												Exhibit 2 to Attachment C (TKW Fee Budget)											
RLI 2020-03 - AWIA Risk Assessment & Emergency Response																							
Task	Description	Principal Engineer (PE)		Senior Engineer II (PE)		Senior Engineer I (PE)		Assistant Engineer III (EI)		Senior Designer / 3D CADD / BIM Technician		Contracts Administrator		TOTALS BY TASK									
		Hrs	\$252 per hour	Hrs	\$185 per hour	Hrs	\$164 per hour	Hrs	\$121 per hour	Hrs	\$121 per hour	Hrs	\$90 per hour	Hrs	Labor	Expenses							
1.00	Project Management and Coordination	46	\$11,592	26	\$4,810	20	\$3,280	20	\$2,420	2	\$242	22	\$1,980	136	\$24,324	\$0							
1.01	Conduct a Kick-off Meeting and Site Tour; prepare minutes of the meeting.	18	\$4,536		\$0		\$0		\$0		\$0	6	\$540	24	\$5,076								
1.02	Review existing documents, data review, identification and break down of assets, prepare memorandum of recommended asset breakdown.	12	\$3,024	12	\$2,220	12	\$1,968	12	\$1,452	2	\$242	4	\$360	54	\$9,266								
1.03	Phone calls, communications, general administration	8	\$2,016	8	\$1,480	8	\$1,312	8	\$968		\$0		\$540	30	\$5,348								
1.04	Progress Reporting, Monitoring, QC Coordination	8	\$2,016	6	\$1,110		\$0	8	\$968	6	\$0	6	\$540	28	\$4,634								
1.05			\$0		\$0		\$0		\$0		\$0		\$0	0	\$0								
1.06			\$0		\$0		\$0		\$0		\$0		\$0	0	\$0								
1.07			\$0		\$0		\$0		\$0		\$0		\$0	0	\$0								
1.08			\$0		\$0		\$0		\$0		\$0		\$0	0	\$0								
1.09			\$0		\$0		\$0		\$0		\$0		\$0	0	\$0								
1.10			\$0		\$0		\$0		\$0		\$0		\$0	0	\$0								
2.00	Risk and Resilience Assessment	100	\$25,200	44	\$8,140	62	\$10,168	114	\$13,794	32	\$3,872	26	\$2,340	378	\$63,514	\$0							
2.01	Organize data, categorize assets, review threats.	8	\$2,016		\$1,480	10	\$1,640	10	\$1,210		\$0	2	\$180	38	\$6,526								
2.02	Using VSAT 2.0 input assets and draft threats and likelihoods.	12	\$3,024	12	\$2,220	12	\$1,968	48	\$5,808	4	\$484	4	\$360	92	\$13,864								
2.03	Review DRAFT VSAT output	8	\$2,016	8	\$1,480		\$0	8	\$968		\$0		\$0	24	\$4,464								
2.04	Conduct collaborative workshop with North Port to refine the VSAT model.	12	\$3,024		\$0		\$0	8	\$968		\$0	2	\$180	22	\$4,172								
2.05	Final VSAT and output report for Risk and Resilient Assessment, certify completion of the Risk Assessment to EPA.	8	\$2,016	8	\$1,480	8	\$1,312	16	\$1,936		\$0	4	\$360	44	\$7,104								
2.06	Input assessment of NPU Cybersecurity Risks.	8	\$2,016	8	\$1,480		\$0		\$0	24	\$2,904	4	\$360	44	\$6,760								
2.07	Input Assessment of NPU Financial Risks.	24	\$6,048		\$0		\$0	16	\$1,936	4	\$484	4	\$360	48	\$8,828								
2.08	Prepare DRAFT Executive Report and Appendices.	12	\$3,024		\$0	24	\$3,936	8	\$968		\$0	4	\$360	48	\$8,288								
2.09	Conference with NPU to review DRAFT.	4	\$1,008		\$0		\$0		\$0		\$0		\$0	4	\$1,008								
2.10	Prepare the final RRA Report, final QC, assist NPU with on-line certification.	4	\$1,008		\$0	8	\$1,312		\$0		\$0	2	\$180	14	\$2,500								
3.00	Prepare an Emergency Response Plan	81	\$20,412	42	\$7,770	108	\$17,712	110	\$13,310	0	\$0	32	\$2,880	373	\$62,084	\$0							
3.01	Collect and Review existing ERPs City and NPU	8	\$2,016	4	\$740	8	\$1,312	16	\$1,936		\$0	4	\$360	40	\$6,364								

City of North Port RFP 2016-23 Professional Engineering Services RLI 2020-03 - AWIA Risk Assessment & Emergency Response		Exhibit 2 to Attachment C (TKW Fee Budget)														
		Principal Engineer (PE)		Senior Engineer II (PE)		Senior Engineer I (PE)		Assistant Engineer III (EI)		Senior Designer / 3D CAD / BIM Technician		Contracts Administrator		TOTALS BY TASK		
Task	Description	Hrs	\$252 per hour	Hrs	\$185 per hour	Hrs	\$164 per hour	Hrs	\$121 per hour	Hrs	\$121 per hour	Hrs	\$90 per hour	Hrs	Labor	Expenses
3.02	Prepare ERP memorandum report outline, identify data gaps, and provide recommendations for advancing ERP.	8	\$2,016		\$0	12	\$1,968	12	\$1,452		\$0	4	\$360	36	\$5,796	
3.03	Meeting with NPU to review and assess needs for advancing existing ERPs, review incident management and command systems, conduct staff interviews to address gaps, prepare meeting minutes.	18	\$4,536		\$0	8	\$1,312	6	\$726		\$0	6	\$540	38	\$7,114	
3.04	Prepare a DRAFT general ERP and perform internal QC.	16	\$4,032	16	\$2,960	40	\$6,560	48	\$5,808		\$0	6	\$540	126	\$19,900	
3.05	Present DRAFT ERP to NPU, discuss comments, prepare meeting minutes and action items.	8	\$2,016		\$0	8	\$1,312	8	\$968		\$0	2	\$180	26	\$4,476	
3.06	Finalize ERP documentation, verify to EPA	9	\$2,268	8	\$1,480	24	\$3,936	12	\$1,452		\$0	4	\$360	57	\$9,496	
3.07	Final QC ERP	6	\$1,512	6	\$1,110		\$0		\$0		\$0	4	\$360	16	\$2,982	
3.08	Input public communications, internal communications, mutual aid and record keeping requirements.	8	\$2,016	8	\$1,480	8	\$1,312	8	\$968		\$0	2	\$180	34	\$5,956	
3.09			\$0		\$0		\$0		\$0		\$0		\$0	0	\$0	
3.10			\$0		\$0		\$0		\$0		\$0		\$0	0	\$0	
TOTALS		227	\$57,204	112	\$20,720	190	\$31,160	244	\$29,524	34	\$4,114	80	\$7,200	887	\$149,922	\$0
PROJECT TOTAL FEE BUDGET															\$149,922	\$0

ATTACHMENT B – FEE SCHEDULE
TKW Consulting Engineers, Inc.
 BILLING RATE TABLE – AGREEMENT NO. 2016-23
 EFFECTIVE 10/1/19 THROUGH 9/30/20

Classification	Billing Rate	ASCE Professional Grade
Project Management		
Officer Special Consulting	\$376	Grade VIII
Principal-in-Charge / Program Manager	\$252	Grade VIII
Senior Project Manager	\$206	Grade VII
Professional Engineers and Technicians		
Principal Engineer (PE)	\$206	Grade VII
Senior Engineer II (PE)	\$185	Grade VI
Senior Engineer I (PE)	\$164	Grade V
Project Engineer (PE)	\$143	Grade IV
Assistant Engineer III (EI)	\$121	Grade III
Assistant Engineer II (EI)	\$106	Grade II
Assistant Engineer I (Graduate Engineer)	\$95	Grade I
Senior GIS Specialist	\$121	
Senior Designer / 3D CADD / BIM Technician	\$121	
Designer	\$100	
CADD Technician	\$90	
Permitting Technician	\$100	
Expert Testimony	\$424	
Administrative Support		
Contracts Administrator	\$90	
Administrative Assistant	\$79	
Clerical Support	\$68	
Construction Administration / Inspection Services		
Senior RPR	\$121	
Resident Project Representative (RPR)	\$111	
Building / Threshold Inspector	\$100	
Construction Inspector II	\$90	
Construction Inspector I	\$79	

- Direct costs are not reimbursable. Direct costs are defined as, but not limited to, the use of communication equipment, computers, copiers, and all other equipment required to perform services. Mileage and meals are considered direct costs and are not reimbursable.
- Permit Fees: Cost
- Hourly Rates within the Fee Schedule may be adjusted following the initial term of this Agreement and prior to extension. Adjustment will be to the Bureau of Labor Statistics, Consumer Price Index for Professional Labor in the North Port market area.



September 17, 2019

Trudi K. Williams, P.E., CEO
TKW Consulting Engineers, Inc.
5621 Banner Drive
Fort Myers, FL 33912
Telephone: 239.278.1992
E-mail: trudi.williams@tkwonline.com

**RE: Continuing Contract No. 2016-23 Professional Engineering Services
for City of North Port Utilities**

Ms. Williams:

Continuing Contract No. 2016-23 expires September 30, 2019. By agreement, this Contract may be extended for an additional one (1) year term, through **September 30, 2020**, under the same terms and conditions with an option to adjust prices upon first renewal based upon and substantiated by the Consumer Price Index for Professional Labor in the North Port market area.

Per our email correspondence, you indicated that TKW Consulting Engineers, Inc. wishes to extend for one (1) year and exercise the price adjustment using the CPI based multiplier of 1.06.

Please confirm at your earliest possible convenience that you agree to extend for a one (1) year term at the same terms and conditions of the initial term and with the mutually agreed upon price adjustment of 6% (new fee schedule attached). I will need your signed approval to formalize the renewal.

If you have any questions regarding this, please do not hesitate to contact me.

Regards,

Ginny Duyn

Ginny Duyn, CPPB
Senior Purchasing Administrator
P: 941.429.7174
F: 941.429.7173
E-Mail: gduyn@cityofnorthport.com

APPROVED FOR FIRST RENEWAL THRU **September 30, 2020**

Trudi K. Williams, P.E. CEO
TKW Consulting Engineers, Inc.

Date: 18 Sept 2019





Utilities Department
6644 W. Price Blvd.
North Port, FL 34291

November 22, 2019

RE: Request for Letter of Interest
RLI 2020-02 AWIA Risk Assessment & Emergency Response Plan

To the City of North Port Utilities Department,

As Chief Executive Officer of TKW Consulting Engineers, LLC (TKW), I can attest the contents within this Letter of Interest are true and accurate. Our Project Manager for this assignment will be Doug Eckmann, PE. Doug is currently the Project Manager for the AWIA Risk and Resilience Assessment (RRA) we are performing for the Peace River Manasota Regional Water Supply Authority. Our Team has researched the requirements and is current on the process of certifying the completion of the Assessment following the guidance in AWWA J100-10 Risk Analysis and management for Critical Asset protection (RAMCAP) Standard. For the Authority, we are using the EPA developed vulnerability self-assessment tool VSAT Web Version 2.0 a web-based tool that streamlines the identification of assets, applicable risks, and threat likelihoods. This tool generates an approved report for certification to the EPA that the assessment has been performed as required by Section 2013 of America's Water Infrastructure Act of 2018 (AWIA). Having recently prepared the North Port Water Supply Facilities 10-Year Work Plan Update (April 2017), the TKW Team is already very familiar with North Port's community water system assets. For these reasons we believe that we can perform this assessment and the prepare the companion Emergency Response Plan (ERP) professionally and efficiently for the City of North Port.

Respectfully,
TKW Consulting Engineers, LLC

Trudi K. Williams, PE
Founder, Chief Executive Officer

PROJECT PLAN AND REQUIRED DELIVERABLES

TKW will prepare an AWIA RRA Report using the guidance of ANSI/AWWA J100 -10 using ASME RAMCAP methodology. This will be done in the following steps:

1. Review the 2007 Water Utility Vulnerability Assessment, and other relevant documents, conduct site visits and meetings with staff.
2. Characterize Critical Assets
 - a. Myakkahatchee Creek Surface WTP components including intake, and source protection
 - b. RO WTP components
 - c. MCWTP High Service Pumping Station
 - d. Southwest Booster Pumping Station
 - e. Northeast Booster Pumping Station
 - f. Hillsborough Booster pumping Station
 - g. Finished water storage tanks (five tanks combined 7.5 MG)
 - h. Water System interconnects (PRMRWSA, Sarasota County, Charlotte County) and transmission pipelines
 - i. SCADA computer systems and controls
 - j. Monitoring systems, laboratory resources
 - k. Operations and maintenance facilities, standby power, and chemical storage
3. Threat Characterization
4. Consequence analysis

5. Vulnerability analysis
6. Threat analysis
7. RRA
8. Options for risk/resilience management

TKW will identify Threat Categories including:

1. Terrorism and intentional attack
2. Vandalism and malevolent attack
3. Natural hazards, such as storms or unintentional pollution of source water
4. Cyber security and ransomware
5. Financial system security
6. Operational vulnerabilities, such as chemical spills and system malfunctions, disruption to supply chain for critical chemicals, fuel for standby power
7. Other vulnerabilities as identified

TKW will calculate Threat Likelihood Values for each Threat Category per EPA guidance documents.

In performing the RRA, TKW will incorporate guidance documents such as:

- AWWA J-100-10 (Risk and Resilience Management)
- NIST Guide for Conducting Risk Assessments (information security)
- AWWA Process Control System Security

- ANSI/AWWA G430-14 (Security Practices for Operations)
- Other documents and guidance as will be identified
- American Society of Civil Engineers (ASCE) Guidelines for Physical Security of Water Utilities (56-10)
- AWWA Cybersecurity Risk Guidance
- EPA Baseline for Malevolent Acts for Water Systems (July 2019)
- Water ISAC Cybersecurity Best Practice (2019)

DELIVERABLES

The following deliverables will be provided:

- Kick-off Meeting agenda and minutes
- Documents request list
- Conduct site visits and interview staff
- Develop and review inventory of assets
- Develop a draft RRA and review in a workshop, finalize. To include:
 - AWIA RRA Report
 - Bibliography of relevant documents
 - List of relevant references identified in the process of preparing the Report
 - Appendix containing meeting minutes and interim deliverables
 - Draft AWIA certification letter for Utility Director review and signature
- Develop a draft ERP and review in a workshop, finalize. To include:
 - NIMS and ICS responsibilities
 - Response to specific hazardous events (line breaks, chemical spills, power outages, hurricane response
 - Communications protocol
- Certify completion of the RRA and ERP to EPA

TASK 1 - PROJECT MANAGEMENT AND COORDINATION

Doug Eckmann, PE will serve as the Project Manager. In preparing North Port's RRA and ERP we will balance North Port's staff commitments for day-to-operations with the value of their input. Our delivery approach will include effective collaboration with your staff through facilitated workshops with City utility leadership and department teams at project milestones. Our staff will work to keep an effective line of communication open to capture operations staff's critical institutional knowledge.

TASK 2 – RISK AND RESILIENCE ASSESSMENT

TKW will conduct site visits to examine the Critical Assets of NPU water system operations and administrative functions including meeting with appropriate staff on cyber security, and financial security. We will review physical security of facilities and source water. Relevant natural hazards will include windstorms, lightning, fire, and flooding. Relevant malevolent threats will include insider and outsider theft, vandalism, assailants, data destruction, hacking, ransomware, intentional contamination. Dependency threats will include chemical suppliers, power, hauling, staff access during hurricanes, key employees. Threat likelihoods will be established using published guidance and threat consequences will be based on primarily on financial impacts primarily. Risk analysis is the combination of likelihood and severity of consequence.

CYBER SECURITY

TKW will review available cybersecurity documentation provided by North Port and determine the need for additional qualified expertise in cybersecurity to supplement the overall assessment.

FINANCIAL RISKS

TKW will review available documentation related to business/financial threats and determine the need for additional qualified expertise in financial security to supplement the overall assessment.

TASK 3 – EMERGENCY RESPONSE PLAN

The ERP associated with the RRA will include:

1. Strategies and resources to improve resilience and security
2. Plans and procedures that can be implemented, and identification of equipment and resources that can be utilized in the event of a malevolent act or natural hazard that threatens to ability of the system to provide safe drinking water
3. Procedures to lessen the impacts of a malevolent act or natural hazard, including recommendations for alternative sources
4. Strategies that can be used to aid the detection of a malevolent act or natural hazard or contamination of the system.

North Port may not be a member of FlaWARN (Florida's Water/Wastewater Agency Response Network). This is a formalized system of "utilities helping utilities" to address mutual aid during emergency situations. The infrastructure consists of a secure web-based data bank of available resources and a practical mutual aid agreement designed to reduce bureaucratic red tape in times of emergency. The goal of FlaWARN is to provide immediate relief for member utilities during times of emergencies. If it has not already done so, North Port should consider participating in this program.

RELEVANT EXPERTISE/QUALIFICATIONS OF THE PERSONNEL TO BE USED IN PERFORMING THE SERVICE

Key team members for this project to include:

Doug Eckmann, PE, BCEE, D.WRE, F.ASCE – Project Manager

- Project Manager for AWIA R&R Assessment for the PRMRWSA, scheduled completion December 2019.
- Project Manager for preparation of: Vulnerability Assessment for the PRMRWSA (March 2003) mandated for large water utilities by the Bioterrorism Act of 2002.
- Certified in AwwaRF Sandia RAM-W risk assessment methodology for Public Water Systems.
- Project Manager for current North Port Water Supply Facilities 10-Year Work Plan (April 2017).
- Board Certified Environmental Engineer (BCEE) in Water
- Board Certified Water Resource Engineer (D.WRE)

Bryan Veith, PE, FASCE – Project Engineer

- Currently leading the asset and threat assessment for the City of Winter Haven One Water Master Plan that includes evaluating and assessing threats/weaknesses, risks, processes, and systems.
- Provided engineering and asset management services to Tampa Bay Water from 2010 to 2018 that included risk assessments (criticality and vulnerability), criticality framework development, conditions assessment protocol, and sensory

condition assessments for Tampa Bay assets, information technology assessment and configuration.

- Recently completed phase I of Sarasota County's Capacity, Management, Operation, and Maintenance Program (CMOM) which is a regulatory driven project. Completing CMOM Phase II which includes development and implementation of Emergency Preparedness and Response Plan, business process mapping, and risk assessment framework.

Victor L. Cook, EI, ENV SP – Project Engineer

- Water quality and related infrastructure professional experienced in design and construction of water treatment, distribution, and management of water infrastructure projects.
- Key member of ASCE Environmental and Water Resources Institute's Water Infrastructure Security Enhancements Committee.
- Key member of EWRI's Cyber Physical Security of Water Distribution Systems Committee. Certified in Keys 1; Water Infrastructure Vulnerability Assessment, Sandia National Labs, and OSTI.

Brian McBride, (PE TX and AZ, Florida PE pending) – Project Engineer / Quality Assurance

- 27 years' experience in senior level engineering and program management, of public water treatment plants, pumping and transmission systems, and reservoirs.

Richard Brittenham – IT Specialist for cyber security details

- Information technology specialist

AVAILABILITY OF STAFF AND ABILITY TO MEET PROJECT SCHEDULE

The listed key professionals assigned to North Port are very well qualified and are immediately available to perform the professional engineering services to conduct an AWIA RAA and prepare an ERP based on the RAA.

PROPOSED COST SAVING MEASURES FOR THE PROJECT

TKW proposes to utilize the EPA-developed vulnerability self-assessment tool VSAT Version 2.0, a web-based tool to streamline the identification of assets, applicable risks and threat likelihoods. This tool will generate an approved report for certification to the EPA that the assessment has been performed as required by Section 2013 of AWIA.

We will update and incorporate existing documents, such as the 2007 Water Utility Vulnerability Assessment, and work closely with staff in developing the ERP, using existing documents where possible.

An approved AWIA RRA does not need to address systemic risks such as sea level rise, climate change, general economic downturn, or inability of wholesale customers to meet financial obligations.

PROVIDE A SCHEDULE THAT WILL MEET THE TIMELINE REQUIREMENTS OF THIS PROJECT

For the size system (50,000 to 100,000 population served) North Port must certify to the EPA that the RAA has been completed by December 31, 2020 and the ERP by June 30, 2021 (six months

following) at the latest. This allows plenty of time for completion of these documents.

Assuming a Kick-off Meeting the week of January 6, 2020, the draft RRA document will be completed the week of May 4, 2020.

We propose a schedule that has the RAA completed by June 30, 2020, and the ERP by December 31, 2020 (6 months earlier than required by the AWIA for the North Port size community water system).

REFERENCES FOR SIMILAR OR RELATED PROJECTS

The following individuals are familiar with TKW's capabilities for similar work performed over the past eight (8) years:

Project Name: PRMRWSA Risk and Resilience Assessment

Owner Client: Peace River Manasota Regional Water Supply Authority

Contact Name: Richard Anderson

Title: System Operations Manager

Email: RAnderson@regionalwater.org

Phone: 863-993-4565

Project Name: North Port Water Supply Facilities 10-Year Work Plan Update

Owner Client: City of North Port

Contact Name: Jennifer Desrosiers, CGFO

Title: Utilities Business Manager

Email: jdesrosiers@cityofnorthport.com

Phone: 941-240-8006

Project Name: Sarasota County CMOM

Owner Client: Sarasota County

Contact Name: Dave Cash

Title: Assistant Director of Public Utilities

Email: dcash@scgov.net

Phone: 941-861-0520

SUB-CONSULTANTS:

Special expertise, if required, will be provided by sub-consultant, Veith Engineering & Business Solutions, LLC of Sarasota. Their roles will include:

- Attendance at meetings and workshops to support TKW and the City
- Assistance with site observation visits
- Review and evaluation of capital and operational needs, asset management
- Assistance with threat characterization of critical assets
- Evaluation of financial risks for the RRA
- Preparing the Communication and Coordination Plan for the ERP

TKW will be responsible for the work and performance of our sub-consultant team for this assignment.

REQUIRED FORMS

On the following pages you will find the Required Forms:

- Conflict of Interest Form
- Disclosure Form for Consultant/Engineer/Architect



CONFLICT OF INTEREST FORM

Agreement No. 2015-23, RLI 2020-02
City of North Port America's Water Infrastructure Act (AWIA) - Risk and Resilience Assessment and Emergency Response Plan

CONFLICT OF INTEREST FORM

F.S. §112.313 places limitations on public officers (including advisory board members) and employees' ability to contract with the City either directly or indirectly. Therefore, please indicate if the following applies:

PART I.

- I am an employee, public officer or advisory board member of the City
_____ (List Position or Board)
- I am the spouse or child of an employee, public officer or advisory board member of the City
Name: _____
- An employee, public officer or advisory board member of the City, or their spouse or child, is an officer, partner, director, or proprietor of Respondent or has a material interest in Respondent. "Material interest" means direct or indirect ownership of more than 5 percent of the total assets or capital stock of any business entity. For the purposes of [§112.313], indirect ownership does not include ownership by a spouse or minor child.
Name: _____
- Respondent employs or contracts with an employee, public officer or advisory board member of the City
Name: _____
- None of The Above

PART II:

Are you going to request an advisory board member waiver?

- I will request an advisory board member waiver under §112.313(12)
- I will NOT request an advisory board member waiver under §112.313(12)
- N/A

The City shall review any relationships which may be prohibited under the Florida Ethics Code and will disqualify any vendors whose conflicts are not waived or exempt.

COMPANY: TKW Consulting Engineers, LLC

SIGNATURE:  Trudi K. Williams, P.E.
Founder & CEO

THIS PAGE MUST BE SUBMITTED WITH LETTER OF INTEREST



DISCLOSURE FORM FOR CONSULTANT/ENGINEER/ARCHITECT

*Agreement No. 2015-23, RLI 2020-02
City of North Port America's Water Infrastructure Act (AWIA) - Risk and Resilience Assessment and Emergency
Response Plan*

**DISCLOSURE FORM
FOR
CONSULTANT/ENGINEER/ARCHITECT**

Please select (only) one of the following three options:

Our firm has no actual, potential, or reasonably perceived, **financial*** or **other interest**** in the outcome of the project.

Our firm has a potential or reasonably perceived **financial*** or **other interest**** in the outcome of the project as described here: _____.

Our firm proposes to mitigate the potential or perceived conflict according to the following plan:
_____.

Our firm has an actual **financial*** or **other interest**** in the outcome of the project as described here: _____.

***What does "financial interest" mean?**

If your firm, or employee of your firm working on the project (or a member of the employee's household), will/may be perceived to receive or lose private income depending on the government business choices based on your firm's findings and recommendations, this must be listed as a financial interest. An example would be ownership in physical assets affected by the government business choices related to this project. The possibility of contracting for further consulting services is not included in this definition and is not prohibited.

****What does "other interest" mean?**

If your firm, or employee of your firm working on the project (or a member of the employee's household), will/may be perceived to have political, legal or any other interests that will affect what goes into your firm's findings and recommendations, or will be/may be perceived to be affected by the government business choices related to this project, this must be listed as another interest.

BUSINESS NAME: TKW Consulting Engineers, LLC

NAME (PERSON AUTHORIZED TO BIND THE COMPANY): Trudi K. Williams, P.E.
Founder & CEO

SIGNATURE:  **DATE:** 11/22/19

THIS PAGE MUST BE SUBMITTED WITH LETTER OF INTEREST

2016-23 RLI Evaluation Form

Project:	AWIA Risk Assessment & Emergency Response
RLI No.:	2020-02
Date of Ranking:	12/3/2019

Hazen and Sawyer

Evaluation Criteria	Value	MA	JF	JD	CN	Score
Understanding of Project/Deliverables	0-5	5	2	4	3	14
Expertise/Qualifications of Personnel	0-5	4	3	4	5	16
Availability of Personnel/Timeline	0-5	4	4	4	3	15
Evaluations/Experience on NPU projects	0-5	3	3	4	4	14
Proposed Cost Saving Measures	0-5	4	3	4	5	16
Quality of Proposal	0-5	4	1	3	4	12
References	0-5	4	4	4	4	16
28 20 27 28 0 103						

CDM Smith

Evaluation Criteria	Value	MA	JF	JD	CN	Score
Understanding of Project/Deliverables	0-5	5	3	4	4	16
Expertise/Qualifications of Personnel	0-5	4	4	3	3	14
Availability of Personnel/Timeline	0-5	3	3	3	4	13
Evaluations/Experience on NPU projects	0-5	5	5	4	4	18
Proposed Cost Saving Measures	0-5	3	4	4	3	14
Quality of Proposal	0-5	4	3	3	3	13
References	0-5	4	3	4	4	15
28 25 25 25 0 103						

Stantec Consulting

Evaluation Criteria	Value	MA	JF	JD	CN	Score
Understanding of Project/Deliverables	0-5	5	4	3	4	16
Expertise/Qualifications of Personnel	0-5	3	3	3	4	13
Availability of Personnel/Timeline	0-5	3	3	4	4	14
Evaluations/Experience on NPU projects	0-5	4	5	4	4	17
Proposed Cost Saving Measures	0-5	3	2	3	3	11
Quality of Proposal	0-5	3	3	3	3	12
References	0-5	4	4	3	3	14
25 24 23 25 0 97						

TKW

Evaluation Criteria	Value	MA	JF	JD	CN	Score
Understanding of Project/Deliverables	0-5	5	5	4	4	18
Expertise/Qualifications of Personnel	0-5	4	4	4	4	16
Availability of Personnel/Timeline	0-5	4	4	3	4	15
Evaluations/Experience on NPU projects	0-5	4	4	4	5	17
Proposed Cost Saving Measures	0-5	4	5	4	4	17
Quality of Proposal	0-5	4	5	4	4	17
References	0-5	4	5	3	3	15
29 32 26 28 0 115						



CITY OF NORTH PORT

**PROFESSIONAL ENGINEERING SERVICES FOR NPU
NO. 2016-23
THIS IS NOT AN ORDER**

Date: 10/17/19

Page: 1 of 3

**CITY OF NORTH PORT
Utilities Department
6644 W. Price Blvd.
North Port, Florida 34291**

**Contact Person: Jennifer Fehrs, P.E., Utilities Engineer
Contact Phone: 941-240-8008
Contact Fax: 941-240-8022
Contact Email: jfehrrs@cityofnorthport.com**

Reply No Later Than: November 22, 2019 @ 2:00 p.m. (EST)

REQUEST FOR LETTERS OF INTEREST NO. 2020-02

CITY OF NORTH PORT AMERICA'S WATER INFRASTRUCTURE ACT (AWIA) – RISK AND RESILIENCE ASSESSMENT AND EMERGENCY RESPONSE PLAN

The City of North Port Utilities Department (NPU) is currently accepting Letters of Interest from all the firms within Contract No. 2016-23, Professional Engineering Services for NPU.

INTENT: It is the intention of NPU to secure professional engineering services to conduct, on behalf, of NPU a Risk and Resilience Assessment (RRA), provide assistance in the certification of the assessment to Environmental Protection Agency (EPA), and prepare an Emergency Response Plan (ERP) based on the RRA, and certification of the ERP to EPA.

BACKGROUND/SCOPE OF SERVICES:

BACKGROUND

The America's Water Infrastructure Act (AWIA) amended the Water Resources Development Act (WDRA) and the Safe Drinking Water Act (SDWA). AWIA was passed into law in October 2018. AWIA Section 2013 mandates that water systems serving population of 3,300 or more need to conduct a Risk and Resilience Assessment (RRA), prepare an Emergency Response Plan (ERP) based on the RRA and then certify both the RRA and ERP to EPA. Risk and Resilience Assessments replace the previous requirement to perform Security and Vulnerability Assessments. AWIA has broadened the assessment focus from "terrorism and intentional attack" to "malevolent acts and natural hazards". The ERP will include strategies and resources to improve resilience including physical security and cyber security; plans, procedures and equipment for responding to malevolent acts and natural hazards; actions, procedures and equipment to lessen the impact of malevolent acts or natural hazards including alternative source water, relocation of intakes and flood protection barriers; and strategies to detect malevolent acts or natural hazards. NPU must certify to EPA that they have completed their RRA by December 31, 2020 and ERP by June 30, 2021.

SCOPE OF SERVICES

TASK 1- PROJECT MANAGEMENT AND COORDINATION

This task will include overall project management by the consultant and coordination with NPU and attendance at project meetings. This task will include a project kickoff meeting with NPU staff to review the project, review existing

project related documents to include the 2007 Water Utility Vulnerability Assessment, and any items pertinent to the progress of the project.

Additional data may be requested by the firm as needed. Other work may include phone calls, meetings, and email communications with staff.

TASK 2 – RISK AND RESILIENCE ASSESSMENT

The firm shall review the 2007 Water Utility Vulnerability Assessment. The firm will then conduct site visits and perform a desktop analysis to examine the various areas of NPU operations and administrative functions to include but not limited to cyber security, physical security site visits and discussions with O&M staff and law enforcement, a desktop review of potential natural hazards, source water protection, evaluation of capital and operational needs, and asset management. After examination of these areas, the consultant will characterize NPU's critical assets and analyze any potential threats in order to develop the draft RRA. The draft RRA will be provided to NPU. NPU will provide any applicable comments or feedback to the consultant. The consultant will then finalize the RRA document and assist NPU in certifying the RRA to EPA. The RRA document will be provided in Word and pdf formats, as well as one hard copy.

TASK 3 – EMERGENCY RESPONSE PLAN

The firm shall coordinate with NPU to prepare an Emergency Response Plan. The ERP content shall include National Incident Management Systems (NIMS) and Incident Command System (ICS) responsibilities; plans for specific hazards such as main breaks, tank failures, chemical spill, power outages, fire, flooding, etc.; a communication and coordination plan that includes an internal communication protocol, public communications, and mutual aid; and requirements and procedures for record keeping. The draft ERP will be provided to NPU and NPU will provide any applicable comments or feedback to the consultant. The consultant will then finalize the ERP document and assist NPU in certifying the ERP to EPA. The ERP document will be provided in Word and pdf formats, as well as one hard copy.

DELIVERABLES

The firm shall provide an electronic copy of the draft Risk and Resilience Document 16 weeks after the kickoff meeting and a final RRA 20 weeks after the kickoff meeting. The draft Emergency Response Plan shall be submitted to NPU 24 weeks after the kickoff meeting, with the final report to be submitted 28 weeks after the kickoff meeting. Once this contract is complete, the RRA and the ERP will become property of NPU and the City of North Port.

The project milestones and deliverables to be provided for this project include the following:

- Kickoff meeting attendance, agenda and minutes
- Data and documents request list
- Conduct site visits and desk top analysis of the various areas of NPU operations.
- Draft and final documents will be provided electronically in both Word and pdf format. One hard copy of each document will also be provided.
- Review the draft RRA and ERP with NPU, incorporate NPU comments to finalize the documents.
- Assist NPU in certifying the RRA and ERP to EPA.

PROPOSAL REQUIREMENTS

Proposals shall include a project plan which specifies the firm's understanding of project and required deliverables; ability and relevant expertise/qualifications of the firm's personnel to be used in performing the service; availability of staff and ability to meet project schedule; the firm's proposed cost saving measures for the project, if any; and provide a schedule that will meet the timeline requirements of this project.

Engineers are to provide references for any similar projects within the last eight (8) years. Name, title, email and phone numbers are required for appropriate contact for each reference.

Provide a list of any subcontractors to be used on this project.

ATTACHMENTS

1. Conflict of Interest Form
2. Disclosure for Consultant, Engineer, Architect
3. Scrutinized Companies Form
4. Statement of Non-Submittal

Please Note: The Conflict of Interest Form and Disclosure for Consultant, Engineer, Architect **must be submitted** with proposals for consideration.

Any questions concerning this project must be submitted via email to both Jennifer Fehrs and Nicole Brown at jfehrs@cityofnorthport.com and nbrown@cityofnorthport.com, respectively no later than **November 15, 2019**.

All firms within Contract No. 2016-23 are encouraged to submit a letter (not to exceed three single-sided pages) that provides the above information and adequately expresses why it would be in the City's best interest to select the submitting firm(s).

**LETTERS OF INTEREST ARE TO BE DELIVERED TO THE UTILITIES DEPARTMENT
ON OR BEFORE NOVEMBER 22, 2019 AT 2:00 P.M. (EST) VIA EMAIL TO:**

JENNIFER FEHRS: [JFEHRS@CITYOFNORTHPORT.COM](mailto:jfehrs@cityofnorthport.com)

AND

NICOLE BROWN: [NBROWN@CITYOFNORTHPORT.COM](mailto:nbrown@cityofnorthport.com)

CONFLICT OF INTEREST FORM

F.S. §112.313 places limitations on public officers (including advisory board members) and employees' ability to contract with the City either directly or indirectly. Therefore, please indicate if the following applies:

PART I.

- I am an employee, public officer or advisory board member of the City
_____ (List Position or Board)

- I am the spouse or child of an employee, public officer or advisory board member of the City
Name: _____

- An employee, public officer or advisory board member of the City, or their spouse or child, is an officer, partner, director, or proprietor of Respondent or has a material interest in Respondent. "Material interest" means direct or indirect ownership of more than 5 percent of the total assets or capital stock of any business entity. For the purposes of [§112.313], indirect ownership does not include ownership by a spouse or minor child.
Name: _____

- Respondent employs or contracts with an employee, public officer or advisory board member of the City
Name: _____

- None of The Above

PART II:

Are you going to request an advisory board member waiver?

- I will request an advisory board member waiver under §112.313(12)
- I will NOT request an advisory board member waiver under §112.313(12)
- N/A

The City shall review any relationships which may be prohibited under the Florida Ethics Code and will disqualify any vendors whose conflicts are not waived or exempt.

COMPANY: _____

SIGNATURE: _____

THIS PAGE MUST BE SUBMITTED WITH LETTER OF INTEREST

DISCLOSURE FORM
FOR
CONSULTANT/ENGINEER/ARCHITECT

Please select (only) one of the following three options:

Our firm has no actual, potential, or reasonably perceived, **financial*** or **other interest**** in the outcome of the project.

Our firm has a potential or reasonably perceived **financial*** or **other interest**** in the outcome of the project as described here: _____.

Our firm proposes to mitigate the potential or perceived conflict according to the following plan:
_____.

Our firm has an actual **financial*** or **other interest**** in the outcome of the project as described here: _____.

***What does "financial interest" mean?**

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BUSINESS NAME: _____

NAME (PERSON AUTHORIZED TO BIND THE COMPANY): _____

SIGNATURE: _____ **DATE:** _____

THIS PAGE MUST BE SUBMITTED WITH LETTER OF INTEREST

STATEMENT OF NON-SUBMITTAL

If you **do not** intend to submit a bid on this service, please return this form (see information below) immediately.

We, the undersigned, have declined to submit a bid on the requested Request for Bid No. 2020-02 **City of North Port America's Water Infrastructure Act (AWIA) - Risk and Resilience Assessment and Emergency Response Plan**

- Insufficient time to respond to the Request for Bid.
- We do not offer this product/service.
- Unable to meet bond/insurance requirements.
- Specifications are unclear (explain below).
- OTHER (please specify below).

REMARKS:

COMPANY NAME: _____

ADDRESS: _____

CITY: _____ **STATE:** _____ **ZIP CODE:** _____

TELEPHONE: _____ **FAX:** _____

E-MAIL ADDRESS: _____

SIGNATURE: _____ **DATE:** _____

PRINT NAME: _____

Note: Please email "Statement of Non-Submittal" to:

JENNIFER FEHRS: JFEHRS@CITYOFNORTHPORT.COM
AND
NICOLE BROWN: NBROWN@CITYOFNORTHPORT.COM