

Letter of Interest



Contract No. 2020-58 City of North Port

Updated Risk and Resilience Assessment and Emergency Response Plan

Stantec is excited to submit our LOI to prepare the North Port Utilities (NPU) America's Water Infrastructure Act (AWIA) update for the NPU facilities, including the recently commissioned Southwest Water Treatment Plant in Wellen Park and recently constructed utility facilities. Stantec is an established national leader in providing AWIA compliant Risk and Resilience Assessments (RRA) and Emergency Response Plans (ERP) to our clients. We have supported water sector partners across the US, including utilities in Florida. We know how to deliver an efficient process for AWIA support to meet NPU's update deadlines and EPA certification requirements. Our team brings:

Knowledge of North Port Utilities and Local Risks

Stantec has been providing quality services to NPU since 1990 and continues to support your staff today through our Principal in Charge, Stephen MacEachern. Additionally, Stantec is currently leading the development of a Vulnerability Assessment and Adaptation Plan for the City of North Port.

Experienced Staff

Stantec brings a lean, flexible, and knowledgeable team of national experts in AWIA. We have direct expertise with the suite of ANSI/AWWA J-100 evaluation threat elements and the range of approved models, Vulnerability Self-Assessment Tool (VSAT), and Program to Assist Risk & Resilience Examination (PARRE), which allows us to quickly create milestone evaluations and efficiently migrate the facility asset data into compliant, usable reports.

Proven Success

Since the passage of SB 3021, America's Water Infrastructure Act (AWIA) in October 2018, Stantec has successfully completed 20 portfolio condition assessments for utility clients across the US. Most recently in the State of Florida, these include Sarasota County and the City of Tallahassee.

Experienced Leadership Dedicated to Quality, Innovative, Cost Saving Approaches

Our management and senior staff each have 20+ years of experience. Our comprehensive quality control program, led by Hal Schmidt, delivers services certified to the ISO 9001:2000 that have been through a detailed independent review process, thereby limiting errors and omissions.

The Stantec team is ready to provide timely, high quality work products and services tailored specifically to the City of North Port. We design with community in mind and will work with the NPU staff to assist in fulfilling AWIA requirements and gain EPA certifications. We appreciate the opportunity to submit this Letter of Interest and look forward to discussing the value our team will bring to this project.

Very truly yours,
Stantec Consulting Services Inc.

Diane Quigley, AICP, CFM, Project Manager

PROJECT UNDERSTANDING AND APPROACH

KICK OFF & PROJECT MANAGEMENT

- Conduct meeting with the NPU project manager to establish communication approaches, review initial data request, and plan for the project kickoff
- Develop a project work plan establishing clear roles, scope of work, assets, responsibilities, deliverables, and timelines
- Prepare agendas and summarize meeting minutes for all meetings
- Conduct monthly project management meetings to review progress, plan for upcoming activities, detect issues, and develop solutions
- Maintain a SharePoint site to share information and provide access to project resources
- Submit monthly invoices supported by progress reports documenting work completed

COLLECT DATA

- Create data and document request list
- Review 2020 AWIA, 2021 ERP and relevant data and reports
- Conduct site visits at facilities, including labs, SCADA, control rooms and wells
- Conduct desktop analysis of facility operations, assess current regulations, and document changes since last AWIA, and identify gaps in data
- Prepare technical memorandum that documents your facilities, the desktop analyses that were performed and any data gap

ASSESS RISK & RESILIENCE

- Asset Characterization** - determine critical assets and function of each
- Threat Characterization** - identify potential threats and affected assets
- Consequence Analysis** - determine hazard impacts. Consider all losses including, lives, injuries, and financial impacts
- Vulnerability Analysis** - identify vulnerabilities to threats and hazards for systems engineering and physical assets
- Threat Analysis** - likelihood of a terrorist attack or natural hazard occurring at the facilities
- Risk/Resilience Analysis** - determine risks and resilience
- Risk Resilience Management** - identify options to reduce risk and increase resilience

UPDATE ERP

- Refresh Basic Plan organization and structure
- Conduct targeted interviews to inform the enhancement of internal roles and responsibilities for internal and external partners
- Enhance content around disaster response and recovery in Concept of Operations to address internal and external communications, mutual aid, and documentation
- Revisit monitoring and detection strategies for identified hazards and threats at both previously accounted for assets and the new Southwest Water Treatment Plant
- Standardize approach and format for incident annexes and develop new procedures for: cyber incident, access control and physical security, power outages, hazmat, fire, flooding, main breaks, and tank failure

TEAM'S ABILITY AND EXPERIENCE

CITY OF NORTH PORT

PRINCIPAL IN CHARGE

Stephen MacEachern PE, PSM

TECHNICAL ADVISOR, QC

Hal Schmidt PE, BCEE

PROJECT MANAGER

Diane Quigley AICP, CFM, WEDG

RISK AND RESILIENCE ASSESSMENT

Christina Hurley AICP

John Abrera PE

EMERGENCY RESPONSE PLAN

Alyssa Pepper MPA

Zane Beall MPA



Diane Quigley AICP, CFM, WEDG
PROJECT MANAGER

Diane has over 37 years of experience in project management in Florida. She brings both a science and urban planning background in her approach to management and delivering quality products and services. As a former state and county leader, she understands the concerns and issues involved in local government processes, programs, and regulations. Serving as the former Director of the Resilient Florida Program for the Florida Department of Environmental protection, she is keenly aware of the impacts of hazards on local government infrastructure. She has also worked with cities and counties around the state to identify risks and fund adaptation strategies.

Diane has been involved in the development of the North Port Vulnerability Assessment and Adaptation Plan and understands the unique character and needs of the community. She can bring synergy and compatibility between the two projects.



Stephen MacEachern PE, PSM

- Over 25 years of experience in civil and utility design and has been working with NPU for close to ten years on a variety of projects
- Has managed several conveyance, pump station, and treatment plant improvement projects from preliminary design through construction and start-up
- Principal in Charge for this project and will work closely with Diane and the entire project team for the successful completion of this



Hal Schmidt PE, BCEE

- 40+ years of experience in planning, permitting, design, and construction management of water and wastewater facilities
- Over \$3.5B worth of wastewater capital improvement projects
- Technical Advisor for the project and with deep historical and current knowledge of NPU's facilities and utility infrastructure



Christina Hurley AICP

- Extensive experience in risk assessments, hazard mitigation, and climate change adaptation
- Has led and assisted over 10 public water systems in conducting Risk and Resilience Assessments to comply with AWIA, including Sarasota County, Tallahassee and Asheville
- Responsible for the RRA and the use of the PARRE tool to develop specific consequences and threat likelihood models



John Abrera PE

- 35 years of experience in operations and maintenance management for utilities, with a specialty in cybersecurity, systems and business process improvement
- Previously head of IT and SCADA for United Water overseeing over 140 regulated and contract-operated utilities
- Engineering Lead for the Updated Risk and Resilience Assessment and Emergency Response Plan



Alyssa Pepper MPA

- Experienced AWIA practitioner and emergency operational planner with extensive experience working in the water sector
- Has led and assisted in the development of RRAs and ERPs for many communities during the first round of certifications for AWIA including (20 member agencies of the Municipal Water District of Orange County (MWDOC), Long Beach, CA, Westminster, CO, and Henderson, NV)
- Technical Lead for the ERP



Zane Beall MPA

- 11 years of experience in planning support for all phases of emergency management, including mitigation planning, emergency operational planning, recovery planning, exercise design and evaluation, and resiliency planning
- Experienced in supporting AWIA projects and has supported several municipal water utilities in efforts across the US
- Assisting in the ERP and RRA development

SCHEDULE AND STAFF AVAILABILITY

The Stantec team will be able to meet the City's 36 week deadline and milestone update requirements for the AWIA. However, we suggest delaying EPA certification until the required 2025 and 2026 deadlines to extend the timeline for the next update.

The professionals presented herein have the availability and commitment to complete the North Port AWIA throughout the duration of the project. We are 100% confident that our team can provide responsive effective services.



Phase	F	M	A	M	J	J	A	S	O
Project Kickoff & Progress Meetings	▲		▲			▲			▲
Data & Document Review	■								
Site Visit & Desktop Analysis	■	■							
Draft Risk & Resilience Assessment	■	■	■	■	■	■			
Final RRA						■	■		
EPA Certification Assistance								★	
Draft Emergency Response Plan			■	■	■	■	■	■	
Final ERP									■
EPA Certification Assistance									★

Percentage Availability by Month

Staff	F	M	A	M	J	J	A	S	O
Stephen MacEachern	40	40	40	40	40	40	40	40	40
Diane Quigley	40	40	60	60	60	60	60	60	60
John Abrera	50	50	60	60	60	60	60	60	60
Christina Hurley	60	60	70	70	70	70	70	70	70
Alyssa Pepper	60	60	70	70	70	70	70	70	70
Hal Schmidt	10	10	10	15	15	15	15	20	20
Zane Beall	60	60	70	70	70	70	70	70	70

PROJECT REFERENCES

CITY OF TALLAHASSEE AWIA COMPLIANCE SUPPORT (ERP) Tallahassee, FL [2019-2020]

Stantec assisted the City's Water Utility with development of an EPA-required AWIA RRA and update of the ERP. Our team followed the AWWA J-100 process to complete the RRA, including use of the Program to Assist Risk and Resilience Examination (PARRE) software. Our process included identification of critical assets, hazards (natural and malevolent including cyber), and dozens of threat-assets pairs. Site visits were conducted for approximately two dozen critical assets including labs, SCADA control rooms, and wells to identify vulnerabilities and countermeasures. For the ERP, resilience strategies, emergency plans and procedures, mitigation actions, and detection strategies were updated. The RRA and ERP were completed on time and within budget.

City of Tallahassee Water Utility
Jennifer E. C. Porter, PE, CPM
Manager – Water Operations
850-891-5271
jennifer.porter@talgov.com

SARASOTA COUNTY RISK AND RESILIENCE ASSESSMENT (RRA) AND EMERGENCY RESPONSE PLAN FOR AWIA COMPLIANCE Sarasota, FL [2019-2020]

Stantec led the development of an RRA and an ERP for Sarasota County Public Utilities, a coastal utility with approximately 90,000 water connections. The RRA was completed using AWWA's J-100 process, which provides the utility with certain liability protections per U.S. SAFETY Act designation. Our RRA process included identification of nearly 200 critical threat-asset pairs and use of PARRE software to estimate consequences, vulnerability, likelihood, and resilience. Incorporating the results from the RRA, we updated the City's ERP to include the review and update of resilience strategies, emergency plans and procedures, mitigation actions, and detection strategies.

Sarasota County Public Utility
David Sell
Manager – Wastewater
941-861-5000
dsell@scgov.net

CITY OF ASHEVILLE WATER SYSTEM INFRASTRUCTURE RISK AND RESILIENCY ASSESSMENT Asheville, NC [2019-2020]

Stantec was the project manager overseeing development of the RRA and update of the ERP. The team utilized the AWWA J-100 risk and resiliency assessment approach along with the PARRE software for their analysis. Key features included utilizing the existing City's risk and emergency response planning. We worked with subconsultants to assess the resilience of City's water infrastructure, including pipes and constructed conveyances, physical barriers, source water, water collection and intake, storage and distribution facilities, and electronic, computer, and automated systems. Our team investigated possible risks from malicious acts and natural disasters, including terrorism, theft, vandalism, and hurricanes.

Asheville Water
David Melton
Director of Water Resources
828-259-5957
dmelton@ashevillenc.gov

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:

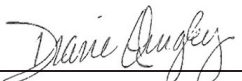
Are you going to request an advisory board member waiver?

- ☐ 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.

BUSINESS NAME: Stantec Consulting Services Inc.

NAME(PERSON AUTHORIZED TO BIND COMPANY): Diane Quigley

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:

Print Form

Clear All Fields

☒

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(s) 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.

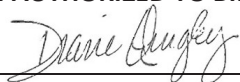
**What does "other interest" mean?

If your firm, or employee(s) 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 other interest.

BUSINESS NAME: Stantec Consulting Services Inc.

NAME (PERSON AUTHORIZED TO BIND THE COMPANY): Diane Quigley

SIGNATURE:



DATE: January 5, 2024

Scrutinized Company Certification Form

Company Name: Stantec Consulting Services Inc.

Authorized Representative Name and Title: Diane Quigley, Senior Project Manager
2316 Killearn Center Blvd,
Address: Ste 102 City: Tallahassee State: FL ZIP: 32309

Phone Number: 850-878-5001 ext 305 Email Address: Diane.Quigley@stantec.com

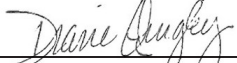
A company is ineligible to, and may not, bid on, submit a proposal for, or enter into or renew a contract with the City of North Port for goods or services of any amount if, at the time of bidding on, submitting a proposal for, or entering into or renewing such contract, the company is on the Scrutinized Companies that Boycott Israel List, created pursuant to Florida Statutes, section 215.4725, or is engaged in a boycott of Israel.

A company is ineligible to, and may not, bid on, submit a proposal for, or enter into or renew a contract with the City of North Port for goods or services of \$1 million or more if, at the time of bidding on, submitting a proposal for, or entering into or renewing such contract, the company is on the Scrutinized Companies with Activities in Sudan List, the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, created pursuant to Florida Statutes, section 215.473, or with companies engaged in business operations in Cuba or Syria.

CHOOSE ONE OF THE FOLLOWING

- ☒ This bid, proposal, contract or contract renewal is for goods or services of less than \$1 million. As the person authorized to sign on behalf of the above-named company, and as required by Florida Statutes, section 287.135(5), I hereby certify that the above-named company is not participating in a boycott of Israel.
- ☐ This bid, proposal, contract or contract renewal is for goods or services of \$1 million or more. As the person authorized to sign on behalf of the above-named company, and as required by Florida Statutes, section 287.135(5), I hereby certify that the above-named company is not participating in a boycott of Israel, is not on the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, and it does not have business operations in Cuba or Syria.

I understand that pursuant to Florida Statutes, section 287.135, the submission of a false certification may result in the termination of the contract if one is entered into, and may subject the above-named company to civil penalties, attorney's fees and costs.

Certified By: 
AUTHORIZED REPRESENTATIVE SIGNATURE

Print Name and Title: Diane Quigley, Senior Project Manager

Date Certified: January 5, 2024

Solicitation/Contract/PO Number (Completed by Purchasing): _____

VENDOR'S CERTIFICATION FOR E-VERIFY SYSTEM

The undersigned Vendor/Consultant/Contractor (Vendor), certifies the following:

1. Vendor is a person or entity that has entered into or is attempting to enter into a contract with the City of North Port (City) to provide labor, supplies, or services to the City in exchange for salary, wages or other remuneration.
2. Vendor has registered with and will use the E-Verify System of the United States Department of Homeland Security to verify the employment eligibility of:
 - a. All persons newly hired by the Vendor to perform employment duties within Florida during the term of the contract; and
 - b. All persons, including subcontractors or subconsultants, assigned by the Vendor to perform work pursuant to the contract with the City.
3. If the Vendor becomes the successful Contractor who enters into a contract with the City, then the Vendor will comply with the requirements of Section 448.095, Fla. Stat. "Employment Eligibility", as amended from time to time.
4. Vendor will obtain an affidavit from all subcontractors attesting that the subcontractor does not employ, contract with, or subcontract with, an unauthorized alien as defined in 8 United States Code, Section 1324A(H)(3).
5. Vendor will maintain the original affidavit of all subcontractors for the duration of the contract.
6. Vendor affirms that failure to comply with the state law requirements can result in the City's termination of the contract and other penalties as provided by law.
7. Vendor understands that pursuant to Florida Statutes, section 448.095, the submission of a false certification may result in the termination of the contract if one is entered into, and may subject the Vendor named in this certification to civil penalties, attorney's fees and costs.

VENDOR: Stantec Consulting Services Inc. (Vendor's Company Name)

Certified By: 
AUTHORIZED REPRESENTATIVE SIGNATURE

Print Name and Title: Diane Quigley, Senior Project Manager

Date Certified: January 5, 2024