



City of North Port  
 PURCHASING  
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 Email: [purchasing@northportfl.gov](mailto:purchasing@northportfl.gov)



**WORK ASSIGNMENT**  
**Stantec Consulting Services Inc.**

CONSULTANT

CONTINUING CONTRACT NO. & TITLE

2020-58-12 PROFESSIONAL ENGINEERING SERVICES - CONTINUING SERVICES CONTRACTS FOR CITY OF NORTH PORT UTILITIES

THIS WORK ASSIGNMENT

AGENDA ITEM 24-0373 3/26/24 COM MTG

WORK ASSIGNMENT #

2024-05

SHORT TITLE

AWIA- UPDATED RISK AND RESILIENCE ASSESSMENT AND EMERGENCY RESPONSE PLAN

DATE SUBMITTED

2/6/2024

AMOUNT (LUMP SUM)

\$168,080.00

SCHEDULED COMPLETION

TBD: Refer to Scope of Work

CONTRACT AND BUDGET OVERVIEW FOR FISCAL YEAR 20<sup>24</sup>

	DEPARTMENT
TOTAL OF PREVIOUS ASSIGNMENTS	\$5,065.00
THIS WORK ASSIGNMENT	\$168,080.00
TOTAL WORK ASSIGNMENTS	\$173,145.00
ACCOUNT NO./PROJECT NO	420-6061-533.31-05

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 \$500,000 & ANY RESULTING CONSTRUCTION SHALL NOT EXCEED \$4,000,000 PER FLORIDA STATUTE 287.055 AS AMENDED.

SUBMITTED BY:

*Dani Dugley* 2/26/24  
 CONSULTANT DATE

APPROVED BY:

Nancy Gallinaro Digitally signed by Nancy Gallinaro Date: 2024.02.28 09:15:53 -05'00'  
 DEPARTMENT DIRECTOR DATE  
 Ginny Duyn Digitally signed by Ginny Duyn Date: 2024.02.28 14:16:42 -05'00'  
 PURCHASING DATE  
*Janie Johnson* Date: 2024.02.29 09:43:41 -05'00'  
 ASSISTANT CITY MANAGER DATE

Lisa Herrmann Digitally signed by Lisa Herrmann Date: 2024.02.28 13:30:14 -05'00'  
 BUDGET ADMINISTRATOR DATE  
 Kimberly Williams Digitally signed by Kimberly Williams Date: 2024.02.28 16:15:24 -05'00'  
 FINANCE DIRECTOR DATE  
 CITY MANAGER DATE

**Exhibit 1**  
**Contract 2020-58, Task Work Order 2024-05**  
**Scope of Work**  
**for the Update of the NPU**  
**Resilience Risk Assessment (RRA) and Emergency Response Plan (ERP)**

**Overview**

Stantec's approach to the development of this RRA and ERP is grounded in the American Water Works Association (AWWA) J-100 Standard. While America's Water Infrastructure Act of 2018 (AWIA) does not specifically require use of the ANSI/AWWA J-100 Standard, it is the only such standard that exists for the water sector. It is also the first methodology that takes an "all hazards" approach to addressing risk. The J-100 Standard looks at risk from intentional acts, natural disasters, proximity hazards, and dependency-based hazards.

The J-100 is a seven-step process of identifying critical assets and threats, determining vulnerabilities, consequences, and the likelihood of a threat occurring. This information is used to develop an existing, or baseline level of risk, which allows for management of risk, by either reducing, transferring, or accepting it. The ultimate goal of this effort is to provide North Port Utilities (NPU) with a consistent set of data for these assets to support and facilitate business decisions with a precise understanding of where your greatest risks reside and determine the most cost-effective plan to address them.

Stantec will provide the following professional services:

**TASK 1 — Project Management and Coordination**

1. *Kick-off Meeting.* Stantec will coordinate with the NPU Project Manager (PM) to schedule and conduct a kick-off meeting to review the project, confirm deliverables and schedule. Based on availability, staff will participate in a site tour to visit the NPU facilities and water utility assets on the day of the kick-off meeting. If not convenient, a separate site tour will be scheduled shortly after the meeting. For the kick-off meeting, Stantec will prepare the agenda, data and information request, and will work with the NPU staff to establish communication protocols and frequency. The Stantec team will prepare and distribute meeting minutes documenting discussion items and action items.
2. Stantec will submit a Project Work Plan that will serve as the basis for ongoing project delivery. As part of this coordination and throughout the duration of this project, we will conduct team debriefs to course-correct based on feedback from NPU and City staff members.
3. Prepare monthly status reports for submittal to NPU, provide regular communications with NPU, provide coordination with the NPU PM.
4. Coordinate a secure project data sharing site or alternative system to share data files with project team and NPU.





## TASK 2 – Data Collection and Data Gap Analysis

Gathering the right data at the beginning of the project pays dividends in the results. Upon notice to proceed, the Stantec team will start gathering data needed for the assessment and identification of potential data gaps and remedies. Stantec will carry out the following subtasks:

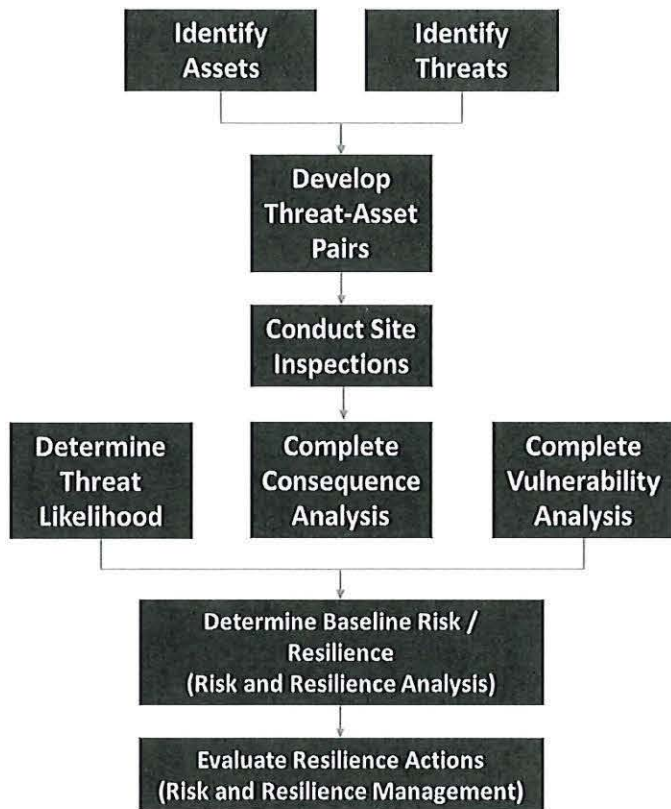
1. *Data Request.* Stantec will prepare and submit a comprehensive data request inclusive of data and documentation required for both RRA and ERP preparation. Much of the data required can be accessed through resources already available to the team through public information channels which will be supplemented by or specific information that NPU will provide. This allows for a more focused data request to NPU that will reduce the burden on staff and avoid duplicate data collection efforts. The initial data request will be reviewed during the project kick-off meeting to highlight needed NPU inputs. Data gathering efforts will also include a targeted interview with key NPU staff to identify critical cyber/information assets and review the AWWA cyber assessment questionnaire. We are sensitive to the limited time and resources that NPU may have to support the data collection and interview. Our interactions will be focused and efficient and will build off NPU's prior assessments and successes.
2. *Review Existing RRA.* Stantec will review the initial RRA, produced in 2020, as provided by the NPU, to identify additional data sources and assist in the identification of necessary additions to be included in the updated AWIA, focusing on updated systems and facilities. Stantec will work with NPU staff to understand opportunities for improvement with regard to the 2020 RRA.
3. *Site Visit.* Understanding asset vulnerability may require conducting a walkthrough of key facilities to understand existing countermeasures (e.g., fencing, cameras, door alarms) in place and their condition. Our team will be in-person for the site visit, guided by NPU personnel, to document countermeasures and further refine our analysis. After the site tour, Stantec will collect data to 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.
4. *Desktop Analysis.* In conjunction with the site visit, the Stantec team will conduct a desktop review of potential natural hazards, source water protection, evaluation of capital and operational needs, and asset management. The team will determine any changes since 2020 to the various areas of NPU operations and administrative functions to include but not limited to system changes and updates, cyber security, physical security and discussions with O&M staff and law enforcement.
5. *Data Gap Assessment.* Using an easy-to-understand crosswalk tool, the Stantec team will conduct a gap assessment of existing plans and procedures against key federal, Florida, and water sector requirements and best practices. Stantec will work with NPU in identifying data sources necessary for the RRA and ERP that may fill these gaps.





### TASK 3 — Risk and Resilience Assessment

1. *Asset and Threat Characterization.* Once data has been gathered, the Stantec team will help prepare a master asset inventory and list of hazards and threats. Based on our team’s review of existing documentation and using a set of high-level screening criteria, the asset inventory will include a preliminary assessment of criticality to highlight assets that we recommend be advanced through the risk and resilience assessment. This list and preliminary assessment will be submitted to NPU for review.



2. *Cyber Assessment.* Concurrent with our analysis of physical assets, the Stantec team will coordinate directly with NPU or City staff familiar with critical information assets to assess the status of system controls using the AWWA Cyber Assessment Tool, which has been updated and revised to maintain alignment with Section 2013 of AWIA.

3. *Threat-Asset Pair Development.* Stantec will conduct an online workshop to present and validate the results of the asset and threat identification process. Stantec will guide NPU through a facilitated exercise designed to refine asset criticality rankings and discuss concerns related to identified hazards and threats. Following the workshop, the Stantec team will prepare a matrix of T-A pairs that will serve as the foundation of the RRA.

4. *Initial Analysis of Consequences, Vulnerability, and Threat Likelihood.* Based on the results of the workshop, the Stantec team will develop consequence, vulnerability, and threat likelihood values for each T-A pair included in the analysis. The calculation outputs will be a risk baseline that provides an overarching picture of the risk exposure faced by NPU to hazards and threats. Concurrently with this analysis, the Stantec team will assess system resilience utilizing tools including the Utility Resilience Index (URI) to assess both operational and financial resilience of the utility. The results of these efforts will be compiled for validation by NPU.

5. *Conduct Risk Analysis.* Stantec will utilize approved tools to conduct the Risk Analysis, including either the Vulnerability Self-Assessment Tool (VSAT) or the Program to Assist Risk & Resilience Examination (PARRE) and will present and validate the initial results of the risk analysis. This will include a guided discussion to validate the assumptions used to calculate consequences (i.e., what damages/loss would we expect should the threat or





hazard occur), vulnerability (i.e., what is the probability of those consequences occurring based on existing countermeasures and mitigations), and threat likelihood (i.e., what is the probability of threat occurring). The input will be used to revise and improve the risk analysis for incorporating into the draft RRA.

6. *Draft Updated Risk and Resilience Assessment.* Stantec will incorporate input from collected data, previous studies, the cyber assessment, and the risk assessment to update the strategies and findings in the 2020 RRA in a draft report for review by NPU. The update will also include the new Southwest Water Treatment Plant in Wellen Park and new NPU assets that were not included in the 2020 RRA and ERP. The incremental content development and internal workshops will streamline the draft RRA review. The draft RRA will include an introduction summarizing AWIA requirements and the RRA development process; a description of the risk assessment methodology used including data constraints and assumptions; a summary of the risk assessment results and URI scoring; and a set of recommendations for action. The draft RRA will be supplemented by appendices that include process documentation, tabular risk analysis data, tool outputs, financial risk assessment, cyber security assessment, and other materials as appropriate.
7. *Final Updated Risk and Resilience Assessment.* After receiving final NPU comments on the draft RRA, Stantec will incorporate comments into a final RRA. Upon submittal of the final RRA, Stantec will assist NPU with the EPA certification process and will append proof of certification to the final product.

#### **TASK 4 — Emergency Response Plan**

Certification of the updated RRA triggers the regulatory countdown for the ERP update due no later than six months after the date of certification. Key Task 4 activities and milestones will include:

1. *ERP Supplemental Data Gathering.* Based on the results of the RRA process, Stantec will review the gap assessment developed in Task 2 and identify any additional resources that may be required to support ERP development. This may be achieved through targeted interviews with key NPU or City personnel or external stakeholders including City of North Port Emergency Services and the Florida Department of Emergency Management. These efforts are consistent with the Florida Department of Environmental Protection (FDEP) and EPA requirement that the ERP be coordinated with local emergency planning committees and the Florida Department of Law Enforcement Regional Security Task Force.
2. *Emergency Operations Review Workshop.* Stantec will host an internal workshop with NPU to review ERP structure, organization, and content to prioritize updates based on RRA process results. The workshop will also be used to review and validate NPU concepts for operational coordination including incorporation of the Standardized Emergency Management System into ERP materials. Stantec will facilitate the workshop to enhance our understanding of how the utility operates during an emergency and



prioritize updates to the ERP.

3. *Draft Updated Emergency Response Plan.* Based on the priorities identified in the workshop, Stantec will prepare a draft ERP for review by NPU. To inform draft development, we will work in close coordination with NPU to convene up to four incidents (e.g., water main breaks) or function (e.g., water quality) specific work sessions to inform development of updated response procedures for the updated ERP.
4. *Final Updated Emergency Response Plan.* After receiving final NPU comments, Stantec will incorporate the comments into a final ERP. Upon submittal of the final ERP, we will assist NPU with the EPA certification process and will append proof of certification to the final product.

## **DELIVERABLES**

The CONSULTANT will provide both electronic files, PDF versions of electronic deliverables, as well as one hard copy for the deliverables listed below:

### Task 1

- ✓ Kickoff meeting attendance, agenda, and minutes
- ✓ Data and Information request packet
- ✓ Project Work Plan
- ✓ Project Data Sharing Site

### Task 2

- ✓ Conduct site visits
- ✓ Desk top analysis of the various areas of NPU operations
- ✓ Data Gap Analysis, and remedies

### Task 3

- ✓ Threat-Asset Pair Development online workshop
- ✓ Draft Updated RRA,
- ✓ Cybersecurity Assessment
- ✓ Final Updated RRA, incorporating NPU comments
- ✓ Assist NPU in certifying the RRA to EPA

### Task 4

- ✓ Emergency Operations Review Workshop
- ✓ Draft Updated ERP,
- ✓ Final Updated ERP, incorporating NPU comments
- ✓ Assist NPU in certifying the ERP to EPA

## **SCHEDULE**

Stantec 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 Updated RRA	20 weeks from Kick-off Meeting
Final RRA and Certification of Completion	28 weeks from Kick-off Meeting
Draft Updated ERP	32 weeks from Kick-off Meeting

## EXCEPTIONS

The following exceptions are assumed in this Scope of Work and Task Work Order:

Meetings or teleconferences with regulatory agencies such as EPA and FDEP. It is assumed that the City of North Port will be the lead on any communications with these agencies, if required. Stantec will not conduct any public or City commission presentations or workshops.

## FEE FOR SERVICES

Stantec's Fee Budget is provided as in the attached EXHIBIT 2. Rates and classifications are in accordance with the Stantec Consulting Services Inc., Contract 2020-58 Renewal, Billing Rate Table. Billing for this Work Assignment will be at the currently approved hourly at the rates by labor classification consistent with Exhibit 2 of the Agreement.

Task	Billing Method	Amount
1 — Project Management and Coordination	Fixed Fee	\$29,060
2 – Data Collection	Fixed Fee	\$48,580
3 — Risk and Resilience Assessment	Fixed Fee	\$47,540
4 — Emergency Response Plan	Fixed Fee	\$42,900
TOTAL AUTHORIZATION		\$168,080

## SCOPE CHANGES

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



**Exhibit 2  
Billing Rate Table  
NPU AWIA Update**



**SUMMARY REPORT**

<b>Project Company</b>	Stantec US Business Group
<b>Project Currency</b>	US Dollar
<b>Contract Type</b>	Time & Material
<b>Project Number</b>	
<b>Project Name</b>	City of North Port AWIA Update
<b>Client Name</b>	City of North Port Florida
<b>Business Centre</b>	1773
<b>Project Manager</b>	Diane Quigley
<b>Project Independent Reviewer</b>	Andrea Crumpacker

<b>Project Summary</b>	<b>Total Fee</b>
Labour	\$168,060.00
Expense	\$0.00
Subs	\$0.00
<b>Total</b>	<b>\$168,060.00</b>

<b>Planned Start Date</b>	<b>Planned End Date</b>
2024-02-01	2024-10-01

Contracted hourly rates verified - gd 2-28-24.  
Extensions & fees verified & accepted by UT.

Name	Role	Billing Level	Billing Rate	Hours	Sub-Total Fee
Schmid Jr, Harold	Principal	Level 18	\$245.00	16.00	\$3,920.00
MacEachern, Stephen	Senior PM	Level 13	\$210.00	24.00	\$5,040.00
Quigley, Diane	Senior PM	Level 14	\$210.00	148.00	\$31,080.00
Hurley, Christina	Senior PM	Level 13	\$210.00	146.00	\$30,660.00
Abrera, John	Senior PM	Level 18	\$210.00	28.00	\$5,880.00
Vizarry, Sussette	Senior Engineer	Level 12	\$200.00	140.00	\$28,000.00
Pepper, Alyssa	PM	Level 11	\$200.00	172.00	\$34,400.00
Beal, Zane	Senior PM	Level 13	\$210.00	84.00	\$17,660.00
Mchle, Willow	Administrative Asst.	Level 05	\$110.00	104.00	\$11,440.00
				<b>862.00</b>	<b>\$168,080.00</b>





## City of North Port Rates and Position Descriptions

### Stantec Consulting Services Inc.

Stantec Consulting Services Inc. Contract 2020-58 Renewal Billing Rate Table	
Staff Category	Rate
Principal	\$ 245.00
Senior Project Manager	\$ 210.00
Project Manager	\$ 200.00
Senior Engineer / Architect / Scientist	\$ 200.00
Project Engineer / Architect / Scientist	\$ 165.00
Staff Engineer / Architect / Scientist	\$ 150.00
Junior Engineer / Architect / Scientist	\$ 135.00
Senior CADD Designer	\$ 135.00
CADD Designer	\$ 129.00
CADD Technician	\$ 110.00
Senior Construction Manager	\$ 200.00
Construction Inspector	\$ 135.00
Professional Surveyor	\$ 200.00
One Person Survey Crew	\$ 140.00
Two Person Survey Crew	\$ 200.00
Admin. Assistant	\$ 110.00

**Principal:** The Principal-in-Charge is a registered professional who holds full project responsibility and authority to represent the firm. It is the Principal-in-Charge's responsibility to assure that all the necessary corporate and staff resources are available. The authority of the Principal-in-Charge provides the project team and staff with strong leadership, technical direction, and expert supervisory guidance of all work undertaken by the firm.

**Senior Project Manager:** Project Manager with a minimum of 15-years of experience including managing unique and complex projects.

**Project Manager:** Licensed professional with a minimum of 10-years of experience who is responsible for accomplishing the stated project objectives. Key project management responsibilities include following the Stantec Project Management Framework (ISO 9001 Quality Management Standard) which includes creating clear and attainable project objectives through the Project Plan and managing the cost, time, and quality of the deliverable. This is the person who is the client contact for the specific Work Order, the person who works with the client to fully understand the project, and the person who schedules and directs staff to accomplish the Project Plan goals and complete the Work Order

deliverable. The Project Manager may also perform work on the Work Order to complete the deliverables.

**Senior Engineer / Architect /Scientist:** Licensed Professional with a minimum of 15 years of experience or a Stantec technical expert.

**Project Engineer / Architect /Scientist:** Licensed Professional with a minimum of 10 years of experience who is responsible for a particular technical aspect of the project and who usually does the layout or calculations for the Project Manager or their delegated authority.

**Staff Engineer / Architect /Scientist:** Recently licensed Professional working under the Project Engineer or Project Manager who is typically responsible for completing tasks for a technical aspect within a Work Order. Work developed is reviewed by the supervising Engineer / Architect /Scientist.

**Junior Engineer / Architect /Scientist:** Graduate of a 4-year college in their respected profession currently working toward earning their professional registration. Work is closely reviewed by the Project Engineer / Architect /Scientist or the Project Manager.

**Senior CADD Designer:** CADD Designer with 10-years of experience who may perform the CADD duties or supervise other CADD Designers/Technicians to complete the drawing component of the deliverable.

**CADD Designer:** CADD operator with a minimum of 5 years of experience that is fluent with the CADD software for the specified project and able to work independently to layout the drawings/systems from defined or limited sketches or direction from the Project Engineers/Architects/Scientists or Project Manager.

**CADD Technician:** CADD operator taking explicit direction from the CADD Designer, Engineering Staff, or Project Manager to complete the drawings of the deliverable.

**Senior Construction Manager:** Construction Inspector with 15 years of experience and a minimum of 5 years supervising the construction inspections or a Stantec technical expert to complete the inspection services of the Work Order.

**Construction Inspector:** Inspector with 10 years of experience performing inspection duties as outlined in the Work Order.

**Professional Surveyor:** Registered Professional Surveyor performing surveying duties of the Work Order.

**One Person Survey Crew:** One person survey crew directly supervised by a Registered Professional Surveyor executing field surveying duties.

**Two Person Survey Crew:** Two person survey crew directly supervised by a Registered Professional Surveyor executing field surveying duties.

**Admin. Assistant:** Personnel whose primary job is the engagement of office work such as but not limited to: communication, filing, word processing, spreadsheets, deliveries, proposals, copying, and scanning.



2024-05 RLI Evaluation Form

Project:	<b>AWIA</b>
RLI No.:	2024-05
Date of Ranking:	1/19/2024

**Black Veatch**

<i>Evaluation Criteria</i>	<i>Value</i>	<i>MA</i>	<i>JF</i>	<i>SB</i>	<i>Score</i>
Understanding of Project/Deliverables	0-8	8	8	8	24
Expertise/Qualifications of Personnel	0-8	7	8	8	23
Availability of Personnel/Timeline	0-5	5	7	5	17
Evaluations/Experience on NPU projects	0-5	5	7	4.5	16.5
Proposed Cost Saving Measures	0-3	3	3	2	8
References/Required Forms	0-1	1	1	1	3
Total		29	34	28.5	91.5

**Stantec**

<i>Evaluation Criteria</i>	<i>Value</i>	<i>MA</i>	<i>JF</i>	<i>SB</i>	<i>Score</i>
Understanding of Project/Deliverables	0-8	8	7	8	23
Expertise/Qualifications of Personnel	0-8	8	8	8	24
Availability of Personnel/Timeline	0-5	5	8	5	18
Evaluations/Experience on NPU projects	0-5	5	8	5	18
Proposed Cost Saving Measures	0-3	3	3	2	8
References/Required Forms	0-1	1	1	1	3
Total		30	35	29	94

Statements of Non-Submittal received from: Jones Edmunds



# 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

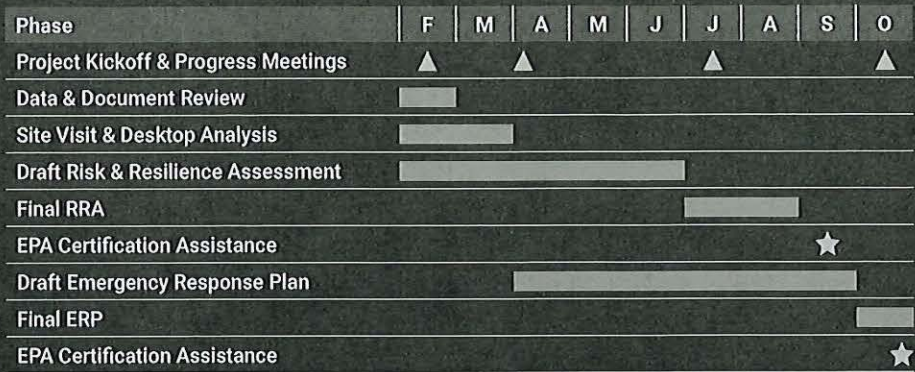
- 11 years of experience in planning support for all phases of emergency management, including mitigation planning, emergency operational planning, recovery planning, exercise design and evaluation, and resiliency planning
- Experienced in supporting AWIA projects and has supported several municipal 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.



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 Killlearn Center Blvd,

Address: Ste 102 City: Tallahassee State: FL ZIP: 32309

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

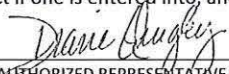
A company is ineligible to, and may not, bid on, submit a proposal for, or enter into or renew a contract with the City of North Port for goods or services of any amount if, at the time of bidding on, submitting a proposal for, or entering into or renewing such contract, the company is on the Scrutinized 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





CITY OF NORTH PORT

PROFESSIONAL ENGINEERING SERVICES FOR NPU  
NO. 2020-58  
THIS IS NOT AN ORDER

Date: 12/5/2023

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@northportfl.gov](mailto:jfehrrs@northportfl.gov)

Reply No Later Than: January 8, 2024 @ 2:00 p.m. (EST)

REQUEST FOR LETTERS OF INTEREST NO. 2024-05

CITY OF NORTH PORT AMERICA'S WATER INFRASTRUCTURE ACT (AWIA) – UPDATED 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. 2020-58, Category 3, Professional Engineering Services for NPU.

**INTENT:** It is the intention of NPU to secure professional engineering services to conduct, on behalf of NPU, an update to the 2020 Risk and Resilience Assessment (RRA), to provide assistance in the certification of the assessment to Environmental Protection Agency (EPA), and prepare an update to the 2020 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 broadened the assessment focus from "terrorism and intentional attack" to "malevolent acts and natural hazards". The original RRA was completed by December 31, 2020, and the ERP was completed by June 30, 2021. The ERP will update the previously documented 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. The update will also include the new Southwest Water Treatment Plant in Wellen Park and new NPU assets that were not included in the original RRA and ERP. NPU must certify to EPA that they have completed their updated RRA by December 31, 2025, and ERP by June 30, 2026.

**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 and the schedule, review existing project related documents to include the 2020 RRA and 2020 ERP, 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 2020 RRA. The firm will then conduct site visits and perform a desktop analysis to examine any changes since 2020 to 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 review the 2021 ERP and coordinate with NPU to update the 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 spills, 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 updated Risk and Resilience Document 20 weeks after the kickoff meeting and a final RRA 28 weeks after the kickoff meeting. The draft Emergency Response Plan shall be submitted to NPU 32 weeks after the kickoff meeting, with the final report to be submitted 36 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 Brittany Kammerer at [jfehres@northportfl.gov](mailto:jfehres@northportfl.gov) and [bkammerer@northportfl.gov](mailto:bkammerer@northportfl.gov), respectively no later than January 2, 2024.

All firms within Contract No. 2020-58 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 JANUARY 8, 2024, AT 2:00 P.M. (EST) VIA EMAIL TO:**

**JENNIFER FEHRS: [JFEHRS@NORTHPORTFL.GOV](mailto:jfehres@northportfl.gov)  
AND  
BRITTANY KAMMERER: [BKAMMERER@NORTHPORTFL.GOV](mailto:bkammerer@northportfl.gov)**

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 Letter of Interest for **RLI No. 2024-05– City of North Port America’s Water Infrastructure Act (AWIA) – UPDATED 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@NorthPortFL.gov](mailto:JFehrs@NorthPortFL.gov)  
AND  
Brittany Kammerer: [BKammerer@NorthPortfl.gov](mailto:BKammerer@NorthPortfl.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: \_\_\_\_\_

NAME(PERSON AUTHORIZED TO BIND COMPANY): 2020-58-12 PROFESSIONAL ENGINE

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:** \_\_\_\_\_

**NAME (PERSON AUTHORIZED TO BIND THE COMPANY):** \_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_



**Scrutinized Company Certification Form**

Company Name: _____			
Authorized Representative Name and Title: _____			
Address: _____	City: _____	State: _____	ZIP: _____
Phone Number: _____	Email Address: _____		

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: _____	
Date Certified: _____	

**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: \_\_\_\_\_ (Vendor's Company Name)

Certified By: \_\_\_\_\_  
AUTHORIZED REPRESENTATIVE SIGNATURE

Print Name and Title: \_\_\_\_\_

Date Certified: \_\_\_\_\_