

WORK ORDER AMENDMENT

**Board of County Commissioners
SEMINOLE COUNTY, FLORIDA**

Amendment Number: 3

Work Order Number: 53

Master Agreement No.: PS-8186-13/DRR Dated: June 25, 2013

Master Agreement Title: Continuing Engineering Services for Utility Improvement Projects

Project Title: **Vulnerability Assessment for SCESD Water and Wastewater Systems**

Consultant: Hazen and Sawyer, P.C.
Address: 919 Lake Baldwin Lane, Suite 200
Orlando, FL 32814

ATTACHMENTS TO THIS AMENDMENT: ☐ drawings/plans/specifications
☒ additional scope of services – Attachment A
☐ special conditions
☐ additional method of compensation

In consideration of the mutual understandings and agreements contained herein, the parties agree Work Order Number **53** dated **June 19, 2018** and amended **June 19, 2019** and **January 21, 2020** is further amended as follows:

This Work Order Amendment shall extend the Completion Time to December 31, 2020.

Through the execution of this Work Order Amendment, the services to be performed by the CONSULTANT shall be further revised to include the development of a pandemic plan, as stated within Attachment "A" attached hereto and incorporated herein. The CONSULTANT shall be compensated an additional TWENTY-THOUSAND FIVE HUNDRED FORTY-NINE AND 8/100 DOLLARS (\$20,549.08) for satisfactory completion of the additional services. The total not-to-exceed amount under Work Order No: 53 is hereby revised to THREE HUNDRED THIRTY-FOUR THOUSAND FIVE HUNDRED SEVENTY-FIVE AND 76/100 DOLLARS (\$334,575.76).

Except as herein modified, all terms and conditions of Work Order No: 53 shall remain in full force and effect throughout the term of the Work Order as originally set forth in said Work Order.

IN WITNESS WHEREOF, the parties hereto have made and executed this Work Order on this _____ day of _____, 20____, for the purposes stated herein.

(THIS SECTION TO BE COMPLETED BY THE COUNTY)

ATTEST/WITNESS:

Hazen and Sawyer, P.C.

, Secretary

By: _____
Damann L. Anderson, Vice President

(CORPORATE SEAL)

Date: _____

BOARD OF COUNTY COMMISSIONERS
SEMINOLE COUNTY, FLORIDA

WITNESSES:

(Procurement Analyst)

By: _____
Jaime Locklear, Purchasing & Contracts Division
Manager

(Procurement Analyst)

Date: _____
As authorized for execution by the Board of County
Commissioners at their _____, 20__ regular
meeting, pursuant to Section 3.554 of the Seminole
County Administrative Code.

OJ #813092 Original OC #811957 OM #538

WORK ORDER AMENDMENT

TERMS AND CONDITIONS

- a) Except as herein modified, all terms and conditions of the cited original Work Order (as previously amended, if applicable) shall remain in full force and effect for the term of the Work Order as originally set forth in said Work Order.
- b) In accordance with the Master Agreement, which states that any amendments shall be valid only when expressed in writing and duly signed by the parties, the parties desire to amend the cited Work Order as indicated.
- c) The Scope of Services attached to the cited Work Order may be modified as provided in any attachment to this Amendment, which will be incorporated by this reference.
- d) The CONSULTANT/CONTRACTOR shall provide said services pursuant to this Amendment, the cited Work Order (as further amended, if applicable), its Attachments, and the cited Master Agreement (as amended, if applicable) which are incorporated herein by reference as if they had been set out in their entirety.
- e) It is expressly understood by the CONSULTANT/CONTRACTOR that this Amendment, until executed by the COUNTY, does not authorize any changes to the cited Work Order and that the COUNTY, prior to its execution of the Amendment, reserves the right to cancel the Amendment without penalty if it is determined that to do so is in the best interest of the COUNTY.
- f) The CONSULTANT/CONTRACTOR shall sign the Amendment first and the COUNTY second. This Amendment becomes effective and binding upon execution by the COUNTY and not until then. A copy of this Amendment will be forwarded to the CONSULTANT/CONTRACTOR upon execution by the COUNTY.
- g) The CONSULTANT/CONTRACTOR may utilize labor categories that are not included in the attached fee proposal, but that have been approved in the Master Agreement. If a substitution is necessary, the work shall be completed within the approved Time Basis (Not-To-Exceed or Limitation of Funds) Work Order Amount, and in no event shall the Work Order Amount be modified as a result of any changes in labor categories. The CONSULTANT/CONTRACTOR shall submit a written request to the County's Project Manager for approval of any substitution prior to the utilization of any labor category for service, and the County Project Manager's approval of any substitution must take place prior to submission of the invoice. Any approved labor category substitution shall be based on the prevailing labor categories and their associated hourly rates established in the Master Agreement that are in effect on the date of the County's approval for any substitution.
- h) FLORIDA PUBLIC RECORDS ACT.
 - (i) Consultant must allow public access to all documents, papers, letters or other material, whether made or received in conjunction with this Work Order which are subject to the public records act, Chapter 119, *Florida Statutes* and as stated in the Master Services Agreement.

MFC/PM
03/10/2020

SEMINOLE COUNTY ENVIRONMENTAL SERVICES DEPARTMENT
Vulnerability Assessment for SCESD Water and Wastewater Systems

Amendment No. 3 to Work Order No. 53
Additional Services to Prepare a Pandemic Plan
SCOPE OF SERVICES
March 9, 2020

PROJECT BACKGROUND

Seminole County Environmental Services Department (SCESD) retained Hazen and Sawyer (Hazen) in 2018 to conduct a vulnerability/risk assessment (RA) for the water and wastewater systems, including treatment facilities. The RAs were completed under existing Work Order No. 53. SCESD needed an updated water and wastewater risk assessment to identify water system threats, critical assets, risks to the system, and mitigation measures to lower risks. Results of the RA are being documented in a report with critical asset summaries and an implementation plan for mitigation measures. Seminole County can integrate this information into their Capital Improvement Plan and policies and procedures.

America's Water Infrastructure Act of 2018 (AWIA) was signed in October, 2018 and information about its requirements became available through American Waterworks Association (AWWA) at the start of 2019. The Hazen project team is currently finishing up a final Risk and Resiliency Report (RRR) for SCESD to comply with the first major requirement of the AWIA. In addition, SCESD and the Hazen team conducted a workshop in January 2020 to begin work on the Emergency Response Plan (ERP) which needs to be updated within 6 months of certifying completion of the RRR to comply with the AWIA. The AWIA requires a letter of certification to EPA that the Emergency Response Plan (ERP) for a utility is updated within 6 months of completing a Risk and Resilience Assessment, and at least every 5 years thereafter. Industry practice suggests that revisions be made to an ERP at least yearly because changes in contact information are nearly constant.

Pandemics can occur due to a variety of viruses that impact a global population, most likely in the form of influenza. When a pandemic occurs, an estimated 30% of the world's population will fall ill. In Central Florida, this potentially translates to more than half a million illnesses, tens of thousands requiring hospitalization, and the potential for thousands of deaths within a period of months. The SCESD while limited in the direct response to a pandemic, must organize and plan for potential impacts to staff, resources, and continued operation of critical functions to minimize downtime of essential utilities. Current events with the Corona virus have caused an immediate need for pandemic planning. As such, Launch! Consulting proposes to draft a Pandemic Plan during March 2020, to be used later in conjunction with the SCESD emergency response plan (ERP). The following provides a description of the scope of services:

SCOPE OF SERVICES

SCESD has requested that Hazen prepare a pandemic plan to supplement the ERP. The ERP is to comply with the AWIA. Hazen will retain the services of a Subconsultant, Launch! Consulting, Inc. (Launch), who specialize in the preparation of pandemic plans.

Additions to existing Work Order No. 53 tasks

Tasks 1 to 8

No additional work associated with these tasks.

Task 9 – Emergency Response Plan Update

Subtask 9.1 Project Initiation and Coordination

Subtask 9.1.1 Document Review and Kickoff Meeting:

No additional work associated with the subtask.

Subtask 9.1.2 Mitigation Measures Implementation Meeting:

No additional work associated with the subtask.

Subtask 9.1.3 Project Coordination:

No additional work associated with the subtask.

Subtask 9.2 Workshops and Information Collection

No additional work associated with the subtask.

Subtask 9.3 Draft Emergency Response Plan (Development, Review, and Final Version)

No additional work associated with the subtask.

Subtask 9.4 Document Training and Emergency Tabletop Exercise

No additional work associated with the subtask.

Subtask 9.5 Prepare a Pandemic Plan

Task 9.5.1 Project Management and Coordination

This task covers an additional internal consulting staff team meeting and coordination with the SCESD Project Manager for pandemic planning.

Task 9.5.2 Pandemic Plan

Hazen will prepare a draft and final Pandemic Plan which is intended to complement the Florida Department of Health Pandemic Response Plan, Seminole County Pandemic Response Plan, and the County Comprehensive Emergency Management Plan (CEMP). The purpose of the Pandemic Plan is to establish a set of standard operating procedures that differ from other emergencies or disasters, including identification of command and control, in order to effectively respond to a wide-spread illness that may impact SCESD. The plan will apply to any SCESD employees, whose responsibility is to ensure that available and applicable protective measures are being implemented to prevent communicability of the illness to other staff. The plan will identify staff responsible for communicating to all employees and government and non-government partners in an effort to aid in a community-based approach to pandemic response. The plan will be approximately 15 pages and will address the following:

- Introduction and Purpose
- Planning Assumptions
- Roles and Responsibilities
 - Devolution of Control
 - Incident Command Structure
- Communication
 - Internal Communication
 - External Communication
- Pandemic Response
 - Stage A
 - Stage B
- Pandemic Recovery

Planning will include up to three phone conference call meetings with SCESD staff. During these meetings, Hazen team staff will ask questions that enable staff to consider needs for pandemic planning and also provide SCESD decisions to include in the plan. One of the conference call meetings will be to review the draft plan and provide changes for the final plan.

SUBCONSULTANTS

Launch Consulting, Inc.: HAZEN will utilize the services of a subconsultant (Launch! Consulting, Inc.) to facilitate execution of the work.

DELIVERABLES

HAZEN will provide the following information, data, and documents to SCESD:

- Draft Pandemic Plan Report in PDF file format and transmitted using an electronic file transfer website
- Final Pandemic Plan Report in PDF file format and transmitted using an electronic file transfer website

SCHEDULE

Work Order No. 53 completion date will be extended until December 31, 2020. ✓

Completion of the draft Pandemic Plan is anticipated to be completed within 30 days of the Notice to Proceed or written authorization of this Amendment No. 3. The final Pandemic Plan is anticipated to be completed within 45 days of the Notice to Proceed or written authorization of this Amendment No. 3.

COMPENSATION

HAZEN will be compensated for the scope of services outlined above on a Time & Materials Basis Method. The Not-to-Exceed amount shall be \$20,549.08 based on the estimated level of effort shown in Attachment A. ✓

ATTACHMENT A
Hazen Sawyer
Contract PS-8186
Amendment No. 3 - Additional Services to Prepare a Pandemic Plan

to
Work Order No. 53 - Vulnerability Assessment for Water and Wastewater Treatment Facilities

| Task | Time & Material Tasks | | | | | | | | | | Total @ Billing Rate |
|---|--|--------------|-----------|--|-------------------------------------|-----------------------|-------------------------------|---------------|---------------|-------------|-------------------------|
| | Vice President Principal In Charge | Sr Associate | Associate | Sr. Principal Engineer / Scientist | Principal Engineer/ Scientist | Assistant Engineer | Principal CADD Designer | CADD Designer | Admin Support | Total Hours | |
| | \$ 217.00 | \$ 195.17 | \$ 165.76 | \$ 142.01 | \$ 124.00 | \$ 103.21 | \$ 117.33 | \$ 90.02 | \$ 68.52 | | |
| | Hours | Hours | Hours | Hours | Hours | Hours | Hours | Hours | Hours | | |
| 9.5.1 Prepare Pandemic Plan | 4 | 24 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 28 | \$ 5,552.08 |
| 9.5.1.1 Project Management and Coordination | 2 | 8 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | | |
| 9.5.2 Prepare Pandemic Plan | 2 | 16 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 28 | \$ 5,552.08 |
| Total Hours | 4 | 24 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | | |
| Total Labor Amount | | | | | | | | | | | \$ 14,997.00 |
| Total Expenses | | | | | | | | | | | \$ 20,549.08 |
| Grand Total Time & Material | | | | | | | | | | | \$ 20,549.08 |

ATTACHMENT A
Hazen Sawyer
Contract PS-8186
Amendment No. 3
Additional Services to Prepare a Pandemic Plan
to
Work Order No. 53 - Water and Wastewater Vulnerability Assessment

| Time & Material Expenses | | | | |
|--|------|----------|---------|--------------|
| Reproduction | Task | Quantity | Rate | Total |
| Aerial Photography | | | \$ 4.00 | \$ - |
| (8.5 x 11) | | 0 | 0.08 | \$ - |
| (11 x 17) | | 0 | 0.16 | \$ - |
| (22 x 34) | | 0 | 1.62 | \$ - |
| Travel | | 0 | 0.445 | \$ - |
| Meals | | 0 | 0 | \$ - |
| Launch Consulting, Inc. | | | | \$ 14,997.00 |
| Total Expenses for Time & Material Tasks | | | | \$ 14,997.00 |



2707 West Cary Street
Richmond, VA 23220
Phone: 434.422.2670
www.launch-consulting.com
Linda@launch-consulting.com

SEMINOLE COUNTY ENVIRONMENTAL SERVICES DEPARTMENT

Vulnerability Assessment for SCESD Water and Wastewater Systems

Amendment No. 3 to Work Order No. 53

Pandemic Plan SCOPE OF SERVICES March 9, 2020

PROJECT BACKGROUND

Pandemics can occur due to a variety of viruses that impact a global population, most likely in the form of influenza. When a pandemic occurs, an estimated 30% of the world's population will fall ill. In Central Florida, this potentially translates to more than half a million illnesses, tens of thousands requiring hospitalization, and the potential for thousands of deaths within a period of months. The Seminole County Environmental Services Department (herein referred to as "the Department" or SCESD), while limited in the direct response to a pandemic, must organize and plan for potential impacts to staff, resources, and continued operation of critical functions to minimize downtime of essential utilities. Current events with the Corona virus have caused an immediate need for pandemic planning. As such, Launch! Consulting proposes to draft a Pandemic Plan during March, 2020, to be used later in conjunction with the SCESD emergency response plan (ERP). The following provides a description of the scope of services:

SCOPE OF SERVICES

Task 9.5.1 Project Management and Coordination

This task covers an additional internal consulting staff team meeting and coordination with the SCESD Project Manager for pandemic planning.

Task 9.5.2 Pandemic Plan

Launch! Consulting will prepare a draft and final Pandemic Plan which is intended to complement the Florida Department of Health Pandemic Response Plan, Seminole County Pandemic Response Plan, and the County Comprehensive Emergency Management Plan (CEMP). The purpose of the Pandemic Plan is to establish a set of standard operating procedures that differ from other emergencies or disasters, including identification of command and control, in order to effectively respond to a wide-spread illness that may impact SCESD. The plan will apply to any SCESD employees, whose responsibility is to ensure that available and applicable protective measures are being implemented to prevent communicability of the illness to other staff. The plan will



identify staff responsible for communicating to all employees and government and non-government partners in an effort to aid in a community-based approach to pandemic response. The plan will be approximately 15 pages and will address the following:

- Introduction and Purpose
- Planning Assumptions
- Roles and Responsibilities
 - Devolution of Control
 - Incident Command Structure
- Communication
 - Internal Communication
 - External Communication
- Pandemic Response
 - Stage A
 - Stage B
- Pandemic Recovery

Planning will include up to three phone meetings with SCESD staff. During these meetings, Launch! staff will ask questions that enable staff to consider needs for pandemic planning and also provide SCESD decisions to include in the plan. One of the meetings will be to review the draft plan and provide changes for the final plan.

SCHEDULE

Launch! Consulting will commence upon notice to proceed and complete the draft Pandemic Plan within a month, and the final plan within a week of receiving changes from SCESD.

COMPENSATION

Launch! Consulting will be compensated for the additional scope of services outlined above on a Time & Materials Basis Method. The Not-to-Exceed amount shall be \$14,997.00 based on the estimated level of effort shown in Attachment A.

**Pandemic Plan
SCESD**

LAUNCH CONSULTING FEE ESTIMATE
March 9, 2020

| Work Element | Subject Matter Expert | Emergency Specialist | Senior Mitigation Planner | Program Management Coordinator | Administrative Assistant/ Graphic Designer | Total Hours | Labor Cost |
|--|-----------------------|----------------------|---------------------------|--------------------------------|--|-------------|-------------|
| Rate per hour | \$195.00 | \$168.00 | \$168.00 | \$195.00 | \$63.00 | | |
| Task 9.5 - Project Management and Coordination | 8 | | | 8 | 5 | 21 | \$3,435.00 |
| Task 9.6 - Pandemic Plan | 8 | 40 | 8 | 8 | 6 | 70 | \$11,562.00 |
| Total Labor Hours Estimated | 16 | 40 | 8 | 16 | 11 | 91 | \$14,997.00 |