Welcome to the City of St. Petersburg City Council meeting. To assist the City Council in conducting the City’s business, we ask that you observe the following:

1. If you are speaking under the Public Hearings, Appeals or Open Forum sections of the agenda, please observe the time limits indicated on the agenda.

2. Placards and posters are not permitted in the Chamber. Applause is not permitted except in connection with Awards and Presentations.

3. Please do not address Council from your seat. If asked by Council to speak to an issue, please do so from the podium.

4. Please do not pass notes to Council during the meeting.

5. Please be courteous to other members of the audience by keeping side conversations to a minimum.

6. The Fire Code prohibits anyone from standing in the aisles or in the back of the room.

7. If other seating is available, please do not occupy the seats reserved for individuals who are deaf/hard of hearing.

**GENERAL AGENDA INFORMATION**

For your convenience, a copy of the agenda material is available for your review at the Main Library, 3745 Ninth Avenue North, and at the City Clerk’s Office, 1st Floor, City Hall, 175 Fifth Street North, on the Monday preceding the regularly scheduled Council meeting. The agenda and backup material is also posted on the City’s website at [www.stpete.org](http://www.stpete.org) and generally electronically updated the Friday preceding the meeting and again the day preceding the meeting. The updated agenda and backup material can be viewed at all St. Petersburg libraries. An updated copy is also available on the podium outside Council Chamber at the start of the Council meeting.

If you are deaf/hard of hearing and require the services of an interpreter, please call our TDD number, 892-5259, or the Florida Relay Service at 711 as soon as possible. The City requests at least 72 hours advance notice, prior to the scheduled meeting, and every effort will be made to provide that service for you. If you are a person with a disability who needs an accommodation in order to participate in this/these proceedings or have any questions, please contact the City Clerk’s Office at 893-7448.
A. Meeting Called to Order and Roll Call.

Invocation and Pledge to the Flag of the United States of America.

A moment of silence will be observed to remember fallen Firefighters and Police Officers of the City of St. Petersburg that lost their lives in the line of duty during this month:

Officer Jeffrey Yaslowitz – January 24, 2011
Sergeant Thomas Baitinger – January 24, 2011

B. Approval of Agenda with Additions and Deletions.

C. Consent Agenda (see attached)

Open Forum

If you wish to address City Council on subjects other than public hearing or quasi-judicial items listed on this agenda, please sign up with the Clerk prior to the meeting. Only the individual wishing to speak may sign the Open Forum sheet and only City residents, owners of property in the City, owners of businesses in the City or their employees may speak. All issues discussed under Open Forum must be limited to issues related to the City of St. Petersburg government.

Speakers will be called to address Council according to the order in which they sign the Open Forum sheet. In order to provide an opportunity for all citizens to address Council, each individual will be given three (3) minutes. The nature of the speakers’ comments will determine the manner in which the response will be provided. The response will be provided by City staff and may be in the form of a letter or a follow-up phone call depending on the request.

D. Public Hearings and Quasi-Judicial Proceedings - 9:00 A.M.

E. Reports

1. Authorizing the Mayor or his designee to execute an Interlocal Agreement with the City of South Pasadena to provide retail water services for a term of ten years; and providing an effective date.

2. Sewer Report

(a) Approving the Professional Services Agreement between the City of St. Petersburg, Florida and Jacobs Engineering Group Inc., (“Jacobs”) for Jacobs to provide Program Management Services, Utility Master Planning Services, and Integrated Water Resources Planning Services for an amount not to exceed $4,000,000; authorizing the City Attorney to make non-substantive changes to the Professional Services Agreement; authorizing the Mayor or his designee to execute the professional services agreement. (Engineering No. 17078-111; Oracle No. 15953).
(b) Approving the Fourth Amendment to the Construction Manager Contract between the City of St. Petersburg, Florida, and the Haskell Company (“HASKELL”) dated March 22, 2017, as amended, for Haskell to provide preconstruction services for a portion of the Late Track Capacity Improvement Projects at the Southwest Water Reclamation Facility in an amount not to exceed $165,264; authorizing the Major or his Designee to execute the Fourth Amendment and all other necessary documents; approving a supplemental appropriation from the unappropriated balance of the Water Resources Capital Projects Fund (4003) in the amount of $245,264 to the WRF SW Construction Manager FY17 Project (Engineering No. 17058-111; Oracle No. 15956).

F. New Ordinances - (First Reading of Title and Setting of Public Hearing)

Setting January 18, 2018 as the public hearing date for the following proposed Ordinance(s):

1. Ordinance approving a vacation of a 60.83-foot portion of Pelham Road North located in the Jungle Beach Subdivision, adjacent to 2444 Pelham Road North (Lot 40) and 8627 Yardley Avenue North (Lot 57). (City File 17-33000019)

G. New Business

H. Council Committee Reports

1. Budget, Finance & Taxation Committee (12/14/17)
2. Public Services & Infrastructure Committee (12/14/17)
3. Health, Energy, Resiliency & Sustainability Committee (12/14/17)
4. Housing, Land Use & Transportation Committee (12/14/17)
5. Committee of the Whole: 2018 Calendar and Election of Chair and Vice Chair

I. Legal

1. Announcement of an Attorney-Client Session, pursuant to Florida Statute 286.011(8), to be held on January 11, 2018, at 4:00 p.m. or soon thereafter, in conjunction with the lawsuit styled City of St. Petersburg v. Aude Smith Architecture, Inc. AIA f/k/a Aude, Shand & Williams, Inc., et al., Case No. 15-004928-CI.

2. Announcement of an Attorney-Client Session, pursuant to Florida Statute 286.011(8), to be held on January 18, 2018, at 4:00 p.m. or soon thereafter, in conjunction with the lawsuit styled Latoya Peeler, Employee/Claimant v. City of St. Petersburg and Commercial Risk Management, Inc., Employer/Carrier/Servicing Agent, OJCC Case No: 08-027849SLR and OJCC Case No. 12-012727SLR.

J. Open Forum

K. Adjournment
1. City Council Convenes as Community Redevelopment Agency.

2. Resolution of the St. Petersburg Community Redevelopment Agency (CRA) finding the proposed six-story, 251-unit multi-family development with 12,141 square feet of commercial space, located at 1601 Central Avenue North, consistent with the Intown West Redevelopment Plan. (City File IWRP 17-3a)

3. Adjournment of Community Redevelopment Agency and Convening of City Council.
NOTE: Business items listed on the yellow Consent Agenda cost more than one-half million dollars while the blue Consent Agenda includes routine business items costing less than that amount.

(Procurement)

1. Approving the renewal of an agreement with Insituform Technologies, LLC for SAN (Sanitary) Sewer Citywide CIPP Lining in the amount of $2,330,000 for FY 2018, for a total contract amount of $5,539,363. (ECID Project No. 16094-211; Oracle Project No. 16363).

2. Renewing an agreement with UnitedHealthcare Insurance Company for group health program administrative services at an estimated annual cost of $1,360,003; authorizing the Mayor or his designee to pay claims and costs associated with the City's self-funded group health program and pay costs associated with the City's Health and Wellness Center estimated at $48,739,714; and authorizing the Mayor or his designee to execute all documents necessary to effectuate this transaction.

3. Renewing a blanket purchase agreement with Rowland Inc. for SAN (Sanitary) Sewer Manhole Rehabilitation FY17, in the amount of $695,000, for a total contract amount of $1,135,000. (ECID Project No. 16088-211; Oracle Project No. 16358)

4. Approving a four-year blanket purchase agreement with Home Depot U.S.A., Inc. for facilities maintenance, repair, and operating supplies, at a total contract amount of $1,100,000.

(City Development)

(Leisure Services)

(Public Works)

(Appointments)

(Miscellaneous)
NOTE: The Consent Agenda contains normal, routine business items that are very likely to be approved by the City Council by a single motion. Council questions on these items were answered prior to the meeting. Each Councilmember may, however, defer any item for added discussion at a later time.

(Procurement)

1. Approving one-year blanket purchase agreements with All American Concrete, Inc. and Rowland, Inc. for unscheduled water system repairs for the Water Resources Department, at a total contract amount of $250,000.

2. Approving an annual software maintenance agreement with Superion, LLC (formerly SunGard Public Sector), a sole source supplier, for the Department of Technology Services at a total amount of $236,244.06.

3. Approving a one-year blanket purchase agreement with W.W. Grainger Inc. for facilities maintenance, repair and operating supplies for the Water Resources Department, at a total contract amount of $150,000.

4. Accepting a proposal from Socrata, Inc., a sole source supplier, to upgrade the City’s existing data management application for the Department of Technology Services, at a total contract amount of $142,352.

(City Development)

(Leisure Services)

(Public Works)

(Appointments)

5. Confirming the reappointment of Carol Moore, M. Lee Gunter, and Doris Heitzmann as regular members to the City Beautiful Commission to serve a three-year term ending December 31, 2020.

6. Confirming the reappointment of regular members to the Community Planning and Preservation Commission.


8. Confirming the reappointment and appointment of regular and alternate members to the Committee to Advocate for Persons with Impairments.
9. Resolution confirming the reappointment of regular members to the Community Planning and Preservation Commission. [Duplicate Item.]

(Miscellaneous)

10. Approving funding in an amount not to exceed $148,633 for the Society of St. Vincent de Paul, South Pinellas, Inc. to operate the St. Vincent de Paul Care Center for the period commencing October 1, 2017 and ending September 30, 2018; authorizing the Mayor or his designee to execute the City’s Form Grant Agreement and all other documents necessary to effectuate this transaction.
Note: An abbreviated listing of upcoming City Council meetings.

**Outgoing / Final Council Meeting**  
*Tuesday, January 2, 2017, 9:30 a.m., Council Chambers*

**Incoming Council Swearing In Ceremony**  
*Tuesday, January 2, 2017, 9:30 a.m., Council Chambers*

**Mayor Swearing In Ceremony**  
*Tuesday, January 2, 2017, 12:00 p.m., City Hall Front Steps*

**Budget, Finance & Taxation Committee**  
*Thursday, January 11, 2017, 8:00 a.m., Room 100*

**Public Services & Infrastructure Committee**  
*Thursday, January 11, 2017, 9:15 a.m., Room 100*

**Youth Services Committee**  
*Thursday, January 11, 2017, 10:30 a.m., Room 100*

**CRA / Agenda Review**  
*Thursday, January 11, 2017, 1:30 p.m., Room 100*

**City Council Meeting**  
*Thursday, January 11, 2017, 3:00 p.m., Council Chamber*

**City Council Meeting**  
*Thursday, January 18, 2017, 3:00 p.m., Council Chamber*
Civil Service Board
1 Alternate Member
(Term expires 6/30/17)

City Beautiful Commission
4 Regular Members
(Term expires 6/30/17)

Affordable Housing Advisory Committee
9 Regular Members
(Term expires 11/2/20)
PROCEDURES TO BE FOLLOWED FOR QUASI-JUDICIAL PROCEEDINGS:

1. Anyone wishing to speak must fill out a yellow card and present the card to the Clerk. All speakers must be sworn prior to presenting testimony. No cards may be submitted after the close of the Public Hearing. Each party and speaker is limited to the time limits set forth herein and may not give their time to another speaker or party.

2. At any time during the proceeding, City Council members may ask questions of any speaker or party. The time consumed by Council questions and answers to such questions shall not count against the time frames allowed herein. Burden of proof: in all appeals, the Appellant bears the burden of proof; in rezoning and land use cases, the Property Owner or Applicant bears the burden of proof except in cases initiated by the City, in which event the City Administration bears the burden of proof; for all other applications, the Applicant bears the burden of proof. Waiver of Objection: at any time during this proceeding Council Members may leave the Council Chamber for short periods of time. At such times they continue to hear testimony because the audio portion of the hearing is transmitted throughout City Hall by speakers. If any party has an objection to a Council Member leaving the Chamber during the hearing, such objection must be made at the start of the hearing. If an objection is not made as required herein it shall be deemed to have been waived.

3. Initial Presentation. Each party shall be allowed ten (10) minutes for their initial presentation.
   a. Presentation by City Administration.
   b. Presentation by Applicant followed by the Appellant, if different. If Appellant and Applicant are different entities then each is allowed the allotted time for each part of these procedures. If the Property Owner is neither the Applicant nor the Appellant (e.g., land use and zoning applications which the City initiates, historic designation applications which a third party initiates, etc.), they shall also be allowed the allotted time for each part of these procedures and shall have the opportunity to speak last.
   c. Presentation by Opponent. If anyone wishes to utilize the initial presentation time provided for an Opponent, said individual shall register with the City Clerk at least one week prior to the scheduled public hearing. If there is an Appellant who is not the Applicant or Property Owner, then no Opponent is allowed.

4. Public Hearing. A Public Hearing will be conducted during which anyone may speak for 3 minutes. Speakers should limit their testimony to information relevant to the ordinance or application and criteria for review.

5. Cross Examination. Each party shall be allowed five (5) minutes for cross examination. All questions shall be addressed to the Chair and then (at the discretion of the Chair) asked either by the Chair or by the party conducting the cross examination of the appropriate witness. One (1) representative of each party shall conduct the cross examination. If anyone wishes to utilize the time provided for cross examination and rebuttal as an Apponent, and no one has previously registered with the Clerk, said individual shall notify the City Clerk prior to the conclusion of the Public Hearing. If no one gives such notice, there shall be no cross examination or rebuttal by Opponent(s). If more than one person wishes to utilize the time provided for Opponent(s), the City Council shall by motion determine who shall represent Opponent(s).
   a. Cross examination by Opponents.
   b. Cross examination by City Administration.
   c. Cross examination by Appellant followed by Applicant, followed by Property Owner, if different.

6. Rebuttal/Closing. Each party shall have five (5) minutes to provide a closing argument or rebuttal.
   a. Rebuttal by Opponents.
   b. Rebuttal by City Administration.
   c. Rebuttal by Appellant followed by the Applicant, followed by Property Owner, if different.
ST. PETERSBURG CITY COUNCIL

Meeting of January 4, 2018

TO:  The Honorable Lisa Wheeler-Bowman Chair and Members of City Council

SUBJECT: Authorizing the Mayor or his designee to execute an Interlocal Agreement with the City of South Pasadena to provide retail water services for a term of ten years; and providing an effective date.

EXPLANATION: St. Petersburg has provided retail water service to the City of South Pasadena since 1960 through a series of Interlocal Agreements and renewals. St. Petersburg and the City of South Pasadena have an existing Interlocal Agreement for retail water services dated January 28, 2008, which expires on January 27, 2018. Both parties wish to enter a new Interlocal Agreement for retail water services for a term of ten (10) years.

St. Petersburg provides retail water service directly to South Pasadena’s customers, including water treatment, distribution, meter reading, and customer billing pursuant to the same policies applicable to customers within St. Petersburg. South Pasadena customers pay St. Petersburg directly based on our city’s water rates and charges, plus a 25% outside the city surcharge.

The proposed new Interlocal Agreement includes changes from the previous agreement. The new agreement now includes language assigning responsibility to South Pasadena for all costs related to relocating St. Petersburg owned potable water facilities in conflict with South Pasadena infrastructure projects and a paragraph related to the Southwest Florida Water Management District’s year-round conservation measures. Another change is related to the billing services St. Petersburg currently provides to South Pasadena for wastewater and reclaimed water customers. The billing service is based on South Pasadena’s rates and charges and has been provided for many years. Under the current agreement South Pasadena has been paying a $600 monthly billing charge for this service. The proposed agreement changes the billing method from the $600 monthly charge to a monthly fee of $0.074 per utility account. The language related to the annual modification method of the monthly fee has also been updated. The final change to the agreement removes some of the language related to the public service tax, specifically the language stating that St. Petersburg shall retain 1% of the public service tax collected by South Pasadena.

RECOMMENDATION: Administration recommends approving an Interlocal Agreement for retail water services for a term of ten (10) years.

COST/FUNDING/ASSESSMENT INFORMATION: There will be a nominal loss of revenue with the new Interlocal Agreement due to the change in the method for billing services to South Pasadena for its wastewater and reclaimed water customers. The current monthly revenue will go down to approximately $316 from the current $600.

APPROVALS:

__________________________________________________________________________
Administration

__________________________________________________________________________
Budget
AGREEMENT

THIS AGREEMENT, entered into this _____ day of ___________, 20___, by and between the City of St. Petersburg, a municipal corporation of the State of Florida, hereinafter referred to as "St. Petersburg", and the City of South Pasadena, a municipal corporation of the State of Florida, hereinafter referred to as "South Pasadena".

W I T N E S S E T H:

WHEREAS, St. Petersburg owns and operates a potable water distribution system serving the customers in St. Petersburg; and

WHEREAS, St. Petersburg has provided water service to customers in South Pasadena since 1960; and

WHEREAS, South Pasadena believes it will be in the best interests of the citizens and inhabitants of South Pasadena to continue to have water service provided by St. Petersburg.

NOW, THEREFORE, in consideration of the mutual agreements between the parties and the mutual performance of the terms and conditions contained herein, the parties agree as follows:

1. South Pasadena grants to St. Petersburg the right to install, repair, replace and maintain transmission lines and related appurtenances and facilities for the distribution of potable water to customers within the city limits of South Pasadena within streets, alleys, rights-of-way and public utility easements throughout South Pasadena. South Pasadena shall be responsible for all design and construction costs to relocate St. Petersburg owned potable water facilities which are in conflict with proposed South Pasadena infrastructure projects, including road, bridge, seawall and drainage improvements.

2. St. Petersburg agrees to provide water service to customers in South Pasadena in accordance with the same standards, policies and procedures applicable to customers in St. Petersburg.

3. South Pasadena shall cooperate with St. Petersburg in securing any additional rights-of-way which may become necessary for the distribution of potable water in South Pasadena; however, South Pasadena shall not be responsible for any costs incident thereto.

4. St. Petersburg agrees to furnish water service to customers in South Pasadena at the rate of 125% of the rates charged to customers in St. Petersburg pursuant to the same policies applicable to customers within St. Petersburg. Such rates and policies shall be amended from time to time by St. Petersburg in accordance with the applicable state laws and regulations. St. Petersburg shall bill each customer for water service. In addition, St. Petersburg shall provide billing services to South Pasadena for wastewater and reclaimed water service using rates and charges adopted by South Pasadena. The amount collected for wastewater and reclaimed water service shall be remitted to South Pasadena monthly less any sum owed to St. Petersburg for
billing services. South Pasadena shall provide St. Petersburg at least sixty (60) days notice of any changes to the rates to be billed for wastewater or reclaimed water service. South Pasadena shall pay to St. Petersburg a monthly fee of $.74 per utility account for these additional billing services. The monthly fee may be modified on an annual basis for each fiscal year beginning October 1, 2018, to cover increased processing costs after thirty (30) days written notice to South Pasadena which written notice shall demonstrate the reasons for said increase. In the event South Pasadena modified its current rate methodology for wastewater or reclaimed water, and such modifications requires St. Petersburg to modify its current billing software, South Pasadena shall provide St. Petersburg with sufficient time to make the necessary system modifications and shall reimburse St. Petersburg for the actual costs of such modifications.

5. St. Petersburg agrees to advise customers in South Pasadena of any billing rate increase in accordance with applicable state laws and regulations. St. Petersburg shall also provide notice of any proposed rate increases to South Pasadena at such time as notice is provided to customers in St. Petersburg.

6. South Pasadena agrees that it shall levy no taxes or charges of any kind upon St. Petersburg either by way of franchise tax or otherwise regarding the provision of water service.

7. South Pasadena levies a public service tax pursuant to Section 180-3 of the City of South Pasadena City Code, as authorized by Section 166.231, Florida Statutes. St. Petersburg shall collect and remit said to South Pasadena in accordance with the applicable state laws and regulations.

8. St. Petersburg will secure all appropriate permits prior to laying any mains, pipes or lines within the streets, alleys or easements in South Pasadena, and shall promptly restore any paving or improve public ways that are disturbed by virtue of the installation of mains or pipe lines in a fashion equal to or superior to its condition prior to such work.

9. The term of this Agreement shall be for ten (10) years.

10. South Pasadena shall adopt an ordinance regulating potable water installations in South Pasadena that will be equal in all respects to the standards required in St. Petersburg and shall provide for proper qualified inspections of said installation.

11. South Pasadena shall comply with all applicable laws and regulations related to the enforcement of water conservation requirements, including, but not limited to assisting the Southwest Florida Water Management District (District) with enforcement provisions of the year-round water conservation measures of Chapter 40D-22.201, F.A.C. in accordance with Section 373.609, F.S. In addition, South Pasadena shall implement all water shortage or water shortage emergency orders declared by the District pursuant to Chapter 40D-21, F.A.C.

12. To the extent authorized by law, St. Petersburg agrees to refuse water service to customers who have installations which do not comply with South Pasadena’s requirements for water service. St. Petersburg further agrees that to the extent authorized by law, it will discontinue water service to any customer in South Pasadena upon written notice to St.
Petersburg by South Pasadena that the customer is in violation of South Pasadena’s requirements for water service or that water service must be discontinued in order to avoid a serious threat to public health, safety and welfare. St. Petersburg will not restore such water service until written authorization has been provided by South Pasadena to St. Petersburg to resume water service to a particular customer.

13. Upon expiration of this Agreement South Pasadena shall have the right to purchase all or any part of the potable water distribution system St. Petersburg used within South Pasadena at a valuation which shall be fixed by arbitration, each party designating one member of the Board of Arbitration, and those two selecting the third member. Provisions of the "Florida Statutes, Chapter 682, Arbitration Code" in effect at the time of arbitration shall be utilized.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be signed by their corporate officers authorized to do so.

CITY OF ST. PETERSBURG

By: ____________________________
Mayor

ATTEST:
City Clerk

APPROVED AS TO FORM:
City Attorney (designee)

CITY OF SOUTH PASADENA

By: ____________________________
Mayor

ATTEST:
Administrative Secretary

APPROVED AS TO FORM:
City Attorney, South Pasadena
TO: The Honorable Lisa Wheeler-Brown, Chair, and Members of City Council

SUBJECT: A Resolution approving the Professional Services Agreement between the City of St. Petersburg, Florida and Jacobs Engineering Group Inc., (“Jacobs”) for Jacobs to provide Program Management Services, Utility Master Planning Services, and Integrated Water Resources Planning Services for an amount not to exceed $4,000,000; authorizing the City Attorney to make non-substantive changes to the Professional Services Agreement; authorizing the Mayor or his designee to execute the professional services agreement. (Engineering No. 17078-111; Oracle No. 15953)

EXPLANATION: On March 23, 2017, the City issued a Request for Qualifications, RFQ 6449, Wastewater Program Management and Integrated Water Resource Planning. On July 7, 2017, the evaluation committee listened to the oral presentations and interviewed four of the firms. On July 14, 2017, each firm appeared before the committee for second interviews. On July 19, 2017, the evaluation committee convened and deliberated to rank the firms in accordance with the Consultants Competitive Negotiation Act, Florida Statutes, Chapter 287.055. Jacobs Engineering Group, Inc. (“Jacobs”) was selected as the highest rank.

On September 21, 2017, City Council acknowledged the selection of Jacobs and approved the authorization for administration to negotiate an agreement with the Jacobs.

- Administration has negotiated a Professional Services Agreement (attached hereto) with Jacobs Engineering Group, Inc. for $4,000,000 for Program Management and development of the integrated Master Plan. This fee includes $500,000 of Owner Allowance. The scope of services shall include centralized leadership of planning, organizing, training, controlling, and monitoring the combined efforts of multiple personnel and organizations for the management of multiple and interdependent activities to meet the overarching objective of the City’s Integrated Water Resources program. This shall include training City staff to be self-sufficient in effectively administering and managing the Program. The selected firm will develop a long-term Master Plan, which will determine optimal cost-effective and sustainable approaches to address the City’s water resources infrastructure needs. This work includes coordinating with the City’s Stormwater Master Plan to develop an integrated Master Plan.

Jacobs will concurrently perform the following three categories of services:

- Utility Master Planning Services
- Integrated Water Resources Planning Services
- Program Management Services

This work is consistent with the City’s Capital Improvement Project Plan and meets the requirements of the Consent Order.
RECOMMENDATION: Administration recommends City Council to approve a Resolution approving the Professional Services Agreement between the City of St. Petersburg, Florida and Jacobs Engineering Group Inc., (“Jacobs”) for Jacobs to provide Program Management Services, Utility Master Planning Services, and Integrated Water Resources Planning Services for an amount not to exceed $4,000,000; authorizing the City Attorney to make non-substantive changes to the Professional Services Agreement; authorizing the Mayor or his designee to execute the professional services agreement.  (Engineering No. 17078-111; Oracle No. 15953)

COST/FUNDING/ASSESSMENT INFORMATION: Funds have been previously appropriated in the Water Resources Capital Projects Fund (4003) WRF Master Plan FY17/18 Project (15953).

ATTACHMENTS: Resolution
Professional Services Agreement

APPROVALS: __________________________ ________________________
   Administrative   Budget
WHEREAS, the City of St. Petersburg, Florida (“City”) through its Procurement and Supply Management Department issued a Request for Qualifications (“RFQ”) for the Wastewater Program Management and Integrated Water Resources Planning Project on March 23, 2017; and

WHEREAS, the City received six (6) statements of qualifications (“SOQs”) in response to the RFQ; and

WHEREAS, the selection committee met on June 9, 2017, to discuss the SOQs and voted to shortlist, hear presentations and conduct interviews with (i) Arcadis U.S. Inc., (ii) Hazen and Sawyer P.C., (iii) Jacobs Engineering Group Inc., and (iv) Wade Trim, Inc; and

WHEREAS, the four (4) shortlisted firms made presentations to the selection committee and answered questions on July 7, 2017 and participated in follow-up interviews on July 14, 2017; and

WHEREAS, based on the presentations, interviews, deliberations and SOQs submitted by the four (4) shortlisted firms, the selection committee on July 14, 2017 ranked Jacobs Engineering Group Inc. (“Jacobs”) as the most qualified firm to provide professional engineering services for the Wastewater Program Management and Integrated Water Resources Planning Project followed by Wade Trim, Inc., Arcadis U.S., Inc. and Hazen and Sawyer, P.C.; and

WHEREAS, on September 21, 2017, City Council acknowledged the selection of Jacobs and authorized the Mayor or his designee to negotiate an agreement with Jacobs; and

WHEREAS, Administration and Jacobs have negotiated a professional services agreement for Jacobs to provide Program Management Services, Utility Master Planning Services, and Integrated Water Resources Planning Services for an amount not to exceed $4,000,000; and
WHEREAS, Administration recommends that City Council approve this Resolution.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of St. Petersburg, Florida that the Professional Services Agreement between the City of St. Petersburg, Florida, and Jacobs Engineering Group Inc., (“Jacobs”) for Jacobs to provide Program Management Services, Utility Master Planning Services, and Integrated Water Resources Planning Services for an amount not to exceed $4,000,000 is hereby approved.

BE IT FURTHER RESOLVED that the City Attorney is authorized to make non-substantive changes to the Professional Services Agreement to correct typographical errors and clarify provisions of the Professional Services Agreement to conform to City Council’s direction.

BE IT FURTHER RESOLVED that the Mayor or his designee is authorized to execute the Professional Services Agreement.

This resolution shall become effective immediately upon its adoption.

Approved by:

____________________________
City Attorney (Designee)
354629
APPENDIX A – SCOPE OF SERVICES

WASTEWATER PROGRAM
MANAGEMENT AND INTEGRATED WATER RESOURCES PLANNING

City Project No.
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### ACRONYMS & ABBREVIATIONS

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<th>Acronym</th>
<th>Full Form</th>
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<tr>
<td>ASR</td>
<td>Aquifer Storage and Recovery Well</td>
</tr>
<tr>
<td>AWWA</td>
<td>American Water Works Association</td>
</tr>
<tr>
<td>AWWRF</td>
<td>Albert Whitted Water Reclamation Facility</td>
</tr>
<tr>
<td>BMP</td>
<td>Best Management Practices</td>
</tr>
<tr>
<td>CIP</td>
<td>Capital Improvement Plan</td>
</tr>
<tr>
<td>CAPP</td>
<td>Capacity Assurance Protection Plan</td>
</tr>
<tr>
<td>CMMS</td>
<td>Computerized Maintenance Management System</td>
</tr>
<tr>
<td>CMOM</td>
<td>Capacity, Management, Operation &amp; Maintenance</td>
</tr>
<tr>
<td>COC</td>
<td>Chamber of Commerce</td>
</tr>
<tr>
<td>CRS</td>
<td>Community Rating System</td>
</tr>
<tr>
<td>DIW</td>
<td>Deep Injection Well</td>
</tr>
<tr>
<td>ENRS</td>
<td>Energy, Natural Resources and Sustainability Committee</td>
</tr>
<tr>
<td>EOC</td>
<td>Emergency Operations Center</td>
</tr>
<tr>
<td>FDEP</td>
<td>Florida Department of Environmental Protection</td>
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<tr>
<td>FDOT</td>
<td>Florida Department of Transportation</td>
</tr>
<tr>
<td>FEMA</td>
<td>Federal Emergency Management Agency</td>
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<tr>
<td>FOG</td>
<td>Fats, Oils &amp; Grease</td>
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<tr>
<td>FTE</td>
<td>Full Time Equivalent</td>
</tr>
<tr>
<td>GIS</td>
<td>Geographical Information Systems</td>
</tr>
<tr>
<td>HMI</td>
<td>Human Machine Interface</td>
</tr>
<tr>
<td>HOAs</td>
<td>Home Owners Associations</td>
</tr>
<tr>
<td>I/I</td>
<td>Infiltration and Inflow</td>
</tr>
<tr>
<td>ISAP</td>
<td>Integrated Sustainable Action Plan</td>
</tr>
<tr>
<td>ISO</td>
<td>International Standards Organization</td>
</tr>
<tr>
<td>IWRMP</td>
<td>Integrated Water Resources Master Plan</td>
</tr>
<tr>
<td>KPI</td>
<td>Key Performance Indicators</td>
</tr>
<tr>
<td>LDR</td>
<td>Land Development Regulations</td>
</tr>
<tr>
<td>LEED</td>
<td>Leadership in Energy and Environmental Design</td>
</tr>
<tr>
<td>LMS</td>
<td>Local Mitigation Strategy</td>
</tr>
<tr>
<td>LOS</td>
<td>Level of Service</td>
</tr>
<tr>
<td>MFL</td>
<td>Maximum Flows &amp; Levels</td>
</tr>
<tr>
<td>MPO</td>
<td>Metropolitan Planning Organization</td>
</tr>
<tr>
<td>MS4</td>
<td>Municipal Separate Storm Sewer System</td>
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<tr>
<td>NEWRF</td>
<td>Northeast Water Reclamation Facility</td>
</tr>
<tr>
<td>NFIP</td>
<td>National Flood Insurance Program</td>
</tr>
<tr>
<td>NPDES</td>
<td>National Pollutant Discharge Elimination System</td>
</tr>
<tr>
<td>NWWRF</td>
<td>Northwest Water Reclamation Facility</td>
</tr>
<tr>
<td>OS&amp;R</td>
<td>Office of Sustainability and Resilience</td>
</tr>
<tr>
<td>RAS</td>
<td>Return Activated Sludge</td>
</tr>
<tr>
<td>RCW</td>
<td>Reclaimed Water</td>
</tr>
<tr>
<td>RDII</td>
<td>Rainfall Derived Infiltration and Inflow/</td>
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<tr>
<td>RFP</td>
<td>Request for Proposal</td>
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<tr>
<td>RFQ</td>
<td>Request for Qualifications</td>
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<tr>
<td>SCADA</td>
<td>Supervisory Control and Data Acquisition</td>
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<tr>
<td>SLR</td>
<td>Sea Level Rise</td>
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DEFINITIONS

Asset Class: Asset classes refer to the potable water supply, treatment, and distribution system; wastewater collection and treatment system; reclaimed water distribution and disposal system; stormwater management system; and surface waters under the ownership of the CITY.

Extreme Weather: A duration of weather experiencing sustained conditions outside of historically recognized ranges for rainfall intensity, frequency, duration, and distribution; wind speed, duration, and sustained gusts; tide high, King, and surge; and temperature maximum, minimum, duration, and seasonal distribution. Extreme weather impacting the IWRMP includes but is not limited to drought, tropical storms, and hurricanes.

Facility Plan: An engineering/technical description and evaluation documenting the existing condition and performance of a specific operational system/asset class and providing a forecast of future capital investment required to maintain existing systems. Facility Plans associated with IWRMP include the Potable Water System, Wastewater Collection System, Individual Water Reclamation Facilities, and Reclaimed Water Master Plan.

Implementation Plan: An engineering assessment of the forecasted planned improvements in order to minimize impacts to neighborhoods, businesses, and ratepayers. Implementations Plans associated with the IWRMP include the Preliminary Stormwater Implementation Plan and Natural Resources Implementation Plan.

Integrated Water Resources Master Plan: An engineering evaluation addressing optimization and streamlining of capital needs across asset classes. The IWRMP builds upon the Master Plans and considers watershed based solutions, predecessor and successor capital needs, phasing and sequencing requirements, affordability and funding limitations, and community priorities.
Master Plan: An engineering evaluation comparing existing and alternative approaches to provide sustainable and reliable services by asset class. Master Plans consider opportunities to consolidate service lines, expand service area, apply innovation, and utilize new technology. Master Plans are focused on the best approach for providing service through 2040. Master Plans build upon the Facility Plans.

Master Program Budget: A budget forecast of all water resources related capital projects over a specific duration typically not less than five years. Annual capital improvement budgets are balanced across the Master Program to maintain ratepayer affordability and bond ratings.

Master Program Schedule: A schedule forecast of all water resources related capital projects over a specific duration typically not less than five years. Projects are sequenced for proper coordination with regulatory deadlines, construction phasing, critical path issues, minimizing impact to residents and ratepayers, and cash flow forecasts.

Program Management: The management of activities which, together, improve the performance of the CITY’s integrated water resource program. Program management combines the ability and resources to define, plan, implement, and integrate every aspect of the comprehensive program. Initially, program management will be performed by the CONSULTANT with the goal of training CITY management and staff to continue the program at the conclusion of the negotiated term of service.

Project Managers: Employees of the CITY of St. Petersburg charged with oversight and direct management of activities associated with developing and implementing capital projects.

Regulators: Local, State, and Federal agencies authorized to issue permits and regulatory requirements to the City including but not limited to USEPA, FDEP, FDOT, SWFWMP, and Local Health Departments.

Utility: The City of St. Petersburg Water Resources Department’s specific Divisions related to services associated with potable water, wastewater, reclaimed water, stormwater, and surface water.

OVERVIEW
This Scope of Services sets forth the services, activities and responsibilities that will be performed by CONSULTANT and the deliverables that will be provided by CONSULTANT pursuant to the Agreement. The terms contained in this Scope of Services shall have the meanings set forth in the Agreement unless otherwise defined in the Scope of Services.

The eight (8) tasks of the Scope of Services and the services, activities, responsibilities, and work product that will be performed or provided by CONSULTANT in accordance with the Agreement are as follows:

- Task 1 - Data Collection & Review
- Task 2 - Establishing Functional Definitions
- Task 3 - Facility Planning
- Task 4 – Peer Review of Recommendations
- Task 5 – Scenario Planning
The CONSULTANT will concurrently perform the following three categories of services.

- Utility Master Planning Services (Task 1 – 4)
- Integrated Water Resources Planning Services (Task 5 – 7)
- Program Management Services (Task 8)

**UTILITY MASTER PLANNING SERVICES**

- Task 1 - Data Collection and Review
- Task 2 - Establishing Functional Definitions
- Task 3 - Facility Planning
- Task 4 – Peer Review of Recommendations

**TASK 1 – DATA COLLECTION AND REVIEW**

It is important to gain a thorough understanding of all potential issues and challenges facing the CITY with respect to water resources to streamline capital investments and minimize impacts to customers. Through identification and understanding of system dependencies and failure chains, as well as related initiatives, appropriate actions can be taken to reduce risk, maximize system reliability and increase overall value for the CITY. Under this task the CONSULTANT will gather available information on the Public Works infrastructure and related systems and programs.

The CONSULTANT will rely upon the CITY to provide the requested information and operating details related to all aspects of the water resources infrastructure. The following data collection subtasks are described herein:

- Subtask 1.1 – Project Kickoff & Goal Setting Meeting
- Subtask 1.2 – Personnel Interviews
- Subtask 1.3 – Review of Existing Documentation
- Subtask 1.4 – Identification of Regulatory Requirements
- Subtask 1.5 – Public Engagement Process
- Subtask 1.6 – City Policy & Initiatives Review
- Subtask 1.7 - Climate Science Review and Inundation Mapping
- Subtask 1.8 - Facilities Operations & Performance
- Subtask 1.9 - Hydraulic Models Assessment & Status
- Subtask 1.10 - Community Improvements
- Subtask 1.11 - Natural Resources
- Subtask 1.12 - Summary of Finding Report
Subtask 1.1 – Project Kickoff & Goal Setting Meeting

This subtask includes a meeting at CITY offices to review overall project goals and objectives. The meeting will be attended by the CONSULTANT, key subconsultant team members, and CITY staff from multiple departments including, but not limited to, Public Works, Finance, Office of Sustainability, Parks & Recreation, Community Relations, City Attorney’s Office and Economic Development.

Potential agenda topics for this meeting include the following:

- Introduce project team and City staff and identify roles and responsibilities,
- Establish a communications protocol for both informal and formal correspondence,
- Identify active contract/in-house work underway related to water resources,
- Identify key stakeholders for data collection,
- Discuss alignment with CITY programs/initiatives with the IWRMP,
- Discuss climate related hazards and scenarios to consider with the IWRMP,
- Discuss historical system vulnerabilities to extreme weather/flooding events affecting system operation,
- Discuss community stakeholder roles and expectations

CITY ROLE: The CITY will attend and actively participate in the kick-off meeting. The CITY will work with the CONSULTANT to identify items to be incorporated into the meeting agenda.

Deliverables:
1. Meeting materials and meeting minutes
2. Goals and objectives memo including all scope related guidance

Subtask 1.2 – Personnel Interviews

The best way to learn institutional knowledge regarding the CITY’s infrastructure and procedures is to speak directly to the personnel charged with day-to-day operations. Interviewing staff provides the benefit of obtaining objective and different perspectives of the challenges and issues facing the Utility. Key staff from the following CITY departments shall be interviewed to solicit their perspective regarding the best use of long-term capital and O&M funds.

- Executive Management Team
- Budget and Management
- Community Services
- Economic Development
- Engineering & Capital Improvements
- Finance
- Grants and Contracts
- Legal
- Neighborhoods
- Parks and Recreation
CITY ROLE: The CITY will identify key staff from each of the listed departments/divisions who may have applicable institutional knowledge, operational perspective, forward-looking vision, and pertinent information relative to the IWRMP and long-term Program Management implementation.

Deliverables:
- Summary of key input from each Department
- Content to be included as part of Subtask 1.12 Summary of Findings Report

Subtask 1.3 – Review of Existing Documentation
The CONSULTANT will submit a data request to the CITY. In turn, the CITY will provide documentation regarding the Utility’s infrastructure, and CONSULTANT will review this information to provide a foundation for the IWRMP. Upon review of available information, any remaining data gaps will be identified. The CONSULTANT may submit additional information requests as necessary.

The intent of this subtask is to familiarize and assimilate a greater understanding for the CITY’s system, priorities, and needs to utilize as much existing resources as possible for developing the IWRMP. The following list represents a preliminary list of information to be requested from the CITY. The CITY will provide information in digital format, and data will be provided in a usable format (vs. pdf) to the greatest extent possible.

- Regulatory Compliance Documentation
  - Current permits and supporting documentation submitted with last permit application
  - Consent Order and supporting documentation
  - FDEP compliance reports submitted over last 10 years
- Engineering technical evaluations and reports prepared over the past 10 years including, but not limited to, the following:
  - Capacity Assessment Reports and CAPP studies
  - CMOM reports and documentation
  - Water & Wastewater Treatment Facility Reports & Condition Assessments
  - Long Term Control Plan(s)
  - Preliminary Engineering Reports
  - Distribution System Master Plan & Evaluations
  - Biosolids Planning Evaluations & Alternatives Analysis
  - Flow monitoring data collected by the CITY and its consultants
APPENDIX A - SCOPE OF SERVICES

- RDII and I/I evaluations and studies
- Current and planned future reuse program reports/studies/evaluation
- Hydraulic Models – most current and up to date functioning models, included latest modeling reports as follows:
  - Water Distribution System
  - Reclaimed Water System
  - Wastewater Collection System
  - Wastewater Treatment Plants (Hydraulic and Process Models)
  - Surface Waters Hydrodynamic and/or Water Quality Models
- Annual financial statements/budget reports
  - Annual/bi-annual rate report & projections
  - Bond reports issued for capital program over last 10 years
- Customer complaint files (sewer backups/breaks, flooding, odors, water taste, water discoloration, low pressure, sink holes, etc.)
- Emergency sewer repairs and rehabilitation work over last 10 years
- Five-year capital improvements plans (CIPs)
- City’s Comprehensive Plan
- Integrated Sustainability Action Plan documents and meeting notes
- Realizing Resilience: Social Equity & Economic Opportunity
- Downtown Waterfront Master Plan and major redevelopment master plans
- City standard operating procedures (legislation, procurement, emergency response, evacuation plans, safety plan, spill response, etc.)
- Community Improvement Plans
- Park Improvement and Development Plans
- Water Quality Studies (Lake Maggiore, Booker Lake, Tampa Bay, Clam Bayou, etc.)
- Operating agreements related to water resources and appendices
  - Service Area Boundary Agreements
  - Tampa Bay Water Supply Agreement
  - Wholesale Customer Agreements
  - Retail Customer Service Agreements

CITY ROLE: The CITY will make available relevant information including documents and data, reports. The CITY may request the CONSULTANT to contract third parties (other consultants and stakeholders) to obtain record copies of documents known to exist. The CONSULTANT will borrow hard copies of documents, scan them for inclusion in the document control system; then return original documents.

Deliverables:
- Content to be included as part of Subtask 1.12 Summary of Findings Report

Subtask 1.4 – Identification of Regulatory Requirements
Planning for future capital investments necessitates evaluating existing and future regulations. Consolidating all regulatory requirements for water resources related issues along with other related
CITY policies into one source document tends to reveal data overlaps, discrepancies, and opportunities for streamlining information and internal communication. The CONSULTANT will review the following permits, regulations and pending rules and other guidance documents:

- **Water, Wastewater, and Reclaimed Water & Stormwater Systems**
  - Current and Future Water, Wastewater, Reclaimed Water, and Stormwater Regulations
  - Consent Order
  - NPDES Permit(s) Conditions
  - Water Use, WRF, RCW Permit(s) & Alternative Water Supplies
  - MS4 Permit(s) for Stormwater Management
  - Fats, Oils, & Grease Program – Industrial & Restaurant Pretreatment Program
  - Boil water notification requirements and procedures

- **Environmental Systems**
  - Minimum Flows & Levels (MFL) Pending Rules
  - Best Management Practices
  - Innovative nutrient & sediment reduction
  - Habitat Preservation
  - Coastal Construction Permit(s)

- **Potential Pending State Regulations** *(FDEP 2016-2017 Regulatory Plan Pursuant to s. 120.74(1)(b)*
  - FDEP Water Resources Implementation Rule
  - Total Maximum Daily Loads (TMDLs) for specific waterbodies
  - Public Notice of Pollution
  - Air Pollution Control
  - Subaqueous Utility Crossings
  - Underground Injection Control
  - Planning for expansion of public water system source, treatment, or storage facilities
  - Indirect and Direct Potable Reuse Systems

- **Future Land Use Related Policies**
  - Community Development Agreements
  - Transportation Improvements Programs

**CITY ROLE:** The CITY will provide the CONSULTANT a status of existing permits.

**Deliverables:**
- **Content to be included as part of Subtask 1.12 Summary of Findings Report**
Subtask 1.5 – Public Engagement for Data Collection

This subtask provides an opportunity for key stakeholders and ratepayers to provide site specific information and concerns related to any water resources topic (wastewater, potable water, reclaimed water, stormwater, and surface water). Engaging the public early in the project promotes an integrated and inclusive process that offers benefits well beyond the project itself. This engagement also provides a forum to leverage other resources and the latest available information, further enhancing the value of the end-product. The CONSULTANT will facilitate individual meetings with key stakeholder groups which may include the following. These meetings are intended to be informal sit-down sessions to listen to stakeholders and solicit a dialogue on water resources issues.

- Chamber of Commerce (COC)
- Eckerd College
- Environmental Organizations
- Key Homeowner’s Associations (HOAs)
- Large Customers – Beach Communities
- League of Women Voters
- Neighborhood Associations
- Pinellas County (Stormwater, Environmental and Planning)
- Tampa Bay Estuary Program (TBEP)
- Tampa Bay Regional Planning Council (TBRPC)
- University of South Florida (USF) Marine Sciences

In addition to individual stakeholder group meetings, the public engagement under this subtask will include preparation and execution of three (3) public meetings to inform and collect input from the public on the CITY’s IWRMP. The timing of these three initial public engagement meetings may be coordinated with the Stormwater Management Master Plan (SMMP) under development by the CITY via a separate contract. Work will not be duplicated, but the same meeting(s) may be used to collect pertinent data regarding issues, interest, and expectations for the IWRMP – in addition to the SMMP.

CITY ROLE: The CITY will assist with the coordination of stakeholder public meetings.

Deliverables:
- Meeting materials & meeting minutes
- Content to be included as part of Subtask 1.12 Summary of Findings Report

Subtask 1.6 – City Policy & Initiatives Review

This subtask includes a review of key components of CITY guiding documents, ordinances, land use & development regulations and policies related to water resources to promote consistency between the IWRMP and the CITY’s objectives. The policies to be reviewed shall include, but not be limited to, the following:

- Local Flood Mitigation Strategy
- Post Disaster Mitigation Plan
• Climate and Emergency Preparedness Plan
• Complete Streets Program
• St. Pete Green City Plan
• St. Pete Vision 2020
• St. Pete OpenGov Initiative
• Urban Forestry Program
• Land Development Regulations
• Concurrency Management Plan
• Master Plans (parks, airport, Tropicana Field, waterfront, pier, business districts, etc.)
• STAR® Communities rating
• Envision® performance criteria and mandate
• CITY sustainability and resiliency initiatives

CITY ROLE: The CITY will advise the CONSULTANT of the appropriate policies and initiatives currently underway, forecasted to be developed, or actively under development as related to any aspect of water resources.

Deliverables:
  o Content to be included as part of Subtask 1.12 Summary of Findings Report

Subtask 1.7 – Climate Science Review and Inundation Mapping

This subtask provides a review of the initially selected climate scenarios likely to impact the CITY’s water resources. This initial mapping exercise will consider local sea level rise (SLR) impacts by looking at various time horizons such as 2040 and 2060 along with extreme rainfall, tidal flooding and surge events to identify threats and vulnerabilities to system operations.

The CONSULTANT will coordinate with the County staff working on the Pinellas County Vulnerability Assessment, via the CITY’s Office of Sustainability and Resilience, to prevent the duplication of efforts and to leverage available data collection and analysis. Information resulting from this work will be provided to the CONSULTANT’s subject matter experts for use in conjunction with development of Master Plans for each asset class as described in Task 3 of this scope of services.

CITY ROLE: The CITY will provide the latest information available related to the Pinellas County Vulnerability Assessment. The CITY will identify climate science concerns they desire to be considered by the CONSULTANT. If available, the CITY will provide existing elevations and materials of construction of existing water resources assets forecasted to be impacted by SLR. The CITY staff will provide lessons learned for specific locations related to prior SLR resulting from localized tropical weather events.

Deliverables:
  • Climate science technical memo
    o Impacts pipeline materials and exposure to brackish groundwater
    o Facility grades and hardening considerations
Subtask 1.8 – Facilities Operations & Performance

The CONSULTANT will review operational performance of the CITY’s water resources assets. This data collection subtask will be instrumental for developing and updating facility plans that will feed into the IWRMP. During this task the CONSULTANT shall perform the following activities:

- Review operational history and document any operational challenges
  - Review source documents
  - Interview key personnel for each facility
  - Identify and develop facility specific list of operational challenges
- Identify potential opportunities for operational optimization
  - Review existing field instrumentation and level of automation
  - Review existing defined operational process control and SOPs
  - Review current SCADA capability means of data acquisition
  - Review operational data management schema
  - Review operations/maintenance staffing levels at WRFs/WTP
- Conduct a safety audit
  - Facility walk-thru and interviews with plant staff
  - Assess general safety measures
  - Identify safety deficiencies
- Review previous and on-going water quality evaluations
- Assess current regulatory compliance for potable water treatment, wastewater treatment, disposal, and reuse systems
- Review prior condition assessments for major process units
- Interview operators for their perspective regarding the future of the facility
- Review historical facility vulnerability assessments
- Review historical safety audits and records
- Review findings against recommendations in existing reports/current plans
- Review historical flooding at critical facilities and system components and overflow/discharge events

The following facilities will be addressed in this task.

- Albert Whitted Water Reclamation Facility
- Southwest Water Reclamation Facility
- Northwest Water Reclamation Facility
- Northeast Water Reclamation Facility
- Cosme Water Treatment Plant
- Washington Terrace Water Re-Pumping Station
- Oberly Re-Pumping Station
CITY ROLE: The CITY will provide operational perspective and data as listed above as well as additional content appropriate for consideration for prioritizing future capital funding for the long-term planning period thru 2040. CITY staff will accompany the CONSULTANT on each facility visit, provide access to the facility, and make available operational personnel familiar with current and historical operations.

Deliverables:
- **Summary of Operational Performance Assessments**
- **Content to be included as part of Subtask 1.12 Summary of Findings Report**

**Subtask 1.9 – Hydraulic Models Assessment & Status**
The following activities will be performed regarding use of the CITY’s existing hydraulic models listed below for master planning purposes. The CONSULTANT will review each model to make sure they are working correctly. The CONSULTANT will run the models to verify if the model outputs match the most recent data published in existing reports. This action will confirm working models are available for development of the IWRMP.

- **Distribution System Model:** The CONSULTANT will conduct an assessment regarding the existing potable water distribution system model and its applicability for long-term master planning. The CONSULTANT will review how the pipe network is represented; document extent of GIS-based platforms; how water demand is determined for existing and future flows and previous calibrations; and identify previous modeled scenarios. In the event additional model calibration/verification is required for this hydraulic model, the CONSULTANT will provide a draft scope of services to the CITY. The CITY may engage a separate firm to perform such services or have CONSULTANT perform such services as additional services, provided the CITY and CONSULTANT follow the additional services process set forth herein.

- **Reclaimed Water System Model:** The CONSULTANT will conduct an assessment regarding the existing reclaimed water distribution system model and its applicability for long-term master planning. The CONSULTANT will assess calibration approach, system accuracy and how pressure and non-pressure systems are modeled. In the event additional model calibration/verification is required for this hydraulic model, the CONSULTANT will provide a draft scope of services to the CITY. The CITY may engage a separate firm to perform such services or have CONSULTANT perform such services as additional services, provided the CITY and CONSULTANT follow the additional services process set forth herein.
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- **Collection System Model:** The CONSULTANT will perform a technical audit of the hydraulic model using industry standard tools. The CONSULTANT will review how pressure flow and gravity flow systems are set-up and modeled and the basis of the flow patterns used in model.

- **Treatment Process Models:** The CONSULTANT will review the structure and current status of existing BioWin® and hydraulic models and assess the applicability of their use or modification to evaluate alternatives to meet wastewater treatment needs and permit requirements for the Integrated Water Resources Master Plan planning horizon. In the event additional model calibration/verification is required for the SWWRF, NEWRF, NWWRF, AWWRF, and Cosme treatment processes, the CONSULTANT will provide a draft scope of services for the CITY. The CITY may engage a separate firm to perform such services or have CONSULTANT perform such services as additional services, provided the CITY and CONSULTANT follow the additional services process set forth herein.

- **Geographical Information System (GIS):** The CITY’s hydraulic models rely upon the GIS system to provide accurate data reflecting the infrastructure. The CONSULTANT will evaluate the GIS system with respect to how data is captured, data quality, and spatially accuracy of translated data. The CONSULTANT will provide recommendations for improving the functionality and utilization of the GIS system for water resources needs.

- **Master Model:** The CONSULTANT will advise the CITY regarding the level of effort necessary to develop a Master Model representing the interconnectivity of the wastewater, reclaimed water, stormwater, and surface water systems.

**CITY ROLE:** The CITY will provide the CONSULTANT with native hydraulic model files and accompanying modeling reports. The CITY will advise the CONSULTANT of any known or repetitive modeling issues for any of the models listed above.

**Deliverables:**
- Draft scope of services for additional model calibration and validation
- Summary of level of effort required to develop an integrated “Master Model”
- Content to be included as part of Subtask 1.12 Summary of Findings Report

**Subtask 1.10 – Community Improvements**

This subtask will review known information related to community based improvement. The CONSULTANT will review the following information for consideration with the IWRMP.

- **Neighborhood Plans:** The CONSULTANT will review existing plans related to Neighborhood Associations, Business Districts, and community needs. Work will include preparing maps showing infrastructure needs by category (sanitary sewer, water, reclaimed water, stormwater, transportation, natural resources, etc.). In the event a specific neighborhood does not have a
“plan” or has an outdated plan, the CONSULTANT will ascertain all available information for that area including customer complaints.

- **Transportation Capital Plans**: The CONSULTANT will compile a list of high and medium priority transportation needs throughout the CITY, Pinellas County, FDOT, adjacent municipalities, and corresponding drainage improvement needs including coordination of existing plans with related departments to understand CIP scheduling and infrastructure improvements to be considered for the IWRMP.

- **Community Improvement Projects**: The CONSULTANT will review available information related to forecasted improvements for adjacent communities from all perspectives of capital investment including public and private projects that intersect or impact the CITY’s water resources.

- **Developer Projects**: The CONSULTANT will review and coordinate IWRMP considerations for known developer based projects potentially posing an impact on water resources.

**CITY ROLE**: The CITY will advise the CONSULTANT of information available (or previously prepared) related to the categories listed above. The CITY will prepare GIS mapping of layers of information as requested by the CONSULTANT for display of information.

**Deliverables**:  
- *Content to be included as part of Subtask 1.12 Summary of Findings Report*

**Subtask 1.11 – Natural Resources**
This subtask involves compiling and reviewing the following information related to identifying opportunities for collaboration and streamlining capital investment related to natural resources with the IWRMP.

**Water Quality Data**: The CONSULTANT will review documentation available regarding water quality including but not limited to the 26 fixed/randomized MS4 permit monitoring locations including Lake Maggiore, and Crescent Lake. The CONSULTANT will review reports published by the CITY, educational institutions, environmental stakeholders, and regulatory agencies.

- **Regional Tampa Bay Watershed Initiatives**: The CONSULTANT will compile a summary of ongoing and planned regional water quality initiatives for surface waters bordering the CITY as documented by municipalities, educational institutions, private partnerships, and regulatory agencies. This review will include the Tampa Bay Estuary Program, initiatives studied by the SWFWMD, TBRPC documents, USF publications and other known entities associated with water quality monitoring within the Tampa Bay watershed.
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- **Habitat & Ecological Impairments**: The CONSULTANT will review documentation related to natural resources maintained, restored, and protected by the CITY including Boyd Hill Nature Preserve, Clam Bayou Preserve, Weedon Island Preserve, St. Pete Downtown Waterfront, trails, greenways, blueways, and CITY parks.

**CITY ROLE**: The CITY will provide the CONSULTANT with information and/or contacts for obtaining said information related to this subtask. The CITY will provide native water quality data associated with MS4 permit compliance monitoring in a usable electronic format if possible. The CITY will advise the CONSULTANT of all known water quality monitoring efforts related to the CITY’s water resources. The CITY will make available its representatives who participate on regional task forces, committees, consortiums, etc for information sharing purposes. The CITY will prepare GIS mapping layers of information under this subtask as requested by the CONSULTANT. The CITY will provide assistance with consolidating water quality data and preparing Excel spreadsheets as requested by the CONSULTANT with the goal of improving internal data management and dissemination to the appropriate staff within the CITY.

**Deliverables:**
- Content to be included as part of Subtask 1.12 Summary of Findings Report

**Subtask 1.12 – Summary of Findings Report**

The information learned from all subtasks within Task 1 will be summarized and presented to the CITY in the form of a Summary of Findings Report that is anticipated to include the following information.

- Summary of findings
- Information gaps
- Commonality of needs/concerns
- Recommendations for data needs/assumptions
- Recommendations for updated modeling
- Potential opportunities for project integration

**CITY ROLE**: The CITY will coordinate and provide comments from CITY Administration. The CONSULTANT and the CITY shall jointly lead a presentation to the City Council. The CONSULTANT shall compile, document, and evaluate the CITY Council’s comments. The CITY will advise the CONSULTANT of specific stakeholders to be invited to review the draft report. The CITY will coordinate review of the report with stakeholders and advise the CONSULTANT of comments received. The CONSULTANT will consolidate and address all comments and issue a final report.

**Deliverables:**
- List of Key Action Items based upon findings
- Draft and Final Summary of Findings Report
TASK 2 – ESTABLISHING FUNCTIONAL DEFINITIONS

The IWRMP will require boundary conditions to be established by the CITY for planning purposes. For example, determination of the appropriate sizing of long-term buildout infrastructure is directly related to the level of service (LOS) to be established by the CITY. A set of functional definitions, level of service criteria, and key performance indicators are necessary to develop the IWRMP.

Subtask 2.1 – Evaluation of Functional Definitions

The CONSULTANT will prepare a list of functional definitions related to water resource management planning, sustainability, resilience, and utility system operation and performance, for the CITY’s consideration. These will be presented to the CITY for review and approval for use in developing the IWRMP.

A sample of functional definitions for consideration, discussion, and approval is provided below. These definitions may also be incorporated into various CITY design guides, codes and policies including land development regulations, Comprehensive Plan, public works/engineering manuals and ordinances for consistency, where applicable.

Water Resource and Utility System Planning Criteria

- Basin delineations
- Definition of “critical” flooding areas
- Storage Capacity
- Pipeline sizing and carrying capacity
- WTP and WWTP peak capacities
- Level of redundancy by process and facility
- Back-up power provisions
- Contingency planning for tropical storms, hurricanes, and droughts
- Definition of extreme, high, medium, low, negligible risk categories
- Green Infrastructure including trees and other features (or Green and Grey infrastructure definitions)

Sustainability & Resilience Criteria

- Clean energy utilization goals
- Sea level rise and related climate hazard mitigation approach
- Re-development corridors and build-out capacity
- Biosolids management policies
- Carbon reduction goals
- Complete Streets Program goals
- Greenways and Blueways Program goals
- STAR® Communities rating system goals
- Envision® mandate and related objectives
City’s System Improvement Expectations
- Reporting frequency and desired format/content
- Service area expansion
- Level of Service (LOS)
- Collaborative agreements
- Renewal of existing contracts
- Bulk utility service offerings
- Debt ratio and debt-service coverage
- Bond rating and frequency of bond issuance
- Financing protocols – cash, bonds, loans, grants
- Neighborhood improvement plans

CITY ROLE: The CITY will provide feedback, direction, and approval of the functional definitions to be used to develop the IWRMP. The CITY is advised this information is part of a living document and will be updated over time by the CITY as more information becomes available.

Deliverables:
- Draft list of functional definitions for consideration by the CITY
- Content to be included as part of Subtask 2.4 Functional Definitions Report

Subtask 2.2 – Level of Service (LOS)
This subtask involves establishing the baseline LOS to be utilized for developing the IWRMP. As with the functional definitions, LOS is anticipated to be updated over time, particularly as various hydraulic models continue to be updated, recalibrated, revalidated, and refined.

- **Wastewater Collection System LOS:** The CITY has updated the collection system hydraulic model and is in the process of calibrating/validating the model to ensure it accurately represents operation of the wastewater collection system. The next step in this process is to perform a capacity analysis or stress test of the system by running the updated model for a range of wet weather events and identifying at what point capacity issues occur and where they occur. As part of a separate contract, the CITY is performing capacity analysis model runs for three rainfall events:
  - Existing Conditions: 3”, 5”, 7” synthetic rainfall events all over 24 hours with a similar hyetograph distribution and
  - Future Conditions of 7” climate adjusted synthetic event over 24 hours.

The results of these model runs will be assessed by the CITY to estimate at what rainfall the capacity of the collection system is exceeded. The CONSULTANT will use the results of the stress test to inform the development of the LOS for the wastewater collection system. For these same events or for new wet weather events (up to 4 events total), as determined through discussion with the CITY, the CONSULTANT will identify infrastructure improvements necessary to achieve
the LOS corresponding to each wet weather event evaluated. This will require iterative model runs. The CONSULTANT will prepare opinions of construction cost for each set of improvements to support a marginal cost analysis. This may also require the sizing and costing of improvements to the WRFs to accept additional flow to achieve the required system LOS. The CONSULTANT will plot these data points for comparison purposes, and the CITY will select the LOS based on affordability and other factors.

- **Wastewater Treatment System LOS:** The CONSULTANT will work with the CITY to formalize LOS criteria associated with the wastewater treatment plants including bio-solids beneficial use, non-potable water reuse, facility bypasses and discharges, odor control, wet weather flow management, peak treatment capacities, and community aesthetic/audio impacts.

- **Stormwater System LOS:** The CITY’s SMMP consultant will determine the LOS for the stormwater infrastructure. A preliminary LOS will be developed in Q1 2018 by that consultant for use in developing the LOS. The final stormwater LOS will be included in the SMMP in May 2021. The CONSULTANT will coordinate with the SMMP project regarding the appropriate preliminary LOS to recommend to the CITY.

- **Potable Water System LOS:** The CITY’s existing hydraulic model will be used to recommend a preliminary LOS for the potable water system. Depending upon the condition of that model and the need for additional calibration/validation, the LOS may require updating over time. For scope of services purposes, the CONSULTANT assumes the existing potable water model was sufficiently updated and remains suitable for long-term planning purposes. The CONSULTANT will utilize locally available population projections and corresponding potable water demand projections to evaluate the suitability of the potable water distribution system model to handle the demand and evaluate the adequacy of the recent Unidirectional Flushing Plan.

- **Reclaimed Water System LOS:** The LOS for the reclaimed water system can be evaluated using a water balance tool. The CONSULTANT will develop a water balance tool to determine if there is enough water for various planning scenarios. The water balance tool will quantify volumes during a period of record. The tool will be developed based on existing conditions, and used to evaluate existing facilities and perform future simulations of reuse system growth in terms of flows, users, storage, etc. The water balance tool will consider the following evaluations:

  a. sizing for seasonal and daily storage
  b. determination if additional reuse customers can be supported with the available reclaimed water flow
  c. level of service determination
  d. suitability of the existing system to deal with wet weather and drought situations
  e. volumes available for ASR well injection and recovery
  f. volumes available for lake augmentation strategies
  g. viability of regional interconnected reclaimed water network
**CITY ROLE:** The CITY will provide feedback, direction, and approval of the LOS for each utility system (potable water, wastewater collection, wastewater treatment, reclaimed water, and stormwater) to be used to develop the IWRMP. The CITY is advised this information is part of a living document and will be updated over time by the CITY as more information becomes available.

**Deliverables:**
- Wastewater Collection System LOS Model Runs Costing Memorandum
- Wastewater Treatment System LOS
- Reclaimed Water System Water Balance Tool
- Content to be included as part of Subtask 2.4 Functional Definitions Report
- Draft and Final List of LOS acceptable to the City at this point in time

**Subtask 2.3 – Key Performance Indicators (KPIs)**
Performance measures are an effective method to demonstrate progress and continuous improvement to residents and ratepayers. Typical measures appropriate for implementation of the IWRMP may include: invoice processing times, time for review of construction submittals, project change orders, monthly cash flow percent (%) of baseline forecast, response time to customer complaints, and miles of sewer rehabilitation per year. The CONSULTANT will work with CITY staff to promote and plan for the development and implementation of consistent KPIs including the following areas:

- Development of Key Performance Indicators (KPIs)
- Development of goals and performance targets
- Benchmarking baseline assessment
- Performance tracking & reporting methodology

**Typical Performance Metrics**
- Customer Service complaints/1,000 accounts
- Call Center wait times
- % system inspected/cleaned/rehabilitated per year
- Number of breaks/miles of pipe
- Service outages/1,000 accounts
- Surface water quality
- Regulatory compliance (all permit conditions)
  - for wastewater flows and treatment effectiveness
  - For reclaimed water demand and quality
  - for potable water demand and quality
  - for stormwater quality and quantity

**CITY ROLE:** The CITY will provide feedback, direction, and approval of the KPIs for each utility system (potable water, wastewater collection, wastewater treatment, reclaimed water, and stormwater). This information is part of a living document and will be updated over time by the CITY as more information becomes available. The CONSULTANT will coordinate with the CITY’s staff for the initial development
and reporting of KPIs. The CITY will be responsible for providing available information for establishing a baseline condition for each KPI and for monitoring KPIs over time.

**Deliverables:**
- **Content to be included as part of Subtask 2.4 Functional Definitions Report**

**Subtask 2.4 – Functional Definitions Report**

The information learned from all subtasks within Task 2 will be summarized and presented to the CITY in the form of a Functional Definitions Report.

**CITY ROLE:** The CITY will coordinate and provide comments from CITY Administration. The CONSULTANT and the CITY shall jointly lead a presentation to the City Council. The CONSULTANT shall compile, document, and evaluate the City Council’s comments. The CITY will advise the CONSULTANT of specific stakeholders to be invited to review the draft report. The CONSULTANT will consolidate and address all comments and issue a final report.

**Deliverables:**
- **Draft and Final Functional Definitions Report**

**TASK 3 – FACILITY PLANNING**

Facility Plans for the water resources infrastructure provide a basis for forecasting long-term capital needs by asset class. The CONSULTANT will update existing plans as necessary, develop plans that are needed, and resolve information gaps for the subtasks listed herein. CITY staffing resources will be utilized as much as possible to update these plans. As the “owner” of the assets, staff tends to be the best resource for anticipating capital needs.

Facility Plans will be updated for the locations and infrastructure noted herein. The CONSULTANT will not duplicate prior efforts but will utilize all available information to the greatest extent possible. Forecasted asset management needs (inclusive of rehabilitation and replacement) will be integrated into each Facility Plan. The following information will be incorporated into each Facility Plan in addition to the information noted under each subtask.

- **Capital Improvements Forecast:** The CONSULTANT will develop a forecast of capital improvements anticipated to be necessary through the planning period of 2040 to maintain the LOS established by the CITY and to meet the known regulatory compliance requirements based on forecasted flows. Alternatives will be provided for processes and equipment anticipated to reach the end of its useful life during the planning period. The CONSULTANT will advise the CITY of potential impacts resulting for forecasted SLR through 2060. The CONSULTANT will provide recommendations for annual CIP repair/rehabilitation within each Facility Plan.
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- **Condition Assessments**: The CONSULTANT will perform condition assessments for prioritized process units and buildings including the following activities:
  a. Select process areas for condition assessment based upon results of Task 1. Process areas already planned for upgrading, renewal and/or replacement will not be assessed.
  b. Perform condition assessment of remaining process units working with plant staff.
  c. Perform condition assessment of selected buildings.
  d. Develop useful life and remaining useful life for asset classes.
  e. Identify need for destructive testing including structural core tests, if needed.
  f. Document processes lacking adequate redundancy.
  g. Determine work flows related to implementation of asset management program.
  h. Document inefficiencies and outdated equipment, processes, or practices.
  i. Identify potential single point failures situations.
  j. Develop roadmap for development and implementation for ISO55000 Accreditation.
  k. Identify improvements recommended for achieving certification from the Public Works Association.

- **Asset Management Tools**: The CONSULTANT will review current asset management strategies and programs including industry-standard hardware and software systems to improve efficiency, prioritization, and management of infrastructure. The CONSULTANT will review and make recommendations with the appropriate CITY departments.

- **Energy Management**: The CONSULTANT will identify high energy use processes; consideration of applications for solar/wind power, and other innovative solutions; opportunities for reducing greenhouse gas emissions; and potential areas for green or cool roofs to support the CITY’s strategies to reduce urban heat islands.

- **Sustainability & Resiliency**: The CONSULTANT will coordinate with the firm preparing the CITY’s Integrated Sustainable Action Plan (ISAP) and the Pinellas County Climate Vulnerability Assessment including review and comment on potential improvements needed to enhance the CITY’s sustainability and resiliency. The CONSULTANT will recommend facility hardening strategies.

- **Sea Level Rise Mitigation & Adaptation**: The CONSULTANT will address considerations developed under subtask 1.7 for long-term SLR considerations for 2040 and in some cases 2060. The CONSULTANT will provide a technical evaluation of areas vulnerable to climate change/sea level rise related flooding and storm surge and provide alternatives for mitigation and adaptation strategies.

- **Extreme Weather Planning**: The CONSULTANT will provide a technical evaluation with recommendations for capital investments and/or operational changes necessary to maintain service before/during/after tropical weather and extended droughts. The CONSULTANT will
provide recommendations of operational strategies using current CITY assets to help control emergency events beyond the established LOS to the best extent possible. The CITY will identify no more than two (2) “emergency events” beyond LOS for the CONSULTANT to consider.

- **Potential Regulatory Mandates:** The CONSULTANT will provide a narrative regarding potential impacts on water resource systems and facilities that may result from pending and proposed regulations.

- **Information Technology:** The CONSULTANT may recommend technologies for the CITY to consider for acquiring, processing, and managing real-time data associated with operation of water resources infrastructure. The intent of this activity is to streamline performance tracking, identification of potential issues, and quantification/mitigation or risk with the following methodologies:
  - a. Condition monitoring
  - b. Intelligent CMMS
  - c. Reliability centered maintenance
  - d. Risk based analytics
  - e. Tools for capturing field data (condition monitors, flow monitors, drone reconnaissance, acoustic and infrared tools, and water quality monitors, etc)

- **Industry Innovations:** The CONSULTANT will advise the CITY of innovations in technology, infrastructure, process, and approaches relevant to each Facility Plan.

The CONSULTANT will coordinate the field investigations, condition assessments, and visits to CITY facilities with the CITY in advance of work proceeding for coordination purposes.

**CITY ROLE:** The CITY will provide the CONSULTANT with available documentation pertinent for developing the Facility Plans. The CITY’s Water Resources staff will accompany the CONSULTANT on each facility visit and provide access and operational personnel familiar with current and historical operations. The CITY Project Engineer(s) will assist with populating the historical context section of each Facility Plan. The CITY will define no more than two (2) emergency events beyond the LOS for the CONSULTANT to consider.

**Deliverables:**
- Content to be included as part of each subtask listed under Task 3
- Information obtained from each subtask listed under Task 3 will be used to prepare a “Consulting Engineers Report” for revenue bonds documentation.

**Subtask 3.1 – Water Reclamation Facilities Infrastructure**
The CONSULTANT will deliver Facility Plans for the following locations: Southwest WRF, Northwest WRF, Northeast WRF, and Albert Whitted WRF. The following information will be incorporated into the WRF Facility Plans.
o **Albert Whitted WRF**: The CONSULTANT will conduct an assessment of the viability of using the Albert Whitted WRF for treatment of domestic wastewater. The CONSULTANT will provide alternatives including the merits and demerits of each. In the event the plant is deemed not suitable for recommissioning, the Integrated Planning activities will evaluate other potential uses for the facility and/or property to support the IWRMP and will include recommendations for providing alternative replacement capacity.

o **Odor & Emissions Control**: The CONSULTANT will provide recommendations regarding air quality (odor control & emissions control) and program-level actions for reducing greenhouse gas emissions. The CONSULTANT will advise regarding odor control provisions necessary for the Southwest WRF due to the increased flow received from the deactivated Albert Whitted WRF. Recommendations will be focused on the goal of achieving zero off-site odors at each WRF. If an odor evaluation is required due to close proximity of property boundary to odor sources the CONSULTANT will develop a budget for the appropriate odor investigation. The odor investigation would provide reasonable certainty on what will be required on-site to meet zero off-site odors.

o **Biosolids Management**: The CONSULTANT will provide recommendations regarding further reduction of the quantity of biosolids generated at each WRF facility and the quality of biosolids delivered to the SWWRF for processing and disposal.

o **SCADA Systems**: The CONSULTANT will evaluate Information related to the current condition and forecasted longevity of the existing SCADA & telemetry systems. Future infrastructure management approaches may change the role of SCADA. The CONSULTANT will provide recommendations regarding upgrades or improvements for operator interfaces, control screens, hardware, software, and controls components.

o **Nutrient Reduction Approaches**: The CONSULTANT will evaluate the capital investment required for comprehensive nutrient reduction for WRF effluent streams to produce higher quality reclaimed water. The CONSULTANT will identify opportunities for reusing flow streams.

o **Reject Water Evaluation**: The CONSULTANT will evaluate the frequency and reason(s) that reject water is produced at the WRFs. This technical assessment will provide recommendations for operational enhancements and capital improvements to mitigate production of reject water. The CONSULTANT will prepare justification for the CITY to present to FDEP to permit disposal of reject water via the CITY’s existing deep injection wells as an appropriate emergency practice provided certain protocols are in place to make this a last resort to avoid significant sewer overflows.

o **Condition Assessments**: Assets including mechanical, structural, electrical, and SCADA, instrumentation, will be assessed at the following process areas for the four (4) WRFs: Influent Pump Stations, Headworks, Screening, Grit Removal, Aeration, Secondary Clarification, Waste
Activated Sludge (WAS) Pumping, Return Activated Sludge (RAS) Pumping, Scum Pumping, Fine Screening, Filtration, Backwashing, Chemical Addition, Chlorination, Reclaimed Water Storage, Effluent Pumping, In-Plant Lift Stations, Sludge Holding, Gravity Belt Thickening, Digestion, Screw Press Dewatering, Belt Filter Press Dewatering, Odor Control, Internal Recycle Station, Administration Building, on-site Laboratory, Valves, Piping, and Injection Wells. Process assets will be assessed if they are not already planned for being upgraded and improved. Existing buildings will be assessed to include building related equipment, structural, mechanical and electrical. Abandoned or unused structures will not be assessed. The CONSULTANT will provide recommendations for unused assets.

**CITY ROLE:** The CITY Water Resource staff will advise the CONSULTANT of operational challenges; inefficiencies due to existing conditions (such as physical layout, unavailable spare parts, problematic maintenance access, etc.); and their long-term vision for each Facility. The CITY Engineering staff will provide the CONSULTANT documentation related to on-going capital improvement projects and technical evaluations associated with each facility. The CITY will advise the CONSULTANT of prior evaluations performed related to the facilities and corresponding lessons learned.

**Deliverables:**
- Recommendation regarding reactivation/decommissioning of Albert Whitted WRF
- Draft and Final WRF Facility Plans
- Content to be incorporated into IWRP under Subtask 7.4

**Subtask 3.2 – Wastewater Collection Infrastructure**

FDEP has included mandated provisions related to wastewater collection system improvements in the Consent Order. The CITY is required to keep its October 20, 2016 CITY Council commitment to spend $14 million per year on pipe lining, replacement and manhole rehabilitation through 2021. The CONSULTANT will incorporate following information into the Wastewater Collection Facility Plan.

- **Capacity Assurance:** The CITY does not currently have a Capacity Assurance Protection Plan (CAPP). Depending upon level of service selection made for the wastewater collection system under Task 2.2, the CONSULTANT will utilize the updated hydraulic model to identify locations throughout the collection system that could experience capacity limitations and prepare a CAPP as part of the Facility Plan.

- **Sanitary Sewer Rehabilitation/Replacement Prioritization Plan:** The CITY has characterized infiltration/inflow (I/I) throughout the collection system. Prioritized areas for I/I mitigation have been identified for both current and future conditions. As part of the Facility Planning the CONSULTANT will apply the updated hydraulic model in accordance with the LOS established by the CITY under Task 2 to quantify priority areas. A process will be developed and presented to the CITY for updating the sewer rehabilitation prioritization plan over time.
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- **Private Wastewater Systems**: The CITY has identified approximately 86 septic tank locations throughout the CITY and privately owned wastewater facilities originally constructed by developers of residential communities. These private treatment plants have not been properly maintained and struggle with meeting updated regulatory standards. The CONSULTANT will prepare an approach and estimated cost for eliminating all septic tanks and privately operated wastewater facilities for direct connection of these flows to the CITY’s wastewater collection system over time.

- **Private Sewer Laterals & Building Sanitary Sewers**: The CONSULTANT will build upon the CITY’s prior work to characterize I/I generated from private sewers. The CONSULTANT will build upon the experiences of the CITY’s current pilot study at Maximo Moorings and will develop a procedure for conducting a more detailed pilot study of an area known to experience I/I. The results of the pilot study will be used to prepare recommendations for a New Private Laterals Program for addressing aging infrastructure and I/I issues associated with private sewers discharging into the public wastewater collection system. The program framework may include estimation of I/I impacts, public outreach, coordination with the CITY Attorney’s Office, and financial considerations including but not limited to grant programs, incentive programs, and potential new CITY mandatory rules and regulations.

- **Fats, Oils, & Grease (FOG) Impacts**: The CONSULTANT will review the state of the CITY’s existing pre-treatment program and identify any potential impacts on the collection system infrastructure.

- **Odor Control**: The CONSULTANT will review current odor control practices, existing odor studies and evaluations to use as a basis for provide recommendations regarding odor control provisions throughout the collection system.

- **Wastewater Lift Stations**: The CONSULTANT will conduct condition assessments and a safety audit for approximately 87 lift stations. The CONSULTANT will provide recommendations for addressing issues associated with dry/wet can stations, manually operated switches, and back-up power provisions. The results of these assessments will be incorporated into the Wastewater Collection System Facility Plan along with evaluations related to reducing greenhouse gas emissions, increasing energy efficiency, and station upgrades related to safety, capacity, or infrastructure risk. A prioritization plan for wastewater lift stations capital needs will be incorporated into the Facility Plan along with a standard procedure for CITY staff to update the prioritization over time.

- **SCADA Systems**: The CONSULTANT will evaluate Information related to the current condition and forecasted longevity of the existing SCADA & telemetry systems. Future infrastructure management approaches may change the role of SCADA. The CONSULTANT will provide recommendations regarding upgrades or improvements for operator interfaces, control screens, hardware, software, and controls components.
**New Collection System Infrastructure**: Based upon the results of the updated hydraulic model, the CONSULTANT will provide recommendations regarding areas that may benefit from expansion of the CITY’s force main network, additional/upgraded lift stations, new wet weather force mains, or other flow control infrastructure.

**CITY ROLE**: The CITY will provide the CONSULTANT pertinent information related to FOG, odor, and surcharge complaints by customers. The CITY Water Resources staff will advise of location specific information relative to each Lift Station and private facility including a description of operational challenges, safety issues, and impacted stakeholders. The CITY will escort the CONSULTANT to each wastewater lift station being assessed. The CITY will provide the CONSULTANT the results of the Maximo Moorings Neighborhood pilot study. The CITY staff will be responsible for updating GIS coordinates for locations visited in conjunction with developing the Facility Plan. The CITY will perform surveying for assets missing documented elevation data as requested by the CONSULTANT.

**Deliverables:**
- Draft and Final Wastewater Collection Facility Plan
- Content to be incorporated into IWRP under Subtask 7.4

**Subtask 3.3 – Potable Water Infrastructure**

The CONSULTANT will incorporate the following information into the Potable Water Facility Plan for infrastructure associated with the Cosme Water Treatment Plant (WTP), water transmission mains to the CITY from the WTP, water booster pumping stations, and potable water mains. The Facility Plan will address existing infrastructure. Operational changes, process modernization, and/or potential decommissioning will be addressed under Task 5 based upon the results of the Facility Plan.

- **Cosme WTP**: The CITY’s Cosme WTP has a Facility Plan dated 2010. Due to funding limitations, many of those projects were not advanced for design/construction. The Cosme Facility Plan will be updated and expanded to address capital needs through 2040 with a narrative regarding considerations through 2060.

- **Cosme WTP Condition Assessments**: Assets including mechanical, structural, electrical, and SCADA/Instrumentation, will be assessed at the following process areas for the Cosme WTP: Raw Water Pumping, Aeration, Lime Addition, Polymer Addition, Softening, Pre-Disinfection, Filtration, Backwashing, Disinfection, Fluoridation, Storage, High Service Pumping Administration Building, on-site Laboratory, Piping, and Valves.

- **Water Transmission System**: It is understood the existing potable water transmission mains are 75 and 100 years old and have exceeded their useful life. The City has replaced some portions, but others remain of concern. The CONSULTANT will conduct an assessment of the transmission mains based on known information including age, size, pipe material, location, capacity, maintenance records, service interruptions, and leakage history. This will be used as basis for
determining where a more detailed condition assessment of transmission mains may be beneficial. The CONSULTANT will incorporate such recommendations into the Potable Water Facility Plan.

- **Water Pump Stations and Storage Tanks**: The CONSULTANT will provide capital planning and recommendations for the following potable water distribution support infrastructure: Washington Terrace Water Re-Pumping Station, Oberly Re-Pumping Station, Gulf-to-Bay Booster Pump Station, and McMullen Booth Booster Pump Station.

- **Distribution System**: The CONSULTANT will develop a recommended potable water system repair and rehabilitation plan. The plan will be based upon information that is readily available from the CITY. This work does not include field work associated with characterization of the CITY's distribution system as it is understood this work has been previously performed by others.

- **Unaccounted For Water Evaluation**: The CONSULTANT will review existing 2015-2016 unaccounted for water evaluations. The CONSULTANT will perform a water audit utilizing AWWA Free Water Audit Software. The results will be used to develop recommendations for reducing loss or non-metered volumes. The CONSULTANT will train CITY staff how to utilize the AWWA software.

**CITY ROLE**: The CITY will consider accelerating the project budgeted for the 2021 CIP to perform a structural condition assessment of the water transmission mains conveying potable water from the Cosme WTP to the CITY. The CONSULTANT will develop a draft RFP for these services for the CITY’s use. The CITY will advise the CONSULTANT regarding operational challenges with treating the water supplied by Tampa Bay Water using existing treatment processes as well as any issues associated with transferring the water to the CITY. The CITY will also advise the CONSULTANT regarding water mains that have been repaired/rehabilitated over the past 10 years and issues associated with the repumping stations.

**Deliverables**:
- Draft and Final Potable Water Facility Plan
- Content to be incorporated into IWRP under Subtask 7.4

**Subtask 3.4 – Reclaimed Water Infrastructure**

The CONSULTANT will incorporate the following information into the Reclaimed Water Infrastructure Facility Plan.

- **Service Area Expansion Potential**: The CONSULTANT will identify potential corridors throughout the CITY for expansion of the reclaimed water distribution system. The evaluation will also address the viability of bulk reclaimed water service to municipalities sending domestic wastewater to the CITY as well as participation in regional reclaimed water piping networks and storage infrastructure. The CONSULTANT will identify potential non-residential users of
reclaimed water within the CITY’s service area and summarize the improvements necessary to deliver a consistent and reliable supply.

- **Reclaimed Water Hydraulic Model**: The CONSULTANT will use the CITY’s existing reclaimed water hydraulic model and water balance tool referenced in subtask 2.2 to determine if the existing pipes from the WRFs are adequate to convey peak flows and to expand service to other areas and neighborhoods.

- **Pumping Infrastructure**: The CONSULTANT will incorporate a capital forecast for improvements recommended for the reclaimed water pumping infrastructure throughout the planning period.

- **Piping Infrastructure**: The CONSULTANT will develop a recommended reclaimed water distribution system repair and rehabilitation capital plan. The plan will be based upon information that is readily available from the CITY. This work does not include field work associated with characterization of the CITY’s reclaimed water piping network.

- **Storage Infrastructure**: The CONSULTANT will incorporate a capital forecast for improvements recommended for the reclaimed water storage infrastructure throughout the planning period. The locations appropriate for storage at the WRFs and at other select locations throughout the CITY will be considered.

- **Deep Injection Wells (DIWs), Reclaimed Water Aquifer Storage and Recovery (Reclaimed Water ASR) Well, and Reclaimed Water Aquifer Recovery on Demand (REWARD) Well**: The CONSULTANT will incorporate a capital forecast for improvements recommended for the DIWs, ASR Well, and REWARD Well throughout the planning period. The Facility Plan may identify operating budget needs – however those costs will not be incorporated into the long-term capital forecast. The CONSULTANT will coordinate with the CITY’s Finance and Procurement Departments to define which costs constitute operating vs. capital expenditures. The CONSULTANT will incorporate recommendations from the annual site visit and physical condition assessment performed by the CITY’ consultants at each of these wells. The Facility Plan will include future well rehabilitation schedules and recommended piping upgrades.

**CITY ROLE**: The CITY will advise the CONSULTANT of known regional reclaimed water evaluations and studies underway or previously prepared by the CITY or other stakeholders. The CITY will advise the CONSULTANT of operational challenges experienced with the reclaimed water system.

**Deliverables**:
- Draft and Final Reclaimed Water Facility Plans
- Content to be incorporated into IWRP under Subtask 7.4
Subtask 3.5 – Stormwater Management, Drainage, & Flood Control

The CITY recently selected another consultant for development of a comprehensive Stormwater Management Master Plan Update (SMMP) that will result with recommendations for water quality, flood control, and natural system improvement projects. Further, the SMMP shall consider sea level rise, where appropriate, as part of the CITY’s resiliency planning efforts. The SMMP is being developed in conjunction with the SWFWMD and is being advanced for purposes outside of the IWRMP.

The schedule of work developed for the SMMP with the SWFWMD does not provide complete information related to the stormwater infrastructure and future capital needs. In order to comply with the Consent Order mandated deadline for submittal of the IWRMP to FDEP, the CONSULTANT will rely upon information available in 2018/2019 to develop a conceptual Preliminary Stormwater Implementation Plan. The preliminary document WILL NOT represent or reflect the SMMP developed in conjunction with SWFWMD because that document will not be ready until January 2022, which is more than two years after the IWRMP deadline of December 31, 2019.

The scope of services regarding stormwater management for the IWRMP will include the following activities:

- **Stormwater Uses:** The CONSULTANT will prepare an evaluation of stormwater best management practices (BMPs) to mitigate wet weather and prevent I/I impacts to sanitary sewers to consider detention basins, created wetlands, biofiltration basins, green infrastructure (pervious pavers, street planters, green roofs, rain barrels), rainwater harvesting, stormwater storage (tanks, in-line storage, equalization basins, etc); and improvements to on-site stormwater management systems for industrial, commercial and institutional sites. The IWRMP effort will capture information known during the planning period. The SMMP will assess more than 78 potential stormwater BMP projects starting in April 2021 and continuing through the end of 2021. As such the stormwater projects listed in the IWRMP will be updated and revised by the CITY in the future.

- **Stormwater Infrastructure:** Condition assessments of stormwater infrastructure will be performed by CITY staff and the SMMP consultant during 2018. The CONSULTANT will coordinate information gathering, sharing, and data management with all parties. The CONSULTANT will incorporate a capital forecast for improvements recommended for the stormwater infrastructure throughout the planning period. This information will be subject to change pending the results of the SMMP.

- **Booker Lake Stormwater Treatment Facility:** The CONSULTANT will prepare a technical evaluation determining the effectiveness of the Booker Lake Regional Stormwater Treatment Facility and identification of other locations that may benefit from construction of a similar facility. The CONSULTANT will advise the CITY of other potential locations similar stormwater treatment facilities may dramatically improve water quality. The CONSULTANT will recommend
locations for pilot testing the effectiveness of floating wetland islands within the CITY’s surface waters.

- **Street Sweeping Program:** The CONSULTANT will review the current street sweeping practices and performance records of the CITY’s existing street sweeping program to ascertain areas of debris causing maintenance challenges for the stormwater, sanitary, or reclaimed water systems. Best practice recommendations that could include capital improvements will be incorporated into the Facility Plan. The CONSULTANT will collaborate with CITY staff to develop performance metrics for the sweeping program.

**CITY ROLE:** The CITY will perform condition assessments for stormwater assets subject to MS4 permits but not evaluated as part of the SMMP project. The results of all stormwater asset condition assessments will be provided to the CONSULTANT. The CITY will advise the CONSULTANT of known operational challenges associated with stormwater infrastructure.

**Deliverables:**
- Draft and Final Stormwater Integration Plan
- Content to be incorporated into IWRP under Subtask 7.4

**Subtask 3.6 – Natural Resources**
The CITY has 588 miles of coastline in addition to several inland natural resources including surface waters and lakes. Protection of natural resources is an important part of the local environment and economy. The CONSULTANT will incorporate the following information into a Natural Resources Implementation Plan. It is important to note the Implementation Plan will only address capital needs and will not address the routine operation budgets associated with the CITY’s natural resources or cost-sharing agreements with other entities.

- **Surface Waters:** The CONSULTANT will incorporate a capital forecast for improvements recommended to mitigate water quality impairments to local surface waters located within or directly adjacent to the CITY. The source of these recommendations will be existing reports and documentation prepared by the CITY and its consultants.

- **Parks and Recreation Centers:** The CONSULTANT will coordinate capital improvements required through 2040 identified by the CITY in the Parks Master Plan(s), City Trails Master Plan, Bicycle Pedestrian Master Plan, individual park Master Plans, or Neighborhood Plans inclusive of parks for public access facilities including parks, nature preserves, and other natural resources with the IWRMP to the greatest extent possible. Projects subject to water resources management will be considered including extension/replacement/rehabilitation of utility service lines, drainage, stormwater management, and irrigation. It is not anticipated that all Parks and Recreation CIP projects will be folded into the IWRMP due to timing constraints or a lack of a connection with a specific water resource or priority stormwater management area. The Master
Plans associated with City Parks and Recreation Centers will be aligned with the IWRMP to the greatest extent possible.

- **Environmental Ecology:** The CITY will inform the CONSULTANT of where and what problems/issues are discovered/noted in the ISAP. The CONSULTANT will provide the CITY with guidance regarding if such needs can be incorporated into future water resources capital improvements projects/plans. All environmental ecological issues included in the ISAP (such as seagrass mitigation bank, beach restoration & re-nourishment, and creek restoration) may not align with water resources CIP and as such may need to be addressed by the CITY independent of the IWRMP.

- **Tree Canopy:** The CONSULTANT will provide recommendations regarding the CITY’s Urban Canopy Initiative and the benefit/coordination related to water resources capital projects. Recommendations for processes to continuously merge components of the existing Urban Canopy Program into Public Works Capital Projects will be provided by the CONSULTANT. Tree planting must be balanced with potential impacts to utility infrastructure caused by roots and branches. The scope of this effort is limited to incorporating tree planting to the greatest extent possible into the scope of the IWRMP projects. The CITY will be responsible for assessing the effectiveness of the CITY’s existing and future urban tree canopy.

- **Regional Collaboration Opportunities:** The CONSULTANT will identify potential projects for which regional partnerships, sponsorships, grants, cost-sharing, or volunteer contributions may be viable. Opportunities will focus on conserving regional water resources, improving water quality, minimizing waste generation, and providing additional functionality of real-time data.

- **Carbon Bank:** The CONSULTANT will provide recommendations related to opportunities for mitigation of greenhouse gases and reduction of the CITY’s carbon footprint associated with water resources infrastructure. The CONSULTANT will provide recommendations related to reducing the CITY’s carbon footprint associated with water resources infrastructure. The CITY will be responsible for calculating the carbon footprint of the CITY’s existing and future water resources facilities. The CONSULTANT will focus on opportunities to reduce carbon/greenhouse gases to the greatest extent possible for the CITY’s Public Works infrastructure. This scope does not extend to CITY owned facilities not directly related or affiliated with water resources infrastructure. All work under this task will be closely coordinated with the CITY’s on-going Integrated Sustainability Action Plan.

**CITY ROLE:** The CITY will advise the CONSULTANT of sources of information for the activities associated with this subtask including work under contract or pending from consultants assisting the CITY’s Office of Sustainability and Resiliency. Work from other consultants will be utilized but not duplicated for development of the IWRMP. The CITY may assess the current status and effectiveness of the CITY’s tree canopy, urban heat islands, and carbon footprint.
APPENDIX A - SCOPE OF SERVICES

The CITY will perform the following work as part of its on-going Water Quality Monitoring and Assessment Evaluation:

a. **Surface Waters:** Review and evaluate applicable water bodies based on existing literature, regulatory documents, and CITY knowledge of water quality and hydrologic limitations. Each water body considered will be assessed for general health. Existing data will be reviewed and potential causes for the water quality and hydrologic limitation will be identified. Existing stormwater discharges will be reviewed to each water body. From the information gathered, potential solutions will be developed. These may include upstream detention, improvements to stormwater inlets, improvements to vegetative littoral zone, or in-situ treatment. Information collected by the CITY’s SMMP consultant for Crescent Lake will be incorporated into this evaluation.

b. **Water Quality Goals:** The CITY and its consultants will work together to develop performance targets related to quality for the water bodies evaluated with respect to water quality standards. Work will be performed consistent with regional water quality efforts including but not limited to the Tampa Bay Estuaries Program.

c. **Vegetation Management:** The City will provide an evaluation identifying areas recommended for updated land management infrastructure/strategies including mitigation of erosion and sedimentation, eradication of evasive plant species, and restoration of vegetation for the water bodies listed in applicable permits. The Natural Resources Implementation Plan will focus on capital investments associated with vegetation that will result with improved water quality for sources listed in the City’s MS4 permit. Additional vegetation management funds are anticipated to be required outside of the IWRMP.

**Deliverables:**
- Draft and Final Natural Resources Integration Plan
- Content to be incorporated into IWRP under Subtask 7.4

**TASK 4 – PEER REVIEW OF RECOMMENDATIONS**

The CONSULTANT will provide subject matter experts to peer review technical evaluations and recommendations. The CONSULTANT’s national experts will evaluate and verify the recommendations developed by the Master Plan project team and other professionals advising the CITY regarding water resources. Subject matter expertise will be provided for the following considerations:

- Process treatment reviews
- Modeling approaches and report conclusions
- Infrastructure condition assessments and conclusions
- Mitigation of sea level rise for the 2040 and 2060 planning horizons
- Integration of water resources
• Incorporation of local community priorities

The SMMP is co-funded by SWFWMD, which requires a detailed third-party peer review process. As such, the CONSULTANT will rely on the comprehensive peer review services for the SMMP to be performed by others as part of a separate contract.

The CONSULTANT Peer Review Team will be convened prior to issuance of the draft Facility Master Plans described in Task 3 and prior to issuance of the draft IWRMP described in Task 5. Representatives from each firm contributing to the IWRMP will participate on the Peer Review Team. Members of the Peer Review Team will be professionally licensed engineers having more than 20 years of directly applicable experience.

This approach will provide the CITY with an additional level of vetting and technical review for the following considerations:

• consistency with applicable best professional practices
• proper application of water resources industry standards
• incorporation of sustainability and resiliency criteria
• provisions for innovation and forward-thinking approaches

CITY ROLE: The CITY will advise the CONSULTANT of reports, studies, evaluations, and other documentation discovered related to the CITY’s water resources as the IWRMP is being developed.

Deliverables:

○ Recommendations will be incorporated into the Facility Plans and Integration Plans under Task 3

INTEGRATED PLANNING SERVICES

The following tasks will be performed by the CONSULTANT related to Integrated Planning Services. The Integrated Planning activities will focus on optimizing the long-term vision and implementation strategy for the CITY’s IWRMP.

• Task 5 – Scenario Planning
• Task 6 – Integrated Water Resources Master Plan
• Task 7 – Financial Evaluations

TASK 5 – SCENARIO PLANNING

The heart of an IWRMP is scenario planning. The CONSULTANT will evaluate specific options related to the future capital improvements program. Scenario planning will consider opportunities to streamline operations of water resources infrastructure and to collaborate on capital projects for cost-sharing and minimization purposes.
Subtask 5.1 – Operational Optimization

There are several potential strategies for improving operational optimization of multiple asset classes simultaneously (water supply, wastewater, reclaimed water, stormwater, and surface water). A total of three (3) concept scenarios for the following asset classes will be presented to the CITY for consideration along with the merits and demerits of each. The following evaluations will be performed in order to arrive at the draft recommended IWRMP.

- **Potable Water System**: The CONSULTANT will assess potential future water supply strategies including alternative water supplies compliant with SWFWMD’s Northern Tampa Bay Water Use Caution Area to reduce Tampa Bay Water’s pumping from regional wellfields. The CONSULTANT will evaluate the availability and reliability of potential source waters for potable water treatment such as reclaimed water, stormwater, surface water, and brackish water in the Upper Floridan Aquifer. The CONSULTANT will evaluate potential future water supply and the corresponding potable water treatment strategies. The CONSULTANT will conduct a water treatment evaluation regarding the necessary treatment processes required for the various source water qualities and the possible concentrate waste stream management needed.

The CONSULTANT will develop a list of potential potable water scenarios for the CITY’s consideration that may include the following.

a. Maintain the current approach of treating Tampa Bay Water supply at the Cosme WTP using lime softening and membrane softening technology with delivery to the CITY
b. Decommission the Cosme WTP and directly convey Tampa Bay Water supply to the CITY’s existing/upgraded/new repumping stations for treatment within the CITY
c. Construct a new WTP within the CITY limits to reduce/eliminate reliance upon the Cosme WTP to be served by Tampa Bay Water supply, lake augmentation, reclaimed water, or other potential locally available water supply source.

The CITY will direct the CONSULTANT regarding which options to evaluate in detail.

- **Potable Reuse**: The CONSULTANT will evaluate conceptually how potable reuse (indirect and direct) could fit into the IWRP. After options have been defined, the CONSULTANT will facilitate meetings with SWFWMD and the CITY regarding the availability of grant funding for a feasibility study. This approach will allow the CITY to benefit from similar work ongoing by neighboring utilities throughout Tampa Bay while minimizing its expenditures. The CONSULTANT will attend up to three (3) meetings with SWFWMD and prepare appropriate presentation materials. Meeting minutes will be prepared by the CONSULTANT.

- **Wet Weather Management**: Managing wet weather will address the community concerns experienced during tropical storms and hurricanes. Since it will not be viable to simultaneously address all areas of the system, a strategy to manage wet weather flows may provide short-term (or long-term) localized benefits. The CONSULTANT may consider the following alternatives.
a. Real-time wet weather SCADA system
b. Physical structures (storage facilities, interconnects)
c. Remote treatment opportunities (High Rate Treatment facility options)
d. Expansion and upgrade of stormwater system
e. Procedure to identify and disconnect illicit roof leader and stormwater connections and
correlation of such with the CITY’s existing MS4 permit requirements
f. Develop wet weather policies for reducing potable water pressure

- **Wastewater Collection System:** The CONSULTANT will consider the following options related to the collection system.
  a. Improvements for interconnectivity of flows transferred to/among WRFs
  b. Dynamic system controls (optimize interceptor capacity)
  c. Identification rehabilitation for collection pipes with high rates of I/I
  d. Consider incorporating backflow prevention at highly vulnerable areas of the collection system
  e. Enhance lift station reliability and resilience to convey flows
  f. Identify necessity to relocate coastal pipeline corridors to minimize/reduce impairments resulting from salt water intrusion and chlorides. This scope is limited to identification of potential pipe corridors subject to future impairments and does not represent a comprehensive pipeline corridor study.

- **Sanitary & Stormwater Pump Stations:** The CONSULTANT will evaluate wastewater and stormwater stations for optimization opportunities and hydraulic operational improvements. The CONSULTANT will consider approaches as approved by the CITY which may include the following.
  a. Eliminating underutilized, privately constructed, and/or outdated stations
  b. Resolving hydraulic challenges posed on the system
  c. Replacing/upgrading existing stations with larger centralized stations
  d. Construct new stations

- **Reclaimed Water System:** The CONSULTANT will evaluate scenarios for the reclaimed water system for use/abandonment of deep injection wells, opportunities for potential regional reclaimed water interconnects with other utilities, use of ASR wells for wet weather storage, and participation in a reclaimed water reservoir/conveyance project with Pinellas County.

- **Surface Waters:** The potential to augment surface water base flows with stormwater and/or reclaimed water sources will be evaluated for the feasibility of improving base flow, regional storage, and beautification of recreational waters. The capital improvements required for each augmentation source will be identified by the CONSULTANT. The CONSULTANT will assess the impact of overuse of reclaimed water on surface water quality.
Nutrient Reduction/Recovery Approaches: The CONSULTANT will perform evaluations regarding the opportunities to recover or reduce nutrient loadings into local surface waters and provide a comparison of the merits/demerits associated with each concept scenario. Specific scenarios concepts will be developed with the CITY and may involve the following.

- Advanced treatment processes at the WRF(s) to improve reclaimed water quality
- Remote treatment facilities for stormwater discharge(s) into local surface waters
- Surface water treatment systems

Consolidation of Water Resources Facilities: The CONSULTANT will evaluate scenarios regarding the location of treatment, pumping, and storage facilities with respect to: sea level rise, operational optimization, sustainability, resiliency, and longevity. Options involving centralization and de-centralization of operations/facilities will be considered. Options associated with relocating infrastructure to higher elevations and outside of Evacuation Zone A will be considered.

Potential System Expansion: Although the CITY is relatively built-out, redevelopment and regionalization of water resources are reasonable considerations for the IWRMP. The CONSULTANT will consider the following factors for potential expansion needs, high-rated capacity opportunities, and/or new services corridors.

- Pipeline corridors (sanitary, stormwater, reclaimed water, potable water, etc)
- Treatment plant capacities
- Potential development and infill corridors
- Industrial, commercial, and institutional users
- Bulk utility customers
- Utility interconnects for stormwater management and/or reclaimed water distribution

Inventory of City Owned Properties: The CONSULTANT will identify CITY owned properties that could be utilized for new, existing or expanded water resources infrastructure. The intent of this subtask is to minimize property acquisition costs associated with long-term implementation of the IWRMP.

CITY ROLE: The CITY will actively participate in scenario planning and direct the CONSULTANT regarding which options to evaluate in detail.

Deliverables:

- Technical memorandum regarding scenario planning approaches and strategies
- Draft and Final Extreme Wet Weather Management Strategies Memorandum
- Content to be incorporated into IWRP under Subtask 7.4

Subtask 5.2 – Coordination Opportunities
Integrated Planning involves coordinating all community needs (water, wastewater, stormwater, parks, transportation, etc.) in a comprehensive and deliberate manner to minimize the total investment passed
onto residents and ratepayers. The following coordination opportunities will be assessed for the IWRMP within short, mid and long-term perspectives.

- **Concurrent Construction Coordination**: The integrated planning work will include assessing construction schedules for multiple purposes to coordinate overall construction and minimize disruption to the local businesses and residents. The CONSULTANT will consider the following potential construction programs for coordination with the IWRMP.
  
  - Roadway improvement programs (FDOT, State, MPO, County, TBRPC, CITY)
  - Parks & recreation capital projects (State, County, TBEP, CITY)
  - CIP coordination with power, electric, natural gas, cable, telecom companies
  - CIP coordination with other water/wastewater utilities
  - Coordination with critical CITY facilities, including hospital, emergency operations center, fire, police, etc.
  - Potential public-private partnerships.

- **Coordination with CITY Planning Initiatives**: The CITY’s 2020 Vision Program has been merged with the Green City Plan to refocus development policy. The CITY is focusing infrastructure and transit improvements in employment and activity centers; revitalizing commercial corridors; and redeveloping downtown. All of these considerations will be addressed during the integrated planning evaluations. The CONSULTANT will incorporate information as appropriate from the CITY’s existing programs and initiatives.

- **Coordination for Local Drainage & Curbing Improvements**: Locations for swales/vegetated buffers on the road edge or center median of streets to allow for percolation and filtration of stormwater before it reaches a body of water with the intent to reduce nitrogen pollution from roadway runoff. The CONSULTANT will incorporate coordination of drainage infrastructure with the IWRMP.

- **Coordination of Neighborhood Impairments**: Consideration of areas historically subject to overland flooding, manhole surcharges, sewer backups, etc. and improvements neighborhoods suggest for expanding/upsizing utility infrastructure inclusive of feedback received from the public and communities. The CONSULTANT will incorporate coordination of neighborhood improvements with the IWRMP.

- **Development Coordination**: The CONSULTANT will overlay known development corridors and projects under consideration with water resources infrastructure. The CONSULTANT will identify potential areas whereby utility infrastructure will require upgrade/expansion. Recommendations will be provided for promoting and facilitating LEED construction and net-zero water and energy communities.
Coordination with Trails & Greenways: The CONSULTANT will evaluate use of green infrastructure to offset new impervious areas along the locations which the CITY intends to construct new trails per the CITY’s Trails Master Plan. Options for permeable pavement will also be considered and compared with traditional trail construction. The CONSULTANT will incorporate coordination of trails, greenways, and blueways with the IWRMP.

CITY ROLE: The CITY will advise the CONSULTANT regarding the appropriate parties, contacts, and stakeholders to obtain information relative to the coordination efforts listed herein. The CITY will prepare GIS mapping layers to show the coordination topics as requested by the CONSULTANT.

Deliverables:
- Content to be incorporated into the IWRP under Subtask 7.4

TASK 6 – FINANCIAL EVALUATIONS

Similar to technical evaluations, it is important to ensure the financial due diligence has been completed prior to finalizing the IWRMP. The following financial evaluations will be performed by the CONSULTANT.

Subtask 6.1 – Affordability Evaluation
USEPA issued guidelines for ascertaining the level of investment ratepayers can afford. This information provides decision makers with a basis for approving rate increases that may be necessary to implement the IWRMP.

The IWRMP will extend beyond the wastewater system Consent Order which is anticipated to require more than $300 million in capital funds. After the level of necessary investment has been determined for all water resources for the 2040 planning period, the CONSULTANT will complete an affordability study in order to phase/sequence the IWRMP work over a duration that remains affordable for ratepayers. The affordability evaluation will consider USEPA’s Financial Capability Assessment criteria and unique local conditions for the CITY.

The CONSULTANT will utilize existing information available from the CITY, Pinellas County and Tampa Bay Water regarding service area and demographics. Upon initiation of this subtask, the CONSULTANT will facilitate a kickoff workshop with the appropriate CITY staff.

CITY ROLE: The CITY will provide the CONSULTANT with the historical financial information necessary to complete the affordability study. The CITY will advise the CONSULTANT of resources for information related to unique local conditions.

Deliverables:
- Meeting minutes from kickoff workshop
- Draft and Final Affordability Evaluation Report
- Content to be included as part of the Financial Due Diligence Report under Subtask 6.5
Subtask 6.2 – Financial Considerations

The CITY has existing debt and budget constraints that must be considered when developing the IWRMP. After discussions with the CITY’s Finance and Budget Departments, additional information may be required. The following financial considerations are necessary to complete the due diligence work necessary for developing an implementation schedule for the IWRMP.

- Clarification regarding categorization of costs as capital or operating
- Existing bond covenants
- Debt forecast and debt service coverage
- Rate model assumptions and scenarios
- Rating agency considerations
- Forecasted operating budget impacts from capital improvements
- Annual capital budget constraints
- Cost of service evaluations for water, wastewater, reclaimed water, and stormwater.

The cost-of-service rate evaluations will determine if the current rate structures cover the cost to the CITY for providing the wastewater, reclaimed water, and stormwater services.

CITY ROLE: The CITY will advise the CONSULTANT of sources of information for the activities associated with this subtask including work under contract or pending from consultants assisting the CITY. The CITY will advise the CONSULTANT of work performed or to be performed by the CITY’s financial advisor(s) and/or rate consultant(s). Work from other consultants will be utilized but not duplicated for development of the IWRMP.

Deliverables:
- Content to be included as part of the Financial Due Diligence Report under Subtask 6.5

Subtask 6.3 – Prioritization of Capital Program

The work performed for Tasks 1 through 5 will identify long-term capital needs forecasted through 2040. In order to ensure the highest priority needs are addressed first, the CONSULTANT will develop a prioritization strategy for all needs to be assessed on an equal-basis. The criteria used for prioritizing projects will be based upon the CITY’s priorities and triple bottom line considerations (cost, social and environment). The CITY will be engaged with each step of the prioritization process. The CONSULTANT’s workflow for this subtask is listed below.

- Development of Prioritization Criteria/Benefits
- Development of Weightings for Criteria
- Development of Scoring Criteria
- Application of Prioritization Matrix
- Prioritization Workshop with participants from each working group
- Second-Level Ranking Criteria
- Prioritization of IWRMP Projects
- Prioritization Methodology and Results Technical Memorandum
Coordination with annual CIP budgets/forecasts

Second-level ranking criteria are subjective and based upon policy direction received from decision makers. For example CITY leadership may desire to have capital distributed among watersheds, distributed among asset classes, distributed for financial planning, coordinated with other parties, and coordinated timing of various work activities. The second level prioritization is applied to the results of the first level rankings to generate a list of priorities. Projects can be listed as high, medium, or lower priority or listed in an order recommended for construction and implementation.

The CONSULTANT will facilitate up to three (3) workshops related to development and application of the prioritization methodology and the corresponding results.

CITY ROLE: The CITY will advise the CONSULTANT regarding the attendees for coordination workshops inclusive of CITY staff and external stakeholders. The CITY will review and comment on the proposed weights, scores, and rankings developed by the CONSULTANT. The CITY will assist the CONSULTANT with application of the scoring criteria the preliminary list of IWRMP projects generated from Tasks 3 and 5.

**Deliverables:**
- Meeting minutes for three prioritization workshops
- Draft and Final Prioritization Methodology and Results Technical Memorandum
- Content to be included as part of the Financial Due Diligence Report under Subtask 6.5
- Content to be incorporated into the IWRMP under Subtask 7.4

**Subtask 6.4 – Funding Strategies**
To effectively implement the IWRMP, the CITY needs to have an accompanying funding strategy that correlates revenue with expenditures. The following funding sources will be explored and reported.

- Federal & State grant opportunities
- City cash balances and reserves
- Low interest loan programs
- Revenue bonds
- Cost containment bond program
- Public-private partnerships
- Cost sharing with other municipalities, agencies, utilities, stakeholders

CITY ROLE: The CITY will advise the CONSULTANT of historical and active pursuits related to potential external funding partnerships and grants.

**Deliverables:**
- Content to be included as part of the Financial Due Diligence Report under Subtask 6.5
Subtask 6.5 – Financial Due Diligence Report

The information learned from all subtasks within Task 6 will be summarized and presented to the CITY in the form of a Financial Due Diligence Report that is anticipated to include the following information.

- Summary of findings
- Recommendations for funding strategies for the IWRMP
- Schedule for potential third party funding/cost-sharing opportunities
- Schedule of projects for the IWRMP based on affordability considerations

CITY ROLE: The CITY will coordinate and provide comments from CITY Administration. The CONSULTANT and the CITY shall jointly lead a presentation to the City Council. The CONSULTANT shall compile, document, and evaluate the CITY Council’s comments. The CITY will advise the CONSULTANT of specific stakeholders to be invited to review the draft report. The CONSULTANT will consolidate and address all comments and issue a final report.

Deliverables:
- Draft and Final Financial Due Diligence Report
- Content to be incorporated into the IWRP under Subtask 7.4

TASK 7 – INTEGRATED WATER RESOURCES MASTER PLAN

The work completed under Tasks 1 through 6 will be incorporated into a comprehensive IWRMP Report. Development of the IWRMP will provide the CITY with a structured approach for addressing water resources capital needs in the most cost effective manner. The IWRMP will address infrastructure needs associated with current and proposed federal, state, and local regulatory requirements; extreme weather management; asset management; and local community needs in accordance with USEPA’s Integrated Planning Framework. The Consent Order requires the IWRMP to be submitted to FDEP no later than December 31, 2019.

Subtask 7.1 – Recommendations for Changes to City Documents

Successful mitigation of wet weather impacts may necessitate policy changes or new policies for the CITY. The CONSULTANT will evaluate the impact of existing policies and recommend policy changes based upon Utility needs, national trends, and updated policy criteria. The CONSULTANT will also recommend new policies and policies to sunset as appropriate for implementation of the IWRMP. The CONSULTANT will address the following CITY plans and policies and provide recommendations accordingly.

- CITY’s vision and direction
- LOS commitments
- High priority CITY projects/programs
- Recommended language for future Comprehensive Plan update(s)
- Development policies
- CITY ordinances, rules & regulations, and permitting policies
APPENDIX A - SCOPE OF SERVICES

- Wastewater disposal policies
- Water and Reclaimed Water use and watering restrictions
- Stormwater management policies
- Private-Public Partnerships (green infrastructure, etc)
- Others as determined from evaluations performed under Tasks 1 through 6

**CITY ROLE:** The CITY will advise the CONSULTANT regarding the existing polices, ordinances, rules, and regulations as related to the CITY’s water resources. The CITY will review, comment, and provide direction regarding which recommendations to accept.

**Deliverables:**
- Comprehensive Plan Updates Recommendation Memorandum
- Changes Recommendations Memorandum Related to City Documents

**Subtask 7.2 – Cost Estimating Tool**
The CONSULTANT will develop a protocol for estimating the costs of all improvements and projects identified for the IWRMP to ensure all estimates are consistent and inclusive of the same costing criteria. The cost estimating tool and approach will be coordinated with the ISAP.

**CITY ROLE:** The CITY will provide the CONSULTANT with access to historical pricing information including but not limited to contracts with unit pricing, construction schedule of values, and estimates prepared by consultants for capital projects advanced to construction over the last five years. The CITY will advise the CONSULTANT of costing criteria considered unique to the local market.

**Deliverables:**
- Costing Tool Spreadsheet with instructions embedded
- Output files for IWRMP project candidates

**Subtask 7.3 – Public Engagement Program**
The CONSULTANT will work with the CITY to implement a public engagement program for the IWRMP. The specific details of this program will be coordinated with the CITY and will incorporate the following.

- **Engagement Purpose & Objectives:** The CONSULTANT will work with the CITY to develop an effective public engagement program that addresses the following:
  a. Understand stakeholder priorities and concerns
  b. Summarize stakeholder feedback
  c. Create strategies that align with IWRMP
  d. Build a IWRMP Program that makes sense for the community

- **Coordination with Existing Programs:** The CONSULTANT will coordinate with other public engagement tasks/activities underway by the CITY, including but not limited to:
  a. Sustainability & Resiliency Planning
  b. Stormwater Master Planning
c. Consent Order Compliance

d. Community Services

e. Economic Development

f. Pinellas County including but not limited to the following programs: Wastewater/Stormwater Task Force, Pinellas Trail Security Task Force, Transportation Task Force, Surface Water Monitoring Program, and Watershed Planning & Management Programs.

○ **Engagement Program Steps:** The CONSULTANT will perform the following activities to develop the public engagement program.

  a. Identify areas of concern for public engagement
  b. Build a stakeholder list
  c. Formulate specific messages
  d. Develop strategies and tactics (Public Engagement Plan)
  e. Implement strategies and tactics
  f. Provide feedback to technical staff

○ **Information Resources:** The CONSULTANT will develop informational resources to support engaging the public for contribution and feedback regarding all aspects of the IWRMP such as:

  a. Project Fact Sheet and Q&A
  b. Adding detail to the CITY’s existing website
  c. Press Releases
  d. Social Media
  e. Monthly Reports
  f. On-Line reporting of problems via mapping applications (i.e. Wikimaps)

○ **Stakeholder Meetings:** The CONSULTANT will prepare materials and facilitate discussion with stakeholder groups such as traditional town halls, workshops, and public meetings. Stakeholder groups may include but are not limited to the following:

  a. Public meetings and workshops hosted by the CITY
  b. Neighborhood Homeowner’s Associations
  c. Property Owner’s Associations
  d. Environmental Organizations
  e. Business Associations
  f. Redevelopment Districts
  g. Developers
  h. Agencies Awarding Grants
  i. Planning Councils and Organizations
  j. Local Institutions and Universities
**APPENDIX A - SCOPE OF SERVICES**

**CITY ROLE**: The CITY will advise the CONSULTANT regarding on-going and planned stakeholder engagement activities. The Public Works Communication Officer will review and approve informational materials prior to dissemination to the public.

**Deliverables:**
- Public Engagement Plan
- Meeting presentation/discussion materials and meeting minutes
- Public informational materials related to the IWRMP
- Technical Memorandum summarizing the methodology, feedback, and results of the public engagement process

**Subtask 7.4 – IWRMP Report**
The following information will be incorporated into the IWRMP.

- Overview of Integrated Planning Methodology
- Public Engagement Program
- Documentation of Level of Service & Functional Definitions
- WRF Infrastructure Facility & Scenario Planning
- Wastewater Collection Infrastructure Facility & Scenario Planning
- Potable Water Infrastructure Facility & Scenario Planning
- Reclaimed Water Infrastructure Facility & Scenario Planning
- Stormwater Integration Planning
- Natural Resources Integration Planning
- Sustainability & Resiliency Practices and Goals (including equity)
- Water Resources Optimization Evaluations
- Construction Coordination Opportunities
- Financial Due Diligence
- CIP Project Descriptions
- IWRMP Implementation Plan
- Process for Future Plan Updates
- Bibliography

**CITY ROLE**: The CITY will coordinate and provide comments from CITY Administration. The CONSULTANT and the CITY shall jointly lead a presentation to the City Council. The CONSULTANT shall compile, document, and evaluate the CITY Council’s comments. The CITY will advise the CONSULTANT of specific stakeholders to be invited to review the draft report. The CONSULTANT will consolidate and address all comments and issue a final report.

**Deliverables:**
- Draft Table of Contents for IWRMP
- Draft and Final IWRMP Report with appendices
- FDEP IWRMP submittal with supporting documentation
PROGRAM MANAGEMENT SERVICES

The following services will be provided by the CONSULTANT related Program Management Services.

TASK 8 – PROGRAM MANAGEMENT

- Subtask 8.1 – Standardized Procedures
- Subtask 8.2 – Document Control & Management
- Subtask 8.3 – Project Controls
- Subtask 8.4 – Reporting & Correspondence
- Subtask 8.5 – Negotiations & Collaboration
- Subtask 8.6 – Staffing & Resource Planning
- Subtask 8.7 – Procurement Services Assistance
- Subtask 8.8 – Information Technology Services Assistance

Subtask 8.1 – Standardized Procedures

Consistency is the key to effectively implementing the IWRMP in a transparent manner. As such, the Utility’s existing standard operating procedures (SOPs) may need to be updated and new SOPs may need to be developed. The CONSULTANT will develop a Capital Program Management Plan Manual that will remain a “dynamic” document. The CONSULTANT will review the Department’s operational relationships within the CITY and provide recommendations for areas of improvement. The CONSULTANT will identify new procedures recommended to ensure CITY staff is implementing the CIP and IWRMP in a consistent and documented manner. The following procedures will be developed or updated by the CONSULTANT working with the CITY staff.

- Business Case Evaluations
- Annual Capital Improvement Plans
- Cost Estimating and Soft Cost Formulas
- Project Scope, Schedule, Budget Development
- Master Schedule Updates
- Master Budget & Cash Flow Forecasts
- Change Management Procedures (scope, schedule, budget)
- Project Technical Reviews (30%, 60%, 90%, 100% design)
- Value Engineering & Constructability Reviews
- Alternative Delivery Procedures (design-build, construction management at risk, etc)
- Capital Program Management Plan (intra-net based document)

CITY ROLE: The CITY will provide the CONSULTANT electronic versions of existing SOPs. The CITY will provide input regarding SOP updates.

Deliverables:
- List of recommended SOPs to be drafted or revised
- Updated/new SOPs necessary for CIP implementation
Subtask 8.2 – Document Control & Management

Establishing a document control system is an important part of implementing a capital program, particularly on involving Consent Order driven requirements. The document control activity can initiate immediately and staff can be trained throughout the IWRMP development tasks. The CONSULTANT will review and audit the document control/file management structure currently in place by the CITY Engineering and Water Resources Departments. The CONSULTANT will recommend and assist the CITY with development of a document control system that will be utilized as the IWRMP is under development and the CITY’s current CIP is underway with implementation. The CONSULTANT will provide the following services.

- Filing Protocol & Naming Nomenclature
- Procedures on how to maintain document control system
- Regulatory Compliance Monitoring and Tracking
- Project Information & Deliverables
- Staff Training Program

CITY ROLE: The CITY will provide the existing document control processes and procedures to the CONSULTANT for review purposes. The CITY will be responsible to setting up the file management structure on the CITY’s server. The CONSULTANT will assist the CITY with scanning and uploading of existing and historical documentation related to the CIP.

Deliverables:
- SOP for Document Control and Management

Subtask 8.3 – Project Controls

The CONSULTANT will streamline and expand the CITY’s existing project controls processes to actively engage CITY staff with developing the annual CIP and implementing the IWRMP. The CONSULTANT will draft a RFP for the CITY to use to obtain a suitable Program Management software platform. The CONSULTANT will create a Master Program Schedule and Master Program Budget for active CIP projects and the IWRMP projects. The CONSULTANT will train CITY staff regarding how to use the Program Management Program, create program-level schedules and budgets, and how to perform regular updates. The CONSULTANT will provide interim technical project controls support as CITY staff are trained on the proper procedures. The CONSULTANT will train CITY staff for maintaining project budgets and schedules; working with Project Managers to explain variances; determining project predecessor and construction sequencing needs; and monitoring critical path schedule activities.

The CONSULTANT will develop SOPs for the following Project Controls functions.
APPENDIX A - SCOPE OF SERVICES

- Master Schedule Development & Maintenance
  - Phases of work, sequencing, predecessor projects, construction coordination.

- Master Budget Development & Maintenance
  - Annual encumbrance, monthly cash flow forecast, expenditures

- Variance Reporting, Tracking, & Recovery Plans
  - Scope, schedule, budget, variances

- Change Management Documentation of life of a project
  - 30%, 60%, 90%, and 100% design cost estimates, technical review changes, value engineering, permit conditions, bidding results, change orders, etc.
  - Written change management procedures

- Cost Estimating & Soft Cost Formulations
  - Consistent estimating procedures, post-bid evaluations, soft costs estimates
  - Evaluation of historical project soft costs for planning, pre-construction services, design, right-of-way acquisition, construction services, and interest.
  - Evaluation of historical construction bids and comparison to Engineer’s estimate to identify unique local conditions.

CITY ROLE: The CITY will provide the CONSULTANT with electronic copies of existing project controls procedures. The CITY will identify the information it desires to track, monitor and report and the desired reporting frequency of project specific information. The CITY will attend training session with the CONSULTANT to learn project controls related activities. If implemented, the CITY will begin maintaining monthly project budgets and schedules in the Program Management software platform. The CITY will require its consultants and internal staff to provide project schedules and budgets in a format consistent with the SOPs developed by the CONSULTANT.

Deliverables:
- SOPs related to Project Controls functions and responsibilities
- Master Program Schedule for 2016-2018 CIP projects
- Master Program Budget for 2016-2018 CIP projects

Subtask 8.4 – Reporting & Correspondences

Keeping decision makers, staff, and the general public aware of the work performed while developing and implementing the IWRMP is the heart of transparency. The CONSULTANT will prepare presentations and materials for public meetings on an as-needed basis, which presentations and materials shall be reviewed and approved by the CITY. The CONSULTANT will draft responses to questions routinely asked by the following parties. All responses and presentations will be approved by the City prior to issuance and dissemination.

- CITY Administration
- CITY Council
Reporting is an important component of the CITY’s CIP and IWRMP. Effective reporting results with transparency with stakeholders, informed decision makers, and buy-in from staff regarding project budgets and schedules. The CONSULTANT will develop, update, and maintain the following reports.

- Consent Order Status Reports semi-annually in January and June
- Consolidation of Regulatory Reporting (monthly, quarterly, annually, etc)
- Public Information & Education Program (website, monthly/quarterly program updates)
- Capital Program Monthly Activity Reports (cash flow, variances, issues, delays, etc)
- Project Monthly Progress Reports
- Annual Capital Reconciliation Reporting
- Wet Weather Management Program Reporting (progress & next steps)

**CITY ROLE:** The CITY will advise the CONSULTANT of known reporting requirements for external parties including regulators and CITY Departments. The CITY will review the draft report formats generated by the CONSULTANT and provide comments and approval. The CITY will participate in report generation on a monthly basis as staff is trained regarding program management responsibilities. The CITY will maintain electronic files of all correspondence, meeting summaries, and reports prepared by the CONSULTANT.

**Deliverables:**
- Monthly, quarterly, semi-annual, and annual reports
- Presentations and meeting summaries
- General correspondence as necessary

**Subtask 8.5 – Regulatory Coordination**

As the CITY builds the framework for projects to mitigate wet weather impacts to their wastewater system and develops contingency plans for emergency situations, discussions and negotiations are likely to occur with the Regulators. The CONSULTANT will assist the CITY as needed with the following activities.

- Preparation of Consent Order required documents
- Draft responses to questions and comments asked by Regulators
- Participation in conference calls, workshops, and meetings with Regulators

**CITY ROLE:** The CITY will advise the CONSULTANT when services under this task are needed.
Deliverables:
- Draft responses and meeting minutes as needed.

Subtask 8.6 – Staffing & Resource Planning

Implementing the IWRMP will span multiple departments (including divisions within departments) throughout the CITY. Working with CITY staff, the CONSULTANT will develop a Resource Allocation Plan that identifies the skill sets necessary to implement all aspects of the IWRMP. The following activities will be addressed with this effort.

- Identifying staffing gaps for current needs
- Staffing forecast for Master Plan implementation
- Recommended FTEs, skill sets, and staff training program
- Updated position descriptions for new positions recommended
- Organizational matrix (accountable, responsible, consulted, informed roles)
- Technical Memorandum outlining Resource Allocation Plan

Mentoring will be provided for staff at all levels involved with developing and implementing the IWRMP. The success of the mentoring approach utilized by the CONSULTANT has been evident in that other clients now have the ability to self-perform work and significantly reduce reliance upon supplemental staff. The CONSULTANT will provide on-the-job training via the following venues.

- **Project Based Training**: Workshops, lunch-and-learns, and one-on-one mentoring sessions will be used to educate engineering project managers regarding standard project management skills including scope, schedule, and budget management. When Project Managers understand the domino effect that delays and budget impacts present on a programmatic level; decision maker perception, and stakeholder confidence - they are able to “buy-in” and take ownership of their projects.

- **Reporting Based Training**: Everyone is always busy and reporting often becomes a hassle rather than a management tool. The CONSULTANT will provide staff with a completed report and sample templates to solicit their input. This approach tends to ease the initial trepidation commonly associated with reporting. Reporting will also serve as a communication tool for everyone to understand the status of important program priorities.

- **Communication**: Communication is the key factor with mentoring staff to successfully take on new roles or complex projects. The CONSULTANT will be available to CITY staff via email or meetings to answer questions, clarify direction/expectations, and provide information about projects, the capital program, the IWRMP, and Consent Order compliance.

**CITY ROLE**: The CITY will identify staff to participate in development of the roles and responsibilities matrix. The CITY will make available to the CONSULTANT existing position descriptions in electronic
format. At a time mutually agreed upon by the CONSULTANT and the CITY, the CITY will begin performing Program Management roles as soon as possible as part of the on-the-job training program.

**Deliverables:**
- Staffing roles and responsibilities matrix
- Draft and final Resource Allocation Plan
- Draft new/updated position descriptions as necessary to implement IWRMP
- Training materials and SOPs related to Program Management activities

### Subtask 8.7 – Procurement Services Assistance

Having procedures in place for expediting procurement activities facilitates completing work in accordance with the Master Schedule. The CONSULTANT will assist the CITY with identifying opportunities for streamlining procurement processes in accordance with State law and the CITY’s procurement requirements. This activity will likely involve coordination with multiple CITY Departments. The CONSULTANT will provide the following services.

- Development of RFQs/RFPs for capital projects (design & construction services)
- Development of RFQs/RFPs for technical services
- Coordination for RFQ/RFP for Owner’s Representative services for alternative delivery
- Forecast of construction bidding activities

**CITY ROLE:** The CITY will advise the CONSULTANT when services under this task are needed. The CITY will provide the CONSULTANT with up-to-date information related to bidding and procurement of water resources projects on a monthly basis.

**Deliverables:**
- Draft RFP/RFQ language on an as-needed basis
- Monthly forecasts related to procurement needs and performance will be provided with the report deliverables listed under Task 8.4

### Subtask 8.8 – Information Technology Programs

Understanding the tools and software systems currently available to CITY staff will assist with implementation of the IWRMP. The CONSULTANT will assess the existing information technology programs in use by the CITY and make recommendations for upgrades, replacements, or customizations appropriate for implementation of the IWRMP. The following software systems will be evaluated by the CONSULTANT working with CITY staff. One of the goals of this task is to recommend opportunities to consolidate software systems across the CITY to improve overall efficiency of data management.

- Financial tracking and forecasting systems
- GIS system & layer availability of information
o Budget tools (Oracle®, PeopleSoft®)
o Scheduling tools (Primavera®)
o Prioritization tools (collection system InfoMaster®)
o Asset Management tools (Maximo®, tablets, etc)
o Document control tools (SharePoint®, On Base®, etc.)
o Cloud computing systems

The CONSULTANT will review of RFP/RFQ/bids submitted by vendors for information technology software and platform systems.

**CITY ROLE:** The CITY will advise the CONSULTANT of existing information technology software and platforms currently in use as related to the roles and responsibilities of Program Management and implementation of the IWRMP.

**Deliverables:**
- Draft RFQ/RFP for information technology tools for implementation of the IWRMP

**Subtask 8.9 – As-Needed Professional Services**

The CONSULTANT shall perform additional services related to this Project upon prior written authorization by the CITY in an amount not the exceed $500,000 based on a scope and fee mutually agreed upon by the CITY and CONSULTANT in writing.
APPENDIX B – PROJECT BUDGET

WASTEWATER PROGRAM
MANAGEMENT AND INTEGRATED WATER RESOURCES PLANNING

City Project No.
APPENDIX B
PROJECT BUDGET
WASTEWATER PROGRAM MANAGEMENT AND INTEGRATED WATER RESOURCES PLANNING
CITY PROJECT NO.

Basis for Estimated Project Budget

<table>
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Contingency Requiring Authorization $500,000

Total Contract Price $4,000,000
APPENDIX C – PROJECT SCHEDULE

WASTEWATER PROGRAM MANAGEMENT AND INTEGRATED WATER RESOURCES PLANNING

City Project No.
Refer to the Agreement for specific terms and conditions related to the Project Schedule. The schedule for completing specific tasks outlined in this scope of service is provided below.

<table>
<thead>
<tr>
<th>TASK</th>
<th>COMPLETION DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>1.0 DATA COLLECTION</strong></td>
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<tr>
<td>1.1 Project Kickoff &amp; Goal Setting Meeting</td>
<td>January 2018</td>
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<tr>
<td>1.2 Personnel Interviews</td>
<td>January 2018</td>
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<tr>
<td>1.3 Review of Existing Documentation</td>
<td>January 2018</td>
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<tr>
<td>1.4 Identification of Regulatory Requirements</td>
<td>February 2018</td>
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<tr>
<td>1.5 Public Engagement Data Collection</td>
<td>February 2018</td>
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<tr>
<td>1.6 City Policies &amp; Initiatives Review</td>
<td>February 2018</td>
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<tr>
<td>1.7 Climate Science Review &amp; Inundation Mapping</td>
<td>March 2018</td>
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<tr>
<td>1.8 Facility Operations and Performance</td>
<td>March 2018</td>
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<td>1.9 Hydraulic Models Assessment &amp; Status</td>
<td>March 2018</td>
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<td>1.10 Community Improvements</td>
<td>March 2018</td>
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<td>1.11 Natural Resources</td>
<td>March 2018</td>
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<td>1.12 Summary of Findings Report</td>
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<td><strong>2.0 ESTABLISHING FUNCTIONAL DEFINITIONS</strong></td>
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<tr>
<td>2.1 Evaluation of Functional Definitions</td>
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<td>2.2 Level of Service</td>
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<td>2.3 Key Performance Indicators</td>
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<td>2.4 Functional Definitions Report</td>
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<td>3.5 Stormwater Management</td>
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<td>3.6 Natural Resources</td>
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<td><strong>4.0 PEER REVIEW OF RECOMMENDATIONS</strong></td>
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<tr>
<td><strong>5.0 SCENARIO PLANNING</strong></td>
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<td>5.2 Coordination Opportunities</td>
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<td><strong>6.0 FINANCIAL EVALUATIONS</strong></td>
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<td>6.1 Affordability Evaluation</td>
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<td>6.2 Financial Considerations</td>
<td>March 2019</td>
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<td>6.3 Prioritization of Capital Planning</td>
<td>June 2019</td>
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<td>6.4 Funding Strategies</td>
<td>July 2019</td>
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<tr>
<td>6.5 Financial Due Diligence Report</td>
<td>August 2019</td>
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<tr>
<td><strong>7.0 INTEGRATED WATER RESOURCES MASTER PLAN</strong></td>
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## TASK COMPLETION DATE

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<tr>
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<td>7.1 Comprehensive Plan &amp; Policy Recommendations</td>
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<td>7.2 Cost Estimating Tool</td>
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<td>7.3 Public Engagement Program</td>
<td>November 2019</td>
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<td>7.4 Draft IWRMP Report</td>
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<td>7.4 Final IWRMP Report</td>
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<td>8.6 Staffing &amp; Resource Planning</td>
<td>June 2018</td>
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<td>8.7 Procurement Services Assistance</td>
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<tr>
<td>8.8 Information Technology Programs</td>
<td>March 2018</td>
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</tbody>
</table>
APPENDIX D – LIST OF DELIVERABLES

WASTEWATER PROGRAM MANAGEMENT AND INTEGRATED WATER RESOURCES PLANNING

City Project No.
Draft deliverables will be provided to the CITY in Microsoft Word format to facilitate review and comment by CITY staff. Final deliverables will be provided in both Microsoft Word and pdf format. The number of copies and format of deliverables will be provided in accordance with the Professional Services Agreement.

The deliverables shall satisfy the following formatting guidelines:

- Deliverables shall be dated and include the City Project Number
- Deliverables files names shall include the task number, title, and date
- Deliverables shall include a list of acronyms and abbreviations
- Draft deliverables shall bear the “DRAFT” watermark on each page

The following deliverables will be provided by the CONSULTANT under this contract.

1. Task 1.1 Project Kickoff Meeting materials and meeting minutes
2. Task 1.1 Kickoff Meeting goals and objectives memo including all scope related guidance
3. Task 1.2 Personnel Interviews summary of key input from City staff
4. Task 1.5 Public Engagement Meeting Minutes
5. Task 1.7 Climate science technical memo
6. Task 1.7 Initial inundation mapping of water utility assets and related/dependent critical assets
7. Task 1.8 Summary of Operational Performance Assessments
8. Task 1.9 Draft scope of services for additional model calibration and validation
9. Task 1.9 Summary of level of effort required to develop an integrated “Master Model”
10. Task 1.12 List of Action Items Resulting from Findings
11. Task 1.12 Draft and Final Summary of Findings Report
12. Task 2.1 Draft list of functional definitions for consideration by the CITY
13. Task 2.2 Wastewater Collection System LOS Model Runs Costing Memorandum
14. Task 2.2 Reclaimed Water System Water Balance Tool
15. Task 2.4 Draft and Final Functional Definitions Report
16. Task 3.0 Draft and Final Consulting Engineer’s Report for Revenue Bond Documentation
17. Task 3.1 Recommendation regarding reactivation/decommissioning of Albert Whitted WRF
18. Task 3.1 Draft and Final Southwest WRF Facility Plan
19. Task 3.1 Draft and Final Northwest WRF Facility Plan
20. Task 3.1 Draft and Final Northeast WRF Facility Plan
21. Task 3.2 Draft and Final Wastewater Collection System Facility Plan
22. Task 3.3 Draft and Final Potable Water Facility Plan
23. Task 3.4 Draft and Final Reclaimed Water Facility Plan
24. Task 3.5 Draft and Final Stormwater Implementation Plan
25. Task 3.6 Draft and Final Natural Resources Implementation Plan
26. Task 5.1 Draft and Final Technical Memorandum Regarding Scenario Planning
27. Task 5.1 Extreme Wet Weather Management Strategies Memorandum
28. Task 6.1 Meeting minutes from Affordability Study Kickoff Workshop
29. Task 6.2 Draft and Final Affordability Evaluation Report
30. Task 6.3 Meeting minutes for three (3) Prioritization Workshops
31. Task 6.3 Draft and Final Prioritization Methodology and Results Technical Memorandum
32. Task 6.5 Draft and Final Financial Due Diligence Report
33. Task 7.1 Comprehensive Plan Updates Recommendations Memorandum
34. Task 7.1 City Policy Changes Recommendations Memorandum
35. Task 7.2 Costing Tool Spreadsheet with instructions embedded
36. Task 7.2 Output files for IWRMP project candidates
37. Task 7.3 Public Engagement Plan
38. Task 7.3 Meeting presentation/discussion materials and meeting minutes
39. Task 7.3 Public informational materials related to the IWRMP
40. Task 7.3 Technical Memorandum summarizing the public engagement process
41. Task 7.4 Draft Table of Contents for IWRMP
42. Task 7.4 Draft and Final IWRMP Report with appendices
43. Task 7.4 FDEP IWRMP submittal with supporting documentation
44. Task 8.1 List of recommended SOPs to be drafted or revised
45. Task 8.1 Updated/new SOPs necessary for CIP implementation
47. Task 8.2 SOPs for Document Control and Management
48. Task 8.3 SOPs related to Project Controls functions and responsibilities
49. Task 8.3 Master Program Schedule for 2016-2018 CIP projects
50. Task 8.3 Master Program Budget for 2016-2018 CIP projects
51. Task 8.4 Monthly, quarterly, semi-annual, and annual reports
52. Task 8.4 Presentations and meeting summaries
53. Task 8.4 General correspondence as necessary
54. Task 8.6 Staffing roles and responsibilities matrix
55. Task 8.6 Draft and final Resource Allocation Plan
56. Task 8.6 Draft new/updated position descriptions as necessary to implement IWRMP
57. Task 8.6 Training materials and SOPs related to Program Management activities
58. Task 8.7 Draft RFP/RFQ language on an as-needed basis
59. Task 8.8 Draft RFQ/RFP for information technology tools for implementation of the IWRMP
The CONSULTANT may retain the following subconsultants for the performance of select portions of the scope of services in accordance with the terms and conditions in the Agreement.

**Integrated Water Resources Master Planning Services**

- **CH2M**: services associated with wastewater, reclaimed water, stormwater, and surface water systems, scenario planning as described under subtasks 1.1, 1.3, 1.6, 1.7, 1.8, 1.11, 2.1, 2.2, 3.2, 3.4, 3.5, 3.6, 4.0, 5.1, and 7.4 for an estimated fee of $1,000,000

- **Vistra Communications**: services associated with the public engagement program as described under subtask 7.3 for an estimated fee of $150,000

- **George F. Young**: services associated with neighborhood and community improvements as described in subtasks 1.1, 1.3, 1.4, 1.10, 3.5, 3.6, 4.0, 5.2, and 7.4 for an estimated fee of $90,000

- **Environmental Financial Group**: services associated with financial evaluations as described under subtasks 6.1, 6.2, 6.3, 6.4, and 6.5 for an estimated fee of $100,000

**Program Management Services**

- **American Infrastructure Development**: services associated with program management services as described under subtasks 7.2, 8.1, 8.2, 8.3, and 8.4 for an estimated fee of $100,000

- **Sharma Young Consulting**: services associated with staffing and resource planning as described under subtask 8.6 for an estimated fee of $50,000
ST. PETERSBURG CITY COUNCIL

REPORT

Meeting of January 4, 2018

TO: The Honorable Lisa Wheeler-Brown, Chair, and Members of City Council

SUBJECT: A Resolution approving the Fourth Amendment to the Construction Manager Contract between the City of St. Petersburg, Florida, and the Haskell Company (“Haskell”) dated March 22, 2017, as amended, for Haskell to provide preconstruction services for a portion of the Late Track Capacity Improvement Projects at the Southwest Water Reclamation Facility in an amount not to exceed $165,264; authorizing the Major or his Designee to execute the Fourth Amendment and all other necessary documents; approving a supplemental appropriation from the unappropriated balance of the Water Resources Capital Projects Fund (4003) in the amount of $245,264 to the WRF SW Construction Manager FY17 Project (Engineering No. 17058-111; Oracle No. 15956).

EXPLANATION: On March 22, 2017 the City executed a Construction Manager Contract (“CM Contract”) with The Haskell Company (“Haskell”) in the amount of $6,824,372 for preconstruction and construction phase services for the capacity upgrades and related Projects at the Southwest Water Reclamation Facility (“SWWRF”).

Haskell’s CM Contract includes preconstruction and construction services for Projects to increase treatment, disposal and onsite stormwater treatment capacity to handle peak wastewater and stormwater flows during wet weather events at SWWRF. The initial CM Contract included:

- Control Estimates for:
  - WRF SW Construction Manager FY17 (Engineering No. 17058-111; Oracle No. 15956)
    - Pre-Construction Services
    - Costs for Construction and Performance Bonds
  - WRF SW Capacity Upgrade FY17 (Engineering No. 16109-111; Oracle No. 15965)
    - Lift Station 2 By-Pass Lines
    - Cyclone Wasting System
    - Influent Equalization Storage & Piping
  - WRF SW New Injection Wells FY17 (Engineering No. 16110-111; Oracle No. 15838)
    - Pumps for injection Wells

On May 4, 2017, City Council approved the First Amendment to the CM Contract in the amount of $14,724,455 authorizing Haskell to provide construction services to continue design review, construction, and construction management services for the planned infrastructure improvements in the following areas:

- Control Estimates for:
  - WRF SW Construction Manager FY17 (Engineering No. 17058-111; Oracle No. 15956)
    - Continuing General Conditions Services from May 1, 2017 through December 31st, 2017
  - WRF SW New Filters FY17 (Engineering No. 16093-111; Oracle No. 15928)
    - Mechanical
  - WRF SW Capacity Upgrade FY17 (Engineering No. 16109-111; Oracle No. 15965)
    - Secondary Splitter Box
On June 15, 2017, City Council approved the Second Amendment to the CM Contract in the amount of $135,979 which included:

- Control Estimates for:
  - WRF SW Stormwater and Site Imps FY17 (Engineering No. 17071-111; Oracle No. 15999)
    - Installation of a property border retaining wall

On July 20, 2017, City Council approved the Third Amendment to incorporate control estimates in the amount of $6,790,040. With the amount of $5,773,087 available from previously approved funding and funding available from bids received lower than estimates, the net funding request for the Third Amendment to the CM Contract is the amount of $1,016,953 and includes:

- Control Estimates for:
  - WRF SW New Filters FY17 (Engineering No. 16093-111; Oracle No. 15928)
  - WRF SW Capacity Upgrade FY17 (Engineering No. 16109-111; Oracle No. 15965)
  - WRF SW New Injection Wells FY17 (Engineering No. 16110-111; Oracle No. 15838)

This Fourth Amendment to the Haskell Contract estimates fees in the amount of $165,264 for the Haskell to provide pre-construction services for a portion of the Late Track Capacity Improvement Projects at the Southwest Water Reclamation Facility.

- Estimate for:
  - WRF SW Construction Manager FY17 (Engineering No. 17058-111; Oracle No. 15956)
    - Pre-Construction Services to include:
      - Constructability reviews
      - Site Investigations
      - Project schedule development
      - Develop Subcontractor and Vendor Interest and Solicitations
      - Develop Detailed Scope/Bid Packages
      - Conduct sealed bidding for all bid packages
      - Provide detailed bid tabs
      - Develop a thorough and complete cost estimate for the projects identified and present to the City
The table below provides details of the Contract Costs approved to date and the additional Control Estimate Costs (Fourth Amendment) with their respective funding source(s).

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<th>Project Numbers</th>
<th>WRF SW New Filters FY17</th>
<th>WRF SW Capacity Upgrade FY17</th>
<th>WRF SW New Injection Wells FY17</th>
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RECOMMENDATION: Administration recommends City Council to approve a Resolution approving the Fourth Amendment to the Construction Manager Contract between the City of St. Petersburg, Florida, and the Haskell Company (“Haskell”) dated March 22, 2017, as amended, for Haskell to provide preconstruction services for a portion of the Late Track Capacity Improvement Projects at the Southwest Water Reclamation Facility in an amount not to exceed $165,264; authorizing the Major or his Designee to execute the Fourth Amendment and all other necessary documents; approving a supplemental appropriation from the unappropriated balance of the Water Resources Capital Projects Fund (4003) in the amount of $245,264 to the WRF SW Construction Manager FY17 Project (Engineering No. 17058-111; Oracle No. 15956).

COST/FUNDING/ASSESSMENT INFORMATION: Funds will be available after the approval of a supplemental appropriation from the unappropriated balance of the Water Resources Capital Projects Fund (4003) in the amount of $245,264 to the WRF SW Construction Manager FY17 Project (Engineering No. 17058-111; Oracle No. 15956).

ATTACHMENTS: Resolution
Letter dated November 30 describing service

APPROVALS:  __________________________ ________________________
Administrative  Budget
RESOLUTION NO. 2017-___

A RESOLUTION APPROVING THE FOURTH AMENDMENT TO THE CONSTRUCTION MANAGER CONTRACT BETWEEN THE CITY OF ST. PETERSBURG, FLORIDA, AND THE HASKELL COMPANY (“HASKELL”) DATED MARCH 22, 2017, AS AMENDED, FOR HASKELL TO PROVIDE PRECONSTRUCTION SERVICES FOR A PORTION OF THE LATE TRACK CAPACITY IMPROVEMENT PROJECTS AT THE SOUTHWEST WATER RECLAMATION FACILITY IN AN AMOUNT NOT TO EXCEED $165,264; AUTHORIZING THE MAYOR OR HIS DESIGNEE TO EXECUTE THE FOURTH AMENDMENT AND ALL OTHER NECESSARY DOCUMENTS; APPROVING A SUPPLEMENTAL APPROPRIATION IN THE AMOUNT OF $245,264 FROM THE UNAPPROPRIATED BALANCE OF THE WATER RESOURCES CAPITAL PROJECTS FUND (4003) TO THE WRF SW CONSTRUCTION MANAGER FY 17 PROJECT (ENGINEERING NO. 17058-111; ORACLE NO. 15956) FOR THE PRECONSTRUCTION FEES AND ENGINEERING PROJECT COSTS; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the City of St. Petersburg, Florida (“City”) and The Haskell Company (“Haskell”) executed a Construction Manager Contract on March 22, 2017 for Haskell to provide preconstruction and construction services for the projects described in the contract to increase treatment, disposal and onsite stormwater treatment capacity to handle peak wastewater and stormwater flows during wet weather events at the Southwest Water Reclamation Facility; and

WHEREAS, following execution of the contract, the City authorized Haskell to (i) provide the preconstruction services in an amount not to exceed $399,734 and (ii) commence work on Project No. 16109-111 and Project No. 16110-111 pursuant to Partial Control Estimates attached to the contract; and

WHEREAS, on May 4, 2017, City Council approved the First Amendment to (i) incorporate additional Partial Control Estimates into the contract (as amended), (ii) provide for reimbursement of the costs and premiums for bonds and insurance and, (iii) modify other necessary sections; and

WHEREAS, on June 15, 2017, City Council approved the Second Amendment to incorporate Partial Control Estimate #1 for WRF SW Stormwater and Site Improvements FY17 Project into the contract (as amended); and

WHEREAS, on July 20, 2017, City Council approved the Third Amendment to incorporate (i) Partial Control Estimate #3 for WRF SW Capacity Upgrades FY17 Project, (ii) Partial Control Estimate #3 for WRF SW New Injection Wells FY17 Project, and (iii) a Revised Partial Control Estimate for WRF SW New Filters FY17 Project into the contract (as amended); and

WHEREAS, the City and Haskell desire to amend the contract (as amended) for a fourth time for Haskell to provide preconstruction services for a portion of the Late Track Capacity
Improvement Projects at the Southwest Water Reclamation Facility in an amount not to exceed $165,264.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of St. Petersburg, Florida that the Fourth Amendment to the Construction Manager Contract between the City of St. Petersburg, Florida, and The Haskell Company (“Haskell”) dated March 22, 2017, as amended, for Haskell to provide preconstruction services for a portion of the Late Track Capacity Improvement Projects at the Southwest Water Reclamation Facility in an amount not to exceed $165,264 is hereby approved.

BE IT FURTHER RESOLVED that the Mayor or his designee is authorized to execute the Fourth Amendment and all other necessary documents.

BE IT FURTHER RESOLVED that there is hereby approved from the unappropriated balance of the Water Resources Capital Project Fund (4003) the following supplemental appropriation for Fiscal Year 2018:

| Water Resources Capital Project Fund (4003) | WRF SW Construction Manager FY17 (Oracle No. 15956) | $245,264 |

This resolution shall become effective immediately upon its adoption.

APPROVALS:

__________________________________________  ______________________________________
City Attorney (designee)                    Administration

__________________________________________
Budget
354720 Jan 4 –CC Meeting
FINAL
November 30, 2017

Ms. Diana Smillova  
City of St. Petersburg  
MSC, 6th Floor  
One 4th St. N  
St. Petersburg, FL 33701

Re: Construction Manager – City of St. Petersburg SWWRF Capacity Improvements  
Pre-Construction Fee Estimate for Portion of Late Track Capacity Improvement Projects  
Project No. 17058-111 SWWRF Construction Manager

Dear Ms. Smillova:

Per your request, Haskell has prepared an estimated fee for Pre-Construction Services associated with a portion of the Late Track capacity upgrades and other improvements at the SWWRF. Further, the city has indicated that they would desire Haskell to develop two control estimates based on 100% completed construction documents for two Late Track Projects and one control estimate for a Late Track Summer 2018 Project. At this time, the city expects to have final design packages available from Brown & Caldwell (Project 16109-111) and Land & Water Engineering Science (Project 17071-111) in the coming weeks. Haskell will be directed to establish control estimates on the projects once design packages are available. The design of SWWRF Reclaimed Water & Injection Wells Improvements project by ARSus/CH2M Hill (Project 16110-111) is not completed at this time. Haskell will prepare a control estimate, including preconstruction fee estimate at a later date when the design and construction documents are completed.

The scope of services to be provided by Haskell for the fee identified below (detail attached) for the late track scope of work shall include, but not limited to the following:

- Constructability reviews
- Site Investigations
- Project schedule development
- Develop Subcontractor and Vendor Interest and Solicitations
- Develop Detailed Scope/Bid Packages
- Conduct sealed bidding for all bid packages
- Provide detailed bid tabs
- Develop a thorough and complete cost estimate for the projects identified and present to the City

Total Pre-Construction Fee Estimate for a Portion of Late Track Scope of Work: $165,264
Should you have any questions regarding this Pre-Construction Fee Estimate for a portion of the Late Track scope of work or require additional information, please do not hesitate to contact me at (317) 790-9239.

Respectfully,

[Signature]

Robert E. Bruner, PE, DBIA
Project Director – Water

Cc: Josh LaFerve, Haskell
    Chris Myer, Haskell
    Rachel Curry, Haskell

Attachment: Detailed Pre-Con Fee Breakdown
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**Pre-construction Team**

- Brown & Caldwell Project # 16109-111
- Land & Water Engineering Science Project # 17071-111
- Storm Water and Site Improvement
- Chlorine Contract Tank Improvement
- Media Filter Improvement
- Secondary Clarifier #4, RAS/WAS PS & WAS PS

**St. Petersburg - Southwest Water Reclamation Facility**

**Date:** Nov, 30, 2017
TO: The Honorable Chair, and Members of City Council

SUBJECT: Ordinance approving a vacation of a 60.83 foot portion of Pelham Road North located in the Jungle Beach Subdivision, adjacent to 2444 Pelham Road North (Lot 40) and 8627 Yardley Avenue North (Lot 57). (City File No.: 17-33000019).

RECOMMENDATION: The Administration and the Development Review Commission recommend APPROVAL.

RECOMMENDED CITY COUNCIL ACTION:
1) Conduct the first reading of the attached proposed ordinance; and
2) Set the second reading and public hearing for January 18, 2018.

The Request: The request is to vacate a 60.83 foot portion of Pelham Road North, generally located north of the intersection of Pelham Road North and Yardley Avenue North.

Discussion: As set forth in the attached report provided to the Development Review Commission (DRC), Staff finds that vacating the subject right-of-ways would be consistent with the criteria in the City Code, the Comprehensive Plan, and the applicable special area plan.

Agency Review: One City department and three private utility providers indicated that they have facilities located in the subject right-of-way. Suggested conditions of approval have included to address these concerns.

Public Comments: One email was received from the public in response to the request regarding the parking of domestic equipment.

DRC Action/Public Comments: On December 6, 2017, the Development Review Commission (DRC) held a public hearing on the subject application. No person spoke in opposition to the request. After the public hearing, the DRC voted 7-0 to recommend approval of the proposed vacation. In advance of this report, no additional comments or concerns were expressed to the author.
RECOMMENDATION:

The Administration recommends APPROVAL of the partial right-of-way vacation, subject to the following conditions:

1. Prior to recording the vacation ordinance, the applicant shall comply with condition number one of the Engineering condition dated November 7, 2017.

2. The applicant shall comply with condition number two and three of the Engineering Memorandum dated November 7, 2017.

3. Prior to recording of the vacation ordinance, the applicant shall address the location of Frontier and Duke Energy utilities and services by relocating private utilities at the applicant's expense, providing a private easement to Frontier and Duke or by obtaining letters of no objection from the prior stated utility service providers. In any case a written letter of no objection from the utility provider is required.

4. Approval of right-of-way vacations shall lapse and become void unless the vacation ordinance is recorded by the City Clerk in the public records within 24 months from the date of such approval or unless an extension of time is granted by the commission designated in the Decisions and Appeals Table or, if appealed, by the City Council prior to the expiration thereof. Each extension shall be for a period of time not to exceed one year. The vacation ordinance shall be recorded after any conditions precedent have been compiled with.

Attachments: A – Parcel Map, B – Aerial Map, Ordinance with Exhibit “A” – Sketch and Description, DRC Staff Report, C – Engineering Memorandum dated November 7, 2017
Attachment B
City of St. Petersburg, Florida
Planning and Economic Development
Department
Case No.: 17-330000019
Address: 2444 Pelham Road North and 8267 Yardley Avenue North

City of St. Petersburg, Florida
Planning and Economic Development
Department
Case No.: 17-330000019
Address: 2444 Pelham Road North and 8267 Yardley Avenue North
ORDINANCE NO. _____

AN ORDINANCE APPROVING A VACATION OF A 60.83 FOOT PORTION OF PELHAM ROAD NORTH LOCATED IN THE JUNGLE BEACH SUBDIVISION, ADJACENT TO 2444 PELHAM ROAD NORTH (LOT 40) AND 8627 YARDLEY AVENUE NORTH (LOT 57); SETTING FORTH CONDITIONS FOR THE VACATION TO BECOME EFFECTIVE; AND PROVIDING FOR AN EFFECTIVE DATE.

THE CITY OF ST. PETERSBURG DOES ORDAIN:

Section 1. The following right-of-way is hereby vacated as recommended by the Administration and the Development Review Commission on December 6, 2017 (City File No. 17-33000019):

Legal Description: See attached Exhibit "A" – Two Pages

Section 2. The above-mentioned right-of-way is not needed for public use or travel.

Section 3. The vacation is subject to and conditional upon the following:

1. Prior to recording the vacation ordinance, the applicant shall comply with condition number one of the Engineering condition dated November 7, 2017.

2. The applicant shall comply with condition number two and three of the Engineering Memorandum dated November 7, 2017.

3. Prior to recording of the vacation ordinance, the applicant shall address the location of Frontier and Duke Energy utilities and services by relocating private utilities at the applicant’s expense, providing a private easement to Frontier and Duke or by obtaining letters of no objection from the prior stated utility service providers. In any case a written letter of no objection from the utility provider is required.

4. Approval of right-of-way vacations shall lapse and become void unless the vacation ordinance is recorded by the City Clerk in the public records within 24 months from the date of such approval or unless an extension of time is granted by the commission designated in the Decisions and Appeals Table or, if appealed, by the City Council prior to the expiration thereof. Each extension shall be for a period of time not to exceed one year. The vacation ordinance shall be recorded after any conditions precedent have been compiled with.

Section 4. In the event this ordinance is not vetoed by the Mayor in accordance with the City Charter, it shall become effective upon the expiration of the fifth business day after adoption unless the Mayor notifies the City Council through written notice filed with the City Clerk that the Mayor will not veto the ordinance, in
which case the ordinance shall become effective immediately upon filing such written notice with the City Clerk. In the event this ordinance is vetoed by the Mayor in accordance with the City Charter, it shall not become effective unless and until the City Council overrides the veto in accordance with the City Charter, in which case it shall become effective immediately upon a successful vote to override the veto.

LEGAL:

[Signature]

PLANNING & ECONOMIC DEVELOPMENT DEPARTMENT:

[Signature]
LEGAL DESCRIPTION

A portion of the right-of-way of Pelham Road North in the Southwest 1/4 of Section 12, Township 31 South, Range 15 East, Pinellas County, Florida, more particularly described as follows:

From the Northeast corner of Lot 40, JUNGLE BEACH LOTS 40 TO 49 INC. AND 58, as recorded in Plat Book 19, Page 64, Public Records of Pinellas County, Florida, said point also being the Northwest corner of Lot 57, JUNGLE BEACH, as recorded in Plat Book 14, Page 47, Public Records of Pinellas County, Florida, as a Point of Reference; thence S.07°23'00"E. along the East line of said Lot 40, said line also being the West line of said Lot 57, 40.00 feet to a point being a corner of said Lot 40 and of the right-of-way of Pelham Drive North, for the POINT OF BEGINNING; thence continue S.07°23'00"E. along the West line of said Lot 57, said line also being the East right-of-way line of Pelham Road North, 60.83 feet to a point of intersection with the Easterly extension of the South line of said Lot 40; thence WEST along the Easterly extension of the South line of said Lot 40, 29.75 feet to the Southeast corner of said Lot 40, said point lying on the West right-of-way line of Pelham Road North; thence N.07°23'00"W. along the East line of said Lot 40 and along said West right-of-way line, 60.83 feet to a corner of said Lot 40; thence EAST along the boundary of said Lot 40 and the North right-of-way line of Pelham Road North, 29.75 feet to the POINT OF BEGINNING.

Containing 1,795 square feet, or 0.041 acres, more or less.

St. Petersburg, Florida

NOTES

1. Basis of Bearings: N.07°23'00"W. along the East line of Lot 40, JUNGLE BEACH LOTS 40 TO 49 INC. AND 58, as recorded in Plat Book 19, Page 64, Public Records of Pinellas County, Florida.

2. NOT A BOUNDARY SURVEY.

3. This sketch is a graphic illustration for informational purposes only and is not intended to represent a field survey.

4. This sketch is made without the benefit of a title report or commitment for title insurance.

5. Additions or deletions to survey maps and reports by other than the signing party or parties are prohibited without written consent of the signing party or parties.

6. Not valid without the signature and the original raised seal of a Florida Licensed Surveyor and Mapper.

LEGEND

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VACATION OF RIGHT-OF-WAY
PUBLIC HEARING

According to Planning & Economic Development Department records, no Commission member resides or has a place of business within 2,000 feet of the subject property. All other possible conflicts should be declared upon the announcement of the item.

REPORT TO THE DEVELOPMENT REVIEW COMMISSION FROM DEVELOPMENT REVIEW SERVICES DIVISION, PLANNING & ECONOMIC DEVELOPMENT DEPARTMENT, for Public Hearing and Executive Action on December 6, 2017 at 2:00 P.M. in Council Chambers, City Hall, 175 Fifth Street North, St. Petersburg, Florida.

CASE NO.: 17-33000019

REQUEST: Approval of a Vacation of a 60.83 foot portion of Pelham Road North located in the Jungle Beach Subdivision, adjacent to 2444 Pelham Road North (Lot 40) and 8627 Yardley Avenue North (Lot 57).

OWNER: Brian Fredericks and Glenda Diane Fredericks Living Trust
2444 Pelham Road North
Saint Petersburg, Florida 33710-3666

ADDRESS: 2444 PELHAM RD N
8267 YARDLEY AVE N

LEGAL DESCRIPTION On File

PARCEL ID NO: 12/31/15/44550/000/0400/

ZONING Neighborhood Suburban (NS-2)

DISCUSSION AND RECOMMENDATION:

Request. The request is to vacate a 60.83-foot portion of a right-of-way located north of the intersection of Pelham Road North and Yardley Avenue North.

The area of the right-of-way proposed for vacation is depicted on the attached maps (Attachments A and B) and Sketch and Description (Exhibit "A"). The applicant’s goal is to vacate the right-of-way in order to consolidate the property for greater use.
Analysis. Staff’s review of a vacation application is guided by:
A. The City’s Land Development Regulations (LDR’s);
B. The City’s Comprehensive Plan; and
C. Any adopted neighborhood or special area plans.

Applicants bear the burden of demonstrating compliance with the applicable criteria for vacation of public right-of-way. In this case, the material submitted by the applicant does provide background or analysis supporting a conclusion that vacating the subject right-of-way would be consistent with the criteria in the City Code, the Comprehensive Plan, or any applicable special area plan.

A. Land Development Regulations
Section 16.40.140.2.1E of the LDR’s contains the criteria for reviewing proposed vacations. The criteria are provided below in italics, followed by itemized findings by Staff.

1. Easements for public utilities including stormwater drainage easements may be retained or required to be dedicated as requested by the various departments or utility companies.

The application was routed to the standard list of City departments and private utility providers. The City does have sanitary sewer facilities within the right-of-way of Pelham Road North. As a suggested condition of this vacation, the location of these facilities are to be field verified and protected by a special condition included in the Engineering Memorandum dated November 7, 2017 (Attachment C). Frontier, WOW! and Duke Energy have indicated that they have facilities in the right-of-way which may be affected. As a condition of approval, the applicant will either relocate the facilities, provide a private easement or obtain a letter of no objection from the prior mentioned private utility providers.

2. The vacation shall not cause a substantial detrimental effect upon or substantially impair or deny access to any lot of record as shown from the testimony and evidence at the public hearing.

The vacation of this partial right-of-way will have no effect on the access to any lot of record.

3. The vacation shall not adversely impact the existing roadway network, such as to create dead-end rights-of-way, substantially alter utilized travel patterns, or undermine the integrity of historic plats of designated historic landmarks or neighborhoods.

The vacation of this partial right-of-way will have no effect on the existing roadway network.

4. The easement is not needed for the purpose for which the City has a legal interest and, for rights-of-way, there is no present or future need for the right-of-way for public vehicular or pedestrian access, or for public utility corridors.

The right-of-way portion is not needed for the purpose for which the City has a legal interest and there is no known present or future need for expansion of the right-of-way. The right-of-way was originally dedicated by the plat of the Jungle Beach Subdivision in 1927.
5. The POD, Development Review Commission, and City Council shall also consider any other factors affecting the public health, safety, or welfare.

No other factors have been raised for consideration.

B. Comprehensive Plan

There are no policies in the City's Comprehensive Plan which apply to this request.

C. Adopted Neighborhood or Special Area Plans

The subject right-of-way is within the boundaries of the Jungle Terrace Civic Association. There are no neighborhood or special area plans which affect vacation of right-of-way in this area of the City.

Comments from Agencies and the Public One City department and two private utility providers indicated that they have facilities located in the subject right-of-way. Suggested conditions of approval have included to address these concerns. One email was received from the public in response to the request regarding the parking of domestic equipment.

RECOMMENDATION. Staff recommends APPROVAL of the proposed street easement vacation. If the DRC is inclined to support the vacation, Staff recommends the following special conditions of approval:

1. Prior to recording the vacation ordinance, the applicant shall comply with condition number one of the Engineering Memorandum dated November 7, 2017.

2. The applicant shall comply with condition number two and three of the Engineering Memorandum dated November 7, 2017.

3. Prior to recording of the vacation ordinance, the applicant shall address the location of Frontier, WOW! and Duke Energy utilities and services by relocating private utilities at the applicant's expense, providing a private easement to Frontier, WOW! and Duke Energy or by obtaining letters of no objection. In any case a written letter of no objection from the utility provider is required.

4. Approval of right-of-way vacations shall lapse and become void unless the vacation ordinance is recorded by the City Clerk in the public records within 24 months from the date of such approval or unless an extension of time is granted by the commission designated in the Decisions and Appeals Table or, if appealed, by the City Council prior to the expiration thereof. Each extension shall be for a period of time not to exceed one year. The vacation ordinance shall be recorded after any conditions precedent have been compiled with.
REPORT PREPARED BY:

Shervon Chambliss, Planner I
Development Review Services Division
Planning & Economic Development Department

REPORT APPROVED BY:

ELIZABETH ABERNETHY, AICP, Zoning Official (POD)
Planning and Economic Development
Development Review Services Division

TO: Iris Winn, Development Services
FROM: Nancy Davis, Engineering Plan Review Supervisor
DATE: November 7, 2017
SUBJECT: Right of Way Vacation
FILE: 17-33000019

LOCATION AND PIN: 2444 Pelham Road North; 12/31/15/44550/000/0400
8267 Yardley Avenue North; 12/31/15/44550/000/0570
ATLAS: T-14
PROJECT: Right of Way Vacation
REQUEST: Approval of a Vacation of a 60.83 foot portion of Pelham Road North
located in the Jungle Beach Subdivision, adjacent to 2444 Pelham Road
North (Lot 40) and 8627 Yardley Avenue North (Lot 57).

COMMENTS: The Engineering Department has no objection to the vacation request provided the
following items are a condition of approval;

1. A 12" public sanitary sewer main exists within the area to be vacated. Based on the size and 10-foot
depth of the sanitary sewer main, the applicant must dedicate a 30-foot wide Public Utility Easement
which is centered over the existing sanitary sewer main.

2. Though the narrative indicates that the two parcels, 40 and 57 have been combined into a single parcel,
should lots 40 and 57 ever be split, a private ingress/egress easement would need to be dedicated over
the vacated right-of-way in order for the adjacent property at 8267 Yardley Avenue North (parcel
12/31/15/44550/000/0570) to continue to access their northernmost driveway approach to Pelham Road.

3. Per the description of the right of way vacation, only the north 60.83’ of the Pelham Road North right
of way is to be vacated which is acceptable.

*However, if any portion of Pelham Road right of way which exists south of the north 60.83’ and
adjacent to Jungle Beach Lot 41 (parcel 12/31/15/44550/000/0410, 2432 Pelham Road North) is included
in the vacation request then a private ingress/egress easement would be required to insure that lot 40
retains legal access to the public right of way, since it appears that the underlying ownership of this
portion of the right of way would be retained by Jungle Beach Lot 41.

NED/MJR/meh
pc: Kelly Donnelly
Easement Vacation File 2017
Reading File
Correspondence File
CITY OF ST. PETERSBURG
Health, Environment, Resiliency & Sustainability Committee
Thursday, December 14, 2017 11:00 a.m.

PRESENT: Vice-Chair Kornell, Councilmembers Karl Nurse, Ed Montanari, and Lisa Wheeler-Bowman (Alternate)

ABSENT: Chair Rice

ALSO: Assistant City Attorney Macall Dyer, Senior Energy Efficiency Engineer, Lisa Glover-Henderson, City Architect, Raul Quintana, City Development Administration Managing Director, Chris Ballestra, Zoning Official, Liz Abernathy, Water Conservation Coordinator, Chris Claus, Sustainability & Resiliency Manager Sharon Wright, City Clerk Specialist, Paul Traci

Vice-Chair Kornell called the meeting to order and the following topics were discussed:

Approval of September 21, 2017 and October 21, 2017 Minutes: Approved 4-0.

Global Covenant of Mayors – North American Climate Summit – Chicago Charter
Sharon Wright presented an overview of the event in Chicago December 4-5, 2017 hosted by Mayor Rahm Emanuel and the Global Covenant of Mayors. Mayor Kriseman signed the Chicago Charter with over 50 other cities and 10 countries in person representing 60 million people at the Chicago event. Michael Bloomberg:

"""This Charter is a great example of how cities are working together and encouraging one another to aim higher, and it will add momentum to America's progress fighting climate change," said America's Pledge Co-Chair Michael R. Bloomberg. "All the U.S. cities signing the charter are making commitments in support of America's Pledge - which sends a strong signal to the world that we will keep moving forward toward our Paris goal, with or without Washington..."

The importance of such an event to St. Petersburg includes:

- The opportunity to signify on a global scale the city's commitment to a culture of sustainability
- Access and collaboration with experts, resources, and case studies from other cities.
- Access to additional funding, tools, and guides through membership

Sharon provided several takeaways from the event. Pittsburgh and Vancouver B.C. were highlighted for demonstrating that transition away from a carbon economy can not only be compassionate and just, but economically viable, even advantageous.

Another key takeaway was from the business community citing the M&M/Mars Company that has invested $1 billion to address sustainability and climate change. They track the value and have expectations of the investment to bring returns. They state a moral and financial business case that extends to their supply chain. They were the first business to sign on the 100% Clean Energy commitment, and have recognized that to adhere to the Paris Agreement, they will need to reduce
their GHG emissions by 67% by 2050. They also recognized that 75% of their emissions comes from the supply chain and have prioritized addressing deforestation among other initiatives.

**Solar Energy Loan Fund (SELF) Local Program Manager Introduction**
Jessica Lewis was introduced as the new SELF hire to work on the local program. SELF is accepting clients now. Contractor, city staff, and community outreach is already underway. A permanent location is currently being evaluated and negotiated.

Council Member Nurse noted that 90% of the housing in the city was built before there was an energy code, and that he hopes this program will serve many clients for energy efficiency – especially those with such high monthly bills that cannot afford upfront costs of improvements.

**Proposed Duke Solar Collaboration in Pier District**
A proposal and concept for Duke Energy to fund and construct a solar car canopy at the Pelican Lot location was summarized. The following key topics were highlighted:

- **Approximately 635 kW system**
- **$2 Million cost funded by Duke**
- **Duke would own system/lease space**
- **Duke Benefits**
  - Add to renewable portfolio in urban area
  - Community collaboration
- **St. Petersburg Benefits**
  - Shaded parking
  - Education
  - Unique collaboration to meet 100% Clean Energy goals
  - Infrastructure for future city ownership
  - Lease income to offset operational costs
  - Supports theme of sustainable Pier District

Council Member Nurse made a motion that city staff continue working on the concept with Duke Energy and to develop a written commitment (Terms of Service, MOU, or Lease TBD for next step) to be presented to City Council in late January.

The motion passed 4-0.

**Resolution attached for City Council action.**

**New Business Item: Irrigation/Water Conservation – Moisture Sensors**
Council Member Nurse requested consideration of an ordinance change to encourage the use of soil moisture sensors and other water conserving tactics in new construction and new landscaping. Tampa Bay Water staff has researched the landscaping codes of the member governments and is working with some of the largest homebuilders to encourage landscaping policies that reduce watering needs. Liz Abernathy commented that it could be a simple code change in either a bundle of Land Development Regulation (LDR) changes or separate if a bundle does not occur soon enough. In that process costs and other impacts to homeowners and other water conservation measures will be considered for an LDR change.
Council Member Nurse noted that St. Petersburg uses less water than all of the other jurisdiction in Tampa Bay Water so we are already doing a lot.

Council Member Nurse to bring back an ordinance change by March 2018 either by bundle or as separate LDR change.

Motion passed 4-0.

**HERS Committee Looking Back/Moving Forward**

Sharon briefly went over some of the accomplishments for 2017 and brought some starter ideas for 2018. Due to time constraints, a more detailed work session on looking forward is anticipated for the next HERS meeting.

Council Member Nurse mentioned the accomplishment of implementing lifecycle cost analysis into procurement and capital projects which should improve long-term outlook over previous low bid methods which often resulted in lower quality purchases.

Vice-Chair Kornell would like to add the efforts to involve minority (African-American) communities more in sustainability, resiliency, and health initiatives.

Meeting adjourned.
RESOLUTION NO. 2017-__

A RESOLUTION SUPPORTING ADMINISTRATION CONTINUING DISCUSSIONS WITH DUKE ENERGY REGARDING A SOLAR PV PARKING CANOPY OVER A PORTION OF THE PELICAN PARKING LOT; PROVIDING THAT SPECIFIC DETAILS RELATED TO THIS MATTER BE PRESENTED TO CITY COUNCIL IN LATE JANUARY OR FEBRUARY 2018; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, at the December 14, 2017, Health, Energy, Resiliency & Sustainability Council Committee (“HERS Committee”), Administration presented a concept from Duke Energy for a solar photovoltaic parking canopy over a portion of the Pelican Parking Lot; and

WHEREAS, the HERS Committee supported Administration continuing discussions with Duke Energy regarding this matter and requested that specific details be presented to City Council in late January or February 2018.

NOW THEREFORE, BE IT RESOLVED by the City Council of the City of St. Petersburg, Florida, that this Council hereby supports Administration continuing discussions with Duke Energy regarding a solar photovoltaic parking canopy over a portion of the Pelican Parking Lot.

BE IT FURTHER RESOLVED that more specific details related to this matter shall be presented to City Council in late January or February 2018.

This resolution shall become effective immediately upon its adoption.

Approved by:

City Attorney (Designee)

354303
TO: The Honorable Darden Rice, Chair, and Members of City Council

FROM: Housing Services Committee: Karl Nurse, Committee Chair, Darden Rice, Committee Vice-Chair, Lisa Wheeler Bowman, Councilmember, Amy Foster, Councilmember, and Charlie Gerdes, Councilmember-Alternate

RE: Housing, Land Use & Transportation Committee Meeting of December 14, 2017

New Business:

Update in reference to the proposed sale of the Portland Apartments, Stephanie Lampe, Sr. Housing Development Coordinator

Ms. Lampe began the discussion by providing that the Portland Apartments is scheduled to be sold to a new buyer who will assume all terms and conditions that are currently in place. She discussed the funding sources to be SHIP and Local Housing Trust Funds which totaled $1,100,000. Ms. Lampe discussed that the item will come before City Council at its January 18, 2018 meeting.

Chair Nurse questioned do we have leverage with regards to with properties (multi-family)? Ms. Lampe responded that staff conducts annual inspections and that items are found that needs to be brought into compliance, the management of the development is made aware and given a time frame in which to bring the property into compliance.

Councilmember Gerdes questioned whether the proposed buyer have experience in similar areas. Ms. Lampe responded that the buyer previously acquired and operated properties in California and Florida. He has moved to Clearwater and has two affordable multi-family developments in Clearwater.

Councilmember Foster raised a question on the issue in reference to the previous meeting and wanted to have a discussion regarding the appointment for the positions up for reappointment for the St. Petersburg Housing Authority. She advised that community members have voiced that they are more interested in fresh faces on the board, rather than to reappoint the same members, as they are interested in diversity and youth. Mike Dove, Neighborhood Services Administrator was asked about the process to recruit members.

Mr. Dove responded that we constantly seek new people for all positions, the St. Petersburg Housing Authority is one of those. We did not see a problem by suggesting that they be kept on due to the learning curve. Chair Nurse discussed that he remember the conversations the City had with the Authority and the replacement of numerous board members.

Action: No action taken.

Discussion in reference to Alley Vacations, Rob Gerdes, Director, Codes Compliance Assistance and Mike Dema, Assistant City Attorney

Ms. Gerdes discussed that he was here to respond to a new business item and concern by Chair Nurse. Codes is defining unused alleys as not used by sanitation or vehicular traffic. Many of the alleys have
utilizes in them and are used for those purposes. The goal is to allow abutting property owners to maintain interest in the properties.

The item has been to PS&I in March of 2014 where maintenance and vacations were discussed. Staff came back in September of 2015 where maintenance was discussed. Staff interest is to come up with mechanisms to get abutting property owners to take an interest in the properties.

Mike Dema, Assistant City Attorney discussed that Legal looked at this issue as a vacation standard operating procedure. Getting 100% of sign off from abutting property owners transferring back property to the City after vacation is something that they were grappling with. Ms. Dema discussed that the City of Miami has come up with a solution that ties an easement to a vacation, rather than a separate transaction that is only good in residential areas with unimproved alleys.

Councilmember Rice had a question with regard to tax assessment with county records. Mr. Dema responded that the intent is not a tax base, but to use the vacant alleys.

**Action:** A motion was made that Administration move forward with an ordinance, and have Legal confer with Miami to bring code changes to City Council.

Councilmember Foster requested that Housing Staff consider presenting a quick overview in January with an update on the Department’s funding sources of Actual to Budget and an explanation of each funding source for new Councilmembers.

Chair Nurse provided an update on the referral list and recommended that the City continue to engage Pinellas County in reference to Inclusionary Zoning. He discussed that Low Flow Toilets and Tiney Houses have been addressed from the referral list. He discussed the substantial reduction in vacant and boarded housing during the last several years has decreased substantially.

Councilmember Gerdes congratulated Chair Nurse for his service on the Committee and on the various affordable housing initiatives which he spearheaded. He was particularly congratulated on the chance he took to develop housing with his personal resources in the City during the economic downturn, when he rehabilitated homes where others were being abandoned. Finally, he was congratulated on his work with assisting in helping the St. Petersburg Housing Authority to update its development and to staff its board of commissioners with new personnel.

**Next meeting:** The next meeting is scheduled to be held on January 25, 2018 beginning at 10:30 a.m.

**Topics:**

Overview of funding the City received from HUD, SHIP and Pinellas County and the uses of those funding during FY 2016/17 and status of FY 2017/18 funding.

Committee Members
Karl Nurse, Chair
Darden Rice, Vice-Chair
Lisa Wheeler-Bowman, Councilmember
Amy Foster, Councilmember
Charlie Gerdes, Councilmember-Alternate
REQUEST
Review of the proposed plan to construct a 6-story, 251-unit multi-family development with 12,141 square feet of commercial space, located at 1601 Central Avenue, for consistency with the Intown West Redevelopment Plan.

APPLICANT INFORMATION

Applicant
Jeremy Stephenson
Milhaus Development, LLC
460 Virginia Avenue
Indianapolis, IN 46203

Property Owner
A & C Real Estate Holdings, LLC
6400 English Avenue
Indianapolis, IN 46203

M Squared Properties, Inc.
1601 Central Avenue
St. Petersburg, FL 33713

Griner Engineering, Inc.
1628 1st Avenue North
St. Petersburg, FL 33713

John N. Bowman
1636 1st Avenue North
St. Petersburg, FL 33173

Sight Central, LLC
1710 N. 19th Street, Unit 210
Tampa, FL 33605

Representative
Jeremy Stephenson
Milhaus Development, LLC
460 Virginia Avenue
Indianapolis, IN 46203
OVERVIEW OF PROJECT
The property is located at 1601 Central Avenue, in the Grand Central District, abutting The Edge District. The project, valued at $35 million, consists of a 6-story, 251-unit multi-family development with 12,141 square feet of commercial space.

According to City permitting records, the property consists of multiple commercial buildings and a large surface parking lot. The applicant proposes to demolish the existing buildings and surface parking lot to construct the mixed-use development.

The proposed mixed-use building will occupy an entire city block. The parking garage will be located towards the northwest corner of the subject property and will be wrapped on three sides with residential units. Access to the parking garage will be 17th Street North. Loading and trash pick-up will occur along 16th Street North. The mixed-use building will be six-stories and the parking garage will be five-stories. Commercial space, lobby, and leasing office are located along Central Avenue at the ground level. Residential units are located along the other three street frontages. Floors two through six will have residential units.

The proposed building will be of a contemporary style of architecture. The exterior of the building is minimal in design but finished in high quality materials. The facades have been articulated with glazing, recess and projections in the façade, awnings and balconies.

CONSISTENCY WITH INTOWN WEST REDEVELOPMENT PLAN
The Intown West Redevelopment Plan (IWRP) requires the Community Redevelopment Agency to evaluate a development proposal to ensure its proposed use and design are consistent with the Plan.

Plan Emphasis
The goal of the redevelopment plan is to provide a specific development focus for the Dome District that supports the Intown West Redevelopment Area and capitalizes on the opportunities generated by Tropicana Field. Objective 1 of the IWRP calls for establishing a cohesive development pattern and visual identity through land uses that reinforce downtown and stadium development through creation of highly visible and intensive activity nodes, and reinforcement of retail along the Central Avenue and 1st Avenue North corridors.

The proposed development, which is a permitted use under the current DC-2 zoning, will continue the westward growth of downtown. The building is urban in scale with pedestrian oriented street level features, including the provision of storefront window systems consistent with urban buildings, and streetscaping, including planters and street trees, that will accent the building.

SUMMARY AND RECOMMENDATION
Administration recommends approval of the attached resolution finding the 6-story, 251-unit multi-family development with 12,141 square feet of commercial space, located at 1601 Central Avenue, consistent with the Intown West Redevelopment Plan.
This recommendation is subject to the following conditions:

1. Final building plans must be reviewed and approved by CRA staff;
2. Applicant must comply with any conditions of approval required by Development Review Services staff.
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<th><strong>Location</strong></th>
<th>1601 Central Avenue</th>
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| **Redevelopment Area** | Intown West Redevelopment Area |
| **Zoning District** | DC-2 |
| **Existing Land Use** | Multiple commercial buildings and a surface parking lot |
| **Proposed Uses** | Mixed-use development |
| **Site Area** | 88,000 sq. ft. or 2.02 acres |
| **Proposed FAR** | 2.90 FAR |
| **Existing FAR** | 0.20 FAR |
| **Permitted FAR** | 3.0 FAR base |
| **Number of Residential Units** | 251 |
| **Existing Parking** | 50 spaces |
| **Proposed Parking** | 355 spaces |
CRA RESOLUTION NO.

RESOLUTION OF THE ST. PETERSBURG COMMUNITY REDEVELOPMENT AGENCY (CRA) FINDING THE PROPOSED 6-STORY, 251-UNIT MULTI-FAMILY DEVELOPMENT WITH 12,141 SQUARE FEET OF COMMERCIAL SPACE, LOCATED AT 1601 CENTRAL AVENUE NORTH CONSISTENT WITH THE INTOWN WEST REDEVELOPMENT PLAN; AND PROVIDING AN EFFECTIVE DATE (CITY FILE IRP 17-3A).

WHEREAS, the Community Redevelopment Agency of the City Council of the City of St. Petersburg has adopted the Intown West Redevelopment Plan and established development review procedures for projects constructed within designated redevelopment areas;

WHEREAS, the Community Redevelopment Agency has reviewed the plans to construct a 6-story, 251-unit multi-family development with 12,141 square feet of commercial space, as described and reviewed in CRA Review Report No. IWRP 17-3a; and

BE IT RESOLVED that the Community Redevelopment Agency of the City of St. Petersburg, Florida, finds the plans to construct a 6-story, 251-unit multi-family development with 12,141 square feet of commercial space, consistent with the Intown West Redevelopment Plan, with the following conditions:

1. Final building plans must be reviewed and approved by CRA staff;

2. Applicant must comply with any conditions of approval required by Development Review Services staff.

This resolution shall become effective immediately upon its adoption.

APPROVED AS TO FORM AND CONTENT

City Attorney (designee)  Dave Goodwin, Director
Planning & Economic Development Department
October 3, 2017

To: Corey Malyszka

From: Milhaus Development, LLC

Re: Community Redevelopment Agency Site Plan Submittal Narrative

Milhaus Development, LLC is requesting CRA approval of the attached site plan for the redevelopment of the northern Central Avenue block in-between 16th Street and 17th Street N. The site is located in the DC-2 zoning district. The proposed development will be a mixed use apartment building with retail located on the 1st floor facing Central with apartments above and a parking garage in the center wrapped with residential units. The building will be 5 and 6 stories in total with 251 residential units with amenities and a central courtyard for residential uses located on the first floor. Outdoor amenity is also located at Level 6 facing Central. The total square footage of the proposed building is 253,955 S.F. with 12,141 S.F. consisting of retail space. There will be a total of 351 parking spaces and 334 bicycle spaces provided for residential and retail use. A storm water management system is being proposed consisting of a vault located under the parking garage ramp. There will be site and landscape improvements within the right of way. The proposed design will comply with all city codes and no variances are being requested.
To: The Honorable Darden Rice, Chair, and Members of City Council

Subject: Approving the renewal of an agreement with Insituform Technologies, LLC for SAN (Sanitary) Sewer Citywide CIPP Lining in the amount of $2,330,000 for FY 2018, for a total contract amount of $5,539,363. (ECID Project No. 16094-211; Oracle Project No. 16363).

Explanation: On December 15, 2016, City Council approved a one-year agreement for SAN (Sanitary) Sewer Citywide CIPP Lining through December 10, 2017. The agreement has two, one-year renewal options. This is the first renewal.

The work consists of pipe rehabilitation of gravity sanitary sewer main and public sanitary sewer laterals utilizing the trenchless Cured-in-Place-Pipe (CIPP) lining method. CIPP lining provides a cost effective method of reducing inflow and infiltration and restoring the structural integrity of deteriorated gravity sanitary sewer pipe. Work will be focused in the Southwest Water Reclamation Facility service area (refer to attached project location map), within priority basins established based on the results of Engineering & Capital Improvements Department Project 16080-111 Wet Weather Overflow Mitigation Program – Phase II.

The first year of this Agreement resulted in the lining of 24,319 LF of existing sanitary sewer mainlines.

The Procurement Department, in cooperation with the Water Resources and Engineering & Capital Improvements departments, recommends for renewal:

Insituform Technologies, LLC (Chesterfield, MO) $2,330,000

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The contractor has agreed to hold rates firm under the terms and conditions of Bid No.6209, dated October 16, 2016. Administration recommends renewal of the agreement based on the vendor’s past satisfactory performance and compliance with the terms and conditions of the agreement. The renewal will be effective through December 10, 2018, with one annual renewal option remaining. This Work is consistent with the City’s Capital Improvement Project Plan and meets the requirements of the Consent Order.

Cost/Funding/Assessment Information: Funds have been previously appropriated in the Water Resources Capital Projects Fund (4003), SAN Citywide CIPP Lining FY18. (ECID Project No. 16094-211; Oracle Project No. 16363).

Attachments: Location Map
             Resolution

Approvals:
Legend

- City Limits
- SWWRF Service Area
- Sanitary Sewer CIPP Lining FY18

Sanitary Sewer Citywide CIPP Lining - FY18
Project No. 16094-211
A RESOLUTION APPROVING AN AMENDMENT TO THE AGREEMENT WITH INSITUFORM TECHNOLOGIES, LLC FOR SANITARY SEWER CITYWIDE CIPP LINING FOR THE WATER RESOURCES DEPARTMENT TO EXTEND THE TERM AND INCREASE THE CONTRACT PRICE FOR THE FIRST RENEWAL TERM IN AN AMOUNT NOT TO EXCEED $2,330,000; PROVIDING THAT THE TOTAL CONTRACT AMOUNT SHALL NOT EXCEED $5,539,363; AUTHORIZING THE MAYOR OR HIS DESIGNEE TO EXECUTE ALL DOCUMENTS NECESSARY TO EFFECTUATE THIS TRANSACTION; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, on December 15, 2016, City Council awarded a one-year agreement ("Agreement") with two one-year renewal options to Insituform Technologies, LLC for Sanitary Sewer Citywide CIPP Lining pursuant to Bid No. 6209, dated October 16, 2016; and

WHEREAS, Administration desires to amend the Agreement to exercise the first renewal option for an amount not to exceed $2,330,000 (for a total contract price not to exceed $5,539,363); and

WHEREAS, Insituform Technologies, LLC has agreed to hold prices firm under the terms and conditions of Bid No. 6209; and

WHEREAS, the Procurement & Supply Management Department in cooperation with the Water Resources Department recommends approval of this resolution.

NOW THEREFORE BE IT RESOLVED by the City Council of the City of St. Petersburg, Florida, that an amendment to the agreement with Insituform Technologies, LLC for sanitary sewer citywide CIPP lining services for the Water Resources Department to extend the term and increase the contract price for the first renewal term in an amount not to exceed $2,330,000 is hereby approved.

BE IT FURTHER RESOLVED that the total contract amount shall not exceed $5,539,363.

BE IT FURTHER RESOLVED that the Mayor or his designee is authorized to execute all documents necessary to effectuate this transaction.

This Resolution shall become effective immediately upon its adoption.

Approved as to Form and Substance:

[Signature]
City Attorney (Designee)
00353877
To: The Honorable Darden Rice, Chair, and Members of City Council

Subject: Renewing an agreement with UnitedHealthcare Insurance Company for group health program administrative services at an estimated annual cost of $1,360,003; authorizing the Mayor or his designee to pay claims and costs associated with the City’s self-funded group health program and pay costs associated with the City’s Health and Wellness Center estimated at $48,739,714; and authorizing the Mayor or his designee to execute all documents necessary to effectuate this transaction.

Explanation: On January 9, 2014, City Council approved a one-year agreement for group health program administration through March 31, 2015. The agreement has four, one-year renewal options. This is the fourth renewal.

UnitedHealthcare provides administrative services for the City’s group medical and pharmacy benefits. The services provided include claims administration, providing a network of contracted providers, communication services including a website and app for members, a full-time onsite representative and an annual $50,000 Wellness allowance.

The total program cost for the 2018 – 2019 plan year is projected to increase 2.8% compared to 4% for the previous plan year. No plan design changes are proposed. The projected increase is lower than the national trend rate of approximately 7%. Primary care services offered by the Health and Wellness Center, the City’s Wellness Program, pharmacy plan management and continuing education and outreach are factors contributing to the lower than average increase.

The group health program is self-funded; revenues are received via premiums charged to the City, employees, retirees and from other income. The cost of the program includes medical and pharmacy claims, internal and external administrative costs, fees for the Health and Wellness Center, individual stop loss insurance premiums and fees required by the Affordable Care Act.

The Procurement Department, in cooperation with the Human Resources Department, recommends for renewal:

UnitedHealthcare Insurance Company .................................................................$ 1,360,003*

Administrative Services ($30.66 per member per month)
Flexible Spending Account Administration ($5.33 per participant per month)
Health Reimbursement Account Administration ($3.38 per participant per month)

Total projected cost of group health program ..................................................$48,739,714

*Dependent upon actual enrollment
**Cost/Funding/Assessment Information:** Funds have been previously appropriated in the Health Insurance Fund (5121), Human Resources, Group Benefits (0901177).

**Attachments:**
- Group Health Insurance – Estimated Expenses and Revenues
- Group Health Insurance – Rate History
- Group Health Insurance Rates – Employees
- Group Health Insurance Rates – Pre 2008 Retirees
- Group Health Insurance Rates – Post 2008 Retirees
- Resolution

**Approvals:**

[Signatures]

 Administrative

 Budget
## Estimated Expenses and Revenues

### Estimated Expenses

1. Projected Claims April 1, 2018 – March 31, 2019 $45,029,316
2. Administrative Service Fees – UnitedHealthcare $1,360,003
3. Onsite Clinic Expense $950,000
4. Estimated Stop Loss Insurance Premiums ** $941,496
5. Estimated Internal Administration $441,690
7. PCORI Fee*** $17,209

**Total Estimated Group Health Program Cost** $48,739,714

### Estimated Revenues****

1. Revenues from City $34,036,900
2. Revenues from Employees $9,427,848
3. Revenues from Retirees $4,898,976
4. Medicare Part D Reimbursement $400,000

**Total Estimated Group Health Program Revenue** $48,763,724

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*Not including cost for Humana Medicare Plans for retirees.

**Cost of Stop Loss Insurance to be submitted for approval as a separate Consent Agenda item.

***Required by Affordable Care Act.

****Dependent upon actual enrollments and actual Medicare Part D Reimbursement.
# City of St. Petersburg

## Group Health Insurance Monthly Rate History

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City of St. Petersburg

Group Health Insurance Rates – Retirees
(Retired prior to 2008 plan provision change)

Effective April 1, 2018

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<tr>
<td>Single</td>
<td>$761.93</td>
<td>$304.33</td>
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<tr>
<td>Single</td>
<td>$592.86</td>
<td>$304.33</td>
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<td>$1,274.67</td>
<td>$614.73</td>
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<td>$480.05</td>
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City of St. Petersburg

Group Health Insurance Rates – Retirees
(Hired prior to 2009 and Retired after 2008 plan provision change)

Effective April 1, 2018

<table>
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<tr>
<th>Benefit Plan</th>
<th>TOTAL COST</th>
<th>CITY CONTRIBUTION</th>
<th>RETIREE COST</th>
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<td>Monthly</td>
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<td>$295.14</td>
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<td>Family</td>
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</table>
A RESOLUTION APPROVING THE FOURTH AMENDMENT TO THE AGREEMENT BETWEEN THE CITY OF ST. PETERSBURG AND UNITEDHEALTHCARE INSURANCE COMPANY DATED MARCH 31, 2014, AS AMENDED, TO EXTEND THE TERM AND INCREASE THE CONTRACT IN THE AMOUNT OF $1,360,003 FOR THIS RENEWAL TERM; AUTHORIZING THE PAYMENT OF CLAIMS AND COSTS ASSOCIATED WITH THE CITY’S SELF-FUNDED GROUP HEALTH PROGRAM AND THE CITY’S HEALTH AND WELLNESS CENTER FOR THE TERM APRIL 1, 2018 THROUGH MARCH 31, 2019 IN AN AMOUNT NOT TO EXCEED $48,739,714; AUTHORIZING THE MAYOR OR HIS DESIGNEE TO EXECUTE ALL DOCUMENTS NECESSARY TO EFFECTUATE THIS TRANSACTION; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, on January 9, 2014, City Council awarded a one-year agreement (“Agreement”) with four one-year renewal options to UnitedHealthcare Insurance Company for group health program administrative services at an estimated annual cost of $1,335,629 pursuant to RFP No. 7546, dated August 16, 2013; and

WHEREAS, on January 8, 2015, City Council awarded the first renewal option to the Agreement in the amount of $1,358,668 for the first renewal period and authorized the payment of claims and costs associated with the City’s self-funded group health program and the City’s Health and Wellness Center for the term April 1, 2015 through March 31, 2016 in an amount not to exceed $41,063,881; and

WHEREAS, on January 7, 2018, City Council awarded the second renewal option to the Agreement in the amount of $1,432,700 for the second renewal period and authorized the payment of claims and costs associated with the City’s self-funded group health program and the City’s Health and Wellness Center for the term April 1, 2016 through March 31, 2017 in an amount not to exceed $43,476,582; and

WHEREAS, on January 5, 2017, City Council awarded the third renewal option to the Agreement in the amount of $1,319,017 for the third renewal period and authorized the payment of claims and costs associated with the City’s self-funded group health program and the City’s Health and Wellness Center for the term April 1, 2017 through March 31, 2018 in an amount not to exceed $46,418,716; and

WHEREAS, Administration desires to amend the Agreement to exercise the fourth renewal option and provide funding in the amount of $1,360,003 for the fourth renewal term of this Agreement and recommends City Council authorize the payment of claims and costs associated with the City’s self-funded group health program and the City’s Health and Wellness Center for the term April 1, 2018 through March 31, 2019 in an amount not to exceed $48,739,714; and
WHEREAS, the UnitedHealthcare Insurance Company has agreed to hold prices firm under the terms and conditions of RFP No. 7546; and

WHEREAS, the Procurement & Supply Management Department in cooperation with the Human Resources Department recommends approval of this resolution.

NOW THEREFORE BE IT RESOLVED by the City Council of the City of St. Petersburg, Florida, that the fourth amendment to the agreement between the City of St. Petersburg and UnitedHealthcare Insurance Company dated March 31, 2014, as amended, to extend the term and increase the contract in the amount of $1,360,003 for this renewal term is hereby approved.

BE IT FURTHER RESOLVED that the payment of claims and costs associated with the City’s self-funded group health program and the City’s Health and Wellness Center for the term April 1, 2018 through March 31, 2019 in an amount not to exceed $48,739,714 is hereby authorized.

BE IT FURTHER RESOLVED that the Mayor or his designee is authorized to execute all documents necessary to effectuate this transaction.

This Resolution shall become effective immediately upon its adoption.

Approved as to Form and Substance:

[Signature]

City Attorney (Designee)

00354037
SAINT PETERSBURG CITY COUNCIL
Consent Agenda
Meeting of January 4, 2018

To: The Honorable Darden Rice, Chair, and Members of City Council

Subject: Renewing a blanket purchase agreement with Rowland Inc. for SAN (Sanitary) Sewer Manhole Rehabilitation FY17, in the amount of $695,000, for a total contract amount of $1,135,000. (ECID Project No. 16088-211; Oracle Project No. 16358)

Explanation: On January 19, 2017, City Council approved a one-year blanket purchase agreement for SAN Sewer Manhole Rehabilitation through January 14, 2018. The agreement has two, one-year renewal options. This is the first renewal.

The work consists of the rehabilitation of sanitary sewer manholes/access structures utilizing a variety of interior coatings, repairs, and the replacement/adjustment of access components, including chimneys, frames and covers. This work provides a cost effective method of reducing inflow and infiltration and restoring the structural integrity of deteriorated manholes/structures. Work is citywide and prioritized on an on-going basis according to a risk-based asset management approach utilized by the Water Resources and Engineering & Capital Improvements departments. Barring acute defects and repairs, the majority of work will be located within the Southwest Water Reclamation Facility service area (refer to attached project location map), within priority basins established, based on the results of Engineering & Capital Improvements Department Project 16080-111 Wet Weather Overflow Mitigation Program – Phase II.

The first year of this Agreement resulted in one hundred ninety nine manholes rehabilitated.

The Procurement Department, in cooperation with the Water Resources and Engineering & Capital Improvements departments, recommends for renewal:

Rowland, Inc. (Pinellas Park)..............................................................................$695,000

<table>
<thead>
<tr>
<th>Original agreed amount</th>
<th>$440,000</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st renewal</td>
<td>$695,000</td>
</tr>
<tr>
<td>Total agreement amount</td>
<td>$1,135,000</td>
</tr>
</tbody>
</table>

The contractor has agreed to uphold the prices, terms and conditions of Bid No. 6301, dated December 13, 2016. Administration recommends renewal of the agreement based on the vendor's past satisfactory performance and compliance with the terms and conditions of the agreement. The renewal will be effective through January 14, 2018, with one annual renewal option remaining. This Work is consistent with the City's Capital Improvement Project Plan and meets the requirements of the Consent Order.

Cost/Funding/Assessment Information: Funds have been previously appropriated in the Water Resources Capital Projects Fund (4003), SAN Sewer Manhole Rehabilitation FY18 (ECID Project No. 16088-211; Oracle Project No. 16358)

Attachments: Location Map
              Resolution

Approvals:
A RESOLUTION APPROVING AN AMENDMENT TO THE AGREEMENT WITH ROWLAND INC. FOR SANITARY SEWER MANHOLE REHABILITATION FY17 FOR THE WATER RESOURCES DEPARTMENT TO EXTEND THE TERM AND INCREASE THE CONTRACT PRICE FOR THE FIRST RENEWAL TERM IN AN AMOUNT NOT TO EXCEED $695,000; PROVIDING THAT THE TOTAL CONTRACT AMOUNT SHALL NOT EXCEED $1,135,000; AUTHORIZING THE MAYOR OR HIS DESIGNEE TO EXECUTE ALL DOCUMENTS NECESSARY TO EFFECTUATE THIS TRANSACTION; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, on December 15, 2016, City Council awarded a one-year agreement ("Agreement") with two one-year renewal options to Rowland Inc. for Sanitary Sewer Manhole Rehabilitation FY17 pursuant to Bid No. 6301, dated December 13, 2016; and

WHEREAS, Administration desires to amend the Agreement to exercise the first renewal option for an amount not to exceed $695,000 (for a total contract price not to exceed $1,135,000); and

WHEREAS, Rowland Inc. has agreed to hold prices firm under the terms and conditions of Bid No. 6301; and

WHEREAS, the Procurement & Supply Management Department in cooperation with the Water Resources Department recommends approval of this resolution.

NOW THEREFORE BE IT RESOLVED by the City Council of the City of St. Petersburg, Florida, that an amendment to the agreement with Rowland Inc. for Sanitary Sewer Manhole Rehabilitation FY17 for the Water Resources Department to extend the term and increase the contract price for the first renewal term in an amount not to exceed $695,000 is hereby approved.

BE IT FURTHER RESOLVED that the total contract amount shall not exceed $1,135,000.

BE IT FURTHER RESOLVED that the Mayor or his designee is authorized to execute all documents necessary to effectuate this transaction.

This Resolution shall become effective immediately upon its adoption.

Approved as to Form and Substance:

City Attorney (Designee)

00353938
To: The Honorable Darden Rice, Chair, and Members of City Council

Subject: Approving a four-year blanket purchase agreement with Home Depot U.S.A., Inc. for facilities maintenance, repair, and operating supplies, at a total contract amount of $1,100,000.

Explanation: This purchase is made from the US Communities, Maricopa County Contract No. 16154, dated September 22, 2016.

The vendor provides items such as hand and power tools, building supplies, ladders, hoists, grinders, hydraulic and pneumatic equipment, generators, pumps, electric motors, lamps, and plumbing and electric supplies for pick-up or delivery to the job site. The primary users of this agreement are the Parks and Recreation, Downtown Enterprise Facilities, Fire Rescue, Water Resources, Neighborhood Affairs, and Stormwater, Pavement and Traffic Operations departments.

This agreement features a two percent rebate to the City based on annual purchases, as well as a volume pricing program, standard shelf pricing, and in-store sale pricing. In addition, all purchases are transacted by individual City P-Cards registered to the in-store system via Payment Card Industry Data Security Standard (PCI DSS) compliant upload, which enables the City to receive on-demand reporting of purchased items by line item detail.

The Procurement Department, in cooperation with the Parks and Recreation Department, recommends for award utilizing the US Communities, Maricopa County Contract No. 16154:

Home Depot U.S.A., Inc. (Atlanta, GA) ........................................... $1,100,000
(Four-years @ $275,000 per year)

Home Depot U.S.A., Inc. has met the specifications, terms and conditions of the US Communities, Maricopa County Contract No. 16154, dated September 22, 2016. This purchase is made in accordance with Section 2-256(2) of the Procurement Code, which authorizes the Mayor, or his designee, to utilize competitively bid contracts of other governmental entities.

A blanket purchase agreement will be issued to the vendor and will be binding only for the actual quantities ordered. The agreement will be effective from the date of award through December 31, 2021, with one, five-year renewal option.

Cost/Funding/Assessment Information: Funds have been previously appropriated in the General Fund (0001) - various departments, Water Resources Fund (4001), Jamestown Complex Fund (4081), and Marina Operating Fund (4041).

Attachments: Exhibit A - Pricing

Resolution

Approvals:

[Signature]
Administrative

[Signature]
Budget
SERIAL 16154-RFP

EXHIBIT A
PRICING

<table>
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<tr>
<th>SERIAL 16154-RFP</th>
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</thead>
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<tr>
<td>NIGP CODE: 45041</td>
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<tr>
<td>COUNTY VENDOR NUMBER: W000001453</td>
</tr>
<tr>
<td>ADDRESS: 2455 Paces Ferry Road, Atlanta, GA 30339</td>
</tr>
<tr>
<td>P.O. ADDRESS: Each local The Home Depot store</td>
</tr>
<tr>
<td>TELEPHONE NUMBER: 866-589-0690</td>
</tr>
<tr>
<td>FACSIMILE NUMBER: 866-589-0691</td>
</tr>
<tr>
<td>WEB SITE: <a href="http://www.homedepot.com">www.homedepot.com</a></td>
</tr>
<tr>
<td>CONTACT (REPRESENTATIVE): Richard Nyberg</td>
</tr>
<tr>
<td>REPRESENTATIVE'S E-MAIL ADDRESS: <a href="mailto:richard_nyberg@homedepot.com">richard_nyberg@homedepot.com</a></td>
</tr>
</tbody>
</table>

YES

WILL ALLOW OTHER GOVERNMENTAL ENTITIES TO PURCHASE FROM THIS CONTRACT [X]

WILL ACCEPT PROCUREMENT CARD FOR PAYMENT: [X]

PAYMENT TERMS: NET 30 DAYS (See Below)

Note: Net 30 is for Home Depot Account transactions only. Payment is required at the time of each transaction.

Note: Net 60 payment terms for Home Depot Accounts may be available upon review of a customer's account information.

1.0 PRICING:

1.1 Do you offer a Rebate in lieu of a discount
   Yes
   Details of your Rebate Program
   - At least $10,000 to $25,000 Annual Net Sales (Pretax) = 1% Rebate
   - At least $25,000 to $100,000 Annual Net Sales (Pretax) = 2% Rebate
   - Over $100,000 Annual Net Sales (Pretax) = 5% Rebate

1.2 Pro Rewards Paint Program

<table>
<thead>
<tr>
<th>Level</th>
<th>Discount %</th>
<th>Minimum Annual Spend on Paint</th>
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<tbody>
<tr>
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<tr>
<td>Silver</td>
<td>15%</td>
<td>$ 4,000</td>
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<tr>
<td>Bronze</td>
<td>10%</td>
<td>$ 2,000</td>
</tr>
</tbody>
</table>

1.3 Volume Pricing Program

For any purchase over $1,500 more aggressive pricing may be available through the Volume Pricing Program.
For any planned order over $1,500, call in the request for quote to the ProDesk of your local The Home Depot store and ask for it to be submitted for volume pricing consideration.
A RESOLUTION APPROVING THE AWARD OF A FOUR-
YEAR BLANKET PURCHASE AGREEMENT TO HOME
DEPOT U.S.A., INC., FOR FACILITIES MAINTENANCE,
REPAIR, AND OPERATING SUPPLIES FOR A TOTAL
CONTRACT AMOUNT NOT TO EXCEED $1,100,000.00;
AUTHORIZING THE MAYOR OR HIS DESIGNEE TO
EXECUTE ALL DOCUMENTS NECESSARY TO
EFFECTUATE THIS TRANSACTION; AND PROVIDING AN
EFFECTIVE DATE.

WHEREAS, pursuant to Section 2-256(2) of the Procurement Code, the City is permitted
to utilize competitively bid contracts of other governmental entities; and

WHEREAS, Home Depot U.S.A., Inc., has met the specifications, terms and
conditions of the US Communities, Maricopa County Contract No. 16154, dated September 22,
2016; and

WHEREAS, this agreement will be effective through December 31, 2021, with one
five-year renewal option, subject to City Council approval; and

WHEREAS, the primary users of this agreement will be Parks and Recreation,
Downtown Enterprise Facilities, Fire Rescue, Water Resources, Neighborhood Affairs, and
Stormwater, Pavement and Traffic Operations departments; and

WHEREAS, the Procurement & Supply Management Department, in cooperation
with the Water Resources Department recommends approval of this resolution.

NOW THEREFORE, BE IT RESOLVED by the City Council of the City of
St. Petersburg, Florida that the award of a four-year blanket purchase agreement to Home Depot
U.S.A., Inc., for facilities maintenance, repair, and operating supplies for a total contract amount
not to exceed $1,100,000.00 is hereby approved.

BE IT FURTHER RESOLVED that the Mayor or his designee is hereby authorized
to execute all documents necessary to effectuate this transaction.

This Resolution shall become effective immediately upon its adoption.

LEGAL:

City Attorney (Designee)
00353935
To: The Honorable Darden Rice, Chair, and Members of City Council

Subject: Approving one-year blanket purchase agreements with All American Concrete, Inc. and Rowland, Inc. for unscheduled water system repairs for the Water Resources Department, at a total contract amount of $250,000.

Explanation: The Procurement Department received two bids for unscheduled water system repairs.

The contractors will provide repairs of valves and pipes that fail prior to scheduled service or replacement due to damage during construction, or unusually harsh environmental conditions. The contractors are utilized when the complexity and scope of unscheduled work exceeds the limits of in-house construction equipment and crews. Examples of work include repair or replacement of inoperable valves, leaking buried pipes, pipes on bridges, pipes under waterways, and pipes damaged by underground construction equipment.

The Procurement Department, in cooperation with the Water Resources Department, recommends for award:

Unscheduled Water System Repairs

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<tr>
<th>Contractor</th>
<th>Location</th>
<th>Total Amount</th>
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</thead>
<tbody>
<tr>
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<td>Largo</td>
<td>$250,000</td>
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<tr>
<td>Rowland, Inc.</td>
<td>Pinellas Park</td>
<td>$250,000</td>
</tr>
</tbody>
</table>

All American Concrete, Inc. and Rowland, Inc. have met the requirements of IFB No. 6709, dated November 28, 2017. All American Concrete, Inc. is headquartered in Largo and has been in business since 1972. Rowland, Inc. is headquartered in Pinellas Park and has been in business since 1962. Both have satisfactorily provided these services for the City of St. Petersburg in the past. A blanket purchase agreement will be issued and will be binding only for the actual services rendered. Amounts paid to vendors pursuant to this award shall not exceed a combined total of $250,000. This agreement will be effective from date of award through December 31, 2018, with one annual renewal option.

Cost/Funding/Assessment Information: Funds have been previously appropriated in the Water Resource Capital Project Fund (4003).

Attachments: Bid Tabulation (2 pages)  
Resolution

Approvals:

[Signatures]
<table>
<thead>
<tr>
<th>Item No.</th>
<th>Description</th>
<th>Quantity</th>
<th>Rowland, Inc.</th>
<th>All American Concrete, Inc.</th>
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<td>6</td>
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<td>Traffic Control</td>
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<td>G-2.2</td>
<td>Excavation and Replacement of Unsuitable Material</td>
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<td>$1,500.00</td>
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<tr>
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<td>Well Point Dewatering - Additional, Cuts 0'-9'</td>
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<td>$1,800.00</td>
</tr>
<tr>
<td>G-13.2</td>
<td>Well Point Dewatering - Additional, Cuts 9'-15'</td>
<td>60</td>
<td>$45.00</td>
<td>$2,700.00</td>
</tr>
<tr>
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<td>$1,650.00</td>
</tr>
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<td>G-20.4</td>
<td>Truck Driver Hourly</td>
<td>40</td>
<td>$47.00</td>
<td>$1,880.00</td>
</tr>
<tr>
<td>G-20.5</td>
<td>Pipe Layer Hourly</td>
<td>80</td>
<td>$56.00</td>
<td>$4,480.00</td>
</tr>
<tr>
<td>G-20.6</td>
<td>Laborer Hourly</td>
<td>160</td>
<td>$49.00</td>
<td>$7,840.00</td>
</tr>
<tr>
<td>G-20.11</td>
<td>Site Supervisor Overtime Hourly</td>
<td>7.5</td>
<td>$104.00</td>
<td>$780.00</td>
</tr>
<tr>
<td>G-20.12</td>
<td>Foreman Overtime Hourly</td>
<td>15</td>
<td>$88.00</td>
<td>$1,320.00</td>
</tr>
<tr>
<td>G-20.13</td>
<td>Operator Overtime Hourly</td>
<td>24</td>
<td>$74.00</td>
<td>$1,776.00</td>
</tr>
<tr>
<td>G-20.14</td>
<td>Truck Driver Overtime Hourly</td>
<td>12</td>
<td>$57.00</td>
<td>$684.00</td>
</tr>
<tr>
<td>G-20.15</td>
<td>Pipe Layer Overtime Hourly</td>
<td>24</td>
<td>$64.00</td>
<td>$1,536.00</td>
</tr>
<tr>
<td>G-20.16</td>
<td>Laborer Overtime Hourry</td>
<td>60</td>
<td>$59.00</td>
<td>$3,540.00</td>
</tr>
<tr>
<td>G-30.1</td>
<td>Foreman Truck with Tools</td>
<td>40</td>
<td>$32.00</td>
<td>$1,280.00</td>
</tr>
<tr>
<td>G-30.2</td>
<td>Job Truck with Tools</td>
<td>120</td>
<td>$37.00</td>
<td>$4,440.00</td>
</tr>
<tr>
<td>G-30.3</td>
<td>Tractor Trailer Heavy Transport</td>
<td>20</td>
<td>$30.00</td>
<td>$600.00</td>
</tr>
<tr>
<td>G-30.4</td>
<td>Tractor Trailer Light Transport</td>
<td>20</td>
<td>$20.00</td>
<td>$400.00</td>
</tr>
<tr>
<td>G-30.5</td>
<td>Track Hoe (up to 100hp)</td>
<td>30</td>
<td>$105.00</td>
<td>$3,150.00</td>
</tr>
<tr>
<td>G-30.6</td>
<td>Track Hoe (101 to 170hp)</td>
<td>20</td>
<td>$125.00</td>
<td>$2,500.00</td>
</tr>
</tbody>
</table>

**Award Pending**

This tabulation is a compilation of bid prices and a mathematical check of bid totals. The tabulation does not imply that the bid is in conformance with the City’s requirements for a responsive bid.

Total 1: $196,244.00
Total 2: $197,580.00
<table>
<thead>
<tr>
<th>Item No.</th>
<th>Description</th>
<th>Quantity</th>
<th>Unit</th>
<th>Rate</th>
<th>Subtotal</th>
</tr>
</thead>
<tbody>
<tr>
<td>G-30.7</td>
<td>Track Hoe (171 hp and up)</td>
<td>20</td>
<td>HR</td>
<td>$135.00</td>
<td>$2,700.00</td>
</tr>
<tr>
<td>G-30.8</td>
<td>Rubber Tire Backhoe</td>
<td>20</td>
<td>HR</td>
<td>$45.00</td>
<td>$900.00</td>
</tr>
<tr>
<td>G-30.9</td>
<td>Wheel Loader (up to 150 hp)</td>
<td>30</td>
<td>HR</td>
<td>$75.00</td>
<td>$2,250.00</td>
</tr>
<tr>
<td>G-30.10</td>
<td>Wheel Loader (151 hp and up)</td>
<td>30</td>
<td>HR</td>
<td>$77.00</td>
<td>$2,310.00</td>
</tr>
<tr>
<td>G-30.11</td>
<td>Track Type Tractor (up to 100 hp)</td>
<td>20</td>
<td>HR</td>
<td>$20.00</td>
<td>$400.00</td>
</tr>
<tr>
<td>G-30.12</td>
<td>Track Type Tractor (101 hp and up)</td>
<td>20</td>
<td>HR</td>
<td>$22.00</td>
<td>$440.00</td>
</tr>
<tr>
<td>G-30.13</td>
<td>Dump Truck (tandem)</td>
<td>30</td>
<td>HR</td>
<td>$65.00</td>
<td>$1,950.00</td>
</tr>
<tr>
<td>G-30.14</td>
<td>Plate Tamp</td>
<td>20</td>
<td>HR</td>
<td>$9.00</td>
<td>$180.00</td>
</tr>
<tr>
<td>G-30.15</td>
<td>3&quot; Trash Pump</td>
<td>40</td>
<td>HR</td>
<td>$9.00</td>
<td>$360.00</td>
</tr>
<tr>
<td>G-30.16</td>
<td>4&quot; Double Diaphragm Pump</td>
<td>40</td>
<td>HR</td>
<td>$15.00</td>
<td>$600.00</td>
</tr>
<tr>
<td>G-30.17</td>
<td>Air Compressor (125 cfm min.)</td>
<td>40</td>
<td>HR</td>
<td>$15.00</td>
<td>$600.00</td>
</tr>
</tbody>
</table>

Subtotal - GENERAL: $104,544.00

<table>
<thead>
<tr>
<th>Description</th>
<th>Unit</th>
<th>Rate</th>
<th>Subtotal</th>
</tr>
</thead>
<tbody>
<tr>
<td>SURFACE RESTORATION</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>C-1 Base Material</td>
<td>20</td>
<td>$55.00</td>
<td>$1,100.00</td>
</tr>
<tr>
<td>C-2 Asphalt Concrete Pavement</td>
<td>10</td>
<td>$200.00</td>
<td>$2,000.00</td>
</tr>
<tr>
<td>C-3 Gravel Pavement</td>
<td>40</td>
<td>$20.00</td>
<td>$800.00</td>
</tr>
<tr>
<td>C-4.1 Type &quot;A&quot; Curb</td>
<td>50</td>
<td>$15.00</td>
<td>$750.00</td>
</tr>
<tr>
<td>C-4.2 Type &quot;B&quot; Curb</td>
<td>50</td>
<td>$15.00</td>
<td>$750.00</td>
</tr>
<tr>
<td>C-4.3 Type &quot;D&quot; Curb</td>
<td>50</td>
<td>$25.00</td>
<td>$1,250.00</td>
</tr>
<tr>
<td>C-5.1 Concrete Sidewalk</td>
<td>30</td>
<td>$45.00</td>
<td>$1,350.00</td>
</tr>
<tr>
<td>C-5.2 Sidewalk Curb Ramp</td>
<td>3</td>
<td>$1,000.00</td>
<td>$3,000.00</td>
</tr>
<tr>
<td>C-6 Hexblock Sidewalk</td>
<td>30</td>
<td>$15.00</td>
<td>$450.00</td>
</tr>
<tr>
<td>C-7.1 Asphalt Driveway</td>
<td>30</td>
<td>$30.00</td>
<td>$900.00</td>
</tr>
<tr>
<td>C-7.2 Concrete Driveway</td>
<td>30</td>
<td>$70.00</td>
<td>$2,100.00</td>
</tr>
<tr>
<td>C-8.1 Sodding</td>
<td>200</td>
<td>$7.00</td>
<td>$1,400.00</td>
</tr>
<tr>
<td>C-8.2 Seeding, Basia</td>
<td>200</td>
<td>$3.00</td>
<td>$600.00</td>
</tr>
</tbody>
</table>

Subtotal - SURFACE RESTORATION: $16,700.00

MISCELLANEOUS:

<table>
<thead>
<tr>
<th>Description</th>
<th>Unit</th>
<th>Rate</th>
<th>Subtotal</th>
</tr>
</thead>
<tbody>
<tr>
<td>M-13 Allowance for Contract Amendment</td>
<td>1</td>
<td>$75,000.00</td>
<td>$75,000.00</td>
</tr>
</tbody>
</table>

Subtotal - MISCELLANEOUS: $75,000.00

BID TABULATION SUMMARY:

| Subtotal - GENERAL:               | $104,544.00 | $97,280.00 |
| Subtotal - SURFACE RESTORATION:  | $16,700.00  | $25,300.00 |
| Subtotal - MISCELLANEOUS:        | $75,000.00  | $75,000.00 |
| TOTAL:                           | $196,244.00 | $197,580.00 |
A RESOLUTION ACCEPTING THE BIDS AND APPROVING THE AWARD OF AGREEMENTS TO ALL AMERICAN CONCRETE, INC. AND ROWLAND, INC. FOR UNSCHEDULED WATER SYSTEM REPAIRS FOR THE WATER RESOURCES DEPARTMENT FOR A TOTAL AMOUNT NOT TO EXCEED $250,000 FOR THE INITIAL TERM OF THESE AGREEMENTS; AUTHORIZING THE MAYOR OR HIS DESIGNEE TO EXECUTE ALL DOCUMENTS NECESSARY TO EFFECTUATE THESE TRANSACTIONS; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the Procurement & Supply Management Department received two (2) bids for unscheduled water system repairs for the Water Resources Department pursuant to IFB No. 6709, November 28, 2017; and

WHEREAS, All American Concrete, Inc. and Rowland, Inc. have met the specifications, terms and conditions of IFB No. 6709; and

WHEREAS, these agreements will be effective through December 31, 2018 with a one (1) year renewal option, subject to City Council approval; and

WHEREAS, the Procurement & Supply Management Department, in cooperation with the Water Resources Department recommends approval of this resolution.

NOW THEREFORE, BE IT RESOLVED by the City Council of the City of St. Petersburg, Florida that the bids are hereby accepted and the award of agreements to All American Concrete, Inc. and Rowland, Inc. for unscheduled water system repairs for the Water Resources Department for a total amount not to exceed $250,000 for the initial term of these agreements are hereby approved.

BE IT FURTHER RESOLVED that the Mayor or his designee is hereby authorized to execute all documents necessary to effectuate these transactions.

This Resolution shall become effective immediately upon its adoption.

LEGAL:

City Attorney (Designee)
00353869
To: The Honorable Darden Rice, Chair, and Members of City Council

Subject: Approving an annual software maintenance agreement with Superion, LLC (formerly SunGard Public Sector), a sole source supplier, for the Department of Technology Services at a total amount of $236,244.06.

Explanation: The Procurement Department received one proposal for an annual software maintenance agreement.

The vendor provides 24-7 telephone and dial-in support, as well as periodic upgrades and patches for the Superion NaviLine and Click2Gov suite of software that is used to produce utility bills, construction and building permits, code enforcement letters, occupational licenses, cash receipts, parking citation payments, land parcel management, and work orders and facilities maintenance projects. This software also integrates with the City’s Imaging System, Interactive Voice Response System, Work and Asset Management (WAM) System, Oracle E-business, Open Counter, SeeClickFix, and LookingGlass web-based business and GIS applications.

Due to the proprietary design of the Superion land-based suite of applications, a sole source procurement is recommended.

The Procurement Department, in cooperation with the Department of Technology Services, recommends renewal:

<table>
<thead>
<tr>
<th>Service Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>NaviLine</td>
<td>$124,631.34</td>
</tr>
<tr>
<td>NaviLine Click2Gov</td>
<td>35,349.24</td>
</tr>
<tr>
<td>Electronic Plan (E-Plan) Review</td>
<td>25,066.69</td>
</tr>
<tr>
<td>Q-Rep Cognos Reporting/Analytics</td>
<td>15,411.47</td>
</tr>
<tr>
<td>GTG – Looking Glass Viewer</td>
<td>7,329.89</td>
</tr>
<tr>
<td>Mobiles Building Permits Inspection</td>
<td>6,335.39</td>
</tr>
<tr>
<td>Selectron Interactive Voice Response (IVR)</td>
<td>5,519.94</td>
</tr>
<tr>
<td>Public Safety</td>
<td>5,389.48</td>
</tr>
<tr>
<td>Electronic Learning Pass (HELP)</td>
<td>5,000.00</td>
</tr>
<tr>
<td>NaviLine Fusion</td>
<td>3,893.40</td>
</tr>
<tr>
<td>NaviLine Document Management System (DMS)</td>
<td>2,317.22</td>
</tr>
</tbody>
</table>

This purchase is made in accordance with Section 2-249 of the Sole Source Procurement Code, which authorizes City Council to approve the purchase of a supply or service greater than $100,000 without competitive bidding, if it has been determined that the supply or service is available from only one source.
Cost/Funding/Assessment Information: Funds have been previously appropriated in the Technology Services Fund (5011), Department of Technology Services, System Development Division (8502557).

Attachments: Sole Source Resolution

Approvals:
**Purpose or Function of items:**
To provide 24/7 telephone and dial-in support on the City's land-based business applications including: Utility Accounts, Codes Enforcement, Billing and Collections, Work Orders, Occupational License, Land Management, Parking Tickets, Planning and Zoning, Building Permits, Cash Receipts, CRM, Click2Gov web, GTG LookingGlass, DMS, Cognos Analytics, Learning P.A.S.S., ePlan Review, 2-hour Window, Mobiles, Custom Program Modifications and Application Program Interfaces: Utility Bill Print, Property Appraiser Data Import to LX, Selectron Interactive Voice Response System, Questys, WAM, Autovue, Autocite.

**Justification for Sole Source of Proprietary specification:**
The Superion land-based suite of applications is proprietary software. Support and maintenance is only provided by Superion, LLC.

---

I hereby certify that in accordance with Section 2-249 of the City of St. Petersburg Procurement Code, I have conducted a good faith review of available sources and have determined that there is only one potential source for the required items per the above justification. I also understand...
A RESOLUTION DECLARING SUPERION, LLC TO BE A SOLE SOURCE SUPPLIER FOR SOFTWARE MAINTENANCE FOR THE DEPARTMENT OF TECHNOLOGY SERVICES; ACCEPTING A PROPOSAL AND AWARDING AN AGREEMENT TO PROVIDE SOFTWARE MAINTENANCE FROM SUPERION, LLC FOR THE DEPARTMENT OF TECHNOLOGY SERVICES AT A TOTAL COST NOT TO EXCEED $236,244.06; AUTHORIZING THE MAYOR OR HIS DESIGNEE TO EXECUTE ALL DOCUMENTS NECESSARY TO EFFECTUATE THIS TRANSACTION; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the City wishes to enter into an agreement for software maintenance for the Department of Technology Services; and

WHEREAS, Superion, LLC is the sole source provider due to the proprietary design of the Superion land-based suite of applications; and

WHEREAS, Section 2-249 of the City Code provides for sole source procurement when a supply or service is available from only one source; and

WHEREAS, the Procurement and Supply Management Department, in cooperation with the Department of Technology Services, recommends approval of the purchase of an annual software maintenance agreement with Superion, LLC, as a sole source supplier.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of St. Petersburg, Florida that Superion, LLC is declared a sole source supplier for software maintenance for the Department of Technology Services.

BE IT FURTHER RESOLVED that a proposal is accepted and awarding an agreement to provide software maintenance from Superion, LLC for the Department of Technology Services at a total cost not to exceed $236,244.06 is hereby approved.

BE IT FURTHER RESOLVED that the Mayor or his designee is authorized to execute all documents necessary to effectuate this transaction.

This resolution shall become effective immediately upon its adoption.

Approved by:

City Attorney (Designee)
00353973
To: The Honorable Darden Rice, Chair, and Members of City Council

Subject: Approving a one-year blanket purchase agreement with W.W. Grainger Inc. for facilities maintenance, repair and operating supplies for the Water Resources Department, at a total contract amount of $150,000.

Explanation: This purchase is made from the National Joint Powers Alliance (NJPA) Contract No. 091214, dated September 15, 2014.

The vendor will furnish and deliver within 24 hours items such as hand and power tools, lamps, ballasts, ladders, hoists, grinders, hydraulic and pneumatic equipment, generators, pumps, electric motors and vibratory compactors. Under this agreement, the vendor provides in-store P-Card purchasing, an electronic catalog, online inquiry, and online ordering. Items not listed on the NJPA MRO Market Basket will receive discounts off the Contract Reference Price (CRP), ranging from 3% to 30% as listed on page 4 of Exhibit H - Pricing Summary. The primary users are Water Resources, Parks and Recreation, Stormwater, Pavement and Traffic, and Fleet Management departments.

The Procurement Department, in cooperation with the Water Resources Department, recommends an award utilizing the National Joint Powers Alliance Contract No. 091214:

   W.W. Grainger Inc. (Lake Forest, IL) ........................................... $150,000

W.W. Grainger Inc. has met the specifications, terms and conditions of the National Joint Powers Alliance Contract No. 091214, dated September 15, 2014. This purchase is made in accordance with Section 2-256(2) of the Procurement Code, which authorizes the Mayor, or his designee, to utilize competitively bid contracts of other governmental entities.

A blanket purchase agreement will be issued to the vendor and will be binding only for the actual quantities ordered. The agreement will be effective from the date of award through October 21, 2018, with one, one-year renewal option.

Cost/Funding/Assessment Information: Funds have been previously appropriated in the General Fund (0001), Water Resources Operating Fund (4001), and Fleet Management Fund (5001).

Attachments: Exhibit H - Pricing Summary (7 pages)  
Resolution

Approvals:

[Signatures]

Administrative

Budget
I. Introduction

Since 2006 Grainger has demonstrated, through our successful business relationship, the ability to continuously meet or exceed the maintenance, repair and operating needs of over 1200 NJPA members. By partnering collaboratively with NJPA, Grainger has been able to create an alliance that is unified and delivers results that are measurable and cost effective.

Grainger's Pricing Summary Offer has been developed and is based upon on the deep understanding of Member purchase history, requirements and goals that Grainger has acquired by working collaboratively with NJPA, NJPA Members, and our suppliers. With this in mind, we have customized this Pricing Summary Offer to emphasize and support the cooperative value that NJPA provides to its Members. In addition to the national pricing program, each member will have the ability to customize a core list to meet its individual pricing needs. Grainger also recognizes the possibility that NJPA Members may have changing procurement goals with regards to Minority, Small Business and Women Business Enterprise utilization; environmentally preferred and green products; cost saving solutions and the use of on-line electronic ordering. Grainger has included solutions targeting such areas in our enclosed offer.

The goal of our proposal is to establish a nationally competitively bid Facilities Maintenance, Repair and Operations-related Supplies Contract that creates value for NJPA Members by saving time and effort in the procurement process. The collective purchasing power of 50,000-plus NJPA Members contributes to a successful cooperative purchasing alliance between NJPA, NJPA Members and Grainger.

II. Line Item Pricing/Customer Specific Pricing

This program Grainger has developed a line item pricing program to meet the needs of the national cooperative requirement along with a customer specific pricing program to meet the individual needs of each member. These two programs represent savings in addition to the category discount program outlined in section III below.

A. NJPA Hot List (“Cooperative Hot List”)

Grainger offers a Cooperative Hot List consisting of approximately 750 items as included in Tab 1, Cooperative Hot List, of Attachment 1, CSP Programs. The Cooperative Hot List is based upon the 750 top items, by sales, from the 21 NJPA categories outlined in Section III. These items include, but not limited to, the most frequently purchased items from actual NJPA Members over the latest twelve (12) month period.

The Cooperative Hot List item net prices will be held firm for 12 months from the contract award date (“Contract Year”). In the event a Hot List item is discontinued, Grainger will work with NJPA to find a mutually agreeable replacement item and add such replacement item to the Hot List. Grainger will review the Hot List items on an annual basis to ensure continued customization and relevance. This data will be based on the information accumulated throughout the term of the contract. A review of this data is critical to ensure that NJPA Members continue to receive the most significant savings on the items they purchase most.
B. Sustainability Hot List

Grainger understands that there is a growing trend among NJPA Members to consider the environmental impact of the products and services they purchase. To that end, Grainger offers a Sustainability Hot List consisting of approximately 100 items as included in Tab 2, Sustainability Hot List, of Attachment 2, CSP Programs. The Sustainability Hot List is based upon the most-purchased "green" products, which are designated by the green leaf label on Grainger.com. With this information, NJPA and NJPA Members will have the opportunity to choose green products and comply with certain green regulations and initiatives.

The prices included in the NJPA Sustainability Hot List will be held firm for the Contract Year. Prior to the end of each Contract Year, Grainger will work with NJPA to review the top frequently purchased Sustainable items and update the NJPA Sustainability Hot List to reflect the most recent purchase history of all eligible NJPA Members.

Grainger will add new Sustainable products to the Sustainability Hot List, if available, and such items and their pricing will be mutually agreed upon by Grainger and NJPA. In the event a Sustainability Hot List Item is discontinued, the parties will find a mutually agreeable replacement item and add such replacement item, if available, to the NJPA Sustainability Hot List.

In addition to the Sustainability Hot List found in Tab 2, Sustainability Hot List, of Grainger Attachment 1 to Exhibit H - CSP Programs, items that qualify as "green" and are included in the NJPA Cooperative Hot List and in the Lamps and Ballast Hot Lists described in Section C below.

C. Lamps and Ballasts Hot List

Grainger offers a Lamps and Ballast Program, as included in Tab 3 and Tab 4 of Grainger Attachment 1 to Exhibit H - CSP Programs, comprised of approximately 400 items to NJPA and its participating Members. Prior to the end of each Contract Year, Grainger and NJPA will review and adjust the Lamps and Ballasts Program items and prices.

D. NJPA Member-Specific Core List ("Member Hot List")

Grainger offers this additional pricing program to address the NJPA Members' individual needs. The Member Core List is structured to allow individual NJPA Members to obtain additional pricing that meets their individual needs and reflects their specific purchase patterns.

Member Hot List

Grainger will offer individual NJPA Members the option to develop a customized hot list. In exchange for these additional discounts, it is Grainger's expectation that NJPA Members will strive to purchase these items from Grainger. Grainger and the NJPA Member will mutually develop the Member Hot List based upon the Member's critical or top frequently purchased items, as determined by the parties.

Member Hot List individual net prices will be held firm from the date of the Member Hot List implementation through the balance of the applicable Contract Year. As purchasing tendencies, market conditions and/or NJPA Member habits change over the contract term, Grainger will work with the NJPA Member to update the Member Hot List items to reflect such changes. Thereafter, the updated Member Hot List item net prices will be held firm through the applicable Contract Year.

In the event a Member Hot List Item is discontinued, the parties will find a mutually agreeable replacement product and add such replacement item to the Member Hot List.
For products not on the Hot List, all percentage-off discounts for Catalog Products shall be deducted from the Contract Reference Price in effect at the time the Catalog Product is purchased by Member from Grainger. Current Contract Reference Prices for Catalog Products shall be available when Member logs into its account on Grainger’s Website. The Contract Reference Price may change three times annually, generally on January 1, May 1 and August 1 (“Adjustment Dates”).

E. CSP Resulting from Competitive Situations (Volume Price Discounts)

Grainger understands that NJPA Members may look for additional pricing concessions through bids, large quantity/volume orders, Requests for Proposal (RFPs) and/or Requests for Quote (RFQs). Grainger will evaluate these opportunities and may respond by providing additional Customer Specific Pricing.
III. OVERVIEW OF PERCENTAGE DISCOUNT PROGRAMS

In addition to the above line item pricing programs targeting NJPA Members' higher volume planned purchases Grainger offers a range of deeper discounts for the following NJPA product categories, fee based services, as well as the balance of General Catalog items. These discount programs are designed to help NJPA Members with their unplanned purchases by providing them with very competitive pricing for those items they buy less frequently but for which overall purchases accumulate.

A. Product Category Discount Program

<table>
<thead>
<tr>
<th>NJPA MRO Categories (091214-WWG)</th>
<th>Discount off CRP</th>
</tr>
</thead>
<tbody>
<tr>
<td>Air Filters</td>
<td>30%</td>
</tr>
<tr>
<td>Batteries</td>
<td>4%</td>
</tr>
<tr>
<td>Cleaning Equipment &amp; Supplies</td>
<td>11%</td>
</tr>
<tr>
<td>Electrical Supplies</td>
<td>5%</td>
</tr>
<tr>
<td>Fasteners</td>
<td>3%</td>
</tr>
<tr>
<td>Gloves &amp; Hand Protection</td>
<td>13%</td>
</tr>
<tr>
<td>HVAC Supplies</td>
<td>5%</td>
</tr>
<tr>
<td>Lab Supplies</td>
<td>4%</td>
</tr>
<tr>
<td>Lighting/Lamps/Ballast</td>
<td>13%</td>
</tr>
<tr>
<td>Lubricants, Adhesives, Sealants &amp; Tape</td>
<td>4%</td>
</tr>
<tr>
<td>Material Handling, Storage &amp; Packaging</td>
<td>4%</td>
</tr>
<tr>
<td>Measuring Tools &amp; Test Instruments</td>
<td>3%</td>
</tr>
<tr>
<td>Motors &amp; Power Transmission</td>
<td>15%</td>
</tr>
<tr>
<td>Outdoor Equipment</td>
<td>4%</td>
</tr>
<tr>
<td>Paint</td>
<td>3%</td>
</tr>
<tr>
<td>Plumbing</td>
<td>5%</td>
</tr>
<tr>
<td>Pumps &amp; Pneumatics</td>
<td>4%</td>
</tr>
<tr>
<td>Safety</td>
<td>12%</td>
</tr>
<tr>
<td>Security</td>
<td>12%</td>
</tr>
<tr>
<td>Tools</td>
<td>5%</td>
</tr>
<tr>
<td>Welding, Machining &amp; Cutting</td>
<td>4%</td>
</tr>
</tbody>
</table>

For products not in the Cooperative Hot List or the Member Hot List, as noted above, Category Discounts will apply to the Contract Reference Price at time of transaction. The CRP may change three times annually, generally on January 1, May 1 and August 1 ("Adjustment Dates") and prices for products afforded a Category Discount may increase or decrease as a result.

Grainger reserves the right, in its sole discretion, to determine the appropriate category for a particular product. In general, products will be categorized based on Grainger's system and product hierarchy and the applicable product category shall generally be as displayed on Grainger.com at time of transaction.
New products added to Grainger.com between Adjustment Dates and products that were re-categorized into different product categories between Adjustment Dates may not receive the applicable Category Discount until after the next Adjustment date. Nevertheless, these products will receive a minimum discount of 3% off the CRP at time of transaction.

B. General Catalog Discount of 3%

This Program offers participating NJPA Members a firm discount of three percent (3%) off of the CRP for the term of the contract. This discount applies to all products not categorized per the Product Discount Program described in section III-A above. Grainger reserves the right, in its sole discretion to determine the appropriate category for a particular product. In general, products will be categorized based on Grainger's system and product hierarchy and the applicable product category shall generally be as displayed on Grainger.com at time of transaction.

C. Services

Grainger will price services at three percent (3%) off the Contract Reference Price as reflected when Member logs into its account on Grainger's Website at time of transaction. Upon addition of any new service to Grainger.com to which a Contract Reference Price is assigned, Grainger will offer that service at 3% off such Contract Reference Price. Service(s) added to Grainger.com during the term of this Agreement will be immediately included as part of the Contract and no written amendment shall be necessary to include them under Contract terms and conditions.

IV. Minority, Small Business and Women Business Enterprise

Grainger understands that it is the policy of some NJPA Members to involve Minority, Small Business, and WMBE enterprises in the purchase of goods and services. Grainger also acknowledges that NJPA is committed to facilitating the realization of minority, small business and WMBE “credits” resulting from transactions under an awarded contract.

Grainger's Distributor Alliance program utilizes small, diverse, disadvantaged, veteran, service disabled veteran, and women owned businesses in an effort to bring its offering directly to more customers while promoting socio-economic growth. Distributor Alliance, launched in 2006, has diverse business (DBE) partners across the country and is managed by a team whose function is to align, manage, and improve the company's program. This includes dedicated regional business managers who mentor the DBE partners and act as a liaison between Grainger, the end customer, and the DBE. The DBE provides products and services to customers across federal, state, and local government agencies with set-aside mandates, as well as to companies within the private sector that are committed to the development of small business.

As part of the Distributor Alliance Program, Grainger offers participating NJPA Members the option to develop a customized DA Core List available through a designated Distributor Alliance member. The Grainger Distributor Alliance Program will provide participating NJPA Members the ability to earn “credits” based upon purchase volume.

In exchange for the pricing provided by the DA Core List, it is Grainger's expectation that NJPA Members will strive to purchase these items from the designated Grainger Distributor Alliance Member(s). Each Grainger Distributor Alliance Member and the NJPA Member will mutually develop the DA Core List.
DA Core List individual net prices will be held firm from the date of the DA Core List implementation through the balance of the applicable Contract Year.

V. GRAINGER PRODUCT SOURCING PROGRAM

NJPA Members are able to purchase through Grainger’s Sourcing arm, which partners with Grainger’s network of non-catalog suppliers to provide access to over five million additional products. The Pricing and Discounts set forth above do not apply to items purchased through Grainger’s Sourcing division. Pricing will be quoted on a case-by-case basis. Grainger Sourcing Terms and Conditions apply to any sourced products purchases. Please see Exhibit L, Grainger Sourcing Terms and Conditions, contained in Grainger’s RFP Response, for additional details.

VII. PREPAID FREIGHT PROGRAM

Grainger offers participating NJPA Members pre-paid freight on all standard ground shipments. Title transfers to NJPA Member at time of delivery, FOB Destination. Other terms apply to Alaska, Hawaii, U.S. Territories, export orders, and for orders placed for sourced products. Any extra charges incurred for additional services, such as expedited delivery, Member’s carrier or special handling by the carrier, must be paid by Member.

In addition, Grainger will waive its customary $50 emergency fee for NJPA Members.

VIII. NJPA ADMINISTRATIVE FEE

A. Administrative Fees for NJPA Member Direct Purchases

Grainger will provide NJPA with a Direct Sales Administrative Fee (“DSAF”), of Two Percent (2%) in the event of a single award or One Percent (1%) in the event of a multiple award, on all Product Purchases pursuant to an awarded contract. Qualifying purchases are those purchases made directly by an NJPA Member from Grainger pursuant to the awarded contract and shall include total net invoice price less freight, taxes, returned products and credits. Grainger will calculate the DSAF amount quarterly and provide the DSAF payment to NJ PA within forty-five (45) days from the end of the quarter. Grainger will provide a quarterly DSAF report to NJPA within forty-five (45) days from the end of the quarter.

B. Administrative Fee for Distributor Alliance Indirect Purchases

Grainger will provide NJPA with a Distributor Alliance Sales Administrative Fee (“DASAF”), of two (2%) percent in the event of a single award or One Percent (1%) in the event of a multiple award, on Members’ Distributor Alliance Program purchases. Distributor Alliance Program purchases shall include all purchases made by NJPA Members through Grainger’s Distributor Alliance Program pursuant to the awarded contract and shall include total net invoice price less any items purchased under the Customer Specific Pricing program (as identified in Paragraph II of Grainger’s Pricing Summary Offer), freight, taxes, returned products and credits. Grainger will calculate the DASAF amount quarterly and provide the DASAF payment to NJPA within forty-five (45) days from the end of the quarter. Grainger will also provide a quarterly DASAF report to NJPA within forty-five (45) days from the end of the quarter.
IX. NJPA MEMBER INCENTIVE

Grainger proposes a One Percent (1%) NJPA Member Incentive payable to those NJPA Members that have made at least Twenty-five Thousand Dollars ($25,000.00) in total Qualifying Purchases during the Contract Year AND have demonstrated growth of at least Ten Percent (10%) over the immediately preceding Contract Year. For those NJPA Members with no prior purchase history with Grainger, the NJPA Member Incentive will be offered upon the achievement of at least Twenty-five Thousand Dollars ($25,000.00) in Qualifying Purchases during the applicable Contract Year.
A RESOLUTION APPROVING THE AWARD OF A ONE-YEAR BLANKET PURCHASE AGREEMENT TO W.W. GRAINGER INC., FOR FACILITIES MAINTENANCE, REPAIR, AND OPERATING SUPPLIES FOR THE WATER RESOURCES DEPARTMENT FOR A TOTAL CONTRACT AMOUNT NOT TO EXCEED $150,000.00 FOR THE INITIAL TERM; AUTHORIZING THE MAYOR OR HIS DESIGNEE TO EXECUTE ALL DOCUMENTS NECESSARY TO EFFECTUATE THIS TRANSACTION; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, pursuant to Section 2-256(2) of the Procurement Code, the City is permitted to utilize competitively bid contracts of other governmental entities; and

WHEREAS, W.W. Grainger Inc. has met the specifications, terms and conditions of the National Joint Powers Alliance Contract No. 091214, dated September 15, 2014; and

WHEREAS, this agreement will be effective through October 21, 2018, with a one-year renewal option, subject to City Council approval; and

WHEREAS, the Procurement & Supply Management Department, in cooperation with the Water Resources Department recommends approval of this resolution.

NOW THEREFORE, BE IT RESOLVED by the City Council of the City of St. Petersburg, Florida that the award of a one-year blanket purchase agreement to W.W. Grainger Inc., for facilities maintenance, repair, and operating supplies for the Water Resources Department for a total contract amount not to exceed $150,000.00 for the initial term is hereby approved.

BE IT FURTHER RESOLVED that the Mayor or his designee is hereby authorized to execute all documents necessary to effectuate this transaction.

This Resolution shall become effective immediately upon its adoption.

LEGAL:

City Attorney (Designee)  
00353789
To: The Honorable Darden Rice, Chair, and Members of City Council

Subject: Accepting a proposal from Socrata, Inc., a sole source supplier, to upgrade the City's existing data management application for the Department of Technology Services, at a total contract amount of $142,352.

Explanation: The City received one proposal for a software application upgrade.

The vendor will provide implementation, consulting, integration and training to upgrade the City's existing Socrata data application. Additional data sets will be added to achieve a software solution that will enable users to take data from disparate sources across City departments and assimilate it into actionable information. The upgrade is designed to facilitate performance management through goals viewed on public and internal dashboards, as well as provide explanatory context and additional data to support the goals. The software-as-a-service (SAAS) application will allow publication of data across departments and systems, operating and capital budgets, and capital projects in an intuitive, interactive way for use by internal and external stakeholders. Because Socrata is the provider of the existing solution that is integrated with See Click Fix and their experience and expertise in implementation methodology, a sole source procurement is recommended.

The Procurement Department, in cooperation with the Department of Technology Services, recommends for award:

Socrata, Inc. (Seattle, WA) .............................................................. $142,352

This purchase is made in accordance with Section 2-249 of the Sole Source Procurement of the Procurement Code, which authorizes City Council to approve the purchase of a supply or service over $100,000 without competitive bidding, if it has been determined that the supply or service is available from only one source.

Cost/Funding/Assessment Information: Funds have been previously appropriated in the Technology & Infrastructure Fund (5019), Department of Technology Services, Network Support division (850.2565).

Attachments: Sole Source (2 pages)
Resolution

Approvals:
City of St. Petersburg

Sole Source Request
Procurement & Supply Management

Department: Department of Technology
Services

Requisition No.

Check One: X Sole Source

Proprietary Specifications

Proposed Vendor: Socrata, Inc.

Estimated Total Cost: $142,352

Description of Items (or Services) to be purchased:

Performance management system, Capital projects explorer, Open Budget and technical assistance to
design and launch the system

Purpose of Function of items:

The purpose is to provide an open data and performance management platform to organize and visualize
data to make informed, data-driven decisions. The information within the tool will be a dashboard to
display the city’s goals and their progress on them while being transparent to the public - all part of the
StPeteStat initiative.

Justification for Sole Source of Proprietary specification:

The City of St. Petersburg currently uses a Socrata product, Citizen Connect, which is integrated with
SeeClickFix. This would build upon the current product. The enhancements will provide greater
information and transparency to citizens, staff and other stakeholders.

Built atop Amazon Web Services infrastructure, Socrata’s platform scales to meet the needs of the
world’s largest open data programs. Currently Socrata is certified as FISMA-LOW-ATO (Authority to
Operate), and is configured to a NIST-800-53 (Rev 4) security standard as defined by the U.S. Federal
Government. A copy of Socrata’s system security plan (“SSP”) is available upon request.

Socrata’s solution is delivered alongside a proven success methodology that has been developed, over
nearly a decade of exclusive focus on open data, in partnership with governments and organizations like
The White House, Code for America, City of Chicago, City of New York, City of Los Angeles (ranked #1
in U.S. in 2016), State of New York, City of Alberta (ranked #1 in Canada in 2016), The World Bank, and
many others.

I hereby certify that in accordance with Section 2-249 of the City of St. Petersburg Procurement Code, I have
conducted a good faith review of available sources and have determined that there is only one potential source
for the required items per the above justification. I also understand that under Florida Statute 838.22(2) it is a
second degree felony to circumvent a competitive bidding process by using a sole-source contract for
commodities or services.

Department Director

[Signature]

Date

12/06/2017

Rev (1/11), (6/15)
Administrator/Chief

Louis Moore, Director
Procurement & Supply Management

Date 12/5/17
Rev (1/11), (6/15)

Date 12/6/2017
RESOLUTION NO. 2017-

A RESOLUTION DECLARING SOCRATA, INC. TO BE A SOLE SOURCE SUPPLIER OF DATA MANAGEMENT APPLICATION SOFTWARE; ACCEPTING THE PROPOSAL AND AUTHORIZING THE MAYOR OR HIS DESIGNEE TO EXECUTE THE MASTER PLATFORM SUBSCRIPTION AGREEMENT BETWEEN THE CITY OF ST. PETERSBURG, FLORIDA AND SOCRATA, INC. FOR DATA MANAGEMENT APPLICATION SOFTWARE NEEDED FOR ST. PETE STAT IN AN AMOUNT NOT TO EXCEED $142,352 FOR A ONE YEAR TERM COMMENCING JANUARY 1, 2018; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the City desires to upgrade the City’s existing data management application to enable users to take data from disparate sources across City departments and assimilate it into actionable information; and

WHEREAS, Socrata, Inc. a sole provider, provides solutions that will allow publication of operating and capital budgets, capital projects, and financial information in an intuitive, interactive way and such solutions can be integrated with the City’s See Click Fix application; and

WHEREAS, Section 2-249 of the City Code provides for sole source procurement when a supply or service is available from only one source; and

WHEREAS, the Procurement & Supply Management Department in cooperation with the Department of Technology Services recommends approval of the award to Socrata, Inc. as a sole source supplier; and

WHEREAS, the Mayor or his designee has prepared a written statement to the City Council certifying the condition and circumstances for the sole source purchase.

NOW THEREFORE, BE IT RESOLVED by the City Council of the City of St. Petersburg, Florida, that Socrata, Inc. is a sole source supplier.

BE IT FURTHER RESOLVED that the proposal is accepted and the Mayor or his designee is authorized to execute the Master Platform Subscription Agreement between the City of St. Petersburg, Florida and Socrata, Inc. for data management application software needed for St. Pete Stat in an amount not to exceed $142,352 for a one year term commencing on January 1, 2018.

This resolution shall become effective immediately upon its adoption.

Approved by:

(City Attorney or Designee)

353830
MEMORANDUM

Council Meeting of January 4, 2018

TO: Members of City Council

FROM: Mayor Rick Kriseman

RE: Confirming the reappointment of Carol Moore, M. Lee Gunter, and Doris Heitzmann as regular members to the City Beautiful Commission to serve a three-year term ending December 31, 2020.

I respectfully request that Council confirm the reappointment of Carol Moore, M. Lee Gunter, and Doris Heitzmann as regular members to the City Beautiful Commission to serve a three-year term ending December 31, 2020.

Copies of their resumes have been provided to the Council office for your information.

RK/cs
Attachments
cc: M. Jefferies, Parks and Recreation Director
    L. Seufert, Park Operations Manager
A RESOLUTION CONFIRMING THE REAPPOINTMENT OF A REGULAR MEMBERS TO THE CITY BEAUTIFUL COMMISSION; AND PROVIDING AN EFFECTIVE DATE.

BE IT RESOLVED By the City Council of the City of St. Petersburg, Florida, that this Council hereby confirms the reappointment of Carol Moore, M. Lee Gunter, and Doris Heitzmann as regular members to the City Beautiful Commission to serve a three-year term ending December 31, 2020.

This resolution shall become effective immediately upon its adoption.

Approved as to form and content

____________________________
City Attorney or (Designee)
MEMORANDUM

Council Meeting of January 4, 2018

To:                Members of City Council
From:          Mayor Rick Kriseman
Subject: Confirmation of Re-Appointments to the Community Planning & Preservation Commission

I respectfully request that Council confirm the following appointment as regular members to the Community Planning & Preservation Commission with term ending dates as shown:

<table>
<thead>
<tr>
<th>Regular Members</th>
<th>Term Ending</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Keisha Bell</td>
<td>1/31/21</td>
<td>Re-appointment of regular member, full term</td>
</tr>
<tr>
<td>Robert Carter</td>
<td>1/31/21</td>
<td>Re-appointment of regular member, full term</td>
</tr>
<tr>
<td>Christopher Burke</td>
<td>1/31/21</td>
<td>Re-appointment of regular member, full term</td>
</tr>
</tbody>
</table>

Copies of their resumes have been provided to the Council office for your information.

RK/cs
Attachment
cc: Dave Goodwin, Planning & Economic Development Director
A RESOLUTION CONFIRMING THE REAPPOINTMENT OF REGULAR MEMBERS TO THE COMMUNITY PLANNING AND PRESERVATION COMMISSION; AND PROVIDING AN EFFECTIVE DATE.

BE IT RESOLVED By the City Council of the City of St. Petersburg, Florida, that this Council hereby confirms the reappointment of Keisha Bell, Robert Carter and Christopher Burke as regular members to the Community Preservation Commission to serve three-year terms ending January 31, 2021.

This resolution shall become effective immediately upon its adoption.

Approved as to form and content

____________________________
City Attorney or (Designee)
MEMORANDUM

Council Meeting of January 4, 2018

TO: Members of City Council

FROM: Mayor Rick Kriseman


I respectfully request that Council confirm the appointment of Melissa Rutland as a regular member to the Development Review Commission to serve an expired three-year term ending September 30, 2020.

A copy of Ms. Rutland’s resume has been provided to the Council office for your information.

RK/cs
Attachment
cc: D. Goodwin, Planning & Economic Development Director
    E. Abernethy, Zoning Official
A RESOLUTION CONFIRMING THE APPPOINTMENT OF MELISSA RUTLAND AS A REGULAR MEMBER TO THE DEVELOPMENT REVIEW COMMISSION; AND PROVIDING AN EFFECTIVE DATE.

BE IT RESOLVED By the City Council of the City of St. Petersburg, Florida, that this Council hereby confirms the appointment of Melissa Rutland as a regular member to the Development Review Commission to serve an unexpired three-year term ending September 30, 2020.

This resolution shall become effective immediately upon its adoption.

Approved as to form and content

____________________________
City Attorney or (Designee)
MEMORANDUM

Council Meeting of January 4, 2018

TO: Members of City Council

FROM: Mayor Rick Kriseman

RE: Confirmation of Re-Appointments and Appointments to the Committee to Advocate for Persons with Impairments

I respectfully request that Council confirm the reappointments of Paula Orandash, Gerald Junevicus, Jennifer French, and Sandra Perillo, as regular members to the Committee to Advocate for Persons with Impairments to serve three-year terms ending December 31, 2020.

I respectfully request that Council confirm the reappointment of Scott Stephen as an alternate member to the Committee to Advocate for Persons with Impairments to serve a three-year term ending December 31, 2020.

I respectfully request that Council confirm the appointment of Peter Higgins as a regular member to the Committee to Advocate for Persons with Impairments to serve a three-year term ending December 31, 2020.

Copies of their resume have been provided to the City Council office for your information.

RK/cs

Attachments

cc: L. Bright, Civilian Police & Community Relations/ADA Coordinator, Human Resources
BE IT RESOLVED By the City Council of the City of St. Petersburg, Florida, that this Council hereby confirms the reappointments of Paula Orandash, Gerald Junevicsus, Sandra Perillo, Jennifer French and Scott Stephen as regular members to the Committee to Advocate for Persons with Impairments to serve three-year terms ending December 31, 2020.

BE IT FURTHER RESOLVED that Council confirms the reappointment of Scott Stephen as an alternate member to the Committee to Advocate for Persons with Impairments to serve a three-year term ending December 31, 2020.

BE IT FURTHER RESOLVED that Council confirms the appointment of Peter Higgins as a regular member to the Committee to Advocate for Persons with Impairments to serve a three-year term ending December 31, 2020.

This resolution shall become effective immediately upon its adoption.

Approved as to form and content

____________________________
City Attorney or (Designee)
TO: The Honorable Darden Rice, Chair, and Members of City Council

SUBJECT: A resolution approving the agreement between the Society of St. Vincent de Paul South Pinellas, Inc. ("Agency"), and the City of St. Petersburg, Florida dated October 1, 2017 to provide funding for the St. Vincent de Paul CARE Center for the period of October 1, 2017 through September 30, 2018; authorizing the Mayor or his designee to execute the agreement; and providing an effective date.

EXPLANATION: The City has expressed a desire to utilize a portion of its available funds to assist organizations that provide community services within Pinellas County. The Society of St. Vincent de Paul South Pinellas, Inc. ("Agency") is a voluntary, non-profit corporation which is open to the public and dedicated to a valid public purpose. This resolution authorizes funding in the amount of $148,633 for the St. Vincent de Paul CARE Center for the period of October 1, 2017 through September 30, 2018. The St. Vincent de Paul CARE Center is a 24/7 program that provides night shelter and a day services program that provides case management, showers, restrooms, computers, clothing, assistance in applying for benefits, and other supportive services to assist the homeless in working towards self-sufficiency.

To effectively serve the needs of their clients, and to minimize impact on the surrounding neighborhood, the total number of people served by the CARE Center is limited to a maximum of 120 people. Guests who wish to utilize the night shelter and the Day Services Program must register and agree to the following terms:

- Completion of a VI-SPDAT assessment (Vulnerability Index/Service Prioritization Decision Assistance Tool) to determine their level of vulnerability and assess their health and social needs. The results of the VI-SPDAT are utilized by the Pinellas County Homeless Leadership Board Coordinated Entry System to determine risk, prioritization for services, and most appropriate housing intervention.

- Work with a CARE Center Navigator on developing an individualized goal plan to achieve self-sufficiency/permanent housing. CARE Center clients meet with a staff member minimally every two weeks to review their progress in achieving housing stability and self-sufficiency. Clients must be recertified monthly for ongoing eligibility for services. To qualify for recertification, clients must demonstrate adequate progress in achieving the goals agreed to in their individualized goal plan.

For FY 2018, the City approved funding of $148,633 for the CARE Center. The $148,633 in funding for FY 2018 will be utilized by the Agency for salaries/fringe benefits and operational costs of the program.

COST/FUNDING/ASSESSMENT INFORMATION: Funding for the St. Vincent de Paul CARE Center was appropriated and is available in the Veterans, Social and Homeless Services Budget (0001-080-2327).

ATTACHMENTS: Resolution

APPROvals: M.L. Dore
Administrative

Budget
A RESOLUTION APPROVING FUNDING IN AN AMOUNT NOT TO EXCEED $148,633 FOR THE SOCIETY OF ST. VINCENT DE PAUL, SOUTH PINELLAS, INC. TO OPERATE THE ST. VINCENT DE PAUL CARE CENTER FOR THE PERIOD COMMENCING OCTOBER 1, 2017 AND ENDING SEPTEMBER 30, 2018; AUTHORIZING THE MAYOR OR HIS DESIGNEE TO EXECUTE THE CITY’S FORM GRANT AGREEMENT AND ALL OTHER DOCUMENTS NECESSARY TO EFFECTUATE THIS TRANSACTION; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the City desires to utilize a portion of its available funds to assist organizations that provide community services within Pinellas County; and

WHEREAS, the Society of St. Vincent de Paul, South Pinellas, Inc. is a voluntary, non-profit corporation which is open to the public and dedicated to a valid public purpose; and

WHEREAS, the St. Vincent de Paul CARE Center (“CARE Center”) is a 24/7 program that provides night shelter for up to 70 people per night, and a day services program that provides case management, rest rooms and showers, and supportive services to assist the homeless in achieving self-sufficiency; and

WHEREAS, the City has previously supported the CARE Center and desires to continue supporting the CARE Center; and

WHEREAS, funding in the amount of $148,633 for the CARE Center is available in the Fiscal Year 2018, Veterans, Social and Homeless Services Department budget.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of St. Petersburg, Florida, funding in an amount not to exceed $148,633 for the Society of St. Vincent de Paul, South Pinellas, Inc. to operate the St. Vincent de Paul CARE Center for the period commencing October 1, 2017 and ending September 30, 2018 is hereby approved.

BE IT FURTHER RESOLVED that the Mayor or his designee is authorized to execute the City’s form grant agreement and all other documents necessary to effectuate this transaction.

This resolution shall become effective immediately upon its adoption.

APPROVED:

[Signature]

Legal Department
00351622
AGREEMENT

THIS AGREEMENT ("Agreement") is made this 1st day of October, 2017, between the City of St. Petersburg, Florida, a municipal corporation existing by and under the laws of the State of Florida, ("City") and Society of St. Vincent de Paul South Pinellas, Inc., a Florida non-profit corporation, ("Agency") (collectively, "Parties") with regard to the following matters.

RECITALS:

WHEREAS, the City desires to utilize a portion of its available funds to assist organizations that provide community services within Pinellas County; and

WHEREAS, the Agency is a voluntary, non-profit corporation which is open to the public and is dedicated to a valid public purpose; and

WHEREAS, the City recognizes that the Agency is providing an essential service within the community and has demonstrated the need for financial assistance.

NOW, THEREFORE, for and in consideration of the foregoing recitals, which are hereby adopted as an integral part of this Agreement, and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the City and Agency covenant and agree as follows:

1. **Grant of Funds**: The City hereby grants the herein described funds to the Agency subject to the terms and conditions of this Agreement. If this Agreement is not properly executed by the Agency and delivered to the City within forty-four (44) days of City Council approval of the herein described funding, the City may disqualify the Agency from receiving the herein described funds and such funds shall revert to the City.

2. **Program Plan and Program Budget**: The Agency shall comply with all the terms and conditions of this Agreement, including but not limited to the Program Plan ("Plan") and Program Budget ("Budget") which is attached hereto as Exhibit B and made a part of this Agreement. The Agency shall comply with any written instructions or conditions placed on the Plan or Budget.

3. **Grant Period**:

   (a) The term of this Agreement is from October 1, 2017 through September 30, 2018 ("Term" or "Grant Period"). Except as expressly provided in Paragraph 3(b) below, funds not expended by the end of the Term shall immediately revert to the City.

   (b) The Mayor may authorize the extension of the Term for up to ninety (90) days to allow the Agency to complete the Plan in a timely manner if the Agency is in compliance with this Agreement and the Agency is taking reasonable steps to complete the Plan within such ninety (90) day period.
4. **Financial Records and Reports and Workshop:**

   (a) The Agency shall submit to the City quarterly (or monthly) reports detailing revenues and expenditures relative to the Plan and Budget. These reports shall be provided to the City by the deadlines set forth in Exhibit B. If the Term is extended pursuant to Paragraph 3(b), above, Agency shall submit an additional report at the conclusion of the extended Term.

   (b) The Agency shall also submit a Program Outcome Objective Management Report, attached hereto and made a part of this Agreement as Exhibit C, which shall describe the monthly or quarterly activity towards each objective goal(s) of the program(s) and the levels of service provided to the community for the preceding month or quarter. This report shall be submitted at the same time as the quarterly (or monthly) revenue and expenditure report.

   (c) If directed by the City, the Agency shall attend a workshop prior to receiving any reimbursements pursuant to this Agreement.

   (d) Failure to provide the quarterly (or monthly) revenue and expenditure reports and Program Outcome Objective Management Report within the time period required by this Agreement is grounds for termination of this Agreement and may cause the Agency to be ineligible to apply to the City for funds in subsequent years. Failure to attend the aforementioned workshop as required by the City is grounds for termination of this Agreement and may cause the Agency to be ineligible to apply to the City for funds in subsequent years.

5. **Pinellas Homeless Management Information System (PHMIS)**

   (a) The Pinellas Homeless Management Information System (PHMIS) is a community shared client information data system for homeless services providers designed to measure system-wide effectiveness of client services. Agency's active participation in compliance with data entry into the PHMIS system is required under this Agreement except as otherwise noted or prohibited by law.

   (b) Agency agrees to comply with all of the requirements of PHMIS and its system including, but not limited to the requirements set forth in Exhibit B, which is attached to and made a part of this Agreement. The City may withhold funding to the Agency if Agency fails to participate in PHMIS or fails to be compliant with PHMIS requirements at any time during the Term. It is the Agency’s sole responsibility to familiarize itself with all the requirements of PHMIS and its system. Failure to comply with all the PHMIS requirements may cause the Agency to be ineligible to apply to the City for funds in subsequent years.

6. **Funding and Expenditures:**

   (a) The City will fund the Agency in accordance with this Agreement, the Plan and Budget. This funding is subject to the provision that any and all monies owed to the City for any reason shall be paid in full prior to the disbursement of any monies hereunder.
(a) Disbursement of monies will be made on a reimbursement basis after the City's review and approval of documentation that evidences payment of expenditures for the items listed in Appendix B.

i. All reimbursement requests shall include the following for each expenditure item listed in Appendix B prior to each disbursement.

a) a copy of invoices with date of service or for purchase of eligible items. For material and supplies purchased, if applicable, the invoice or cash register receipt must have a description of each item for which reimbursement is requested and must be legible;

b) a copy of canceled checks from Agency for payment. For an item to be approved for reimbursement, the name of the vendor on a canceled check must match the name of the vendor on the corresponding invoice; and

c) a copy of time sheets and payroll documentation for salary costs, if applicable.

ii. The total amount of funds disbursed by the City to the Agency shall not exceed $148,633. Such funds shall be expended as outlined in this Agreement, the Plan, and the Budget.

iii. Reimbursement requests shall be made by the Agency during the first fifteen (15) days of each calendar month. All requests for payment made after the fifteenth day of the month will be held for processing until the next month.

iv. Funds may be withheld at any time during the Term if the Agency is not in compliance with the terms and conditions of this Agreement or if the Agency is in violation of any applicable Laws (as hereinafter defined). If funds are withheld the Agency may be ineligible to apply for funds in subsequent years.

v. The Agency shall be reimbursed only for those expenditures made during the Term.

(b) The Agency agrees (i) not to expend funds received under this Agreement for items which are not set forth in Appendix B and (ii) not to expend funds in a total amount which exceeds the corresponding dollar value for any items in the Budget, unless the Agency obtains the prior written approval of the Mayor.

(c) No requests for payment under this Agreement shall be accepted after October 2, 2018.

7. Non-Expendable Property:

(a) For purposes of this Agreement, "non-expendable property" shall mean all property which will not be consumed or lose its identity, costs $1,000 or more per unit, is purchased partly or wholly with City funds, and has a life expectancy in excess of one year.
(b) Non-expendable property will _____ or will not ___X___ be funded pursuant to this Agreement. If non-expendable property will be funded pursuant to this Agreement, the terms and conditions contained in Exhibit A shall apply. Exhibit A is attached hereto and made part of this Agreement.

8. **Compliance with Laws:** The Agency shall comply at all times with all federal, state, and local statutes, rules, regulations and ordinances, the federal and state constitutions, and the orders and decrees of lawful authorities having jurisdiction over the matter at issue (collectively, "Laws"), including but not limited to Florida public records laws.

9. **Reservation of Rights:** In order to determine Agency’s compliance with this Agreement, the City may at any reasonable time enter and inspect any premises used by the Agency under any part of the Plan funded under this Agreement. Such inspection may include, but shall not be limited to, review or analysis of the financial or service records of the Agency.

10. **Termination of Contract for Cause:**

   (a) If, through any cause, the Agency shall fail to fulfill in a timely and proper manner its obligations under this Agreement, or if the Agency shall violate any of the covenants, conditions or stipulations of this Agreement, the City will thereupon have the right to immediately terminate this Agreement by giving notice to the Agency of such termination. Further, if the Agency uses any funds provided by this Agreement for any purpose or expense other than authorized under this Agreement, the Agency shall repay such amount and be deemed to have waived the privilege of receiving additional funds under this Agreement.

   (b) Notwithstanding the above, the Agency shall not be relieved of liability to the City for damages sustained by the City by virtue of any breach of this Agreement by the Agency. In addition to the City’s other rights and remedies and without limiting such other rights and remedies, the City may withhold any payments to the Agency equal to the amount of damages incurred by the City as a result of the Agency’s breach. If the amount of damages incurred by the City cannot immediately be determined, the City may withhold any payments to the Agency equal to the estimated damages incurred by the City until such time as the exact amount of damages due the City from the Agency is determined.

   (c) The City’s liability and obligations to the Agency or any person alleging a claim pursuant to this Agreement or pursuant to the operation of a program provided by the herein described funds shall be limited solely to the amount and terms and conditions of this Agreement.

   (d) Notice of termination will be deemed given and delivered as set forth in Paragraph 14.

   (e) If this Agreement is terminated by the City for any reason, the City may declare that the Agency is not eligible to receive funds in subsequent years.

11. **Indemnification:**
a. The Agency shall defend at its expense, pay on behalf of, hold harmless and indemnify the City, its officers, employees, agents, elected and appointed officials and volunteers (collectively, "Indemnified Parties") from and against any and all claims, demands, liens, liabilities, penalties, fines, fees, judgments, losses and damages (collectively, "Claims"), whether or not a lawsuit is filed, including but not limited to costs, expenses and attorneys’ fees at trial and on appeal and Claims for damage to property or bodily or personal injuries, including death at any time resulting therefrom, sustained by any person or persons, which Claims are alleged or claimed to have arisen out of or in connection with, in whole or in part, directly or indirectly:

i. The performance of this Agreement (including changes and amendments hereto) by Agency, its employees, agents, representatives, contractors, subcontractors or volunteers; or

ii. The failure of Agency, its employees, agents, representatives, contractors, subcontractors or volunteers to comply and conform with any applicable Laws; or

iii. Any negligent act or omission of the Agency, its employees, agents, representatives, contractors, subcontractors or volunteers, whether or not such negligence is claimed to be either solely that of the Agency, its employees, agents, representatives, contractors, subcontractors or volunteers or to be in conjunction with the claimed negligence of others, including that of any of the Indemnified Parties; or

iv. Any reckless or intentional wrongful act or omission of the Agency, its employees, agents, representatives, contractors, subcontractors or volunteers.

b. The provisions of this paragraph 11 are independent of, and will not be limited by, any insurance required to be obtained by the Agency pursuant to this Agreement or otherwise obtained by the Agency, and shall survive the expiration or earlier termination of this Agreement with respect to any claims or liability arising in connection with any event occurring prior to such expiration or termination.

12. **Insurance:**

(a) The Agency shall maintain insurance coverage in the form and amount deemed adequate by the City for all risks inherent in the functions and aspects of its operation, including but not limited to risks of fire and casualty, automobile coverage as required by law, workers’ compensation insurance as required by law, employers’ liability insurance, and general liability insurance for personal injury, property damage and contractual liability under this Agreement.

(b) The City hereby reserves the right to require the Agency to have the Indemnified Parties named as additional insured under all policies required to be obtained by Agency pursuant to this Agreement (except workers’ compensation insurance). This right may be exercised at any time and may be exercised in the absolute discretion of the City, with or without stated reasons, by providing written notice to the Agency. The Agency shall have ten (10) days in which to comply. All required insurance policies shall provide that the City shall be afforded at least thirty (30)
days advance written notice in the event of cancellation, reduction or material change in any policy. All insurance required shall be provided by responsible insurers licensed in the State of Florida and rated at least A - in the then current edition of Best’s Insurance Guide.

(c) Prior to the City’s distribution of any funds pursuant to this Agreement, the Agency shall provide the City with a certificate of insurance on a standard ACORD form reflecting all required coverage. At the City’s request, the Agency shall provide copies of current policies with all applicable endorsements. The City reserves the right to request proof that the insurance premiums for the required policies have been paid.

13. Records, Reports and Inspection:

(a) The Agency shall maintain financial books, records, and accounting information related to this Agreement. These books, records, and information shall comply with generally accepted accounting principles. The Agency shall provide an independent audit of such books, records and information by a Certified Public Accountant upon request by the City, at no cost to the City, within ninety (90) days of such request. Except as otherwise authorized by the City, the Agency shall retain all such books, records and information for a minimum of five (5) years after the end of the Term. Nothing herein shall be construed to allow destruction of records that may be required to be retained longer by the statutes of the State of Florida.

(b) All costs shall be supported by properly executed payrolls, time records, invoices, contracts, vouchers, orders and any other accounting documents pertaining in whole or in part to this Agreement, and all such documents shall be clearly identified and accessible. The Agency, at such times and in such forms as the City may require, shall furnish to the City such statements, records, reports, data and information as the City may request.

(c) The Agency shall, at any reasonable time requested by the City and as often as the City may deem necessary, make available to the City for examination all of its books, records and information with respect to all matters covered by this Agreement and shall permit the City or its designated authorized representatives to audit and inspect all such books, records and information, including but not limited to invoices, materials, payrolls, records of personnel, conditions of employment and other data relating to all matters covered by this Agreement.

14. Notices: Unless and to the extent otherwise provided in this Agreement, all notices, demands, requests for approvals or other communications which are required to be given by either party to the other shall be in writing and shall be deemed given and delivered on the date delivered in person to the authorized representative of the recipient provided below, upon the expiration of five (5) business days following the date mailed by registered or certified mail, postage prepaid, return receipt requested to the authorized representative of the recipient at the address provided below, or upon the date delivered by overnight courier (signature required) to the authorized representative of the recipient at the address provided below.

**CITY OF ST. PETERSBURG:**  
Clifford Smith

**AGENCY:**  
Michael Raposa
15. **Nondiscrimination:** Agency, its employees, agents, representatives, contractors, subcontractors and volunteers shall not discriminate because of race, color, religion, gender, national origin, marital status, age, disability, sexual orientation, genetic information or other protected category.

16. **Additional Funding Sources:** The Agency agrees to make all reasonable efforts to obtain funding from additional sources wherever it may qualify.

17. **Funding Credit:** The Agency agrees to identify the City of St. Petersburg as a funding agency in all printed, informational and promotional materials.

18. **Assignment:** The Agency shall not assign this Agreement without the prior written consent of the City. Any assignment of this Agreement contrary to this paragraph shall be void and shall confer no rights upon the assignee.

19. **Governing Law and Venue:** The laws of the State of Florida shall govern this Agreement. Venue for any action brought in state court shall be in Pinellas County, St. Petersburg Division. Venue for any action brought in federal court shall be in the Middle District of Florida, Tampa Division, unless a division shall be created in St. Petersburg or Pinellas County, in which case the action shall be brought in that division. Each party waives any defense, whether asserted by motion or pleading, that the aforementioned courts are an improper or inconvenient venue. Moreover, the Parties consent to the personal jurisdiction of the aforementioned courts and irrevocably waive any objections to said jurisdiction.

20. **Due Authority:** Each party to this Agreement represents and warrants to the other party that (i) it is a duly organized, qualified and existing entity under the laws of the State of Florida, and (ii) all appropriate action has been taken so as to duly authorize the person executing this Agreement to so execute the same and fully bind the party on whose behalf he or she is executing.

21. **Headings:** The paragraph headings are inserted herein for convenience and reference only, and in no way define, limit, or otherwise describe the scope or intent of any provisions hereof.

22. **Non-Appropriation:** The obligations of the City as to any funding required pursuant to this Agreement shall be limited to an obligation in any given year to budget, appropriate and pay from legally available funds, after monies for essential City services have been budgeted and appropriated, sufficient monies for the funding that is required during that year. Notwithstanding the foregoing, the City shall not be prohibited from pledging any legally available non-ad valorem revenues for any obligations heretofore or hereafter incurred, which pledge shall be prior and superior to any obligation of the City pursuant to this Agreement.

23. **No Third Party Beneficiaries:** Notwithstanding anything to the contrary contained in this Agreement, persons or entities not a party to this Agreement may not claim any benefit hereunder or as third party beneficiaries hereto.
24. **Entire Agreement and Modification:** This Agreement constitutes the entire agreement between the Parties pertaining to the subject matter covered herein and there are no oral representations, arrangements or understandings between or among the Parties relating to the subject matter of this Agreement. No change to this Agreement will be valid unless made by a written amendment executed by the Parties.

25. **Waiver:** No provision of this Agreement will be deemed waived by the City unless expressly waived in writing by the City. No waiver shall be implied by delay or any other act or omission of the City. No waiver by the City of any provision of this Agreement shall be deemed a waiver of such provision with respect to any subsequent matter relating to such provision, and the City’s consent respecting any action by the Agency shall not constitute a waiver of the requirement for obtaining the City’s consent respecting any subsequent action.

26. **Severability:** Should any paragraph or portion of any paragraph of this Agreement be rendered void, invalid or unenforceable by any court of law for any reason, such determination shall not render void, invalid or unenforceable any other paragraph or portion of this Agreement.

27. **City Consent and Action:**

   (a) For purposes of this Agreement, any required written permission, consent, acceptance, approval, or agreement (“Approval”) by the City means the Approval of the Mayor or his authorized designee, unless otherwise set forth in this Agreement or unless otherwise required to be exercised by City Council pursuant to the City Charter or applicable Laws.

   (b) For purposes of this Agreement, any right of the City to take any action permitted, allowed, or required by this Agreement may be exercised by the Mayor or his authorized designee, unless otherwise set forth in this Agreement or unless otherwise required to be exercised by City Council pursuant to the City Charter or applicable Laws.

28. **Survival:** All obligations and rights of any party arising during or attributable to the period prior to expiration or earlier termination of this Agreement, including but not limited to those obligations and rights related to indemnification, shall survive such expiration or earlier termination.

29. **Agency Community Involvement:** By accepting this grant, the Agency is making a commitment to enhancing the delivery of community services to citizens of St. Petersburg and therefore agrees to communicate and collaborate with other providers, to participate in community meetings and activities, and to join associations whose objectives are commensurate with this commitment. Agency shall engage in proactive communication with residents and businesses in surrounding neighborhoods, neighborhood associations and other community partners (e.g., hospitals) to share information and problem solve in an effort to minimize any adverse impacts associated with Agency’s provision of services to its clients. Further, promptly following any request, Agency shall meet with residents, businesses and community partners to facilitate such information sharing and problem solving.
IN WITNESS WHEREOF, the City and the Agency have executed this Agreement as of the date first above written.

ATTEST:

________________________________
Chandrahasa Srinivasa, City Clerk
(Seal)

CITY OF ST. PETERSBURG, FLORIDA

By: ________________________________
Gary Cornwell
City Administrator

WITNESSES (Agency):

Sign: ______________________________
Print: _____________________________

AGENCY:

By: ________________________________
Print: _____________________________
Title: _____________________________

Approved as to Form and Content:

_________________________________________________________________
City Attorney (designee)
FY 2017 Form Agreement
Exhibit A  
Non-Expendable Property

(a) For the purposes of this Agreement, "non-expendable property" shall mean all property which will not be consumed or lose its identity, costs $1,000 or more per unit, is purchased partly or wholly with City funds, and has a life expectancy in excess of one year.

(b) The Agency shall provide a list of any non-expendable property to the City. The list shall identify the non-expendable property by description, model, serial number, date of acquisition and cost and shall indicate whether such property was purchased partly or wholly with City funds. If the non-expendable property was purchased partly with non-City funds, the Agency shall identify such funding source.

(c) The Agency shall retain possession of any non-expendable property after expiration of this Agreement subject to the following conditions:

1. The Agency shall use the non-expendable property for the purposes described in the Plan or for similar purposes.

2. The Agency shall not sell or dispose of any non-expendable property prior to the expiration of its life expectancy or thirty six (36) months from date of purchase, whichever is longer, unless prior permission is obtained from the City in writing. If the non-expendable property is sold, the City shall have the right to recoup a prorated share of the money from the sale equal to the City's contribution to such non-expendable property.

3. Upon expiration or termination of this Agreement when no agreement with the City for funding in the subsequent fiscal year is executed, the City may require all non-expendable property acquired under this Agreement or preceding agreements to be transferred to the City or such person or entity as the Mayor may direct and upon such transfer such non-expendable property shall become the property of the City or such person or entity.

(d) The City shall have the right to take exclusive possession, control and all other ownership rights of the non-expendable property at any time prior to the expiration of this Agreement if the Agency violates any term or condition of this Agreement, including but not limited to the Plan or Budget.

(e) If this Agreement is terminated prior to the expiration of this Agreement for any reason which shall include, but not be limited to, the discontinuation of services by the Agency, the City may require all non-expendable property to immediately become the property of and be delivered to the City or such person or entity as the Mayor may direct.

(f) In the event that non-expendable property is transferred to the City or the City takes possession and control of non-expendable property pursuant to this Agreement, the Agency shall immediately notify the City of any person or entity that may have any ownership or financial interest in such property.
Exhibit B
Program Plan and Program Budget
City of St. Petersburg - FY 2018

Agency: Society of St. Vincent de Paul South Pinellas, Inc.

For Utilization of Grant Funds
Allocated by the City of St. Petersburg

According to City Council action, funding is approved as follows (subject to the terms and conditions of the Agreement):

Total Funds Allocated: $148,633
(Not to exceed amount)

Program Period: October 1, 2017 through September 30, 2018

<table>
<thead>
<tr>
<th>Program(s)</th>
<th>Amount</th>
<th>Purpose</th>
</tr>
</thead>
<tbody>
<tr>
<td>Care Center</td>
<td>$139,085</td>
<td>Salary &amp; Fringe: Manager, Data Clerk, Intake Monitor Specialist, Intake Navigator, Case Manager II, Security Guard, POD Attendant</td>
</tr>
<tr>
<td></td>
<td>$9,548</td>
<td>Office Supplies and Operating Supplies for CARE Center</td>
</tr>
</tbody>
</table>

Note: All programs funded in whole or in part with monies received by the Agency pursuant to this Agreement shall provide services in a secular manner. Worship, religious instruction, proselytizing and similar activities must be voluntary, privately funded, and separate in time or location, from the program(s) funded pursuant to this Agreement.

Please Note: Financial and Program Report Deadlines

<table>
<thead>
<tr>
<th>Quarter</th>
<th>Report Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Quarter I</td>
<td>October 1, 2017 thru December 31, 2017 Report due 1/15/2018</td>
</tr>
<tr>
<td>Quarter II</td>
<td>January 1, 2018 thru March 31, 2018 Report due 4/16/2018</td>
</tr>
<tr>
<td>Quarter III</td>
<td>April 1, 2018 thru June 30, 2018 Report due 7/16/2018</td>
</tr>
<tr>
<td>Quarter IV</td>
<td>July 1, 2018 thru September 30, 2018 Report due by October 2, 2018</td>
</tr>
</tbody>
</table>
# Exhibit C
## Program Outcome Objective Management Report

*City of St. Petersburg Reports must be submitted when you submit your request by the 18th day of the following month or quarterly, except October.*

<table>
<thead>
<tr>
<th>Agency &amp; Program:</th>
<th>Prepared by:</th>
<th>Phone:</th>
</tr>
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<tbody>
<tr>
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</tbody>
</table>

**Program Goal:**

<table>
<thead>
<tr>
<th>Proposed Outcome Objectives (From your FY16 Grant Application)</th>
<th>Requested Amended Objectives (Please explain why it is being revised or removed)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st Quarter: October 2017 - November 2017</td>
<td>1st Quarter: December 2017 - January 2018</td>
</tr>
<tr>
<td>1st Quarter: December 2017 - January 2018</td>
<td>2nd Quarter: March 2018</td>
</tr>
<tr>
<td>2nd Quarter: February 2018</td>
<td></td>
</tr>
</tbody>
</table>

**Cumulative/Subtotal Annual Outcomes:**

<table>
<thead>
<tr>
<th>10/1/17 - 6/30/16</th>
<th>1/1/18 - 6/30/18</th>
<th>7/1/18 - 12/31/18</th>
</tr>
</thead>
<tbody>
<tr>
<td>0</td>
<td>0</td>
<td>0</td>
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</table>

<table>
<thead>
<tr>
<th>TOTAL NUMBER TO BE SERVED IN CONTRACT YEAR</th>
<th>0</th>
<th>0</th>
<th>0</th>
<th>0</th>
<th>0</th>
<th>0</th>
<th>0</th>
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**SUBTOTAL Page 1**

Provide narrative explanation of outcomes as well as programmatic changes: 

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</table>

14
City of St. Petersburg Reports must be submitted when you submit your request by the 15th day of the following month or quarterly, except October.

### Program Goal:

<table>
<thead>
<tr>
<th>Proposed Outcome Objectives (from your FY18 Grant Application)</th>
<th>Requested Amended Objectives (Please explain to be reviewed by contact manager for approval)</th>
<th>3rd quarter April 2018</th>
<th>3rd quarter May 2018</th>
<th>3rd quarter June 2018</th>
<th>4th quarter July 2018</th>
<th>4th quarter August 2018</th>
<th>4th quarter September 2018</th>
<th>Cumulative Total Annual Outcomes 10/1/17 - 9/30/18</th>
</tr>
</thead>
<tbody>
<tr>
<td>TOTAL NUMBERS TO BE SERVED IN CONTRACT YEAR</td>
<td></td>
<td>0</td>
<td>0</td>
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<td>0</td>
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</tr>
</tbody>
</table>

Provide narrative explanation of outcomes as well as programmatic changes:

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________
Pinellas Homeless Management Information System (PHMIS)

This organization agrees to be a participating organization in the Pinellas Homeless Management Information System (PHMIS) and remain in active compliance. PHMIS is administered by the Pinellas County Homeless Leadership Board, Inc. PHMIS is a shared client management information system for agencies that provide services in Pinellas County to our homeless citizens. PHMIS measures system-wide effectiveness of the organizations that serve our homeless and at-risk of homelessness populations. This organization’s active participation and ongoing compliance with the data entry requirements in PHMIS is required under this contract.

Active Participation

This organization will be considered an active participating member agency of PHMIS upon completion of the following steps:

- Initial Discovery Site Visit by PHMIS Staff
- PHMIS MOU & HIPAA Agreement Signed and on file at the Pinellas County Homeless Leadership Board, Inc.
- Agency Administrator/Point of Contact Designation Form is on file at Pinellas County Homeless Leadership Board, Inc.
- All necessary staff has completed at least PHMIS Level 1 Training & Homework.
- Data is being consistently entered into the PHMIS system in real-time.

This organization agrees to remain a participating and compliant organization with the Pinellas Homeless Management Information System (PHMIS). PHMIS staff will work with this organization to ensure active participation and compliance. Failure to participate, or remain in compliance, will result in termination of funding and may adversely impact the scoring of future funding applications.

Compliance

Compliance is measured after this organization has begun entering data into PHMIS. In addition to data entry requirements, this organization must comply with all PHMIS Policies and Procedures. Compliance will be reported to the homeless system of care monthly and annually though data quality report cards and status reports. These reports will come directly from the PHMIS staff from data entered into the PHMIS system by the PHMIS Member Agency.

As long as the PHMIS Member Agency is entering data and meeting all PHMIS Policies and Procedures, they will be considered in compliance in Good Standing.

Reporting

Organizations will submit one of the following PHMIS reports outlined below:

- Non-housing organizations: PHMIS Client Served Monthly Report
- Housing organizations: PHMIS Program Census Report in the advanced reporting section and Entry/Exit Report in the basic reporting section.

For more information, please contact the PHMIS staff over the phone at 727-582-7175 or by email at

**Confidentiality, Privacy and Security**

This organization will ensure that all clients have current Client Consent form and/or Client Release of Information form on file or have one signed prior to entering client information into PHMIS. In no event shall a client's refusal to sign a Client Consent form or Client Release form preclude a client from receiving services, or be construed to preclude a client from receiving services provided by the Agency. If a client refuses to sign the Client Consent, please encourage them to sign the Client Release of Information Form. If the client will not sign either form, please note on the Client Consent form that the client refuses to sign the forms and then contact the PHMIS staff at 727-582-7175.

This organization shall not use or disclose any information which specifically identifies a recipient of services under this Agreement and shall adopt appropriate procedures for employees' handling of confidential information pursuant to applicable PHMIS Policies and Procedures as well as federal, state or local law and related regulations. The disclosure of client personal identifiable information (PII) violates the client's privacy and is a violation of the PHMIS Policies and Procedures. PHMIS data should never be shared without the written permission of the client. Violators may be subject to termination from the PHMIS system as well as reported to law enforcement to be prosecuted formally.

In the event of improper disclosure of client information, whether from PHMIS or any other data source, this organization will inform the contract manager and the PHMIS staff about the disclosure within 24 hours of becoming aware of the disclosure. This organization will take all necessary steps to correct and remedy any damage caused by the improper disclosure and will actively work to prevent future occurrences. If the disclosure involved PHMIS, this organization will inform the PHMIS staff about the disclosure within 48 hours of becoming aware of the disclosure. This organization may be placed on corrective action and required to follow the processes outlined in the PHMIS Policies and Procedures. This organization will comply with PHMIS staff recommendations to prevent future improper disclosures.
EXHIBIT E
Alternate Data Reporting

Agencies not permitted to enter data into the Pinellas Homeless Management Information System (PHMIS) shall provide a monthly or quarterly clients served report containing the following information:

- # of adults served
- Sex of each adult client (male, female, transgender, unknown)
- # of children served
- Sex of each child served (male, female, transgender, unknown)
- # of families served
- New or repeat client