

June 30, 2020

**RE: Community Development Block Grant – Disaster Recovery  
Rebuild Florida CDBG Infrastructure Repair Program**

The City of Hollywood is pleased to submit the following application for CDBG Infrastructure Repair Program grant funds for its proposed project on the Liberia-Oakwood Wastewater Collection System that the City operates.

Repairing and strengthening lift stations N-07, N-08, and associated pump station from damage and vulnerability caused by Hurricane Irma will ensure that the 4,079 residents within its basin are protected against loss of services. The project will allow the installation of permanent generators, lightning protection, and flood proofing to mitigate damage associated with storm surge and flooding up to and including the 500-year flood levels.

Sincerely,



Vivek Galav, P.E.  
Director of Public Utilities

**APPLICANT INFORMATION FORM****LOCAL GOVERNMENT INFORMATION**

Local Government Applicant:				Eligible County:	
Local Contact:				DUNS #:	
Title:		E-mail:			
Mailing Street Address:				Phone Number	
City:		State:		Zip Code:	
Executive Official with Authority to Sign Application:				Phone Number	
Title:		E-mail:			
Executive Official Address (if different):					
City:		State:		Zip Code:	
Please list any other UGLG members of this Application Team, if any:	Contact Person:		Email Address:		
Please confirm you submitted a signed resolution authorizing Executive Official to sign application and certifications.			Yes:	<input type="checkbox"/>	No: <input type="checkbox"/>

**APPLICATION PREPARER INFORMATION**

Application Preparation Agency or Firm:			
Contact:			
Address:			
Phone Number:		Email:	
Check Type of Agency Preparing Application:	Private Firm: <input type="checkbox"/>	Government Agency: <input type="checkbox"/>	
	Regional Planning Council: <input type="checkbox"/>	Other, specify:	

**APPLICATION INFORMATION**

Total CDBG-DR \$ Requested:			
List jurisdictions for proposed recovery activities (municipalities, Tribal governments, unincorporated areas):			
Please confirm the local government covered by the National Flood Insurance Program?	Yes:	<input type="checkbox"/>	No: <input type="checkbox"/>
Please confirm the proposed activities are consistent with the local comprehensive plan?	Yes:	<input type="checkbox"/>	No: <input type="checkbox"/>

## PROPOSAL INFORMATION FORM

<b>Applicant Project</b>	Liberia-Oakwood Wastewater Collection System Hardening	Date:	6/30/2020
<b>Name Location</b>	City of Hollywood, Florida		
<b>Address Project</b>	2400 Charleston Street, Hollywood FL 33020		
<b>Description</b>	Repair and replace wastewater infrastructure		
<b>Total CDBG DR Funds Requested</b>		\$3,435,000	Use Budget template to calculate total units served and estimated CDBG-DR funds per unit

### I. CDBG DR THRESHOLD COMPLIANCE

**NOTE:** DEO will not approve proposals where a CDBG-DR National Objective is not met and Eligible Activities are not included.

#### A. National Objective: Please mark "Yes" in box next to which National Objective:

☒ Yes ☐ Low- / Mod-Income Area ☐ Urgent Need

#### 1 List all the Florida Congressional and Legislative districts to be serviced by this project.

23rd	District 36				

#### 2 List the total population, Low-Mod population and the percent of the population that is Low Mod for the service area.

Total Service Area Population: 4079	# Low-Mod Income Households: 1,353	% Low-Mod Households: 84.95
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#### 3 Provide a brief description of how the service area was determined.

Lift stations N-07 and N-08 which experienced failure during Hurricane Irma serve the 4,079 residents (2010 U.S. Census) in the service area in the northeastern corner of the City of Hollywood.

#### B. Eligible Activity

Please mark "Yes" in box next to the **Eligible Activity** your program or project will serve:

- ☒ Restoration of infrastructure (e.g. water and sewer facilities, streets, generators, debris removal, drainage, bridges, etc.);
- ☒ Public facilities such as emergency community shelters;
- ☐ Demolition, rehabilitation of publicly or privately owned commercial or industrial buildings; and
- ☐ Re-nourishment of protective coastal dunes systems

Please mark "Yes" to specify **Vulnerable Populations** to be served:

- ☐ Transitional housing, permanent supportive housing, and permanent housing needs of individuals and families that are homeless and at-risk of homelessness
- ☒ Prevention of low-income individuals and families with children from becoming homeless
- ☐ Special needs of persons who are not homeless but require supportive housing

#### C. Unmet Needs

**NOTE:** All CDBG-DR activities must clearly address an impact of the disaster. Mitigation or preparedness activities that are not part of rebuilding efforts are generally ineligible as CDBG-DR recovery activities.

##### Unmet Need Tied to the Hurricane Irma Disaster Event.

Describe how the proposed activity will address an Unmet Need tied to the impact of damage from the disaster.

1 The Unmet Needs for the proposed activity include housing, infrastructure, and economic needs related to affordable rental, owner-occupied and assisted and public housing, water and sewer, schools, and transportation, and small businesses, and commercial uses in the vicinity of the proposed activity. The damage estimates that were reported from Hurricane Irma were \$XXX.XX. Stakeholders who are affected by this unmet need include a vulnerable population of low-moderate income (LMI), schools, churches, and many commercial businesses. Another failure of the system would continue to stress an already disadvantaged population. The proposed project is for repairs and improvements to critical sewer facilities serving a population of approximately 4,000 people as well as a number of commercial businesses, schools, churches and other facilities in the project area. Hurricane Irma caused a significant amount of strain on the infrastructure in the project area. Sanitary sewer lift stations N-07 and N-08 as well as the associated force main serving the project area, were damaged due to the excessive levels of water needing to be pumped out of the system. This caused a tension in the system, wearing the lift stations out faster than their normal life. The project would include restoration of these facilities due to the damage done by Hurricane Irma including replacement of the lift stations, provision of permanent generators to avoid a lapse in service after a failure, and replacement of the force main connecting the project area to the lift stations. Other public funding sources being sought to be leveraged along with this CDBG-DR grant are CDBG-CF grant funds. It is anticipated that funds that may be received through a CDBG-CF grant will not cover the extent of the repairs necessary to make this project area resilient to the next disaster.

#### 2 Describe how proposed program or project primarily addresses Unmet Housing Needs as specified in CDBG-DR Action Plan.

NA

#### 3 Specify Units and Funding Serving LMI Populations and Cost Benefit Analysis

Proposed CDBG-DR Contract Amount	Total Estimated Units	Maximum CDBG-DR Assistance Per Unit	% of Units Serving LMI Populations	# Units Serving LMI Populations	Grant \$ Serving LMI Populations
\$3,435,000	1,593	\$2,156.30	84.95	1,353	\$2,538.80



- 4 Describe how proposed program or project **primarily serves Low- and Moderate-Income populations** as specified in CDBG DR Action Plan.

The greater majority of the residents in the affected service area for this project are renters with only 14.28% of the population owning their own homes. Almost 70% (69.70%) of the project population is black and 20% (20.50%) is Hispanic. Over 40% of the homes in the project's service area were built before 1969. The service area is comprised of an at-risk population because of income levels and high poverty rates. This eligible project is located in Broward County which is within the HUD-Designated MID (Most Impacted and Distressed Areas), and these lift station collection (or service) areas are within an entirely Low-Moderate Income (LMI) area.

- 5 **Infrastructure Improvements**, provide a brief description of how proposed improvements **primarily serves housing serving Low- and Moderate-Income populations** as specified in CDBG-DR Action Plan.

The proposed infrastructure improvements include repairing and replacing two sanitary sewer lift stations and the associated forcemain that serves a predominantly low- and moderate-income population of approximately 4,079 persons. A failure to this system would result in further disadvantaging this already vulnerable population. These proposed improvements would also serve to keep commercial businesses operational increasing the economic share of this area of the City, as well as several schools, churches and other public facilities in the service area.

- 6 Describe how the proposed infrastructure improvements aligns with local mitigation and resilience plans.

During storm events, large quantities of stormwater may leak into the collection system negatively affecting the treatment process at the plant, increasing overall flow, and accelerating wear and tear on the pumps. The stormwater will cause the runtimes of the pumps in the pump station to exceed their operational performance limits. The consequence of which could be sewage spill on private properties, public rights-of-way, and into sensitive surface water bodies. This results in unnecessary costs and increased risk of failure. This critical sanitary sewer pump station requires hardening through improvements to protect the aboveground elements from hurricane winds, lightning, potential debris, and vehicular impacts. The following improvements are included within this project: installation of larger capacity pumps, sealing the interior walls of wetwell and valve vaults to prevent the intrusion of groundwater, raising the rim elevations of existing wetwells and valve vaults to or above the 500-year flood stage, hardened aboveground electronic and electrical control elements, concrete enclosures for pump station sites, and installation of permanent backup electrical generators. After hardening, not only would the risk of failure be reduced, but the ability to recover in the event of a failure (due by a storm event as an example) would be improved due to lower capacity and exposure. This would enable the City to use its current Public Works staff to maintain the facilities rather than worrying about failure and emergency replacements.

## II. MANAGEMENT CAPACITY

- 1 Describe roles of key staff, contractors and/or vendors in operations management of the proposed CDBG-DR funded program and/or project. List any additional staff to be hired and/or procured and for what roles.

**Utilities Hardening Team**  
**Project Manager:** Ensures procurement is in compliance with grant agreement and grantor requirements. Ensures schedules and budget requirements are maintained. Assists with procurement and closeout of all contracts and grants. Coordinates with Operations and Maintenance Managers for inspections from staff. Contact point for coordination and implementation of project. Manages general contractors.  
**Accounting Staff:** Work alongside Project Manager to ensure the procurement process is in compliance with grant agreement. Assists with procurement, make sure all regulatory requirements are met including and not limited to audit, Davis Bacon and closeout of all grants.  
**Engineering Construction Manager:** Oversees the Project Manager to ensure work is being completed based on design specifications. Directs engineering services for design and preparation of bid package. Signs contracts, change orders. Oversees inspectors.  
**Inspectors:** Inspect work done by contractors to ensure proper City, County, State and Federal Codes as well as safety, engineering concerns are adhered to. Ensures proper equipment and material have been installed, and the schedule is followed. Makes sure project is completed according to design.  
 In addition, the Grant Project Team will undertake the following tasks. The responsible party is identified in parenthesis. Department of Public Utilities hosts the location of all projects within this grant package and will therefore execute the grant award.  
 1) Execute grant award (Department of Public Utilities)  
 2) Prepare bid package (Department of Public Utilities)  
 3) Solicit competitive quotations (Department of Public Utilities/Procurement)  
 4) Select (a) General Contractor(s) (Department of Public Utilities)  
 5) Award Contract (Department of Public Utilities/Procurement)  
 6) Construct Project (Department of Public Utilities/Contractor)  
 7) Monitor compliance with CFHP (Grant Project Team)  
 8) Maintain Constructed Facilities (Wastewater Treatment Plant Maintenance Staff)  
 Department of Public Utilities will manage the application and administer the awarded funds for facility hardening project according to accepted budget plan. ECSD and Utilities Accounting will also oversee project progression, ensure compliance with Florida Department of Equal Opportunity (DEO) and United States Department of Housing and Urban Development (HUD) guidelines, provide updates to DEO and HUD on project completion and milestones, and the review and payment of invoices. The ECSD staff have successfully completed multiple construction projects for Water, Sewer, and Stormwater using a variety of funds including and not limited to Federal grant projects from agencies such as Florida Department of Environmental Protection, and CDBG. The Project Manager will manage the implementation of the project tasks and compliance with CDBG-DR requirements. Upon grant award and execution, the Project Manager and Hardening Team will work with the procurement department to award a bid to the contractor for construction of the project. The General Contractor(s) have not been identified yet, but will be selected through a competitive bid process through the Procurement Department using a Request for Proposals (RFP) in accordance with 84 FR 45938. This process will include all required federal and state requirements for construction contracts that include but are not limited to complying with the Davis-Bacon Act.

- 2 a. What is the **experience and capacity of key members of the management team?**

**Viviek Galav, P.E., Director of the HLWD-DPU:** Mr. Galav is a registered professional engineer with combined experience in the areas of utilities management, water and wastewater engineering and construction management. Mr. Galav has over 25 years of experience working in the planning, design, general construction, operation and maintenance of municipal facilities. Mr. Galav has been employed with the City since September 2019. Mr. Galav has managed large capital programs for various municipalities. Mr. Galav received his Bachelor of Engineering from Panjab University, India in 1990 and a M.S. from University of Miami in 1995 and is a registered Professional Engineer in the State of Florida.  
**Cecilia Aurelius, P.E., Interim Assistant Director** has over 24 years of experience in the planning, design, permitting and construction administration of water, wastewater and stormwater systems. After working four years in the private engineering consulting field, Mr. Aurelius joined the City in December 1998. During his tenure with the City, Mr. Aurelius has served as project engineer at the DCM, project manager, Senior Project Manager, and Engineering Support Services Manager of the HLWD-DPU. As the Engineering Support Services Manager, Mr. Aurelius supervised a group of professionals and professional engineers responsible for the administration, implementation and completion of the HLWD-DPU's capital improvements. Mr. Aurelius manages the Engineering and Construction Services Division (ECSD) and provides the HLWD-DPU with professional, in-house engineering services. The range of services available to the HLWD-DPU includes engineering design, project management, contract administration, construction inspection and management support functions. He regularly interacts with regulatory agencies and with consultants providing general engineering services to the HLWD-DPU.  
**Francis Demond, P.E., Deputy Director - Operations** has over 28 years of experience in the planning, design, permitting and construction administration of water, wastewater and stormwater systems. After working three years in the private engineering consulting field, Mr. Demond joined the City in August 1996. During his tenure with the City, Mr. Demond has served progressively in several positions within the HLWD-DPU from Field Engineer/Engineer I to his current Deputy Director - Operations position. As the Deputy Director of Operations, Mr. Demond is responsible for the operation and maintenance of the SRWWTP, the WTP, and the maintenance of all the distribution, transmission and collection systems in the City. Mr. Demond holds a Bachelor of Science degree in Civil Engineering from Florida International University in 1993, a Master degree in Public Administration from Nova Southeastern University in 2008 and is a registered Professional Engineer in the State of Florida.  
**City Mathis, Jr., Manager, Wastewater Treatment Division:** Mr. Mathis is responsible for operating the SRWWTP. As manager of the Operation of the Wastewater Treatment Plant Program and the Maintenance of Wastewater Treatment Plant Program, Mr. Mathis directs the daily operation of the plant and the maintenance of the equipment and buildings, the instrumentation, Controls and Electrical program, which maintains the computer and electrical control systems of the SRWWTP.  
**Phyllis Shaw, Utilities Accounting Supervisor:** has over 24 years of experience in accounting and finance. Ms. Shaw is responsible for the management of Accounting, Finance and Grants in the Department of Public Utilities. She works with the Department of Financial Services to administer the financial activities including development and management of financial reports, grant management, accounting, cash management, evaluation of retail and wholesale utility rates.

- b. Describe any projects comparable to the one in this application that the applicant has administered in the last five (5) years.

Lift Stations Nos. W-14, W-27, A-5, A-3, A-8, W-6, & W-26, A10 & A-11, E-02, A-6, A-9

- c. Please provide an assessment of what worked well, what needed improvement and steps taken to resolve such capacity gaps.

Lift Station A-9 Upgrade. During upgrade of Lift Station A-9, a section of asbestos force main downstream to the lift station was identified in poor condition. It was not practical to tap to the section of the pipe safely. To complete the original Lift Station A-9 Upgrade project, about 200 liner feet of asbestos pipe had to be removed and disposed properly.

Asbestos pipe is considered one source causing environment hazard. To successfully address the concern, the scope of the project need to be clearly defined first to remove all asbestos pipe and fittings. The construction method shall ensure that no asbestos material left on site and all removed asbestos pipe be disposed at the certified landfill. The disposal vendor must be approved by the City in advance.

- 3 If the management team is not fully formed, please provide a description of the **procurement process** the Applicant will follow to cultivate program and project management capacity.

**§ 38.42 FORMAL CONTRACT PROCEDURE.**

All supplies and contractual services, except as otherwise provided herein, when the estimated annual cost thereof shall exceed \$25,000, shall be purchased by formal written contract after due public notice, as provided herein, inviting bids or proposals.

(A) Advertisement for bids required, amount. When any goods, supplies, materials or contractual services for city purposes or uses shall be purchased and when the estimated annual amount to be paid by the city shall be more than \$25,000, notice thereof shall be advertised at least one time in a newspaper of general circulation published in the city, calling for sealed bids upon the work to be done under the proposed contract, to be received not earlier than ten days from the first publication of notice. At the option of the Director, unless any provision of law provides to the contrary, the city may satisfy any city requirement of public advertisement, public notice and public mailing of invitations to bid requests for proposals, requests for letters of interest and other solicitations electronically. Electronic notice shall specify that receipt of bids, proposals or other offers shall be received not earlier than ten days from the first announcement or posting of such electronic notice.

- 4 If allocated CDBG-DR funds and if needed, what is your strategy to augment staff and operations management capacity? What is your plan for program and project management in terms of hired staff, contractors and/or vendor?

The Grant Project Team will undertake the following tasks. The responsible party is identified in parenthesis. Department of Public Utilities hosts the location of all projects within this grant package and will therefore execute the grant award.

- 1) Execute grant award (Department of Public Utilities)
- 2) Prepare bid package (Department of Public Utilities)
- 3) Solicit competitive quotes/bids (Department of Public Utilities/Procurement)
- 4) Select (a) General Contractor(s) (Department of Public Utilities)
- 5) Award Contract (Department of Public Utilities/Procurement)
- 6) Construct Project (Department of Public Utilities/Contractor)
- 7) Monitor compliance with CFHP (Grant Project Team)
- 8) Maintain Constructed Facilities (Wastewater Treatment Plant Maintenance Staff)

Department of Public Utilities will manage the application and administer the awarded funds for facility hardening project according to

✓ Organization Charts and description of roles are encouraged, but not required for this Application.

**5 Citizen Complaint Policy**

Does the applicant have a citizen complaint policy, acquisition and relocation policy, housing assistance plan and procurement policy in place that meets HUD guidelines?

☒ Yes Citizen Complaint Policy

As this is a requirement for funding, please see the CDBG website for examples:

☒ Yes Acquisition and Relocation Policy

<http://floridajobs.org/docs/default-source/office-of-disaster-recovery/hurricane-irma/irma-comprehensive-policies-and-procedures-draft-5-3-2019.pdf?sfvrsn=2>

☒ Yes Housing Assistance Plan

☒ No Procurement Policy

**III. READINESS TO PROCEED**

- A. Select "Yes" or "No" for key factors achieved to support that the program or project is ready to proceed:

Supporting Documentation

Site Control:	<input checked="" type="checkbox"/> Yes	Infrastructure is currently within City rights-of-way
Zoning & Community Approval:	<input checked="" type="checkbox"/> Yes	Consistent with comprehensive plan and zoning map
Environmental Clearance:	<input type="checkbox"/> No	
Procured and Contracted Members of Development and Construction Team:	<input type="checkbox"/> No	
Commitment of Matching Funds:	<input type="checkbox"/> No	

- B. Describe any issues and proposed solutions to address Readiness To Proceed:

Readiness to Proceed is supported by current facility permits and the infrastructure being owned and operated by the City of Hollywood.

- C. Confirm you submitted a **Production Work Plan** that shows on a month-by-month basis how much time and staff needed to achieve key Milestones

☐ No



**IV. COST REASONABLE BUDGET**

- A. Proposal budgets must reflect cost reasonableness and affirmative efforts to leverage CDBG-DR funds with additional funding to address unmet needs. Budget narrative reflects research, quotes and/or contracted pricing for proposed programs and projects.

Provide a **Budget Narrative** that describes:

1. Cost estimates and sources of funding. Approach to managing and paying for proposed program or project.

The City has also applied for funds (non-committed) under the CDBG-MIT grant for this project. Department of Public Utilities will manage the application and administer the awarded funds for facility hardening project according to accepted budget plan. ECSD and Utilities Accounting will also oversee project progression, ensure compliance with Florida Department of Equal Opportunity (DEO) and United States Department of Housing and Urban Development (HUD) guidelines, provide updates to DEO and HUD on project completion and met objectives, and the review and payment of invoices.

2. Basis of cost estimates and method for generating cost reasonable budget. Provide quotes, bids, schedules and/or estimates from other comparable projects.

Basis for cost estimates were taken from other comparable projects. The City of Hollywood has maintained, constructed, and repaired other similar lift station projects with local contractors and can reasonably rely upon these estimates.

3. Description of how proposed project shall not duplicate benefits as specified in CDBG-DR Action Plan.

The City of Hollywood will comply with procedures and policies in the administration of all received benefits to ensure there is no duplication of benefits. We have not applied for nor received any other benefits for this project other than the source list below.

**B. Leverage and Committed Additional Sources.**

Source	Amount	Committed (Yes / No)	If not committed, list status towards reaching commitment
CDBG -MIT	\$3,435,000	No	Application being filed June 30, 2020
<b>total:</b>			List \$ value of Waiver of Local Impact Fees if available.

If additional funds committed, provide copies of commitment letters or other evidence of commitment.

☐ Yes ☒ No

Confirm that the proposed funding request is for  
FEMA PA program or project match and submit PA commitment

☐ Yes ☒ No

**V. STORM DISASTER RESILIENCE**

- 1 Describe how the proposed CDBG DR-funded program and/or project will pro-actively invest in resilience to damage from future storms as specified in the Federal Register and Action Plan.

Lift stations N-07, N-08, and the associated force main within the proposed project basin were facilities that rose to the top of the improvements needs list for the City of Hollywood after Hurricane Irma. Should another rain or storm event occur, this area may be without power or bypass pumps, resulting in no transmission of effluent. Project plans include creating a larger capacity, sealing walls, preventing groundwater intrusion and infiltration, hardening electronics against storm debris, wind, lightning and vehicle damage, adding concrete enclosures, raising the facilities to protect against a 500-year storm event, and repairing the 8" force main serving the basin. Installation of storm hardening equipment will not only provide the community with continuous service but also protect on site equipment. The risks that will be mitigated by this hardening project will be the ability to allow for continuous, uninterrupted operation of the lift stations during and following inclement weather and to provide protection during storms from lightning strikes.

**VI. SUPPORTING DOCUMENTATION**

**A. Service Area Maps**

For Infrastructure and Economic Revitalization proposals, please provide a Map with an overlay that clearly shows:

- Project Location and/or Service Area **Included**
- Low- and Moderate-Income Service Area **Included**
- Most Recent Flood Plain Map **Included**

**B. Other Considerations**

Describe any other regulatory reviews such as Federal or State review or regulatory system which may have jurisdiction over the proposed activity(s), such as, federal programs of the Corps of Engineers and the Environmental Protection Agency; and State programs.

NA

**VI. CERTIFICATION**

As authorized Executive Officer, I certify that staff, contractors, vendors and community partners of our storm recovery initiative:

- A. Will comply with all HUD and Florida requirements in the administration of the proposed CDBG-DR funded activities;
- B. Will work in a cooperative manner to execute the Subrecipient Agreement that provides the pathway for successful CDBG-DR program(s) and/or project(s) and;
- C. Certify that all information submitted in this Application is true and accurate.

Signature:

*Vivek Galav*

6/30/20

Name: Vivek Galav, P.E.

Date

# Community Development Block Grant - Disaster Recovery

## Rebuild Florida CDBG – Infrastructure Repair Program

### BUDGET

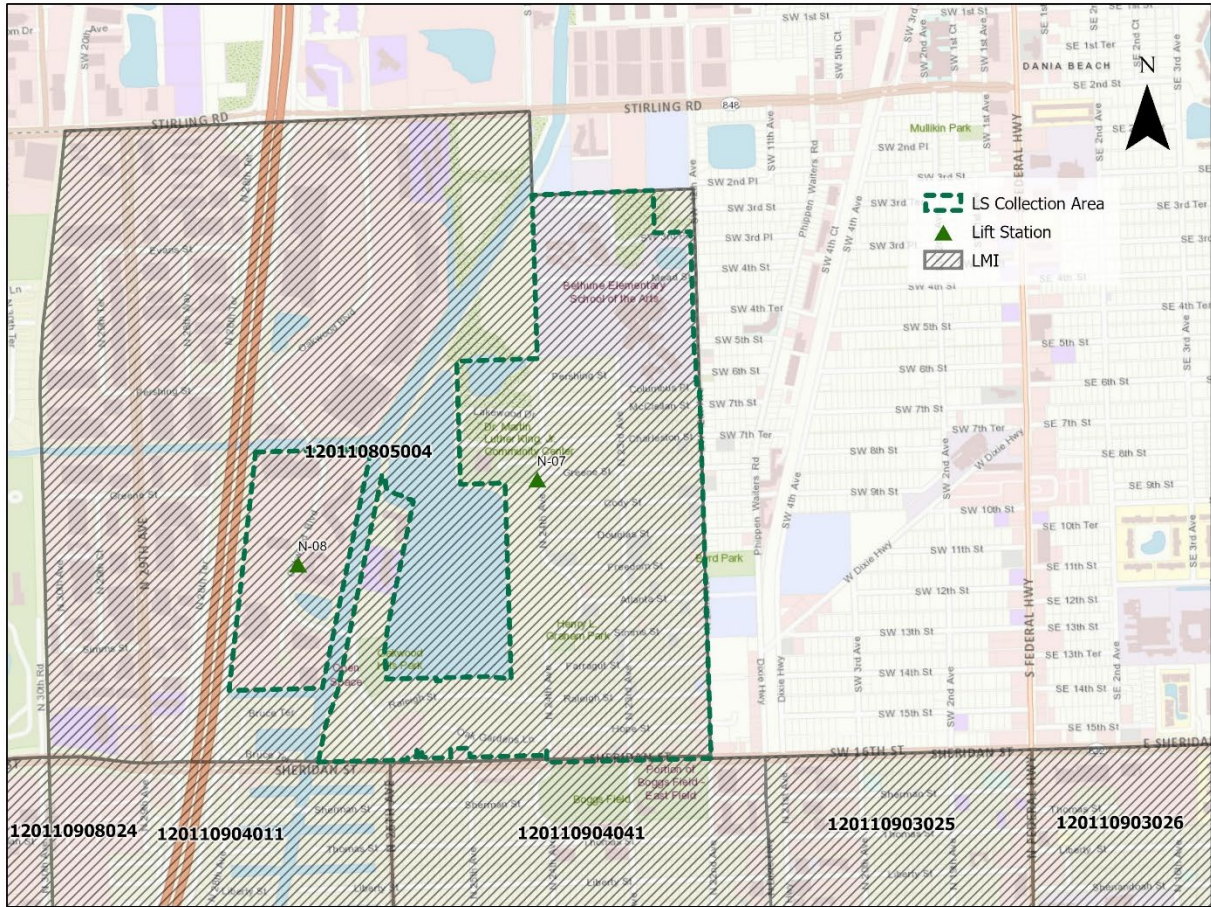
<b>CRITICAL FACILITY HARDENING</b>	
New control panels with hardened support columns	\$160,000
Electrical system upgrade	\$100,000
Raised rims of concrete wetwell and valve vault	\$40,000
Hardened perimeter - bollards	\$60,000
lighting protection for control panels, generator and antenna	\$20,000
Waterproofing wetwells and valve vaults	\$315,000
Remedial structural repairs	\$40,000
Force main bridge supports	\$300,000
Mot and FPL	\$100,000
<b>MECHANICAL HARDENING</b>	
Pumps installation	\$300,000
Valve installation	\$130,000
Piping - pump station	\$200,000
Hatches - access	\$40,000
Force main Replacement (approximately 200 LF 6-IN DIP bridge mounted)	\$250,000
Backup electrical generator	\$545,000
<b>OTHER</b>	
Demolition - site and equipment	\$30,000
Temporary bypass pumping	\$220,000
<b>ADMINISTRATION</b>	
	\$175,000
<b>PLANNING</b>	
	\$50,000
<b>DESIGN</b>	
	\$360,000
<b>CONSTRUCTION</b>	
	\$0
	<b>\$3,435,000</b>



## SERVICE AREA MAP



## Rebuild Florida CDBG – Infrastructure Repair Program

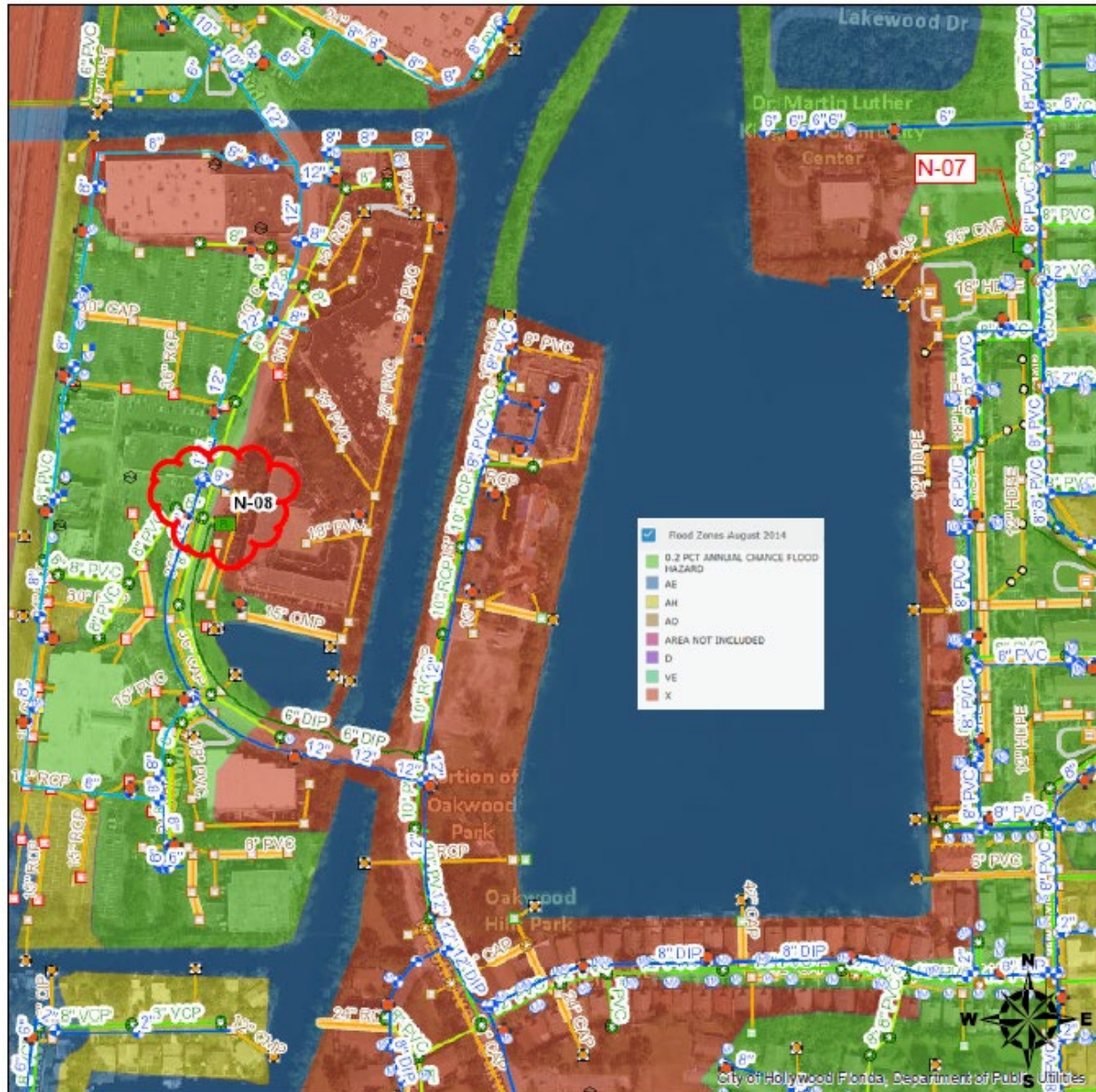


## LMI Populations



# Community Development Block Grant - Disaster Recovery

Rebuild Florida CDBG – Infrastructure Repair Program



Flood Plain Map

## Attachment C – Activity Work Plan

Subrecipient City of Hollywood Activity: Liberia-Oakwood Wastewater Collection System Hardening Project Budget: \$3,435,000  
 Contract Number: \_\_\_\_\_ Date Prepared: 06-30-2020 Modification Number: \_\_\_\_\_

Start Date (month/year)	End Date (month/year)	Describe Proposed Action to be Completed by the “End Date.” <i>Examples of Actions: Procure Administrator or Engineer, Complete Environmental Review and Obtain Release of Funds, Request Wage Decision, Complete and Submit Design and Specifications, Advertise for and Open Bids, Issue Notice to Proceed, Construction Completion (33, 66, and 100 percent or 25, 50, 75, and 100 percent), Complete Construction Procurement Process, Advertise Availability of Housing Rehabilitation Funds, Complete Rankings of Homes per HAP, Number of Houses Rehabilitated and Submit Closeout Package to DEO.</i>	Estimated Units to be Completed by the “End Date”	Estimated Funds to be Requested by the “End Date”
06/30/2020	09/28/2020	DEO Award		\$1,000.00
09/28/2020	10/28/2020	Data Collection		\$10,000.00
10/28/2020	12/27/2020	Performance Assess. Review		\$15,000.00
12/27/2020	01/01/2021	Prepare RFQ Design Services		\$5,000.00
01/01/2021	04/01/2021	Select Designer		\$1,000.00
04/01/2021	05/31/2021	Establish Design Criteria		\$18,000.00
05/31/2021	09/28/2021	Prepare Design Plan		\$304,800.00
09/28/2021	10/28/2021	Public Outreach		\$5,000.00
10/28/2021	11/27/2021	Incorporate Comments		\$49,000.00



11/27/2021	01/26/2022	Submit for Permits		\$1,000.00
01/26/2022	03/27/2022	Permit Issuance		\$200.00
03/27/2022	06/25/2022	Prepare Bid Documents		\$131,800.00
06/25/2022	07/25/2022	Bid Advertisement		\$1,000.00
07/25/2022	07/30/2022	Review Bids		\$20,000.00
07/30/2022	10/28/2022	Award Bid - Contractor		\$1,000.00
10/28/2022	11/27/2022	City Commission Approves Award		\$1,000.00
11/27/2022	11/28/2022	Pre-Construction Meeting		\$20,000.00
11/28/2022	11/29/2022	Issue NTP		\$200.00
11/29/2022	11/24/2023	Substantial Completion	90%	\$2,750,000.00
11/24/2023	11/25/2023	Pump Start Up		\$50,000.00
11/25/2023	11/30/2023	Generator Commissioning		\$20,000.00
11/30/2023	12/01/2023	Construction Phase Ends	10%	\$20,000.00
12/01/2023	12/02/2023	Project Placed Into Operation		\$10,000.00

# Community Development Block Grant - Disaster Recovery

## Rebuild Florida CDBG – Infrastructure Repair Program

### ORG CHART AND TEAM ROLES

The Department of Utilities' Engineering Construction Services Division (ECSD) and Accounting with the assistance of other Staff (The Grant Project Team), will be responsible for the implementation and completion of the project. Routine Maintenance will be handled by the Department's Wastewater Treatment Division staff in addition to outside contractors, if necessary. Local contractors will be contracted to work with the Hardening Team for proper installation and construction of upgrades to the system. The ECSD Project Manager and the Utilities Accounting Team will be responsible for working with Procurement ensuring compliance with the Federal Register and Grantor requirements. The Project Manager and Accounting staff will monitor the progress of project budget and schedule requirements; as well as, assist with the procurement and close-out of all contracts and grants.

#### Utilities Hardening Team

- **Project Manager:** Ensures procurement is in compliance with grant agreement and grantor requirements. Ensures schedules and budget requirements are maintained. Assists with procurement and closeout of all contracts and grants. Coordinates with Operations and Maintenance Managers for inspections from staff. Contact point for coordination and implementation of project. Manages general contractors.
- **Accounting Staff:** Work alongside Project Manager to ensure the procurement process is in compliance with grant agreement. Assists with procurement, make sure all regulatory requirements are met including and not limited to audit, Davis Bacon and closeout of all grants.
- **Engineering Construction Manager:** Oversees the Project Manager to ensure work is being completed based on design specifications. Directs engineering services for design and preparation of bid package. Signs contracts, change orders. Oversees Inspectors.
- **Inspectors:** Inspect work done by contractors to ensure proper City, County, State and Federal Codes as well as safety, engineering concerns are adhered to. Ensures proper equipment and material have been installed, and the schedule is followed. Makes sure project is completed according to design.

In addition, the Grant Project Team will undertake the following tasks. The responsible party is identified in parenthesis. Department of Public Utilities hosts the location of all projects within this grant package and will therefore execute the grant award.

- 1) Execute grant award (Department of Public Utilities)
- 2) Prepare bid package (Department of Public Utilities)
- 3) Solicit competitive quotes/bids (Department of Public Utilities/Procurement)
- 4) Select (a) General Contractor(s) (Department of Public Utilities)
- 5) Award Contract (Department of Public Utilities/Procurement)
- 6) Construct Project (Department of Public Utilities/Contractor)
- 7) Monitor compliance with CFHP (Grant Project Team)
- 8) Maintain Constructed Facilities (Wastewater Treatment Plant Maintenance Staff)

Department of Public Utilities will manage the application and administer the awarded funds for facility hardening project according to accepted budget plan. ECSD and Utilities Accounting will also oversee project progression, ensure compliance with Florida Department of Equal Opportunity (DEO) and United



# Community Development Block Grant - Disaster Recovery

## Rebuild Florida CDBG – Infrastructure Repair Program

States Department of Housing and Urban Development (HUD) guidelines, provide updates to DEO and HUD on project completion and met objectives, and the review and payment of invoices.

The ECSD staff have successfully completed multiple construction projects for Water, Sewer, and Stormwater using a variety of funds including and not limited to Federal grant projects from agencies such as Florida Department of Environmental Protection, and CDBG. The Project Manager will manage the implementation of the project tasks and compliance with CDBG-MIT requirements. Upon grant award and execution, the Project Manager and Hardening Team will work with the procurement department to award a bid to the contractor for construction of the project. The General Contractor(s) have not been identified yet but will be selected through a competitive bid process through the Procurement Department using a Request for Proposals (RFP) in accordance with 84 FR 45838. This process will include all required federal and state requirements for construction contracts that include but are not limited to complying with the Davis-Bacon Act.

