



CITY OF HOLLYWOOD
INTER-OFFICE MEMORANDUM
Department of Public Utilities
Engineering and Construction Services Division

DATE: December 10, 2019 **FILE:** ECS-20-001
TO: Wazir A. Ishmael, Ph.D., City Manager
VIA: Vivek Galav, P.E., Director of Public Utilities *VG*
FROM: Clece Aurelus, P.E., Acting Assistant Director of Public Utilities *CA*
SUBJECT: City Manager's Approval of an Authorization to Proceed to Tetra Tech, Inc. for Stormwater Pump Stations Condition Assessment in the amount of \$47,415.00

ISSUE:

City Manager's approval is required prior to the issuance of an Authorization to Proceed to Tetra Tech, Inc.

EXPLANATION:

The City of Hollywood owns, operates and maintains ten (10) stormwater pump stations as part its stormwater system. In order to maintain the level of service expected from the residents, and prioritize the necessary repairs and rehabilitation, the Department of Public Utilities staff requested Tetra Tech, Inc. to provide a proposal to assist with the Stormwater Pump Stations Condition Assessment (Assessment).

Tetra Tech, Inc. and the City of Hollywood have an existing Professional Services Agreement for General Engineering Consulting Services for water, sewer, reuse and storm water infrastructure projects approved by City Commission Resolution No. R-2017-284 dated September 20, 2017.

With the assistance of Tetra Tech, Inc., the Assessment report will allow staff to effectively prioritize the maintenance, repair, rehabilitation, and hardening of critical infrastructure effected by sea level rise and other climatological impacts.

RECOMMENDATION:

The Department of Public Utilities requests the City Manager approve the attached Authorization to Proceed to Tetra Tech, Inc. for the Stormwater Pump Stations Condition Assessment. Funding for this Assessment is available in account number 443.419901.53800.531300.000913.000.000.

Approved by: _____

Wazir Ishmael
Wazir Ishmael, Ph.D.

Date: 12/24/19

Attachment(s):

Scope of Services, Project #19-11052 – Stormwater Pump Stations Condition Assessment

SCOPE OF SERVICES

CITY OF HOLLYWOOD PROJECT # 19-11052

STORMWATER PUMP STATIONS CONDITION ASSESSMENTS

I. PROJECT DESCRIPTION

The City of Hollywood requested that Tetra Tech provide this scope of services to provide visual condition assessments for nine (9) of the ten (10) stormwater pump stations (SW-#) throughout the City. These engineering services will be provided under the General Engineering Consulting Services contract (City Project No. 17-1325). This scope of services is for visual condition assessments of the following nine (9) stormwater pump stations:

Station	Location	Pump Size	Pump Capacity
SW-01	800 S. North Lake Drive	2-24" Axial (40 HP)	12,000 GPM
SW-02	802 N. South Lake Drive	2-36" Axial (60 HP)	21,200 GPM
SW-03	2921 Arthur Street	1-24" Axial (30 HP)	13,000 GPM
SW-04	2940 Hollywood Boulevard	2-30" Axial (40 HP)	18,000 GPM
SW-05	2851 Washington Street	2-4" Submersible (10 HP)	400 GPM
SW-07	1236 Wiley Street	2-24" Axial (30 HP)	11,100 GPM
SW-08	1601 S 14 Avenue	2-30" Axial	16,400 GPM
SW-09	1201 South Lake Drive	2-4" Submersible	400 GPM
SW-10	South Regional WWTP	Unknown	6,700 GPM

II. SCOPE OF SERVICES

A. Kickoff Meeting, Data Collection, and Review

Tetra Tech will prepare an agenda for the kickoff meeting, attend the kickoff meeting with the City, and prepare and transmit meeting minutes.

Tetra Tech will obtain readily available data required to proceed with the condition assessment and design tasks. Data to be obtained, reviewed, and processed includes the following:

- As-builts for the existing stormwater pump stations,
- Flow data, if available,
- Maintenance logs, and
- Other data.

B. Condition Assessment of Stormwater Pump Stations

Condition assessments, including Sea Level Rise considerations, will be conducted for the following nine stormwater pump stations, SW-1, SW-2, SW-03, SW-4, SW-5, SW-7, SW-8, SW-9, SW-10. SW-1, SW-2, SW-4 are within concrete buildings. SW-5, SW-07, SW-8, SW-9, and SW-10 do not have concrete buildings. SW-03 is in a non-concrete structure.

For pump stations without concrete buildings, the following components will be visually assessed:

- Wet well, hatch, and frame,
- Associated stormwater treatment or control structure (if accessible/visible),
- Influent screen (if visible),
- Pumps,
- Any visible piping,
- Electric meter/service panel,
- Pump control panel,
- Fencing,
- Communications antenna,
- Generators, if applicable,
- Surrounding site conditions, and
- Upstream catch basin or manhole structure.
- Review elevations of facility finished floor and key electrical equipment versus flooding elevation / sea level rising impact.

For pump stations with concrete buildings, the following components will be visually assessed, in addition to the components above, as applicable:

- Concrete building structure,
- Roof,
- Windows and louvers,
- Ventilation systems,
- Doors,
- Railings,
- Building electrical systems and lighting, and
- Fuel tank and piping.

The City will assist Tetra Tech and provide access to the pump stations, control pumps, provide isolation to the system to allow pump out of structures and/or wet wells, pump out wet wells and structures, and other assistance that may be required. Tetra Tech will only conduct evaluations from land. Any assessments the station headwall or submerged discharge piping will be what is visible from land.

Photos from the site visits will be organized and inserted into a document which will be an appendix to the memorandum discussed in Task C.

Deliverables:

- Photo log document.

C. Condition Assessment and Prioritization Memorandum

Tetra Tech will utilize the information collected and the visual condition assessment to prepare a Condition Assessment and Prioritization Memorandum, based on a proposed matrix of evaluation criteria. The memorandum will contain the following sections:

- Background
- Data Collection and Condition Assessment, by pump station,
- Planning level rehabilitation costs, and
- Prioritization and Summary

A draft of the memorandum will be submitted, and a review meeting will be coordinated and attended by Tetra Tech. Comments received from the City will be addressed and a final memorandum submitted to the City.

Deliverables:

- Draft memorandum.
- Review meeting minutes
- Final memorandum

III. ASSUMPTIONS AND SERVICES NOT INCLUDED

- A. Design, permitting, or construction administration or inspection services are not included in this proposal.
- B. Condition assessments requiring metal fragment or other testing to determine condition are not included in this proposal. Condition assessments will be based only on visual assessment and operation and maintenance staff interviews.
- C. Site visits to the nine pump stations will occur on the same day.
- D. Design of rehabilitation for pump stations or sea walls.
- E. Permitting.

- F. The City will operate and assist with providing access to the pump stations, pumping down of wetwells and system isolations to facilitate visual assessment of wetwells, control structures, overflow structures, or other submersed structures. The City will provide any maintenance of traffic and any equipment necessary to pump down or isolate the system.

IV. COMPENSATION SUMMARY

The total Lump Sum compensation for the Scope of Services described in Section II is \$47,415. The compensation for the Scope of Services by task is summarized below.

Task No.	Task Description	Total
A.	Kickoff Meeting, Data Collection, and Review	\$5,858
B.	Visual Condition Assessment of stormwater Pump Stations	\$17,070
C.	Condition Assessment and Prioritization Memorandum	\$24,487
Total Lump Sum		\$47,415

V. SCHEDULE

Tasks A through C of this project are to be completed within four months.



CERTIFICATE OF LIABILITY INSURANCE

DATE(MM/DD/YYYY)
10/03/2019

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER
Aon Risk Insurance Services West, Inc.
Los Angeles CA Office
707 Wilshire Boulevard
Suite 2600
Los Angeles CA 90017-0460 USA

CONTACT
NAME:
PHONE
(A/C. No. Ext): (866) 283-7122 FAX
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E-MAIL
ADDRESS:

INSURER(S) AFFORDING COVERAGE

NAIC #

INSURED
Tetra Tech, Inc.
6303 Blue Lagoon Drive, Suite 305
Miami FL 33126 USA

INSURER A:	Zurich American Ins Co	16535
INSURER B:	American International Group UK Ltd	AA1120187
INSURER C:	Lexington Insurance Company	19437
INSURER D:		
INSURER E:		
INSURER F:		

COVERAGES

CERTIFICATE NUMBER: 570078704498

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

Limits shown are as requested

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> X,C,U Coverage GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PRO-JECT <input checked="" type="checkbox"/> LOC OTHER:			GL0181740601	10/01/2019	10/01/2020	EACH OCCURRENCE \$2,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$1,000,000 MED EXP (Any one person) \$10,000 PERSONAL & ADV INJURY \$2,000,000 GENERAL AGGREGATE \$4,000,000 PRODUCTS - COM/OP AGG \$4,000,000
A	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY			BAP1857085-01	10/01/2019	10/01/2020	COMBINED SINGLE LIMIT (Ea accident) \$5,000,000 BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident)
B	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input checked="" type="checkbox"/> RETENTION \$100,000			62785232	10/01/2019	10/01/2020	EACH OCCURRENCE \$10,000,000 AGGREGATE \$10,000,000
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR / PARTNER / EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N N	N/A	WC254061601 WC185708701	10/01/2019 10/01/2019	10/01/2020 10/01/2020	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$1,000,000 E.L. DISEASE-EA EMPLOYEE \$1,000,000 E.L. DISEASE-POLICY LIMIT \$1,000,000
C	Env Contr Prof			028182375 Prof/Poll Liab SIR applies per policy terms & conditions	10/01/2019	10/01/2021	Each Claim \$5,000,000 Aggregate \$5,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

City of Hollywood is included as Additional Insured in accordance with the policy provisions of the General Liability and Automobile Liability policies as required by written contract. Stop Gap coverage for the following states: OH, ND, WA, WY.

CERTIFICATE HOLDER

CANCELLATION

City of Hollywood
Attn: Clece Aurelius, P.E., Senior
Project Manager
PO Box 229045
Hollywood FL 33022 USA

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Aon Risk Insurance Services West, Inc.

Holder Identifier :

Certificate No : 570078704498