

GIP Sample Capacity Plan

The goal of the Mitigation City project is to reduce the flooding hazards presented by its aging and inadequate infrastructure. The work will include, installation of 500 linear feet (LF) of new stormwater pipe, 26,150 LF of pipe replacement of aging and undersized infrastructure, 4,000 LF of new exfiltration trench, 7,000 LF of new swales and 3,500 square yards (SY) of permeable pavement. The new system will also include a stormwater pump-station that will be capable of draining these low-lying areas during elevated high tide events and/or projected future sea level rise scenarios. Mitigation City will coordinate with stakeholders including Mitigation County and our Local Water Management District.

Mitigation City's Project Manager will be responsible for implementing the project with assistance from City departments such as Public Works, Budget, Risk Management, Procurement, Accounting and Sustainable Development.

The Project Manager will oversee the development and implementation of the project and will coordinate with the project team and stakeholders for the duration of the project and completion. The project team will consist of the City, a construction management consultant and a contractor. As the project nears completion, the Project Manager will be responsible for transferring operation and maintenance information to the operations staff within the Public Works Sustainability Division. The information will consist of training sessions conducted by the equipment manufacturers and operation and maintenance manuals provided by the contractor. The maintenance requirements and schedules will be provided in a format compatible with inclusion into the City's Asset Management System. After the project is accepted as complete, the operations staff within the City's Public Works Sustainability Division will be responsible for the long-term operation and maintenance of the project improvements, just as they are responsible for the current stormwater infrastructure.

The work plan is to bid out these improvements that have already been designed by an engineering consultant and hire a contractor. The city will assign a project manager from internal staff and will hire an engineering consulting company to provide construction management services.

The project team will consist of:

- **Contractor** – The City will hire the contractor to construct the stormwater infrastructure in the City's Neighborhood. The contractor in turn will hire suppliers and subcontractors to provide the construction materials, equipment, additional expertise and labor necessary to complete the project. The contract and contractor will be managed by Mitigation City.
- **Project Manager** – The Project Manager position will be assigned to one of the City's existing staff in the Project Manager II position in the Public Works Department. The Project Manager will oversee the construction of improvements and adherence to the terms of the contract and grant agreement. Staff in the Project Manager II positions are typically civil engineers with at least ten years of designing and managing these type of construction projects.
- **Construction Inspector** - The design consulting team will provide Construction Services for this project. The Engineering Inspector will be responsible for observing and documenting the progress of construction and adherence to the construction contract and schedule. Staff in the Engineering Inspector position typically have at least ten or more years of construction experience.
- **Construction Manager** - The design consulting team will provide Construction Services for this project. The Construction Manager will assist the City's Project Manager by reviewing submittals, responding to contractor requests for information, evaluating contractor progress,

reviewing claims, providing design adjustments as needed, advising the city on accepting work products and reviewing project adherence to the grant agreement. The Construction Manager will report to the City's Project Manager.

- **Additional City Support** - The City will assign existing staff to assist the Project Manager in the implementation of this project as needed, in much the same way as it does for the many other utility construction projects the city undertakes. Under the direction of city management, the Public Works Department will assign various budget, permitting, engineering, administrative, department management and accounting support as needed to complete the project as timely and efficiently as possible. The project contractor will be hired based on the lowest responsible bid, using the city's

standard public bidding process. Staff from the city's Procurement Department will administer the bidding process, which consists of public advertisement, pre-bid meeting, posting and answering questions from prospective bidders, review of bids, assignment of points to minority, women owned and disadvantaged businesses as well as local businesses, requesting City Commission approval to award the contract and contract execution. The city's bids are posted on-line and are viewable by anyone at no expense. The Project Manager works very closely with Procurement staff during this process.

The City has considerable experience with successful completion of state and federal grant funded projects and requirements such as the Davis Bacon Act. The city has a robustly staffed Public Works Engineering Division and can easily handle the workload resulting from award of this grant. Aside from the external construction manager, the City does not plan to hire new staff for this project.