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December 14, 2020

Ms. Deirdre Jacobs  
Assistant City Manager  
City of Riviera Beach Utility District  
600 West Blue Heron Boulevard  
Riviera Beach, FL 33404

Subject: **City of Riviera Beach  
Cross-Connection Control Program Update**

Dear Ms. Jacobs,

We are pleased to offer the following proposal for the update of Riviera Beach Utility Special District's (RBUSD) Cross-Connection Control Program. We understand that the RBUSD's Program is in need of review and update to comply with the latest regulatory requirements regarding cross connection control and public water supply systems. To update the program, we recommend reviewing existing documentation, developing any required updates to ordinances, standards, codes, procedures, and protocols, and development of an implementation plan for the new procedures and requirements. A more detailed description of the tasks proposed are listed below:

**Task 1 – Submit Data Request to RBUSD and Review Background Information**

The purpose of the RBUSD Cross-Connection Control program is to protect the public potable water supply from the possibility of contamination or pollution as required by FDEP (Rule 62-555 or latest edition, FAC). A review of the existing program will be conducted to identify any improvements or required updates to the Cross-Connection Control Program to ensure compliance with FDEP Rules 62-555, latest edition. HCE will review existing policies, procedures, ordinances, and code requirements to identify required updates and/or modifications to current practices to comply with FDEP rules and requirements. Documentation to be reviewed includes:

- City Codes and Ordinances;
- RBUSD standards and reports;
- Standard Operating Procedures including forms/templates.
- Existing data regarding the current program.
- Existing workflows/interfaces with other departments, the public, etc.
- Existing ordinances for up to three other utilities in South Florida in compliance with FAC 62-555, latest edition.



Task 1 Deliverables:

1. Summary of requested data and received/compiled information.

**Task 2 – Implementation Plan and Procedures**

Following the review of the City and RBUSD written documentation and procedures, and existing ordinances for others in compliance with FAC 62-55, HCE will develop an implementation plan and schedule for the establishment of an updated cross connection control program including:

- Identification of proposed tools for data collection and storage;
- Development of proposal to request plumbing and contractual services in support of program implementation;
- Identification of cross connection program workflow and procedures.

This task includes up to six (6) bi-weekly meetings with RBUSD and City staff to discuss current practices and proposed program modifications. Discussion will include the development of a schedule for the implementation of any required changes to the current program including modifications to the current data tracking system, record-keeping, intradepartmental and interdepartmental coordination, reporting, and established roles and responsibilities for staff and management of RBUSD's Cross-Connection Control Program.

Task 2 Deliverables:

1. Two (2) hard copies and one electronic PDF copy of the Cross-Connection Control Implementation Plan and Schedule.

**Task 3 – Update Ordinance and Finalize Procedures**

This task includes the development of an updated cross connection control ordinance for final review and consideration by RBUSD and the City and finalization of program procedures and required tasks/workflow. This task includes attending up to eight meetings with City staff to discuss the options related to the ordinance, new procedures and workflows. Preparation of revised documentation to comply with F.A.C. requirements. This task includes attendance at two (2) agenda review meeting and two (2) RBUSD Commission meetings to assist with presentation of program requirements and ordinance modification's approval.

Task 3 Deliverables:

1. One electronic Word and PDF copy of the revised Cross-Connection Control Ordinance.



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2. One electronic Word and PDF copy of the final Cross-Connection Control Program Procedures.

**ASSUMPTIONS:**

1. Programming of database is not included in this task order. Any changes to RBUSD database and tracking systems identified will be provided under a separate contract with a database development provider.

**SCHEDULE**

The above tasks will be completed according to the following schedule: Two weeks review time by RBUSD is included in the proposed schedule.

Task 1 – Review of Documentation	30 days from receipt of documentation from RBUSD and the City.
Task 2 – Implementation Plan	90 days from completion of Task 1
Task 3 – Update Ordinance	120 days from completion of Task 2

**COMPENSATION**

Compensation will be in accordance with the attached budget summary (Attachment A) on a time and expense basis with a not-to-exceed work authorization amount of \$67,340. Monthly progress payments will be invoiced based on percent complete and as approved by RBUSD.

Sincerely,  
HOLTZ CONSULTING ENGINEERS, INC.

Andrea Holtz, PE  
President