



**DISTRICT OF COLUMBIA
WATER AND SEWER AUTHORITY
Board of Directors**

Meeting of the
Environmental Quality and Operations Committee

**Thursday, January 21, 2021
9:30 a.m.**

Microsoft Teams meeting
Join on your computer or mobile app
[Click here to join the meeting](#)
Or call in (audio only)
[+1 202-753-6714,,431859397#](#)
Phone Conference ID: 431 859 397#

- | | | | |
|-------------------|-------------|---|---------------------------------|
| 9:30 a.m. | I. | Call to Order | Adam Ortiz
Chair |
| | II. | Roll Call | Linda Manley
Board Secretary |
| 9:35 a.m. | III. | AWTP Status Update | Aklile Tesfaye |
| | | 1. BPAWTP Performance | |
| 9:50 a.m. | IV. | DC Clean Rivers Update | Carlton Ray |
| 10:10 a.m. | V. | Action Items | Rudy Gonzalez/Len Benson |
| | | <u>Joint Use</u> | |
| | | 1. Contract No.: DCFA #504 Non-Process Facilities Program
Manager, McKissack & McKissack of Washington, Inc. | |
| | | 2. Contract No.: DCFA #431 Architectural and Related Services for
Facilities, SAMAHA Associates | |
| | | <u>Non-Joint Use</u> | |
| | | 1. None | |
| 10:20 a.m. | VI. | Crisis Incident Management Communications Plan | John Lisle |
| 10:50 a.m. | VII. | Other Business / Emerging Issues | |

10:55 a.m. VIII. Executive Session*

Adam Ortiz
Chair

11:00 a.m. IX. Adjournment

Follow-up Items from Prior Meetings:

1. SVP, CIP Project Delivery: Include risks associated with a potential privatization of the Washington Aqueduct and its impact on rates as part of the Risks and Sensitivities analysis. **[To be included in the Budget Briefing PPT at the Full Board Meeting – February 4, 2021]**
2. VP, DC Clean Rivers: Schedule a virtual tour of GI Sites **[Target: April 2021]**
3. EVP, Chief Operating Officer – brief committee on what efforts have been made to update and improve the Authority’s Emergency Communication protocols, especially in-light of two such previous failures during Boil Water Alerts. **[On Current Agenda]**
4. SVP, CIP Project Delivery – provide a compilation of general planning and engineering services contracts executed in 2020 as well as a status update on DC Water’s strategy to gradually bring these types of services in-house. **[Target: March 2021]**
5. VP, Wastewater Operations, DC Water – provide the Committee with pictures of landscaping project that utilized Bloom product on DC – the South Capitol Street Bridge, downstream of DC Water headquarters. **[On Current Agenda – Included in the BPAWTP Report]**
6. SVP, CIP Project Delivery, DC Water – Provide update on the progress of the project to install solar panels on Blue Plains roof tops. **[Target: March 2021]**

The DC Water Board of Directors may go into executive session at this meeting pursuant to the District of Columbia Open Meetings Act of 2010, if such action is approved by a majority vote of the Board members who constitute a quorum to discuss: matters prohibited from public disclosure pursuant to a court order or law under D.C. Official Code § 2-575(b)(1); contract negotiations under D.C. Official Code § 2-575(b)(2); legal, confidential or privileged matters under D.C. Official Code § 2-575(b)(4)(A); collective bargaining negotiations under D.C. Official Code § 2-575(b)(5); facility security under D.C. Official Code § 2-575(b)(8); disciplinary matters under D.C. Official Code § 2-575(b)(9); personnel matters under D.C. Official Code § 2-575(b)(10); proprietary matters under D.C. Official Code § 2-575(b)(11); train and develop members of a public body and staff under D.C. Official Codes § 2-575(b)(12); decision in an adjudication action under D.C. Official Code § 2-575(b)(13); civil or criminal matters where disclosure to the public may harm the investigation under D.C. Official Code § 2-575(b)(14), and other matters provided in the Act.



Wastewater Operations

Blue Plains Advanced Wastewater Treatment Plant – December 2020

**Accomplishments
&
Priorities**

Teamwork to Improve Reliability: Draft tube mixers, along with cooling and tuning solids pumps, keep digester solids well mixed, which is critical for stable operation and Class A Biosolids production. During normal operating conditions, digester gas is produced during the anaerobic digestion process, and is 60-65 percent methane. It is used to generate renewable energy in the forms of steam, heat, and electricity at the adjacent Combined Heat and Power Facility.

Members of the Mechanic Solids Crew 2A from the Department of Maintenance Services: **Shawn Ball, Shawn Diniz, Matthew Leach, Ryan Little, Alfredo Noguez, Hal Poythress, Michael Smith, Wayne Wright and Dennis Morris**, completed a series of complex proactive maintenance tasks on two of the anaerobic digesters' mixer units. The work involved working at 100ft above ground, as the mixers are mounted on the top covers on each of the four anaerobic digesters. With the mixers weighing more than 5,000 pounds, complex rigging and lifting was required to bring the units to the ground for proactive repairs. To ensure workplace safety, the crew implemented controls such as continuous monitoring of air for gas and use of non-spark tools for disassembly and reassembly of equipment components. Further, the digestion operation had to be closely monitored to prevent gas leaks through the open draft tubes. This successful team effort, demonstrates commitment of employees to adopt maintenance best practices, reduce reactive maintenance, and improve equipment and systems availability and reliability. **Great Teamwork for Proactive Solutions!**

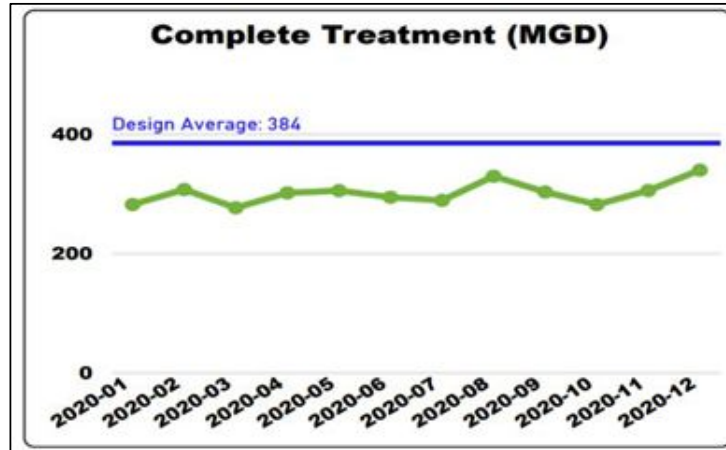


Proactive maintenance of Anaerobic Digesters mixing unit that required rigging and lifting

Operational Performance

Blue Plains Complete Treatment Performance: The plant performance for the month of December 2020 was excellent with all effluent parameters well below the seven-day and monthly NPDES permit requirements. The monthly average flow through complete treatment (Outfall 002) was 339 MGD.

Monthly Average Influent Flow Trend to Complete Treatment (MGD)



Wet Weather Treatment Facility (WWTF) Performance: In December 2020, a total of 430 million gallons (MG) of combined wet weather flow, captured in the tunnel system, was treated through the WWTF. The volume of captured combined flow treated through the WWTF and directed to Outfall 001 was 107 MG.

Wet Weather Treatment Facility (WWTF) Performance

	December 2020 (Draft)	Calendar Year 2020 (Through December)
Total Precipitation, inches (DCA gauge)	4.96	57.34
Total Volume Captured in the Anacostia Tunnel, MG	430*	3187*
Measured Overflow, MG	1*	400*
Percent Captured**	99.8%*	89%*
Screenings and Grit Capture, tons	310	1,976

Note

*Based on preliminary data.

**Expected Capture ~80%

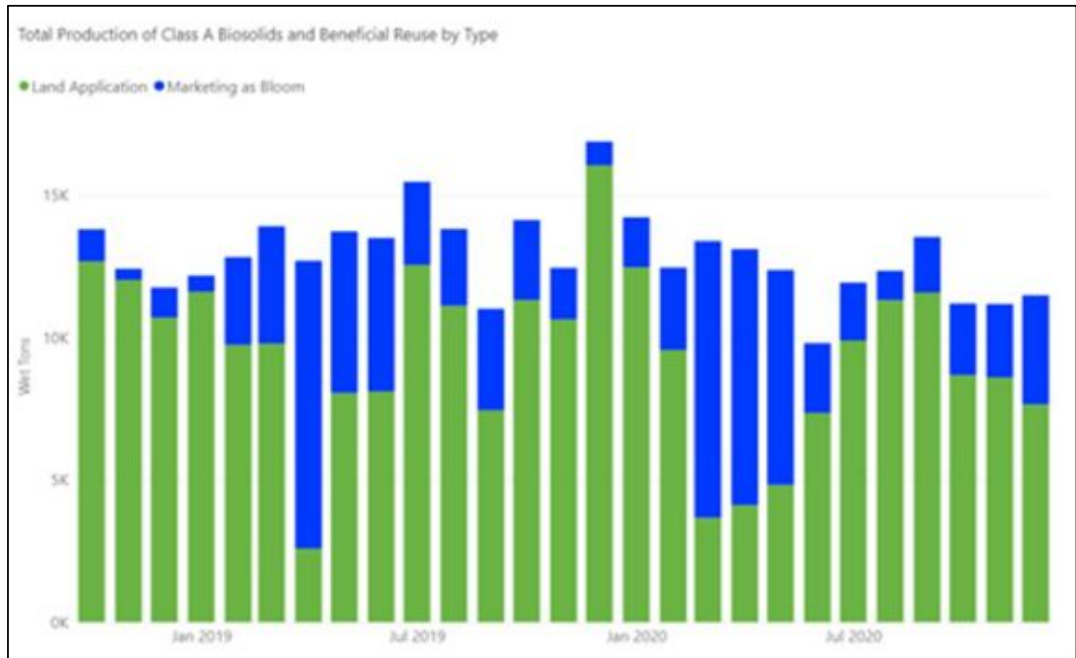
Operational Performance

Class A Biosolids Production: In December, biosolids hauling averaged 367 wet tons per day(wtpd). All biosolids produced during the month met Class A Exceptional Quality (EQ) requirements required by EPA. Fecal Coliform values on daily process monitoring samples remained below the 1,000 MPN*/gram required for Class A biosolids - consistent with the low levels measured historically.

*Most Probable Number (MPN) per gram measures statistical probability of number of organisms

Bloom Marketing: The average quantities of Class A biosolids transported and applied on farms and the quantities marketed as Bloom are shown on the graph below. In December, Blue Drop sold approximately 3715 wet tons of Bloom. This quantity represents more than double what Blue Drop sold last December and includes tonnage for a project in DC – the South Capitol Street Bridge, just downstream of the DC Water headquarters. The project, along with other projects in the DC Metro area, represent a new market for construction landscaping. This market has been a focus of Blue Drop’s efforts for the past year, and it is helping us move material during winter months. This helps avoid costly storage options and preserves storage capacity for inclement weather. This project represents our first large scale usage project in an urban setting and will pave the way for more such projects. The remaining 7650 wet tons not sold into the market were land applied through DC Water (through Blue Drop) and WSSC contracts.

**Tons of Class A Biosolids Produced - January 2019 to December 2020
Marketed as Bloom (blue) and Land Applied (green)**



Operational Performance

Photos below demonstrate of some of DC Water's Bloom use in an urban setting



Four Streams Golf Course before and after Bloom use



Trees planted in Bloom



DC backyard seeded in Bloom

Operational Performance



Abby Farms Tree Nursery



Navy Federal Credit Union



Fresh veggies grown in Bloom



American Horticultural Society



Tyler Elementary, DC

Progress Report

Water Quality & Pretreatment

- ✓ Pretreatment Program staff conducted Significant Industrial User* (SIU) compliance monitoring and inspection at Dulles Airport.
- ✓ The following new or renewed wastewater discharge permits were issued: two Temporary Discharge Authorization permits**; and three Waste Hauler permits****.
- ✓ Staff participated in an EPA webinar roundtable discussion this month on the new annual pretreatment program report format being rolled out by EPA this year.

Note:

* Industrial user with an average process wastewater flow of 25,000 gallons or more per day and/or contributes 5% or more of the total inflow or organic loading to Blue Plains Advanced Wastewater Treatment Plan, and/or is a federally mandated categorical industry, and/or has a reasonable potential for adversely affecting the operation of Blue Plains or for violating any pretreatment standard or requirement, for harming the environment or for causing a threat to wastewater utility personnel.

** Industrial user with an average process wastewater flow of less than 25,000 gallons per day and has a reasonable potential for adversely affecting the operation of Blue Plains or for violating any pretreatment standard or requirement, or for harming the environment, or for causing a threat to wastewater utility personnel.

*** DC Water allows residents, businesses, and government agencies to discharge stormwater, groundwater, and surface water runoff from construction/dewatering projects or other temporary water discharges (e.g., power wash runoff, hydro-demolition wastewater, etc.) to the District's wastewater system on a case-by-case basis.

**** DC Water allows businesses and government agencies with a permit to discharge domestic (i.e., residential-type) septage, grease trap waste, uncontaminated non-wastewater flows, and other non-hazardous waste (allowed on a case-by-case basis) at the Blue Plains Advanced Wastewater Treatment Plant (AWTP). It is illegal to discharge hauled waste directly to the District's wastewater system anywhere else within the District of Columbia.

Research and Development: The R&D team participated in a Kick-off Meeting for the new EPA Project “When a Detour Becomes a Shortcut: Going Full-Scale with Partial Denitrification/Anammox as an Alternative Strategy for Mainstream Deammonification and Incorporating Biological Phosphorus Removal”. Along with another Utility and several Universities, DC Water is a major participant in a collaborative team led by The Water Research Foundation (WRF) and will be directing and overseeing testing conducted at Blue Plains by students who are funded under the project. The research is focused primarily on demonstrating innovative methods to efficiently remove nitrogen from wastewater while reducing use of chemical and energy and operating costs.



District of Columbia Water and Sewer Authority
David L. Gadis, CEO and General Manager

Briefing on:

DC Clean Rivers Project Quarterly Update

Briefing for:

Environmental Quality & Operations Committee Meeting

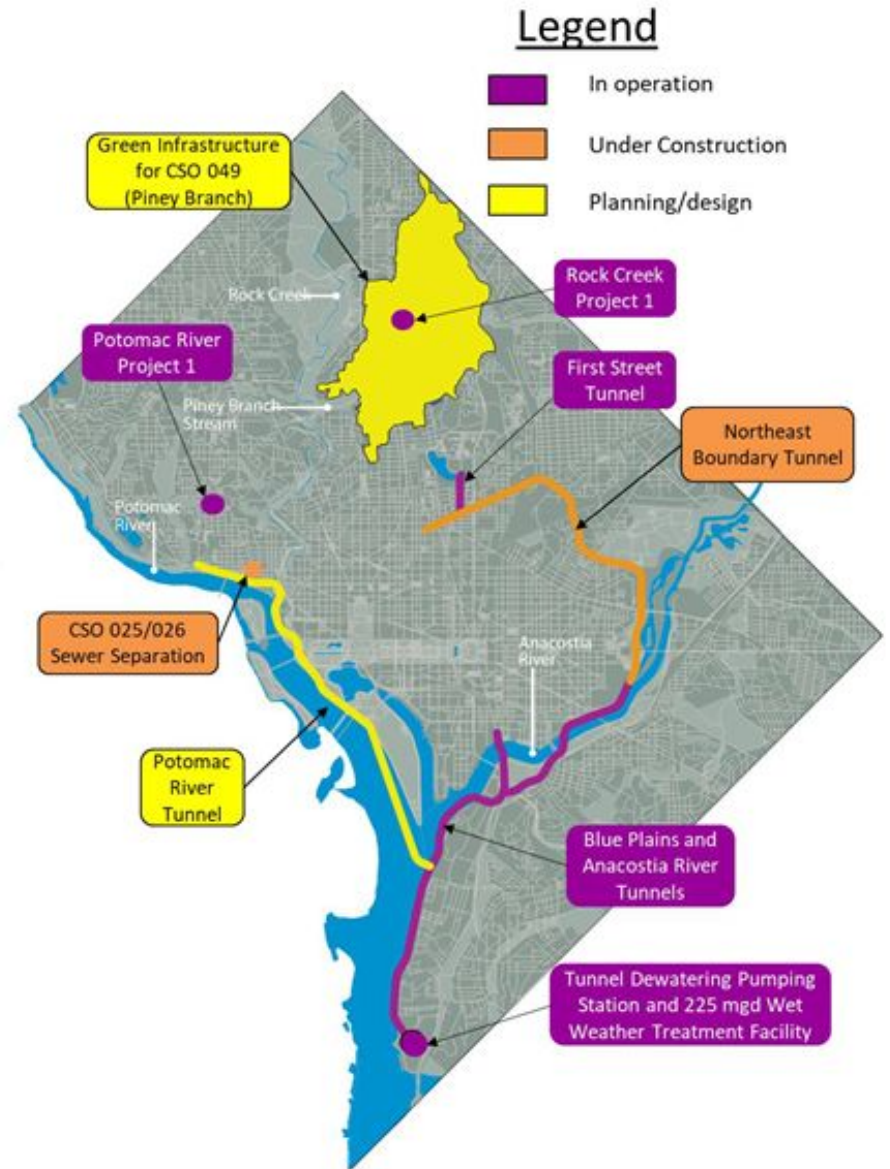
January 21, 2021



DCWATER.COM

Project Status

- Anacostia River tunnel system commissioned 3/20/2018 (100 million gallons)
 - More than *10 billion gallons* captured to date!
- Northeast Boundary Tunnel under construction
 - Adds about 90 million gallons of storage
 - Mitigates flooding
- Rock Creek Hybrid Green Infrastructure plan approved non-material Consent Decree modification completed
- CSO 025/026 Sewer Separation Project awarded, NTP January 2021
- Potomac River Tunnel design underway



Anacostia Tunnel System Performance Since March 20, 2018

Month	Rainfall, DCA Gauge (in)	Volume Captured by Tunnel (MG)	Measured Overflow (MG)	% captured
March 20 -31, 2018	1.48	20	0	100%
April 2018	3.59	249	10	96.0%
May 2018	8.73	860	13	98.5%
June 2018	5.21	265	47	85.0%
July 2018	9.73	679	260	72.3%
August 2018	5.19	334	14	95.9%
September 2018	9.73	784	116	87.1%
October 2018	3.06	164	0	100%
November 2018	7.57	777	5	99.3%
December 2018	5.82	468	100	82.3%
January 2019	3.30	259	0	100%
February 2019	3.52	74	0	100%
March 2019	4.00	337	46	87.9%
April 2019	2.24	77	0.1	99.9%
May 2019	4.97	311	1	99.7%
June 2019	4.27	134	0.1	100%
July 2019	6.49	339	77	81.4%
August 2019	1.99	186	22	89.3%
September 2019	0.25	19	0	100%
October 2019	6.66	450	18	96.2%
November 2019	1.37	55	0	100%
December 2019	2.80	80	0	100%
January 2020	2.79	150	0	100%
February 2020	3.21	143	0.6	99.6%
March 2020	2.31	38	0	100.0%
April 2020	6.30	338	127	72.7%
May 2020	2.49	169	0	100.0%
June 2020	3.51	205	0	99.9%
July 2020	6.51	265	2	99.2%
August 2020	8.73	463	52	89.8%
September 2020	5.53	267	186	59.0%
October 2020	4.86	264	6	97.6%
November 2020	6.14	456	25	94.7%
December 2020 (DRAFT)	4.96	430	1	99.8%
Total	159.31	10,106	1131	89.9%

- Over **10 billion** gallons captured to date
- Over 4,500 tons of trash, debris, and other solids captured
- Exceeding predicted capture rate (90%>80%)
- First year in operation was the wettest year on record for the District of Columbia



Trash, Debris and Solids Removal from Screening Shaft at Tunnel Dewatering Pumping Station

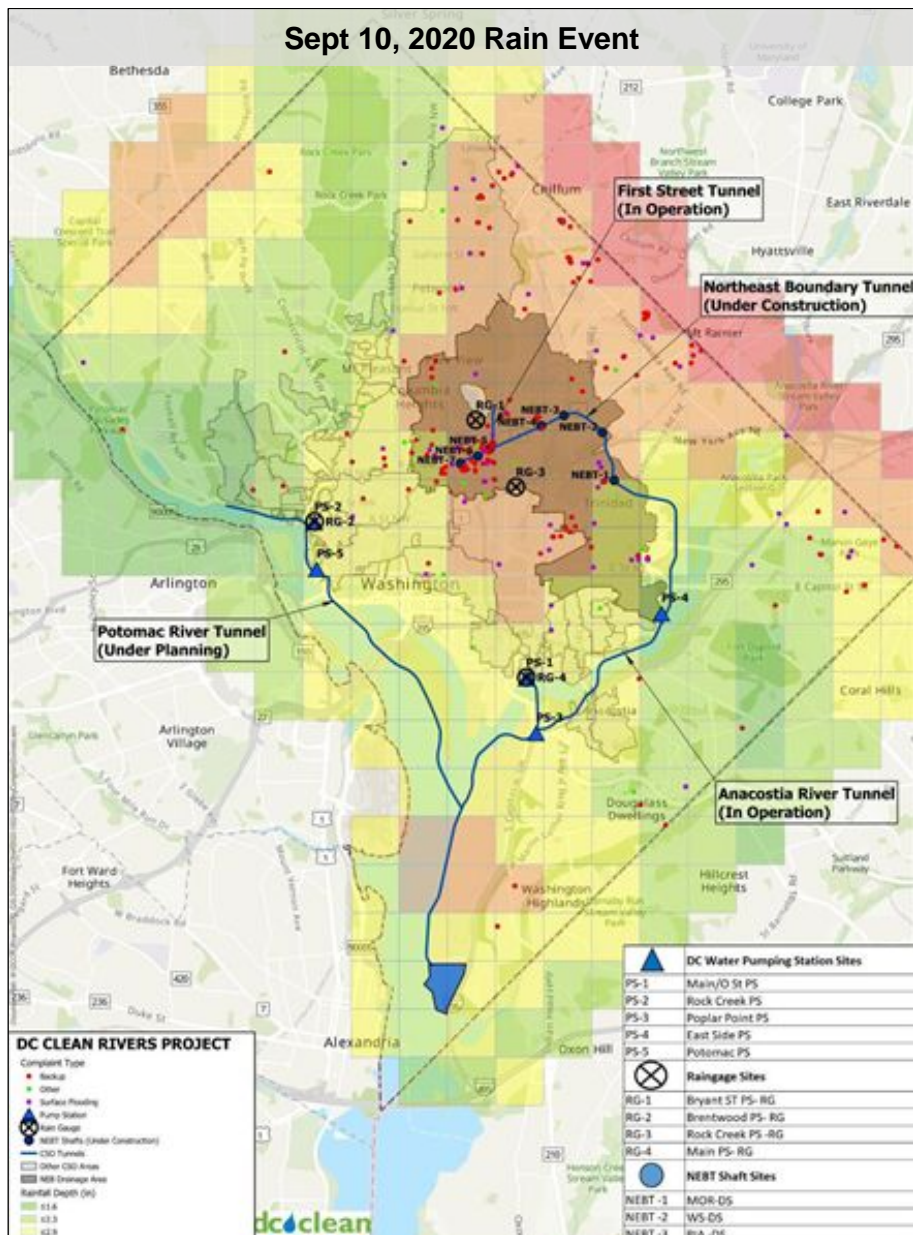
Managing Program Through Covid

- Clean Rivers Office Staff
 - Initially: developed 14-day office rotation to minimize risk of spreading Covid
 - Subsequent actions: office staff are teleworking
- Clean Rivers Field Staff
 - Procedures in place for field staff monitoring construction sites to work out of specific offices and to not travel between multiple construction sites to minimize the risk of affecting other groups
- Construction Contractors
 - Working with our construction contractors to identify and implement procedures to minimize contact and spreading of the virus while allowing work to continue
 - Daily temperature checks/assessment of work force performed
 - Personal protective equipment, social distancing and cleaning protocols observed
 - No visitors or tours of tunnel
 - Contact tracing and isolation for affected staff
 - Conditions established for staff to return to work after illness
- Northeast Boundary Tunnel Contractor reserved its rights for impacts due to Covid
 - Confined environment in tunnel presents unique challenges
 - How pandemic plays out in the future will affect the rights reservation
 - Working with team to minimize impacts on construction

Construction has not been stopped and we continue to meet consent decree deadlines:

- **Rock Creek & Potomac GI Practicability Assessments submitted on time**
- **CSO 025/026 design and procurement completed**
- **Northeast Boundary Tunnel construction continues**
- **Potomac River Tunnel design continues**

Division J – Northeast Boundary Tunnel



- Key component of flood mitigation for Bloomingdale, LeDroit Park and other areas in Northeast Boundary
- Sept 10, 2020 flooding demonstrates importance of project



Division J – Northeast Boundary Tunnel Construction Progress - Tunnel

- Tunnel Boring Machine (TBM) excavated 21,932.6 feet (82.3%) and installed 3,650 rings
- Successfully completed the mining through 4th Street Site on Nov 10th, in mixed face conditions including jet grout and frozen ground
- Installed the 6th and last Tunnel Conveyor Booster at approximately Ring 3490
- Currently mining under Rhode Island Ave
- Approaching Hyperbaric Intervention location at STA 232+20



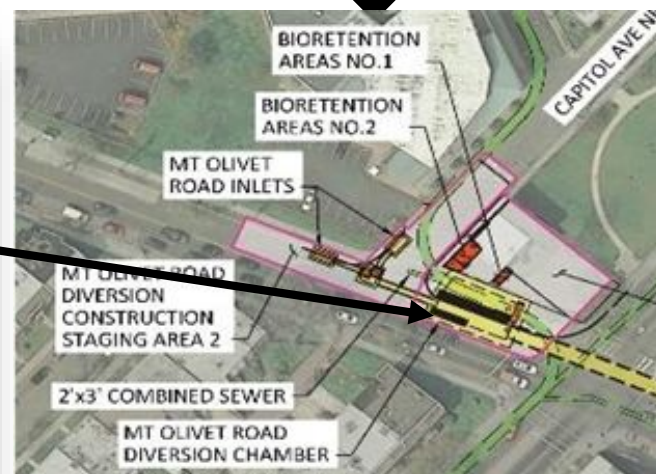
Division J – Northeast Boundary Tunnel Construction Progress – Mt. Olivet Road



- Completed Adit Support of Excavation (SOE) installation and started Adit permanent structures construction
- Started Ventilation Control Vault (VCV) excavation. Completed installing first level bracing, handrail and walkway at VCV
- Completed mobilization and setup at the Diversion Chamber site. Started Near Surface Structures SOE piles installation



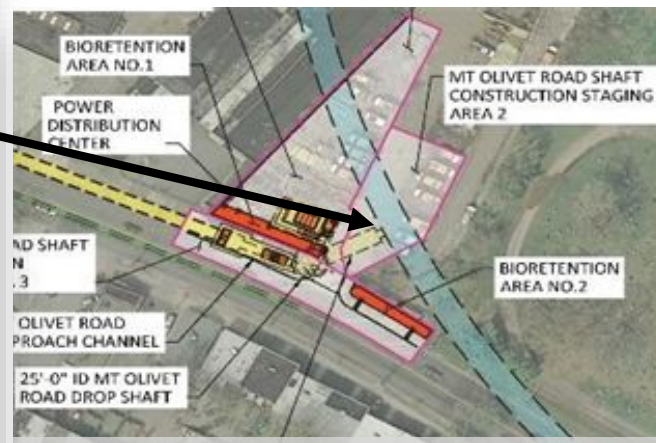
Diversion Chamber Support of Excavation



Diversion Site



Adit Support of Excavation



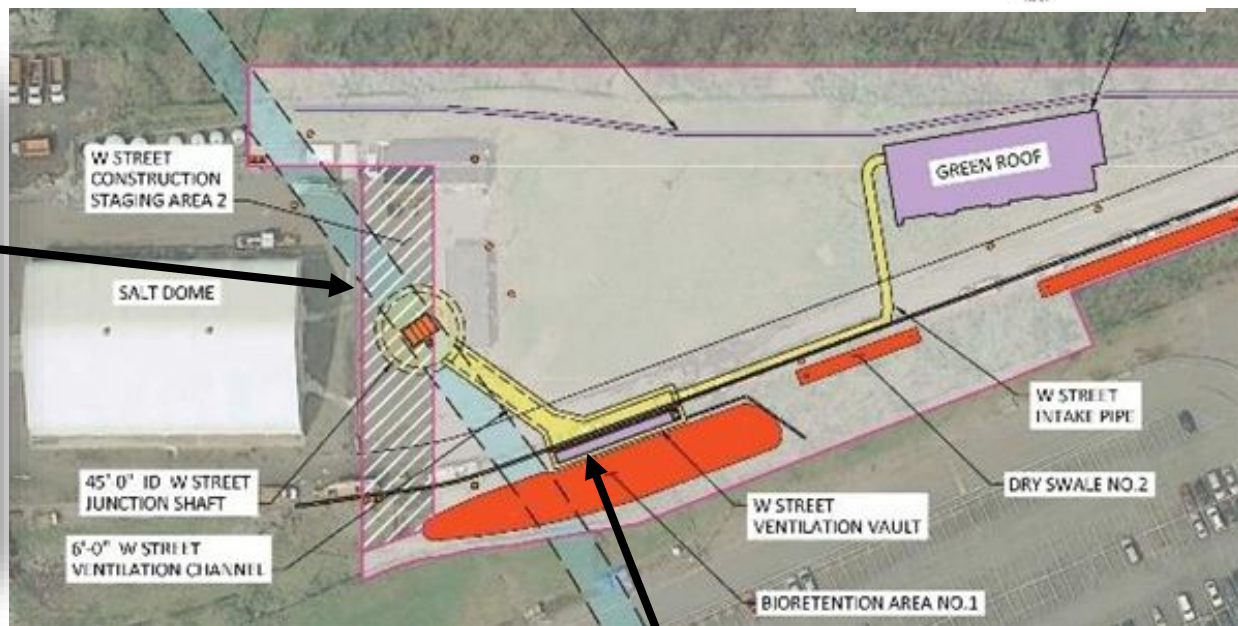
Drop Shaft Site



Division J – Northeast Boundary Tunnel Construction Progress – W Street



Staging



- Continued excavation of Ventilation Channel (VC) and Ventilation Vault (VV)
- Began welding level 2 VC/MV bracing at elevation +109, including walers and struts



Vent Vault



Division J – Northeast Boundary Tunnel Construction Progress – Rhode Island Ave



Drop Shaft



Diversion Structure



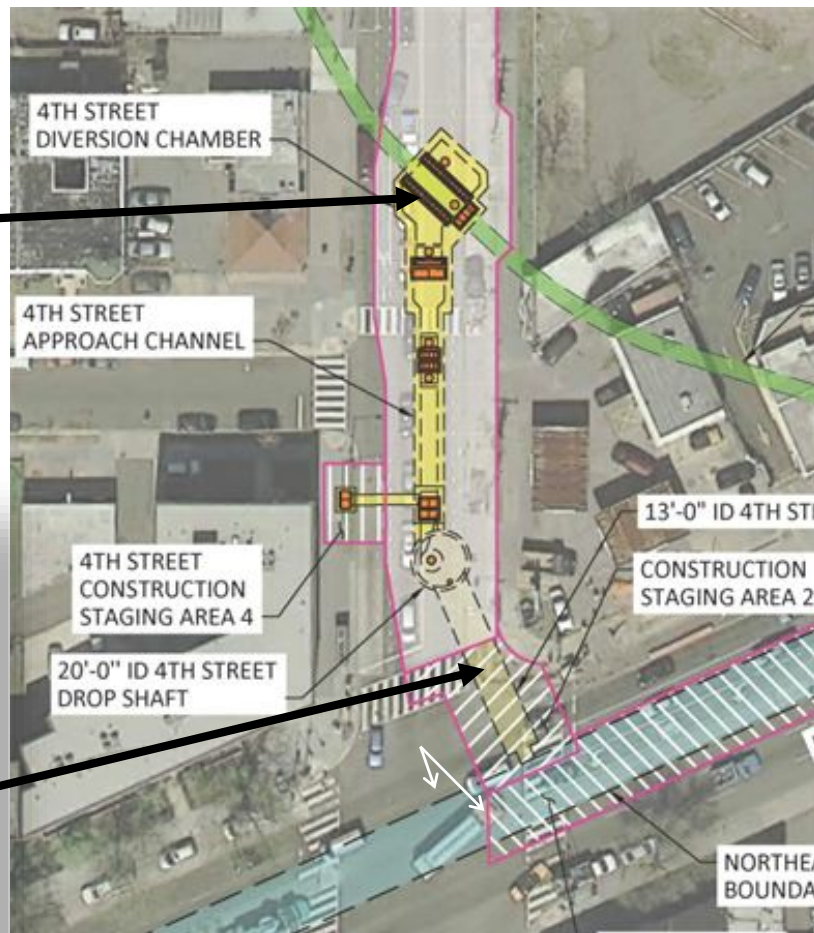
- Completed secant piles for the Diversion Chamber Support of Excavation
- Commenced jet grout for the Diversion Chamber base plug
- Commenced Drop Shaft excavation



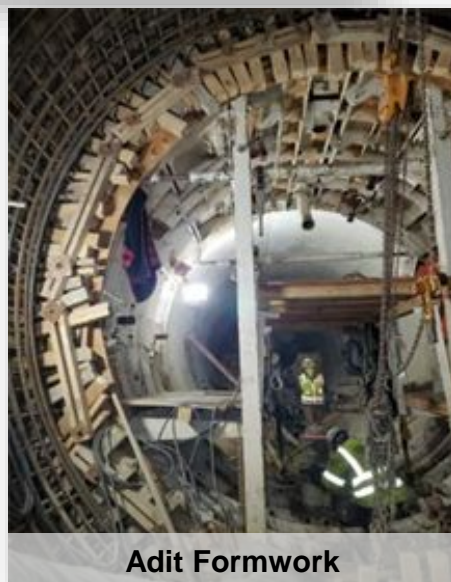
Division J – Northeast Boundary Tunnel Construction Progress – 4th Street



Flume in Diversion Chamber



- Commenced Adit concrete liner
- Completed Diversion Chamber perimeter walls and commenced interior concrete walls
- Completed Vent Vault pipe jacking



Adit Formwork

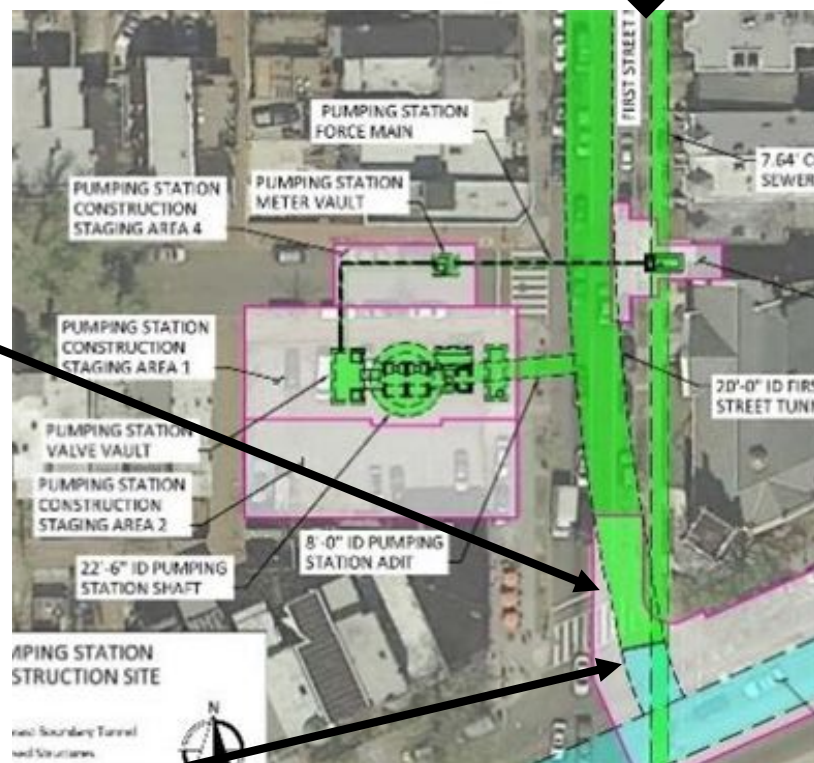
Division J – Northeast Boundary Tunnel Construction Progress – Pumping Station



Site Restoration after Ground Improvement



Site Restoration after Ground Improvement

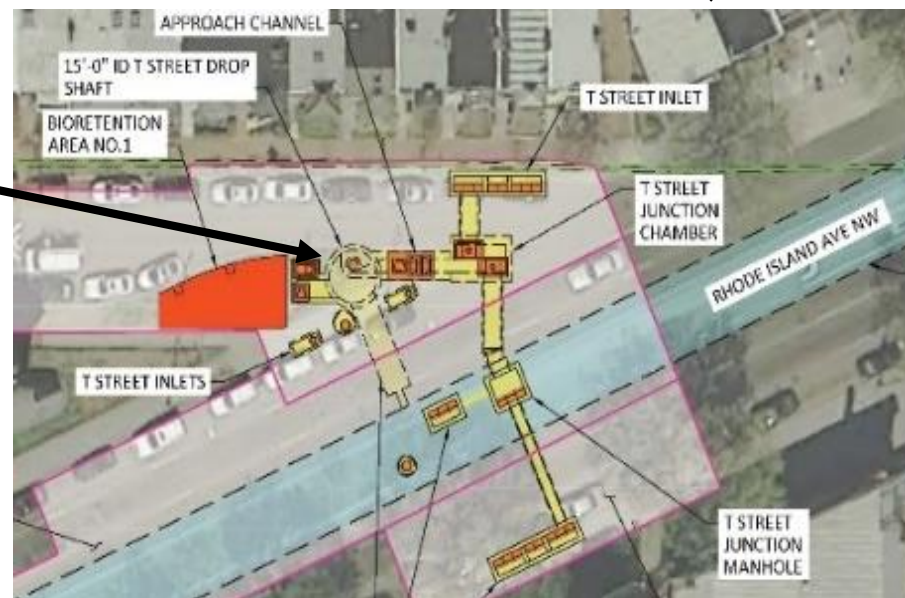


- Completed ground improvement in the Adit /Tunnel connection
- Started site restoration at 1st Street and Rhode Island Avenue

Division J – Northeast Boundary Tunnel Construction Progress – T Street



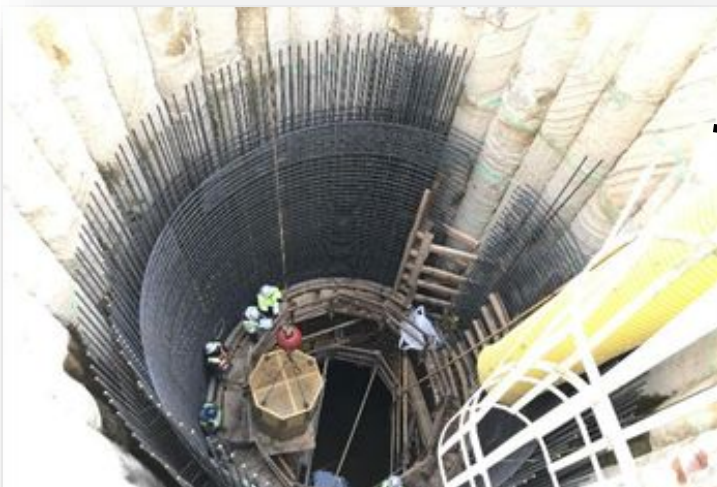
Jet Grouting for Drop Shaft



- Completed installation of all jet grout columns for the drop shaft and Near Surface Structure bottom seal and Adit on December 21, 2020
- Completed core drilling and proof testing for jet grout columns on December 22, 2020
- Start setting up site for solid pile installation, Junction Chamber area



Division J – Northeast Boundary Tunnel Construction Progress – Florida Ave



Drop Shaft Liner Placement



Diversion Structure Construction

- Began installing temporary flume supports for the Diversion Chamber
- Continued installing Shaft cast-in-place liner from Elev +38 to the surface
- Began supporting utilities in CSA3 within the jet-grout area for the Adit/NEBT connection

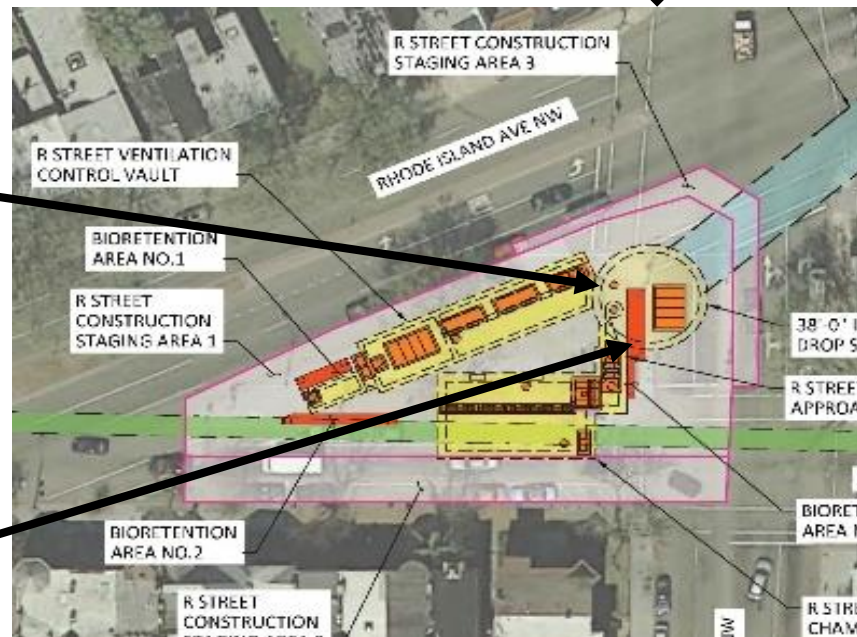
Division J – Northeast Boundary Tunnel Construction Progress – R Street



Drop Shaft Bottom Slab Placement



Drop Shaft Concrete Pour



- Completed pouring shaft bottom slab and cast-in-place liner lift 1 at tunnel/shaft connection
- Continued tying rebar for cast-in-place liner lift 2.
- Received approval to begin permeation grouting where the existing sewer ties into the Diversion Chamber. Expected to begin work in January

Division J – Northeast Boundary Tunnel Public Outreach Efforts

Partnerships with Main Street Organizations

Extension of Memoranda of Agreements (MOAs) for another 12 months by Amendment is underway for Rhode Island Ave Main St NE and North Capitol Main Streets. Emphasis on direct assistance/grants will continue.

Monthly coordination meetings continue with Main Streets.

Shaw Main Street: Completed distribution of \$44,900 in direct assistance to 5 local businesses near the R St. construction site.

Kicked off first Lunch Purchase Program when rotating construction site personnel receive a lunch purchased from local small businesses.

Key Virtual Meetings

- Two Tunnel Forums for residents at construction sites east and west of N. Capitol St. One special meeting for 4th St. construction site residents shortly after Sept. 10 flood event.

- Presented project update at ANC 5C near Mt. Olivet Rd. construction site.

- Participated in walk through with CM McDuffie and DDOT concerning global traffic issues in the area near the Mt. Olivet Rd. construction site.

- Multiple discussions with CM McDuffie staff concerning security issues at 4th St. construction site.

Commuter Outreach Program and Other Construction Mitigation Activities

Traffic Advisories and Newsletters: Distributed to media, residents, ANCs, and businesses updates of construction site activity.

Negotiated a MOA with DPR for 20 parking spaces at their LeDroit Park parking lot. Another 20 parking spaces are leased at the Forman Mills lot for businesses at the 4th St. construction site.

Media Buy: Another more limited media buy is being discussed with OMAC as businesses begin to open, with resulting commute traffic increases.

Participated in DC Water's Sept 10 flood outreach and associated filing of claims in project area.

Coordinated with DPW to implement leaf collection at T St. construction site.

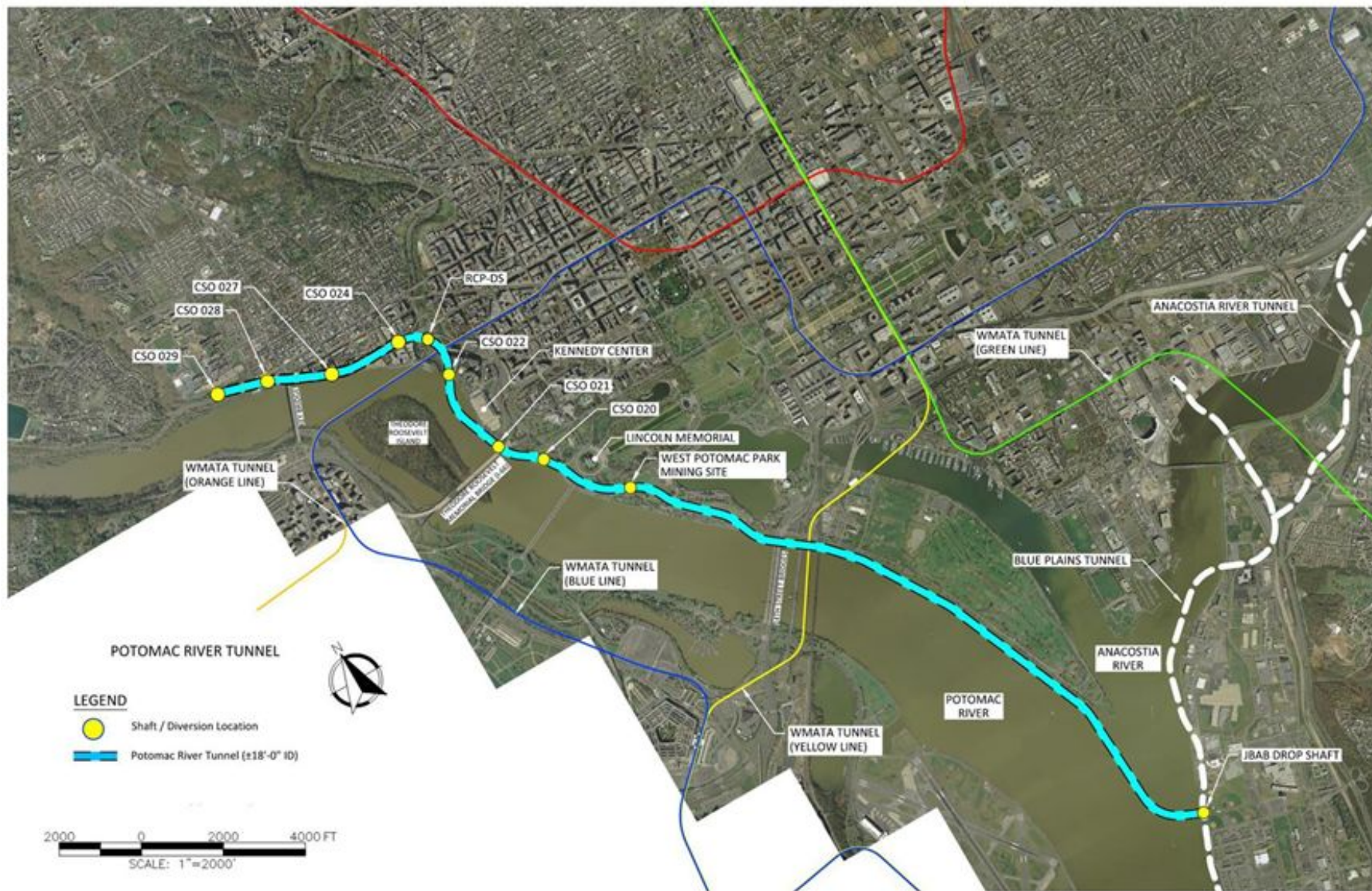
Assisted SIH with negotiations with Bethesda Baptist Church on leaving Diversion Chamber temporary support of excavation piles in place below the edge of their parking lot.

Coordinated with SIH on after-hour permits and notifications for large concrete pours, adit construction and material deliveries.





Potomac River Tunnel





Potomac River Tunnel Advanced Utility Construction

- Survey, archeological, and utility field investigations complete
- Coordinating with NPS and FHWA regarding planned paving projects near construction sites
- Coordinating with Pepco, Washington Gas, Verizon, and other communication utilities
- Schedule for installation of electrical power to tunnel construction sites:
 - Contractor Outreach: Complete
 - RFQ: Issued January 5
 - Pre-SOQ meeting January 12, SOQs due February 9
 - RFP: To be issued March 12
 - Contract Award: July 2021
 - Construction: July 2021 – December 2022
- Other relocations to be performed by individual utilities throughout calendar 2021, 2022





Potomac River Tunnel Tunnel System Construction

- Design Update
 - Finalizing 60% contract documents
 - Project Review Board meeting to be conducted in March 2021
 - Drilling geotechnical borings and completing other subsurface investigations along the tunnel alignment
 - Coordinating with various external stakeholders, including other utilities, NPS, DDOT, WMATA, Georgetown University, and community groups
 - Successful meeting held December 17 with Georgetown community stakeholders to review updated designs along Georgetown waterfront

- Schedule
 - Tunnel Contract (Best Value Design-Build):
 - 60% RFP: January 2021
 - 90% RFP: December 2021
 - 100% RFP: June 2022
 - Award, Begin Construction: Summer 2023
 - Place in Operation: March 2030



**CSO 027 Site – Construction-Phase
and Post-Construction Renderings**



CSO 025/026 Sewer Separation Project

- Contract Execution/Notice To Proceed scheduled for January 2021.
- Ongoing coordination with the District and utility agencies prior to contract execution.
- Continued community outreach to engage Advisory Neighborhood Commission, Georgetown Business Improvement District, and community prior to start of construction.



GI Program

Practicability Results and Next Steps

✓ Rock Creek - Completed

- Practicability Assessment approved by EPA 11/10/20
- Non-Material Consent Decree Modification filed in Federal Court on 12/22/20
- **Hybrid approach** of gray and green moving forward (same as approved by DC Water Board in June 2020)
- Same schedule, mix of technologies, degree of control and performance as LTCP
- Next Rock Creek GI contract for 22 acres to be procured in 2021

Potomac River – EPA approval expected Jan 2021

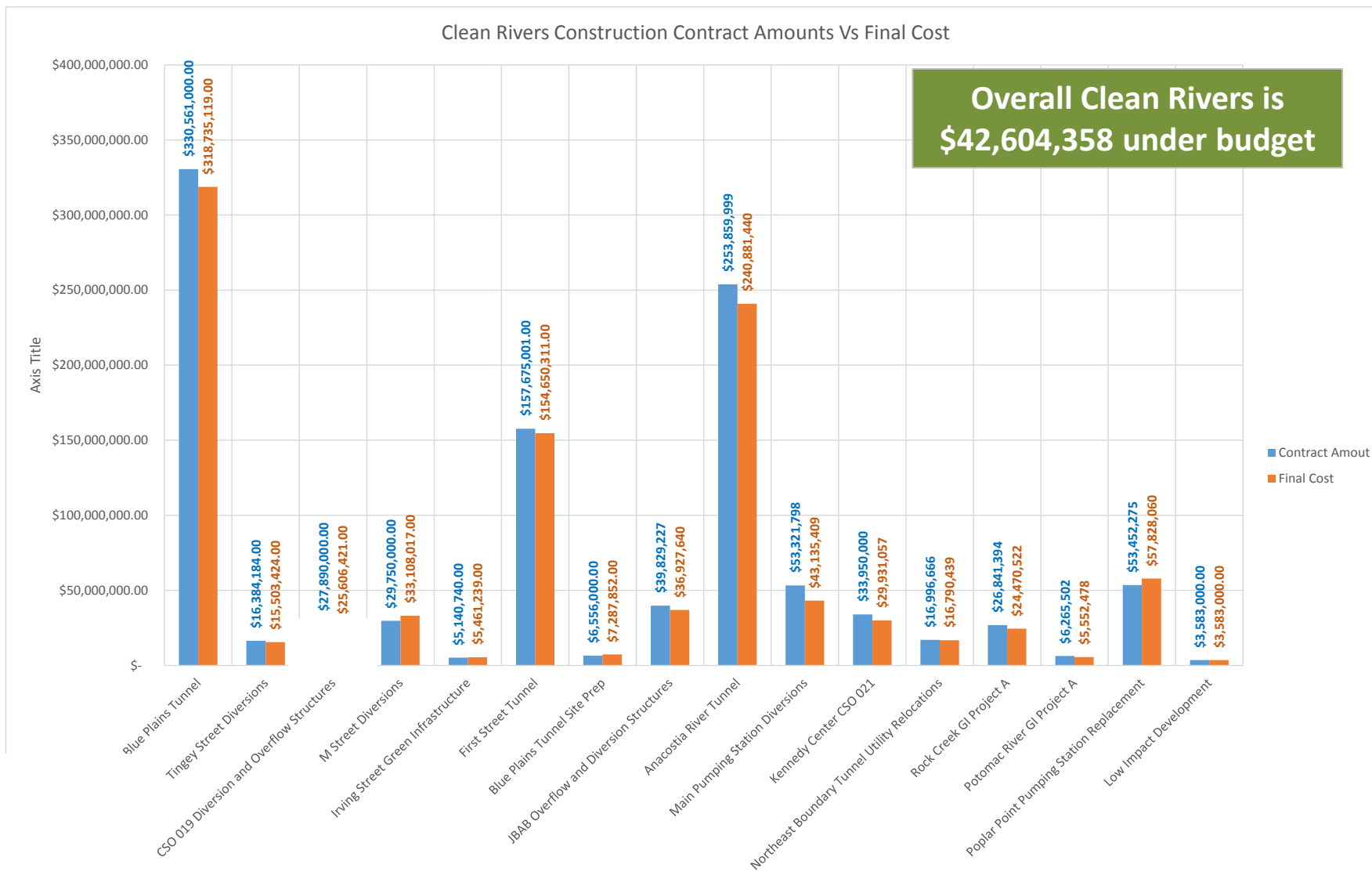
- Practicability approval by EPA anticipated January 2021
- DC Water recommended that **GI is impracticable** on the Potomac due to historic District
- **All gray approach** moving forward w/ recommendation to extend Potomac Tunnel to CSO 029 (same as approved by DC Water Board in June 2020)



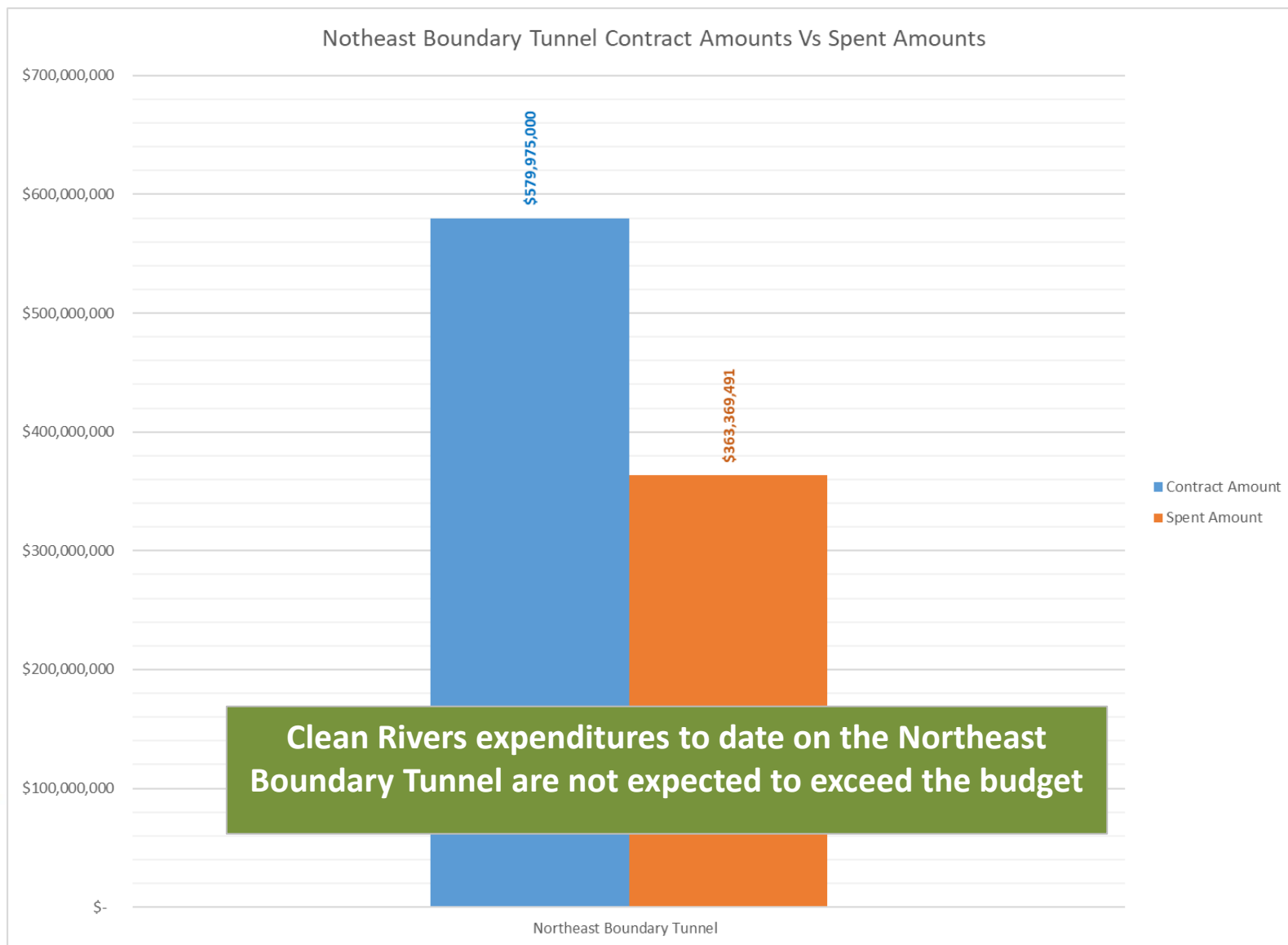
DC Clean Rivers Schedule

Div	Description	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031
Anacostia													
W	Blue Plains Site Prep	Complete											
A	Blue Plains Tunnel	Complete											
C	CSO 019 OF & Diversion	Complete											
B	Tingey St Diversions	Complete											
D	JBAB OF & Diversions	Complete											
E	M St Diversion Sewer	Complete											
G	CSO 007	Complete											
H	Anacostia River Tunnel	Complete											
N	LID @ DCW Facilities	Complete											
P	First St Tunnel	Complete											
I	Main PS Diversions	Complete											
S	Irving St GI	Complete											
Y	TDPS and ECF	Complete											
Z	Poplar Point PS	Complete											
U	NEBT Utility Reloc	Complete											
J	Northeast Boundary Tun.												
<p>Legend</p> <ul style="list-style-type: none"> CD Deadlines (Red Diamond) Planning/Design (Blue) D-B/Construction (Red) Procurement (Green) Monitoring (Dark Green) 													
<p>Bloomingdale MOU Goal 2022 (Red Diamond)</p> <p>CD Deadline 3/23/2025 (Red Diamond)</p>													
Potomac													
PR-B	CSO 021	Complete											
PR-A	Potomac GI Project 1	Complete											
PR-C	CSO 025/026 Separation												
PRT-A	PRT Utility Relocations												
PRT-B	Potomac Tunnel												
Rock Creek													
TBD	Piney Banch Div. Str. Imp.	Complete											
RC-A	Rock Creek GI Project 1	Complete											
RC-B	Rock Creek GI Project B												
RC-C	Rock Creek GI Project C												
TBD	Rock Creek Storage Facility												
RC-D	Rock Creek GI Project D												

Clean Rivers Budget for Completed Contracts



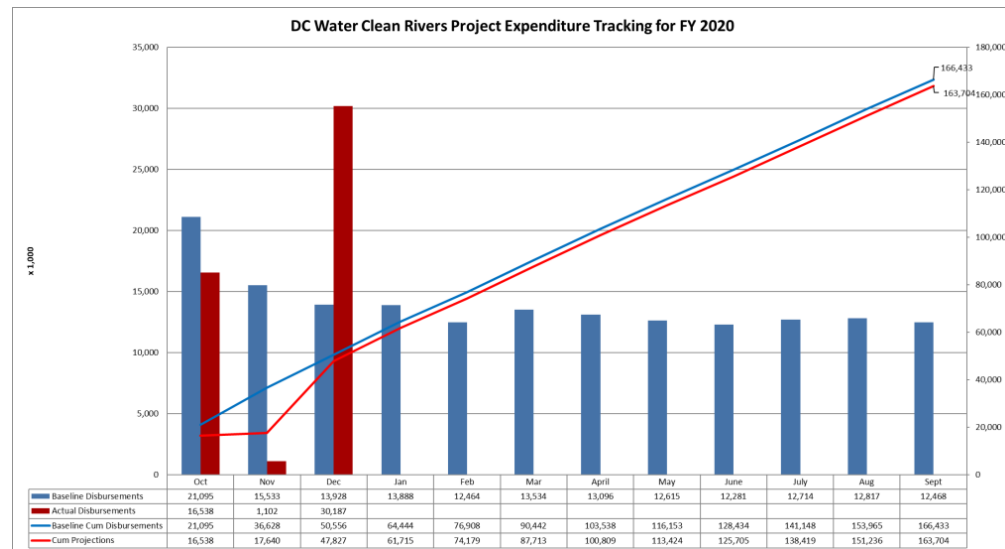
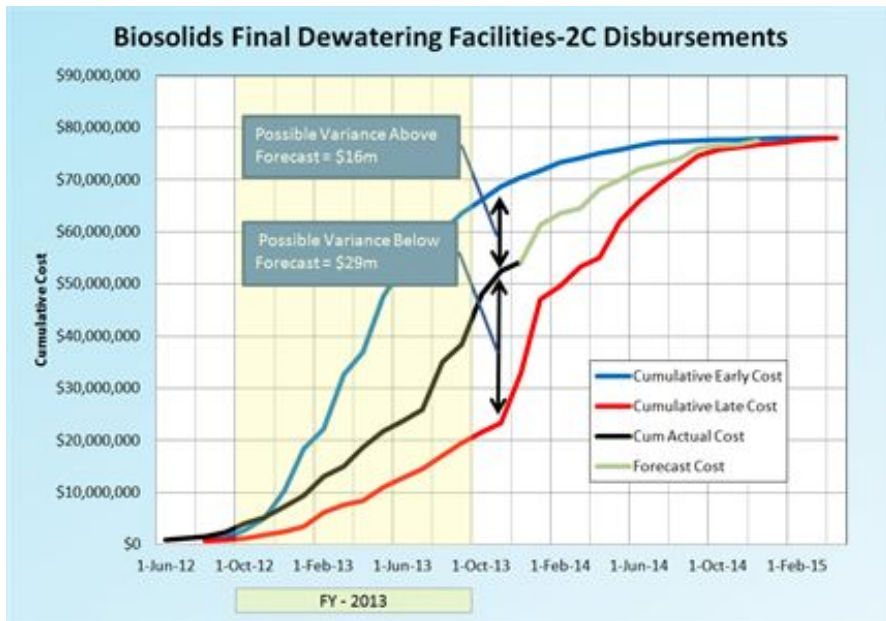
Clean Rivers Budget for Northeast Boundary Tunnel



Clean Rivers Disbursements

Contractor can complete noncritical work early or late and still be on time; two different curves.

Clean Rivers slightly exceeded its planned disbursements for fiscal year 2020



“A comparison of actual disbursements with projected disbursements is not an accurate indicator of project, program, service area or CIP health!”

Source: Dave McLaughlin, March 2014 presentation to EQ&SS and Finance & Budget Committees

- During November, no significant payments were posted to the system due to delayed submittal of invoices by the Northeast Boundary Tunnel Design Builder.
- During December 2 invoices by the Northeast Boundary Tunnel Design Builder posted.
- DCCR expects to meet its spending goal for FY2021.

**DISTRICT OF COLUMBIA WATER AND SEWER AUTHORITY
BOARD OF DIRECTORS CONTRACTOR FACT SHEET**

ACTION REQUESTED

ENGINEERING SERVICES:

**Non-Process Facilities Program Manager
(Joint Use)**

Approval to execute an architectural and engineering services contract for \$3,000,000.00

CONTRACTOR/SUB/VENDOR INFORMATION

PRIME:	SUBS:	PARTICIPATION:
McKissack & McKissack of Washington, Inc 901 K Street, NW, 6 th Floor Washington, DC 20001 WBE	Setty & Associates. Washington, DC MBE	10.0%
	Aspen of DC dba ADC Management Solutions Washington, DC MBE	6.0%
	Forella Group Chantilly, VA MBE	5.0%
	SZ PM Consultants, Inc Washington, DC MBE	5.0%
	Astute Engineering Vienna, VA MBE	1.0%
	Geotech Resources, LLC Montgomery Village, MD MBE	1.0%
	Tina Boyd & Associates Washington, DC WBE	5.0%

DESCRIPTION AND PURPOSE

Contract Value, Not-To-Exceed: \$3,000,000
 Contract Time: 1,825 Days (5 Years, 0 Months)
 Anticipated Contract Start Date: 02-21-2021
 Anticipated Contract Completion Date: 02-21-2026

Other firms submitting proposals/qualification statements:

- EXP US Services, Inc.
- *Samaha Associates P.C.
- *Sheladia Associates, Inc.
- *WSP P.C.

* Asterisk indicates short listed firms.

Purpose of the Contract:

To retain the services of a qualified Architectural and Engineering (A/E) design firm to provide professional services to establish and manage a Facilities Capital Program (FCP) process. The Facilities Capital Program will support the Facilities Department in planning and executing the Capital Improvement Plan (CIP) for all DC Water non-process facilities in the Washington D.C. metro area.

Contract Scope:

- Provide professional engineering and related services under the proposed agreement pertaining to the execution of the non process facilities CIP. Services will include:
 - Preparing and updating master plans, facility plans, space/facilities management and associated tools, commissioning and startup assistance, coordinating with designers, managing design-build projects and coordinating with construction managers.

- o The program will also provide assistance to the Facilities Management Department in matters requiring program management, engineering or technical expertise pertaining to existing, newly constructed, or proposed non-process facilities with an emphasis on innovation, reliability and cost savings solutions.

PROCUREMENT INFORMATION

Contract Type:	Lump Sum & Cost-Plus Fixed Fee	Award Based On:	Best Value
Commodity:	Engineering Design Services	Contract Number:	DCFA #504
Contractor Market:	Open Market		

BUDGET INFORMATION

Funding:	Capital	Department:	Facilities
Service Area:	Non-Process Facilities	Department Head:	Brent Christ
Project:	DU, HF, HK, NZ, RV, SA, SB, SC, SD		

ESTIMATED USER SHARE INFORMATION

User	**Share %	Dollar Amount
District of Columbia	100.00%	\$ 3,000,000.00
Federal Funds	0.00%	\$
Washington Suburban Sanitary Commission	0.00%	\$
Fairfax County	0.00%	\$
Loudoun County & Potomac Interceptor	0.00%	\$
Total Estimated Dollar Amount	100.00%	\$ 3,000,000.00

**Under the terms of the IMA, the capital costs associated with each joint facility are to be split among the users in proportion to the peak flow each user is allocated. It is not possible, at this time, to allocate costs by individual facility. It is anticipated that as projects are developed for work associated with specific facilities and costs are developed, the individual users will be notified and billed accordingly.

_____/_____
 Maureen Holman, EVP Administration Date

_____/_____
 Matthew T. Brown CFO and EVP Finance & Procurement Date

_____/_____
 Dan Bae, VP Procurement & Compliance Date

_____/_____
 David L. Gadis CEO & General Manager Date

**DISTRICT OF COLUMBIA WATER AND SEWER AUTHORITY
BOARD OF DIRECTORS CONTRACTOR FACT SHEET**

ACTION REQUESTED

ENGINEERING SERVICES SUPPLEMENTAL AGREEMENT:

**Basic Ordering Agreement – Architectural and Related Services for Non-Process Facilities
(Joint Use)**

Approval to execute Supplemental Agreement No. 19 in the amount of \$219,000 The cumulative modification exceeds the General Manager’s approval authority.

CONTRACTOR/SUB/VENDOR INFORMATION

PRIME: Samaha Associates PC 10521 Rosehaven Street Suite 200 Fairfax, VA 22030	SUBS: Global Engineering Solutions Washington DC	MBE	PARTICIPATION: 5.3%
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DESCRIPTION AND PURPOSE

Original Contract Value:	\$ 3,500,000.00
Value of this Supplemental Agreement:	\$ 219,000.00
Cumulative SA Value, including this SA:	\$13,356,545.00
Current Contract Value, Including this SA:	\$16,856,545.00
Original Contract Time:	1,826 Days (5 Years, 0 Months)
Time extension, this SA:	0 Days
Total SA contract time extension:	2,323 Days (6 Years, 5 Months)
Contract Start Date:	07-31-2010
Contract Completion Date:	12-31-2021

Purpose of the Contract:

To provide architectural/engineering and other related services on a Task Order basis for development of a non-process facility Master Plan, and related projects identified in the Master Facilities Plan, and other projects as needed.

Contract Scope:

- Develop non-process facilities Master Plan
- Professional architectural/engineering (A/E) and other related services required for the design of new and/or adaptive re-use of buildings, including re-design and renovations of interior space.
- Funded projects to be included under this contract: Adaptive re-use of Old Anacostia Pump station to serve as new facility for Customer Service to be relocated from 810 First Street; modifications to ‘O’ Street field operations site to accommodate construction of LTCP; design and construction of a new warehouse (central) at Blue Plains; modifications and additions to Central Operations Facility (COF) to meet crucial space needs

Previous Supplemental Agreement Scope:

- Provide design services to complete the design for the new warehouse and visitor center/security services building.
- Services related to the regulatory approval phase, site-infrastructure design and construction phase for the new Administrative Headquarters building to be located at ‘O’ Street Facilities.
- Design services for construction of new wall and boundary fence for Main Pump Station
- Design and construction administrative services for a new Fleet Services facility and a new Sewer Services Field Operations facility.
- Undertaking the schematic design phase for determining the scope of items to be repaired, replaced and/or renovated at the Bryant Street Campus.
- Additional services related to implementation of the Master Facilities Plan.



Draft Crisis and Incident Management Communications Plan (CIMCP)

Environmental Quality and Operations Committee
January 21, 2021

John Lisle, VP, Marketing and Communications



Crisis and Incident Management Communications Plan

Background:

July 2018 - 2nd High Low Pressure and Boil Water Advisory

November 2019 - Pressure loss and Boil Water Advisory

July 2020 - Workplace Violence Incident

August 2020 - Development of the CIMCP was an improvement action item from the After-Action Conference

October 2020 - DC Water conducted an EPA Region 3 sponsored Virtual Seminar and Roundtable Exercise



Crisis and Incident Management Communications Plan

Contents:

Purpose

The Communications Team

Audiences

Initial Response

Internal Communications

External Communications

Appendices



Crisis and Incident Management Communications Plan

Purpose:

- **Guide the Authority's initial internal and external communications during a crisis or emergency to disseminate information as quickly as possible**
- Ensure the messaging is aligned with DC Water's operational priorities and reflects its core values: Accountability, Trust, Teamwork, Customer Focus, Safety and Well-being.
- **A crisis could arise from a disruption in service, the issuance of a boil water advisory, a threat to the safety of employees or a scandal that generates negative media coverage.**
- Regardless of the cause and the environment it creates, DC Water must be prepared to communicate internally and externally. How the Authority responds and communicates will play a significant role in shaping the public's perception of the utility.



Crisis and Incident Management Communications Plan

Purpose:

- **The CIMCP compliments other existing DC Water plans, including:**
 - Emergency Management Plan
 - All-Hazard Initial Response Plan
 - Public Notification Plans for drinking water and sanitary sewer emergencies
- Communications protocols and procedures included in those plans are incorporated into this document for consistency
- This plan should be executed in accordance with the Incident Command System (ICS)



Crisis and Incident Management Communications Plan

Communications Team:

- **To avoid potentially confusing or conflicting statements, only designated DC Water representatives may speak to the media at these times.**
- CEO and General Manager or designee serves as the primary spokesperson for DC Water in the event of a crisis.
- VP of Marketing & Communications or designee is the secondary spokesperson for the Authority and leads the Communications Team during a crisis or incident. Also serves as the Public Information Officer (PIO) when the Incident Management Team (IMT) is activated.
- The Director of Emergency Management and the Director of Security, or their designees, may also play a role in the distribution of information to employees, critical customers and partner agencies depending on the type of incident or crisis.



Crisis and Incident Management Communications Plan

Communications Team:

Member	Name	Role
Senior Communications Manager	Vincent Morris	Drafts statements, talking points, remarks, press releases; conducts media relations and sets up interviews and press conferences
External Communications Manager	Pamela Mooring	Conducts media relations; drafts press releases, FAQs and other materials; serves as PIO on IMT as needed
Internal Communications Manager	Scott Ellinwood	Drafts and distributes messages and other materials to employees
Water Communications Coordinator	Vacant (John Deignan can fill this role in interim)	Drafts advisories, FAQs, talking points and other materials for distribution during a water quality incident including a boil water advisory
Manager, Community Outreach	Emanuel Briggs	Serves as a liaison and distributes information to ANCs and other community organizations. Assists with logistics for press conferences and other events as needed.
Marketing and Digital Communications Manager	Franchesca Thompson	Drafts and posts messaging to digital platforms including DC Water website, Twitter, Facebook, Instagram and LinkedIn. Works with IT to distribute advisories via Everbridge.
Webmaster	William Ryan	Provides IT support for posting and distribution of information.



Crisis and Incident Management Communications Plan

Communications Team is responsible for:

- **Communicating quickly and repeatedly with key internal and external audiences**
- Providing complete, consistent, and accurate information about DC Water's actions
- **Protecting, to the extent possible, DC Water's credibility and image**
- Reducing uncertainty and dispelling rumors
- **Ensuring appropriate actions are taken in a timely manner**
- Coordinating fully with other agencies and authorities



Crisis and Incident Management Communications Plan

Audiences:

Employees

Customers

News Media

Board of Directors

District Government including Mayor

EPA and other Federal Agencies

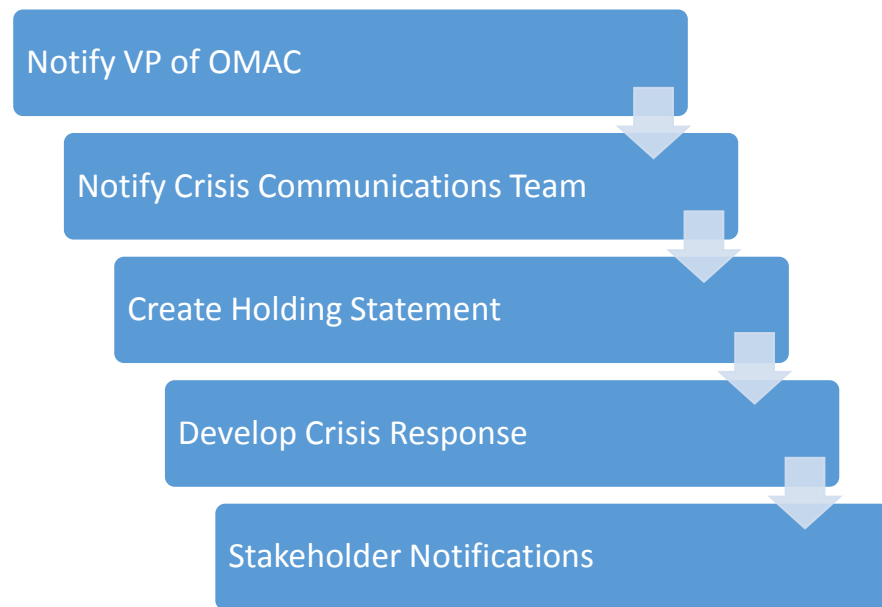
Business Community



Crisis and Incident Management Communications Plan

Initial Response:

When a crisis occurs, it is critical Communications Team is prepared and moves quickly to provide accurate, verified and timely information to the audiences identified.





Crisis and Incident Management Communications Plan

Considerations:

What do you want to convey to the public about the event?

What do you hope to achieve from the communications efforts?

What are the key messages you want to convey?

Who are you sending the messages to?

How are you going to disseminate those messages?


Who will consistently deliver the messages and be the face of DC Water during the crisis?



Crisis and Incident Management Communications Plan

Internal Communications:

DC Water employees are critical stakeholders for information and should be notified as soon as possible during a crisis.

- 
- **Imminent Threat** – Example: active shooter. In an emergency that puts employees in danger, communicating immediately is even more critical. Messages must be preset, and training provided so that people can respond automatically.
 - **Approaching Threat** – Example: Severe thunderstorm or tornado. Have 10-30 minutes or longer to prepare and provide information to employees.
 - **Advanced Notice** – Example: Tropical storm or special event. Incidents that can be forecasted or planned several days in advance, allowing DC Water to take actions to posture for an appropriate response.
 - **Event Notification** – Example: Boil Water Advisory. This could be a multi-day event. It is not a direct threat to employees but has the highest political impact and potential for negative press coverage.



Crisis and Incident Management Communications Plan

Notification Systems:



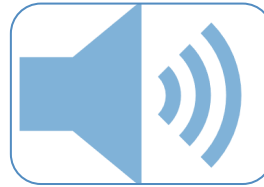
Everbridge Alerts



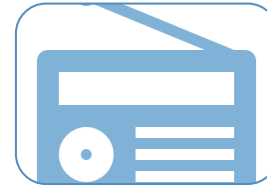
Employee, Contractor
and Visitor Alerts
(888-777)



Email Alerts



Blue Plains Plant
Emergency Alert
System



Radio
Communications



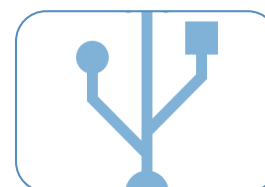
Plasma Screens



Escreenz



Inclement Weather
Hotline



Additional Technology



Crisis and Incident Management Communications Plan

Sample of Notifications Checklist:

Complete (v)	Action	Responsible Party
	Messages - In the event of an emergency, the Director of Emergency Management, or their designee, works with the Office of Marketing and Communication (OMAC) to develop and distribute approved messaging to employees. In situations where employees may be in imminent danger, the Department of Security may also need to send out an alert.	Internal Communication Manager Vice President of Marketing and Communications Director of Emergency Management Director of Security
	Email alerts sent via the Team Blue account will quickly reach a large segment of employees. The Internal Communications Manager and the VP of OMAC have the authority to email all staff and contractors.	Internal Communication Manager Vice President of Marketing and Communications
	Employee, contractor and Visitor Alerts offer SMS/Text notifications and are ideal for reaching front line staff without computer access and those visiting Authority sites. Staff can sign up by texting "DCWE" to 888-777. Visitors can also register for alerts while on site by texting "DCWV" to 888-777. OEM operates both services to share security and safety information.	Director of Emergency Management
	Everbridge Alerts by text, email or voice to all registered DC Water devices. Employees can also register their own devices to receive the alerts. (See Appendix B for sample messaging).	Director of Emergency Management Director of Security



Crisis and Incident Management Communications Plan

Next of Kin Notifications:

The Chief People and Inclusion Officer, working with the EVP of Administration is responsible for this procedure.

Notification of a DC Water employee's immediate family must be coordinated through the Chief People and Inclusion Officer or his/her designee.

For a contractor employee, the contract employer will coordinate the notification. The Chief People and Inclusion Officer will help facilitate notification, if needed.

Chief People and Inclusion Officer, VP of Marketing & Communications, Chief of Legal Affairs, and CEO are responsible for coordinating how and when the victim's name is to be provided to the press and/or public.



Crisis and Incident Management Communications Plan

External Communications:

Depending on the nature of the crisis, in many cases our most important outreach is to the outside community – our customers and the media.

How we communicate and with whom will help mitigate the potential damage to DC Water’s reputation. If done right, it can boost trust and satisfaction with the organization. If done wrong, it can diminish the community’s confidence in the Authority and its leadership.

As we respond to a crisis, it is critical that we move quickly to establish DC Water as the trusted source for accurate and timely information.



Crisis and Incident Management Communications Plan

Checklist to Guide Communications Team Activities:

The following checklist will help guide the Communications Team's principal activities:

- Draft statement or news release
- Get approval of statement or news release from CEO and Incident Commander
- Distribute statement or release to news media
- Distribute statement or release to public News Alert distribution list
- Post statement or release on website
- Distribute statement or release to all customers via Everbridge if warranted
- Post link to statement or release on social media channels
- Distribute statement internally to employees
- Draft talking points for CEO and other designated spokespeople
- Draft and provide FAQs and/or talking points to Customer Call Center and Command Center
- Share statement or release with DC Water Board of Directors and appropriate District officials
- Decide if a press conference is needed. Determine location, time and participants.
- Distribute media advisory to announce press conference



Crisis and Incident Management Communications Plan

Supporting Plans and Resources:

Drinking Water Public Notification Plan

Sewer Public Notification Plan

Emergency Management Plan

Joint Information System



Crisis and Incident Management Communications Plan

Training and Exercises:

Assess and validate policies, plans, procedures, training, equipment, assumptions, and interagency agreements

Clarify roles and responsibilities

Improve interagency coordination and communications

Identify gaps

Measure performance

Identify opportunities for improvement



Crisis and Incident Management Communications Plan

Appendices:

Appendix A: Templates

Appendix B: Sample Everbridge Messages for Internal Communications

Appendix C: Sample Pre-Approved Messages for Communications

Appendix D: News Release Guidelines

Appendix E: News Conference Checklists

Appendix F: News Conference Guidelines

Appendix G: EMP – Internal and External Communications Procedures

Appendix H: DC Water Alerts SOP

Appendix I: Incident Notification Flowchart



Crisis and Incident Management Communications Plan

Refinements:

Currently evaluating tools to tie together multiple notification systems

Will include external notification devices to amplify alerts at all facilities

Evaluating ways to consolidate responsibility to expedite notifications

Conduct annual exercises and testing of notification systems

Plan is a living document. We will continue to refine it based on lessons learned



Crisis and Incident Management Communications Plan

Questions?