DEPARTMENT OF PUBLIC UTILITIES **Ordinance No. 717-2024**

Division of Water

Request for Legislation

An ordinance authorizing the Division of Water (CWD) to enter into one or more Professional Service contracts to recommend safety improvements and provide engineering services to address potential process hazards, especially electrical hazards, encountered during maintenance activities.

Background/Purpose:

The Division of Water owns several pieces of equipment that work with and store large amounts of potentially hazardous electrical energy, including transformers, pump motors and switchgear. Without proper procedures and protective equipment in place, employees performing maintenance activities would be at risk for an accident. Maintenance of other process equipment, such as chemical feed systems, also pose risks to employees. CWD constantly works to improve its safety programs, including those that control hazards during maintenance activities. Such programs are generically called "lock out / tag out," which makes sure risks are properly valved off, isolated and separated from staff performing maintenance activity. CWD would now like to perform a focused review of its practices and equipment facilitated by a consultant with expertise in process hazards.

Scope of Work/Commodities/Services:

This legislation will authorize CWD to enter into Professional Service contract(s) with engineering firms specializing in the control and mitigation of process hazards. Issues to be addressed include:

- Surveying simple and complex processes and equipment to determine all sources of process hazards.
- Performing risk assessments of confined space hazards and arc flash risks
- Recommending best-practice improvements to CWD's safety program and equipment, with documentation.
- Performing detailed design services for any needed new equipment.
- Ensuring that all equipment is properly field-labeled, documented, and cross-referenced in the plant control systems, the GIS asset registry, and in equipment-specific lockout / tagout plans.
- Creating visual displays as appropriate of lockout / tagout plans.
- Training field staff on all changes to equipment and procedures.

Anticipated Costs and funding source:

Authorized funding will be from Fund 52-001 and from the fund or subfunds which are credited the proceeds of the sale of future waterworks revenue bonds issued for this purpose.

The cost of this professional service work is estimated at $680,000.

Schedule or Term of Contract:
It is estimated that this work will initially last for 2 years, with an additional 4 year monitoring / maintenance period.

Current Contract(s) for Water Main Renewal:
Not Applicable

Previous Contracts:
Not Applicable