



November 12, 2020

RE: AWIA Emergency Response Plan
Ramsey, MN

Bruce Westby, PE
City Engineer
City of Ramsey
7550 Sunwood Drive NW
Ramsey, MN 55303

Dear Bruce,

On October 23, 2018 the America's Water Infrastructure Act (AWIA) was signed into law. Under this law community water systems with a population greater than 3,300 people must develop or update risk and resilience assessments (RRAs) and emergency response plans (ERPs). With the population served by Ramsey's water system, the RRA is due by June 30, 2021, and the ERP is due within six months of RRA certification. With these two dates fast approaching, the City is now seeking proposals to assist them with the ERP. Please note that this proposal does not include preparing the RRA.

Short Elliott Hendrickson (SEH) has discussed the project with the City and has come to understand the City's goals and desired outcomes from this work. Transmitted herewith is our proposal for professional engineering services for the work of developing the Utility's Emergency Response Plan.

Background

The City has an existing Vulnerability Assessment and Emergency Response Plan that was required under the Bioterrorism Act of 2002, but under the Bioterrorism Act, the threat focus was on terrorism and other malevolent threats. Under AWIA, it is required to take an all-hazards approach when developing RRAs, the new vulnerability assessment, and ERPs. Specifically, to be in compliance with AWIA, the City is required to create an ERP that meets the following requirements:

1. Strategies and resources to improve the resilience of the system.
2. Plans and procedures to implement during emergencies.
3. Actions, procedures, and equipment that can be used to prevent or lessen the severity of an emergency.
4. Strategies and equipment to be used to prevent emergencies.

Proposed Project

For this project, SEH proposes to develop an ERP for the City's drinking water system. Certification of the ERP will be done within six (6) months of the certification of the RRA. Following the completion and certification of these efforts, the City will be in compliance with AWIA's ERP requirements.

Project Scope

For this proposal, SEH proposes to perform the following two (2) tasks as listed below:

1. Task No. 1 – Project Initialization and Data Collection
 - a. Project setup
 - i. Develop and sign the contract for the scope of work.
 - ii. Create the project in the SEH accounting system.
 - b. Meeting No. 1 – Kick-off meeting with City staff
 - i. Confirm and establish scope and goals of the project.
 - ii. Identify information and/or materials that are needed or will be useful to develop ERP.
2. Task No. 2 – Emergency Response Plan
 - a. Develop an ERP which shall include:
 - i. Existing information such as the existing ERP, relevant mitigation measures, contact information, inventory, and relevant information from the City’s Wellhead Protection Plan, sanitary surveys, Comprehensive Plan, etc.
 - ii. New strategies, resources, plans, and procedures deemed necessary during the Risk and Resilience Assessment to reduce the City’s existing risks.
 - b. Meeting No. 2 – Present draft ERP to Owner’s team.
 - c. Incorporate Owner’s comments into the ERP and deliver hard copies.
 - d. Assist the City in the EPA’s certification process of the ERP.

Deliverables

Project deliverables, also defined in the Task descriptions above, include:

1. Electronic and three (3) hard copies of the final ERP developed in Task No. 2 – Emergency Response Plan. Reimbursement for printing is included in the proposed pricing.

Project Schedule

We estimate the project to follow the schedule below:

Develop ERP	June 2021
Submit Draft ERP to City’s Team	July 2021
Finalize ERP	August 2021
Submit ERP Certification	August 2021

Consultant Staff

I will serve as the project manager for this Project and will be responsible for coordinating the overall work efforts for the project. Simon McCormack, PE has completed AWWA’s Utility Risk & Resilience Certificate Program and will be responsible for developing and writing the ERP, and assisting with the EPA’s certification process

Compensation

Task No. 1 – Project Initialization & Data Collection Fees

We propose to complete the scope of services identified above on an hourly basis that is in accordance with our standard billing rate schedule. We proposed an Hourly Not-to-Exceed amount of \$500, for this phase, which includes reimbursable expenses. We understand this Not-to-Exceed amount cannot increase without further authorization from you.

Task No. 2 – Emergency Response Plan Fees

We propose to complete the scope of services identified above on an hourly basis that is in accordance with our standard billing rate schedule. We proposed an Hourly Not-to-Exceed amount of \$2,000, for this phase, which includes reimbursable expenses. We understand this Not-to-Exceed amount cannot increase without further authorization from you.

Closure

We want to thank you for the opportunity to provide the City of Ramsey with this proposal. As always, it is very important to us our services continue to meet and surpass your needs and expectations. After you have had an opportunity to review this proposal, we would like to hear any comments, concerns or questions you may have.

Sincerely,

SHORT ELLIOTT HENDRICKSON INC.

A handwritten signature in blue ink that reads "Chris Larson". The signature is written in a cursive, flowing style.

Christopher Larson, PE
Project Manager