



November 13, 2020

Mr. Rick Trice
City of Saginaw
205 Brenda Lane
Saginaw, Texas 76179

RE: *Risk and Resiliency Study and Emergency Response Plan*

Dear Rick:

Please find attached the Individual Project Order (IPO) No. Risk and Resiliency Study and Emergency Response Plan (reference the master agreement dated April 17, 2012).

Please contact me at (817) 339-2248 or andrew.simonsen@kimley-horn.com should you have any questions.

Sincerely,

KIMLEY-HORN AND ASSOCIATES, INC.

TBPE No. F-928

A handwritten signature in blue ink that reads "Andrew Simonsen". The signature is fluid and cursive, with the first name "Andrew" and last name "Simonsen" clearly legible.

Andrew Simonsen, P.E.
Project Manager

INDIVIDUAL PROJECT ORDER NUMBER – Risk and Resiliency Study and Emergency Response Plan

Describing a specific agreement between Kimley-Horn and Associates, Inc. (the Consultant), and The City of Saginaw, Texas (the Client) in accordance with the terms of the Master Agreement for Continuing Professional Services dated April 17, 2012, which is incorporated herein by reference.

Identification of Project: Risk and Resiliency Study and Emergency Response Plan

Project Understanding:

The Client is needing to comply with America's Water Infrastructure Act (AWIA) of 2018. For the population served by the Client, the AWIA requires a Risk and Resiliency Assessment to be completed by June 30, 2021 and an Emergency Response Plan be completed by December 31, 2021.

Specific Scope of Basic Services:

Phase I: Risk and Resiliency Assessment (R&R)

Task 1 – General Items and Meetings

The Consultant will provide the following professional services:

1. Kick-off Meeting and Site Visit - Conduct a kick-off meeting with the Client and key personnel to develop the goals, schedule, and deliverables for the project. A site visit will follow the kick-off meeting to visit the selected critical facilities to determine the level of existing protective measures for Malevolent Acts, Natural Hazards, and Dependency/Proximity Threats.
2. Progress Meeting – Conduct up to two (2) progress meetings with the Client.
3. Risk and Resilience Assessment Review Meeting – Conduct One (1) meeting with Client to review input prior to submitting certification to EPA.

Meetings:

- a. One (1) kick-off meeting with City Staff.
- b. Two (2) progress meetings.
- c. One (1) Review Meeting.

Task 2: Data Collection

Consultant will coordinate with Client staff to obtain available record drawings, operational data, and billing information. The Client will provide the Consultant the following information, if available (digital or hard copy) for applicable water facilities that Consultant does not already have:

1. Record drawings of existing facilities: custody transfer, treatment, pumping, storage and distribution facilities
2. Construction plans for any proposed water facilities
3. Existing security plans and procedures
4. Previous vulnerability and risk assessments
5. Business continuity plans (Continuity of Operation Phase)

6. SCADA system information
7. Human resources policies
8. Door lock/key policies
9. Water demand: average daily demand (ADD), maximum daily demand (MDD)
10. Water purchase contracts
11. Operational data: daily pumping rates, well production rates, storage tank operating levels, etc.
12. Quantitative information regarding billing practices
13. Previously completed assessments, studies, reports or evaluations
14. Information Technology Cybersecurity Practices for Customer Billing, SCADA and Employee Payroll

Task 3: Risk and Resilience Assessment

Consultant will complete the EPA Small System Risk and Resilience Assessment Checklist to assess the defined risks as stated in the American Water Infrastructure Act of 2018. This will include the following activities:

1. Identify and develop the descriptions for the impacts related to the specific Malevolent Act and Natural Hazards. This includes the following:
 - a. Physical Barriers
 - b. Source Water
 - c. Pipes and Constructed Conveyances, Water Collection, and Intact
 - d. Pretreatment and Treatment
 - e. Storage and Distribution Facilities
 - f. Electronic, Computer, or Other Automated System (including the security of such systems)
 - g. Monitoring Practices
 - h. Financial Infrastructure
 - i. The Use, Storage, or Handling of Chemicals
 - j. The Operation and Maintenance of the System
2. The Consultant will prepare and submit the Small System Risk and Resiliency Assessment Checklist document. This includes the following:
 - a. Prepare Draft Checklist document (electronic PDF copy) and send to Client for review and comment.
 - i. Developed using EPA Small System Risk and Resilience Assessment Checklist document
 - b. Review meeting with Client
 - c. Address Client comments and incorporate comments into Final Document
 - d. Prepare Final and Submit document to Client (electronic PDF)

Task 4: Provide Risk and Resiliency Assessment Certification to EPA

1. Consultant will prepare a certification letter that will contain the community water system ID, the date certified, and a statement that the utility has conducted, reviewed, revised an assessment of the risks to, and resilience of, its system in accordance with the AWIA of 2018.
2. Consultant will submit the approved certification letter to EPA no later than June 30, 2021.

Phase II: Emergency Response Plan (ERP)

Task 1: General Items and Meetings

1. Kick-off Meeting – Conduct a kick-off meeting with the Client to review main concepts and deliverables for this project. This includes goals, schedule, and roles.
2. Progress Meeting – Conduct up to two (2) progress meetings with the Client.
3. Emergency Response Plan Review Meeting - Conduct one (1) meeting with Client to review and solicit input prior to submitting certification to EPA.

Task 2: Data Collection

The Client will provide the following documents electronically to the Consultant for review and incorporation into the ERP.

1. Existing security plans and procedures
2. Existing emergency response plans, including hurricane response plans
3. Emergency Response Personnel Information
4. Industry chemical handling & storage facilities
5. Existing safety Policies and procedures
6. Source water protection plans
7. Local natural hazard mitigation plan(s)
8. Other documents that may be related to the emergency response preparedness of the water system
9. Risk and Resilience Assessment

Task 3: Emergency Response Plan

Consultant will prepare the ERP by utilizing the EPAs Emergency Response Plan guidance template and instructions to facilitate adherence to the applicable standards and compliance with the AWIA. The ERP will be completed based on information and feedback provided by the Client.

The Consultant will use the information provided by the Client and use the EPAs Emergency Response Plan template to complete the following sections:

1. Utility Information
 - a. Utility Overview
 - b. Personnel Information
 - c. Primary Utility Components
 - d. Industry Chemical Handling and Storage Facilities
 - e. Safety
 - f. Response Resources
 - g. Key Local Services
 - h. Utility service area (CCN type map)
2. Resilience Strategies
 - a. Emergency Response Roles

- b. Incident Command System (ICS) Roles
 - c. Communication
 - d. Media Outreach
 - e. Public Notification Templates
- 3. Emergency Plans and Procedures
 - a. Core Response Procedures
 - i. Access
 - ii. Physical Security
 - iii. Cybersecurity
 - iv. Power Loss
 - v. Alternate Drinking Water Supplies
 - vi. Sampling and Analysis
 - vii. Contact List
 - viii. Family and Utility Personnel Well Being
 - b. Incident-Specific Response Procedures (ISRPs)
 - i. Consultant will work with Client to identify incident types and include ISRPs for each applicable incident.
 - c. Mitigation Actions
 - i. Alternative Source Water Options and Interconnected Utilities
 - ii. Other Mitigation Actions
 - d. Detection Strategies
 - i. Identify Threats
 - ii. Identify Detection Methods
 - iii. Identify Procedure

The Consultant will prepare and submit the Emergency Response Plan document to the Client. This includes the following:

- 1. Prepare Draft Emergency Response Plan document (electronic PDF copy) and send to Client for review and comment.
 - a. Developed using EPA Emergency Response Plan Template
- 2. Schedule review meeting with Client
- 3. Address Client comments and incorporate comments into Final Document
- 4. Prepare Final and Submit document to Client (electronic PDF).

Task 4: Emergency Response Plan Submittal and Certification Letter

- 1. Consultant will prepare a certification letter that will contain the community water system ID, the date certified, and a statement that the utility has conducted, reviewed, and revised as applicable the Emergency Response Plan in accordance with the AWIA of 2018.
- 2. Consultant will submit the approved certification letter to EPA no later than 6 months after the submittal of the Risk and Resilience Assessment.

ADDITIONAL SERVICES

Any services not specifically provided for in the above scope, as well as any changes in the scope requested by the Client, will be considered additional services. Additional services include, but are not limited to, the following:

- Attendance at Public Meetings beyond those specifically included in the Scope of Services referenced above.
- Assisting Client or Contractor in the defense or prosecution of litigation in connection with or in addition to those services contemplated by this Agreement. Such services, if any, will be furnished by Consultant on a fee basis negotiated by the respective parties outside of and in addition to this Agreement.
- Accompanying the Client's personnel when meeting with the Texas Commission on Environmental Quality, U.S. Environmental Protection Agency or other regulatory agencies during the course of the Project. Consultant will assist the Client's personnel on an as-needed basis in preparing compliance schedules, progress reports, and providing general technical support for the Client's compliance efforts.
- Appearing before regulatory agencies or courts as an expert witness in any litigation with third parties or condemnation proceedings arising from the development or construction of the Project, including the preparation of engineering data and reports for assistance to the Client.
- Any services not listed in the Scope of Services.

Schedule

Consultant will begin services upon receipt of Notice to Proceed.

Fee and Expenses

Task Name	Budget Amount	Fee Type
Phase 1 – Risk and Resiliency Assessment	\$ 27,500	(Lump Sum)
Phase 2 – Emergency Response Plan	\$ 27,500	(Lump Sum)
Subtotal	\$ 55,000	(Lump Sum)

Consultant will perform the services in Phase 1 and Phase 2 for the total lump sum fee of \$55,000. All permitting, application, and similar project fees will be paid directly by the Client. Lump sum fees will be invoiced monthly based upon the overall percentage of services performed.

Payment will be due within 25 days of your receipt of the invoice.

ACCEPTED:

CITY OF SAGINAW, TEXAS

KIMLEY-HORN AND ASSOCIATES, INC.

BY: _____
Gabe Reaume
City Manager

BY:  _____
Jeff James
Senior Vice President

DATE: _____

DATE: 11/13/2020