



EMERGENCY PURCHASE APPROVAL FORM

Today's Date: 7/1/2024 _____ Emergency Date: 7/1/2024 _____

Department: Utilities Department _____

Item(s) Needed:

The Scope for Phase 1 is based on a 4-month schedule and is intended to achieve LCRR compliance by **October 16, 2024**

Phase 1, as detailed herein, will achieve the following goals:

- Complete the initial service line inventory necessary to meet compliance deadlines with the LCRR.
- Develop an editable service line inventory for the City to update as new information is collected for the both the public and private sides of the service line.
- In addition, create a version of the service line inventory that is only viewable and searchable by the public.
- Creates an open line of communication between the City, CONSULTANT, and Florida Department of Environmental Protection (FDEP) to understand how the LCRR will be enforced and what activities could be started prior to compliance dates as a proactive desire.

The work effort and support required from the CONSULTANT to maintain LCRR compliance after

October 16, 2024, and meet the LCRI requirements are not included in the scope of work detailed Herein.

Reason for Need:

EPA's New Lead and Copper Rule (LCRR)

On December 22, 2020, United States Environmental Protection Agency (EPA) finalized the first major update to the Lead and Copper Rule (LCR). The finalized Lead and Copper

Rule Revisions (LCRR) were promulgated in the Federal Register on January 15, 2021, with a focus on switching from a reactive to proactive approach to improve water quality at the customers' tap. As such, a compliance deadline for the LCRR was established as

January 16, 2024, for water agencies.

The LCR, initially implemented in 1991, aims to reduce lead and copper in drinking water, primarily through corrosion control measures. The revised rule (LCRR), announced by the EPA recently, strengthens testing requirements, improves public notification, and accelerates the replacement of lead service lines.

Required Actions:

- 1. Lead Service Line Inventory - Conduct a comprehensive inventory of lead service lines within the city's water distribution system.
- 2. Lead Service Line Replacement - Develop and implement a plan for the systematic replacement of lead service lines.

The EPA has set a deadline of October 16, 2024 for the Lead Service Line Inventory to be completed and submitted.

Conducting a comprehensive inventory requires a dedicated effort to review historic records and determine appropriate identification methods to obtain both private and utility owned service information. The lead Service Line Inventory is an inventory of every service line in our distribution system, including both the utility owned and customer owned service lines. Consequently, this is going to be costly and time-consuming venture. We recently contacted Black & Veatch consultants and received a quote in the amount NOT TO EXCEED \$ 133,000.00 (please attached). Due to the deadline that the EPA has set for October 16, 2024. We are requesting approval for Black and Veatch to assist with the implementation of phase I of this new rule.

Vendor : Black & Veatch _____ Estimated Cost: \$133,000.00



Department Director

Date: 7/1/2024 _____

☒ Approved ☐ Disapproved _____



City Manager or Designee

Date: _____

7/9/24

This form is to be used only for emergency purchases and services needed immediately. The reason for the immediate need must be documented and approved by the City Manager or Assistant City Manager prior to the purchase or service being procured. Emergency purchases are generally needed when the health, safety or welfare of the citizens is in jeopardy. If emergencies arise during hours in which City Hall is closed and purchases or services must be acquired, an e-mail must be sent and approved by the City Manager or Assistant City Manager first, then this form must be filled out completely and turned in for approval on the next business day that is available. **DEPARTMENT DIRECTOR WILL BE HELD RESPONSIBLE FOR SUCH PURCHASES.**

CONSULTING SERVICES FOR CITY OF LAUDERHILL

COMPLIANCE WITH LEAD & COPPER RULE REVISIONS (LCRR)

DRAFT

City of Lauderdale, Florida

28 JUNE 2024



BLACK & VEATCH
Building a world of difference.®

28th June, 2024

Herb Johnson
Utilities Director
City of Lauderdale, Florida
5581 West Oakland Park Boulevard
Lauderhill, FL 33313

Subject: Engineering Services for City of Lauderdale – Compliance with Lead & Copper Rule Revisions (LCRR).

Dear Mr. Johnson:

Black & Veatch Corporation (CONSULTANT) is pleased to submit this proposal to City of Lauderdale (OWNER) to provide services related to completing the LCRR compliance deliverable of the initial service line inventory.

On December 22, 2020, United States Environmental Protection Agency (EPA) finalized the first major update to the Lead and Copper Rule (LCR). The finalized Lead and Copper Rule Revisions (LCRR) were promulgated in the Federal Register on January 15, 2021, with a focus on switching from a reactive to proactive approach to improve water quality at the customers' tap. As such, a compliance deadline for the LCRR was established as January 16, 2024, for water agencies.

On March 10, 2021, the EPA announced the delay of the effective date for the LCRR so water agencies could seek further public input, especially from communities that are most at-risk of exposure to lead in drinking water. Following virtual hearings in April 2021 and discussions with key stakeholders in May and June 2021, the EPA further delayed the effective date to December 16, 2021, with a corresponding extension of the LCRR's compliance deadline to October 16, 2024.

Additionally, on December 16, 2021, the EPA provided a notification that the EPA is developing another rule that will be titled the "Lead and Copper Rule Improvements (LCRI)". The EPA noted that they expect to publish the proposed LCRI in 2023 to achieve a final LCRI prior to the LCRR compliance date of October 16, 2024. The EPA released the proposed LCRI on December 6, 2023, which impacts many of the requirements outlined in the LCRR.

As the regulatory landscape changes, it is critical that the OWNER prepares for changes to the LCR in order to meet the implementation, enforcement, and compliance requirements. Modifications finalized in the LCRR and proposed in the LCRI focused on better protecting children and communities from the risks of lead exposure by

identifying areas most impacted by lead contamination and developing plans to mitigate the associated risks.

This project as executed by the CONSULTANT will complete activities required to comply with the LCRR and share compliance deliverables with Florida Department of Environmental Protection (FDEP) for approval. The required tasks from the LCRR that will be overwritten by the proposed LCRI are not included in Phase 1 of the scope. The Phase 1 scope of work detailed herein is specifically related to meeting the LCRR compliance requirements that must be achieved by October 16, 2024.

The CONSULTANT will provide specialized personnel to execute and ensure that the details of the LCRR are effectively assessed, implemented, and communicated to the respective stakeholders. Additionally, environmental justice and equity will be considered in all aspects of the Project to align with the EPA's LCRR and proposed LCRI and industry best practices.

The following section of the Letter Proposal outlines the project overview, scope of work, project assumptions, project schedule, and the proposed project fee.

Project Overview

The Scope for Phase 1 is based on a 4-month schedule and is intended to achieve LCRR compliance by October 16, 2024

Phase 1, as detailed herein, will achieve the following goals:

- Complete the initial service line inventory necessary to meet compliance deadlines with the LCRR.
- Develop an editable service line inventory for the City to update as new information is collected for the both the public and private sides of the service line.
- In addition, create a version of the service line inventory that is only viewable and searchable by the public.
- Creates an open line of communication between the City, CONSULTANT, and Florida Department of Environmental Protection (FDEP) to understand how the LCRR will be enforced and what activities could be started prior to compliance dates as a proactive desire.

The work effort and support required from the CONSULTANT to maintain LCRR compliance after October 16, 2024, and meet the LCRI requirements are not included in the scope of work detailed herein.

Scope of Services

TASK 1 – PROJECT INITIATION AND PROGRESS CONTROL

Subtask 1.1 – Project Management and Administration

1. Provide Project Management and Administration for Phase 1 of the project with fees developed at the phase. CONSULTANT will provide access to the designated support team to provide OWNER support for the program and assist the OWNER with implementing the data management solution as budgeted.
2. Coordinate the activities of the project team.
3. Prepare monthly project invoices for CONSULTANT's services in format acceptable to OWNER.
4. Maintain a project filing system throughout the life of the project to use for storage and retrieval of project documents.
5. Develop and update project schedule based on input from OWNER.
6. Establish MS Teams Project Site for use by project team.

Deliverables

- Project Status Meeting Agendas and Minutes for design services tasks (via electronic delivery).
- Invoices and Monthly Progress Reports (via electronic delivery)
- Monthly Schedule Updates (via electronic delivery to be included with the progress reports)

Subtask 1.2 – Project Meetings

1. Conduct Project kick-off Workshop to:
 - a. Review project goals and objectives, project schedule, and project deliverables
 - b. Establish the communication protocols for the project.
2. Facilitate one virtual monthly meeting with City's team to review progress, schedules, resolve issues, and receive the necessary guidance. At the completion of the meeting, the CONSULTANT will issue a meeting minute outlining the key topics discussed and the necessary meeting action items.
3. Conduct a Project results Workshop to:
 - a. Review the results of the project and outline the activities necessary for the City to demonstrate LCRR compliance with the EPA.

Deliverables

- Meeting/Workshop Agendas, summaries.

TASK 2: LCRR COMPLIANCE DELIVERABLE EXECUTION

Phase 1 includes the services to complete the LCRR compliance deliverable of the initial service line inventory prior to the compliance date of Oct. 16, 2024. Phase 2, which could be completed as part of a second contract, could execute compliance activities for the LCRI.

Subtask 2.1 – Service Line Inventory

Subtask 2.1.1

1. A collaborative workshop will be held with the OWNER and CONSULTANT to define level of detail in the service line inventory and document requirements for development of service line inventory dataset with GIS map and dashboard. Discussion topics will also include the following:
 - a. Review software/data quality and security requirements with OWNER IT, GIS, Legal, etc.
 - b. Data quality will focus on completeness of service laterals and core asset attributes.
 - c. Identify and document data needs for key performance indicators (KPI) including:
 - 1) Systems of record
 - 2) Systems of use
 - 3) Data owners
 - 4) Methods to access and update key data sources throughout the project.
 - 5) OWNER IT security policies and procedures required for associated data management.
 - d. Identify what information supersedes other records.

Subtask 2.1.2

2. Build service line inventory through use of available data including GIS, tax, real estate records, maintenance records, meter inspections, rehab projects, crew chief reports, line repairs, contracted line repairs, engineering/planning, developers and tap card records for compliance with the LCRR.
 - a. Establish when certain materials were allowed/used – City Standards for pipe materials, building permits, plumbing codes/home plumbing records, EPA/FDEP regs (EPA lead ban in 1986, Florida in 1989 per 62-555.322)
 - b. Determine if any galvanized lines were downstream of lead lines utilizing OWNER's records of lead lines removed in the past.
 - c. Identify Data gaps.

Subtask 2.1.3

3. Develop the service line inventory dashboard with a GIS map. The service line inventory dashboard and GIS map can be hosted by the CONSULTANT using an ESRI AEC license (\$1,200 annually); however, if the OWNER chooses to host the inventory map, then the information outputs will be provided to the OWNER so it could be added to the OWNER's GIS environment. The service line inventory dashboard will be created with the following content:

- a. Interactive service line inventory map noting the public and private service line type for every parcel (GIS)
- b. Searchable by address or by zooming in
- c. Conduct testing of feature functionality and display within OWNER's IT environment. Provide ability to export key service line data from dashboard/map to a standard export format such as CSV, MS Excel, or similar format.
- d. An editable version and a viewer version will be provided to the OWNER so that the appropriate OWNER personnel have access to edit while others only view the data.

Subtask 2.1.4

4. Develop service line inventory dashboard update and functionality instructions and conduct training with OWNER's staff.

Subtask 2.1.5

5. Finalize the searchable public service line inventory dashboard with GIS map.

Subtask 2.1.6

6. Use the inventory information to fill out the required FDEP inventory template and submit the dataset to FDEP for approval by Oct. 16, 2024.

Deliverables

- Workshop agendas and meeting minutes
- Service line inventory dashboard with GIS map (editable version and viewer version for the City)
- Dashboard user instructions
- Public facing service line inventory dashboard with GIS map
- FDEP service line inventory template filled out with all service line material information.

Subtask 2.2 – Coordination with FDEP

1. Continue coordination with established contacts for duration of Phase 1. On-going discussions will include:
 - a. Present approach/updates to FDEP personnel responsible for LCRR implementation and compliance to confirm agreement with approach and deliverables.
 - b. Determine what FDEP will classify as "galvanized requiring replacement".

Deliverables

- Bulleted meeting minutes

ASSUMPTIONS AND LIMITATIONS

The following assumptions and limitations are applicable to this SOW.

- A. Any work requested by OWNER that is not included in one of the items listed in any other phase will be classified as supplemental services.
- B. Supplemental services shall include, but are not limited to:
 - 1) Changes in the general scope, extent, or character of the project, including, but not limited to:
 - a. Changes in size or complexity.
 - b. OWNER’s schedule.
 - c. Additional review that is not within the scope of this document.
 - 2) Hazardous materials testing and subsequent provisions for hazardous material handling and disposal.
 - 3) Special consultants or independent professional associates requested or authorized by OWNER.
 - 4) Surveying.
 - 5) Geotechnical services.
- C. Cost of ESRI AEC license (\$1,200 annually) is not included in the Fee proposal.

SCHEDULE

The proposed schedule associated with completing the SOW, detailed herein, is anticipated to be 4-months. Table 1 provides a summary of the Project Schedule by Task Series.

Table 1. Project Schedule

Task Series	Completion From Notice to Proceed
Task 1 – Project Initiation and Progress Control	4 months
Task 2 – LCRR Compliance Deliverable Execution	4 months
Task 2.1 Service Line Inventory	2 months
Task 2.2 Coordination with FDEP	2 months

PROPOSED PROJECT FEE

The proposed fee for this project is \$132,895. The proposed fee includes the following sub-totals:

- Lump-sum salary amount of \$131,065
- Reimbursable expenses, not-to-exceed, in the amount of \$1,830

Table 2 provide a summary of the Project Fee by Task Series.

Table 2. Project Fee

Task Series	Project Fee
Task 1 – Project Initiation and Progress Control	\$10,881
Task 2 – LCRR Compliance Deliverable Execution	
Task 2.1 Service Line Inventory	\$109,213
Task 2.2 Coordination with FDEP	\$12,801
Total Project Fee	\$132,895

The services detailed herein will be billed on a time and materials basis using the hourly rates detailed in Attachment A. Invoices are due upon receipt and should be paid within 30 days (net 30) of receipt. Table 3 provides a summary of the hourly rate schedule.

The hourly rates outlined in Attachment A will be escalated annually at a rate of about 3.0% to 5.0%.

Thank you for the opportunity to submit the Letter Proposal and we look forward to serving the OWNER through the completion of t this important project. If you have any question or require any clarifications related to the Letter Proposal submitted herein, please do not hesitate to contact me at (407) 419-3574.

Very truly yours,

BLACK & VEATCH CORPORATION

Robert Chambers
Project Director

ATTACHMENT A

BASIS OF COMPENSATION

PROJECT NAME: COMPLIANCE WITH LEAD & COPPER RULE REVISIONS (LCRR)

For the Scope of Services in Attachment A, OWNER will compensate CONSULTANT in accordance with the Bill Rate Schedule below, plus reimbursable expenses times 1.0, plus subconsultant expenses times 1.10 a not to exceed fee of \$132,895. The maximum billed for these services shall not exceed this amount without further written approval from the OWNER. Funds may be transferred from one task to another without amendment, as long as the total cost is not exceeded. Standard hourly rates are subject to review and adjustment annually. Hourly rates effective on the date of this Agreement are as follows:

Table 3. Hourly Rate Schedule

HOURLY RATE SCHEDULE	
Effective through December 31, 2021	
Principal	\$255-300
Director/QC Manager	\$220-275
Sr. Project Manager	\$220-275
Project Manager	\$190-250
Sr. Engineering Manager	\$200-270
Engineering Manager/AM Practice Lead	\$180-230
Sr. Engineer/Sr Consultant	\$195-270
Project Engineer	\$155-210
Staff Engineer 4	\$145-190
Staff Engineer 3	\$135-170
Staff Engineer 2	\$125-150
Staff Engineer 1	\$100-135
Sr. Operations Specialist	\$220 - 275

HOURLY RATE SCHEDULE

Effective through December 31, 2021

Operations Specialist	\$190 -220
Sr. Construction Manager	\$175-230
Construction Manager	\$150-190
Resident Project Representative	\$120-180
Construction Inspector	\$80-150
Technical Specialist	\$170-280
Sr. Engineering Technician	\$155-190
Engineering Technician	\$105-155
Sr. Drafter	\$95-150
Drafter	\$80-120
Project Controls	\$100-185
Finance/Accountant	\$95-175
Project Administrator	\$95-125
Clerical	\$55-75