

ATTACHMENT “A” SCOPE OF SERVICES

I. PROJECT DESCRIPTION

Freese and Nichols, Inc. (FNI) understands that the City of McKinney is seeking assistance to meet compliance requirements for the Emergency Response Plan component of the American Water Infrastructure Act (AWIA) of 2018.

In the last several years, FNI has provided substantial water utility engineering services for the City and as a result has a strong understanding of the system assets that will provide direct benefit for the evaluations necessary for this compliance requirement. In addition, FNI just completed the Drinking Water Risk and Resilience Assessment for the City of McKinney. FNI will leverage existing information and ready access to utility system data from its prior projects to efficiently conduct this compliance effort for the City.

Section 2013 of the AWIA of 2018 requires that all community water systems serving populations greater than 3,300 persons prepare or revise the utility’s emergency response plan after completing an assessment of the risks to and resilience of its system. The AWIA requires the Emergency Response Plan (ERP) to include:

- Strategies and resources to improve the resilience of the system, including the physical security and cybersecurity of the system
- Plans and procedures that can be implemented, and identification of equipment that can be utilized, in the event of a malevolent act or natural hazard that threatens the ability of the utility to deliver safe drinking water
- Actions, procedures, and equipment which can obviate or significantly lessen the impact of a malevolent act or natural hazard on the public health and the safety and supply of drinking water provided to communities and individuals, including the development of alternative water source options, relocation of water intakes, and construction of flood protection barriers
- Strategies that can be used to aid in the detection of malevolent acts or natural hazards that threaten the security or resilience of the system
- Coordination with the Local Emergency Planning Committee (LEPC)
- Record documentation of the Emergency Response Plan for five (5) years upon certification

The detailed ERP will be conducted in general accordance with the protocols detailed in the U.S. EPA Emergency Response Plan guidance and the M19 (Emergency Planning for Water and Wastewater Utilities) guidance developed by the AWWA. The ERP will be finalized and then certified by City of McKinney to the Administrator of the Environmental Protection Agency (EPA) by September 27, 2020 to comply with the deadline of certifying within 6 months of the Risk and Resilience Assessment certification, which was on March 27, 2020.

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II. GENERAL REQUIREMENTS

The table below outlines the compliance schedule based on utility size. The City of McKinney falls into the “100,000 or more” population category, with a corresponding deadline of March 31, 2020 and September 30, 2020 for the Risk and Resilience Assessment and Emergency Response Plan, respectively.

DEADLINE		
System Size (Population Served)	Risk and Resiliency Assessment	Emergency Response Plan
100,000 or more	March 31, 2020	September 30, 2020
50,000 – 99,999	December 31, 2020	June 30, 2021
3,300 – 49,999	June 30, 2021	December 30, 2021

The Scope of Work includes Basic Services that must be performed to meet the requirements of the AWIA Emergency Response Plan. Section III below lists tasks that must be completed to meet compliance with the requirements of the Emergency Response Plan. The AWIA Risk and Resilience Assessment has been completed.

III. BASIC SERVICES – Emergency Response Plan

The ERP includes three workshops with the City of McKinney’s designated ERP team and one final briefing. An ERP compliant with the requirements of AWIA of 2018 will be provided. Due to the sensitive nature of the content, the ERP report is recommended to be protected from public access within applicable law. The ERP will include documentation applicable to the water utility.

Electronic document transfer for this project will be provided to City of McKinney through a secure file-sharing platform or delivered on a flash drive. Confidential documents will not be emailed. Hard copies of the ERP will be hand-delivered.

Task 1 – Project Kickoff Coordination Meeting, Data Collection and Review

FNI will conduct a kickoff meeting with City of McKinney staff to introduce the FNI project team, review the scope of services and project schedule, and identify communication approaches. The kickoff meeting will also include a discussion of the background/history related to emergency response planning for City of McKinney.

During the meeting, FNI will meet with the City of McKinney to determine the ERP team participants, needs and project schedule. The team members should be experts in one or more of the following areas or have a role in the execution of the ERP:

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- Utility management
- Emergency management
- Water treatment and operations
- SCADA operations
- Human resources management
- Procurement
- Other representatives include members of local police, fire and the local emergency planning committee

The following items will be discussed during the meeting:

- Project goals
- Project schedule
- Data collection for review by FNI
- Communication and information flow for the project
- Additional entities to coordinate with in the preparation of the ERP
- Results of the Risk and Resilience Assessment

City of McKinney will provide the following documents, if available, to FNI for review:

- Business continuity plans / Continuity of operations plans
- Other documents that may be related to the preparedness of the water system that were not already submitted to FNI as part of the Risk and Resilience Assessment.

Deliverable:

FNI will provide meeting minutes within seven (7) days to summarize major discussion items, decisions, and action items.

Task 2 – Review of Existing Plans and Preparation of Initial ERP Outline (and Initial Workshop)

FNI will review the data collected for the City of McKinney’s water system to identify gaps and necessary information for an up-to-date ERP. FNI will prepare an initial inventory of available information to review/update and gaps in information where development by the ERP team will be required. The ERP will be developed generally according the outline identified in the AWWA M19 guidance document and will include any relevant information from the City of McKinney 2004 Water and Wastewater Division Emergency Response Plan and recently completed Continuity of Operations Plan.

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FNI will conduct an initial workshop (ERP Preparation Workshop) with the ERP team. In this workshop, FNI will provide an overview of the proposed ERP contents and approach and the current status of information to fulfill these needs. A schedule of up to two (2) future ERP workshops will be established. Additional personnel necessary for the proper preparation of the ERP will be identified for inclusion in one or more of the future workshops.

Deliverable

1. ERP data gap analysis
2. FNI will provide meeting minutes within seven days of the meeting to summarize major discussion items, decisions, and action items.

Task 3 – Emergency Response Plan Preparation Workshops

Through a series of two (2) workshops, FNI will facilitate the ERP team to identify the components of the ERP. The critical components of an ERP include the following:

1. System overview
2. Incident management overview
3. Roles and responsibilities, based on NIMS and ICS
4. Internal and external contact information
5. General emergency response guidance
6. Communications plan
7. Record-keeping

Hazard-specific plans addressing relevant threats identified in the Risk and Resilience Assessment will be developed through the workshops. FNI will provide initial content for the hazard-specific plans based on City of McKinney’s existing ERP and/or industry-standard guidance.

Deliverable

1. FNI will provide meeting minutes within seven (7) days to summarize major discussion items, decisions, and action items.
2. Draft components of ERP content building on the output of each workshop

Task 4 – Draft Emergency Response Plan

FNI will compile the information collected and developed in the series of workshops to prepare a draft ERP. FNI will meet with the City of McKinney to present a briefing on the draft ERP, provide implementation recommendations, and solicit comments on the plan.

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Deliverable:

1. FNI will deliver the draft ERP to City of McKinney in electronic PDF format for review and comment. Upon request, up to three (3) hard copies of the draft ERP will be provided.
2. FNI will provide meeting minutes within seven days of the meeting to summarize major discussion items, decisions, and action items.

Task 5 – Final ERP and Certification of Compliance

Upon receipt of final comments on the draft ERP, FNI will finalize the ERP. FNI will assist City of McKinney to complete and submit the certification of the Emergency Response Plan through the online EPA portal. A copy of the certification will be maintained in the City of McKinney’s ERP.

Deliverable:

1. FNI will deliver one electronic PDF copy of the final ERP. Upon request, FNI will provide up to five (5) hard copies of the final ERP.

IV. Additional Services not included in the Basic Scope of Services

City and Consultant agree that the following services are beyond the Scope of Services described in the tasks above. However, Consultant can provide these services, if needed, upon the City’s written request. Any additional amounts paid to the Consultant as the result of any material change to the Scope of the Project shall be agreed upon in writing by both parties before the services are performed. These Additional Services include, but are not limited to, the following:

- i. Public Meeting Assistance
- ii. Emergency Response Plan Training Exercise

V. Project Schedule

Professional services will commence upon Notice to Proceed (NTP) from the City of McKinney. This project schedule assumes the City will provide NTP in the week of June 1, 2020. The ERP deadline is 6 months from the Risk and Resilience Assessment certification. The City of McKinney certified the Risk and Resilience Assessment on March 27, 2020, and the ERP is due by September 27, 2020. The following is the anticipated schedule for the project:

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Task	Task Name	Completion Timeline
1	Kickoff Meeting, Data Collection and Review	1 week from NTP
2	Review of Existing Plans and Preparation of Initial ERP Outline (and Initial Workshop)	5 weeks from NTP
3	Emergency Response Plan Preparation Workshops (2)	13 weeks from NTP
4	Draft Emergency Response Plan	14 weeks from NTP
5	Final ERP and Certification of Compliance	16 weeks from NTP

ATTACHMENT "B"
PAYMENT SCHEDULE

Basic Services – Emergency Response Plan

Task 1	Project Kickoff Meeting, Data Collection and Review	\$10,300
Task 2	Preparation of Initial ERP Outline and Initial Workshop	\$12,190
Task 3	Emergency Response Plan Preparation Workshops	\$28,760
Task 4	Draft Emergency Response Plan	\$23,480
Task 5	Final ERP and Certification of Compliance	\$5,070
Basic Services Total:		\$79,800