



America's Water Infrastructure Act Compliance

Proposal for Planning and Engineering Services

Prepared for:

Crestline Village Water District

November 10, 2021



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November 10, 2021

Ms. Jeanene Weiss
Office Manager

CRESTLINE VILLAGE WATER DISTRICT
777 Cottonwood Dr, Crestline, CA, 92325-3347
P.O. Box 3347, Crestline, CA, 92325

RE: Proposal for Engineering Services
America's Water Infrastructure Act Compliance

Dear Ms. Weiss:

Enclosed is Albert A. Webb Associates (Webb) response to your request for a proposal for compliance with the America's Water Infrastructure Act (AWIA) for Crestline Village Water District (District). AWIA requires a Risk and Resiliency Assessment (RRA) and an updated Emergency Response Plan (ERP). It is our understanding that the District requires assistance in revising the documents currently in place. Webb has consistently provided engineering planning services to public sector clients throughout California since 1945. Webb will commit the level of resources and expertise to provide a quality, responsive, and effectively managed project to meet the District's expectations.

We have assembled a project team of highly experienced professional engineers and planners selected specifically for this project due to their wealth of experience with the water resource engineering. All project team members are invested in providing the District the highest quality work products to achieve your goals.

Brad Sackett, PE, will be the overall project manager supported by Gustavo Gomez and Autumn DeWoody who have been involved in the preparation of these documents for other agencies.

If you need to talk to us at any time or have any questions or require additional information, please call me at 951-686-1070.

Sincerely,

ALBERT A. WEBB ASSOCIATES

Bradley Sackett, PE
Senior Engineer



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SECTION 1 - PROJECT UNDERSTANDING

OVERVIEW

America's Water Infrastructure Act compliance will allow Crestline Village Water District (District) to be eligible for funding programs through either the State of California Office of Emergency Services or the Federal Emergency Management Administration.

PROJECT UNDERSTANDING

Webb understands the District would like to update a vulnerability assessment into a new Risk and Resilience Assessment (RRA) and upset the existing Emergency Response Plan (ERP) to comply with the America's Water Infrastructure Act (AWIA) requirements. Webb realizes the importance of a collaborative working relationship with District staff. The project schedule begins with a "kick-off meeting" to begin the data collection process, followed with meetings roughly every three (3) weeks to continue transmitting data and coordinating reviews and feedback on the work product. Our schedule begins in December 2021 and wraps up by the end of March 2022.

APPROACH

Although AWIA does not specify specific methods for compliance, our approach to is to follow EPA's guidance documents for small water districts. Webb intends to follow the steps outlined in the standard with the appropriate level of effort for the District circumstances. The RRA reviews the risks for malevolent acts and natural hazards, evaluates monitoring practices and ensures the Financial Infrastructure is part of the effort.

The key elements are as follows:

- Asset Characterization;
- Threat Characterization;
- Consequence Analysis;
- Vulnerability Analysis;
- Threat Likelihood Analysis;
- Risk / Resilience Likelihood;
- Risk / Resilience Management;

The ERP identifies strategies and resources to improve the resilience of the systems, implementable plans, procedures and equipment that can be used in response to an event; and actions, procedures and equipment to reduce the impact of an event or incident.

We intend to approach this work with a short series of discussions/workshops with District staff to finalize the characterization and analyses required to ensure that the work is appropriate for the District and the District approves the work at each step before proceeding the next step.

SECTION 2 - SCOPE OF WORK

GENERAL

Webb will perform the following Scope of Work for preparation of the RRA and ERP for AWIA Compliance. Webb's scope and fee is based upon this scope and the project schedule in Section 4. Webb intends to build on any Vulnerability Assessments and/or Emergency Response Plans previously prepared for the District. Webb has current information developed for the UWMP regarding existing facilities.

Task 1: Risk and Resiliency Assessment (RRA)

This task will include collecting data for about the District's facilities and assets, filling out the EPA checklist for those District facilities and assets and reviewing our work product with the District and addressing any District comments. We plan to have virtual meetings via Microsoft Teams to review work product and coordinate on questions/issues.

Task 2: Update Emergency Response Plan (ERP)

Under this task, the existing ERP will be updated based the current ERP and comments/ input provided by District staff. Sections will be enhanced or added based on the issues identified in the RRA. The task also includes addressing District comments on the draft document. We plan to have virtual meetings via Microsoft Teams to review work product and coordinate on questions/issues. The District will have the responsibility to implement the ERP and periodic updates as warranted.

ADDITIONAL SERVICES

Services which are not specifically identified herein as services to be performed by Webb are considered Additional Services of the purposes of this Proposal. The District may request that Webb perform services which are additional services. Webb will perform such additional services upon execution of an amendment to this Agreement setting forth the scope, schedule and fee for such additional services.

EXCLUSIONS

Any work relating to the following is specifically excluded for the services proposed herein, and, if required, must be contracted for under a separate contract or as an addendum to this contract:

1. Legal review and input of document
2. The District is to pay for reproduction of documents.
3. Implementation of any actions identified for the RRA or ERP.
4. Any other work tasks not specifically indicated in the Scope of Services.

SECTION 3 - PROJECT TEAM

The Webb Associates project team is anticipated to be as follows:

Project Manager – Bradley Sackett, PE

Brad will be the prime point of contact and oversee and manage this phase of work. Brad has been involved in the planning, design and construction of water and sewer projects for over various public agencies over the last 20 years and has been the project manager for both RRA's and ERP's updated for other districts in the past 6 months.

Data Analyst – Autumn DeWoody

Autumn has been responsible for preparing UWMP and CEQA documents for a variety of public agencies and private clients. Autumn specializes in regulation compliance and permit acquisition / coordination. Autumn will provide the technical support for data collection and analysis as well as report preparation.

Project Engineer – Gustavo Gomez, P.E.

Gustavo has been responsible for preparing both RRA's and ERP's updated for other districts in the past 6 months. Gustavo has been involved with the planning, design and construction of water and sewer projects for the last 6 years.

Support Staff

Webb has significant engineering and planning support staff for the project to assist the lead Webb Team members.

Principal in Charge – Bruce Davis, PE

Bruce will be the principal in charge and will oversee all contractual issues. Bruce has been involved in the planning, design and construction of a variety of major water and wastewater improvements for over various public agencies over the last 35 years.

SECTION 4 - PROJECT SCHEDULE

PROJECT APPROACH

- Webb proposes a project start date of December 1, 2021.
- Webb will provide an administrative draft of the RRA within four weeks of the kick-off meeting and a final RRA within 2 weeks of receipt of District comments.
- Webb will provide an administrative draft of the ERP update four weeks after the RRA is finalized and a final ERP within 2 weeks of receipt of District comments.
- Webb anticipates that this work will be completed by end of March 2022.

SECTION 5 - PROJECT FEE

FEE SUMMARY

Webb is committed to providing the highest quality service to the District. After preparing a detailed scope of work for this project, we have included all the necessary items required to successfully complete the scope of work. Based upon the project's scope of work, a summary of our engineering services budget is as follows:

<u>ENGINEERING SERVICES TASK</u>	<u>TOTAL ESTIMATED SERVICES BUDGET</u>
1. Risk and Resiliency Assessment.....	\$ 12,700
2. Emergency Response Plan Update	<u>\$ 15,200</u>
Total Fee Engineering Services =	<u>\$ 27,900</u>

Webb will bill on a time and materials not to exceed basis for this work. Unforeseen additional work activities may arise as the project progresses. As such, the District may wish to allocate an additional 10-15 percent of the total engineering services budget for allocation purposes only. A detailed man-hour breakdown of the engineering services budget is included.



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