



February 12, 2021

Mr. Jeff Crockett
Public Works Department
City of Rapid City
300 Sixth Street
Rapid City, SD 57701

Re: Amendment to Risk and Resiliency Assessment

Dear Mr. Crockett,

HDR has completed the Risk and Resilience Assessment (RRA) for the Water Division. The City would like to proceed with the next step and update the Emergency Response Plan (ERP). At the beginning of the RRA, it was decided that the ERP would be added as an amendment at a later date after the results of the RRA were understood. HDR has reviewed the existing Emergency Response Plan and propose the attached scope.

Original Contract Value: \$69,200

Amendment: \$42,390

New Contract Amount: \$111,590

Thank you again for your consideration on this amendment. If you have questions or need additional information, please feel free to contact us.

Sincerely,
HDR Engineering, Inc.

Jason Kjenstad, PE
Area Manager, Vice President

Gabe Laber
Senior Project Manager

Enclosures

Phase II – Emergency Response Plan

The following addresses the work tasks and deliverables requested by the City of Rapid City (City) to complete an update to their Emergency Response Plans (ERP) for the Water Division. America's Water Infrastructure Act (AWIA) of 2018 requires all public water systems serving populations greater than 3,300 persons to assess the risks to, and resilience of, its system (referred to as the Risk and Resilience Assessment or "RRA").

Within six months of completion of the RRA, America's Water Infrastructure Act of 2018 also requires each system to submit a letter of certification to the EPA that the Emergency Response Plan (ERP) for a utility was created or updated (where necessary), and at least every five years thereafter. For systems serving a population of more than 50,000, the ERP certification is required by June 30, 2021 at the latest or six months after certifying completion of the RRA. The ERP must contain the following elements:

- 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 community water system 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; and
- 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.

The ERP can be developed based on existing emergency plans and is required to include response protocols for any type of emergency or event identified as a threat during the RRA. The suggested format for the ERP is based on the Federal Emergency Management Agency Comprehensive Preparedness Guide (CPG101) and on American Water Works Association guidance M19, with sections including the basic plan, hazard-specific procedures, and communication/coordination information.

Community water systems shall, to the extent possible, coordinate with local emergency planning committees established under the Emergency Planning and Community Right-To-Know Act of 1986 when preparing or revising an assessment or emergency response plan under AWIA. Further, systems must maintain a copy of the assessment and emergency response plan for five years after certifying the plan to the EPA.

TASK 1 - Project Management

The Project Management Task will be used to establish coordination between the HDR and City project teams and provide overall management of the project. Tasks include project contracting and set-up activities, coordination of project activities and subconsultants, verification of compliance with the scope of services, management of the project budget and schedule, preparation of monthly invoices, and coordination of quality assurance and quality control (QA/QC) of the tasks and deliverables throughout the project.

1.01 ERP Kickoff Meeting

- HDR will conduct a kickoff meeting with the City to detail the project schedule, review the work plan, identify utility staff to participate in ERP development (including utility leaders, finance, human resources, operations, field, and customer-service staff), discuss utility background/history in emergencies and emergency exercises, and identify any additional information to be reviewed.

1.02 Project Manual/Work Plan

Includes development of a brief work plan that will be used throughout the project to provide access to important information, including contact information, activities, scope, communications, schedule, etc.



1.03 Project Tracking and Invoicing

Includes tracking of project status, including budget and schedule status, and preparation of monthly invoices and progress reports throughout the course of the project.

Deliverables

- Monthly invoices, progress reports and project manual as necessary.

Assumptions

- Up to 5 monthly invoices and progress reports will be prepared.

TASK 2 – Emergency Response Plan (ERP)

2.01 Information Collection

- Information such as existing emergency plans/information that is provided electronically by the City will be reviewed by the HDR team before the kickoff meeting.

2.02 Data Collection Calls

- HDR will hold up to four hour long calls to request background data and discuss information that is needed to develop the ERP.

2.03 Incident Action Checklist Development Workshop 1

- HDR will conduct a workshop with the City ERP Team, and representatives from outside agencies such as emergency management, police, fire, HAZMAT, Department of Homeland Security, and others related to emergency response. It is paramount that decision-makers for the City attend this workshop so that the contents of the ERP contain procedures with leadership approval.
- This workshop will include development of up to 12 emergency procedures (Incident Action Plans) for emergency response (including responses to the threats identified in the RRA). HDR will utilize and further develop the City's existing response actions in development of these procedures.
- The City will designate the incident management team, including identifying three people for each role. Attendees will also discuss resiliency measures and equipment needed.

2.04 Emergency Response Plan

- Based on information gained from earlier tasks, on existing City emergency plans, and on industry guidance, HDR will draft the ERPs. The revised ERP will include items required by AWIA.

2.05 Review Emergency Response Plan Workshop 2

- The document will be reviewed during an interactive two hour workshop with the City's ERP Team. The workshop will consist of active exercises and discussions to check the information throughout the document.
- HDR will update the draft ERPs and deliver final ERP documents.
- The City will then certify, by letter to the Administrator of the EPA, that the water ERP has been completed, copying HDR on the correspondence. Such certification will remain valid for five years. It is recommended that the City perform a review yearly and significant revision after four years, recertifying to EPA following each revision.

Deliverables

- Meeting and workshop agendas
- Draft water ERP (electronic version only)
- Final water ERP (electronic version only)

Assumptions

- The City has an existing Emergency Operation Plan to update.



- The ERP kickoff meeting will be held as a video conference call for those team members that are not local.
- Workshop 1 will be held in-person, all other meetings and calls will be held virtually.
- The City will assist HDR with scheduling and reserving meeting venues for City staff.
- The City will be available for workshops and meetings related to this task.
- The City will provide data as requested by HDR.
- The City will coordinate with non-utility agency staff (such as police or fire departments) who are part of the ERP Team.
- The City will provide HDR with an updated list of emergency contacts for HDR to include in the ERP.
- The City will provide additional changes/comments on the draft ERPs within 10 days after the workshop.
- All existing documents will be provided by the City in electronic files which can be utilized in the ERP.
- The City will file certification by letter to the Administrator of the EPA following completion of the water ERP.

Phase II Schedule

The anticipated duration for the proposed scope of work is approximately 5 months. The target date for the project is ERP certification by June 30, 2021.

**City of Rapid City Drinking Water System
Risk and Resiliency Assessment Project
Project No.20-2575 / CIP No. 51269**

Task Description	Total
Labor	
Task 1.0: Project Management	\$3,685
Task 2.0: ERP	\$5,705
Total Labor	\$9,010
Subconsultant	\$33,000
Expenses	\$380
Total Expenses	\$33,380
Total Fee	\$42,390

HDR Engineering
2020 Hourly Billing Rates
Risk and Resiliency Assessment Project
Project No.20-2575 / CIP No. 51269

Enclosed are the 2021 Hourly Billing Rates for HDR Engineering. These rates shall be adjusted annually to reflect any salary adjustments incurred by employees. The rates listed below do not include reimbursable expenses or hourly rates for equipment as defined below.

Description	Billing Rate/Hour
Managing Principal	225
Senior Project Manager	205
Project Manager III	195
Project Manager II	180
Project Manager I	165
Engineer VI	195
Engineer V	180
Engineer IV	165
Engineer III	145
Engineer II	130
Engineer I	115
<u>ASME Disciplines</u>	<u>180</u>
Engineering/Field Services Technician IV	155
Engineering/Field Services Technician III	125
Engineering/Field Services Technician II	105
Engineering/Field Services Technician I	95
Cadd/GIS Technician IV	135
Cadd/GIS Technician III	115
Cadd/GIS Technician II	105
Cadd/GIS Technician I	95
Right of Way IV	195
Right of Way III	175
Right of Way II	155
Right of Way I	120
Right of Way Coordinator	95
Environmental Scientist V	175
Environmental Scientist IV	160
Environmental Scientist III	140
Environmental Scientist II	125
Environmental Scientist I	110
Senior Land Surveyor	150
Land Surveyor	130
Survey Technician III	120
Survey Technician II	110
Survey Technician I	95
Senior Construction Manager	195
Construction Manager	155
Construction Engineer	125
Construction Inspector	95
Strategic Communications/Graphic Designer IV	165
Strategic Communications/Graphic Designer III	145
Strategic Communications/Graphic Designer II	125
Strategic Communications/Graphic Designer I	95
Project Controller	95
Project Assistant	90
Admin Assistant	70

HDR has technical experts in various geographic locations that may be utilized based on specific project need. This specialized expertise is not subject to the above rates and associated billing rates are to be determined at the time of contract negotiation.

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<u>Technical Experts for this Project</u>	<u>Billing Rate/Hour</u>
Roger Null – Senior PM/QC	250
Kathryn Jones – Technical Lead/Sr PM	225
Jim Schultz – Cyber Engineer	225
David Brearly – Cyber QC	250
<u>Direct Expenses</u>	
Traffic Counting Equipment	\$120.00 per hour
Survey/GPS Equipment	\$50.00 per hour
Robotic Total Station	\$50.00 per hour
Side-by-Side Utility Vehicle	\$25.00 per hour
Handheld GPS	\$20.00 per hour
Mileage	\$0.75 per mile
Printing:	
B&W 8.5x11	\$0.041 each
Color 8.5x11	\$0.138 each
B&W 11x17	\$0.079 each
Color 11x17	\$0.273 each
Plots Bond	\$0.459 per sq. ft.

OTHER REIMBURSABLE EXPENSES

Reimbursable Expense shall mean the actual expenses incurred directly or indirectly in connection with the Project for transportation travel, subconsultants, subcontractors, computer usage, telephone, telex, shipping and express, and other incurred expense. Unless negotiated otherwise in the contract, ENGINEER will add 10% to invoices received by ENGINEER from subconsultants and subcontractors to cover administrative expenses and vicarious liability. Hourly equipment charges apply to specific equipment used on the project.