

**CONSULTING SERVICES WORK AUTHORIZATION NO. 1
JACOBS ENGINEERING GROUP, INC.**

DATE: _____, 2024

CONSULTANT: Jacobs Engineering Group Inc.

WORK AUTHORIZATION NO. 1 FOR CONSULTING SERVICES

This Work Authorization, when executed, shall be incorporated in and become an integral part of the “Agreement between City of Coconut Creek and Jacobs Engineering Group Inc. for Consulting Services for Lead and Cooper Rules Revision Compliance Program” (the “Agreement”) for the development, management and implementation of a program to bring the City of Coconut Creek in compliance with the EPA mandated Lead and Copper Rule Revision in accordance with RFQ No. 09-27-23-11.” dated _____, 2024.

I. PROJECT DESCRIPTION

The CITY desires to have Jacobs Engineering Group Inc. (“CONSULTANT”), to provide a Lead Service Line Material Inventory and Lead Service Line Replacement Plan including, but not necessarily limited to, all deliverables required by the EPA.

II. SCOPE OF SERVICES AND COSTS

See Proposal from Jacobs Engineering Group, Inc. attached hereto as Exhibit “A” to include Tasks 1 and 2 and portions of Task 5 as applicable to Tasks 1 and 2. Compensation for services and expenses under this Work Authorization shall be on a Time and Materials basis with budgets between the tasks being interchangeable as needed, based on the Hourly Fee Schedule established in the Agreement.

III. COMPLETION DATE

This Work Authorization is approved contingent upon the CITY’S acceptance of and satisfaction with the completion of the services rendered with a projected completion date of October 16, 2024. If the CITY in its sole discretion is unsatisfied with the services provided in the Work Authorization, the CITY may terminate the Agreement without incurring any further liability. The CONSULTANT shall commence work after issuance of the notice to proceed.

IV. NOT A DESIGN-BUILD AGREEMENT

CONSULTANT shall not bid for any construction components associated with this Project.

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CITY OF COCONUT CREEK, FLORIDA

By: _____
Karen M. Brooks, City Manager

ATTEST:

Approved as to Legal Sufficiency
and Form:

By: _____
Joseph J. Kavanagh, City Clerk

By: _____
Terrill C. Pyburn, City Attorney

CONSULTANT:

By: _____
Signature of President/Owner

ATTEST:

(Corporate Secretary)

Type/Print Name of President/Owner

Type/Print Name of Corporate Secretary

(CORPORATE SEAL)

Work Authorization No. 1

Consulting Services for Lead and Copper Rules Revisions Compliance Program (LCRR)

Scope of Services

February 5, 2024

Background

This Task Order between the City of Coconut Creek (City) and Jacobs Engineering Group Inc. (Jacobs), a Delaware corporation, authorized to transact business in Florida, is pursuant to the Consulting Services for Lead and Copper Rule Revision Compliance Program (RFQ No. 09-27-23-11). The City requested support services from Jacobs in response to the recent US Environmental Protection Agency's Lead and Copper Rule Revisions (LCRR). The following sections detail the support services that Jacobs will provide to assist the City in implementing the LCRR requirements. All services provided will follow the compliance requirements in the LCRR as well as any direction or additional requirements set forth by Florida Department of Environmental Protection (DEP) and the proposed federal Lead and Copper Rule Improvements (LCRI). Support services and recommendations may vary due to final changes in the rule.

Program Approach

To streamline the implementation of the LCRR support services for the City and incorporate the evolving federal and state-specific requirements, the program will follow a multi-year iterative approach. This will include development of plans and procedures related to the five tasks described below. Year 1 scope assumes that the EPA will finalize the LCRI by the LCRR compliance date of October 16, 2024. The regulatory submission deadlines for Tasks 2 through 4 may be postponed based on the finalized LCRI timeline and requirements. It is expected the plans will serve as 'living documents' that will be updated as unknown service lines related to the inventory are resolved and evolving regulatory requirements are confirmed.

Scope of Services

Task 1 – Lead Service Line Inventory

Jacobs will develop a plan for service line material (SLM) inventory development including recommendations and industry best practices for service line material identification and Geographic Information Systems (GIS) functionality. The inventory will include both the City-owned portion of the service line and the customer-owned portion. The plan will comply with the LCRR, proposed LCRI, and Florida Department of Environmental Protection (FDEP) requirements and include identification criteria for the following service line materials:

- Lead
- Galvanized requiring replacement (GRR)
- Non-lead
- Lead status unknown

The City can specify the materials that are non-lead, such as copper or plastic piping, but is not required to disclose the specific materials to the customer. The plan will detail various service line material identification methods outlined in the LCRR, proposed LCRI, FDEP, from the literature and/or by other water systems that have developed service line material inventories. Jacobs and its subconsultant (Keith and Associates, Inc., dba Keith) will conduct the initial desktop review based on the available City records.

Jacobs will prepare a SLM Inventory Development plan which will encompass standard operating procedures (SOPs) and training materials detailing the methodology for building, validating, and maintaining a comprehensive location-based inventory. Jacobs will use the desktop analysis to recommend areas in the distribution system for field identification efforts. Field identification efforts will be recommended by Jacobs and implemented by the City. The efforts can include, but are not limited to, visual inspections, customer self-reporting, profile water quality sampling, and/or excavation. Field identification can be incorporated into the City's routine maintenance and operations activities as well as during scheduled capital improvement projects such as water main and meter replacement projects. Jacobs and its subconsultants (Keith) may support direct field validation excavation activities such as digging utility test holes if authorized by the City under Task 5.

Jacobs and its subconsultant (Keith) will also support the City with upgrading existing City-GIS and data management system as part of the SLM inventory plan. This can include development of tools such as Survey 123, dashboards, and other GIS functions to support compliance and data management as well as implementation support to update the GIS platform based on the records review and field identification efforts. Jacobs will also develop an online portal for the SLM inventory as the LCRR requires water system serving over 50,000 to make the inventory publicly available online.

The SLM inventory will be updated annually and as lead and GRR service lines are identified, removed, or verified. This will be a dynamic inventory and will be used to inform the number of lead and GRR replacements based on the proposed minimum 10 percent calculated on a rolling 3-year period replacement rate set forth in the proposed LCRI. Note, this rate is subject to change by the final LCRI promulgation. Jacobs will also provide assistance to City staff to create an updateable data based map to record service line material inventory and a Standard Operating Procedure (SOP) to maintain the SLM inventory up to date.

Jacobs will also identify possible cost-effective solutions to expedite populating and updating the service line inventory and to identify areas that potentially have LSLs and non-lead service lines. Jacobs will also confirm acceptable verification methods with the FDEP.

Assumptions:

- Jacobs and its subconsultant (Keith) will identify, collect, and digitize the available historical records and documents to perform the initial records review.
- City will provide access to electronic and hard copy information and data to Jacobs as the City is conducting records review as well as remote GIS access for support activities as needed.
- Jacobs will reasonably rely on the accuracy and completeness of the source information and data provided by City without independent verification.
- Jacobs and its subconsultant (Keith) will provide guidance on GIS tools for data management and provide implementation support for GIS.
- Jacobs can provide additional support for integration with existing work order management system or CMMS upon request by the City.
- City will host the publicly accessible inventory on their website.
- Jacobs can provide field identification support upon request by the City.
- City will review and provide feedback to Jacobs on the SLM inventory plan and preferences for field identification methods based on Jacobs' recommendations.

Deliverables:

- SLM Inventory Development Plan and SOP.
- A customer self-reporting portal for service line material identification.
- Service line material inventory database in GIS and a service line graphic map providing publicly accessible inventory available online.
- Excel-based export of initial SLM inventory for DEP reporting.
- Staff training on inventory workflows and procedures, if directed by City.

Task 2 – Service Line Replacement Plan

Jacobs will review current City service line replacement plans and practices, if applicable. If service line replacement plans are available, these will be modified for compliance with the LCRR and proposed LCRI. If plans are not available, Jacobs will develop both full and partial lead service line replacement (LSLR) plans. These plans and replacement rates are contingent on the number of LSLs, GRRs, and unknown service lines identified from the inventory. Jacobs will coordinate with the City to leverage its existing capital improvement plans and prioritize lead and GRR replacement sites based on scheduled water system improvements (e.g., capital improvement projects), confirmed lead and GRRs, social equity factors (such as, disadvantaged and vulnerable populations and environmental justice areas), and areas with known water quality issues. Jacobs will also identify available funding opportunities and produce a technical memorandum that will summarize the findings. The technical memo will outline each of the funding options, pros and cons, and potential cost savings realized from use of the outside grant and loan program funding. Jacobs will provide funding applications and assistance in completing said applications after the funding opportunities are identified as part of this task.

The service line replacement plan will include the following:

- Strategies to identify and verify lead status unknown service lines.
- Lead service line replacement goal rate and replacement prioritization strategies.
- Customer communication strategy to conduct full LSLR that includes renters and tenants in addition to the property owners.
- Post replacement provisions including point-of-use filter distribution and tap sampling.
- Funding strategy for customers who are unable to pay for the LSL replacement portion they own.
- Operating procedures for replacing lead goosenecks, pigtails, or other leaded connectors.

These plans will be developed to include the LCRR, proposed LCRI, and state-specific compliance requirements and will be submitted to the City for review.

Assumptions:

- City will provide all existing service line replacement plans if applicable/available.
- City will review and provide feedback on the draft LSL Replacement plan.
- City will review and provide feedback on the Funding Evaluation and Strategies Technical Memorandum.
- Jacobs will provide the preliminary cost estimates for the LSLR construction.
- Jacobs will assist with funding applications, based on funding opportunities identified as part of this task. The assistance with funding applications can be authorized by the City on future work authorizations.

Deliverables:

- Service Line Replacement Plan and Preliminary Cost Estimate
- Funding Evaluation and Strategies Technical Memorandum.
- One (1) workshop session to present and discuss the Service Line Replacement Plan and Funding Evaluation and Strategies Technical Memorandum.

Task 5 – Other Services

Task 5 includes services already identified by the City in the RFQ – assistance developing the City's water filter program and regulatory coordination – and others that may emerge as a result of the work completed as part of this program and due to the evolving regulatory requirements.

Task 5a: Regulatory Coordination: Jacobs will participate in regulatory coordination meeting(s) with FDEP at the request of the City. These meetings will be to confirm interpretations of the revisions with FDEP, confirm any additional requirements set forth by the state, and present and discuss draft and final compliance deliverables.

Task 5b: Selection of Pitcher/Filter Provider Assistance: Jacobs will assist the City evaluate water filter needs and develop implementation plans for procurement and distribution of certified filters and cartridges for lead removal in drinking water. Depending on the outcome of the evaluation criteria, we will make recommendations for the water filter products suited to the City's customers' needs.

Task 5c: Other program consulting services as needed:

On December 6th, 2023, the Environmental Protection Agency published the proposed LCRI which is anticipated to be finalized by October 16, 2024. Therefore, additional services will need to be further defined with the City after final LCRI promulgation and after completion of Tasks 1 – 4 to support the City's compliance with the rule after October 16, 2024. The scope and fee for additional services under this task will be authorized by the City's project manager via email prior to commencement of the work. These services may include the following:

- Jacobs and its subconsultants (Keith) may support field validation efforts such as digging utility test holes to identify service lines of unknown material, and verify non-lead service lines, and support LCRI compliance after final rule promulgation.
- Service Line Inventory: Water systems are currently required to provide an initial inventory by October 16, 2024. Under the proposed LCRI, all water systems are required to regularly update their inventories and identify the materials of all service lines of unknown material. Systems must respond to customer inquiries on incorrect material categorizations within 60 days. The proposed rule also adds connectors as a required field to the service line inventory and requires verification of service line materials.
- Service Line Replacements: Under the proposed LCRI, water systems are required to create a publicly available service line replacement plan and achieve 100% lead service and galvanized requiring replacement service lines within 10 years regardless of whether they exceed the lead action level. The replacement plan will include the following additional provisions to include a minimum average annual rate of 10 percent calculated on a rolling 3-year period replacement goal rate and replacement prioritization strategies; techniques to replace service lines, plans for procurement of materials, and plans for utilizing contractors; any laws, regulations, or agreements that impact ability to access and conduct full LSLR as well as the identification of any rules or agreements that require customer consent or allow or mandate cost-sharing with customers.
- Sampling Program: EPA is proposing to lower the lead action level from 15 µg/L to 10 µg/L. The proposed rule changes the protocol for tap sampling where water systems would be required to collect first liter and fifth liter samples at sites with lead service lines and use the higher of the two values when calculating the 90th percentile lead level. Tier 3 sites are revised to include sites served by a lead connector as well as sites served by a galvanized service line or containing galvanized premise plumbing that are identified as ever being downstream of an LSL or lead connector in the past. When a water system's lead sampling exceeds the action level, the system would be required to inform the public and take action to reduce lead exposure while concurrently working to replace all lead pipes.
- Public Education and Outreach Assistance: Under the proposed LCRI, water systems with multiple lead action level exceedances (3 or more within five years) would be required to conduct additional outreach to consumers and make filters certified to reduce lead available to all consumers. When a system samples for lead or copper at a residence, it must deliver to residents the results within three days, regardless of the lead or copper levels in the sample. Water systems would be required to reach out four times using at least two different methods to contact customers to conduct full lead service line replacements. EPA proposes to revise the Consumer Confidence Report requirements to include an informational statement about lead that has been updated to improve risk communication, updated lead health effects language, information about the system's efforts to sample in schools and child care facilities, and how to access the community's service line replacement plan.

Assumptions:

- Jacobs will attend and participate in up to 3 meetings virtually with the DEP at the request/coordination of the City.
- The scope and fee for additional services will be authorized by the City's project manager via email prior to commencement of the work.

Deliverables:

- Draft and final presentation materials and notes for regulatory coordination meetings.
- Technical memorandum for Water Filter Program.

Schedule

Initial compliance deadline of October 16, 2024.

Compensation

A summary of costs for tasks associated with Work Authorization No. 1 LCRR Compliance Support Services described in the Scope of Work are provided in Table 1. Compensation for services and expenses under this Task Order shall be on a Time and Materials basis with budgets between task being interchangeable as needed.

The proposed LCRI may affect the timeline for compliance tap and schools and licensed childcare facilities sampling. However, until the LCRI is promulgated, the existing LCRR requirements remain effective. This means that the City may need to submit a compliance tap sampling plan during Year 1, prior to the January 2025 sampling monitoring period.

Table 1. Summary of Costs for Work Authorization No. 1

Task No.	Description	Fee Amount
1	Lead Service Line Inventory	\$60,060
2	Service Line Replacement Plan	\$30,452
3	Sampling Program	(Not Included) ¹
4	Public Education and Outreach Assistance	(Not Included) ¹
5	Other Program Consulting Services ¹	\$59,370
TOTAL		\$149,882

Note:⁽¹⁾ The scope and fee for Sampling Program, Public Education and Outreach, and additional services will be authorized by the City and the City's project manager in Year 2 prior to commencement of the work.