

Proposal to Provide Update to Risk and Resilience Assessment and Emergency Response Plan

Services to be provided by: Hazen and Sawyer (Hazen)

Services provided to (“Village”): Village of Wellington (Village)

Proposal Date: March 27, 2025

Proposal Terms

PROJECT DESCRIPTION

America’s Water Infrastructure Act of 2018 (AWIA) requires that all community water systems serving populations greater than 3,300 persons develop and update Risk and Resilience Assessments (RRA) and Emergency Response Plans (ERP). The Environmental Protection Agency (EPA) oversees compliance with AWIA, which requires utilities to update and recertify these assessments on a 5-year cycle. The Village of Wellington RRA and ERP must be recertified to EPA by December 31, 2025 and June 30, 2026, respectively. The Village IT staff will conduct their own cybersecurity assessment required by AWIA. Cybersecurity is not part of this scope of work.

The Village of Wellington (Village) requested that Hazen and Sawyer (Hazen) update the 2021 RRA and ERP for its water systems, including treatment facilities, storage tanks, pump stations and pipelines. Hazen shall retain the services of a SUBCONSULTANT, Launch! Consulting, Inc. (SUBCONSULTANT), who specializes in conducting utility risk assessments that comply with the J100 standard.

SCOPE OF SERVICES

Task 1 – Update to 2021 RRA

SUBCONSULTANT will update the RRA through the following sub-tasks

RRA Kickoff Meeting

SUBCONSULTANT will prepare for the RRA Kickoff Meeting by reviewing the Utility’s existing RRA document. SUBCONSULTANT will then conduct a 1-hour virtual kickoff meeting with Wellington staff, via Zoom or Microsoft Teams, to confirm project scope and schedule. SUBCONSULTANT will facilitate a discussion on changes that have occurred since the existing RRA was developed and discuss the RRA Workshop 1 agenda and attendee list.

Data Collection and Review

SUBCONSULTANT will facilitate a 2-hour virtual meeting with key Utility leaders to review key components of the 2021 RRA including assets, threats, mitigation measures, and capture any updates identified by Utility staff. SUBCONSULTANT will also request information on which mitigation measures have been implemented since 2021, which are no longer required, and which are still needed. Finally, SUBCONSULTANT will seek updates to policies and procedures, operations and maintenance needs, financial data back-up, monitoring practices, chemical storage/use/handling, source water protection practices, and other important aspects of the water system. Virtual follow-ups with staff may be necessary to collect and/or validate additional information.

SUBCONSULTANT will also answer any questions Utility staff may have regarding their internal process for updating asset summary sheets, which will be provided by the Village of Wellington to SUBCONSULTANT upon their completion so that SUBCONSULTANT can include these in the RRA report.

J-100 Recalculation

SUBCONSULTANT will use information collected via data collection meetings, and the updated asset summary sheets provided by Village staff, to recalculate risk based on the Utility's assets, threats, and consequences. SUBCONSULTANT will utilize an updated J-100 workbook for the calculations and present the changes to key Utility leaders during a virtual 2-hour meeting. This includes an update to the Utility Resilience Index (URI) as part of the J- 100.

Threat-Asset Pair Review Meeting

SUBCONSULTANT will facilitate a 2-hour virtual meeting with key Utility leaders to review the updated high-risk threat-asset pairs to determine mitigation measures, associated costs, and updates to the benefit-cost analysis portion of the J-100.

Implementation Plan

SUBCONSULTANT will provide an updated implementation plan that includes mitigation measures for assets identified during the Threat-Asset Pair Review meeting. Once the Utility has reviewed and provided feedback, SUBCONSULTANT will finalize the implementation plan and include it in the final RRA report update.

RRA Report Update

SUBCONSULTANT will utilize information collected throughout the project to update the existing RRA. The update will include revisions to the 2021 RRA report and appendices, including the implementation plan, and a checklist to assist EPA to note that the Utility met AWIA requirements should EPA inspect onsite. SUBCONSULTANT will reference the Village of Wellington current cybersecurity assessment in the report. SUBCONSULTANT will provide the draft report to the Village of Wellington for review. Once comments are received from the Utility, SUBCONSULTANT will finalize the report and deliver to Hazen for the Village of Wellington electronically in Word and PDF formats.

RRA Project Closeout

Upon final delivery of the updated RRA report, SUBCONSULTANT will facilitate a 1-hour virtual project closeout meeting to include assisting the Utility with re-certifying the updated report to the EPA, if needed.

Deliverable(s):

1.1 – Kickoff Meeting Minutes

1.2 – Updated RRA Report

Task 2 – Update to 2021 ERP

SUBCONSULTANT will update the ERP through the following sub-tasks:

ERP Kickoff Meeting

SUBCONSULTANT will review the Village's existing ERP and related documents. SUBCONSULTANT will then conduct a 1-hour virtual kickoff meeting with Utility staff, via Zoom or Microsoft Teams, to confirm the scope, schedule, and process for updating the ERP document, including incident action checklists (IACs).

ERP Review Meeting

SUBCONSULTANT will facilitate a 2-hour virtual meeting with the Utility to discuss any changes to the ERP and the Utility's emergency preparedness activities since 2021. Follow-up discussions may be needed to revise specific components of the document, such as a current list of emergency generators. SUBCONSULTANT will also provide the Utility with updated draft IACs (14 total) for key Utility staff to review and provide feedback, after which the updated checklists will be incorporated into the ERP as an appendix.

ERP Update

SUBCONSULTANT will update the existing ERP using industry best practices, changes that have occurred at the Utility since the last plan update, and process updates stemming from real-world emergencies encountered in the last five years (e.g., hurricanes, the COVID- 19 pandemic, bomb threats, etc.). Updates will be consistent with Utility processes, procedures, and lessons learned from previous real-world emergencies.

SUBCONSULTANT will then deliver the draft plan to the Utility to review and provide comments and edits. Once comments are received from the Utility, SUBCONSULTANT will finalize the plan and deliver to Hazen for the Village of Wellington electronically in Word and PDF formats.

ERP Project Update

Upon final delivery of the finalized ERP update, SUBCONSULTANT will facilitate a 1-hour virtual project closeout meeting to include assisting the Utility with re-certifying the updated plan to the EPA, if needed.

Deliverable(s):

2.1 – Kickoff Meeting Minutes

2.2 – Updated ERP Report

ASSUMPTIONS

1. Village will provide Hazen and SUBCONSULTANT with current documents for review in electronic format.
2. Village will identify key staff to participate in meetings for each phase of the project.
3. Village will update the existing asset summary sheets and provide them to Hazen and SUBCONSULTANT in Word format for inclusion in the RRA report.
4. Village will conduct the cybersecurity assessment independently from this project and maintain a record of results alongside the RRA for the next 5 years.
5. Village will provide an updated emergency contact list for SUBCONSULTANT to include in the ERP.
6. Village will review and provide updated incident action checklists for the ERP.
7. Village will discuss with SUBCONSULTANT any utility-specific information updates to include in the ERP.
8. Village will review documents within 2 weeks of delivery by SUBCONSULTANT and provide a mark-up in track changes.
9. Village will file re-certification by letter to the Administrator of the EPA, copying Hazen and SUBCONSULTANT, following completion of the RRA and ERP.

SCHEDULE

Task	Description	Time of Completion from NTP
1	RRA Kickoff Meeting	1 month
2	Data Collection Meeting	1 month
3	Village updates Asset Summary Sheets	2 months
4	J-100 Recalculation and Review Meeting	3 months
5	Asset-Threat Pair Review Meeting	3 months
6	RRA Report Update	4 months
7	RRA Project Closeout	5 months
8	ERP Kickoff Meeting	5 months
9	ERP Revisions Meeting	6 months
10	Village updates Incident Action Checklists (IACs)	6 to 8 Months
11	ERP Report Update	6 to 8 Months
12	Draft and Final ERP Report	9 Months
13	ERP Project Closeout	9 Months


COMPENSATION

Compensation for all tasks, unless specifically noted below, will be billed on a lump sum basis based on percent of work complete and total project fees presented in Attachment A.

AUTHORIZATION

Work described in this proposal will commence upon authorization to proceed and receipt of a signed agreement.

Hazen and Sawyer, D.P.C.

Signed: _____

Name: Kurt Pfeffer, PE

Title: Vice President

Date: 3/28/2025

Village of Wellington

Signed: _____

Name: _____

Title: _____

Date: _____

[Please return one original to Hazen and Sawyer]

ATTACHMENT A

BUDGET SUMMARY - Lump Sum

Task No.	Description	BUDGET SUMMARY for Proposal for Updates to 2021 RRA and ERP							
		Vice President	Senior Associate	Senior Principal Engineer	Principal Engineer	Engineer/ Asst Engr	Office	Total Labor	Sub-Consultant
1	Project Initiation/Meetings	0	1	0	2	0	0	3	\$0
2	RRA Update	0	0	0	3	0	0	3	\$40,500
3	ERP Update	0	0	0	3	0	0	3	\$30,250
	SUB-TOTAL	0	1	0	8	0	0	9	\$70,750
	Labor Hourly Rate	\$295	\$265	\$195	\$165	\$145	\$100		
	Labor Sub-Total	\$0	\$265	\$0	\$1,320	\$0	\$0		
	Labor Total							\$1,585	
	Subconsultant Labor Total								\$70,750
	Subconsultant Multiplier								1.0
	Subconsultant Total								\$70,750
	Reimbursable Expenses								\$0
	Project Total								\$72,335

Scope of Services
Launch! Consulting, Inc. as a Subconsultant to Hazen for
Village of Wellington, Florida
Updates to Water System Risk & Resilience Assessment and Emergency Response
Plan
March 27, 2025

This scope of work provided by Launch! Consulting, Inc. (“Launch”) as a subconsultant to Hazen includes services for the elements listed below.

Background

America’s Water Infrastructure Act of 2018 (AWIA) requires that all community water systems serving populations greater than 3,300 persons develop and update risk and resilience assessments (RRA) and emergency response plans (ERP). The Environmental Protection Agency (EPA) oversees compliance with AWIA, which requires utilities to update and recertify these assessments on a 5-year cycle. The Village of Wellington RRA and ERP must be recertified to EPA by December 31, 2025 and June 30, 2026, respectively. The Village IT staff will conduct their own cybersecurity assessment required by AWIA.

A detailed project scope for the updates, including a fixed-fee proposal, is provided below.

Scope of Services

Launch will update the Village of Wellington’s Utilities Department’s (Utility) RRA as required by AWIA, using existing data and new information collection via virtual meetings with key utility staff. The RRA includes the following elements:

- Resilience of water infrastructure system components
- SCADA/cyber security (of automated systems)
- Monitoring practices
- Financial infrastructure
- Use, storage, or handling of various chemicals by the system
- Operation and maintenance of the system
- Capital and operational needs for risk and resilience management

Following the completion of the RRA update, Launch will update the Utility’s existing ERP, which includes 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, including the development of alternative

source water 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

Launch will prepare for both the RRA update and ERP update by collecting and reviewing digital copies of existing Utility information such as the 2021 RRA and ERP, additional security and emergency plans (e.g., hurricane plans), and other internal processes and procedures as provided by the Utility. Launch will use these documents, along with meetings with key staff, to update the RRA and ERP with the latest available information specific to the Village.

Task 1: RRA Update

Launch will update the 2021 RRA through the following sub-tasks:

RRA Kickoff Meeting: Launch will prepare for the RRA Kickoff Meeting by reviewing the Utility's existing RRA document. Launch will then conduct a 1-hour virtual kickoff meeting with Wellington staff, via Zoom or Microsoft Teams, to confirm project scope and schedule. Launch will facilitate a discussion on changes that have occurred since the existing RRA was developed and discuss the RRA Workshop 1 agenda and attendee list.

Data Collection Meeting: Launch will facilitate a 2-hour virtual meeting with key Utility leaders to review key components of the 2021 RRA including assets, threats, mitigation measures, and capture any updates identified by Utility staff. Launch will also request information on which mitigation measures have been implemented since 2021, which are no longer required, and which are still needed. Finally, Launch will seek updates to policies and procedures, operations and maintenance needs, financial data back-up, monitoring practices, chemical storage/use/handling, source water protection practices, and other important aspects of the water system. Virtual follow-ups with staff may be necessary to collect and/or validate additional information.

Launch will also answer any questions Utility staff may have regarding their internal process for updating asset summary sheets, which will be provided by the Village of Wellington to Launch upon their completion so that Launch can include these in the RRA report.

J-100 Recalculation: Launch will use information collected via data collection meetings, and the updated asset summary sheets provided by Village staff, to recalculate risk based on the Utility's assets, threats, and consequences. Launch will utilize an updated J-100 workbook for the calculations and present the changes to key Utility leaders during a virtual 2-hour meeting. This includes an update to the Utility Resilience Index (URI) as part of the J-100.

Threat-Asset Pair Review Meeting: Launch will facilitate a 2-hour virtual meeting with key Utility leaders to review the updated high-risk threat-asset pairs to determine mitigation measures, associated costs, and updates to the benefit-cost analysis portion of the J-100.

Implementation Plan: Launch will provide an updated implementation plan that includes mitigation measures for assets identified during the Threat-Asset Pair Review meeting.

Once the Utility has reviewed and provided feedback, Launch will finalize the implementation plan and include it in the final RRA report update.

RRA Report Update: Launch will utilize information collected throughout the project to update the existing RRA. The update will include revisions to the 2021 RRA report and appendices, including the implementation plan, and a checklist to assist EPA to note that the Utility met AWIA requirements should EPA inspect onsite. Launch will reference the Village of Wellington's current cybersecurity assessment in the report. Launch will provide the draft report to the Village of Wellington for review. Once comments are received from the Utility, Launch will finalize the report and deliver to Hazen for the Village of Wellington electronically in Word and PDF formats.

RRA Project Closeout: upon final delivery of the updated RRA report, Launch will facilitate a 1-hour virtual project closeout meeting to include assisting the Utility with re-certifying the updated report to the EPA, if needed.

Task 2: ERP Update

Launch will update the ERP through the following sub-tasks:

ERP Kickoff Meeting: Launch will review the Utility's existing ERP and related documents. Launch will then conduct a 1-hour virtual kickoff meeting with Utility staff, via Zoom or Microsoft Teams, to confirm the scope, schedule, and process for updating the ERP document, including incident action checklists (IACs).

ERP Review Meeting: Launch will facilitate a 2-hour virtual meeting with the Utility to discuss any changes to the ERP and the Utility's emergency preparedness activities since 2021. Follow-up discussions may be needed to revise specific components of the document, such as a current list of emergency generators. Launch will also provide the Utility with updated draft IACs (14 total) for key Utility staff to review and provide feedback, after which the updated checklists will be incorporated into the ERP as an appendix.

ERP Update: Launch will update the existing ERP using industry best practices, changes that have occurred at the Utility since the last plan update, and process updates stemming from real-world emergencies encountered in the last five years (e.g., hurricanes, the COVID-19 pandemic, bomb threats, etc.). Updates will be consistent with Utility processes, procedures, and lessons learned from previous real-world emergencies.

Launch will then deliver the draft plan to the Utility to review and provide comments and edits. Once comments are received from the Utility, Launch will finalize the plan and deliver to Hazen for the Village of Wellington electronically in Word and PDF formats.

ERP Project Closeout: upon final delivery of the finalized ERP update, Launch will facilitate a 1-hour virtual project closeout meeting to include assisting the Utility with re-certifying the updated plan to the EPA, if needed.

Assumptions

The Village of Wellington will:

- Provide Launch with current documents for review in electronic format
- Identify key staff to participate in meetings for each phase of the project
- Update the existing asset summary sheets and provide them to Launch in Word format for inclusion in the RRA report
- Conduct the cybersecurity assessment independently from this project and maintain a record of results alongside the RRA for the next 5 years
- Provide an updated emergency contact list for Launch to include in the ERP
- Review and provide updated incident action checklists for the ERP
- Discuss with Launch any utility-specific information updates to include in the ERP
- Review documents within 2 weeks of delivery by Launch and provide a mark-up in track changes

Launch will:

- Provide agendas for each meeting
- Facilitate meetings and lead Village of Wellington staff through update topics to discuss changes
- Provide a secure online file sharing platform (Box or Teams)
- Provide draft and final versions of the RRA and ERP in Word and/or PDF

Launch will not charge travel expenses for the project, nor provide formal meeting summaries.

Deliverables

- Meeting agendas
- Draft and finalized RRA report in Word and PDF formats
- Draft and finalized ERP in Word and PDF formats

Schedule

Upon notice to proceed, Launch will accomplish tasks outlined in this scope of services within the following timeline:

Proposed Date	Project Milestone	Description
June 2025	RRA Kickoff Meeting	1-hour virtual meeting with Wellington and Hazen teams to discuss RRA project schedule, scope, and success factors
June 2025	Data Collection Meeting	2-hour virtual meeting with Utility leaders to discuss: <ul style="list-style-type: none"> • Project background • Changes in assets, threats, vulnerabilities and consequence table • Implementation of mitigation measures • RRA revisions to be implemented • Asset Summary Sheets Q&A
July 2025	Utility updates Asset Summary Sheets	Utility staff will conduct internal update to the existing asset summary sheets to assess resilience


Proposed Date	Project Milestone	Description
Aug 2025	J-100 Recalculation and Review Meeting	2-hour virtual meeting with Utility staff to discuss changes within the J-100 spreadsheet; Launch will recalculate J-100 using updated information collected
Aug 2025	Threat-Asset Pair Review Meeting	2-hour virtual meeting with Utility leaders to review the high-risk threat-asset pairs to determine mitigation measures and order-of-magnitude costs
Sep 2025	RRA Report Update	Provide draft report to Utility and Hazen for review electronically; finalize report and deliver final version electronically
Oct 2025	RRA Project Closeout	Meet with Utility staff to close out the project and assist in EPA certification through the web portal
Oct 2025	ERP Kickoff Meeting	1-hour virtual meeting with Wellington and Hazen teams to discuss ERP project schedule, scope, and success factors
Nov 2025	ERP Revisions Meeting	2-hour virtual meeting to discuss ERP changes
Nov 2025- Jan 2026	Utility updates IACs	Launch provides the Utility with updated draft IACs that the Utility will finalize and send back to Launch to be incorporated into the revised ERP
Nov 2025- Jan 2026	Launch updates ERP Document	Launch updates the existing ERP, incorporating: <ul style="list-style-type: none"> • Industry best practices • Changes that have occurred at the utility since the last plan update
Feb 2026	Launch delivers draft ERP to Utility and finalizes document	Launch provides draft ERP to Utility and Hazen for review, comments, and edits; Launch will finalize the plan based on Utility input and deliver final version electronically
Feb 2026	ERP Project Closeout	Meet with Utility staff to close out the project and assist in EPA certification through the web portal

Project Budget

Compensation to Launch will be a fixed fee per the table below. Project fee will be billed according to the percent complete for each task listed. Costs include all labor and expenses.

	Resilience SME	Resilience Specialist & PM	Emergency Planner III	Admin	Total Hours	Total Launch Labor Cost
Rate	\$230.00	\$200.00	\$230.00	\$95.00		
Task 1: RRA Update	80	100	5	10	195	\$40,500
Task 2: ERP Update	20	20	90	10	140	\$30,250
TOTAL						\$70,750

Authorized by:



Linda P. Warren, P.E.
CEO, Launch! Consulting, Inc.
Date: March 27, 2025