



LSPS Solutions, LLC

203 Windwood Lane

Victoria, Texas 77904

361 / 212-8243

September 26, 2023

Ms. Krystal Mason
Assistant Director of Public Works
City of Bay City
1217 Avenue J
Bay City, TX 77414

Re: Proposal for Conducting Phase 2 of a Study of the City of Bay City's Water System Service Lines and Preparing a Service Line Inventory to Comply with the USEPA's Revised Lead and Copper Rule

Ms. Mason,

Thank you for allowing me the opportunity to propose on conducting Phase 2 of a study of the City of Bay City's water system service lines and preparing a Service Line Inventory to comply with the USEPA's new Revised Lead and Copper Rule.

This provision of the new Revised Lead and Copper Rule requires all community and non-transient, non-community water systems to prepare a lead service line inventory and submit it to the TCEQ by October 16, 2024. The inventory must include all services connected to the public water system and it must include information about the service on both the public and privately owned portions of the service.

In order to manage the large amount of data generated from the LSL Inventory, LSPS Solutions uses GIS technology to geo-spatially tie the data from each service line to the GPS coordinates for the corresponding meter location on that service line.

As you are aware, LSPS Solutions, LLC recently completed Phase 1 of the City of Bay City's LSL Inventory by uploading the City's Utility Billing Office account information into our electronic data capturing devices, attaching an electronic form whose fields exactly match the TCEQ Form 20943 to each of the accounts, and then creating a GIS base map with a parcel layer that assigns a Unique Identifier to each of the parcels currently served by the City of Bay City's potable water supply. All of the Phase 1 work listed above was performed in preparation for the Phase 2 activities which are set forth in the following proposal:

Proposal



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LSPS Solutions, LLC proposes to perform the following work activities to successfully perform Phase 2 of a service line inventory for the City of Bay City to comply with the Revised Lead and Copper Rule:

- For all accounts not pre-populated with all required information having been provided prior to upload, LSPS Solutions, LLC will begin conducting research on available City and County records in an effort to acquire the required information for each of the remaining notes without having to field-verify the information. All information obtained through records review will be entered into the electronic data collection forms in the P.L.A.N.I.T. app.
- LSPS Solutions LLC staff will then begin making trips to the project sites and collecting or verifying the field data for each of the remaining service lines and entering that data into the electronic templates. To collect the data, the field technicians will use either visual verification, (if the service line can be seen from within the meter box), or a combination of two different types of metal detectors to determine if the lines on either side of the meter are metallic and if they are, what metal they are constructed of.
- Once the service line material on each side of the meter is determined, the service lines will be categorized and entered into the electronic template as one of the following EPA categories:
 - Lead
 - Not Lead
 - Galvanized Requiring Replacement
 - Lead Status Unknown
- LSPS Solutions GIS Technicians will export the field collected data into the management tool files and will begin geo-referencing the infrastructure.
- Once the draft deliverables are prepared, LSPS Solutions technicians will conduct a quality control check on the finished products.
- LSPS Solutions technicians will then meet with the City staff to review the preliminary data in order to identify any readily visible inaccuracies.
- Following this meeting, LSPS Solutions technicians will remedy any errors identified and create the final deliverables for the project.

Deliverables

LSPS Solutions, LLC will deliver to the City an external hard drive containing the following electronic files each containing the following:

1. A completed form TCEQ-20943 for submittal to the TCEQ.
2. A Google Earth .kmz file showing the location of the water meters and the service line information collected.



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3. A GIS shape file showing the location of the water meters and the service line information collected.
4. An Excel spreadsheet identifying the GPS coordinates of the water meters and the service line information collected.

Fee

LSPS Solutions, LLC agrees to perform the above referenced services for the City of Bay City for the unit costs shown in the following table:

Task	Unit Price
Records Review and Data Population after Initial Upload	\$5.00 per Service Line
Field Data Collection of Verification and Data Population	\$25.00 per Service Line
Final Export, Creation of Deliverables, QC Check, Edits, etc.	\$3.00 per Service Line
Maximum per Service Line for all Tasks	\$33.00 per Service Line
Minimum per Service Line	\$8.00 per Service Line

Assumptions

The fee quoted above is based on the following assumptions:

- This proposal does not include digging or potholing to field verify service line materials. If records do not exist to determine the materials used to construct a service line and the service line cannot be seen from within the meter box, then metal detectors will be used to determine the materials used to construct the service line. TCEQ has not approved the use of metal detectors to verify the material of construction for service lines and, as a result, they require these service lines to be marked as “Unknown-Likely not Lead”.
- If the service line is under concrete or asphalt for the entirety of its length, and the type of material used to construct the service line cannot be determined without breaking concrete, this service will be marked as “Lead Status Unknown”.
- LSPS Solutions intends to use a TerraGo P.L.A.N.I.T. mobile app, Diamond Maps (GIS software application), Google Earth, Google Chrome, and Microsoft Excel for the development and use of the management tools described in this proposal.
- LSPS Solutions, LLC will not, however, be providing or installing any computer hardware or software on the City’s network as part of this project.
- LSPS Solutions, LLC will be uploading the completed portion(s) of the assessment as a GIS Shape File onto the Diamond Maps platform on a monthly basis while performing the inventory and will provide complimentary “View Only” access to that data to the City during the inventory process.



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After completion of the inventory process, should the City desire to maintain access to the Diamond Maps platform, any costs associated with subscribing to that service or for acquiring and/or installing any other software applications on the City's computer network or desktops will be borne by the City exclusive of this proposal.

- This proposal assumes that the infrastructure, (water meters), for which field data collection must be performed is readily accessible and visible. LSPS Solutions will make a reasonable attempt to locate the infrastructure, but if LSPS Solutions staff cannot access the infrastructure, City personnel will be notified and will be responsible for locating the infrastructure and making it readily accessible.
- The City staff will work cooperatively with LSPS Solutions, LLC staff in an effort to get the project completed to the satisfaction of all parties to the contract.

Terms

LSPS Solutions, LLC will invoice the City of Bay City during the last week of each month for the portion of the work completed during that month. The City of Bay City agrees to make payment on the invoice within 30 days of receipt of the invoice.

Upon your review of this proposal, should you have questions or concerns regarding this matter, please contact me at 361 / 212-8243. I look forward to working with you and your staff on this very important project.

Sincerely,

Lynn Short, President