HYDROCORP®

THE SAFE WATER AUTHORITY®

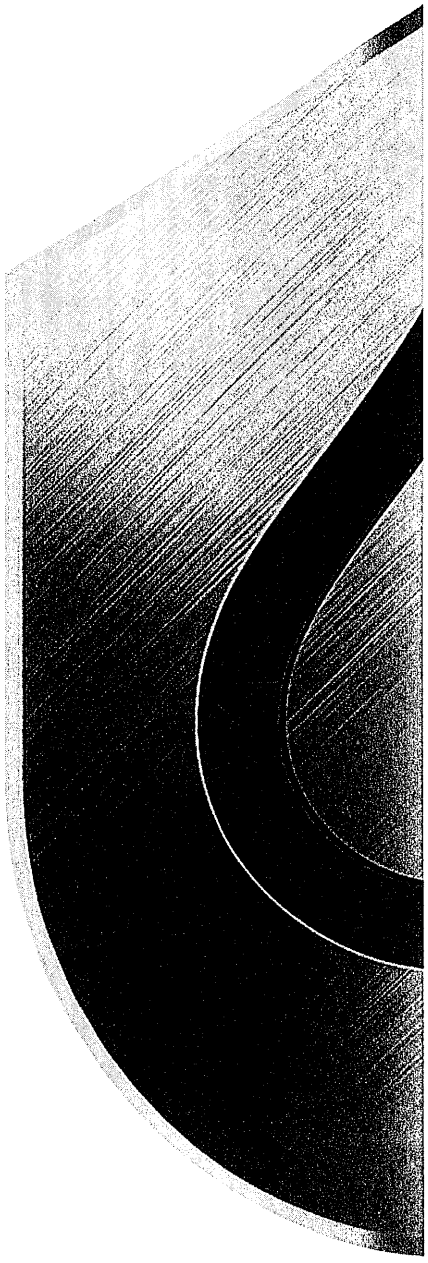
PROPOSAL Developed For

Hamid Nikvan
Assistant Utility Director

City of Cooper City
Cooper City, FL 33330

PROJECT CONSULTANT
Larry LaBute, Founder, Senior Sales Development
DIRECT LINE: 248.981.6981
EMAIL: llabute@hydrocorpinc.com

June 12, 2023



40 YEARS
HYDROCORP®
SINCE 1983

Table of Contents

1. EXECUTIVE SUMMARY

1.1. Summary of proposed Scope of Work

This project is to provide program management services for an ongoing Cross-Connection Control Program currently operated by the City of Cooper City (CITY) for their backflow prevention assemblies (BPA). These services will be provided to ensure compliance with the Florida Department of Environmental Protection (FDEP), regulations for backflow prevention devices, assembly testing, and recordkeeping.

These services will be provided by a local contractor with hands-on coordination by our offices. Testing of all BPA will be scheduled and completed by this contractor and recorded on-line. Repairs, replacements, or new installations will be coordinated with appropriate staff to ensure CITY approval and knowledge of overall program status.

The pricing below includes all labor, materials, tools, and equipment necessary to provide the necessary services. All work will be completed once authorized by the City Project Manager.

Once this project has been approved and accepted by the CITY and HydroCorp, you may expect completion of the following elements annually. The components of the project include:

1. Conduct a project start-up meeting with the CITY Cross-Connection Control/Backflow Prevention Program staff.

2. Provide data transfer template for all backflow prevention assemblies and/or customers to be included in the program. (This step has already been completed)

3. Validate the above database to identify any possible errors or inconsistencies. (This step has been completed)

4. Maintain all data on an online system that enables CITY staff to monitor and generate reports as desired. This database, HydroSoft I/O, is an on-line database that is available, 24/7, on any system or device capable of accessing the internet.

5. Provide full-time, toll-free phone support for customer questions by a trained staff member. The phone will be staffed during regular business hours, Monday through Friday. After-hours calls are directed to an answering service with staff trained to handle our calls.

6. Coordinate and manage the testing of all testable backflow prevention devices in accordance with FDEP requirements. Services include on-site testing, test failure notification, installation requirement notifications, receipt of executed test reports, and maintenance of all testing data. HydroCorp will prepare a bid for local contractors to establish pricing and credentials for testing all testable assemblies. HydroCorp will coordinate with the lowest bidders to test all backflow assemblies. Facilities will be tracked to ensure compliance with testing requirements. Testers will provide test tags to indicate the year they were tested.

7. Testing contractors will be capable of field service, replacement, or repair for any BPA in the CITY system. Testing and repair work will be completed following ASSE or TREEO guidelines.

8. Inspections/Testing will include, at a minimum:
    a. Testing of all BPA's to determine whether it is in service and in satisfactory condition
    b. Identify any condition that could potentially compromise the performance of any components of the BPA
    c. Identify if the BPA is installed properly, note the general condition, and accessibility.
    d. Take a photo of every BPA after testing with date and time stamp.
    e. Obtain GPS location of every BPA and install completed test tag.

9. Provide spot checks for device testers. HydroCorp will visually inspect tested assemblies for the presence of the current test tag and for verification of field data gathered by a certified tester.

10. Assist with preparing an initial mailing, by the City, to all customers to advise/educate them on the new CCC testing program. (This item may not be necessary since your program is well established).

11. Provide progress review meetings with the Utility's designated representative to discuss the program status and specific recommendations as requested.

12. The cost below includes all "time and travel" expenses for the entire project.

13. HydroCorp will provide a staff member to provide the CITY training and coordination at the time of project start-up. This staff member will be the program manager and remain available throughout this project to maintain effective communication between the CITY staff and HydroCorp. HydroCorp will ensure that the hired testing contractor is ASSE or TREEO certified for day-to-day on-site needs, quality control, communications, and compliance assistance and to provide overall effective communications between CITY staff, HydroCorp, and customers.

14. HydroCorp will provide a staff member to coordinate all activities with contractors for testing, repair, replacements, and new installations. Hydro staff will remain available to CITY for Zoom or On-Site meetings as requested.

15. Provide Quality Control services for subcontractors to ensure proper workmanship and competitive pricing to customers.

16. Provide an annual report summarizing all data generated throughout the year. The FDEP Annual Report will be completed and ready for submission, along with all backup data. Test reports for the year will be available to download for long-term storage and ease of data management and retrieval.

17. All services will be coordinated through our proprietary software, HydroSoft. HydroSoft is a web-based software that enables inspectors and testers to automatically synchronize data generated in the field via the World Wide Web. Synchronization is achieved wirelessly from the field via the Web. HydroCorp will provide inspectors and/or testers with online queues for uploading and downloading data files. All data gathering and transference will be paperless. HydroSoft can generate customized reports based on any available data set. There are no fees for uploading test data or any other information from the field staff.

Summary of proposed Scope of Work and Cost (continued)

18. Accurate records will be kept for each location. Records will include, service date, BPA data including: size, make, model, serial #, and condition. All test results will be available on-line at any time and will be summarized on the provided CITY Dashboard within HydroSoft I/O.

19. Meter numbers will be provided within HydroSoft database when easily verified in the field or provided by the CITY.

20. A visual inspection will be conducted at the time of initial testing. Tester Field Notes will be provided for any deficiencies identified. Notes are available within each test form for each test completed. Note: All additional items contained within the RFP Scope of Services section Initial Visual Inspection are acknowledged and acceptable except for using the BSI Online system.

21. These services will be provided in accordance with all applicable Rules and Standards of the FDEP, NFPA, Florida Building Code or latest edition standards, Federal, State and Local laws, rules, regulations, permits, codes, ordinances, and State Statutes which govern these services.

22. All services will be provided during normal working hours Monday – Friday. Emergency services will be provided as necessary within a two-hour window. Requested services that are non-emergency will be provided asap but not to exceed 48 hours.

23. All field personnel will wear the City provided identification when working.

1.2. Cost Breakdown

Project Name:	Cross-Connection Control Program Services		
Client Contact:		Project Code:	2023106
Proposal Date:	June 12, 2023	Valid Through:	August 11, 2023
Prepared By:	Larry LaBute		

Invoice method: HydroCorp will invoice the CITY monthly for the device testing services completed during the preceding month. The invoice will include an electronic listing of addresses that have had their assembly(s) tested. The invoice will equal the number of assemblies tested multiplied by the agreed-upon testing charge.

Cost Breakdown

Project Items	Cost
Annual Fee for Device Test Management:	$495.00
External Site Inspection Fee:	$25.00 per Inspection (if requested)
Fire System Backflow Prevention Assembly Testing Fee	**$150.00 each**
Backflow Prevention Assembly Testing Fee (Domestic & Fire line By-Pass)	**$70.00 each**
Ongoing availability to advise on Cross-Connection Control	**No Charge**
NOTE: A sample of our current repair pricing is attached. Replacements are bid on an individual basis to minimize cost.	

Project scheduling/acceptance will commence upon receipt of a Purchase Order to:

HydroCorp LLC – Main Office
5700 Crooks Road/Suite 100
Troy, MI 48098 Federal Tax I.D. #38-2810008
Florida Office: 10 S. Harbor City Blvd. Melbourne, FL 32901

Submitted by: Larry LaBute | 248-981-6981| llabute@hydrocorpinc.com

X _____ _____
HydroCorp Representative (Signature) Date

Accepted by:

X _____ _____
Representative (Signature) Date

2. QUALIFICATIONS

2.1. HydroCorp, The Safe Water Authority

"We keep drinking water safe. We make people aware of the inherent risks and associated compliance issues related to drinking water and other distribution systems. Our goal is cost effective compliance." It's who we are. It's what we do. The inspiration guides HydroCorp's activities day after day and year after year. We are proud to consider ourselves a company grounded in high principles, sound business practices, absolute integrity, and unparalleled expertise. We realize that these are the essential factors in successfully attaining our mission, consistently fulfilling our commitments to our clients, and advancing the well-being of the public.

- Founded in 1983 and incorporated in 1988. The firm has grown from two employees to over 80 full-time associates in multiple states.

- HydroCorp provides Cross-Connection Control Program Management Services to over 400 communities in several states, including Michigan, Wisconsin, Delaware, Maryland, Virginia, Florida, California, and Minnesota. We still have our first customer!

- HydroCorp Conducts over 80,000 on-site Cross-Connection Control Inspections ***annually.***

- Our highly trained staff works efficiently to achieve maximum productivity and keep program costs affordable. We have a detailed **system** and **process** that field inspectors follow to meet productivity and quality assurance goals.

- Our municipal inspection team has attended training classes and received certification from the following recognized Cross-Connection Control Programs:
  USC -Foundation for Cross Connection Control and Hydraulic Research,
  ASSE- American Society for Sanitary Engineering
  ABPA - American Backflow Prevention Association

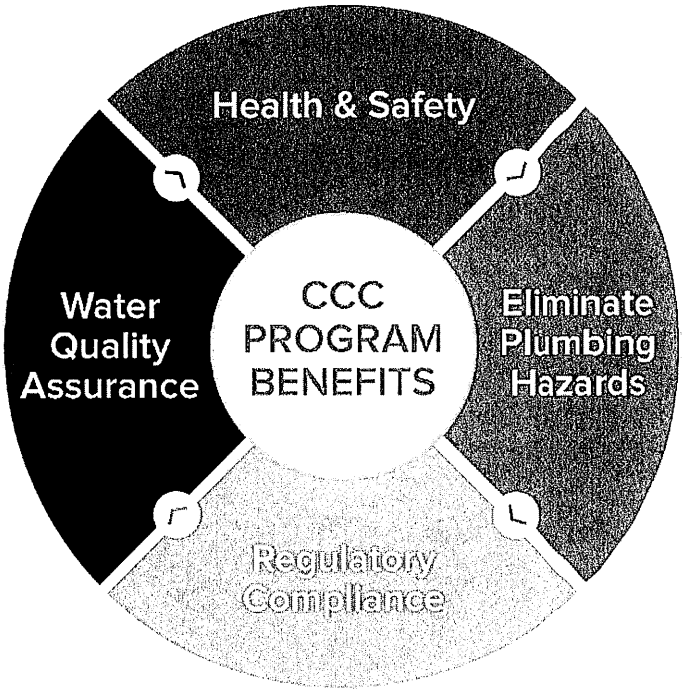
- Our trained administrative staff and call center have attended basic cross-connection control training classes and can answer most technical calls related to the program.

- HydroCorp staff and company are active members in many water industry associations, including: AWWA, NRWA, APWA, ABPA, ASSE, FRWA, IAPMO, NRWA, USCCFCCC

- HydroCorp is not a Plumbing Company and does not utilize existing staff to provide plumbing services.

2.2. Industry Leadership

With over 450 municipal clients and for over 40 years, HydroCorp has succeeded in improving health and safety, reducing risk, cutting operational costs, and increasing efficiency for its clients, earning their trust and allegiance. HydroCorp has a 98 percent retention rate among its municipal clients and a virtually unmatched level of customer satisfaction. HydroCorp is fully committed to the principles and practices that made it a success: Expertise, commitment, knowledge, and service.



2.3. References

a. **City of Lake City,** Mike Osborn – Utility Superintendent
386.466.3352 osbornm@lcfla.com

b. **City of Titusville,** Doug Larkins – Program Coordinator
321.567.3887 doug.larkins@titusville.com

c. **City of West Melbourne** Mark Piccirillo – Public Works Director
321.727.3710 mpiccirillo@westmelbourne.org

d. **City of Cooper City,** Mike Stanton – DPW Supervisor
954.434.5519 mstanton@coopercityfl.org

3. STAFF BIOS

Corporate Officers

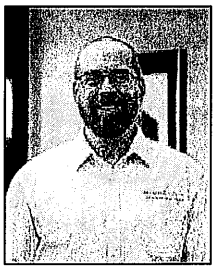
Mark L. Martin, CEO and President. Mr. Martin joined HydroCorp in early 2007 and is a seasoned business executive experienced in working with growing small and mid-size companies across a broad range of industries. Mark received a B.S. in Accounting from Michigan State University in 1980 and is also a 10-year board member of Haiti Outreach Mission.
Connect with Mark on LinkedIn: www.linkedin.com/in/mark-l-martin-b5632b76/

Larry J. La Bute, Chief Commercial Officer, Founder, and Senior Sales Development. Mr. La Bute founded the company in 1983 to improve the safety of drinking water systems. He graduated from Oakland University with a B.S. in Management and received his Master's degree from S.S. Cyril & Methodius Seminary. Prior to founding HydroCorp, Mr. LaBute successfully founded and ran a water treatment equipment manufacturing company for 12 years.
Connect with Larry on LinkedIn: www.linkedin.com/in/larryjlabute/

Glenn Adamus, COO. A member of the HydroCorp team for the past fourteen years, Glenn has managed various water quality analysis projects related to process water and potable water systems on HydroCorp's behalf, including Stage 2 DBPR, Lead and Copper Rule, water distribution system/quality characterization studies, water main/system disinfections, legionella risk assessment and monitoring, and industry compliance monitoring. He has also performed and managed numerous cross connection control surveys/consulting projects for large industry and public water systems throughout the United States.
Connect with Glenn on LinkedIn: www.linkedin.com/in/glenn-adamus-678791a/

Paul Patterson, Senior Vice President of Sales. Mr. Patterson has been with HydroCorp since 2004. In that time, he has assisted numerous water utilities in Delaware, Florida, Maryland, Michigan, and Virginia with their Cross Connection Control programs. Paul has also conducted training in Backflow Prevention and Cross Connection Control for the Michigan Department of Environment, Great Lakes, and Energy, Michigan Rural Water Association and Delaware Rural Water Association. Prior to joining HydroCorp, Mr. Patterson was a member of the United States Air Force where he assisted in the implementation of a Cross Connection Control Program at Nellis Air Force Base, NV and was involved in numerous construction projects worldwide. Mr. Patterson has over 25 years' experience in plumbing, water distribution, cross connection control and backflow prevention.
Connect with Paul on LinkedIn: www.linkedin.com/in/paul-patterson/

Staff Bios (continued)



Dave Cardinal, Vice President of Operations. Dave is a seasoned operations professional with over twenty-eight years of experience in the water industry. He has a successful record of accomplishments in the cross-connection control industry. He is experienced in program development, project management, developing and conducting employee education and training programs, developing and instructing State certified education and training classes, quality assurance, customer service, and client satisfaction.

As Vice President of HydroCorp, Dave oversees business practices, field operation procedures, and administrative functions related to cross-connection control program management and meter installation projects. He works closely with the executive team to develop and execute the company's strategic plan and is responsible for driving operational excellence throughout the organization.

He has assisted with developing State certified training programs in Michigan and Wisconsin and has trained members of the Michigan Department of Environment Great Lakes and Energy, Michigan Department of Health, Wisconsin Department of Natural Resources, municipal employees, plumbers, and miscellaneous contractor employees. He has been a guest speaker at many conferences and training seminars.
Connect with Dave on LinkedIn: www.linkedin.com/in/dcardinal/

Ryan Hensley, Administrative Account Manager – Municipal Division. As an Administrative Account Manager, Ryan is responsible for providing administrative support to field surveyors, regional managers, and division directors with all components associated with managing a comprehensive cross-connection control program and providing the highest level of customer service to our municipal clients. Ryan has been a member of the HydroCorp team for over 18 years and is an ASSE 5150 certified Backflow Prevention Program Administrator.

Program Administrators/Field Inspectors/Surveyors/Technicians

HydroCorp invests continuously in educational training and development of its team members. All the HydroCorp Field Inspectors assigned to this project are certified in Cross-Connection Control Surveying and Backflow Prevention Program Management through one of the following programs:

4. SECURE DATA AND WATER CUSTOMER CARE PROCESS

4.1. Program Data:

The most critical element of a Cross-Connection Control Program is data integrity. Without accurate data, the Cross-Connection Control program will experience customer service, administrative, and reporting issues, which could lead to field survey inefficiencies. HydroCorp will coordinate with the CITY to obtain accurate account listing and address information.

Specialized Software:

HydroCorp utilizes HydroSoft® (proprietary software) to manage Cross-Connection Control Program data. All program data captured shall remain the property of CITY. The CITY can access program data, information, and reports online via a web browser. All our Client Data is secured on our Application Server behind a Hardware and Software Firewall.
Standard reports include the following:

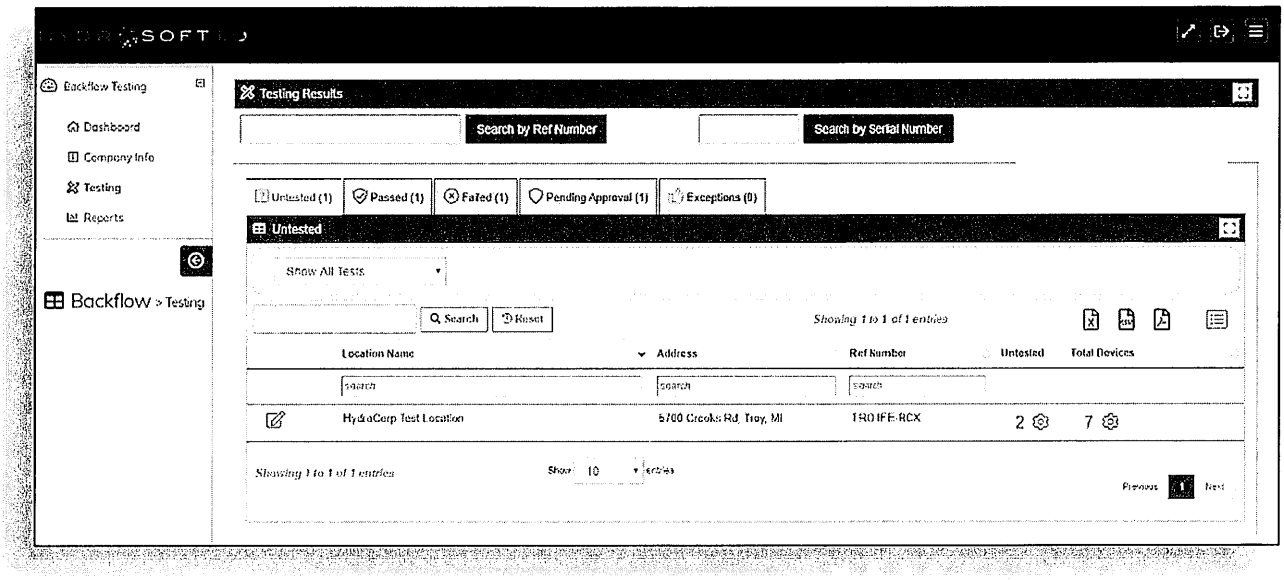
- Testable assembly inventories, tests completed, overdue, and compliance status.
- Custom queries, data exports, and reports as needed.

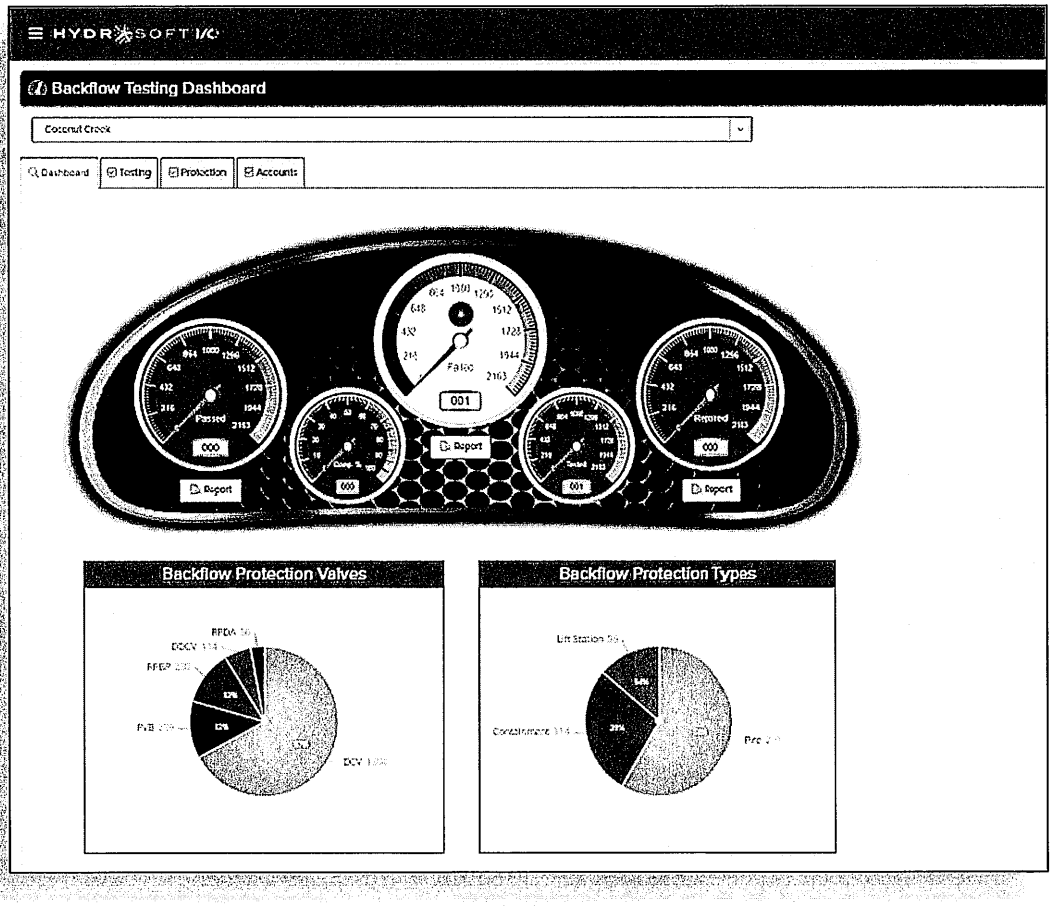
Information Technology Infrastructure:
HydroCorp has a dedicated department responsible for Information Technology (I/T) infrastructure for internal (staff) needs as well as external (client) communication and reporting needs. We also have a dedicated staff member responsible for new client start-up and database implementation to ensure we have the most accurate information possible at any given time.

We have continually invested in hardware infrastructure (Network Servers, Client Workstations, Firewalls, and Tablet PCs for Field Inspectors) and software to leverage technology in the workplace and improve customer service and lower costs to our clients. HydroCorp has a contracted service agreement with a local I/T Company that performs monthly routine system maintenance and monitors our infrastructure/servers for optimum performance and reliability.

4.2. Live Program Data Access for Designated Water Purveyor Staff

Main Dashboard Example

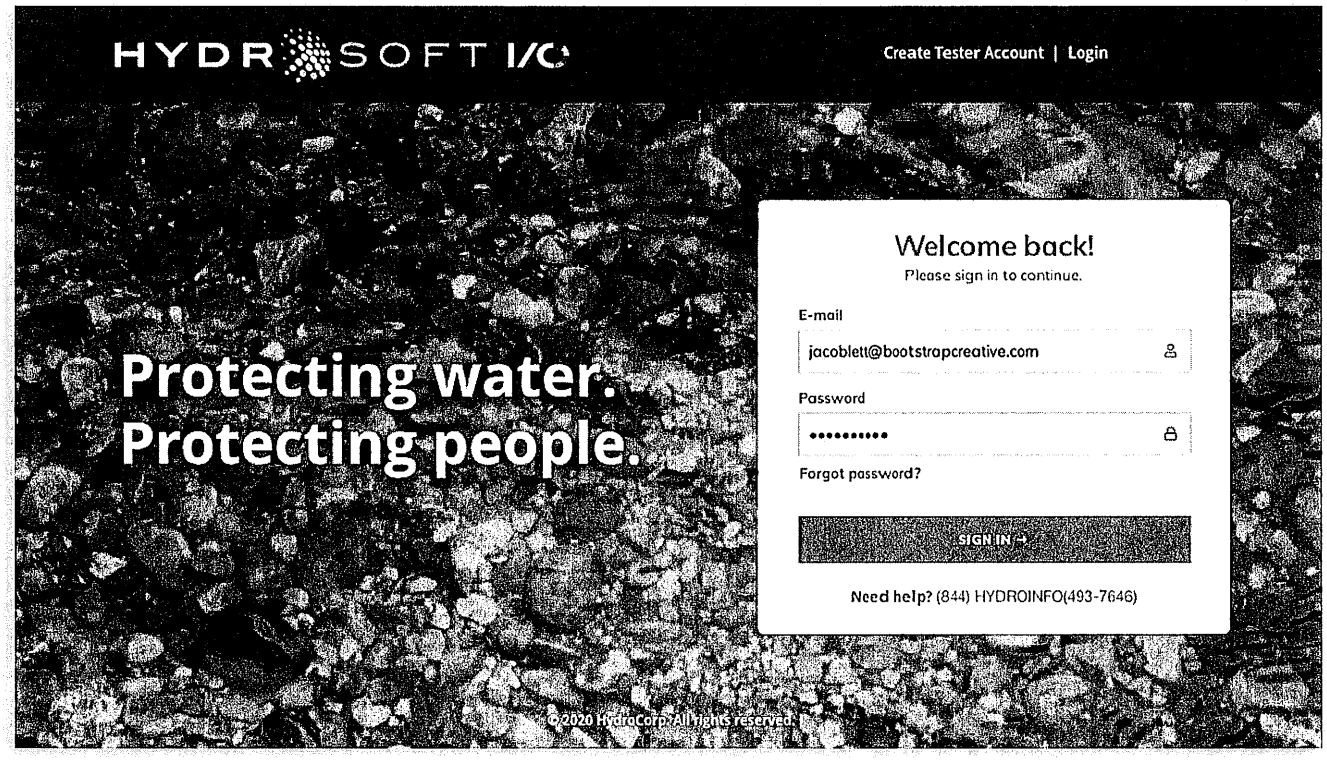




4.3. Annual Backflow Prevention Assembly Testing Record Tracking

- HydroCorp monitors backflow prevention assembly tester credentials and qualifications to ensure that only qualified and state-certified contractors are conducting the work.
- HydroCorp monitors backflow prevention assembly test results. Test results that do not contain all required information are marked as "failed" and a phone call is made to the tester seeking the correct information.
- HydroCorp continually monitors program database information and reviews this with the CITY contact to improve compliance results and customer service. **Most of our Florida clients have achieved 100% compliance with FDEP regulations.**

Example Screen for Online Backflow Preventer Test Record Submission:



4.4. Customer Service / Public Awareness Toolkit

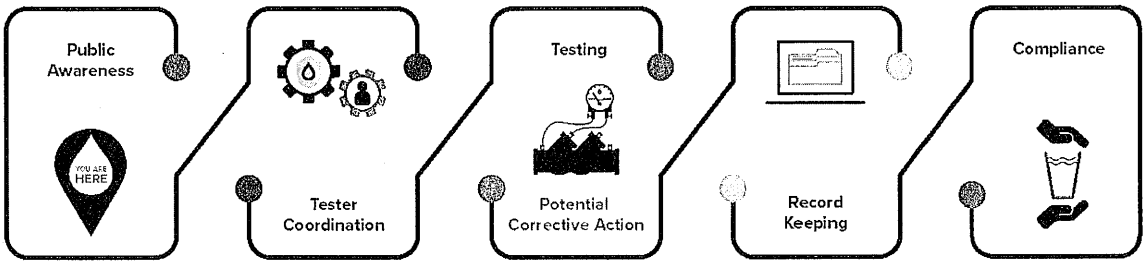
HydroCorp has an extensive customer service call center to answer incoming telephone calls from water users. The call center is staffed from 8:00 AM – 5:00 PM MON-FRI. Most program calls and questions can be answered by one of our representatives. Our field staff also carry tablets and smartphones to respond promptly to customer-related issues.

Preventing backflow contamination and ensuring the functionality of backflow prevention assemblies is a team effort between building owners and the water purveyor. Informing local water customers and building owners affected by the Cross-Connection Control (CCC) program is essential for program success and compliance.

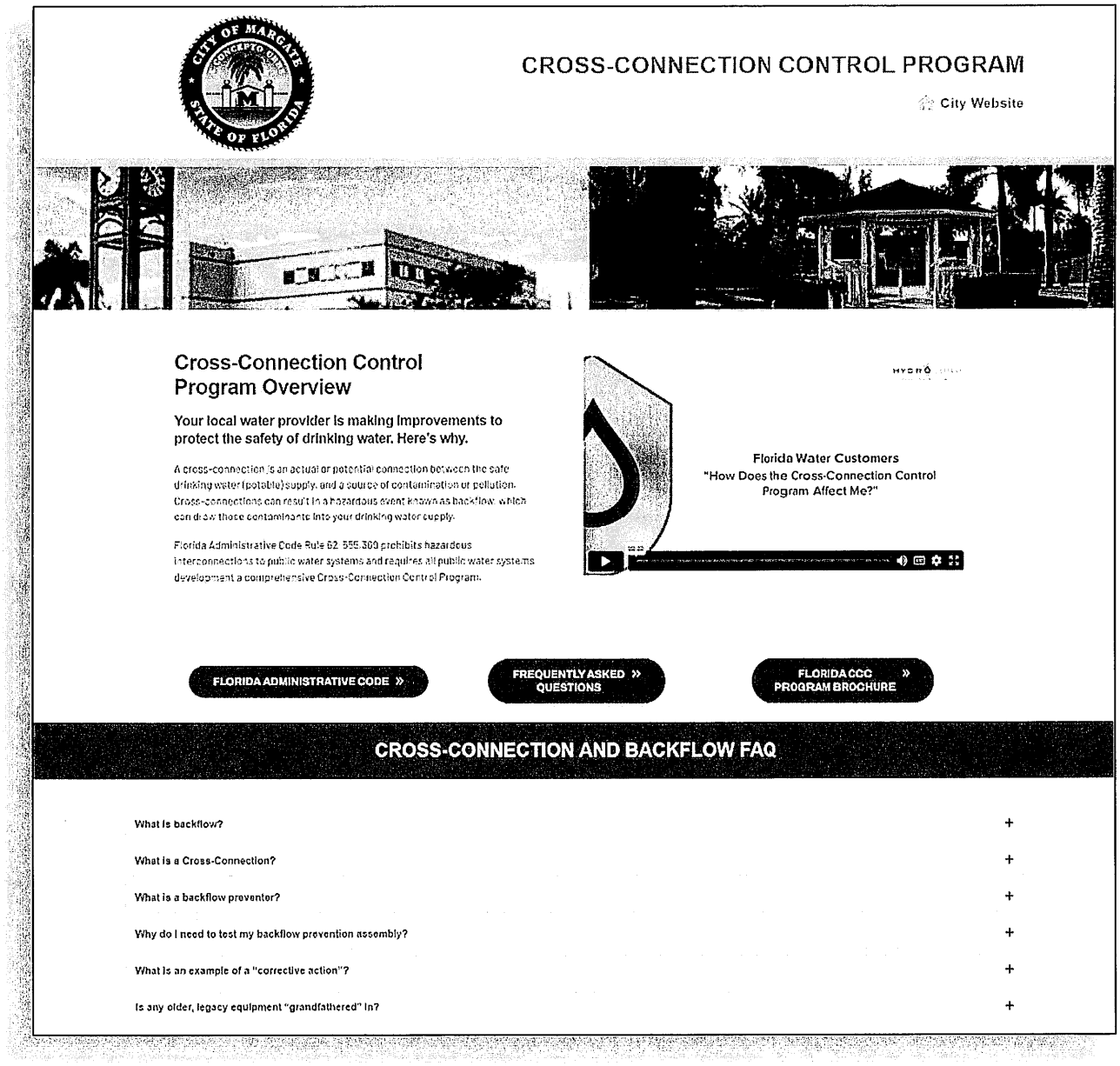
The intended audience of these resources is the end user, Water Customer, Occupant, and/or Owner.

Public Awareness Toolkit includes:

1. Common Definitions and Code references.
2. Sample CCC Program Announcement Letter (applies only to new program clients).
3. Online video explaining the Cross-Connection Control Program.
4. Digital Tri-Fold Educational Brochure (printed versions available for a fee).
5. Pre-written Social Media posts/links.
6. Technical images for use on Utility/City websites and Social Media posts.
7. Web Page hosted by HydroCorp.



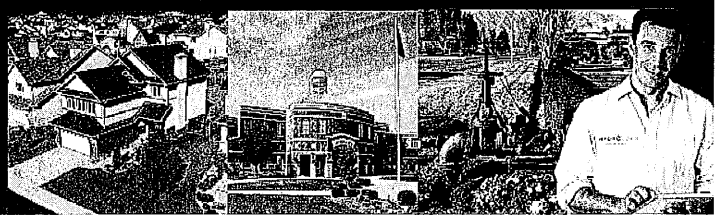
Example custom public awareness website included in the scope of work:



APPENDIX B – PROGRAM WORKFLOW

MUNICIPAL SERVICES

DRAMATICALLY REDUCE THE COST – AND HASSLE – OF BACKFLOW PREVENTION



HYDROCORP.

THE SAFE WATER AUTHORITY.

Cross-connection control programs are a necessary – yet unfunded – burden, mandated by the state to protect drinking water from outside contamination. For utilities that outsource their backflow prevention program, the functional burden is reduced. But the financial burden remains.

Until now. HydroCorp – *The Safe Water Authority*™ – brings Florida utilities an optimized backflow prevention program management system that is quick, convenient, and complete. It practically eliminates costs to the utility. It ensures compliance with testing requirements. It minimizes costs to the consumer. And it removes the hassle, for both the customer and the utility.

A HYDROCORP PROGRAM DELIVERS:

- Increased Staff Efficiencies
- Reduced Cost to Water Utility
- Reduced Testing Cost to Water User
- Assured Regulatory Compliance
- On-Demand Program Tracking and Reporting
- No Software or Hardware to Purchase
- On-Line Software for Utility Personnel to Use for Field Inspections, New Customer Data Entry, and Customer Updates
- Reduced Risk of Backflow Incident
- Professional Program Management and Oversight
- Consistent Program and Testing Costs
- Convenient Billing for Water User

EASY. EFFICIENT. AND CUSTOMIZED.

More than 30 years of cross-connection control expertise means we know the needs of utilities – of all shapes and sizes – and we tailor our services to match those needs precisely. Including options for fee payment:

- Fee added to the monthly water bill
- One-time charge on the water bill
- Separate bill to the consumer, monthly or yearly

HOW IT WORKS:

1

Utility provides HydroCorp with customer account information

2

HydroCorp transfers Utility database information into HydroSoft™ web-based software

3

HydroCorp obtains bids from local contractors for testing of backflow prevention assemblies

4

HydroCorp provides ASSE® and TREEO certified staff for program management oversight, and coordination of all activities for testing, repair, replacement and new installations of assemblies, ensuring consistent procedures and proper licensing and insurance

5

HydroCorp provides a general informational mailer along with web site public education resources

6

HydroCorp provides annual report summarizing all data and program compliance information

7

Utility passes along agreed-upon program fees to water consumers on utility bill