



January 23, 2026

City of Lathrup Village  
27400 Southfield Rd  
Lathrup Village, MI 48076

Attn: Mike Greene, City Administrator

Re: Proposal for Professional Engineering Services  
AWIA Risk and Resilience Assessment and Emergency Response Plan

HRC Job No. 20260059

Dear Mr. Greene:

Thank you for the opportunity to submit a proposal for professional engineering services to assist you with updating your Risk and Resilience Assessment (RRA) and Emergency Response Plan (ERP) to comply with America's Water Infrastructure Act of 2018 (AWIA). As you are aware, AWIA required communities to certify to the U.S. Environmental Protection Agency (EPA) that they have completed a risk and resilience assessment and an emergency response plan in 2020-2021 and requires that both plans must be updated every five (5) years.

The U.S. EPA has issued the following certification deadlines based on community water system (CWS) population served:

CWS Population Served	RRA Certification Deadline	ERP Certification Deadline
Over 100,000	March 31, 2025	September 30, 2025
50,000 – 99,999	December 31, 2025	June 30, 2026
3,301 – 49,999	June 30, 2026	December 31, 2026

HRC has wide-ranging experience assisting municipalities in all aspects of water supply system operation from planning to design and construction, water quality testing, hydrant flow testing, hydraulic modeling, regulatory reporting and preparation of vulnerability assessments (the precursor to the RRA), risk and resilience assessments, emergency response plans, reliability studies, and water system general plans for state and federal regulatory agencies. In addition, HRC assisted the City with preparation of the first round of RRA and ERP reports for AWIA and we are familiar with your water supply and distribution system.

### **RISK AND RESILIENCE ASSESSMENT (RRA)**

For water systems like the City, that supply a population between 3,301 and 49,999, **the RRA must be certified as completed prior to June 30, 2026.**

Our update of your Risk and Resilience Assessment (RRA) shall include:

- ≡ Review of updates to your water supply and distribution system
- ≡ Risks to the system from malevolent acts and natural hazards
- ≡ Resilience of system components
- ≡ Monitoring practices
- ≡ Financial infrastructure of the utility
- ≡ Use, storage, or handling of various chemicals

- ≡ Operation and maintenance
- ≡ Evaluation of capital and operational needs for risk and resilience management of the system
- ≡ Consider increased threat of cyber-attacks and current cybersecurity measures

AWIA does not stipulate the specific methodology to complete the RRA. To prepare the RRA, HRC will utilize available software such as the EPA's Vulnerability Self-Assessment Tool (VSAT) to efficiently meet the requirements of AWIA.

HRC proposes two (2) online meetings to review the scope and update existing details and information and estimated threat likelihood values. We propose to include one (1) new or significantly updated asset-threat scenario related to cybersecurity in the risk and resilience assessment. For the final product, HRC will provide the City all of the utilized worksheets to develop the RRA as well as a brief memo describing the process. However, for EPA certification, all that is necessary to submit is EPA's certification statement, which can be submitted electronically or via email.

We anticipate approximately 50 hours to complete this task at a cost of \$7,200. A breakdown of the items of work within these tasks along with our estimated hours and associated fees is provided on the attached Table 1.

### **EMERGENCY RESPONSE PLAN (ERP)**

For water systems like the City that supply a population between 3,301 and 49,999, **the ERP must be certified as completed prior to December 31, 2026**, or within six months of submitting certification of the Risk and Resilience Assessment (RRA).

Our update of your Emergency Response Plan (ERP) shall include:

- ≡ 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, proximity hazard 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, proximity hazard 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, and
- ≡ Strategies that can be used to aid in the detection of malevolent acts, proximity hazards or natural hazards that threaten the security or resilience of the system.

AWIA places a greater emphasis on source water and finished water protection, proximity and natural hazards, and cybersecurity, along with an examination of the financial infrastructure and the consideration of operations, maintenance, and asset management. Lastly, the ERP needs to be developed and informed by the findings of the Risk and Resilience Assessment. For compliance purposes, it is essential for water systems to ensure that they have integrated, as appropriate, the policies, plans, and procedures defined in AWIA to improve the resilience of the utility in the event of a malevolent act or natural hazard based on the findings of the Risk and Resilience Assessment.

To update your Emergency Response Plan (ERP), the HRC project team will conduct an online kickoff meeting to discuss the ERP process and tasks and any changes or updates to the water system. It is important that key water system management personnel are intimately involved on the ERP development team, and that a defined ERP manager is designated. This involvement will provide significant support for the ERP development process.

At the kickoff meeting, the HRC project team will recap the findings of the Risk and Resilience Assessment update with and review the main principles of the previous ERP, including the following:

- ≡ Preparedness
- ≡ All-hazards approach
- ≡ Document maintenance
- ≡ Staff preparation
- ≡ Resilience
- ≡ Scalability
- ≡ Stakeholder engagement

The HRC project team will also review the previous outline of the ERP with the group and assign roles and responsibilities for ERP updating and any development required. The sections of the ERP should include, but not be limited to, the following:

1. Utility Information
2. Resilience Strategies
3. Emergency Plans and Procedures
4. Mitigation Actions
5. Detection Strategies

After the kickoff meeting, the HRC project team will continue to communicate with the ERP update team to obtain updates to information such as contact lists for internal and external personnel, vendors, suppliers, contractors, etc. and their updated information, emergency preparedness roles and responsibilities, provisions for electrical power and other critical resources, cyber/IT recovery procedures, mutual aid procedures, contractor and vendor support. This step in the ERP update will require meaningful assistance from the City and we anticipate necessary City staff be active in this process to help gather and provide the requisite information. HRC will provide a draft copy of the ERP update and schedule a review workshop with the ERP update team to collect comments and walk through any incomplete or missing components of the ERP.

At the workshop, the HRC project team will discuss the detailed system standard operating procedures and example hazard-specific response plans. We will also discuss your local emergency planning committees and partnerships. Lastly, the workshop will discuss plans for Emergency Action Guidelines such as safety policies, record-keeping, and reporting, work schedules, after-action procedures, and plan maintenance information such as training and exercises, ERP review, update frequency and documentation control. HRC will provide standard, general procedures for the City's use and reference.

The HRC Project Team will then finalize the ERP and submit to the City so that you may certify to the EPA that the requirements of the ERP portion of the AWIA have been completed. The ultimate goal for the finished product will be to develop plans, procedures, and resources that will help lower the impact and improve response to emergencies and disasters.

HRC proposes two (2) online meetings, one to kick off the ERP update process and the second to workshop the draft ERP. We anticipate approximately 60 hours to complete this task at a cost of \$8,500. A breakdown of the items of work within these tasks along with our estimated hours and associated fees is provided on the attached Table 1.

The total estimated hours and fees for both the RRA and ERP are anticipated to be approximately 140 hours for a total not-to-exceed cost for both tasks of \$15,700.00.

We are prepared to begin immediately upon your authorization to proceed and propose to complete the tasks as described above prior to each stated EPA certification deadline. Thank you for the opportunity to continue to serve the City. If you have any questions or require any additional information, please contact the undersigned.

Very truly yours,

HUBBELL, ROTH & CLARK, INC.



Bradley Shepler, P.E.  
Vice President



Nicole Selais  
Senior Project Analyst

BC/nrs  
Attachment  
pc: HRC; File

Accepted By:

Signature: \_\_\_\_\_

Written Name: \_\_\_\_\_

Title: \_\_\_\_\_

Dated: \_\_\_\_\_

**CITY OF LATHRUP VILLAGE  
 PROFESSIONAL ENGINEERING SERVICES FOR  
 RISK AND RESILIENCE ASSESSMENT & EMERGENCY RESPONSE PLAN**

**TABLE 1  
 ESTIMATED HOURS AND FEES**

**January 23, 2025**

**20260059**

Task Description	Principal	Rate Classification & Estimated Hours				Total Hours
		Associate/ Managing Engineer	Project Engineer	Staff Engineer		
<b>RISK AND RESILIENCE ASSESSMENT</b>						
1 Review of Background Information and Previous RRA	-	-	4	2	6	
2 Meeting to Review of System Updates and Operations for Risk and Resilience	-	2	2	2	6	
3 Cybersecurity Assets and Threats Review	1	2	4	4	11	
4 Evaluation of Capital and Operational Needs	-	2	4	2	8	
5 Meeting to Review & Gather Any Additional Information Needed	1	2	2	4	9	
6 Completion of Risk and Resilience Assessment	-	2	4	4	10	
Subtotal	2	10	20	18	50	
<b>EMERGENCY RESPONSE PLAN</b>						
1 Review of Previous ERP and New Information	-	-	2	4	6	
2 Kickoff Meeting	1	2	4	4	11	
3 Development of Draft Emergency Response Plan	-	2	6	4	12	
4 Workshop with ERP Development Team	-	2	4	6	12	
5 Final Plan Preparation	-	2	6	6	14	
6 Project Administration and Monthly Reporting	1	2	2	-	5	
Subtotal	2	10	24	24	60	
<b>PROJECT TOTAL</b>						<b>110</b>

**ESTIMATED FEE SUMMARY**

PERSONNEL	HOURS	RATE	TOTAL
Principal	4	\$ 75.00	\$ 300.00
Associate/Managing Engineer	20	\$ 60.00	\$ 1,200.00
Project Engineer	44	\$ 50.00	\$ 2,200.00
Staff Engineer	42	\$ 40.00	\$ 1,680.00

**TOTAL ESTIMATED HRC DIRECT PAYROLL \$ 5,400.00**

**TOTAL INDIRECT PAYROLL (1.9) \$ 10,300.00**

**TOTAL ESTIMATED FEE (RRA & ERP) \$ 15,700.00**

