

Mr. Norm Beagley, P.E.
City Manager
Santaquin City
110 S. Center St.
Santaquin, Utah 84655

August 20, 2025

Dear Mr. Beagley:

Hansen, Allen & Luce, Inc. (HAL) appreciates this opportunity to help Santaquin City plan for and fund the continued growth and operation of their drinking water, pressurized irrigation, and wastewater systems. The proposed scope of work and fee for this project is described below. As needed, we can add, subtract, or modify tasks to better meet your needs.

PROJECT UNDERSTANDING

Santaquin City (City) intends to move to an approach of annual impact fee and master plan updates to maintain financial solvency in the face of rapidly changing market conditions and has requested assistance updating these fees in 2025. To facilitate efficient annual updates, the City has also requested assistance in developing impact fee and master plan data tables for efficient annual updates.

SCOPE OF WORK:

The following is our proposed scope of work. The Input section describes information to be provided by others or from previous work. The Activities section describes the work to be performed by HAL. The Deliverables section describes the products to be delivered to the City.

WORK PLAN

TASK 100 - Drinking Water Impact Fee Data Tables, Impact Fee Updates, & Schedule 2 Rate Study

Objective: Create impact fee data tables associated with the City's drinking water facilities that allow for efficient annual updates. Update impact fee data tables and impact fee. Prepare drinking water Schedule 2 Rate Study.

Input:

- Current IFFP and IFA
- System Data
- Input from City Personnel
- Publicly available planning data from the State of Utah, Mountainland Association of Governments, and other planning sources.
- City General Plan
- Current Drinking Water Rates

Activities:

- 1) Project Management
 - a. Provide notice of intent to study for advertisement and other required notices.
 - b. Provide monthly invoices and work summaries.
 - c. Attend and facilitate a kickoff meeting, progress meetings, and a final meeting with City personnel. It is assumed that one meeting will take place in-person and up to two meetings will take place remotely.
 - d. Respond to calls, emails, and other communication related to the project as needed.
- 2) Create Impact Fee Data Tables

- a. Create data tables for the drinking water Impact Fee Facilities Plan (IFFP) and Impact Fee Assessment (IFA).
 - b. Populate the data tables with data from years when previous updates to these studies were made and with other available data.
 - c. Publish data tables on a platform that can be accessed by City and HAL personnel on an ongoing basis.
 - d. Review data tables with City personnel to solicit feedback.
 - e. Revise data tables according to City feedback.
- 3) Update Drinking Water Impact Fees
- a. Create a draft update drinking water IFFP and IFA that is set up for annual updates.
 - b. Submit draft IFFP, IFA, and Impact Fee Ordinance to the City for review.
 - c. Revise according to City comments.
 - d. Prepare a presentation summarizing key findings.
 - e. Present at a public meeting.
- 4) Prepare Rate Study

Deliverables:

- Notice of Intent to Prepare Study
- Drinking Water Impact Fee Data Tables
- Drinking Water Impact Fee Facilities Plan
- Drinking Water Impact Fee Assessment
- Drinking Water Impact Fee Ordinance
- Notice of Drinking Water IFA, IFFP, and Impact Fee Ordinance Hearing
- Presentation at a Public Meeting
- Drinking Water Rate Study

Project Component	Proposed Fee
Drinking Water Impact Fee Data Tables	\$11,750
Drinking Water IFFP & IFA Setup for Annual Updates w/ Data Tables	\$9,650
Drinking Water Impact Fee Update	\$4,250
Drinking Water Schedule 2 Rate Study	\$3,875
Total - Task 100	\$29,525

TASK 110 - Drinking Water Master Plan Data Tables & Master Plan Update

Objective: Create master plan data tables associated with the City's drinking water facilities that allow for efficient annual updates. Update master plan data tables and master plan.

Input:

- Current Drinking Water Master Plan
- System Data
- Input from City Personnel
- Publicly available planning data from the State of Utah, Mountainland Association of Governments, and other planning sources.
- City General Plan
- Information about the existing system, including GIS data, pump curves, SCADA data, and billing data.
- Projected 10-year and 20-year areas of growth.

- Existing water models

Activities:

- 1) Project Management
 - a. Provide notice of intent to study for advertisement and other required notices.
 - b. Provide monthly invoices and work summaries.
 - c. Attend and facilitate a kickoff meeting, progress meetings, and a final meeting with City personnel. It is assumed that one meeting will take place in-person and up to two meetings will take place remotely.
 - d. Respond to calls, emails, and other communication related to the project as needed.
- 2) Create Master Plan Data Tables
 - a. Create data tables for the drinking water Master Plan (MP).
 - b. Populate the data tables with data from years when previous updates to these studies were made and with other available data.
 - c. Publish data tables on a platform that can be accessed by City and HAL personnel on an ongoing basis.
 - d. Review data tables with City personnel to solicit feedback.
 - e. Revise data tables according to City feedback.
- 3) Update Drinking Water Master Plan
 - a. Update calibration, existing and build-out hydraulic models.
 - b. Update growth projections, buildout demand, future models, and capital facilities plan.
 - c. Document results of the study in a draft report. Connect report to data tables for annual updates. Send the report to the City for comment.
 - d. Revise the report according to City comments.
 - e. Prepare a presentation summarizing key findings from the report.
 - f. Present the report at a public meeting.

Deliverables:

- Drinking Water Master Plan Data Tables
- Drinking Water Master Plan
- Presentation at a Public Meeting

Project Component	Proposed Fee
Drinking Water Master Plan Data Tables	\$12,600
Drinking Water Master Plan Document & Model Update for Data Tables	\$32,500
Drinking Water Master Plan Update	\$4,750
Total - Task 110	\$49,850

TASK 120 Drinking Water 5-Year Impact Fee Updates

Objective: Update drinking water impact fees annually using latest information from data tables.

Input:

- Current IFFP and IFA

- Drinking Water Impact Fee Data Tables

Activities:

- 1) 5-Year Drinking Water Impact Fee Updates
 - a. Create a draft update drinking water IFFP and IFA in 2026, 2027, 2028, 2029, and 2030.
 - b. Submit draft IFFP, IFA, and Impact Fee Ordinance yearly to the City for review.
 - c. Revise yearly according to City comments.
 - d. Prepare a yearly presentation summarizing key findings.
 - e. Present yearly at a public meeting.

Deliverables:

- Notice of Intent to Prepare Study
- Updated Drinking Water Impact Fee Data Tables
- Drinking Water Impact Fee Facilities Plan
- Drinking Water Impact Fee Assessment
- Drinking Water Impact Fee Ordinance
- Notice of Drinking Water IFA, IFFP, and Impact Fee Ordinance Hearing
- Presentation at a public meeting

Project Component	Proposed Fee
2026 Drinking Water Impact Fee & Rate Study Update	\$6,850
2027 Drinking Water Impact Fee & Rate Study Update	\$7,150
2028 Drinking Water Impact Fee & Rate Study Update	\$7,475
2029 Drinking Water Impact Fee & Rate Study Update	\$7,775
2030 Drinking Water Impact Fee & Rate Study Update	\$8,100

TASK 130 Drinking Water 5-Year Master Plan Updates

Objective: Update drinking water master plan annually using latest information from data tables.

Input:

- Current Drinking Water Master Plan
- Drinking Water Master Plan Data Tables
- System Data
- Input from City Personnel
- Publicly available planning data from the State of Utah, Mountainland Association of Governments, and other planning sources.
- City General Plan
- Information about the existing system, including GIS data, pump curves, SCADA data, and billing data.
- Projected 10-year and 20-year areas of growth.
- Existing water models

Activities:

- 1) 5-Year Drinking Water Master Plan Updates
 - a. Update calibration, existing and build-out hydraulic models annually.
 - b. Create a draft update drinking water master plan in 2026, 2027, 2028, 2029, and 2030 with latest data from data tables.
 - c. Revise the report according to City comments.
 - d. Prepare a presentation summarizing key findings from the report.
 - e. Present the report at a public meeting.

Deliverables:

- Updated Drinking Water Master Plan Data Tables
- Drinking Water Master Plan
- Presentation at a Public Meeting

Project Component	Proposed Fee
2026 Drinking Water Master Plan Update	\$4,900
2027 Drinking Water Master Plan Update	\$5,100
2028 Drinking Water Master Plan Update	\$5,300
2029 Drinking Water Master Plan Update	\$5,500
2030 Drinking Water Master Plan Update	\$5,700

TASK 200 Pressurized Irrigation Impact Fee Data Tables, Impact Fee Updates, & Schedule 2 Rate Study

Objective: Create impact fee data tables associated with the City's pressurized irrigation facilities that allow for efficient annual updates. Update impact fee data tables and impact fee. Prepare pressurized irrigation Schedule 2 Rate Study.

Input:

- Current IFFP and IFA
- System Data
- Input from City Personnel
- Publicly available planning data from the State of Utah, Mountainland Association of Governments, and other planning sources
- City General Plan
- Current Pressurized Irrigation Rates

Activities:

- 1) Project Management
 - a. Provide monthly invoices and work summaries.
 - b. Attend and facilitate a kickoff meeting, progress meetings, and a final meeting with City personnel. It is assumed that one meeting will take place in-person and up to two meetings will take place remotely.

- c. Respond to calls, emails, and other communication related to the project as needed.
- 2) Create Impact Fee Data Tables
 - a. Create data tables for the pressurized irrigation Impact Fee Facilities Plan (IFFP) and Impact Fee Assessment (IFA).
 - b. Populate the data tables with data from years when previous updates to these studies were made.
 - c. Publish data tables on a platform that can be accessed by City and HAL personnel on an ongoing basis.
 - d. Review data tables with City personnel to solicit feedback.
 - e. Revise data tables according to City feedback.
- 3) Update Pressurized Irrigation Impact Fees
 - a. Create a draft update pressurized irrigation IFFP and IFA that is set up for annual updates.
 - b. Submit draft IFFP, IFA, and Impact Fee Ordinance to the City for review.
 - c. Revise according to City comments.
 - d. Prepare a presentation summarizing key findings.
 - e. Present at a public meeting.
- 4) Prepare Rate Study

Deliverables:

- Notice of Intent to Prepare Study
- Pressurized Irrigation Impact Fee Data Tables
- Pressurized Irrigation Impact Fee Facilities Plan
- Pressurized Irrigation Impact Fee Assessment
- Pressurized Irrigation Impact Fee Ordinance
- Notice of Pressurized Irrigation IFA, IFFP, and Impact Fee Ordinance Hearing
- Presentation at a Public Meeting
- Pressurized Irrigation Rate Study

Project Component	Proposed Fee
Pressurized Irrigation Impact Fee Data Tables	\$11,150
Pressurized Irrigation IFFP & IFA Setup for Annual Updates w/ Data Tables	\$7,450
Pressurized Irrigation Impact Fee Update	\$3,500
Pressurized Irrigation Schedule 2 Rate Study	\$3,875
Total - Task 200	\$25,975

TASK 210 Pressurized Irrigation Master Plan Data Tables & Master Plan Update

Objective: Create master plan data tables associated with the City's pressurized irrigation facilities that allow for efficient annual updates. Update master plan data tables and master plan.

Input:

- Current Master Plan
- System Data
- Input from City Personnel
- Publicly available planning data from the State of Utah, Mountainland Association of Governments, and other planning sources
- City General Plan

- Information about the existing system, including GIS data, pump curves, SCADA data, and billing data
- Projected 10-year and 20-year areas of growth
- Existing water models

Activities:

- 1) Project Management
 - a. Provide monthly invoices and work summaries.
 - b. Attend and facilitate a kickoff meeting, progress meetings, and a final meeting with City personnel. It is assumed that one meeting will take place in-person and up to two meetings will take place remotely.
 - c. Respond to calls, emails, and other communication related to the project as needed.
- 2) Create Master Plan Data Tables
 - a. Create data tables for the pressurized irrigation Master Plan (MP)
 - b. Populate the data tables with data from years when previous updates to these studies were made.
 - c. Publish data tables on a platform that can be accessed by City and HAL personnel on an ongoing basis.
 - d. Review data tables with City personnel to solicit feedback.
 - e. Revise data tables according to City feedback.
- 3) Update Pressurized Irrigation Master Plan
 - a. Update calibration, existing and build-out hydraulic models.
 - b. Update growth projections, buildout demand, future models, and capital facilities plan.
 - c. Document results of the study in a draft report. Connect report to data tables for annual updates. Send the report to the City for comment.
 - d. Revise the report according to City comments.
 - e. Prepare a presentation summarizing key findings from the report.
 - f. Present the report at a public meeting.

Deliverables:

- Pressurized Irrigation Master Plan Data Tables
- Pressurized Irrigation Master Plan
- Presentation at a Public Meeting

Project Component	Proposed Fee
Pressurized Irrigation Master Plan Data Tables	\$9,400
Pressurized Irrigation Master Plan Document & Model Update for Data Tables	\$28,500
Pressurized Irrigation Master Plan Update	\$4,000
Total - Task 210	\$41,900

TASK 220 Pressurized Irrigation 5-Year Impact Fee Updates

Objective: Update pressurized irrigation impact fees annually using latest information from data tables.

Input:

- Current IFFP and IFA
- Pressurized Irrigation Impact Fee Data Tables

Activities:

- 1) 5-Year Pressurized Irrigation Impact Fee Updates
 - a. Create a draft update pressurized irrigation IFFP and IFA in 2026, 2027, 2028, 2029, and 2030.
 - b. Submit draft IFFP, IFA, and Impact Fee Ordinance yearly to the City for review.
 - c. Revise yearly according to City comments.
 - d. Prepare a yearly presentation summarizing key findings.
 - e. Present yearly at a public meeting.

Deliverables:

- Notice of Intent to Prepare Study
- Updated Pressurized Irrigation Impact Fee Data Tables
- Pressurized Irrigation Impact Fee Facilities Plan
- Pressurized Irrigation Impact Fee Assessment
- Pressurized Irrigation Impact Fee Ordinance
- Notice of Drinking Water IFA, IFFP, and Impact Fee Ordinance Hearing
- Presentation at a public meeting

Project Component	Proposed Fee
2026 Pressurized Irrigation Impact Fee & Rate Study Update	\$6,850
2027 Pressurized Irrigation Impact Fee & Rate Study Update	\$7,150
2028 Pressurized Irrigation Impact Fee & Rate Study Update	\$7,475
2029 Pressurized Irrigation Impact Fee & Rate Study Update	\$7,775
2030 Pressurized Irrigation Impact Fee & Rate Study Update	\$8,100

TASK 230 Pressurized Irrigation 5-Year Master Plan Updates

Objective: Update pressurized irrigation master plan annually using latest information from data tables.

Input:

- Current Pressurized Irrigation Master Plan
- Pressurized Irrigation Master Plan Data Tables
- System Data
- Input from City Personnel
- Publicly available planning data from the State of Utah, Mountainland Association of Governments, and other planning sources.
- Santaquin City General Plan
- Information about the existing system, including GIS data, pump curves, SCADA data, and billing data.

- Projected 10-year and 20-year areas of growth.
- Existing water models

Activities:

- 1) 5-Year Pressurized Irrigation Master Plan Updates
 - a. Update calibration, existing and build-out hydraulic models annually.
 - b. Create a draft update pressurized irrigation master plan in 2026, 2027, 2028, 2029, and 2030 with latest data from data tables.
 - c. Revise the report according to City comments.
 - d. Prepare a presentation summarizing key findings from the report.
 - e. Present the report at a public meeting

Deliverables:

- Updated Pressurized Irrigation Master Plan Data Tables
- Pressurized Irrigation Master Plan
- Presentation at a Public Meeting

Project Component	Proposed Fee
2026 Pressurized Irrigation Master Plan Update	\$4,100
2027 Pressurized Irrigation Master Plan Update	\$4,200
2028 Pressurized Irrigation Master Plan Update	\$4,300
2029 Pressurized Irrigation Master Plan Update	\$4,500
2030 Pressurized Irrigation Master Plan Update	\$4,700

TASK 300 Wastewater Impact Fee Data Tables, Impact Fee Updates, & Schedule 2 Rate Study

Objective: Create data tables associated with the City's wastewater facilities and update impact fees annually to match the latest available information according to the Utah Impact Fee Act. Prepare wastewater Schedule 2 Rate Study.

Input:

- Current Master Plan
- System Data
- Input from City Personnel
- Current IFA and IFFP
- Current Wastewater Rates

Activities:

- 1) Project Management
 - a. Provide monthly invoices and work summaries.
 - b. Attend and facilitate a kickoff meeting, progress meetings, and a final meeting with City personnel. It is assumed that one meeting will take place in-person and up to two meetings will take place remotely.
 - c. Respond to calls, emails, and other communication related to the project as needed.
- 2) Create Impact Fee Data Tables
 - a. Create data tables for the wastewater Impact Fee Facilities Plan (IFFP) and Impact Fee Assessment (IFA).

- b. Populate the data tables with data from years when previous updates to these studies were made.
 - c. Publish data tables on a platform that can be accessed by City and HAL personnel on an ongoing basis.
 - d. Review data tables with City personnel to solicit feedback.
 - e. Revise data tables according to City feedback.
- 3) Update Wastewater Impact Fees
- a. Create a draft update wastewater IFFP and IFA that is setup for annual updates.
 - b. Submit draft IFFP, IFA, and Impact Fee Ordinance to the City for review.
 - c. Revise according to City comments.
 - d. Prepare a presentation summarizing key findings.
 - e. Present at a public meeting.
- 4) Prepare Rate Study

Deliverables:

- Notice of Intent to Prepare Study
- Wastewater Impact Fee Data Tables
- Wastewater Impact Fee Facilities Plan
- Wastewater Impact Fee Assessment
- Wastewater Impact Fee Ordinance
- Notice of Wastewater IFA, IFFP, and Impact Fee Ordinance Hearing
- Presentation at a Public Meeting
- Wastewater Rate Study

Project Component	Proposed Fee
Wastewater Impact Fee Data Tables	\$19,650
Wastewater IFFP & IFA Setup for Annual Updates w/ Data Tables	\$9,650
Wastewater Impact Fee Update	\$5,400
Wastewater Schedule 2 Rate Study	\$3,875
Total - Task 300	\$38,575

TASK 310 Wastewater 5-Year Impact Fee Updates

Objective: Update wastewater impact fees annually using latest information from data tables.

Input:

- Current IFFP and IFA
- Wastewater Impact Fee Data Tables

Activities:

- 1) 5-Year Wastewater Impact Fee Updates
- a. Create a draft update wastewater IFFP and IFA in 2026, 2027, 2028, 2029, and 2030.
 - b. Submit draft IFFP, IFA, and Impact Fee Ordinance yearly to the City for review.
 - c. Revise yearly according to City comments.
 - d. Prepare a yearly presentation summarizing key findings.
 - e. Present yearly at a public meeting.

Deliverables:

- Notice of Intent to Prepare Study
- Updated Wastewater Impact Fee Data Tables
- Wastewater Impact Fee Facilities Plan
- Wastewater Impact Fee Assessment
- Wastewater Impact Fee Ordinance
- Notice of Wastewater IFA, IFFP, and Impact Fee Ordinance Hearing
- Presentation at a public meeting

Project Component	Proposed Fee
2026 Wastewater Impact Fee & Rate Study Update	\$6,850
2027 Wastewater Impact Fee & Rate Study Update	\$7,150
2028 Wastewater Impact Fee & Rate Study Update	\$7,475
2029 Wastewater Impact Fee & Rate Study Update	\$7,775
2030 Wastewater Impact Fee & Rate Study Update	\$8,100

SCHEDULE

We anticipate completing impact fee updates within 4 months and master plan updates within 9 months of receiving authorization to proceed.

ASSUMPTIONS

The proposed scope, budget, and schedule assume the following:

1. The City will respond promptly to all requests for data and information.
2. All data listed as inputs in the scope are available and will be provided to HAL by the City.
3. Wastewater treatment is not included in the scope of the project.

Please contact us if you have any questions or need additional information.

Sincerely,

HANSEN, ALLEN & LUCE, INC.



Chris Thompson, P.E.
Senior Project Manager