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**To:** Mayor Nelson and Members of the City Council

**From:** Daniel R. Buchholtz, ICMA-CM, Administrator, Clerk/Treasurer

**Date:** May 27, 2026

**Subject:** Approval of Stantec Proposal for American Water Infrastructure Act Plan Updates

The City is required under the America's Water Infrastructure Act to update its Risk and Resilience Assessment and Emergency Response Plan for the municipal water system every five years. The City's original assessment and plan were completed in 2021 with assistance from Stantec. The amended Risk and Resilience Assessment is due no later than June 30, 2026, and the Emergency Response Plan is due no later than December 30, 2026.

Stantec has submitted a proposal to assist the City with updating both documents to reflect current conditions, recent changes to the water system, and emerging risks, including cybersecurity concerns. The proposed scope includes coordination meetings with City staff, review of existing records, limited field review of changed conditions, risk profiling and ranking, preparation of the updated Risk and Resilience Assessment, preparation of the updated Emergency Response Plan, and completion of the required certification letters.

The proposed fee for this work is \$15,086, based on time and materials under the City's existing Master Services Agreement with Stantec. The project schedule provides for completion of the final Risk and Resilience Assessment prior to the June 30, 2026 deadline and completion of the final Emergency Response Plan prior to the December 30, 2026 deadline.

Staff recommends approval of Stantec's proposal for professional services related to the American Water Infrastructure Act plan updates in an amount not to exceed \$15,086 and authorization for the City Administrator to execute the proposal on behalf of the City.

If you have any questions, please do not hesitate to contact me at 763-784-6491.