

**American Water
Infrastructure Act Plan
Update Proposal**

Professional Consulting Services
City of Spring Lake Park



Prepared for:

City of Spring Lake Park
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Spring Lake Park, MN 55432

Prepared by:

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Background

In accordance with America's Water Infrastructure Act (AWIA), also known as Senate Bill 3021 passed in 2018, the City of Spring Lake Park was required to conduct and certify a Risk and Resilience Assessment (RRA) and an Emergency Response Plan (ERP). The RRA and ERP were originally completed in 2021 to meet EPA requirements. Spring Lake Park partnered with Stantec with the creation of these documents.

The RRA and ERP are due to be amended every five years. The amended RRA is due no later than June 30, 2026. The ERP is due no later than six months after the RRA has been completed or no later than December 30, 2026.

The Environmental Protection Agency (EPA) and Department of Homeland Security (DHS) have provided valuable guidance and tools for conducting the amended RRAs and actionable ERPs. The EPA has provided supporting documentation, including baseline threat information and compliance guidance. This baseline information and guidance will be utilized in preparation of the RRA and ERP.

Purpose

The purpose of this scope of services is to provide professional services to assist the City with complying with the AWIA requirements by updating the RRA and the ERP to reflect current conditions. The AWIA legislation requires the City to continue to investigate vulnerabilities, implement solutions, and streamline response protocols to better protect and respond to hazardous events for their area's water assets and services.

Scope of Services

Task 1 Meetings and Coordination

Stantec will coordinate with the City through meetings, letters, transmittals, e-mails, and other forms of formal and informal communication, as appropriate. Stantec will attend and facilitate three meetings throughout the duration of this work effort. Each meeting is anticipated to be two hours in length. A preliminary list of anticipated meetings is as follows:

- Kick-off meeting and Baseline Utility Risk Resiliency Analysis
- Draft RRA Review
- Draft ERP Review

Task 2 Asset Review

2.1 Records Request

Data and information required will be identified by the City and Stantec at the project kick-off meeting and throughout the duration of the project. Data should be provided in electronic format that is consistent with the data and information provided (e.g., PDF, Microsoft Word, Excel, GIS/spatial etc.).

A preliminary list of data request items includes:

- Previous hazard impact history/insurance reports,
- City procedures for staffing, operation, and billing.
- City's Hazard Mitigation Plan
- City's most recent bond report for the water system (if applicable)
- Interlocal agreements for provision of, or sale of, raw and finished water
- Existing vulnerability assessment (or related) document
- Existing Incident Response Plan, Emergency Operations Plan, or related documents
- Existing Cybersecurity Assessment

It is recognized that not all of the above documents may exist for the City of Spring Lake Park, so only existing documents will be reviewed. Stantec may already possess copies of some documents, so only documents we haven't reviewed previously (or documents that have been updated) will be requested.

2.2 Field Investigations

Due to Stantec's familiarity with Spring Lake Park's infrastructure, field investigations will be limited to only areas that may have changed since the last assessment was made. Additionally, City staff may be able to participate by conducting field investigations and reporting information back to Stantec, identifying areas of concern.

Locations that may require inspection include:

- Storage tanks
- Water well/ Treatment sites
- Interconnects
- Operations building
- Chemical storage area
- Computer servers and stations

Considerations for each site may include the following:

- How would the equipment be affected by strong winds, high water, or adverse weather?
- Where are flammable or combustible sources located adjacent to or within the site and how would a wildfire affect equipment and operations?
- Are the grounds fenced and is access controlled?
- Are buildings secure and how are they accessed (code, card, keys)?
- Where are the control panels located (building, rack mount) and are they secure?
- Are security protocols being followed?
- Is the equipment in good working order? Are there temporary adjustments that should be remedied and made permanent?

Since City staff already have a good understanding of some of these issues as related to these facilities, input from staff will greatly assist the completion of the RRA. Many of these items were previously considered in the development of the original RRA in 2021.

The focus will be on any changes that have taken place over the past five years, along with any new (or emerging) threats that pose greater risk than before. An example of this is the growing risk involved with cybersecurity. Vulnerabilities observed in other communities over the past five years have indicated that this portion of the risk assessment may be a key component to these RRA updates.

Task 3 Risk and Resiliency Assessment

3.1 Utility Risk Resiliency

The Utility Resiliency Index (URI) is a risk management scoring tool that can assess a utility's capability to respond to and recover from an incident that impacts critical operations. The URI is a valuable complement to the risk assessment performed in VSAT Web 2.0 which can also be used to compare scores across other utilities. A utility can use the URI together with the risk assessments results when developing an overall risk management plan.

The URI uses 12 indicators to calculate the index. Responses to the indicators are assigned values and weights, which are aggregated to provide a characterization of a utility's resilience on a scale from 0% to 100%. A low URI score indicates a low capability of the utility to respond to and recover from an incident, while a high URI score indicates a greater capability to do so.

3.2 Risk Profiling

Using the baseline threat information provided by the EPA, Stantec will identify risks to the system from malevolent acts and natural hazards to be included in the risk assessment. Stantec will also coordinate with the City to identify if additional risks exist that are not included within the EPA's baseline threat guidance. Stantec will develop profiles, descriptions of hazards, for each of the risks identified in the draft list. These profiles will detail available risk information including previous occurrences, annual probabilities, magnitude, and estimated losses. Previous occurrences will be based upon data supplied by the City or other commercial or governmental sources (such as EPA, FEMA, NOAA, etc.). The annual probability and magnitude of impact (minimal to catastrophic) will be assigned to each hazard.

3.3 Hazard Ranking

The results from the above process will provide enough information to prioritize and rank the risks identified in the draft list. The final list of potential malevolent acts and hazards will be reviewed and approved by the City. This scope of services is based on reviewing the top 10 individual risks. For the purposes of this scope of services, natural threats (e.g. tornadoes, ice storms, severe drought, lightning strikes etc.) will be grouped and considered one threat. If the City desires more than 10 individual risks to be reviewed, Stantec can provide the efforts associated with Task 2.3 for the additional risks as an additional service with the City's approval.

3.4 Critical Facility (Asset)/Process Determination

Stantec will update the list of critical facilities (also known as assets), identifying any changes that have occurred in the past five years. The following are typically considered as critical facilities:

- Water treatment plants
- Pump stations
- Storage tanks
- Wellfields/production well sites
- Interconnects
- SCADA system
- Financial/billing system
- Electronic, computer or other automated systems
- Monitoring practices
- Chemical handling practices

3.5 Develop Risk & Resilience Assessment

Stantec will prepare a draft Risk & Resilience Assessment (RRA) by June 19, 2026, to deliver to the City for review with sufficient time for review before the EPA deadline. This assessment will evaluate the City's risks to, and resilience of, its system and critical assets within. Stantec will incorporate City comments and changes to create the final RRA prior to the June 30, 2026 deadline.

Since the RRA is not submitted to the EPA for review or approval, the City has the flexibility to make changes after the due date, if needed, should any additional time be required to modify the plan.

3.6 RRA Certification Letter

Stantec will prepare the certification letter, as required by the AWIA, for the RRA. Each certification letter shall contain:

- Information that identifies the City water system submitting the certification
- Date of the certification
- Statement that the City water system has conducted, reviewed, or revised the assessment and plan (as applicable)

Task 4 Emergency Response Plan

Stantec will update the City's existing Emergency Response Plan 30 days prior to the EPA deadline of December 30, 2026. A report will be developed to include a plan for implementation, as required by the AWIA. This plan will provide clear guidance to City staff on how to mitigate, manage, and respond to vulnerabilities identified in the previously prepared RRA.

Incorporating the results from the RRA, the Emergency Response Plan will include:

4.1 Strategies and Resources

Strategies and resources to improve the resiliency of the system will be identified, including methods to secure equipment affected by the threats/hazards. These strategies and resources will be identified within the plan each for the following assets categories:

- SCADA system
- Water well/ Treatment sites
- Storage Tanks
- Water Distribution System
- Physical and Electronic Security

4.2 Mitigation and Attenuation Measures (Countermeasures)

Identification will be made of actions, procedures, and equipment which can obviate or significantly lessen the impact of a malevolent act or natural hazard on public health and safety, and supply of drinking water provided to communities, including:

- Development of alternative source water options
- Detection of Malevolent Acts
- Detection of Natural Hazards
- Cybersecurity recommendations

This task will also identify potential additional countermeasures that may be considered going forward in addressing the asset/threat pair. The RRA will be revisited to include the countermeasures, and the impact of incorporating those measures on the overall rating will be determined. In this way, the City will be able to determine whether the cost of the measure is appropriate for the reduction in the risk impact.

4.3 Response Measures

Response measures are defined as plans, protocols, and equipment to be utilized when responding to a malevolent act or natural hazard.

- Identification of chain of command and reporting protocols
- Development of applicable response plans and protocols
- Identification and location of applicable response equipment

These response measures will build upon the existing vulnerability assessments, emergency response plans, local mitigation strategies and enhanced state hazard plans. Recommendations for additional measures will be included in this analysis.

4.4 Report

The above measures will be summarized and organized into an Implementation Plan. A draft Emergency Response Plan will be sent to City Project Manager, in a format to be determined, by November 30, 2026. A final Emergency Response Plan, incorporating City comments, will be submitted to the City Project manager, in a format to be determined, prior to the December 30, 2026, deadline. The delivery method for the ERP deliverables will require input from City staff due to the sensitivity of the information included.

4.5 Certification Letter

Stantec will prepare the certification letter, as required by the AWIA, for the ERP. The certification letter shall contain:

- Information that identifies the City water system submitting the certification
- Date of the certification
- Statement that the City water system has conducted, reviewed, or revised the assessment and plan (as applicable)

Project Fee

The estimated fee for the above scope of work is indicated below. The fee is based on Stantec's current 2026 billing rates. Adjustments of budget may be required if identified risks require more extensive response planning than anticipated. Any additional work that may be identified/required by the City, will be performed as an amendment to this work order. The following summary table shows the fee by task and is based on time and materials in accordance with the anticipated general effort.

Task	Fee	Fee Type
Task 1: Meetings and Asset Review	\$4,790.00	Hourly
Task 2: Emergency Response Plan	\$9,946.00	Hourly
Expenses	\$350.00	
Total Fee	\$15,086.00	

Our services will be provided in accordance with the Terms and Conditions of the ongoing Master Services Agreement between Stantec and the City of Spring Lake Park.

Schedule

Stantec will provide services throughout the duration of the project in accordance with the scope of services listed above. Completion of deadlines may include some factors outside Stantec's control, such as time needed to obtain information from City departments and time required for reviews by City staff. We will give the City as much lead time as possible to respond to requests, to reduce any impact it may have on scheduling.

Stantec will complete the tasks as outlined below:

- Draft Risk and Resilience Assessment (Task 1) by June 19, 2026
- Final Risk and Resilience Assessment prior to June 30, 2026
- Draft Emergency Response Plan (Task 2) by November 30, 2026
- Final Emergency Response Plan prior to December 30, 2026

Exclusions

The following items are not included in the Scope of Services:

1. Design plans and/or documents
2. Flood study
3. Evaluation of software
4. Implementation of software
5. Site visits to all conveyances
6. Risk associated with equipment use
7. Risk associated with accidents/personal injury
8. Risk associated with litigation
9. Training

Assumptions

Stantec shall be entitled to rely upon the information and data provided by the City of Spring Lake Park, City representatives, and City contracted entities or obtained from generally acceptable sources within the industry without independent verification except to the extent such verification is expressly included in the Work.

The intent of this project is to identify risks that impact level of services that impact potential health risk and public safety. Financial risk is not a consideration. Property damage risk is considered to the extent that it relates to health risk and public safety.

It is not practical for emergency response plans to be all inclusive of all risk identified in the RRA. Therefore, the ERP will be specific to select top ranked risks which have mitigation or response measures that are within the means of the City to implement. Stantec will coordinate with the City to determine the risk rankings which will be included in the ERP.

Acceptance

We are available to begin work immediately on this effort. If this proposal is acceptable to you, please sign below and return a copy of this proposal to me. If you have any questions or comments regarding the above work plan, please reach out. We look forward to working with Spring Lake Park again on this important planning effort.

Sincerely,

STANTEC CONSULTING SERVICES, INC.



Mark T. Janovec, PG
Project Manager
(651) 775-6532
Mark.Janovec@stantec.com

Cc: Phil Gravel, Stantec

Accepted by the City of Spring Lake Park:

Signature: _____ Date: _____

Printed Name: _____ Dan Buchholtz _____

Printed Title: _____ City Administrator _____