

December 28, 2020

RE: Town of Munster  
Water System  
Risk and Resilience Assessment and  
Emergency Response Plan  
SEH No. MUNST 156287 14.00

Dustin Anderson  
Town Manager  
Town of Munster  
1005 Ridge Road  
Munster, IN 46321

Dear Dustin:

On October 23, 2018, America's Water Infrastructure Act (AWIA) was signed into law. AWIA Section 2013 requires community drinking water systems serving more than 3,300 people to develop or update risk assessments and emergency response plans (ERPs). The certification deadline for the Town of Munster's Risk and Resilience Assessment (RRA) is June 30, 2021. The Emergency Response Plan must be updated and certified by December 31, 2021. These documents will need to be updated and resubmitted in 2026.

At the Town's request, Short Elliot Hendrickson, Inc. (SEH®) has prepared this proposal for engineering services to prepare a Risk and Resilience Assessment and update the Emergency Response Plan for the Town of Munster. This assessment will be professional, and meet the requirements of AWIA, without being exhaustive.

## Background

To be in compliance with AWIA, the Town is required to create an RRA that includes the following:

- Risks to the water system from malevolent acts, natural disasters, and other hazards.
- Resilience of the water system's critical assets such as wells, treatment processes, and computer systems.
- An assessment of the monitoring practices of the system.
- An assessment of the Town's financial infrastructure such as the cybersecurity of the computer systems for payroll and customer billing.
- A review of how the system uses, stores, and handles various chemicals.
- A review of the systems operation and maintenance procedures.

Emergency Response Plans shall include:

- Strategies and resources to improve the resilience of the system.
- Plans and procedures to implement during emergencies.
- Actions, procedures, and equipment that can be used to prevent or lessen the severity of an emergency.
- Strategies and equipment to be used to prevent emergencies.

## Scope of Work

SEH proposes to perform the following work as listed below:

### Task No. 1 – Project Initialization and Data Collection

1. Confirmation and establish scope and goals of the project.
2. Identify infrastructure to be assessed during the RRA.
3. Identify information and/or materials that are needed or will be useful to conduct the RRA.
4. Inventory and review of Town's critical water assets.
5. Inventory and review of the Town's existing protection measures for critical assets.
6. Gather input from Public Works department utility staff on any perceived or real threats to critical assets.
7. Review Standard Operating Procedures, daily operations, and monitoring procedures.

### Task No. 2 – Risk and Resilience Assessment

1. Conduct Risk and Resilience Assessment using the AWWA J100 Standard for Risk and Resilience Management of Water and Wastewater Systems process.
2. Create GIS mapping.
3. RRA Analysis & Risk Mitigation Development
  - a. SEH will present the results of the RRA and work with the Town to assess identified risks and discuss potential mitigation measures for risks deemed unacceptable.
  - b. Work with Town staff to develop standard operating procedures and mitigation measures for risks identified through the RRA.
  - c. Town will provide guidance and review from other departments as necessary such as police, fire and rescue.
4. Submit draft RRA Results & Technical Memorandum to Owner's project team.
  - a. Incorporate Owner's comments into the technical memorandum/report and deliver hard copies.
5. Assist the Town in the EPA's certification process of the RRA.

### Task No. 3 – Emergency Response Plan

1. Develop an ERP which shall include:
  - a. Existing information such as relevant mitigation measures, contact information, inventory, sanitary surveys, information from existing Emergency Response Plan.
  - b. New strategies, resources, plans, and procedures deemed necessary during the Risk and Resilience Assessment to reduce the Town's existing risks.
2. Present draft ERP to Owner's team.
3. Incorporate Owner's comments into the ERP and deliver hard copies.
4. Assist the Town in the EPA's certification process of the ERP.

## Deliverables

Project deliverables, also defined in the Task descriptions above, include:

1. Electronic and three (3) hard copies of the final RRA Report summarizing the work of Task No. 2 – Risk and Resilience Assessment.
2. Electronic and three (3) hard copies of the final ERP developed in Task No. 3 – Emergency Response Plan.

## Project Schedule

We estimate the project to follow the schedule below:

Contract and Project Setup  
Background Document Review & Data Collection

January 2021  
January/February 2021

Conduct RRA	Mid Feb. – Mid April. 2021
Submit Draft RRA Tech. Memo to Town's Team	End April 2021
Finalize RRA Technical Memorandum	Late May 2021
Submit RRA Certification	Late May 2021
Develop ERP	June 2021
Submit Draft ERP to Town's Team	Late Aug. 2021
Finalize ERP	Early Sept. 2021
Submit ERP Certification	Late Sept. 2021

### Consultant Staff

I will serve as the project manager for this Project and will be responsible for coordinating the overall work efforts for the project. Eric Davenport, and Simon McCormack will assist me with developing the RRA and ERP, writing the RRA Report and ERP, and assisting with the EPA's certification process. Both Eric and Simon have completed AWWA's Utility Risk & Resilience Certificate Program and are involved with quite a few AWIA projects and will bring their experience to bear for the AWIA project in Munster.

### Project Fee

SEH proposes to complete work on Tasks 1 through 3 for a lump sum fee of \$20,000. All work will be completed pursuant to our Master Agreement for Professional Services and its conditions dated September 10, 2014.

As always, SEH appreciates this opportunity to provide engineering services to Munster. If you have any questions, feel free to contact me by email at [jditommaso@sehinc.com](mailto:jditommaso@sehinc.com) or by telephone at 219.688.0497.

Sincerely,



Jill E. DiTommaso, PE (IN, IL)  
Engineer

c: Steve Gunty, Director of Public Works  
Chris Spolnik, Superintendent of Public Works  
Anton Petrashevich, Utilities Crew Leader