

ERIE COUNTY WATER AUTHORITY  
 AUTHORIZATION FORM  
 For Approval/Execution of Documents  
 (check which apply)

**Contract:** MP-083 **Project No.:** 202000041  
**Project Description:** AWIA – Risk and Resilience Assessment

**Item Description:**

Agreement     Professional Service Contract     Amendment     Change Order  
 BCD     NYSDOT Agreement     Contract Documents     Addendum  
 Recommendation for Award of Contract     Recommendation to Reject Bids  
 Request for Proposals  
 Other \_\_\_\_\_

**Action Requested:**

Board Authorization to Execute     Legal Approval  
 Board Authorization to Award     Execution by the Chairman  
 Board Authorization to Advertise for Bids     Execution by the Secretary to the Authority  
 Board Authorization to Solicit Request for Proposals  
 Other \_\_\_\_\_

**Approvals Needed:**

**APPROVED AS TO CONTENT:**

<input checked="" type="checkbox"/> Other (if Applicable)	<u><i>Sheela Dey</i></u>	Date: <u>05/12/2020</u>
<input checked="" type="checkbox"/> Chief Operating Officer	<u><i>Kimsey Stots</i></u>	Date: <u>5/13/2020</u>
<input checked="" type="checkbox"/> Executive Engineer	<u><i>Jeanard F. Konaliki</i></u>	Date: <u>5/12/2020</u>
<input checked="" type="checkbox"/> Director of Administration	<u><i>Laronya Lester</i></u>	Date: <u>5/12/2020</u>
<input checked="" type="checkbox"/> Risk Manager	<u><i>Molly Jo Musarra</i></u>	Date: <u>05/13/2020</u>
<input checked="" type="checkbox"/> Chief Financial Officer	<u><i>Karen A. Bendugast</i></u>	Date: <u>05/13/2020</u>
<input checked="" type="checkbox"/> Legal	<u><i>Margaret A. Murphy</i></u>	Date: <u>05/13/2020</u>

**APPROVED FOR BOARD RESOLUTION:**

<input checked="" type="checkbox"/> Secretary to the Authority	<u><i>[Signature]</i></u>	Date: <u>05/13/2020</u>
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**Remarks:** Professional Services Contract Amendment #1

**Resolution Date:** \_\_\_\_\_ **Item No:** \_\_\_\_\_




# ERIE COUNTY WATER AUTHORITY

## INTEROFFICE MEMORANDUM

May 12, 2020

To: Terrence D. McCracken, Secretary to the Authority

From: Leonard F. Kowalski, Executive Engineer 

Subject: Contract MP-083  
Professional Services Contract Amendment #1  
AWIA – Risk & Resilience Assessment  
ECWA Project No. 202000041

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Attached are the following documents:

1. ECWA Authorization Form for processing Professional Service Contract Amendment #1 with Arcadis of New York, Inc.
2. Three original copies of Professional Service Contract Amendment #1 for the above referenced project.

In conjunction with Arcadis, the Authority has completed a Risk and Resilience Assessment of the water system's physical assets in compliance with the requirements of the American Water Infrastructure Act (AWIA). Certification of the completion of this first phase of the AWIA was successfully made prior to the March 31, 2020 EPA deadline.

Amendment #1 includes the additional scope and fee for the completion of the second phase of the AWIA, which requires updating the Authority's Emergency Response Plan (ERP). The work will include strategies and resources to improve resilience, plans and procedures for responding to a natural hazard or malevolent act, and actions and equipment to lessen the impact of a malevolent act or natural hazard. The ERP will also include related business continuity support, planning and training. The work is to begin immediately; the Authority must certify completion of this phase of the AWIA by September 30, 2020.

As previously noted, due to the sensitive nature of the work, the Consultant who completed the first phase RRA work will continue to be utilized for this phase. A copy of the proposal from Arcadis is attached.

The Amendment is to increase the Payment for Services – Engineering Services to include:

- Task 9 – Emergency Response Plan: \$98,000.00 (lump sum)
- Task 10 – Business Continuity Support, Planning and Training: \$40,000.00 (T&M)

MWW:jmf

Attachment

cc: R.Stoll

M.Wymer

L.Lester

CONT-MP-083-2001

Leonard Kowalski, PE  
Executive Engineer  
Erie County Water Authority  
3030 Union Road  
Cheektowaga NY

Arcadis of New York, Inc.  
50 Fountain Plaza  
Suite 600  
Buffalo  
New York 14202  
Tel 716 667 0900  
Fax 716 842 2612  
www.arcadis.com

Subject:  
AWIA – Emergency Response Plan (ERP) Update  
ECWA Project No. 201900274

Water

Dear Mr. Kowalski:

Date:  
May 11, 2020

Arcadis is pleased to submit this scope and fee to support the Erie County Water Authority (ECWA) develop an American Water Infrastructure Act (AWIA) Emergency Response Plan (ERP) due before the end of September 2020. The ERP will build upon the Risk and Resilience Assessment (RRA) which was completed in March 2020 and was also a requirement of AWIA.

Contact:  
Mark Lenz, PE

The updated ERP will be based on ECWA's existing NYS Emergency Action Plan as well as current water sector guidance documents and procedures. If required, Arcadis will work with the ECWA to engage stakeholders such as the New York State Department of Health (NYSDOH) to ensure state laws and standards are followed, and to ensure the plan meets the recommended guidance by the U.S. EPA and the Safe Drinking Water Act as well as state requirements. The existing plan will also be updated to follow the National Incident Management System (NIMS) format.

Phone:  
716.316.5886

Email:  
Mark.lenz@arcadis.com

Our ref:  
30041728

The ERP phase of the project will include:

- Strategies and resources to improve resilience, including physical security and cybersecurity.
- Plans and procedures for responding to a natural hazard or malevolent act that threatens the reliability of safe drinking water.
- Actions and equipment to lessen the impact of a malevolent act or natural hazard, including but not limited to alternative water sources and interconnections to other public water suppliers.
- Strategies to detect malevolent acts or natural hazards that threaten the system.

The ERP task and planning process includes several phases of work: a kick-off meeting and existing materials review, staff interviews and base plan development followed by final plan development which will include revisions to the base plan and also development of the appendices and a final workshop.

Three to four facilitated workshops will be conducted to gather and verify information with ECWA staff, make planning scope decisions, and review the draft.

Similar to our RRA work, Arcadis will work with ECWA's project manager to form a project team of Arcadis and Authority staff. Team members will be identified based on their role and understanding of operations and business continuity and will serve as information providers and reviewers throughout the emergency planning process.

We have also provided initial scope and time & material fee proposals for Business Continuity Support Services which are not specifically required by USEPA's AWIA requirements but which were identified as part of the RRA process, are consistent with the general scope of our Agreement and Special Services, and build upon the RRA/ERP process and scope.

#### ERP Base Plan Development

Arcadis will conduct an ERP Kick-off Meeting to review and approve the ERP strategy, purpose and scope of the plan, identify planning team members and define roles, responsibilities, and project deadlines, and decide procedures for controlling sensitive information. Prior to this meeting an information needs document will be submitted so that existing documents can be reviewed by Arcadis team members to make the initial planning workshop as effective as possible. At this meeting Arcadis will identify updates/changes required to ECWA's existing NYS EAP to meet USEPA's ERP requirements.

Arcadis will prepare and facilitate a half day workshop to meet with ERP planning team members. The agenda will focus on the establishment of the planning team, outline the elements of the proposed ERP and gather input from ECWA staff. Arcadis will coordinate with ECWA stakeholders to draft the ERP in preparation for the next Planning Workshop.

We anticipate the ERP will address the following components:

1. Basic emergency response plan elements (introduction, concept of operations, description of NIMS/ICS emergency response framework, communications, logistics, administration and finance during response and recovery phases)
2. Response to hazards and threats identified in the RRA, including requirements listed in the AWIA
3. Cyber Security response (internal audit and actions taken used for documentation)
4. Malevolent acts/physical security response and detection
5. Integration or synchronization with existing plans and procedures for:
  - Contamination, malevolent acts/destruction, natural hazards
  - Facility Evacuation Emergency Action Plans
  - Chemical System Risk Plans
  - Dam Emergency Action Plans

Arcadis will develop the Base Plan based on information gathered and the first workshop. This will be provided to ECWA and reviewed at a workshop to facilitate the collection of additional information needed to update appendices, annexes, or flow charts within the plan. Additional information requests may be made to the planning team to further develop the quality of the plan. This workshop will also focus on any

hazard or function specific response flow diagrams that need to be developed. The draft base plan will be updated in coordination with ECWA staff and sent out for planning team review and comment.

ERP Appendices Development and Final Plan for AWIA Conformance

Arcadis will prepare and facilitate a half-day meeting to go over the base plan review comments received from the planning team. Outstanding information will be collected and comments/questions from the planning team will be discussed and validated. A final draft of the plan will be prepared for distribution outside the planning team.

A final draft of the plan will be distributed to Authority staff and leadership to provide review comments. After revisions are made to the final draft, ECWA will receive a tracked changes version of the final plan so they can review any changes and ensure concurrence. All questions and comments received from the staff will be answered and available for staff to review. If significant changes were made to the final plan an additional review period can be provided for concurrence before publishing.

An electronic version of the final ERP and all source documents will be delivered to ECWA to allow for self-certification to EPA by September 30, 2020.

Business Continuity Support Services

While not specifically required as part of the AWIA ERP process, update/development of an integrated Business Continuity Plan (BCP) to include continuity of operations for its administrative, water treatment, and distribution system functions was a recommendation coming out of the RRA. Arcadis will leverage existing ECWA documents (e.g., the AWIA Risk and Resilience Assessment and supporting documentation/analysis from business continuity discussions) and conduct work sessions (through a combination of face-to-face and teleconferences) for ECWA staff to provide a business impact analysis for the essential functions, personnel, support, systems, and vital records. Arcadis will provide guidance throughout the process to ECWA for developing a standalone BCP. Training on the BCP can also be provided if desired.

Fee Schedule

Arcadis proposes to complete the above tasks consistent with the attached fee schedule.

Task	Bill Method	Fee
AWIA ERP Base Plan	Lump Sum	\$65,000
Appendices Development & Final AWIA ERP	Lump Sum	\$33,000
	ERP Lump Sum	\$98,000
Business Continuity Support Services	Time & Materials	\$20,000
Business Continuity Plan & Training	Time & Materials	\$20,000
	<b>TOTAL</b>	<b>\$138,000</b>

Leonard Kowalski, PE  
ECWA – AWIA – ERP Update  
May 11, 2020

The Time and Materials work for Business Continuity Support will be completed in accordance with the rate schedule submitted with our original fee proposal which is also laid out below:

Grade / Title	Hourly Rate
Principal-in-Charge	\$230
Project Manager	\$200
Senior Engineer	\$190
Engineer	\$130
CAD Drafter	\$105
Technical Typist/Admin Support	\$70

We trust that this information meets your needs and we are happy to respond to any questions which you may have via email or phone (716.316.5886).

Sincerely,

Arcadis of New York, Inc.



Mark R. Lenz, PE  
Senior Vice President

Copies:

ERIE COUNTY WATER AUTHORITY  
 PROFESSIONAL SERVICES CONTRACT  
 AMENDMENT No. 1

Project No.	202000041	Contract No.	MP-083
Job No.		EC No.	
OWIP No.		Entered by/Date	

Title: American Water Infrastructure Act (AWIA) – Risk and Resilience Assessment

Consultant: Arcadis of New York, Inc.

Description of Change to Contract:  
Increase 3.D.1 Engineering Services. See attached letter dated 5/11/2020 for description of services being provided.

Reason for Change:  
The AWIA requirements include two separate but dependent analyses. The Risk & Resiliency Assessment Phase was completed by Arcadis, allowing ECWA certification completion to EPA prior to the 3/31/20 deadline. The second phase of the AWIA requires the completion of an Emergency Response Plan, the scope and fee for which are included in this amendment. The original Professional Services Agreement noted an amendment would be prepared for this work.

Compensation:  
 Revise 3.D.1 as follows:  
 Add: Engineering Services, Task 9 Emergency Response Plan: \$98,000.00 (lump sum)  
 Add: Engineering Service, Task 10 Business Continuity Support, Planning, and Training: \$40,000.00 (T&M)

APPROVED BY:

ARCADIS OF NEW YORK, INC.

---

Mark R. Lenz, PE Date  
 Vice President

ERIE COUNTY WATER AUTHORITY

*Leonard F. Kowalski* 5/12/2020

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Leonard F. Kowalski, PE Date  
 Executive Engineer

Original Contract Amount	\$208,000.00
Amendment No.1	\$138,000.00
New Contract Amount	\$346,000.00

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Jerome D. Schad Date  
 Chairman

Leonard Kowalski, PE  
Executive Engineer  
Erie County Water Authority  
3030 Union Road  
Cheektowaga NY

Arcadis of New York, Inc.  
50 Fountain Plaza  
Suite 600  
Buffalo  
New York 14202  
Tel 716 667 0900  
Fax 716 842 2612  
www.arcadis.com

Subject:  
AWIA – Emergency Response Plan (ERP) Update  
ECWA Project No. 201900274

Water

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Date:  
May 11, 2020

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Sincerely,

Arcadis of New York, Inc.



Mark R. Lenz, PE  
Senior Vice President

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