



May 12, 2023

Mr. Rod Davies, Mayor
City of Monmouth, IL
100 East Broadway
Monmouth, IL 61462

Re: Lead Service Line Inventory Services Proposal

Dear Mayor Davies:

The Illinois Lead Service Line Replacement and Notification Act (SLRNA) requires owners and operators of community water supplies to deliver a complete material inventory of the composition of all service lines within their distribution systems to IEPA no later than April 15, 2024. The City of Monmouth received IEPA funds under the Lead Service Inventory Grant Program (LGSIP) to have their lead service line inventory completed by a consultant. Woodard & Curran is pleased to present the following proposal for engineering services that complies with the requirements outlined in Section 17.12 of the LSLRNA and meets the requirements of the IEPA LGSIP.

The following describes the scope of services, project schedule, and budget for engineering services and proposed terms and conditions.

SCOPE OF WORK

The City's Lead Service Line Inventory Project will report the total number of service lines connected to the water supply distribution system and will identify the materials of construction for each such service line. The number of suspected lead service lines newly identified since the last IEPA LSL Inventory will be reported as will the number of suspected or known lead service lines replaced since that Inventory.

Phase 1 – Service Line Inventory

A project kickoff meeting will be conducted with the City of Monmouth staff members to review the scope of work and establish baseline information for technical and administrative project elements.

Task 1.1– Existing Service Data Records Collection and Review

- Scan up to 2,500 existing service tie cards to be formatted for the purpose of producing an electronic database.

Task 1.2 - Database Development and quality assurance/quality control (QA/QC)

- Leverage inventory database template offered by IEPA; containing fields to comply with LCRR.
- Compare datasets to remove duplicates. In all cases service record information with the latest revision date will govern.
- Identify potential informational gaps.



Task 1.3 - Research

- Utilize available City information/databases (including but not limited to billing systems, assessment data, inspection reports, and asset management databases) to assist in determining information gaps as identified in Task 1.2.
- Consultant will identify the time period (if known) when service lines being connected to its distribution system were primarily lead and will undertake data collection to identify areas of known and suspected lead service lines and galvanized lines by reviewing the most recently submitted IEPA LSL Inventory dated April 2023.
- Using City building records, prior service line inventories, and related documents and information, work under this Task will confirm the total number and materials composition of each service line connected to the water supply's distribution system as follows:
 - o The City and Consultant will identify any time when the service lines being connected to its distribution system were primarily lead service lines, if such a time period is known or suspected.
 - o Review of historical documentation, such as construction logs or cards, as-built drawings, purchase orders, and subdivision plans, to determine service line material construction.
 - o The City and Consultant will discuss service line repairs and installation with its employees, contractors, plumbers, other workers who worked on service lines connected to its distribution system.
 - o The City and its Consultant will identify and prioritize inspections of high-risk areas such as preschools, day care centers, day care homes, group day care homes, parks, playgrounds, hospitals, and clinics.
- The City staff and Consultant will review the City's most recent IEPA-submitted lead service line inventory for accuracy and completeness and for suspected lead service lines (if any) newly identified since then.

Task 1.4 - Living Inventory Database

- Submit a draft database in excel format including totals for full and partial Lead Service Lines (LSLs) as they stand for City review and comment. The final submitted database will include comments from review and shall be intended to be used as a "living" database that the City can update as services are changed.
 - o Woodard & Curran will guide City through online submittal process at <https://webapps.illinois.gov/EPA/OperatorCertification/>
- Per the lead service line replacement and notification requirements in Illinois Environmental Protection Act 415 ILCS 5/17.12, if a community water supply identifies a lead service line connected to a building, the owner or operator of the community water supply shall attempt to notify the owner of the building and all occupants of the building of the existence of the lead service line within 15 days after identifying the lead service line, or as soon as is reasonably possible thereafter.
 - o Woodard & Curran will develop the mailer for the City to use in providing the required notification. The written notice shall be developed according to the provisions of subsection jj of 415 ILCS 5/17.12.
 - o Woodard & Curran will also develop the mailer for the City to use in providing a request to customers that fit the criteria for potentially having a lead or unknown material service line for self-reporting.
 - Printing and postage of these mailers and time associated with doing so may be part of this scope if budget allows.



Phase 2 – Reporting

All projects require quarterly reporting of progress and a final project evaluation and report.

Task 2.1 - Quarterly progress reports shall include both:

1. a Periodic Financial Report and,
2. a Periodic Performance Report.

Consultant will prepare on behalf of the City for submittal to the Illinois EPA’s Infrastructure Financial Assistance Section staff at:

Illinois Environmental Protection Agency
 Bureau of Water, #15
 1021 North Grand Avenue East
 P.O. Box 19276
 Springfield, Illinois 62794-9276

Email: lanina.clark@illinois.gov
 Phone:(217)782-2027 (Lanina Clark)

Task 2.2 - All projects require a final project report.

Consultant will prepare for the grantee to submit to the IEPA, by the date specified in the grant agreement, a report explaining the execution of the project and evaluating the project’s success.

The report shall document the project tasks and summarize the findings, costs, and benefits of the project.

Examples of these reports are on the IEPA Lead Service Line Information webpage: <https://www2.illinois.gov/epa/topics/drinking-water/public-water-users/Pages/lead-serviceline-information.aspx>

Woodard & Curran will complete the inventory process per the scope of the grant requirements based on response rate from property owners and best available information for the limited amount of grant funds. Further refinement of the LSL Inventory is expected to occur through the lead service line replacement process.

Future Recommended Phases not included in this scope of work:

- LSL Replacement Plan
- Inventory Inspections
- Further refinement of lead service line inventory during LSLR
- Interactive Inventory Web Viewer Tool
- Public Outreach

SCHEDULE

PHASE 1 – LSL INVENTORY	
	COMPLETED BY
Anticipated Fully Executed Grant Agreement Received by Grantee	March 31, 2023
Task 1.1 Existing Service Data Records Collection and Review	July 14, 2023
Task 1.2 Database Development and QA/QC	July 28, 2023
Task 1.3 Research	October 31, 2023
Task 1.4 Living Inventory Database	December 29, 2023
PHASE 2 - REPORTING	
Task 2.1 Quarterly Reports (3 total)	June 30, Sept 30, Dec 31, 2023
Task 2.2 Final Report	March 2024



BUDGET

The proposed budget for completion of the work described herein is generally summarized below.
 All work is to be performed on a Lump Sum basis, billed monthly as a percentage of project completion.

PHASE 1 – LSL INVENTORY	Fee
Task 1.1 Existing Service Data Records Collection and Review	\$11,690
Task 1.2 Database Development and QA/QC	\$5,540
Task 1.3 Research	\$15,240
Task 1.4 Living Inventory Database	\$5,460
PHASE 2 - REPORTING	
Task 2.1 Quarterly Reports	\$1,200
Task 2.2 Final Report	\$870
TOTAL	\$40,000

TERMS AND CONDITIONS

We will conduct this work in accordance with the previously executed terms and conditions between Woodard & Curran Inc. and the City of Monmouth, which are incorporated herein by this reference.

We greatly appreciate this opportunity to offer our engineering services. Please feel free to contact me if you have any questions regarding this proposal or require any further information.

Sincerely,

WOODARD & CURRAN, INC.

Jennifer Birger, PE
 Associate Principal

cc: Don Taul, Woodard & Curran
 Andy Jackson, Woodard & Curran
 Greg Frieden, Woodard & Curran

AUTHORIZATION BY:

WOODARD & CURRAN

CITY OF MONMOUTH, IL

5/12/23

 Signature Date
 Jennifer Birger
 Name (printed)
 Assoc. Principal
 Title

 Signature Date
 Rod Davies
 Name (printed)
 Mayor
 Title