

TASK ORDER

Task Order No. 23-LSLRP

In accordance with Section 2 of the Agreement between the Village of Oak Park (hereinafter referred to as the “Village”) and Baxter & Woodman, Inc. (hereinafter referred to as the “Consultant”) for Professional Engineering Services, dated September 21, 2021 (the “Agreement”), the Village and Consultant agree as follows:

1. **Project:**

New laws affect all community water systems (CWS) in regard to the identification, documentation, and handling of lead service lines. With changing legal requirements set forth by state and federal authorities, it can be a significant challenge for any water utility to stay up to date with the latest information and how best to manage the operational, financial, and administrative impacts these can have.

Most recently, the Illinois Lead Service Replacement and Notification Act (Act) was signed into law on January 1, 2022, which requires all community water systems to perform the following major actions, some of which are subject to annual updates:

1. Develop and maintain a Water Service Line Material Inventory.
2. Develop and implement a Lead Service Line Replacement Plan.
3. Prepare public notification and education materials to meet the Act’s requirements.
4. Conduct a full replacement of any and all lead service lines from the CWS’s water main to customer’s meter if the service is impacted in any way as of January 1, 2022.

Each portion of the Act is subject to various submittal requirements and timelines set by the Illinois Environmental Protection Agency (IEPA), Illinois Department of Public Health (IDPH), and the United States Environmental Protection Agency (USEPA). The next most immediate deadline the Village will need to meet is the completion of the Complete Water Service Line Material Inventory and Draft Lead Service Line Replacement Plan, which must be submitted to the State no later than April 15, 2024.

A comprehensive Lead Service Line Replacement Program will provide the Village with a systematic approach to reviewing the water utility’s existing information, prepare a plan to investigate the remaining unknown services, coordinate public education and customer notification, and maintain clear communication across the water utility’s key staff members regarding upcoming deadlines and requirements.

Baxter & Woodman understands that not all water utility systems are faced with the same challenges and has provided the following breakdown of tasks to help the Village plan, develop, and implement a comprehensive Lead Service Line Replacement Program.

Due to the potential for changing federal and state laws, the Tasks outlined below are based on the Illinois Lead Service Replacement and Notification Act that was signed into law on January 1, 2022. Any changes to the State and/or Federal laws may require an amendment to the Tasks selected to provide revisions to the program.

2. **Services of Consultant:**

- A. Basic Services: Engineering design services to assist the Owner with design, permitting, and bidding of the Project.
- B. Additional Services: See Attachment A for detailed Scope of Services. The Owner will provide all topography survey mapping of the Project limits including all natural and man-made features in order to develop base sheets for Project plan drawings.

The following items are not anticipated to be required and consequently not included in the scope of services:

- Gathering and compiling of existing Village records
- Developing and maintaining a Water Service Line Material Inventory
- Water Service Material Inventory Submittal to IEPA (April 15, 2024)
- Draft Lead Service Line Replacement Plan Submittal to IEPA (April 15, 2024)

3. **Approvals and Authorizations:**

Consultant shall prepare documents for approval and authorization of IEPA.

4. **Commencement Date:**

The date of execution of this Task Order by the Village.

5. **Task Order No. 23-LSLRP Completion Date:**

Design – **240 days** following the Commencement Date plus extensions, if any, authorized by a change order issued pursuant to Section 3.2 of the Agreement, or by April 15, 2024.

6. **Submittal Schedule**

Work completed for Public Education materials will be developed throughout the entire course of the project. The Lead Service Line Replacement Plan will follow the following schedule for Village Review:

Project Kick-Off:	August 2023
30% Plan Review:	October 2023
60% Plan Review:	December 2023
90% Plan Review:	February 2024
Final Plan:	March 2024

7. **Key Project Personnel:**

Names:	Telephone and Email:
Sean O'Dell	815-444-4438 sodell@baxterwoodman.com
Kaitlin Wright	815-444-3256 kwright@baxterwoodman.com

8. **Contract Price.**

For providing, performing, and completing all Services, an amount equal to Consultant's Direct Labor Costs for all Services rendered by principals and employees engaged directly on the Project, plus an amount equal to the actual costs of all Reimbursable Expenses.

Notwithstanding the foregoing, the total Contract Price shall not exceed **Forty-One Thousand Three Hundred Dollars (\$41,300.00)**, except as adjusted by a change order issued pursuant to Section 3.2 of the Agreement.

9. **Payments:**

For purposes of payments to Consultant, the value of the Services shall be determined as follows:

Direct Labor Costs shall mean the billing rates assigned to all Consultant personnel as set forth in the Agreement, including all professionals whether owners or employees, engaged directly on the Project.

Reimbursable Expenses shall mean the actual expenses incurred by Consultant directly or indirectly in connection with the Project, including expenses for transportation, telephone, postage, subconsultants, computer time and other highly specialized equipment, reproduction and similar Project related items.

10. **Modifications to Contract:**

None

11. **Attachments:**

Attachment A – Detailed Scope of Services

12. **Designated Representative for Task Order:**

If to the Village:

Water & Sewer Superintendent
Village of Oak Park
201 South Boulevard
Oak Park, Illinois 60302
Email: mbills@oak-park.us

If to the Consultant:

Sean E. O'Dell, PE
Baxter & Woodman, Inc.
8678 Ridgely Road
Crystal Lake, IL 60012
Email: sodell@baxterwoodman.com

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SIGNATURE PAGE FOLLOWS]

IN WITNESS WHEREOF, the parties hereto have caused this Task Order to be signed by their duly authorized representatives on the dates set forth below. Acceptance and approval of this Task Order, including the attachments listed above, shall incorporate this Task Order as part of the Agreement.

VILLAGE OF OAK PARK

By: Kevin Jackson
Its: Village Manager


Date: _____, 2023

ATTEST:

By: Christina M. Waters
Its: Village Clerk

Date: _____, 2023


BAXTER & WOODMAN, INC.



By: Sean E. O'Dell, PE
Its: Vice President

Date: August 7, 2023

ATTEST:



By: Jennifer Long
Its: Deputy Secretary

Date: August 7, 2023

Attachment A

SCOPE OF SERVICES

TASK 1 – LEAD SERVICE LINE REPLACEMENT PLAN

In addition to a Water Service Line Inventory, the Village will be required to prepare a Lead Service Line Replacement Plan. A draft Plan is required to be submitted to the State by **April 15, 2024**, and will outline the key steps in handling the replacement of unknown, suspected, and known lead service lines, identify funding sources, and prepare procedures for handling the public education, notification, and outreach required to complete the Plan.

The Village will be required to submit updates to the Plan annually, culminating in a Final Lead Service Line Replacement Plan to the State by **April 15, 2027**. The total number of lead service lines, including any suspected or unknown services after the submittal of the Complete Water Service Line Material Inventory, will be used to determine the percentage of service lines to be replaced per year, and the length of time a water utility will have to replace all its lead service lines. In the event a customer refuses entry to the Village, a signed waiver must be obtained and submitted to the IDPH and will satisfy the Village's obligations under the Act for that specific customer. Baxter & Woodman will complete the following items under this Task:

1. Conduct up to three (3) meetings with key staff at times during the preparation of the Draft Lead Service Line Replacement Plan to discuss, review, and provide recommendations pertaining to the Plan. It is strongly advised that the key staff include the Finance Director, Communications Director, Director of Public Works, and any other relevant staff members who will play an integral role in the success of the Program.
2. Prepare a Lead Service Replacement Plan draft utilizing the Village's existing information including existing policies, ordinances, Water Service Line Material Inventory, and any other relevant items including identified funding mechanisms. In accordance with the state and federal laws, the Plan will include the following sections at a minimum:
 - a. General Background and Purpose
 - b. Inventory and Assessment of Lead Service Lines, including mapping of lead service lines
 - i. Village will need to provide a geodatabase or excel spreadsheet of their water service line material inventory.
 - c. Planning and Prioritization of Replacements, including:
 - i. Develop criteria for prioritization with priority given to high-risk facilities and sensitive sub-populations

- ii. Develop replacement schedule that considers upcoming Capital Improvement Programs, areas with increased watermain breaks, and the state's required rate of replacement starting in 2027.
 - d. Analysis of Costs and Financing Options
 - i. Develop replacement cost estimates, including design and construction engineering
 - ii. Assess Village financing options, including state funding opportunities, available grant opportunities, and/or how best to leverage local funds
 - iii. Assess strategies to accommodate customers, such as cost sharing programs
 - e. Notification and Outreach Efforts
 - i. Develop strategies to engage customers and encourage participation in the Lead Service Line Replacement Program
 - f. Implementation of Lead Service Line (LSL) Replacements
 - i. Develop criteria for executing replacements to be used in future design and construction efforts
 - g. Monitoring and reporting of replacements
 - h. Contingency Planning, including:
 - i. Delays in rate of replacements
 - ii. Response to unexpected lead service lines
 - iii. Considerations for possible funding shortfalls
3. Prepare and present a PowerPoint presentation to one (1) Village Board Meeting, sharing highlights of the Program.

*This Task is intended to provide a comprehensive Lead Service Line Replacement Plan that will be ready for the Draft submittal requirement by **April 15, 2024**. This Task does not include on-going support beyond this date at this time but could be provided through amendments on an as-needed basis.*

TASK 2 – PUBLIC EDUCATION DEVELOPMENT AND NOTIFICATION STRATEGY

As a part of the Act, the Village is required to provide notification and educational content to its customers who may be affected by lead service lines. The following scope items are designed to meet these requirements and assist the Village in navigating the various scheduling and documentation requirements as a part of this effort.

1. Conduct up to two (2) in-person meetings with key staff at times during the preparation and development of the public education and notification strategy. The meetings will include a review of the State and Federal information and notification requirements, as well as a review of the planned strategy to engage with the Village's customers.
 - a. Key topics at the first meeting will also include:

- i. Review existing codes, ordinances, and policies surrounding lead service line replacement.
 - ii. Review existing public outreach and communication surrounding lead services.
 - iii. Review existing data inventory of service line material information availability.
2. Assist the Village in preparing public education content that informs its customers regarding the Lead Service Line Replacement Program and meets all of the minimum State and Federal requirements. The content to be considered includes the following:
 - a. Lead Service Inventory and Replacement Program Brochure (PDF)
 - b. Frequently Asked Questions about Lead Document (PDF)
 - c. Information Graphics for Water Service Line Locations and Ownership (PNG)
 - d. Lead Service Line Material Testing Document (PDF)
 - e. Baxter & Woodman Lead Service Line Videos:
 - i. Is Your Water Service Lead – How Do I Check for Lead
 - ii. Water Service Line Construction – What Should I Expect?
3. Develop templated public notifications that address identification of lead service lines and constructions efforts that impact lead service lines. Provide the Village with information as to when notifications are required by state and federal law.

The scope of work outlined under this Task assumes that the Village will be responsible for the print, postage, and delivery of any educational materials and notifications issued to its customers.