

EXHIBIT "B"



Budget Amendment Form

<b>Department :</b> Water Department	<b>Date :</b> 6/11/2024
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**Fund(s) to be changed:** Enterprise Fund

GL Account	GL Line Item	Project:	Transfer to:	Transfer from:
430.31.533.3110	Engineering & Planning		\$ 107,937	
430.00.389.3890	Appropriation of Fund Balance			\$ 107,937
<b>TOTAL (Columns must be equal)</b>			<b>\$ 107,937</b>	<b>\$ 107,937</b>

**Description:**

Transfer Enterprise Fund Balance to Permitting Expense for Ardurra Group, Inc. For regulatory compliance with lead and copper by U.S. EPS.

**RESOLUTION NO. 2024-055**

**A RESOLUTION OF THE MAYOR AND COMMISSION OF NORTH BAY VILLAGE, FLORIDA, AUTHORIZING THE ISSUANCE OF A WORK ORDER TO ARDURRA GROUP, INC. FOR SERVICES RELATED TO REGULATORY COMPLIANCE WITH LEAD AND COPPER REGULATIONS ESTABLISHED BY THE U.S. ENVIRONMENTAL PROTECTION AGENCY IN AN AMOUNT NOT TO EXCEED \$107,937.00; AMENDING THE BUDGET FOR FISCAL YEAR 2023-2024; PROVIDING FOR IMPLEMENTATION; AND PROVIDING FOR AN EFFECTIVE DATE.**

**WHEREAS**, on December 12, 2023, the North Bay Village (“Village”) Commission adopted Resolution No. 2023-155 selecting various consultants pursuant to Request for Qualifications No. 2023-005 (the “RFQ”) for continuing professional general architectural and engineering services and authorizing the Village Manager to negotiate and execute agreements with the various consultants; and

**WHEREAS**, pursuant to the Resolution, the Village entered into an agreement on May 1, 2024, with Ardurra Group, Inc. (the “Consultant”), as one of the selected firms (the “Agreement”); and

**WHEREAS**, the Village is required to comply with certain lead and copper regulations established by the U.S. Environmental Protection Agency (EPA), which regulate lead and copper levels in drinking water to protect public health (the “Project”); and

**WHEREAS**, in accordance with the terms of the Agreement, the Village solicited and the Consultant submitted a proposal to provide regulatory compliance support services for the Project (the “Services”); and

**WHEREAS**, the Village Commission desires to authorize the Village Manager to issue a work order to Consultant to perform the Services for the Project, in substantially the form attached hereto as Exhibit “A” consistent with the Agreement previously entered into between the Village and Consultant in an amount not to exceed \$107,937.00 (the “Work Order”); and

**WHEREAS**, on September 28, 2023, the Village Commission adopted Resolution No. 2023-109 approving the budget for fiscal year 2023-2024 (the “Budget”); and

**WHEREAS**, pursuant to Section 166.241, Florida Statutes, the Village

Commission may amend a budget at any time within a fiscal year; and

**WHEREAS**, in order to provide the necessary funding for the Services and pursuant to Section 35.21 of the Village Code of Ordinances and Florida Law, the Village Commission desires to amend the Budget consistent with the staff memorandum accompanying this resolution by authorizing the line-item transfers as further provided in Exhibit "B" attached hereto and incorporated herein; and

**WHEREAS**, the Village Commission finds that this Resolution is in the best interest and welfare of the residents of the Village.

**NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND COMMISSION OF NORTH BAY VILLAGE, FLORIDA, AS FOLLOWS:**

**Section 1. Recitals.** That each of the above-stated recitals are hereby adopted, confirmed, and incorporated herein.

**Section 2. Authorization.** That the Village Commission hereby authorizes the Village Manager to issue the Work Order to Consultant to perform the Services for the Project, in substantially the form attached hereto as Exhibit "A."

**Section 3. Amending Budget.** That the Village Commission hereby approves an amendment to the budget by authorizing the line-item transfers as further provided in Exhibit "B" attached hereto and incorporated herein.

**Section 4. Implementation.** That the Village Manager and Village Attorney are hereby authorized to take such further action as may be necessary to implement the purpose and provisions of this Resolution.

**Section 5. Effective Date.** That this Resolution shall be effective immediately upon adoption.

The foregoing Resolution was offered by Vice Mayor Chervony who moved its adoption. The motion was seconded by Mayor Latham and upon being put to a vote, the vote was as follows:

Mayor Brent Latham	<u>Yes</u>
Vice Mayor Richard Chervony	<u>Yes</u>
Commissioner Goran Cuk	<u>Yes</u>
Commissioner Andy Rotondaro	<u>Yes</u>
Commissioner Rachel Streitfeld	<u>Yes</u>

**PASSED AND ADOPTED** on this 11<sup>th</sup> day of June 2024.

*Brent Latham*

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Brent Latham, Mayor

ATTEST:

*Alba L. Chang*

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Alba L. Chang, CMC  
Village Clerk



APPROVED AS TO FORM AND LEGAL SUFFICIENCY:

*Haydee Serota*

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Weiss Serota Helfman Cole & Bierman, PL  
Village Attorney



**WORK ORDER No. 03**

Dated this \_\_\_\_ day of \_\_\_\_\_, 2024

**NORTH BAY VILLAGE PUBLIC WORKS DEPARTMENT****Lead and Copper Rule Compliance Assistance****PROFESSIONAL SERVICES**

This Work Order between North Bay Village, a Florida municipal corporation ("VILLAGE"), and Ardurra Group Inc. (Ardurra), a full service engineering firm authorized to transact business in Florida ("CONSULTANT"), is pursuant to the RFQ 2023-005 Consultant Services Agreement dated May 1, 2024 and expiring on May 1, 2029 ("MASTER AGREEMENT").

**PROJECT DESCRIPTION**

The VILLAGE is located within the northeast section of Miami-Dade County, Florida. It consists of three (3) islands surrounded by Biscayne Bay. With approximately 8,200 residents living in a 0.37 square miles, the VILLAGE is primarily residential with a mixture of commercial, industrial, and educational facilities. The VILLAGE maintains and operates the water supplied to the islands by Miami-Dade County Water and Sewer Department (WASD) and operates & maintains approximately 40,122 LF of Water Distribution Mains and 605 Wholesale Water Meters. The Lead and Copper Rule (LCR), established in 1991, requires utilities to monitor and control lead and copper levels in drinking water. The LCR Revisions (LCRR) were promulgated in January 2021 and include sweeping changes to many aspects of the Rule, constituting the first major update to the National Primary Drinking Water Regulations in more than a decade and impacting every U.S. water system.

The LCRR will significantly alter how utilities implement corrosion control treatment, conduct compliance sampling, manage lead service lines, and communicate with customers. Understanding the implications of these Revisions will allow utilities to plan for continued compliance.

Compliance with the LCRR involves the following key areas:

- Lead Service Line Inventory
- Sampling Plan
- Customer Communication
- Lead Service Line Replacement
- Corrosion Control Treatment
- School and Child Care facility testing

The deadline for compliance with the LCRR is October 16, 2024. This includes submittal of both the Lead Service Line Inventory and the Lead Service Line Replacement Plan. These items are discussed in more detail in the following sections and will require updating annually thereafter.

At the request of the VILLAGE, the CONSULTANT is pleased to submit this proposal to assist in meeting the LCRR requirements.

Work Order # 3 – "Lead and Copper Rule Compliance Assistance" has been divided into the following tasks:

<b>Task</b>	<b>Description</b>
1	Project Management & Coordination Meetings
2	Data Collection & Analysis
3	Lead Service Line Inventory (LSLI)
4	Sampling Plan
5	Lead Status Unknown Verification Plan
6	Communications & Public Education Strategy

Additional support may be provided in future phases under separate Scope(s) of Work which may include:

- Implementation of Service Material Identification & Inventory Updates
- Continuing Support for Customer Outreach & Education Program
- Development of Corrosion Control Evaluation & Future Optimization
- Perform LCRR Compliance Sampling Training
- Others, as needed

### **GENERAL REQUIREMENTS**

#### **Design Standards**

The CONSULTANT shall be solely responsible for determining the standards the work shall meet and obtain all the requisite regulatory approvals. The design shall include, but is not limited to, the plans and specifications, which describe all systems, elements, details, components, materials, equipment, and any other information necessary for construction. The design shall be accurate, coordinated between disciplines, and in all respects, adequate for construction, and shall be in conformity, and compliance, with all applicable laws, codes, permits, and regulations.

#### **Quality Control**

The CONSULTANT is responsible for the quality control (QC) of their work and of its sub-consultants. The CONSULTANT shall provide to the VILLAGE the list of sub-consultants which shall be used for this project. This list shall not be changed without prior approval of the VILLAGE. All sub-consultant documents and submittals shall be submitted directly to the CONSULTANT for their independent QC review. The VILLAGE shall only accept submittals for review and action from the CONSULTANT.

The CONSULTANT shall be responsible for the professional quality, technical accuracy, and coordination of all pre-design services, designs, drawings, specifications, and other services furnished by the CONSULTANT and their sub-consultant(s). It is the CONSULTANT's responsibility to independently and continually QC their plans, specifications, reports, electronic files, progress payment applications, schedules, and all project deliverables required by this task order. The CONSULTANT shall provide the VILLAGE with a marked up set of plans and/or specifications showing the CONSULTANT's QC review. Such mark-ups shall accompany the CONSULTANT's scheduled deliverables. The submittal shall include the names of the CONSULTANT's staff that performed the QC review for each component (structures, roadway, drainage, etc.).

### **Project Schedule**

The CONSULTANT shall submit a preliminary project schedule as an exhibit to this Work Order. The schedule shall be prepared in Microsoft Project and shall include the Consultant's best estimate as to the project start date.

Within 10 business days after receiving the Notice to Proceed and prior to beginning work, the CONSULTANT shall submit a final project schedule to the VILLAGE for approval. No work shall commence without an approved schedule. The final schedule shall include design, permitting activities, submittal review timeframes, and other project activities as required to complete the work. The CONSULTANT shall submit updated project schedules as required in the specific scope of services.

### **Permitting**

The CONSULTANT shall coordinate with the VILLAGE, regulatory agencies, and any other government entity having an interest or jurisdiction, which may require permits for this project. The CONSULTANT shall provide an estimate of fees and duration associated with the permitting process. Some of the regulatory or permitting agencies associated with this project include, but are not limited to:

- United States Environmental Protection Agency (USEPA)
- Florida Department of Health (FDOH)

## **SPECIFIC SCOPE OF SERVICES**

**The Scope of Services to be provided by CONSULTANT shall be as follows:**

### **Task 1 – Project Management & Coordination Meetings**

- Provide general oversight of the project including management of CONSULTANT Staff
- Prepare and attend the project kickoff meeting to be held in-person or via web-conference with representatives from the Village's Public Works Department. The purpose of this meeting is to confirm objectives, review timeline, discuss deliverables, submittal review procedures and identify additional documentation to be provided by the VILLAGE.
- The CONSULTANT will prepare monthly progress reports that will be issued to the VILLAGE along with the monthly invoices. Monthly progress reports will include: overall status of the project, work performed during the work period, estimated completion of tasks and major sub-tasks, and current challenges/issues.
- The CONSULTANT will prepare and attend project coordination meetings with the VILLAGE. The CONSULTANT staff will attend these meetings in-person or via web-conference. For the purpose of estimating the level of effort associated with this activity, three (3) coordination meetings have been budgeted.
- The CONSULTANT will prepare an agenda, summarize the meeting discussion, and prepare meeting minutes for the conducted meeting.
- The CONSULTANT will prepare one (1) baseline project schedule which will be updated throughout the project duration to track progress, milestones and deliverables.

**Deliverables:** The following deliverables shall be provided under Task 1:

- Project Schedule (One (1) baseline schedule)
- Monthly Progress Report (five (5) total)

- Meeting Agenda & Minutes for one (1) Kick-off meeting and three (3) Coordination Meetings

### **Task 2 – Data Collection & Analysis**

The CONSULTANT will prepare a Request for Information (RFI) for currently available data to support the creation of the LSLI. Data Collection may include but is not limited to:

- Geographic information system (GIS) databases with installation dates, location, diameter, and material data for water mains and service lines
- Computerized maintenance management system (CMMS) database or other work order system records
- Paper records and property data
- Previous materials evaluation performed to identify lead and galvanized iron or steel under the original Lead and Copper Rule
- Construction and plumbing codes, permits, and existing records or other documentation that indicates the service line materials used to connect structures to the distribution system
- Customer billing data which includes connection dates and active accounts
- Distribution system maps, drawings & As-builts
- Historical records on each service connection
- Meter installation records, e.g., typical details, GIS data on locations, diameters, and installation dates
- Historical capital improvement or master plans
- Standard operating procedures
- Inspections and records of the distribution system that indicate the material composition of the service connections that connect a structure to the distribution system
- Interviews with O&M staff
- Private-side construction permits, e.g., plumbing permits
- Existing records or other documentation that indicates the private-side service line material, e.g., tap cards, work order notes or forms
- Historical capital improvement plans (for as many years available)

**Deliverables:** The following deliverables will be submitted to the VILLAGE as part of Task 2:

- Request for Information (RFI)
- Database of compiled support information (electronic copy)

### **Task 3 – Lead Service Line Inventory (LSLI)**

When present, lead service lines are the primary source of lead in drinking water. The first step in understanding and addressing lead service line risks is to determine their locations in the VILLAGE's public water distribution system. The LCRI requires all water systems to develop a publicly available inventory of all publicly and privately-owned service lines in the distribution system, which must be submitted by the October 16, 2024, deadline.

Systems will be required to submit annual notification letters to all customers with lead service lines or service lines of unknown material (See **Task 6** for Communication Strategies). While many systems have unknown service line materials (often historically assumed to be non-lead), the LCR Revisions will require unknown service line materials to be presumably lead.

The CONSULTANT will use existing material data and professional expertise to predict probability and develop a preliminary service line inventory for each eligible water system, including the publicly

owned and privately-owned portions of the service. The LSLI is intended to identify the location and material of all water service lines present in each water system. It will document both the service line material from the water main to the curb stop and the curb stop to the residence/structure. The inventory will be compiled using resources and methods identified by EPA in the LCRR. Additionally, desktop measures will be taken to simplify the service line material identification using predictive modeling where appropriate.

The CONSULTANT will provide a desktop analysis to develop a Preliminary Lead Service Line Inventory. Water mains & water services that cannot be identified based on this desktop analysis (public & private) will require further analysis (presented in **Task 4**).

### **3.1 GIS Review**

The CONSULTANT will review the VILLAGE's utility GIS system to identify available water main pipe information, including pipe material and construction date, to determine whether a pipe can be ruled out of, or included in the LSL inventory. Only pipes constructed prior to the 1986 SDWA Lead Ban and/or constructed out of the following materials will be considered as part of the Lead Service Pipe Inventory:

- Lead pipes
- Lead fittings
- Copper with lead solder
- Lead goosenecks
- Galvanized lines
- Unknown materials

The CONSULTANT will identify any attributes not already available on the GIS database, which can be added from readily available information such as service account information and service meter data, building department permits and plumbing permit history. This information could help identify the date the meters were set or that water service was first provided.

### **3.2 Preliminary LSLI Database and Database Management**

The CONSULTANT will create a database structure in ESRI ArcGIS that utilizes existing GIS database layers including water meters, property parcels, water mains and service lines. The CONSULTANT will develop service line material category options (e.g., "lead", "non-lead", "lead status unknown", or "galvanized requiring replacement") and symbology for both public and private service line materials that align with FDEP and FDOH requirements.

The CONSULTANT will develop and implement a preliminary service line material, of both public and private side connections. Services under this task will include:

- Provide a cost-effective solution to expedite populating and updating the service line inventory and identifying area that potentially have LSL's using VILLAGE's staff expertise, as-builts, GIS data, building code information, field investigations, etc.
- If requested & approved by the VILLAGE, the CONSULTANT can provide ability for field teams to input material data, including photos directly into the software system via a mobile device
- Data "clean up" support to gather, organize, and input appropriate data, meet inventory requirements, and prediction capabilities
- Confirm with the FDOH and FDEP on what will be acceptable "verification" of service line materials (See task 1)

**Deliverables:** The following deliverables shall be provided under Task 3:

- Updated GIS Database & Web-app to record service line material inventory information



- Preliminary Lead Service Line Inventory to be provided in USEPA sample format, or format agreed with VILLAGE (meeting USEPA requirements. The CONSULTANT will submit inventory to VILLAGE whereas VILLAGE will subsequently review and submit final package to the EPA

**Task 4 – Sampling Plan**

The LCRR also introduces additional sampling requirements. For systems with lead service lines, compliance sampling will include a first liter and a fifth liter sample, which monitors lead release directly from the lead service line.

The CONSULTANT will review available water sampling data from the VILLAGE and assist the VILLAGE in developing an updated adequate Sampling Plan based on the tiers established by the LCRR including:

- Number of Tap Samples required
- Standard vs Reduced Monitoring frequency requirements
- Procedure on collecting samples
- Establishing Action Levels based on 90th Percentile Lead and Copper Levels
- Evaluation of Corrosion Control Techniques in place in the VILLAGE

**4.1 School and Childcare Facility Testing**

By October 16, 2024, the VILLAGE must develop a list of all schools and childcare facilities built before January 1, 2014, served by its water system(s). Over a 5-year period, sampling must be conducted in 20% or more of the elementary schools and in at least 20% of the childcare facilities starting in 2024. Communications for school and childcare facilities include:

- providing information of health risks of lead in water, and notification of sampling requirements
- instructions 30 days prior to a sampling event on identifying sample outlets and how to prepare for the sampling event

Sample location and quantity requirements are listed in the table below. If a facility does not contain the types of faucets as listed below, samples shall be collected at another outlet typically used for consumption.

Facility Type	Sample Quantity and Location
<b>School</b>	<ul style="list-style-type: none"> <li>• Drinking water fountain x 2</li> <li>• Kitchen Faucet x 1</li> <li>• Classroom faucet or other drinking outlet x1</li> <li>• Nurse's office faucet x1</li> </ul>
<b>Childcare Facility</b>	<ul style="list-style-type: none"> <li>• Drinking Water Fountain x1</li> <li>• Kitchen Faucet, Classroom Faucet, or other drinking outlet x1</li> </ul>

**Deliverables:** The following deliverables will be submitted to the VILLAGE as part of Task 4:

- Recommendations & development of the lead and copper sampling monitoring program, including the alignment with new sampling tiers
- List of all schools and licensed day care facilities within the VILLAGE

## **Task 5: “Lead Status Unknown” Verification Plan**

The next requirement for the October 2024 deadline is the lead service line replacement plan. All water systems with one or more lead, galvanized requiring replacement, or lead status unknown service lines in their distribution system must, by October 16, 2024, submit a lead service line replacement plan to the USEPA. The CONSULTANT, in coordination with the VILLAGE, will develop a “Lead Status Unknown” Verification Plan which will include the following:

- Plan for determining the composition of the “lead status unknown” service lines per findings of **Task 3** (LSLI)
- General procedure for conducting full lead service line replacement, and Lead service line replacement prioritization strategy
- Communications Strategy for informing customers before a full or partial lead service line replacement (Refer to **Task 6**)
- Identification of Funding Strategies

### **5.1 “Lead Status Unknown” Verification Plan**

Public side field verification is needed for all pipes with unknown construction materials that were either constructed prior to 1989 or where the construction date is unknown. Priority should be given to older sections of the distribution system which are more likely to contain lead. The following are a few options:

- The VILLAGE can perform a quick check of the service lines immediately upstream of the meter box. If it is galvanized, there is a good chance the line is connected to the main with a lead gooseneck. These lines should be categorized as containing lead on the LSLI and should be scheduled for replacement.
- A Subsurface Utility Engineering (SUE) contractor can perform soft-digs to visibly confirm the pipe material.

Private side field verification for developments prior to 1989 is considerably more time consuming due to the vast number of privately maintained services. This is exacerbated by challenges with access rights on private property. It will likely take a multi-stage approach to compile a complete LSL of privately owned services.

- For new plumbing permits issued for properties developed prior to 1989, consider adding a requirement to verify existing plumbing material, if no such requirement already exists
- Research known available plumbing materials used in the area prior to 1989
- Random samples, test the pipe surface for lead content with readily available testing strips or test markers
- Develop a Private-side verification questionnaire/survey to be made available to the public via the VILLAGE’s website.

The LCRR includes guidelines for material identification and USEPA recently released “Guidance for Developing and Maintaining a Service Line Inventory.” Both sources identify multiple potential methods for consideration, but implementation is largely site specific where applicability varies based on existing data sources and organizational practices as well as available utility resources. The CONSULTANT will develop a Field Verification Plan, in coordination with the VILLAGE, based on the preliminary LSLI findings. Since physically inspecting every service line to determine if it is lead is unrealistic, a representative, uniformly random number of service lines are recommended to be physically verified as a statistically sound subset to improve reliability of the LSLI.



The CONSULTANT will evaluate a range of possible identification methods based on accessibility, cost, and effectiveness. The plan will include a phased, targeted approach to material identification. Available material identification methods will be based upon the latest guidance from the USEPA, FDEP and/or FDOH.

Execution of field verification activities and implementation support for service line identification will be presented in a separate/future Work Order.

## **5.2 Funding Mechanisms**

As part of the LSLR Plan, The CONSULTANT will develop a list of funding mechanisms available to the VILLAGE. It is important to design funding strategies that will achieve full LSL replacement regardless of economic status, race or ethnicity. To aid with the potential cost associated with lead service line replacement, the USEPA and HUD are supporting states, tribes and cities to utilize the suite of funding and financing options provided by the federal government. Additionally, the VILLAGE may take advantage of the \$1.2 T Bipartisan Infrastructure Law (BIL). BIL will inject significant resources into Florida's Drinking Water State Revolving Fund (DWSRF). This funding cycle specifically provides \$111,306,000 for Florida utilities with a 49% forgivable percentage for disadvantaged communities. Considering the timeline for previous needs assessment by the EPA, it is likely that early DWSRF cycles may contain greater funding than later cycles in Florida.

The CONSULTANT will develop a matrix of funding options and requirements for VILLAGE's consideration.

- Identify funding sources to assist with implementation of the various requirement of the LCR Revisions
- Identify funding sources to assist private property owners with replacement of their service lines

The CONSULTANT will provide guidance on completion of funding application forms and the VILLAGE will be responsible for filling out and submitting funding application and associated documents, as applicable.

**Deliverables:** The following deliverables shall be provided under Task 5:

- Action Plan to determine lead status of "unknown" service lines
- Lead Service Line Replacement Plan including Prioritization Criteria
- Funding Mechanisms Summary Matrices

## **Task 6: Communications & Public Education Strategy**

The CONSULTANT will work with the VILLAGE to develop a Communications Strategy for residents including providing guidance and templates for public communications.

The LCRR includes provisions to inform the public about their drinking water system and the occurrence of lead service lines. The VILLAGE is required to notify the occupants of homes with lead service lines and to include options for mitigating the risk associated with the LSL. These revisions will ultimately improve communications with the customers and provide increased transparency on LCRR compliance. A public outreach & education campaign can help focus the public on the positive aspects of the LCRR and the VILLAGE's proactive response in assessing its distribution system.

This task includes but is not limited to:

- Assist in developing a plan to meet all USEPA requirements to notify customers
- Develop educational materials and programs to inform the public about the risks of lead and copper in drinking water as well as Lead & Copper Rule compliance efforts, if required
- 24-hour notification requirements (individual customer and entire water system as required in the Rule Revisions).
- Assist in the development of outreach, educational, and promotional materials for each phase: inventory, replacement, sampling, etc.
- Provide suggested verbiage to include in VILLAGE-developed materials including language that explains the LCRR in simple & positive terms

**Deliverables:** The following deliverables shall be provided under Task 6:

- Develop messaging, content, graphic designs, and overall strategy for the VILLAGE driven public education and outreach assistance program

### **PROJECT ASSUMPTIONS**

- All requested information will be made available by the VILLAGE
- Survey services will not be performed. If surveys are determined to be required during the project execution, they will be additional services and will require a scope revision.
- The VILLAGE's staff will be available to attend meetings and assist with site visits and provide access to the lift stations and wastewater treatment plant during survey and geotechnical investigations
- All materials & deliverables shall be submitted electronically to the VILLAGE
- No design or permitting services are included in this Scope of Work
- No surveying, Subsurface Utility Engineering services, geotechnical investigations, water sampling, or on-site field inspections are included
- The VILLAGE to provide a database of schools & childcare facilities within the VILLAGE's boundaries/Water Service Area including address (or georeferenced location), date of construction and building type
- It is assumed that all pipes constructed after the 1986 SDWA Lead Ban are in compliance with this ban and will not be included on the LSL inventory
- The VILLAGE, will provide GIS data sources necessary for inventory framework including property and parcel information, and locations and sizes of existing water distribution lines, meter and service lines
- The VILLAGE will review and confirm the service line designation criteria in the inventory database.
- Additional field verification or other actions may be needed to verify the accuracy of existing records and indirect service line designation criteria. Once the preliminary database is created, additional record review and/or field investigation will likely be required. This can either be done by VILLAGE staff, the CONSULTANT under a separate task order, or a third party hired by the VILLAGE
- The VILLAGE will schedule and coordinate any public notice meeting(s)
- This Work Order provides the first steps towards compliance with the LCRR and will require further steps to bring the VILLAGE into full compliance, as well as ongoing efforts thereafter based on timeframes and cycles specified by the USEPA
- It is anticipated that additional efforts may be required to support the implementation of a Lead & Copper Rule Program such as preparing design details, specification and contract documents for the excavation of test pits or SUE activities, construction management & administration for SUE contractors, technical specifications, drawings & standard details

associated with the replacement of lead service lines, generation of SOPs for strategies where individual lead samples exceed the action limit, SOPs for reporting results to customer within the LCRR’s required timeframes, additional training and public outreach activities, laboratory testing, tracking of sampling results, ordering, tracking and shipping sampling kits, applying for grants and/or other funding mechanisms, Corrosion Control Treatment (CCT) studies, among others. Additional efforts not specified in this Scope of Work or exceeding the efforts estimated herein, will be presented under a separate Scope of Work in order to provide continuous service and support to the VILLAGE for the LCRR Compliance Program

- The VILLAGE will conduct submittal reviews and provide comments within five (5) working days of submittal

**ADDITIONAL SERVICES**

If authorized in writing by the VILLAGE, as an amendment to this Work Order, the CONSULTANT shall furnish, or obtain, Additional Services of the types listed in the AGREEMENT. The VILLAGE, as indicated in the AGREEMENT, will pay for these services.

**PERFORMANCE SCHEDULE**

The CONSULTANT shall perform the services identified in Tasks 1 - 6 within 120 days of the written Notice to Proceed. The LCCR deadline is October 16, 2024.

**PROJECT FUNDING**

Performance of this project is at the VILLAGE’s discretion and may be contingent upon the VILLAGE receiving funding and work shall not begin until the VILLAGE provides a Notice to Proceed to CONSULTANT.

**METHOD OF COMPENSATION**

The services performed will be accomplished using the Lump Sum method of compensation. The total hourly rates payable by the VILLAGE for each of CONSULTANT’s employee categories, reimbursable expenses, if any, and sub-consultant fees, if any, are shown on **Exhibit A** attached hereto and made a part hereof. Pay application requests shall be prepared on the VILLAGE’s approved pay application request form. The CONSULTANT shall submit the pay application request to the VILLAGE’s Project Manager for review and approval. Pay application requests shall be submitted monthly.

**TERMS OF COMPENSATION**

Services will be provided for the following amounts:

Task 1 – Project Management & Coordination Meetings	\$6,919.00
Task 2 – Data Collection & Analysis	\$13,385.00
Task 3 – Lead Service Line Inventory (LSLI)	\$44,260.00
Task 4 – Sampling Plan	\$6,303.00
Task 5 – Lead Status Unknown Verification Plan	\$21,730.00
Task 6 – Communications & Public Education Strategy	\$15,340.00
<b>Grand Total</b>	<b>\$107,937.00</b>

### **VILLAGE CONTACTS**

Requests for payments should be directed to North Bay Village Accounts Payable via e-mail to [Pwdocuments@nbvillage.com](mailto:Pwdocuments@nbvillage.com) after getting approval from the VILLAGE's Project Manager. All other correspondence and submittals should be directed to the attention of Name of *PM*, Project Manager, at the address shown below. **Please be sure that all correspondence refers to the VILLAGE project number and title as stated above.**

**Delroy Peters**  
Project Manager  
Public Works  
North Bay Village  
Village Hall, 3<sup>rd</sup> Floor Public Works  
1666 Kennedy Causeway  
North Bay Village, FL 33141  
(305) 756-7171 Ext. 29  
[Dpeters@nbvillage.com](mailto:Dpeters@nbvillage.com)

**Marlon Lobban, PE**  
Director of Public Works  
North Bay Village  
Village Hall, 3<sup>rd</sup> Floor Public Works  
1666 Kennedy Causeway  
North Bay Village, FL 33141  
(305) 756-7171 ext. 66  
[Mlobban@nbvillage.com](mailto:Mlobban@nbvillage.com)

### **CONSULTANT CONTACTS**

**Paola Davalos**  
Ardurra Group, Inc  
1000 NW 57th Ct, Suite 800  
Miami, FL 33126  
Email: [padavalos@ardurra.com](mailto:padavalos@ardurra.com)  
Phone: 786-873-5200

**SIGNATURE PAGE**  
**NORTH BAY VILLAGE**

IN WITNESS OF THE FOREGOING, the parties have set their hands and seals the day and year first written above.

By: Marlon Lobban

Marlon Lobban  
Village Public Works Director

This Work Order approved pursuant to [check one and initial]:

\_\_\_\_\_ Manager Purchasing Authority (§36.25 Village Code)

\_\_\_\_\_ Resolution No. \_\_\_\_\_

By: \_\_\_\_\_

Dr. Ralph Rosado, Ph.D, AICP  
Village Manager

Attest:

By: \_\_\_\_\_

Alba L. Chang, CMC  
Village Clerk

Approved as to form and legal sufficiency:

By: \_\_\_\_\_

Weiss Serota Helfman Cole & Bierman, P.L.  
Village Attorney

**SIGNATURE PAGE**  
**CONSULTANT/CONTRACTOR**

WITNESSES:

ARDURRA GROUP, INC

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
[Witness print/type name]

\_\_\_\_\_  
[Print Name, check title]

\_\_\_\_\_

- President    Vice President  
 Authorized Signatory (Please provide corporate authorization)

\_\_\_\_\_  
[Witness print/type name]

ATTEST:

(CORPORATE SEAL)

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
[Print Name]

**ACKNOWLEDGMENT**

State of Florida  
County of \_\_\_\_\_

The foregoing instrument was acknowledged before me by means of  physical presence or  online notarization, this \_\_ day of \_\_\_\_\_, 20\_\_, by \_\_\_\_\_ (name of person) as \_\_\_\_\_ (type of authority) for \_\_\_\_\_ (name of party on behalf of whom instrument is executed).

\_\_\_\_\_  
Notary Public  
(Print, Stamp, or Type as Commissioned)

\_\_\_ Personally known to me; or

\_\_\_ Produced identification (Type of Identification: \_\_\_\_\_)

\_\_\_ Did take an oath; or

\_\_\_ Did not take an oath

Work Order No.: 3  
Project No.: XXXXX  
Project Name: Lead and Copper Rule Compliance Assistance  
Consultant: Ardurra Group, Inc.  
Contract No.: RFQ 2023-005

**Exhibit A – Work Break Down Fee Schedule**



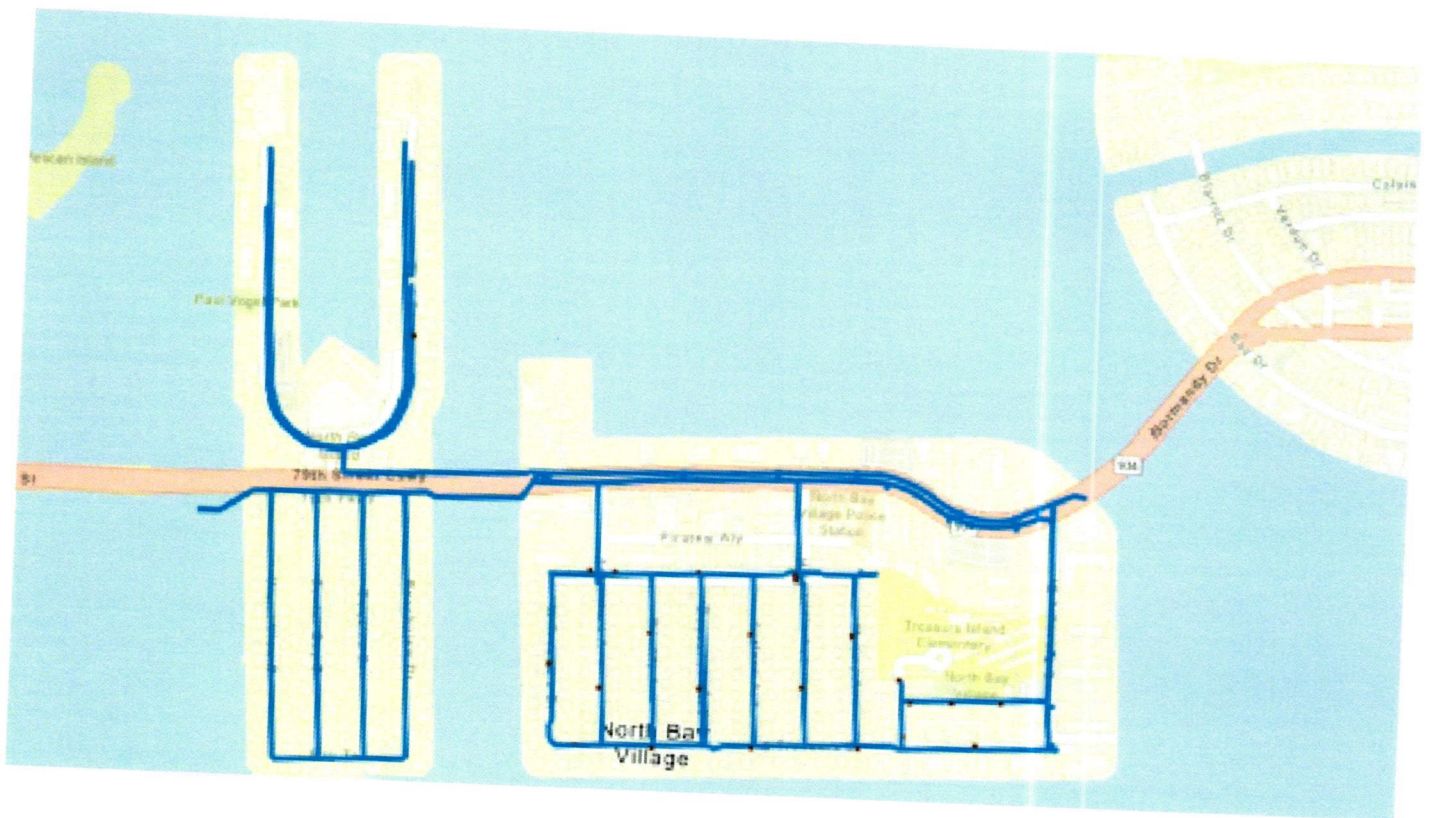


**North Bay Village**  
**RFQ 2023-005 - Work Order No. 2**  
**Lead and Copper Rule Compliance Assistance**  
**PROPOSED FEE SCHEDULE**  
**Appendix A**



Task								Budget	
	Principal Engineer	Project Manager	PIO Communication Manager	Project Engineer	Designer	GIS Specialist	Total Hours	Labor	Subtotal
	Rate, \$/Hr	\$280.00	\$235.00	\$215.00	\$190.00	\$135.00	\$127.00		
<b>1 Project Management, Progress Meetings &amp; Regulatory Coordination</b>	3	15	0	5	10	2	35	\$6,919.00	\$6,919.00
<i>Kick-off Meeting</i>	0	2	0	2	4	0	8	\$1,390.00	
<i>Coordination Meetings (3)</i>	3	3	0	3	6	2	17	\$3,179.00	
<i>Ongoing Project Management</i>	0	10	0	0	0	0	10	\$2,350.00	
<b>2 Data Collection &amp; Analysis</b>	2	5	0	9	36	40	92	\$13,385.00	\$13,385.00
<i>Preparation of RFI</i>	0	1	0	1	4	0	6	\$965.00	
<i>Data Review &amp; Preparation of Data Collection Geodatabase</i>	2	4	0	8	32	40	86	\$12,420.00	
<b>3 Lead Service Line Inventory (LSLI)</b>	4	12	0	20	120	160	316	\$44,260.00	\$44,260.00
<i>GIS Database to record Service Line Inventory Information</i>	2	8	0	12	80	120	222	\$30,760.00	
<i>Preliminary LSLI Database and Database Management</i>	2	4	0	8	40	40	94	\$13,500.00	
<b>4 Sampling Plan</b>	1	3	0	4	30	4	42	\$6,303.00	\$6,303.00
<i>Sampling Program Recommendations</i>	1	2	0	4	24	0	31	\$4,750.00	
<i>School and Childcare Facility Research and Listing</i>	0	1	0	0	6	0	7	\$1,045.00	
<i>Map of Childcare Facility Locations</i>	0	0	0	0	0	4	4	\$508.00	
<b>5 Lead Service Line Replacement (LSLR) Plan</b>	4	14	0	40	72	0	130	\$21,730.00	\$21,730.00
<i>Action Plan to determine lead status of "unknown" service lines</i>	2	8	0	8	40	0	58	\$9,360.00	
<i>Lead Service Line Replacement Plan including Prioritization Criteria</i>	1	4	0	8	28	0	41	\$6,520.00	
<i>Funding Mechanisms Summary Matrices</i>	1	2	0	24	4	0	31	\$5,850.00	
<b>6 Communications &amp; Public Education Strategy</b>	1	6	20	8	58	0	93	\$15,340.00	\$15,340.00
<i>Public Education &amp; Outreach Plan Strategy</i>	1	6	20	8	58	0	93	\$15,340.00	
<b>Total (Hours)</b>	15	55	20	86	326	206	708		
<b>Sub-Total Labor Fee</b>								\$107,937.00	\$107,937.00
<b>ODC's (Mileage, Reproduction &amp; Reimbursable) (See Appendix B)</b>									\$0.00
<b>Sub-Total Labor Fee/ODC</b>									\$107,937.00
<b>Total Project Cost (Labor/ODC)</b>									\$107,937.00
<b>% Utilization</b>	2.12%	7.77%	2.82%	12.15%	46.05%	29.10%	100.00%		
<b>Total (\$)</b>	\$4,200.00	\$12,925.00	\$4,300.00	\$16,340.00	\$44,010.00	\$26,162.00			\$107,937.00

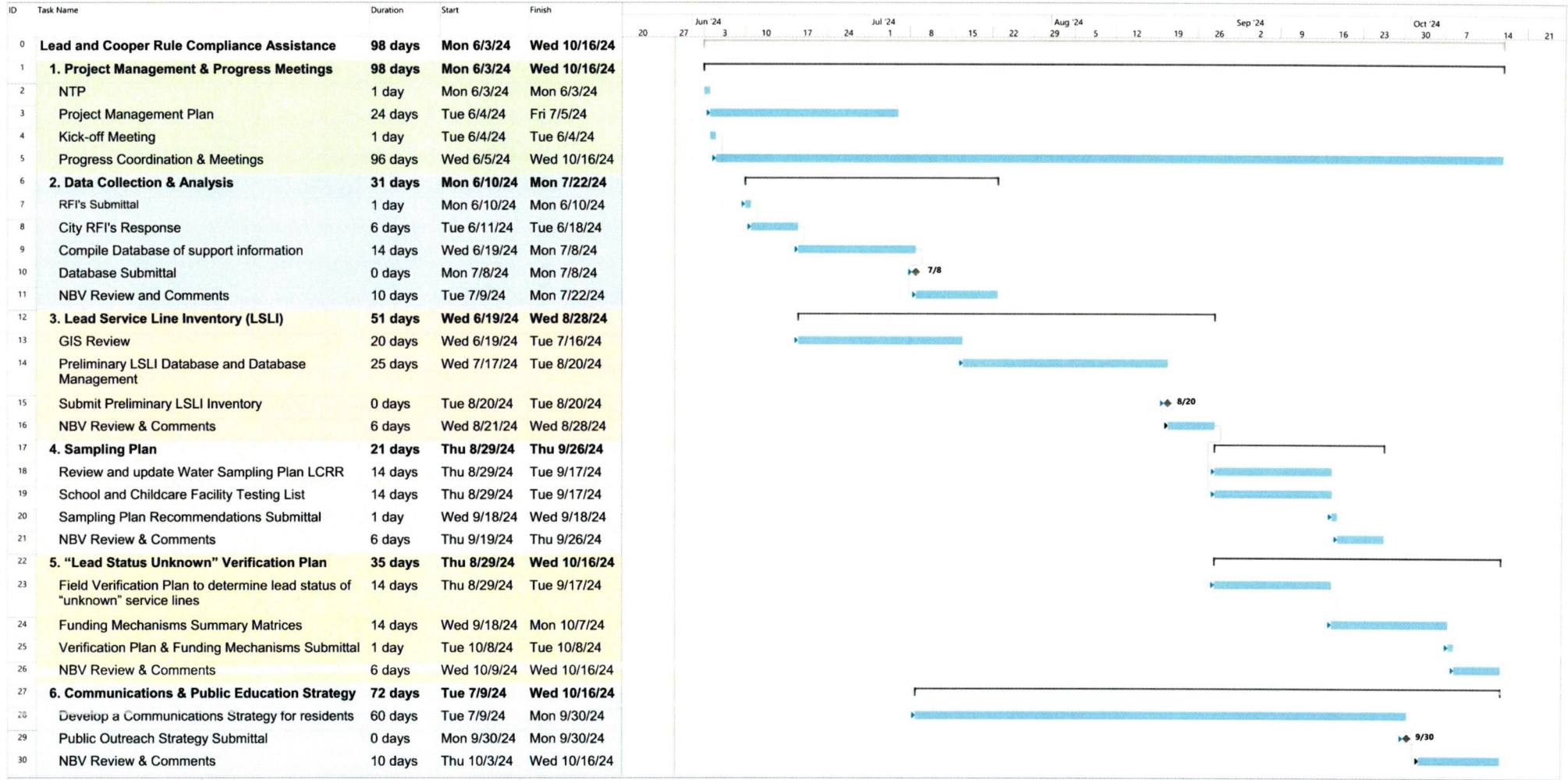
**Exhibit B – Location Map**



Work Order No.: 3  
Project No.: XXXXX  
Project Name: Lead and Copper Rule Compliance Assistance  
Consultant: Ardurra Group, Inc.  
Contract No.: RFQ 2023-005

**Exhibit C – Project Tentative Schedule**





Task	Summary	Inactive Milestone	Duration-only	Start-only	External Milestone	Manual Progress
Split	Project Summary	Inactive Summary	Manual Summary Rollup	Finish-only	Deadline	
Milestone	Inactive Task	Manual Task	Manual Summary	External Tasks	Progress	

EXHIBIT "B"



Budget Amendment Form

<b>Department :</b> Water Department	<b>Date :</b> 6/11/2024
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**Fund(s) to be changed:** Enterprise Fund

GL Account	GL Line Item	Project:	Transfer to:	Transfer from:
<a href="#">430.31.533.3110</a>	Engineering & Planning		\$ 107,937	
<a href="#">430.00.389.3890</a>	Appropriation of Fund Balance			\$ 107,937
<b>TOTAL (Columns must be equal)</b>			<b>\$ 107,937</b>	<b>\$ 107,937</b>

**Description:**

Transfer Enterprise Fund Balance to Permitting Expense for Ardurra Group, Inc. For regulatory compliance with lead and copper by U.S. EPS.