

BILL NO. 2131

SPECIAL ORDINANCE NO. _____

AN ORDINANCE AUTHORIZING THE MAYOR OF THE CITY OF CUBA, MISSOURI, ON BEHALF OF SAID CITY, TO ENTER INTO AN AGREEMENT WITH ARCHER ELGIN FOR ENGINEERING SERVICES FOR THE INTIIAL LEAD SERVICE LINE INVENTORY.

WHEREAS, the Board of Aldermen of the City of Cuba, Missouri (City), has determined that it is in the best interests of the City to enter into an agreement with Archer Elgin for the initial lead service line inventory.

BE IT ORDAINED, by the Board of Aldermen of the City of Cuba, Missouri, as follows:

Section 1: The City of Cuba, Missouri, shall enter into an agreement Archer Elgin for the initial lead service line inventory and service agreement. A copy of said Agreement is attached hereto as Exhibit "A".

Section 2: The Mayor of the City of Cuba, Missouri, is authorized to execute the Agreement on behalf of the City.

Section 3: This ordinance shall be in full force and effect from and after its passage and approval.

READ TWO TIMES AND PASSED BY THE BOARD OF ALDERMEN OF THE CITY OF CUBA, MISSOURI, THIS ____ DAY OF _____, 2024.

KEVIN COPLING, MAYOR

Attest:

LAINIE GARBO, CITY CLERK

(City Seal)

Approved this _____ day of _____, 2024.

KEVIN COPLING, MAYOR

Attest:

LAINIE GARBO, CITY CLERK

(City Seal)

Approved as to the form.
WILLIAMS, ROBINSON, RIGLER & BUSCHJOST, P.C.

By: _____
Lance B. Thurman, #51214
901 North Pine Street, Fourth Floor
Post Office Box 47
Rolla, Missouri 65402
(573) 341-2266

ATTORNEYS FOR THE CITY OF CUBA, MISSOURI

Alderman	Vote on First Reading On _____, 2024	Vote on Second Reading On _____, 2024
Joyce Hartzell		
Debbie Martin		
Dave Honea		
Harold Halbert		
Tony Hutson		
Jeff Bouse		



April 9, 2024

City of Cuba, Missouri
202 N Smith St,
Cuba, MO 65453

Attn: Mayor and Board of Aldermen

Re: Scope Overview for Engineering Services
Initial Lead Service Line Inventory

Dear Mayor and Board of Aldermen,

We appreciate the opportunity to provide our scope overview for the engineering services required to assist the City with completions of the Initial Lead Service Line Inventory for the City of Cuba, Missouri.

The Lead Service Line Inventory is based on the Lead & Copper Rule Revisions (LCRR) published in the Federal Register 86FR4198 on January 15, 2021. The LCRR went into effect on December 16, 2021, with a set compliance date of October 16, 2024. LCRR requires Public Water Systems (PWS) such as the City of Cuba, to complete an initial system inventory that accounts for all service connections within their water system. The initial inventory should include all connections, both active and inactive, within the PWS. The Missouri Department of Natural Resources (MoDNR) has provided the Small/Medium System Lead Service Line Inventory (LSLI) spreadsheet for the purpose of this Initial Inventory and ongoing system inventory updates.

The Initial Inventory includes four (4) key areas of work: Records Review, In-Field Excavation Verification, In-Field Visual Verification, and Administrative Services. The Lead Service Line Inventory is a living document, to meet regulatory guidelines, the PWS should complete good faith effort when developing the October 16, 2024, submittal. It's understood that the initial submission may not be comprehensive in identifying all service line types and connections but should account for as many service connections as possible. PWS's will be required to update their database on a 1–3-year basis as determined by MoDNR.

This overview and the fees stipulated herein are based upon an anticipated project scope that incorporates the following key elements:

- Records Review & Administrative Services: Archer-Elgin will work directly with City personnel to compile PWS records necessary to develop the initial Inventory. Analysis of these records will provide information for the initial inventory which is completed within the MoDNR Small/Medium System Lead Service Line Inventory (LSLI) spreadsheet. This may also be completed through Diamond Maps to ensure the City mapping system is coordinated with the submittal spreadsheet. The Archer-Elgin team will also provide the following Administrative Services:
 - Attending up to four (4) board or council meetings to report on LSLI progress.
 - Assistance with public outreach efforts and documents. It's understood these items will be printed and distributed by the City.





- Assist the City with completion and submission of the MoDNR Lead Service Line Inventory Spreadsheet by October 16, 2024, or sooner.
- In-Field Verification - Administration: Archer-Elgin will work directly with Public Works staff completing In-Field Verification for the Lead Service Line Inventory (LSLI) to help coordinate verification sites and ensure proper records are maintained to meet MoDNR guidelines. It's anticipated that at least 10% of the City's service connections will require In-Field Verification.

Archer-Elgin proposes to provide Records Review and Administrative Services for a lump sum fee of \$39,500.

Archer-Elgin proposes to provide In-Field Verification & Administration Services on an hourly, as needed basis.

Project reimbursable expenses will be passed through with no additional markup (i.e. postage, printing, permit fees, mileage, etc.).

The following services have not been included in our proposal. However, we can complete these services, if necessary, for additional fees:

- Replacement Plan Services
- Procurement of Easement for In-Field Verification work.
- Printing and distribution of public outreach documents.

Thank you again for the opportunity to be a part of this project. We look forward to working with you!

Sincerely,

Archer-Elgin Engineering, Surveying & Architecture

Cameron Schweiss, P.E.



City of Cuba, Missouri
LEAD SERVICE LINE INVENTORY
TASK ORDER NO. 6

This Task Order pertains to an Agreement by and between the City of Cuba, Missouri, (“OWNER”), and CM Archer Group, P.C., dba Archer-Elgin (“ENGINEER”), dated December 17, 2020, (“the Agreement”). Engineer shall perform services on the project described below as provided herein and in the Agreement. Upon execution, this Task Order shall supplement the Agreement as it pertains to the project described below.

TASK ORDER NUMBER: 06
PROJECT NAME: Lead Service Line Inventory

PART 1.0 PROJECT DESCRIPTION:

The project scope shall include an initial inventory of lead service lines in the water distribution system. It is understood that this initial inventory will not be exhaustive and will result in unknown service line materials to be investigated in an ongoing effort.

PART 2.0 SCOPE OF SERVICES TO BE PERFORMED BY ENGINEER ON THE PROJECT:

A. HISTORICAL RESEARCH

ENGINEER shall review available records to determine likelihood of lead service line presence for all service connections. This will consist of building permits, construction record drawings, maintenance records, County Assessor’s data and historical satellite imagery.

B. PHYSICAL INSPECTION

Based upon the historical research, ENGINEER shall select a statistical sample of service lines for City personnel to physically inspect and identify service line material. Physical inspections may include observing the meter pit, customer service line entry point, or utilization of hydro-vac equipment to excavate and expose the service line for inspection. The number of physical inspections will be partially based upon the records research and will likely be limited by available budget. We anticipate City crews will physically inspect approximately 10% of the service lines. ENGINEER will provide support to OWNER’s personnel for the successful completion of this work.

C. GIS MAP/DATABASE

ENGINEER shall compile the service line material information into the City's GIS database and adjust the database to meet the MDNR inventory format.

D. MDNR SUBMITTAL

The GIS database will be exported to populate the MDNR inventory spreadsheet. ENGINEER shall assist the City with submittal to MDNR to meet the October 16, 2024, deadline.

PART 3.0 OWNER'S RESPONSIBILITIES:

OWNER shall do the following in a timely manner so as not to delay the services of the ENGINEER:

- A. Designate in writing a person to act as OWNER's representative with respect to the services to be rendered under this agreement.
- B. Provide all criteria and full information as to OWNER's requirements for the Project, including maps, record drawings, building permit records, GIS database, and Crawford County Assessor's database.
- C. Arrange for access for OWNER and/or ENGINEER to enter upon public and private property as required for ENGINEER to perform services under this Agreement.
- D. OWNER agrees to indemnify, defend, and hold harmless ENGINEER and employees from and against all claims, losses, damages, cause of action, suits, liability, or every kind including all expenses of litigation, cost to cure, court costs, and attorney fees resulting from inaccurate or insufficient information, data, or instructions provided by the OWNER, employees, ENGINEER, or agents.

PART 4.0 PERIODS OF SERVICE:

Initial Lead Service Line Inventory to be complete and submitted to permitting authorities by October 16, 2024.

PART 5.0 PAYMENTS TO ENGINEER:

The OWNER shall compensate the ENGINEER for the specified tasks plus reimbursable expenses in the amounts and in the manner stated below:

Item 1 – Scope Sections A, C, and D	\$ 39,500.00
Item 2 – Scope Section B	Hourly

IN WITNESS WHEREOF, the parties hereto have made and executed this AUTHORIZATION as of this date indicated below.

This Agreement is executed this _____ day of _____, 2024

City of Cuba, Missouri
"OWNER"

CM Archer Group, P.C.
"ENGINEER"

BY: _____

BY: _____

NAME: _____

NAME: Jeff Medows, P.E.

TITLE: _____

TITLE: President

ADDRESS: 202 N. Smith St.
Cuba, MO, 65453

ADDRESS: 310 E. 6th Street
Rolla, MO 65401