

**SCOPE OF SERVICES**  
**For**  
**CITY OF NEW PORT RICHEY EPA LEAD & COPPER RULE REVISION ASSISTANCE**  
**MARCH 23, 2023**  
**TASK ORDER NO. 2023-01**

## **BACKGROUND AND OBJECTIVES**

The City of New Port Richey (NPR) is required to make changes to the current Lead & Copper Sampling Plan required under the EPA published final regulatory revisions to the National Primary Drinking Water Regulation (NPDWR): Lead and Copper Rule Revisions published January 16<sup>th</sup>, 2021. NPR provides potable water service to 33,000 people, and therefore, as a medium sized utility serving more than 10,000 people and less than 50,000 people, must have a lead service line inventory completed and made publicly available, and provide certification to Florida DEP of completion for its Phase 1 compliance by **October 16, 2024**.

Phase 1 compliance includes:

- Completion of a service line inventory.
- Updated sampling plan based on the service line inventory.
- Completion of a service line replacement plan.

Juturna Consulting LLC (Consultant) is providing this scope of services to work with NPR staff to perform and develop the following components to comply with the changes required under the recent changes to the EPA's Lead & Copper Rule:

- Service Line Inventory Identification Plan.
- Lead & Copper Sampling Plan Update (without locations as they will yet to be determined from inventory).
- Notification/Handout Plans.
- Service Line Replacement Plan (without locations as they will yet to be determined from inventory).

## **BENEFITS**

This project will assist NPR to develop plans to develop an inventory of the customer and system service lines, identify areas of concern, communities at risk, priority areas for lead sample line replacement, how to provide notification and public education information to the public, schools, and homes. Consultant is well suited to lead NPR's LCRR plan development. Consultant is also experienced with the role of lead and copper sample plan development, distribution system lead and copper sampling, distribution systems and school systems.

## **SCOPE OF SERVICES**

This project will provide plans and guidance needed for NPR's potable water system to comply with Sub-section §141.84 of the NPDWR Lead and Copper Rule Revision, so that NPR can certify

completion of its systemwide service line inventory, an updated sampling plan for lead and copper for the distribution system, as well as the schools and licensed daycare centers, and the information plan for providing notification to the public of the presence of lead service lines, and a plan for service line replacement by October 16, 2024.

## **TASK 1 - MEETINGS, WORKSHOPS AND DATA COLLECTION**

**1.1 Data Collection** – Consultant will prepare a list of data items required from NPR and NPR’s meter replacement contractor to complete the lead and copper service line inventory and sampling plan updates. Confirm City GIS capability for data collection, storage, and public interface. Consultant shall use online state, county, and city information to collect additional information needed to complete the sampling plan of the utility served schools and daycare facilities.

**1.2 Project Workshops** – Consultant will conduct four (4) workshops with NPR staff to discuss, collaborate and brainstorm on the following topics:

### **Workshop 1 – Kickoff Meeting and Lead & Copper Inventory Plan Development**

Consultant will prepare for, conduct and summarize a kickoff meeting with NPR staff to establish the plan to complete the necessary components due under subsection §141.84. Consultant will review the purpose of the Project, regulatory timeframe completion to get buy-in from key NPR leadership. Consultant will provide an overview of the subsequent workshops described below, and NPR will confirm which of their staff should attend the workshops. Consultant will prepare and submit kickoff-meeting notes to the project team.

This first meeting will also begin the Lead & Copper Inventory Plan Development including:

- EPA Inventory Template Requirements Overview.
- Description of pipeline identification types and methods for field confirmation.
- Use of the ArcGIS Solutions Lead Service Line Inventory Program for data collection and compliance.
- Historical and online data sources for building age, investigation of code requirements prohibiting lead lines.
- Information collection by meter replacement contractor or other field crews.
- Implementation by NPR staff for initial inventory and future annual updates.

### **Workshop 2 – Lead & Copper Inventory Draft Plan Overview and Sampling Plan Requirements of the Lead & Copper Inventory Plan Format**

This workshop will include a review of the drafted inventory plan developed after Workshop 1, and the requirements for an updated sampling plan. The new requirements will include:

- Increased quantity and frequency of distribution system sampling at specific locations, based on the inventory.
- Changes to sampling procedures.

- Sample result levels which would trigger corrosion control studies.
- New requirements for sampling at schools and licensed daycare facilities.

### **Workshop 3 – Public Education Plan Requirements**

The new Lead & Copper rule revision includes several new requirements for public information and notification. This workshop will review the requirements and determine the list of templates that will be developed and tailored for NPR. This will include:

- General Information update (website, billing flyer, CCR insert).
- Site Specific Information for locations with service line issues.
- School and Daycare system required notifications.
- Non-compliant sample notifications.
- Notification to homeowners for lead service line construction activities.
- Offer for replacement of customer side service lines at the customer expense.
- Public interface or website.
- Annual homeowner notification of lead/galvanized requiring replacement or unknown service lines.

### **Workshop 4 – Service Line Replacement Plan Development**

Part of the new Lead & Copper Rule Revision requires service line replacements. This workshop will review the following:

- Prioritization for service lines that will require replacement.
- Replacement timeline.
- Utility vs. customer service line requirements.
- Options to obtain funding.
- Customer notification and coordination during construction.

### **Task 2 - Draft Plans for Review**

Consultant will draft the following Plans:

- Lead & Copper Inventory plan.
- Update Lead & Copper Distribution Sampling plan.
- School and daycare sampling plan.
- Public notification/educational plan.
- Service line replacement prioritization plan.

### **Task 3 – Potable Water system Lead & Copper Rule Revision Update Phase 1 Report**

Consultant will compile and prepare a report documenting and all the Phase 1 lead and copper rule plans needed to complete NPR's potable water system updates needed to comply by October 16<sup>th</sup>, 2024. NPR will need to complete the lead and copper inventory and then certify to the FDEP/U.S. EPA that the City's inventory is complete and has been made publicly available,

the service line replacement plan is complete and the sampling plans have been updated no later than October 16th, 2024.

## **NPR'S RESPONSIBILITY**

The following shall be provided by NPR:

- Reasonable access to operations, maintenance, and engineering staff.
- Hard copy of previous lead and copper sampling plan, and the most recent sample results.
- Electronic copy of the NPR and distribution system maps within and without the City.
- Copies of record drawings.
- Copies of applicable operating reports and maintenance records.
- Submittal of the Certification of completion of the lead sample line inventory, lead sample line replacement plan and lead and copper sampling plan updates for PWS ID FL6511255 when the inventory and plans are complete.

## **SUPPLEMENTAL SERVICES**

This scope covers the preparation work necessary to get ready to start Phase 2 Compliance on October 16, 2024. This work does not include the specific sampling locations or service line replacement locations, as those cannot be determined until the service line inventory is complete.

Any work requested by NPR that is not included in the items listed in this scope of services will be classified as supplemental services requiring additional funding and task authorization in the project budget or negotiation of a separate authorization. Supplemental services could include, but are not limited to:

- Service line data entry from meter replacement data.
- Related research of historic data for the current distribution system and entry of data/information into the lead and copper inventory.
- Sample packet assistance, drop off and collection of kits after collection and drop off to the contract laboratory. This may include the distributions system, daycare centers and schools.
- Plan review and update as needed.
- Annual inventory updates.
- Corrosion control evaluation and/or pilot testing.

## **SCHEDULE**

The anticipated project completion schedule described below will be in effect after Notice to Proceed and requires significant coordination with NPR staff for achievement within the LCRR regulatory timeframe. This schedule, as shown below is 12 months. NPR review periods will be 2 weeks on all deliverables.

The following schedule is estimated for the tasks set forth in this scope of services.

<b>Task</b>	<b>Completion Date</b>
Task 1 – Workshops and Data Collection	
Workshop 1 – Kickoff Meeting & Lead & Copper Inventory Draft Plan Development	May 2023
Workshop 2– Lead and Copper Inventory Draft Plan Overview & Sampling Plan Development	June 2023
Workshop 3– Public Education Plan Requirements	July 2023
Workshop 4 – Service Line Replacement Plan Development	August 2023
Task 2 – Draft Plans for review will be delivered 4-6 weeks following Workshops	TBD
Task 3 – Lead and Copper Inventory Plan Report Delivery	December 2023

## **BUDGET**

A budget breakdown is provided by task in the table below. Work performed under this project shall be paid for on a time and materials basis and billed monthly.

<b>Task</b>	<b>Amount</b>
Task 1 Workshops	\$ 8,000
Task 2 Draft Plans	\$ 20,000
Task 3 Draft and Final Report for Phase 1	\$ 5,000
<b>Total</b>	<b>\$ 33,000</b>

The hourly rates are:

Project Principal	\$150/hour
Senior Professional Engineer:	\$140/hour
Senior Water Quality Scientist:	\$125/hour
Staff Engineer:	\$100/hour
GIS/Graphics Specialist:	\$85/hour
Administrative/Co-op Student:	\$50/hour

**Accepted By:**

**City of New Port Richey**

**Juturna Consulting, LLC**

---

**Rob Marlowe**                      **Date**  
**Mayor**

---

**Suzannah Folsom, Owner**      **Date**

---

**Judy Meyers**                      **Date**  
**City Clerk**