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November 1, 2019

Mr. Tim Howe  
Director of Water/Wastewater Utilities  
City of Seguin  
P.O. Box 591  
Seguin, Texas 78156-0591

**RE: America's Water Infrastructure Act of 2018  
Proposal for Water System Risk and Resilience Assessment and  
Emergency Response Plan**

Dear Mr. Howe:

As a result of the America's Water Infrastructure Act of 2018 (AWIA), the City is required to complete a comprehensive Risk and Resiliency Assessment of its water system and assets and prepare an Emergency Response Plan (ERP) that complies with AWIA requirements. The AWIA requires the assessment process be periodically repeated/updated and mitigation measures implemented, all of which is auditable by the U.S. Environmental Protection Agency (EPA).

At the request of the City of Seguin, this letter represents TRC's proposal to prepare the assessment and ERP. The following methodology will be used:

**Phase 1 – Facility Risk and Resilience Assessment**

TRC will conduct on-site surveys of the critical sites that fall under the AWIA to determine the environment, existing security systems, security operations, network, and security architecture and configuration, and other existing conditions under which upgrades will be recommended. The security needs assessment will consider threats and risks from intentional acts as well as natural hazards, and includes cyber, SCADA, and communications systems. The Assessment will be consistent with the ASCE/AWWA J-100-10 methodology and consist of a seven step process to include asset characterization, threat characterization, consequence analysis, vulnerability analysis, threat assessment, risk/resilience assessment, and risk/resilience management. This process and methodology meet the requirements of the EPA-mandated Security Risk Assessment and AWIA.

**Phase 2 – Emergency Response Plan**

TRC will develop and deliver the ERP, which combines the elements of a security master plan and security/emergency response plan, and it will be based on the findings and observations of the Assessment in Phase 1. The ERP will describe the existing and planned systems and measures to support

successful detection, deterrence, and delay (i.e., prevention) of deliberate acts and natural hazards on water facilities and processes, as well as how the City will respond to an incident. Core provisions to be addressed in the ERP include:

- Strategies and resources to improve the system resilience
- Plans and procedures that can be implemented
- Actions, procedures and equipment which can lessen the impact of an intentional act or natural hazard
- Coordination with local, county, and state emergency management agencies
- Improved mass notifications and crisis communications

## **ASSUMPTIONS**

The following assumptions were made for preparation of this proposal, which if found to be incorrect, may result in request(s) from TRC for additional compensation:

- On-site surveys of the critical assets of the City's system will require the TRC assessment team approximately three days to complete. The City will provide escorts for the site visits. The escorts will be knowledgeable about the water system and its operations and be able to answer questions during the site visit.
- The City will provide TRC with required information for the water system sites. The information will include site address, staffing levels, history of past security related incidents, site plans, available engineering drawings, description of on-site security measures, current security and emergency preparedness plans (if applicable) and other documents as available. TRC assumes requested information will be provided to TRC in electronic formats (e.g., Word, AutoCAD, Adobe PDF) at least two weeks prior to conducting the on-site surveys.
- The City will perform one round of review for each set of draft documents submitted for Phases 1 and 2, above, and submit one set of consolidated comments from each of these reviews to TRC.
- TRC will provide documents for review at least two weeks before the anticipated date for submittal of the required certification and comments from the City's reviews will be provided to TRC at least three business days prior to the submittal date to prevent delaying the report submissions.
- The costs included herein are good for a period not to exceed 90 days from the date of this proposal.

**EXCLUSIONS**

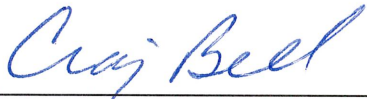
The following items are specifically excluded from TRC's scope of work:

- Tasks to achieve compliance and/or enhance or improve the existing security programs, including, but not limited to, security system designs, preparing standard security procedures, and/or developing and conducting training and/or facilitating exercises.
- Preparation of the Assessment or ERP for areas outside the City's water CCN, such as for emergency water interconnects with Springs Hill WSC or interconnects with other entities.

The cost to provide the services described herein is \$105,760.00. If this is acceptable, please execute below and return this letter proposal to TRC's Austin Office. The services will be provided under the Master Services Agreement executed by the City and TRC, dated December 16, 2003.

The opportunity to provide this proposal is greatly appreciated. If you have any questions regarding this information, please feel free to contact this office.

Sincerely,



\_\_\_\_\_  
H. Craig Bell, P.E.  
Austin Office CES Practice Leader

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City of Seguin

11/1/19  
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Date

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Date