

November 10, 2025

Ryan Kedzior, Superintendent of Public Works
Village of Scotia
4 Zoar Court
Scotia, NY 12302

RE: *Lead Service Line Program - Inventory Support*
LaBella Proposal No. P2600118

Dear Mr. Kedzior:

LaBella Associates, D.P.C. (LaBella) is pleased to submit this proposal to the Village of Scotia, to provide engineering planning consulting services associated with the preparation of a Lead Service Line (LSL) Inventory Project Submission for finance assistance through the Bipartisan Infrastructure Law (BIL). The scope is limited to assisting the specific items detailed below.

BACKGROUND

In 2023, LaBella was contracted by the Village to assist in the development of a Lead Service Line (LSL) Program in response to the U.S. Environmental Protection Agency (EPA) establishment of the Lead and Copper Rule (LCR) and subsequent Lead and Copper Rule Revisions (LCRR). Under previous scope, LaBella provided the following:

- Prepared an application for August 25, 2023 IUP submission.
- Developed system-wide mapping of the LSL data.
- Completed an inventory of lead service lines for October 16, 2024 upload.

In 2024, the Village engaged the support of the US EPA “Get the Lead Out” (GLO) Initiative to assist in door-to-door survey of customers and records research. Information collected by the GLO team was provided to LaBella for development of the Inventory.

Completion of the initial (2024) Inventory included the development and compilation of a database and system-wide mapping of LSL information.

PROJECT UNDERSTANDING

LaBella has been requested to provide this proposal to assist the Village for the continued management of the Village’s Lead Service Line Inventory, building upon what was submitted in October 2024.

SCOPE OF WORK

Task 300 – Inventory Support

LaBella will update the LSL database and mapping with information provided by the Village and the GLO team subsequent to the initial Inventory.



LaBella will integrate new and updated data into the system-wide mapping, when requested by the Village, on an “on-call” basis.

Deliverables

- LaBella will provide a revised inventory database and updated map, when requested.
- LaBella will assist the Village in replacement planning, community engagement, and funding pursuits.

Professional Services Fee Schedule

LaBella proposes to bill each Task as indicated in the following Fee Schedule Summary. Invoices will be issued monthly for all services performed during that month and are payable upon receipt.

Fee Schedule Summary

Task	Task Description	Estimated Fee *	Projected Start / End Dates
300	LSL Program - Inventory Support	\$10,000	Available immediately upon notice to proceed. Duration: Ongoing
Total Professional Service Fee		\$10,000	

* Hourly fee is based on an estimated eighty (80) hours of effort, including expenses. LaBella will notify the client when the estimated budget approaches 80% expenditure to revisit the frequency of effort and allocated budget.

Authorization

Our standard contract is attached for your review and approval. Execution of the contract will be our notice to proceed with the services outlined herein.

Please feel free to contact our office at (518) 903-8388 if you have any questions or require clarification of the proposed scope of services offered. LaBella looks forward to the opportunity to continue assisting you on this important project.

Sincerely,

Reuben Hull, PE, PMP
Associate Vice President, Civil Regional Business Leader
LaBella Associates