



January 22, 2026

Honorable Mayor David Bucciferro and Trustees
Village Hall
4 N. Ten Broeck Street
Scotia, New York 12302

VIA EMAIL: dbucciferro@villageofscotiany.gov

Re: Village of Scotia Water System Risk & Resilience Assessment (RRA) and Emergency Response Plan (ERP) 5-Year Update

Dear Mayor Bucciferro:

LaBella Associates D.P.C. (LaBella) is pleased to submit this proposal to the Village of Scotia (Village) to update the municipal water system's Risk and Resilience Assessment (RRA) and Emergency Response Plan (ERP).

Project Understanding

The Village seeks to update its existing RRA and ERP to maintain compliance with Section 2013 of the America's Water Infrastructure Act (AWIA). The objective is to transition from previous 2022 documents to the updated framework that accounts for new infrastructure, evolving cybersecurity threats, and updated emergency contact protocols.

Scope of Services

LaBella offers the following scope of services to be completed in three phases:

Task 0100 – Information Gathering and Review

LaBella will lead a series of three (3) work sessions with Department of Public Works (DPW) staff, IT personnel, and Village leadership:

- **Meeting 1 (Kickoff):** Review existing RRA/ERP and identify major infrastructure changes (new wells, tanks, improvements, or SCADA upgrades) since the last certification.
- **Meeting 2 (Risk Analysis):** Facilitate a coordinated discussion to identify new threats and natural hazards, such as increased flooding risk, wildfire, or supply chain disruptions.
- **Meeting 3 (Cybersecurity Focus):** Coordinate with IT staff to assess the resilience of the system's electronic, computer, or other automated systems.



Task 0200 – Document Update & Formalization

LaBella will update the documents to reflect the findings of the work sessions:

- **RRA Update:** Revise the assessment of critical assets consistent with the most recent Environmental Protection Agency (EPA) RRA Template.
- **ERP Update:** Update the Emergency Response Plan Document consistent with most recent EPA ERP Templates.
- **Gap Identification:** Provide a list of recommended physical or operational security improvements identified during the assessment.

Task 0300 – Client Review & EPA Submission

- **Draft Review:** Provide a draft PDF for municipal review and incorporate final comments from the Board or DPW.
- **Final Delivery:** Provide a digital copy of the finalized documents to the Village.
- **Certification Assistance:** Assist the Village in navigating the EPA's secure online certification portal.

Task 0400 – Reimbursable Expenses

This task will include Reimbursable expenses, to include mileage, overnight mailings, and extensive photocopying and map reproductions.

Deliverables

- Updated 2026 Water System Risk/ Resilience Assessment and Emergency Response Plan

Professional Services Fee and Schedule

Task Number	Task Description	Hourly T&M ¹	Projected Durations
0100	Information Gathering and Review	\$5,480	2 Weeks
0200	Document Update & Formalization	\$8,230	3 Weeks
0300	Client Review & EPA Submission	\$3,820	2 Weeks
0400	Reimbursable Expenses	\$250	N/A
	Total Fee Requested	\$17,780	

⁽¹⁾ Fees listed for Time and Materials tasks and Reimbursable Expenses are estimates only. LaBella will bill for actual hours and reimbursable expenses incurred and will make its best effort to complete each of these tasks within the estimated amounts, although it is possible that it will be necessary to exceed these amounts in order to complete the scope of services for each task.



LaBella proposes to bill each task as indicated in the following Fee and Time Schedule Summary. Invoices will be issued monthly for all services performed during that month and are payable upon receipt. Tasks will be billed hourly (time and materials).

Assumptions & Exclusions

- This proposal does not include services related to development, verification, or submission of lead service line (LSL) inventory or replacement plans under EPA's Lead and Copper Rule Revisions (LCRR).
- This proposal excludes technical assessment of the Village's existing Information Technology (IT) and Supervisory Control and Data Acquisition (SCADA) system, network testing, or design of mitigation systems that are under the direct management and control of the Village IT department or third-party IT contractors.
- While the RRA may identify physical vulnerabilities and recommend mitigation strategies, this scope excludes the professional engineering design, bidding, or construction services associated with any physical improvements, such as fencing, surveillance systems, or hardened entry infrastructure.
- The Engineer shall rely upon the accuracy of infrastructure data, facility maps, and equipment inventories provided through consultation with the Village. Field verification or survey of infrastructure record documents as-built conditions is not included in this assessment.

Schedule

We are available to start work immediately upon notice to proceed. We anticipate completion of the EPA Certification Submission within 8 weeks of authorization to proceed.

Agreement

If you find this proposal acceptable, and as our authorization to proceed, please countersign below. Work will be conducted in accordance with our Master Agreement with the Village. We greatly appreciate and look forward to the opportunity to continue working with you and your staff on this project. If you have any questions or require additional information, please contact me at (518) 390-3416.

Respectfully submitted,

LaBella Associates, DPC

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



cc: John Szarowski, PE, LaBella Associates
Ted Donner, PE; LaBella Associates
file

Authorized

Village of Scotia
David Bucciferro, Mayor

Date