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**MEMORANDUM**

**TO:** Carie Anne Ergo, Village Administrator  
**FROM:** Michael Subers, Public Works Director  
**DATE:** February 23, 2026  
**SUBJECT:** Approving a Task Order for Robinson Engineering to Update the Village's Risk and Resilience Plan and Emergency Response Plan in the Estimated Amount of \$18,092

**RECOMMENDED MOTION:** Move to Approve a Task Order for Robinson Engineering to Update the Village's Risk and Resilience Plan and Emergency Response Plan in the estimated amount of \$18,092.

**INTRODUCTION**

Public Works is recommending acceptance of Task Order 25-R0195.ITA for the Village's Risk and Resilience and Emergency Response Plans in the estimated amount of \$18,092.

**DISCUSSION**

The Risk and Resilience Plan and the Emergency Response Plan are required by the U.S. Environmental Protection Agency. These plans must be updated every five years; Itasca's most recent update was completed in 2021.

The Risk and Resilience Plan reviews asset categories such as physical barriers, source water, storage, distribution, monitoring, and funding practices, and assesses the probability of a range of malevolent acts directed towards these systems. The Emergency Response Plan is developed following completion of the Risk and Resilience Plan and outlines the utility's procedures for responding to such threats.

**FISCAL IMPACT**

Public Works currently has funds of \$20,000 allocated in 50-51-61040 to fund the project.

**STAFF RECOMMENDATION**

Staff recommends the item be forwarded to the Village Board First Reading on March 3, 2026, for consideration and approval.

**AFTER ACTION STEPS**

1. Sign Task Order

## **ATTACHMENTS**

1. Robinson Task Order
2. Project Schedule

**TASK ORDER 25-R0195.ITA / 26-R0911.ITA**

In accordance with Paragraph 1.01 of the Agreement between the Village of Itasca ("Owner") and Robinson Engineering, Ltd. ("Engineer") for General Professional Services dated January 2013 ("Agreement"), Owner and Engineer agree to as follows:

1 Specific Project Data

- A. Title: **Risk and Resilience / Emergency Response Plan**
- B. Description: **Engineering** -As required by the US Environmental Protection Agency (EPA), Itasca must conduct a water system risk and resilience assessment (RRA) and Emergency Response Plan (ERP) of its physical operational assets and cyber network in compliance with America's Water Infrastructure Act (AWIA). The assessment is designed to determine Itasca's vulnerabilities to malevolent acts, natural hazards, and proximity and dependency risks. The objective is to update the existing RRA and ERP that meets all AWIA requirements and provides Itasca with the information needed to self-perform the RRA and ERP certifications. Communities over 3,300 population must update their RRA and ERP every five years from the original dates of June 30, 2021, and December 31, 2021, respectively.

2 Services of Engineer:

**Engineering Services** - As Per the USEPA mandate, the Village of Itasca intends to comply with Section 2013 of the America's Water Infrastructure Act (AWIA) and has requested professional services related to updating their existing RRA and ERP and general compliance with the AWIA. Scope of services include:

- A. Review existing Itasca-provided hazard mitigation and disaster recovery reports and information, and previous RRA and ERP.
- B. Conduct a one-day abbreviated site visit for a visual condition assessment of Itasca's water supply, treatment and storage facilities and conduct a virtual workshop with Itasca water operations personnel to discuss the risk and resiliency assessment and to gather information about procedures and functions of the water system.
- C. Conduct a risk and resiliency assessment in accordance with America's Water Infrastructure Act of 2018 using American Water Works Association (AWWA) - and United States Environmental Protection Agency (USEPA) - designated methods such as AWWA standards J100, G430, and G440 and the USEPA Vulnerability Self-Assessment Tool (VSAT). The assessment will be based on four major facility types (water distribution mains with high consequence of failure, wells, water treatment plants, and finished water storage) and up to five reasonable threats identified by the AWWA J100 standard.
- D. Review existing water system IT interconnects with the SCADA system and collect Itasca-supplied data to review the cybersecurity measures that are in place.
- E. Prepare a draft executive summary of the assessment including potential improvements with opinions of probable cost and potential implementation schedule and provide to Itasca for review. Incorporate Itasca's review comments as appropriate and prepare up to three hard copies of the updated executive summary.
- F. Review existing ERP and utilize USEPA Community Water System Emergency Response Plan Template, updated September 2024. The USEPA ERP template includes information required by the AWIA. Some information for the ERP will need to be provided by the Village for inclusion.

Principal Engineer 1	2 HR	@	\$223 /HR =	\$446
Senior Project Manager 2	2 HR	@	\$213 /HR =	\$426
Senior Project Manager 1	6 HR	@	\$203 /HR =	\$1,218
Senior Engineer 3	75 HR	@	\$201 /HR =	\$15,075
Administrative 2	9 HR	@	\$103 /HR =	\$927
<b>Total Estimated Cost:</b>				<b>\$18,092</b>

RRA Approximate Estimated Cost = \$14,500  
 ERP Approximate Estimated Cost = \$3,500

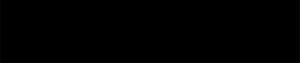
**Services Not Included:**

- A. Additional Site Visits and/or Meetings: Additional Itasca-required site visits or meetings will be provided through an amendment to this Agreement or through a separate proposal with Itasca.
- B. Drawings and Specifications: Final design services including drawings and specifications, if provided by REL, will be provided through an amendment to this Agreement or through a separate proposal with Itasca.

**VILLAGE OF ITASCA**

**ROBINSON ENGINEERING, LTD.**

By: \_\_\_\_\_

By:  \_\_\_\_\_

Title: \_\_\_\_\_

Title: Mark A. Wesolowski, PE, CFM  
 Senior Project Manager

Date Signed: \_\_\_\_\_

Date Signed: 02/20/26 \_\_\_\_\_





# Project Status Report



<b>Project Name</b>	<b>Risk &amp; Resilience Assessment &amp; Emergency Action Plan</b>			<b>Report Date</b>	
<b>Project Description</b>	Compliance with Section 2013 of the America's Water Infrastructure Act (AWIA)			<b>2/20/2026</b>	<b>Funding Source</b> Local
<b>Dept/Division</b>	Public Works	<b>Project Manager</b>	Keith Mulholland	<b>Phone #</b>	773-333-7889
				<b>Project Phase</b>	Engineering
				<b>REL#</b>	25-R0195
					26-R0911
				<b>Resolution No.</b>	

Project Cost Summary						CIP #	N/A
Original Contract	\$18,000	Design Eng.*	\$0	Construction	\$0	Const. Eng.	Total \$18,000
Expended to Date	\$0		\$0	10% Retention	\$0		
Retention Held	\$0	N/A	\$0		\$0	N/A	
Total Completed	\$0	0.00%	\$0		\$0		
** Bid Amount - Budget 610,000							
Final Costs	Phase I Eng	Phase II Eng	Construction	Construction Eng	Total Project Cost		
	\$0	\$0	\$0	\$0	\$0		
*\$14,500 for RRA							
*\$3,500 For EAP							

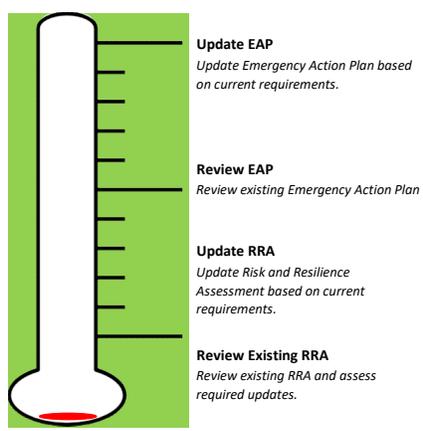
Budget Summary (from Operations Budget)							
FY26 Budget	\$20,000	Expended in FY 26	\$0	Carryover	\$5,000	FY27 Budget	\$5,000

**Summary of Key Activities**  
 Since Last Report

- Upcoming**
- Board Approval of Task Order 03/16/26
  - Review existing Risk and Resilience Assessment
  - Conduct Site Visit

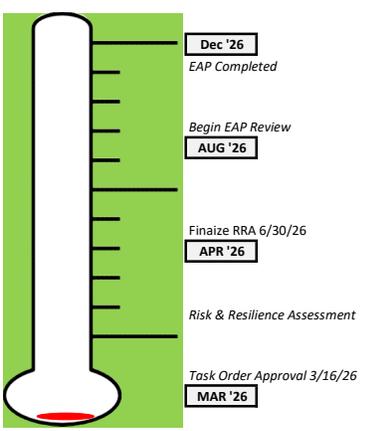
### SCOPE-O-METER

CONDITION: **Good**



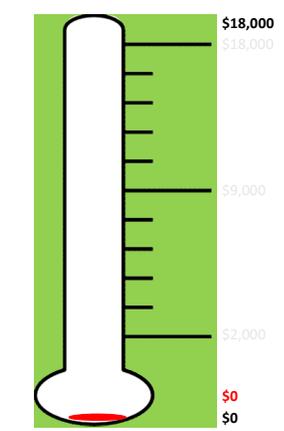
### SCHEDULE-O-METER

CONDITION: **Good**



### COST-O-METER

CONDITION: **Good**



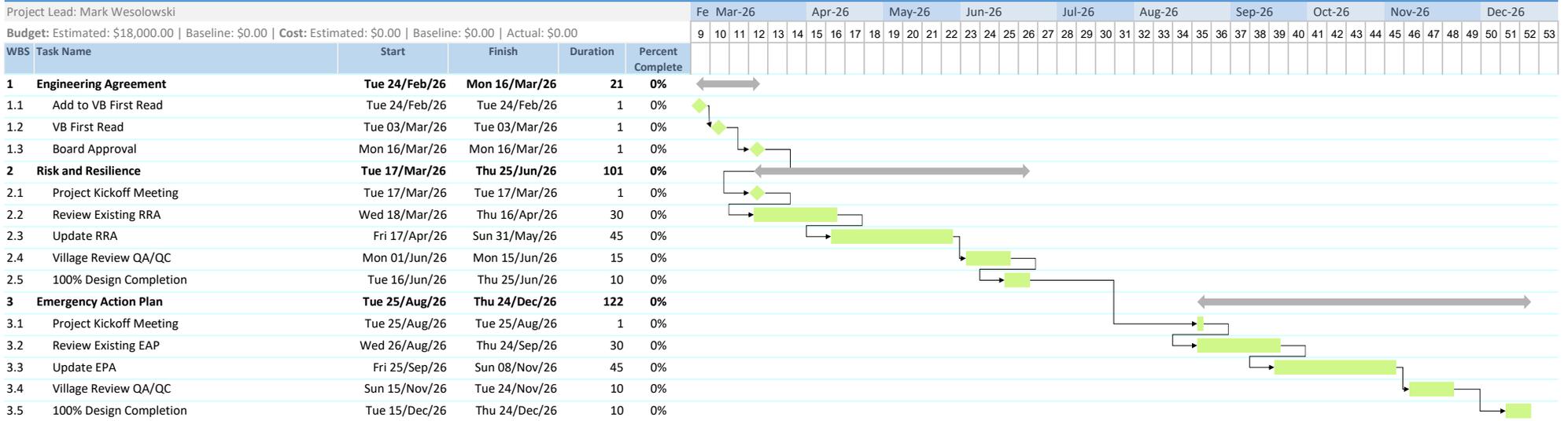
### Risk Management Summary

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## Risk & Resilience and Emergency Action Plan REL#25-R0195 & 26-R0911

Project Lead: Mark Wesolowski

Budget: Estimated: \$18,000.00 | Baseline: \$0.00 | Cost: Estimated: \$0.00 | Baseline: \$0.00 | Actual: \$0.00





APPROVED and ADOPTED by the Village President and Board of Trustees of the Village of Itasca this 16<sup>th</sup> day of March, 2026.

APPROVED:

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Village President Jeffery J. Pruyn

ATTEST:

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Village Clerk Jody Conidi