



8405 North Fresno St., Ste. 120
Fresno, CA 93720
559-500-4750 [PHONE](tel:559-500-4750)

March 10, 2026

Anthony Uribe
Utilities Supervisor
City of Coalinga
[Delivered Electronically]

Re: Proposal for City of Coalinga AWIA RRA and ERP Update

Dear Mr. Uribe,

Thank you for the opportunity to provide a proposal for MKN & Associates' (MKN) services in preparing a Risk and Resilience Assessment (RRA) and Emergency Response Plan (ERP) update in compliance with America's Water Infrastructure Act (AWIA) for the City of Coalinga (City).

Project Background

Community drinking water systems serving more than 3,300 people are required to comply with AWIA, including updating and/or developing an RRA and ERP for drinking water systems. The law specifies the components that the RRA and ERP must address and also establishes deadlines by which water systems must submit certification of the RRA and ERP to the United States Environmental Protection Agency (EPA). For the City, serving between 3,301 and 49,999 people, the certification deadlines for compliance are as follows:

- Risk and Resilience Assessment: June 30, 2026
- Emergency Response Plan: December 31, 2026, or 6 months after the RRA certification, whichever is earlier

The scope of work proposed herein intends to satisfy the requirements of an RRA and ERP update in compliance with AWIA.

Scope of Work – RRA and ERP Update

Task Group 1 – Documentation Review

Task 1.1 Documentation Review

Prior to the Project Kick-Off meeting, MKN will submit a data request to the City to collect relevant planning documentation including the City's past RRA and Vulnerability Self-Assessment Tool (VSAT) file (if available), master planning documents, new emergency planning documents, and new asset information. Also included in the request will be EPA and AWIA questionnaires to collect information necessary for the RRA and ERP update, such as cybersecurity assessments.

Task Group 2 – RRA Update

Task 2.1 Meetings

MKN will attend a Project Kick-Off meeting and one workshop for the RRA Update. The purpose of the meetings will be to review deliverables and to collaboratively discuss updates to the RRA Update. MKN will prepare and distribute meeting agendas prior to the scheduled meeting and will record and distribute meeting notes to all attendees. Project meetings will include the following:

- Project Kick-Off Meeting
- RRA Workshop

Deliverables:

- Meeting Agendas
- Meeting Minutes (PDF format)

Task 2.2 RRA Update

The RRA is required to evaluate the vulnerabilities, threats and consequences from potential hazards to the City's water system. Based on the requirements of AWIA, MKN will update the City's existing RRA to review and address the following items:

- The risk to the water system from malevolent acts and natural hazards
- The resilience of pipes and constructed conveyances, physical barriers, source water, water collection and intake, pretreatment, treatment, and storage and distribution facilities which are utilized by the system
- The use, storage, or handling of various chemicals by the water system
- The operation and maintenance of the system

The RRA update will focus on changes to the water system since the 2020 AWIA cycle and City-identified deficiencies or omissions in the 2020 RRA. It is anticipated that these updates and changes will be discussed in the Project Kick-Off Meeting. A rough agenda for this portion of the meeting includes identifying updates or revisions to the following:

- Potentially critical assets
- Determination of reasonable threats and threat-asset pairings
- Potential consequences

Once the critical threat-asset pairings are established, MKN will visit critical assets with City staff to analyze the physical security at each facility. MKN will then use VSAT and the “Baseline Information on Malevolent Acts for Community Water Systems Guidance Document” (Guidance Document) to calculate the risks for all critical threat-asset pairings and complete the RRA Update.

MKN will develop and submit a draft RRA report to the City using the EPA Guidance Document, VSAT web tool, and information provided by the City. MKN will conduct an RRA Workshop with the City to discuss the draft RRA report and comments from the workshop will be incorporated into the final RRA report.

Deliverables:

- Draft RRA Update report (PDF format)
- Final RRA Update report (PDF format)

Task 2.3 AWIA Certification

Once the RRA update is completed, the City will be required to submit certification statements identifying the completion of the report via the EPA’s secure online portal. This will be the only reporting method where EPA will be able to provide an acknowledgment of receipt of the certification statements. MKN will prepare a certification statement and instructions for the City to submit via the EPA’s secure online portal.

Task Group 3 – ERP Update

Task 3.1 Meetings

MKN will attend an ERP Progress Meeting to review the ERP draft deliverable and collaboratively discuss updates to the ERP with City staff. MKN will prepare and distribute meeting agendas prior to the scheduled meeting and will record and distribute meeting notes to all attendees. A preliminary agenda for the ERP Progress Meeting includes the following:

- Updates to organizational charts and contact lists
- Review of key personnel and key customers
- Establishing a current inventory of equipment and resources

- Review of emergency response procedures
- Review of gathering locations

Deliverables:

- Meeting Agenda
- Meeting Minutes (PDF format)

Task 3.2 ERP Update

The purpose of the ERP is to evaluate the findings of the City's RRA and describe strategies and resources to counteract the identified risks to the City's water distribution system. Based on the requirements of the AWIA, the ERP will review and address the following elements:

- Strategies and resources to improve the resilience of the system
- Plans and procedures that can be implemented in the event of an emergency
- Identification of equipment that can be utilized in the event of an emergency
- Actions, procedures, and equipment which can obviate or significantly lessen the impact of a threat, including:
 - Alternative source water options
 - Relocation of water intakes
 - Construction of flood protection barriers
- Strategies that can be used to aid in the detection of a threat
- Coordinate with local emergency planning committees

Following development of the RRA Update, MKN will develop a draft update of the City's existing ERP for delivery to and review by the City. The ERP update will include the above-described elements for AWIA compliance along with specific references to existing ERP sections not required by AWIA. Following City feedback, MKN will incorporate comments and prepare a final ERP update.

Deliverables:

- Draft ERP Update report (PDF format)
- Final ERP Update report (PDF format)

Task 3.3 AWIA Certification

Once the ERP update is completed, the City will be required to submit certification statements identifying the completion of the report via the EPA's secure online portal. This will be the only reporting method where EPA will be able to provide an acknowledgment of receipt of the certification

statements. MKN will prepare a certification statement and instructions for the City to submit via the EPA's secure online portal.

Task Group 4 – Project Management

Task 4.1 Project Management

The MKN Project Manager will conduct overall project management including supervision of in-house staff, planning and monitoring of contract budget and schedule, and coordination with the City and the MKN project team.

Task 4.2 Quality Management

MKN will perform quality control reviews on all deliverables prior to submitting to the City. A Senior Engineer or Principal Engineer who is not involved in the day-to-day effort will perform an independent review of each submittal.

Assumptions and Exclusions

The following assumptions are included as part of this proposal.

- MKN will update the City's RRA, initially prepared by MNK (dated August 2021) .
- A total of 10 hours are included to visit major, existing water facilities to complete the RRA.
- MKN will update the City's ERP, initially prepared by Boyle Engineers (dated July 2007) and updated by MKN (dated December 2021).
- Meetings are anticipated to be held virtually at a duration of 1 hour each.
- AWIA requires that electronic and computer systems be assessed in the RRA, including automated systems, monitoring practices, and financial infrastructure. However, MKN does not specialize in cybersecurity and has therefore not included this assessment. MKN assumes the City will consult with their IT department and/or a cybersecurity consultant to identify cybersecurity risks and MKN will update the RRA based on IT input.
- MKN has not included time to assist the City with pursuing grant funding opportunities under the Drinking Water Infrastructure Risk and Resilience Program.
- The AWIA legislation requires that the City coordinate with existing local emergency planning committees (LEPC) during the planning process. State law requires that the City also coordinate with the fire department. Coordination with nearby municipalities, county agencies, or other relevant agencies is strongly encouraged. This proposal assumes the City will be responsible for sending drafts of the RRA and ERP to these agencies. Assistance with coordination can be provided as an optional task.

- MKN assumes one consolidated set of comments on each draft deliverable will be provided within two weeks of each draft delivery.
- MKN will be entitled to reasonably rely on the accuracy of data and information provided by or through the City and will use good professional judgement in reviewing and evaluating such information. If MKN identifies any error or inaccuracy in data or information provided by the City or determines that additional data or information is required to perform the services, MKN shall promptly notify the City.

Fee Estimate

MKN proposes to complete this work on a fixed fee basis based on the 2026 MKN fee schedule, included as Exhibit A.

MKN proposes to complete the Project with a budget not to exceed \$34,000. The estimated level of effort is provided as Exhibit B.

Schedule

A project schedule is included for the Project as Exhibit C based on an assumed signed notice to proceed date of March 30, 2026.

We would like to express our thanks to the City of Coalinga for the opportunity to work on this project. Should you have any questions or wish to discuss any of this information, please do not hesitate to contact me at (916) 880-6211 or bmccauley@mknassociates.us.

Sincerely,



Brian McCauley, PE
Project Manager



Henry Liang, PE
Principal

Enclosures:

- Exhibit A – 2026 MKN Fee Schedule
- Exhibit B –Level of Effort
- Exhibit C –Schedule



2026 FEE SCHEDULE

CATEGORY	POSITION	HOURLY RATE
Communications and Administrative	Administrative Assistant	\$119
	Strategic Communications Coordinator	\$127
	Strategic Communications Specialist	\$154
Designers and Technicians	CAD Technician I	\$144
	CAD Design Technician II	\$166
	Senior Designer	\$185
Planning	Assistant Planner I	\$147
	Assistant Planner II	\$168
	GIS Specialist	\$182
	Planner I	\$198
	Planner II	\$215
	Senior Planner	\$226
Engineers	Engineering Technician	\$108
	Assistant Engineer I	\$147
	Assistant Engineer II	\$168
	Project Engineer I	\$198
	Project Engineer II	\$215
	Senior Engineer I	\$232
	Senior Engineer II	\$251
	Senior Engineer III	\$259
	Principal Engineer	\$270
	Principal Electrical Engineer	\$270
Project Management	Project Manager	\$243
	Senior Project Manager	\$280
	Project Director	\$303
	Senior Project Director	\$323
Construction Management Services	Scheduler	\$188
	*** Construction Inspector	\$210
	Assistant Resident Engineer	\$210
	Resident Engineer	\$223
	Construction Manager	\$243
	Principal Construction Manager	\$286

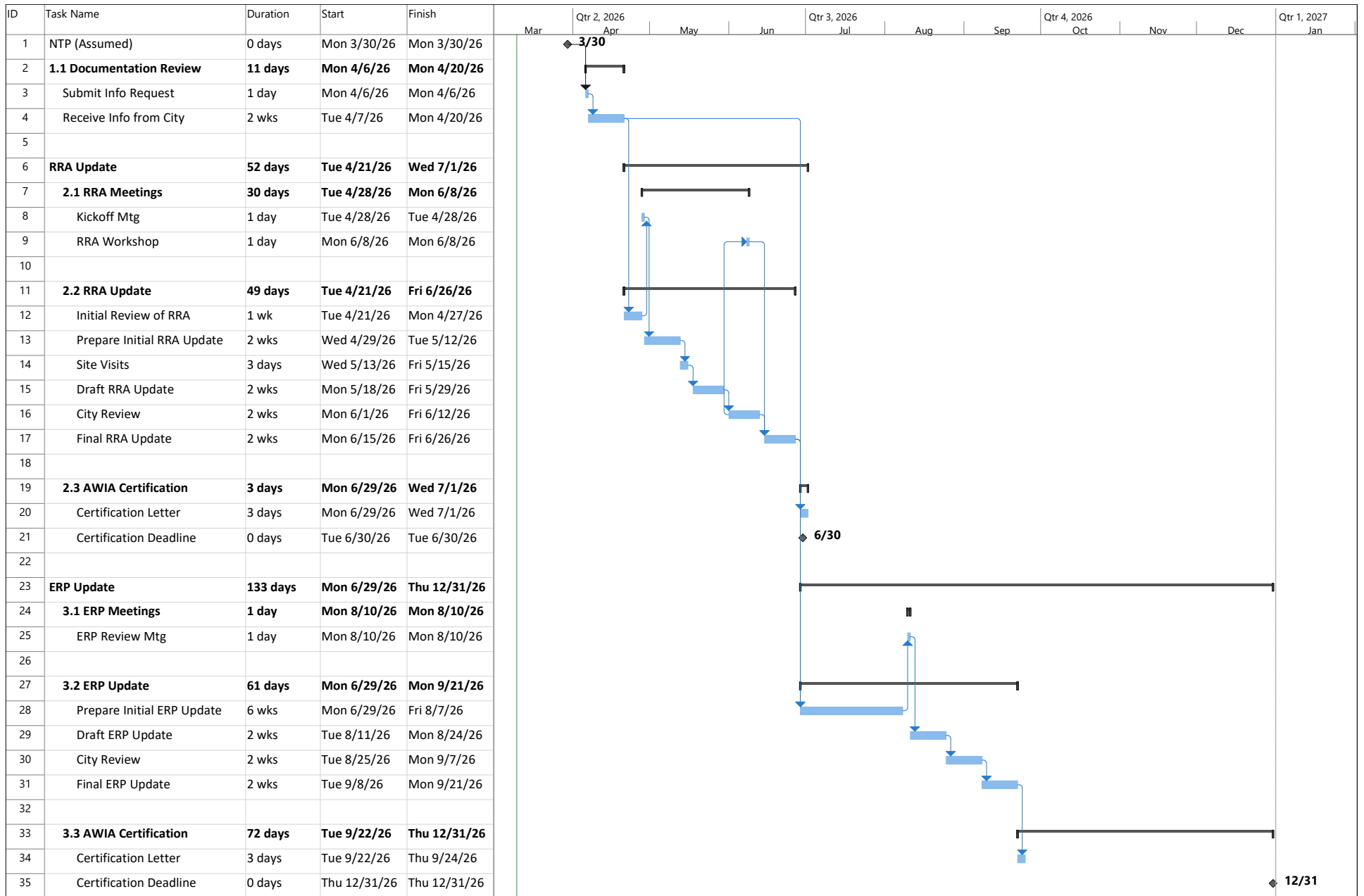
The foregoing Billing Rate Schedule is effective through December 31, 2026 and will be adjusted each year after at a rate of 2 to 5%.

DIRECT PROJECT EXPENSES

Outside Reproduction	Cost + 10%
Subcontracted or Subconsultant Services	Cost + 10%
Travel & Subsistence (other than mileage)	Cost
Auto Mileage	Current IRS Rate

*** 40 hrs per week assumed; part-time rates can be provided upon request
Rates also subject to prevailing wage mandatory increases during a calendar year

	Project Director	Principal Engineer	Senior Project Engineer II	Assistant Engineer II	Administrative Assistant	Total Hours (MKN)	Labor (MKN)	Total Fee
Hourly Rates	303	270	251	168	119			
Task Group 1: Documentation Review								
Task 1.1 Documentation Review			2	6		8	\$1,510	\$ 1,510
Subtotal	0	0	2	6	0	8	\$ 1,510	\$ 1,510
Task Group 2: RRA Update								
Task 2.1 Meetings			3	4		7	\$1,425	\$ 1,425
Task 2.2 RRA Update			13	46	8	67	\$11,943	\$ 11,943
Task 2.3 AWIA Certification			1	2		3	\$587	\$ 587
Subtotal	0	0	17	52	8	77	\$ 13,955	\$ 13,955
Task Group 3: ERP Update								
Task 3.1 Meetings			2	4		6	\$1,174	\$ 1,174
Task 3.2 ERP Update			18	42	8	68	\$12,526	\$ 12,526
Task 3.3 AWIA Certification			1	2		3	\$462	\$ 462
Subtotal	0	0	21	48	8	77	\$ 14,162	\$ 14,162
Task Group 4: Project Management								
Task 4.1 Project Management	2		6		1	9	\$2,214	\$ 2,214
Task 4.2 Quality Management		8				8	\$2,160	\$ 2,160
Subtotal	2	8	6	0	1	17	\$ 4,374	\$ 4,374
TOTAL BUDGET	2	8	46	106	17	178	\$34,000	\$ 34,000



Project: Coalinga AWIA Update Date: Tue 3/10/26	Task	Project Summary	Manual Task	Start-only	Deadline	Progress
	Split	Inactive Task	Duration-only	Finish-only	Progress	Manual Progress
	Milestone	Inactive Milestone	Milestone	External Tasks	Manual Progress	External Milestone
	Summary	Inactive Summary	Manual Summary	External Milestone	Milestone	