

Application for Federal Assistance SF-424

Version 02

*1. Type of Submission		*2. Type of Application	*If Revision, select appropriate letter(s):
<input type="checkbox"/> Preapplication		<input checked="" type="checkbox"/> New	
<input checked="" type="checkbox"/> Application		<input type="checkbox"/> Continuation	* Other (Specify)
<input type="checkbox"/> Changed/Corrected Application		<input type="checkbox"/> Revision	
*3. Date Received:		4. Application Identifier:	
5a. Federal Entity Identifier:		*5b. Federal Award Identifier:	
State Use Only:			
6. Date Received by State:		7. State Application Identifier:	
8. APPLICANT INFORMATION:			
* a. Legal Name: Madison Water Utility			
* b. Employer/Taxpayer Identification Number (EIN/TIN): 396005507		*c. Organizational DUNS: 093027167	
d. Address:			
*Street1: 119 E. Olin Avenue			
Street 2:			
*City: Madison			
County: Dane			
*State: wvisconsin			
Province:			
Country: USA		*Zip/ Postal Code: 53713-1431	
e. Organizational Unit:			
Department Name: Water		Division Name: Public Works	
f. Name and contact information of person to be contacted on matters involving this application:			
Prefix: Mr.		First Name: Alan	
Middle Name:			
*Last Name: Larson			
Suffix:			
Title: Principal Engineer			
Organizational Affiliation: Madison Water Utility 119 E. Olin Avenue Madison, Wisconsin 53713-1431			
*Telephone Number: 608-266-4653		Fax Number: 608-266-4644	
*Email: allarson@cityofmadison.com			

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9. Type of Applicant 1: Select Applicant Type: C. City or Township Government

Type of Applicant 2: Select Applicant Type:

- Select One -

Type of Applicant 3: Select Applicant Type:

- Select One -

*Other (specify):

*10. Name of Federal Agency:

US Environmental Protection Agency

11. Catalog of Federal Domestic Assistance Number:

66.202

CFDA Title:

Congressionally Mandated Projects

*12. Funding Opportunity Number:

*Title:

13. Competition Identification Number:

Title:

14. Areas Affected by Project (Cities, Counties, States, etc.):

Madison
Maple Bluff
Shorewood Hills
Dane County, Wisconsin

*15. Descriptive Title of Applicant's Project:

East Side Water Supply Planning and Project Development

Attach supporting documents as specified in agency instructions.

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16. Congressional Districts Of:

*a. Applicant **Wisconsin 2nd District**

*b. Program/Project:

Attach an additional list of Program/Project Congressional Districts if needed.

17. Proposed Project:

*a. Start Date: **June 1, 2010**

*b. End Date: **October 1, 2011**

18. Estimated Funding (\$):

*a. Federal **\$300,000.00**

*b. Applicant **\$250,000.00**

*c. State

*d. Local

*e. Other

*f. Program Income

*g. TOTAL **\$550,000.00**

***19. Is Application Subject to Review By State Under Executive Order 12372 Process?**

- a. This application was made available to the State under the Executive Order 12372 Process for review on **12/4/09**
- b. Program is subject to E.O. 12372 but has not been selected by the State for review.
- c. Program is not covered by E.O. 12372

***20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes", provide explanation.)**

- Yes
- No

21. *By signing this application, I certify (1) to the statements contained in the list of certifications** and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances** and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 218, Section 1001)

**I AGREE

** The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions.

Authorized Representative:

Prefix: **Mr.** *First Name: **Thomas**

Middle Name:

*Last Name: **Heikkinen**

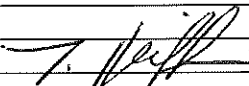
Suffix:

*Title: **Water Utility General Manager**

*Telephone Number: **608-266-4651**

Fax Number: **608-266-4644**

*Email: **theikkinen@madisonwater.org**

*Signature of Authorized Representative: 

Date Signed: **12/4/09**

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***Applicant Federal Debt Delinquency Explanation**

The following field should contain an explanation if the Applicant organization is delinquent on any Federal Debt. Maximum number of characters that can be entered is 4,000. Try and avoid extra spaces and carriage returns to maximize the availability of space.

INSTRUCTIONS FOR THE SF-424

Public reporting burden for this collection of information is estimated to average 60 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0043), Washington, DC 20503.

PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE OFFICE OF MANAGEMENT AND BUDGET. SEND IT TO THE ADDRESS PROVIDED BY THE SPONSORING AGENCY.

This is a standard form (including the continuation sheet) required for use as a cover sheet for submission of preapplications and applications and related information under discretionary programs. Some of the items are required and some are optional at the discretion of the applicant or the Federal agency (agency). Required items are identified with an asterisk on the form and are specified in the instructions below. In addition to the instructions provided below, applicants must consult agency instructions to determine specific requirements.

Item	Entry:	Item	Entry:
1.	Type of Submission: (Required): Select one type of submission in accordance with agency instructions. <ul style="list-style-type: none"> • Preapplication • Application • Changed/Corrected Application – If requested by the agency, check if this submission is to change or correct a previously submitted application. Unless requested by the agency, applicants may not use this to submit changes after the closing date. 	10.	Name Of Federal Agency: (Required) Enter the name of the Federal agency from which assistance is being requested with this application.
		11.	Catalog Of Federal Domestic Assistance Number/Title: Enter the Catalog of Federal Domestic Assistance number and title of the program under which assistance is requested, as found in the program announcement, if applicable.
2.	Type of Application: (Required) Select one type of application in accordance with agency instructions. <ul style="list-style-type: none"> • New – An application that is being submitted to an agency for the first time. • Continuation - An extension for an additional funding/budget period for a project with a projected completion date. This can include renewals. • Revision - Any change in the Federal Government's financial obligation or contingent liability from an existing obligation. If a revision, enter the appropriate letter(s). More than one may be selected. If "Other" is selected, please specify in text box provided. A. Increase Award B. Decrease Award C. Increase Duration D. Decrease Duration E. Other (specify) 	12.	Funding Opportunity Number/Title: (Required) Enter the Funding Opportunity Number and title of the opportunity under which assistance is requested, as found in the program announcement.
		13.	Competition Identification Number/Title: Enter the Competition Identification Number and title of the competition under which assistance is requested, if applicable.
		14.	Areas Affected By Project: List the areas or entities using the categories (e.g., cities, counties, states, etc.) specified in agency instructions. Use the continuation sheet to enter additional areas, if needed.
3.	Date Received: Leave this field blank. This date will be assigned by the Federal agency.	15.	Descriptive Title of Applicant's Project: (Required) Enter a brief descriptive title of the project. If appropriate, attach a map showing project location (e.g., construction or real property projects). For preapplications, attach a summary description of the project.
4.	Applicant Identifier: Enter the entity identifier assigned by the Federal agency, if any, or applicant's control number, if applicable.		
5a.	Federal Entity Identifier: Enter the number assigned to your organization by the Federal Agency, if any.	16.	Congressional Districts Of: (Required) 16a. Enter the applicant's Congressional District, and 16b. Enter all District(s) affected by the program or project. Enter in the format: 2 characters State Abbreviation – 3 characters District Number, e.g., CA-005 for California 5 th district, CA-012 for California 12 th district, NC-103 for North Carolina's 103 rd district. <ul style="list-style-type: none"> • If all congressional districts in a state are affected, enter "all" for the district number, e.g., MD-all for all congressional districts in Maryland. • If nationwide, i.e. all districts within all states are affected, enter US-all. • If the program/project is outside the US, enter 00-000.
5b.	Federal Award Identifier: For new applications leave blank. For a continuation or revision to an existing award, enter the previously assigned Federal award Identifier number. If a changed/corrected application, enter the Federal Identifier in accordance with agency instructions.		
6.	Date Received by State: Leave this field blank. This date will be assigned by the State, if applicable.		
7.	State Application Identifier: Leave this field blank. This identifier will be assigned by the State, if applicable.		
8.	Applicant Information: Enter the following in accordance with agency instructions:		
	a. Legal Name: (Required): Enter the legal name of applicant that will undertake the assistance activity. This is the name that the organization has registered with the Central Contractor Registry. Information on registering with CCR may be obtained by visiting the Grants.gov website.	17.	Proposed Project Start and End Dates: (Required) Enter the proposed start date and end date of the project.
	b. Employer/Taxpayer Number (EIN/TIN): (Required): Enter the Employer or Taxpayer Identification Number (EIN or TIN) as assigned by the Internal Revenue Service. If your organization is not in the US, enter 44-4444444.		
	c. Organizational DUNS: (Required) Enter the organization's DUNS or DUNS+4 number received from Dun and Bradstreet. Information on obtaining a DUNS number may be obtained by visiting the Grants.gov website.	18.	Estimated Funding: (Required) Enter the amount requested or to be contributed during the first funding/budget period by each contributor. Value of in-kind contributions should be included on appropriate lines, as applicable. If the action will result in a dollar change to an existing award, indicate only the amount of the change. For decreases, enclose the amounts in parentheses.
	d. Address: Enter the complete address as follows: Street address (Line 1 required), City (Required), County, State (Required, if country is US), Province, Country (Required), Zip/Postal Code (Required, if country is US).		
	e. Organizational Unit: Enter the name of the primary organizational unit (and department or division, if applicable) that will undertake the	19.	Is Application Subject to Review by State Under Executive Order 12372 Process? Applicants should contact the State Single Point of Contact (SPOC) for Federal Executive Order 12372 to determine whether the application is subject to the

	<p>assistance activity, if applicable.</p> <p>f. Name and contact information of person to be contacted on matters involving this application: Enter the name (First and last name required), organizational affiliation (if affiliated with an organization other than the applicant organization), telephone number (Required), fax number, and email address (Required) of the person to contact on matters related to this application.</p>	<p>State intergovernmental review process. Select the appropriate box. If "a." is selected, enter the date the application was submitted to the State</p>		
<p>9.</p>	<p>Type of Applicant: (Required) Select up to three applicant type(s) in accordance with agency instructions.</p> <table border="0" data-bbox="183 453 849 1016"> <tr> <td data-bbox="183 453 521 1016"> <p>A. State Government B. County Government C. City or Township Government D. Special District Government E. Regional Organization F. U.S. Territory or Possession G. Independent School District H. Public/State Controlled Institution of Higher Education I. Indian/Native American Tribal Government (Federally Recognized) J. Indian/Native American Tribal Government (Other than Federally Recognized) K. Indian/Native American Tribally Designated Organization L. Public/Indian Housing Authority</p> </td> <td data-bbox="521 453 849 1016"> <p>M. Nonprofit with 501C3 IRS Status (Other than Institution of Higher Education) N. Nonprofit without 501C3 IRS Status (Other than Institution of Higher Education) O. Private Institution of Higher Education P. Individual Q. For-Profit Organization (Other than Small Business) R. Small Business S. Hispanic-serving Institution T. Historically Black Colleges and Universities (HBCUs) U. Tribally Controlled Colleges and Universities (TCCUs) V. Alaska Native and Native Hawaiian Serving Institutions W. Non-domestic (non-US) Entity X. Other (specify)</p> </td> </tr> </table>	<p>A. State Government B. County Government C. City or Township Government D. Special District Government E. Regional Organization F. U.S. Territory or Possession G. Independent School District H. Public/State Controlled Institution of Higher Education I. Indian/Native American Tribal Government (Federally Recognized) J. Indian/Native American Tribal Government (Other than Federally Recognized) K. Indian/Native American Tribally Designated Organization L. Public/Indian Housing Authority</p>	<p>M. Nonprofit with 501C3 IRS Status (Other than Institution of Higher Education) N. Nonprofit without 501C3 IRS Status (Other than Institution of Higher Education) O. Private Institution of Higher Education P. Individual Q. For-Profit Organization (Other than Small Business) R. Small Business S. Hispanic-serving Institution T. Historically Black Colleges and Universities (HBCUs) U. Tribally Controlled Colleges and Universities (TCCUs) V. Alaska Native and Native Hawaiian Serving Institutions W. Non-domestic (non-US) Entity X. Other (specify)</p>	<p>20. Is the Applicant Delinquent on any Federal Debt? (Required) Select the appropriate box. This question applies to the applicant organization, not the person who signs as the authorized representative. Categories of debt include delinquent audit disallowances, loans and taxes.</p> <p>If yes, include an explanation on the continuation sheet.</p> <p>21. Authorized Representative: (Required) To be signed and dated by the authorized representative of the applicant organization. Enter the name (First and last name required) title (Required), telephone number (Required), fax number, and email address (Required) of the person authorized to sign for the applicant.</p> <p>A copy of the governing body's authorization for you to sign this application as the official representative must be on file in the applicant's office. (Certain Federal agencies may require that this authorization be submitted as part of the application.)</p>
<p>A. State Government B. County Government C. City or Township Government D. Special District Government E. Regional Organization F. U.S. Territory or Possession G. Independent School District H. Public/State Controlled Institution of Higher Education I. Indian/Native American Tribal Government (Federally Recognized) J. Indian/Native American Tribal Government (Other than Federally Recognized) K. Indian/Native American Tribally Designated Organization L. Public/Indian Housing Authority</p>	<p>M. Nonprofit with 501C3 IRS Status (Other than Institution of Higher Education) N. Nonprofit without 501C3 IRS Status (Other than Institution of Higher Education) O. Private Institution of Higher Education P. Individual Q. For-Profit Organization (Other than Small Business) R. Small Business S. Hispanic-serving Institution T. Historically Black Colleges and Universities (HBCUs) U. Tribally Controlled Colleges and Universities (TCCUs) V. Alaska Native and Native Hawaiian Serving Institutions W. Non-domestic (non-US) Entity X. Other (specify)</p>			

BUDGET INFORMATION - Construction Programs

NOTE: Certain Federal assistance programs require additional computations to arrive at the Federal share of project costs eligible for participation. If such is the case, you will be notified.

COST CLASSIFICATION	a. Total Cost	b. Costs Not Allowable for Participation	c. Total Allowable Costs (Columns a-b)
1. Administrative and legal expenses	\$.00	\$.00	\$.00
2. Land, structures, rights-of-way, appraisals, etc.	\$.00	\$.00	\$.00
3. Relocation expenses and payments	\$.00	\$.00	\$.00
4. Architectural and engineering fees	\$ 550,000 .00	\$.00	\$ 550,000 .00
5. Other architectural and engineering fees	\$.00	\$.00	\$.00
6. Project inspection fees	\$.00	\$.00	\$.00
7. Site work	\$.00	\$.00	\$.00
8. Demolition and removal	\$.00	\$.00	\$.00
9. Construction	\$.00	\$.00	\$.00
10. Equipment	\$.00	\$.00	\$.00
11. Miscellaneous	\$.00	\$.00	\$.00
12. SUBTOTAL (sum of lines 1-11)	\$ 550,000 .00	\$ 0 .00	\$ 550,000 .00
13. Contingencies	\$.00	\$.00	\$.00
14. SUBTOTAL	\$ 550,000 .00	\$ 0 .00	\$ 550,000 .00
15. Project (program) income	\$ 0 .00	\$ 0 .00	\$ 0 .00
16. TOTAL PROJECT COSTS (subtract #15 from #14)	\$ 550,000 .00	\$.00	\$ 550,000 .00
FEDERAL FUNDING			
17. Federal assistance requested, calculate as follows: (Consult Federal agency for Federal percentage share.) Enter the resulting Federal share.	Enter eligible costs from line 16c Multiply X <u>55.00</u> %		\$ <u>302,000.00</u>

ASSURANCES - CONSTRUCTION PROGRAMS

Public reporting burden for this collection of information is estimated to average 15 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0042), Washington, DC 20503.

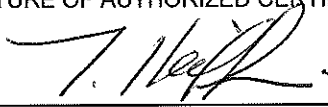
PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE OFFICE OF MANAGEMENT AND BUDGET. SEND IT TO THE ADDRESS PROVIDED BY THE SPONSORING AGENCY.

NOTE: Certain of these assurances may not be applicable to your project or program. If you have questions, please contact the Awarding Agency. Further, certain Federal assistance awarding agencies may require applicants to certify to additional assurances. If such is the case, you will be notified.

As the duly authorized representative of the applicant, I certify that the applicant:

1. Has the legal authority to apply for Federal assistance, and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project costs) to ensure proper planning, management and completion of the project described in this application.
2. Will give the awarding agency, the Comptroller General of the United States and, if appropriate, the State, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the assistance; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
3. Will not dispose of, modify the use of, or change the terms of the real property title, or other interest in the site and facilities without permission and instructions from the awarding agency. Will record the Federal interest in the title of real property in accordance with awarding agency directives and will include a covenant in the title of real property acquired in whole or in part with Federal assistance funds to assure non-discrimination during the useful life of the project.
4. Will comply with the requirements of the assistance awarding agency with regard to the drafting, review and approval of construction plans and specifications.
5. Will provide and maintain competent and adequate engineering supervision at the construction site to ensure that the complete work conforms with the approved plans and specifications and will furnish progress reports and such other information as may be required by the assistance awarding agency or State.
6. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
7. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
8. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. §§4728-4763) relating to prescribed standards for merit systems for programs funded under one of the 19 statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 C.F.R. 900, Subpart F).
9. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§4801 et seq.) which prohibits the use of lead-based paint in construction or rehabilitation of residence structures.
10. Will comply with all Federal statutes relating to non-discrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§1681 1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. §794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. §§6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) §§523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. §§290 dd-3 and 290 ee 3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §§3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and, (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.

11. Will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal and federally-assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases.
12. Will comply with the provisions of the Hatch Act (5 U.S.C. §§1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.
13. Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. §§276a to 276a-7), the Copeland Act (40 U.S.C. §276c and 18 U.S.C. §874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. §§327-333) regarding labor standards for federally-assisted construction subagreements.
14. Will comply with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.
15. Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§1451 et seq.); (f) conformity of Federal actions to State (Clean Air) Implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. §§7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended (P.L. 93-523); and, (h) protection of endangered species under the Endangered Species Act of 1973, as amended (P.L. 93-205).
16. Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. §§1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.
17. Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. §470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. §§469a-1 et seq.).
18. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1996 and OMB Circular No. A-133, "Audits of States, Local Governments, and Non-Profit Organizations."
19. Will comply with all applicable requirements of all other Federal laws, executive orders, regulations, and policies governing this program.

SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL 	TITLE Water Utility General Manager
APPLICANT ORGANIZATION Madison Water Utility Madison, Wisconsin	DATE SUBMITTED December 3, 2009

EPA Project Control Number

CERTIFICATION REGARDING LOBBYING

CERTIFICATION FOR CONTRACTS, GRANTS, LOANS AND COOPERATIVE AGREEMENTS

The undersigned certifies, to the best of his or her knowledge and belief, that:

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

(3) The undersigned shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including sub-contracts, sub-grants, and contracts under grants, loans, and cooperative agreements) and that all sub-recipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31 U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Tom Heikkinen, General Manager- Madison Water Utility

Typed Name & Title of Authorized Representative

 12/4/09
Signature and Date of Authorized Representative

DISCLOSURE OF LOBBYING ACTIVITIES

Complete this form to disclose lobbying activities pursuant to 31 U.S.C. 1352

Approved by OMB

0348-0046

(See reverse for public burden disclosure.)

1. Type of Federal Action: <input type="checkbox"/> a. contract <input checked="" type="checkbox"/> b. grant c. cooperative agreement d. loan e. loan guarantee f. loan insurance	2. Status of Federal Action: <input type="checkbox"/> a. bid/offer/application <input type="checkbox"/> b. initial award <input type="checkbox"/> c. post-award	3. Report Type: <input type="checkbox"/> a. initial filing <input type="checkbox"/> b. material change For Material Change Only: year <u>2009</u> quarter <u>4th</u> date of last report _____
4. Name and Address of Reporting Entity: <input checked="" type="checkbox"/> Prime <input type="checkbox"/> Subawardee Tier _____, if known: Congressional District, if known: ^{4c}	5. If Reporting Entity in No. 4 is a Subawardee, Enter Name and Address of Prime: Congressional District, if known:	
6. Federal Department/Agency: US Environmental Protection Agency	7. Federal Program Name/Description: Congressionally Mandated Projects CFDA Number, if applicable: <u>66.202</u>	
8. Federal Action Number, if known:	9. Award Amount, if known: \$ 300000	
10. a. Name and Address of Lobbying Registrant <i>(if individual, last name, first name, MI):</i> Len Simon Simon and Company Inc. 1660 L Street, NW Suite 501 Washington, DC 20036	b. Individuals Performing Services <i>(including address if different from No. 10a)</i> <i>(last name, first name, MI):</i> Signature:  Print Name: <u>Thomas Heikkinen</u> Title: <u>Water Utility General Manager</u> Telephone No.: <u>608-266-4651</u> Date: <u>12/4/09</u>	
11. Information requested through this form is authorized by title 31 U.S.C. section 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the tier above when this transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.		
Federal Use Only:		Authorized for Local Reproduction Standard Form LLL (Rev. 7-97)

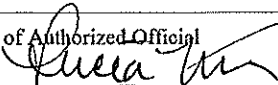
INSTRUCTIONS FOR COMPLETION OF SF-LLL, DISCLOSURE OF LOBBYING ACTIVITIES

This disclosure form shall be completed by the reporting entity, whether subawardee or prime Federal recipient, at the initiation or receipt of a covered Federal action, or a material change to a previous filing, pursuant to title 31 U.S.C. section 1352. The filing of a form is required for each payment or agreement to make payment to any lobbying entity for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with a covered Federal action. Complete all items that apply for both the initial filing and material change report. Refer to the implementing guidance published by the Office of Management and Budget for additional information.

1. Identify the type of covered Federal action for which lobbying activity is and/or has been secured to influence the outcome of a covered Federal action.
2. Identify the status of the covered Federal action.
3. Identify the appropriate classification of this report. If this is a followup report caused by a material change to the information previously reported, enter the year and quarter in which the change occurred. Enter the date of the last previously submitted report by this reporting entity for this covered Federal action.
4. Enter the full name, address, city, State and zip code of the reporting entity. Include Congressional District, if known. Check the appropriate classification of the reporting entity that designates if it is, or expects to be, a prime or subaward recipient. Identify the tier of the subawardee, e.g., the first subawardee of the prime is the 1st tier. Subawards include but are not limited to subcontracts, subgrants and contract awards under grants.
5. If the organization filing the report in item 4 checks "Subawardee," then enter the full name, address, city, State and zip code of the prime Federal recipient. Include Congressional District, if known.
6. Enter the name of the Federal agency making the award or loan commitment. Include at least one organizational level below agency name, if known. For example, Department of Transportation, United States Coast Guard.
7. Enter the Federal program name or description for the covered Federal action (item 1). If known, enter the full Catalog of Federal Domestic Assistance (CFDA) number for grants, cooperative agreements, loans, and loan commitments.
8. Enter the most appropriate Federal identifying number available for the Federal action identified in item 1 (e.g., Request for Proposal (RFP) number; Invitation for Bid (IFB) number; grant announcement number; the contract, grant, or loan award number; the application/proposal control number assigned by the Federal agency). Include prefixes, e.g., "RFP-DE-90-001."
9. For a covered Federal action where there has been an award or loan commitment by the Federal agency, enter the Federal amount of the award/loan commitment for the prime entity identified in item 4 or 5.
10. (a) Enter the full name, address, city, State and zip code of the lobbying registrant under the Lobbying Disclosure Act of 1995 engaged by the reporting entity identified in item 4 to influence the covered Federal action.

(b) Enter the full names of the individual(s) performing services, and include full address if different from 10 (a). Enter Last Name, First Name, and Middle Initial (MI).
11. The certifying official shall sign and date the form, print his/her name, title, and telephone number.

According to the Paperwork Reduction Act, as amended, no persons are required to respond to a collection of information unless it displays a valid OMB Control Number. The valid OMB control number for this information collection is OMB No. 0348-0046. Public reporting burden for this collection of information is estimated to average 10 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0046), Washington, DC 20503.

Preaward Compliance Review Report for All Applicants and Recipients Requesting EPA Financial Assistance <small>Note: Read instructions on other side before completing form.</small>		
I. Applicant/Recipient (Name, Address, State, Zip Code). Madison Water Utility 119 E. Olin Ave., Madison, WI 53713	DUNS No. 093027167	
II. Is the applicant currently receiving EPA assistance? NO		
III. List all civil rights lawsuits and administrative complaints pending against the applicant/recipient that allege discrimination based on race, color, national origin, sex, age, or disability. (Do not include employment complaints not covered by 40 C.F.R. Parts 5 and 7. See instructions on reverse side.) <p style="text-align: center;">See attachment</p>		
IV. List all civil rights lawsuits and administrative complaints decided against the applicant/recipient within the last year that allege discrimination based on race, color, national origin, sex, age, or disability and enclose a copy of all decisions. Please describe all corrective action taken. (Do not include employment complaints not covered by 40 C.F.R. Parts 5 and 7. See instructions on reverse side.) <p style="text-align: center;">none</p>		
V. List all civil rights compliance reviews of the applicant/recipient conducted by any agency within the last two years and enclose a copy of the review and any decisions, orders, or agreements based on the review. Please describe any corrective action taken. (40 C.F.R. § 7.80(c)(3)) <p style="text-align: center;">none</p>		
VI. Is the applicant requesting EPA assistance for new construction? If no, proceed to VII; if yes, answer (a) and/or (b) below. Yes <input checked="" type="checkbox"/> No <input checked="" type="checkbox"/>		
a. If the grant is for new construction, will all new facilities or alterations to existing facilities be designed and constructed to be readily accessible to and usable by persons with disabilities? If yes, proceed to VII; if no, proceed to VI(b). Yes <input type="checkbox"/> No <input type="checkbox"/>		
b. If the grant is for new construction and the new facilities or alterations to existing facilities will not be readily accessible to and usable by persons with disabilities, explain how a regulatory exception (40 C.F.R. § 7.70) applies. Yes <input type="checkbox"/> No <input type="checkbox"/>		
VII.* Does the applicant/recipient provide initial and continuing notice that it does not discriminate on the basis of race, color, national origin, sex, age, or disability in its programs or activities? (40 C.F.R. § 5.140 and § 7.95) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
a. Do the methods of notice accommodate those with impaired vision or hearing? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
b. Is the notice posted in a prominent place in the applicant's offices or facilities or, for education programs and activities, in appropriate periodicals and other written communications? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
c. Does the notice identify a designated civil rights coordinator? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
VIII.* Does the applicant/recipient maintain demographic data on the race, color, national origin, sex, age, or handicap of the population it serves? (40 C.F.R. § 7.85(a)) yes <input checked="" type="checkbox"/>		
IX.* Does the applicant/recipient have a policy/procedure for providing access to services for persons with limited English proficiency? (40 C.F.R. Part 7, E.O. 13166) yes <input checked="" type="checkbox"/>		
X.* If the applicant/recipient is an education program or activity, or has 15 or more employees, has it designated an employee to coordinate its compliance with 40 C.F.R. Parts 5 and 7? Provide the name, title, position, mailing address, e-mail address, fax number, and telephone number of the designated coordinator. yes. Christie Hill, Affirmative Action Coordinator, Department of Civil		
XI.* If the applicant/recipient is an education program or activity, or has 15 or more employees, has it adopted grievance procedures that assure the prompt and fair resolution of complaints that allege a violation of 40 C.F.R. Parts 5 and 7? Provide a legal citation or Internet address for, or a copy of, the procedures. yes.		
For the Applicant/Recipient		
I certify that the statements I have made on this form and all attachments thereto are true, accurate and complete. I acknowledge that any knowingly false or misleading statement may be punishable by fine or imprisonment or both under applicable law. I assure that I will fully comply with all applicable civil rights statutes and EPA regulations.		
A. Signature of Authorized Official 	B. Title of Authorized Official Director, Department of Civil Rights	C. Date 12-4-09
For the U.S. Environmental Protection Agency		
I have reviewed the information provided by the applicant/recipient and hereby certify that the applicant/recipient has submitted all preaward compliance information required by 40 C.F.R. Parts 5 and 7; that based on the information submitted, this application satisfies the preaward provisions of 40 C.F.R. Parts 5 and 7; and that the applicant has given assurance that it will fully comply with all applicable civil rights statutes and EPA regulations.		
A. Signature of Authorized EPA Official	B. Title of Authorized EPA Official	C. Date
See ** note on reverse side		

Instructions for EPA FORM 4700-4 (Rev. 04/2012)

General

Recipients of Federal financial assistance from the U.S. Environmental Protection Agency must comply with the following statutes and regulations.

Title VI of the Civil Rights Acts of 1964 provides that no person in the United States shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance. The Act goes on to explain that the statute shall not be construed to authorize action with respect to any employment practice of any employer, employment agency, or labor organization (except where the primary objective of the Federal financial assistance is to provide employment).

Section 13 of the 1972 Amendments to the Federal Water Pollution Control Act provides that no person in the United States shall on the ground of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under the Federal Water Pollution Control Act, as amended. Employment discrimination on the basis of sex is prohibited in all such programs or activities.

Section 504 of the Rehabilitation Act of 1973 provides that no otherwise qualified individual with a disability in the United States shall solely by reason of disability be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance. Employment discrimination on the basis of disability is prohibited in all such programs or activities.

The Age Discrimination Act of 1975 provides that no person on the basis of age shall be excluded from participation under any program or activity receiving Federal financial assistance. Employment discrimination is not covered. Age discrimination in employment is prohibited by the Age Discrimination in Employment Act administered by the Equal Employment Opportunity Commission.

Title IX of the Education Amendments of 1972 provides that no person in the United States on the basis of sex shall be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance. Employment discrimination on the basis of sex is prohibited in all such education programs or activities. Note: an education program or activity is not limited to only those conducted by a formal institution.

40 C.F.R. Part 5 implements Title IX of the Education Amendments of 1972.

40 C.F.R. Part 7 implements Title VI of the Civil Rights Act of 1964, Section 13 of the 1972 Amendments to the Federal Water Pollution Control Act, and Section 504 of The Rehabilitation Act of 1973.

The Executive Order 13166 (E.O. 13166) entitled; "Improving Access to Services for Persons with Limited English Proficiency" requires Federal agencies work to ensure that recipients of Federal financial assistance provide meaningful access to their LEP applicants and beneficiaries.

Items

"Applicant" means any entity that files an application or unsolicited proposal or otherwise requests EPA assistance. 40 C.F.R. §§ 5.105, 7.25.

"Recipient" means any entity, other than applicant, which will actually receive EPA assistance. 40 C.F.R. §§ 5.105, 7.25.

"Civil rights lawsuits and administrative complaints" means any lawsuit or administrative complaint alleging discrimination on the basis of race, color, national origin, sex, age, or disability pending or decided against the applicant and/or entity which actually benefits from the grant, but excluding employment complaints not covered by 40 C.F.R. Parts 5 and 7. For example, if a city is the named applicant but the grant will actually benefit the Department of Sewage, civil rights lawsuits involving both the city and the Department of Sewage should be listed.

"Civil rights compliance review" means any review assessing the applicant's and/or recipient's compliance with laws prohibiting discrimination on the basis of race, color, national origin, sex, age, or disability.

Submit this form with the original and required copies of applications, requests for extensions, requests for increase of funds, etc. Updates of information are all that are required after the initial application submission.

If any item is not relevant to the project for which assistance is requested, write "NA" for "Not Applicable."

In the event applicant is uncertain about how to answer any questions, EPA program officials should be contacted for clarification.

* Questions VII – XI are for informational use only and will not affect an applicant's grant status. However, applicants should answer all questions on this form. (40 C.F.R. Parts 5 and 7).

** Note: Signature appears in the Approval Section of the EPA Comprehensive Administrative Review For Grants/Cooperative Agreements & Continuation/Supplemental Awards form.

Approval indicates, in the reviewer's opinion, questions I – VI of Form 4700-4 comply with the preaward administrative requirements for EPA assistance.

"Burden Disclosure Statement"

EPA estimates public reporting burden for the preparation of this form to average 30 minutes per response. This estimate includes the time for reviewing instructions, gathering and maintaining the data needed and completing and reviewing the form. Send comments regarding the burden estimate, including suggestions for reducing this burden, to U.S. EPA, Attn: Collection Strategies Division (MC 2822T), Office of Information Collection, 1200 Pennsylvania Ave., NW, Washington, D.C. 20460; and to the Office of Information and Regulatory Affairs, Office of Management and Budget, Washington, D.C. 20503.

The information on this form is required to enable the U.S. Environmental Protection Agency to determine whether applicants and prospective recipients are developing projects, programs and activities on a nondiscriminatory basis as required by the above statutes and regulations.

RESPONSE TO QUESTION III

1. Indulis Brakmanis v. City of Madison
Case No. CR200701123
Equal Rights Division, Department of Workforce Development,
State of Wisconsin

Employee alleges discrimination based on disability.
2. Christy Fields v. City of Madison
Case No. CR200802632
Equal Rights Division, Department of Workforce Development,
State of Wisconsin

Employee alleges discrimination based on disability
- 3 & 4. Michael M. Reveles, Jr. v. City of Madison
Case Nos. CR200502500 and CR200502574
Equal Rights Division, Department of Workforce Development,
State of Wisconsin

Plaintiff alleges discrimination in a public place based upon race.
5. Melanie Stibick v. City of Madison
Case No. CR200801300
Equal Rights Division, Department of Workforce Development,
State of Wisconsin

Plaintiff alleges discrimination in hiring based on disability

RESPONSE TO QUESTION IV

None

Date Received:

Complaint No:

Department of Civil Rights - Affirmative Action Division



City-County Building
210 Martin Luther King, Jr. Blvd., Room 523
Madison, Wisconsin 53703-3346
(608) 266-4910
FAX (608) 266-6514
TTY/Textnet (866) 704-2314

Dave Cieslewicz
Mayor

Lucía Nuñez
Director

PROHIBITED HARASSMENT AND/OR DISCRIMINATION COMPLAINT REGISTER

Please type or write in black ink.

Complainant Name (last, first, middle initial)	Home Telephone Number	Work Telephone Number
Complainant Home Street Address	Your Department	
City, State, Zip Code	Department Address	
Your Job Title	Number of Years In City Govt.	

BASIS OF DISCRIMINATION/HARASSMENT:

Please check appropriate box(es) below. I believe that I was discriminated/harassed against based on my:

- | | | |
|--|---|--|
| <input type="checkbox"/> Race (R) | <input type="checkbox"/> HIV Status (ST) | <input type="checkbox"/> Current or Past Military Service (V) |
| <input type="checkbox"/> Gender (G) | <input type="checkbox"/> Source of Income (SI) | <input type="checkbox"/> Less than honorable discharge (LD) |
| <input type="checkbox"/> Religion (RE) | <input type="checkbox"/> Familial Status (F) | <input type="checkbox"/> Use or Nonuse of Lawful Products* (U) |
| <input type="checkbox"/> Creed (C) | <input type="checkbox"/> Ancestry of National Origin (NO) | <input type="checkbox"/> Physical Appearance (P) |
| <input type="checkbox"/> Color (CO) | <input type="checkbox"/> Sexual Harassment (SH) | <input type="checkbox"/> Political Beliefs (PB) |
| <input type="checkbox"/> Age (A) | <input type="checkbox"/> Sexual Orientation (SO) | <input type="checkbox"/> Student Status (SS) |
| <input type="checkbox"/> Disability (D) | <input type="checkbox"/> Arrest Record (AR) | <input type="checkbox"/> Retaliation (R) |
| <input type="checkbox"/> Marital Status (MS) | <input type="checkbox"/> Conviction Record (CR) | |

*with the exceptions noted at Section 111.35 Wis. Stats.

STATEMENT OF DISCRIMINATION/HARASSMENT:

Please describe the events that led you to file this complaint. Give the date each action happened and the name of the person(s) who took the action. Explain how each action(s) was related to box(es) you checked above:

COMPLAINT RESOLUTION (HOW WOULD YOU LIKE THESE ISSUES RESOLVED):

Please name the person or people against whom you are lodging this complaint:

1. _____ 2. _____

3. _____ 4. _____

Please name any witnesses:

1. _____ 2. _____

3. _____ 4. _____

COMPLAINANT SIGNATURE:	DATE:
------------------------	-------

IF YOU NEED MORE SPACE, PLEASE ATTACH AN ADDITIONAL SHEET.

Person Who Will Always Know Where You Live <u>AND</u> Who Does Not Reside With You:	Name	S T A T I S T I C A L	You Are:	
	Address		<input type="checkbox"/> Male <input type="checkbox"/> Female	Ethnicity:
	City, State, Zip Code		<input type="checkbox"/> Hispanic <input type="checkbox"/> Non-Hispanic	Race: (Please check all boxes that apply.)
	Telephone Number		<input type="checkbox"/> African-American or Black <input type="checkbox"/> Asian or Pacific Islander <input type="checkbox"/> American Indian or Alaskan Native <input type="checkbox"/> White <input type="checkbox"/> Multiple-Race/Ethnicity (check boxes) <input type="checkbox"/> Other (specify) _____	

SUBJECT: PROHIBITED HARASSMENT AND/OR DISCRIMINATION POLICY

The City of Madison is committed to providing equal employment opportunities for all persons and to providing a work environment free from harassment and discrimination. The goal is to achieve and maintain a respectful and welcoming workplace for all members of the community. To that end, this policy will be liberally construed and strictly enforced so as to achieve these goals. Harassment, discrimination and retaliation are prohibited conduct and violations of this policy will not be tolerated.

This policy applies to the delivery of City services/goods and to the official interactions of City employees with other members of our community. This policy also applies to conduct that occurs at the workplace and at any location that can be reasonably regarded as an extension of the workplace.

Managerial and supervisory employees are expected to serve as role models and to demonstrate their commitment to this policy in their everyday conduct. Any such employee who fails to take appropriate action upon observing an act prohibited by this policy, or who fails to take appropriate action upon receiving a complaint of a violation of this policy, is guilty of misconduct. Managerial employees are required to promptly notify their Department/Division Head, in writing, of all instances of known, observed and/or reported discrimination, harassment and/or retaliation.

All employees are required to cooperate fully with any investigation into alleged violations of this APM. Although a pattern of conduct is usually required for purposes of civil liability, the City does not condone any act of harassment, discrimination or retaliation. Engaging in any such prohibited conduct could result in disciplinary action being taken against the offender, up to and including discharge from City employment.

Definitions

“Complainant” is any person that reports a violation of or who files a complaint under this policy.

“Discrimination” occurs when any employment decision that affects the terms or conditions of employment, such as recruitment/hiring, lay-offs/firings, pay, promotions/demotions, training, transfers/assignments, or leave/benefits is motivated, at least in part, by the employee’s membership in a protected class.

“Harassment” includes verbal abuse, epithets, and vulgar or derogatory language, display of offensive cartoons or materials, mimicry, lewd or offensive gestures and telling of offensive jokes motivated by a person’s membership in a protected class. The behavior can be any of the three following subcategories: “**quid pro quo**” the request for sexual favors in exchange for some other favorable employment action or in exchange for the promise to refrain from taking negative employment action; “**hostile environment**” coworker to coworker behavior composed of abusive and degrading conduct directed against a protected class member that is sufficient to interfere with their work or create an offensive and hostile work environment, and finally, “**respondeat superior**” which occurs whenever a Department/Division Head, manager or supervisor, engages in any act of harassment. Harassment becomes a violation of this policy whenever an employee engages in any of the activities described above or in any similar behavior based upon a person’s membership in a protected class.

“Protected Class” means a person’s race, sex (gender), religion, creed, color, age, disability/handicap, marital status, HIV status, source of income, familial status, ancestry or national origin, sexual orientation, arrest record, conviction record, current or past military service, less than honorable discharge, use or non-use of lawful products off the employer’s premises during non-work hours (notwithstanding the exceptions noted in Sec. 111.35, Wis. Stats.), physical appearance, political beliefs, or the fact that a person is a student.

“Respondent” is any person alleged to have violated this policy.

“Retaliation” is any adverse employment action and/or any adverse action to include any act of revenge, reprisal, intimidation or coercion directed at an employee and motivated by the belief that the employee has either opposed a violation of this policy, has filed a complaint under this policy, has participated in an investigation of a complaint filed under this policy, or has exercised any other right under this policy.

“Sexual Harassment” is one type of harassment and includes unwelcome sexual advances, unwelcome physical contact of a sexual nature or unwelcome verbal or physical conduct of a sexual nature. Unwelcome verbal or physical conduct of a sexual nature includes, but is not limited to: the repeated making of unsolicited, inappropriate gestures or comments; the display of sexually graphic materials not necessary for work purposes; preferential treatment or the promise of preferential treatment in return for submitting to or engaging in sexual conduct; or repeatedly asking someone for a date after having been turned down. Such conduct is considered a violation of this policy when:

1. Submission to such conduct is made openly or by implication a term or condition of an individual’s employment; or
2. Submission to or the rejection of such conduct by an individual is used as a basis for employment decisions affecting that person; or
3. Such conduct is patently offensive and unreasonably interferes with the individual’s work performance or creates an intimidating, hostile or offensive work environment.

Reports and Investigations of Alleged Violations

1. **Confidentiality Protected:** A high degree of confidentiality is necessary to foster effective resolutions to complaints filed under this policy. Wherever possible, complaints are to be maintained and processed in a manner that can protect confidentiality of all parties within the boundaries of federal, state and local laws. These prohibitions shall not apply to communications between a City employee and their chosen representative/personal attorney.

Investigators shall maintain their notes and reports in a confidential manner that restricts access to individuals who have an official reason for accessing those materials. Upon completion of an investigation, the Investigators will forward their records to the Affirmative Action Department for storage in accordance with the City’s records retention policies; unless the complaint is against the Affirmative Action Department, in which case the records will be forwarded to the Human Resources Department.

2. **Right to File a Complaint:** All City employees are strongly encouraged to report any violations of this policy. No employment or disciplinary action will be taken against any employee who makes a good faith complaint even if the investigation fails to substantiate any or all allegations of the complaint. Employees who are witness to a violation of this policy have standing to file a complaint. At their option, employees may file their complaints with any of the following:
 - a. Their supervisor;
 - b. Their Department/Division Head
 - c. The Affirmative Action Department
 - d. The Mayor's Office, if the complaint relates to the conduct of a Department/Division Head or a Mayoral Staff person.

No person may require the employee to file a complaint with him or her nor may they prohibit an employee from filing their complaint with any other person. No employee shall be discouraged from filing a complaint under this policy. A copy of each written complaint must be forwarded to the Affirmative Action Department as soon as is reasonably practicable after it has been made. No employee may file a complaint in bad faith and without a reasonable basis to support the allegations contained in their complaint.

3. **Form of Complaint:** Complaints may be made orally or in writing. The recipient of an oral complaint shall reduce the allegations to writing. The Affirmative Action Department shall create and distribute a complaint form to facilitate the recording of complaints and to promote the uniformity of information gathered in response to such reports. The form shall also capture the resolution to the matter which the complaining employee requests. If the complaint implicates both this policy and other City policies/procedures, the relevant agencies will work together to investigate and resolve the matter. A copy of the complaint shall be forwarded to the appropriate Department/Division Head, the City Attorney, the Affirmative Action Director and, if the complaint relates to the conduct of a Department/Division Head or a Mayoral Staff person, the Mayor. A copy of the complaint form is attached to this policy (see Attachment 1).
4. **Employee Safety Assessment:** If a complaint raises serious questions regarding the safety of any employee, the Department/Division Head shall assess the need to relocate the alleged offender or to take other measures to provide for a safe and secure workplace environment. The complainant should be reassigned only as a last resort temporary measure that should be undertaken only after consultation with the City Attorney, the Human Resources Director and the Affirmative Action Department.
5. **Offer of EAP:** Any employee involved in an investigation should be notified of the availability of confidential assistance, counseling and referral through the City's Employee Assistance Program.
6. **Investigation of Complaints:** Department/Division Heads shall appoint a competent neutral member of their management team to conduct an immediate investigation into alleged violations of this policy. The Affirmative Action Director shall appoint a member of his/her staff to coordinate the investigation. Investigations of complaints filed under this policy must be given the highest priority. Such investigations should be promptly initiated and swiftly completed.

If, assuming all the allegations in a complaint are true, the complaint fails to state a basis upon which to believe a violation of this policy has occurred, the Affirmative Action Director, at his/her discretion, may refer the complaint to such other agency as he/she deems appropriate.

7. **Mayor to Appoint Investigator for Complaints Against Department/Division Heads/Mayoral Staff:** The Mayor shall be responsible for appointing an investigator for any complaint made that a Department/Division Head or mayoral staff member has violated the provisions of this policy. The Mayor may even contract with a non-city employee to conduct the investigation. The Mayor shall be responsible for developing any corrective action plan and may consult with whomever (s)he desires in that process.
8. **Complaints Regarding the Conduct of Elected Officials:** Elected officials of the City of Madison are obligated to abide by the requirements of this policy. City government has limited or no effective means of disciplining its elected officials for violations of this policy. The most effective remedies for such violations are those belonging to the electorate - i.e. the power of the ballot box. However, the City has a legal obligation to investigate any allegations of such violations by its elected officials. Persons having such complaints should file them using the procedures set forth in this policy. Any person receiving a report or a complaint alleging a violation of this policy by an elected official shall forward such information to the Director of the Affirmative Action Department, the Human Resources Director and the City Attorney who shall then jointly conduct a prompt, thorough and fair investigation into such allegations. The elected official being investigated shall receive the Notice of Investigation as set forth below. The Director of the Affirmative Action Department, the Human Resources Director and the City Attorney shall, upon completion of their investigation, issue a public report in compliance with sec. 19.356, Wis. Stats., redacting such information as necessary to protect the identity of the complainant and the cooperating witnesses.
9. **Notice of Investigation:** The Department/Division Head (or the Mayor under Para. 7) shall provide each respondent with notification that a complaint has been filed. Such person shall be provided a copy of the complaint unless doing so would present a danger of physical harm to the complainant or would present a substantial risk of impeding the investigation. The respondent shall also be reminded that such investigations are confidential and that retaliation is prohibited. The respondent shall be further advised that the complaint contains only allegations and that an investigation is being commenced to determine whether any violations occurred. A copy of the Notice of Investigation is attached to this policy (see Attachment 2).
10. **Withdrawal of a Complaint:** A complainant may withdraw their complaint at any time. However, before the City will allow such a person to withdraw their complaint, the investigators must first determine that there is no probable cause to believe that a violation of this policy has occurred and that the complainant's desire to withdraw the complaint is not motivated by a fear of retaliation or is the result of actual retaliation. The appropriate Department Head and the Director of Affirmative Action shall jointly determine whether to discontinue the investigation. In the case of a complaint against a Department/Division Head/Mayoral Staff Member, such determination shall be made by the Mayor.

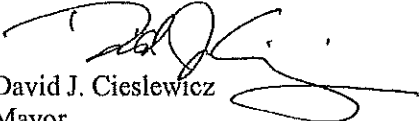
11. **Final Investigative Report:** The Investigator(s) shall prepare a final report which details the allegations made, the investigative measures undertaken, a summary of witness statements and the investigators' findings and conclusions. The investigators may consult with the City Attorney and the Affirmative Action Director in preparing this report. The emphasis of this report shall be upon determining what actually happened and whether any allegations of the complaint are sustained. This report shall not make any recommendations for discipline nor for corrective action. This report is due to the Department/Division Head within 15 days of the close of the investigation. The Department/Division Head shall determine whether to accept the report or to order additional investigation. A copy of this report shall be forwarded to the City Attorney and the Director of Affirmative Action who may have 15 days to provide comment and review.

If the investigation involves allegations against a Department/Division Head, or a mayoral staff member, the report will be forwarded to the Mayor. A copy of this report shall be forwarded to the City Attorney and the Director of Affirmative Action who has 15 days to provide comment and review.

12. **Corrective Action Plan:** Within 10 days of the receipt of the Final Investigative Report the Department/Division Head shall develop a Corrective Action Plan, in consultation with the Affirmative Action Department, the Human Resources Department and the City Attorney's Office, that addresses the proper courses of action to be undertaken for any sustained allegations of a complaint. The Corrective Action Plan shall encompass steps the Department/Division Head feels are necessary to correct and/or prevent future violations of this policy. These plans may include a requirement of mediation between the Complainant and the Respondent or any other individual(s). Copies of the final plan should be provided to the Affirmative Action Director, the Human Resources Director and the City Attorney. Final responsibility for disciplinary action resides with the Department or Division Head. If the investigation involves allegations against a Department/Division Head or Mayoral Staff Member the Mayor will prepare a Corrective Action Plan.
13. **Follow Up Contact:** The Complainant and the Respondent shall be notified of the results of the investigation by the Affirmative Action Department employee responsible for coordinating the investigation. Such notification shall be made as soon as practical after the final investigative report has been approved or as soon as practical after the Corrective Action Plan has been implemented, whichever event occurs last. If any allegations of a complaint are sustained, the employee's Department/Division Head should periodically make contact with the Complainant and affected employees to determine whether any employee has been the subject of any retaliation and whether the prohibited conduct has ceased.

Training Responsibilities

1. **Obligations of Department/Division Heads:** Department/Division Heads must take affirmative steps to ensure equal employment opportunities for all City employees. While such affirmative management will take many forms, the following steps are required:
 - A. Accept and announce responsibility for equal employment opportunities for employees of her/his department, division or work unit. Announce that all reported incidents of discrimination will be fully investigated and that proven violations will be met with appropriate sanctions, including, if indicated, disciplinary actions up to and including discharge.
 - B. Circulate this memorandum to all employees, at least once a year and review this policy with all lead-workers, supervisors and managers at least once each year. Ensure that, at the earliest date that training is available, arrangements are made for current, newly appointed or temporary supervisory personnel to attend City of Madison training on Conducting Employee Misconduct Investigations.
 - C. Cooperate with the Affirmative Action Department, the City Attorney's Office and the Human Resources Department in the development and implementation of necessary orientation, training and education programs aimed at defining and preventing violations of this policy. Ensure that all employees receive this training as part of their new employee orientation training and at reasonable intervals throughout their careers with the City.
2. **Obligations of the Affirmative Action Department:** the Affirmative Action Department is the lead administrative unit for promoting the protections guaranteed under this policy. Its representatives function as a resource tool for all City employees, including managers and supervisors. The Department shall develop and provide training and education programs for all employees, including specialized training for supervisors, to help promote this policy and the goals embodied therein.


David J. Cieslewicz
Mayor

APM No. 3-5
September 26, 2005

Original APM dated 8/30/1996
(Revised 10/17/2000)



PROJECT WORKPLAN

*East Side Water Supply Planning
and Project Development*

December 1, 2009

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I. PROJECT TITLE:

East Side Water Supply Planning and Project Development

II. APPLICANT:

Madison Water Utility, 119 E. Olin Avenue, Madison, WI 53713

III. PROJECT DESCRIPTION AND ACTIVITIES

Madison Water Utility is developing a system evaluation, capital project development, and water quality project for the east side of the Utility's main pressure zone (Zone 6-East). The project includes but would not necessarily be limited to: long term demand analysis, water quality evaluation, treatment technology review, water conservation demand impact, hydraulic modeling, project alternative evaluation, public participation assistance, well site selection and planning, pilot testing, project development, preliminary design, and cost estimating. The overall objective of this study is to develop a series of capital projects, budgets and implementation schedules to be defined through the work of this study.

IV. FUNDING

Funding for this project is expected to be a minimum of \$250,000 from Madison Water Utility and \$300,000 US Environmental Protection Agency special appropriations grant funds. No other funding is required for this study.

V. PROJECT BACKGROUND

- A. 2006 Water Master Plan: In 2006, Madison Water Utility completed and adopted a comprehensive update of their Water Master Plan. For the near-east side of the water system the Master Plan recommended that Wells 7 and 8 continue operating at current capacity and that Well 3 be abandoned due to water quality issues and then replaced. Well 3 was abandoned in 2008. The replacement well, designated as Well 45, would be sited in the east isthmus area of the City. The recommendation to maintain three wells in the east isthmus area was based on long-term water demand forecasts and anticipated redevelopment within Zone 6-East. Black and Veatch completed a subsequent study in 2007 to evaluate the impact of abandoning Well 3 sooner rather than later. This study indicated that

Well 3 should be replaced before 2015 to sustain the Utility's level of service and system reliability for the east Isthmus within Zone 6-East.

- B. Water Quality: During this study four wells would be evaluated/investigated for potential water quality improvements. They include Wells 7, 8, 15, and the replacement for Well 3. Water from Wells 7 and 8 exceed one or both of the secondary maximum contaminant levels for iron and manganese. Water from Well 15 has shown an increasing level of tetrachloroethylene (PCE). Although currently below the maximum contaminant level, the level of PCE may exceed the MCL within two years. While the water quality in any replacement well will not be fully known or understood until a test well is drilled, for this study it will be assumed to be similar to the utility's latest well, No. 30, and have iron levels between than 0.2 and 0.3 mg/l and manganese levels between 10 and 20 ug/l.
1. Well 7:
 - a) Iron levels = 0.43 mg/l
(Secondary MCL = 0.30 mg/l)
 - b) Manganese levels = 29 ug/l
(SMCL = 0.050 mg/l or 50 ug/l)
 2. Well 8
 - a) Iron levels = 0.63 mg/l
(SMCL = 0.30 mg/l)
 - b) Manganese levels = 55 ug/l
(SMCL = 0.050 mg/l or 50 ug/l)
 3. Well 15
 - a) Tetrachloroethylene = 3.8 ug/l
(Primary MCL = 4 quarter average > 5.0 ug/l)
 4. Madison Water Utility passed a resolution in August 2009 that establishes water treatment and quality policies for iron and manganese. In that document the Utility is committed to providing water to the consumer tap that does not exceed the USEPA secondary standard for iron and manganese. The policy also establishes a treatment requirement for new wells when the iron is greater than 0.1 mg/l and the manganese is greater than 20 ug/l.
- C. Water Conservation: In 2008, Madison Water Utility completed and adopted a water conservation plan that established water demand goals for the system. Broadly stated, these goals were to reduce average residential use by 20-percent by the year 2020 and to maintain current total pumping levels across the City. As a part of this, the Utility initiated a toilet rebate program to encourage conservation and is investigating implementing conservation water rates to motivate customers to reduce their drinking water use. Public comment received during the public participation process for the Well 8 filter project indicated that water demand projections should be re-evaluated based on these proposed

water conservation goals to evaluate the required number of wells in the east isthmus area.

VI. GENERAL PROJECT AND SERVICES GUIDELINES

A. Overall Project Objectives:

1. The overall objective of this work is: develop a set of clear capital project criteria, water quality goals, project recommendations, site analysis, site selection, capital budgets, implementation schedules, and preliminary plans. This capital improvement program will establish a series of construction projects that will improve the water system and provide adequate long-term water supply and fire protection to the east Isthmus portion of Zone 6-East.
2. All project development and recommendations will be based on current conservation objectives and a Utility goal of reducing per customer water demand.
3. Utilizing revised and updated water demand projections from this study and anticipated operational optimization, a recommendation will be developed that will determine the number of wells required for the east isthmus area of Zone 6 East.
4. Several other proposed wells in the main pressure zone on the east side of Madison are included in the 2006 Water Master Plan. For the purposes of this study, those wells will be assumed to be constructed and put in service within a 10-year window as planned in the Master Plan.
5. Recommended capital improvements will sustain the water supply through emergency conditions, natural disasters, mechanical failures, and other unanticipated conditions through standard engineering provisions for reliability and redundancy of facilities.
6. Projects developed during this study will also ensure that the system meets the fire flow capacity goals and conforms to Utility standards for fire fighting reserves.
7. System security will be stressed in all projects planned for the Utility. Maintaining a safe and secure drinking water supply is vital to sustaining customer confidence in the system.
8. A comprehensive public participation plan will be used to engage and educate the public in the development of the capital improvement program for Zone 6-East. Activities developed by citizen advisory panels such as public meetings, educational materials, and web pages will be used to improve public understanding of the need and purpose of each recommended capital project.
9. Energy conservation objectives and operational efficiency plans will be developed in conjunction with the recommended capital projects to optimize operations and minimize costs to the Utility.

10. Recommended capital improvement projects will fit architecturally into the neighborhood and will be sensitive to local issues and concerns identified during the public participation process.
- B. Pressure Zone 6-East: The Madison water system currently has 10 different pressure zones. The largest pressure zone, Zone 6 or the Main Zone, comprises the center of the city from I-90 on the east to Glenway Street on the near west side. Due to hydraulic restrictions across the isthmus, the hydraulic grade line in Zone 6 varies from elevation 1080 on the east side to elevation 1054 on the west side. This hydraulic division across the isthmus essentially divides Zone 6 into two pressure zones, 6-West and a 6-East. This study will look primarily at water supply issues within Pressure Zone 6-East as defined by the 2006 Water Master Plan.
- C. General Unit Well Configuration:
1. Madison Water Utility currently operates 23 Unit Wells around the City with several more wells planned for the next 20 years.
 2. Based on the Utility's many years of experience with Unit Well construction and operation, the basic facility layout, materials, security provisions, and operational criteria are well established.
 3. With the exception of Well 29, the Utility only chlorinates and fluoridates the groundwater for disinfection and dental health purposes.
 4. The Utility recently constructed and commissioned its first iron and manganese removal filter at Well 29. This filter uses pyrolucite media with an approved filter loading rate of 12 gpm/ft². The filter uses chlorine as the oxidant for removal of the iron and manganese. The filters consistently remove over 95% of the iron and manganese from the well water.
 5. The basic design components of a unit well include:
 - a) Vertical turbine line shaft well pump with an approximate capacity of 2,100 gallons per minute or 3 million gallons per day.
 - b) Ground level reservoir ranging from 150,000 to 4 million gallons
 - c) One or two booster pumps
 - d) Chemical feed: Gas Chlorinators for disinfection and Hydrofluosilicic acid feed for fluoride addition
 - e) Chemical storage:
 - (1) Two each 150 pound chlorine cylinders on scales
 - (2) 165 gallon Hydrofluosilicic acid tank and scale.
 - f) Electrical power and PLC control
 - g) Supervisory Control And Data Acquisition (SCADA) system
 - h) If a filter or other treatment facility is needed at a well, proven technologies will be evaluated with the objective of simple economical operation and durability.
- D. Future Wells and Other System Hydraulic Improvements:

1. In order to complete the hydraulic modeling analysis for future years, the impact and benefit of future planned wells outside the scope of this study must be included. For the purposes of this study, the wells recommended in the Utility's 2006 approved Water Master Plan will be assumed to be installed and functioning. These future wells will be assumed to be constructed within a 10-year window of the dates established in the 2006 Master Plan.
2. It will also be assumed that planned future hydraulic improvements will be in place and operational within a 10-year window for the purposes of this study.

VII. ANTICIPATED TASKS

A. Task 1: Zone 6-East Water Demand Analysis

1. Task Objective: Review and update as needed water system demand projections established in the 2006 Water Master Plan and other reports taking into account the conservation demand projections adopted by the Utility.
 - a) Review current service area population, employment, and student projections and land use patterns with City Planning Department – Update as needed
 - b) Review and revise as necessary the largest customer demands
 - c) Evaluate and update system demands to produce a functioning system hydraulic model.
 - d) Review current system water meter data and demand allocation.
 - e) Review recent water use patterns and water demands by customer class. Revise the Master Plan data as required to bring demands into compliance with current conditions.
 - f) Verify peaking factors and seasonal variations in system demand and adjust as necessary to reflect current information. Evaluate and update winter and summer conditions, max day, max month, and max hour. Review with Utility engineers to confirm adjustments.
2. During 2009 Black and Veatch Inc. developed a water demand set for the computer model from the 2008 meter data. This data has not been incorporated into the Utility's live model at this time. Review this data and use it as appropriate.
3. Evaluate system for Years 2010, 2015, 2030 and saturation build out scenarios
4. Evaluate the potential impact of the Utility's adopted water conservation plan on demand projections
5. Develop a range of water demand projections considering a successful water conservation program and slower development trends in the service

area. Three demand projection ranges will be developed and used; low, mean, and high to facilitate a full evaluation of the water supply needs of Zone 6-East.

6. Review and update the Utility's minimum level of service standards. Update and expand these standards as necessary.
7. Public Participation: Per Task 4.
8. Schedule: Complete Task 1 and produce the technical memo within 60 calendar days of contract notice to proceed.
9. Decision Point: Projected water demands will be reviewed and presented to a Citizen's Advisory Panel (CAP), at public meetings, and ultimately to the Water Utility Board (WUB). The WUB will establish the water demands for this study based on the information developed within this task.
10. Task Products:
 - a) A range of water demand projections for the current, 5 year, 20 year and saturation buildout conditions. The demand projection range shall include conservation projections and current development projections for low, mean and high estimates.
 - b) Updated peaking factors and seasonal variations in system demand for winter and summer conditions, max day, max month, and max hour.
 - c) Technical memorandum detailing the work and establishing water demands for the system.
11. Estimated Task Budget: \$22,000

B. Task 2 - Water Quality

1. Task Objective: Review historical water quality data for the Zone 6-East area. Identify water quality issues and parameters for the Zone 6-East area. Research and develop treatment methods, costs, and feasibility for addressing the identified water quality issues. Review operation and maintenance procedures with regard to water quality. Evaluate and estimate potential water quality improvements that can be achieved with operational optimization. Recommend operational and treatment guidelines, design criteria, and water quality goals for the system.
2. Treatment Technology
 - a) Develop treatment process and design guidelines, design criteria, loading rates, and capital and operating costs to provide for removal of primary and secondary contaminants as applicable at Wells 7, 8, and 15.
 - b) Supplement the information learned from the Utility's iron and manganese filter at Well 29 by researching and evaluating current iron and manganese treatment technology and costs.
 - c) For planning and budgeting purposes, the proposed replacement well for Well 3 will be assumed to have water quality similar to the Utility's last well, No. 30. Iron levels would expected to be 0.2 mg/l

- and manganese levels would be expected to be 12 ug/l. Based on the Utility's iron and manganese standards, the iron level would trigger the need for filtration at the replacement well.
- d) Review and evaluate available VOC treatment technology for Well 15. Estimate capital and operational costs, identify challenges, and determine public perception of VOC removal treatment technology. Develop and analyze capital and operating costs associated with 50%, 75% and 90% removal.
3. Operations
- a) Evaluate the feasibility of using distribution system operational modifications with the intent to optimize water quality and mitigate contaminate impacts. Use the Utility's distribution system computer model to evaluate a minimum of two operational configurations, winter and summer.
 - b) Evaluate the potential for operational revisions and maintenance techniques to mitigate water quality issues within the system and meet regulatory requirements and public expectations.
 - c) Evaluate current procedures and recommendations regarding the Utility's unidirectional flushing program schedules, effectiveness and economics as it relates to optimizing water quality. Estimate the operational costs of additional flushing efforts with regard to meeting minimum water quality standards.
4. Mixing:
- a) Evaluate the feasibility and economics of mixing well waters of different quality with the intent to optimize water quality and mitigate contaminate impacts. If preliminary analysis indicates that this option is not feasible, the Utility may decide to eliminate further study of the mixing option.
 - b) Model advantages and disadvantages of mixing to improve overall water quality, itemize system hydraulic impacts of mixing.
 - c) Identify capital improvement projects required to implement a well water mixing program.
 - d) Estimate capital and operating costs.
 - e) Engage the public to determine the acceptance of using mixing as a water quality mitigation technique.
5. Public Participation: Per Task 4.
6. Schedule: Complete Task 2 and produce the technical memorandum within 90 calendar days of contract notice to proceed.
7. Decision Point: Water quality recommendations will be developed based on information developed during Task's 1 & 2. These recommendations will be reviewed and presented to a CAP, at public meetings, and ultimately to the WUB. The WUB will formally accept or reject the water quality criteria and recommendations for this study.
8. Products:

- a) Technical memorandum
 - b) List of recommended technologies necessary to mitigate water quality concerns and reduce primary and secondary contaminants.
 - c) List of recommended operational modifications and costs to optimize water quality to the satisfaction of area consumers.
9. Estimated Task Budget: \$27,000

C. Task 3: Hydraulic Model Evaluation

1. Task Objective:
 - a) The prime objective of this Task will be to establish the number of wells required on the east isthmus for long term water supply, fire flow capacity, and system reliability and redundancy.
 - b) This task will also evaluate hydraulic improvements needed to meet the minimum level of service for the area.
 - c) Using the low, mean, and high water demand estimates developed in Task 1, system performance will be evaluated for year 2010, 2015, 2030 and saturation buildout using Madison water distribution system operational and design criteria.
2. Black and Veatch, Inc. working with Utility engineers, recently developed water demand data for the Utility's distribution system based on year 2008 meter data. This data was verified in the system model by Black and Veatch but is currently not incorporated into the live model used by the Utility.
3. The model uses MWH Soft H2OMap Water software and is an all pipes model. The model is not ESRI based but a stand alone version of the software. The distribution system model operation will be reviewed and verified against SCADA data. The model will then be calibrated prior to updating the water demand projections, diurnal patterns, and seasonal peaking factors.
4. Pumps in the model, including existing VFD operated pumps, pump curves, operational points, and other real time system operation will be reviewed and updated/revised as necessary to realistically reflect actual system operation. Currently the pumps operating via VFD control are not modeled to operate that way, this is to be updated and revised.
5. Using the updated calibrated model, system performance in Zone 6-East will be evaluated using extended period simulation (168 to 240 hour time period) for the following conditions:
 - a) Max month
 - b) Max 10-day period
 - c) Max Day
 - d) Average Day
 - e) Winter conditions

6. Overall performance within Pressure Zone 6-East will be reviewed with regard to the following parameters:
 - a) Pressure fluctuations
 - b) Storage reservoir capacity and performance
 - c) Fire flow capacity
 - d) Various existing and proposed well configurations and locations
7. At the completion of the computer analysis, identify system deficiencies and develop and recommend improvements to address these deficiencies
8. Prove the recommended improvements address and mitigate the identified system deficiencies by running the model for all defined project conditions using the revised range of water demand projections.
9. Public Participation: Per Task 4.
10. Schedule:
 - a) Complete Task 3 and produce the technical memo within 60 calendar days of completion of Task 1.
 - b) The operational updated model shall be delivered to the Utility within 60 calendar days of completion of Task 1.
11. Decision Point: System hydraulic and water supply capacity recommendations will be developed based on information developed during Task's 1 & 2. These recommendations will be reviewed and presented to a CAP, at public meetings, and ultimately to the WUB. The WUB will formally accept or reject the hydraulic and system supply recommendations for this study.
12. Task Products:
 - a) Working system hydraulic model that uses the revised water demand projections.
 - b) Scenario files
 - c) Modeling results files
 - d) Maps and figures that clearly illustrate modeling assumptions, conditions, results and outline needed capital improvements.
 - e) Fire protection capacity analysis and deficiency identification.
 - f) Figures and data demonstrating system reservoir performance for all demand and fire flow scenarios evaluated.
 - g) Listing of recommended capital improvements including schedule and cost estimates
 - h) Technical memorandum detailing the analysis
 - i) Technical memorandum to be presented to the public and the Water Utility Board.
13. Estimated Task Budget: \$43,000

D. Task 4: Public Participation Program

1. Task Objective: Engage the public in a comprehensive public participation program. The program will inform and educate the public on the need and justification of recommended Utility capital and operational improvements.

The program will solicit and address community concerns regarding long-term water supply to Zone 6-East. The program shall be modeled after the requirements of 40 CFR Ch. 1 Part 25 – “Public Participation in Programs under the Resource Conservation and Recovery Act, the Safe Drinking Water Act, and the Clean Water Act.”

2. Assist Utility to form and administer the necessary project Citizen’s Advisory Panel(s) (CAP) for the project. CAP organization and function will vary throughout the project and will be dependent upon project needs, specifics, and objectives.
3. Consultant will work with the Utility and the CAP(s) to identify citizen needs, concerns, and issues as they apply to specific project objectives and proposals. Working with identified project issues, consultant will engage the public, facilitate meetings, and administer programs to develop satisfactory solutions.
4. Work with CAP to develop effective and efficient means of communicating project information to the public, to answering questions, and to fostering public understanding of the justification and need for the project.
5. Assist Utility in developing, preparing, and distributing project information to the public as necessary to convey proposed projects.
6. Assist Utility in organizing and facilitating project meetings.
7. Assist the Water Utility in preparation of exhibits for press releases and for public meetings.
8. Document meetings and public comments and concerns and publish results.
9. Develop a project web page to disseminate information, meeting announcements and minutes, press releases, and provide a forum for public comment and input into the process.
10. Provide other assistance as deemed necessary to achieve the project objectives, engage the public and gain acceptance of the proposed capital improvement plan.
11. Schedule: Work under this task will continue through the full term of the study.
12. Products:
 - a) Written Public Participation Plan
 - b) Informational publications and exhibits as necessary
 - c) Required mailings
 - d) Publish meeting minutes and document public comments
 - e) Project web page development and maintenance
 - f) Printing and postage costs will be covered directly by the Utility.
13. Estimated Task Budget: \$60,000

E. Task 5: Well 3 Replacement (East Isthmus Well)

1. Overall Task Objective: If Task 3 confirms the need for a replacement well for Well 3 based on revised water demand projections; review previous

work, evaluate and develop site selection criteria, review the alternatives presented during previous work and develop others as appropriate, evaluate site suitability using groundwater modeling techniques, develop preliminary site layouts, and estimate capital and operation costs for a standard unit well facility.

2. Site selection and analysis: The Utility is still under contract with Montgomery Associates for site evaluation work and groundwater flow evaluation for the replacement of Well 3. Building on this previous work by the Utility and Montgomery Associates, review site selection criteria, develop alternatives, use Montgomery as a resource, and assist the Utility in selecting a site for a replacement well within Zone 6 East.
3. Coordinate groundwater modeling and wellhead protection evaluation with the Utility and Montgomery Associates. Assist Montgomery in continuing their work in groundwater modeling for this well site.
4. Preliminary Layout: Size unit well components, determine other space needs and calculate site space requirements. In cooperation with the Utility and other stakeholders, develop preliminary site layouts and building elevations that clearly convey the full impact of the facility. Prepare exhibits that can be used to communicate the overall size of the proposed project and allow the evaluation of the impact of the project on the neighborhood.
5. Cost Estimating and Economic Analysis: Prepare capital and operating cost estimates for the proposed alternatives. Calculate the present worth of each proposal. Evaluate the economic impact on the neighborhood both from a positive and a negative perspective.
6. Public Participation for the replacement well for Well 3: Per Task 4
7. Schedule: Complete all work identified under Task 5, recommend a site, and produce technical memorandum within five (5) months of completion of Tasks 1 – 3.
8. Decision Points:
 - a) If it is determined in Task 3 that a replacement well for Well 3 is not required, this Task is eliminated and no decision is required.
 - b) If a replacement well is required, there will be two decision points that will be defined and illustrated in a technical memorandum:
 - (1) Recommended site
 - (2) Recommended facility configuration
 - c) The technical memorandum including the recommendations will be reviewed and presented to a CAP, at public meetings, and ultimately to the WUB. The WUB will formally accept or reject the recommendations.
9. Products:
 - a) Listing of final well site selection criteria
 - b) Report on groundwater modeling for proposed well site
 - c) Site evaluation of proposed sites

- d) Recommendation for a new well site
 - e) Preliminary layouts and exhibits
 - f) Cost estimates and economic analysis
 - g) Technical memorandum
10. Estimated Task Budget: \$48,000

F. Task 6: Well 8 Iron and Manganese Mitigation

1. Task Objective: If Task 3 confirms the need for Well 8 based on revised water demand projections; develop project design criteria, feasibility, preliminary layouts, determine site impacts, and estimated capital and operation costs for the recommended treatment technology for Well 8 iron and manganese mitigation.
2. Alternative Feasibility Analysis: Inspect the current facility and inventory current condition and itemize necessary improvements. Building on the information developed in Task 2, refine the application of the recommended treatment technology, contaminant loading, chemical dosing requirements, and wash water handling. Using that information, size system components for the iron and manganese mitigation system for Well 8.
3. Site Analysis and Preliminary Layout: Determine facility space needs and calculate site requirements. In cooperation with Madison Parks, and other stakeholders, develop preliminary site layouts and building elevations that clearly convey the full impact of the proposed facility. Prepare exhibits that can be used to communicate the overall size of the proposed project and allow the evaluation of the impact of the project on the neighborhood.
4. Cost Estimating and Economic Analysis: Prepare capital and operating cost estimates for the proposed alternatives. Calculate the present worth of each proposal. Evaluate the economic impact on the neighborhood both from a positive and a negative perspective.
5. Public Participation for Well 8: Per Task 4
6. Schedule: Complete Task 6 and produce the technical memo within 60 calendar days of completion of Tasks 1 – 3.
7. Decision Points:
 - a) If it is determined in Task 3 that Well 8 is not required, this Task is eliminated and no decision is required.
 - b) If Well 8 is required, evaluate alternative site layouts and recommend facility configuration in a technical memorandum.
 - c) The technical memorandum including the recommendations will be reviewed and presented to a CAP, at public meetings, and ultimately to the WUB. The WUB will formally accept or reject the recommendations.
8. Products:
 - a) Treatment technology and design criteria
 - b) Recommended improvements to existing facility

- c) Preliminary layouts and exhibits
 - d) Site impact analysis
 - e) Cost estimates and economic analysis
 - f) Technical memorandum
9. Estimated Task Budget: \$32,000

G. Task 7: Well 7 Iron and Manganese Mitigation

1. Task Objective: If Task 3 confirms the need for Well 7 based on revised water demand projections; develop project design criteria, feasibility, preliminary layouts, determine site impacts, and estimated capital and operation costs for the recommended treatment technology for iron and manganese mitigation for Well 7.
2. Alternative Feasibility Analysis: Inspect the current facility and inventory current condition and itemize necessary improvements. Building on the information developed in Task 2, refine the application of the recommended treatment technology, contaminant loading, chemical dosing requirements, and wash water handling. Using that information, size system components for Well 7.
3. Site Analysis and Preliminary Layout: Determine facility space needs and calculate site requirements. In cooperation with identified stakeholders, develop preliminary site layouts and building elevations that clearly convey the full impact of the proposed facility. Prepare exhibits that can be used to communicate the overall size of the proposed project and allow the evaluation of the impact of the project on the neighborhood.
4. Cost Estimating and Economic Analysis: Prepare capital and operating cost estimates for the proposed alternatives. Calculate the present worth of each proposal. Evaluate the economic impact on the neighborhood both from a positive and a negative perspective.
5. Public Participation for Well 7: Per Task 4
6. Schedule: Complete Task 7 and produce the technical memo within 60 calendar days of completion of Tasks 1 – 3.
7. Decision Points:
 - a) If it is determined in Task 3 that Well 7 is not required, this Task is eliminated and no decision is required.
 - b) If Well 7 is required, evaluate alternative site layouts and recommend facility configuration in a technical memorandum.
 - c) The technical memorandum including the recommendations will be reviewed and presented to a CAP, at public meetings, and ultimately to the WUB. The WUB will formally accept or reject the recommendations.
8. Products:
 - a) Treatment technology and design criteria
 - b) Recommended improvements to existing facility
 - c) Preliminary layouts and exhibits

- d) Site impact analysis
 - e) Cost estimates and economic analysis
 - f) Technical memorandum
9. Estimated Task Budget: \$32,000

H. Task 8: Well 15 VOC Mitigation

1. Task Objective: Based on the recommendations developed in Task 2, conduct a treatment technology pilot test (if required) to develop project design criteria, evaluate feasibility, develop preliminary layouts, determine site impacts, and estimate capital and operation costs for a VOC treatment system for Well 15. Treatment levels of 50%, 75% and 90% removal will be considered, estimated, and evaluated.
2. Source of the VOC: Neither the Utility nor the Wisconsin DNR have investigated the source of the VOC contamination at Well 15. A full fledged investigation of the source is beyond the scope of this study but any data, additional sampling, or insight into groundwater quality or contaminant transport in the area that may aide in the analysis for treatment and preservation of Well 15 water quality will be beneficial.
3. Treatment Process Feasibility Analysis: Inspect the current facility and inventory current condition and itemize necessary improvements and additions needed. Review contaminant loading, pilot test as necessary, and determine recommended sizing and components to mitigate VOC contaminants for Well 15.
4. Site Analysis and Preliminary Layout: Size treatment system components, determine other space needs and calculate site space requirements. In cooperation with the Utility and other project stakeholders, develop preliminary site layouts and building elevations that clearly convey the full impact of modification to the facility. Prepare exhibits that can be used to communicate the overall size of the proposed project and allow the evaluation of the impact of the project on the neighborhood.
5. Cost Estimating and Economic Analysis: Prepare capital and operating cost estimates for the proposed alternatives for the level of removal noted above. Calculate the present worth of each proposal. Evaluate the economic impact on the neighborhood both from a positive and a negative perspective.
6. Pilot Testing: If requested by the Utility, DNR, or other stakeholders, conduct a pilot test on the water to determine treatment technique feasibility, effectiveness, efficiency, sizing criteria, and operating costs. Pilot testing will be of sufficient length and scope to fully define and verify design criteria. A pilot study report will be completed and submitted to DNR for approval.
7. Public Participation for Well 15: Per Task 4
8. Schedule: Complete Task 8 and produce the technical memo within 3 months of completion of Task 2.

9. Decision Points:
 - a) Prepare and present a technical memorandum that evaluates alternative site layouts and costs to support a recommendation for the facility configuration.
 - b) The technical memorandum including the recommendations will be reviewed and presented to a CAP, at public meetings, and ultimately to the WUB. The WUB will formally accept or reject the recommendations.
10. Products:
 - a) Treatment technology recommendation and design criteria
 - b) Recommended improvements to existing facility
 - c) Preliminary layouts and exhibits
 - d) Site impact analysis
 - e) Budgetary cost estimates
 - f) Technical memorandum
 - g) Pilot study report
 - h) Cost estimates and economic analysis
11. Estimated Task Budget: \$76,000 if pilot testing is completed

I. Task 9: Regional Treatment evaluation for Wells 7, 8, and the Potential Replacement for Well 3

1. Task Objective: Fully evaluate the feasibility of a regional treatment facility for Zone 6-East. Develop project design criteria, site requirements, piping routes, pumping requirements, finished water distribution requirements, preliminary facility layouts, and estimate capital and operational costs for a regional iron and manganese removal filter.
2. Develop facility design criteria: Taking into consideration Wells 7, 8, and the replacement for Well 3, establish design criteria for a regional treatment facility. Set component loading, chemical feed requirements, wash water handling, finished water storage, and other facility design criteria as needed. Determine facility operational requirements and objectives and review possible expansion scenarios.
3. Site alternative development: Using the design criteria set for the regional treatment facility, size treatment system components, determine other space needs and calculate site space requirements. Identify a search area, review available properties for suitability and availability, present a list of 3 to 5 possible sites to the Utility for further evaluation.
4. Site analysis, evaluation, and selection: In cooperation with the Utility and other stakeholders, develop preliminary site layouts and building elevations that clearly convey the full impact of the facility. Prepare exhibits that can be used to communicate the overall size of the proposed project and allow the evaluation of the impact of the project on the neighborhood. Recommend a site suitable for a regional treatment facility.

5. Raw water transmission route evaluation: Working with the recommended regional treatment plant location, review potential raw water transmission main routes. Evaluate raw water transmission main hydraulics, estimate capital costs and develop construction schedules.
6. Water redistribution piping requirements: Model system hydraulics, identify system deficiencies, develop capital improvement projects, estimate capital costs and develop construction schedules for necessary projects to convey the water back into the system effectively and efficiently.
7. Pumping system requirements: Evaluate the raw water and finished water pumping requirements. Describe the capital improvements needed to deliver the water to the regional treatment facility. Itemize pumping requirements needed to redistribute finished water to sustain current levels of service.
8. Pumping cost estimates and economic evaluation: Compare the raw water pumping costs to wellhead facilities and summarize the additional operational costs associated with regional treatment. Estimate capital and operating costs to redistribute treated water to the system while maintaining the current level of service and compare to wellhead facilities.
9. Present worth analysis: Compile all cost information for a regional treatment plant. Calculate the present worth to permit evaluation of each alternative.
10. Public Participation for a regional treatment plant: Per Task 4
11. Schedule: Complete Task 9 and produce the technical memo within 3 months of completion of Tasks 1 – 3 and 5 – 7.
12. Decision Points:
 - a) There will be two decision points that will be defined and illustrated in a technical memorandum:
 - (1) Recommended site location
 - (2) Recommended facility configuration
 - b) The technical memorandum including the recommendations will be reviewed and presented to a CAP, at public meetings, and ultimately to the WUB. The WUB will formally accept or reject the recommendations.
13. Products
 - a) Site selection criteria
 - b) Treatment facility design criteria
 - c) Preliminary layouts and drawings
 - d) Capital and operating cost estimates
 - e) Technical memorandum
14. Estimated Task Budget: \$68,000

J. Task 10: Alternative selection for Wells 7, 8, and Replacement for Well 3

1. Task Objective: Based on information gathered during the preliminary project tasks, public input, and project criteria and economics, recommend

a preferred alternative for iron and manganese treatment at Well 7, 8 and possibly the replacement for Well 3 that includes either wellhead or regional treatment.

2. Itemize full project development requirements for the preferred alternative
3. Formalize project estimated capital and operating costs
4. Develop a detailed project implementation plan and schedule
5. Public Participation for alternative selection: Per Task 4
6. Schedule: Complete Task 10 and produce the technical memo within 1 month of completion of Tasks 1 – 3 and Tasks 5 – 9.
7. Decision Points:
 - a) A technical memorandum will itemize the information relevant to alternative evaluation and costs to support a recommended alternative selection.
 - b) The technical memorandum including the recommendations will be reviewed and presented to a CAP, at public meetings, and ultimately to the WUB. The WUB will formally accept or reject the recommendations.
8. Products:
 - a) Project development and implementation plan
 - b) Design criteria
 - c) Detailed capital and operating cost estimates
 - d) Technical memorandum
9. Estimated Task Budget: \$16,000

K. Task 11: Pilot Testing for Iron and Manganese Removal at Wells 7, 8, and Potentially the Replacement for Well 3.

1. Task Objective: If requested by the Utility or the DNR for the filtration facilities being proposed for wells 7, 8, and the replacement for 3, develop and implement a pilot study for the recommended alternative to verify that the recommended treatment technology is appropriate for the application and that it meets established treatment goals and standards.
2. If wellhead treatment is the recommended alternative, multiple pilot studies may be requested. A budget adjustment will be negotiated if necessary for multiple pilot studies.
3. Duration: Pilot study shall be a minimum of 3 weeks long
4. Develop a pilot study plan, procure pilot equipment and schedule and operate the pilot equipment.
5. Coordinate pilot work with DNR, submit a pilot study report to the Utility and the DNR for review and approval
6. Prepare pilot report covering as a minimum; treatment results, design criteria, operational criteria, capital cost analysis and annual operating cost analysis
7. Schedule: Complete Task 11 and produce the pilot report within 2 months of completion of Tasks 10.

8. Decision Points:
 - a) A pilot study report will document process performance and establish design criteria.
 - b) The pilot study report will be reviewed and presented to a CAP, at public meetings, and ultimately to the WUB. The WUB will formally accept or reject the recommendations.
9. Products:
 - a) Design and performance criteria
 - b) Estimated operating costs
 - c) Pilot study report
10. Estimated Task Budget: \$53,000

L. Task 12: Preliminary Design

1. Task Objective: Based on initial evaluations and pilot study recommendations, develop preliminary design concepts, project criteria, component sizing, and conceptual layouts for the selected alternative.
2. Coordinate preliminary design with the Utility and the DNR.
3. Prepare preliminary engineering report covering as a minimum; design and sizing criteria, operating criteria, site requirements, capital cost analysis, and annual operating costs
4. Public Participation for preliminary design: Per Task 4
5. Schedule: Complete Task 12 and produce the preliminary design report within 2 months of completion of Task 11.
6. Products:
 - a) Design criteria
 - b) Preliminary layout drawings
 - c) Project criteria, objectives, and concepts
 - d) Capital and operating cost analysis
 - e) Preliminary design report and recommendation
7. Estimated Task Budget: \$73,000

M. Task Guarantee

Madison Water Utility does not guarantee that all listed tasks will be completed as defined in this work plan. As the project develops, specific tasks will be deleted or added and the scope of services modified based on project information and criteria as it develops, public comment and input received, local conditions, and other unforeseen scenarios.

VIII. GENERAL SCOPE OF SERVICES GUIDELINES

- A. General: The Consultant shall work closely with the Utility as a collaborative comprehensive project team to evaluate and develop sound technical recommendations for this project. Throughout the project, the Water Utility

Project Manager will maintain authority over project direction and objectives. All project decisions and recommendations will be developed through the project team. Final decision making authority rests with the Water Utility Board. Project details will be implemented through the project public participation process. Project objectives and team recommendations will be developed through a regular series of team meetings, reviews, public meetings, and coordination with Water Utility staff, other City Departments, the Water Utility Board, citizen advisory board(s) and other project stakeholders.

- B. Project philosophy: The overall project philosophy will be toward technically sound analysis, project functionality, durability, long-range applicability, economics, and service to the customers of Madison Water Utility. Public participation and education leading to project understanding is critical to success. Water conservation, energy efficiency, maintaining an acceptable level of service, neighborhood socioeconomic concerns, and facility function shall be central to recommended capital improvement projects.

- C. Budget:
 - 1. The Water Utility anticipates receiving a \$300,000 grant for this project from the USEPA. The utility will match the grant with a contribution of \$250,000. A estimated budget by task is included in the table below.
 - 2. Firms shall develop a budget for the work as a part of the proposal and any budget concerns on the project shall be detailed in the proposal.

**East Side Water Supply Evaluation and Project Development
Estimate of Engineering Costs**

Task 1 - Zone 6E Water Demand Analysis	\$22,000
Task 2 - Water Quality Evaluation	27,000
Task 3 - Hydraulic System Model Evaluation	43,000
Task 4 - Public Participation	60,000
Task 5 - Well 3 Replacement (East Isthmus Well)	48,000
Task 6 - Well 8 Iron and Manganese Mitigation	32,000
Task 7 - Well 7 Iron and Manganese Mitigation	32,000
Task 8 - Well 15 VOC Mitigation	76,000
Task 9 - Regional Treatment Evaluation	68,000
Task 10 - Alternative Selection	16,000
Task 11 - Pilot Testing	53,000
Task 12 - Preliminary Design	73,000
Total Project Budget	\$550,000

- D. Follow on Work:

1. Madison Water Utility makes no promise of the award of any of the recommended capital improvement projects to the consultant.
2. Award of engineering services work on recommended capital improvement projects would be per City procurement rules and budgeting guidelines.

E. Schedule:

1. The Project shall be completed within 15 months from execution of the consultant agreement.
2. A draft MS Project schedule for the study is attached to this work plan.
3. Develop and regularly maintain a project schedule that includes all tasks. Identify sufficient subtasks and the critical path for each task to fully plan the work.
4. The schedule shall be presented in a Gantt chart format and it shall contain sufficient detail to allow tracking of the progress of the work through each task.
5. The schedule shall be in MicroSoft Project electronic format. Updates shall be submitted to the Water Utility in MS Project electronic format.
6. Keeping the project on schedule shall be a priority and goal for the Consultant throughout the completion of the project.
7. Delays in completion of the work shall be promptly communicated to the Water Utility.

F. Cost estimates

1. Controlling capital costs for recommended projects is critical to project success.
2. The Consultant is responsible to be keenly aware of capital costs of recommended facilities and system improvements, the cost impact of decisions made, and how to keep capital costs reasonable and acceptable to the Utility.
3. As capital projects are developed, cost estimates shall be routinely updated and the full project team made aware of the cost impacts of all proposed alternatives.
4. During the discussion and presentation of any capital projects, the Consultant shall present the cost impacts of the proposal in sufficient detail to allow a detailed evaluation.
5. Any change in the capital project cost estimates shall be promptly communicated to the Water Utility for analysis.

G. Quality Assurance/Quality Control and Communication Project Plan

1. Prior to starting work, the Consultant shall prepare a project specific Quality Assurance/Quality Control (QA/QC) and Communication Project Plan.

2. The QA/QC and Communication Project Plan shall include but shall not necessarily be limited to:
 - a) Schedule monitoring and compliance
 - b) Project reviews both internal and external
 - c) Project communications both internal and external
 - d) Milestones and decision points
 - e) Project meetings
 - f) Standards to be used
 - g) Cost review and control
 - h) Quality Control methods and criteria
3. QA/QC and Communication Project Plans will be required from all major sub-consultants working on the project.

H. Permit requirements

1. For all recommended capital improvement projects developed as a part of this study, the Consultant shall be responsible to consider any permit or approval requirements of the appropriate regulatory agencies to include but not be limited to: Wisconsin Department of Natural Resources, Wisconsin Public Service Commission, and the City of Madison.
2. All recommended capital improvement projects shall conform to the requirements of the appropriate regulatory agency.
3. In the event that a recommended project is not accepted by a regulatory agency and required approvals cannot be obtained, the Consultant shall modify components of the capital improvement program at no additional cost to the Water Utility.
4. Consultant shall coordinate the development of the capital improvement program with the appropriate reviewing agencies. This may include conducting meetings, making presentations, and various communications as necessary to fully develop the capital improvement program.
5. Address and incorporate any comments received from review agencies into the final capital improvement program.

I. General Consultant Responsibilities:

1. The selected Firm shall provide all necessary personnel, resources, and subconsultants required and in compliance with federal funding requirements to complete the specified work to the satisfaction of the Madison Water Utility and other Departments of the City of Madison.
2. Gather and compile all necessary data required from City and County records, from field reconnaissance, and from other sources, as the Consultant deems necessary to complete the work.
3. Conduct project meetings and provide meeting minutes.
4. Schedule and coordinate quality control reviews with the Utility throughout the completion of the work.

5. Provide preliminary conceptual drawings for review and comment to assist the Water Utility in evaluating project feasibility.
 6. Provide regular reports and communication with the Water Utility about the progress of the work and in compliance with federal funding requirements.
 7. Regularly update the project schedule.
 8. Control project fees to keep the project within budget.
 9. Submit all necessary reports, cost accounting, and other paperwork to comply with the requirements of the federal SAP grant,
 10. Any other work as required in this Request for Qualifications and the project Scope of Work.
- J. Water Utility Responsibilities:
1. Madison Water Utility will provide the selected consultant with existing information and reports that are on file with the Utility.
 2. Provide timely input into project development.
 3. Provide required direction on Utility objectives and needs.
 4. Complete material reviews and provide comments and direction within 2 weeks of receipt.
 5. Coordinate meetings of Utility staff and other City departments.
 6. At the completion of the work, select preferred recommendations and provide direction to the Consultant to allow the work to be finalized
 7. Host review meetings.
- K. Communications/Meetings:
1. The Utility expects and requires regular, routine, and frequent communication on project status and details. Consultant will develop team communication protocols to ensure that all parties are kept abreast of project details.
 2. Monthly progress reports:
 - a) Progress reports shall be submitted by the first of every month.
 - b) No payments will be released to the Consultant without an acceptable monthly report.
 - c) Each report shall detail progress made during the previous month, planned work for the coming month and any issues that need to be resolved.
 - d) All monthly reports shall include an undated project schedule.
 - e) Monthly reports shall not exceed one type written page not including updated schedules, charts or tables.
 3. A project kickoff meeting will be held prior to starting work.
- L. Products:
1. Monthly progress reports throughout the project
 2. Technical memorandums as noted within specific task descriptions
 3. Final Approved Documents:

- a) 12 complete copies of the final report in three (3) ring binders to the Water Utility.
- b) All documents shall be submitted electronically on a compact disk (CD) in their original software format. The documents shall be useable and editable by the Utility for future work.
- c) Drawings shall be submitted electronically on a compact disk (CD) in MicroStation Format. Submittal format shall be coordinated with the Water Utility Engineering Section.
- d) All products produced by this project shall become the property of Madison Water Utility.

IX. ENVIRONMENTAL BENEFIT

- A. Water Quality: Protecting drinking water quality for the citizens of Madison both now and for future generations is a cornerstone of the Utility's mission. Through planned and scientific well siting analysis, wellhead protection, and appropriate treatment, this project will setup the east isthmus wells to produce high quality water throughout their useful life. Using the information developed during this study will permit the Utility to site the replacement well for Well 3 if necessary and provide treatment systems where needed to allow the wells to produce at their maximum rates to ensure adequate quantities of high quality water to the service area.
- B. Water Conservation: Conserving the groundwater resource is essential to the long-term sustainability of the aquifer system that provides drinking water for the citizens of Madison. Revising the water demand projections to conform to the Utility's stated water conservation goals and developing the capital improvement program to meet those goals is a primary objective of this project. Reducing the quantity of water pumped from the aquifer will preserve and protect this valuable drinking water resource for generations to come.
- C. Groundwater Management: Managing the aquifer is a core value and objective of Madison Water Utility. The Utility is starting to organize and coordinate Dane County utilities in an effort to document current conditions, project future needs, and evaluate overall impacts. Using this information, the overall quantity and quality of the Dane County groundwater system can be managed with an objective of long-term sustainability. This project will help to lay the groundwork for this effort.
- D. Energy Conservation: Energy consumption and costs will continue to rise. Producing the energy needed to pump water for Madison Water Utility contributes to the Utility's overall carbon footprint. To diminish the Utility's impact on the environment, it is the Utility's goal to optimize operations to minimize

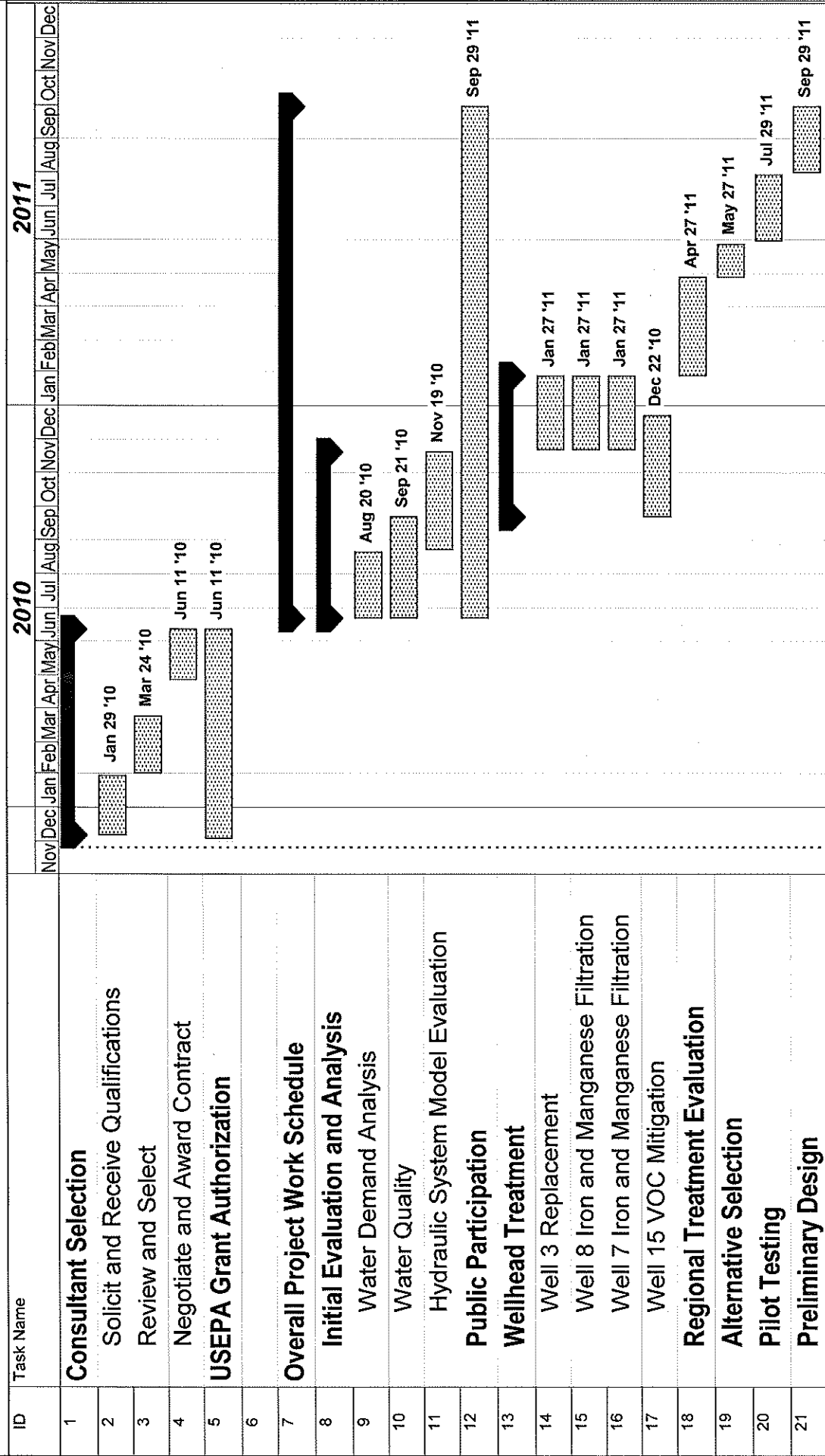
energy requirements and therefore reduce the Utility's carbon footprint. Operational modifications and proposed capital improvement projects developed through this study will be with an objective of energy efficiency and conservation. This effort will be coordinated with the water conservation program, the leak detection program, and other efforts to improve operations and reduce energy needs.

X. QUESTIONS

A. Questions concerning this Project Work Plan should be directed to:

Al Larson, P.E.
Principal Engineer – Water
Madison Water Utility
119 E. Olin Avenue
Madison, WI 53713
608-266-4653 FAX: 608-266-4644 allarson@cityofmadison.com

East Side Water Supply Evaluation and Project Development



Project: Project S
Date: Wed 11/25/

Task		External Tasks	
Critical Task		Project Summary	
Progress		Group By Summary	
Milestone		Deadline	
Summary			
Rolled Up Task			
Rolled Up Critical Task			
Rolled Up Milestone			
Rolled Up Progress			
Split			