



**HARDIN &
ASSOCIATES
CONSULTING, LLC**

HARDIN & ASSOCIATES CONSULTING, LLC

And

City of Keller

Task Order Authorization

Task Order No. 1

Backflow Program Management Assistance

As Required for the TCEQ Cross-Connection Control Program

HAC Project Description Backflow Program Management Assistance

Client Name City of Keller

**Client Address 1100 Bear Creek Pkwy
 Keller, Texas 76244**

**Effective Date
of Authorization October 1, 2017**

Upon execution of this Task Order, and effective as of the date shown above, the parties agree that Hardin & Associates Consulting, LLC (HAC) shall perform the following services:

SCOPE OF SERVICES

General:

The purpose of this scope of services is for the City of Keller to allow Hardin & Associates Consulting, LLC (HAC) to conduct required TCEQ Cross-Connection Control Program inspections.

The objectives to be achieved with Task 1 are as follows:

1. Comprehensive Administrative Support Service for Backflow Program Management;
2. Provide TCEQ Customer Service Inspections (CSI);
2. Identify additional backflow/cross-connection devices for annual inspection;
3. Provide copies of HAC's Cross-Connection Control Compliance Inspections (4C) that detail inspection findings and recommendations for compliance, and
4. Manage inspection data for entry into the city's current backflow prevention / cross-connection control database.

Texas has promulgated regulations that mandate that all public water suppliers have a program to require backflow prevention devices be installed to protect against contamination of public water supplies. Effective January 1, 1996, the Texas Commission on Environmental Quality (TCEQ) required that all public water systems comply with Texas Administrative Code, Title 30, Chapter 190, which states as follows:

§190.44 Water Distribution. *(h). (1). No water connection from any public drinking water supply system shall be made to any establishment where an actual or potential contamination or system hazard exists without an air gap separation between the drinking water supply and the source of potential contamination. Under these conditions, additional protection shall be required at the meter in the form of a backflow prevention device ...on those establishments handling substances deleterious or hazardous to the public health. The water purveyor need not require backflow protection at the water service entrance if an adequate cross-connection control program is in effect that includes an **annual inspection and testing** by a certified backflow prevention device tester. **It will be the responsibility of the water purveyor to ensure that these requirements are met.** (Emphasis added)*

§190.46(i) Plumbing ordinance. *Public water systems must adopt an adequate plumbing ordinance, regulations, or service agreement with provisions for proper enforcement to ensure that neither cross-connections nor other unacceptable plumbing practices are permitted (See §190.47(b) of this title (relating to Appendices)). Should sanitary control of the distribution system not reside with the purveyor, the entity retaining sanitary control shall be responsible for establishing and enforcing adequate regulations in this regard. The use of pipes and pipe fittings that contain more than 8.0% lead or solders and flux that contain more than 0.1% lead is prohibited for installation or repair of any public water supply and for installation or repair of any plumbing in a residential or nonresidential facility providing water for human consumption and connected to a public drinking water supply system. This requirement may be waived for lead joints that are necessary for repairs to cast iron pipe.*

§190.46(j) Customer service inspections. *A customer service inspection certificate shall be completed prior to providing continuous water service to new construction, on any existing service either when the water purveyor has reason to believe that cross-connections or other potential contaminant hazards exist, or after any material improvement, correction, or addition to the private water distribution facilities. Any customer service inspection certificate form which varies from the format found in §190.47(d) of this title must be approved by the executive director prior to being placed in use.*

The TCEQ began full enforcement of these regulations and evaluates public water systems for compliance through its annual public water system inspection program. All systems found **without a program or with an inadequate program** may risk potential enforcement action in the form of fines each day from the TCEQ until an approved program is in place.

Purpose:

Client desires to conduct TCEQ required Customer Service Inspections and Cross-Connection Control Ordinance development to ensure continued compliance with TCEQ rules and regulations for public water systems.

Execution:

HAC will provide professional services by assisting the client with the development of a TCEQ required Cross-Connection Control program. The following items will guide Hardin & Associates Consulting through the development of this project:

Actions:**Item 1 – Project Management**

HAC will provide project management duties and functions associated with this project.

- 1.1 Lead the project efforts;
- 1.2 Review and monitor inspection results;
- 1.3 Monitor administrative support services;
- 1.4 Communicate and address inspection issues as needed;
- 1.5 Ensure regulatory support/compliance with TCEQ guidelines, provide client and inspector support, including technical expertise on inspections, as needed; and
- 1.6 Ensure that the project is completed in accordance with the Scope of Work and schedule.

Item 2 – Administrative

Hardin & Associates Consulting will provide administrative duties and functions associated with this project.

- 2.1 Coordinate with inspector and client, ensure database is updated, develop reports to support inspector and ensure quality control of data, and distribute electronic copies of inspection documents to City;
- 2.2 Mail correspondence letters on City of Keller letterhead, with appropriate inspection documents, to water customers not in compliance;
- 2.3 Prepare weekly schedule of non-compliant locations needing re-inspection;
- 2.4 Conduct quality control review to ensure devices are accurately recorded in SC Tracking database,
- 2.5 Provide backflow program customer support (via, e-mails, phone, and mail); and
- 2.6 Provide monthly status report, tracking compliance and non-compliance, regarding number of inspections.

Item 3 – Conduct TCEQ compliance inspections and re-inspections to ensure customer compliance.

HAC will conduct TCEQ compliance inspections and re-inspections. Compliance inspections will include both CSI and 4Cs on new and existing facilities for the purpose of validating newly discovered backflow prevention devices to be entered into the City’s backflow database.

- 3.1 Work with client and water customer(s) to coordinate and schedule inspections (prioritize facilities, set mutually agreed upon time and place, determine point of contact);
- 3.2 Conduct inspection (including documenting findings with photographs, field notes, assembly data (make, model, location, size, etc.) and lead inspection validation process);
- 3.3 Complete all required paperwork for reporting purposes (including data entry on electronic form for uploading to database and submission to 3rd party tracking company);
- 3.4 Upon notification that corrections are complete, inspector(s) schedule re-inspection, as necessary, for locations that were non-compliant, and provide post-inspection guidance to customer, and
- 3.5 Conduct re-inspection and complete required paperwork.

Schedule:

Following authorization to proceed, HAC’s estimated time for completion is based on the FY 2017- 2018 budget cycle, as well as available funding for the inspections / re-inspections. Conducting the TCEQ required CSIs will be ongoing as directed by City staff.

Compensation:

Total task costs for this scope of service will not exceed the project cost (see fee table) without prior written approval from the City of Keller. These costs include labor, travel, and other direct costs associated with this assignment.

General Terms and Conditions:

Hardin & Associates Consulting’s services shall be governed by the Master Agreement dated _____ together with this Task Order and any Exhibits attached hereto.

HARDIN & ASSOCIATES CONSULTING,
LLC

CITY OF KELLER, TEXAS

Signature 

Signature _____

Printed Byron R. Hardin, CPM

Printed _____

Title President

Title _____

Date October 1, 2017

Date _____

RATE SCHEDULE
TCEQ CROSS-CONNECTION CONTROL INSPECTION
HARDIN & ASSOCIATES CONSULTING, LLC

COMPENSATION

Project Team Member	Labor Rate
Senior Project Manager	\$150.00
Senior Water Quality Inspector	\$110.00
Administrative	\$35.00

FEE TABLE
TCEQ CROSS-CONNECTION CONTROL INSPECTION
HARDIN & ASSOCIATES CONSULTING, LLC

Items	Cross-Connection Control Program Inspections	Admin \$35 / hour	SR. Water Quality Inspector \$110 / hour	SR. PM \$150 / hour	Cost
1	Project Management			26 (1/2 hr. / week)	\$ 3,900
2	Administrative	312 (6 hr. / week)			\$ 10,920
3	Conduct TCEQ Compliance Inspections and Re- inspections		774 (15 / week)		\$ 85,140
	Total				\$99,960