

# **City of Geneva**

## **Lead Service Line Replacement Program**

### **Project Outline**

#### **Program Description**

The City of Geneva (City) has been awarded a NYS Lead Service Line Replacement Program (LSLRP) Grant. The LSLRP was created by the NYS Clean Water Infrastructure Act of 2017 to provide municipalities with grant funds to assist in the replacement of lead service lines. The City's eligibility in the Program stems from its high percentage of elevated childhood blood lead levels, the median income of its residents, and the number of service lines that may be present as represented by the number of homes built before 1939.

Drinking water can be a source of lead exposure. Service pipes that contain lead can corrode, causing lead to enter drinking water. The Lead Service Line Replacement Program will replace the entire length of residential lead service lines, from the municipal water main to the residence, in an effort to reduce the amount of lead in drinking water. The City anticipates that approximately 100 lead service lines will be replaced in 2018 and again in 2019.

#### **Administrative Structure**

##### Project Manager Services –

The City of Geneva will seek the professional services of a Project Manager through a competitive process by issuing a Request for Proposals for services. The City of Geneva will procure the services of a Project Manager to assist in the management and coordination of project tasks. The Project Manager will work one-on-one with property owners, contractor, and the City's Water Department personnel to finalize scopes of work for each individual project. The Project Manager will also provide inspection and monitoring of the lead line replacement work to ensure construction is up to the standard set by the scope, design, and requirements of the City of Geneva and the Lead Service Line Replacement Program. A Notice of Completion will be provided at the completion of the project and a recommendation for contractor payment will be made.

##### Contractor Services –

The City of Geneva will use a competitive bid process to procure the services of a contractor(s) to replace the lead service lines and complete the restoration of each property. The contractor(s) shall maintain a General Liability Insurance Policy on behalf of the City of Geneva, as named insured, with a limit of \$1,000,000. The contractor(s) shall be required to provide evidence of workers' compensation coverage or a certificate of attestation of exemption from NYS Workers' Compensation coverage.

##### Grant Administrator –

Administration of the Program will be undertaken by City of Geneva staff. The Grant Administrator will survey City residents to determine where lead service lines exist and if the property owner wishes to participate in the Program. An application process will be used to prioritize projects. The Grant

Administrator will submit expense vouchers for payment and will be responsible for submitting quarterly reports.

**Task 1**

**Outreach to Residential Property Owners**

The City will conduct outreach to all residential property owners within the City of Geneva to make all property owners aware of the dangers of a lead service line and to inform them of the availability of financial assistance through the LSLRP.

To accomplish this task, the City will develop and distribute an informational flyer which will include information about lead service lines and the intentions of the Program. These flyers will be distributed to residents (in Spanish and English) as an insert to their water bill. The flyer will also be shared via social media (email blast, Facebook, and City website) and through a press release to Finger Lakes Times. Paper copies of the flyer will be made available at the City Clerk’s office. The flyers will instruct residents on how to conduct a test themselves or if they would prefer, they may contact the City to arrange an appointment to have their service line tested by qualified City staff.

Upon confirmation that a lead service line is present, residents will receive a Program application for participation in the Program. Applications will be prioritized using the following criteria:

1. Presence and number of child(ren) under 6 years of age in the house;
2. The home is the residence of a pregnant woman;
3. Location of the property;
4. The median household income must be less than 150% of the median household income for Ontario County by family size.

<u>1 person</u>	<u>2 persons</u>	<u>3 persons</u>	<u>4 persons</u>	<u>5 persons</u>	<u>6 persons</u>
\$57,720	\$65,880	\$74,160	\$82,320	\$88,920	\$95,520

**Task 2**

**Solicit Bids from Contractor(s)**

The City of Geneva will develop a scope of work for the replacement of the lead service line and any necessary restoration for each applicant property. Bids will be obtained through a competitive bid process. Solicitation for contractors will be provided in the following manner:

1. A Notice to Bidders will be posted on-line on the New York State Contract Reporter website.
2. The NYS Directory of Certified M/WBE firms and Service-Disabled Veteran-Owned Businesses will be utilized. Direct contact will be made to firms listed on the Directories via email and telephone.
3. A Notice to Bidders will be published in the Finger Lakes Times, a regional newspaper serving the Finger Lakes area.
4. A Notice to Bidders will be published on the website of the City of Geneva.

### **Task 3**

#### **Replacement of Lead Service Line**

As projects are selected, an individual scope of work and project cost for the property will be finalized and a competitive bid for the project will be obtained. The property owner will sign a *Temporary Easement, Consent to Enter and Do Work* to permit the City to access the property for the purposes of completing the project. The Project Manager will coordinate the scheduling of the project between the contractor and property owner. Oversight of the project will be the responsibility of the Project Manager. The Project Manager will conduct inspections and recommend payment upon successful completion of the project.

At the completion of the project, property owners will be provided with information about flushing procedures post lead service line replacement.

#### **Financing Structure**

Financial assistance will be provided to the homeowner as a grant with no repayment required. The City will be responsible for paying the contractor invoices for each project. The City will then submit expense vouchers to the NYS Department of Health for reimbursement on a quarterly basis.