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# Attachment B

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Bolton-Menk.com

VIA EMAIL

February 16, 2026

David Swearingen, PE  
Public Works Director/City Engineer  
City of Arden Hills  
1245 W Highway 96  
Arden Hills, MN 55112

RE: Emergency Response Plan Update  
City of Arden Hills, Minnesota

Mr. Swearingen,

Thank you for this opportunity to provide support with the completion of the Emergency Response Plan update for the City of Arden Hills. This effort will build upon previous efforts to complete the 2021 Emergency Response Plan and will ensure the City can meet requirements to re-certify these plans every 5 years. We will provide both a PDF and Word file for the final document. This will simplify re-certification every 5 years.

Emergency Response Plans must include the following:

- strategies and resources to improve the resilience of the system, including the physical security and cybersecurity of the system;
- plans and procedures that can be implemented, and identification of equipment that can be utilized, in the event of a malevolent act or natural hazard that threatens the ability of the community water system to deliver safe drinking water;
- actions, procedures, and equipment which can obviate or significantly lessen the impact of a malevolent act or natural hazard on the public health and the safety and supply of drinking water provided to communities and individuals, and;
- strategies that can be used to aid in the detection of malevolent acts or natural hazards that threaten the security or resilience of the system.

Another consultant prepared these documents previously for the City. It is assumed if any changes were made to the documents that these changes will be shared with us for use in this effort. We have a copy of the previous document that we will use as the basis for the update.

Bolton & Menk, Inc will perform the work for a not-to-exceed fee of \$6,000. This includes preparation of the plan and submission assistance. Meetings will be scheduled as needed to provide updates to the City and allow for staff input and discussion.

Name: David Swearingen, Public Works Director/City Engineer

Date: February 16, 2026

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Thank you for the opportunity to present this scope and fee letter. If you have any questions regarding this scope and fee letter, please reach out to me at 612-803-5223, or via email at [seth.peterson@bolton-menk.com](mailto:seth.peterson@bolton-menk.com).

Sincerely,

**Bolton & Menk, Inc.**



**Seth A. Peterson, P.E.**

Senior Principal Engineer

Cc: Brad Fisher, P.E.