

**Lead Service Line Inventory**  
**ENGAGEMENT REQUEST (ER)**  
**MASTER CONTRACT T-NUMBER: 2312A**

**Instructions to contractor**

Contractor shall contact the agency contact within three business days of receipt of this Engagement Request indicating acceptance or denial.

**If accepting the project**, include a budget estimating number of hours, number and position of staff and any associated travel expenses.

MDH contact name: Sabrina Sutter

MDH contact email address: [Sabrina.Sutter@state.mn.us](mailto:Sabrina.Sutter@state.mn.us)

MDH contact phone number: 651-201-5932

Proposed contractor \_\_\_\_\_

Proposed contractor contact \_\_\_\_\_

Proposed contractor contact email \_\_\_\_\_

Proposed contractor phone \_\_\_\_\_

Project/Engagement Title: Lead Service Line Inventory

Anticipated start date \_\_\_\_\_ to end date 08/31/2024

Public Water Supply (PWS) name \_\_\_\_\_

PWS contact name \_\_\_\_\_

PWS contact email \_\_\_\_\_

Work location \_\_\_\_\_

**Project description**

Assistance with Category \_\_\_\_\_ has been requested.

- The system has \_\_\_\_\_ service connections.
- System owns the service line \_\_\_\_\_.
- All records are in a \_\_\_\_\_ format.
- Visual inspections (Category B) may also be a part of the scope of the work to complete the inventory.
- Work with the system to create a manageable record keeping system will need to be completed.
- Contractor will submit the compiled lead service line inventory spreadsheet to MDH for further evaluation by July 15, 2024.

**Classification hourly rates agreed to in the RFP in March 2023**

**Administrative assistant:** \$115.00 an hour

**Communications specialist:** \$140.00 an hour

**Engineer 1:** \$140.00 an hour

**Field technician:** \$130.00 an hour

**GIS technician:** \$140.00 an hour

**Project manager:** \$200.00 an hour

**NOTICE:** This Engagement Request does not obligate its issuer to award a contract or complete the project or engagement, and the issuer reserve its right to cancel the proposed transaction if it is considered in its best interest.

Minnesota Department of Health | Drinking Water Protection | 651-201-4700 | [www.health.state.mn.us](http://www.health.state.mn.us)

8/2023 v1 | To obtain this information in a different format, call: 651-201-4700.