

TASK ORDER NO. 9

SCOPE OF SERVICES AND FEE PROPOSAL

DOMESTIC WASTEWATER FACILITY PERMIT RENEWAL

City of New Port Richey

September 29, 2015

Task Order No. 9 between MCKIM & CREED, Inc., hereinafter referred to as CONSULTANT, and the City of New Port Richey hereinafter referred to as CITY, shall be as described below.

PROJECT DESCRIPTION

The CITY currently operates a combined extended aeration and biological nutrient removal (BNR) domestic wastewater treatment plant with a permitted average annual daily flow capacity of 7.5 MGD. The plant treats wastewater produced from the CITY, Pasco County, the City of Port Richey, and the Florida Governmental Utility Authority (FGUA).

The current Domestic Wastewater Facility Permit (permit No. FLA127434) was issued by the Florida Department of Environmental Protection (FDEP) on November 7, 2012, with an expiration date of November 6, 2017. The permit conditions specify that an application for renewal shall be submitted no later than 180 days prior to the expiration date of this permit.

This project includes the preparation and submittal of the FDEP Domestic Wastewater Facility Permit Application. A Capacity Analysis Report and an Operation and Maintenance Performance Report will also be completed as supporting documentation for the Wastewater Treatment Plant's Permit Renewal.

To accomplish the wastewater operation permit renewal, the CONSULTANT will provide the **Scope of Work** outlined as follows:

SCOPE OF WORK

Task 1 – Project Management

- A. Develop project documents and filing systems for the project that include; project set-up, project schedule, project management plan, hard and electronic file systems, and conduct an internal kick-off meeting. Prepare and present formal project status reports each month to accompany invoices.
- B. Project Kick-Off Meeting - Meet with CITY staff to review the project requirements, scope of work, permitting schedule, related reports, and discuss the contents and format of the reports and permit application.

Task 2 - Data Collection and Review

- A. Obtain previous reports, wastewater flow records, water quality data, and other data relative to the project. Compile data to provide historical influent flows and wastewater characteristics. Compile records of maintenance for plant equipment and components. Review the available reports, studies, water quality data, historic flow data, and other documents.
- B. Review the CITY's existing wastewater treatment facility, the operating performance of the facility, and conduct an inspection on the condition of the plant equipment and facilities.
- C. Meet with the FDEP staff in a pre-application meeting to review the permit renewal submittal and determine any issues FDEP may have.

Task 3 – Report Preparation

- A. Prepare Capacity Analysis Report - Perform and prepare evaluations of process component hydraulic and organic capacity for the WWTP. Develop projections of capacity based on the flow projections obtained from the CITY. Prepare a draft Capacity Analysis Report in the format, and including the evaluations required by the FDEP.
- B. Prepare O&M Performance Report - Prepare the field checklist for inspection of each process area of the plant for inclusion in the report. Identify necessary improvements to the plant to maintain compliance with FDEP operating requirements. Prepare a draft Operation and Maintenance Performance Report in the format, and including the evaluations required by the FDEP.

- C. Meet with the CITY to review the draft reports prior to finalizing the reports.
- D. Prepare Final Reports - Incorporate comments from CITY staff prior to finalizing the documents for submittal to the FDEP. Prepare signed and sealed documents and submit to the FDEP as part of the permit renewal on behalf of the CITY.

Task 4 - Prepare FDEP Permit Application

- A. Prepare the Domestic Wastewater Facility Permit Application for submittal to continue operation of the CITY's wastewater facility. **The CITY shall be responsible for permit application fees.**
- B. Prepare response letters to Requests for Additional Information (RAI's) received from the FDEP. For budgeting purposes, we have assumed no more than two RAIs from the FDEP.

CITY STAFF ASSISTANCE

The CITY will be asked to provide assistance to the Project Team in order to complete the project on a timely basis. The following is a list of items requested from the CITY:

- 1. Provide a copy of the current permit.
- 2. Provide a copy of the current Wastewater Facility's Operating Protocol.
- 3. Provide monthly Discharge Monitoring Reports with flow and water quality parameters for the last five (5) years.
- 4. Provide water quality data as requested by FDEP.

DELIVERABLES

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| 1. Draft Capacity Analysis Report and O&M Performance Report | 3 copies |
| 2. Draft FDEP Permit Application | 1 copy |
| 3. Final Capacity Analysis Report and O&M Performance Report | 3 copies |
| 4. Final FDEP Permit Application | 1 copy |

COORDINATION

Work performed as part of this Work Order will be coordinated through the designated CITY representative. Correspondence to the CONSULTANT will be directed to Mitch Chiavaroli, PE.

CONSULTANT'S COMPENSATION

For the above described Scope of Services in Task Order No. 9, the CITY will compensate the CONSULTANT on a lump sum basis. Compensation to the CONSULTANT for rendering the above identified services and products shall not exceed the following:

Permit Renewal (total lump sum) \$ 28,500.00

Partial compensation may be requested on a monthly basis for the percentage of the task completed.

ADDITIONAL SERVICES REQUIRING AUTHORIZATION IN ADVANCE

If required by the CONSULTANT and authorized by the CITY, additional services related to this Task Order shall be provided by the CONSULTANT for additional professional fees negotiated with and agreed to by the CITY.

SCHEDULE

<u>Item</u>	<u>Weeks Following Notice to Proceed</u>
Draft Capacity Analysis Report, and O&M Performance Report	8
CITY review of draft Capacity Analysis Report, and O&M Performance Report	10
Draft FDEP Permit Application	12
CITY Review of draft FDEP Permit Application	14
Final Reports and Permit Application Submittal	16


**TASK ORDER NO. 9
DOMESTIC WASTEWATER FACILITY PERMIT RENEWAL
McKim & Creed, Inc.**

- A. **SCOPE OF SERVICES** – The City of New Port Richey hereby authorized the firm of McKim & Creed, Inc. to perform the specific services summarized on the attached statement entitled TASK ORDER NO. 9, SCOPE OF SERVICES AND FEE PROPOSAL.
- B. **TIME OF COMPLETION** – Work under this authorization will begin upon Notice to Proceed from the City and will be completed within the schedule presented on the attached statement entitled TASK ORDER NO. 9, SCOPE OF SERVICES AND FEE PROPOSAL.
- C. **KEY PERSONNEL** - McKim & Creed, Inc. shall appoint a single representative with whom the City of New Port Richey shall coordinate. This representative shall have the authority to transmit instructions, receive information, interpret and deliver decisions, etc. Key personnel assigned to the project by McKim & Creed, Inc. shall not be removed from the project without the prior written approval of the City of New Port Richey. For this authorization key personnel are as follows: **Mitch Chiavaroli, PE**
- D. **COMPENSATION** – Professional fees for this authorization will be lump sum in accordance with the PROFESSIONAL ENGINEERING AND WATER-RESOURCE AND ENVIRONMENTAL CONTINUING CONSULTING AGREEMENT with the City of New Port Richey, dated December 17, 2013.
- E. **ACCEPTANCE** – By signature hereon, the parties each accept the provisions of this TASK ORDER NO. 9, and authorize the Consultant to proceed at the direction of the City's representative, in accordance with the SCOPE OF SERVICES AND FEE PROPOSAL.

Witness:



McKIM & CREED, INC.


Mitchel A. Chiavaroli, PE, Dir. of Engineering

10/1/15
Date

Witness:

CITY OF NEW PORT RICHEY, FLORIDA

Ms. Debbie Manns, City Manager

Date

Approved as to Form

City Attorney