Fairfield

Sievers, Jim [DNR]

From: Starkey, Mike [mstarkey@mecresults.com]
Sent: Wednesday, May 11, 2011 2:39 PM
To: Sievers, Jim [DNR]
Subject: Fiarfield Scope for Plan of Action
Attachments: 20110509103902973.pdf

Jim,

Attached is the Scope of Work section from our Plan of Action agreement for your review and use. Look forward to seeing you at the Kick-off meeting on May 26th @ 10:30 at City Hall.

Thanks,
Mike

Mike Starkey, PE
Project Manager
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Project No. 1311001
Project Name: Sanitary Sewer System Plan of Action
Project Manager: Mike Starkey, P.E.

AGREEMENT FOR ENGINEERING SERVICES
SANITARY SEWER SYSTEM PLAN OF ACTION
CITY OF FAIRFIELD, IOWA

This Agreement is made on the _____ day of _____, 2010, by and between ***McClure Engineering Company, of North Liberty, Iowa*** (herein referred to as **"Engineer"**) and the ***City of Fairfield, Iowa*** (hereinafter referred to as **"Owner"**). Services shall be performed per the fees, terms and conditions outlined in this Agreement and/or the Hourly Rate established on Exhibit 'A'.

PROJECT DESCRIPTION:

SANITARY SEWER SYSTEM PLAN OF ACTION
FAIRFIELD, IOWA 2011

1. The **Owner** shall provide information, which shall set forth the **Owner's** objectives, schedule, constraints, budget with reasonable contingencies and other applicable criteria. (See Exhibit 'B' for **Owner's** Responsibilities).

2. The **Engineer** shall conduct the following services marked "Included", for approval by the **Owner**:

Item	Included	Not Included
SANITARY SEWER SYSTEM PLAN OF ACTION		
A. **KICK-OFF MEETING**		
1. Meeting with staff	☒	☐
2. Identify goals/objectives	☒	☐
3. Develop schedule for the Plan of Action	☒	☐
4. Define critical milestones	☒	☐
5. Public relations strategy discussion	☒	☐
B. **INVENTORY THE COLLECTION SYSTEM**		
1. Identify the number of manholes	☒	☐
2. Identify the length of pipes and sizes	☒	☐
3. Identify the length of service lines and number of connections	☒	☐
4. Identify the location and number of sewer system overflows (SSO's)	☒	☐
5. Characterize the SSO's	☒	☐
6. Identify areas that have been previously televised	☒	☐
7. Identify and review past studies, findings, etc.	☒	☐
C. **ESTIMATE OF COLLECTION SYSTEM FLOWS**		
1. Identify current flows reaching the plant (Review MOR's)	☒	☐
2. Estimate SSO flows exiting the system	☒	☐
3. Estimate "Pre" collection system rehabilitation flows	☒	☐
4. Estimate "Post" collection system rehabilitation flows	☒	☐
D. **DEVELOP "HYDRAULIC STRATEGY"**		
1. Estimate I/I we can expect to eliminate from the system	☒	☐
2. Estimate flows to be transported to plant for treatment	☒	☐
3. Alternative ways to route flows to the plant	☒	☐
4. Alternative ways to route flows through the plant	☒	☐
5. Estimate cost of alternatives to route flows	☒	☐

	Item	Included	Not Included
E.	**SEWER SYSTEM EVALUATION STUDY (SSES) STRATEGY**		
	1. Identify the sewer collection system studies needed in the future to reduce/eliminate SSO's including:	☒	☐
	a. Televising		
	b. Smoke testing		
	c. Flow metering/rain fall analysis		
	d. Hydraulic modeling		
	e. Manhole inspections		
	2. Develop schedule to complete various studies	☒	☐
	3. Develop estimated costs of future studies	☒	☐
F.	**WASTEWATER TREATMENT PLANT ANALYSIS**		
	1. Review the 2010 Facility Plan	☒	☐
	2. Review existing organic loading data and estimate future organic loadings to the plant	☒	☐
	3. Define long term hydraulic loadings (flows)	☒	☐
	4. Review waste load allocations/permit limits imposed by IDNR	☒	☐
	5. Conduct a detailed site visit of the treatment plant, interview operations staff, and prepare a "physical condition analysis" of the plant's components	☒	☐
	6. Review current projects (bio-solids handling and electrical upgrades) and incorporate into overall long term plant upgrade strategy	☒	☐
	7. Review each treatment plant component for ability to meet hydraulic and organic loadings and identify deficiencies	☒	☐
	8. Present alternative treatment technologies to be considered for various components at the plant	☒	☐
	9. Provide general plant layout(s) and hydraulic profiles to demonstrate each alternative presented	☒	☐
	10. Prepare cost estimates for each alternative presented	☒	☐
	11. Prioritize improvements	☒	☐
G.	**IMPLEMENTATION SCHEDULE**		
	1. Prepare a preliminary long range sewer planning and implementation schedule addressing how City intends to proceed with collection system analysis and plant upgrades	☒	☐
H.	**FINANCING PLAN/IMPACT ON RATES**		
	1. Prepare a preliminary budget illustrating the "magnitude of order" of costs for the long range program tied into City's schedule.	☒	☐
	2. Prepare a preliminary forecast on City's sewer system operation budget, with the future improvements included	☒	☐
	3. Prepare a "magnitude of order" impact on City'ssewer rates	☒	☐
	4. Develop long term rate strategies	☒	☐
I.	**PUBLIC RELATIONS STRATEGY**		
	1. Work with City's staff, council, business community, public, etc. to develop a public relations strategy; this will be designed to educate the public on City's wastewater system needs, City's plans for the future and expectations going forward.	☒	☐
J.	**REPORT**		
	1. Prepare a written "Plan of Action" report with appropriate figures, drawings, spread sheets, and analysis to support our findings and recommendation	☒	☐
	2. Review report with IDNR before submittal	☒	☐
	3. Submit report to IDNR for review and approval	☒	☐
	4. Present to staff and council	☒	☐

	Item	Included	Not Included
K.	**PLANNING AND DESIGN (P&D) STATE REVOLVING LOAN APPLICATION SUBMITTAL (SRF)**		
	1. Review with City the advantages and disadvantages of the SRF Planning & Design (P&D) loan and permanent SRF loan program	☒	☐
	2. Develop long range planning and implementation funding strategy	☒	☐
	3. Prepare and submit a P&D, SRF loan application to IDNR	☒	☐
	4. Monitor the loan through the funding process	☒	☐
	5. Administer the P&D loan "draw-down" process	☒	☐
L.	**ADDITIONAL MEETINGS**		
	1. Additional staff meetings if requested by City	☒	☐
	2. Conduct public workshops if requested by City	☒	☐
	3. Additional special committee/council meetings/presentations if requested by City	☒	☐
	4. Additional meetings and/or negotiations with Iowa DNR if requested by City	☒	☐

3. Fee Schedule:

Fees for Services are shown below:

SANITARY SEWER SYSTEM PLAN OF ACTION:

☒	A.	Kick-Off Meeting	LS	$	800.00
☒	B.	Inventory the Collection System	LS	$	2,200.00
☒	C.	Estimate of Collection System Flows	LS	$	1,100.00
☒	D.	Develop "Hydraulic Strategy"	LS	$	1,000.00
☒	E.	Sewer System Evaluation Study (SSES) Strategy	LS	$	800.00
☒	F.	Wastewater Treatment Plant Analysis	LS	$	5,700.00
☒	G.	Implementation Schedule	LS	$	750.00
☒	H.	Financing Plan/Impact on Rates	LS	$	1,800.00
☒	I.	Public Relations	LS	$	800.00
☒	J.	Report	LS	$	1,950.00
☒	K.	Planning & Design State Revolving Loan Application Submittal	LS	$	850.00
☒	L.	Additional Meetings	T&M	$	TBD

LS – Lump Sum
TBD – To Be Determined
T&M – Time and Materials

The Hourly Rate Schedule is included in Exhibit 'A', attached to this Agreement, to be used for work performed on a *Time and Material* basis.

4. Past due amounts owed shall accrue interest at 1.5% per month from the 30th day. If the **Owner** fails to make monthly payments due the **Engineer**, the **Engineer** may, after giving (7) days written notice to the **Owner**, suspend services under this Agreement.