

**ATTACHMENT “A”**  
**SCOPE OF SERVICES**  
**FOR**  
**TOWN OF ALPINE ENGINEER**

**TASK WORK ORDER (XXX) # XX – DEVELOPMENT OF A PRETREATMENT PROGRAM  
FOR THE TOWN OF ALPINE**

**DESCRIPTION OF SERVICES**

JVA, Inc. (JVA), providing professional services for Jorgensen Associates (Jorgensen), will function as a subconsultant to provide technical support for developing a pretreatment program for non-domestic users including food service establishments (preparing or serving food) and alcohol beverage manufacturing establishments. The Town of Alpine (Town) has requested a means of monitoring and enforcement to control non-domestic strength waste such as fats, oils and grease (FOG) and high organic strength discharges that impact the Town’s collection system and wastewater treatment facility (WWTF). Controlling FOG at the source is critical to the operation and maintenance of the sanitary collection system and WWTFs as it impacts sewer capacity due to blockages in the pipe which can lead to sanitary sewer overflows. Once the blockages break up (Spring time) in the sewer, it is collected at the WWTF and can be detrimental to the unit treatment processes and lead to effluent discharge non-compliance. Controlling or requiring pretreatment for alcohol beverage manufacturing such as breweries is critical for smaller WWTFs such as Alpine due to a higher percentage or ratio of high organic strength brewery waste discharge to the domestic discharge. As it pertains to the Town, non-domestic discharge to the Town’s collection system is from breweries, restaurants, schools, (with food preparation cafeterias), and car washes. The Town’s sewer user ordinance requires certain non-domestic users to provide pretreatment prior to introducing wastewater to the public sewer. These devices may consist sand / oil separators and / or FOG interceptors to control / mitigate pollutants that impact the collection system and WWTF. However, the Town has need to update their sewer use ordinance to include pretreatment policies and criteria specific to the type of non-domestic user. The goal and objective for this scope of services is to develop a pretreatment program that applies to current non-domestic users and to build the framework for future non-domestic users. Currently, the Town does not have any industry or hazardous waste discharge to the public sewer, and it is unlikely that there will be in the near future, therefore the intent is to develop a pretreatment program that the Town can implement for food service establishments and alcohol beverage manufacturing. A successful pre-treatment program will reduce associated impacts to the WWTF caused by FOG and high strength organic waste and maintain collection system capacity and organic loading capacity of the WWTF while reducing significant O&M costs.

In recent correspondence with the Town and Jorgensen, the Town would like to phase the development of the pretreatment program / non-domestic user permit specific to Melvin Brewery

and later phase in other non-domestic users into the pretreatment program and permitting process.

### **SCOPE OF SERVICES PROVIDED BY THE CONSULTANT**

The services to be performed specific to non-domestic user, Melvin Brewery under Task Order #2 shall include the following:

- Review applicable documents provided by the Town including memorandum's of understanding, sewer use ordinances, and reports for pretreatment of non-commercial discharge users.
- Virtual Kick-off meeting with Jorgensen and Town representatives to establish goals and objectives and project schedule.
- Develop a pretreatment application / survey.
- Develop best management practices (BMPs).
- Develop quarterly or monthly monitoring / reporting forms / logs.
- Draft a notice of violation (NOV) form along with a penalty fee schedules for non-compliance activities such as late or missing monitoring report forms and unreported wastewater spills.
- Prepare an estimated plant investment fees (PIF) using an equivalent residential user (EQR) method. Melvin Brewery's participation in the new pretreatment facility will be determined using the Town's current Plant Investment Fee (PIF) for residential users, multiplied by the number of Equivalent Residential Units (EQRs) represented by the brewery's wastewater. Both hydraulic and organic loads per EQR will be assessed, and the PIF will be calculated based on whichever of these two loading types yields the higher value.
- Prepare a technical memorandum summarizing the pretreatment documents for Melvin Brewery along with recommendations and next steps.
- Submit the draft technical memorandum and attached forms to Jorgensen and the Town for review.
- Conduct a virtual meeting with Jorgensen and Town to review comments and finalize the pretreatment program documents.

### **ASSUMPTIONS FOR PREPARING SCOPE OF SERVICES**

- User rate studies (i.e. surcharge fees) for collection and treatment of non-domestic discharger is not part of the scope of services
- Changes or updates to the sewer use ordinance is not part of the scope of services
- Legal or administrative tasks to implement pretreatment policies and / or adopting updates to the sewer use ordinance if not part of the scope of services
- Site visit by consultant is not included in scope of services.
- The new pretreatment WWTF (for the pretreatment of Melvin Brewery discharge prior to blending with the Town's influent) will be operated and maintained by the Town and will be in operation prior to implementation of the pretreatment program.

### **SERVICES TO BE PROVIDED BY JORGENSEN**

The following services shall be provided by Jorgensen:

- Provide project level guidance and decisions

- Provide a central point of authority for assignment of services for each respective project component
- Conduct or direct the frequency of project status meetings
- Provide current plans, studies, documents, and access to material as needed for applicable services

### **LENGTH OF SERVICES**

The length of services shall be the dates on the Task Work Order #2 issued by Town of Alpine. It is estimated that the draft technical memorandum and applicable attachment forms will take 8 weeks to complete. The final technical memorandum and applicable forms will take 10 weeks to complete

### **ESTIMATE OF SERVICES**

For details of the estimated costs to perform the anticipated and required services, see Attachment "B." All classifications and consultants listed in the contract are eligible to work on this Task Work Order. The estimated fee is \$13,700 not to exceed based on time and material. Consultant will notify Jorgensen in advance if there is potential for additional services and costs beyond the estimated fee.

standards. EPA has also developed other nationally applicable pretreatment standards (*national pretreatment standards*) under section 307(b) in its General Pretreatment Regulations for Existing and New Sources of Pollution (Pretreatment Regulations) at 40 CFR Part 403. Such pretreatment standards are applicable to any user of a POTW, defined as a source of an indirect discharge [40 CFR 403.3(i)].