



February 2, 2023

Chris Whittaker
City Manager
City of Angleton
121 South Velasco Street
Angleton, Texas 77515

**Re: Proposal for Professional Engineering Services
2023 Oyster Creek Wastewater Treatment Plant (WWTP) TPDES Permit Renewal**

Dear Mr. Whittaker:

HDR Engineering, Inc. (HDR) is pleased to provide you with this fee proposal for Professional Engineering Services to assist the City of Angleton, Texas (City) in renewing their Oyster Creek Wastewater Treatment Plant (WWTP) Facility Texas Pollutant Discharge Elimination System (TPDES) Permit. For your convenience, this proposal consists of a General Overview, Scope of Services, Schedule, Deliverables, City Responsibilities, Fees, and Terms and Conditions Sections.

GENERAL OVERVIEW:

The City owns and operates the Oyster Creek WWTP (SIC Code 4952) which is located at 500 Sebesta Road within the City of Angleton in Brazoria County, Texas. It is currently operating under TPDES Permit No. WQ0010548004 that was issued on September 20, 2018. Per this permit, the WWTP has a daily average effluent flow of 3.6 million gallons per day (MGD), an average discharge 2-hour peak flow of 12,500 gallons per minute (GPM) and is authorized to treat and discharge wastewater to Oyster Creek Above Tidal in Segment No. 1110 of the San Jacinto-Brazos Coastal Basin.

This current permit will expire on September 20, 2023 and the City must submit an application for permit renewal to the Texas Commission on Environmental Quality (TCEQ) 180 calendar days prior to the expiration date which is on March 24, 2023. HDR has therefore prepared this proposal in order to complete the permit renewal application and submit it along with any associated fees to the TCEQ.

SCOPE OF SERVICES:

HDR's scope of services as described below identify the required tasks to complete and submit the permit renewal application to the TCEQ. It is HDR's understanding that there has been no change in the WWTP's capacity or treatment processes within the last five (5) years and thus HDR will be following the TCEQ standard permit renewal procedures.

I. Project Management

- Prepare the Project Management Plan, Quality Management Plan, and Safety Plan.
- Monitor and update the project schedule and budget. Prepare monthly invoices, assumed a total of (6) invoices.

II. TPDES Permit Renewal

- Conduct one (1) 1-hour internal kick-off meeting with four (4) HDR staff – Project Manager, Permitting Lead, GIS Lead, and EIT.

- Review existing TPDES Permit No. WQ0010548004 issued by the TCEQ and the materials available associated with the application for the permit.
- Assemble and complete forms for the permit renewal application. The permit renewal must be submitted to TCEQ no later than March 24, 2023 (180 calendar days before the current permit expiration date of September 20, 2023). The City shall provide information to HDR as necessary in order for HDR to complete the required permit renewal forms.
- Prepare an application for renewal of the permit consisting of the following parts:
 - Form 10400
 - TCEQ Core Data Form
 - Form 10053
 - Domestic Wastewater Permit Application Checklist
 - Application for a Domestic Wastewater Permit Administrative Report 1.0
 - Supplemental Permit Information Form (SPIF)
 - Payment Submittal Form
 - Form 10054
 - Domestic Technical Report 1.0
 - Domestic Technical Report Worksheet 2.0 Receiving Waters
 - Domestic Technical Report Worksheet 4.0 Pollutant Analyses Requirements
 - Domestic Technical Report Worksheet 5.0 Toxicity Testing Requirements
 - Domestic Worksheet 6.0 Industrial Waste Contribution
- Assemble and complete the following attachments to the permit renewal application:
 - USGS Topographic Map
 - WWTP Site Map
 - WWTP Process Flow Diagrams
 - WWTP Site Drawing
 - Pollutant analyses/laboratory sampling report
- Obtain water well location information as required from the Texas Water Development Board (TWDB).
- Provide a Draft of the permit renewal application in PDF format to the City for review. HDR will conduct a one (1) hour virtual meeting with the City to review the draft permit and discuss any questions. After this meeting, the City will have one week to provide comments and any missing data.
- Incorporate City review comments into the Draft permit renewal application and coordinate with the City on specific work items (i.e., sampling and testing) required to be included in the final permit application submittal to the TCEQ.
- Finalize permit application for submittal to TCEQ and mail it to TCEQ at least one (1) week (by March 17, 2023) before the March 24, 2023 deadline.
- Provide up to eight (8) hours of TCEQ coordination after submittal of application to TCEQ.

III. Additional Services (Not Part of Current Scope)

- The following professional services can be provided at the City's request and are not part of the above-described scope of services for this proposal.
 - Significant modifications to the initial permit application to incorporate TCEQ review comments.
 - TCEQ-required public notices preparation and posting in the local English and Spanish newspapers.

- Testing or certification of any kind required by the permit or required for the permit application.
- Topographic surveys, stream surveys or other field surveys.
- TCEQ coordination beyond the time noted above.
- Public meeting attendance.
- Any other service not included specifically in the basic services.
- Preparation of sludge management plan.
- In the event that additional services are requested by the City, HDR will prepare a contract amendment for those services and present it to the City for approval.

SCHEDULE:

A summary of key project milestones and due dates are provided below:

- Anticipated Notice to Proceed from the City – 2/14/2023
- Draft Permit Application to City with Data Request & Meeting – 3/1/2023
- Finalize Permit Application – 3/8/2023
- City Review of Final Permit Application – 3/10/2023
- HDR to Address Comments from Review and Submit Revised Final Permit Application for City Signatures – 3/14/2023
- Submit/Mail to TCEQ – 3/17/2023
- Deadline for Permit Renewal Application to Arrive at TCEQ – 3/24/2023
- Support for total 8 hours of TCEQ coordination after permit renewal application is submitted during technical review phase

DELIVERABLES:

HDR will provide one (1) hard copy and one (1) electronic copy of the permit renewal application to the City. TCEQ requires submission of one (1) original application and three (3) printed copies of the permit renewal application. HDR will submit the permit renewal application to TCEQ.

CITY RESPONSIBILITIES:

The City shall be responsible for, and HDR may rely upon, the accuracy and completeness of all requirements, programs, instructions, reports, data, and other information furnished by the City and its operators to HDR pursuant to this Agreement. HDR may use such requirements, programs, instructions, reports, data, and information in performing or furnishing services under this Agreement.

The City shall at its expense:

- Be responsible for payment of all required fees that must be submitted with the application. The application fee for renewals of wastewater treatment plants with flows greater than or equal to 1.0 MGD is \$2,015.00 (per TCEQ Form 10053 dated June 28, 2022).
- Provide all criteria and full information and furnish copies of all design and construction information.
- Furnish any other available information pertinent to the Project including previous design plans, reports and data relative to previous designs, or investigation at or adjacent to the Site.

- Following HDR's assessment of initially available Project information and data and upon HDR's request, furnish or otherwise make available such additional Project related information and data as is reasonably required to enable HDR to complete the permit renewal application. Such additional information or data would generally include the following:
 - One (1) copy of the existing permit and existing permit application.
 - Test reports for all testing required to complete the permit application.
 - Monitoring reports for the last 12 months.
 - Groundwater monitoring data.
 - Soil sample test data.
 - Sludge sample test data.
 - Property maps showing treatment facilities, effluent storage sites, irrigation sites and any crop sites.
 - Signatures required on the completed application and copies.
 - Payment of all application fees, testing fees and other fees assessed by the State or other entities associated with the permit renewal.
 - Property descriptions.
 - Zoning, deed, and other land use restrictions, if required.
 - Property, boundary, easement, right-of-way, and other special surveys or data, including establishing relevant reference points, if required.
 - Explorations and tests of subsurface conditions at or contiguous to the Site, drawings of physical conditions relating to existing surface or subsurface structures at the Site, or hydrographic surveys, with appropriate professional interpretation thereof, if required.
 - Environmental assessments, audits, investigations, and impact statements, and other relevant environmental or cultural studies as to the Project, the Site, and adjacent areas, if required.
 - Data or consultations as required for the Project but not otherwise identified in the Agreement or the Exhibits thereto.
 - Sludge Management Plan.
- It is understood that the data provided by the City will contain all data necessary information to prepare the required TCEQ permit renewal application components, including:
 - Detailed engineering reports/plans including design calculations, site controls, groundwater protection, odor/dust/bioaerosol management, ultimate use of finished product.
 - Pathogen reduction alternatives.
 - Vector attraction alternatives.
 - Volume and frequency of sludge disposal.
 - Calculations that show 25-year, 24-hour rainfall is prevented from leaving surface disposal unit.
 - Copy of closure plan and post-closure maintenance plan.
 - Groundwater monitoring data.
 - Effluent land application rates, effluent storage pond volume and dimensions.
- If, through no fault of HDR, such periods of time or dates are changed, or the orderly and continuous progress of HDR's services is impaired, or HDR's services are delayed or

suspended, then the time for completion of HDR's services, and the amounts of HDR's compensation, shall be adjusted equitably.

- If the City authorizes changes in the scope, extent, or character of the Project, then the time for completion of HDR's services, and the amounts of HDR's compensation, shall be adjusted equitably.
- The City shall make decisions and carry out its other responsibilities in a timely manner so as not to delay HDR's performance of its services. The 180 calendar days before September 20, 2023 is a hard deadline and if not met the Permit Holder (City) will be out of compliance.

FEES:

HDR proposes to provide the above-described Scope of Services for an hourly, not-to-exceed fee of **\$16,700.00**. A detailed breakdown of HDR's fee is provided in Attachment A1.

TERMS AND CONDITIONS:

This project will be performed as a 'Project Engineering Design and Support Service' under the current Master Agreement for Professional Services with the City, and its terms and conditions will apply.

Invoices will be submitted on a monthly basis and the charges for lump sum services, hourly services, subcontract expenses, reimbursable expenses, and mileage will be in accordance with Attachment "A" – Fee Basis of the Master Agreement for Professional Services with the City.

We appreciate the opportunity to be of service on this project. If you have any questions, please do not hesitate to contact me at (713) 622-9264.

Sincerely,

HDR Engineering, Inc.



David C. Weston
Vice President/Area Manager

Attachments: Attachment 1 – HDR Level of Effort Spreadsheet

Acceptance: Please indicate acceptance of this letter agreement by affixing your signature or that of your authorized representative in the space below.

City of Angleton, Texas

Signature: _____

Printed Name: _____

Title: _____

Date: _____

2023 Oyster Creek WWTP TPDES Permit Renewal
City of Angleton, Texas
Attachment A1 - Level of Effort
February 2, 2023

Prepared:	<u> RN </u>	Date:	<u> 2-Feb-23 </u>
Reviewed:	<u> JP </u>	Date:	<u> 2-Feb-23 </u>
Approved:	<u> JP </u>	Date:	<u> 2-Feb-23 </u>

Description / Task	Principal	Client Manager	Sr. Tech. Lead, QA/QC	Project Manager	Process Engineer EIT	Process CADD / GIS	Project Accountant	TOTAL	LABOR	EXPENSES - TRAVEL	EXPENSES - PRINTING & MAILING	EXPENSES - PERMIT & PUBLIC ANNOUNCEMENT	SUB	TASK
	Tim Vail	John Peterson	Paula Jo Lemonds	Ryan Nokolby	Cole Kocmick	Aaron Butterer	Ann Marie Flores	HOURS	COST	COST	COST	COST	COST+10%	COST
Billing Rate	\$336	\$313	\$273	\$217	\$106	\$206	\$127							
Task 1: Project Management								18.0	\$3,689	\$100	\$137	\$0	\$0	\$3,926
Project Setup, PMP, QMP and Safety Plan	1			4			2	7.0	\$1,457	\$75	\$102			
Monthly Invoices (Assumed 6 months total project)		4		1			6	11.0	\$2,231					
	1	4	0	5	0	0	8							
Task 2: TPDES WWTP Permit Renewal								73.0	\$12,774	\$0	\$0	\$0	\$0	\$12,774
Internal Kickoff Meeting			1	1	1	1		4.0	\$802					
Data Collection and Review			1	2	4			7.0	\$1,131					
Application Forms			2	4	18			24.0	\$3,323					
Attachments			2		2	7		11.0	\$2,199					
Water well locations			2		2			4.0	\$759					
Compile and submittal of draft application to Owner					2			2.0	\$212					
Address Owner comments		1		1	4			6.0	\$954					
QA QC			3					3.0	\$820					
Submit final to Owner and TCEQ		2		1	1			4.0	\$948					
TCEQ coordination, technical assistance and respond to request for information			2	4	2			8.0	\$1,625					
	0	3	13	13	36	8	0							
Subtotals	1.0	7.0	13.0	18.0	36.0	8.0	8.0	91.0	\$16,463	\$100	\$137	\$0	\$0	\$16,700
Project Total														\$16,700