



**Town of Dundee  
Scope of Services  
Wastewater Permit  
Renewal Application  
October 24, 2024**



**OWNER:** Town of Dundee

**CONSULTANT:** CHA Consulting, Inc.

This Task Authorization for engineering services is made between the Town of Dundee (Town) and CHA Consulting, Inc. (Consultant, 'CHA'). CHA is pleased to submit this proposal to provide professional services to the Town for preparation of a Wastewater Treatment Plant Permit Renewal Application.

This scope of services for the project identified herein pertains to the Master Continuing Professional Consulting Agreement for Architectural, Engineering, Planning, and Various Consulting Professional Services (RFQ 23-01) Between the Town of Dundee, Florida and Consultant, as modified by the Master continuing Professional Consulting Agreement for Architectural, Engineering, Planning, and Various Consulting Professional Services Between the Town of Dundee, Florida and Consultant, CHA Consulting, Inc., Contract Addendum.

**A. Project Background and Description**

The Town's wastewater operating permit, FLA180416, for the Dundee Regional Wastewater Treatment Facility (WWTF) will expire on April 15, 2024, and the Town has requested CHA to provide engineering services to renew the wastewater operating permit.

In accordance with Rule 62-620.410(5), F. A. C., the permittee must submit an application for renewal no later than 180 days from the expiration of the permit. This Scope of Services describes the services that will be completed by CHA in order to prepare and submit to Florida Department of Environmental Protection (FDEP) an individual operating permit renewal package for the Town of Dundee WWTP.

**B. Scope of Services**

**PHASE 100 – PROJECT ADMINISTRATION & MEETINGS**

**Task 101 – Project Administration**

This task consists of overall administration of the Project including contract and budget administration, invoicing (along with progress reports), scheduling, and coordination with the Town.

**Task 102 – Project Meetings**

The Consultant will prepare for and attend:

- One (1) virtual kickoff meeting with the Town to develop a clear and mutual understanding of the scope elements, performance requirements, and critical success factors for the Project.
- One (1) virtual permit application review meeting with the Town to discuss findings and seek feedback from the Town staff.
- One (1) virtual Request for Additional Information (RAI) review meeting with the Town to discuss findings and seek feedback from the Town staff, if necessary.

Meeting summaries for each meeting will be shared with the Town within five (5) business days after the meeting.

### **Phase 200 – Permitting Services**

This phase consists of the preparation and submittal of the forms and documents that are required by FDEP for the operating permit renewal. Response to agency questions/comments is limited to one (1) set of review questions/comments from FDEP. This limit does not include responses to agency questions / comments resulting from errors and / or omissions of the Consultant in preparing and submitting requisite application documents. Permit applicant fees will be paid by the Town.

### **Task 201 – Prepare and Submit Draft FDEP Wastewater Permit Application Package for the Dundee Regional Wastewater Treatment Plant Permit Renewal**

The following items will be provided by the Consultant and included in the draft permit application:

#### **1. Draft FDEP Forms 62-620.910 (1) and (2)**

Consultant will prepare and complete the FDEP Wastewater Facility or Activity Permit Application General Information Form 1 and Wastewater Permit Application Form 2A for Domestic Wastewater Facilities [a.k.a., FDEP Forms 62-620.910(1) and (2)] for Town's comment. Consultant will provide one (1) hard copy of the draft permit application package and one (1) electronic pdf version of the draft application package to the Town for review and comment.

#### **2. Draft Maps and Figures**

Consultant will revise the general Process Flow Diagram for the facility and the Collection/Transmission System and Location Map. The Topographic Map, Service Area Maps for Wastewater, and Site Plan Figure are to be provided by Town. Draft versions of the maps and figures will be submitted to the Town along with Draft FDEP Forms 1 and 2A for the Town's review and comment.

#### **3. Draft Capacity Analysis Report**

Consultant will prepare an updated Capacity Analysis Report (CAR) in accordance with FDEP's Guidelines document. The update will include any changes that have occurred since the date of the previous permit renewal and will be updated in general to reflect the current renewal. The following sections will be updated accordingly.

- Introduction: provides a general description of the facility and definitions used throughout the CAR.
- Existing Conditions: provides background and plant overview, including a brief description of each process and permitted capacities. This section will also include updated flow analysis including Maximum Average Daily Flow (MADF), Three-Month Rolling Average Flow (3MRAF), and Annual Average Daily Flow(AADF) and loading information through the year 2023.
- Assessment of Capacity provides an assessment of the infrastructure so as to prove an engineering opinion as to whether they are sufficiently sized to handle design hydraulic and organic loadings, based on existing influent flow and loading information.
- Future Conditions: provides historical and future projections for population and wastewater flows.
- Summary and Conclusions provides time required for 3MRAF to reach permitted capacity, and if required, recommendations for expansion and expansion schedule.

**Data Required:**

- Discharge Monitoring Reports (DMRs) for the past five years.
- Loading data
- Water usage data, population projections
- Wastewater service area map

The draft CAR will be submitted to the Town for their review and comment prior to certification as part of the overall draft permit package.

**4. Site Evaluation and Draft Operation and Maintenance Performance Report**

Consultant will conduct one (1) site visit to the Town's WWTP, including discussions with Town staff during site evaluation. FDEP's required site evaluation forms will be completed by the Consultant Engineer(s). In addition, Consultant will obtain from Town data documenting the operational performance since the last permit renewal, as contained within the facility's DMRs.

It is understood that Consultant will not complete an exhaustive inspection of each piece of equipment; rather, the focus will be on "big picture" issues that are perceived to be a risk factor with respect to diminished treatment capacity, reliability, etc. Input from Town operation and maintenance staff will be paramount in gathering such information.

Consultant will update the previously completed Operation and Maintenance Performance Report (OMPR) in accordance with FDEP's Guidelines document. The OMPR will include any changes that have occurred since the date of the previous permit renewal and will be updated in general to reflect the current renewal. It is anticipated that the following OMPR sections will be developed.

- Introduction: provides a brief overview, background and outlines the previously recommended actions as presented in the OMPR completed as part of the previous permit renewal.
- Existing Conditions: provides a general description of the treatment processes, including elements that make up individual processes.
- Physical Condition: provides a description of each process in the plant and presents an analysis of the general condition and performance of each component of the process.
- Treatment Efficiency: provides an evaluation of the treatment efficiency based on an evaluation for both secondary and tertiary (reuse) treatment levels.
- Operation and Maintenance Program: determines whether up-to-date record drawings, Operation and Maintenance Manuals and operation logs are maintained on site.
- Collection System Evaluation: provides a brief description of any potential treatment plant problems, bypass discharges or overflows as a result of issues with the collection and transmission system.
- Problems, Deficiencies, and Corrective Actions: provides a description of problems and deficiencies as identified as part of the site visit listed in the 'Site Evaluation' section above and throughout the OMPR; and will subsequently provide recommended corrective actions, improvements or general maintenance recommendations.

**Data Required:**

- Current Operation and Maintenance Manuals
- Current Standard Operating Procedures
- Operation and Maintenance Reports for the last five (5) years
- Documentation of any reportable events and remedial actions, if necessary
- Groundwater quality data for the last five (5) years

The Draft OMPR will be submitted to the Town for their review and comment prior to certification as part of the overall Draft Permit Package.

**Task 202 – Prepare and Submit Final FDEP Wastewater Permit Application Package for the Dundee Regional Wastewater Treatment Plant Permit Renewal and Respond to RAIs**

Following the review meeting with the Town, the Consultant will incorporate any Town comments into the final permit application packages, then Consultant will sign and seal the application. The finalized permit package will be submitted to the Town for the Owner's signature as required by FDEP. Final permit package will be submitted to FDEP and provided to the Town.

The completed permit renewal package requires an expected renewal fee of \$5,000.00. The Town will be responsible to pay the permit renewal fees. The fees are NOT included as part of the budget for this proposed scope of work.

Following the RAI meeting (Task 102), the Consultant will prepare and submit responses to (RAI's if required. This effort by the Consultant is limited to one (1) set of review questions/comments unless otherwise required to address errors and/or omissions of the Consultant in preparing and submitting requisite application documents. Department request for Collection System Action Plan or Power Outage Contingency Plan is not included under this Task item but may be performed by Consultant under a separate work order per Town's request.

**Phase 300 – Collection System Action Plan and Power Outage Contingency Plan Development**

This phase consists of the preparation and submittal of the forms and documents that are required by FDEP for the Collection System Action Plan and Power Outage Contingency Plan. Response to agency questions/comments is limited to one (1) set of review questions/comments from FDEP. This limit does not include responses to agency questions / comments resulting from errors and / or omissions of the Consultant in preparing and submitting requisite application documents.

**Task 301 – Collection System Action Plan and Operation and Maintenance Performance  
Review Data Review**

CHA will collect and review available information such as previous Annual Reports, collection and transmission system Operation and Maintenance (O&M) documentation, Inflow and Infiltration (I/I) Studies, and other documentation required for the completion of the Project. CHA will collect data from publicly available sources, where these are reasonable accessible. No budget has been included for Consultant's development of these documents.

**Task 302 - Collection System Action Plan Development**

Items to be included in the Collection System Action Plan (CSAP) deliverable are:

- The Town's existing processes evaluating or surveying the pipes, manholes, pump stations, tanks, and other equipment for the Town collection/transmission system.
- Suggested goals for evaluation percentages (e.g. linear feet of mains, manholes, etc.) of the collection/transmission system annually.
- Documentation of existing Geographic Information System (GIS) map and inventory of the collection/transmission system to include:
  - Component unique identification number, location, length, size and diameter, type of pipe or material, age, inspection information, and maintenance information for each section of pipe, manhole, and pump station; any new data created will include unique ID tracking number.
  - Climatic and geologic data necessary to help identify appropriate maintenance and repair actions (e.g. rain gauge data).
  - Information regarding collection/transmission system flows, overflows, bypasses, verified odor complaints, corrosion data, past inflow and infiltration analysis results, past leakage surveys, population served, and industries served.
  - GIS and documentation review for identification of all satellite collection systems connected to the facility collection system by pipe size, infrastructure type and location.
- Documentation of any existing Adaptive Maintenance and Repair Plans including general facility program and protocols regarding routine maintenance, cleaning activities, and protocol for emergency repairs.
- Town Fats, Oils, and Grease (FOG) program.
- Measures taken for limiting the presence of wet wipes, sand, and grit to the collection/transmission system.
- Documentation of existing Root Control Program, if applicable.
- Town I/I Program Management document.
- Any sewer ordinances or any programs established by Town to minimize inflow and infiltration from individual service connections.
- Measures taken by Town to require or encourage owners/operators of satellite/wholesale collection systems to minimize inflow and infiltration.

- Description of the resiliency of the collection/transmission systems that considers sea-level rise and any planned or completed flood mitigation and stormwater control actions.
- Update of the existing collection system pipe lining priority map, if available.
- Record keeping provisions for above items.
- Provide templates for future CSAP regulatory submittals.

CHA will prepare a draft CSAP based on the results above. The CSAP will include a five-year planning horizon. CHA will attend a review meeting with Town to review the CSAP and Town comments and update the CSAP accordingly.

**Task 303 – Power Outage Contingency Plan Development**

Items to be included in the Power Outage Contingency Plan (POCP) deliverable are:

- Program and protocols to mitigate the impacts of power outages on the collection/transmission system and pump stations.
- Bypass pump and generator inventory and staging information.
- Mutual aid agreements, if applicable.
- Determination of compliance of existing pump stations with the emergency generator requirements of 62-604.400(2)(a), FAC.

CHA will prepare a draft POCP based on the results above. The POCP will include a five-year planning horizon. CHA will attend a review meeting with Town to review the POCP and Town comments.

**C. Deliverables**

- Meeting summaries will be distributed within five (5) business day after any meeting.
- Electronic versions (PDF) of the draft permit renewal package and reports.
- Electronic versions (PDF) of the final permit renewal package and reports.

**D. Schedule**

The schedule for this project is presented below and will commence upon receiving a Notice to Proceed (NTP) from the Town.

Description	Start	Duration (Days)
Phase 1 – Project Administration and Meetings	NTP	90
Phase 2 – WWTP Renewal Application and RAI	NTP	90
Phase 3 – Collection System Action and Power Outage Contingency Plans	NTP	60

**E. Compensation**

Compensation will be a lump sum amount of **\$57,935**. Compensation for the services provided herein shall be due and payable monthly. The following table shows the cost breakdown for each Task described herein.

Phase	Lump Sum Fee
Phase 1 – Project Administration and Meeting	\$ 5,885
Phase 2 – WWTP Permit Renewal Application	\$ 30,090
Phase 3 – Collection System Action and Power Outage Contingency Plans	\$ 21,960
<b>Total Lump Sum Fee</b>	<b>\$ 57,935</b>

**F. Town’s Responsibilities**

The Town staff responsibilities are as follow:

- a) Provide data required to complete the tasks as requested by the Consultant.
- b) Attend progress meetings with the Consultant.
- c) Provide comments and feedback on the draft report.

**G. Services Not Included**

- a) Master planning
- b) Wastewater permit modifications
- c) Participation in FDEP rulemaking

**H. Assumptions**

The Scope of Services and compensation arrangement outlined are based on the following assumptions:

1. The Town will provide requested data within one (1) week of the receipt of the data request from the Consultant.
2. The Town will provide review comments on any interim submittals within one (1) week of receipt from the Consultant.
3. The Town will provide review comments on the permit application and draft reports within one (1) week of the receipt of the report from the Consultant.

**I. Approval**

**OWNER**  
Town of Dundee

**CONSULTANT**  
CHA Consulting, Inc.

\_\_\_\_\_  
Name:  
Title:

  
\_\_\_\_\_  
Name: Allen Dethloff, PE  
Title: Project Team Leader

**DATE:** \_\_\_\_\_

**DATE:** 10/28/2024

