



Scope of Services
Sanitary Sewer Lift Station Inspection, City Hall Emergency/Backup Power Supply &
EOP Review Report
City of Rollingwood
March 17, 2021

Deliverables:

1. Sanitary Sewer Lift Station Inspection Report, including:
 - a. Database of Lift Stations with detailed information including GIS location information and incorporate with current easement project
 - b. Lift station inspection and evaluation summary, including photos
 - c. Prioritized list of improvements with high-level budget
 - i. Recommendations for backup/emergency power supply
 - ii. Recommendations for security/safety enhancements
 - d. Recommended best practices for lift station operations and maintenance
 - e. Recommendations for emergency/backup power supply for City Hall/EOC
 - f. Updated Emergency Operations Plan (EOP)

Scope of Services:

1. **Documentation and Research**
 - a. Review and Research to identify lift station details
 - i. Lift Station As-Builts & Operations Manuals
 - a. Provided by City
 - b. Prepare database with specific data for each lift station
 - i. Compile data into an electronic format to make it readily available to the City
 - ii. Add the lift stations to the City's GIS system, with inventory data linked
 - c. Review City Hall emergency/backup power supply needs
 - i. City Hall Electrical Plans provided by City
 - d. City to provide current Emergency Operations Plan (EOP)
2. **On-site Inspection**
 - a. Meet with City Staff to review lift station history and pertinent details
 - b. Visit each lift station
 - i. Document findings in writing and with photographs
 - c. Visit City Hall for emergency/backup power supply
 - i. Document findings in writing and with photographs

- d. There may be a need to engage with an electrical engineer for this task to evaluate the building system and determine if modifications are needed.
- 3. Report Preparation**
 - a. Report of the findings will be delivered to the City with a prioritized list of improvements as well as recommendations for future best practices for lift station O & M. Also included will be recommendations for emergency/backup power supply at City Hall and recommendations for revisions to the EOP.
 - 4. Schedule**
 - a. We estimate it will take 45-60 days to complete this project.
 - 5. Budget/Investment**
 - a. The report will be delivered on an hourly basis for the not-to-exceed amount of \$13,000
 - b. If an electrical engineer is needed based on our initial evaluation of the City Hall facility, we estimate that it will cost an additional \$3,000-\$5,000. We propose to bring this forward if needed for approval by the City
 - 6. Other items discussed during the meeting, for future consideration**
 - a. Comprehensive Collection System Study, including modeling
 - b. Comprehensive Water System Study/modeling
 - c. Operations & Maintenance Plans for Sanitary Sewer & Water Systems
 - d. Asset Management/GIS Inventory of Sanitary Sewer & Water Systems
 - e. Development of Capital Improvement Plan (CIP) for Sanitary Sewer & Water Systems