

# **Ronald Moeller Operations Services, LLC**

Ronald L. Moeller, Managing Member

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November 25, 2019

Karl Russell  
Public Works Director  
City of Stevenson  
PO Box 371  
7121 E. Loop Road  
Stevenson, WA 98648

Subject: Proposal for City of Stevenson Wastewater Treatment Plant Operations Support

Dear Mr. Russell,

Ronald Moeller Operations Services, LLC (RMOS) is pleased to submit this scope and budget proposal, per your request, to provide services for the City of Stevenson (City) Wastewater Treatment Plant (WWTP) Operations Support.

## **Project Overview and Understanding**

The wastewater treatment facility includes a headworks with a comminutor and bypass channel with bar screen, oxidation ditch/extended air activated sludge with two secondary clarifiers, ultraviolet disinfection system, 16-inch diameter outfall to the Columbia River, and an aerobic sludge digestion tank. Aerobically digested sludge is trucked to the Hood River, Oregon, WWTP where it is further treated by anaerobic digestion and then co-applied to agricultural land with the Hood River biosolids. Both the Stevenson and Hood River treatment facilities are operated by Operations Management International, Inc. (OMI), a subsidiary of CH2M-Hill, now known as Jacobs, based at the Hood River Oregon treatment plant.

The City of Stevenson has expressed a desire to transition from contract operations (Jacobs) to City-employed operations staff. On December 31, 2019, Jacobs will no longer operate the City of Stevenson's WWTP. Instead, the Public Works Director will be the Operator in responsible charge of the WWTP. The WWTP Operations Support project will help the City effectively operate the WWTP.

## **Scope of Services**

### **Task 1 – Operations Support**

This task includes RMOS being present at the WWTP to educate and assist City operators in proper operation and maintenance (O&M) of the WWTP. RMOS will assist City staff with the following:

- Process control testing and decision making
- WWTP rounds
- WWTP preventative maintenance
- Discharge Monitoring Report (DMR) assistance
- National Pollutant Discharge Elimination System (NPDES) Permit understanding



### **Task 2 – Industrial Side Stream Treatment**

This task involves reviewing Industrial Users and developing strategies for treating high strength industrial waste.

### **Task 3 – Process Improvement Review and Education**

This task involves a review of current process control strategies and a recommendation of long-term process control strategies. This task also includes a workshop in a classroom setting discussing process control variables and strategies. It is anticipated that the Washington State Department of Ecology (DOE) will provide continuing education units (CEUs) for operator certification.

### **Task 4 - Project Management**

This task includes preparation of invoices, team member coordination and communications, and necessary oversight to ensure that the project plan, schedule and budget are being met.

### **Assumptions**

The following assumptions were used to develop the budget estimate:

*On or around January 15<sup>th</sup>, 2020, RMOS and the City will discuss the progress of City staff in operating and maintaining the WWTP and will decide if RMOS involvement should be amended for the remaining term of the contract.*

#### **Ronald Moeller Operations Services**

- Attendance at the WWTP for two consecutive weeks as the City begins operation of the WWTP.
- Attendance at the WWTP on a weekly basis for an additional 8 consecutive weeks.
- Daily communication with City staff regarding WWTP process decisions.
- Communication with the Washington State Department of Ecology (DOE) as required and necessary.
- Workshop on wastewater treatment and process control strategies.
- Application to DOE for CEUs.

#### **City of Stevenson**

- Participate in operation of the WWTP.
- Make staff and information available as necessary to complete the work as scheduled.
- Make staff available for workshop on wastewater treatment and process control strategies.

#### **Schedule**

Work will begin on January 1, 2020 and continue through March 1, 2020. RMOS is flexible on the schedule.

### **Compensation for Consulting Services**

Because the exact level of effort to complete the proposed scope of services cannot be estimated at this time, we propose that compensation for consulting services be on a time and expense reimbursement basis. Based on the Scope of Services presented above, we propose a budget of \$29,284, which will not be exceeded without authorization. It is acknowledged that the individual task budget breakdowns are an estimate and may be transferred among each work element depending on specific interim work needs, as long as the total budget is not exceeded.



Thank you for considering RMOS for these services to support implementation of this important project. I look forward to working with you and City staff on these tasks.

Please contact Ron Moeller at 360-269-4169 if you have any questions regarding this proposal.

Regards,

Ronald Moeller Operations Services, LLC

A handwritten signature in cursive script that reads "Ronald Moeller".

Ronald Moeller  
Managing Member

360-269-4169  
[ronmoeller@outlook.com](mailto:ronmoeller@outlook.com)

**AUTHORIZATION:**

CITY OF STEVENSON

By: \_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Print Name)

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

Date: \_\_\_\_\_