

Ronald Moeller Operations Services, LLC

Ronald L. Moeller, Managing Member

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 Transition

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 Transition.

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 Transition project will help the City make a smooth transition from contract services to City-employed Operators. RMOS will also evaluate the systems, programs and services needed to enable the WWTP to perform optimally while protecting the investment that the Stevenson residents have made in the facility.

Scope of Services

Task 1 – Data Collection and Review

This task includes collecting data from the City and Jacobs. Data to be collected from the City for review includes job descriptions, WWTP information including WWTP historical data, operation and maintenance (O&M) manuals, standard operating procedures (SOPs), maintenance records, process control issues and strategies, and other information related to operation of the WWTP. This task will also include the necessary steps to confirm that any data provided by Jacobs is in an appropriate format.



Task 2 – Data Evaluation

This task involves evaluating the data collected in Task 1 to determine if any data deficiencies exist. RMOS will make a list for the City of incomplete data needed for proper O&M of the WWTP and associated systems and will assist in securing the necessary data.

Task 3 – Operations Review

This task involves having Brad Musick of Wastewater Solutions, Inc. (WSI), a subcontractor to RMOS, review the operational and process strategies currently utilized by Jacobs. WSI will tour the facility with City staff and a former Jacobs employee to determine the best strategies for operational control of the WWTP.

Task 4 – Preparation of Technical Memorandum (TM)

This task includes preparation of a draft and final WWTP Operations Transition TM and quality control reviews of this document. A summary of the data collected, comments pertaining to a review of the data, interviews with City staff and Jacobs staff, and proposed process control strategies will be compiled into a WWTP Operations Transition TM.

Task 5 - 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:

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- Attendance at the WWTP for two consecutive weeks as Jacobs transitions out of the WWTP.
- Communication with Jacobs regarding data and process related issues.
- Communication with the Washington State Department of Ecology (DOE) as required and necessary.

City of Stevenson

- Participate in transition as available.
- Make staff and information available as necessary to complete the work as scheduled.
- Coordinate and compile TM review comments to eliminate contradictory comments and provide in a format for ease of providing responses.

Schedule

Retroactive to November 15, 2019 and scheduled to complete by January 10, 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 \$16,980, 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

AUTHORIZATION:

CITY OF STEVENSON

By: _____
(Signature)

(Print Name)

Title: _____

Date: _____