

Task Order No. 13

City of Sweet Home Operational Process Control and Plan Development Services Project

West Yost Job Number 936-50-22-13

In accordance with the Contract between the City of Sweet Home (Client) and West Yost Associates, Inc. (Consultant), dated September 2, 2020, Consultant is authorized to complete the work scope defined in this Task Order No. 13 according to the schedule and budget defined herein.

WORK SCOPE

The purpose of this Task Order is for Waterdude Solutions to provide technical support to aid with development process control strategies to stabilize the operation of the Wastewater Treatment Plant (WWTP) in the City of Sweet Home. The scope of services is detailed in Waterdude Solutions proposal dated October 4, 2022 (Attachment A).

COMPENSATION

Compensation shall be in accordance with the provisions of the Task Order Agreement between Client and Consultant.

The compensation limit for services performed under this task order shall not exceed \$9,168 as shown in the table below.

Fees for Services	
Description	Amount (\$)
Waterdude Solutions	\$8,160
West Yost (5 percent sub markup)	\$408
West Yost (Contracts/Invoicing, coordination, management)	\$600
Total Compensation	\$9,168

If additional funds are required to complete the services defined herein beyond this limit, Consultant shall notify Client in writing prior to reaching the authorized limit and will not proceed with work in excess of the limit without the prior written approval of Client.

SCHEDULE

Schedule shall be performed as detailed in Attachment A.

WEST YOST ASSOCIATES, INC.



Signature

Timothy Banyai
Printed Name

Business Sector Leader
Title

October 26, 2022
Date

CITY OF SWEET HOME

Signature

Printed Name

Title

Date



13290 Squire Drive, Oregon City, Oregon 97045

Telephone 971-413-4126

October 4, 2022

Preston Van Meter, Principal Engineer

West Yost

5 Centerpointe Dr #130

Lake Oswego, OR 97035

Subject: City of Sweet Home Operational Process Control and Plan Development Services

Dear Preston,

The following proposal is based on the meeting with Greg and Steven (you on the phone for a portion) September 19, 2022 to discuss challenges you are facing at the wastewater treatment plant (WWTP). Based on this meeting and subsequent discussions, Waterdude Solutions is pleased to provide the following proposal.

PROJECT UNDERSTANDING

The City of Sweet Home has been working on a new WWTP design for the past couple of years. A new WWTP is expected to be on line in the next 3-4 years. The current WWTP is experiencing biological process challenges affecting effluent quality. Most of the equipment and systems at the WWTP are greater than 25 years old. WWTP operation is mostly manual due to lack of our outdated automation. Solids handling throughput has caused the secondary clarifier to be used as a thickener. Due to these conditions, staffing the WWTP is a challenge.

The City is seeking immediate technical support to aid with developing process control strategies to stabilize the operation of the WWTP.

APPROACH

This project is intended to provide the City with information, tools, and training to optimize the operation of the WWTP. Waterdude Solutions will use an inclusive, interactive work effort to complete the project tasks. The work contained in this project will be led by Mark Walter of Waterdude Solutions. References available upon request.

SCOPE OF WORK

The proposed scope of work is separated into the following tasks:

Task	Description
1	Regulatory consultation
2	WWTP process control support
3	Operations and maintenance plan

Task 1 Regulatory consultation

Provide consultation on regulatory communications related to the NPDES discharge permit. Review data, correspondence and provide feedback to city staff.

Task 2 WWTP Process Control Support

Provide on call consultation to Utility Manager related to the performance of the WWTP. Review process data and provide feedback on treatment performance. Review and provide feedback on existing process control tools. Develop process control memo and targets with Utility Manager. Provide Process Memo in Word format. Participate in six weekly process meetings.

Task 3 Operations and Maintenance Plan

Conduct one remote meeting with city staff identify content of the sections. Each section is meant to communicate the current practice and where applicable, pending changes to existing practices. Review historical data, design documents and interview staff to develop unit process operating plans.

Develop draft outline of operations and maintenance (O&M) plan. Provide sample content for each section. Develop draft content for Section 7 WWTP operations.

1. Administration
2. NPDES Permit Compliance and Reporting
3. Communication Protocols
4. Recordkeeping and Documentation
5. System Criticality and Work Prioritization
6. Standard Operating Procedures
7. **WWTP Operations**
 - a. **Flows and Loadings**
 - b. **Unit Process Operating Plans**
8. WWTP Maintenance
9. Biosolids
10. Laboratory

Provide draft O&M plan in Word format.

SCHEDULE

The following table provides an overview of the schedule. A specific schedule will be developed with city staff following acceptance of this proposal.

	Schedule	Sep 19-23	Sept 26-30	Oct 3-7	Oct 10-14	Oct 17-21	Oct 24-28	Oct 31-Nov 4
Task 1	Regulatory Consultation							
Task 2	WWTP Process Control							
Task 3	Operations and Maintenance							

Table 1 Estimated Project Timeline

ASSUMPTIONS

- Verbal approval for immediate assistance on Task 1 and Task 2 was given on September 19, 2022
- Notice to proceed on additional proposed work to be provided by October 7, 2022.
- City staff will provide access to WWTP, related documentation and data.
- Hourly billing rate to complete the work described in this proposal is \$170/hour.
- Work described in this proposal will be performed remotely. No travel is included in this proposal.

ESTIMATED LEVEL OF EFFORT AND ANTICIPATED COST

Based on scope described above, I believe that the objectives can be met with a level of effort not to exceed 48hours. The anticipated cost is not to exceed \$8,160.00. Table 2 provides a breakdown of estimated hours and cost.

Operational Process Control and Plan Development Services		Hours	Cost
Task 1	Regulatory Consultation		
	Review documents	2	
	Consult with staff on followup and communications	2	
	Subtotal	4	\$680
Task 2	WWTP Process Control Support		
	Document and data review; weekly review for 6 weeks	10	
	Assist with implementation and development of process tools	6	
	Develop process memo	3	
	Coordination and process meetings (1 hr) for 6 weeks	8	
	Subtotal	27	\$4,590
Task 3	Operations and Maintenance Plan		
	Review plan content review with staff	1	
	Develop sample content for sections	2	
	Develop unit process strategy section 7	12	
	Prepare draft plan	2	
	Subtotal	17	\$2,890
Estimated not to exceed total		Hours	Cost
		48	\$8,160

Table 2 Estimated Hours and Cost

TERMS AND CONDITIONS

Terms and conditions will be in accordance with the West Yost contract for Professional Services. In addition, the following terms are requested:

- Invoices will be submitted monthly
- Payment will be made to the contractor within 30 days of receiving invoice.

Thank you for the opportunity to propose this work. If you have any questions regarding this proposal or would like to discuss details, please do not hesitate to contact me.

Best Regards,

Mark Walter

Waterdude Solutions, LLC

markw@waterdudesolutions.com

Telephone 971-413-4126