

This is **EXHIBIT A**, consisting of 6 pages, referred to in and part of the **Agreement between Owner and Engineer for Professional Services** dated July 7, 2020

GENERAL

The general scope of the project is to provide engineering services to provide technical assistance with regards to updating the necessary documents to secure a USDA loan for WWTP upgrades and system wide sewer improvement recommendations to be included in the overall project.

Figure 1- Location of Proposed Project



TASK 1 PROJECT MANAGEMENT

TASKS 1.1 Project Coordination & Management, Quality Management, Schedule Management and Meetings

Objective: Management of the contract for services that include but not limited to monthly billings, phone and email correspondence. Management staff will provide an independent review of the plans and specifications prior to release of the information being presented to the City. This review helps limit exposure of liability for our clients and provides verification that the plans and specifications are consistent with City's current engineering standards.



Activities:

- Project Management Plan and Health & Safety Plan
- Kickoff meeting (3 days budgeted by 2 Flagline & 2 KJ staff members with 1.5 days on site). Meeting to include review of existing WWTF, UIC site and available WWTF site.
- Project reporting and monthly invoices

Deliverables:

- Monthly invoices, Draft and Final Kick-Off meeting agenda

Assumptions:

- Project duration 3 months
- Kickoff meeting will be held at the City of John Day

Sub-Contractor Coordination—The Project Manager will coordinate with required sub-consultants for fieldwork, billing, and overall project needs for the duration of the project.

Flagline shall provide the following deliverables as part of this task:

- Monthly billings
- QA/QC review of project deliverables

TASK 2 ENGINEERING SERVICES

The following subtasks will be completed in performance of this task:

TASK 2.1 DATA REVIEW

Objective: Review documents to understand service area, basis of design, siting, process selection and cost estimates.

Activities:

- Review of Facility Plan, Preliminary Engineering Report and As-Built drawings for the Wastewater Treatment Facility.

Assumptions:

- Documents to be provided by The City in electronic format



TASK 2.2 ENGINEERING EVALUATION AND DESIGN GRADE SURVEY

Objective: Review existing conditions, evaluate ingress/egress options if the treatment plant is moved to a new location and provide a design grade survey capable of making critical decisions with regards to options as they relate to changes in the system dynamics.

Activities:

- Review of the selected piping, pumping, and constructability options as it pertains to on-site (WWTP existing and potential future locations) and off-site improvements as requested by the City of John Day. Information will be used to update the City's overall plan for funding through USDA and other agencies within a technical memo submitted to the City in Task 6.
- Detail required ingress/egress to the plant and any additional improvements for secondary access around the site with associated communications and power updates that may need to happen in order to service the new facility.
- Provide design grade survey in order to make specific recommendations as it relates to pumping and influent decisions comparing the existing WWTP to the proposed new location and how that will affect project financial decisions on the grant application. The team will utilize control from a base file created by the Oregon Department of Geology and Mineral Industries from 2017 and supplement that data with specific field survey of manholes and inverts to critical facilities. The survey will also include regional data surrounding the proposed WWTP for purposes of access evaluation and design as needed.

TASK 3 POPULATION AND FLOW DATA EVALUATION

Objective: Justification for projected flows and loads for WWTF basis of design.

Activities:

- Review population forecast for growth by Portland State University
- Review City plan for available housing areas and commercial properties
- Review of EcoNorthwest's housing market assessment

Assumptions:

- City Gateway plan provided in electronic format
- Housing market assessment provide by City
Projections based on 20 year period



TASK 4 PERMITTING AND REGULATORY SUPPORT

Objective: The City is seeking funding from the United States Department of Agriculture (USDA). Facility plan and PER must be consistent with funding and regulatory requirements. The City's WPCF UIC permit is also up for renewal. Purpose of task is to understand expectations on 2019 Facility Plan and 2020 Preliminary Engineering Report and provide guidance to the City on permit renewal strategies.

Activities:

- Meetings: 2 meetings budgeted for USDA and 1 Meeting budgeted for DEQ (conference call or virtual).
- Effluent Management & Permitting Support: Review of existing Water Pollution Control Facility (WPCF) permit and Underground Injection Control

Assumptions:

- Permit application for WPCF UIC permit performed by The City
- City to provide updated groundwater recharge memo

TASK 5 ALTERNATIVES ANALYSIS

Objective: Wastewater treatment alternatives evaluation for consistency with regulatory and funding requirements

Activities:

- Alternatives Development: Evaluation of 3 process alternatives to include rehabilitation of existing WWTF and 2 packaged mechanical treatment alternatives
- Support on Short Lived Asset Evaluation to include review of condition assessment information and draft recommendations review
- Cost Estimates for 3 alternatives to include Capitalization and Operation & Maintenance

Assumptions:

- Cost estimates according to AACE class 5 and include operation and maintenance life cycle cost estimates
- City to provide proposals on MBR systems in electronic format
- Preliminary process design based on Metcalf & Eddy industry design practices
- BioWin process modeling not included
- Cost estimates based on historical project information within the Northwest



TASK 6 SUMMARY OF FINDINGS WITH TECHNICAL MEMORANDUM

Objective: Technical memorandum that documents flow projections and wastewater treatment alternatives for consistency with USDA and regulatory agency expectations.

Deliverables:

- Technical Memorandum: Recommendations on planning document amendments to include alternatives analysis, life cycle costs, population projections and design flows based on 20 year life cycle that addresses all information required to complete the USDA application and alternatives required for final decisions to be made the City of John Day.

Level of Effort Estimate

This estimate of service proposes to complete this work as detailed above on a time and expenses basis summarized on the attached Level of Effort estimate. This “not-to-exceed” amount is based on this scope of work and will not be exceeded without approval and written authorization by the City of John Day.

SCHEDULE FOR TASKS –

NTP – July 28, 2020

Meeting with USDA – 1st week of August

On Site Meetings and Survey – 2nd week of August

Completion of Services for this contract – Nov 15, 2020



TOTAL FEE ESTIMATE:

		Flagline Cost Estimate							
<i>Employee Classification</i>		Principal Engineer	Project Manager II	EIT II	Project Coordinator	Kennedy Jenks			
Hourly Rate		\$225.00	\$165.00	\$116.00	\$96.00				
TASK NUMBER	DESCRIPTION					See attached breakdown	ITEMIZED EXP MARKUP	SUB COST	TASK TOTAL
1	PROJECT MANAGEMENT								
1.1	Project Setup & Management	2	2		4		\$0	\$1,800	\$2,964.00
1.2	Project Coordination	2	8		2		\$0	\$5,660	\$7,622
1.3	QA/QC	4					\$0	\$4,650	\$5,550
1.4	Kick Off Meeting (in John Day)	24	24				\$1,000	\$14,500	\$24,860
2	ENGINEERING SERVICES								
2.1	Data Review		24	40			\$0	\$6,050	\$14,650
2.2	Engineering Evaluation and Design Survey	6	30	60			\$0	\$14,000	\$27,260
3	POPULATION AND FLOW DATA EVALUATION								
3.1	Update of Population Projection and Flows						\$0	\$5,200	\$5,200
3.2	Review of IGA & Flows from Canyon City						\$0	\$1,480	\$1,480
4	PERMITTING AND REGULATORY SUPPORT								
4.1	Virtual Meetings w/ USDA and DEQ	9	9				\$0	\$3,025	\$6,535
4.2	Effluent Management & Permitting Support						\$0	\$4,800	\$4,800
5	ALTERNATIVES ANALYSIS								
5.1	Development of Alternatives	4	20	40			\$0	\$13,100	\$21,940
5.2	Update of Assets (support only)						\$0	\$4,420	\$4,420
5.3	Cost Estimate		6	16			\$0	\$3,300	\$3,300
6	TECHNICAL MEMORANDUM								
6.1	Technical Memorandum	8	40	20			\$0	\$11,740	\$22,460
	Total Manhours	59	163	176	6	0		Sub Markup 10%	
	Total Labor Cost	\$13,275	\$26,895	\$20,416	\$576	\$0	\$1,000	\$9,373	\$9,373
	Total Cost	\$13,275	\$26,895	\$20,416	\$576	\$0	\$1,000	Total	\$162,414