

CITY OF NEWPORT
TASK ORDER NO. 6
TO ENGINEERING SERVICES AGREEMENT
(CONSULTANT OF RECORD)
FOR NEWPORT BIOSOLIDS EVALUATION

This TASK ORDER NO. 6 to the Engineering Services Agreement dated April 12, 2010, hereinafter called Agreement, between the City of Newport, (CITY), and Brown and Caldwell, Inc., (ENGINEER).

A. SCOPE OF SERVICES

CITY agrees to utilize the services of ENGINEER and ENGINEER agrees to perform the services set forth in Exhibit A, ENTITLED "Scope of Services", attached hereto.

B. COMPENSATION

1. CITY shall pay ENGINEER according to the fee schedule set forth in Exhibit A to the Master Services Agreement.
2. CITY shall pay ENGINEER as complete compensation for the services described in Exhibit A (Scope of Services), a fee not to exceed Twelve Thousand, Nine Hundred Twenty-five Dollars (\$12,925) as shown in the cost estimate included as Exhibit B, entitled "Cost Estimate", attached hereto.

C. SCHEDULE

The work will proceed upon receipt of a signed Task Order from the City. A final technical memorandum (TM) will be completed within seven (7) weeks of receipt of notice-to-proceed. Prior to project commencement, the City will provide Engineer with the information listed in Task 2. This schedule includes 5 days for City review of the draft TM.

D. MISCELLANEOUS

All terms and conditions of the Agreement apply to this Task Order as though fully set forth therein. In the event of a conflict between this Task Order and the Agreement, the terms of this Task Order shall apply.

The parties do mutually agree to all mutual covenants and agreements contained within this Task Order No. 6.

CITY OF NEWPORT:

By: 
Title: City Manager
Date: 8/1/12

BROWN AND CALDWELL, INC:

By: 
Title: Vice President
Date: 7-12-12

Exhibit A

Scope of Services

The City of Newport's (City) biosolids process is experiencing capacity limitations. The City seeks an evaluation of system capacity and assistance identifying improvements to the biosolids process. The current system pumps waste activated sludge (WAS) from the aerobic storage tank, dewateres using a centrifuge, and stabilizes the biosolids using a lime pasteurization system resulting in a marketable Class A product.

City staff concerns include the following:

- The two existing centrifuges are rated at 75 gallons per minute each and plant operators must work extended hours to process the plant solids.
- The existing RDP process may be undersized.
- There is a possibility of losing the land application site at the local airport due to repurposing.

City staff have expressed an interest in the feasibility of gaining capacity through equipment upgrades, process modifications, and system optimization. Additionally, the City is interested in determining the feasibility of marketing biosolids.

Brown and Caldwell (BC) has prepared the following Scope of Work to address the City's request:

- Provide project management services.
- Review background data (data to be compiled and provided by the City prior to project commencement).
- Perform a capacity assessment by reviewing the available data for the biosolids process equipment, and plant solids loading data. A site visit will be included in this assessment.
- Deliver a Technical Memorandum (TM) documenting the findings of the capacity assessment.

Task 1. Project Management

Objective: To coordinate activities with City staff and provide systematic management methods to coordinate project tasks, schedule, and budget.

Activities: Prepare monthly reports, attend internal meetings, and develop and review invoices.

Deliverables: Monthly reports and invoices.

Assumptions: The project duration will be approximately 2 months.

Task 2. Data Review

Objective: To review the existing information for the project.

Activities: BC will review the existing technical and process information. BC will compare solids projected during design to the current solids loading of the system. The following information will be provided by the City:

- Record drawings for the installed equipment and process
- Design data for the biosolids process
- Predesign report or TM for the biosolids process
- Process and operations data from individual process units (5 years worth of data for WAS production, aerated storage, dewatering, and lime pasteurization)
- Biosolids management plan and annual reports (5 years worth of annual reports)

Deliverables: A section in the TM summarizing relevant data analyzed.

Assumptions: The City will compile and provide the information listed above in a usable format.

Task 3. Capacity Analysis/Site Visit

Objective: To assess capacity limitations, identify modifications to better utilize the system, and assess the need for upgrades.

Activities: BC will participate in an on-site review of the biosolids process including pumping, tankage, and solids processing equipment. Calculations will be performed comparing solids production to the production documented as the basis of design.

Deliverables: A section in the TM reporting findings. These findings will either determine that the existing system has spare capacity, operational changes are required, or improvements are required.

Assumptions: If the analysis finds the need for operational or higher capacity equipment is needed, a separate scope will be required to further investigate and design a solution. A separately scoped preliminary design report will be necessary to identify costs of process improvements. This task includes time for one trip to Newport to observe the biosolids processing operation.

Task 4 TM with Recommendations

Objective: To complete the technical portion of the project and produce findings of the data review, capacity analysis. To present recommendations for further study, potentially including operational adjustments and equipment capacity upgrades.

Activities: Prepare the TM and perform technical review of the document. Provide a draft document to the City for review and comment.

Deliverables: Draft and final TMs.

Assumptions: None.

Fee

Total proposed fee is \$12,925. Exhibit B provides details of the cost estimate.

Exhibit B

Cost Estimate

City of Newport -- Newport Biosolids Evaluation																
Phase	Phase / Description	Ms. Emily A.	Coak, Lisa	Hickbrand, Max J.	Wilson, Steven A.	Clark, William J.	Rice, Wendy M.	Wilson, Earl A.	Devin-Corke, Dana C.	Total Labor Hours	Total Labor Effort	APC	Loging and Fees	Other Travel	Total Expense Effort	Total Effort
		\$130	\$78	\$130	\$225	\$130	\$93	\$93	\$93							
100	Project Management	8	10	0	0	0	0	0	0	18	1,820	144	75	120	349	2,169
200	Data Review	6	0	4	4	0	0	0	10	24	3,130	192	0	0	192	3,322
300	Capacity Analysis/Site Visit	12	0	10	0	0	0	0	8	30	3,604	240	0	0	240	3,844
400	TM	2	0	0	2	6	10	4	6	30	3,350	240	0	0	240	3,590
GRAND TOTAL		28	10	14	6	6	10	4	24	102	11,904	816	75	120	1,021	12,925