

**PROFESSIONAL SERVICES AGREEMENT
FOR
CITY OF PFLUGERVILLE WASTEWATER TREATMENT PLANT SERVICES**

WORK AUTHORIZATION NO. 2016-1

This WORK AUTHORIZATION is made pursuant to the terms and conditions of the Professional Services Agreement executed the 12th day of October, 2016 by and between the City of Pflugerville and Freese and Nichols Inc., hereinafter referred to as the Agreement.

The Consultant will perform the professional services as shown in Attachment A, Scope of Services, which will include the tasks to be performed, the deliverables to be provided by the Consultant, and the milestone schedule for completing the tasks and the deliverables.

Compensation to the Consultant for the services provided pursuant to this work authorization shall be in accordance with Article 4 of the Professional Services Agreement, as further detailed in Attachment B to this Work Authorization. Attachment B shall include the method and basis for determining the compensation for this work authorization. The maximum amount payable under this Work Authorization is **\$108,061.00**, unless amended by a Supplemental Work Authorization.

This Work Authorization does not waive any of the parties' responsibilities and obligations provided under the Professional Services Agreement.

Certificate of Interested Parties (TEC Form 1295): For contracts needing City Council approval, the City may not accept or enter into contract until it has received from the Contractor a completed, signed and notarized TEC Form 1295 complete with a certificate number assigned by the Texas Ethics Commission ("TEC"), pursuant to Texas Government Code §2252.908 and the rules promulgated thereunder by the TEC. The Contractor understands that failure to provide said form complete with a certificate number assigned by the TEC may prohibit the City from entering the Contract. Pursuant to the rules prescribed by the TEC, the TEC form 1295 must be completed online through the TEC's website, assigned a certificate number, printed, signed and notarized, and provide to the City. The TEC Form 1295 may accompany the bid or may be submitted separately, but must be provided to the City prior to the award of the contract. Neither the City nor its consultants have the ability to verify the information included in a TEC Form 1295, and neither have an obligation nor undertake responsibility for advising any bidder with respect to the proper completion of the TEC Form 1295.

This Work Authorization is hereby accepted, acknowledged, and is effective when fully executed below.

CITY OF PFLUGERVILLE

CONSULTANT

BY: _____

BY: _____

Assistant City Manager

DATE: _____

TITLE: _____

BY: _____

DATE: _____

Assistant City Manager

DATE: _____

BY: _____

City Manager

DATE: _____

Pflugerville WWTP Engineering – Contract Authorization #1

Wastewater Treatment Plant Upgrading and TCEQ Coordination Assistance

Background and Scope of Work

The Pflugerville Wastewater Treatment Plant (WWTP) requires a plant assessment and coordination with TCEQ for upgrading of the capacity, a renewal of the WWTP's Stormwater Permit and a renewal of the WWTP's Risk Management Plan.

Contract Services

Freese and Nichols, Inc. (FNI) will provide professional services for Contract Authorization #1 through their existing Professional Services Agreement for Wastewater Treatment Plant Engineering Services agreement dated October 12th, 2016. Services includes as part of this contract authorization are as follows.

1. FNI will attend a project kickoff meeting with City of Pflugerville (City) staff to discuss
2. FNI will work with the City's operations staff to produce a memo documenting what steps have been taken to address 2016 permit violations. This memo will be used for later communication with TCEQ on the plant up-rating and expansion.
3. FNI will prepare a plant assessment of each process unit to demonstrate compliance with 30 TAC Chapter 217 Design Criteria to up-rate the plant's capacity from 4.4 MGD to 5.3 MGD as stipulated by the discharge permit for Interim II phase which states: *"Prior to operation of the Interim II and Final Phase treatment facilities, the permittee shall submit to the TCEQ Wastewater Permitting Section (MC 148) a summary submittal letter in accordance with the requirements in 30 TAC Section 217.6(c). If requested by the Wastewater Permitting Section, the permittee shall submit plans, specifications and final engineering design report which comply with 30 TAC Chapter 217, Design Criteria for Wastewater Treatment Systems. The permittee shall clearly show how the treatment system will meet the final permitted effluent limitations required on Page 2b through Page 2e permit."* If TCEQ requires high-rate or performance testing of any process unit, that testing will be authorized under a separate contract authorization. This task does not include design of any physical expansion elements that might be required for the capacity increase.
4. FNI will attend one coordination meeting with TCEQ to discuss the submission of the upgrading report.
5. FNI will assist the City with the renewal of the WWTP's Stormwater Pollution Prevention Plan (SWPPP). This effort will include:
 - a. Review of existing SWPPP
 - b. Phone discussion with WWTP staff to gain operational feedback
 - c. Identification of alternative BMPs and new regulations
 - d. Finalizing SWPPP and preparation of Notice of Intent (NOI)
6. FNI will update and, if necessary, reorganize the Risk Management Plan. The update will include a documented compliance audit, updated hazard review, and documentation of updated information necessary for the required compliance submittal. The compliance audit and hazard

review will each include recommended actions for identified deficiencies and areas of concern. Updated information will include:

a. Offsite Consequence Analysis

- i. Ten-Year Accident History: Compile information relative to all significant releases in the last ten years.
- ii. Worst-case Release Scenario and Alternative Release Scenario: Review release scenarios for presence of complete documentation. This scope does not include effort to redevelop release scenarios.

b. Prevention Program

Review and Update Safety Information: Verify MSDS' are present; document safe operating conditions; reference specifications, codes and standards; and identify procedure to update information as necessary.

c. Hazard Review

Conduct one site visit to observe each regulated process, identify potential release scenarios, hazards, mitigation measures, and opportunities for safety enhancements. Complete checklist to document hazard review. Develop memorandum to identify recommendations to correct deficiencies discovered during hazard review. Coordinate with the City to identify a schedule to resolve each identified deficiency.

d. Review Operation and Maintenance Procedures

Review relevant operation and maintenance procedures to evaluate if the Risk Management Plan requirements are addressed, that equipment associated with the regulated process(es) is covered, and each procedure is current.

e. Review Training Procedures

Review existing new employee training and refresher training procedures and documentation associated with operation and maintenance of equipment in each regulated process. Evaluate and recommend modifications to training and/or documentation.

f. Conduct Compliance Audit

Upon completion of Risk Management Plan manual, complete compliance audit checklist for each process to review compliance with EPA requirements. Document deficiencies discovered in the compliance audit. Develop recommendations for correcting deficiencies, including corrective action plans, and documentation of resolution of deficiency.

g. Review Procedures for Incident Investigations

Review and update checklist to investigate major incidents and include incident investigation responsibility in the management system program.

h. Emergency Response Program

Review the City's existing emergency response plan to evaluate compliance with requirements of Risk Management Plan regulations. Identify response program approach to comply with Risk Management Plan requirements.

Deliverables

FNI will provide the following deliverables as part of this contract authorization:

- FNI will provide a memorandum on remediation for 2016 permit violations (one hard copy and one electronic copy)
- FNI will provide to the City and submit final to TCEQ a brief report on the WWTP's major process units covered under 30 TAC Chapter 217 regarding compliance with a capacity increase from 4.4 MGD to 5.3 MGD. The report will identify any capacity limitations or restrictions required to obtain Interim II permit conditions. (one hard copy and one electronic copy)
- WWTP SWPPP Renewal document and submittal to TCEQ (one hard copy and one electronic copy)
- Hazard Review memo and recommendations (one hard copy and one electronic copy)
- WWTP Risk Management Plan Renewal document and submittal to Environmental Protection Agency (EPA) in accordance with " Risk Management Program Guidance for Wastewater Treatment Plant (report 40 CFR Part 68) EPA 550-B-00-007 , May 2000. (one hard copy and one electronic copy)

Schedule

The deliverables will be provided per the following schedule. This schedule assumed a Notice to Proceed Date of November 8th, 2016. If this Notice to Proceed Date is delayed then the dates below will also be delayed. Upon receipt of comments from the City, comments will be incorporated and final reports/memos will be provided within 10 business days.

Remediation Recommendations Memo – 11/30/2016

Plant Up-rating Report – 12/16/2016

Updated SWPPP for City Submittal – 11/11/2016

Hazard Review Recommendations Memo – 12/7/2016

Updated Risk Management Plan – 12/14/2016

City of Pflugerville Pflugerville Contract Authorization #1 10/31/2016 Attachment B - Detailed Cost Breakdown			Project Fee Summary	
			Basic	\$ 108,061
			Special	\$ -
			Total Project	\$ 108,061

Basic Services							
Phase	Task	Employee	Total Hours	Total Labor Effort	Total Expense Effort	Total Sub Effort	Total Effort
		Hourly Bill Rate					
	1	Project Kickoff Meeting	13	\$ 2,779	\$ 111	\$ -	\$ 2,890
	2	Prepare summary of remediation for TCEQ permit violation	28	\$ 5,492	\$ 238	\$ -	\$ 5,730
	3	Prepare plant assessment of each process unit and prepare TCEQ report	319	\$ 61,853	\$ 2,723	\$ -	\$ 64,576
	4	Attend one coordination meeting with TCEQ	16	\$ 3,256	\$ 136	\$ -	\$ 3,392
	5	SWPPP renewal		\$ -	\$ -	\$ -	\$ -
		Review existing SWPPP	26	\$ 3,844	\$ 221	\$ -	\$ 4,065
		Discuss operational feedback	12	\$ 2,384	\$ 102	\$ -	\$ 2,486
		Identify alternative BMPs, new regulations	30	\$ 4,468	\$ 255	\$ -	\$ 4,723
		Finalize SWPPP and prepare NOI	40	\$ 5,618	\$ 340	\$ -	\$ 5,958
	6	Risk Management Plan renewal		\$ -	\$ 76	\$ -	\$ 76
		Site Visit and Assessment	4	\$ 712	\$ 34	\$ -	\$ 746
		Updated Risk Management Plan and submit to EPA	78	\$ 12,756	\$ 663	\$ -	\$ 13,419
Total Basic Services Hours			566	\$ 103,162	\$ 4,899	\$ -	\$ 108,061
Total Basic Services Labor Effort							

Phase	Task	Expenses	Total Exp Effort
	1	Project Kickoff Meeting	\$ 111
	2	Prepare summary of remediation for TCEQ permit violation	\$ 238
	3	Prepare plant assessment of each process unit and prepare TCEQ report	\$ 2,723
	4	Attend one coordination meeting with TCEQ	\$ 136
	5	SWPPP renewal	\$ -
		Review existing SWPPP	\$ 221
		Discuss operational feedback	\$ 102
		Identify alternative BMPs, new regulations	\$ 255
		Finalize SWPPP and prepare NOI	\$ 340
	6	Risk Management Plan renewal	\$ 76
		Site Visit and Assessment	\$ 34
		Updated Risk Management Plan and submit to EPA	\$ 663
			\$ -
Total Basic Services Items			

City of Pflugerville Pflugerville Contract Authorization #1 10/31/2016 Attachment B - Detailed Cost Breakdown		Project Fee Summary	
		Basic	\$ 108,061
		Special	\$ -
		Total Project	\$ 108,061
Total Basic Services Expenses Effort		\$	4,899

Phase	Task	Subconsultants	Total Sub Effort
	1	Project Kickoff Meeting	\$ -
	2	Prepare summary of remediation for TCEQ permit violation	\$ -
	3	Prepare plant assessment of each process unit and prepare TCEQ report	\$ -
	4	Attend one coordination meeting with TCEQ	\$ -
	5	SWPPP renewal	\$ -
		Review existing SWPPP	\$ -
		Discuss operational feedback	\$ -
		Identify alternative BMPs, new regulations	\$ -
		Finalize SWPPP and prepare NOI	\$ -
	6	Risk Management Plan renewal	\$ -
		Site Visit and Assessment	\$ -
		Updated Risk Management Plan and submit to EPA	\$ -
			\$ -
Total Basic Services Subconsultants Cost			
Total Basic Services Subconsultants Effort			\$ -