

**CITY ADVISOR  
AND  
OWNER'S REPRESENTATIVE  
FOR THE NEW  
WASTEWATER TREATMENT PLANT**

**APPENDIX A**

**SCOPE OF WORK**

## **Scope Summary**

1. Advise and Represent the City with the new WWTF
2. Coordinate Project Activities
3. Update Project Report – Site Evaluation and Treatment Alternatives
4. Analyze and Recommend a Preferred Alternative
5. Prepare Environmental Documents
6. Prepare OPR Application for authorizing the project for DB delivery
7. Develop DB Functional Requirements and Performance Specifications
8. Conduct Rate analysis and Develop Revenue Program
9. Prepare SRF Application and DB RFQ
10. Assist with the Design-Build Procurement Process
11. Obtain Regional Water Quality Control Board Approval
12. Prepare DB Procurement Documents
13. Provide Project Management
14. Monitor new Wastewater Treatment Facility performance

### **Advise and Represent the City with the new WWTF**

The CA will be an integral partner to ensure the successful outcome of a Design-build (DB) contract, from project conception through monitoring period. The CA contract will be a task-oriented agreement, with each task negotiated independently. The CA will perform overall project management, minor facility plan update, site survey, documents existing conditions, develop performance and construction quality criteria, develop 30% preliminary design, develop the DB RFQ/RFP and ensure the DB contract is properly solicited and awarded through a competitive RFQ/RFP process, provide oversight and management of the DB contract deliverables as well as provide operations recommendations. Other tasks will be negotiated, as necessary.

The City Advisor will ensure that the alternative contracting method for a complex project of this nature is properly solicited and awarded through a competitive RFQ process within the time constraints set forth above and there is the expertise necessary to assist staff in the oversight and management of the DB contract deliverables.

### **Coordinate Project Activities**

The consultant will participate with the coordination efforts between City Staff, the City Attorney, and the City Council. The consultant will respond to comments and make changes to the Draft Design-Build Procurement documents.

This task includes program management, meetings and administration. Project Development Team meetings will be held at monthly intervals or as needed between the City and the Consultant Project Development Team. A Project Development Team (PDT) will be established comprised of the City, City's Consultants, Approving Agencies and other representatives, as deemed necessary.

To supplement these meetings the Consultant will maintain on-going communication with the City, including Meeting Minutes. The purpose of these meetings will be to review the project status to ensure that the contract objectives and milestones are being achieved.

## **Update Project Report – Site Selection and Treatment Alternatives**

### **Site Evaluation and Selection**

A number of potential treatment facility sites must be evaluated. Based on the projected growth of the City of Ridgecrest (City), additional treatment facilities are needed to serve the future population. The City would like to utilize their existing lands to construct a new wastewater treatment plant to serve the future populations. The project report develops two treatment alternatives for the City's new Wastewater Treatment Plant (Plant 2) to meet projected growth. Based on the 20-year population projections and design criteria developed in the report, the new treatment facilities should be constructed to a treatment capacity of 3.0 million gallons per day (mgd) with an effluent disposal capacity of 3.0 mgd. This new facility would serve the southern portion of the City. Based on the analysis, the projected plant flow at the Plant No. 2 will be about 1.46 mgd when diverting all the collection capture area flow.

### **Alternate Process Treatment Technology**

The WWTP will be an advanced tertiary wastewater treatment plant utilizing the activated sludge process. The activated sludge process is a continuous-flow, aerobic biological process with a proven record for wastewater treatment. There are several alternative process methods which all fall within the category of activated sludge processing.

Three treatment processes configurations have been considered for Plant 2. These processes include the Extended Aeration Activated Sludge (ExAAS) process, the Sequential Batch Reactor (SBR), and the Membrane Bioreactor (MBR). All three processes have the ability to completely nitrify and de-nitrify the wastewater prior to discharge. For tertiary treatment, the ExAAS and the SBR would need to add filtration and disinfection, while the MBR would only need to add disinfection. With the projected wastewater flows of 1.46 mgd for the Plant No. 2 site at plant startup, the plant flow for alternative analysis was 3.0 mgd.

### **Analyze and Recommend a Preferred Alternative**

Prepare a comparative analysis of the various wastewater treatment processes currently available with a recommendation as to the most effective and efficient process for incorporation into this plant.

### **Prepare Environmental Documents**

Perform an environmental assessment, preparation of environmental documents, preparation of technical studies for environmental issue areas, and preparation of application packages to other regulatory and permitting agencies. The types of CEQA and NEPA documents may include: Initial Study/Environmental Assessments; Negative Declarations/FONSI; and Environmental Impact Reports/Statements.

Unless the project is determined to be exempt for CEQA/NEPA review, an initial study is needed at the time of project launch as required by City, State and Federal guidelines.

The Initial Study will identify potentially significant, adverse impacts of a proposed project. Discuss ways to mitigate the significant impacts identified, identify applicable County policies and determine the type of subsequent environmental review required, whether that be an Environmental Impact Report (EIR) or Negative Declaration.

The environmental review process must comply with the California Environmental Quality Act (CEQA), National Environmental Policy Act (NEPA), applicable City of Ridgecrest land use policies, and the regulatory authority of a number of local, State, and Federal agencies.

The City does not intend to develop a single “proposed project” on which to focus the EIS/EIR and base the alternatives analysis. Using 30% design information, the core work effort is to, through the CEQA/NEPA process, in concert with ongoing efforts to define project costs and consider community preferences, move through an alternative analysis process that results in a fully developed project description. Based upon the documentation produced for the project, the most recent work produced by the City team and the clear project purposes of wastewater treatment, the City desires to examine the widest possible range of feasible alternatives on a co-equal basis. Public review of the draft EIR is planned to coincide with a community preferences input and the issuance of a design/build Request for Proposals. This approach will allow the City to identify the preferred alternative using environmental, economic, and community preferences information. The City would then produce the final EIR identifying the preferred alternative, followed by findings supporting the project decision.

All environmental documents prepared for the project must meet all of the requirements set forth in the following, as applicable:

- California Environmental Quality Act (PRC 21000 et seq.)
- State CEQA guidelines (CCR, section 15000 et seq.)
- National Environmental Policy Act (42 USC 4321 et seq.) September 26, 2007
- CEQ NEPA Regulations
- Section 106 of the National Historic Preservation Act (16 USC 470 and 36 CFR Part 800)
- Endangered Species Act (16 USC 1531 et seq.)
- Clean Water Act (33 USC 1251 et seq.) (emphasis on sections 401 and 404)
- Clean Air Act (42 USC Section 7401 et seq.)
- Fish and Wildlife Coordination Act (16 U.S.C. 661-666)
- California Endangered Species Act (Fish and Game Code 2050 et seq.)
- Native Plant Protection Act (Fish and Game Code 1900-1913)
- Section 1600 of the Fish and Game Code
- Federal Executive Order 11990 (Wetlands)
- Federal Executive Order 11988 (Floodplains)
- Federal Executive Order 12898 (Environmental Equity)

#### **Prepare OPR Application for Authorizing the Project for Design-Build Delivery**

The City’s new wastewater treatment facility project is currently on the State Revolving Fund List. The Final Project Report for the project was completed in 2008. The RWQCB has been monitoring the activity on the project for several years. Consequently, the City believes that this project is exempt from the recently passed design-build legislation, AB 642. However, in the event that this project falls under the provisions of this statute, the CA will assist the City with authorization of this project.

In order for the wastewater treatment facility to be constructed as a design-build project, it must be authorized pursuant to AB 642. To achieve authorization, the service contract will require the CA to prepare all necessary application documents for submittal to the OPR. The CA will also assist the City throughout the application, review, and authorization and listing process.

### **Conduct Rate Analysis and Develop Revenue Program**

Assuming a uniform rate and connection fee will be applied, proponents shall:

- Conduct a detailed review of the existing wastewater rates and wastewater utility fund and develop a recommended rate structure which will provide sufficient revenue to fund projected costs. The rate structure shall include both a wastewater rate adjustment to existing users and a new wastewater fee for future new service locations and shall be equitable in nature, reflect the cost of services and take into consideration any existing and/or future reserve fund and rate stabilization policies and practices.
- Supply a project schedule for developing the recommended rate structure with identifiable deliverables including any preliminary and final reports.
- Provide an easy-to-use electronic rate model in MS Excel which may be readily controlled to take into account alternative scenarios.
- Prepare any and all necessary reports required by law or otherwise (including but not limited to requirements set forth in California Government Code Section 66001) for adoption of the recommended rate structure and issuance of municipal bonds.
- In cooperation with the City's Financial Advisor, Public Outreach Consultant and City staff provides information and assistance as it pertains to any applicable requirements set forth in Proposition 218.
- Considering the existing and final recommended rate structure, provide a comparative analysis to at least 10 other comparable communities in southern California particularly the Eastern Sierra High Desert Region.
- Meet or confer with staff and other consultants as needed and attend all public meetings, hearings and/or work sessions with the City Council and/or its Committees to present interim recommendations in an effort to obtain input.

### **Develop DB Functional Requirements and Performance Specifications**

Based on the project description, project need and purpose, State Regional Board Waste Discharge permit application, current best practices, Sewer Master Plan and Pre Design Report, and other materials, develop the Functional Requirements for the Wastewater Treatment Facility.

Prepare Draft Functional Requirements and Performance Specifications Report. Present the Functional Requirement and Performance Specifications to Staff and City Council. Update the draft, based on input and comments from Staff and Council Develop the Final Functional Requirements and Performance Specifications Report.

### **Prepare SRF Application and DB RFQ**

#### **SRF LOAN MBE/WBE REQUIREMENTS**

In order to be eligible to receive SRF loans for the Project, the Service Contract will also require the CA to assist the City in obtaining such funds as well as to comply with the SRF program's requirements in constructing the Facility. These requirements are summarized and presented in the STATE WATER RESOURCES CONTROL BOARD's

publication entitled "POLICY FOR IMPLEMENTING THE STATE REVOLVING FUND FOR CONSTRUCTION OF WASTEWATER TREATMENT FACILITIES". In responding to this RFQ and in the subsequent performance of the Contract Services, Respondents shall be responsible for verifying and complying with the current MBE/WBE requirements, for this Project.

The draft RFQ for a DB entity will be developed and reviewed with the City staff. Changes will be incorporated and a final RFQ will be prepared for review by the City Council. Once approved by the City Council, the RFQ will be distributed by the City to select DB entities. The CA will prepare materials for Addenda to the RFQ as needed and requested by the City.

### **Obtain RWQCB Approvals and Permits**

Using the information developed in the facilities update and existing conditions assessment, assist the city with completing the pre-development permitting and reporting activities.

Assist the City as requested in reviewing DB permit applications and responding to agency questions.

Permitting of the Project may be the responsibility of the DB Entity.

The CA may be required to assist in acquiring, writing and/or maintaining the following permits/requirements:

- RWQCB Waste Discharge Requirements (WDR)
- NPDES permit for effluent discharge (if applicable)
- Department of Health Services (DHS) Title 22 Engineering Report
- CEQA Environmental Impact Report (EIR)

This list provided above is not exhaustive and shall not be relied upon by Respondents as being indicative of the RFQ requirements. In general, the City will be the permit holder for all permits.

### **Prepare DB Procurement Documents**

The consultant will develop Design-Build procurement documents. These documents will be based on all available and relevant information, including all previous work completed by/for the City, where applicable, the Functional Requirements, Performance Specifications, District Contractual Terms & Conditions, Public Works Code, California specific Design-Build laws and regulations and utilize guidelines as developed by the Design-Build Institute of America.

### **Assist with the Design-Build Procurement Process**

It is anticipated that the open Design-Build bid period will be approximately two months, Design-Build Proposal evaluation, interview and recommendation period, one month, and Design-Build Team negotiation and contract award two months. The Consultant will assist the City with the mandatory Pre Bid Conference, Requests for Information, issuing Addendums and monitor the process for City and regulatory compliance.

### **Provide Project Management**

The City Advisor will manage all sub consultants on the team, directing the flow of information between the consultant team members and the City's project manager. Monthly billing and status reports should be clearly presented in an organized manner, with costs distributed among tasks and funding sources.

The CA will provide review of the proposed treatment plant facilities for operability in co-operation with the City's operators and the DB entity. The CA will provide coordination with other concurrent technical reviews. Two operability reviews are anticipated during the design phase and will be coordinated with the Design Development Workshops, as appropriate.

The CA will provide full construction administration and observation during construction to ensure the DB entity complies with the intent of the performance specifications, conceptual designs, and conceptual design report (and subsequent final designs); permit compliance, phasing constraints, and other limiting factors of the project.

The CA will provide a full-time Resident Observer (RO) and inspection team to provide compliance with the contract documents, document construction progress, coordinate communication between all parties, and coordinate with the DB entity to facilitate continuous plant operation during the construction period. The RO will also communicate with the City staff and others as needed.

The CA shall prepare applications to obtain necessary permits to complete the project. Permit applications shall be submitted in a timely manner, and CA will be responsible for monitoring the issuance of permits for the proposed project. CA will be responsible for coordination with outside agencies and sub consultants.

### **Monitor new WWTF performance**

Once the treatment facilities have undergone Functional and Performance Testing, the upgraded facilities will be ready for operation by the operating contractor of the DB firm. The CA will provide transition services based on knowledge of the treatment processes and testing. This knowledge will be used to help address difficulties in initial operation and to verify that the plant is operating consistent with the Performance Specifications. If the plant is not meeting specifications, Warranty Work Requests will be generated as described below. CA will meet with City and Operations Contractor staff as needed in the field, but will not provide fulltime field services during this portion of the work. The CA will assist the City in preparing Warranty Work Requests, logging and tracking requests, and verifying satisfactory completion of the warranty work. For the purposes of this scope, this phase is assumed to cover a period of 1 year.

The CA will assist the City in the final warranty inspection of the facilities approximately 1 month before the warranty period expires. A final warranty period inspection list will be generated for the DB entity to complete prior to termination of the warranty services.

The CA will assist the City with final contract close-out activities including processing final payment requests and preparing documentation to serve as the basis for termination of the construction contract.