

# CITY OF CHICO - SERVICE PROVIDER AGREEMENT

CAROLLO ENGINEERS, INC.  
PROVIDER

NATIONAL POLLUTANT DISCHARGE ELIMINATION SYSTEM  
PERMIT- RELATED REQUIREMENTS  
850-670-5400

Project Title/Budget Account No.

ATTACHMENT #18-01  
TO EXHIBIT B

## SCOPE OF SERVICES - BASIC; NOTICE TO PROCEED; COMPLETION SCHEDULE

### Scope of Services - Basic

Provider shall perform the following Professional Engineering Services for the City of Chico Water Pollution Control Plant (WPCP): Assist the City with all foreseeable efforts necessary to fully support the City through the expiration of the current National Pollutant Discharge Elimination System (NPDES) permit Order No. R5-2016-0023, which includes all permit-required studies/efforts regarding installation of groundwater monitoring wells in accordance with the Groundwater Monitoring Well Workplan submitted in March 2017, groundwater quality monitoring and reporting in accordance with the Monitoring and Reporting Plan (MRP) for the Order, preparation of a Groundwater Quality Characterization Report, preparation of an Antidegradation Reevaluation Report, evaluation of options (actions or necessary improvements) for final compliance with land discharge specifications, with completion of recommended improvements by May 30, 2021, annual progress reporting to the Regional Water Quality Control Board (RWQCB), and preparation of the Report of Waste Discharge (ROWD) required for the next renewal cycle.

### Task 1 – Project Management and Meetings

This task includes project management efforts and review meetings with City staff that are necessary for successful project delivery.

#### Task 1.1 Project Management

Carollo's project manager will manage project budget, prepare monthly progress reports, and coordinate with City staff on development of the required deliverables. This task assumes a project duration of forty-four (44) months.

#### Task 1.2 Meetings

Carollo will Participate in project, staff, and/or regulatory review meetings, as desired by the

City. For budgeting purposes, it is assumed that Carollo will attend six (6) meetings over the duration of the project, requiring six (6) hours of two team members' time (each) per meeting.

#### Task 2 – Groundwater Monitoring Well Installation

Carollo will manage the efforts of hired subconsultant (Condor Earth Technologies) in the completion of the drilling and installation of seven (7) groundwater monitoring wells, as recommended in the groundwater monitoring workplan submitted in March 2017. This effort will include planning and preparation for groundwater well installation activities, monitoring well drilling and installation, monitoring well development and pump installation, monitoring well survey, and preparation of a Monitoring Well Installation Report (meeting the requirement of *Order R5-2016-0023*).

#### Deliverable:

- Monitoring Well Installation Report. Due Date – within 3 months of completion of well construction activities.

#### Task 2A (Optional) – Groundwater Monitoring and Reporting (FY 17-18)

As an optional task, Carollo will manage the efforts of hired subconsultant (Condor Earth Technologies) in the completion of one year of groundwater monitoring and analysis. This will include quarterly field sampling efforts, quarterly laboratory analyses, and quarterly reporting in accordance with the requirements of the Order.

#### Deliverable:

- Quarterly report. Due Date – as identified in Table E-11 of the MRP.

#### Task 2B (Optional) Groundwater Monitoring and Reporting (FY 18-19)

As an optional task, Carollo will manage the efforts of hired subconsultant (Condor Earth Technologies) in the completion of an additional year of groundwater monitoring, and analysis. This will include quarterly field sampling efforts, quarterly laboratory analyses, and quarterly reporting in accordance with the requirements of the order matching efforts completed for the FY 17-18 period.

#### Deliverable:

- Quarterly Reports. Due Date – as identified in table E-11 of the MRP.

#### Task 3 – Groundwater Quality Characterization Technical Report

Carollo will prepare a Groundwater Quality Characterization Technical Report presenting, at minimum, a summary of the first two years of monitoring data, calculation of each monitored parameter/ constituent in background monitoring wells, and a comparison of background groundwater quality to that in wells used to monitor the facility for each parameter/ constituent in accordance with Provision VI.C.2.b.

#### Deliverable:

- Groundwater Quality Characterization Technical Report. Due Date – December 1, 2020.

#### Task 4 – Antidegradation Reevaluation

Carollo will conduct an Antidegradation Reevaluation for the groundwater underlying the facility ponds using information obtained for the efforts described in Task 2, results for efforts described in Task 3, and land discharge monitoring results received from the City. The goal of the reevaluation will be to determine the level of groundwater degradation (if any) caused by effluent discharge to the ponds. This evaluation will be conducted in accordance with State Water Board Resolution 68-16, the Statement of Policy with Respect to Maintaining High Quality Waters in California (State Antidegradation Policy) and Title 27, California Code of Regulations Section 20415(e)(10) or other method approved by the Executive Officer.

#### Task 4.1 Interim Antidegradation Analysis TM

As identified in the Compliance Schedule for Land Discharge Specifications, a preliminary analysis of degradation is needed as soon as possible to allow time for any necessary improvements at the ponds. As such, this task includes an interim evaluation of the expected level of degradation based on the first 12 months of groundwater monitoring data (and corresponding land discharge effluent data). The results of this evaluation will be summarized in an Interim Antidegradation Analysis Technical Memorandum (TM) for City review and feedback prior to initiation of Task 5.

#### Task 4.2 Antidegradation Reevaluation Report

Carollo will prepare an Antidegradation Reevaluation Report following completion of the second year of quarterly groundwater monitoring. This report will be prepared in accordance with the requirements of the Order.

#### Deliverable:

- Interim Antidegradation Analysis TM. Due Date – Within 8 weeks of receipt of laboratory results for the 12<sup>th</sup> groundwater monitoring period (12<sup>th</sup> month).
- Antidegradation Reevaluation Report. Due Date – December 2, 2020.

#### Task 5 – Evaluation of Pond/ Facility Improvement Options

Some Level of improvement at the ponds (or elsewhere within the facility) is expected if the city wishes to continue to use the ponds for discharge of effluent during upset conditions. The level of improvement will depend on the findings of the Antidegradation Analysis, with specific focus on the effluent parameter(s), if any, that are expected to cause or contribute to an exceedance of established water quality objectives.

Carollo will conduct an evaluation of Pond/ Facility improvement options, based on the findings of Task 4, and summarize the findings in a Pond/ Facility Improvement Options TM. This document will include preliminary layout drawings for up to three (3) options, with cost evaluation of each and final recommendations.

#### Deliverable:

- Pond/ Facility Improvement Options TM. Due Date – within 8 weeks of receipt of laboratory results from the 12<sup>th</sup> groundwater monitoring period (12<sup>th</sup> month).

#### Task 6 – Annual Progress Reports (2018-2021)

Annual progress reports are required by Provisions VI.3 and VI.C.8, demonstrating:

- “ongoing effort to control, limit, or reduce salinity in the discharge in accordance with the Discharger’s Salinity Evaluation and Minimization Plan” and
- Steps “implemented towards achieving compliance with waste discharge requirements, including studies, construction progress, evaluation of measures implemented, and recommendations for additional measures as necessary to achieve full compliance” with land discharge specifications at Discharge Point 002, respectively.

Carollo will prepare progress reports that will detail efforts, progress and future plans associated with each for the 2018-2021 Annual Progress Report submittals to the RWQCB.

#### Deliverables:

- 2018 Annual Progress Report. Due Date – February 1, 2018
- 2019 Annual Progress Report. Due Date – February 1, 2019
- 2020 Annual Progress Report. Due Date – February 1, 2020
- 2021 Annual Progress Report. Due Date – February 1, 2021

#### Task 7 – Report of Waste Discharge

The renewal of the City’s NPDES permit will require preparation of an ROWD, a technical report that is due to the RWQCB 180 days prior to the expiration of the permit. Though sometimes contracted separately, we have included this permit-required deliverable in the current scope, in an effort to provide the City with a comprehensive offering to closeout this permit cycle.

Carollo will prepare all documentation necessary for the Draft ROWD. This will include evaluation of City-provided monitoring data, preparation of necessary calculations, and preparation of a technical report package for submittal to the RWQCB. The technical report will address all items required by RWQCB for renewal of an existing NPDES permit, including:

- Facility description, including recent upgrades and/or description of plans for growth or expansion of facilities, or other planned modification for the next five years
- Site map of facility schematic
- Summary of solids disposal practices
- Description of effluent discharge characteristics, with analysis of reasonable potential for exceedance of water quality objectives of the receiving water
- Receiving water information
- Summary of mixing zone/dilution studies completed
- Infeasibility analysis, as needed for parameters/constituents that may require a time schedule order for final compliance with future permit conditions
- Discussion of salinity
- Summary of solids management activities
- Discussion of the City’s industrial pretreatment program
- Summary of groundwater – related compliance activities/improvements
- Required applications forms:
  - Form 200

- o Form 1
- o Form 2A

The RWQCB will sometimes require discharge-specific studies for renewal of an NPDES permit order. Based on the City's response to the RWQCB to date, we do not expect this to be the case for this renewal cycle. However, additional RWQCB requirements are not always predictable. As such, if additional studies are required, we will prepare an amendment for additional fee to assist the City in completion of required activities.

Deliverable:

- Report of Waste Discharge Technical Report. Due date – December 2, 2020.

Schedule

The schedule of final deliverables, as required for submittal to the RWQCB, is identified with each task herein. In each case, a draft deliverable will be prepared six (6) weeks in advance of the RWQCB due date listed. The final deliverable will be submitted for City's use one (1) week in advance of the deadline, assuming receipt of City comments within two (2) weeks of receipt of the draft submittal.

Compensation

Carollo's compensation for the proposed basic services shall not exceed \$268,400 as summarized below, without prior authorization from the City. Annual compensation not to exceed annual budget amount. These costs are developed in the attached Exhibit C, utilizing Carollo's current fee schedule.

Basic Services Tasks	Fee
Task 1 – Project Management/Meetings	\$30,400
Task 2 – Groundwater Monitoring Well Installation	\$69,300
Task 3 – Groundwater Quality Characterization Technical Report	\$15,300
Task 4 – Antidegradation Reevaluation	\$39,900
Task 5 – Evaluation of Pond/Facility Improvement Options	\$33,900
Task 6 – Annual Progress Reports	\$13,400
Task 7 – Report of Waste Discharge Technical Report	\$66,200
Total Basic Services Fee	\$268,400

Carollo's compensation for the proposed optional services shall not exceed \$ 71,000 as summarized below without prior authorization from the City. Annual compensation not to exceed annual budget amount. These costs are developed in the attached Exhibit C, utilizing Carollo's current Fee Schedule.

Optional Services Tasks	Fee
Task 2A – Groundwater Monitoring and Reporting (FY 17-18)	\$33,200
Task 2B – Groundwater Monitoring and Reporting (FY 18-19)	\$37,800
Total Optional Services Fee	\$71,000

Exclusion

This scope includes the following project exclusions:

- Design of identified facility improvements. The requirement for improvements related to final compliance with land discharge specifications will be determined as part of this overall scope. Design of identified improvements, as necessary, is not included in the current scope of work. Carollo will work with the City in scoping this effort upon completion of Task 5 activities.
- Ongoing groundwater quality monitoring and reporting. Groundwater monitoring activities required by the current Order will be ongoing, though the permit allows reduced monitoring frequency following completion of the “first 8 consecutive quarters” (2 years). This scope of work includes fee to assist the City with groundwater monitoring and reporting activities for the first year (with second year included as optional task). An amendment to this contract will be prepared for additional groundwater monitoring and reporting activities beyond those identified herein.
- Draft NPDES permit review/negotiations. Submittal of the ROWD Technical Report will initiate the permit renewal cycle. The preparation of a draft Order by the RWQCB can sometimes take years; as such, we have not included scope/fee for review of draft versions of the renewed permit or related RWQCB negotiations. A contract amendment for these services will be prepared, as desired by the City, once the RWQCB initiates activities related to drafting the permit.
- City-prepared deliverables. The following documents are required by the current NPDES permit, but are excluded from this Scope of Services as they are City-prepared deliverables:
  - Discharge Monitoring Reports
  - Annual Operations Report
  - Annual Pretreatment Report

City Responsibilities - Basic

City staff shall assist Provider as needed.

Notice to Proceed

This Attachment shall constitute the City's Notice to Proceed to the Provider.

Completion Schedule

The Provider shall complete all services by June 2021.