



**REVISED LUMP SUM WORK AUTHORIZATION NO. 061912**

In accordance with the Agreement for Consulting and Professional Services between the **Village of Ashville, Ohio** ("Client"), and **URS Corporation – Ohio**, an **Ohio** corporation, dated **August 8, 2011**, this Work Authorization describes the Services, Schedule, and Payment Conditions for Services to be provided by **URS Corporation – Ohio** ("Consultant") on the Project known as:

Wastewater Treatment Plant Design and Bidding Services

**Client Authorized**

**Representative:** Franklin Christman, Village Administrator

**Address:** 200 East Station Street  
Ashville, Ohio 43103-1532

**Telephone No.:** 740.983.7164

**Consultant Authorized**

**Representative:** Jeffrey Kerr, P.E.  
277 West Nationwide Boulevard  
Columbus, Ohio 43215

**Telephone No.:** 614.464.4500

**SERVICES.** The Services shall be described in **Attachment A** to this Work Authorization.

**SCHEDULE.** The Estimated Schedule shall be set forth in **Attachment A** to this Work Authorization. Because of the uncertainties inherent in the Services, Schedules are estimated and are subject to revision unless otherwise specifically described herein.

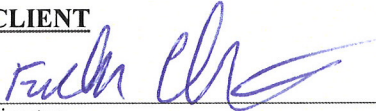
Consultant.

**PAYMENT AND EQUITABLE ADJUSTMENTS.** This is a lump sum Work Authorization. Consultant's lump sum compensation and provisions for progress and final payments are specified in **Attachment A** to this Work Authorization. Payment of \$0 is due upon signature of this Work Authorization and will be applied against the final invoice for this Work Authorization. Consultant shall give Client prompt written notice of unanticipated conditions or conditions which are materially different from those anticipated by Consultant at the time the lump sum compensation was agreed upon. If Client wishes Consultant to proceed, Client must notify Consultant of the same in writing. Thereafter, Consultant's lump sum compensation shall be subject to equitable adjustment for such conditions so long as Client has agreed in writing in advance to the specific equitable adjustment sought by Consultant.

**TERMS AND CONDITIONS.** The terms and conditions of the Agreement referenced above shall apply to this Work Authorization, except as expressly modified herein.

**ACCEPTANCE** of the terms of this Work Authorization is acknowledged by the following signatures of the Authorized Representatives.

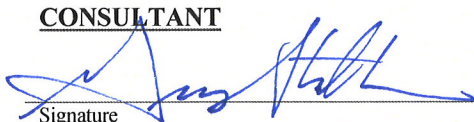
**CLIENT**

  
\_\_\_\_\_  
Signature

Franklin Christman/Village Administrator  
\_\_\_\_\_  
Typed Name/Title

August 16, 2012  
\_\_\_\_\_  
Date of Signature

**CONSULTANT**

  
\_\_\_\_\_  
Signature

Gregory Stidham, P.E. / Vice President  
\_\_\_\_\_  
Typed Name/Title

8.21.12  
\_\_\_\_\_  
Date of Signature



**Village of Ashville, Ohio  
Wastewater Treatment Plant Design and Bidding Services**

**Lump Sum Work Authorization No. 061912  
Attachment A**

**PROJECT BACKGROUND**

Improvements to the existing Ashville Wastewater Treatment Plant (WWTP) are needed to meet the current and future needs of the Village of Ashville (“Owner or Village”) and comply with Ohio EPA requirements. The existing Ashville WWTP facility was originally constructed in 1934 and significantly modified in 1962 and 1993. The WWTP has a peak capacity of 1.6 MGD and requires improvements to structures and equipment to treat existing and proposed flows.

The WWTP is hydraulically overloaded and is known to cause backups of flows within the sewer system. Peak flows at the WWTP have exceeded 3.0 MGD in the past and have resulted in NPDES permit limit violations. The condition of the facility and recommended improvements were discussed in detail in a “Wastewater Engineering Report” issued by URS in April, 2012. This report was submitted to the Ohio EPA and recommended the design and construction of a new WWTP on a new site. The implementation schedule included in the report recommended detailed design of the new WWTP during August 2012 through August 2013. Bidding and construction were recommended during the period from May 2014 through September 2015.

**SCOPE OF SERVICES**

URS proposes to prepare detailed plans and specifications for the Ashville WWTP improvements that will include the following scope of work:

**Task 1: Background Investigations**

1. Attend a Kick-Off Meeting with the Village to review the Scope of Services, milestones, goals and objectives, schedule, and budget. URS will prepare an agenda and meeting minutes and will distribute minutes to all attendees.
2. Meet with landowners and the Village (up to 3 meetings) to discuss the land acquisition and provide technical information regarding the proposed improvements. It is assumed that the Village will arrange for appraisals and legal/real estate services related to the purchase of the site and pay for those services directly.





3. Perform a Phase 1 Environmental Site Assessment (ESA). A Phase 1 records and literature review will include a review of available background information on the site, including: soil types and characteristics, geology, hydrogeology, stormwater drainage, surface waters, wetlands, floodplain and floodway boundaries, land use/zoning requirements, oil and gas well locations, water well locations and logs, aerial photographs, and state and federal databases for hazardous substances of petroleum products. Information on the site regarding past building construction dates, tax districts, and property class will be obtained from the Pickaway County Auditor Database.
4. In addition to the ESA, URS will review available background information on the site in regard to wetlands, historic canals and locks, endangered species, historical and archaeological resources, easements and right-of-ways, and utility locations. URS will inform the Village regarding the need for possible wetland delineation or archaeological survey which may be required by the Ohio EPA. If such studies are required, URS will assist the Village in obtaining estimates to perform such work outside of this contract.
5. Review existing wastewater rate ordinances, annual operation and maintenance costs, and wastewater debt service in the Village. Prepare an analysis of proposed wastewater rates required to finance existing and proposed annual operation and maintenance costs and existing and proposed debt service. Proposed debt service will include the payoff of loans associated with the proposed Wastewater Treatment Plant and other wastewater projects anticipated by the Village for the next five years. URS will recommend a new multi-year wastewater rate increase for implementation by the Village and will assist the Village in preparing a new wastewater rate ordinance.
6. Review plans, specifications, engineering reports, monthly operating reports, NPDES Permit, correspondence with the Ohio EPA, property maps, and other documents related to the design and operation of the existing WWTP and sewer system. This review will include any new information that has become available since the completion of the Wastewater Engineering Report in April, 2012.
7. Contact the Ohio EPA to discuss the Village's existing and proposed NPDES Permit requirements and Anti-Degradation requirements for a new discharge to Walnut Creek or other surface waters. The existing NPDES Permit for the Ashville WWTP will be renewed in 2012. Future permits for the WWTP are expected to have future phosphorous removal requirements. Therefore, the proposed oxidation ditch, described in Task 2, will be designed to provide phosphorous removal.

8. Prepare a funding strategy that will evaluate State and Federal grant and loan programs which are applicable to the Village. The goal will be for the Village to aggressively pursue all available grant funds and fund the cost of the project with zero / low-interest, long-term loan(s). URS will assist the Village in preparing and submitting an OWDA planning loan application package for the design and bidding services in this Work Authorization. URS will also assist the Village in preparing OPWC, OWDA and Ohio EPA grant and loan application packages. URS will supply information on project costs and schedule to the Village for use in funding applications prepared by the Village.
9. Assist the Village in preparing pay requests from ODWA for the planning and design loan. This will include the preparation of quarterly reports requested by the OWDA.
10. Arrange for the completion of a ground survey of the existing and new WWTP site and the proposed force main alignment. Survey work will consist of the following tasks:
  - Research existing utilities, rights-of-way, and other information which may be pertinent to the project. The information obtained will be included in the project base map;
  - Obtain field information required for the final design, including field survey work necessary to provide topographic data, locate utilities, and establish vertical and horizontal control. Surveys shall include a combination of survey accurate GPS and conventional surveying methods to establish locations and elevations based on State Plane Coordinate System NAD83.
  - Locations for topography and contours shall be no further apart than 50 feet, and shall provide that triangulation for contours will yield an accurate representation of field conditions (e.g., top/slope, toe/slope, flow lines and ridge lines).
  - All surveys shall be tied to and incorporate existing monumentation for property lines and rights-of-way. All existing monumentation and ties to baseline shall be shown on the plans.
  - The existing GIS information shall be incorporated into the project base map for information that is accurate and beneficial for the preparation of the detailed construction plans.
  - One permanent benchmark will be established on the proposed WWTP site for design reference.



**Task 2: Design Services**

1. Design the treatment processes and equipment described in the report, "Wastewater Engineering Report," April, 2012. Improvements will be sized for an average daily flow and peak flow design capacity of 0.8 MGD and 3.2-3.5 MGD, respectively. The design of the treatment processes and equipment shall include reasonable and customary design features regarding piping, site utilities, structural, electrical, mechanical, and architectural components, including:
  1. A masonry administration/control building (with a motor control center room, office, restroom, and blower/chemical feed room).
  2. A packaged raw sewage pump station (with pre manufactured enclosure) at the existing WWTP site;
  3. A demolition plan for existing structures at the existing WWTP. It is assumed that two plan sheets will be provided that identify the structures and equipment to be removed or partially removed.
  4. Approximately 5,000 lineal feet of force main, with a directional bore under Walnut Creek, from the raw sewage pump station to the new WWTP site;
  5. A masonry headworks building with mechanical fine screens and a grit removal system;
  6. An oxidation ditch system with multiple rings designed for phosphorous removal;
  7. Two final clarifier tanks and equipment;
  8. An ultraviolet disinfection tank/post aeration tank with equipment;
  9. Two aerobic digester tanks with equipment;
  10. A sludge press and cake storage building with a rotary fan press and a pad for sludge drying;
  11. Electrical power improvements needed for the new equipment including a standby generator; and
  12. SCADA and instrumentation improvements.

The basis of design of the facilities described above will be summarized in a design memorandum and discussed with the Village prior to the initiation of detailed design.

2. Prepare 60% complete and 90% complete construction plans and specifications to include locations, elevations, typical sections, details, and general notes for all required facilities and infrastructure outlined in Item No. 1 above; plans shall include coordinates for each structure and benchmark references for construction layout. Submit one set of 60% and one set of 90% plans to the Village for review and comment. Attend one (1) meeting with the Village after each submittal to discuss the plans and specifications and obtain comments.
3. Prepare up to six (6) easement descriptions in metes and bounds format. It is assumed that these easements will be required for the stream crossing and force



main construction parallel to local roadways. URS will provide these easement descriptions and exhibits to the Village Solicitor for final approval, acquisition and recording. Easement compensation to the property owner and costs associated with recording of the easements will be the responsibility of the Village.

4. Arrange for a geotechnical subconsultant to conduct subsurface investigations of the WWTP site. Up to seven (7) soil borings will be obtained on the WWTP site and the results summarized in a geotechnical engineering report that will become a part of the contract documents. A copy of this report will be submitted to the Village and included in the bidding documents. Costs for these subconsultant services are not anticipated to exceed \$7,000 and are included in our lump sum fee.
5. Prepare a Project Manual to include an advertisement for bids, information to bidders, lump sum proposal form, bonds, contract, and detailed technical specifications. The specifications will set forth the kind and quality of various materials to be used in construction, and the type, capabilities, operating requirements, pertinent tests, guarantees to be met, and similar information needed to solicit competitive bids for construction of the Project. Required funding agency forms will be included in the project manual.
6. Conduct two (2) additional design progress meetings with the Village to review design details and obtain input from Village staff for various aspects of the design.
7. Prepare an Engineer's Estimate of Probable Construction Cost for publication in the Advertisement for Bids.
8. Prepare applications and request approvals from appropriate governmental and public authorities. The following permits are anticipated on this Project:
  - Prepare and submit an Ohio EPA Permit to Install application package with four (4) sets of plans, required attachments, an anti-degradation addendum, an NPDES Permit application and the required NPDES report. Respond to Ohio EPA comments and reissue revised drawings and revised attachments. It is assumed that the Village will be responsible for payment of all Permit To Install fees necessary to obtain approval from the Ohio EPA.
  - Prepare and submit State of Ohio Building Permit Application(s) with four (4) sets of plans and required attachments. URS will pay the State of Ohio fees for these building permits. Respond to State of Ohio comments on the Building Permits and resubmit plans and applications.





9. Revise the Bidding Documents in accordance with comments and instructions from the Village and the Ohio EPA, as appropriate, and submit four (4) final copies of the Bidding Documents, a revised Engineer's Estimate of Probable Construction Cost, and any other deliverables to Village and Ohio EPA within thirty (30) calendar days after receipt of all such comments and instructions.

URS' services under the Task 2: Design Services will be considered complete on the date when the revised submittals incorporating all Ohio EPA comments have been delivered to the Village.

### **Task 3: Bidding Services**

URS will provide the following bidding services for the project:

1. Assemble a project manual using standard URS and funding agency front end bidding documents.
2. Prepare an advertisement for bids. Place advertisement in local paper and run on two dates, one week apart. Advertisement costs shall be the responsibility of the Village.
3. Arrange for printing and distribution of plans and specifications. Printing and mailing costs shall be paid by the bidders. Provide two (2) sets of final documents to public plan rooms. Provide one (1) set of final documents to the Village. Provide a digital copy of the documents to an on-line plan room.
4. Maintain a plan holder list using an on-line plan room.
5. Respond to plan holder questions.
6. Attend a pre-bid meeting and respond to questions in an Addendum.
7. Issue up to three (3) Addenda to the plan holders, if required. Addenda shall be emailed to plan holders and posted on-line if possible.
8. Attend the bid opening and open bids.
9. Review bids and provide bid tabulation, copy of the apparent low bid and an engineer's recommendation letter. Retain copies of the three lowest bid proposals and return all original bids to the Village.

URS' services under the Task 3: Bidding Services will be considered complete on the date when the bid tabulation and engineer's recommendation letter are delivered to the Village.

### **SCHEDULE**

URS will perform the Scope of Services above in a timely manner, subject to timely input and direction from the Village, delays associated with land and easement acquisition, and applicable funding agencies. Tasks 1, 2 and 3 covered by this Work Authorization are proposed to be initiated in August, 2012 and completed by August 31, 2013 and assume prompt approval of this Work Authorization and timely input from others. It is assumed that Ohio EPA review of the plans and bidding services will require 30 calendar days



each. This time is included in the overall 1-year schedule shown above. It is assumed that land acquisition for the WWTP will be completed by September 30, 2012.

URS' services and compensation under this Agreement have been agreed to in anticipation of the orderly and continuous progress of the Project through completion. If such periods of time or dates are changed through no fault of URS, the rates and amounts of compensation and final schedule provided for herein shall be subject to equitable adjustment. If the Village has requested changes in scope, extent, or character of the Project, the time of performance of URS' services shall be adjusted equitably.

#### **VILLAGE RESPONSIBILITIES**

- The Village shall designate a representative authorized to act in its behalf with respect to general engineering services requested of URS. All direction and authorization shall be by or through such representative.
- The Village shall furnish, at their own expense, any required information, reports and services; review all submitted documents; and render decisions pertaining thereto as expeditiously as necessary for the orderly progress of the Work, and so as not to delay the work of URS.
- Village staff shall attend progress meetings.
- Village staff shall pay permit and recording fees except those listed as paid by URS in the scope of work.
- If the Village deems that auditing, legal, accounting, appraisal and insurance counseling services may be necessary for the Project, such services shall be furnished by the Village.

#### **PAYMENT**

Compensation for the stated Scope of Services shall be a stipulated fee of Six Hundred Twenty Thousand Dollars (\$620,000). Invoicing for services shall be based on a percentage completed for the services.

The above fees are based on services being provided in accordance with the schedule outlined in the Work Authorization.

A monthly invoice for services rendered shall be made as the Work progresses. Payment for services shall be made within thirty (30) days of the date of the invoice. Interest shall be paid at the State-permitted rate for all payments made 45 days after date of invoice.





## **ADDITIONAL SERVICES**

URS shall provide services for the project in addition to those set forth in the Scope of Services section when authorized in writing by the Village. The Village and URS shall negotiate a scope and fee for such additional services prior to authorization and commencement of the Work. Such services shall consist of providing any other services not included in this Work Authorization or not customarily furnished in accordance with generally accepted engineering practices. Services not included are as follows:

- Process or hydraulic modeling of WWTP unit processes;
- Wetlands Delineation, Archaeological Surveys, Floodplain Studies, and Special Environmental Studies;
- Preparing to serve or serving as a consultant or witness for the Village in any litigation, arbitration or other dispute resolution process related to the Project;
- Preparing property surveys and lot splits, recording services, pinning lots, negotiating for land acquisition and easement rights, and providing compensation for land and easements;
- Construction administration and observation services; and
- Post-construction services, including start-up services and operation and maintenance manuals.