

EXHIBIT A

Scope of Engineering

Services and Related Matters

RFP #13-2022

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SANITARY SEWER SYSTEM CAPACITY ASSURANCE PROGRAM

Scope of Engineering Services

The Lexington-Fayette Urban County Government (LFUCG), Division of Water Quality (DWQ) is accepting proposals from interested consulting engineering firms for the continued implementation of its EPA approved sanitary sewer System Capacity Assurance Program (SCAP). This scope includes the management and administration of all SCAP activities as directed by LFUCG's System Capacity Assurance Program (SCAP) Manager including:

- Maintenance of a public facing SCAP database that provides a transparent accounting of available sanitary sewer capacity within the service area;
- Management and calibration of the current hydraulic model (Mike Urban) resulting from:
 - Sewer capacity withdrawals assigned to new service connections
 - Sewer capacity inputs from a wide variety of system upgrade projects
 - Data collection and analysis of ongoing, annual flow monitoring; and
- Other Capacity, Management, Operations and Maintenance (CMOM) tasks as directed by the SCAP Manager.

This scope is intended to generally describe the services required for continued implementation of the SCAP. Proposers are strongly urged to consult the revised SCAP (dated March 2014) and Consent Decree (as entered on January 3, 2011) for appropriate details—these documents are available on the LFUCG webpage: <https://www.lexingtonky.gov/consent-decree>.

In cases where there is no definition of term or phrase provided by this scope, a definition contained in the Consent Decree prevails first, followed by the approved SCAP.

The approved SCAP has been implemented in accordance with the schedules set forth in the approved plan. Two key elements of the implementation are:

1. The development and use of the public access SCAP database (CTIMS) that provides a transparent accounting of available sanitary sewer capacity; and
2. The interface of the public facing SCAP database with LFUCG's asset management software (ACCELA).

While LFUCG maintains a staff dedicated to provide day to day administration of the SCAP, LFUCG wishes to continue use of externally provided project management services, authorized under separate tasks orders to:

1. Provide general project management services for the continued implementation of all aspects of the approved SCAP.

2. Provide administrative and technical support to the LFUCG SCAP staff, (E.g. independent technical review of SCAP requests, update the hydraulic model, and interface with ACCELA to calculate credits earned).
3. Maintain appropriate ledgers including the Sewer Capacity Wait List.
4. Other CMOM program requirements as approved by the SCAP Manager and the Director, Division of Water Quality.

Term

The SCAP Engineering Services Agreement will be for one (1) year in duration, with up to four mutually agreeable annual renewals, subject to the specific terms and conditions of the contract documents.

General Project Background

Since March 2008, the Lexington Fayette Urban County Government (LFUCG), Division of Water Quality has been implementing required provisions of its federal Consent Decree. Provisions implemented to date include:

- Development / regulatory submission of various work plans including a Sanitary Sewer System Assessment (SSSA) Work Plan, a Sanitary Sewer System Capacity Assessment Work Plan, a Hydraulic Model Report and System Capacity Assurance Program.
- Sewer System Assessment (SSA) reports for Groups 1, 2, and 3, as defined by the Consent Decree.
- Remedial Measures Plan (RMP) for Group 1, 2, and 3, as defined by the Consent Decree.
- All CMOM specific report plans.
- List of Authorized Connections (Paragraph 16.B.viii of the Consent Decree).

Section VII, Paragraphs 15 & 16 of the Consent Decree are most relative to this scope of services because they:

1. Define the required scope for the SCAP - Consent Decree Paragraph 16.B
2. Define the hydraulic model requirements - Consent Decree Paragraph 15.E: Hydraulic Model Report
3. Define the parameters for flow monitoring and data collection necessary to complete calibration of the hydraulic model - Consent Decree Paragraph 15.D: Capacity Assessment Work Plan

All prospective proposers should have a complete understanding of the intent and requirements the Hydraulic Model Report, the System Capacity Assurance Program along with the SCAP requirements of Consent Decree Paragraph 16.B in order to meet the obligations associated with this scope of services. The Hydraulic Model Report, the System Capacity Assurance Program and the Consent Decree can be obtained by accessing LFUCG's webpage at [Public document repository | City of Lexington \(lexingtonky.gov\)](https://www.lexingtonky.gov/public-records).

Scope of Services

- A. The successful Proposer (System Capacity Assurance Program Consultant) will be required to assist DWQ in ongoing maintenance and oversight of the approved System Capacity Assurance Program in accordance with the Consent Decree.
- B. During the duration of this contract, LFUCG may pursue modifications to the current SCAP enabling ordinances. To accomplish this task, LFUCG would form a Task Force consisting of interested parties (city officials, business leaders and neighborhood leaders) to provide perspective and input in developing the content of any ordinance changes. **This effort would be limited to ordinance or policy changes that do not impact the EPA approval status of the SCAP.** The Capacity Assurance Program Consultant may be required to lead the Task Force by:
- Educating Task Force members with respect to the Consent Decree required components of the SCAP.
 - Providing technical guidance, functional direction and clerical support during monthly progress meetings.
 - As approved by the LFUCG SCAP Manager, completing all research necessary to establish benchmarks for LFUCG's SCAP in comparison with other cities already operating under a similar EPA enforced SCAP.
 - Incorporating Task Force recommendations for the overall improvement of LFUCG's current and proposed sanitary sewer extension, tap-on permit issuance ordinances, policies, procedures or processes, provided that those recommendations are not in conflict with any prior commitments made in the EPA approved SCAP.

Organizations expected to participate in the Task Force are identified in Related Matters Item A of this scope.

- C. The SCAP Consultant will be required to utilize the existing Mike Urban sanitary sewer system hydraulic modeling software for all sanitary sewer system analysis. Updates to the model will be made by accessing the ACCELA (Asset Management System) program. Data contained within ACCELA is required to calculate capacity credits and allocations.
- D. LFUCG currently has the following systems to accurately track system capacity credits. Capacity credits are from a wide variety of sources including:
- i. ACCELA- Sewer Line Maintenance/I&I (pipeline repairs, manhole repairs, manhole lid replacements, infiltration pan installations, etc.)
 - ii. ACCELA/On Base - Capital Construction Program (pump station upgrades, pipeline replacements, storage facility construction, etc.)
 - iii. ACCELA- Private Property Program (sump pump redirections, private lateral repairs, cleanout cap replacement, downspout disconnects, etc.)
 - iv. Capacity Tracking and Inventory Management System (CTIMS) a custom software application utilized by DWQ to manage the sewer capacity inventory.
 - v. Sewer Tap-on Desk (sewer plug permits for demolitions)
 - vi. Division of Engineering/Division of Water Quality- (sanitary sewer replacements or other capital improvement projects related to the sanitary sewer systems)
 - vii. Division of Building Inspection - (remodels and/or retrofits that effectively increase or decrease sanitary sewer capacity demand)

As noted above, CTIMS is a customized software application that captures all of the capacity credits and the allocation of credits requested by the development community. The SCAP Consultant will be required to maintain this program including the public access portion.

- E. The SCAP Consultant will be responsible for directing the future procurement and/or implementation of all services necessary to accurately implement the approved SCAP and recalibrate the model as necessary, including 3rd party field level flow monitor installation and maintenance. This procurement and/or implementation service is a component of this contract and will be authorized by separate, unique task orders.
- F. For the duration of the approved contract, the SCAP Consultant will be responsible for all aspects of the CAP implementation, including hydraulic model recalibrations, capacity credit validation, capacity allocation tracking, connection approvals / certifications and reports as required by the approved SCAP. Potential proposers to this scope of services are strongly encouraged to review the details of related documents posted on the LFUCG web site.
- G. The SCAP Consultant will be required to provide assistance in quarterly and annual reporting to the EPA. Items for reporting include: CMOM program updates, SSO tracking, Pump Station overflows, WWTP bypasses, and basement backups. Previous Quarterly and Annual reports may be referenced at https://drive.google.com/drive/folders/10iQZB4nKp0TY3EWRq85TAfygqYII9k_W

Related Matters

- A. Any and all other technical requirements for this Scope of Services can be found in Paragraph 16 of the Consent Decree, and the approved System Capacity Assurance Program. In addition to the technical requirement, multiple partners may be affected by the continued implementation of the SCAP. The future success of the program may depend on involvement of a future Task Force that includes representatives from the following list:
 - Lexington Homebuilders Association
 - Commerce Lexington
 - Fayette County Neighborhood Council
 - Fayette Alliance
 - LFUCG Administration / Economic Development / LFUCG Urban County Council
 - LFUCG Planning Commission / LFUCG Planning
 - LFUCG Building Inspection
 - LFUCG Engineering -New Development
 - LFUCG Division of Water Quality

This list is not intended to be all inclusive. The final makeup of any future Task Force would be at the discretion of the Urban County Mayor and Council. **NOTE: THE FORMATION OF A TASK FORCE DURING THE COURSE OF THIS CONTRACT IS NOT A CERTAINTY; THE INFORMATION IS PROVIDED FOR INFORMATIONAL PURPOSES ONLY.**

- B. In addition to the Task Force meeting described above, the SCAP Consultant shall prepare, administer and attend project progress meetings with the SCAP Manager and his designees.

Summary of Deliverables

The following is a list of typical, frequent deliverables expected under this Scope of Services. The list is intended solely as a guide and may not be an all-inclusive list of deliverables associated with this Scope of Services.

- A. Technical review and recommendation for all Sanitary Sewer Capacity Requests.
- B. Technical Memorandum on the yearly Hydraulic Model updates.
- C. Submission of all SCAP summary data for inclusion in LFUCG’s quarterly and annual reports to EPA.
- D. Technical letters to summarize the conclusions for any hydraulic model evaluation requests submitted by LFUCG’s Remedial Measures Program team.
- E. Development of a Scope of Services for all Flow Monitoring work where the data will be used to recalibrate the Hydraulic Model.
- F. Preparation of meeting agendas and notes for monthly progress meetings.

Fee Estimate Format

Proposal fee estimates should be provided using TABLE 1 **ESTIMATED FEE SCHEDULE – BASIC SCAP SCOPE DELIVERABLES** table provided. For the purposes of contract award, the lump sum fee total provided in the table will be the pricing component used in the overall evaluation and scoring of proposals.

Table 2 – Key SCAP Team Members must be completed in response to this Scope of Services. This information will not be utilized in evaluating contract award but will be utilized in the event of award; as a basis for developing and approving future Task Orders.

Selection Criteria

Firms will be individually ranked for each category included in their proposal. The following criteria will be used by the evaluation committee to rank prospective firms:

Overall expertise of the firm in service category	20 points
Overall expertise of the Team members in service category	20 points
Past performance in the service category	20 points
Project Manager Qualifications	15 points
Risk Management Plan	5 points
Degree of Local Employment	10 points
Hourly Rates	<u>10 points</u>
	100 points

Schedule and Completion

The proposed timeline for this project is outlined in the following schedule. This timeline may be adjusted. The Division of Water Quality shall arrange the exact time and location of meetings.

Proposals Due to Purchasing: April 22th, 2022

Meeting to Negotiate Contract: May 2, 2022

LFUCG Approval of Contract: June 1, 2022

Notice to Proceed: July 1, 2022

Method of Invoice and Payment

The Consultant may submit monthly invoices for basic services or work rendered, based upon the Consultant's estimate of the portion of the total services actually completed during the billing cycle. Each invoice shall be accompanied by a breakdown of hours attributed to each Task for both the billing cycle and the cumulative project period. The SCAP Manager shall respond to the invoice within thirty days, either denying or approving payment. Specific project time sheets and other payroll information may be subject to reviews and audits by the Lexington-Fayette Urban County Government.

Miscellaneous

- A. All plans, specifications and accompanying documents associated with this Scope of Services are subject to review by the Lexington-Fayette Urban County Government's Division of Water Quality. The SCAP Consultant shall be responsible for ensuring that all documents prepared by the SCAP Consultant are transferred to the Division of Water Quality.
- B. Any data collection or data transfers associated with this project shall be compatible with existing Geographic Information System parameters used by the Urban County Government. Access Data Base formats will be provided.
- C. All data files associated with hydraulic analysis software shall be easily and readily edited and documented and configured to operate with Arc Info and ArcView GIS.
- D. All material, policies, plans, computer models, reports and other data shall become the property of LFUCG and shall be for its exclusive use only. The SCAP consultant may retain copies of the work products listed above but shall not use, provide or share such work products in any way or with any other clients without the express, written consent of LFUCG's Commissioner of Environmental Quality and Public Works.

APPENDIX II

TABLE 1: ESTIMATED FEE SCHEDULE – BASIC SCAP SCOPE DELIVERABLES

Task	Estimated Total Annual Hours for Task	Estimated Total Annual Fee
Overall SCAP project management.		
Public facing SCAP software development and maintenance.		
Complete review / issue recommendations for capacity requests (assume 400 per year).		
Preparation and submission of four (4) Quarterly Reports and one (1) Annual Report to LFUCG.		
Draft procurement documents, including site maps, for annual flow monitoring (assume 30 sites).		
Complete analysis of flow data collected at the 30 sites (assume 120 day data collection period) and recalibrate model with synthesized data (assume all data is collected for a single watershed).		
Complete review / issue recommendations for model compliance of capital improvement projects designed as part of the annual CIP (assume 50 per year).		
Conduct and document monthly project progress meetings with LFUCG SCAP staff.		
TOTALS		

TABLE 2: KEY SCAP TEAM MEMBERS

Title	Hourly Rate