

**TOWN OF MEAD, COLORADO
RESOLUTION NO. 42-R-2020**

**A RESOLUTION OF THE TOWN OF MEAD, COLORADO, APPROVING
A SPECIAL PROJECT TASK ORDER FOR JVA, INC. TO COMPLETE A
WASTEWATER UTILITY PLAN FOR THE TOWN**

WHEREAS, the Town of Mead is authorized under C.R.S. § 31-15-101 to enter into contracts for any lawful municipal purpose; and

WHEREAS, the Board of Trustees previously approved that certain Agreement for Professional Services between JVA, Inc. (“Contractor”) and the Town of Mead for general town engineering services, including special projects, dated March 11, 2019, as amended by the First Amendment to Agreement for Professional Services on January 13, 2020 (the “Agreement”); and

WHEREAS, the Town has need of Contractor’s services to assist with the development and updating of the Town’s Wastewater Utility Plan (“Special Project”); and

WHEREAS, in accordance with the Agreement, Task Order No. 2020-002, attached hereto as **Exhibit 1** (“Task Order”), has been completed for the Special Project; and

WHEREAS, the cost for completion of the Special Project is twenty-seven thousand dollars and no cents (\$27,000.00), and funds for the Special Project have been budgeted in the Town’s Sewer Operating Fund (06-40-5405); and

WHEREAS, the Board of Trustees desires to approve the Task Order in substantially the form attached to this Resolution and delegate authority to the Town Manager to execute the Task Order.

NOW THEREFORE, BE IT RESOLVED by the Board of Trustees of the Town of Mead, Weld County, Colorado, that:

Section 1. The Board of Trustees hereby: (a) approves the Task Order in substantially the same form as is attached hereto and incorporated herein; (b) authorizes the Town Manager, in consultation with the Town Attorney, to make any non-material changes to the Task Order as may be necessary that do not increase the Town’s obligations; and (c) authorizes the Town Manager to execute the Task Order when in final form.

Section 2. Effective Date. This Resolution shall become effective immediately upon adoption.

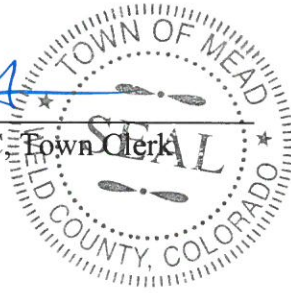
Section 3. Certification. The Town Clerk shall certify to the passage of this Resolution and make not less than one copy of the adopted resolution available for inspection by the public during regular business hours.

INTRODUCED, READ, PASSED, AND ADOPTED THIS 30th DAY OF MARCH, 2020.

ATTEST:

By: _____

Mary E. Strutt, MMC, Town Clerk



TOWN OF MEAD:

By: _____

Colleen G. Whitlow, Mayor

Exhibit 1
Task Order No. 2020-002

[see attached task order and memorandum]



TASK ORDER MEMORANDUM

To: Helen Migchelbrink, Town Manager

From: Erika Rasmussen, Town Engineer

Date: March 16, 2020

Subject: Wastewater Utility Plan

Task Order No.: 2020-002

This Task Order Memorandum has been prepared in accordance with the Town's Professional Services Agreement (PSA) with **JVA, Inc.** (the "Contractor") for engineering services, including special projects. No special projects shall be performed by the Contractor until the Town's Authorized Representative has executed a Task Order authorizing the Contractor to proceed with the Task(s) identified below.

Task(s) to be performed: Completion of a wastewater utility plan.

Time schedule: Effort to be substantially complete by July 10, 2020.

Deliverables: See attached scope of work.

Charges: Unless otherwise set forth in this Task Order Memorandum, the Charges authorized herein shall be considered a not to exceed (NTE) figure. Charges shall be calculated pursuant to the hourly rates in the PSA, unless otherwise set forth herein. A copy of the Contractor's proposal related to the Task(s) outlined above is attached to this Task Order Memorandum as ATTACHMENT A. I have reviewed and approved the Contractor's proposal, and I therefore request that you proceed to approve the attached Task Order, which will authorize the Contractor to proceed with the special project described above for the not to exceed fee of \$27,000.00.

Review and approval of Task Order Memorandum:

A handwritten signature in black ink, appearing to read "Erika Rasmussen".

Erika Rasmussen, Town Engineer

(Note: This Task Order Memorandum is not valid unless and until a Task Order has been executed by the Town Manager and approved by the Finance Director.)



TASK ORDER - SPECIAL PROJECTS

TASK ORDER NO.: 2020-002

Task Name: Utility Plan

Requested By: Engineering, Erika Rasmussen
(Town Dept. / Project Mgr.)

Proposed Start Date: March 30, 2020

Funding Source: 06-40-5405

Proposed Completion Date: July 10, 2020

Tasks / Deliverables: See attached memorandum

Total Task Order Budget: \$27,000.00

Approval:

A blue ink signature of the Town Manager, consisting of a stylized, cursive name.

Date: 3.30.2020

Town Manager

Additional Comments: This Task Order is not valid without attached Task Order memorandum, approved by the Town Engineer.

Attachment: Task Order Memorandum

FINANCE DIRECTOR REVIEW:

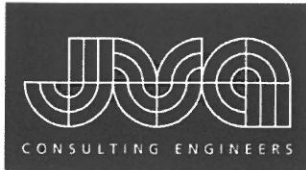
Finance has reviewed this Task Order and the funds:

are appropriated

are not appropriated (note: _____)

By: _____

Account reference/information: 06-40-5405 Sewer Operating Fund



JVA, Incorporated
213 Linden Street
Suite 200
Fort Collins, CO 80524
970.225.9099
info@jvajva.com

February 26, 2020

Ms. Erika Rasmussen, Public Works Director
Town of Mead
441 3rd Street
Mead, CO 80542

www.jvajva.com

RE: Mead Wastewater Utility Plan
Job No. 1015.1e

Dear Erika:

JVA, Inc. is pleased to submit our fee proposal to the Town of Mead (Town) for engineering design services to prepare a Wastewater Utility Plan (WUP) for the Town. Based on discussions with the North Front Range Water Quality Planning Association (NFRWQPA) and the Colorado Department of Public Health and Environment (CDPHE) the Town is required to develop and have an approved WUP subsequent to future wastewater utility site applications and approvals within the Mead service area designation. The last approved WUP is dated November 2006. The Town recently updated their Wastewater Utility Service Area (WUSA) which was approved by NFRWQPA in September 2019. The NFRWQPA latest guidance policy states that WUP be revisited and reviewed at each permit cycle (every 5 years) and amended as necessary and every 10 years a new WUP should be prepared. Provided below is the proposed scope of work, schedule and estimated 'not to exceed' fee.

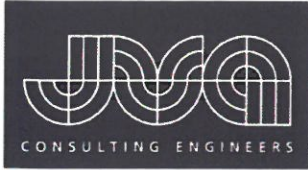
SCOPE OF WORK

JVA will utilize the NFRWQPA 2020 Utility Plan Guidance Document (Guidance Document) for developing a comprehensive WUP. JVA will also utilize all existing utility plans and master plans that have been done previously and incorporate applicable and recent information into the WUP. The major sections for the WUP, as shown below, will match the Guidance Document outline for utility planning and detailed checklist attached to this letter agreement. JVA will schedule at least (2) review meetings with the Town and NFRWQPA during the development of the WUP.

- I. EXECUTIVE SUMMARY
- II. INTRODUCTION
- III. EXISTING CONDITIONS
- IV. FUTURE CONDITIONS
- V. RECEIVING STREAM WATER QUALITY
- VI. WASTEWATER TREATMENT SYSTEM IMPROVEMENTS
- VII. SERVICE AREA IMPROVEMENTS
- VIII. SYSTEM MANAGEMENT AND FINANCIAL PLAN
- IX. NFRWQPA 208 REGIONAL DATA SUMMARY
- X. APPENDICES

SCHEDULE

JVA can begin working on the Mead WUP immediately upon authorization and anticipates submitting the draft plan to the Town for review within 90 days from notice to proceed. Following draft submittal, JVA will meet with the Town to discuss review comments and make revisions and / or inclusions to



the WUP. JVA will attend the required NFRWQPA meetings for presenting the WUP and final approval.

BASIS OF PAYMENT

The basis of payment for the above described scope of work will be on a percentage of lump sum completed according to the schedule of payment. All reasonable expenses of travel and printing have been included in our lump sum fee. This amount will not be exceeded without written authorization of the Town. The tasks broken down below follow the identified scope of services.

Basic Civil Engineering Services

<u>Task</u>	<u>Fee</u>
Draft WWUP for Town Review	\$25,600
Final Draft WWUP to NFRWQPA	\$3,100
Final WWUP*	<u>\$1,300</u>
TOTAL ESTIMATED FEE	\$30,000
10 percent discount for the Town	<u>(\$3,000)</u>
TOTAL ADJUSTED FEE	\$27,000

The above fees do not include design services, special studies (i.e. 1041 permitting, wetlands and habitat, archeological, historic, NEPA, etc.), inflow and infiltration analysis, survey, geotechnical, and construction administration.

These fees are based upon the above assumptions and our discussion to date. We look forward to working together with you and staff on a successful completion of this project. Please sign and return one copy as our authorization to proceed.

Sincerely,

JVA, INCORPORATED

By:

John P. McGee P.E.
Principal

Accepted by:

TOWN OF MEAD

Town Mgr 3.30.20
Title Date

Enclosure: NFRWQPA WUP Guidance Checklist

Table 5 Utility Plan Outline Checklist

Utility Plan Outline Checklist		
Date:	Agency:	Page No.
I.	EXECUTIVE SUMMARY.	
	1. Purpose.	
	2. Scope.	
	3. Planning Period.	
	4. Project Recommendations.	
	5. Project(s) Financial Summary	
	6. Implementation Schedule.	
II.	INTRODUCTION.	
	1. General Background of Entity/Agency.	
	2. Facilities Planning Summary.	
	3. General Format of Report & Supporting information.	
III.	EXISTING CONDITIONS.	
	1. Current Planning Service Area.	
	a. Land Use Management.	
	b. Zoning.	
	c. Current Wastewater WUSA & GMA.	
	d. 1-mile radius map identifying public and private potable drinking water well sites.	
	e. 5-mile radius map identifying all WWTPs	
	f. Current Service Area Population (WUSA)	
	2. Current Wastewater Flows and Loads.	
	a. Historical Influent Flow Data (3-years).	
	i. Averages, Peaks, & Unit Volumes, SFEs, (gpcd) etc.	
	ii. Assessment of Infiltration & Inflow (I&I).	
	b. Historical Wastewater Loadings Data (3-years).	
	i. Biochemical Oxygen Demand (BOD).	
	ii. Total Suspended Solids (TSS).	
	iii. Ammonia (NH3).	
	iv. Total Nitrogen (TIN).	
	v. Total Phosphorus (TP).	
	vi. Other Constituents of Concern (e. Coli, Metals, etc.).	
	c. Current Effluent Limitations (PELs or NOA).	
	d. TMDL(s) Load	
	3. Existing Wastewater Treatment System.	
	a. Description of Existing Treatment System.	
	i. System Schematic, Flow Diagram showing inputs and waste streams.	
	b. Performance of Existing System (3-years).	
	i. Constituents of Concern; BOD, TSS, NH3, TIN, TP, other- (e. Coli, Metals, etc.).	
	c. Existing Air Quality Permit.	
	d. Existing Stormwater Management Plan.	
	e. Existing Site Characterization.	
	f. Existing Facility Emergency Response Protocols.	
	g. Existing Biosolids Management Program.	
	h. Condition Assessment of Existing Treatment System.	

	i. Recommendations for Improvements for Treatment System and Biosolids Program.	
	4. Existing Collection System.	
	a. Existing Layout of Collection System Map for WUSA, Description, I&I, and Condition.	
	b. Existing Lift Stations.	
	i. Mapped locations of sewer lines, interceptors, lift stations.	
	ii. Capacities and percent (%) utilization of lift stations vs. WWTF capacity.	
	iii. Emergency Response Protocols (Telemetry).	
	iv. Emergency Power Management.	
	c. Existing Condition Assessment of collection system and lift stations.	
	d. Entity Pretreatment Program Discussion.	
	e. Recommendations for Collection System & Lift Stations Improvements.	
	5. Existing Nonpoint Source Contributions (1-3-years min.) Stormwater sewer map.	
	a. Describe the Existing Nonpoint Source and Stormwater sewer systems (maps).	
	b. Existing Nonpoint source contribution loads.	
	i. Irrigated Agriculture.	
	ii. Livestock operations excluding CAFOs.	
	iii. Urban Stormwater excluding permitted MS4s.	
	iv. Mining related activities (abandoned mines, legacy effects, etc.).	
	v. Possible Saltwater intrusions.	
	vi. Other.	
	vii. Cumulative runoff effects (lbs./yr.)	
	c. Recommendations for Existing Nonpoint Source Improvements.	
IV.	FUTURE CONDITONS.	
	1. Population and Land Use Projections.	
	2. Flow and load Forecasts or Projections.	
	3. Projected Wastewater Flow Characterization.	
	a. Wastewater Flow Projections for 208 AWQMP.	
	b. Projected I&I Analysis.	
	c. Typical Wastewater Flow Contributions for Planning Projections.	
	d. Future Design Loading for Constituents of Concern.	
	4. Future Collection System Interceptor Alignments & Lift Stations.	
	a. Future Interceptor Layout and Sizing for WUSA Changes and GMA area. (Mapped)	
	b. Location and Size of future Lift Stations. (Mapped)	
	c. Timeline for Staging future Collection system improvements.	
	5. Future Service Area Nonpoint Sources Contributions (20-year Horizon Period).	
	a. Describe future stormwater collection outfalls, BMPs, extensions, etc. (Mapped)	
	b. Irrigated Agriculture.	
	c. Livestock Operations excluding permitted CAFOs.	
	d. Urban Stormwater excluding permitted MS4s.	
	e. Mining related activities (abandoned mines, legacy effects, etc.).	
	f. Possible Saltwater Intrusions.	
	g. Other.	
	h. Cumulative runoff effects (lbs./yr.).	
V.	RECEIVING STREAM WATER QUALITY.	
	1. Watershed Identifications.	
	a. Ambient Water Quality; Segment & EPA protected use categories and the resulting assessment, TMDLs	

	b. Wastewater Issues: 303d and or M&E Listings.	
	c. Watershed Basin Map (showing WWTF & discharge locations in/on segment.)	
	2. TMDLs and or Wasteload Allocations or Reductions.	
	a. What parameters are listed impairments.	
	b. Why? Naturally occurring or human activity?	
	c. What are the effects on the EPA protective use categories and assessments?	
	d. What are the contributing factors?	
	e. Treatment Technologies or BMPs of correction	
	3. Future Level of Treatment Required.	
	a. Division issued PELs	
	b. Division issued NOA	
	c. Water quality target limits discussion.	
	4. Point and Nonpoint Contributions on the River Basin.	
	a. WWTF Point Source Contributions (lbs./yr.) (3-yrs.).	
	i. Flow (mgd).	
	ii. BOD	
	iii. TSS	
	iv. NH3	
	v. TIN	
	vi. TP	
	vii. Other – (TMDLs, e. Coli, Metals).	
	viii. Cumulative Contribution (lbs./yr.).	
	b. Service Area Nonpoint Source Contributions (lbs./yr.) (1-3yrs.).	
	i. Irrigated Agriculture.	
	ii. Livestock operations excluding permitted CAFOs.	
	iii. Urban Stormwater excluding permitted MS4s.	
	iv. Mining related Activities (abandoned mines, legacy effects, etc.).	
	v. Possible Saltwater intrusions.	
	vi. Other (TMDLs).	
	vii. Cumulative Contributions (lbs./yr.).	
	c. MS4 Permits.	
	5. Consideration for 208 AWQMP TMDL recommendations.	
VI.	WASTEWATER TREATMENT & COLLECTION SYSTEM IMPROVEMENTS.	
	1. Development and Screening of Treatment and Collection System Alternatives.	
	a. Feasibility of Optimizing Existing Facilities - To meet Limits-TMDLs	
	b. Regional Consolidation as an Alternative.	
	c. Alternatives for Wastewater Re-use Opportunities (Flows & Load Reductions).	
	d. Treatment or collection system alternatives (New or Upgrading).	
	2. Treatment and/or collection System Evaluation Matrix.	
	a. Monetary Costs.	
	i. Capital Cost.	
	ii. Annual Operation & Maintenance Costs.	
	iii. 20-year Present Worth Valuation.	
	b. Energy Cost Comparisons.	
	c. Performance with respect to PELs & NOA compliance.	
	d. Performance with respect to EPA's protective use categories and assessments.	
	e. Ease of Implementation - (Constructability).	
	f. Environmental Issues – wetlands, flood plain, nonpoint, etc.	

	3. Treatment or Collection Improvement Alternative Selection.	
	a. Alternative Plan Selection Matrix Process.	
	i. Monetary and Non-monetary Evaluations.	
	b. The Selected Treatment or Collection System Plan Description.	
	i. Treatment Capabilities – Current & Future.	
	ii. Biosolids Treatment and Disposal Process.	
	iii. Green Elements to be incorporated.	
	c. Emergency Standby Power System of the Alternative Plan Selected.	
	d. Odor Control Considerations of the Alternative Plan Selected.	
	e. Air Quality Requirements of the Alternative Plan Selected.	
	f. Site Stormwater Management Plan of the Alternative Plan Selected.	
	g. Site Layout Map & Flow Schematic highlighting the Alternative Plan Selected.	
	h. Site Characteristics of the Alternative Plan Selected.	
	i. NEPA Components of the Alternative Plan Selected.	
	j. Record of Public Participation in Alternative Plan Selection.	
VII.	SERVICE AREA NONPOINT SOURCE IMPROVEMENTS.	
	1. Development and Screening of nonpoint source BMPs (20-year Horizon period).	
	2. Service Area Nonpoint Source Alternatives Evaluation of BMPs.	
	a. Monetary Costs.	
	i. Capital Cost.	
	ii. Annual Operation & Maintenance Costs.	
	iii. 20-year Present Worth Valuation.	
	b. Energy Cost Comparisons.	
	c. Performance with respect to current/future nonpoint source water quality standards	
	d. Performance with respect to EPA's protective use categories and assessments.	
	e. Ease of implementation (Constructability).	
	f. Environmental Issues – wetlands, flood plain, nonpoint, etc.	
	3. Service Area Nonpoint Source Alternatives Plan Selection.	
	a. Plan Selection Process.	
	b. Selected Plan Description.	
	i. Current and Future BMP treatment capabilities.	
	ii. BMP projected percent (%) reductions or load increase over the 20-yr. horizon.	
	iii. Green Elements to be incorporated into the project.	
	c. Record of Public Participation in Alternative Plan Selection.	
VIII.	SYSTEM MANAGEMENT AND FINANCIAL PLAN.	
	1. Wastewater Management Plan.	
	a. Management Structure of the Entity or Agency.	
	b. Provisions for Operation and Maintenance.	
	c. Proposed Implementation Schedule.	
	i. Utility Plan Approval.	
	ii. Site Application Approval.	
	iii. Design Approval.	
	iv. Bidding Date.	
	v. Construction Completion Date.	
	vi. Project Startup Date.	
	2. Arrangements for Plan Implementation.	
	a. Control of Site-Ownership Documentation (Deed or Title).	

	b. Intergovernmental Agreements – If Applicable.	
	3. Financial Management Plan.	
	a. Financing for Proposed Project(s).	
	b. User Charge Rate Studies.	
	i. Residential User Charge Studies; Current & Long-term.	
	c. State Revolving Loan Fund (SRF), if Applicable.	
	i. State intentions to seek SRF Funding.	
	ii. Formal Public Hearing Record and Minutes; & referenced in Appendix	
IX.	NFRWQPA REGIONAL 208 AWQMP DATA SUMMARY.	
	1. Agency Data Summary Tables and Watershed Assessments.	
	2. Existing & Projected Future Point Source Data and Conditions Table.	
	3. Existing & Projected Future Nonpoint Source Data and Conditions Table.	
	4. Provide CSU’s eRAMS CLEAN Report Discussion.	
	5. Provide CSU’s eRAMS WRAP Report Discussion.	

APPENDICES.	
A.	<u>Utility Plan Check List-Completed.</u>
B.	<u>Reports and Special Studies.</u>
C.	<u>Legal Description of Site and Deed (or Tax Payment Record for Site).</u>
D.	<u>Copies of Agency Contact Letters - Transmittal Letters.</u>
E.	<u>Special Surveys (Environmental or Endangered Species).</u>
F.	<u>Site Characterization: Wetlands, Flood Plain, Soils Reports, Geology.</u>
G.	<u>Copy of Preliminary Effluent Limits (PELs) or NOA Report.</u>
H.	<u>Copy of Current Effluent Permit Requirements, NOA standards, or MS4.</u>
I.	<u>Planning and Zoning Information.</u>
J.	<u>Copies of Intergovernmental Agreements (IGAs).</u>
K.	<u>User Charge Studies.</u>
L.	<u>Air Quality Permit.</u>
M.	<u>Odor Control Studies or Plans.</u>
N.	<u>Site Storm Water Management Plan – Permit.</u>
O.	<u>Minutes of Public Hearing and/or Record of Public Meetings.</u>
P.	<u>Infiltration / Inflow Studies.</u>
Q.	<u>Copy of Pretreatment Program.</u>
R.	<u>CLEAN Report</u>
S.	<u>WRAP Report</u>