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December 17, 2021

Letter Agreement

Brenda Keenan, PE
Environmental Engineer
Tetra Tech, US Infrastructure Division
201 E. Pine Street, Suite 1000
Orlando, FL 32801

SID 94207

Subject: Pretreatment Program Support for Indian River County, FL

Dear Ms. Keenan:

In accordance with your request, Brown and Caldwell (BC) is pleased to present this proposal to Tetra Tech (Tt) to provide technical assistance related to the evaluation of the existing Industrial Pretreatment Program (IPP) for Indian River County, FL (County). For convenience, this proposal is presented in a form that can be accepted and signed as an agreement between BC and Tt (in combination with the signed subconsultant agreement between BC and Tt for Indian River County).

The County owns and operates a Wastewater Treatment Plant (WWTP) which treats wastewater from both domestic and nondomestic sources. In an effort to control discharges from nondomestic sources, the County implements an IPP that regulates the wastewater discharged from nondomestic users to reduce and eliminate impacts these discharges may have on the WWTP.

The following Scope of Work outlines the tasks which will be completed to support the County in evaluating the IPP. Each of these elements will be discussed in more detail below.

Scope of Services

The scope for the proposed work includes several major tasks:

- Task 1 – Project Management
- Task 2 – Industrial Pretreatment Program Evaluation

Task 1 – Project Management

BC will perform project management services throughout the duration of the project. The project manager will be responsible for providing oversight of the work performed, as well as tracking and monitoring progress, preparing monthly invoices, preparing monthly status reports, and implementing QA/QC procedures.

Deliverables

- Monthly invoice and progress reports including design status reports

Assumptions

- The project management effort is based on a 2-month overall project schedule
- The BC team will submit invoices and monthly progress reports to the Tt project manager
- BC will host a virtual project kickoff meeting to discuss schedule, deliverables, and the details of the project

Task 2 – Industrial Pretreatment Program Evaluation

BC will conduct an evaluation of the County's existing IPP. This will consist of both offsite/virtual and onsite tasks that will assess compliance with federal, state, and local pretreatment regulations. The offsite support will include the assessment of the following:

- NPDES Permit
- FDEP-issued Pretreatment Program approval documents (if applicable)
- Sewer Use Ordinance/Pretreatment Ordinance
- Enforcement Response Plan
- Implementation Manual (if applicable)
- Industrial User Permits
- Permit Applications

The onsite evaluation will consist of three parts: an interview of IPP staff, file review of three significant industrial user (SIU) files, and site visits to three SIUs. This will include two BC staff onsite for up to two days. The file review will include the following:

- SIU self-monitoring reports
- SIU inspection reports
- County compliance sampling
- Enforcement actions (if applicable)

BC will compile all findings of both the offsite/virtual and onsite evaluations into a draft IPP Evaluation Technical Memorandum (TM). The TM will describe any significant findings and deficiencies. It will also include recommendations for enhancing/improving the program based on industry best practices, regulatory compliance requirements, and FDEP's program approval (as applicable).

Deliverables:

- Draft IPP Evaluation TM
- Final IPP Evaluation TM
- Review meeting minutes

Assumptions:

- Tt and the County will compile all comments on the draft TM into a single MS Word document in track changes
- A review meeting will be facilitated to review the draft TM template and will include meeting minutes

Project Team

Joshua Balentine is BC's National Pretreatment Technical Lead, providing support to clients across the country and internationally. He will serve as the Technical Lead and Project Manager for this Project. He is a former pretreatment program manager of one of the largest programs in the country where he wrote more than 150 Industrial User Permits. He also worked for the U.S. EPA National Pretreatment Program as a consultant, performing pretreatment compliance audits across the country, and served as a technical editor on the 2017 *Industrial User Inspection and Sampling Manual for POTWs*.

Jaclyn Lauer, P.E. will serve as the Project Engineer for the Project. She has 8+ years in the wastewater industry where she has supported both large and small IPPs across the nation.

Anna Holdosh will serve as the Project Engineer for the Project. She has supporting IPPs with general program support, such as local limits, sewer user and surcharge fees, and pretreatment ordinance reviews.

Jim Murin, P.E. will serve as the Client Service Manager and QC Reviewer for the Project. BC's Orlando Office Leader, Jim has 28 years in the wastewater industry, including ten years performing various industrial pretreatment program tasks from pollutant limit development to permit writing and program implementation.

Project Schedule

BC estimates that all work will be completed within two months of the project start date.

Brown and Caldwell is committed to working with you toward a successful project, taking into account the COVID-19 pandemic and public health crisis. Brown and Caldwell has adjusted our project approach based on currently known impacts of COVID-19. Each project has unique characteristics, however, and the situation continues to evolve, so we will continue to monitor the situation and continue to discuss potential impacts moving forward. As an early adopter of the Microsoft Teams platform to promote effective communications (prior to COVID-19), BC has been able to adapt easily to efficiently managing projects via virtual meetings and collaborations.

Compensation

Compensation for services shall be on a lump sum basis for Tasks 1 & 2 and will not exceed **\$20,445**. Invoicing will be submitted on a percent-complete basis for Tasks 1 & 2.

Schedule and Budget

The project will commence at Notice to Proceed and will be completed within approximately two months with an assumed NTP date of January 3, 2022.

Task	Description	Schedule	Fee
1	Project Management	2-month project duration	\$2,662
2	IPP Evaluation	Complete by end of February 2022	\$17,783
TOTAL LUMP SUM			\$20,445

Terms and Conditions

This Letter Agreement, and the Subconsultant Terms and Conditions attached, provides the terms, conditions and obligations that shall control all work. Inconsistent printed terms, if any, contained on Tetra Tech's authorization or reverse sides of an accepted purchase order shall not apply to services provided under this Letter Agreement, unless expressly agreed by the parties in writing. In the event work is authorized prior to the issuance of a purchase order, any services performed by BC will be presumed to have been completed under the terms of this Letter Agreement. All work will be performed in accordance

with Tetra Tech Terms and Conditions upon receipt of notice to proceed. To accept this proposal, please sign and date two copies and return one copy to Brown and Caldwell within ten days.

We look forward to the opportunity to perform the work for you. If you have any questions on this proposal, please feel free to contact Josh Balentine at (901) 708-4333 or Jim Murin at (407) 661-9511.

Very truly yours,

Brown and Caldwell



James Murin, PE
Orlando Office Leader

The undersigned agrees to the Terms
and Conditions of this Letter
Agreement attached hereto.

Brown and Caldwell

Tetra Tech

Signature _____

Signature _____

Printed Name _____

Printed Name _____

Title _____

Title _____

Date _____

Date _____

Attachments:

Terms and Conditions