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March 16, 2009

Memo To: Karen Reddersen, Assistant Director of Internal Services
From: Newell W. Messick III, Deputy Director
Subject: **Phase I WWTP Process Engineering and Functional Operational Services and Preliminary Phase II Start-Up Services**
Phase 1 Expansion & Advanced BNR / ENR Upgrade of Salisbury WWTP (8.5 MGD)

This memorandum is to request hiring a consultant in accordance with Section SC 16-3 (3) *General policy of competitive bidding-exceptions* of the City Charter which allows exception to competitive bidding for contracts for professional services or for personal services requiring special training or skill.

Upon review and evaluation of the attached resume and process-engineering and operations-assistance proposal, Salisbury Public Works determined, via a 3-12-09 teleconference interview, that Enos Stover, President of the Stover Group, has the qualifications and capability to provide the necessary engineering services and operations training to facilitate fixing and starting up the City's wastewater treatment plant and recommends tentative award and issuance of a purchase order on a time-and-materials basis not to exceed an amount of \$20,000 to initiate and accomplish the Phase I and preliminary Phase II tasks as described in Enos L. Stover's proposal dated March 13, 2009. The breakdown for this work is as follows:

Phase 1 Process Engineering & Functional Operational Services

- Information and data collection and review
- Site visit
- Operator interviews
- Detail analysis
- Process engineering evaluation
- Functional operational evaluation
- Problem definition
- Specific recommendations
- Report with results, conclusions, and recommendations

Preliminary Phase II Start-Up Services

- Troubleshooting
- Provide operations advice and assistance

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Background: The City's engineering consultant, O'Brien & Gere Engineers, has been unable, after approximately 6 months, to start up the new WWTP processes for compliance with the NPDES Permit Limits which are to come into effect on May 1, 2009. The City needs to make and document a diligent effort to achieve NPDES Permit Discharge limits on or before May 1, 2009. Therefore, the City has selected another Engineer / Operations Expert (suspending O'Brien & Gere Engineers, Inc.) to assist the City in wastewater-treatment-process engineering, functional operations, and adjustments for the upgraded and expanded WWTP processes and facilitate compliance with NPDES limits within the remaining approximate 1.5 – month time period, to avoid enforcement measures from MDE and EPA and prevent a non-compliant discharge to the environment from the Salisbury WWTP.

Funding allocations for this work must be made contingent upon approval from the MDE. The State Loan agreements require acceptance/approval of work orders by the City prior to MDE review and approval. Upon review and approval of this work order and associated BNR/ENR grant and loan portions to be allocated for the work to be performed under this work order, funds are to be available in the following accounts to cover the cost of this work. Funding participation and the accounts are tentatively broken down as follows:

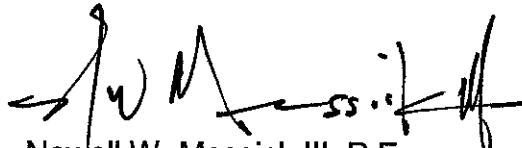
BNR/ENR Grants: 86078-513020-5501	32.095% (\$20,000) = \$ 6,419.00
MDWQR Loan: 86078-513020-55504	67.905% (\$20,000) = <u>\$13,581.00</u>
	\$20,000.00

Attached is Purchase Requisition No. 5070 for this work.

Please include the attached Notice to Proceed letter along with your transmittal of the purchase order to The Stover Group.

Since it is difficult at this time to estimate the extent of the remaining work efforts for Phase II and Phase III as outlined in the attached proposal, these work activities are to be provided via authorized change orders at later dates.

Thank you for your continued assistance on this and past requests.


Newell W. Messick III, P.E.
Deputy Director of Public Works 3/18/09

Xc w/encls: Dave Winslow
James Caldwell
Richard Sedgley
TJ Huang

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