



November 2, 2012

Mr. Todd Saxberg  
Truckee Meadows Water Reclamation Facility  
8500 Cleanwater Way  
Reno, NV 89502

**Subject:** Proposal to Provide Process Engineering Assistance –Phase 4

Dear Mr. Saxberg:

At your request, we have prepared the following Scope of Work to provide process engineering assistance to help you address process and operations questions concerning the Truckee Meadows Water Reclamation Facility (TMWRF).

## **SCOPE OF WORK**

### **Task 1 – Process Engineering Assistance**

Between December 3, 2012 and February 28, 2013, Carollo will provide the following process engineering assistance to TMWRF staff:

- 1) Provide a total of twenty six (26) 8-hour days of on-site assistance at TMWRF on an as-directed basis by plant staff to review process data, check operational procedures, and provide guidance on process control issues.
- 2) Provide up to 40 hours of on-call office assistance on an as-directed basis by plant staff to respond to process and operations questions.

## **COST AND SCHEDULE**

Our estimated cost to perform the Scope of Work is attached. We will begin our services immediately after receiving a purchase order and written notice to proceed from TMWRF.

Please call us if you have any questions concerning this proposal.

Sincerely,

CAROLLO ENGINEERS, INC.

A handwritten signature in black ink that reads "Rick Chan". The signature is written in a cursive, flowing style.

Rick Chan, P.E.  
Vice President

**LABOR AND BUDGET ESTIMATE**

**CITY OF SPARKS - TRUCKEE MEADOWS WATER RECLAMATION FACILITY  
PROCESS ENGINEERING ASSISTANCE (12/3/12-2/28/13)**

Task	Task Description	Ron Appleton (1)	Total Hours	Labor Cost	Total Cost
		\$250			
1	On-Site Assistance	208	208	\$52,000	\$52,000
2	On-Call Assistance	40	40	\$10,000	\$10,000
Project Totals =		248	248	\$62,000	\$62,000

(1) Labor rate includes all direct cost, overhead, communication, and other material costs.