

January 29th, 2014

Mr. Todd Saxberg
Operations
City of Sparks
Truckee Meadows Water Reclamation Facility
8500 Clean Water Way
Reno, NV 89502

RE: Truckee Meadows Water Reclamation Facility (TMWRF) – Scope of Work for the Electronic Operation & Maintenance Manual (eOMM)

Farr West Engineering (Farr West) appreciates the opportunity to present this Scope of Work (SOW) for the TMWRF eOMM project. Our scope of work includes the following tasks:

- Tasks 1-7: eOMM Chapter Responsibilities (7 Chapters – as specified by Carollo)
 - Coordination and organization of scanning record documents with High Desert Imaging;
 - Equipment list review and update for each Operation & Maintenance (O&M) Manual Chapter;
 - Equipment ID updating on equipment list;
 - Photo documentation of each piece of equipment;
 - Locate and upload all existing Vender O&M Manuals;
 - Locate missing Vender O&M Manuals;
 - Breakout and upload record drawings by year, facility, and discipline;
 - Upload control strategies and alarms;
 - Locate existing Standard Operating Procedure Manuals (SOPs);
 - Coordinate Standard Operating Procedures (SOP) updates and SOP meetings;
 - Format SOPs and upload to eOMM Site, and
 - Create process calculation spreadsheets and upload to eOMM site.
- Task 8: Miscellaneous Items
 - Review and finalize eOMM;
 - Draw basic plan views of each facility for safety diagrams;
 - Update Grit Tank Gates, PRV, and Digester 5 Record Drawings;
 - Coordinate with Operations Staff to update P&ID and existing record drawings in AutoCAD as needed;
 - Provide and update standard equipment ID legends, specs, and requirements;
 - Facilitate equipment ID updating for the following five (5) current (recent) projects;
 - Stantec – Septage Receiving,
 - CDM Smith – Power Upgrades,

Reference: **Scope of Work for the electronic Operation & Maintenance Manual (eOMM)**

- CR Engineering – HVAC Upgrades,
- Brown and Caldwell – Primary Influent Discharge Valve Vault
- HDR Engineering – Nitrification, and
- Carollo – Gas Conditioning.
- Coordinate and organize the scanning of the record project submittals; and
- Facilitate Stantec's near term Headworks project for complete eOMM chapter upgrade.

The attached fee estimate defines our scope of work, presents estimated time necessary to complete each task, and estimates an average cost per chapter with additional miscellaneous task items. We estimated an overall average cost per chapter for budgeting purposes, although we anticipate that some chapters may take more effort and some chapters may take less effort. Estimates are based on the level of effort required on previous tasks and upon the miscellaneous work items assigned to us over the past several months. If our responsibilities are expanded as the project proceeds, we will request the use of Task 9 (Contingency). If our scope expands beyond the 10% contingency, additional budget may need to be allocated. Farr West proposes to perform the above scope of work for an estimated fee not to exceed \$199,900. The estimated fee will not exceed \$181,730 without prior authorization to use Task 9 and will not exceed the \$199,900 without further authorization. The work will be billed on a time and expense basis according to the 2014 Farr West Fee Schedule, attached.

We would like to thank you again for this opportunity to perform these services for your facility. Please contact me at (775) 851-4788 if you have any questions regarding this scope of work. We are prepared to commence work immediately upon your authorization.

We look forward to working with you on this project.

Sincerely,



Greg Lyman, P.E.
Engineering Manager

David Diegle, P.E.
Project Manager

cc: Candice Elder: Client Service Manager

Enclosure: Fee Estimate Breakdown and 2014 Farr West Fee Schedule