

August 22, 2024

The Municipality of St. Charles
2 King St. E., PO Box 70
St.-Charles, ON
P0M 2W0
Attn: Denis Turcot, CAO

Re: Proposal: St Charles Lagoon Operations and Maintenance Manual

Dear Denis Turcot:

The Ontario Clean Water Agency (OCWA) is pleased to submit this proposal to The Municipality of St. Charles (the Municipality) to undertake the completion of the Operations and Maintenance (O&M) manual for the Municipal Sewage Lagoon as part of the wastewater treatment system in the community. OCWA was recently awarded the O&M contract for this facility effective March 2024.

1 Background

The Municipality of St. Charles wastewater system consists of a gravity fed sanitary sewer collection system, two pumping stations and a wastewater treatment lagoon. As part of the St. Charles Lagoon MECP inspection completed on May 16, 2024 (report dated June 5, 2024), MECP identified a future non-compliance concern due to incomplete O&M documentation. St. Charles is required to complete the development and implementation of an O&M manual in a timely manner.

The treatment system consists of a two-celled seasonally discharged waste stabilization pond with a total capacity of 546 m³/d. Effluent from the lagoon is discharged to through an approximately 2,750 m long, 375 mm diameter outfall sewer to the West Branch McPherson Creek. The treatment lagoon has an active ECA (Number: 6222-9NBP7S) issued on August 11, 2015 by the Ministry of the Environment, Conservation and Parks (MECP) outlining compliance regulations, including documentation requirements, effluent limits and seasonal discharge window requirements. As part of the compliance regulations specified in the current ECA, as well as applicable provincial legislation, treatment facilities are required to have up-to-date operational procedures documented and available to MECP inspectors. Failure to follow the compliance mandates may result in a non-compliance towards the municipal facility, leading to additional inspections and/or financial penalties.

2 Scope of Work and Methodology

To develop an O&M manual in conformance with the requirements included in the exiting ECA, OCWA's Project Planning and Delivery (PPD) group proposes the following methodology.

2.1 Project Initiation

Upon approval, OCWA's engineering team will review the existing background information, including the latest drawings of the lagoon, annual reports, operational data, operational guidance documentation, past studies, and the Environmental Compliance Approval. OCWA will then co-ordinate a kick off project team meeting (PTM #1) with the Municipality and OCWA operational staff to review and discuss available information and identify data gaps. This meeting will also discuss the project objectives as well as the Municipality's expectations.

2.1.1 Deliverables

- Agenda and Minutes of the Kick-Off meeting (PTM # 1)

2.2 Development of a Draft O&M manual

As included in section 7.2 of the ECA, the O&M manual will include the following information:

- a) Operating procedures for routine operation of the Works.
- b) Inspection programs, including frequency of inspection, for the Works and the methods or tests employed to detect when maintenance is necessary.
- c) Repair and maintenance programs, including the frequency of repair and maintenance for the Works.
- d) Procedures for the inspection and calibration of monitoring equipment.
- e) A spill prevention control and countermeasures plan, consisting of contingency plans and procedures for dealing with equipment breakdowns, potential spills and any other abnormal situations, including notification of the Water Supervisor.
- f) Procedures for receiving, responding and recording public complaints, including recording any follow-up actions taken.

OCWA's PPD will work closely with the Operation staff to capture all Standard Operating Procedures (SOP's) applicable to this sewage treatment system.

2.2.1 Deliverables

- Draft O&M Manual for review.

2.3 Review Meeting

Upon completion of the draft O&M Manual, PPD will co-ordinate an internal review meeting (PTM #2) with the Municipality and OCWA operational staff to review and discuss the draft O&M, address any missing information and make notes of any addition/deletions required.

2.3.1 Deliverables

- Agenda and Minutes of the draft O&M review meeting (PTM # 2)

2.4 Final O&M Manual

Based on the outcome of the review meeting, PPD will incorporate all changes/modifications as well as address all comments made to the draft manual and develop a final version of the O&M Manual.

2.4.1 Deliverables

- Final O&M Manual

3 Project Team

Allison Mokracki, P.Eng. – Project Manager / Engineer

Allison is a professional engineer with more than 10 years of consulting engineering experience with a focus on residential land development and the transfer of water based assets from private developers to municipalities within Ontario. Allison also has experience in the completion of condition assessments for linear water/wastewater infrastructure and the preparation of tender and RFP documents. Since joining OCWA in 2021, Allison's current experience includes project management support to municipal clients undertaking the Municipal Class EA process for municipal drinking water, wastewater and storm water systems. Allison has also recently supported municipal clients through the MECP CLI-ECA application process for sewage and stormwater collection systems. **Allison will act as Project Engineer / Project Manager for this project.**

Jose Casal, P.Eng., PMP – Senior Project Manager/Engineer

Jose is a professional engineer with more than 20 years of combined international and Canadian experience in water/wastewater process engineering and project management. Jose's experience includes water/wastewater design, engineering and compliance assessments, retrofits, energy management and audits, process evaluation, assessment and optimization. At present, Jose acts as the project manager and technical advisor for several water and wastewater projects in municipalities and First Nations communities across Ontario. As a process Engineer, Jose has conducted treatment process reviews providing clients and operation staff with recommendations for process modifications and optimization resulting in more efficient and effective use of the process and equipment/assets and ultimately leading to energy savings. **Jose will be the Senior Technical Advisor for this project and provide QA/QC.**

Throughout this project, we will also have support from OCWA Operations staff for coordinating site visits (if needed), sharing of facility data and other facility information,

confirming scope of work and maintaining communication throughout all aspects of the project.

4 Schedule

OCWA will be ready to start the project in early September 2024. The full project schedule will ultimately be dictated by the availability and quality of facility documentation; however, the data collection can start immediately after approval. We do not anticipate the need for additional 3rd party services at this time, which can also impact overall project budget and completion. **Table 1** contains a list of tentative milestone dates for the project.

Table 1: Key Milestones

TASK	SCHEDULE	MILESTONE DATE
Project Approval to Start		Sep 3,2024
Collect and Review Background Information. Kick-off meeting (PTM#1)	1 Week	Sep 10, 2024
Draft O&M Manual	2 Weeks	Sep 27, 2024
Review Draft O&M manual. PTM#2	1 Week	October 4, 2024
Final O&M Manual	1 Week	October 4, 2024

5 Project Budget

In reviewing the above scope of work, OCWA proposes a budgetary cost of **\$10,000** (exclusive of HST) to complete the project. A breakdown of the estimated budget by task is provided in Table 2. OCWA will invoice the Municipality after the draft is completed and once the document is finalized on a time and material basis for the OCWA services fees to the upset limit.

A Time Task Matrix for this project is provided in Appendix A. If additional services are required outside of the scope of this proposal, this cost would be in accordance with our Engineering Schedule of Rate attached in Appendix B. Table 2 summarizes the budget by task.

Table 2: Budget Summary

TASK	BUDGET
Project Management	\$1,100
O&M Manual Development	\$8,900
Total	\$10,000.00

6 Terms and Conditions

OCWA proposes to complete this project under the terms and conditions of the current OCWA O&M Agreement with the Municipality of St. Charles as an out of scope service. Once the proposal is approved, an Expenditure Request form will be sent to the Municipality for review and signature.

7 Assumptions and Limitations

Based on current understanding of the project, OCWA has assumed the following in development of the scope of work:

- Digitizing any hard copy drawings. If digital copies are requested or necessary, this will be an additional cost based on time and materials.
- No site visits have been planned throughout this project. If a site visit is required, this will be an additional cost based on time and expenses.
- Development of Standard Operating Procedure (SOP), guidance documents or forms not currently being utilized by OCWA staff for lagoon property and compliance requirements.
- Addition of linear system and Development of Standard Operating Procedure (SOP), guidance documents or forms not currently being utilized by Operating Authority as specified in municipal CLI-ECA.

We are ready to start the project upon receipt of approval notice. Should you have any questions on the above, please feel free to contact the undersigned.

Sincerely,

Jose Casal, P.Eng, PMP
Senior Specialist / Project Manager
jcasal@ocwa.com
(905) 491-3044

cc: Ted Smider, Business Development, OCWA
Allison Mokracki, Project Engineer, Project Planning & Delivery, OCWA
Lisa Babel, Director, Project Planning & Delivery, OCWA

COUNTERSIGNATURE:

By signing below, I accept the scope of work described in the above proposal and provide permission on behalf of the Municipality to proceed.

(Signature)

Date

APPENDIX A

TTM

Task Description		Total Hours	PM/Eng. Fees	Disbursements	Direct Expenses	Other Expenses	Total Cost
1 Project Management							
1.1	Project Setup + Closeout	5	\$591.00	\$35.46	\$0.00	\$0.00	\$626.46
1.2	Project Management, Communications and Financial Management	4	\$494.00	\$29.64	\$0.00	\$0.00	\$523.64
<i>Subtotal Task Hours</i>		9					
<i>Percentage of Overall Task/Activity Time</i>		100%					
<i>Subtotal Costs</i>			\$1,085.00	\$65.10	\$0.00	\$0.00	\$1,150.10
2 Activity/Phase 2: O&M Manual Development							
2.1	Background Information Collection and Review	20	\$2,895.00	\$173.70	\$0.00	\$0.00	\$3,068.70
2.2	Project Team (Kick-Off) Meeting (PTM#1 - Telecon)	8	\$1,158.00	\$69.48	\$0.00	\$0.00	\$1,227.48
2.3	Development of Draft O&M Documents	16	\$2,556.00	\$153.36	\$0.00	\$0.00	\$2,709.36
2.4	Review of Draft O&M Documents	8	\$1,158.00	\$69.48	\$0.00	\$0.00	\$1,227.48
2.5	Final O&M Document	4	\$639.00	\$38.34	\$0.00	\$0.00	\$677.34
<i>Subtotal Task Hours</i>		56					
<i>Percentage of Overall Task/Activity Time</i>		100%					
<i>Subtotal Costs</i>			\$8,406.00	\$504.36	\$0.00	\$0.00	\$8,910.36
Total Project Hours and Fees							
Total Project Hours		65					
Percentage of Overall Time		100%					
Total Project Fees			\$9,491	\$569	\$0	\$0	\$10,060
<i>Third Party Contractor/Service Provider Admin Fee</i>						0%	\$0.00
<i>Contingency Allowance</i>						0%	\$0.00
Overall Project Total							\$10,060
<i>HST</i>							13.00%
Project Grand Total							\$11,368

APPENDIX B

Schedule of Rates

Engineering Schedule of Rates – 2024

CATEGORY		DESCRIPTION	HOURLY RATE
Director	Director		\$200.00
E04	Senior Specialist Engineer /Project Manager		\$189.00
E03	Senior Engineer/Project Manager		\$168.00
E02	Engineer/Project Manager		\$150.00
E01	Engineer In-Training		\$117.00
	Student Engineer		\$100.00
	Administrative Assistant		\$67.00
	Financial Analyst		\$97.00

Currency: Canadian Dollars, excluding HST

Expenses and Disbursements:

General office expenses including long distance, cellular/data charges, printing, office supplies and courier charges will be charged at 6% of Professional Fees.

Special expenses such as travel and living expenses, third party consultants, capital equipment, contractors fees, permitting fees and any other items not otherwise listed will be charged at cost plus 5% administration fee.

Invoicing:

Professional fees and expenses will be invoiced monthly unless otherwise stated and are payable within 30 days. Taxes will be added as applicable.

Technology and Operations Expertise:

Technology and Operations experts will be charged at specific individual rates to be provided as needed.

Overtime:

Overtime will be charged at 1.5 times the rates stated above, but only if pre-approved by client.

Terms and Conditions:

OCWA standard terms and conditions will apply.

Revision:

This Schedule of Rates is valid until December 2024 after which time it will be reviewed and updated for 2025.