



AGENDA

Village of Ashville, Ohio WWTP Improvements KICKOFF MEETING

Ashville Municipal Building
Wednesday, March 26, 2014
4:00 P.M.

A. Contacts

Title	Name	Phone	Email
Village of Ashville			
Village Mayor	Charles Wise	614-748-1045	mayorwise@ashvilleohio.gov
Village Administrator	Franklin Christman	740-983-6367	fchristman@ashvilleohio.gov
WWTP Superintendent	Tom Bouts	614-429-7811	tlbouts@aol.com
URS			
Project Manager	Jeff Kerr	614-600-5868	Jeff.kerr@urs.com
Project Engineer	Jeremy Cook	614-464-4500	Jeremy.cook@urs.com
Design Engineer	Matt Noelker	614-600-5980	Matthew.noelker@urs.com

SCOPE OF SERVICES

A. Background Investigations

1. **Land Acquisition:** Complete. Need to coordinate soil borings with farming operations.
2. **Phase 1 Environmental Site Assessment (ESA):** Complete.
3. **Funding Strategy:**
 - Current Funding-OWDA Planning Loan for \$1,110,000 at 3.86% interest. Used for land and design services.
 - Construction Funding Options: Final interest rates on loans to be worked out with agencies.
 - OWDA Construction Loan-Market rate: 4.49%, Community assistance rate: 2%.
 - WPCLF Construction Loan (need to nominate project for 2015 funding if this funding is desired). Need to meet with OEPA to discuss funding requirements. Current small systems rate: 2.83%, Hardship loan rates: 0-1%. OEPA and Federal requirements would apply to project design and construction.
 - OPWC Grant and Loan (need to apply in 2014 for funds to be received in July 2015)
 - OPWC Credit Enhancement Grant (need to apply in 2014 for funds to be used to pay interest on loans)
4. **WWTP, Force Main and Outfall Sewer Topographic Survey:** Estimated completion April 1, 2014.

5. **Subsurface Investigation:** Phase 2: Approximately seven (7) borings and geotech report to be completed. Estimated completion: June 2014.

B. Design Services

1. Design the treatment processes and equipment described in the report, "Wastewater Engineering Report," April, 2012 and described in our contract. See attached preliminary layout drawing for the new WWTP. The design would include the following:
 - Administration/control building.
 - Raw sewage pump station (at the existing WWTP site);
 - Approximately 4,500 lineal feet of force main and outfall sewer;
 - Raw sewage pump station (near the new WWTP site for gravity intercepted flow);
 - Demolition plan for existing structures at existing WWTP; (Need to define items to be demolished)
 - Headworks building;
 - Oxidation ditch;
 - Two final clarifier tanks and equipment;
 - Ultraviolet disinfection tank/post aeration;
 - Two aerobic digesters;
 - A sludge press and cake storage building;
 - Electrical power improvements needed for the new equipment including a standby generator; and
 - SCADA and instrumentation improvements.
2. A basis of design memo will be prepared during the project design and submitted to the Village.
3. **Deliverables:**
 - Preliminary layout drawings (plant site, force main, outfall sewer)
 - 60% plans and specifications.
 - 90% plans and specifications.
 - 100% plans and specifications and PTI application package
4. **Easements:** Prepare up to six easement descriptions in metes and bounds format. Avoidance of easements is preferred due to impacts on the project schedule due to acquisition problems.
5. **Cost Estimates:** multiple estimates will be provided to show how field conditions and requested changes are impacting the project cost.
 - Preliminary estimate, 60% plan estimate, 90% plan estimate, and final estimate for bidding.
6. **Permits**
 - Need to discuss the Village's proposed NPDES Permit requirements and Anti-Degradation requirements for a larger discharge to Big Walnut Creek with OEPA.



- Prepare and submit an Ohio EPA Permit to Install application package, an anti-degradation addendum, an NPDES Permit application and the required NPDES report.

C. Task 3: Bidding Services

1. Assemble a project manual.
2. Advertise for bids.
3. Print and distribute documents.
4. Respond to questions.
5. Attend pre-bid meeting.
6. Issue addenda.
7. Attend bid opening, review bids and provide bid tabulation.

MISCELLANEOUS ITEMS

A. Special Concerns of the Village

B. Schedule

1. **Per Findings & Orders (assume signing in March 2014)**
 - PTI Submittal: December 31, 2014 (current requirement 9 months of signing findings and orders)
 - Assuming OEPA PTI approval in March 2015:
 1. Complete Bidding: May 2015.
 2. Begin Construction: July of 2015 (OPWC funds available)
 3. Complete Construction: TBD (at least 18 months)